



CITY OF OREGON CITY LIBRARY TEEN ADVISORY COMMITTEE AGENDA

Conference Room (2nd Floor), Oregon City Public Library, 606 John Adams St, Oregon City
Sunday, November 10, 2024 at 2:00 PM

Ways to participate in this public meeting:

- Attend in person, location listed above. Please see the public comment guidelines below.
- Register to provide electronic testimony (email stusing@orcity.org by 3:00 PM on the day of the meeting to register)
- Email stusing@orcity.org (deadline to submit written testimony via email is 3:00 PM on the day of the meeting)

1. CALL TO ORDER AND ROLL CALL

2. APPROVAL OF MINUTES

- Approve the TAC September & October Meeting Minutes

3. TEEN LIBRARIAN REPORT

- Refresh Project Update: Laptop Bar progress, TV monitor stand, and review of budget.
- Upcoming programs & events for teens & young adults.

4. DISCUSSION ITEMS

- Guest Speaker: Library Director, Greg Williams.
- Chromebook v. Windows - which would future teens prefer to have access to at the library?
- Paint Samples for remaining blue wall.

5. PUBLIC COMMENTS

Please see the public comment guidelines below.

6. ADJOURNMENT

PUBLIC COMMENT GUIDELINES

Complete a Comment Card prior to the meeting and submit it to the clerk. When the Chair calls your name, proceed to the speaker table, and state your name and city of residence. Each speaker is given 3 minutes to speak. As a general practice, the committee does not engage in discussion with those making comments. Complaints shall be addressed at the department level prior to addressing the committee.

ADA NOTICE

The location is ADA accessible. Hearing devices may be requested from the City Recorder prior to the meeting. Individuals requiring other assistance must make their request known 48 hours preceding the meeting by

contacting the City Recorder's Office at 503-657-0891.

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

Video Streaming & Broadcasts: The meeting is streamed live on the [Oregon City's website](#) and available on demand following the meeting. The meeting can be viewed on Willamette Falls Television channel 28 for Oregon City area residents as a rebroadcast. Please contact WPMC at 503-650-0275 for a programming schedule.



CITY OF OREGON CITY

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

Staff Report

To: Library Board

Agenda Date: November 10, 2024

From:

SUBJECT:

Approve the TAC September & October Meeting Minutes

STAFF RECOMMENDATION:

EXECUTIVE SUMMARY:

BACKGROUND:

NEXT STEPS:

OPTIONS:



**CITY OF OREGON CITY
LIBRARY TEEN ADVISORY COMMITTEE
MEETING
MEETING MINUTES**

Community Room (First Floor), Oregon City Public Library, 606 John Adams St, Oregon City
Sunday, September 15, 2024 at 2:00 PM

1. CALL TO ORDER AND ROLL CALL

Teen Librarian, Sabrina Tusing, called to order this September meeting at 2:00 PM.

Present: Tad Iltis, Aliah Vargas, Julia Neilsen, Toby Gurney, Elle Ray, DiAnna Afendi Blanchard, Aubrey Khiengsombath

Absent: Elizabeth Stedman

2. DISCUSSION ITEMS

Went Over 2024-25 Meeting Minutes

Reviewed Teen Advisory Committee By-Laws

Provided a Teen Room Refresh Project Update

Reviewed upcoming and potential future Teen/New Adult (Age 14-25 programming)

Participated in ice breaker activities

3. PUBLIC COMMENTS

None

4. ADJOURNMENT

Meeting was adjourned by Sabrina Tusing at 3:00 PM

Respectfully submitted,

Jakob S. Wiley, City Recorder
Date Approved: _____



CITY OF OREGON CITY LIBRARY TAC MEETING OCTOBER MEETING MINUTES

Community Room (First Floor), Oregon City Public Library, 606 John Adams St, Oregon City
Sunday, October 13, 2024 at 2:00 PM

1. CALL TO ORDER AND ROLL CALL

Teen Librarian, Sabrina Tusing, brought the meeting to order at 2:00 PM

Attending: Tad Iltis, Julia Neilsen, Tobey Gurney, Elizabeth Stedman, Aubrey Khiengsombath

Absent: Flora Martinez, Lily Hillstrom, and Aliah Vargas

2. APPROVAL OF MINUTES

Meeting minutes for September will be approved at the November meeting.

3. TEEN LIBRARIAN REPORT

Refresh Update

Plant Wall is nearly completed-awaiting a few more additional planters to be installed

4. DISCUSSION ITEMS

1. Location of laptop bar was discussed and it was decided to put it along with south facing wall in the teen area
2. Desktop PC usage and removal: Lizzy made the motion to remove desktops from teen area, Tad seconded the motion, all in favor.
3. Leadership (Chair, Vice Chair, Scribe) appointments. Results are: Chairperson: Julia Neilsen, Vice Chairperson: DiAnna Efendi Blanchard, Scribe: Tad Iltis.

5. ADJOURNMENT

Sabrina Tusing adjourned the meeting at 2:45pm .

Respectfully submitted,

Jakob S. Wiley, City Recorder
Date Approved: _____



CITY OF OREGON CITY

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

Staff Report

To: Library Board

Agenda Date: November 10, 2024

From:

SUBJECT:

1. Refresh Project Update: Laptop Bar progress, TV monitor stand, and review of budget.

STAFF RECOMMENDATION:

EXECUTIVE SUMMARY:

BACKGROUND:

NEXT STEPS:

OPTIONS:

DATE	ITEM	AMOUNT	BALANCE
			\$30,000.00
4/12/2024	MyWay LeftHigh/RightLow Chair	\$2,118.60	\$27,881.40
	MyWay Right High/Left Low Chair	\$2,079.00	\$25,802.40
	MyWay Right Left High Chair	\$1,734.15	\$24,068.25
			\$24,068.25
4/17/2024	WallyGrow Planters	\$199.92	\$23,868.33
9/11/2024	Portland Nursery	\$139.96	\$23,728.37
		\$42.00	\$23,770.37
9/14/2024	Home Depot	\$29.96	\$23,740.41
9/13/2024	Portland Nursery	\$155.95	\$23,584.46
9/13/2024	Grocery Outlet	\$12.99	\$23,571.47
9/16/2024	Amazon	\$29.38	\$23,542.09
			\$23,542.09
9/28/2024	Succulent Soil	\$11.19	\$23,530.90
10/7/2024	WallyGrow Planters (4)	105.29	\$23,425.61
10/9/2024	Larkspur	26.5	\$23,399.11
9/30/2024	Home Depot	8.98	\$23,390.13
10/3/2024	Home Depot	159.27	\$23,230.86
10/7/2024	Home Depot	38.9	\$23,191.96

Additional Information

Delivery to Office Trends 5/8/24

Plants

Discount Returned to card

Hand trowel/sheers

Plants/Fertilizer/Soil

Plants

Watering Can

Spray bottles

Don't recall exact price?

Plant

Facilities Supplies for wall

Facilities Supplies for wall

Facilities Supplies for wall

10/24/2024

Factory: 3branch

Production Lead Time: 10-12 weeks

LFI QT-4736 Proposal For:
Oregon City Public Library, OR

Library Furniture International
797 Glenn Ave
Wheeling IL 60090
ph: 847-564-9497

Budget Pricing

ITEM	QTY	MFG	CATALOG NO.	DESCRIPTION	UNIT NET	EXTENSION
T-1	2			TEEN CHARGING STATION	\$ 3,392.00	\$ 6,784.00

2 SK-CS-SF-662436-
LAM Skware Single Faced Charging Table
66"x 24" x 36"H
Top: **Standard Laminate TBD**
PVC edge band: **Matching or Coordinating TBD**
Base: **Skware frame in Silver Powdercoat Finish**
1 In Surface Power: **Byrne Eclipse -- (2) power / (1) USB A+C**
1 Wire management: **Magnetic wire management channel**
1 **Wire Management Tray**



TOTAL FOB FACTORY

\$ 6,784.00

INSTALLATION + FREIGHT

TBD



QUOTATION

QUOTE NO: 90206
PROJECT NAME: OCPL
DATE: October 23, 2024

To:
Oregon City Public Library
Attn: Sabrina Tusing
606 John Adams St.
Oregon City, OR 97045

Ship To:
Tag: Sabrina
Building: Teen Library

SALESPERSON	P.O. NUMBER	DATE DELIVERED	CUSTOMER PO#	F.O.B. POINT	TERMS
Special					

QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
1	Receiving / Assembly / Delivery / Installation – KI Tributaire Monitor / White Board Storage Stand – Per Sourcewell Contract	\$550.00	\$550.00
*SUBTOTAL			\$550.00
TOTAL DUE			\$550.00

1. If you have any questions concerning this quote, please call: Loren W. Lafleur @ 503-297-7292
loren@officetrendsinc.com

Please remit to: (new) Office Trends, Inc.
7327 SW Barnes Rd., Suite 724
Portland, OR 97225

THANK YOU FOR YOUR BUSINESS!



QUOTATION: 24JGB-715442/C

City of Oregon City: Monitor Stand

Created: 10/23/2024 | Valid Through: 12/22/2024





City of Oregon City: Monitor Stand

KI is pleased to present the enclosed quotation. The following items are included:

- Quote
- Summary
- Itemized Quote
- Detailed PO requirements
- Product Options*

* TBDs exist and must be selected prior to purchase. Please contact a sales team member for assistance with specifications.

Sales Team:

Shirley Aldaba
Solutions Specialist & Manager
shirley@cor.group
206-251-6118

Joey Bradley
Inside Sales Specialist
joseph.bradley@ki.com
(920) 468-2592

Quote Number: 24JGB-715442/C

CREATED 10/23/2024 / | **Valid Through 12/22/2024**

PRODUCT TOTALS	\$4,718.45
See Quote Detail Summary	\$0.00
GRAND TOTAL	\$4,718.45

Contract Information:

OT0043784 Sourcewell #091423-KII Delv/Dropship

Requested Delivery Date: To be Determined

Sold To

Office Trends, Inc.
7327 SW Barnes Rd. Suite 724
Portland, OR 97225
P. (503) 860-5551 F. (503) 292-5794

End User

City of Oregon City
625 Center Street
Oregon City, OR 97045
P. (503) 657-0891

Ship To

To be Determined

Installation

To be Determined

Client Notes:



QUOTATION

CREATED 10/23/2024
VALID THROUGH 12/22/2024
Prepared By Joseph Bradley
Quote Filename City of Oregon City: Monitor Stand - 24JGB-715442/C

Product options that must be determined (aka TBDs) exist and must be selected prior to purchase order submittal. These items are notated in the far right column with (?)

Line	Model		Qty.	List Price	Extended List Price	Discount Percent	Sell Price	Extended Total	TBD Options
1.1	TJMMB2252	Tributaire, Monitor Stand, Markerboard Rear Panel, 22x52", 72"H  ★ NEW Cabinet Style Dual panel, no ganging /DPN Storage Laminate Laminate Grade 1 LAMG1 Laminate Finish To Be Determined TBD<< Edge Color To Be Determined TBD<< Accent Paint Finish To Be Determined TBD<< Lock Option With lock /WLK Leg, Base or Frame Paint Finish To Be Determined TBD<< Panel Laminate To Be Determined TBD<< Casters/Glides Casters /C Caster Color To Be Determined TBD<< Power Option No grommets, power, wire management/No cutouts /NNN Price Description: Delivered/Open Market Lead Time: 5 - 7 Weeks; Ships from BONDUEL, WI Please Note: Leadtime calculated on 10/23/2024 and is subject to change.	1	\$8,579.00	\$8,579.00	45.000	\$4,718.45	\$4,718.45	
WorkGroup Product Subtotal								\$4,718.45	

Quote Summary

Product SubTotal: \$4,718.45
Estimated Sales Tax: See Notes
Quote Total: \$4,718.45

NOTES:

- Images shown above are intended for approximate visual reference only and may not represent the exact models, numbers, descriptions or options selected. Refer to the model number/description/options shown for full product specifications.
- Sales Tax (For Shipment within the United States Only): Estimated sales/use tax will be calculated when order is entered. It is the customer's responsibility to pay any applicable sales/use tax due upon invoicing. A customer will not be charged sales tax if (1) a Resale Certificate, (2) an Exempt Organization Certificate, or (3) a Direct Pay permit is on file with KI's Finance Department. If no certificate is on file, the appropriate sales/use tax rate in effect at shipment will be applied and tax will be added to the customer's invoice.

PROJECT LEAD TIME SUMMARY:

- Manufacturing lead time begins once the order is complete and acknowledged. Delivery dates are determined per order based on the longest lead time per shipping location and are confirmed on the order acknowledgement.

<u>Shipping Location</u>	<u>MFG Lead Time Range</u>
BONDUEL, WI	5 - 7 Weeks
- Lead times are subject to change based on quantities, manufacturing capacity and surface material selections. Laminate and/or fabrics outside the standard KI in-grade program may have extended lead time.
- For more information or questions regarding delivery consolidation, contact KI Customer Service.

**Final Considerations:**

To ensure your Purchase Order (PO) is processed quickly and efficiently, please adhere to the following requirements:

1. All purchase orders must be issued to KI or KI c/o the dealer with this address:
KI c/o Office Trends
1330 Bellevue Street
Green Bay, WI 54302
2. The following items must be included on all purchase orders:
 - Sold To/Bill To Information: complete legal name, address, telephone number and fax number
 - Ship To Information: complete legal name, address, contact name, contact phone number
 - Purchase Order Number: a customer-specific identifier, typically a sequential purchase order number or requisition number
 - Issue Date: date the purchase order was issued
 - Sales Tax: applicable sales tax will be added upon KI invoicing. If tax exempt, customer must provide or have the tax exempt certificate on file at KI
 - Purchase Order Total: total of all items and services included on the purchase order
 - Authorization: signature of authorized purchasing agent or buying entity
 - Order Details: reference a fully optioned KI quote (ex: 11KGH-85432) or include all the information listed below
 - Quantity of each item
 - Complete model number, including all finish and option information (by line item)
 - Net purchase price (by line item)
 - Extended net purchase price (all line items)
 - Any additional applicable charges (ex: installation and/or delivery charges)
 - Contract name and/or number if pricing is based on a contract reference
3. Signatures on a quote or a worksheet cannot be accepted as a purchase order.
4. In the event that you do not have a formal Purchase Order process, please contact your KI Sales Representative or call 1-800-424-2432, and we will assist you with creating a PO.

We appreciate your cooperation in providing us with all the required information listed above on your Purchase Order. Complete information helps us serve you better. Thank you for your order.

Purchase Orders that do not meet these requirements will be placed on hold until complete information is received by KI. Purchase orders on hold are not released to manufacturing or assigned a delivery date. KI order lead times begin once the order is released to manufacturing.

Sales resulting from purchase orders issued by the customer to KI (Whether related to this quotation or otherwise) are governed and controlled by the Terms and Conditions found at www.KI.com/terms

Prepared by Joseph Bradley
Market Code: 9=9=State/Local Gov't

Opportunity #: 715442

Quote Filename: City of Oregon City: Monitor Stand -
24JGB-715442



CITY OF OREGON CITY

625 Center Street
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503-657-0891

Staff Report

To: Library Board

Agenda Date: November 10, 2024

From:

SUBJECT:

Upcoming programs & events for teens & young adults.

STAFF RECOMMENDATION:

EXECUTIVE SUMMARY:

BACKGROUND:

NEXT STEPS:

OPTIONS:



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Guest Speaker: Library Director, Greg Williams.

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To: Library Board

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SUBJECT:

Chromebook v. Windows - which would future teens prefer to have access to at the library?

STAFF RECOMMENDATION:

EXECUTIVE SUMMARY:

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625 Center Street
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Staff Report

To: Library Board

Agenda Date: November 10, 2024

From:

SUBJECT:

Paint Samples for remaining blue wall.

STAFF RECOMMENDATION:

EXECUTIVE SUMMARY:

BACKGROUND:

NEXT STEPS:

OPTIONS: