



CITY OF OREGON CITY LIBRARY BOARD REGULAR MEETING AGENDA

Community Room (1st Floor), Oregon City Public Library, 606 John Adams St, Oregon City

Wednesday, January 25, 2023 at 5:00 PM

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

CALL TO ORDER

ROLL CALL

ELECTION OF OFFICERS

APPROVAL OF MINUTES

1. Review and approve minutes from the November 30, 2022 meeting.
2. Review and approve minutes from the December 21, 2022 meeting.

LIBRARY DIRECTOR'S REPORT

3. The Library Director will share his January 2023 report and Library statistics.

PUBLIC COMMENTS

DISCUSSION ITEMS

4. Community Room Use Policy Revisions

COMMUNICATIONS

FUTURE AGENDA ITEMS

5. Future Agenda Items

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@orc.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@orc.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.orcity.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 LIBRARY BOARD WORK SESSION MINUTES

Meeting

Wednesday, November 30, 2022 at 5:00 PM

CALL TO ORDER

David Goldberg called the meeting to order at 5:05 pm.

ROLL CALL

Members Present: David Goldberg, Cynthia Andrews, Larry Osborne, and Heidi Blackwell were present in person. Nick Dierckman was present via Zoom.

Staff Present: Greg Williams, Library Director, and Denise Butcher, Library Operations Manager, were present in person.

LIBRARY DIRECTOR'S REPORT

Greg Williams noted that the work session following the regular meeting would not be broadcast as it would be the session during which Library Board candidates would be interviewed. Greg asked for confirmation that the Library Director's Friday Highlights were still helpful to the Board. There was general assent and Greg promised to continue sending them.

PUBLIC COMMENTS

None.

DISCUSSION ITEMS

1. Library Board Budget Committee

David Goldberg asked if Nick Dierckman would share Library District Advisory Committee (LDAC) reports and perspectives in the scope of the Budget Committee. Nick agreed.

David Goldberg asked Cynthia Andrews if she would be willing to be on the budget committee if she remained on the Library Board. Cynthia agreed.

David shared an expectation that the fund balance would be a consideration for LDAC and the City in budget discussions and in preparation for those discussions had asked Greg Williams to run comparative studies on Full Time Equivalencies.

Larry Osborne made a motion to create a Library Board Budget Committee. Heidi Blackwell seconded the motion. David Goldberg, Cynthia Andrews, Larry Osborne, Heidi Blackwell and Nick Dierckman voted aye. The motion carried.

2. Library Board Member Leave of Absence

Greg Williams stated that Elizabeth Zinter requested a leave of absence through the end of the year. Greg said the current bylaws addressed procedures for dealing with more than two unexcused absences, which was not applicable, but were silent on leaves of absence.

Cynthia Andrews asked if there was anything in the City Code that addressed the situation. Greg said he had checked with the City Recorder and the City Recorder thought a Board-generated motion to grant a leave of absence would be sufficient.

Cynthia Andrews made a motion to grant Elizabeth Zinter a leave of absence through January and maintain Elizabeth's Board membership. Larry Osborne seconded the motion. David Goldberg, Cynthia Andrews, Larry Osborne, Heidi Blackwell, and Nick Dierckman voted aye. The motion carried. Greg stated that he was continuing to copy Elizabeth on all Board communication. David requested that Greg convey the Board's well wishes.

3. Interview Questions for Applicants for Vacant/Expiring Board Positions

David Goldberg stated that the questions were very similar to the questions used in the past, with some minor proposed changes.

Greg Williams said the intent had been to discuss the proposed changes at the Board meeting in October, which had been cancelled. Greg asked if there were concerns about any of the questions and indicated that follow-up questions would be permitted in the interviews.

Cynthia Andrews stated that she would like to see the interview question series avoid yes or no questions and expressed hope that the intent of the questions would be captured in a different format in the future.

Nick Dierckman said he thought the application was generic. Greg stated that the City currently utilized a general online application and that in the future it might be possible to ask the City Recorder for the inclusion of specific questions on the application or the additional questions could be included in the recruitment materials.

Nick asked for clarification concerning the number of open positions. Greg stated that there was the position vacated by Kari Linder and the position Cynthia currently filled. Greg said that Oregon City Municipal Code specified the composition of Board positions by section of the service area. Two positions must be held by members living in the unincorporated area, four by residents of the City, and one at large position could be held by a resident from either part of the service area. Greg stated that of the three

applicants, only Cynthia fulfilled the requirement of being from an unincorporated area and the other two applicants were City residents. Greg said all Board positions were appointed by the Mayor with input from the Library Board.

Nick noted that he would prefer to not read any of the questions aloud in the subsequent interviews; there was general agreement that those physically present would read the questions.

COMMUNICATIONS

Library District Advisory Committee (LDAC)

Nick Dierckman reported three notable topics of discussion were raised at the last LDAC meeting.

The first topic was, were Library District revenues intended for capital use or operations, and was there a difference in using Library District funds for direct capital expenses vs. putting district funds in a capital reserve fund? It was noted at the meeting that Oregon City Public Library (OCPL) had a capital reserve fund. Nick reported that the position of Kathleen Draine, who introduced the topics, was that Library District funds should be exclusively for operational costs. Nick reported there were a variety of opinions on this matter. The second topic was, was debt service an intended use of Library District funds? OCPL was identified as the only library using these funds for debt service. The third question raised was, how were allocated costs charged by cities and how did this impact Library District funds? Nick noted that OCPL receives support from the City's General Fund.

David Goldberg asked if there were legal frameworks around the issues. Nick noted that there was a District Master Order and an Intergovernmental Agreement between the libraries and the district. Nick reported there was an enduring plurality of interpretations as to how Library District funds could be properly used.

David asked how Nick thought a vote would go if it happened in January. Nick shared that he did not expect broad LDAC support and thought it was possible Kathleen might pursue the matter with the Board of County Commissioners. Nick noted that there were differences between the language of the 2008 ballot measure (measure 3-310) and language of the Intergovernmental Agreement.

Greg Williams stated that at LDAC meetings, Library Directors were there to support the citizen representatives, but at the most recent meeting of LINCC Library Directors, the issues raised at the LDAC meeting were discussed. Greg said that many Library Directors shared a focus on looking forward to ensure sustained future library function across the county, particularly given uncertain funding. Greg stated that at LDAC, he discussed the lack of consistent definition of capital expenses between the participating entities and recognized that sometimes capital expenses were needed to facilitate operations, like OCPL's purchase of furniture to reconfigure during COVID closure and reopen to the public safely.

Cynthia Andrews asked what a positive resolution would be. Nick replied settling on definitive interpretations and going forward. Nick noted that there was no language prohibiting the use of funds to pay off bonds and stated his belief that OCPL's use of the Library District funds had been strictly for the library and the reserve fund was specifically for library use.

Nick suggested that the Zoom link for the next LDAC meeting be shared with the OCPL Board.

Library Foundation

Cynthia Andrews reported that the Foundation Board was looking to fill vacancies on the Board, fund management was undergoing review with consideration to increasing rate of growth of existing funds, and the Foundation's focus was being determined for the next year.

Friends of the Library

Larry Osborne reported that Friends of the Library had been focusing on their luncheon, the selling of books, and promoting the Friends in OCPL. Greg stated that the Friends had provided a grant for new shelving in the Library to display books for sale by Friends and promotional material for the Friends. It would be housed in the hallway into the Community Room and would match the shelving throughout the library.

David Goldberg asked if it would be staffed. Greg stated that it would be unstaffed and that he had talked with City Finance about procedures for money handling and distribution. There were general comments of appreciation of the Friends and their bookstore.

Teen Advisory Committee

Heidi Blackwell shared a list of ideas the Teen Advisory Committee members put forth for possible activities they could start and commented that they had a lot of enthusiasm. Heidi stated that Sabrina Tusing was encouraging smaller focus groups to focus on realizing some of the projects. High interest items included creating a teen library newsletter and creating "Book Tok" videos.

ADJOURNMENT

David Goldberg adjourned the meeting at 5:35 pm.



CITY OF OREGON CITY LIBRARY BOARD WORK SESSION MINUTES

Meeting

Wednesday, December 21, 2022 at 5:00 PM

CALL TO ORDER

Chair David Goldberg called the work session to order at 5:02 pm.

ROLL CALL

Members Present: David Goldberg, Cynthia Andrews, Larry Osborne, and Heidi Blackwell were present in person. Nick Dierckman was present via Zoom.

Staff Present: Greg Williams, Library Director, and Denise Butcher, Library Operations Manager, were present in person.

LIBRARY DIRECTOR'S REPORT

1. Greg Williams noted that going forward the programming statistics would look different and would reflect the formatting requested by the Oregon State Library for the annual State Library Report.

David Goldberg remarked that he examined the budget report and found a mistitling of a column. Heidi Blackwell asked if it could be corrected. Greg stated that he would request the title change from the data compilers and thanked David for noticing it.

Nick Dierckman expressed a hope to analyze the statistics in the future, including comparing usage of electronic collection materials between patrons from the city and unincorporated areas. Greg voiced support for this and noted that available data would likely be vendor-dependent.

Greg shared that unincorporated area survey contract was finalized and anticipated the vendor would meet with the survey subcommittee after Christmas. Greg said the survey cost \$13,000 and the level of analysis selected was equivalent with other surveys done by the City.

PUBLIC COMMENTS

None.

DISCUSSION ITEMS

2. Discussion of Community Room Usage Policy

David Goldberg advocated for a simplified version of the existing policies and supporting documentation and asked for discussion about the issues the policies were intended to address. Greg Williams said community demand for meeting space outpaced available spaces

and the Library would like to help reduce this discrepancy. Greg noted the current policy prohibiting private meetings did not permit many of the requests the library received to be accommodated.

Larry Osborne and Greg discussed the origins of the policy language and determined it was not directly from the American Library Association (ALA) Bill of Rights. Denise Butcher provided context that private meetings were not permitted by policy because the space was intended for community gatherings and programming and the upstairs meeting space provided venues for private gatherings.

Nick Dierckman asked about the nonprofit aspect of the policy. Greg acknowledged that the existing language around the missions of nonprofits was difficult to define and there was also language around individuals exchanging information. Heidi Blackwell suggested including nonprofits as a type of eligible room users, pointed out there was current language referring declined bookings to the Director, and asked if there was a way that previous use statistics for the room could be pulled to help inform policy. Greg voiced support for a consistent room use policy without the Director mediating requests and said he would pull the existing data.

There was general support for giving priority to the Library for use of the space.

Larry Osborne asked for a summary of arguments against private meetings in the Community Room. Denise Butcher said the community was promised that the Community Room would be used for community events when the expansion was presented. Greg noted that private use meetings opened up the possibility library spaces might be used by groups with missions contrary to the Library's.

Cynthia Andrews shared a view that the Community Room should not be a party venue. Larry observed that room use seemed to be a scope of the event issue rather than a public/private issue. David thought using the room for parties could be acceptable if attendee behavior was library appropriate. Denise said staff were not in favor of the room being used for parties based on past events where attendees' inappropriate behavior led to excess demands on staff time.

David recommended that Library use be given first priority, followed by other users on a first come, first serve basis. David and Nick opposed making the space available to businesses.

Cynthia recommended that Library use of the space should be a priority, with the next priority use be other governmental entities with language permitting closed meetings, except where permitted by law, third priority use to nonprofit organizations, and an exclusion of profit making ventures.

Heidi Blackwell said after-hours use of the Community Room was a need shared with her and was a promised use when the addition was built, and wanted to ensure Neighborhood Associations (NAs) were included in the room's use. Nick voiced support for specifically naming NAs in the policy as they were not governmental entities and may not all have nonprofit status.

Greg stated that a policy for training people for after-hours supervision was in development and spoke to the need to treat City NAs and County Community Planning Organizations (CPOs) within the Library Service Area equitably. Greg outlined a process in which designated members of organizations using the room after-hours would be trained and would volunteer to monitor after-hours use.

Heidi asked for clarification on the booking process. Greg stated that the intended sign-up process would be initiated online and be individually followed up on. Larry recommended checking the draft policy with the City Attorney with regards to after-hours use.

Greg acknowledged training would have an impact on staff time and he and Denise had concerns about getting after-hours calls in connection with after-hours use. Greg proposed allowing after-hours access to NAs and CPOs and allowing other nonprofits access to the room during the day. David Goldberg supported this model.

Nick asked if different considerations would be made if an outside organization wanted to put on an activity in the space and the activity aligned with the library's mission. Greg said that would likely fall under a library-sponsored program and would be considered differently.

Greg summarized the discussion: first priority given to library and administrative use, second priority given to local government agencies use for private or public use, third priority given to nonprofits and/or information exchange, and no general private events. An after-hours room use policy for NA and CPOs would be crafted and would include volunteers trained to monitor the space after-hours.

Heidi asked how reoccurring reservations would be treated. Greg stated that while the Conference Room had a policy about reoccurring bookings, the Community Room did not. Denise stated that there was not previously an official policy but, in practice, scheduling three months out served to limit long term reoccurring reservations. Greg and Denise did not anticipate booking the room more than two to three months in advance. Denise asked if there should be a limit of number of bookings by one entity within a time span. Greg suggested room reservations be booked up to two months in advance and one booking per month per group on a first come first serve basis.

Nick asked that policy language use "service area." Greg noted some CPOs had boundaries in multiple library service areas and they would be treated the same as CPOs that were fully within the OCPL service area.

Greg stated that he saw staff use of the Community Room for breaks and meals as an administrative use for a safe staff working environment. There was general support for this. Greg anticipated having a revised draft of the policy for the Board in January.

3. Development of Library Security Camera Policy

David Goldberg reordered the agenda and said he thought the City Attorney should draft a policy and have the Library follow it. David stated that he read over ALA's position on privacy

and did not think that the safety and security objective of the security cameras conflicted with the privacy concerns around patrons' materials.

Greg Williams said there was currently no policy and Greg wanted to have a policy articulate a balance between library ethics of privacy and trying to provide security in a public building. Cynthia Andrews asked what other departments did with their cameras. Greg stated he had asked the City but did not yet have a response. Larry Osborne, Cynthia, and David supported using the existing City policy. Heidi Blackwell identified Molalla Public Library's policy as a goal for directness.

4. Library Tactical Plan Draft

David Goldberg noted that the tactical plan was an in-process draft, recognized progress was being made, and noticed a few instances in the draft where city residents were mentioned but unincorporated patrons were not, particularly as it pertained to card creation. David expressed hope that the final plan would not differentiate between city residents and residents of the unincorporated area.

Larry Osborne and Cynthia Andrews asked about the position of minors who did not want, and parents who did not want their children to have, a library card. Greg Williams stated that the goal would be to work with the school district to generate library accounts based on school ID numbers and include the option to opt out in the school's paperwork packet.

Greg was open to changing the language around the task and identified the Oregon City School District as a first step due to the district's relative size in the service area and similarity to other successful implemented programs. Heidi and Cynthia spoke in favor of modifying the language to reflect card creation as an activity towards an overall goal of increasing children's engagement with the library, rather than the goal itself.

David said the posted schedule of deliverables was slower than he would have liked, but he talked with Greg and found that the deliverables were budget dependent would need to be put into the next budget cycle, which slowed the implementation timeline.

Heidi thought the survey data would be helpful in informing actions. David, Heidi, and Greg recognized that there were challenges to move swiftly within budget cycles while also taking staffing levels and time demands into consideration.

There was general discussion of the mapping and boundaries of unincorporated areas and CPOs and questions about the interactions of CPO and hamlet status.

Cynthia asked how patrons might be determined to be eligible for homebound services. Greg stated that he anticipated patrons would self-report their homebound status.

Greg said he would incorporate the comments into the next draft and bring the changes to a Board meeting before taking it to the City Commission. Cynthia noted a preference for active language in the document. Greg floated the idea of a wordsmithing session for a future

version. Nick asked about project plans and Greg replied that the goal was to have project plans included with the tactical plan.

COMMUNICATIONS

None

ADJOURNMENT

David Goldberg adjourned the meeting at 6:10 pm.

Oregon City Public library
Monthly Statistical Report
Reporting period: **December, 2022**

	Current Month		FY 22/23 YTD		Last Month		Same Month Last FY		FY 21/22 YTD	
<u>PATRON STATISTICS</u>										
New Patron Registrations	219		1,679		255		155		1,207	
Total Registered Patrons	16,338		16,338		16,103		16,636		16,636	
Library Visitors (Ins)	9,950		70,499		10,507		7,762		7,762	
Library Visitors (Outs)	9,750		69,307		10,284		7,506		7,506	
<u>CIRCULATION (includes 1st-time circ and renewals)</u>										
Adult materials	13,652		85,845		13,811		13,678		80,681	
YA materials	1,721		12,628		1,761		1,837		12,495	
Children's materials	16,111		107,576		17,165		14,118		95,291	
Electronic materials	6,325		38,100		6,168		5,193		32,920	
Total Circulation	37,809		244,149		38,905		34,826		221,387	
1st Time Circulation (Physical)	19,536		132,896		21,027		18,530		125,175	
1st Time Circulation (Self-Check)	18,488	94.6%	125,891	94.7%	19,911	94.7%	17,324	93.5%	119,370	95.4%
Holds received from other libraries	11,795	52.3%	74,000	51.9%	11,788	52.6%	11,992	53.5%	72,727	50.7%
Holds sent to other libraries	10,749	47.7%	68,681	48.1%	10,610	47.4%	10,430	46.5%	70,613	49.3%
<u>CIRCULATION DEMOGRAPHICS</u>										
Borrowers - City Residents	1,506	57.2%	n/a		1,589	56.8%	1,262	58.3%	n/a	
Borrowers - Unincorporated Residents	927	35.2%	n/a		989	35.3%	738	34.1%	n/a	
Borrowers - Other	202	7.7%	n/a		221	7.9%	163	7.5%	n/a	
Service Area Pop - City	37,737	61.7%	n/a		37,737	61.7%	35,885	58.5%	n/a	
Service Area Pop - Unincorporated	23,424	38.3%	n/a		23,424	38.3%	25,426	41.5%	n/a	
<u>TECHNOLOGY</u>										
Internet Sessions	600		4,057		636		544		2,876	
WiFi Sessions	781		5,352		921		455		2,883	
<u>SOCIAL MEDIA / EMAIL</u>										
Facebook followers	4,357		n/a		4,342		3,936		n/a	
Instagram followers	2,069		n/a		2,065		1,900		n/a	
Twitter followers	946		n/a		948		946		n/a	
YouTube subscribers	355		n/a		353		208		n/a	
YouTube unique viewers	320		n/a		401		273		n/a	
YouTube views	593		3,621		580		379		2,939	
Email newsletter subscribers	4,859		n/a		4,848		4,364		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	273		1,688		304		442		3,089	
Kanopy cost	\$	318	\$	1,763	295		\$	467	2,974	
Kanopy average cost/play	\$	1.16	\$	1.04	\$	0.97	\$	1.06	\$	0.96
<u>SERVICE DESK INQUIRIES</u>										
Ready Reference	619		4,769		657		504		4,473	
Reference	81		676		73		135		923	
Technology Assistance	141		1,065		136		258		2,158	
<u>FACILITIES</u>										
Conference Room - Bookings	41		253		39		-		-	
Conference Room - Hours Available	231		1,377		206		-		-	
Conference Room - Hours Booked	75		422		66		-		-	
Conference Room - Occupancy Pctg	32.5%		30.6%		32.0%		0.0%		0.0%	

Key											
	Required data for preparation of annual state statistics										
	Optional data for internal library use										
DATE	TITLE	PRIMARY AUDIENCE	PRIMARY FORMAT	ATTENDANCE/PARTICIPATION			Total	HYBRID BREAKDOWN		VIDEO VIEWS (30 DAYS)	NOTES
				Kids	Teens	Adults		In-person	Online		
12/1/2022	Storytime	Ages 0-5	Live/Hybrid-Onsite	8			8				
12/3/2022	Luminary Jars	General Interest	Live/Hybrid-Onsite	4	0	10	14				
12/6/2022	Genealogy Group	Ages 19 and older	Live/Hybrid-Onsite			11	11				
12/7/2022	Storytime	Ages 0-5	Live/Hybrid-Onsite	7	0	4	11				
12/7/2022	Art Lab Explorations	Ages 6-11	Live/Hybrid-Onsite	11	0	13	24				
12/7/2022	Maker Lounge	Ages 12-18	Live/Hybrid-Onsite	9			9				
12/8/2022	Storytime	Ages 0-5	Live/Hybrid-Onsite	10			10				
12/10/2022	LEGO Lab 10:30	Ages 6-11	Live/Hybrid-Onsite	10			10				
12/10/2022	LEGO Lab 11:30	Ages 6-11	Live/Hybrid-Onsite	5			5				
12/10/2022	Gingerbread Houses	Ages 19 and older	Live/Hybrid-Onsite	1		19	20				
12/13/2022	Oregon City Writer's Group	Ages 19 and older	Live/Hybrid-Onsite								
12/14/2022	Storytime	Ages 0-5	Self-Directed	3	0	3	6				
12/14/2022	Switch Lounge	Ages 12-18	Live/Hybrid-Onsite		1		1				
12/15/2022	Storytime	Ages 0-5	Live/Hybrid-Onsite	6			6				
12/16/2022	Art Gym	Ages 19 and older	Live/Hybrid-Onsite			11	11				
12/18/2022	Adult December Craft Kits	Ages 19 and older	Self-Directed			60	60				
12/18/2022	B.A.M. December Craft Kits	Ages 19 and older	Self-Directed			20	20				
12/18/2022	Kids December Craft Kits	Ages 0-5	Self-Directed	60			60				
12/18/2022	Teen December Craft Kits	Ages 12-18	Self-Directed		38		38				
12/19/2022	BAM LEGO	Ages 19 and older	Live/Hybrid-Onsite			42	42				
12/19/2022	BAM Matinee Movie	Ages 19 and older	Live/Hybrid-Onsite			35	35				
12/19/2022	BAM Ribbon Cutting	Ages 19 and older	Live/Hybrid-Onsite			20	20				
12/20/2022	Question of the Week	Ages 12-18	Self-Directed		11		11				
12/21/2022	BAM Trivia	Ages 19 and older	Live-Virtual ONLY			21	21		21		
12/27/2022	Oregon City Writer's Group	Ages 19 and older	Live/Hybrid-Onsite								
TOTALS		25		134	50	269	453				



Biennium Budget Report Y2 by Category

Item #3.

Through December 31, 2022

	2021-2022 Budget	2021-2022 Balance	Year 1 Difference	2022-2023 Budget	December 2022-2023 Activity	2022-2023 Activity	2022-2023 Encumbrance	Biennium Difference
4 - Revenue								
43 - Intergovernmental Revenues	2,581,190.00	2,578,617.73	2,572.27	2,658,700.00	0.00	0.00	0.00	2,661,272.27
44 - Charges for Services	2,520.00	9,953.35	-7,433.35	3,020.00	66.59	1,415.55	0.00	-5,828.90
46 - Fines & Forfeitures	15,000.00	17,303.04	-2,303.04	25,000.00	1,613.50	10,006.87	0.00	12,690.09
47 - Miscellaneous Income	25,000.00	-18,393.28	43,393.28	30,000.00	10,612.30	89,252.96	0.00	-15,859.68
49 - Other Financing Sources	150,000.00	150,000.00	0.00	150,000.00	12,500.00	75,000.00	0.00	75,000.00
4 - Revenue Totals:	2,773,710.00	2,737,480.84	36,229.16	2,866,720.00	24,792.39	175,675.38	0.00	2,727,273.78
5 - Expense								
51 - Salaries and Wages	1,052,610.00	1,004,788.98	47,821.02	1,099,977.00	90,870.76	520,548.23	0.00	627,249.79
52 - Benefits	623,600.00	556,470.61	67,129.39	651,683.00	53,979.55	309,604.10	0.00	409,208.29
60 - Professional & Technical Services	2,000.00	2,139.00	-139.00	2,000.00	0.00	425.00	13,000.00	-11,564.00
61 - Repair & Maintenance Services	144,600.00	146,104.22	-1,504.22	144,600.00	15,665.82	66,897.50	12,835.02	63,363.26
62 - Other Services	1,750.00	1,523.76	226.24	1,750.00	87.18	218.29	0.00	1,757.95
63 - Employee Costs	10,000.00	2,598.00	7,402.00	10,000.00	4,480.00	4,680.00	200.00	12,522.00
64 - Operating Materials & Supplies	244,000.00	214,096.19	29,903.81	244,000.00	10,127.08	81,142.32	31,078.65	161,682.84
65 - Office & Administrative Supplies	43,250.00	23,002.61	20,247.39	37,250.00	1,177.34	13,004.15	0.00	44,493.24
66 - Special Programs	32,700.00	30,934.93	1,765.07	36,700.00	645.99	15,665.98	1,050.00	21,749.09
68 - Community Programs and Grants	0.00	596.81	-596.81	0.00	0.00	511.83	0.00	-1,108.64
69 - Internal Service Charges	102,092.00	102,092.00	0.00	102,092.00	8,507.67	51,046.02	0.00	51,045.98
70 - Capital Outlay	0.00	0.00	0.00	0.00	0.00	2,679.04	2,679.03	-5,358.07
80 - Debt Service	415,371.00	415,370.96	0.04	415,371.00	0.00	63,369.88	0.00	352,001.16
98 - Transfers	20,000.00	20,000.00	0.00	20,000.00	1,666.67	10,000.02	0.00	9,999.98
5 - Expense Totals:	2,691,973.00	2,519,718.07	172,254.93	2,765,423.00	187,208.06	1,139,792.36	60,842.70	1,737,042.87

Library Board Report

Dec 01 - Dec 31, 2022

f Fans 4K fans	f New Fans 21 new fans	f Posts 67 posts	f Engagement > Type Item #3. Reactions 336 Shares 17 Comments 14
f Post Reach 22K users	f Top posts > Reach Oregon City Public Library Dec 23, 14:04 Happy Festivus! 1041 users Oregon City Public Library Dec 21, 00:32 It's not often we get to unveil a new collection! To see what's available to check out and/or reserve, visit 850 users Oregon City Public Library Dec 13, 19:20 Oregon City News' coverage on the Library's holiday decorations. 847 users		
f Post Likes 338 likes	f Top posts > Reactions Oregon City Public Library Dec 25, 16:03 Merry Christmas! 45 reactions Oregon City Public Library Dec 23, 14:04 Happy Festivus! 45 reactions Oregon City Public Library Dec 21, 20:02 Happy Winter Solstice! The Children's Room decor is based on winter solstice traditions from across the northern hemisphere. The 45 reactions		
@ Followers 2.1K followers	@ New followers 17 followers	@ Profile visits 115 views	@ Website clicks 11 website taps
@ Posts 118 posts	@ Top Posts > Reach oregoncitylibrary Dec 21, 22:01 On Monday, we unveiled our new B.A.M. Collection, which offers books written to engage developing readers by exploring 423 users oregoncitylibrary Dec 28, 01:13 Meditation reduces stress, helps control anxiety, and promotes emotional health. This episode: "Checking in with Your Body". 393 users oregoncitylibrary Dec 23, 15:03 Happy Festivus! . #oregoncitylibrary #happyfestivus #festivus #festivuspole #itsafestivusfortherestofus 387 users		

 Post engagement

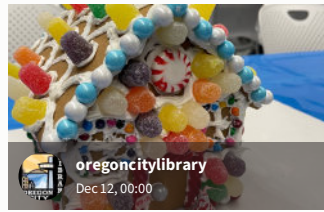
329
engagements

 Top posts > Likes



On Monday, we unveiled our new B.A.M. Collection, which offers books written to engage developing readers by exploring

35 likes



What a fun time we had at yesterday's Gingerbread House Making Craft for Adults event! Thank you all for attending and

19 likes



Happy Festivus! . #oregoncitylibrary #happyfestivus #festivus #festivuspole #itsafestivusfortherestofus

18 likes

 Followers



 Tweets

94
tweets

 Mentions

1
mention

 Engagement > Type

Likes 9

Retweets 5

Replies 1

Quote tweets 0

 Top tweets > Engagements



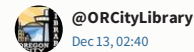
OC Bridge Model Kit Registration opens Monday, Dec 12 at 10AM at <http://go.lincc.org/ocbridge>. The community-connecting Arch Bridge opened to the public on December

19 engagements



Happy Festivus! #oregoncitylibrary #happyfestivus #festivus #festivuspole #itsafestivusfortherestofus #festivussavestrees #featsofstrenght #airingofgrievances #CarnegieLibrary

6 engagements



7 Book Review Podcasts for Discovering New Books- <https://bookriot.com/best-book-review-podcasts/>

5 engagements

Sources

 @ORCityLibrary

 Oregon City Public Library

 oregoncitylibrary



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: 01/25/2023

SUBJECT:

Community Room Use Policy Revisions

STAFF RECOMMENDATION:

- 1) Approve the revised Community Room Use Policy, as submitted

EXECUTIVE SUMMARY:

The Library Board will review and consider updates to the Community Room Use Policy.

BACKGROUND:

The Library's current Community Room Use Policy was last updated in March 2017. Since that time (and, especially, post-COVID) several provisions of the existing policy (including those pertaining to after-hours usage and a requirement that all events in the Community Room be open to the public) have proven challenging to apply.

Library Staff and the Library Board have been working together to discuss and develop parameters for a revised Community Room Use Policy. Most recently, a work session was held on December 21, 2022 at which the Library Board provided specific feedback and advice on policy revisions.

Library Staff have worked to incorporate that feedback into a revised Community Room Use Policy. The most notable revisions to the existing policy are:

- Removing the requirement that any meeting/event held in the Community Room is open to the public.

- Categorizing specific types of permitted usage (Library Use, Local Government Use, NA/CPO Use, Community Use).
- Categorizing specific types of non-permitted usage (Social Usage, For-Profit Usage).
- Providing clarification on prioritization of different usage types.
- Allowing NA/CPO Usage to occur after-hours without Library Staff present (provided the NA/CPO meets and maintains specific qualification criteria).

In addition, the Library Director is also presenting draft criteria/procedures for Neighborhood Associations/Community Planning Organizations to utilize the Community Room after hours. These criteria are intended to be operational/procedural guidelines related to, but distinct from, the Community Room Use Policy. Library staff would envision making minor modifications to these operational guidelines as needed, without needing to formally update the overall Library Community Room Use Policy.

Similarly, the revised policy references an additional external document which outlines the process for submitting a request to use the Community Room. This document would also be separate operational/procedural guidelines related to, but distinct from, the Community Room Use Policy. These procedures are currently being finalized by staff and have not been included with this staff report.

Should the revised Community Room Use Policy be approved by the Library Board, the Library Director intends to bring the revised policy and associated NA/CPO procedures to the Citizen Involvement Committee (CIC) at the next available opportunity.

OPTIONS:

- 1) Approve the revised Community Room Use Policy, as submitted.
- 2) Approve the revised Community Room Use Policy, with any needed changes.
- 3) Do not approve the revised Community Room Use Policy and provide Library Staff with further direction.

BUDGET IMPACT:

Amount: n/a

FY(s): n/a

Funding Source(s): n/a

Oregon City Public Library Community Room Use Policy

The Oregon City Public Library provides one large event/meeting space (the Community Room) on the first floor of the Library. While the Community Room is typically used for Library events, it is also available for use by community members as outlined below. There is no charge for use of the Community Room.

The Oregon City Public Library also provides a smaller Conference Room on the second floor of the Library for reservation and use by patrons. Please see the “Oregon City Public Library Conference Room Use Policy” for more information.

Additional, non-reservable, quiet study and reading space is available throughout the Library on a first-come, first-served basis.

Community Room Capacity

- The standard maximum capacity of the Community Room is **50** people.
 - Capacity limits may be adjusted based on public health mandates or guidelines. Any such adjustments will be posted online and outside the Community Room. Library staff will make reasonable efforts to communicate any such updated capacity limits which may impact current reservation holders.

Types of Usage

- Prioritization, availability, and restrictions on Community Room usage are based on the type of usage requested. Usage of the Community Room is categorized in the following ways:
 - *Library Usage* – Any event, program, meeting, team-building or training session, or other operational or administrative use by or sponsored by the Oregon City Public Library, the Oregon City Public Library Board, the Friends of the Oregon City Library, the Oregon City Library Foundation, or the City of Oregon City. Library Usage is subject to restrictions on Social Usage and limited For-Profit Usage (see below).
 - *Local Government Usage* - A public or private meeting or event by a State, County, City, Tribal, educational district, special/service district, government agency, department, advisory body, governing body, or similar body/organization. Local Government usage is subject to restrictions on Social Usage and For-Profit Usage (see below).
 - *NA/CPO Usage* – A general meeting or a meeting of a committee (established per organization bylaws) of an active Neighborhood Association (NA) recognized by the City of Oregon City, or a general meeting or meeting of a committee established per organization bylaws of an active Community Planning Organization (CPO) or Hamlet recognized by Clackamas County and located partially or wholly within the [Oregon City Public Library Service Area](#). NA/CPO Usage is subject to restrictions on Social Usage and For-Profit Usage (see below).
 - *Community Usage* – A public or private meeting or event by a non-profit organization, professional or trade organization, community or civic group, club, or private business.

Community Usage is subject to restrictions on Social Usage and For-Profit Usage (see below).

- *Social Usage* – A public or private party, gathering, family event, celebration, or other primarily social event (regardless of the sponsoring individual/organization) which does not significantly or is not intended to contribute to the educational, cultural, intellectual, or civic improvement of the communities in the Oregon City Public Library Service Area. **Social Usage of the Community Room is not permitted.**
- *For-Profit Usage*- Any event or meeting for which an entry fee is charged, during which any fundraising or sales occur, or which promotes any product or any current or future service or event for which the promoter will or may realize a financial benefit. **With the exception of Library-sponsored fundraising events by the Friends of the Oregon City Library or the Oregon City Library Foundation, For-Profit Usage of the Community Room is not permitted.**

When reviewing requests for Community Room Usage, Library staff will categorize usage requests as above to determine Community Room availability. Staff will also gather information about the proposed meeting/event to determine whether or not it is consistent with this policy.

If an individual/organization does not agree with Library staff categorization and/or the interpretation or application of this policy, they may appeal the staff decision to the Library Director or the Director's designee. If an individual/organization does not agree with the decision of the Library Director or the Director's designee, they may appeal the decision to the Oregon City Library Board.

Usage Prioritization

Library Usage of the Community Room is prioritized over all other usages. The Library reserves the right to cancel any Community Room reservation if the space is required for Library Usage. Library staff will make reasonable efforts to give adequate notice of any cancellation.

Other requests are generally accepted and processed on a first-come, first-served basis. In cases where prioritization is necessary, the order of prioritization will be Local Government Usage, NA/CPO Usage, Community Usage.

Hours of Availability

Community Room hours of availability depend on the type of usage:

- For Library Usage, the Community Room may be used before, during, or after the Library's operating hours.
- For NA/CPO Usage, the Community Room may be used during the Library's regular operating hours. Meetings/events must be finished, and the Community Room cleared and returned to its default configuration no later than 30 minutes prior to Library closing.
 - NA/CPO Usage may occur after Library operating hours, **provided the NA/CPO completes and maintains after hours usage certification.** Any such after hours NA/CPO Usage must be finished, the Community Room cleared and returned to its default

configuration, and the Library secured and vacated no later than 10:00 PM (when the surrounding Library Park closes for public use). Please see “Library Procedure 004.A: After Hours NA/CPO Community Room Usage Certification” for additional information.

- For Local Government or Community Usage, the Community Room may be used during the Library’s regular operating hours. Meetings/events must be finished, and the Community Room cleared and returned to its default configuration no later than 30 minutes prior to Library closing.

Community Room Usage Guidelines

Reservations

- You must be 18 years of age or older to reserve the Community Room.
- You must have a LINCC library card in good standing (less than \$25 in fines and fees, not blocked for any other reason) to make a reservation.
- A reservation is required for any use of the Community Room.
 - Current reservation procedures are outlined in “Library Procedures 004.B: Community Room Reservations”.
- For non-Library Usage, Community Room reservation must be submitted at least 7 calendar days in advance, and up to 60 calendar days in advance.
- For non-Library Usage, users (and the organizations they represent) may request to use the Community Room as follows:
 - Local Government or Community Usage: one (1) reservation per calendar month.
 - NA/CPO Usage: two (2) reservations per calendar month.
- Confirmed reservations will be held for up to 15 minutes after the reservation time; if user(s) have not checked in within 15 minutes of the reservation time, reservations will be cancelled automatically.
- The Library reserves the right to cancel any reservation. Advance cancellation notice is not guaranteed, however library staff will make reasonable efforts to give adequate notice of any cancellation.

Community Room Usage

- Community Room users must abide by all Library Behavior Guidelines (available on the Oregon City Public Library website) and any applicable City/State/Federal public health guidelines or policies.
- Use of the Community Room may be terminated at any time by the Director or by designated Library staff in response to any violation of the Library Behavior Guidelines, and/or any use that is abusive or dangerous to the building, materials, exhibits, furnishings, equipment, or individuals.
- For all non-Library Usage, organizations may not use or distribute the Library's phone number or email address for publicity or meeting/event administration, nor in any way imply endorsement or co-sponsorship of events/meetings by the Library. Signage promoting any non-Library Usage may be submitted to the Library for posting consideration per the Library’s Community Information and Bulletin Board Policy. No signage may be placed on the exterior of the Library

building, on any Library property, or in Library Park (see Oregon City Municipal Code 15.28.100(3)(d)).

- Users are responsible for meeting/event setup and clean up.
- Light refreshments (such as cookies, crackers, pastries, sodas/water, coffee/tea, or finger food trays) or boxed lunches may be served. With the exception of Library Usage, on-site cooking, food preparation, or buffets or other catered events are not allowed.
- Clean up is the sole responsibility of the user. Users, as well as the organization(s) they represent, may be denied future use of the Community Room if it is not satisfactorily cleaned and returned to its default configuration.
- For non-Library Usage, Library staff are not available to assist with transporting meeting materials from parking areas to the Community Room. Meeting materials or other property may not be stored in the Community Room prior to or after usage.
- For non-Library Usage, staff are not available to set up the room, serve refreshments, greet or coordinate the arrival of meeting attendees, or answer any inquiries regarding the event/activity.
- For non-Library Usage, Library staff are not available to assist with moving furniture, setting up the room, or providing meeting supplies or equipment (other than items noted on “Library Procedures 004.B: Community Room Reservations”).
 - Some audio-visual equipment and meeting technology are available. Please see “Library Procedures 004.B: Community Room Reservations” for the most up-to-date list. Prior to the use of any Library technology or equipment, the user must schedule and complete a short training session and demonstrate competence in use of any audio-visual/technology equipment.
 - Limited support for audio-visual/technology equipment is available during meetings. There is no guarantee that staff will be able to correct any audio-visual or technology issues.
- Any intended decoration of the room must be indicated at the time the reservation request is submitted. Limited signage or decorations on walls, woodwork, windows, or furniture are permitted, as long as the tape or adhesive used removes cleanly and does not mar surfaces. Any decoration which (in the sole judgment of Library staff) presents risk of significant damage or excessive cleaning efforts, is prohibited. Such prohibited decorations include (but are not limited to) glitter, confetti, burning candles, incense, open flames, or any decoration or signage affixed using nails, thumbtacks, or staples.
- Library staff or designees/representatives may enter the Community Room at any time and on any occasion.

Community Room Reservation Requests

- Please refer to “Library Procedures 004.B: Community Room Reservation Process” for current instructions on submitting a request to use the Community Room. The information is also available on the Oregon City Public Library website.

Liability

- Person reserving the room assumes all liability for damage to or theft of City property as assessed by the City by any member of their group during the reservation time period.
- City assumes no responsibility for materials, equipment or any other article left by any organization, group or individual in the Library and will not be liable for loss, theft, or damage thereto.
- The Library neither approves nor disapproves of content, topics, subject matter, or points of view of individuals or groups using the room.

After Hours NA/CPO Community Room Usage Certification

Per the Oregon City Public Library's Community Room Use Policy, NA/CPO Usage of the Community Room may occur after the Library's normal operating hours. This document outlines the requirements and expectations for after-hours usage of the Community Room by Oregon City Neighborhood Associations (NAs) and Clackamas County Community Planning Organizations (CPOs) partially or wholly located within the Oregon City Public library's service area.

After Hours Usage Considerations

NAs and CPOs considering using the Community Room after hours should be aware of the following before requesting to use the room:

- After hours usage of the Community is only available Monday through Friday, on days when the Library is open. **The Community Room is not available for after-hours usage on weekends (Saturday and Sunday) or on any City/Library holiday.**
- All after hours meetings or events must be finished, the Community Room cleaned and returned to its default state, and the Library building secured and vacated no later than 10:00 PM.
- The Library's janitorial service typically cleans the Library after operating hours. In order to balance the needs of after-hours usage with the maintaining a clean and safe environment for all Library patrons, NAs/CPOs should expect the following during any after-hours meeting:
 - The Library will instruct the janitorial crew to skip cleaning the Community Room.
 - At some point during the meeting, the janitorial crew may close and clean the restrooms. Restrooms will not be available for attendee use during this time. In addition, restroom cleaning may result in audible noise during any meeting/event.
 - The janitorial crew will regularly access the janitorial closet (located in the secure area past the bathrooms) to move equipment/supplies. These activities may result in audible noise during any meeting/event.
 - The janitorial crew will clean (including vacuuming) other areas of the Library, which may result in audible noise during any meeting/event.
- After Hours Community Room usage is limited to:
 - General meetings of the NA/CPO.
 - Meetings of the NA/CPO planning committee.
 - Meetings of other committee(s) identified in or established under the NA/CPO bylaws.
- Library staff are not available to facilitate or monitor usage of the Community Room after hours. Designated NA/CPO volunteers (who will be trained by the Library) will be responsible for ensuring the safety of the Library building, its contents, and attendees for the duration of any after-hours usage.
 - Volunteers must have completed their training prior to any after-hours usage being approved.
 - If a sufficient number of volunteers are not available to facilitate an after-hours meeting, the meeting/event may not be held in the Community Room and will have to be relocated, rescheduled, or cancelled.

Volunteer Requirements and Commitment

- 1) Volunteer facility monitors (VFM) must pass a criminal background check per City Ordinance 01-1031. Please see attached.
- 2) VFMs must satisfactorily complete the Library's initial volunteer training session, which typically lasts between 2 – 3 hours. Annual refresher trainings are also required, which typically last between 1 – 2 hours. Training/refresher sessions are typically scheduled on Saturday mornings.
- 3) Upon satisfactory completion of training, VFM names, phone numbers, and email addresses will be placed on an active VFM roster.
 - a. The VFM roster will be made available to any NA/CPO eligible to use the Community Room after hours.
 - b. Individuals on the roster may be contacted by any participating NA/CPO and asked to serve as a VFM.
- 4) Any individual on the VFM Roster may be contacted to provide after-hours meeting support for any other participating NA/CPO.
 - a. VFMs commit to making efforts to be available when needed, even for meetings of other NAs/CPOs than their own.

Registering for After Hours Usage

In order to be eligible to use the Library Community Room after hours, NAs/CPOs must do the following:

- 1) The current Chair of the NA/CPO will inform the Library Director in writing (email is sufficient) of their desire to establish eligibility to use the Community Room after hours. The notification must include signed background check forms for at least 3 NA/CPO members who are willing to serve as VFMs.
- 2) The Library Director will submit the names of proposed VFMs to the City's HR department for a background check.
- 3) Upon successfully passing the background check, Library staff will contact the VFM applicants to schedule a Facility Safety and Security training session. Training sessions will last approximately 3 hours and will typically be conducted on Saturdays from 9:00 AM – 12:00 PM.
- 4) Upon successful completion of training, the VFMs will be added to a comprehensive list of all volunteer VFMs. This list will be provided to eligible NA/CPO Chairs as it is updated.

Maintaining Eligibility for After Hours Usage

- 1) VFM's must complete a refresher training course at least annually; failure to complete required in a timely fashion will result in the VFM being removed from the list.
- 2) If a NA/CPO does not maintain at least 2 active volunteer VFMs, their eligibility to utilize the Community Room after hours will be suspended until such time as they can provide at least 2 active volunteers.

- 3) Failure of a VFM to follow any required procedures may result in the volunteer being removed from the eligible VFM list.

Requesting After Hours Usage

A participating NA/CPO wishing to book the Community Room will:

- 1) Consult the current list of VFMs and pre-arrange for 2 VFMs from the list to be available during the meeting. **Library staff will not coordinate VFMs for any after-hours meeting.**
- 2) Once the NA/CPO has identified 2 VFMs for the meeting, the NA/CPO will submit a request to reserve the Community Room. Names of confirmed VFMs will be required at the time of request submittal.
 - a. Reservations must be made at least 7 calendar days prior to the meeting. Reservations cannot be made more than 60 calendar days in advance.
- 3) Staff will review the request. The NA/CPO will be notified of Community Room availability within 3 calendar days.

VFM Meeting Responsibilities

- 1) On the day of the meeting, both designated VFMs must check in with Library Staff at the Carnegie Desk no later than 6:30 PM. Any needed keys, security badges, and phones will be issued at that time.
- 2) When Library staff leaves for the evening (around 7:15) the designated staff PIC (Person in Charge) will let the hallway VFM know that all staff are exiting the building.
- 3) Once the meeting starts, VFMs must be stationed as follows:
 - a. **At all times**, one VFM must be stationed in the hallway adjacent to the 6th street entrance, near the bathrooms.
 - b. The second VFM may remain in the Community Room or “float” as necessary.
- 4) VFMs are responsible for monitoring the meeting, ensuring behavior and meeting room usage policies are followed, and limiting facility usage by attendees as per VFM training. **Regardless of whether the security gate is up or down, during any after-hours NA/CPO usage, no one is permitted to enter any area of the Library other than the Community Room, 6th street vestibule, and Community Room bathrooms/hallway.**
- 5) All after-hours NA/CPO usage be finished, the Community Room cleaned and returned to its default state, and the Library building secured and vacated no later than 10:00 PM.

- 6) VFMs will complete a post-meeting checklist. Any equipment issued to the VFM, along with the completed checklist, must be left at a designated location in the Library.

THE FOLLOWING SECTIONS ARE STILL TBD

VFM Kit

- Cell phone (with pre-programmed staff and emergency phone numbers)
- Badge
- Specific door code
- Clipboard, pen, and opening/closing checklist.
- Lanyards ID-ing VFM

VFM Training

- Setting door alarm.
- Setting elevator lock status
- Locking sliding doors (buttons)
- Gate operation
- Community Room setup/cleanup, including:
 - Table usage and storage
 - Chair usage and storage
- Library Behavior Policy
- Library Community Room Policy
- AV/Tech usage
- Location of first aid/cleaning supplies
- When to contact:
 - Library Management
 - OCPD



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: 01/25/2023

SUBJECT:

Future Agenda Items

STAFF RECOMMENDATION:

n/a – Informational only

EXECUTIVE SUMMARY:

The Library Board will review the current list of anticipated future agenda items.

BACKGROUND:

The following items from the “Future Agenda Items” list will be discussed at the 1/25/23 Regular Meeting:

- Community Room Policy (revision)

The following items from the “Future Agenda Items” list were scheduled to be discussed at the 10/26/22 meeting, which was cancelled. A verbal update was provided in a subsequent meeting’s Director’s Report.

- 2022 State Library Statistical Report

The following items are currently planned for inclusion on future Library Board meeting agendas:

- FY 23/25 Budget Proposal
- Unincorporated Survey update
- Behavior Policy (revision)
- Computer Use and Internet Policy (revision)
- Unattended Child Policy (revision)
- Collection Development Policy (revision)
- Security Camera Policy (new)

- Art Policy (new)
- Tactical Plan update
- Hi/Lo Collection update
- LGBTQ Collection update
- Library Board Engagement Plan development
- Library District Overview for City Commission
- Creative Kit Distribution Data and Discussion
- Review of Oregon Library Association Public Library Division standards
- Revision of Monthly Library Statistics
- Outreach (especially to unincorporated areas)
- Format/scope of Library Board Minutes

OPTIONS:

1. n/a – Informational only

BUDGET IMPACT:

Amount: n/a

FY(s): n/a

Funding Source(s): n/a