



Ledding Library Board Meeting

Agenda

August 14, 2023

Ledding Library

Meeting called by: Karla Branson, Library Board Chair

Attendees:

- Karla Branson Deepak Kadetotad Shawne Smith Maryruth Storer
Chair
- Ann Heiliger Joel McLemore Krystina Thomas Brent Hushner
Vice-Chair Secretary Library Director

Guest: Nancy Wittig, Friends of Ledding Library President

AGENDA TOPICS

LEAD

TIME

AGENDA TOPICS	LEAD	TIME
1. Call to order <ul style="list-style-type: none"> • Native Lands Acknowledgement • Gratitude Exercise • Approval of minutes from July 10 meeting 	Karla	5:30 pm
2. Meet The Staff: Melissa Perkins	Brent	5:40 pm
3. Friends Report	Nancy	5:50pm
4. Community Comment	Karla	5:55 pm
5. Old Business <ul style="list-style-type: none"> ○ Library Fines 	Karla	6:00 pm
6. New Business <ul style="list-style-type: none"> ○ Board Photo 		
7. Director's Report <ul style="list-style-type: none"> ○ Library Update 	Brent	6:20 pm

Next meeting date: 5:30 pm, August 14 2023, Meeting Room, Ledding Library, 10660 SE 21st Ave, Milwaukie.

Please contact Brent Husher at 503-786-7584 or husherb@milwaukieoregon.gov if you cannot attend the meeting.



Ledding Library Board Meeting

Minutes

July, 10, 2023

Ledding Library

Meeting called by: Karla Branson, Library Board Chair

Attendees:

Karla Branson Deepak Kadetotad Shawne Smith Maryruth Storer

Chair

Ann Heiliger Joel McLemore Krystina Thomas Brent Husher

Vice-Chair

Secretary

Library Director

Guest: Donna Fuller, Friends of Ledding Library Vice-President

AGENDA TOPICS

LEAD

TIME

AGENDA TOPICS	LEAD	TIME
1. Call to order <ul style="list-style-type: none"> • Native Lands Acknowledgement • Gratitude Exercise • Approval of minutes from May 08 meeting 	Karla	5:32 pm
2. Meet The Staff: Elysa Foxman	Brent	5:39 pm
3. Friends Report Sunday book sales very successful. Quarterly book sale in August. Averaging \$500 per weekend. June expenditures made for adult and youth reading programs, approximate 7k. Book sales have become a good way to promote the summer reading programs. Friends bookstore has a new manager, upcoming changes to inventory.	Donna	5:52pm
4. Community Comment No community comment this month.	Karla	5:58 pm
5. Old Business <ul style="list-style-type: none"> ○ Elections. Secretary, Vice-Chair, and Chair all re-elected for the coming year. 	Karla	5:58 pm
6. New Business <ul style="list-style-type: none"> ○ Fee Schedule—each library has its own fee schedule for items. Some other libraries have changed fees to all be at the reduced children’s rate. Ledding currently has separate schedules for adult and children material, but is considering a similar change. 		
7. Director’s Report Brent 6:09 PM		

<ul style="list-style-type: none"> ○ Library Update ○ Fall Author Series ○ May By-Laws changes were approved by City Council. ○ Games to Movies" series this fall. 		
	Brent	6:09 pm
Adjournment	Karla	6;26 PM

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Monthly Report, Ledding Library, Milwaukie, OR – July 2023

Director

July 29th marked my one-year anniversary as the City of Milwaukie’s Library Director. With that in mind, I met with every member of the library team individually. I asked each person a set of questions to help evaluate my performance, the work of our library generally, and our future. Although a significant investment of time, I believe it’s a worthy investment to dialogue with folks individually.

In July, our team made connections with several community resources. We reached out to Clackamas County Mobile Crisis to aid a patron having a mental health crisis. Our local LoveOne team has hired an additional peer support specialist to provide resources for community members in need of housing or other resources. Clackamas County Parole and Probation Officers held their first outreach event at the library to work with clients that are houseless and have a difficult time getting to the office. All the clients that arrived for the event said the library was a more convenient place for them to meet.

We now have Electric Vehicle (EV) charging stations in front of the library. Up to two cars at time can charge, but only one spot is reserved for EVs exclusively. In the other spot, cars of any type may park. The two-hour limit remains for all spots, except for the express spots. Please note that cars parking in the EV reserved spot while not actively charging may be ticketed.

Below are our monthly statistics comparing numbers from July 2023 to July 2022. Like in previous months, more items were checked out, more people visited, more computers were used, and more people attended programs than in the previous year.

		Ledding Library Statistics						
		July		2023				
		2023	2022	2021	2020	2019	2018	2017
Circulation		57120	52355	46593	19461	45033	54754	56290
Patron visits		18194	16032					
New Cards		341	357					
Computer use		1060	861					
WiFi sessions		1093	1167					
Questions (all desks)		2517	2361					
Programs								
Adult		4	5					
Attendance		53	53					
Juvenile		14	14					
Attendance		1858	1838					
Teen		5						
Attendance		34						
Total Programs		23	19					
Total Attendance		1945	1891					
Volunteers								
Number		72	65					
Hours worked		535	490					

Adult Services

Adult Summer Reading Program

Our adult summer reading program is producing lots of reader engagement. So far, we've had 266 signups and 719 book slips turned in. Librarians created 18 topical booklists (available in paper and online) and have awarded 25 weekly \$15 gift cards. The summer reading fun continues through the end of August! Thank you to the Friends of the Ledding Library for their support.

Technical Services and Processing

David added 618 items to the catalog, including 469 books. This number is slightly higher than David's average of 400-450 per month, due to additional graphic novels. Beyond the new books, David continued his work of updating spine labels for existing graphic novels, formerly kept in the adult nonfiction collection.

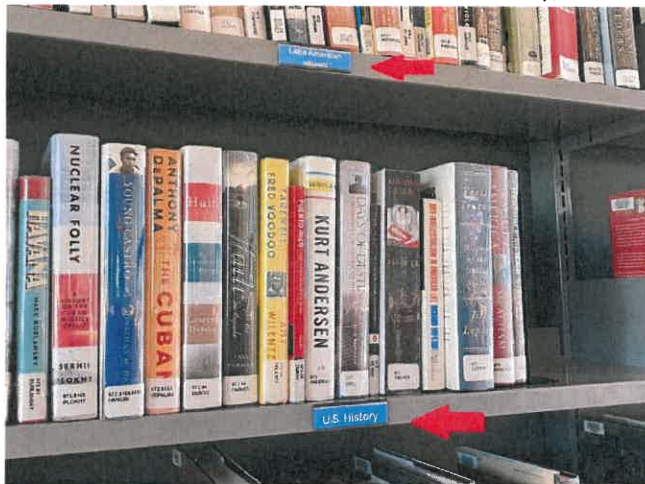
Special Projects & Staff Initiatives

Christine, Robert, and Melissa attended a fire extinguisher training on 7/24 at JCB where they learned about fire extinguishers, the many types, how to use them, and other fire safety tips.

Christine, Ellen, and Melissa took a conflict resolution training on 7/12 and learned more about emotional triggers, self-awareness, destructive cycles of conflict, physical signs of dysregulation, listening techniques, open-ended questions, collaboration, and other conflict resolution skills.

Robert attended two conflict resolution classes in July and learning about various aspects of conflict and some strategies to keep conflict from expanding.

Tara added a series of *magnetic shelf labels* to the adult nonfiction section with the aim of making the collection more browsable and user-friendly, and **Adult graphic novels now have their own section:**



Youth Services

Children's Programs

- Storytime in the park every Monday & Tuesday morning with 100+ people each day.
- Concert violinist Mary Evans as guest performer at storytime on July 25
- Weekly performers in the park every Thursday morning. Over 200 people came to both comedian Angel Ocasio and the Oregon Coast Aquarium's Shark Shenanigans programs.
- Weekly free sack lunch in the park from the N. Clackamas Schools Summer Meals Program after each show. We gave away 426 free lunches in July.

Summer Reading!

- By the end of July, 2497 kids and teens had signed up for the summer reading program, a 27% increase over this time last year. Each of them received a free book. 30% (758) signed up at outreach events off site.
- 56 teens have won \$15 gift cards in the summer reading weekly prize drawings, with another month to go.
- Thanks to the Friends of Ledding Library for sponsoring all the free books, teen prizes and weekly performers!

Outreach & Community Partners

- N. Clackamas Schools Summer Enrichment site at Rowe Middle School invited us to visit in July. 180 teens picked free books and signed up for summer reading.
- Clackamas Parenting Together offered a Safe Sleep class at the library on Wednesday, July 26. Families who attended received diapers and a free Pack n Play for their infants.

Teen Programs

- Drop-in teen night on July 18 included ping pong, snacks and a dragon's egg craft in the Community Room. Kudos to Kirsten VanDyke for the amazing and popular dragon eggs.
- Weekly teen game nights with Xbox X and PS5 game consoles in the teen room.
- Monthly teen advisory board (TAB) meeting focused on ideas for the upcoming teen lock-in on August 4.

Circulation Services

- Patron Encounters
 - A patron that uses the library every day recently noticed the new Adult Graphic Novel section by the study rooms. They didn't know we had graphic novels for adults and decided it was time to get a library card so they could check out the new highlighted collection.
 - A patron recently moved to Milwaukie with their partner and new baby. They were so excited about the Ledding Library and everything that we offer. They said they used to live in Portland, but LINCC has so much more to offer!
 - A teen told an employee that they love this library so much because they can get anything they want, and we have an awesome collection with a lot of variety.
- The Circulation Team completed 1-1s with Kelly.
- Staff attended the All-Hands Meeting at City Hall in July to say farewell to the Old City Hall and learn about the move to the new building in September.
- We said farewell to our intern, Mariia, at the end of the month. Her internship ended sooner than expected. Jana utilized her vast childcare network and assisted Mariia with finding potential job opportunities in the area. Mariia has now accepted a full time position at NCS.
- In August, we will begin the process of hiring additional On-Call Library Assistant 1s to replace several on-calls that have moved on to other opportunities.
- Becky, Eileen, and Melissa attended the OLA Support Services Division Conference in Ashland. We look forward to hearing more about what they learned at our August Circulation Team meeting!

COUNCIL STAFF REPORT

To: Mayor and City Council
Ann Ober, City Manager

Reviewed: Brent Husher, Library Director

From: Michael Osborne, Assistant Finance Director

Subject: **Update to Library Fines Fee Schedule**

Date Written: July 25, 2023**ACTION REQUESTED**

Council is asked to approve the consolidated fee schedule.

HISTORY OF PRIOR ACTIONS AND DISCUSSIONS

This topic was introduced at the [July 18, 2023 meeting](#).

ANALYSIS

At the July 18, 2023 meeting, staff was able to respond to a majority of questions that arose during the meeting. A link to that meeting is above. However, a question did arise regarding library fines and the financial impact of reducing our existing fine structure. In 2013, the amount of library fines collected was \$61,000. Since then, library fines have been trending downward with \$31,000 collected in 2019 and \$26,000 collected in our most recent fiscal year (FY) ending 6/30/2023. The reasons for this reduction include the following:

- 1) There are fewer physical items circulating than ten years ago, meaning there are fewer opportunities for fines;
- 2) More library patrons are checking-out eBooks. These items are checked-in automatically so there are no associated fines;
- 3) Before August 2022, each city library retained all fines and fees collected at individual locations regardless of whether the city owned the item or assessed the fee. Because Milwaukee library patron's check-out items that are not owned locally, this system previously benefited city revenues because we were able to keep other cities' fines and fees in addition to our own; and
- 4) As of August 2022, the county department that supports libraries added a new online payment option for payment of library fines and fees. All fines paid through this new online option are collected by the county and distributed to each city quarterly. This means that fines and fees that were previously paid and retained in Milwaukee can now be paid online and distributed to the city associated with whatever library owns a particular item.

BUDGET IMPACT

Library fines are budgeted in the General Fund to collect \$76,000 in revenue during the FY23/24 biennium. Staff estimates this change will reduce revenue to General Fund by approximately \$4,500.

WORKLOAD IMPACT

None.

CLIMATE IMPACT

None.

COORDINATION, CONCURRENCE, OR DISSENT

Staff is in agreement with the proposed fees.

STAFF RECOMMENDATION

Council approves the consolidated fee schedule.

ALTERNATIVES

Council may elect to make no change to the library fee schedule.

ATTACHMENTS

1. Resolution
2. Consolidated Fee Schedule FY 23-24

7. LIBRARY

The Library collects fines for overdue books, lost or damaged items, and photocopying services.

Overdue Fines	Fiscal Year 2023 Fee	Fiscal Year Maximum	Fiscal Year 2024 Fee	Fiscal Year Maximum
Adult	\$0.25	\$3.00	\$0.10	\$1.00
Juvenile	\$0.25	\$1.00	\$0.10	\$1.00
Cultural Pass – State Parks pass	\$5.00	Replacement cost	\$5.00	Replacement cost
Library of Things	\$1.00 - \$5.00 per day	Replacement cost	\$1.00 per day	Replacement cost

Fees and Charges	Fiscal Year 2023	Fiscal Year 2024
Printing and Copies, per side		
Black and white	\$0.10	\$0.10
Color	\$0.50	\$0.50
Microfilm copies	\$0.10	
Lost or damage items		Up to Replacement Cost
Barcode	\$1.00	
RFID tag	\$1.00	
Book jacket	\$2.00	
Barcode and book jacket	\$3.00	
Audio book CD	\$10.00	
Missing pages and booklets		
Lost item		
Damaged material		
Library of things item		
Bike lock	\$40.00	
Replacement media		
CD, DVD Cover sheet	\$1.00	
Audiobook case	\$5.00	
CD, DVD case	\$1.00	
Public Computer Printing, per side		
Black and white (first 5 free)	\$0.10	
Color (first one 1 free)	\$0.50	
Non-district citizen library use (annual pass)	\$95.00	\$95.00

Checkouts: Total, ebook only and Physical Items

	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23
Total checkouts	660438	635428	512487	397577	324896	570967	619636
e-books checkouts	22,922	31167	35995	47186	52306	49452	60591
Physical checkout only	637,516	604,261	476,492	350,391	272,590	521,515	559,045

- Total checkouts between 2016-2017 to 2022-2023 have declined by 40,802 items.
- E-book checkouts have more than doubled in this same period from 22,922 to 60,591.
- Fewer physical item checkouts, combined with increased e-checkouts and increased ratios of children's items equals less fine revenue.