



CITY OF OREGON CITY LIBRARY BOARD REGULAR MEETING AGENDA

Virtual Meeting (Zoom)
Wednesday, January 31, 2024 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

APPROVAL OF MINUTES

- [1.](#) Annual Officer Elections

LIBRARY DIRECTOR'S REPORT

- [2.](#) The Library Director will present his January, 2024 report and library statistics.

PUBLIC COMMENTS

DISCUSSION ITEMS

- [3.](#) Partnership with Oregon City School District and Clackamas County for the Implementation of a Student Library Card Program
- [4.](#) FY 23-24 Q2 Tactical Plan Update
- [5.](#) Library District IGA Update
- [6.](#) Library Display Policy Discussion

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 WPMC 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: 01/31/2024

SUBJECT:

Annual Officer Elections

STAFF RECOMMENDATION:

N/A

EXECUTIVE SUMMARY:

The members of the Library Board will elect officers for the 2024 calendar year.

BACKGROUND:

Article IV.2 of the Library Board bylaws states:

There will be Chair and Vice-Chair positions for the LIBRARY BOARD. Each position will be for a one-year term. The LIBRARY BOARD will select members as Chair and Vice-Chair each January with a nomination and voice vote process.

In accordance with these bylaws, the members of the Library Board will nominate and elect a Chair and Vice-Chair for the 2024 calendar year.

OPTIONS:

N/A

BUDGET IMPACT:

Amount: n/a

FY(s): n/a

Funding Source(s): n/a



Oregon City Public Library

Greg Williams, MLIS, Library Director
606 John Adams St | Oregon City OR 97045
Ph (503) 657-8269 ext 1010

Library Director's Report for January 2024

Monthly Statistics Notes

Patron traffic heat maps for December, 2023 are below:

<u>Dec 2023 - TOTAL Entry Counts (6th, 7th, Carnegie)</u>									
Day	10a	11a	12p	1p	2p	3p	4p	5p	6p
Su			210	121	152	136	112		
Mo	241	149	137	139	186	182	167	114	57
Tu	188	129	120	158	146	173	158	126	51
We	281	201	178	206	276	320	297	161	66
Th	244	161	197	197	216	194	156	95	48
Fr	277	232	224	240	259	270	223	119	57
Sa	283	329	278	283	221	255	209	91	
<u>Dec 2023 - TOTAL Exit Counts (6th, 7th, Carnegie)</u>									
Day	10a	11a	12p	1p	2p	3p	4p	5p	6p
Su			154	110	147	146	164		
Mo	144	162	154	126	157	181	168	130	100
Tu	121	130	128	143	131	143	179	146	105
We	166	216	183	209	218	277	349	182	156
Th	124	205	181	183	206	199	166	113	84
Fr	183	228	226	227	250	287	237	137	116
Sa	161	297	326	260	233	224	260	166	

Library District Updates

- The first distribution of Library District Funds for FY23-24 was received by the City this month (see attached). A second distribution will be received in June. The first distribution was in the amount of \$2,682,916. For this fiscal year, the City budgeted total Library District Revenue of \$2,734,800. In order to "make budget" on District revenue, the second distribution will need to be at least \$51,884. Over the last 10 years, the second distribution amount has averaged \$171,074 (with the lowest second distribution during that same timeframe being \$152,382), so we are fairly confident that District revenue for the year will come in (at least) on budget and likely higher than budgeted.

- The County also provided their estimate of FY 24-25 Library District Distributions (attached). Based on data from the Assessor's office and historical experience, the County estimates Oregon City will receive \$2,938,520 in Library District distributions during FY 24-25. The City budgeted \$2,810,000 in Library District revenue for FY 24-25. While the County estimate is no guarantee of actual receipts, it is a positive indicator that the City's District revenue estimate for the 2nd year of the biennium is reasonable and accurate.
- Last month, you may have seen that the Josephine County Board of Commissioners approved a request for residents to "opt out" of the Josephine Community Library District (see article attached). This Commission's decision is controversial and **an injunction against approving further "opt outs" was issued**. While not a party to the action, the State Library has been active in following the issue and working with partners to provide advice and information (see attached memo). If ever upheld by courts, such "opt out" withdrawals could have significant impacts for Library Districts (as well as other special districts) around the state (including the Clackamas County Library District).

Oregon City Public library
Monthly Statistical Report
Reporting period: **December, 2023**

	Current Month		FY 23/24 YTD		Last Month		Same Month Last FY		FY 22/23 YTD	
<u>PATRON STATISTICS</u>										
New Patron Registrations	199		1,753		282		219		1,679	
Total Registered Patrons	17,190		17,190		17,020		16,338		16,338	
Library Visitors (Ins)	10,964		77,302		11,895		9,950		9,950	
Library Visitors (Outs)	10,762		76,120		11,712		9,750		9,750	
<u>CIRCULATION (includes 1st-time circ and renewals)</u>										
Adult materials	13,660		88,775		14,087		13,652		85,845	
YA materials	1,905		12,912		1,923		1,721		12,628	
Children's materials	16,050		111,124		18,304		16,111		107,576	
Electronic materials	8,276		47,807		8,124		6,325		38,100	
Total Circulation	39,891		260,618		42,438		37,809		244,149	
1st Time Circulation (Physical)	19,605		133,114		21,536		19,536		132,896	
1st Time Circulation (Self-Check)	18,253	93.1%	124,163	93.3%	19,972	92.7%	18,488	94.6%	125,891	94.7%
Holds received from other libraries	11,887	53.1%	79,447	53.2%	12,716	53.3%	11,795	52.3%	74,000	51.9%
Holds sent to other libraries	10,497	46.9%	70,007	46.8%	11,152	46.7%	10,749	47.7%	68,681	48.1%
<u>CIRCULATION DEMOGRAPHICS</u>										
Borrowers - City Residents	1,571	56.9%	n/a		1,716	57.0%	1,506	57.2%	n/a	
Borrowers - Unincorporated Residents	969	35.1%	n/a		1,045	34.7%	927	35.2%	n/a	
Borrowers - Other	219	7.9%	n/a		247	8.2%	202	7.7%	n/a	
Service Area Pop - City	37,786	61.4%	n/a		37,786	61.4%	37,737	61.7%	n/a	
Service Area Pop - Unincorporated	23,752	38.6%	n/a		23,752	38.6%	23,424	38.3%	n/a	
<u>TECHNOLOGY</u>										
Internet Sessions	675		3,910		670		600		4,057	
WiFi Sessions	541		3,983		683		781		5,352	
<u>SOCIAL MEDIA / EMAIL</u>										
Facebook followers	n/a		n/a		4,663		4,357		n/a	
Instagram followers	n/a		n/a		2,340		2,069		n/a	
Twitter followers	n/a		n/a		n/a		946		n/a	
YouTube subscribers	380		n/a		379		355		n/a	
YouTube unique viewers	217		n/a		312		320		n/a	
YouTube views	336		4,329		371		593		3,621	
Email newsletter subscribers	5,172		n/a		5,147		4,859		n/a	
See monthly Hootsuite report for additional social media statistics										
<u>FINANCIAL</u>										
See monthly Budget to Actual report										
<u>ELECTRONIC RESOURCES</u>										
Kanopy plays	240		1,516		252		273		1,688	
Kanopy cost	\$	319	\$	1,800	335		\$	318	1,763	
Kanopy average cost/play	\$	1.33	\$	1.19	\$	1.33	\$	1.16	\$	1.04
<u>SERVICE DESK INQUIRIES</u>										
Ready Reference	574		4,445		545		619		4,769	
Reference	72		479		81		81		676	
Technology Assistance	149		973		91		141		1,065	
<u>FACILITIES</u>										
Conference Room - Bookings	48		290		55		41		253	
Conference Room - Hours Available	215		1,353		202		231		1,377	
Conference Room - Hours Booked	80		480		87		75		422	
Conference Room - Occupancy Pctg	37.2%		35.5%		43.1%		32.5%		30.6%	
Community Room - Bookings	40		258		49		-		-	
Community Room - Hours Available	215		1,353		202		-		-	
Community Room - Hours Booked	71		436		83		-		-	
Community Room - Occupancy Pctg	33.0%		32.2%		41.1%		0.0%		0.0%	



Biennium Budget Report Y1 by Category

Item #2.

Through 12/2023

	2023-2024 Budget	December 2023-2024 Month Activity	2023-2024 Year Activity	2023-2024 Encumbrance	Year 1 Difference	2024-2025 Budget	2024-2025 Year Activity	Biennium Difference
4 - Revenue								
43 - Intergovernmental Revenues	2,744,700.00	0.00	0.00	0.00	2,744,700.00	2,819,900.00	0.00	5,564,600.00
44 - Charges for Services	3,900.00	2,508.26	3,320.16	0.00	579.84	4,000.00	0.00	4,579.84
47 - Miscellaneous Income	39,500.00	15,188.33	131,270.05	0.00	-91,770.05	33,500.00	0.00	-58,270.05
49 - Other Financing Sources	290,000.00	24,166.67	145,000.02	0.00	144,999.98	290,000.00	0.00	434,999.98
4 - Revenue Totals:	3,078,100.00	41,863.26	279,590.23	0.00	2,798,509.77	3,147,400.00	0.00	5,945,909.77
5 - Expense								
51 - Salaries and Wages	1,295,300.00	97,453.24	575,676.27	0.00	719,623.73	1,357,500.00	0.00	2,077,123.73
52 - Benefits	861,300.00	59,438.55	354,521.20	0.00	506,778.80	913,200.00	0.00	1,419,978.80
60 - Professional & Technical Services	6,400.00	137.50	1,347.50	0.00	5,052.50	16,400.00	0.00	21,452.50
61 - Repair & Maintenance Services	174,300.00	14,381.91	72,021.72	25,620.10	76,658.18	172,800.00	0.00	249,458.18
62 - Other Services	4,500.00	44.46	1,283.39	147.99	3,068.62	4,500.00	0.00	7,568.62
63 - Employee Costs	7,200.00	0.00	300.00	100.00	6,800.00	7,200.00	0.00	14,000.00
64 - Operating Materials & Supplies	269,700.00	14,149.37	98,703.41	26,876.12	144,120.47	275,700.00	0.00	419,820.47
65 - Office & Administrative Supplies	39,000.00	1,573.16	12,142.56	0.00	26,857.44	43,000.00	0.00	69,857.44
66 - Special Programs	42,400.00	2,304.34	11,523.91	3,525.00	27,351.09	42,400.00	0.00	69,751.09
68 - Community Programs and Grants	0.00	129.99	240.19	0.00	-240.19	0.00	0.00	-240.19
69 - Internal Service Charges	205,100.00	17,091.66	102,549.96	0.00	102,550.04	211,700.00	0.00	314,250.04
80 - Debt Service	415,400.00	0.00	58,924.96	0.00	356,475.04	415,400.00	0.00	771,875.04
5 - Expense Totals:	3,320,600.00	206,704.18	1,289,235.07	56,269.21	1,975,095.72	3,459,800.00	0.00	5,434,895.72

Library Board Report

Dec 01 - Dec 31, 2023

f Fans 4.2K fans	f New Fans 14 new fans	f Posts 47 posts	f Engagement > Typ Item #2. Reactions 199 Comments 25 Shares 18
f Post Reach 21K users	f Top posts > Reach 0 Oregon City Public Library Dec28, 01:05 Join our team! LIBRARY IS SEEKING AN ENTHUSIASTIC YOUTH SERVICES LIBRARIAN. Join our team! The Oregon City Public Library (OCPL) is looking for an experienced, outgoing, and compassionate person to fill a 2757 users 0 Oregon City Public Library Dec08, 22:35 CKS NERALS Our gnome, Lumi, is hiding somewhere in the Library! Could she be in the Lobby? The Holds Room? The Carnegie? Upstairs by 2693 users 0 Oregon City Public Library Dec19, 01:44 (Post with no description) 1422 users		
f Post Likes 115 likes	f Top posts > Reactions 0 Oregon City Public Library Dec08, 22:35 CKS NERALS Our gnome, Lumi, is hiding somewhere in the Library! Could she be in the Lobby? The Holds Room? The Carnegie? Upstairs by 35 reactions 0 Oregon City Public Library Dec19, 01:44 (Post with no description) 19 reactions 0 Oregon City Public Library Dec28, 01:05 Join our team! LIBRARY IS SEEKING AN ENTHUSIASTIC YOUTH SERVICES LIBRARIAN. Join our team! The Oregon City Public Library (OCPL) is looking for an experienced, outgoing, and compassionate person to fill a 14 reactions		
@ Followers 2.3K followers	@ New followers 17 followers	@ Profile visits 125 views	@ Website clicks 13 website taps
@ Posts 85 posts	@ Top Posts > Reach 0 oregoncitylibrary Dec27, 20:14 Join our team! OREGON CITY LIBRARY IS SEEKING AN ENTHUSIASTIC YOUTH SERVICES LIBRARIAN. Join our team! The Oregon City Public Library (OCPL) is looking for an experienced, outgoing, and compassionate person to fill a 625 users 0 oregoncitylibrary Dec06, 22:01 MOVIE With Snacks! Join us at 2:30 in the Community Room to watch a family friendly movie and enjoy some hot chocolate & candy! Limited capacity, pre-registration encouraged. On Wednesday, Dec. 20, join us at 2:30 in the Community Room to watch a family-friendly movie and enjoy some hot chocolate & 369 users 0 oregoncitylibrary Dec27, 22:30 YARN ART We provide the supplies, kids and adults make projects together! Two 45-minute sessions at 2:30 and 3:15 (limited capacity, pre-registration encouraged) Art Labs Yamamoto Yarn Art Wednesday, January 3, 2:30 & 3:15pm Library Community Room Register at go.lincc.org/ockidart We 310 users		

 Post engagement

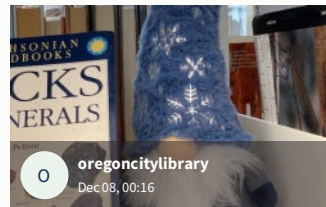
247
engagements

 Top posts > Likes



Join our team! The Oregon City Public Library (OCPL) is looking for an experienced, outgoing, and compassionate person to fill a Youth Services Librarian 1 position! Read the full announcement here: <https://www.ocpl.org/your-oregon-city-library-is-seeking-an-enthusiastic-youth-services-librarian-1-position/>

26 likes



Our gnome, Lumi, is hiding somewhere in the Library! Could she be in the Lobby? The Holds Room? The Carnegie? Upstairs by the Children's Room?

19 likes

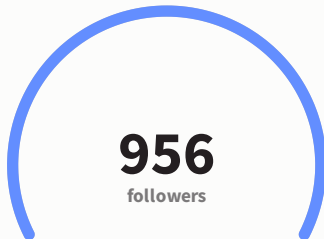


Happy Holidays from your #OregonCityLibrary!

18 likes

Item #2.

 Followers



 Tweets

54
tweets

 Mentions

15
mentions

 Engagement > Type

Likes **12**

Retweets **4**

Quote tweets **1**

Replies **0**

 Top tweets > Engagements



Join our team! The Oregon City Public Library (OCPL) is looking for an experienced, outgoing, and compassionate person to fill a Youth Services Librarian 1 position! Read the full announcement here: <https://www.ocpl.org/your-oregon-city-library-is-seeking-an-enthusiastic-youth-services-librarian-1-position/>

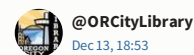
5 engagements



@ORCityLibrary
Dec 14, 01:46

Thank you to @rachelkingpdx for keynote speaking at our Friends' & Foundation's annual fundraiser last week! Great to hear the excerpt you read from Bratwurst Haven. And loved hearing how you've witnessed libraries inspiring people and how they've had a lasting impact on you.

5 engagements



@ORCityLibrary
Dec 13, 18:53

Beyond settler history: New book explores the story of Willamette Valley's Indigenous tribes
<https://www.opb.org/article/2023/12/02/confederated-tribes-grand-ronde-native-american-indigenous-history-indian-reservation/>

5 engagements

Report sources

 Oregon City Public Library

 @ORCityLibrary

 oregoncitylibrary



DAN JOHNSON
DIRECTOR

DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT
DEVELOPMENT SERVICES BUILDING
150 BEAVERCREEK ROAD OREGON CITY, OR 97045

MEMORANDUM

DATE: January 9, 2024
TO: Patrick Williams, Finance Deputy Director
FROM: Sarah Eckman, DTD Assistant Director *Sarah Eckman*
CC: Gary Schmidt, County Administrator
Dan Johnson, DTD Director
Diedre Landon, DTD Administrative Services Manager Snr.
RE: **Library Service District – First Distribution Payment (FY 2023/2024)**

Attached please find a spreadsheet detailing the first Library District distribution payment for FY 2023/2024. Following are the distribution amounts for each of the Library District cities, the City of Tualatin and the County operated Libraries (Oak Lodge Library and Gladstone Library):

Payable to	Library	First Distribution	Payment Method
City of Canby	Canby Public Library	\$ 1,054,796	Investment Pool Transfer
City of Estacada	Estacada Public Library	\$ 966,287	Investment Pool Transfer
City of Happy Valley	Happy Valley Public Library	\$ 3,231,435	Investment Pool Transfer
City of Lake Oswego	Lake Oswego Public Library	\$ 3,436,713	Investment Pool Transfer
City of Milwaukie	Ledding Library of Milwaukie	\$ 1,973,263	Investment Pool Transfer
City of Molalla	Molalla Public Library	\$ 1,077,014	Investment Pool Transfer
City of Oregon City	Oregon City Public Library	\$ 2,682,916	Investment Pool Transfer
City of Sandy *	Sandy Public Library	\$ 1,210,894	Investment Pool Transfer
City of Sandy *	Hoodland Public Library	\$ 301,656	Investment Pool Transfer
City of Tualatin	Tualatin Public Library	\$ 108,937	Investment Pool Transfer
City of West Linn	West Linn Public Library	\$ 1,749,556	Investment Pool Transfer
City of Wilsonville	Wilsonville Public Library	\$ 1,682,842	Investment Pool Transfer
Clackamas County	Gladstone Public Library	\$ 875,983	Library District Revenue Transfer CLCK-212-500502-33160
Clackamas County	Oak Lodge Public Library	\$ 1,667,048	Library District Revenue Transfer CLCK-212-500505-33160
Total		\$ 22,019,340	

* Per the intergovernmental agreement, the combined Library District Distribution payment of \$1,512,550.09, which includes the Sandy Public Library (\$1,210,893.88) and Hoodland Branch (\$301,656.21) distributions, shall be sent directly to the Sandy Public Library.

If you have any questions, please contact Sarah Eckman at Sarahste@clackamas.us.

Thank you.

Clackamas County Library District
Fiscal Year 2023 - 2024 Distribution Formula

Item #2.

Total Current Year Tax Receipts	\$21,449,041	100.00%	Prior Year
City Assessed Value	\$ 11,850,594.88	55.25%	\$310,699
Unincorporated Population Served	\$ 9,598,445.62	44.75%	\$259,600

Prior Year Fund Balance	\$ 317,207.71
Interest Earned	\$ 30,906.59
Delinquent Tax & Interest/Penalties	\$ 222,185.35
Total	\$ 570,299.65
Total Library District Revenues	\$ 22,019,340.15

City	Assessed Value	Unincorporated Population Served	Assessed Value Prior Interest & Delinquent Tax	Unincorporated Prior Interest & Delinquent Tax	Tualatin Distribution	Total Distribution	%
Canby	\$ 689,704.62	\$ 337,865.29	\$ 18,113.77	\$ 9,111.97		\$ 1,054,795.65	4.79%
Estacada	\$ 200,275.05	\$ 741,000.00	\$ 4,971.19	\$ 20,041.15		\$ 966,287.39	4.39%
Gladstone	\$ 370,923.62	\$ 481,841.97	\$ 10,159.87	\$ 13,057.90		\$ 875,983.36	3.98%
Happy Valley	\$ 1,334,376.98	\$ 1,812,186.53	\$ 35,885.76	\$ 48,986.60		\$ 3,231,435.38	14.68%
Lake Oswego	\$ 3,047,973.00	\$ 245,720.21	\$ 81,931.39	\$ 6,619.81	\$ 54,468.40	\$ 3,436,712.81	15.61%
Milwaukie	\$ 876,944.02	\$ 1,044,310.88	\$ 23,737.42	\$ 28,270.48		\$ 1,973,262.81	8.96%
Molalla	\$ 270,193.56	\$ 778,433.94	\$ 7,332.50	\$ 21,053.59		\$ 1,077,013.60	4.89%
Oregon City	\$ 1,414,961.03	\$ 1,199,805.70	\$ 35,699.34	\$ 32,450.05		\$ 2,682,916.13	12.18%
Sandy	\$ 401,735.17	\$ 777,474.10	\$ 10,656.98	\$ 21,027.63		\$ 1,210,893.88	5.50%
Hoodland	\$ -	\$ 293,712.44	\$ -	\$ 7,943.77		\$ 301,656.21	1.37%
Tualatin	\$ 212,125.65	\$ -	\$ 5,747.94	\$ -	\$ (108,936.79)	\$ 108,936.79	0.49%
West Linn	\$ 1,564,278.52	\$ 128,619.17	\$ 42,286.17	\$ 3,478.65	\$ 10,893.68	\$ 1,749,556.19	7.95%
Wilsonville	\$ 1,467,103.65	\$ 134,378.24	\$ 34,176.92	\$ 3,608.45	\$ 43,574.72	\$ 1,682,841.96	7.64%
*Oak Lodge	\$ -	\$ 1,623,097.16	\$ -	\$ 43,950.35		\$ 1,667,047.50	7.57%
Total	\$ 11,850,594.88	\$ 9,598,445.62	\$ 310,699.25	\$ 259,600.40	\$ (0.00)	\$ 22,019,339.65	100.00%

Tualatin Assessed Value & Prior Year Distribution		Assessed Value	Prior Year, Interest and Delinquent Tax	Total
Tualatin	50%	\$ 106,062.82	\$ 2,873.97	\$ 108,936.79
Lake Oswego	25%	\$ 53,031.41	\$ 1,436.98	\$ 54,468.40
Wilsonville	20%	\$ 42,425.13	\$ 1,149.59	\$ 43,574.72
West Linn	5%	\$ 10,606.28	\$ 287.40	\$ 10,893.68
Total	100%	\$ 212,125.65	\$ 5,747.94	\$ 217,873.58

Clackamas County Library District
Fiscal Year 2023 - 2024 Distribution Formula
FY 2024-2025 Estimate

Total Current Year Tax Receipts	\$23,851,713	100.00%	Prior Year
City Assessed Value	\$13,178,072	55.25%	\$139,833
Unincorporated Population Served	\$10,673,642	44.75%	\$113,259

Prior Year Fund Balance	\$ -
Interest Earned	\$ 30,906.59
Delinquent Tax & Interest/Penalties	\$ 222,185.35
Total	\$253,092
Total Library District Revenues	\$24,104,805

FY 2024/2025 Tax Receipts ESTIMATE Calculator			
\$ 24,350,161	FY 2023/2024 Taxes Imposed		
\$ 730,505	3%	x Estimated Growth Rate	
\$ 25,080,666	Estimated FY 2024/2025 Taxes Imposed		
\$ 23,851,713	95.1%	x Assessors Collection Rate	
\$23,851,713 = Future year Tax Receipts ESTIMATE			

	Assessed Value	Unincorporated Population Served	Assessed Value Prior Interest & Delinquent Tax	Unincorporated Prior Interest & Delinquent Tax	Tualatin Distribution	Total Distribution	%
Canby	\$766,964	\$375,712	\$8,138	\$3,987		\$1,154,801	4.79%
Estacada	\$222,709	\$824,005	\$2,363	\$8,744		\$1,057,821	4.39%
Gladstone	\$412,474	\$535,817	\$4,377	\$5,686		\$958,353	3.98%
Happy Valley	\$1,483,851	\$2,015,184	\$15,745	\$21,383		\$3,536,162	14.66%
Lake Oswego	\$3,389,400	\$273,245	\$35,965	\$2,899	\$59,598	\$3,761,107	15.60%
Milwaukie	\$975,177	\$1,161,292	\$10,348	\$12,323		\$2,159,140	8.96%
Molalla	\$300,460	\$865,632	\$3,188	\$9,185		\$1,178,466	4.89%
Oregon City	\$1,573,462	\$1,334,205	\$16,696	\$14,157		\$2,938,520	12.19%
Sandy	\$446,737	\$864,565	\$4,740	\$9,174		\$1,325,216	5.50%
Hoodland	\$0	\$326,613	\$0	\$3,466		\$330,079	1.37%
Tualatin	\$235,887	\$0	\$2,503	\$0	-\$119,195	\$119,195	0.49%
West Linn	\$1,739,505	\$143,027	\$18,458	\$1,518	\$11,920	\$1,914,427	7.94%
Wilsonville	\$1,631,445	\$149,431	\$17,311	\$1,586	\$47,678	\$1,847,451	7.66%
*Oak Lodge	\$0	\$1,804,913	\$0	\$19,152		\$1,824,065	7.57%
Total	\$13,178,072	\$10,673,642	\$139,833	\$113,259	\$0	\$24,104,805	99.99%

Tualatin Assessed Value & Prior Year Distribution		Assessed Value	Prior Year, Interest and Delinquent Tax	Total
Tualatin	50%	\$117,944	\$1,252	\$119,195
Lake Oswego	25%	\$58,972	\$626	\$59,598
Wilsonville	20%	\$47,177	\$501	\$47,678
West Linn	5%	\$11,794	\$125	\$11,920
Total	100%	\$235,887	\$2,503	\$238,390

Josephine Community Library pursues legal action after residents opt out of tax district

Jefferson Public Radio | By [Jane Vaughan](#)

Published December 11, 2023 at 3:35 PM PST



LISTEN • 1:02



Josephine Community Library Website

The Josephine Community Library in Grants Pass.

A decision by the county Board of Commissioners last week could set a precedent for voter-approved districts across the county.

The Josephine Community Library District is pursuing legal action after the county's Board of Commissioners allowed a couple to opt out of the library's tax district last week in an unprecedented decision.

On Wednesday, the commissioners allowed a Grants Pass couple, Mike Pelfry and his

Rhythm & News
Open Air

have to pay that tax. The couple argued their property does not benefit from the library. Item #2.

Now, according to the agenda for this week's meeting, four more residents are asking to have their properties removed from the district as well.

Rachele Selvig, the library district's board president, said these withdrawals could have financial consequences for the library, adding that she thinks this effort is an attempt to shut libraries down by defunding them.

"The library is not flush. It's obviously dealing with issues all the time regarding funding. We do a lot of fundraising to help support a lot of the library as well. So the more that withdraw, the more of an impact it is going to have," she said.

The district was created by voters in 2017. It provides funds for the library through an additional property tax of \$0.39 per \$1,000 of assessed value. The district spans areas of the Illinois Valley, Williams and Wolf Creek, as well as Grants Pass and Cave Junction.

It provided a lifeline for the Josephine Community Library, which had closed in 2007 due to a lack of funding. Residents had voted down both a tax district and a levy to fund the library before finally approving this district in 2017.

In their discussion last week, the commissioners expressed confusion about [the state statute that outlines the rules for withdrawing property from a district](#). They debated what they said is a lack of clarity in the statute and whether the library provides services to the property itself or to the people who own the property.

Now, attorneys for the library, which is represented by Hornecker Cowling, are working on filing an injunction to stop these withdrawals from occurring.

They're also asking the Josephine County Circuit Court to interpret that state statute.

Selvig is concerned about the precedent this decision might set for special districts around the county, including the recently approved law enforcement service district.

"My real concern, too, is that this is really a way to undermine what people vote for. People vote for these districts. And now all of a sudden, people can pick and choose

what districts they want to belong to, regardless of what their neighbors have voted she said.

Item #2.

The statute covers 28 types of districts, including water control, fire, hospital and water.

Attorney Mike Mayerle, who represents the library, had raised a similar question at last week's meeting.

"Are we gonna do this year to year, whether you want to be opt in, opt out? If you have your grandchildren come up, can you opt in for a day, pay a day's worth of tax, and then use the library?" he said.

Mayerle, the commissioners and other representatives for the library did not respond to requests for comment.

Tags[Law and Justice](#)[Top Stories](#)[Oregon News](#)[Josephine County](#)[Josephine County Libraries](#)[property tax](#)[Appfeed](#)[Rogue Valley News](#)**Jane Vaughan**

Jane Vaughan is a regional reporter for Jefferson Public Radio. Jane began her journalism career as a reporter for a community newspaper in Portland, Maine. She's been a producer at New Hampshire Public Radio and worked on WNYC's On The Media.

[See stories by Jane Vaughan](#)



Oregon

Tina Kotek, Governor

Item #2.



State Library of Oregon

250 Winter St. NE

Salem, OR 97301

503-378-4243

www.oregon.gov/library

January 3, 2024

To the Oregon library community:

You may be aware of efforts in Josephine County to [withdraw properties from the tax rolls](#) of [Josephine Community Library District \(JCLD\)](#). This action is an unprecedented attempt to undermine the most stable funding source available to public libraries in Oregon. As a result, the State Library is monitoring the situation closely and taking appropriate actions, as these efforts could reverberate to libraries outside Josephine County, and potentially to other types of government services.

Public libraries in Oregon can be funded through several tax mechanisms, including city, county, and district taxes. JCLD is a special district library, which is a completely independent government entity with its own permanent, dedicated tax funding and elected governing board. Unlike a city or county, a special district government is formed to carry out a single governmental function, such as library service. Other types of districts provide fire protection, water, parks and recreation, emergency medical services, or several other functions.

Together with similar entities called county service districts, special districts are the most sustainable way to fund public libraries in Oregon. With their permanent tax rate and dedicated governing board, special district libraries are less likely to be subject to some of the pressures evident in city or county budgets. Over half of the 4.2 million people in Oregon get their library services funded in whole or part by a special or county service district. We provide more information about library districts on our [Library Service in Oregon guide](#).

Withdrawing a property from a district's tax rolls means the library will no longer receive taxes from the owners or renters of that land. The Oregon Revised Statutes (ORS) provide for the withdrawal of property from a taxing district "if it has not been, or is not or would not be, feasible for the territory described in the [withdrawal] petition to receive service from the district" ([ORS 198.870\(4\)](#)). This statute is being cited in the withdrawal requests in Josephine County.

The withdrawal provision has clear application for districts that provide services directly to a property, such as a fire, water, or irrigation district. If a water district is unable to provide water to a property, it may be unfair to require the people who own or rent that property to pay taxes to the district. There are also instances where a library district may not be able to serve a property. The only example in Oregon of a landowner-initiated withdraw petition from a library district was when uninhabitable forestland was removed from the Lane Library District in 2005.

The efforts in Josephine County concern us at the State Library because they appear to be expanding the withdrawal provisions of ORS 198 beyond whether it is feasible for the library district to serve

The State Library of Oregon cultivates, preserves, and delivers library and information services to foster lifelong learning and community engagement.

people who own or live on the properties in question. Instead, these withdrawal requests are being debated on the grounds of whether the property owners choose to use the library or whether they feel they benefit from the library's services. This interpretation of ORS 198 sets a dangerous precedent and provides a troubling weapon to wield by those who attack libraries.

JCLD is [pursuing legal action](#) after the Josephine Board of County Commissioners approved a request to withdraw from the library district at the Board's [December 6, 2023, meeting](#). The State Library is not involved in that litigation. Given the wide-ranging implications for public libraries in Oregon, we are investigating whether the withdrawal provisions in ORS 198 are being applied as intended. We are communicating with both the State Archives and the Department of Revenue, which are responsible for processing such requests. We are also working with the [Special Districts Association of Oregon](#) and the Oregon Department of Justice to ascertain the legal basis for removing a property from a library or other type of district.

At the State Library, we see the great work happening in public libraries across the state. The positive impacts of that work ripple far beyond those who directly use the library. Public libraries are sources of knowledge and resources, community centers, early literacy educators, closers of the digital divide, and so much more to their communities. At a time when libraries and library workers are being attacked, we are inspired to see people of all backgrounds and creeds come together to support their local libraries. The State Library of Oregon encourages local communities to band together to protect libraries from efforts to undermine the legal and policy infrastructure that makes their work possible.

Sincerely,

A handwritten signature in black ink, appearing to read "Wendy Cornelisen". The signature is fluid and cursive, with a long horizontal stroke at the end.

Wendy Cornelisen
State Librarian



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: 01/31/2024

SUBJECT:

Partnership with Oregon City School District and Clackamas County for the Implementation of a Student Library Card Program

STAFF RECOMMENDATION:

N/A – Informational only

EXECUTIVE SUMMARY:

The Oregon City Public Library (OCPL) is entering into a partnership with the Oregon City School District (OCSD) and Clackamas County to facilitate the automatic creation of School Library Card accounts for K-12 OCSD students starting in the 2024/2025 school year. This partnership will be the first of its kind within the Libraries in Clackamas County (LINCC) cooperative and will significantly reduce barriers and expand access to public library services and resources for K-12 students in the Oregon City Public Library service area.

BACKGROUND:

Given their mutual goals of fostering early literacy, supporting student learning, and eliminating barriers to educational resources, school districts and public libraries have a long history of cooperation and collaboration. Over the years, as the technology and systems employed by both schools and libraries have developed, many libraries and school districts have entered into partnerships in which 1) the school district provides computerized student data to libraries and 2) libraries use this data to automatically and efficiently create library accounts for these students, typically using the student's existing school ID number. Within the Portland Metro region, both Multnomah County

Library¹ and Washington County Cooperative Library Services (WCCLS)² have partnered with local school districts to implement such programs. To date, however, no library within the Libraries in Clackamas County (LINCC) cooperative has implemented this kind of program.

In early 2020, OCPL initiated conversations with OCSD and Clackamas County (who administers the Integrated Library System, or ILS, utilized by LINCC libraries) about implementing a student library card program. Unfortunately, due to the significant disruption caused by the subsequent COVID-19 pandemic, discussions were temporarily put on hold.

In Spring 2022, OCPL, led by Youth Services Librarian Barratt Miller, resumed work on implementing a student library card program. Since then, a significant amount of preparatory work involving multiple partners, workgroups, and stakeholders has been done to envision, develop and refine the technological and administrative parameters of the envisioned student library card program. OCPL, OCSD, and Clackamas County are prepared to move forward with implementation of a formal Student Library Card (SLC) program.

The SLC program will allow parents of OCSD K-12 students to opt in (as part of annual school registration) for their student to receive a special digital Student Library Card based on the student's existing school ID number. SLC cardholders will be able to check out up to 6 e-books/e-audiobooks and 5 physical books/audiobooks at a time. SLC cardholders will be allowed to have up to 5 items on hold at any one time and will have access to electronic/online library resources provided through LINCC and/or the Oregon City Public Library. Overdue fines will not be assessed on SLC accounts.

OCPL, OCSD, and Clackamas County intend to implement a pilot program in Spring, 2024 with a limited number of OCSD students, to ensure that data export and import procedures are working as expected. Based on the results of that pilot, any necessary adjustments will be made before full rollout of the SLC program for the 2024/2025 school year.

Implementation of a Student Library Card program directly supports the Library's strategic focus of Creating and Supporting Young Readers, and is one of the major initiatives on the Library Board-approved 2023-2025 Oregon City Public Library Tactical Plan.

¹ Multnomah County Library – Library Connect (<https://multcolib.org/library-connect-information-parents-educators>)

² WCCLS Student Library Card (<https://www.wccls.org/student>)

Youth Services Librarian Barratt Miller will share more information about the SLC program with the Library Board.

OPTIONS:

N/A - Informational only.

BUDGET IMPACT:

Amount: n/a

FY(s): n/a

Funding Source(s): n/a

Student Library Card Update

Barratt Miller, Youth Services Librarian
bmiller@orccity.org

Partnership



Student Library Card Update

SLC Program Overview

Starting with the 2024/25 school year, parents will be able to sign their OCSD student up for a LINCC Student Library Card:

- 5 checkouts
- 5 holds
- No late fees (lost/damaged charges still apply)
- Full access to e-books & digital audiobooks and other electronic resources offered by LINCC and the school district's partnering library



Student Library Card Update

SLC Program Overview

Starting with the 2024/25 school year, parents will be able to sign their OCSD student up for a LINCC Student Library Card:

- Digital-only card, based on student's School ID number
- Expires after 12 months
- Families may renew annually as part of school registration paperwork
 - SLC cards not renewed will be marked for deletion and purged from the database following LINCC's record retention policy



Student Library Card Update

SLC Annual Sign-Up Process

- Parents opt in during registration (new students) or annual update (returning students) in ParentVue
- Data shared with LINCC to automatically create library accounts after first period ADM deadline in October
- Digital cards issued by December 1



Student Library Card Update

Pilot Program

- **JAN 2024** - OCSD staff distributes registration form to parents in pilot group.
- **FEB 2024** - Pilot registration process is reviewed and changes made
- **MAR 2024** - Pilot registration data sent to LINCC
- **APR 2024** - Pilot data is uploaded into LINCC system
- **MAY 2024** - Parent information e-mail is sent out parents in pilot group
- **JUNE 2024** - Pilot data load and parent notification process is reviewed and necessary changes made



SLC Benefits

- Directly supports Library Strategic Focus #1 (Create and Support Young Readers)
- Specific goal (with associated activities) on our 23-25 Tactical Plan
- Increases access to books for independent reading, supporting OCSD literacy goals
- Streamlines library access for busy families, especially for parents who may have anxiety around reading or using the library
- Enables students to check out books on a library field trip (#1 OCSD teacher request)



Student Library Card Update

Kudos

- Barratt Miller, OCPL Youth Services Librarian
- Doug Stull, OSCD District Librarian
- Dr. Sara Deboy, OCSD Assistant Superintendent
- Rick Peterson, LINCC Library Support Services Manager
- Kathryn Kohl, LINCC Library Support Services Manager (former)
- David Lippert, LINCC Integrated Library System Administrator
- LINCC Youth Access Card Task Force
- Oregon City SLC Working Group



Student Library Card Update

Questions and feedback



[This Photo](#) by Unknown Author is licensed under [CC BY-NC-ND](#)



Student Library Card Update



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: 01/31/2024

SUBJECT:

Library FY 23-24 Q2 Tactical Plan Update

STAFF RECOMMENDATION:

n/a – Discussion only

EXECUTIVE SUMMARY:

The Library Director will share a quarterly update on progress on the Library's FY 23-25 Tactical Plan.

BACKGROUND:

The Library Board has approved a FY 23-25 Tactical Plan which outlines specific goals and activities intended to support the Library's strategic priorities.

On a quarterly basis, the Library Director provides an update to the Library Board on Tactical Plan work. The Library Director will be sharing the FY 23-24 Q2 updates.

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	4
On Hold	0	0
In Progress (Research/Planning)	6	0
In Progress (Implementation)	2	1
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 (Implementation)
		1.1.2 (Y2) By December 31, 2025, implement annual process to automatically create library card accounts for all K-12 OCSD students.	In Progress (Implementation)
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 – FY 23-24 Q2 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.*

- MOA has been approved by City Commission, and is in progress of being signed by other partners.
- Implementation work is full steam ahead! Barratt Miller will be presenting to the Library Board on progress to date at the January Library Board meeting.

1.1.2 (Y2) - *By December 31, 2025, implement annual process to automatically create library card accounts for all K-12 OCSD students.*

- We now anticipate this item will actually be completed by December 31, 2024, a full year ahead of schedule.

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

- \$1,500 donation received by OC Woman's Club for purchase of bags.
 - Bags should be ordered in next 2 weeks.
- Budgeted 30 hr./week Circulation Assistant position has been filled, which will provide necessary staff support for continuing implementation of program.

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

- LINCC Library Support Services office is working with Clackamas County Procurement and LINCC libraries on a solicitation. We hope this will be made released sometime during Q3 of FY 23-24.

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

- Working on "field trip" during Q3 FY 23-24 to examine other libraries' vehicles. Library Board members will be invited.



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: 01/31/2024

SUBJECT:

Library District IGA Update

STAFF RECOMMENDATION:

N/A – Informational only.

EXECUTIVE SUMMARY:

The Library Director will provide the Library Board with an update on efforts to clarify language in the Library District IGA.

BACKGROUND:

In August of 2023, The Library District Advisory Committee (LDAC) sent a request to the Clackamas Board of County Commissioners (BCC) requesting they clarify whether “use of any District revenue for building construction or debt service [is] permitted.”

At their November 29th, 2023 Policy Session, the BCC instructed County staff to work with Library Cities to prepare an amendment to the Master IGA which would clarify the proper use of District revenue.

The Library Director will share the latest updates, as well as his comments on various alternatives for updating the IGA. The Library Director is also requesting feedback on these (or other) alternatives from Library Board members.

OPTIONS:

N/A – Informational Only

BUDGET IMPACT:

Amount: n/a

FY(s): n/a

Funding Source(s): n/a

POSSIBLE OPTIONS FOR IGA AMENDMENT

- 1. Incorporate text from relevant OLA standards (see below) re: library facilities as an additional/amended attachment to the IGA.**

Sample Amendment

FACILITIES:

Spacious, modern facilities are essential for good library service. Library facilities should be conveniently located and easily accessible to all segments of the population. The minimum space requirements shown below refer to the total gross square footage in all library facilities, including branches and mobile or portable facilities. The minimum space requirements are only a rule-of-thumb for facilities planning. Space needs of a facility may be less if significant library activities are being provided by contract or by another branch. Projecting space needs based upon local library service goals, as part of the development of a library building program, is recommended as the most reliable method of planning library facilities.

Threshold Standards

In order to meet threshold standards, each Oregon public library shall:

- Provide a book drop when library is closed.
- Provide a designated area to meet the needs of children.
- Provide separate staff work area.
- Provide a business telephone with a listed number.
- Comply with ADA standards.
- Provide sufficient parking.
- Provide sufficient signs identifying the library, directing the public to the library, and within the library.
- Provide a facility that is safe, secure, and well lighted.
- Provide a public restroom, sufficient heating, and ventilation.
- Provide facilities that are adaptable for technology.
- Analyze space needs not less than every ten years, using current library facility planning materials.

Population Served*	Minimum space requirements
0-3,999	3,050 square feet
4,000-49,000	3,050 square feet for the first 4,000 population and .76 square feet per capita in excess of 4,000 population
50,000+	38,750 square feet for the first 50,000 and .61 square feet per capita in excess of 50,000 population

Comments

- These standards are already incorporated by reference in the current IGA (Attachment C already reads “*The Parties agree that all library service providers shall strive to meet OLA Threshold Standards, with a particular emphasis on [etc]...*” Including the text of these standards does not provide any further guidance/clarification than the IGA already contains.
 - When this has been (repeatedly) pointed out to LDAC members/concerned stakeholders in the past, it has not been sufficient to address the concern.
- All OLA Standards incorporated into the IGA are already out-of-date/superseded.

2. Amend IGA section 2.1 (Use of Funds) to provide more clarity re: capital usage (see sample below, with sample amendment highlighted).

Sample amendment

2.1 Use of Funds. The Library Cities will use District revenue to provide public library service, **which may include provision and maintenance of library facilities**, and shall expend the entire library revenue paid under this Agreement in accordance with the purpose for which it was provided by implementing a plan to achieve the Service Standards. For the purposes of this Agreement, “Service Standards” shall mean (i) the standards described on Attachment C, (ii) the provision of services to all District residents on the same terms, and (iii) the proper expenditure of funds as described in this Section 2.1. District funds may not be used to support general overhead or administrative costs of Cities except to the extent such overhead or

administrative costs are directly related to the provision of library services and/or the operation of a public library. It is the intention of the parties to work cooperatively in helping each city make progress in meeting the Service Standards.

Comments

- This kind of explicit statement would provide the clarity LDAC (and others) have desired.
- Amending the IGA is a more laborious and time-consuming process (requiring votes by all Library City councils/commissions)
- Some stakeholders might still consider there to be a significant conflict between the Master Order and the IGA.
- Requires a 2/3 majority vote of Library Cities.

3. Amend the Library District Master Order (either by itself or in conjunction with a corresponding IGA amendment) to provide more clarity re: capital usage (see sample below, with sample amendment highlighted).

Sample Amendments

The purposes of the Library District of Clackamas County are:

1. To provide a dedicated, stable funding source for the support of library services. **and provision and maintenance of library facilities.**
2. To raise revenue to be distributed to the existing city and county-operated libraries in the system. Formation of the District should provide sufficient funding to raise the service levels at all facilities to the most basic ("Threshold") level recommended by the Oregon Library Association.

Comments

- This kind of explicit statement would provide the clarity LDAC (and others) have desired.

- Amending the Master Order is something the BCC can do of its own accord. The amendment would be subject to remonstrance if sufficient petitions were received.
- May still require a corresponding IGA amendment.
- Requires a 2/3 majority vote of Library Cities.

4. Make no changes to the IGA or Master Order.

Comments

- Would not be consistent with recent direction of the BCC to County staff.
- Would not (absent some other communication from the BCC) provide the clarification requested by LDAC/other stakeholders.
 - This would likely be an impediment to LDAC moving forward with working on and supporting other important District work.



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: 01/31/2024

SUBJECT:

Library Display Policy Discussion

STAFF RECOMMENDATION:

Recommend staff commence work on crafting a formal Library Display Policy, to be reviewed by the Library Board.

EXECUTIVE SUMMARY:

The Library Board will provide feedback to help guide the creation of a formal Library Display Policy.

BACKGROUND:

Throughout the year, Library staff routinely create displays on various subjects and observances. During the month of December, staff have also created displays which include material which highlights the seasonal observations and celebrations of different cultures. These displays can be in any area of the library.

While community feedback on displays has always been largely positive, in December of 2023, the Library Director received (and responded to) the attached feedback from a patron on seasonal lobby displays.

Given the regularity with which staff create displays, the Library Director feels it is appropriate and advisable to work with the Library Board to craft a formal Library Display Policy.

As an initial step in the process, the Library Director would greatly appreciate initial feedback and input from the Library Board.

In order to provide the Library Board with some additional best practices information and examples of different approaches taken by some libraries, the Library Director has provided some additional materials, including:

- 1) American Library Association - Library-Initiated Programs and Displays as a Resource: An Interpretation of the Library Bill of Rights.
- 2) Library Holiday Display Policy from the Pasco County (FL) Library System
 - a. This policy focuses on holiday displays in particular. The Library Director would consider this an example of a policy more on the restrictive end of the spectrum and would not recommend such an approach for any future Library Display Policy.
- 3) Library Display Policy from the Holbrook (MA) Public Library
 - a. This policy is a more general display policy. The Library Director would consider this an example of a policy more on the inclusive end of the spectrum and would recommend a similar approach for any future Library Display Policy.

OPTIONS:

1. Recommend staff commence work on crafting a formal Library Display Policy, to be reviewed by the Library Board.
2. Do not recommend staff commence work on crafting a formal Library Display Policy and provide further guidance/direction.

BUDGET IMPACT:

Amount: n/a

FY(s): n/a

Funding Source(s): n/a

Library-Initiated Programs as a Resource:

An Interpretation of the Library Bill of Rights

Library-initiated programs support the mission of the library by providing users with additional opportunities for information, education, and recreation. Article I of the [*Library Bill of Rights*](#) states: “Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves.”

Library-initiated programs take advantage of library staff expertise, collections, services and facilities to increase access to information and information resources. Library-initiated programs introduce users and potential users to the resources of the library and to the library’s primary function as a facilitator of information access. The library may participate in cooperative or joint programs with other agencies, organizations, institutions, or individuals as part of its own effort to address information needs and to facilitate information access in the community the library serves.

Library-initiated programs on site and in other locations include, but are not limited to, speeches, community forums, discussion groups, demonstrations, displays, and live or media presentations.

Libraries serving multilingual or multicultural communities should make efforts to accommodate the information needs of those for whom English is a second language. Library-initiated programs that cross language and cultural barriers introduce otherwise underserved populations to the resources of the library and provide access to information.

Library-initiated programs “should not be proscribed or removed [or canceled] because of partisan or doctrinal disapproval” of the contents of the program or the views expressed by the participants, as stated in Article II of the *Library Bill of Rights*. Library sponsorship of a program does not constitute an endorsement of the content of the program or the views expressed by the participants, any more than the purchase of material for the library collection constitutes an endorsement of the contents of the material or the views of its creator.

Library-initiated programs are a library resource, and, as such, are developed in accordance with written guidelines, as approved and adopted by the library’s policy-making body. These guidelines should include an endorsement of the *Library Bill of Rights* and set forth the library’s commitment to free and open access to information and ideas for all users.

Library staff select topics, speakers and resource materials for library-initiated programs based on the interests and information needs of the community. Topics, speakers and resource materials are not excluded from library-initiated programs because of possible controversy. Concerns, questions or complaints about library-initiated programs are handled according to the same written policy and procedures that govern reconsiderations of other library resources.

Library-initiated programs are offered free of charge and are open to all. Article V of the *Library Bill of Rights* states: “A person’s right to use a library should not be denied or abridged because of origin, age, background, or views.”

The “right to use a library” encompasses all the resources the library offers, including the right to attend library-initiated programs. Libraries do not deny or abridge access to library resources, including library-initiated programs, based on an individual’s economic background or ability to pay.

Adopted January 27, 1982, by the ALA Council; amended June 26, 1990; July 12, 2000.

[ISBN 8389-6528-8]

PASCO COUNTY LIBRARY SYSTEM POLICY MANUAL

SECTION: PUBLIC SERVICES

POLICY TITLE: HOLIDAY DISPLAYS

EFFECTIVE DATE: February 2005

REVISED: November 2005

Philosophy:

The First Amendment to the United States Constitution provides that “Congress shall make no law respecting an establishment of religion, or prohibiting the free exercise thereof.” This amendment applies to all governmental entities, not merely the federal government or Congress, and has been interpreted to mean, in its most basic form, that government should neither sponsor nor endorse any religious activity, nor discriminate against religion or religious expression.¹

Holiday displays in or on public property implicate both of these First Amendment principles. In order to respect both principles, library personnel observe the following County and Library guidelines concerning displays in libraries and on library property during the holiday season.

Duration of Displays:

Holiday displays should be of limited duration. The appropriate period will be identified and made available [here](#).

Specific Holiday Display Policies:

In public areas inside the library (except meeting rooms, see section below) and in staff break rooms or staff common areas:

- Displays in these areas are owned and erected by Libraries. The overall nature of the display must celebrate the secular facets of the season and must not be seen to endorse the religious aspects of the holiday. Because of the difficulty involved in making a judgment about the “overall nature” of such displays, the following policies will apply:

¹ Pasco County, Florida Interoffice Memorandum, dated November 22, 2005 issued by Kristi Wooden, Assistant County Attorney, entitled Holiday Displays on Pasco County Property.

- The displays will be limited to holiday items that are purely secular in nature.

For example, in the winter season, garlands, wreaths, snowflakes, Santa Claus, gingerbread houses, reindeer, snowmen, lights, etc. may be used. A traditional evergreen-type tree may be displayed, but the ornaments may not be of a religious nature. Angels, nativity scenes, and menorahs may not be used.

In the spring season, bunnies, chicks, baskets and eggs may be used. Symbols of a religious significance, such as a cross or crucifix, may not be used.

Secular decorations may be displayed for holidays such as Halloween, 4th of July, St. Patrick's Day, Thanksgiving, and Valentine.

- Signs or publications created to spotlight a book display or library event(s) may not contain religious symbols.
- Members of the public will not be permitted to add to the displays or to erect displays inside the buildings except as described in this policy.
- At times members of the public may offer to donate decorative holiday items for use by the Library. All such donations are to be made to the Friends of the Library. Items of a religious nature will not be accepted. All donated items become the property of the Friends and will be displayed or discarded at their discretion.
- A minimal amount of County time and resources should be used in erecting a holiday or seasonal display. No County funds may be spent for decorations.

In private offices, cubicles, private lockers assigned to individual employees or other similar spaces:

- These are spaces that are generally unique to one individual employee although other employees and members of the public may enter these spaces to transact business. Staff may erect holiday displays in these areas of any nature for their personal enjoyment.
- Such displays may not be illegal, defamatory, obscene, distracting to other employees in the performance of their work, or pose a health or safety hazard.
- County Administration prefers that displays in these areas be erected during the lunch hour rather than during regular business hours.

In public meeting rooms:

- These are spaces that can be utilized by the public and fall under the Libraries' [Meeting Room Policy](#). Such spaces are not to be decorated for holidays by Libraries Staff except in a case where the space is to be utilized for a library program or activity. Such decorations are to be removed immediately following the program or activity.
- Groups reserving the rooms may use their own holiday decorations for their purposes within the guidelines of the Meeting Room Policy. In addition, they may not attach decorations to any part of the room or to Libraries owned furniture and equipment that marks or damages that portion of the room, furniture, or equipment. Decorations must not create a health or safety hazard. All decorations must be removed immediately after the meeting. Any decorations left in the rooms will be discarded.

In public display cases:

- The policy for holiday displays in public display cases does not vary from the standard policy, which can be found [here](#).

On Library property outside the Library building:

- Libraries has identified one or more areas at each public location that may be utilized by private individuals or groups to erect holiday displays of any nature during a limited time coinciding with the holiday season.
- Buildings that are under construction or renovation may not be utilized for displays. Buildings where the surrounding property is extremely limited may not easily lend themselves to displays.
- Persons wishing to erect a display must notify Libraries Administration prior to erecting the display. Libraries Administration will notify the appropriate County Department so that displays can be inspected for safety. Displays that are erected without proper notification will be removed and discarded.
- Space for displays will be allocated on a “first come, first served” basis. The amount of space available for each display may be limited to allow equitable access. The total amount of space available for public displays may be limited.
- Displays erected in areas other than those designated for that purpose, will be removed and discarded.

- Libraries will erect a sign with the following information: “Display created, erected, and sponsored by private citizens. Not endorsed or sponsored by Pasco County” in the area utilized for public displays.
- Displays may not be illegal, defamatory, or obscene. Determination of this status will be referred to appropriate legal authorities.
- Displays may not present a health or safety issue. They must be securely anchored to prevent both property damage and personal injury.
- Displays that present a safety hazard to the public or which are not removed in a timely fashion after the expiration of the display period, will be removed at the expense of the person erecting the display.
- Displays may not be erected on sidewalks, in parking lots or on public right-of-way. They may not block or hamper ingress or egress from any portion of the building or grounds. Displays may not block visibility for vehicles entering, leaving, or parked in the library parking areas.
- Displays may not be erected in areas that would interfere with the maintenance of buildings or grounds including irrigations systems or where landscaping would be damaged or destroyed by the display.
- Any damage occurring as a result of erecting a display will be repaired at the expense of the person erecting the display.
- Libraries will not provide electrical, or other utility access for displays erected by members of the public.
- No sound amplifiers may be used as part of any display.
- Littering is prohibited on Library property.
- Libraries assumes no responsibility for the preservation, security, or possible damage or theft of any item displayed.

Purpose

The Holbrook Public Library's Display Policy provides a basis for the display of library materials by library staff, informs the public about the principles and criteria upon which these decisions are made, and promotes the purposes of the library's mission, which is:

"The Holbrook Public Library is committed to serving the changing needs of our community by providing access to free sources of knowledge, information, and entertainment both within and beyond our walls."

Policy

The Holbrook Public Library recognizes the significance of displays in enhancing the library experience for our community. With a strong focus on encouraging the love of reading, lifelong learning, and creativity, we establish responsive connections between the diverse needs of our community, our vast collections, our digital services, and an array of engaging programming. A key aspect of our approach is the creation of thoughtfully curated displays, which play an essential role in informing and inspiring individuals of all ages and diverse backgrounds. These displays serve as a tangible expression of our dedication to the community and exemplify our belief that a vibrant library contributes to a strong community.

Principles and Criteria

The final responsibility for the display of library materials is held by the Library Director, but day-to-day responsibility is shared by employees throughout the library. Library staff uses the following criteria in making decisions about display topics, materials, and accompanying resources:

- Community needs and interest
- Availability of display space
- Historical, cultural, or educational significance
- Connection to other community or national programs, exhibitions, or events
- Relation to library collections, resources, exhibits, and programs
- The Library may partner with other community agencies, organizations, educational institutions, or individuals to develop and present co-sponsored displays and exhibits.

The Library will strive to include a wide spectrum of opinions and viewpoints in library-initiated displays and exhibits, as well as offer displays and exhibits that appeal to a range of ages, interests, and information needs. Library-initiated displays and exhibits should not exclude topics, books, media, and other resources solely because they may be considered to be controversial. Acceptance of a display or exhibit topic by the Library does not constitute an endorsement by the Holbrook Public Library of the content of the display or exhibit, or of the views expressed in the materials on display.

Intellectual Freedom and Censorship

The choice of library materials by patrons is an individual matter. The library recognizes that some materials may be controversial or offensive to an individual, but maintains that individuals can apply their values only to themselves. The selection of library materials is predicated on the customer's right of access to information and freedom from censorship. Selections will not be made on the basis of anticipated approval or disapproval, but on the merits of the material itself.

Holbrook Public Library's Display Policy

Selection of materials will not be inhibited by the possibility that materials may inadvertently come into the possession of or be seen by minors. No one can exercise censorship to restrict access to library materials by others. It is the parents' or guardians' responsibility to determine which library materials are appropriate for their children.

The Holbrook Public Library supports intellectual freedom and endorses the American Library Association (ALA) Freedom to Read Statement, Freedom to View Statement, the Library Bill of Rights and all relevant interpretations.

Procedures for the Questioning of Library Displays by Patrons

In the event a patron has questions or concerns regarding a library display, the following procedures should be used:

1. The patron is referred to a staff member.
 - This staff member makes every attempt to satisfy the patron's concern by clarifying the established display policies on an informal, positive, one-to-one basis.
 - After the interview, the staff member notifies the Library Director in a brief written statement as to the date, circumstances, and the result of the patron's concern.
2. A patron who wishes to pursue their question further is referred to the Library Director or their designated alternate as soon as possible. A concern taken to this level constitutes a formalized complaint.
 - During the interview with the patron, the patron fills out one copy of the Request for Reconsideration of Library Material form.
 - The material will be reviewed by the Library Director and a member of the staff with expertise in the relevant subject area to ensure that the content aligns with the library's guidelines and Collection Development Policy. Upon completion of the review process, a written recommendation will be prepared by the reviewing staff member.
 - The Director makes a decision based on the staff member's recommendation.
 - The Director notifies the patron in writing of their final decision on the complaint regarding the display of the material. This decision is conclusive and cannot be further appealed. However, if the patron still wishes to pursue reconsideration of the material itself, they may do so through the established Request for Reconsideration procedure.

Approved by the Holbrook Public Library Board of Trustees on: August 16, 2023

1) Email Received from Elizabeth Graser-Lindsay, also sent to Clackamas Board of County Commissioners (12/11/2023)

Board of County Commissioners:

In your role of approving the library system budget, could you please address a problem at the Oregon City Library? **The library has** a secular tree, **a Jewish religious display for Hanukkah**, and an African Kwanzaa display, **but leaves out any Christian display** (which would be the nativity). I mentioned the issue to the librarian on duty a week ago and to the director today but he stated he is not Christian and sees no problem with leaving one religion out. My understanding is that tax-funded governmental activities are to treat religions equally. Could you help please?

2) Response from BCC Policy Advisor, Everett Wild (12/11/2023)

Elizabeth,

Thank you for contacting the Board of County Commissioners; I am responding on their behalf.

Clackamas County does not operate or manage the Oregon City library. I have copied the City's library director, Greg Williams, on this message.

Thanks again for reaching out.

Sincerely,

Everett Wild
Commission Policy Advisor
Clackamas County Administration
2051 Kaen Road, Suite 450 | Oregon City, OR 97045

3) Follow-up email by Elizabeth Graser-Lindsay (12/11/2023)

Board of County Commissioners, Evelyn, and Greg,

Since the Board of County Commissioners must operate in conformity with the First Amendment, while the Board does not operate and manage the library, the Board does need to ensure that those entities that it funds such as the Oregon City Library are operating and managing their operations in compliance with the First Amendment before approving the library budget and enabling that operation and management. The funding process has meaning.

Elizabeth Graser-Lindsey

4) Response by Library Director Greg Williams to Elizabeth Graser-Lindsay (12/11/2023)

Good afternoon, Ms. Graser-Lindsey,

Thank you again for sharing your concerns and questions with me on Friday when you visited.

As we had discussed when you were here, the Library offers a variety of resources through which we continually strive to recognize and reflect the wide diversity of our community. These resources encompass the entirety of the library's offerings and operations, including materials, collections, programs, displays, and more. These resources are located and accessible in every area (physical and virtual) of the Library (not simply the lobby).

As I had mentioned to you when we spoke, we endeavor to make sure the entirety of resources offered by the library include material on many subjects, incorporate various viewpoints, reflect a diversity of opinion and experience, and offer a wide selection of genres, themes, and items of general and special interest to the community. While we do not have a nativity scene display as you suggest, we have a number of library resources which reflect, respect, and recognize the experience and needs of Christian members of our library community (including materials that are put on display). In fact, one of the featured booklists in this month's Childrens Newsletter (which we make available to parents and families) features Christian Fiction titles which appeal to a variety of younger readers.

As I had also mentioned, the library profession is a strong supporter of First Amendment rights, intellectual freedom, and free access to information. The resources of our library (and, indeed, public libraries across the U.S.) are freely available and accessible to anyone who walks through our doors (physical or virtual). The First Amendment is the basis of the Library Bill of Rights which our staff, our Board, and the entirety of the public library profession strongly supports. Striving to ensure that library offers a variety of resources

(whether they are collections, programs, displays, or other types of resources) which equitably and inclusively represent the different cultures, traditions, experiences, and perspectives of patrons within our diverse community is at the heart of the intellectual freedom guaranteed by the First Amendment.

Finally, as I had relayed when we spoke, our Library Board typically meets the 4th Wednesday of every month at 5:00 PM at the Library. Our next meeting will be Wednesday, December 27th; should you wish to provide public comment (either written or in person) here is the information on how you may do so.

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@orc.org, 503-657-8269, x1028) for more information.

Should you have any additional questions or concerns, please feel free to reach out to me.

-GW

5) Response by Elizabeth Graser-Lindsay to Library Director Greg Williams (12/11/2023)

Greg, Board of County Commissioners, and Evelyn,

Your concluding sentence summarizes what I am asking for: "Striving to ensure that library offers a variety of resources (whether they are collections, programs, **displays**, or other types of resources) **which equitably and inclusively represent the different cultures, traditions, experiences, and perspectives of patrons within our diverse community is at the heart of the intellectual freedom guaranteed by the First Amendment.**" That is all I am asking for -- equitable and inclusive displays: December holiday displays that includes Jewish **religious** observations should also include Christian religious observations (the nativity) -- **Christians and Christmas should not be left out** according to the sentence you summarize with.

The omission of Christians and Christmas from your December holiday observation does not give a library user or taxpayer confidence there is equity or inclusion in the library collection. The link you give to the Children's Newsletter recommends no books about

Christmas and the category "Christian fiction" doesn't apply to Christmas which is known to be a historic event (e.g. to the Romans who based their calendar and, later, their state religion on this nativity). It may help to assign a Christian librarian to the December holiday display.

The library board meeting, held after Christmas, is not of help in resolving this issue.

What is the problem with being inclusive of Christmas and Christians?

Elizabeth