



Ledding Library Board Meeting

Agenda

June 10, 2024

Ledding Library

Meeting called by: Karla Branson, Library Board Chair

Attendees:

Karla Branson Deepak Kadetotad Shawne Smith Maryruth Storer Bea Perkins
Chair

Ann Heiliger Joel McLemore Krystina Thomas Brent Hushner
Vice-Chair Secretary Library Director

Guest: Donna Fuller, Friends of Ledding Library

AGENDA TOPICS

LEAD

TIME

AGENDA TOPICS	LEAD	TIME
1. Call to order <ul style="list-style-type: none"> ● Native Lands Acknowledgement ● Introductions / Icebreaker / Welcome New Member ● Approval of minutes from May 13 meeting 	Karla	5:30 pm
2. Friends Report	Donna	5:45pm
3. Community Comment	Karla	5:50 pm
4. Old Business <ul style="list-style-type: none"> ○ Library Strategic Planning 	Karla	5:55 pm
5. New Business <ul style="list-style-type: none"> ○ Nominations 	Karla	6:15 pm
6. Director's Report <ul style="list-style-type: none"> ○ Library Update 	Brent	6:20 pm

Next meeting date: 5:30 pm, July 8, 2024, Meeting Room, Ledding Library, 10660 SE 21st Ave, Milwaukie.
Please contact Brent Husher at 503-786-7584 or husherb@milwaukieoregon.gov if you would like to connect to the meeting via Zoom or accommodations.



Ledding Library Board Meeting

Minutes

May 13, 2024

Ledding Library

Meeting called by: Karla Branson, Library Board Chair

Attendees:

Karla Branson Deepak Kadetotad Shawne Smith Maryruth Storer Bea Perkins
Chair

Ann Heiliger Joel McLemore Krystina Thomas Brent Husher
Vice-Chair Secretary Library Director

Guest:

AGENDA TOPICS	LEAD	TIME
1. Call to order <ul style="list-style-type: none"> • Native Lands Acknowledgement • Introductions / Icebreaker / Welcome New Members • Approval of minutes from March 11 meeting 	Karla	5:33 pm
2. Friends Report—provided by Karla. Grand total of \$6,883.00, \$5,500.00 from ongoing plant sale. \$2,400.00 from quarterly book sale. 650.00 from following Sunday sale. Looking for volunteers for book store/book sales.	Karla	5:40pm
3. Community Comment—no community comment.	Karla	5:41 pm
4. Old Business <ul style="list-style-type: none"> ○ Library Strategic Planning Staff have discussed Strategic Plan at Staff Development Day. Feeling is that conversation regarding the Plan is still ongoing. Draft plan provided. Interest in definitions regarding underserved parts of service area. Plan will be eventually be presented to City Council for review after Board finalizes the Strategic Plan. Board agreed to take time to review draft and propose revisions over next week. 	Brent	5:51 pm
5. New Business <ul style="list-style-type: none"> ○ Nominations—voting on officers at July meeting. Request that members indicate interest by June meeting. 	Karla	5:41 pm
6. Director’s Report <ul style="list-style-type: none"> ○ Library Update—provided prior to meeting. Report done earlier in meeting due to focus on Strategic Plan. 	Brent	5:42 pm

No negative comments so far about change in hours, positive comments about expanded Sunday hours.		
7. Adjournment	Karla	6:33 pm

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Monthly Report, Ledding Library, Milwaukie, OR – May 2024

Director

May was another busy month, with hosting a day long staff development day for the library team, continuing bargaining negotiations between the City and the AFSCME, finalizing the City's 2-year budget, and finalizing the library's strategic plan. A final draft of the strategic plan is available at the end of this report.

Supporting Staff

The library closed for a full-day of staff development on Wednesday, May 1. Staff participated citywide meetings, a library strategic planning session, bystander intervention training from Right To Be, and a city-led emergency preparedness session in a single day.

Helping Milwaukians Most in Need

Alex attended the Milwaukie Houseless Meeting with Kelly. Based on information from a new partner, Alex updated the information sheets in the restrooms to include information for people who may be involved in human trafficking.

Tuesday Outreach met with 16 clients in the library during the month of May.

Circulation staff passed out over 99 bottles of water and granola bars to library patrons.

Nicole shared this story from a library patron:

A patron named Craig who has been coming here for a few weeks came up to the front desk to give a heartfelt and sincere thank you to all of us for how kind we have been since he has been coming here. He became homeless a few weeks ago and really just didn't know what to do. All he could think was come to the library and maybe sleep out front and see about using the computer to figure out what to do regarding getting another job. He saw that other people were doing the same thing here and he met Mike who has been helping give him tips about how to make it on the streets. He doesn't do drugs and he didn't want to get into a tent city and was trying to avoid violence. He said that everyone here has been amazing to him, the food box has helped him so much, Don has helped him with resources too and he just didn't realize what a lifeline the library would be. He has a new job and will be leaving town tonight to start a new chapter and really wanted everyone to know how much we are appreciated. He hopes to give back to us in the future when he is back on his feet, especially with food because it really helped get him by. He says he is so inspired by all of us here that he hopes to write a book about his experiences someday.

Community Partnerships, Collaborations & Connections

We are grateful year-round for our amazing library volunteers – the Friends, Board, Foundation, teen volunteers and shelvees in the library. All were invited to an after-hours reception at the library on Friday, May 24. A big thanks to David and Eileen who attended with their partners and helped with set-up and clean-up

Seven library employees shared their civic pride and spent time staffing the ballot box outside of City Hall on Election Day 5/21. Their role was to point out the location of the ballot box to community members dropping off their ballots and pass out special Milwaukie "I Voted" stickers.

Melissa and Tara attended a Pride-themed outreach event at Milwaukie High School on May 31 along with City staff Gabriela Santoyo Gutierrez and Jon Hennington, where they interacted with roughly 200+ students. They brought informational & event flyers, a small takeaway craft, and a pronoun-themed button making activity.

Noche Latina Festival at Milwaukie High School: library card signups and library information

Rowe Middle School Family Night: library card signups and library information

Delivering Library Services outside of the library (outreach):

Christine, Robert, and Fida spoke at Willamette View senior living facility about library services available including the Library of Things, Cultural Passes, and Libby (for electronic books and audiobooks). Thirty-five residents attended and fourteen signed up for new library cards.

Linwood Elementary after-school CARE program: storytime and the delivery of 40 library books for the kids to enjoy

Wichita and Bilquist Ready Set Go Program Pre-K classrooms: storytimes (2)

Book Displays

- Asian American Pacific Islander Heritage Month
- Jewish American Heritage Month
- Mental Health Awareness

Kudos

Thank you to IRCO interns Guadalupe and Dani for helping cut, prep, and staple Adult SRP packets!

Big kudos to Becky for shifting all of adult non-fiction, oversize, and large print. The shelves look so clean, neat, and organized now. Can't wait 'til we do fiction. Thank you!

Thank you so much to on-call librarians Ann M., Gordon, Kris, Tom, and Grace, and graduate student Ann H. for helping create booklists for Book Bingo. Excellent job and a big help!

Ann Heiliger completed her fieldwork at the library the last week of May. In 10 short weeks, she presented a storytime, created 3 new booklists, found books for the monthly displays, worked at every public desk in the library and accompanied us on 3 outreach visits. We will miss her!

Belated thanks to Becky and Tasha for creating a single “Welcome to the library” brochure highlighting all the resources we offer. It makes outreach so much easier.

Thanks to Ainsley for translating all our summer reading information and reading logs into Spanish.

Kudos to Christine for creating an appealing and popular summer reading program for adults.

Kudos to Jessalynn for reinventing storytime theme kits. As usual, she makes enormous tasks look easy.

Thanks to Melissa for enthusiastically representing the library by herself at this year’s Noche Latina Celebration. She issued 15 library cards while sharing the City table with Gabriela.

Adult Services Updates & Programs

Tara and two other LINCC librarians met with design firm Porque Creative to discuss round two rough drafts for the new LINCC logo. “The project is (finally) moving forward and we should have a new logo to share by the end of the summer.”

Seventeen new “big ticket” items were added to the Adult Library of Things collection in May, including 4 new power washers. These new “things” are mostly duplicates or replacements for our most popular items.

The Ledding Book Club had two meetings in May, discussing *The Country of the Blind* by Andrew Leland and *The Heaven and Earth Grocery Store* by James McBride.

The Daylight Book Club discussed Tove Danovich’s non-fiction chicken book *Under the Henfluence* and also reminisced about the author's visit from the end of April.

The Science Fiction & Fantasy Book club discussed *Midnight Riot* by Ben Aaronovitch.

The Milwaukie Poetry Series hosted poet Eleanor Berry for their monthly event.

Youth Services Programming

The Friends of Ledding Library sponsored four youth programs this month: a baby sign & sing class, preschool Little Lab Science class, a stretch, dance, play class and LEGO Club. We appreciate their year-round generous support!

Clackamas Parenting Together offered a weekly Joyful Parenting Playgroup at the library on Tuesday mornings this month during our storytime break. Kids loved the chance to play and explore with their grownups.

We also offered a drop-in cardmaking day, Tiny Tinkerers (hands-on creative play) program and week-long dragon scavenger hunt,

Teens were invited to a Saturday movie matinee and weekly teen gaming nights.

Circulation Services Highlights

Adult Shift Project – Circulation staff shifted adult Nonfiction DVDs, Nonfiction Collection, Oversize, Reference, and Fiction. Becky has been our champion shifter and shelf mover for this project working with the adult services librarians to better utilize our shelving in the adult section.

Nicole completed an analysis of overdue fines paid and fees paid for damaged and lost items during the month of April. Of approximately \$1250, \$915 was paid for daily overdue fines and \$335 was paid for lost and damaged items.

Fida assisted Tara with ordering new Library of Things items and replacements. With David’s assistance and training, Fida will also begin helping with the processing of ALOT.

Since July 2023, Milwaukie has registered the highest number of new borrowers within LINCC .

- Happy Valley 3769
- Lake Oswego 3176
- **Milwaukie 3834**
- Oregon City 3209

Weekend Door Count Highlights Hours Change– May 2024 vs April 2024

	Friday	Saturday	Sunday	Monday	
May 3-6	649	697	941	675	Book Sale and 1st Market
May 10-13	540	495	588	628	
May 17-20	550	515	638	640	
May 24-27	573	575	618	Closed	
Average	578	570.5	696.25	647.6667	623.1042 Overall Average
Total	2312	2282	2785	1943	2330.5 Total Average
	Friday	Saturday	Sunday	Monday	
April 5-8	609	692	488	767	
April 12-15	582	598	453	848	Spring Break
April 19-22	567	557	480	675	
April 26-29	605	656	505	817	
Average	590.75	625.75	481.5	776.75	618.6875 Overall Average
Total	2363	2503	1926	3107	2474.75 Total Average

Ledding Library Statistics**May 2024**

	2024	2023	2022	2021	2020	2019	2018
Circulation	57353	52388	49303	30794	6179	42682	48718
Patron visits	18194	16224					
New Cards	309	309					
Computer use	1584	1122					
WiFi sessions	1246	1359					
Questions (all desks)	2803	2631					
Programs							
Adult	15	4					
Attendance	107	93					
Juvenile	19	25					
Attendance	1304	1421					
Teen	5	6					
Attendance	14	32					
Total Programs	39	35					
Total Attendance	1425	1546					
Volunteers							
Number	87	69					
Hours worked	770	765					

Milwaukie Ledding Library Strategic Plan

PRIORITY 1: IMPROVING LIBRARY SERVICE AT THE POINT OF NEED

The library serves more than 40,000 community members within its service area, both inside Milwaukie as well as portions of unincorporated Clackamas County. This priority focuses on delivering services beyond the building and to areas underserved by the existing library location.

- Develop and apply an equity lens for library sponsored programs, participation in community events, and delivering library services and resources outside of the physical library (outreach) *(MM)*.
- Develop plan to improve services in underserved areas *(MM)*.
- Reduce barriers to access: *(MM)*
 - By FY26 ensure Milwaukie's Ledding Library is fine free
 - Review and revise policies and procedures representing barriers to access
 - Implement student card for K-12 public school students in the service area so all students have access to a library card

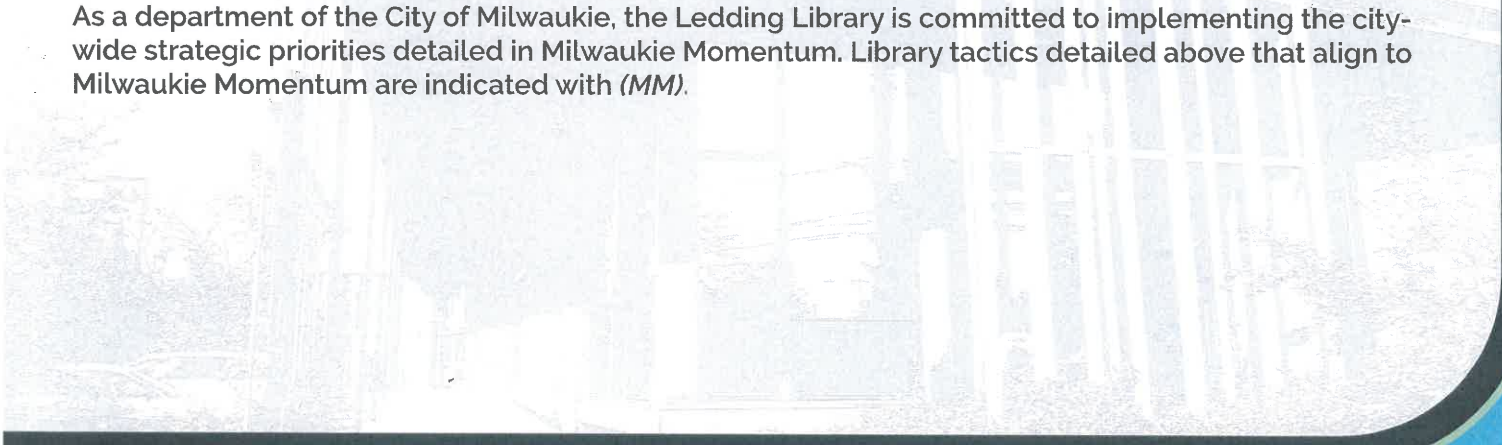
PRIORITY 2: IMPROVING ORGANIZATION HEALTH AND SUSTAINABILITY

Ensure all who serve and work in the library are engaged in creating and sustaining a healthy and supportive environment. The library will work smarter together with staff and partners to leverage organizational capacity and training to support this priority.

- Build capacity for members of the Library Board, Ledding Library of Milwaukie Foundation and Friends of the Ledding Library to support on-going library advocacy work
- Ensure strong working relationships between the library and Friends of the Ledding Library, Ledding Library of Milwaukie Foundation and Library Board
- Continue investing in an organizational culture that prioritizes all employees feeling engaged and heard *(MM)*
- Ensure library positions have internal pay equity with similar city positions *(MM)*
- Evaluate staff and operational capacity to successfully carry out current and planned library programming, services and outreach *(MM)*
- Foster relationships with city departments and community partners that add value or support our collective work *(MM)*
- Establish a training plan focused on helping library staff succeed and improve confidence in the changing work of public libraries *(MM)*

PRIORITY 3: INTEGRATE MILWAUKIE MOMENTUM (CITY'S STRATEGIC PLAN)

As a department of the City of Milwaukie, the Ledding Library is committed to implementing the city-wide strategic priorities detailed in Milwaukie Momentum. Library tactics detailed above that align to Milwaukie Momentum are indicated with *(MM)*.



Milwaukie Ledding Library Strategic Plan 2024-2027 (draft—detailed)

Vision: Milwaukie Ledding Library is part of a diverse and resilient city government, delivering effective public services that make our community a great place to be.

This plan focuses on the next 3 years and the following:

- Prioritize choices to relieve stress on funds, space and staff.
- Demonstrates the Library's commitment to supporting the overall work of the city.
- Demonstrates the Library's commitment to collaborating with the Libraries of Clackamas County (LINCC).

Priority 1: Improving library service at the point of need

The Library serves 40,000+ community members in its service area, both inside the City of Milwaukie and to parts of unincorporated Clackamas County. This priority focuses on delivering services beyond the building and to areas underserved by the existing library location.

- Develop and apply an equity lens for library sponsored programs, participation in community events, and delivering library services and resources outside of the physical library (outreach) **(MM)**:
 - Define underserved parts of service area
 - Consider staff and operational capacity
 - Goal of engaging with the most critically underserved, underrepresented, and marginalized community members
 - Prioritize support for key community multicultural events and programming
- Develop plan to improve services in underserved areas **(MM)**:
 - Install lockers in 1-3 strategic areas
 - Pilot pop-up service and program events
 - Begin investigating and planning for a bookmobile or other library vehicle
- Reduce Barriers to Access **(MM)**
 - By FY26 ensure Milwaukie's Ledding Library is fine free
 - Review and revise policies and procedures representing barriers to access:
 - Account registration
 - Renewals
 - Borrowing
 - Implement student card for k-12 public school students in the service area so all students have access to a library card

Priority 2: Improving Organization Health and Sustainability

Ensure all who serve and work in the library are engaged in creating and sustaining a healthy and supportive environment. The library will work smarter together with staff and partners to leverage organizational capacity and training to support this priority.

- **Build capacity of Board, Foundation, and Friends' members to support on-going library advocacy work.**
 - Create working group to develop expectations of advocacy work
 - Provide training to support advocacy work
 - Build clarity for the public and staff about the work of these organizations **(MM)**
- Ensure strong working relationships between the library and Friends, Foundation and Board.
- Continue to invest in an organizational culture that prioritizes all employees feeling engaged and heard **(MM)**
- Ensure library positions have internal pay equity with similar city positions **(MM)**
- Evaluate staff and operational capacity to successfully carry out current and planned library programming, services and outreach **(MM)**
 - Develop a service plan clearly outlining core services and the expectations for those services, potentially reducing hours, streamlining programs and rethinking floor staffing to ensure sustainability **(MM)**
- Foster relationships with city departments and community partners that add value or support our collective work **(MM)**
 - Maintain weekly social services outreach in library
- Establish a training plan focused on helping library staff succeed and improve confidence in the changing work of public libraries: **(MM)**
 - Develop additional person-in-charge (PIC) skills
 - De-escalation training
 - Increase proactive engagement
 - Review and update Library Code of Conduct

Priority 3: Integrate Milwaukie Momentum (City's Strategic Plan)

As a department of the City of Milwaukie, the Ledding Library is committed to implementing the city-wide strategic priorities detailed in Milwaukie Momentum. Library tactics detailed above that align to Milwaukie Momentum are indicated with "(MM)".

Milwaukie Momentum incorporates four priorities:

1. Support our Employees
2. Work Smarter Together
3. Revitalize Milwaukie
4. Help Milwaukians Most in Need