

**GLADSTONE CITY COUNCIL
REGULAR MEETING
CITY HALL COUNCIL CHAMBERS
January 13, 2015**

6:40 p.m.

EXECUTIVE SESSION – 192.660 2(e) To conduct deliberations with persons designated by the governing body to negotiate real property transactions – no attachments.

EXECUTIVE SESSION – 192.660 (2)(h) To consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.

EXECUTIVE SESSION – 192.660 (2)(i) To review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing.

7:30 p.m. CALL TO ORDER

ROLL CALL

FLAG SALUTE

BUSINESS FROM THE AUDIENCE

Visitors: Presentations not scheduled on the Agenda are limited to five (5) minutes. Longer presentations should be submitted to the Assistant City Administrator two weeks prior to the Tuesday City Council meeting.

CONSENT AGENDA

All items below will be enacted by one motion unless someone requests specific item(s) be removed prior to Council adoption of the Consent Agenda.

1. Approval of December 9, 2014 Minutes
2. Approval of Project List
3. Appointment to Citizens Committees:
 - a. Budget Committee (one application received for two vacant positions)
 - b. Senior Center Advisory Committee (one application for two vacant positions)
4. Payment of Claims (Includes Claims Listed in City Council Packet and Claims Processed Between January 8, 2015 and January 12, 2015)

CORRESPONDENCE

5. Letter from Susan L. High Regarding Business License Fees

REGULAR AGENDA

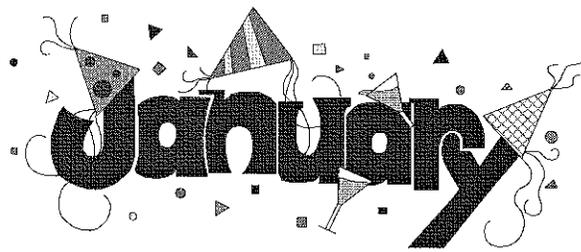
6. Appointment to the Planning Commission (two applications received for two vacant positions)
7. Ordinance 1454 - An Ordinance Amending Chapter 17.52 of the Gladstone Municipal Code Relating to Signs in the Public Right of Way
8. Meldrum Bar Off-Leash Dog Park Fencing Quotes
9. Public Works Organizational Study
10. Gladstone Public Library Policy Manual
11. Gladstone Public Library Operations Manual
12. Update – Gladstone Public Policy on Policing
13. Discussion Regarding City Council Retreat
14. City Council Meeting Considerations

BUSINESS FROM THE COUNCIL

ADJOURN

Information Only:

- Invitation to Reception/Open House for Former Councilor Hal Busch



CONSENT AGENDA

GLADSTONE REGULAR CITY COUNCIL MEETING MINUTES of December 9, 2014

Meeting was called to order. No time stamp provided.

ROLL CALL:

The following city officials answered roll call: Councilor Nelson, Councilor Mersereau, Councilor Martinez, Councilor Sieckmann, Councilor Busch, Councilor Reisner and Mayor Byers

ABSENT:

None

STAFF:

Shane Abma, City Attorney; Jolene Morishita, Assistant City Administrator; Pete Boyce, City Administrator; Jeff Jolley, Police Lieutenant; and Irene Green, Library Director

BUSINESS FROM THE AUDIENCE:

None

CONSENT AGENDA:

Councilor Mersereau asked that the Project List, item 2, be pulled.

Mayor Byers entertained a motion to accept the Consent Agenda except for item 2. Councilor Nelson so moved. Councilor Busch seconded. Motion passed unanimously.

Councilor Mersereau asked City Administrator Boyce about the Police Department's Policy Revision Review, which is coming up for review in 5 years.

City Administrator Boyce – The Police Chief has already provided the staff report to come to the January City Council meeting to talk about the procedure. He wants to engage in reviewing that policy on policing, so you'll see that at the 1st meeting in January.

Councilor Mersereau – There are two IGA's you are working on for the Library project, I would like a goal date for both of those.

Councilor Mersereau – We've talked about the operation at Public Works and reviewing how that works. I would like to see the plan and get your ideas for that, and set some goal dates for that.

Councilor Nelson – Public Works should have a supervisor and a director. We should have a director with, possibly, an engineering background. Our current supervisor is good but he doesn't have the background in certain areas and that could help him a lot. We need to look at hiring a director.

Administrator Boyce – Supervisor Tabor and myself have been talking about this and we're preparing a plan to come before City Council. Maybe we'll have an outline of that

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plan for the first meeting in January and we'll get your input to see if you buy into it or see if we need to make some changes.

Councilor Sieckmann – Councilor Mersereau, are you asking for the two IGA's on the library project to be broken out separately?

Councilor Mersereau – Yes, so you can identify it and track the goal dates.

Councilor Sieckmann – Is it appropriate for, and should the managing of the Rinearson Project and the Lake Oswego/Tigard project to be on our project list? We're not really doing anything with them, they are out of our hands.

Mayor Byers – It requires staff time.

Councilor Busch – Yes, particularly on the Rinearson project. There will be city involvement with mileposts, during which, the city with the property owners will be asked to look at and approve certain design criteria and things like this. There will be staff hours.

City Administrator Boyce – Right now the staff time is minimal. We attend monthly meetings with the home owners association and the company guiding this project. I could go either way, either on or off our list.

Councilor Sieckmann – Ok, it was just a question. Thank you.

Mayor Byers entertain a motion to accept item 2 on the Consent Agenda. Councilor Nelson so moved. Councilor Busch seconded. Motion passed unanimously.

CORRESPONDENCE:

None

REGULAR AGENDA:

6b. Update – Rinearson Pond Project:

City Administrator Boyce – Councilor Busch has been heavily involved with this projects since even before it was a project and we want to give an update on the project with his input. John Runyon is here and we have members from the Homeowners Association that we've been partnering with. Thanked them for their attendance and turned the mic over to John Runyon.

John Runyon, Principle with Cascade Environmental Group, a local environmental consulting group. We, with the city and homeowners association, have been guiding this project. I came to you about four years ago describing issues about Rinearson creek just before it flows into the Willamette River, there's a dam that was constructed there in the late 90's and it created issues, in terms of, water quality, temperature, the potential to trap ESA listed fish, so obviously vulnerabilities there. Since then, we have embarked on a wonderful process, thanks in large part to the leadership of Councilor Busch, where we've worked in partnership with the adjacent property owners association, which also owns common area property in the natural area, and we've worked with them over time

to define how we would approach restoration of the site. Restoration has developed and now we have developed a plan for that restoration and that plan focuses on lowering the dam, re-meandering the channel in areas upstream, but retaining some open water, and creating a situation that will much improve the water quality, temperature and fish access in and out.

My company, in partnership with Falling Springs has developed a contract with the city and with the property owners association, to develop this project as part of the Portland Harbor Superfund process. This site has been selected as a mitigation site, which ultimately, the polluters in the Portland harbor, the legal term is "the potentially responsible parties" or the PRP's, will provide all funding for the project.

In the meantime, our firm, in collaboration with Falling Springs, is providing all of the upfront funding. The city is contributing a small amount for the feasibility studies. In the end, that money will be reimbursed to the city as well as a portion of the profits will be shared with the city over time as we generate money from the project.

The project is unique in the world of restoration, because it comes at a very high standard because it's related to the Portland harbor mitigation. So things like weed control, providing habitat that's appropriate for fish and wildlife are all very, very important to the project and they have to meet rigorous performance standards over a 10 year period after construction.

We are currently planning on construction next summer and it looks like everything is on track for that. Then for a 10 year period after construction, in cooperation with the city and the property owners association, we'll be responsible for managing the site, weed control, and assuring good habitat quality. After that there will be a permanent stewardship for the site, there will be an endowment that will cover into the future, into perpetuity, all of the necessary maintenance, etc.

It will be a world class restoration, it will be an asset to the city, and one that folks will be able to view. We plan to retain the places that are already there to view wildlife, etc. If you haven't had a chance to go out there, I would encourage you to do so. We had a herd of over 200 goats there on site over the summer that were there to graze down the site, the weeds and the blackberries and they did an incredible job. Now the real work begins in controlling things out there and ultimately constructing on the site.

This has been a phenomenal partnership, we are being recognized around the region and, indeed, nationally. The administrator of the NOAA Fisheries, the head Federal Fisheries organization, agency for the US Government, Eileen Sobeck was out a little over a month ago to view the site and she sees it as an incredible partnership between the private developers, the city and the land owners. Something very unique in the context of superfunds around the country. Something to really highlight, and it's on track to be a great success.

Bill Dugan is with the Rinearson Revere Board of Directors for the property owners association and Vicky Thompson is also on the Board. As City Administrator Boyce said, we meet monthly to keep the project on track. We try to use the city resources very lightly, in terms of staff time. We pick up the effort on our end, but obviously we need to check in periodically on progress and advice as we move forward so we do have the monthly meetings.

We want to recognize and thank Councilor Busch for his incredible leadership and help, I don't think it would have happened without him guiding it along. Are there any questions?

Councilor Busch – There will be a conservation easement on the site. The property is still owned by the city and property owners but there is the easement on the site. That means that it's protected and maintained forever with no cost to the city or property owners, ever. It's a tremendous benefit to the city.

John has been gracious to say that this project wouldn't have happened without me leading it but a couple of years ago we were at a stalemate in this project. Without John's vision, risk, his willingness to take on this project and the upfront money that most of us wouldn't even want to look at, to push this through, to take on the negotiation, to keep us on track, to engage with the Portland harbor trustees, to really do all the work, we wouldn't be here. John, you have done a great deal for this city and we really appreciate that.

Councilor Nelson – Councilor Busch, your term ends in December, is it possible for you to continue on the project and see it through?

Councilor Busch – I have been contacted by Councilor Sieckmann, asking me that question and I'm going to be involved in it anyway so as long as it's ok with the city, the council and City Administrator Boyce, as long as he gives me the parameters, I would love to.

7. Appointment to Planning Commission (three applications received for one position):

Mayor Byers – The first appointment is an application to the Planning Commission. There is one vacancy and we have three applicants, Elliott Veazey, Malachi de AElfweald and Les Poole are here. Does the council have any questions to ask? If not, I would ask the City Recorder to call the roll.

Councilor Nelson – Les Poole
Councilor Mersereau – Les Poole
Councilor Martinez – Elliott Veazey
Mayor Byers – Les Poole
Councilor Reisner – Les Poole
Councilor Busch – Elliott Veazey
Councilor Sieckmann – Les Poole

Mayor Byers – Congratulations, that's actually a reappointment. Next month two of the current Planning Commission members will be on the City Council. City Administrator Boyce - I believe that's also true with the Budget Committee. We'll have the appointments at the January meeting. We will contact these two applicants to see if they are still interested and make sure the information is still accurate.

8. Appointment to Budget Committee (three applications received for two positions):

Mayor Byers – Next is an appointment to the Budget Committee and there are two positions and three applicants. Linda Cosgrove, Malachi de AElfweald, and Elliott Veazey. On this item we vote for two.

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City Administrator Boyce – Mr. Mayor, there is one item I would like to point out. Mr. Sieckmann pointed it out to me and in the council guidebook of rules, there is some language that limits a person to two committees. Linda Cosgrove has been on both the Parks and Rec Committee and the Traffic Safety Committee and doing an exceptional job there.

Mayor Byers – So if she were appointed she could resign one of the other committees. City Administrator Boyce – She could, but I would hate to see that happen. Mayor Byers – But she could? City Administrator Boyce – Yes she could. Mayor Byers – It is up to her.

Linda Cosgrove – I didn't know there was a limit on the involvement, I apologize. Did you call me about that? City Administrator Boyce – No I didn't and I apologize, Councilor Sieckmann asked me to and I didn't. Linda Cosgrove – It's ok, I will stay on the Traffic and Parks and Rec Committees and decline the Budget this time.

Councilor Reisner – Your comments and input on both of those committees are very valuable. I am the Liaison for both of those committees and really appreciate your involvement and input on both of those.

City Administrator Boyce – It should also be noted that she produces the minutes for both of those committees which is a huge deal for the staff.

Mayor Byers entertained a motion to accept the remaining two applicants to the Budget Committee. Councilor Busch so moved. Councilor Nelson seconded. Motion passed unanimously.

9. Appointment to Park and Recreation Board (five applications received for three positions):

Mayor Byers – Next is an appointment to the Park and Recreation Board. There are three positions and five applicants.

City Administrator Boyce – Mr. Mayor, Stephen Dorner came in this afternoon and pulled his application for this position.

Mayor Byers – So there are three positions and four applicants. Is Jessica Veazey here? Yes. Is Michael Villanti here? Councilor Reisner – No, and that's a reappointment. Mayor Byers – And Martha Wooldridge isn't here but she has been involved with this in the past. Linda Neace, I don't see her here. Are council members ready to vote? Yes, we vote for three. City Recorder please call roll.

Councilor Nelson – Michael Villanti, Jessica Veazey & Martha Wooldridge

Councilor Mersereau – Michael Villanti, Jessica Veazey & Martha Wooldridge

Councilor Martinez – Michael Villanti, Jessica Veazey & Martha Wooldridge

Mayor Byers – Michael Villanti, Jessica Veazey & Martha Wooldridge

Councilor Reisner – Michael Villanti, Martha Wooldridge & Linda Neace

Councilor Busch – Michael Villanti, Jessica Veazey & Martha Wooldridge

Councilor Sieckmann – Michael Villanti, Jessica Veazey & Martha Wooldridge

Mayor Byers – So we have appointed Michael Villanti, Jessica Veazey & Martha Wooldridge to the Park and Recreation Board. Congratulations!

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10. City Hall/Police Station Advisory Committee:

City Administrator Boyce – Mayor and City Council, I've put together a staff note for you regarding the potential advisory committee. After putting it together I realized that, at least a quorum of the council felt that new construction should be the focus of the committee. So with that, I would like to amend the proposal to remove the first two bullet points, where it talks about restoration on this current facility, and have the committee focus on new construction. The proposal is to have the committee comprised of 15 people; including 9 citizens at large, City Council member, Planning Commission member, Library Board representative, School District representative, and an individual with Law Enforcement experience.

That's a brief outline of the proposal, but I'm looking for City Council input as to what changes may be recommended, or implemented. I've had some discussion with Councilor Sieckmann about who should be voting members on the committee. Some of those folks that we outlined, as far as special members, like Council member, Planning Commission member, city staff appointees should be non-voting members and just have the citizens at large as voting members. I wouldn't be opposed to that at all, but we need to have some conversation about what the make-up of the committee should be, and the scope of work.

Mayor Byers – You have identified nine members as citizens at large but have only identified five other people. City Administrator Boyce – I'm sorry, that should have been 10.

Councilor Sieckmann – One of my thoughts on that is that maybe we should have one member from the Court or City Hall on this committee because we are looking at a building for them. I think a Fire representative would also be appropriate because it is a part of our emergency services.

When I spoke with City Administrator Boyce about this I thought the Citizens should be the voting members on the committee and everyone else is staff and support who are there to supply information as needed to the committee to make the best decision. I would think they would want to elect a chairman, once the committee is formed. I really think we should have a work session on the responsibilities of this committee, because I don't think we want to spend a lot of time here, but I don't know that this is exactly what this committee should be looking at. There could be more to it or less to it, unless we want to take the time to discuss it now. I'm not sure this is completely thought all the way out, as far as, is this what we want to send to the committee to do their work.

City Administrator Boyce – I'm completely comfortable with scheduling a work session to discuss this in more depth. If there is some additional information that the council would want for that work session, if you could let me know so make sure we have that. I think that the suggestions made by Councilor Sieckmann could really help to make this a committee that's a value to council. If we need to develop the scope of work more accurately, I am definitely ok with that. My general opinion on that is that the more we focus the scope of work to City Council's needs, the better information you will get and the quicker it will go. The only comment I have on that, is that if we do want to focus on the May 19th election, we need to move quickly. Other than that, I think it's the best way to move forward, with a work session.

1-6

Councilor Reisner – I like the nine voting members so you don't have any ties and I think the voting members should be the citizens, as discussed, with support staff being able to provide input and information. I like the idea of having a work session, with the marching orders coming from the city council, instead of staff.

Councilor Mersereau – I support the nine voting members as well.

Mayor Byers – If you're going to have fifteen members then you have to identify another.

Councilor Reisner – You have the nine, then you have staff, maybe someone from Police, Fire, Public Works, the Court, I don't know.

Councilor Martinez – If you have someone from the Planning Commission, the Library, etc., they are a citizen. They aren't staff and aren't getting paid to be there. If a citizen is volunteering their time to be there, they should be able to vote. Why should they even go if they don't get paid and can't vote?

Councilor Sieckmann – If they are from the Planning Commission, they are bringing their knowledge of codes, zoning, etc. and are there to provide information. I don't look at them as a citizen. Maybe this isn't worded right but that was my thought process when doing this. Maybe it should read, Chief of Police or his designee instead.

Councilor Nelson – You need those people there to provide their expertise.

Councilor Martinez – I think you need those people there, but I think they should be able to vote.

Councilor Busch – If they are there representing the police department, do we need a citizen with law enforcement background as well? If there is a citizen with law enforcement background and not there representing the department or on their board, then of course they should vote. We are getting cross wise here. Is there a need for that many staff? The City Administrator should weigh in on this, how much time do you want your people spending on this?

Councilor Sieckmann – Considering the size of the project, I would think as much time as we can get.

Councilor Busch – I'm asking City Administrator Boyce, what are your feelings on this?

City Administrator Boyce – I agree, let's go with the nine citizen members and then we can augment that with city staff. I don't really have an opinion of whether or not the Planning Commission member can vote or not, I can see the argument both ways. In this context, if there are folks providing more technical information, on behalf of the city, which a planning commission member would, then let's not have them vote, so they're in the same category. That way, the nine citizens at large vote, they make the determinations after they get all of the information from staff. That's what I would recommend.

So do we still want the work session after our discussion?

Councilor Sieckmann – Yes, I believe we want a discussion on the parameters and the outline for the committee. City Administrator Boyce – For the Scope of Work. City Administrator Boyce – Ok, we'll schedule a work session.

11. Library District IGA Update:

Mayor Byers – Next item is the Library District IGA's.

City Administrator Boyce – Mr. Mayor and City Council, I've outlined some goal dates in the proposal. Instead of calling these IGA 1 and IGA 2, which gets confusing, I've decided to call them the 2011 IGA, which is the inter-governmental agreement that deals with the county capital contribution and the Library district capital contribution, and the 2009 IGA, which deals with the Library district formation. I believe the 2011 IGA will go fairly quickly so I've set a goal date of January 2015 to have an agreement that both, the County and City staff can recommend to the City Council and County Board. We will be using our City Attorney on that.

The 2009 IGA gets a little more complicated because we have more moving parts and more parties involved. I'm talking with Jeff Condit now, who has advised City Council on the Oregon City right-of-way issue and I believe he can provide council to us on this. This is a moving target. Our main issue on the IGA is to make sure the revenue continues to flow as long as we have debt service outstanding.

We're getting some feedback from the county that they believe that the service areas by the current IGA would remain intact forever unless there is an amendment to the agreement. Reading it and looking at the specific clauses they've called out, I think there's an argument to make there. I've pointed it out to Jeff Condit and we're going to have some discussion about whether or not it would require an amendment.

There would have to be some discussion with City Council. That would mean that even if the city of Milwaukie or city of Happy Valley were to annex into that service area that service area would remain ours, even if it overlaps with their city boundary. We need to see if that is true and get the legal interpretation of that. If that is the case, then the distribution formula doesn't have to be changed, it would remain intact.

That doesn't mean that the revenue won't fluctuate. Every 10 years there is a census and the last go around the service area and the City of Gladstone's current service area did decrease in population a bit and that's why we had to amend our revenue figures a bit as far as incoming revenue for the project.

So first, we need to find out what the legal parameters are, and do we need to make a change to this or not. Secondly, we need to come back and explain to City Council what that means, where there could be fluctuations in revenue and the reasons why. Population or assessed property value changes could also effect that. Is that enough of an assurance for the City Council, moving forward, to have a steady revenue source? There's still a little more work to be done on this.

I believe I have let folks know that the county is proposing an amendment to the 2009 IGA, where they want to explicitly say that the funds can't be used for capital construction. It's our point of view that it's already allowed, but they would like to do that. There's an overlapping district that sunsets, I believe in June 2015, and that change can't happen till after that occurs, so the Library District Advisory Committee is looking at that change right now.

1-8

There are lots of moving pieces. I have a meeting on Thursday with some county staff so hopefully we can push these forward a little bit further and we'll report back to City Council. I'm happy to answer questions.

Councilor Sieckmann – I have a quick question on the attorneys. My assumption is that our City Attorney has involvement with other cities and they are stepping away from all of them?

City Attorney Abma – Yes, because there is potential conflict and we represent three of the cities and there must be unanimous consent to change the distribution formulas in any way. We sent out a waiver request and are particularly worried about the Happy Valley request because of the issues with the Happy Valley Library, so many years and many moving parts. We also represent Sandy. Gladstone declined to sign the waiver and when that occurs, we can't represent any of them, so we backed out and can't represent any of them on this issue.

City Administrator Boyce – I guess my concern and the reason I declined to sign the waiver is that I don't want to be down the road and in negotiation and then have to bring in another attorney and reeducate them. I felt my best course of action was to get an attorney we have experience with, who has experience in governmental IGA's and move forward with that.

Councilor Sieckmann – I believe you said the sunset clause is June of 2015?

City Administrator Boyce – It's right around the end of the fiscal year, I could be off on that date.

Councilor Sieckmann – There's probably no reason that all these changes couldn't be made and ready for approval, if not already approved, to go into effect on that sunset date?

City Administrator Boyce – We had a discussion about that and I don't have the answer to that yet. They are working right now to gain consensus on the county priorities, so I don't know why we couldn't gain consensus on the city priority at the same time, if a revision is needed. I need legal advice to see if it would be acceptable to sign a plan tomorrow, and have it take effect on July 1st.

Councilor Sieckmann pointed out that we did not have the service area maps attached in the recorded copy that I forwarded to you, so I will be forwarding those maps too.

12. Payment of Claims Policy:

Mayor Byers – The next item is the policy for Payment of Claims.

City Administrator Boyce – Councilor Sieckmann had some concerns about the approval of claims at the November meeting which I shared with City Attorney Doughman. He indicated that the claims had been legally authorized. In speaking with him we discussed, that moving forward, we think there should be some discussion and a formal policy adopted so that everyone understands and is comfortable with the procedure.

What I would like to hear from City Council is if you would like to engage in a formal "payment of claims" policy. I suggest we do that so that everyone is on the same page and it also gives staff marching orders and a clear guideline on how to proceed.

I know there has been some discussions about that interim period between the time the packets go out and claims continue to process until the Monday before the meeting. I would like to have some conversation about that and try to close that window as much as possible. I'd also like to include in that policy, if City Council is ok with it, we do produce manual checks during the month. Right now we don't have a policy on when that is acceptable and when it's not acceptable, so I would like to outline procedures surrounding manual checks also.

Mayor Byers – Is there anything else the City would like considered in that policy as well?

Councilor Sieckmann – I have a question. Is there any reason that we can't have a cutoff date that is the same day that the packets go out? We meet twice a month and if we don't get it in time for the first meeting then we can get it the next meeting. In my business, we do payables on a certain day every month and if the vendors can't get their bills in on time, then they wait till next month to get paid.

City Administrator Boyce – We have a new finance person and we are going to have some discussions regarding can we accommodate having two claims periods a month, so that would be one item that could help eliminate that window and reassessing the necessity of having that window. So I'd like some time to have those conversations and get back to the City Council.

Councilor Reisner – As we talked a year and a half ago, I agree it needs to stop the day the packets go out. For example, the packet we received last week had eight pages of financials in it and we got emailed 26 pages yesterday. So how are we supposed to go through 26 pages? So obviously a lot of stuff has come in since the packet went out, or what? It needs to be addressed and that stuff has got to stop once the packet goes out.

You asked for other comments earlier. The “description”, on what comes out to us, is the same as the “name” on the account. Like “Midwest Tape”, or “Blumenthal's” for the Police Department. There's no description of what it's for, occasionally it will say “employee reimbursement” but most of the time there's no real description. I brought it up about a year ago and it got better for a long time, but then it's gone back to how it was before.

City Administrator Boyce – I'll readdress that. There should be a description, sufficient enough so you know what is getting paid.

13. Half Day Office Closures Christmas Eve and New Year's Eve:

City Administrator Boyce – I put this on the agenda because the city, from time to time, has allowed half day closures on Christmas Eve and New Year's Eve. It happens in the Library every year and from time to time, the Police department lobby. In recent years it hasn't happened in City Hall but we've allowed employees to take accrued leave or stay and work. I wanted to bring this to the City Council and get some direction as to whether we should or shouldn't allow this to continue. We still do allow vacation time but we've had enough staff to keep the facilities running. So I'm looking for some feedback, is this something we want to allow to continue or not?

Councilor Reisner – My thought is, it's either all departments, or none. Although for this year, with Christmas Eve falling on a Wednesday, I say let's do it.

Councilor Sieckmann – Are we talking about a voluntary thing or mandatory? Or close everything except emergency services, of course, at noon or 1 pm and allow them to go and spend time with their families?

City Administrator Boyce – I would like to keep it strictly voluntary, because we are asking them to use accrued time, it's not an additional holiday benefit. You can't force someone to take paid vacation time and we wouldn't want to in this circumstance. So if they want to stay and work and there is work for them to do, I would like to be able to allow them to do that.

Councilor Sieckmann – So if everyone wanted to go home and turn the lights off, that would be ok too?

City Administrator Boyce – If we didn't have enough staff to service the public, yes that would be fine.

Councilor Mersereau – I agree, that is done a lot in businesses around the world now.

Councilor Reisner – So one office may be open and another be closed, is that what we're advocating now? That could happen?

City Administrator Boyce – It could happen, the Library be closed and City Hall open.

Councilor Reisner – So Public Works could be closed and the Senior Center open?
Answer – Yes

Councilor Sieckmann – But it would be based on the employee choice to stay and work?

City Administrator Boyce – Or take accrued leave time.

Councilor Sieckmann – So the Friday following Christmas all of the offices would be open? Mayor Byers – Unless people scheduled paid vacation.

Councilor Sieckmann – I'm ok with that. Councilor Busch – Let's approve it.

Councilor Nelson – I make a motion we approve it. Councilor Sieckmann – I second it. Mayor Byers – A motion has been made and seconded. Motion passed unanimously.

Business from the Council

Mayor Byers – Business from the council, Councilor Nelson

Councilor Nelson – Only thing is, we have an employee recognition breakfast on Friday at 8 am at the Senior Center, for any Councilors that can be there.

Mayor Byers – Councilor Mersereau

Councilor Mersereau – New Crosswalk in Oatfield

A Gladstone citizen brought something to a conversation that I wasn't aware of. On our new crosswalk up in Oatfield, the input was, "I'm not sure about the effectiveness of this". I went up there, it happened to be on Thanksgiving, it was dark and my wife and I drove up there. We stood on the corner and pushed the buttons 3 different times to see if it was working the way it was supposed to and it work every time. However, my observation was that out of each of the 3 times that I pushed the button, maybe there were 20 to 25 cars that went through I pushed the button, but only 1 car stopped. I never went



into the street or tried to cross the street so maybe they didn't see me well enough but one car stopped.

I just wanted to bring it to the council and see if we could have the Traffic Safety people look at the setup. I believe it works a heck of a lot better that it was when there was nothing. I also talked to Councilor Nelson who lives in that area and he uses it all the time.

Councilor Nelson - I use it almost every day and it works 90% of the time. Traffic coming from the north to the south is on a bend and sometimes they don't see the light until it's too late, but it doesn't happen very often. I think the biggest problem we have with that, is getting the school kids to push the button, and make the public aware that that's what the lights are flashing for, there's somebody in the crosswalk.

I'm usually there during the day and I'm usually in the crosswalk so they see a person. At night, if you're standing back on the sidewalk, and they don't see anyone in the crosswalk, and they're probably going to go through.

The lights are bright, but they're small, and I'm wondering if we went to Traffic Safety and asked them if there was something a little flashier, at least coming from the north end. If you're coming from Milwaukie there is a large open area so there is more visibility, but going from north to south, it's a very short area there, and maybe they would have a different idea or something, or maybe not.

Scott Tabor, Public Works Supervisor – The LED lights that are there, are pretty much the same wherever you go. They are very bright but are meant to catch your attention from farther out so going south they are great, however, going north is more difficult because of the curve. I spoke with Clackamas County Traffic Engineer and for a crosswalk standardization like that is very expensive. There's a lot involved, like; traffic street relocation, of making things more visible; there are right of way issues; a whole bunch of things, and his estimate, after he went and looked at the intersection, was \$280,000 to \$360,000. So when we did this I made sure we put up large prewarning signs of a crosswalk ahead that are sized bigger for a street that's much faster in traffic, and the high illumination from the reflection on those. Everything is prewarned to it, so I'm not sure, other than enforcement, if there could be done something there that may bring attention to people. I'll keep looking to see what I can find.

Councilor Nelson – Maybe we can put one of those flashing lights on the Ridgeway side where the island is, and facing north so people may see it before they get to the curve.

Scott Tabor – The farther out you go, exponentially the higher the cost of everything. We can certainly research and ask the traffic engineer to see what's out there.

Councilor Nelson – That one on the east side of the street faces down to the south, if we could get one in behind it facing north, they may be able to catch it earlier.

Scott Tabor – It's very possible, I can look and see if we can have duplicity on that corner.

Councilor Sieckmann – Maybe we can have Traffic Safety go out and take a look and maybe do like both Councilor Nelson and Councilor Mersereau did and do some testing with it to see what they see, and maybe they would report back to us and maybe talk to

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the Police Department and see if they've got some extra time to spend maybe educating the people in that area of it.

Scott Tabor – If council wishes I can also look into other devices that could be put on with those and maybe prewarning signs and to see what's out there and get some cost estimates and make sure we can try and cover as much as possible. I'll research and see what we can come up with.

Councilor Mersereau - Mayor Byers I just want to say thank you, you have helped me so much since I started on the council, you took the time to help and train me and I want you to know how much I appreciate the help you gave me.

Councilor Sieckmann – Adjourned Meeting

Councilor Sieckmann – City Administrator Boyce are we going to have an Adjourned Meeting this month? It would fall in the middle of the holidays?

Mayor Byers – To City Administrator Boyce, you're going in for surgery and will be laid up.

City Administrator Boyce – I am but we could probably have one about the Advisory Committee and the Assistant Administrator Morishita could guide you through that, most of you have some understanding of what you want to see moving forward, so we could do that if it is acceptable to the City Council.

Mayor Byers – After the conversation tonight, I'm pretty comfortable that you've got a sense of it.

City Administrator Boyce – The only thing is the Scope of Work.

Councilor Sieckmann – And I'd really like to work on that some more.

City Administrator Boyce – So would you like to have that meeting?

Councilor Busch – So maybe this won't be my last meeting. I don't have anything else, except it has been a real pleasure being here and working with you guys and gals and I wish you all the best going forward.

Councilor Reisner – Item 13, Holiday Kick Off, Budget Committee

Councilor Reisner – Is it possible to put something about item 13 in the newsletter about some departments might be closed for the holidays? Speaking of departments, Library Director Green put on a great show last Thursday to kick off the holiday season and Santa was able to hand out a couple of dozen books to both, big and little kids, and it was a great showing.

Speaking of next month, we were promised back in June about the Budget Committee getting together, have you come up with the date?

City Administrator Boyce – Yes, I'm trying to come up with the date. I will also be sending out an email to the council for a date for the council retreat, so I'll be trying to come up with a date for both of those, you would like both of those in January so I'm going to try to fit those in.

Councilor Reisner – So will we be able to get those before you head out next week?

City Administrator Boyce – Yes

Mayor Byers – Newsletter

Has everyone been able to see the newsletters from the different cities? Assistant City Administrator Morishita gave us copies of other cities newsletters so we can try and redo our newsletter. You need to take a look and tell her your preferences and your input. There is only one copy.

Assistant City Administrator Morishita – I can make more.

Councilor Nelson – If theirs are better than ours then we can change and improve ours.

Councilor Sieckmann – Can those be mailed out?

Assistant City Administrator Morishita – Sure.

Councilor Reisner – I would like to thank Councilor Martinez for all of her years of work and service, and Councilor Busch, and also you Mayor Byers I really appreciate it. Merry Christmas and a Happy New Year if we don't see each other before Christmas.

Mayor Byers – This time of year I like to acknowledge people for all of their Christmas decorations and encourage the people in the community to go out and enjoy them. With that, we're adjourned.

Adjourn

No time stamp provided

Approved by the Mayor this _____ day of _____, 2015.

Attest:

Dominick Jacobellis, Mayor

Jolene Morishita, Assistant City Administrator

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Current City Project Status

Responsibility (R1-R3) & Authority A1-A3							PROJECT	START DATE	GOAL COMP. DATE	STATUS	
R1 - City Admin. / ACA	R2 - City Staff	A1 - Voters	A2 - City Council	A3 - Advisory Committee	R3 - Project Leader	Department					Project Type
<u>Current & Ongoing Projects</u>											
PB	JP		CC		JP	Police Dept.	Misc. Projects	Update Public Policy on Policing	Dec 2014	June 2015	Preparing presentation for City Council at January Meeting
PB					JP	Police Dept.	Misc. Projects	Reevaluating Non-Dept. Personnel Access to PD and Court	June 2014	Jan 2015	Restricting number of key fobs to PD and Court to essential personnel only. Determining if fob system needs upgrade. Will receive bids on fob system by end of December. Decision how to proceed in January.
PB					PB	Admin		Chart of Accounts	June 2014	June 2015	Chart of Accounts goal date February 2015. Staff has reviewed proposed changes with CPA.
PB					PB	Admin		Electronic Timesheet/Adjustment of Pay Period	June 2014	June 2015	Continuing to meet with unions regarding adjustment of pay periods
PB			CC		PB	City Hall	Capital Projects	Developing Update for the Transportation System/Pavement Master Plan		Nov 2015	RFP to City Council by second meeting in January. Award contract March 2015.
PB								Reviewing Options for City Hall/Police Facilities - On Going	08/14/12	March 2015	Advisory Committee still under review. City awarded grant for seismic upgrade of Police Department.
PB			CC		PB	City Hall	Misc. Projects	Inter-Government Agencies:- Negotiating IGA with Oak Lodge Sanitary District		April 2015	Waiting on Response from Oak Lodge Sanitary District

Current City Project Status

Responsibility (R1-R3)& Authority (A1-A3)							PROJECT	START DATE	GOAL COMP. DATE	STATUS
R1 - City Admin. / ACA	R2 - City Staff	A1 - Voters	A2 - City Council	A3- Advisory Committee	R3 - Project Leader	Department				
PB			CC		PB	City Hall	Misc. Projects	Inter-Government Agencies:- Negotiating IGA with Clackamas County	February 2015	Planning, Building inspection, Erosion Control. Waiting on response from County
PB			CC		MF	Fire Dept.	Council Requirement	Fire Department Operations and Public Policy Plan.	June 2015	An approved policy as noted in the City Council Guidebook
PB			CC		PB	Library	Facility Upgrade	New Library Design and Construction Project.	January 2016	Ballot measure passed. Complete IGA, search for property and consider consolidating city hall. Awaiting proposals from property search firms.
PB			CC		IG	Library	Council Requirement	Library Operations and Public Policy Plan.	Jan 2015	Submit to City Council for consideration January 2015
PB			CC		ST	Public Works-Misc.	Council Requirement	Public Works Operations and Public Policy Plan that includes All Public Works Operations	June 2015	An approved policy as noted in the City Council Guidebook
PB			CC			Public Works-Park & Recre.		BMX Bike Track Proposal for Meldrum Bar Park – Reviewing with Park And Recreation Committee	February 2015	Staff evaluating insurance issue and park conflicts. Park and Rec Board to advise in April. Park and Rec Board wants to move forward with project. Working on agreement with proposer.
PB			CC	AC	ST		Support			

Current City Project Status

Responsibility (R1-R3) & Authority A1-A3		Project Type	Department	R3 - Project Leader	A3- Advisory Committee	A2 - City Council	A1 - Voters	R2 - City Staff	R1 - City Admin. / ACA	PROJECT	START DATE	GOAL COMP. DATE	STATUS
			Public Works-Park & Recre.	ST		CC		PB CS	PB	Dog Park	04/12/11	March 2015	Council adopted site in Meldrum Bar Park. Public Works developing plan to put up fencing and signage. Council considering fencing bids in January.
			Public Works-Sewer	ST		CC		PB	PB	Sanitary Sewer Master Plan		November 2015	RFP approved by City Council. Award bid February 2015.
			Senior Center	RB		CC		PB	PB	Senior Center Operations and Public Policy Plan.	11/12/13	February 2015	Policy submitted to Administration for review. Changes needed.
			Admin	JM				PB	PB	Implementing New Springbrook Software	Jan 14	April 2015	Implementing software upgrade. Effects finance, payroll, utility billing, hr and business licenses
Completed Projects													
			City Hall	PB		CC		PB CS	PB	2014 Pavement Rehabilitation Project	07/01/13	Oct. 2014	City Council will consider at Sept Meeting. Construction in progress

2-3

City of Gladstone
Staff Report

Report Date: January 7, 2015
Meeting Date: January 13, 2015
To: City Council
From: Pete Boyce, City Administrator

AGENDA ITEM:

Appointment to the Budget Committee

History/Background:

Please be advised there are currently two (2) vacant terms on the Budget Committee, one that expires 12-31-15 and the other, 12-31-2016. The terms were recently vacated by Patrick McMahon and Steve Johnson, who were elected to the City Council.

The Budget Committee is a requirement of Chapter 294 of Oregon Revised Statutes and consists of the City Council and an equal number of electors of the municipal corporation. Citizen members are appointed by the City Council and serve terms of three years. The current Budget Committee includes an alternate member. Terms are staggered so that about one-third of appointments end each year.

Notice of the committee vacancy was advertised in the city's newsletter, on the city's website and in the Oregonian and Clackamas Review. As of this date applications to the Budget Committee have been received from:

- John Wohlwend, 360 E. Arlington, has lived in Gladstone for 1.5 years and is currently employed in Financial Services. Mr. Wohlwend has a Masters Degree in Business Administration and has ten years experience in several areas of the financial service industry.

Proposal:

Appoint the applicant to a term on the Budget Committee that expires 12-31-16.

Options:

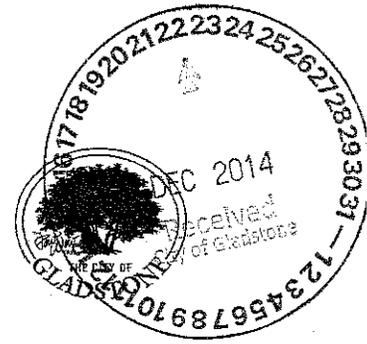
Do not appoint Budget Committee member.

Cost Impact:

No impact.

CITY OF GLADSTONE

APPLICATION FOR APPOINTMENT TO CITIZENS COMMITTEES



Budget Committee _____ Park & Recreation Board
 Planning Commission (Review GMC Chapter 2.28) _____ Library Board (Review GMC Chapter 2.25)
 Traffic Safety Comm. _____ Senior Center Advisory Bd.

NAME: John K. Wohlwend

ADDRESS: 360 E. Arlington St Gladstone OR 97027

TELEPHONE: (HOME) 208-841-1152 (WORK) _____

EMAIL: jkw3945@gmail.com

HOW LONG HAVE YOU LIVED IN GLADSTONE: 1 1/2 years

OCCUPATION/EMPLOYER (state your specific line of business): Financial Services (until recently)
Currently a stay-at-home dad to three children.

DESCRIBE YOUR ACTIVITIES AND INTERESTS: I'm active in my church. I enjoy running and reading, when not raising our three wonderful kids (ages 1, 2, 5)

PREVIOUS AND CURRENT COMMUNITY AFFILIATIONS AND ACTIVITIES, INCLUDING CITY APPOINTMENTS: _____

Have you ever applied for a Committee Position Before? YES NO
If yes, when? _____ What Committee? _____

Why would you like to serve on this Commission, Board or Committee? (Attach additional materials or information if you wish).
I feel qualified to serve the community, having a Masters degree in Business Administration (Purdue, 2006.) Additionally, I have ten years experience in several areas of the financial services industry.

SIGNATURE: [Signature] DATE: 20 December 2014

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City of Gladstone
Staff Report

Report Date: January 8, 2015
Meeting Date: January 13, 2015
To: City Council
From: Pete Boyce, City Administrator

AGENDA ITEM:

Appointment to the Senior Center Advisory Board

History/Background:

Please be advised two (2) vacant three-year terms on the Senior Center Advisory Board, one to expire 12-31-2015 and the other 12-31-17.

The Senior Center Advisory Board consists of nine (9) members, a minimum of five of whom must be city residents and five must be 55 or older. Board members are appointed to three year terms by the Mayor with approval of the Council.

Duties of the Senior Center Advisory Board include:

- ◆ Advise the City Council and Senior Center staff on matters affecting programs and policies.
- ◆ Provide for educational, recreational, nutritional, social and cultural needs of older citizens, and promote friendliness between individuals and groups who participate in Senior Center activities.
- ◆ Ascertain the needs of older persons, coordinate and mobilize public and private resources, and develop and maintain such programs.
- ◆ Develop opportunities for volunteer involvement by all individuals.
- ◆ Assure cooperation with the city and other agencies to provide enhanced senior services.
- ◆ Authorize the spending of any funds donated to or earned by the corporation for any purpose consistent with Senior Center policies and Oregon law.
- ◆ Advise the Senior Center Manager regarding the management and use of the Senior Center facility, its programs and tram policies.

Notice of Board vacancies was advertised in the city newsletter, on the city's website and in the Oregonian and Clackamas Review. Applications to the Senior Center Advisory Board have been received from the following:

- Elaine Hermens, business owner for 24 years of High Rocks Restaurant, 915 E. Arlington. She has been a past member of the Milwaukie Senior Center Board and is a current member of the Gladstone Business Owners & Managers. She is applying for re-appointment, her term expired 12-31-14.

Proposal:

Appoint the applicant to a term on the Senior Center Advisory Board that expires December 31, 2017.

Options:

Do not appoint Senior Center Advisory Board members.

Cost Impact:

No impact.

Recommended Staff Action:

Staff recommends City Council appoint the applicant to a term on the Senior Center Advisory Board that expires 12-31-17 and continue to advertise for applications to fill the one vacant position.

Department Head: Pete Boyce
Date: 01/08/2015

Administration: Pete Boyce
Date: 01/08/2015

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CITY OF GLADSTONE



APPLICATION FOR APPOINTMENT TO CITIZENS COMMITTEES

- Budget Committee
- Planning Commission (Review GMC Chapter 2.28)
- Traffic Safety Comm.
- Park & Recreation Board
- Library Board (Review GMC Chapter 2.25)
- Senior Center Advisory Bd.

NAME: Elaine Hermens work

ADDRESS: home 5989 west A Wutheim, 97068 915 E. Dibleyton Gladstone, Or. 97027

TELEPHONE: (HOME) 503-557-8256 (WORK) 503-656-1111

EMAIL: hirocks@Comcast

HOW LONG HAVE YOU LIVED IN GLADSTONE: ^{owned} 24 years

OCCUPATION/EMPLOYER (state your specific line of business): Restaurant/houqe

DESCRIBE YOUR ACTIVITIES AND INTERESTS: Present volunteer homeless shelter in Astoria City. Member Gladstone Bus. group. Own a restaurant in Gladstone.

PREVIOUS AND CURRENT COMMUNITY AFFILIATIONS AND ACTIVITIES, INCLUDING CITY APPOINTMENTS: Part member Milwaukee Sr. Ctr. board. Past president EWRT. One of founding members Gladstone Business group (9 years ago) many fundraisers committees Present Chairman of Gladstone Sr. Ctr. Ad Board. in Gladstone Senior Dept. Gladstone Schools

Have you ever applied for a Committee Position Before? YES NO
If yes, when? about 6 yrs ago? What Committee? Sr Ctr advisory Board

Why would you like to serve on this Commission, Board or Committee?
(Attach additional materials or information if you wish).

I am the present president. Have been on this board and other committees at Sr. Center. at Gladstone Sr. Center Robinson Board. This is one of the best Sr. Ctr I've ever been involved in.

SIGNATURE: Elaine Hermens DATE: 12-5-2014

CITY OF GLADSTONE

December 2014

Payroll

12/31/2014	Payroll Checks	#77614 - 77651	\$27,649.62	Payroll
12/31/2014	Payroll Checks	#77686 - 77688	\$480.02	Payroll
12/31/2014	Payroll Direct Dep.		\$152,061.99	Payroll
			\$180,191.63	Total

Manual/ Month End Checks

12/17/14	A/P Checks	#77613	\$1,244.23	Misc AP
12/30/14	A/P Checks	#77652 - 77685	\$109,561.24	Misc AP
			\$110,805.47	Total

Urban Renewal Checks

			\$0.00	Total

Outstanding Invoices

Preliminary			\$266,096.45	
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DECEMBER 2014

\$557,093.55

Total

Council Approval

Payroll

G/L Distribution Report

User: sledoux

Batch: 00001.12.2014 COMPUTER

City of Gladstone



Account Number	Debit Amount	Credit Amount	Description
Section 1 001	GENERAL FUND		
Section 2 000			
001-000-140000	68,320.61	0.00	CASH IN BANK
001-000-290000	0.00	152,542.01	DIRECT DEPOSIT LIABILITIES
001-000-290001	0.00	30,416.65	FEDERAL WITHHOLDING W/H
001-000-290002	0.00	40,711.44	SOCIAL SECURITY W/H
001-000-290003	0.00	17,468.53	STATE TAX W/H
001-000-290004	0.00	252.74	WBF WORKDAY ASSESS
001-000-290005	0.00	1,862.59	UNEMPLOYMENT
001-000-290007	0.00	1,925.67	TRI-MET TAX
001-000-290008	0.00	1,306.29	MISCELLANEOUS
001-000-290102	0.00	5,139.00	CREDIT UNION W/H
001-000-290103	0.00	56,023.51	HEALTH INS W/H
001-000-290104	0.00	1,959.79	UNION DUES W/H
001-000-290105	0.00	6,058.33	DEFERRED COMP W/H
001-000-290108	0.00	128.81	LIFE INSURANCE/PU
001-000-290111	0.00	41,541.68	RETIREMENT/PERS
001-000-290112	0.00	3,033.25	RETIREMENT
001-000-290114	0.00	775.00	FIREFIGHTER HOUSE DUES
001-000-290115	0.00	960.19	DISABILITY INSURANCE
001-000-290124	0.00	1,750.06	VEBA HEALTH CONTRIBUTIONS
001-000-290125	0.00	528.33	SECTION 125 FLEX HEALTH
Section 2 Total:	68,320.61	364,383.87	
Section 2 021	GENERAL ADMINISTRATION		
001-021-100000	9,311.13	0.00	CITY ADMINISTRATOR
001-021-100500	7,160.63	0.00	ASSISTANT CITY ADMINSTRATOR
001-021-101500	4,913.18	0.00	ADMIN SECRETARY/REC COORDINATO
001-021-102000	4,516.98	0.00	ACCOUNT CLERK (FINANCE)
001-021-102500	12,452.55	0.00	PAYROLL COSTS
Section 2 Total:	38,354.47	0.00	
Section 2 022	MUNICIPAL COURT		
001-022-102500	2,445.85	0.00	PAYROLL COSTS

Account Number	Debit Amount	Credit Amount	Description
001-022-120500	4,695.88	0.00	MUNICIPAL COURT CLERK
Section 2 Total:	7,141.73	0.00	
Section 2 024	POLICE DEPARTMENT		
001-024-102500	47,707.36	0.00	PAYROLL COSTS
001-024-140000	8,712.35	0.00	POLICE CHIEF
001-024-140300	6,871.19	0.00	POLICE LIEUTENANT
001-024-140500	7,402.31	0.00	POLICE SERGEANT
001-024-141000	7,372.54	0.00	POLICE SERGEANT
001-024-141500	6,415.44	0.00	POLICE ACTING SERGEANT
001-024-142000	6,256.32	0.00	POLICE DETECTIVE
001-024-142300	6,298.27	0.00	POLICE DETECTIVE
001-024-142500	5,270.74	0.00	POLICE OFFICER
001-024-143000	4,710.36	0.00	POLICE OFFICER
001-024-143500	4,527.52	0.00	POLICE OFFICER
001-024-146000	5,816.54	0.00	POLICE OFFICER
001-024-146200	5,817.22	0.00	POLICE OFFICER
001-024-146400	5,486.25	0.00	POLICE OFFICER
001-024-146500	2,055.43	0.00	MUNICIPAL ORDINANCE SPECIALIST
001-024-150000	3,689.36	0.00	POLICE RECORDS CLERK
001-024-150500	117.59	0.00	POLICE RESERVES
001-024-151500	2,963.63	0.00	HOLIDAY PAY
001-024-152500	9,481.57	0.00	OVERTIME
001-024-152600	1,461.63	0.00	TRAINING OVERTIME
Section 2 Total:	148,433.62	0.00	
Section 2 025	FIRE DEPARTMENT		
001-025-102500	6,879.76	0.00	PAYROLL COSTS
001-025-170000	1,413.68	0.00	FIRE CHIEF
001-025-170300	6,657.12	0.00	FIRE MARSHAL
001-025-171000	19,631.75	0.00	ON-CALL FIREFIGHTERS
Section 2 Total:	34,582.31	0.00	
Section 2 026	PARK DEPARTMENT		
001-026-102500	3,114.96	0.00	PAYROLL COSTS
001-026-190000	665.67	0.00	PUBLIC WORKS SUPERVISOR
001-026-190500	4,690.27	0.00	UTILITY WORKER, JOURNEY
Section 2 Total:	8,470.90	0.00	
Section 2 028	SENIOR CENTER		
001-028-102500	5,723.73	0.00	PAYROLL COSTS
001-028-208500	5,892.32	0.00	SENIOR CENTER MANAGER
001-028-209500	1,999.69	0.00	TRAM DRIVER

Account Number	Debit Amount	Credit Amount	Description
001-028-210000	1,955.10	0.00	CENTER ASSISTANT
001-028-210500	2,923.47	0.00	NUTRITION CATERER
Section 2 Total:	18,494.31	0.00	
Section 2 029	LIBRARY		
001-029-102500	11,444.63	0.00	PAYROLL COSTS
001-029-220000	6,187.79	0.00	LIBRARY DIRECTOR
001-029-221500	3,269.27	0.00	LIBRARY ASSISTANT II
001-029-222000	3,269.27	0.00	LIBRARY ASSISTANT II
001-029-222500	4,304.46	0.00	LIBRARY ASSISTANT II
001-029-222800	4,062.35	0.00	LIBRARY ASSISTANT II
001-029-223000	556.30	0.00	LIBRARY ASSISTANT II
001-029-223100	3,269.27	0.00	LIBRARY ASSISTANT II
001-029-223200	674.66	0.00	LIBRARY AIDE
001-029-223500	1,912.01	0.00	ON CALL LIB ASSISTANT
001-029-223600	1,635.91	0.00	REFERENCE LIBRARIAN SUNDAY
Section 2 Total:	40,585.92	0.00	
Section 1 Total:	364,383.87	364,383.87	
Section 1 003	SEWER FUND		
Section 2 000	LIBRARY		
003-000-140000	0.00	16,468.71	CASH IN BANK
Section 2 Total:	0.00	16,468.71	
Section 2 003	SEWER DEPARTMENT		
003-003-102500	4,735.03	0.00	PAYROLL COSTS
003-003-300300	2,330.00	0.00	PUBLIC WORKS SUPERVISOR
003-003-300700	2,345.15	0.00	UTILITY WKR, JOURNEY/MAINT TECH
003-003-301000	5,065.48	0.00	UTILITY WORKER
003-003-301200	1,993.05	0.00	ACCOUNT CLERK
Section 2 Total:	16,468.71	0.00	
Section 1 Total:	16,468.71	16,468.71	
Section 1 004	WATER FUND		
Section 2 000	SEWER DEPARTMENT		
004-000-140000	0.00	24,064.33	CASH IN BANK
Section 2 Total:	0.00	24,064.33	
Section 2 004	WATER DEPARTMENT		

Account Number	Debit Amount	Credit Amount	Description
004-004-102500	7,718.72	0.00	PAYROLL COSTS
004-004-400300	1,997.16	0.00	PUBLIC WORKS SUPERVISOR
004-004-400700	2,345.12	0.00	UTILITY WKR, JOURNEY/MAINTENANC
004-004-401000	4,953.13	0.00	UTILITY WORKER, JOURNEY
004-004-401200	1,993.05	0.00	ACCOUNT CLERK
004-004-401500	5,057.15	0.00	UTILITY WORKER, JOURNEY
Section 2 Total:	24,064.33	0.00	
Section 1 Total:	24,064.33	24,064.33	
Section 1 005	ROAD & STREET FUND		
Section 2 000	WATER DEPARTMENT		
005-000-140000	0.00	10,135.90	CASH IN BANK
Section 2 Total:	0.00	10,135.90	
Section 2 005	STREET DEPARTMENT		
005-005-102500	3,640.64	0.00	PAYROLL COSTS
005-005-501500	1,664.29	0.00	PUBLIC WKS SUPERVISOR
005-005-502000	4,830.97	0.00	UTILITY WORKER, JOURNEY
Section 2 Total:	10,135.90	0.00	
Section 1 Total:	10,135.90	10,135.90	
Section 1 008	POLICE/COMMUNC LEVY FUND		
Section 2 000	STREET DEPARTMENT		
008-000-140000	0.00	36,588.70	CASH IN BANK
Section 2 Total:	0.00	36,588.70	
Section 2 008	POLICE/COMMUNC LEVY DEPT		
008-008-102500	12,306.37	0.00	PAYROLL COSTS
008-008-800500	5,826.60	0.00	SCHOOL RESOURCE OFFICER
008-008-801000	4,054.11	0.00	POLICE OFFICER
008-008-801500	5,383.08	0.00	POLICE OFFICER
008-008-802500	2,055.47	0.00	MUNICIPAL ORDINANCE SPECIALIST
008-008-802700	4,399.89	0.00	EXECUTIVE ASSISTANT
008-008-803000	2,563.18	0.00	OVERTIME
Section 2 Total:	36,588.70	0.00	
Section 1 Total:	36,588.70	36,588.70	
Section 1 009	FIRE/EMERG SERVICES LEVY FUND		

Account Number	Debit Amount	Credit Amount	Description
Section 2 000	POLICE/COMMUNC LEVY DEPT		
009-000-140000	0.00	8,712.59	CASH IN BANK
Section 2 Total:	0.00	8,712.59	
Section 2 009	FIRE/EMERG SERVICES DEPT		
009-009-102500	2,815.20	0.00	PAYROLL COSTS
009-009-900500	5,476.25	0.00	FIRE COORDINATOR
009-009-901500	421.14	0.00	SEASONAL HELP
Section 2 Total:	8,712.59	0.00	
Section 1 Total:	8,712.59	8,712.59	
Report Total:	460,354.10	460,354.10	

Clearing House Distribution Report



User: sledoux
 Printed: 12/29/2014 - 1:16PM
 Batch: 00001.12.2014

Account Number	Debit	Credit	Account Description
001-000-140000	0.00	152,061.99	CASH IN BANK
001-000-290000	152,061.99	0.00	DIRECT DEPOSIT LIABILITIES
	<u>152,061.99</u>	<u>152,061.99</u>	
Report Totals:	<u>152,061.99</u>	<u>152,061.99</u>	

Payroll

G/L Distribution Report

User: sledoux

Batch: 00001.12.2014 VOID

City of Gladstone

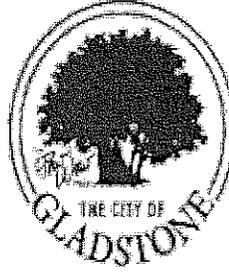


Account Number	Debit Amount	Credit Amount	Description
Section 1 001	GENERAL FUND		
001-000-290000	480.02	0.00	DIRECT DEPOSIT LIABILITIES
001-000-290002	79.64	0.00	SOCIAL SECURITY W/H
001-000-290004	1.10	0.00	WBF WORKDAY ASSESS
001-000-290005	3.64	0.00	UNEMPLOYMENT
001-000-290007	3.76	0.00	TRI-MET TAX
001-000-290111	22.33	0.00	RETIREMENT/PERS
001-029-102500	0.00	70.10	PAYROLL COSTS
001-029-223500	0.00	520.39	ON CALL LIB ASSISTANT
Section 1 Total:	<u>590.49</u>	<u>590.49</u>	
Report Total:	<u>590.49</u>	<u>590.49</u>	

Accounts Payable

Check Detail

User: sledoux
Printed: 12/17/2014 - 9:00AM



Check Number	Check Date	Amount
<hr/>		
08830 - United States Postal Service		
77613	12/17/2014	
Inv December 2014		1,244.23
77613 Total:		1,244.23
<hr/>		
08830 - United States Postal Service Total:		1,244.23
<hr/>		
Total:		1,244.23
<hr/>		

Accounts Payable

Check Detail

User: sledoux
Printed: 12/30/2014 - 1:54PM



Check Number	Check Date	Amount
00444 - Anderson Roofing Co. Inc.		
77652	12/30/2014	
Inv 1141487		
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/03/2014	Anderson Roofing	710.10
Inv 1141487 Total		710.10
77652 Total:		710.10
00444 - Anderson Roofing Co. Inc. Total:		
00616 - Baker & Taylor Inc		
77656	12/30/2014	
Inv 4011065493		
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/28/2014	Baker & Taylor	84.24
Inv 4011065493 Total		84.24
77656 Total:		84.24
00616 - Baker & Taylor Inc Total:		
00734 - Beloof & Haines		
77658	12/30/2014	
Inv Monthly		
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/17/2014	Beloof	3,000.00
Inv Monthly Total		3,000.00
77658 Total:		3,000.00
00734 - Beloof & Haines Total:		
00739 - Beery, Elsner & Hammond LLP		
77657	12/30/2014	

Check Number	Check Date		Amount
Inv	11952		
<u>Line Item Date</u>	<u>Line Item Description</u>		
12/01/2014	Attorney fees - Finance		235.00
12/01/2014	Attorney fees - General		89.48
12/01/2014	Attorney fees - City Council		1,535.04
12/01/2014	Attorney fees - Land Use		100.00
12/01/2014	Attorney fees - Personnel		4,228.18
12/01/2014	Attorney fees - Public records		17.50
12/01/2014	Attorney fees - Public works		420.00
12/01/2014	Attorney fees - Risk Mgmt		7,941.13
Inv 11952 Total			14,566.33
77657 Total:			14,566.33
00739 - Beery, Elsner & Hammond LLP Total:			14,566.33
00980 - Brodart Co.			
77659	12/30/2014		
Inv	379142		
<u>Line Item Date</u>	<u>Line Item Description</u>		
12/08/2014	Brodart		36.17
Inv 379142 Total			36.17
77659 Total:			36.17
00980 - Brodart Co. Total:			36.17
01339 - CIS/EBS Trust			
77660	12/30/2014		
Inv	Jan 2015		
<u>Line Item Date</u>	<u>Line Item Description</u>		
12/30/2014	CIS		52,857.32
12/30/2014	CIS		6,876.18
12/30/2014	CIS		115.72
12/30/2014	CIS		934.09
12/30/2014	CIS		277.72
12/30/2014	CIS		16.17
12/30/2014	CIS		25.41
Inv Jan 2015 Total			61,102.61
77660 Total:			61,102.61
01339 - CIS/EBS Trust Total:			61,102.61
01375 - Clackamas Auto Parts Inc			
77661	12/30/2014		

Check Number	Check Date		Amount
Inv	226861		
<u>Line Item Date</u>	<u>Line Item Description</u>		
10/03/2014	Clackamas Auto		146.58
Inv 226861 Total			146.58
Inv	227764		
<u>Line Item Date</u>	<u>Line Item Description</u>		
10/20/2014	Clackamas Auto		145.50
Inv 227764 Total			145.50
Inv	230435		
<u>Line Item Date</u>	<u>Line Item Description</u>		
12/04/2014	Clackamas Auto		2.04
Inv 230435 Total			2.04
77661 Total:			294.12
01375 - Clackamas Auto Parts Inc Total:			294.12
01585 - Clackamas County			
77662	12/30/2014		
Inv	2015-82		
<u>Line Item Date</u>	<u>Line Item Description</u>		
12/11/2014	WES Permit renewal		210.65
Inv 2015-82 Total			210.65
77662 Total:			210.65
01585 - Clackamas County Total:			210.65
01621 - Clackamas,, County of			
77665	12/30/2014		
Inv	40763		
<u>Line Item Date</u>	<u>Line Item Description</u>		
12/08/2014	Clackamas County		1,360.00
Inv 40763 Total			1,360.00
77665 Total:			1,360.00
01621 - Clackamas,, County of Total:			1,360.00
01663 - Clackamas Cty Benevolent Foundation			

Check Number	Check Date		Amount
77663	12/30/2014	Inv	
		<u>Line Item Date</u>	<u>Line Item Description</u>
		12/30/2014	CCPO Benevolent
			50.00
		Inv Total	50.00
77663 Total:			50.00
01663 - Clackamas Cty Benevolent Foundation Total:			50.00
01726 - Clackamas Fed. Cred.Union			
77664	12/30/2014	Inv	
		<u>Line Item Date</u>	<u>Line Item Description</u>
		12/30/2014	Credit Union Withholding
		12/30/2014	Def Comp/Lavadoir
		12/30/2014	GPA 543124003
			5,139.00
			100.00
			1,065.68
		Inv Total	6,304.68
77664 Total:			6,304.68
01726 - Clackamas Fed. Cred.Union Total:			6,304.68
01916 - Community Classifieds			
77666	12/30/2014	Inv 15753825	
		<u>Line Item Date</u>	<u>Line Item Description</u>
		11/26/2014	Community Classifieds
			96.00
		Inv 15753825 Total	96.00
77666 Total:			96.00
01916 - Community Classifieds Total:			96.00
02657 - Axa Equi-Vest			
77653	12/30/2014	Inv AXA.Def Comp WH	
		<u>Line Item Date</u>	<u>Line Item Description</u>
		12/30/2014	AXA Def Comp WH
			5,958.33
		Inv AXA Def Comp WH Total	5,958.33
77653 Total:			5,958.33

Check Number	Check Date	Amount
02657 - Axa Equi-Vest Total:		5,958.33
02659 - Axa RIA		
77655	12/30/2014	
Inv	AXA Retirement	
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/30/2014	AXA Retirement	2,839.19
Inv AXA Retirement Total		2,839.19
77655 Total:		2,839.19
02659 - Axa RIA Total:		2,839.19
02661 - Axa EVLICO		
77654	12/30/2014	
Inv	UL Premiums	
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/30/2014	AXA UL Prem	194.06
Inv UL Premiums Total		194.06
77654 Total:		194.06
02661 - Axa EVLICO Total:		194.06
03271 - Gladstone Fire Department		
77667	12/30/2014	
Inv	House Dues	
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/30/2014	GVF House dues	775.00
Inv House Dues Total		775.00
77667 Total:		775.00
03271 - Gladstone Fire Department Total:		775.00
03818 - Honey Buckets		
77668	12/30/2014	
Inv	2-1087113	
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/03/2014	Honey Bucket	336.22
Inv 2-1087113 Total		336.22

Check Number	Check Date	Amount
77668 Total:		336.22
03818 - Honey Buckets Total:		336.22
04900 - Midwest Tape		
77669	12/30/2014	
Inv 92399459		
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/02/2014	Midwest Tape	38.99
Inv 92399459 Total		38.99
Inv 92399601		
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/02/2014	Midwest Tape	17.19
Inv 92399601 Total		17.19
Inv 92399602		
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/02/2014	Midwest Tape	27.64
Inv 92399602 Total		27.64
Inv 92399603		
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/02/2014	Midwest Tape	63.49
Inv 92399603 Total		63.49
Inv 92401471		
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/03/2014	Midwest Tape	112.98
Inv 92401471 Total		112.98
Inv 92401473		
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/03/2014	Midwest Tape	58.79
Inv 92401473 Total		58.79
Inv 92401474		
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/03/2014	Midwest Tape	50.39
Inv 92401474 Total		50.39
77669 Total:		369.47

Check Number	Check Date	Amount
04900 - Midwest Tape Total:		369.47
05679 - Office Max		
77670	12/30/2014	
Inv 642747		
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/09/2014	Office Max	131.11
12/09/2014	Office Max	15.00
Inv 642747 Total		146.11
77670 Total:		146.11
05679 - Office Max Total:		146.11
05681m - Office Of The Trustee		
77671	12/30/2014	
Inv 11-39851-tmb13		
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/30/2014	11-39851-tmb	640.00
Inv 11-39851-tmb13 Total		640.00
77671 Total:		640.00
05681m - Office Of The Trustee Total:		640.00
05706 - One Call Concepts Inc		
77672	12/30/2014	
Inv 4110369		
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/30/2014	One Call Concepts	77.60
Inv 4110369 Total		77.60
77672 Total:		77.60
05706 - One Call Concepts Inc Total:		77.60
05746 - Oregon AFSCME Council #75		
77673	12/30/2014	
Inv		
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/30/2014	AFSME dues	894.11
Inv Total		894.11

Check Number	Check Date	Amount
77673 Total:		894.11
05746 - Oregon AFSCME Council #75 Total:		894.11
06251a - Oregon, State of		
77674	12/30/2014	
Inv 60755		
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/28/2014	Oregon DMV	6.00
Inv 60755 Total		6.00
77674 Total:		6.00
06251a - Oregon, State of Total:		6.00
06361 - Oregonian Media Group		
77675	12/30/2014	
Inv 2000092519		
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/30/2014	Oregonian Media Group	697.66
Inv 2000092519 Total		697.66
77675 Total:		697.66
06361 - Oregonian Media Group Total:		697.66
06640 - Paramount Pest Control Inc		
77676	12/30/2014	
Inv 71979		
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/10/2014	Paramount pest control	52.00
Inv 71979 Total		52.00
77676 Total:		52.00
06640 - Paramount Pest Control Inc Total:		52.00
07021 - Portland General Electric		
77677	12/30/2014	
Inv 483900 3		
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/09/2014	PGE	5,370.05

Check Number	Check Date	Amount
Inv 483900 3 Total		5,370.05
77677 Total:		5,370.05
07021 - Portland General Electric Total:		5,370.05
07027 - Portland Habilitation Center		
77678	12/30/2014	
Inv 85815		
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/30/2014	Portland Habilitation	39.72
Inv 85815 Total		39.72
77678 Total:		39.72
07027 - Portland Habilitation Center Total:		39.72
07280 - Rackspace Email & Apps		
77679	12/30/2014	
Inv 2841010		
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/07/2014	Rackspace	667.00
Inv 2841010 Total		667.00
77679 Total:		667.00
07280 - Rackspace Email & Apps Total:		667.00
07510M - Ricoh USA Inc		
77680	12/30/2014	
Inv 93737781		
<u>Line Item Date</u>	<u>Line Item Description</u>	
12/05/2014	Ricoh	320.74
Inv 93737781 Total		320.74
77680 Total:		320.74
07510M - Ricoh USA Inc Total:		320.74
07905 - Sierra Springs		
77681	12/30/2014	

Check Number	Check Date		Amount
Inv	13891887	120414	
<u>Line Item Date</u>	<u>Line Item Description</u>		
12/04/2014	Sierra Springs		63.93
Inv 13891887	120414 Total		63.93
77681 Total:			63.93
07905 - Sierra Springs Total:			63.93
08390 - Technical Furniture Systems			
77682		12/30/2014	
Inv	OR141939		
<u>Line Item Date</u>	<u>Line Item Description</u>		
12/11/2014	Technical Furniture		990.00
Inv OR141939	Total		990.00
77682 Total:			990.00
08390 - Technical Furniture Systems Total:			990.00
08743m - Ungar, Arwen			
77683		12/30/2014	
Inv	Reimbursement		
<u>Line Item Date</u>	<u>Line Item Description</u>		
12/15/2014	Unger reimbursement		5.38
12/15/2014	Unger reimbursement		160.00
Inv Reimbursement	Total		165.38
77683 Total:			165.38
08743m - Ungar, Arwen Total:			165.38
08830 - United States Postal Service			
77684		12/30/2014	
Inv	Postage		
<u>Line Item Date</u>	<u>Line Item Description</u>		
12/30/2014	USPS		995.07
Inv Postage	Total		995.07
77684 Total:			995.07
08830 - United States Postal Service Total:			995.07

Check Number	Check Date	Amount
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09281t - Wilsonville Lock & Security

77685 12/30/2014

Inv 1793

<u>Line Item Date</u>	<u>Line Item Description</u>	Amount
12/10/2014	Wilsonville Lock & Security	89.85

Inv 1793 Total 89.85

Inv 1889

<u>Line Item Date</u>	<u>Line Item Description</u>	Amount
12/14/2014	Wilsonville Lock & Security	59.85

Inv 1889 Total 59.85

Inv Credit

<u>Line Item Date</u>	<u>Line Item Description</u>	Amount
12/11/2014	Wilsonville Lock & Security	-1.00

Inv Credit Total -1.00

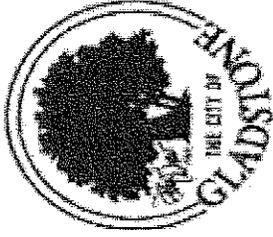
77685 Total: 148.70

09281t - Wilsonville Lock & Security Total: 148.70

Total: 109,561.24

Accounts Payable Outstanding Invoices

User: sledoux
 Printed: 1/8/2015 - 11:48 AM
 Date Range: ? to ?
 Date Type: Current



Account Number	Amount	Invoice No	Inv Date	Description	Task Label	Type	PO Number	Payment Date
Vendor 00830								
004-004-406500	2,525.00	44114	12/17/2014	A & A Drilling				01/14/2015
Vendor Total:	2,525.00							
Vendor 00282a								
001-028-212000	400.00	1145	12/15/2014	Aesthetic Garden Maint				01/14/2015
Vendor Total:	400.00							
Vendor 00367a								
001-029-230500	14.72	016008847357	11/12/2014	Amazon				01/14/2015
001-029-230500	92.29	016009772487	11/12/2014	Amazon				01/14/2015
001-029-230500	145.50	016008968985	11/12/2014	Amazon				01/14/2015
001-029-230500	40.29	016001627351	11/12/2014	Amazon				01/14/2015
001-029-230500	49.84	016008359357	11/12/2014	Amazon				01/14/2015
001-029-230500	66.38	016005686620	11/12/2014	Amazon				01/14/2015
001-029-230500	2.37	016006266655	11/14/2014	Amazon				01/14/2015
001-029-231500	189.88	078338397279	11/20/2014	Amazon				01/14/2015
001-029-229500	37.52	093200893795	11/22/2014	Amazon				01/14/2015
001-029-230500	41.46	232595466291	11/25/2014	Amazon				01/14/2015
001-029-230500	93.51	194344077297	11/25/2014	Amazon				01/14/2015
001-029-231500	42.64	138146782981	12/03/2014	Amazon				01/14/2015
001-029-231500	37.98	261822374458	12/08/2014	Amazon				01/14/2015
Vendor Total:	854.38							
Vendor 00415								
001-025-177800	159.08	W4103518PA	01/01/2015	American Messaging				01/14/2015
Vendor Total:	159.08							
Vendor 00438								
004-004-408000	902.00	20480	12/29/2014	Alexin Labs				01/14/2015
Vendor Total:	902.00							

Account Number	Amount	Invoice No	Inv Date	Description	Task Label	Type	PO Number	Payment Date
Vendor 00603								
004-004-408000	2,072.00	7306	01/02/2015	Backflow Mgmt				01/14/2015
Vendor Total:	2,072.00							
Vendor 00616								
001-029-230500	80.20	4011084656	12/17/2014	Baker & Taylor				01/14/2015
001-029-230500	399.72	4011082438	12/17/2014					01/14/2015
001-029-230500	156.34	4011081780	12/16/2014					01/14/2015
001-029-230500	155.29	4011080665	12/16/2014					01/14/2015
001-029-230500	211.71	4011082563	12/16/2014					01/14/2015
001-029-230500	730.51	4011080639	12/16/2014					01/14/2015
001-029-230500	267.49	4011082552	12/16/2014					01/14/2015
001-029-230500	95.60	4011081832	12/17/2014					01/14/2015
001-029-230500	676.59	4011080659	12/16/2014					01/14/2015
001-029-229500	472.80	4011080659	12/16/2014					01/14/2015
001-029-230500	243.45	4011092476	12/26/2014					01/14/2015
001-029-230500	80.45	4011093580	12/26/2014					01/14/2015
001-029-230500	229.30	4011090462	12/24/2014					01/14/2015
001-029-230500	132.52	4011093579	12/29/2014					01/14/2015
001-029-230500	54.81	40110992475	12/23/2014					01/14/2015
Vendor Total:	3,986.78							
Vendor 00640								
001-028-217500	145.60	GL1113014	11/30/2014	Bateman				01/14/2015
Vendor Total:	145.60							
Vendor 00650								
001-025-173000	15.00	14120684	12/30/2014	BBC Steel				01/14/2015
Vendor Total:	15.00							
Vendor 00993								
003-003-307500	694.50	53219524	07/10/2014	Brown & Caldwell				01/14/2015
003-003-307500	841.75	53221770	08/10/2014					01/14/2015
003-003-307500	601.75	53224057	09/11/2014					01/14/2015
Vendor Total:	2,138.00							
Vendor 01095v								
001-025-173000	39.30	68666	12/15/2014	Canby Ford				01/14/2015
Vendor Total:	39.30							
Vendor 01235m								
001-021-113000	478.19	205402	12/31/2014	Centro Print - Y/E tax forms				01/14/2015

Account Number	Amount	Invoice No	Inv Date	Description	Task Label	Type	PO Number	Payment Date
Vendor Total:	478.19							
Vendor 01585								
003-003-303000	152,705.48	Nov/Dec 2014	01/08/2015	Tri-City Service District/humovers				01/14/2015
Vendor Total:	152,705.48							
Vendor 01621								
001-025-181900	7,190.33	41633	01/01/2015	Clackamas Co.				01/14/2015
001-026-191500	1,360.00	40768	01/06/2015					01/14/2015
Vendor Total:	8,550.33							
Vendor 01634								
001-025-176500	50.00	Annual dues	12/09/2014	Clackamas Co. Fire Invest. Team				01/14/2015
Vendor Total:	50.00							
Vendor 01808								
001-025-173000	51.24	198752	12/11/2014	Clark's Lawn & Garden				01/14/2015
Vendor Total:	51.24							
Vendor 01820								
001-025-180000	150.00	38D2058318	12/19/2014	CLIA Lab User Fee				01/14/2015
Vendor Total:	150.00							
Vendor 01893								
001-028-212500	41.40	0738555	12/08/2014	Comcast				01/14/2015
Vendor Total:	41.40							
Vendor 01916								
001-021-116500	102.30	264939	01/02/2015	Comm. Newspapers				01/14/2015
Vendor Total:	102.30							
Vendor 02146								
001-025-175500	176.00	2119838-00	12/11/2014	L.N. Curtis				01/14/2015
Vendor Total:	176.00							
Vendor 02256								
001-029-225500	195.22	5484475	12/19/2014	Demco				01/14/2015
001-029-225500	55.20	5481096	12/16/2014					01/14/2015
001-029-225500	65.11	5488264	12/30/2014					01/14/2015
Vendor Total:	315.53							
Vendor 02510g								
				Eastside Paving				

Account Number	Amount	Invoice No	Inv Date	Description	Task Label	Type	PO Number	Payment Date
005-005-515000	7,000.00	12301401	12/30/2014					01/14/2015
Vendor Total:	7,000.00							
Vendor 02813h				Fastenal				
005-005-507000	47.77	ORCAN40959	12/10/2014					01/14/2015
Vendor Total:	47.77							
Vendor 02941				Fowler				
004-004-406500	272.40	13814950	12/16/2014					01/14/2015
004-004-406500	358.45	13819643	12/29/2014					01/14/2015
003-003-303000	172.98	13819636	12/29/2014					01/14/2015
Vendor Total:	803.83							
Vendor 03000				MikeFunk				
001-025-175500	22.37	Rembursement	12/21/2014	Funk reimbursement				01/14/2015
Vendor Total:	22.37							
Vendor 03324n				Gray, Ronald L.				
001-022-125500	123.50	Dec 2014	12/30/2014	Ron Gray				01/14/2015
Vendor Total:	123.50							
Vendor 03676				Home Depot Credit				
001-026-194000	132.83	1470 8782	12/29/2014	Home Depot				01/14/2015
001-021-110500	73.75	1470 8782	12/29/2014					01/14/2015
005-005-507000	6.96	1470 8782	12/29/2014					01/14/2015
005-005-504500	57.94	1470 8782	12/29/2014					01/14/2015
Vendor Total:	271.48							
Vendor 03676a				Home Depot				
001-025-175500	66.91	0500 8713	12/29/2014	Home Depot				01/14/2015
Vendor Total:	66.91							
Vendor 03765				Houston, Marc R.				
001-025-180500	1,290.00	Jan 2015	01/01/2015	Dr. Marc Houston				01/14/2015
Vendor Total:	1,290.00							
Vendor 03818				Honey Buckets				
001-026-195500	480.44	2-1096255	12/15/2014	Honey Bucket				01/14/2015
001-026-195500	93.00	2-1094105	12/13/2014					01/14/2015
001-026-194000	85.00	2-1099303	12/20/2014					01/14/2015
Vendor Total:	658.44							

Account Number	Amount	Invoice No	Inv Date	Description	Task Label	Type	PO Number	Payment Date
Vendor 03868				Industrial Tire				
005-005-504500	620.00	100195229	12/31/2014	Industrial Tire				01/14/2015
Vendor Total:	620.00							
Vendor 04142				Robert Johnson				
001-029-225000	222.95	336	01/03/2015	Robert Johnson				01/14/2015
Vendor Total:	222.95							
Vendor 04261M				Kmetec, Shannon				
001-022-123000	3,000.00	Dec 2014*	12/29/2014	Kmetec, Shannon				01/14/2015
Vendor Total:	3,000.00							
Vendor 04561p				Life Assist				
001-025-180000	72.67	696626	12/16/2014	Life Assist				01/14/2015
001-025-180000	1,220.65	696422	12/15/2014	Life Assist				01/14/2015
001-025-180000	247.31	695928	12/09/2014	Life Assist				01/14/2015
Vendor Total:	1,540.63							
Vendor 04753				Maverick Welding Supply Inc				
005-005-507000	22.50	1058	12/31/2014	Maverick Supplies				01/14/2015
Vendor Total:	22.50							
Vendor 04770				McCoy Electric				
001-029-225000	520.80	210449	12/31/2014	McCoy Electric				01/14/2015
Vendor Total:	520.80							
Vendor 04810				Merina and Company LLP				
001-021-107500	3,000.00	9251	12/31/2014	Merina & Co.				01/14/2015
002-002-203000	1,000.00	9251 UR	12/31/2014	Merina & Co.				01/14/2015
Vendor Total:	4,000.00							
Vendor 04831				Meterreaders				
004-004-409000	2,042.40	6924	12/22/2014	Meterreaders				01/14/2015
Vendor Total:	2,042.40							
Vendor 04900				Midwest Tape				
001-029-231500	39.28	92444200	12/18/2014	Midwest Tape				01/14/2015
001-029-231500	63.92	92444201	12/18/2014	Midwest Tape				01/14/2015
001-029-231500	75.92	92443867	12/18/2014	Midwest Tape				01/14/2015
001-029-231500	26.64	92443869	12/18/2014	Midwest Tape				01/14/2015
001-029-231500	16.64	92436986	12/16/2014	Midwest Tape				01/14/2015
001-029-231500	27.33	92436985	12/16/2014	Midwest Tape				01/14/2015

Account Number	Amount	Invoice No	Inv Date	Description	Task Label	Type	PO Number	Payment Date
001-029-231500	33.49	92449724	12/22/2014					01/14/2015
001-029-231500	208.89	92438170	12/17/2014					01/14/2015
001-029-231500	58.79	92437968	12/17/2014					01/14/2015
001-029-231500	90.20	92436983	12/16/2014					01/14/2015
001-029-231500	53.49	9247342	12/12/2014					01/14/2015
001-029-231500	191.95	92427343	12/12/2014					01/14/2015
001-029-231500	28.99	92427341	12/12/2014					01/14/2015
001-029-231500	122.20	92423910	12/11/2014					01/14/2015
001-029-231500	71.98	92423778	12/11/2014					01/14/2015
001-029-231500	33.49	92447339	12/19/2014					01/14/2015
001-029-231500	28.64	92427181	12/12/2014					01/14/2015
001-029-231500	22.64	92427183	12/12/2014					01/14/2015
001-029-231500	45.14	92451646	12/23/2014					01/14/2015
Vendor Total:	1,239.62							
Vendor 04955s				Mr. Belvedere				
001-028-215500	475.00	1442	12/18/2014					01/14/2015
Vendor Total:	475.00							
Vendor 04975m				Mold Testing Service of Oregon				
001-029-225000	700.00	MTSO 4-3682	12/23/2014					01/14/2015
Vendor Total:	700.00							
Vendor 05046				Municipal Emergency Svcs.				
001-025-181400	226.00	583303 SNV	12/10/2014					01/14/2015
Vendor Total:	226.00							
Vendor 05432				North Clackamas Water				
004-004-405500	18,899.63	NCCWC15-75	12/15/2014					01/14/2015
Vendor Total:	18,899.63							
Vendor 05547				NW Safety Clean				
001-025-181700	193.65	14-9658	12/18/2014					01/14/2015
Vendor Total:	193.65							
Vendor 05675				Office Depot				
001-029-225500	80.14	746959847001	12/29/2014					01/14/2015
001-029-225500	55.29	747222863001	12/30/2014					01/14/2015
004-004-403500	48.85	745899128001	12/16/2014					01/14/2015
001-021-113000	95.16	745899128001	12/16/2014					01/14/2015
Vendor Total:	279.44							

Account Number	Amount	Invoice No	Inv Date	Description	Task Label	Type	PO Number	Payment Date
Vendor 05681				The Office Wiz - transcription				
001-021-116000	135.00	1750x1318	10/08/2013					01/14/2015
001-021-116000	120.00	1751Bx1318	10/15/2013					01/14/2015
001-021-116000	150.00	1752x1319	11/12/2013					01/14/2015
001-021-116000	180.00	1753x1320	11/19/2013					01/14/2015
001-021-116000	75.00	1753x1321	12/10/2013					01/14/2015
001-021-116000	20.00	1755x1322	12/17/2013					01/14/2015
001-021-116000	60.00	1756x1401	01/07/2014					01/14/2015
001-021-116000	165.00	1757x1402	01/14/2014					01/14/2015
001-021-116000	90.00	1758x1403	01/21/2014					01/14/2015
001-021-116000	120.00	1759x1404	01/28/2014					01/14/2015
001-021-116000	165.00	1760x1405	02/11/2014					01/14/2015
001-021-116000	165.00	1761x1406	02/18/2014					01/14/2015
001-021-116000	60.00	1762x1407	02/25/2014					01/14/2015
001-021-116000	105.00	1763x1408	03/11/2014					01/14/2015
001-021-116000	225.00	1764x1409	03/15/2014					01/14/2015
001-021-116000	120.00	1765x1410	03/18/2014					01/14/2015
001-021-116000	90.00	1706x1411	04/08/2014					01/14/2015
001-021-116000	120.00	1707x1412	04/15/2014					01/14/2015
001-021-116000	150.00	1768x1413	05/13/2014					01/14/2015
001-021-116000	165.00	1769x1414	05/20/2014					01/14/2015
001-021-116000	120.00	1770x1415	05/27/2014					01/14/2015
001-021-116000	165.00	1771x1416	06/03/2014					01/14/2015
001-021-116000	150.00	1772x1417	06/10/2014					01/14/2015
001-021-116000	105.00	1773x1418	06/24/2014					01/14/2015
Vendor Total:	3,020.00							
Vendor 05683m				Martha Ogden				
001-028-216500	128.80	Dec 2014	12/31/2014					01/14/2015
Vendor Total:	128.80							
Vendor 06030				OHA Graves renewal				
004-004-404500	80.00	Graves renewa	12/31/2014					01/14/2015
Vendor Total:	80.00							
Vendor 06148				Oregon Patrol Svc.				
001-022-127000	592.00	2235	12/31/2014					01/14/2015
Vendor Total:	592.00							
Vendor 06178o				Oregon Restoration				
001-029-225000	8,829.55	72613-415	12/12/2014					01/14/2015
Vendor Total:	8,829.55							

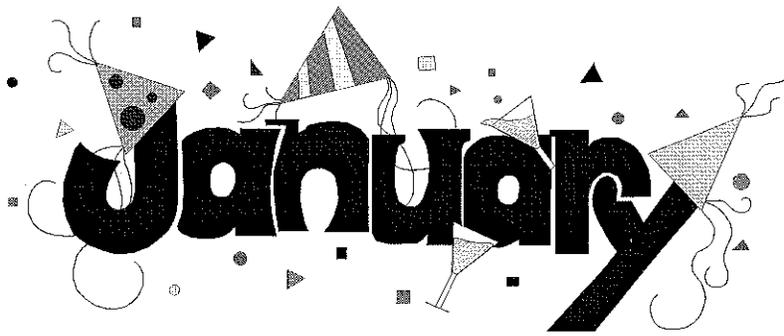
Account Number	Amount	Invoice No	Inv Date	Description	Task Label	Type	PO Number	Payment Date
Vendor 06220				Sec of State filing fee				
001-021-107500	300.00	Filing fee	12/31/2014					01/14/2015
002-002-203000	40.00	UR Filing fee	12/31/2014					01/14/2015
Vendor Total:	340.00							
Vendor 06223				BOLI publications				
001-021-113000	92.50	P167804	12/18/2014					01/14/2015
Vendor Total:	92.50							
Vendor 06255				Oregon DOT				
005-005-515000	100.00	RVF22611-00C	12/02/2014					01/14/2015
Vendor Total:	100.00							
Vendor 06587				Pacific Office Automation				
001-029-226500	636.00	43942452	12/20/2014					01/14/2015
Vendor Total:	636.00							
Vendor 06640				Paramount Pest Control				
001-021-110500	54.00	71969	12/16/2014					01/14/2015
Vendor Total:	54.00							
Vendor 06866				Pihl Law				
001-022-123500	1,136.50	01052015	01/05/2015					01/14/2015
Vendor Total:	1,136.50							
Vendor 07021				PGE				
001-021-109500	852.66	PGE Dec	12/25/2014					01/14/2015
001-025-177500	651.20	PGE Dec	12/25/2014					01/14/2015
001-026-193500	654.44	PGE Dec	12/25/2014					01/14/2015
001-029-224500	781.92	PGE Dec	12/25/2014					01/14/2015
003-003-302500	51.10	PGE Dec	12/25/2014					01/14/2015
004-004-406000	1,265.25	PGE Dec	12/25/2014					01/14/2015
005-005-507000	533.68	PGE Dec	12/25/2014					01/14/2015
005-005-508000	581.42	PGE Dec	12/25/2014					01/14/2015
001-028-213500	498.40	PGE Dec	12/25/2014					01/14/2015
Vendor Total:	5,870.07							
Vendor 07027				Portland Habilitation Center				
001-021-108500	403.74	85950	12/31/2014					01/14/2015
Vendor Total:	403.74							
Vendor 07488s				RH Media Services LLC				
	403.74							

Account Number	Amount	Invoice No	Inv Date	Description	Task Label	Type	PO Number	Payment Date
001-021-115500	4,946.38	68	12/31/2014					01/14/2015
001-024-156500	248.00	68A	12/31/2014					01/14/2015
001-025-173500	80.00	68A	12/31/2014					01/14/2015
Vendor Total:	5,274.38							
Vendor 07518				Righteous Clothing				
001-025-174500	231.12	63458	12/11/2014					01/14/2015
Vendor Total:	231.12							
Vendor 07780				Sea Western				
001-025-181700	119.73	181169	12/23/2014					01/14/2015
Vendor Total:	119.73							
Vendor 07873				ServiceMaster of Oregon				
001-029-228000	1,035.00	154528	01/01/2015					01/14/2015
Vendor Total:	1,035.00							
Vendor 07960				Sisul Engineering				
001-026-197500	1,117.50	SGL 13-025-1:	12/31/2014					01/14/2015
005-005-509000	1,890.00	SGL 12-037-1:	12/31/2014					01/14/2015
Vendor Total:	3,007.50							
Vendor 08137				Stark Street Lawn and				
001-026-194000	3.49	888567	12/18/2014					01/14/2015
Vendor Total:	3.49							
Vendor 08205				Stein Oil Co. Inc.				
001-026-194000	65.48	CL07148	12/31/2014					01/14/2015
001-028-214000	85.04	CL07148	12/31/2014					01/14/2015
003-003-303000	69.86	CL07148	12/31/2014					01/14/2015
004-004-407000	45.55	CL07148	12/31/2014					01/14/2015
005-005-504000	529.14	CL07148	12/31/2014					01/14/2015
001-025-173000	158.67	CL07134	12/31/2014					01/14/2015
Vendor Total:	953.74							
Vendor 08371				ScottTabor				
003-003-305500	215.00	Poyser tuition	12/31/2014					01/14/2015
Vendor Total:	215.00							
Vendor 08388e				Team Electric Company				
001-028-219500	163.00	15039	12/19/2014					01/14/2015

Account Number	Amount	Invoice No	Inv Date	Description	Task Label	Type	PO Number	Payment Date
Vendor Total:	163.00							
Vendor 08402				J. Thayer				
001-021-113000	17.15	911116-0	12/15/2014					01/14/2015
Vendor Total:	17.15							
Vendor 08465				Tigard Sand & Gravel				
004-004-406500	864.21	178652	12/13/2014					01/14/2015
Vendor Total:	864.21							
Vendor 08530				TOP Ind Supply				
003-003-303000	324.04	78435	12/30/2014					01/14/2015
Vendor Total:	324.04							
Vendor 08566				Traffic Safety Supply Co. Inc.				
005-005-508500	82.20	992391	12/23/2014					01/14/2015
Vendor Total:	82.20							
Vendor 08652				Tualatin Valley Fire & Rescue				
001-025-173000	2,146.33	571343	01/02/2015					01/14/2015
Vendor Total:	2,146.33							
Vendor 08799				USA Blue Book				
004-004-415000	2,984.21	521662	12/15/2014					01/14/2015
004-004-408500	19.99	520676	12/12/2014					01/14/2015
004-004-415000	2,996.16	530184	12/29/2014					01/14/2015
Vendor Total:	6,000.36							
Vendor 08943C				Verizon				
005-005-507000	690.67	9737768114	12/23/2014					01/14/2015
005-005-507000	1,082.55	9737752496	12/23/2014					01/14/2015
005-005-507000	170.92	9737768115	12/23/2014					01/14/2015
005-005-507000	157.37	9737752459	12/23/2014					01/14/2015
Vendor Total:	2,101.51							
Vendor 09032				Waverly, Karen				
001-028-216500	150.00	Deposit refund	12/22/2014					01/14/2015
Vendor Total:	150.00							

Account Number Amount Invoice No Inv Date Description Task Label Type PO Number Payment Date

Report Total:
264,096.45



CORRESPONDENCE

Clackamas

INCOME TAX &
ACCOUNTING, INC.

45 S.E. 82nd Drive, Suite 55

Gladstone, OR 97027

Phone 503-655-3737

Fax 503-655-2975

City of Gladstone
525 Portland Ave
Gladstone, OR 97027

December 24, 2014

Dear City of Gladstone City Council,

I am appalled to see my statement this year for the City Business License which has tripled in cost from prior years. Your fees are punitive for businesses, especially for small operators who do a bit of business from home. As a tax professional who services small businesses, this fee along with all the other taxes a small business owner must pay makes it especially difficult and burdensome to operate. By the time all the taxes are added up the owner ends up with around 50% of total income going for taxes. If this were true for your paycheck you would also be upset.

I have operated my business in Gladstone for many years, and will continue to do so, but want you to know how much I disagree with the huge jump in fees this year. My business brings hundreds of people into Gladstone each year, many who patronize other local businesses, supporting them also and indirectly helping support property taxes.

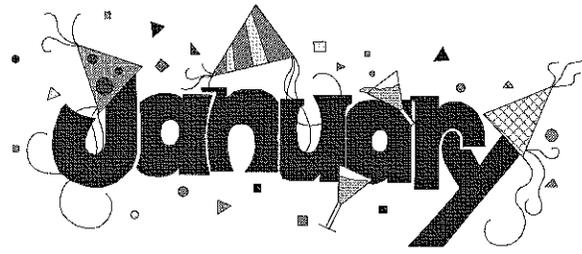
I don't live in Gladstone so I have no vote for City Council members, but I can register my discontent about the increase and the drastic change from prior years. I have watched the City of Portland drive away businesses with their policies, and I have advised new business owners to not set up inside Portland City limits if they have a choice. I would hate to have to start advising people against Gladstone as well, when they could chose Clackamas, Milwaukie or Oregon City just as easily. Another consequence of fees like this is people will simply ignore them and not register the business. You already have a problem with compliance and this will make it worse.

I am hoping the council addresses these concerns sooner than later.

Sincerely,



Susan L High
EA, LTC



REGULAR AGENDA

City of Gladstone
Staff Report

Report Date: January 7, 2015
Meeting Date: January 13, 2015
To: City Council
From: Pete Boyce, City Administrator

AGENDA ITEM:

Appointment to the Planning Commission

History/Background:

Please be advised there are two four year terms on the Planning Commission, one that expires 12-31-15 and the other expires 12-31-16. The terms were recently vacated by Steve Johnson and Patrick McMahon, who were elected to the City Council.

Section 2.28.020 of the GMC requires the seven members of the Planning Commission be residents of the city and appointed by the City Council on the basis of their qualifications to serve in such capacity.

Section 2.28.080 of the GMC, "Consideration of qualifications for membership", states:

- 1. In selecting individuals for membership on the Planning Commission, the City Council shall give preference to those individuals who possess a particular competence in the field of municipal planning by way of their profession, trade or prior or present governmental service.*
- 2. No more than two voting members shall be engaged principally in the buying, selling or developing of real estate for profit as individuals, or be members of any partnership, or officers or employees of any corporation that is engaged principally in the buying, selling or developing of real estate for profit.*
- 3. No more than two voting members shall be engaged in the same kind of business, trade or profession.*

Current Planning Commission members:

Kirk Stempel was first appointed December 2008, has lived in Gladstone for 13 years, is employed by Gladstone Fire Department, President of the Gladstone Fire Association and a current member of the Traffic Safety Commission.

Kevin Johnson was appointed in 2014, has lived in Gladstone for 47 years and is employed in Property Management (JMP, Inc.) and has served on the Gladstone Education Foundation Board for 3 years and the Gladstone Junior Baseball Board for 2 years.

Tamara Stempel has lived in Gladstone for 23 years and is an Adapt Engineering Director of Green Building Services. Tamara has served on the Planning Commission, Budget Committee, Traffic Safety Commission, Clackamas Economic Development Committee, Clackamas Development Liaison Committee, Clackamas Transportation Advisory Committee. Tamara was originally appointed in 2005, re-appointed in 2006 and 2009 and 2014.

Les Poole was appointed in October 2014 and re-appointed in 2015, has lived in Gladstone for 2 years and is self employed: Sales Mgr, "Points for Profit" Land use specialist.

Michele Kremers..Michele is a Marylhurst University College Professor, has lived in Gladstone for 11 years and is a member of the New Library Design and Library Arts Committees. Appointed in 2012.

Notice of the Commission vacancy was advertised in the City's newsletters, on the city's website and in the Oregonian and Clackamas Review. As of this date applications for appointment to the Planning Commission have been received from:

- Malachi deAElfweald, 730 E. Gloucester, has lived in Gladstone for 4 years and is a self-employed software engineer. He has served on the Library Advisory Committee.
- Elliott Veazey, 6650 Parkway Drive, has lived in Gladstone for six months and is employed in Construction Program Management at Nelson Capitol CPM, LLC. He has served on the City of Portland Adjustment Committee and has previously applied for the Planning Commission.

Proposal:

Appoint the two applicants to a term on the Planning Commission, one that expires December 31, 2015 and the other that expires December 31, 2016.

Options:

Do not appoint Planning Commission members.

Cost Impact:

No impact.

Recommended Staff Action:

Staff recommends City Council appoint one applicant to a term on the Planning Commission that expires 12-31-15 and one applicant to a term on the Planning Commission that expires 12-31-16.

Department Head: Pete Boyce
Date: 01/07/2015

Administration: Pete Boyce
Date: 01/07/2015

6-2



CITY OF GLADSTONE



APPLICATION FOR APPOINTMENT TO CITIZENS COMMITTEES

- Budget Committee
- Planning Commission (Review GMC Chapter 2.28)
- Traffic Safety Comm.
- Park & Recreation Board
- Library Board (Review GMC Chapter 2.25)
- Senior Center Advisory Bd.

NAME: Malachi de AElfweald

ADDRESS: 730 E Gloucester St, Gladstone, OR 97027

TELEPHONE: (HOME) 503-307-1597 (cell) (WORK) 503-307-1597 (cell)

EMAIL: malachid@gmail.com

HOW LONG HAVE YOU LIVED IN GLADSTONE: 4 years

OCCUPATION/EMPLOYER (state your specific line of business): Software Engineer / Self-employed

DESCRIBE YOUR ACTIVITIES AND INTERESTS: Software, Education, Science and Technology

PREVIOUS AND CURRENT COMMUNITY AFFILIATIONS AND ACTIVITIES, INCLUDING CITY APPOINTMENTS: Library Advisory Committee (Gladstone),

Community Adolescent Parent Services (CA), Jefferson Public Radio (Ashland), Ashland Teen Center (Ashland), Tualatin Valley Television (Beaverton),

Nextdoor, Kickstarter, Children International, ACLU, EFF, Wikimedia Foundation, OEIS Foundation

Have you ever applied for a Committee Position Before? YES NO
If yes, when? 20 Jan 2014 What Committee? Library Advisory Committee

Why would you like to serve on this Commission, Board or Committee?
(Attach additional materials or information if you wish).

I want to assist in the improvement of the city for the benefit of all residents of Gladstone.

SIGNATURE: Malachi de AElfweald DATE: 28 Nov 2014

6-3



CITY OF GLADSTONE



APPLICATION FOR APPOINTMENT TO CITIZENS COMMITTEES

- Budget Committee
- Planning Commission (Review GMC Chapter 2.28)
- Traffic Safety Comm.
- Park & Recreation Board
- Library Board (Review GMC Chapter 2.25)
- Senior Center Advisory Bd.

NAME: ELLIOTT D. VEAZEY

ADDRESS: 6650 PARKWAY Drive Gladstone, OR 97027

TELEPHONE: (HOME) 801.656.9550 (WORK) - SAME -

EMAIL: elliottveazey@gmail.com

HOW LONG HAVE YOU LIVED IN GLADSTONE: SIX MONTHS (Home Owner)

OCCUPATION/EMPLOYER (state your specific line of business): Construction Program Management, Nelson Capitol CPM, LLC

DESCRIBE YOUR ACTIVITIES AND INTERESTS: Construction Management, Real Estate, Community Service/Involvement/Policy. I enjoy meeting & working with others. My family, travel, outdoors, faith, Country.

PREVIOUS AND CURRENT COMMUNITY AFFILIATIONS AND ACTIVITIES, INCLUDING CITY APPOINTMENTS: City of Portland Adjustment Committee Member. We hear & Approve/Disapprove Type II Appeals to the City of Portland Building Code.

Have you ever applied for a Committee Position Before? YES NO
If yes, when? August 2014 What Committee? PLANNING COMMISSION

Why would you like to serve on this Commission, Board or Committee? (Attach additional materials or information if you wish).
I would like to be of service to my community and the City of Gladstone. I believe my experience & skillset would be an Asset to the Commission.

SIGNATURE: ELLIOTT D. VEAZEY DATE: 11/26/14

Elliott D. Veazey

6650 Parkway Drive Gladstone, OR 97027

(801) 656-9550

elliottveazey@gmail.com

Experienced industry leader who creates and maintains effective, lasting business relationships. Proficient in qualifying, selecting and managing team members, contractors, and vendors. Expert in tracking and managing all phases of construction projects and personnel.

Experience

Senior Project Manager, Nelson Capitol CPM, Portland, OR

- City of Portland, Project Manager. Manage multiple projects/work activities at Veteran Memorial Coliseum on behalf of Portland City.
- Portland Metro, Project Manager. Manage multiple projects on behalf of Portland Metro.
- Oregon Housing & Community Services, Project Manager. Inspect and report on housing projects in various cities throughout Oregon. Perform and provide Capital Needs Assessments on individual housing facilities.

Project Manager, ICON Venue Group, Greenwood Village, CO

- Rio Tinto Stadium, Sandy, UT. \$110M. Manage overall budget, contracts, and project funding on behalf of ownership. Coordinate work with various stakeholders; owner, architectural team, general contractor, local municipalities, code officials, buildings inspectors, team operations, and concessionaire. Oversaw change order negotiation, subcontractor selection, and approval of contingency usage.
- JELD-WEN Field Renovation Project, Portland, OR. \$40M. Manage overall budget, contracts and funding on behalf of ownership. Facilitate city design commission approval process, Coordinate all work with owner, architectural team, stakeholders and city officials.
- Providence Health & Services TI, Portland, OR \$2M. Manage concurrently with stadium renovation. Coordinate design and construction of Physical Therapy Clinic on stadium property. Direct all work, contracts, funding procedures, and schedule.

Construction Manager, Parsons Infrastructure & Technology, Salt Lake City, Utah

- McGuire AFB TLFVQ Project, Cookstown, NJ. \$35M. Manage overall budget, negotiate subcontractor agreements, direct subcontractor activities, assemble local management staff.
- Pope AFB Entry Gates Project, Spring Lake, NC. \$4.3M. Complete subcontractor selection, manage overall budget, oversee onsite architectural staff, and coordinate work with the local Air Force representatives.
- Dover AFB Entry Gates Project, Dover, DE. \$6.5M. Manage subcontractors, schedule, and budget. Negotiate and coordinate work activities with local Air Force Civil Engineering team.

Superintendent/Project Manager, Bird Construction Inc., Holladay, Utah

- U.S. Customs and Border Protection Ports of Entry, Lancaster, MN. \$4.25M. Onsite management responsible for all aspects of the work. Manage all sub-contractors during course of construction. Coordinate work and design decisions with architectural team, contractors, local municipalities, building inspectors, code officials, DHS and GSA on a daily basis.

Project Manager/Project Engineer, Layton Construction Company Inc., Sandy, Utah

- Souplantation Restaurant, Valencia, CA. Project manager overseeing all aspects of the project.
- 2002 Winter Olympics, Salt Lake City, UT. \$50M. Utah Olympic Speed Skating Oval and test event/temporary venues.

Education

Bachelor of Science: Construction Management, Business Management Minor, Brigham Young University, 1999

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Beery Elsner
& Hammond LLP

MEMORANDUM

TO: Honorable Dominick Jacobellis
Gladstone City Council Members

FROM: David Doughman, City Attorney's Office *DD*

SUBJECT: Amendments to Sign Code

DATE: January 7, 2015

At its January 13, 2015 meeting, the city council will consider changes to the city's sign code at GMC Chapter 17.52. The changes respond to council and planning commission direction to allow certain types of signs to be placed onto PGE poles along Portland Avenue. Specifically, the amendments will permit the city, on behalf of the Gladstone Booster Club, to place signs on the poles encouraging support for the high school's athletic teams. The intent is for the code to not limit the size, location, number or duration of such signs but for the code to otherwise apply to the signs (i.e. standards regarding height above the right-of-way, illumination standards, etc. would continue to apply).

The planning commission reviewed the changes and recommends the council adopt them.

RECOMMENDATION: adopt the ordinance containing the sign code amendments.

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ORDINANCE NO. 1454

AN ORDINANCE AMENDING CHAPTER 17.52 OF THE GLADSTONE MUNICIPAL CODE RELATING TO SIGNS IN THE PUBLIC RIGHT OF WAY

WHEREAS, GMC Chapter 17.52 currently prohibits signs on utility poles;

WHEREAS, the Gladstone City Council believes such signs should be permitted under limited circumstances with the utility pole owner's written consent; and

WHEREAS, the attached amendments to GMC Chapter 17.52 will permit such signs while ensuring they do not proliferate throughout the city.

NOW, THEREFORE, the City of Gladstone ordains as follows:

Section 1. Chapter 17.52 of the Gladstone Municipal Code is amended as described in Exhibit A, attached and incorporated into this ordinance by reference. Stricken language is deleted from GMC 17.52 and underlined language is added to the chapter.

Adopted by the Common Council for the City of Gladstone this _____ day of January, 2015.

ATTEST:

Dominick Jacobellis, Mayor

Jolene Morishita, Assistant City Administrator

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ORDINANCE 1454
Exhibit "A"

17.52.010 Purpose.

(1) This chapter's provisions are intended to maintain a safe and pleasing environment for Gladstone by regulating the size, height, number, location, type, structure, design, lighting, and maintenance of signs. More specifically, this chapter intends to achieve the following objectives:

(a) To insure that the design, construction, installation and maintenance of signs does not compromise public safety;

(b) To promote positive conditions for meeting sign user's needs while ensuring that nuisances are avoided to nearby properties;

(c) To support the desired character and development patterns of the City; and

(d) To allow for a reasonable amount of signs while preventing signs from dominating the visual appearance of any area of the City.

17.52.020 Applicability.

(1) While the provisions of this chapter regulate the size, height, number, location, type, structure, design, lighting, and maintenance of signs, they are not intended to restrict, limit or control a sign's content, to the extent prohibited by law.

(2) Unless otherwise stated or limited herein, this chapter regulates all related elements of a sign, including a sign's face or display area, structure, supports, braces, guys and anchors.

(3) The provisions of this chapter are in addition to any other relevant provisions under state or federal law.

(4) For the Office Park (OP) zoning district, where the standards of this chapter conflict with the sign standards in the OP district, the standards of the OP district will apply.

17.52.030 Conformance.

No sign may be placed, constructed, erected, displayed or modified unless it conforms to this chapter's regulations. This chapter is structured to grant permission to erect specified types of signs under specific standards, and does not allow for the erection of a sign not specifically permitted herein.

17.52.040 General provisions.

(1) Permit required. Unless exempted under this chapter, a permit is required to place, construct, erect, display or modify a sign.

(2) Review process. The city administrator or his designee will review applications for sign permits for compliance with this chapter unless otherwise stated in this chapter. The city administrator's decision will be rendered in accordance with GMC 17.94 and may be appealed in accordance with GMC 17.92.

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(3) Structural code compliance. A sign must comply with the applicable provisions of the State of Oregon Structural Specialty Code and any related or similar provisions adopted by the City, unless such compliance is modified by this chapter.

(4) Sign clearance. A minimum clearance of eight (8) feet above sidewalks and fifteen (15) feet above driveways must be provided under a freestanding sign.

(5) Vision and sight consideration. A sign must be situated in a manner so as not to adversely affect public safety. Compliance with the City's regulations regarding clear vision is required.

(6) Blanketing. A sign must not be situated in a manner that results in the blanketing or obfuscation of an existing sign on an adjacent property.

(7) Illuminated signs and electric elements.

(a) A sign illuminated in any manner must shield, deflect or otherwise prevent the light illuminating the sign from shining into or onto a neighboring property or impair the vision of any vehicle operator;

(b) No sign or illuminating device associated with a sign may have blinking, flashing or fluttering lights, except as otherwise allowed under this chapter;

(c) No sign or illuminating device associated with a sign may be used in a manner that may be confused with or construed to be traffic signals, traffic control devices, or lights on emergency vehicles;

(d) Except as otherwise provided in this chapter, an illuminated sign cannot be located closer than twenty-five (25) feet to a lot in a residential zoning district;

(e) The light intensity of an illuminated sign or illuminating device associated with a sign must conform to the accepted standards of the sign industry, as provided by the Oregon Electric Sign Association.

(f) A sign containing any electrical components or elements, or illuminated by electrical lighting must be approved under the National Electric Code, as modified by Oregon's regulations, and any related or similar provisions adopted by the City.

(g) An illuminated sign or illuminating device associated with a sign requiring an electric power source must use an Oregon-approved power outlet.

(h) As used in this chapter:

(A) A "directly" illuminated sign means a sign with exposed lighting or neon tubes on the sign's face, and includes a sign where the message or image is created by light projected onto a surface.

(B) An "indirectly" illuminated sign means a sign with light source that that is separate from the sign face and is directed to shine onto the sign.

(C) An "internally" illuminated sign means a sign where the light source is not exposed and is concealed within the sign.

(8) Moving signs. Except as otherwise allowed under this chapter, a sign must remain in a static state, and cannot be designed to rotate, flutter or appear to move.

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(9) Maintenance and hazards.

(a) A sign must be in good repair and maintained in a neat, attractive and safe condition, and no sign may be used or situated in a manner that creates a hazard to the public.

(b) Failure to use a sign's copy area for a period of more than twelve (12) consecutive months will constitute a discontinuance of the sign's use and may be declared a nuisance by the City.

(10) Nonconforming signs. A sign that lawfully exists at the time this chapter or any amendment thereto becomes effective, but does not conform to this chapter's standards, may only be altered if:

(a) The alteration does not increase a sign's nonconformity with this chapter's standards; and

(b) The alteration is reviewed under this chapter.

(c) Nonconforming government owned or maintained signs may be altered to the extent of their existing nonconformity notwithstanding this chapter's standards.

(11) Setbacks.

(a) Unless otherwise stated herein, the minimum setback for a sign with a sign face of twenty-four (24) square feet or less in area is one-half of the minimum setback required in the zoning district in which the sign is located. If no setback exists, the sign must be located in an area that ensures it does not compromise public safety, as determined by the city administrator or designee.

(b) Unless otherwise stated herein, the minimum setback for a sign with a sign face greater than twenty-four (24) square feet in area is the same as the minimum setback required in the zoning district in which the sign is located. If no setback exists, the sign must be located in an area that ensures it does not compromise public safety, as determined by the city administrator or designee.

(12) Area Calculation.

(a) Unless otherwise stated herein, the sign face area limitations established by this chapter will apply on a per-side basis. Every sign is limited to a maximum of two (2) sides.

(b) Sides may be of no greater area than that necessary to provide a frame or support structure to the sign face.

(c) For signs that are allowed a maximum area of twenty-four (24) square feet or more:

(A) Sides cannot exceed the maximum area standard by more than one (1) foot in width, unless the applicant demonstrates to the city administrator's satisfaction that a greater width is necessary to provide adequate support for the sign faces; and

(B) Two (2) support poles may be excluded from the area calculation provided that the caliper of any pole does not exceed one (1) foot, unless the applicant demonstrates to the city administrator's satisfaction that a greater caliper is necessary to provide adequate support for the sign.

(d) For signs required to have a maximum area of less than twenty-four (24) square feet:

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(A) Sides cannot exceed the maximum area standard by more than six (6) inches in width, unless the applicant demonstrates to the city administrator's satisfaction that a greater width is necessary to provide adequate support for the sign faces; and

(B) One (1) support pole may be excluded from the area calculation provided that the caliper of any pole does not exceed six (6) inches, unless the applicant demonstrates to the city administrator's satisfaction that a greater caliper is necessary to provide adequate support for the sign.

(e) Support structures excluded from the area calculation may only contain copy or graphics to the extent that such markings are placed on the support structures by the structures' manufacturer.

(f) Requests to allow sides to exceed the maximum widths or to allow support poles to exceed the maximum calipers established herein will be reviewed pursuant to the GMC's design review standards. In no event may a side exceed a maximum width by more than two (2) feet, or may a caliper be larger than two (2) feet.

(13) Definitions.

(a) "Electronic message center sign" is a sign whose informational content can be changed or altered by electronic means and whose message is typically delivered through the use of LED lights.

(b) "Freestanding sign" is a ground or pole mounted sign not attached to a building, but does not include a portable A-frame sign.

(c) "On-building sign" is a sign attached to any part of a building.

(d) "Portable A-frame sign" or "A-frame" is a sign with two (2) sides, the frame or support structure of which is hinged or connected at the top of the sign in such a manner that the sign is easily moved and erected.

(e) "Temporary sign" is a sign that historically advertised events of a limited duration, such as political campaigns, real estate sales, special sales, etc. As opposed to other signs permitted under this chapter, temporary signs cannot be displayed permanently. For this chapter's purposes, a temporary sign may be a freestanding or on-building sign, but cannot be an A-frame sign.

17.52.050 Exemptions.

(1) The following signs do not require a sign permit, but must otherwise conform to this chapter's standards except as otherwise stated below:

(a) A sign with a sign face area of two (2) square feet or less;

(b) Government owned or maintained signs in the public right-of-way;

(c) A sign in an open space district;

(d) Temporary signs;

(e) A-frame signs in residential districts.

(f) Government owned or maintained signs in the public right-of-way are not subject to this chapter's limitations on sign size, number, or location and they may be permanent or temporary at the discretion of the owner notwithstanding this chapter's standards governing temporary signs.

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(2) This chapter does not regulate the following signs:

- (a) Dispensers, such as beverage, newspaper and recycling machines;
- (b) A sign required by local, state or federal law or regulation, such as but not limited to building and address numbers, street signs, and public notices;
- (c) A sign not oriented towards or intended to be legible from a right-of-way, private road or other private property, unless otherwise regulated herein;

17.52.060 Prohibited signs.

(1) This section is provided for the benefit of sign applicants and for the administration of this chapter. However, this section must be read consistently with GMC 17.52.030. As such, because a specific type of sign is not listed as prohibited does not mean that it is allowed. The following is a non-exclusive list of signs that are prohibited in the City:

- (a) A sign that obstructs the vision clearance of a right-of-way or driveway intersection;
- (b) A sign affixed to or placed on a roof, or an on-building sign extending above the roofline of the building on which it is located;
- (c) A sign that obstructs ingress or egress through a door, window, fire escape, standpipe or any similar facility required or designated for safety or emergency use;
- (d) A sign in the public right of way, other than government owned or ~~managed~~maintained signs, unless otherwise specifically allowed herein.
- (e) Strobe lights.
- (f) A sign affixed to or placed upon a tree.
- (g) A sign affixed to a utility pole, unless the owner of the pole approves of the sign in writing and the sign is otherwise specifically allowed herein.

17.52.070 Signs in commercial and industrial districts.

- (1) Freestanding signs. Freestanding signs are allowed in commercial and industrial zones.
 - (a) Number. One (1) freestanding sign is allowed for a development or complex, even when more than one tax lot or ownership is included in the development. A second freestanding sign is permitted in the following cases:
 - (A) If the development has a public vehicular access point on each of two (2) or more streets, and two (2) freestanding signs are desired, each must be located at access points on different streets; or
 - (B) The development has more than three hundred (300) feet of continuous frontage on a major arterial. In this instance, the combined sign face area of the two freestanding signs cannot exceed the area allowed under GMC 17.52.070(1)(c)(B).
 - (C) Regardless of whether a development qualifies under 1(a)(A) and 1(a)(B) above, no more than two (2) freestanding signs will be permitted.

(b) Height.

(A) Pole signs: The maximum height of a freestanding pole sign is twenty (20) feet from the ground.

(B) Monument signs: The maximum height of a monument sign is five (5) feet from the ground.

(c) Area. The maximum sign face area for a freestanding sign is forty (40) square feet. The maximum sign face area for a freestanding sign may be exceeded only in the following instances:

(A) The applicant demonstrates that an increased sign face area is warranted due to one or more of the following factors. Under this subsection, the maximum sign face area cannot exceed sixty (60) square feet.

(i) The development upon which the sign will be placed is significantly larger than other developments in the City;

(ii) The sign will be constructed of wood, brick or stone, or a combination of the same, and illuminated indirectly;

(iii) An electronic message sign or other changeable text copy sign will be included, as permitted by this chapter.

(B) The property has frontage on a major arterial, in which case the sign face area may be one-half (1/2) of a square foot per lineal foot of major arterial frontage. Regardless of total frontage, the maximum sign face area under this subsection cannot exceed two hundred (200) square feet.

(d) Illumination. A freestanding sign may be internally or indirectly illuminated consistent with this chapter's standards regarding the illumination of signs.

(2) On-building signs. On building signs are allowed in commercial and industrial zones.

(a) Number. The maximum on-building sign face area may be distributed among any number of signs.

(b) Area. The maximum on-building sign area is calculated as follows:

(A) If no freestanding sign exists for a development, the maximum on-building sign face area for each tenant of that development is one and one-half (1½) square feet per lineal foot of the tenant's primary building wall.

(B) If a freestanding sign exists for a development, the maximum on-building sign face area for each tenant of that development is one (1) square foot per lineal foot of the tenant's primary building wall.

(C) Each tenant is allowed a minimum of thirty-two (32) square feet of on-building sign face area.

(D) No individual on-building sign may exceed two hundred (200) square feet in sign face area.

(c) Wall graphics. The use of external walls for graphics, artwork or other displays shall be subject to this chapter's limitations for on-building signs.

(d) Illumination. An on-building sign may be internally or indirectly illuminated consistent with this chapter's standards regarding the illumination of signs.

(e) Alternative to on-building sign. A monument sign within a development is permitted as an alternative to an on-building sign provided the monument sign:

(A) Is located in front of the building with which it is associated;

(B) Does not exceed twelve (12) square feet in total area;

(C) Does not exceed five (5) feet in height; and

(D) Uses materials and colors that are the same, or substantially the same, as those used on the building associated with the sign.

(E) A monument sign meeting the standards of this subsection is permitted in addition to any freestanding sign otherwise permitted by this chapter.

(3) Changeable Copy Signs. Electronic message center signs or manually changeable copy signs (a.k.a. "readerboards"), may be incorporated into a freestanding or on-building sign subject to the following provisions.

(a) Number. Only one (1) such sign is allowed in a development.

(b) Area. Such a sign will be included in the maximum area allowed for a freestanding or on-building sign.

(A) An electronic message center sign cannot comprise more than thirty percent (30%) of the sign's area of which it is a part.

(B) A manually changeable copy sign cannot comprise more than eighty percent (80%) of the sign's area of which it is a part.

(c) Design. A changeable copy sign must be integrated into the design of the freestanding or on-building sign of which it is a part.

(d) Duration. If an electronic message center sign displays a segmented message, the entire message must be completed within ten (10) seconds.

(e) Integration required. A changeable copy sign will only be permitted if it is part of a freestanding or on-building sign. This subsection does not allow for such signs to be displayed independent of a freestanding or on-building sign.

(4) Portable A-frame signs. Portable A-frame signs are allowed in commercial and industrial zones.

(a) Number. One (1) A-frame sign is allowed per business. If no business exists on a parcel of property, then one (1) A-frame sign is allowed for that property. If a business or property, as relevant, uses an A-frame sign, then a temporary sign under 17.52.100 cannot be erected.

(b) Location. An A-frame sign must be located within a property's setback, or within another commercially or industrially zoned business's setback, except as provided below.

(A) If the sign is located on another commercially or industrially zoned property, the sign owner must obtain written consent from the business's owner, or from the property's owner if no business exists on the property. As only one (1) A-frame sign is allowed per business or property, as relevant, this consent must also explicitly waive the owner's right to an additional A-frame sign.

(B) For properties without setbacks, or for properties that directly abut a sidewalk, the sign cannot impede pedestrian access along the business's frontage. A sign placed on or near a sidewalk must allow for at least five (5) feet of unobstructed sidewalk width.

(C) An A-frame sign cannot be placed within a roadway, or in medians, traffic islands or any other area within a roadway. Any sign so placed constitutes a safety hazard any may be removed by the City.

(c) Height. The maximum height of an A-frame sign is four (4) feet.

(d) Area. The maximum sign face area for an A-frame sign is six (6) square feet per side.

(e) Duration. A-frame signs may be displayed permanently, and may be displayed when a business is closed.

(f) Business license. After initial issuance of a permit for an A-frame sign, the permit will be renewed contemporaneously with business license renewal on an annual basis.

(A) The city administrator or designee will provide a permit form to be completed by and issued to the sign's owner prior to the owner's use of an A-frame sign. The form will include an acknowledgement by the sign's owner of the City's rules regarding A-frame signs, describe the precise location of the sign, and include other information necessary to ensure compliance with the City's sign code.

(B) If an A-frame sign owner's business license expires or is otherwise rendered invalid, the owner's use of its A-frame sign is prohibited until a new business license is issued.

(C) A business cannot obtain more than one (1) business license in order to have more than one (1) A-frame sign.

(5) Other signs in commercial and industrial districts. Signs under this subsection are allowed within commercial and industrial zones. Signs allowed under this subsection are in addition to other signs permitted under this chapter.

(a) Internal Sign.

(A) Location. An internal sign must be directed at visitors who have entered a given development, and not be directed to traffic passing by the development. To that end, the minimum setback for an internal sign is two (2) times the minimum setback required in the zoning district in which the internal sign is located, or at another location that ensures the sign is only directed at visitors of a development, as determined by the city administrator or designee. An internal sign traditionally identifies tenants or destinations within a development and directs traffic to such tenants or destinations.

(B) Area. The maximum area allowed for an internal sign is forty (40) square feet.

(C) Number. A development may have no more than four (4) internal signs, and the total aggregate area for all such signs cannot exceed forty (40) square feet.

(D) Height. An internal sign cannot exceed five (5) feet in height.

(E) Sight distance. An internal sign cannot obscure sight distance for on-site traffic.

(b) External Sign.

(A) Location. As opposed to an internal sign, an external sign may only be directed at traffic passing by or leaving a development. To that end, the setback for an external sign is one-half (1/2) of the minimum setback required in the zoning district in which the external sign is located, or at another location that ensures the sign is only directed at traffic passing by or leaving a development, as determined by the city administrator or designee. An external sign traditionally directs traffic to or from a given development.

(B) Area. The maximum area allowed for an external sign is three (3) square feet.

(C) Number. A development may have two (2) external signs per frontage.

(D) Height. An external sign cannot exceed four (4) feet in height.

(E) Clear vision. An external sign must comply with all corner vision and clear vision requirements.

17.52.080 Signs in open space districts.

(1) Signs in open space districts are limited to government owned or maintained signs.

(2) Number. One (1) sign is allowed for each parcel or lot zoned open space.

(3) Height. The maximum height of a sign in an open space district is six (6) feet.

(4) Area. The maximum area of a sign in an open space district is forty (40) square feet.

(5) Illumination. A sign in an open space district may be internally or indirectly illuminated consistent with this chapter's standards regarding the illumination of signs.

17.52.090 Signs in residential zoning districts.

(1) Number. One (1) permanent sign is allowed for each parcel or lot zoned residential.

(2) Type. The sign must be located inside the dwelling, located flat against the dwelling or located no further than four (4) feet from a residence's footprint.

(3) Area. The maximum area of a permanent sign in a residential district is two (2) square feet.

(4) Multifamily or residential subdivision standards.

(a) Area. The maximum area of a multifamily or subdivision sign is thirty-two (32) square feet.

(b) Number and type. One (1) freestanding sign is allowed for a subdivision development or a multifamily complex, even if more than one (1) tax lot or ownership is included in the development, except as follows:

(A) If a development has more than one (1) access point, one (1) additional sign may be located at a major public access point located on a different public road.

(B) In the case of (A) above, neither sign may exceed thirty-two (32) square feet in area.

(C) Individual properties within a subdivision are allowed a sign in accordance with subsections (1) through (3), above.

(c) Height. The maximum height of a multifamily or subdivision sign is five (5) feet.

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(5) Commercial and institutional use standards. The following standards apply to commercial uses approved as conditional uses in residential zones and to institutional uses that are nonconforming uses or that are approved as conditional uses in residential zones.

(a) Number. Only one (1) sign is allowed for a development or complex, even if more than one (1) tax lot or ownership is included in the development, except as follows:

(A) If a development has more than one (1) access point, one (1) additional sign may be located at a major public access point located on a different public road.

(b) Type. The sign may be freestanding or on-building.

(c) Area. The maximum sign face area is thirty-two (32) square feet.

(d) Height. The maximum height for a freestanding sign is five (5) feet, except for changeable copy signs, as provided below.

(e) Setbacks. A freestanding sign must comply with the minimum side and rear setbacks of the zoning district in which it is located. A freestanding sign may be located within the required front and street side setback areas.

(f) Changeable copy signs. In addition to the sign allowed under 17.52.090(5)(a), a church or school may have one (1) freestanding or on-building changeable copy sign.

(A) Such a sign may be internally or indirectly illuminated, but cannot be an electronic message center sign.

(B) Such a sign's maximum sign face area is thirty-two (32) square feet.

(g) Other standards. Signs approved under this subsection are not subject to 17.52.040(7)(d).

(6) Portable A-frame standards.

(a) Number. One (1) A-frame sign is allowed per lot or parcel.

(b) Location. An A-frame sign must be located within a property's setback. If the person responsible for the sign wants to locate the sign on another residentially zoned property, that person must obtain written consent from the owner of the property upon which the sign is to be placed.

(c) Height. The maximum height of an A-frame sign is four (4) feet.

(d) Area. The maximum sign face area for an A-frame sign is six (6) square feet.

(e) Duration. A-frame signs in residential districts are only allowed to be displayed as follows:

(A) From dusk on Fridays to dusk on Sundays; and

(B) From 10:00 a.m. to 2:00 p.m. on one weekday between Monday and Thursday.

17.52.100 Temporary signs.

(1) Temporary signs are allowed in addition to any permanent sign permitted under this chapter, except as otherwise stated below.

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(2) Number. One (1) freestanding or on-building temporary sign is allowed per lot or parcel, except as otherwise stated below.

(3) Height. The maximum height of a freestanding temporary sign is six (6) feet. No on-building temporary sign may extend above the roofline of the building on which it is located.

(4) Area.

(a) The maximum area of a temporary sign in a commercial or industrial zone is thirty-two (32) square feet.

(b) The maximum area of a temporary sign in a residential zone is sixteen (16) square feet.

(A) A residentially zoned lot or parcel may have two (2) temporary signs, so long as the total combined area of the two signs does not exceed sixteen (16) square feet.

(5) Anchoring. Temporary signs must be situated in a manner that prevents the sign from being blown from its location, while allowing the prompt removal of the sign.

(6) Duration. A temporary sign may only be displayed for one hundred and eighty (180) days total in any calendar year for each lot or parcel, or only until the event associated with the sign has ended, whichever is earlier.

(7) Setbacks. The minimum setbacks for a temporary sign shall be one-half of the minimum setback requirements of the zoning district in which the sign is located. If no setback exists, the sign must be located in an area that ensures it does not compromise public safety, as determined by the city administrator or designee.

(8) Additional temporary sign standards for commercial and industrial districts.

(a) Temporary signs may be displayed during hours of operation only.

(b) No temporary sign is allowed for any development or complex that has a changeable copy sign incorporated into a permanent sign.

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City of Gladstone Staff Report

Report Date: January 8, 2015
Meeting Date: January 13, 2015
To: Pete Boyce
From: Scott Tabor

AGENDA ITEM

Dog Park Fencing

History/Background

With the selection of Meldrum Bar as the site for the new Off Leash Dog Park, I had a request to Pacific Fence for the cost estimates for removing the existing fence at the Valley View site and to install about 1,000 feet of fencing at the Meldrum Bar site using the fencing removed from the Valley View. Their initial quote was higher than \$10,000.00 so we requested bids from several Portland companies, and only two responded.

Proposal

I propose that City Council accept the bid from Pacific Fence for \$17,595.00

Options

Since the Dog Park must be fenced, then we need to accept the bid. If there is no fencing, then the Dog Park should be abandoned.

Cost Impact

The cost is higher than the cost of the park at the Valley View site. But less than the litigation that would occur if the City does not abandon the operation at Valley View.

Recommended Staff Action

If the City of Gladstone wishes to have an Off Leash Dog Park, The Meldrum Bar site is the only responsible place to have it.

Department Head
Signature

Date

City Administrator
Signature

Date



1-8-2015

PROPOSAL

Scope of Work: The project consists of removal of approximately 357 feet of 6-foot slatted open mesh fencing at Nick Shannon Park on Valley View Rd., transporting the used fencing to Meldrum Bar Park, and installation of the used fencing together with approximately 1,050 feet of additional 6-foot tall galvanized chain link fence at a new Off Leash Dog Park site on Dahl Beach Rd. at Meldrum Bar Park. (2) 4-foot wide by 6-foot tall double gates with spring closure assists will be required to create a safety entrance for park users. (1) 10-foot wide by 6-foot tall double gate will be required for equipment and mowers.

The project includes cutting off the old fence posts below ground level at Nick Shannon Park to prevent any tripping hazard and disposal of the old posts. Holes for new fence posts shall be excavated a minimum 30 inches below grade and to a minimum 3 times the post diameter. Posts shall extend to the bottom of the hole. Post holes shall be backfill with minimum 3,000 psi concrete. Top of concrete shall be sloped away from the fence posts.

Mesh fencing shall be commercial grade 9 GA. galvanized chain link. Terminal posts shall be 2-7/8-inch OD, internal posts shall be 2-3/8-inch OD, top rail shall be 1-5/8" OD. Pipe wall thickness shall be ASTM A-120 Schedule 40 Structural Grade Galvanizing Tubing. Bottom tension wire shall be 7 GA. Lockable latches shall be provided for the park entrance and a lockable fork latch shall be provided for the equipment gate.

The quote is to be on a per unit basis. The City of Gladstone is not obligated to any minimum or maximum quantities under the contract. Refer to the attached documents for a list of the work to be performed.

Completion Date: All work shall be completed no later than Friday, March 13, 2015. Although, the City of Gladstone reserves the right to extend this date if unforeseen circumstances arise that impede the contractor's ability to make reasonable progress.

Contract Quantities: A list of estimated Contract Quantities is provided below together with a Schedule of Values to be completed by the Bidder. Quantities listed in this proposal are estimated and actual quantities may vary. The bid is to be on a per unit basis. The City of Gladstone is not obligated to any minimum or maximum quantities under this contract. Refer to attached maps for anticipated work to be performed. The amount of this contract will be less than \$100,000.00.

CONTRACT QUANTITIES & CONTRACTOR'S SCHEDULE OF VALUES

No.	Description	Unit	Quantity	Unit Price	Total Price
1.	Mobilization/Demobilization.	LS	1	\$150 ILS	\$150.00
2.	Removal of open mesh fencing at Nick Shannon Park. Transport to Meldrum Bar.	LF	357	\$1.52 I/LF	\$542.00
3.	Cut off existing posts at Nick Shannon Park below grade & backfill. Dispose of posts.	LS	1	\$350 ILS	\$350.00
4.	Excavate new post holes & dispose of excavated material. Backfill with concrete	LS	1	\$2,400 ILS	\$2400.00
5.	Install used fencing at Meldrum Bar Park. Installation to include posts, top rail, bottom tension wire, & all incidentals such as caps, tension bars & bands, tie wires & hog rings	LF	357	\$5.14 I/LF	\$1,835.00
6.	Provide & Install new 6-foot tall galvanized chain link fence at Meldrum Bar Park. Installation to include posts, top rail, bottom tension wire, & all incidentals such as caps, tension bars & bands, tie wires & hog rings	LF	1,050	\$10.10 I/LF	\$10,605.00
7.	Provide & Install safety zone entry for park by using (2) 4-foot wide by 6-foot tall gates with spring closure assist mechanism and lockable latches.	LS	1	\$1,117 ILS	\$1,117.00
8.	Provide & Install 10-foot wide by 6-foot tall double gate with lockable fork latch.	LS	1	\$596 ILS	\$596.00

Total Quotation Price: \$ 17,595.00

8-2

Receipt of the following Addenda is hereby acknowledged:

Addendum No. NONE Date Received _____ Signed Acknowledgement Mark Schoenheit

Failure to acknowledge receipt of Addenda will render the quotation non-responsive and therefore void. If no addenda received, please mark "none" and sign.

The undersigned declares that before preparing their quote, they read carefully the specifications and requirements for bidders and that their quotation is made with the full knowledge of the kind, quality and quantity of services and equipment to be furnished, and that their said quotation is stated on these pages. By signing this page of the quotation, the Contractor acknowledges and agrees to the terms and conditions of each of the forms included in the quote documents.

Mark Schoenheit V.P.
Authorized Official (Signature)

1/5/15
Date

Mark Schoenheit
Print Name of Authorized Official

Vice President
Title of Authorized Official

Pacific Fence & Wire
Company Name

503-233-6248
Telephone Number

P.O. Box 125
Address

Clackamas OR 97015-0125
City, State, Zip

15121
State Contractors License Number

marks@pacificfence.com
Email Address

Notes:

1. If the bidder is a co-partnership, so state, giving firm name under which business is transacted.
2. If the bidder is a corporation, this proposal must be executed by its duly authorized officials.
3. Proposals submitted must be complete and include pricing for the work to be completed, in whole, per the attached plans and specifications.
4. The City of Gladstone reserves the right to adjust the scope of the work to match available funds.

PROPOSAL

Scope of Work: The project consists of removal of approximately 357 feet of 6-foot slatted open mesh fencing at Nick Shannon Park on Valley View Rd., transporting the used fencing to Meldrum Bar Park, and installation of the used fencing together with approximately 1,050 feet of additional 6-foot tall galvanized chain link fence at a new Off Leash Dog Park site on Dahl Beach Rd. at Meldrum Bar Park. (2) 4-foot wide by 6-foot tall double gates with spring closure assists will be required to create a safety entrance for park users. (1) 10-foot wide by 6-foot tall double gate will be required for equipment and mowers.

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Mesh fencing shall be commercial grade 9 GA. galvanized chain link. Terminal posts shall be 2-7/8-inch OD, internal posts shall be 2-3/8-inch OD, top rail shall be 1-5/8" OD. Pipe wall thickness shall be ASTM A-120 Schedule 40 Structural Grade Galvanizing Tubing. Bottom tension wire shall be 7 GA. Lockable latches shall be provided for the park entrance and a lockable fork latch shall be provided for the equipment gate.

The quote is to be on a per unit basis. The City of Gladstone is not obligated to any minimum or maximum quantities under the contract. Refer to the attached documents for a list of the work to be performed.

Completion Date: All work shall be completed no later than Friday, March 13, 2015. Although, the City of Gladstone reserves the right to extend this date if unforeseen circumstances arise that impede the contractor's ability to make reasonable progress.

Contract Quantities: A list of estimated Contract Quantities is provided below together with a Schedule of Values to be completed by the Bidder. Quantities listed in this proposal are estimated and actual quantities may vary. The bid is to be on a per unit basis. The City of Gladstone is not obligated to any minimum or maximum quantities under this contract. Refer to attached maps for anticipated work to be performed. The amount of this contract will be less than \$100,000.00.

CONTRACT QUANTITIES & CONTRACTOR'S SCHEDULE OF VALUES

No.	Description	Unit	Quantity	Unit Price	Total Price
1.	Mobilization/Demobilization.	LS	1	1,019.00 /LS	\$ 1,019.00
2.	Removal of open mesh fencing at Nick Shannon Park. Transport to Meldrum Bar.	LF	357	3.62 /LF	\$ 1,292.34
3.	Cut off existing posts at Nick Shannon Park below grade & backfill. Dispose of posts.	LS	1	1,790.00 /LS	\$ 1,790.00
4.	Excavate new post holes & dispose of excavated material. Backfill with concrete	LS	1	7,774.00 /LS	\$ 7,774.00
5.	Install used fencing at Meldrum Bar Park. Installation to include posts, top rail, bottom tension wire, & all incidentals such as caps, tension bars & bands, tie wires & hog rings	LF	357	6.15 /LF	\$ 2,195.55
6.	Provide & Install new 6-foot tall galvanized chain link fence at Meldrum Bar Park. Installation to include posts, top rail, bottom tension wire, & all incidentals such as caps, tension bars & bands, tie wires & hog rings	LF	1,050	18.19 /LF	\$ 19,099.50
7.	Provide & Install safety zone entry for park by using (2) 4-foot wide by 6-foot tall gates with spring closure assist mechanism and lockable latches.	LS	1	1,126.00 /LS	\$ 1,126.00
8.	Provide & Install 10-foot wide by 6-foot tall double gate with lockable fork latch.	LS	1	718.00 /LS	\$ 718.00

Total Quotation Price: \$ 35,014.39

8-4

Receipt of the following Addenda is hereby acknowledged:

Addendum No.	Date Received	Signed Acknowledgement
<u>N/A</u>		<u>Doug Nasco</u>

Failure to acknowledge receipt of Addenda will render the quotation non-responsive and therefore void. If no addenda received, please mark "none" and sign.

The undersigned declares that before preparing their quote, they read carefully the specifications and requirements for bidders and that their quotation is made with the full knowledge of the kind, quality and quantity of services and equipment to be furnished, and that their said quotation is stated on these pages. By signing this page of the quotation, the Contractor acknowledges and agrees to the terms and conditions of each of the forms included in the quote documents.

Doug Nasco
Authorized Official (Signature)

01/05/15
Date

DOUG NASCO
Print Name of Authorized Official

VICE PRESIDENT
Title of Authorized Official

McDERMOTT FENCE & CONSTRUCTION INC
Company Name

503-256-3060
Telephone Number

9940 SE OAK ST.
Address

PORTLAND, OR, 97216
City, State, Zip

201616
State Contractors License Number

DOUG@MCDERMOTTFENCE.COM
Email Address

Notes:

1. If the bidder is a co-partnership, so state, giving firm name under which business is transacted.
2. If the bidder is a corporation, this proposal must be executed by its duly authorized officials.
3. Proposals submitted must be complete and include pricing for the work to be completed, in whole, per the attached plans and specifications.
4. The City of Gladstone reserves the right to adjust the scope of the work to match available funds.

January 8, 2015

Request for Bids for the fencing at the Off Leash Dog Park at Meldrum Bar were sent to:

Ricks Custom Fencing, No bid was received

McDermott Fence & Construction, A Bid of \$35,014.39 was received

Pacific Fence A Bid of \$17,595.00 was received

Scott Tabor
Public Works Supervisor

City of Gladstone Staff Report

Report Date: January 8, 2015
Meeting Date: January 13, 2015
To: City Council
From: Pete Boyce, City Administrator

AGENDA ITEM

Public Works Organizational Assessment

History/Background

The Public Works department is critical to maintaining, planning and developing funding mechanisms for City infrastructure. Currently, the department is staffed with 6 full-time personnel and one Public Works Supervisor. Some management duties are shared with administration. Public Works personnel are charged with maintaining and repairing roads, water, stormwater, sewer and parks. This represents hundreds of millions of dollars worth of City infrastructure. The City has completed or is in the process of completing master plans related to City infrastructure. Engineering services are contracted out when needed.

Proposal

Authorize the City Administrator to engage a qualified consultant to review the public works department and develop a report with recommendations regarding organizational structure including department management, staffing, engineering services, preventative maintenance practices, capital project management and facility management. The pros to this approach include identifying and implementing best practices, becoming more proactive with infrastructure maintenance, addressing facilities maintenance issues, and safe guarding public infrastructure investments. City Council may choose which recommendations to implement. I see no cons to developing the report other than the financial investment to have the report completed.

Options

Options could include not doing an organizational assessment. This would mean that the department would continue to manage infrastructure as it does today. With the public increasingly focused on long term infrastructure management this does not seem to be a good option.

Another option would be to develop the report internally. An issue with this option is that current staff do not have the expertise to develop the report.

Cost Impact

The cost impact is estimated in the \$8,000 to \$10,000 dollar range. The expense would be shared among public works budgets. This range is an estimate. The City would solicit quotes from at minimum three qualified consultants. There would also be staff time involved to answer consultant questions and provide support as needed. At this time the staff support is difficult to quantify.

Recommended Staff Action

Staff recommends City Council authorize the City Administrator to implement the above proposal.

Department Head:

Date:

Administration: Pete Boyce

Date: 1/8/15

City of Gladstone

Staff Report

Report Date: January 7, 2015
Meeting Date: January 13, 2015
To: Pete Boyce, City Administrator
From: Irene Green, Library Director

AGENDA ITEM

Approval of the Gladstone Public Library Policy Manual

HISTORY/BACKGROUND

The Public Library Division of the Oregon Library Association revised the "Standards for Oregon Public Libraries" in 2014. Each standard has three levels of achievement: "Essential", a baseline where any library operating below the essential standards is in critical condition and needs local, state, or OLA support; "Enhanced", where programs, services and other aspects of a library stands out compared to their peers; and "Exemplary", where a public library is recognized for being a state and/or national leader. Within the "Essential" standards, libraries are required to have written policies and procedures on: Circulation, Collection Management, Emergencies and Safety, Finances, Gifts and Donations, Human Resources, Interlibrary and Interagency Cooperation, Internet and Technology, Patron Suggestions, Public Relations, Rules of Conduct, Exhibits and Displays, Programming, Use of Meeting Rooms, Use of Library Equipment, Request for Consideration of Materials, and a Strategic Plan.

Prior to the proposed policies attached in this City Council packet, the library had three known policies: A Collection Management Policy dated 2006, an Internet Policy dated 2003; and a Display Policy dated 1999.

The newly revised library standards will now require the Gladstone Public Library to review all policies and procedures every three years.

COST IMPACT

There is no cost impact to adopt these policies.

RECOMMENDED STAFF ACTION

To review and approve the policies.

Department Head: Irene Green

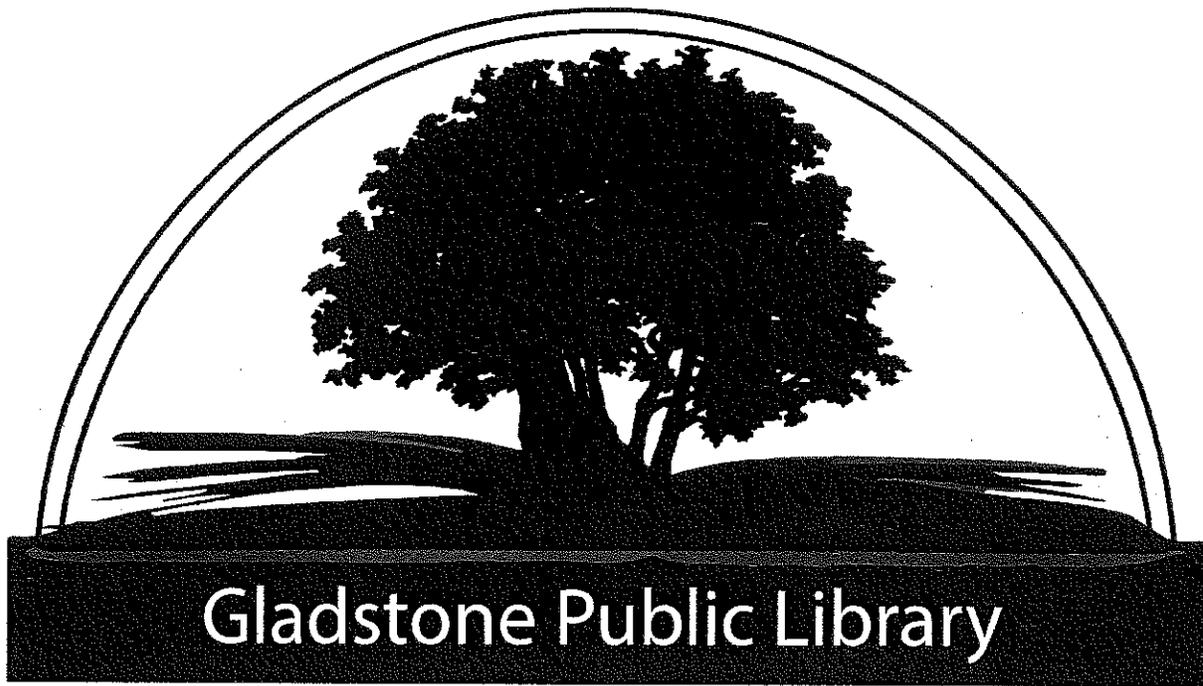
Signature *Irene M. Green*

Date *1/7/15*

City Administrator: Pete Boyce

Signature

Date



Policy Manual
Draft – December 2014

Gladstone Public Library Policy Manual

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2 PHILOSOPHY AND EXPECTATIONS

2.1 MISSION STATEMENT

The Gladstone Public Library will be recognized as a dynamic and transformational force in the community by creating an environment that nurtures intellectual freedoms, inspires curiosity, connects people with resources, supports new technologies, and contributes to the success of the community.

2.2 ETHICS STATEMENT

Library staff has a responsibility to maintain high ethical standards in accordance with library policies and to preserve the confidentiality of patron records.

2.3 EXPECTATIONS

It is the policy of the Gladstone Public Library Board that library users may expect a high quality of service that includes:

- Courtesy
- Reliable information
- Access to materials and information from other libraries and agencies
- Consideration of suggestions, complaints, and praise
- Confidentiality of patron records
- An atmosphere conducive to the use of the library

2.4 ENVISIONED FUTURE

The Gladstone Public Library is recognized as being indispensable to our community's success in lifelong education, economic growth and workforce development.

3 LIBRARY STRUCTURE AND ORGANIZATION

3.1 GLADSTONE PUBLIC LIBRARY

The library director manages the operations of the library and is directly responsible to the city manager who supervises all city departments.

The Gladstone Public Library is a member of the Library District of Clackamas County. This district was created by a vote of the people of Clackamas County and operates under the provisions of intergovernmental agreements approved by the City of Gladstone and the Library District of Clackamas County. The District provides the cities with: an automated library system and related telecommunications; courier services; database management services including creating/acquiring MARC format bibliographic records; inter-library loan services; and inter and intra-regional cooperative planning.

3.2 GLADSTONE PUBLIC LIBRARY BOARD

The Gladstone Public Library Board shall act in accordance with the provisions of Chapter 2.25, Ordinance No 1072 of the Gladstone Municipal Code and in accordance with Oregon Revised Statutes (ORS) 357.465.

3.2.1 MEMBERS/TRUSTEES

The Gladstone Public Library Board shall be composed of five (5) volunteers who are not officers of employees of the city. Board members shall be appointed by the Gladstone City Council and must be residents of Clackamas County and of the Gladstone Public Library service area. A majority of board members must be residents of the city of Gladstone.

Trustees shall be appointed or reappointed for four (4) year terms, staggered so that there will always be holdover members. No member shall hold appointment as a member for more than two full consecutive terms. Any person may be appointed again to the board after an interval of one year. (ORS 357.465[3]). The terms of office shall commence on the first day of the calendar year and trustees shall serve until their successors are appointed. Each member shall have one vote.

The Library Director shall sit with the board, provide information and reports, and take part in its discussions or deliberations. The Director shall have no vote on any matter to come before the board. A member of the Gladstone City Council may sit on the Gladstone Public Library Board and act as a liaison and a nonvoting member.

If a trustee has three (3) consecutive absences without prior notification from regular meetings, he/she shall be replaced with the new member being appointed by the Gladstone City Council. Appointments to fill a board vacancy shall be for the remainder of the unexpired term. If necessary to establish continuity of membership, appointments may be made for less than a four year term.

3.2.2 OFFICERS

Officers of the board shall be Chair or Treasurer and shall perform the duties prescribed by the bylaws and by the parliamentary authority adopted by the board. They shall be elected by the board at its first meeting in each calendar year to serve for one year or until their successors are elected. The officers may serve two consecutive terms in the same office. The chair shall preside over meetings, name committees, and call special meetings when it is deemed necessary. The treasurer shall preside in the absence of the chair.

The treasurer shall keep the books and submit financial reports at each regularly scheduled meeting of the board. The books shall be audited annually. The Library Board's funds, or fund, shall be maintained separately from the city budget. These funds will be for the benefit of the Gladstone Public Library and obtained from sales, gifts, devices or bequests. The expenditure of such funds will be the sole responsibility of the board based on policies which it establishes.

The Library Director, or his/her duly authorized representative, shall serve as secretary to the board and keep a record of all its actions (ORS 357.470).

3.2.3 POWERS AND DUTIES

The board shall have the powers and duties which are now or may hereafter be assigned to it by Charter, ordinance or resolutions of the city of Gladstone and general laws of this state. The board shall:

Advise the Library Director on policy matters pertaining to the Gladstone Public Library;

Assist in the formulation of policies for the operation and development of library services and facilities to best meet the current and long-standing needs of the community;

Make recommendations to the City Council regarding matters as outlined above;

Recommend to the City Council prospective board members based upon review of a standard application form and possible personal interview as Board vacancies occur;

Serve as an autonomous body to represent the needs, interests, and desires of the entire service area of the library;

Participate actively in the goals, aims and purposes of the Library Information Network of Clackamas County; and

Perform such other related duties as requested by the City Council

3.2.4 MEETINGS

The board shall establish a regular time and place for meetings and shall adopt such rules it deems necessary to conduct its business. The annual meeting of the Gladstone Public Library Board shall be held in January. Meetings shall be scheduled monthly. A meeting date may be changed or cancelled by the chair with prior notice to the membership.

Special meetings may be called by the chair and/or upon the written request of two or more members of the board. The purposes of the meetings shall be stated in the call and business discussed at the special meetings shall be limited to those matters listed in the call for the meeting. Except in cases of emergencies, at least seven days' notice shall be given.

Three members shall constitute a quorum.

3.2.5 COMMITTEES

The board shall establish all standing and special or adhoc committees. The chair shall appoint chairs of the committees with the approval of the board. Chairs shall select their committee members. Committee members may consist of the general public, library users, and/or library staff, depending on the nature and purpose of the committee. Charges to the committees will be expressly stated. Standing committee terms shall coincide with the term of the appointed officer

3.2.6 AUTHORITY

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the Gladstone Public Library Board in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Gladstone Public Library Board may adopt.

3.2.7 AMENDMENTS

Bylaws of the Gladstone Public Library Board may be amended at any regular meeting of the Gladstone Public Library Board by a two-thirds (2/3) vote of those present, provided notice of such amendment has been given in writing to all board members at least seven days prior to the meeting.

3.3 GLADSTONE PUBLIC LIBRARY FOUNDATION

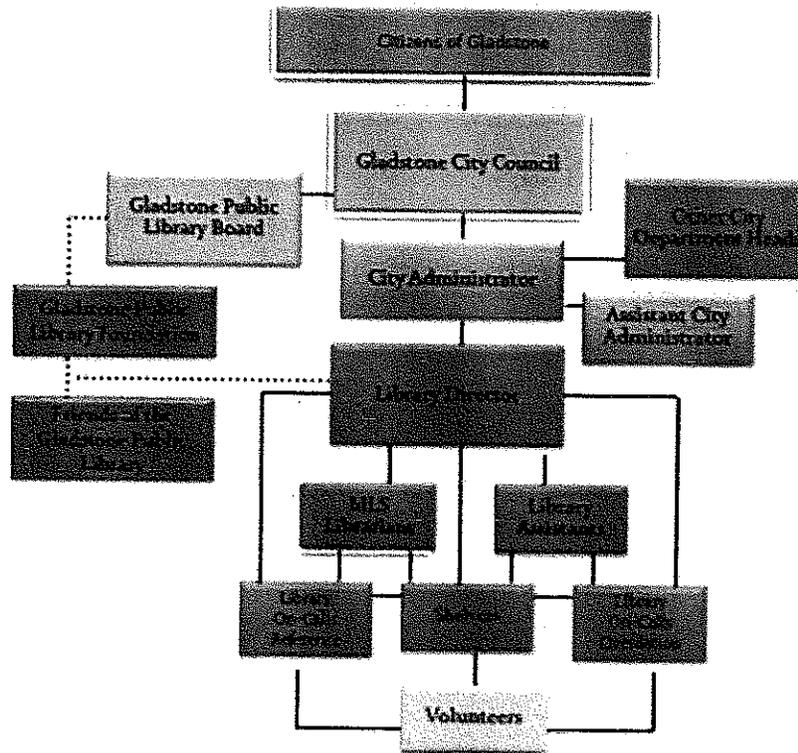
The Gladstone Public Library Foundation is a nonprofit 501(c)3 organization that provides support to the Gladstone, Oregon library community. It is independent of city and county government and is focused on the literary and cultural needs of the surrounding community. The foundation is directed by a nine-member all-volunteer board.

The goal of the Gladstone Public Library Foundation is to provide opportunity to all for lifelong education and development, support the library and its programs, and increase cultural awareness and pride in the community.

The Gladstone Public Library Foundation, with the help of the community, provides the library with support for reading and educational programs, and other opportunities for enrichment.

3.4 ORGANIZATIONAL CHART

GLADSTONE PUBLIC LIBRARY ORGANIZATIONAL STRUCTURE



10/14

10-12

4 PATRON RECORDS

4.1 CONFIDENTIALITY OF RECORDS

The Gladstone Public Library's confidentiality policies comply with applicable federal, state, and local laws. Oregon Revised Statute 192.502 (23) exempts from disclosure under open records law: The records of a library, including: (a) Circulation records, showing use of specific library material by a named person; (b) The name of a library patron together with the address or telephone number of the patron; and (c) The electronic mail address of a patron.

It is Gladstone Public Library policy to withhold information that would reveal the identity of a library patron who checked out or used certain materials or who requested an item of information from the Library. Information concerning a patron's account will only be released to that patron.

However, the Library will release information to the parent or guardian of a minor child for the purpose of recovering overdue material and settling accounts for lost, late or damaged material or charges incurred by minor children for which a parent or guardian may be considered liable. The library will not provide information to parents or guardians whose sole purpose for requesting the information is to determine what materials a minor child is using or viewing.

Notwithstanding the library's confidentiality policy, the library will release confidential patron records if ordered to do so by a court of competent jurisdiction. Before releasing these records, the Library Director may forward the court order to the city attorney's office for review.

4.2 CHOICE AND CONSENT

The Gladstone Public Library will not collect or retain a patron's private and personally identifiable information without the patron's consent. If a patron consents to give the patron's personally identifiable information to the library, it will keep it confidential and will not sell, license, or disclose personal information to any third party without the patron's consent unless the library is required by law to do so.

4.3 REQUEST FOR INFORMATION

The Library Director is the custodian of library records. All requests for records from law enforcement, the public, the press, or any other source must be forwarded to the Library Director. The Library Director will consult with the City Administrator and the City Attorney before deciding the appropriate response for records requests.

4.4 USE OF LIBRARY RECORDS

The Gladstone Public Library reserves the right to use library records for administrative and safety purposes, such as recovering overdue materials, payment for lost items, customer surveys, administrative mailings, or assisting in the investigation of crimes committed at the library. The library does not allow the use of library records for fund-raising or political purposes.

4.5 REQUIREMENT TO REPORT CHILD ABUSE

Child abuse is a crime. The passage of HB 4016 expanded the definition of mandatory reporters to include all "employee(s) or volunteers of a public or private organization providing child-related services or activities that allow the employee(s) or volunteers(s) temporary care, control or supervision of a child..." The state legislature made a decision to relieve a narrow group of mandatory reporters from the duty to report if the communication is privileged under ORS 40.225 to 40.295. Library employees are not within the narrow group of mandatory reporters that are exempt from the duty to report.

ORS 419B.010 establishes the duty to report and does not relieve a person of that duty (or of civil liability for failing to report) because of the confidentiality of library records.

As a mandatory reporter, a library employee is to report, if known, names and addresses of the child and parents or other persons caring for the child, the age of the child, the nature and extent of the abuse, including any evidence of previous abuse, the explanation given for the abuse, and any other information.

5 LAW ENFORCEMENT

5.1 LAW ENFORCEMENT REQUESTS

The library must comply with all applicable federal, state, and local laws. Oregon Revised Statute 192.502 (23) exempts library records from open disclosure law as stated in this policy manual under 4.1 *Confidentiality of Records*. Should law enforcement, or any agency of state, federal, or local government request patron records, they can only do so upon a court order or subpoena authorized under the authority of, and pursuant to, federal, state, or local law relating to civil, criminal, or administrative discovery procedures or legislative investigative power. All law enforcement requests will be referred to the Library Director. If the Library Director is unavailable, staff will inform the city manager or the assistant city manager of such request and supply them with the following information:

- The identification of the officer or agent including:
- Badge number
- Name of the law enforcement agency
- The officer/agent's name and phone number
- If possible, obtain a business card.

5.2 SEARCH WARRANTS AND SUBPOENAS

Any employee who receives a request for library records must ask for the identification of the person or entity making the request and then immediately refer such person or entity to the Library Director. In the absence of the Library Director, the employee should immediately refer to the designee in charge as assigned by the Library Director. The Library Director, or designee, should attempt to contact City Administrator and the library's legal counsel (City of Gladstone Attorney) and to have such legal counsel present.

In the event that legal counsel is not available, the Library Director, or designee, should only meet with the requesting person or agent with another library staff member in attendance. If the requesting person or entity, the agent, or officer of that person or entity does not have a court-issued order, subpoena, or search warrant compelling production of the records, the Library Director, or designee, will explain the library's confidentiality policy and the State's confidentiality law and inform the person that library patron records are not available unless the requesting party has presented a valid court order, subpoena or search warrant has been presented.

If the court order is in the form of a court-issued order or subpoena, before any records are produced, the library's legal counsel will examine the order or subpoena for any legal defect, including the manner in which it was served on the library, the breadth of its request, its form, or any insufficient showing of good cause made to the court. If the order is in the form of a duly-issued search warrant, the agent or officer may legally begin the search of library records as soon as

the Library Director, or designee, is served with the order. However, the Library Director, or designee, must ask to have the library's legal counsel present before the search begins in order to allow the library's legal counsel an opportunity to examine the sufficiency of the search warrant and to assure that the search conforms to the terms of the search warrant.

If the order is a search warrant issued under the Foreign Intelligence Security Act, the library may not disclose to any party, including the patron whose records are subject to the search, any information regarding the existence of the search warrant, or of the records that the library produced pursuant to the warrant. The Library Director or designee must seek legal advice concerning the warrant from the library's legal counsel and must request that the library's legal counsel be present during the actual search and execution of the warrant.

6 LIBRARY MATERIALS AND SERVICES

Essential to the mission of the library is the active promotion of library services, collections, community outreach and partnerships. All persons are welcome to use the library and library materials on the premises during operating hours. The privilege of borrowing materials requires a library card.

6.1 CIRCULATION POLICIES

6.1.1 CARD ISSUANCE

In order to receive a Libraries IN Clackamas County (LINCC) library card, patrons age 18 and over must complete a Gladstone Public Library application form. The first library card is free and available to all Clackamas County Residents except those residing in Johnson City. (Johnson City is not a part of the LINCC network and does not participate in the MIX agreement.) There is no minimum age to obtain a library card. The library will record required information from the library card application in the Library District's database under "Patron Record."

Residents of some neighboring counties may also receive a LINCC library card without a fee through the Metropolitan Interlibrary Exchange (MIX) agreement. Residents who live in Multnomah County, Washington County, Hood River County Oregon, reside in the Fort Vancouver Regional Library District, or in the City of Camas Washington, may obtain a LINCC library card without paying a non-resident fee.

6.1.2 ID REQUIREMENTS

At age 18, a card applicant is considered an adult for purposes of ID requirements. Adult applicants must be able to provide proof of identity and proof of residence in order to obtain a LINCC library card.

Although a picture ID is strongly encouraged, proof of identity may be presented using the following:

- Valid driver's license or Department of Motor Vehicles State ID card
- Valid passport
- An official government ID
- A valid state birth certificate or marriage certificate
- Valid student body card
- Social Security card
- Valid fishing or hunting license

Proof of residence may be verified by any of the following:

- Valid driver's license or Department of Motor Vehicles State ID card
- Property tax statement
- Rent receipt within the last 6 months
- Personal check with name and address imprinted
- Valid signed voter's registration card
- Business mail dated within 30 days
- Valid fishing or hunting license
- Valid vehicle registration

6.1.3 CARDS FOR MINORS

The library encourage everyone to get a library card. A co-signer of a parent, or legal guardian, is required in order for children 17 and under to obtain a library card. The parent, or legal guardian, is responsible for fines and other charges accrued on their child's card. This includes replacement costs and billing charges for lost materials. A parent or legal guardian in possession of a minor child's library card is permitted all services regarding the card. This includes picking up materials on hold, checking out materials, payment of charges, and full disclosure of materials checked out on the card.

Children ages 11-17 may use their student ID as proof of identification and may take the library card applications home for their parents to sign.

6.1.4 NON-RESIDENCE CARDS

Non-resident cards are issued to those who do not qualify for resident cards. The out-of county rates for non-resident cards are set by the consortium and approved by the Gladstone City Council in the Master Fee Schedule. Cards must be paid in advance and proof of current address is required. The current charge for a non-resident card is \$95.00 a year. Non-resident cards expire 365 days from the date of payment.

6.1.5 CARD EXPIRATION

Library cards do not expire. However, the library will delete cards from the library database that have been inactive for three consecutive years (1095 days), and which have no bills, checkouts or holds. The library will delete inactive cards owing less than \$100.00 after seven years of inactivity. Users with a status of "Barred" will remain in the system.

6.1.6 CARD IN-HAND REQUIREMENTS

Patrons must present a valid library card to conduct circulation transactions, or to receive information about a patron's circulation records. Patrons conducting business by phone must provide the library card barcode number. Discretionary exceptions to this policy may be made for the occasional forgotten library card if the patron offers valid identification.

6.1.7 LOST OR STOLEN CARD

The patron, or his or her parent/guardian, is responsible for reporting a lost or stolen card. If the card is not reported as lost or stolen, the patron is responsible for the items checked out on the card.

6.1.8 HIGH VOLUME CARDS

A High Volume Card is a library card issued to patrons who regularly exceed the stated 50 item loan limit and who have a proven record of responsible library card use. Patrons eligible for this card must be in "good standing" at their library, have had a card for at least six months, and have no more than three "claims returned" on their record. "Good standing" is defined as not having a card that is blocked or delinquent at the time that the High Volume Card is requested. The Director or Director's designee's approval is required for the library to issue a High Volume Card. The maximum number of items a patron can check out on a High Volume Card is 80. All libraries in the district agree to honor a High Volume Card issued by any other library in conjunction with the limits set by the Gladstone Public Library.

6.1.9 TEMPORARY CARDS

The library may issue a library card to temporary residents, i.e. visitors, college students, business travelers. Satisfactory proof of local and permanent address is required. Temporary cards are valid for 90 days and are limited to checking out three items. Reserves cannot be placed with a temporary card.

6.1.10 SCHOOL LIBRARY CARDS

Library cards may be issued to schools in Clackamas County. All library materials sent to schools will be processed through the library network office. Schools may choose to have items delivered through the ESD courier or delivered to their local LINCC library. Teachers may not use school cards for personal use.

- Checkout period: *6 weeks*
- Borrowing limit: *300 items*
- Holds allowed: *30 items*
- Overdue fines: *None*
- Replacement costs: *cost of the item.*

6.1.11 HOMEBOUND CARDS

The library issues cards to homebound patrons. Homebound patrons should meet the following criteria.

1. The help of another person or medical equipment such as crutches, a walker or a wheelchair is needed to leave your home *or* your doctor believes that your health or illness could get worse if you leave your home.
2. It is difficult to leave your home and you typically cannot do so.

Homebound patrons do not accrue fines and may checkout items for 6 weeks. There are three ways homebound patrons receive library items:

- A caretaker may pick the items up at the library with the homebound patron's library card.
- Library materials delivered by mail
- An approved library volunteer drops delivers them to the patron's home or facility.

6.2 CIRCULATION OF MATERIALS

6.2.1 LOAN PERIODS

Items are loaned for the following loan periods.

- DVDs 7 Days (no renewals on Lucky Day)
- Lucky Day Books 14 Days (no renewals)
- New Books 14 Days
- Books 28 Days
- Audio Books 28 Days
- Music CDs 28 Days
- Holiday Music/Books 14 Days
- Magazines 14 Days
- Kindles 14 Days
- Xbox & Wii Games 7 Days
- Cultural Passes 1 Day

Books marked as Reference, current issues of all periodicals, and all material in archives are for in-library use only.

6.2.2 MATERIAL RENEWALS

Most materials may be renewed up to five times if they are not on reserve for another patron. Lucky Day materials cannot be renewed. Interlibrary loans may or may not be renewed depending on the policies of the lending library.

6.2.3 EXTENDED LOAN

The loan period may be extended to accommodate a patron's request if the material is not in high demand or likely to be requested. Only materials owned by the Gladstone Public Library are eligible for extended loans. All circulating items are eligible for an extended loan. The maximum extended loan period is nine weeks.

6.2.4 HOLDS

Patrons are limited to a maximum of 15 holds per card and 25 holds for a High Volume Card.

6.2.5 BORROWING MAXIMUMS

A maximum of 50 items can be checked out per card. Patrons are limited to checking out three video games per card and 15 DVDs per card. A maximum of 80 items can be checked out on High Volume Cards.

6.2.6 RETURNING MATERIALS

With the exception of Cultural Passes and Kindles, a patron may return items to any Clackamas County Public Library regardless of where they were originally checked out. Cultural Passes and Kindles must be returned to the Gladstone Public Library.

The library does not assume responsibility for items that are not properly returned, including any items left at the door.

NOTIFICATION SYSTEM

6.2.7 HOLD AVAILABLE

The Gladstone Public Library will notify patrons via the LINCC's email or phone system when their holds are available for pick-up. Notifications are sent out daily. Depending upon a patron's notice preference, the notice may be received the day after the item is available for pick-up. The library will hold items for a maximum of 10 days.

6.2.8 HOLD EXPIRE

Patrons will receive a courtesy notice via the LINCC system three days prior to the expiration of their hold. A notice for "Hold Expire" is sent out after the last copy of an item is discarded stating the item is no longer available. All holds expire after one year if not filled. Hold Expired notices are in only in the form of email or paper preferences.

6.2.9 OVERDUE NOTICES

Depending on the preference noted on a patron's account, patrons will receive an email, phone call, or written notification via the U.S. Postal Service from the LINCC system, 10 days after an item is due and then again 30 days after the due date.

6.2.10 BILLS FOR LOST ITEMS

Items not returned within 45 days after the due date will be deemed as lost. Bills for lost items are sent via the U.S. Postal Service 45 days after an item is due.

6.3 CHARGES AND FEES

The library operates best when all patrons cooperate for the timely check out and return of items. This enables all patrons to have a larger selection of materials available. Fines begin accruing the day after the material is due.

The library may impose fines or charges as provided in ORS 357.975 and Gladstone City Council Resolution 1033 in the event that a patron willfully refuses to return library items. The library may impose fines or charges as follows.

6.3.1 OVERDUE CHARGES

The library will charge a daily fine of 25 cents for each item that is overdue.

- \$3.00 maximum per children's item
- \$5.00 maximum per adult item

6.3.2 LOST MATERIALS CHARGES

The charge for a lost item is the cost of the item. The library will refund the lost book charge if a lost item is found and returned to the library in good condition within six months. A late fee may be charged. Lost items borrowed from other libraries will be charged according to the fees of the owning library. The library that accepts payment for lost items will retain those funds regardless of whether the item is later returned.

6.3.3 DAMAGED MATERIALS

Any item damaged beyond repair is handled as a lost item. Damage to non-print material is assessed on an item-by-item basis. The library is not responsible for personal equipment damaged by library materials. Fees for damaged materials are as follows:

6.3.3.1 *Lost or Damaged Barcode Label*

- \$1.00 fee per label on library materials.

6.3.3.2 *Missing Booklet or Artwork*

- \$3.00 fee to replace missing booklets or artwork from DVDs and CDs

6.3.3.3 *Broken or Missing CD Case/Kits*

- Single CD Case \$1.50
- Double CD Case \$3.00
- Bag with barcode missing \$2.00

6.3.3.4 Library Card Replacement Fee \$1.00

6.3.3.5 *Lost Cultural Pass*

- Replacement cost (varies from \$75.00 - \$200.00)

6.3.4 WAIVING FINES

Library staff may waive fines charged to patron records under certain circumstances. These include a crisis (family, medical, financial, etc.) theft, confusion about library policies or services, or possible error. The Director or designee must approve any fine waived in excess of \$10.00. Library staff may not waive charges on their own accounts or accounts involving their family members, friends or household members.

6.3.5 CLAIMS RETURNED

If a patron claims that they returned an item considered lost, a staff member will search for the item. If the item is found, library staff will immediately remove all associated charges from the patron's account. A patron may have up to six active claims returned at any one time.

6.3.6 REFUND CREDIT FOR LOST ITEMS

A refund or credit will be in the amount of the item price minus the amount of overdue fines owed by the user for the item. The LINCC library that collected the money will issue the refund. A patron must show a receipt in order to receive a refund. The City of Gladstone's Finance Department will issue refunds that exceed \$25.00. Refunds or credits can only be issued within 6 months of payment.

7 INTERLIBRARY AND INTERAGENCY COOPERATION

7.1 INTERLIBRARY LOAN

Items not owned by libraries in the LINCC network can be requested from other libraries through Interlibrary Loan. The lending library will decide whether or not to honor requests and/or charge for the item. The exact time for receiving items cannot be guaranteed.

The Gladstone Public Library enhances its borrowing and lending capabilities through membership in the OCLC (Online Computer Library Center) network, an automated system that connects the library to over 5000 libraries in the United States and other countries. The Library relies on resource sharing as an extension of the collection. The Gladstone Public Library will ask to borrow materials for patrons upon request. The Gladstone Public Library will also share its collection with any other library upon request when possible.

7.2 HOLDS REPORT

As a member of the LINCC Network, the Gladstone Public Library is responsible for printing the holds pickup report at least once each day the library is open for business. The library is also responsible for checking and resolving all items on the pickup list within one business day of printing the list. Other lists to be completed daily may include but are not limited to: "clean hold shelf", "staff cancelled holds", and "change pickup location".

7.3 INSPECTION FOR DAMAGES TO PRINT AND NON-PRINT

Patrons may return library materials at any Clackamas County Library. It is the responsibility of each library to inspect materials for obvious damage or missing parts. If a library material is found damaged or incomplete it will remain checked out to the patron and sent directly to the owning library with the patron information and a description of the problem.

7.4 COURIER DELIVERY

Courier service is provided through the intergovernmental agreement formed among the Clackamas County Libraries. Courier delivery to each library shall occur daily and on a regular schedule. Exceptions are be made due to inclement weather and other unforeseen circumstances. It is the responsibility of the library to check-in all items received from and for other libraries before the currier arrives the next business day.

8 COLLECTION DEVELOPMENT AND MATERIALS SELECTION

8.1 PHILOSOPHY

To support the mission of the Gladstone Public Library, library materials are selected and made accessible to the public. The Gladstone Public Library Board adopts this materials selection policy to guide librarians and to inform the public about the principles upon which selections are made. While a policy cannot replace the judgment of librarians, stating goals and indicating boundaries will assist in choosing from a vast array of materials available.

8.2 POLICY STATEMENT

The Gladstone Public Library upholds the following principles of service:

8.3 ACCESS

Provide open, non-judgmental access to collections and services without regard to ethnicity, citizenship, national origin, age, gender, educational level, economic status, religion, disability, or any other protected class, qualification, or condition. Promote and provide free access to the communication of ideas and information.

Advocate and support First Amendment rights and the Library Bill of Rights, and protect library materials from censorship.

The Library Board believes that although anyone is free to reject for himself/herself library materials that he or she does not approve, the individual cannot restrict the freedom of others to read, view, or hear. Parents or legal guardians have the responsibility to guide and direct the reading, viewing, or listening of their own minor children. The library does not take the place of the parent or legal guardian.

8.4 CRITERIA FOR SELECTION

- Create an environment that encourages users to encounter the rich diversity of concepts upon which a democratic society depends.
- Materials selected for the library collection are intended to meet the cultural, informational, educational, and entertainment needs of the citizens of Gladstone.
- The primary objective of selection is to acquire materials of both contemporary significance and permanent value. The Gladstone Public Library strives for representative and current materials that reflect new trends, ideas, and controversial topics from various points of view as well as a broad range of material that illuminates the past.
- Each item selected or donated, regardless of format, is evaluated in accordance with established library procedures.

- Since no library can feasibly acquire all print and non-print materials, every library must of necessity employ a policy of selectivity in acquisitions. Selection decisions are made on the basis of staff member judgment, expertise and knowledge of what is already in the collection, and by evaluating reviews and other selection tools and criteria.
- As set forth in the Gladstone Public Library Internet Policy, the selection of websites and online information should be consistent with the goals and principles of this Materials Selection Policy. Ultimate responsibility for the selection of library materials rests with the Library Director, who operates within the framework of this policy.

8.5 RECONSIDERATION OF MATERIALS

Library customers may request that materials be re-evaluated for placement or re-considered for inclusion in the library collection. The criteria employed in the selection process are intended to be inclusive, rather than exclusive, and are deliberately flexible. Although all relevant factors are considered in the selection process, some may be given more weight than others in any specific selection decision. The evaluation of materials is characterized by flexibility and responsiveness to the changing needs of Gladstone citizens. These changing needs require that materials be evaluated initially and on a continuing basis. Consequently, materials that were not recommended for purchase initially may be purchased later.

The Gladstone Public Library recognizes the right of individuals to question the placement of materials in the library collection. Anyone questioning material in the collection may ask the staff about such materials. A staff member will give the patron a copy of this policy.

Individuals still questioning library materials may complete a written "Request for Reconsideration of Library Materials" form. The form will be referred to the Library Director. The Library Director will consider whether the material meets the criteria of the selection policies described in this policy. The Library Director will respond, in writing, to each individual as soon as possible citing the reason(s) for the decision.

8.6 DE-SELECTION

Library staff continuously monitor materials within the library collection. Staff may withdraw items if they contain outdated or inaccurate information, are superseded by a newer edition, become worn, badly marked or damaged, or are duplicates or seldom used materials. Factors in the decision to withdraw items will include material space, replacement cost, and the quality and appearance of the collection. Additionally, multiple titles are essential in meeting the public demand for best sellers and other heavily used materials. Donations, memorials, and gifts of material to the library will be accepted subject to this same selection criteria.

8.7 PATRON REQUESTS

The library strongly encourages its patrons to suggest items, topics, or authors they would like to see included in the collection. Patron suggestions will receive serious consideration and requested materials will be purchased whenever possible.

9 GIFT ACCEPTANCE POLICY

The Gladstone Public Library welcomes donations and gifts of materials that enrich and improve public library resources gifts as well as gifts of money, securities, or real property. The Library Director and/or the Library Board and/or the Gladstone Public Library Foundation, as appropriate, is authorized to accept donated materials and gifts as long as no restriction is placed upon their location, use, or disposal.

Gifts having significant ramifications to library's operations, or policy, shall be directed to the Gladstone Public Library Board. The Gladstone Public Library Board will disseminate information on any gift requiring additional attention to the Gladstone City Council.

The Gladstone Public Library Board receives and oversees gifts of cash or gifts with marketable value for support of the library. The Library Director will direct to the Gladstone Public Library Board these gifts that the Director deems to be most appropriately considered and handled by the Board. The Board may also accept gifts presented directly to the Gladstone Public Library Board.

- The Gladstone Public Library Board will serve as a Gift Acceptance Committee to address and resolve due diligence issues with regard to gifts of property that may present legal, environmental or other complications for the Library. The Library Board will collaborate with the Library Director to officially acknowledge gift proceeds.
- Gifts bequeathed to the library will generally be directed to the Gladstone Public Library Board for handling and subsequent distribution to the library according to wishes of the legator.
- The Gladstone Public Library Board will not retain ownership of securities, real estate, or of in-kind gifts. If in-kind gifts are not intended to become the property of the library for use, display, or as art of the collection, they will be disposed of or sold and the proceeds distributed to the library according to the donor's wishes.
- Unrestricted gifts will be distributed to the library in collaboration with the Library Director, who is responsible for determining the library's priorities and needs.
- Gifts with donor restrictions accepted by the Gladstone Public Library Board will be distributed to the library according to the donor's wishes and consistent with the Library's Gift Acceptance Policy.

9.1 VALUATION OF PROPERTY

- The library and its entities are not legally authorized to appraise or estimate the value of property donations for tax purposes. The responsibility for such assessment lies with the donor.
- Each organization will provide, on request, a receipt for donations of library materials or

other in-kind items describing their quantity, general nature and condition. When a donor makes a charitable contribution of property (other than money or publicly traded securities) and the amount claimed (or reported as a charitable deduction) exceeds thresholds of \$250, \$500 and \$5,000, the donor generally must meet certain additional substantiation requirements. Those donors in need of an itemized list of their donations and/or of a specific IRS Contribution Receipt form must present the list and/or form with their donations.

- Donors should discuss details regarding gifts of property and appraisal requirements with the donor's tax counsel and with the Library Director.

9.2 GIFT RESTRICTIONS

Donors may place restrictions on gifts under the following conditions:

- The restriction must be compatible with the overall mission of the library.
- The restriction cannot impede the ability of the library to acquire gifts from other sources.
- The restriction cannot place any undue burden on the library's resources.
- The restriction cannot subject the library to adverse publicity.
- The restriction cannot require the library to violate existing policies or agreements.

The donor must clearly communicate in writing any restrictions. The Library Board and Library Director must approve any restrictions before the gift is accepted, and some gifts may require the Gladstone City Council approval.

9.3 GIFT ACCEPTANCE APPROVAL

The Library Director, the Gladstone Public Library Board or the Gladstone Public Library Foundation, as appropriate, must approve the acceptance of the following types of gifts:

- Gifts of art or other valuables given on the condition that it/they be used or displayed in the library or that they encumber the library either financially or administratively. If the gift is approved, the donor may be required to provide a current appraisal completed by a qualified third-party appraiser.
- Gifts to create a new library program.
- Gifts of unusually valuable book, CD, DVD, or specific item collections.
- Securities that are not readily marketable. These may include closely held stock, limited partnership interests, joint venture interests and other forms of investments that may not fall into the marketable securities category.
- Real estate. Every proposed gift of real estate must be examined in conjunction with the Gladstone City Council on its individual merits, including but not limited to, the title to the property and its insurability, the results of environmental investigations, and marketability. The donor must provide a current appraisal completed by a qualified third-part appraiser.
- Gift annuities.
- Charitable Remainder trusts or Charitable Lead trusts.

- Named endowment funds.

Gifts of materials are accepted with the understanding that the library reserves the right to add them to its collection, distribute them to other libraries, donate, trade, sell, or discard them. Donated books or lost items not included in the collection may be given to the Gladstone Public Library Foundation for their books sale to benefit the library.

Books or items given with a requirement that they be placed in the collection are subject to the Collection Development Policy and with consideration regarding condition, value and usefulness of the items. The Library applies the same criteria for evaluating gift items as it applies to materials purchased. The Library is not responsible for notifying donors of withdrawal or replacement gift items.

The Library reserves the right to decline any gift that interferes with its ability to fulfill its mission; violates Oregon or the City of Gladstone's Code, library policies or agreements; or that unduly encumbers the library.

9.4 ROLE OF THE LIBRARY DIRECTOR, THE LIBRARY BOARD, AND THE LIBRARY FOUNDATION

The Library Director may accept gifts that in the Director's judgment do not require the Gladstone Public Library Board's approval. The Library Director may generally accept cash gifts made directly to the library, most in-kind gifts, and gifts of library materials. The Library Director will officially acknowledge such gifts as appropriate. If, in the Library Director's judgment, a gift requires Library Board approval, the Director will forward a request to the Board for its consideration and action as appropriate under the terms of the Gift Acceptance Policy.

9.5 DISPOSITION OF GIFT MATERIALS

Materials may be donated to the Gladstone Public Library Board and be sold on behalf of the city for the benefit of the library. Materials may be also be offered to other libraries and/or institutions (hospitals, nursing homes, etc.). The library may recycle or discard donated materials that are of limited use to the public or which cannot be sold or donated to other institutions.

10 RULES OF BEHAVIOR

10.1 BEHAVIOR GOVERNING THE USE OF THE GLADSTONE PUBLIC LIBRARY

The Gladstone Public Library's behavior rules have a threefold purpose: to protect the rights and safety of library patrons, to protect the rights and safety of staff members, and to preserve the library's materials, facilities and property. The Gladstone Public Library supports the right of all individuals to free and equal access to information and use of the library without discrimination, intimidation, threat of harm, or invasion of privacy. The library is dedicated to providing friendly, courteous and respectful service, and an enjoyable, clean and comfortable environment for all library users. For everyone's safety and protection, the library reserves the right to inspect an individual's belongings including purses, backpacks, bags, parcels, shopping bags, briefcases, and other items to prevent unauthorized removal of library materials and equipment or for the health and safety of staff and other customers. The library prohibits the bringing in of personal belongings, backpacks, garbage, or articles, with an offensive odor, or articles which, alone or in their aggregate, are placed against buildings, furniture, equipment, or fixtures in a manner that interferes with the use of the library by other users.

10.2 DEFINITIONS AND SCOPE

These behavior rules apply to the library's interior and exterior, and to all grounds and buildings controlled and operated by the Gladstone Public Library (the "premises") and to all persons entering in or on the premises. Listed below are the library's behavior rules. Persons who violate these rules may be removed from the premises and excluded from future use of all library premises.

10.3 BEHAVIOR POLICY

The Gladstone Public Library Board and the Gladstone City Council have adopted Ordinance No. 05-2013 of the Clackamas County Code – Library Exclusion Process as adopted on October 17, 2013 by the Board of County Commissioners. The code states as follows:

ORDINANCE NO. 05-2013

AN ORDINANCE AMENDING CHAPTER 6.09 OF THE CLACKAMAS COUNTY CODE – LIBRARY EXCLUSION PROCESS

WHEREAS, the Clackamas County Board of Commissioners finds that disruptive behavior on County Library property is contrary to the public health, safety and welfare and hinders the ability of County staff to provide service; and

WHEREAS, the Clackamas County Board of Commissioners wishes to update and clarify the authority to County staff to exclude persons from the Library who engage in such disruptive behavior;

Now, therefore, the Board of Commissioners of Clackamas County amends the Clackamas County Code as follows:

Section 1: Chapter 6.09, Library Exclusion Process is amended in its entirety to read as follows:

6.09 LIBRARY EXCLUSION PROCESS

6.09.010 EXCLUSION FROM LIBRARY

- A. A person is subject to a warning notice, exclusion from library property, immediate ejection from library property or may otherwise have their library privileges restricted or suspended for a period of up to ninety (90) days for any of the following conduct:
1. **Sleeping.** Sleeping using bedding, sleeping bag or other sleeping matter in the library unless such use has been approved in advance by the Library Director;
 2. **Unrelated Activities.** Use of Library facilities and/or equipment for activities unrelated to the purposes of the Library;
 3. **Excessive Noise.** Loud or excessive noise or use of amplified recording or sound production equipment, including, but not limited to, radios, tape recorders, compact disc (CD) players, and digital media players, such that the sound produced is audible five (5) feet from the device, unless such use has been approved in advance by the Library Director.
 4. **Children Required to be in School.** Violating ORS 339.010 or any successor statutes, which requires children between the ages of 7

and 18 years who have not completed the 12th grade to attend regularly a public full-time school, unless the child is exempt from compulsory school attendance by ORS 339.030.

5. **Disruptive Behavior.** Disruptive behavior, which includes, but is not limited to:
 - a. any illegal activity;
 - b. damaging library materials or equipment;
 - c. smoking;
 - d. drinking alcoholic beverages;
 - e. littering;
 - f. soliciting;
 - g. running;
 - h. harassing patrons and/or staff;
 - i. using abusive or threatening language or gestures;
 - j. create public disturbance;
 - k. panhandling; or
 - l. riotous behavior.
6. **Disobeying Library Staff.** Disobeying the direction of a library staff member.
7. **Interference with Use or Duties.** Persons who interfere with the use of the Library by other persons, or interfere with Library employees' performance of their duties.
8. **Appropriate Clothing.** Persons who are not wearing a shirt or other covering of their upper bodies, pants or other covering of their lower bodies, or who are not wearing shoes or other footwear.
9. **Hygiene.** Persons whose bodily hygiene is offensive so as to constitute a nuisance to other persons shall be required to leave the building.
10. **Weapons.** Persons who bring a weapon into the library unless authorized by law under ORS 166.370.
11. **Animals.** Allowing any non-service animal that is not pre-approved by library staff into the library. Any service animal that is allowed to annoy, molest, bark continuously, attack or injure any person or animal on library property or is tied up and left unattended will no

longer be deemed a service dog and will not be permitted to remain on the premises.

Under the federal Americans with Disabilities Act, a service animal is defined as a dog that is individually trained to do work or perform tasks for people with disabilities. The work or task a dog has been trained to provide must be directly related to the person's disability. A service animal whose sole function is to provide comfort or emotional support do not qualify as service animals under the ADA.

12. **Concessions and Solicitations.** Persons who engage in any of the following on library property:

- a. Operate a concession, either fixed or mobile, without having obtained a permit or contract from the Director;
- b. Solicit, sell, or offer for sale, peddle, hawk, or vend any goods, wares, merchandise, food, liquids or services without having obtained a permit or contract from the Director; or
- c. Advertise any goods or services, except signs painted or mounted on vehicles in personal use, without having obtained a permit from the Director.

- B. As used in subsection A above, the term "library privileges" means the ability to obtain the use of any printed material, pictures, sound recordings or information that is kept in any form within any Clackamas County Library building, and to physically enter any Clackamas County Library.
- C. A person may be immediately ejected from the library based on conduct from subsection A, at the discretion of the Library Director or other authorized designee.
- D. A person may obtain a permit to engage in concessions or solicitations, as referenced above in subsection A(12), by submitting a completed application to the Director. The Director will use a range of content-neutral factors to make a determination whether to use the permit. If a permit application is denied, the applicant may file an appeal following the procedures in 6.09.040 below.

6.09.020 **PERSONS AUTHORIZED TO ISSUE EXCLUSION OR WARNING NOTICES OR EJECT INDIVIDUALS FROM PROPERTY.**

The Library Director is hereby designated as the person in charge of the Library for purposes of excluding or ejecting individuals and issuing exclusion or warning notices in accordance with this Chapter. The Library Director may authorize other personnel to exclude or eject individuals or issue exclusion or warning notices consistent with this Chapter.

6.09.030 **ISSUANCE OF WARNING OR EXCLUSION NOTICES.**

- A. Warning Notice.

At the time of the occurrence of any conduct identified in Section 6.09.010.A, the Library Director, or designee may issue a written warning notice. The notice shall specify that in the event a second notice is issued to the individual within ninety (90) days of the first notice, that person shall be subject to exclusion from the Library and/or lose such other Library privileges as the Library Director may determine to be appropriate for a period of up to ninety (90) days. The warning notice shall include information concerning the right to appeal the warning notice to the County Administrator.

B. Exclusion Notice.

The Library Director may issue a written exclusion notice excluding the person from the Library. If an individual engages in conduct described in section 6.09.010(A) above that warrants exclusion without a warning notice, then the individual will receive a written exclusion notice.

The notice shall specify that the person is to be excluded from the Library, the period of the exclusion, the time the exclusion is to commence, as well as contain information concerning the right to appeal the exclusion notice to the County Administrator.

6.09.040 RIGHT TO APPEAL.

- A. The individual who is excluded, to whom a warning or exclusion notice is issued, or to whom a permit application has been denied shall have the right to appeal the decision.
- B. An appeal must be filed, in writing, with the County Administrator within five (5) business days of the notice's issuance. The notice of appeal shall state the following:
1. The appellant's name;
 2. The appellant's address and a telephone number where they can be reached.
 3. A concise statement as to why the exclusion, denial of a permit or issuance of the notice was in error; and
 4. Attach a copy of the notice or letter of denial.
- C. A hearing on the appeal shall be held no more than thirty (30) calendar days after the filing of the appeal, except in the event the County Administrator determines otherwise. The hearing shall afford a reasonable opportunity for the person requesting it to present and rebut evidence that the warning, exclusion, or permit denial is invalid or unjustified. The decision of the County Administrator is final and shall be in writing. The written decision shall state how it can be appealed.
- D. The warning or exclusion shall remain in effect during the pendency of the appeal.
- E. The County shall have the burden to show by a preponderance of evidence that the warning or exclusion is based on conduct described in Section 6.09.010. In the case of a permit denial, the County shall have the burden to show by a preponderance of

the evidence that the denial of the permit was determined through a content-neutral analysis.

- F. Copies of any and all County documents used by the County at the hearing shall be made available to the appellant upon request.

11 SERVICE ANIMAL POLICY

For the safety and comfort of library patrons, pets, companion, and therapy animals are not permitted in the library. Service animals are permitted.

A service animal is defined by the Americans with Disabilities Act as one that is "individually trained to perform tasks for people with disabilities."

12 CHILD SAFETY POLICY

12.1 UNATTENDED CHILDREN

The Gladstone Public Library is dedicated to providing a welcoming environment that encourages children to visit the library, attend programs, and use the library collections and computers. However, the Gladstone Public Library does not accept responsibility for a child's safety and supervision.

Parents and legal guardians must adequately supervise children less than 10 years of age. Adequate supervision is defined as having a parent/guardian or assigned caregiver in the immediate vicinity (within sight and conversational distance). Children 10 and older may use the library unattended provided they maintain proper behavior. Staff is authorized to contact appropriate authorities if a situation appears to be dangerous or neglectful to a child, or if a parent/guardian or caregiver cannot be located or contacted within 30 minutes or if a child is suspected to be truant. The library is not responsible for children who are left unattended as of library closing time. Failure to comply with this policy may result in suspension of library privileges

12.2 CHILD/VULNERABLE ADULT SAFETY

Library employees and volunteers who work with youth (under age 18) and vulnerable adults should observe the two person rule or open door policy. The two person rule requires that employees make every reasonable effort to avoid situations where an employed or volunteer worker is alone with a child or youth in a closed room with no outside visual contact. The open door policy requires any solid panel door be open at all times an employee or volunteer worker is alone with a child or youth. Staff members are prohibited from transporting a minor child, taking away a minor child from the library building, or remaining in a building alone with a minor child.

13 COMPUTER USE POLICY

13.1 INTRODUCTION

The Gladstone Public Library provides access to a broad range of information resources, including those available through the Internet. The library makes this service available as part of its mission to provide free and open access to information of all types in a wide range of formats for library users of all ages and backgrounds. The Internet is a global electronic network of ideas, images and commentary that may enhance resources already available in the library. However, the library cannot control the information available over the Internet and is not responsible for its content. Some sources provide information that is inaccurate, incomplete or dated; some sources may be offensive, disturbing, and/or illegal.

13.2 INTELLECTUAL FREEDOM

The Gladstone Public Library upholds the rights of all library users to read, seek information and speak freely as guaranteed by the First Amendment, regardless of format or technology. These are fundamental rights in a democratic society and are core values of the library.

13.3 GENERAL RULES GOVERNING USE

All users must comply with signup and time limitations in order to allow all users an opportunity to use the equipment

All users must respect the privacy of other users and not attempt to censor or comment upon what others are viewing.

The Library's Rules of Conduct and pertinent state, federal, and local laws apply to all library users.

Library computers and Wi-Fi may not be used for any illegal activity including, but not limited to:

- Damaging or altering computer equipment, systems or software
- Displaying, printing or sending any material that is illegal, libelous, threatening or harassing
- Downloading or installing any harmful program defined as, but not limited to, spyware, viruses, Trojans, malware, or any other illegal utility on any computer
- Violating copyright or trademark laws, software licensing agreements or intellectual property rights
- Intention to expose other individuals to materials or images they find personally unsuitable.

Users engaging in these activities may lose computer privileges and/or be asked to leave the library. Library staff may summon law enforcement authorities.

13.3.1 ACCESS BY CHILDREN

Computers on the main floor of the library are not filtered. Computers in the teen and children's area are filtered. Parents or legal guardians assume responsibility for deciding which library resources are appropriate for their own children. Children less than 10 years old must be accompanied by an adult.

13.3.2 TIME AND OTHER LIMITATIONS

Each patron is limited to two, one hour sessions per day, of Internet access on the library's public computers. Patrons are encouraged to use his or her own library card number to access the internet. Visitors who does not have a library card may receive an internet guest pass. No visitor may receive more than one guest pass per day. If other computers are available, extra time may be allowed if the patron is in the process of:

- Seeking employment
- Paying taxes
- Taking an examination or testing

During periods when demand for computers is slower, the library director may allow computer time extensions at staff discretion.

The library's computers are set up for use by a single individual. A maximum of two persons may sit/work together at any one computer.

13.4 COMPUTER USE GUIDELINES

Computers at the Gladstone Public Library are shared resources. The following guidelines apply for public use of computers to ensure fair and equal access for all:

- Public computers are available to users on a walk-in, first-come first-served basis.
- Each user must use his/her own library card, or a guest pass, to reserve a computer. Use of another person's library card number is not allowed for computer access.
- Each person is allowed up to two sessions per day. Computers are set for one hour sessions. If there is no one waiting, session lengths may be extended. There is no time limit for catalog stations.
- All computers in the designated children's area are only for use by children age 12 and younger and for parents or caregivers assisting children.
- All computers reserved for special purposes (such as children's use, catalog searches) may not be used for any other purpose.
- Users may not perform any action that might damage the computer equipment or make it inoperable, such as downloading or installing any harmful program.
- Anyone using library computers may not violate copyright or trademark laws, software licensing agreements, or intellectual property rights.
- Users should notify library staff if the computer equipment or peripherals are not

functioning properly.

- Computer users must use headphones when listening to audio on any computer (including personal laptops) and keep the volume to a level that does not disturb those nearby.
- Users may be limited to one person per computer station, at the discretion of library staff.
- Work saved on Gladstone Public Library computers is automatically erased when a patron logs off. To save documents, patrons must copy it to a flash (aka "thumb") drive or upload it to an online storage service.
- Tablets and laptops may be available for use by patrons 16 and older and are limited to two hours per day. Patrons must present a valid government-issued photo ID or passport to library staff in order to use a tablet or laptop. Library staff will hold the ID until the patron returns the tablet or laptop and its power cable to library staff. Patrons are liable for any damage to, or loss of, a borrowed laptop and/or its accessories.
- The Gladstone Public Library is not responsible for any damage or loss of data arising from the use of its computers or network.

The Gladstone Public Library may withhold computer privileges from anyone who do not comply with the above procedures or who are barred from the Library due to violation(s) of the Library's Rules for Behavior.

13.5 WIRELESS ACCESS

The Gladstone Public Library provides wireless Internet access to our patrons for use on laptops or other wireless-enabled mobile devices for web and email access. As with most public wireless "hot spots," the library's wireless connection is not secure. Cautious and informed wireless users should not transmit credit card information, passwords and other sensitive personal information while using any wireless "hot spot."

- Wireless users must comply with all provisions of the Gladstone Public Library Internet Policy. Any activities deemed illegal apply regardless of whether a patron is on a Library-owned computer or the patron's own computer.
- The library is not responsible for any information (i.e. credit card) that is compromised, or for any damage caused to a patron's hardware or software due to power surges, security issues or consequences caused by viruses or hacking. All wireless access users should have up-to-date virus protection on their laptop computers or wireless devices. The user is responsible for anti-virus and security protection.
- Laptop computer users must be considerate of patrons nearby and refrain from excessive noise, including the playing of music or movies on the laptop without the use of headphones.
- The library is not responsible for laptops left unattended.

14 CULTURAL PASSES

14.1 DESCRIPTION

The cultural pass program provides free admittance to select cultural institutions in the Portland area. The library has one pass per institution. The number of persons admitted to a particular venue with a pass varies in accordance with each institutions regulations. Patrons may incur additional expenses. It is the patron's responsibility to contact the institution regarding specific admission requirements.

14.2 RESERVATIONS

Reservations for cultural passes may be made in person or by phone up to one month in advance and are on a first come, first served, basis. Borrowers must be at least 18 years old to reserve a pass and must have a LINCC library card in good standing. Only one pass per day, per card, can be checked out. Passes can be picked up one hour before closing on the date before intended use or within the first hour of opening on the day of use. Non-reserved passes may be picked up any time the library is open.

14.3 LOAN PERIOD

Cultural passes are loaned for 1 day and cannot be renewed.

14.4 PASS RETURN

Patrons must return passes on the day of use at least one hour before closing. If the day of use is a closed day for the library, the pass is due before 8:00 a.m. on the next day of business. Passes must be returned to the library where the pass was checked out and may be returned in the library's book drop. Patrons are responsible missing or damaged passes returned via the book drop.

14.5 LATE RETURN

A \$5.00 late fee is charged per day up to the cost of the pass. Late fees begin to accrue on the day the pass is due but not returned timely. All pass privileges are lost until charges have been paid.

14.6 LOST PASSES

The replacement cost for a lost cultural pass is the cost of the pass. A pass is considered lost if not returned within three days after the due date.

15 PROCTORING EXAMS

15.1 DESCRIPTION OF SERVICE

The library offers exam proctoring services for a fee of \$25 per exam provided that the library has sufficient staff availability and resources. Proctoring services are only available during open hours.

Students wishing to use the library's proctoring services must schedule all arrangements 15 days before the exam. Students are responsible for delivery of the exam to the library and for making all arrangements with the institution giving the exam. This includes ensuring that the library staff member proctoring the exam meets all requirements to do so.

If the exam is to be returned to the institution by mail upon completion, the library is not responsible for the postage costs.

16 PHYSICAL FACILITIES AND GROUNDS

16.1 HOURS OF OPERATION

The Gladstone Public Library is open to the public on the days/hours listed below:

Monday:	10:00 a.m. – 8:00 p.m.
Tuesday:	10:00 a.m. – 8:00 p.m.
Wednesday:	10:00 a.m. – 8:00 p.m.
Thursday:	10:00 a.m. – 8:00 p.m.
Friday:	11:00 a.m. – 5:30 p.m.
Saturday:	11:00 a.m. – 5:30 p.m.
Sunday:	1:00 p.m. – 5:00 p.m.

16.2 HOLIDAYS

The library recognizes the following holidays:

New Year's Day
President's Day
Martin Luther King Day
Memorial Day
Independence Day
Labor Day
Veteran's Day
Thanksgiving Day
Christmas Day

The library makes every effort to keep regular hours during inclement weather. However, there may be occasions when this is not possible. For example, weather conditions may deteriorate to the point where it would not be safe for staff on duty to get home, or road conditions may prevent library staff from getting to the library in time to open it. The library staff reserves the right to close the library early or open it late when conditions mandate.

17 BULLETIN BOARD, DISPLAY AND EXHIBIT POLICY

17.1 BULLETIN BOARD ACCEPTABLE USES

Bulletin-board materials may be submitted for posting by nonprofit organizations for civic, educational, or cultural purposes. Such organizations may submit literature publicizing a specific event. Limited space generally allows only short-term notices. A library staff member must initial and approve all postings and may prohibit postings which do not meet library standards. Library staff will place and remove postings promptly. Political campaigning or signature gathering are not permitted. The library is not responsible for the theft of or condition of materials posted. Posting of a notice does not imply endorsement by the library staff, library board, or the City of Gladstone.

17.2 DISPLAYS AND EXHIBITS POLICY

As part of its mission the Gladstone Public Library promotes the power of lifelong learning to our diverse community through quality resources and services. Those resources include displays and exhibits.

The library adheres to the "Interpretation of the Library Bill of Rights: Exhibit Spaces and Bulletin Boards," adopted by the American Library Association Council in 1991. All exhibits considered for space within the library must support the mission of the library, must not cause disruption of the regular flow of library work and service, and must provide educational, cultural or civic content. Library initiated exhibits and displays have priority. Non-library organizations may request exhibit space following the library's display guidelines.

Exhibits and displays are for a period of one month. They are not to be used for commercial purposes, solicitation, fundraising, political recruitment, or religious proselytizing. Educational exhibits or displays on the aforementioned subjects may be allowed. Determination of educational exhibits will be made by library staff. All exhibits will be considered using the following criteria:

- Suitability of subject
- Quality of presentation
- Local interest
- Space requirements
- Timeliness

The library reserves the right to remove or refuse any material judged unsuitable or to rescind an exhibit/display for violation of policy.

Because individuals of all ages will view exhibits, materials must visually meet a standard acceptable to the community. However, the library does not guarantee that exhibits will be suitable for all children. Parents are encouraged to view displays and exhibits with their children.

18 SOCIAL MEDIA POLICY

18.1 SOCIAL MEDIA

The Gladstone Public Library uses social media in many forms. Library staff maintains and edits the content of the library's social media sites to comply with library policies. Library social media is intended to create a welcoming online space where library users will find useful and entertaining information and can interact with staff and other users. Social media is defined as any web application, website, or account used by the library to facilitate the sharing of opinions and information about library-related subjects and issues. It includes any facility for online publication and commentary, such as blogs, wikis, and social networking sites. The library utilizes social media tools to encourage community involvement and to create a dialog between the library and its patrons regarding library services, resources, events and programs, and community information.

18.2 PUBLIC POSTINGS

Comments, posts, and messages are welcome on the library's social networking sites. Although the library recognizes and respects differences in opinion, library staff will regularly monitor and review all such interactions for content and relevancy. The library reserves the right to refrain from posting user submissions or comments or to remove them at any time.

18.3 RULES FOR PUBLIC COMMENTS AND POSTS

- Stay on topic. Comments and posts should be library related.
- Multiple posts from the same individual will be deleted.
- Users should not include personal information about themselves or others. The library discourages individuals from posting personal information and reserves the right to remove any posts with personal information.
- The library is not responsible for user-generated content. A posted comment is the opinion of the user only, and publication of a comment does not imply endorsement or agreement by the Gladstone Public Library.
- Spam and commercial content will be removed. The library will remove posts or comments used for campaigns, religious or commercial purposes, or for soliciting funds. Gratuitous links to sites are viewed as spam and will result in the comment being removed. Repeat offenders may be banned.
- Individuals should not post any unauthorized content. The Library follows a notice-and-takedown procedure for complaints of copyright violation under the Digital Millennium Copyright Act.

- Posts containing offensive, obscene, threatening language, abusive language, or hate speech are strictly prohibited and will be deleted. The library reserves the right to contact law enforcement authorities in these situations.
- If a user reports a concern regarding a post, library staff will review those concerns as soon as possible.

18.4 ADVERTISEMENTS

The Gladstone Public Library does not endorse the advertisements promoted on any social media site. These advertisements are displayed by vendors and do not express the Gladstone Public Library's views or positions.

19 PROGRAMMING POLICY

Library programming supports the library's mission to serve the informational, educational, cultural and recreational needs of its residents. The library strives to offer a variety of programs for all ages that reflect the community's interests, encourage library usage, promote library materials and extend library services to the community. Programs are a means through which the public can share experiences, appreciate special interests, and exchange information. All programs are open to the general public. However some programs may be designed with specific audiences in mind, such as children's programs and story times. Programs targeted toward specific audiences will be publicized as such.

The Gladstone Public Library reserves the right to promote library-sponsored programs as it sees fit. Such promotion may include, but is not limited to, the use of social media, in-house marketing, photography, video, print and online media.

Library sponsored programs may be offered at locations outside the library as well as on-site. Such locations may include schools, community centers, information fairs and area businesses.

Library sponsored programs shall be at the discretion of the library staff. Library sponsorship of a program does not constitute or imply an endorsement of its policies, beliefs or program by any library personnel of by the City of Gladstone.

Grant funded programs are subject to the regulations of the grantor.

Library staff that present programs do so as part of their regular job and are not hired as outside contractors for programming. Programs may be held on-site or off-site.

The library does not offer programs of a commercial nature. Library sponsored programs must have a special educational, informational or cultural value to the community.

The library may draw upon other community resources in developing programs and actively partner with other community agencies, organizations, educational and cultural institutions or individuals to develop and present co-sponsored public programs. Professional performers and presenters that reflect specialized or unique expertise may be hired for library programs.

The library will not be held liable for the consequences of any information presented by a speaker during a library program.

The City of Gladstone assumes no responsibility, financial or otherwise, for accidents or injuries sustained by individuals or groups on individuals, while attending a library-sponsored program.

Any specific requirements of a program will be noted with the posting of the program.

19.1 PROGRAM REGISTRATION

Registration will begin on the day and time specified on the program's flier or on the library website. Registration will NOT begin any earlier than the specified date.

If there is an age requirement for a library program, only children who meet the specified age requirement will be registered for that program.

Parents/caregivers may register their children for programs in person, online, or over the telephone.

Registration is done on a "first come, first served" basis. If all slots have been filled, children's names will be added to a waitlist. Should a slot open up, the library staff will call the names on the list in order.

If a child is unable to attend a program, the parent/caregiver is requested to call the library to cancel so that the spot may be filled as soon as possible.

If a parent/caregiver brings more than four minor children to a program, another adult must accompany them to provide additional supervision.

If a program is anticipated to be extremely popular, library staff will open registration to Gladstone residents for a specified time before registration is open to non-Gladstone residents.

20 PUBLIC RELATIONS POLICY

The public relations goals of the Gladstone Public Library are to promote a good understanding of the library's objectives and services among governing officials, civic leaders, the general public, and to promote active participation in the varied services offered by the library to people of all ages.

The Library Director and the Gladstone Public Library Board recognize that public relations involve every person who has connection with the library. Because Board members and library staff represent the library in every public contact they make, their public interactions should further the library's public relations goals and guidelines. The library recognizes that good service supports good public relations.

The Director is expected to make presentations and to participate in community activities to promote library services. The Director must approve all materials to be used by press, radio, or television.

21 HUMAN RESOURCES

21.1 LIBRARY STAFF

The Gladstone Public Library is a department within the City of Gladstone. The City of Gladstone Personnel Manual outlines the benefits and requirements for all employees.

21.2 STAFF DEVELOPMENT AND TRAINING

The library encourages and supports the training and development of staff based on the following:

- The library's needs and priorities for development of specific expertise to meet future growth of services.
- Staff members' individual needs to develop specific competencies in their positions.
- To support statewide library activities or initiatives.
- To meet minimum competencies in the use of new technologies.

21.3 VOLUNTEERS

The library encourages individuals and groups to volunteer their time and effort in the service of the library.

The volunteer coordinator is responsible for all volunteer applications, communication, and training of volunteers. Training will be conducted prior to any volunteer assignment in the area in which they are assigned. Library volunteers are not allowed access to library records and should not be given assignments that jeopardize patron confidentiality. All volunteers must abide by rules and regulations set forth in the "City of Gladstone Volunteer Handbook".

In appreciation of volunteer services, the library acknowledges the need to organize volunteer activities and will provide appropriate recognition befitting the benefit to the library and the communities it serves.

21.3.1 APPLICATIONS

All volunteers are required to complete an application form. This form is used to determine the individual's eligibility for volunteer service, identify skills that the library may use (or skills the volunteer may wish to offer or develop), indicate the length of service that is anticipated, and indicate the reasons that such service is being provided. The library will keep all completed applications confidential to the extent allowed by the Oregon Public Records laws. Library staff will submit the volunteer application to the Assistant City Administrator for a background check approval.

21.3.2 BACKGROUND CHECKS

Background checks are required for library volunteers 18 years of age or older. The Library reserves the right to discontinue service based on the results of a background check.

21.3.3 AGE

The minimum age for volunteers is 12. Volunteers under the age of 18 are not eligible for volunteer service unless the application is signed and approved by a parent or legal guardian. All volunteers under the age of 18 must also submit a "Student Volunteer Recommendation Letter" signed by their teacher or guidance counselor.

21.3.4 RELATIVES OF EMPLOYEES

Family members of employees (who meet all qualifications) may volunteer for the library. Family members will be treated the same as any volunteer with all of the same privileges and benefits. Employees may not supervise family members who are volunteers.

21.3.5 COMMUNITY SERVICE

Individual volunteers who are completing required service hours for a community or school organization are welcome at the library. It is the responsibility of the volunteer to keep track of any required paperwork. Reasonable time should be allowed for library staff to complete required paperwork. The library does not accept volunteers who are completing court ordered community service hours.

21.3.6 COMMUNITY SERVICE GROUPS

The library welcomes the volunteer efforts of community service groups completing special projects for the library or providing specialized services. Approval of such group activities requires that one adult be designated as the group's representative to the library. The group leader will be responsible for coordinating the activities of the individual members of the group, making contact with library staff as appropriate, and monitoring the behavior of the group in the performance of its tasks.

Groups that wish to provide a service for the library should provide a written explanation of the activity to be performed, the extent of the services that will be provided, and an indication of the length of time this service will be provided. The library cannot guarantee that the results of a special project will be maintained as an ongoing activity of its staff members.

21.3.7 LIBRARY SPONSORED GROUPS

The library may occasionally coordinate the activities of a group of volunteers in a specified project or series of projects. In such cases, the library will provide supervision for the activities of the group.

APPENDICES

CODE OF ETHICS OF THE AMERICAN LIBRARY ASSOCIATION

As members of the American Library Association, we recognize the importance of codifying and making known to the profession and to the general public the ethical principles that guide the work of librarians, other professionals providing information services, library trustees and library staffs.

Ethical dilemmas occur when values are in conflict. The American Library Association Code of Ethics states the values to which we are committed, and embodies the ethical responsibilities of the profession in this changing information environment.

We significantly influence or control the selection, organization, preservation, and dissemination of information. In a political system grounded in an informed citizenry, we are members of a profession explicitly committed to intellectual freedom and the freedom of access to information. We have a special obligation to ensure the free flow of information and ideas to present and future generations.

The principles of this Code are expressed in broad statements to guide ethical decision making. These statements provide a framework; they cannot and do not dictate conduct to cover particular situations.

- I. We provide the highest level of service to all library users through appropriate and usefully organized resources; equitable service policies; equitable access; and accurate, unbiased, and courteous responses to all requests.
- II. We uphold the principles of intellectual freedom and resist all efforts to censor library resources.
- III. We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted.
- IV. We respect intellectual property rights and advocate balance between the interests of information users and rights holders.
- V. We treat co-workers and other colleagues with respect, fairness, and good faith, and advocate conditions of employment that safeguard the rights and welfare of all employees of our institutions.
- VI. We do not advance private interests at the expense of library users, colleagues, or our employing institutions.
- VII. We distinguish between our personal convictions and professional duties and do not allow our personal beliefs to interfere with fair representation of the aims of our institutions or the provision of access to their information resources.
- VIII. We strive for excellence in the profession by maintaining and enhancing our own knowledge and skills, by encouraging the professional development of co-workers, and by fostering the aspirations of potential members of the profession.

Adopted at the 1939 Midwinter Meeting by the ALA Council; amended June 30, 1981; June 28, 1995; and January 22, 2008.

Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries that make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; inclusion of "age" reaffirmed January 23, 1996.

POLICY ON CONFIDENTIALITY OF LIBRARY RECORDS

The Council of the American Library Association strongly recommends that the responsible officers of each library, cooperative system, and consortium in the United States:

1. Formally adopt a policy that specifically recognizes its circulation records and other records identifying the names of library users to be confidential. (See also ALA Code of Ethics, Article III, "We protect each library user's right to privacy and confidentiality with respect to information sought or received, and resources consulted, borrowed, acquired or transmitted" and Privacy: An Interpretation of the Library Bill of Rights.)
2. Advise all librarians and library employees that such records shall not be made available to any agency of state, federal, or local government except pursuant to such process, order or subpoena as may be authorized under the authority of, and pursuant to, federal, state, or local law relating to civil, criminal, or administrative discovery procedures or legislative investigative power.
3. Resist the issuance of enforcement of any such process, order, or subpoena until such time as a proper showing of good cause has been made in a court of competent jurisdiction.¹

¹Note: Point 3, above, means that upon receipt of such process, order, or subpoena, the library's officers will consult with their legal counsel to determine if such process, order, or subpoena is in proper form and if there is a showing of good cause for its issuance; if the process, order, or subpoena is not in proper form or if good cause has not been shown, they will insist that such defects be cured.

Adopted January 20, 1971, by the ALA Council; amended July 4, 1975; July 2, 1986.

THE FREEDOM TO READ STATEMENT

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a

profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. *It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.*

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. *Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.*

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. *It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.*

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

4. *There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.*

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

5. *It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.*

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. *It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.*

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

7. *It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.*

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.

FREEDOM TO VIEW STATEMENT

The **FREEDOM TO VIEW**, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore these principles are affirmed:

1. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989.

Endorsed January 10, 1990, by the ALA Council

FREE ACCESS TO LIBRARIES FOR MINORS

AN INTERPRETATION OF THE LIBRARY BILL OF RIGHTS

Library policies and procedures that effectively deny minors equal and equitable access to all library resources available to other users violate the *Library Bill of Rights*. The American Library Association opposes all attempts to restrict access to library services, materials, and facilities based on the age of library users.

Article V of the *Library Bill of Rights* states, "A person's right to use a library should not be denied or abridged because of origin, age, background, or views." The "right to use a library" includes free access to, and unrestricted use of, all the services, materials, and facilities the library has to offer. Every restriction on access to, and use of, library resources, based solely on the chronological age, educational level, literacy skills, or legal emancipation of users violates Article V.

Libraries are charged with the mission of developing resources to meet the diverse information needs and interests of the communities they serve. Services, materials, and facilities that fulfill the needs and interests of library users at different stages in their personal development are a necessary part of library resources. The needs and interests of each library user, and resources appropriate to meet those needs and interests, must be determined on an individual basis. Librarians cannot predict what resources will best fulfill the needs and interests of any individual user based on a single criterion such as chronological age, educational level, literacy skills, or legal emancipation.

Libraries should not limit the selection and development of library resources simply because minors will have access to them. Institutional self-censorship diminishes the credibility of the library in the community, and restricts access for all library users.

Children and young adults unquestionably possess First Amendment rights, including the right to receive information in the library. Constitutionally protected speech cannot be suppressed solely to protect children or young adults from ideas or images a legislative body believes to be unsuitable for them.¹ Librarians and library governing bodies should not resort to age restrictions in an effort to avoid actual or anticipated objections, because only a court of law can determine whether material is not constitutionally protected.

The mission, goals, and objectives of libraries cannot authorize librarians or library governing bodies to assume, abrogate, or overrule the rights and responsibilities of parents. As "Libraries: An American Value" states, "We affirm the responsibility and the right of all parents and guardians to guide their own children's use of the library and its resources and services." Librarians and governing bodies should maintain that parents—and only parents—have the right and the responsibility to restrict the access of their children—and only their children—to library resources. Parents who do not want their children to have access to certain library services, materials, or facilities should so advise their children. Librarians and library governing bodies cannot assume the

role of parents or the functions of parental authority in the private relationship between parent and child.

Lack of access to information can be harmful to minors. Librarians and library governing bodies have a public and professional obligation to ensure that all members of the community they serve have free, equal, and equitable access to the entire range of library resources regardless of content, approach, format, or amount of detail. This principle of library service applies equally to all users, minors as well as adults. Librarians and library governing bodies must uphold this principle in order to provide adequate and effective service to minors.

Adopted June 30, 1972, by the ALA Council; amended July 1, 1981; July 3, 1991, June 30, 2004.

Standards for Oregon Public Libraries (Revision Approved 2014)
Oregon Library Association
Public Library Division

Introduction

In the fall of 2012, the Public Library Division of the Oregon Library Association, in association with the Oregon State Library, convened a committee of library professionals from small, medium, and large public libraries across the state to review and rewrite the **Standards for Oregon Public Libraries**.

Under the direction and leadership of the Board of Directors of the Public Libraries Division of the Oregon Library Association, the committee created this document to assess and guide the development of quality library service for all Oregonians. It was the intention of the committee to provide a relevant and useful tool for library professionals to not only manage the resources entrusted to them under state law, but also to provide assistance in strategic planning regardless of the current level of services offered.

Vision

The committee was guided by the Oregon Library Association's **Vision 2020** statement, officially adopted in 2010.

Vision 2020 is intended to paint a picture of the challenges and opportunities Oregon's libraries will face in the next decade and explicitly charges the divisions, committees and task forces of the Oregon Library Association to take on the concrete work of making the principles of **Vision 2020** a reality. The guiding principles of collaboration, flexibility, and innovation as stated in **Vision 2020** provide the framework for these standards. [Provide link to Vision 2020 here.]

The standards committee recognizes the diversity of libraries across the state and developed these standards to allow for the strength this diversity creates, and the adaptability it requires. By meeting these standards, a library establishes a baseline from which it can strive for excellence. To better support innovation in library services, the standards establish a starting point that library boards and staff can use to direct local long-range planning efforts. Although the standards define good and reasonable library service, The Oregon Library Association would like to recognize exemplary libraries as well and provide mentoring and support opportunities for libraries that are struggling.

Process

Each major heading has check boxes for essential, enhanced and exemplary (definitions below). The Public Library Division recognizes that there are many ways to achieve excellence. The standards listed are simply a means, not necessarily an end. In other words, some libraries may achieve an exemplary level, and the outcomes, without achieving any of the standards listed. In that case, a library may choose to check exemplary and offer an explanation on their unique means.

A library will know they have met a standard when:

Levels of achievement:

- **Essential**—This is the basic level. A public library operating below essential is in critical condition and needs local, state and OLA support.

- Enhanced—This level recognizes programs, services and other aspects of a public library that stand out compared to their peers.
- Exemplary—This level recognizes public libraries for being state and national leaders.

A. Governance

Governance Standards ensure that each Oregon public library shall be legally established, publicly funded, and publicly managed in a way that provides transparency and accountability to the taxpayers. It shall be responsive to the community served, and shall have policies and procedures in place to establish competent library management and lawful employment practices.

Services and Leadership—In order to meet essential standards, each Oregon public library shall adopt and review national and local policies responsive to the local community .

Essential Enhanced (n/a) Exemplary (n/a)

Check the box above that best describes your library in the respective category based on the standards below.

Essential

Yes	No	Standard
		Library is a legally established public library according to Oregon State Law.
		Library is significantly supported with funds from local governments on an ongoing basis. Grants, and private donations supplement, but do not supplant the responsibility of the local funding authority to support the library.
		Library has adopted ALA Code of Ethics.
		Library has adopted the ALA Library Bill of Rights.
		Library has adopted the ALA Statement on the Confidentiality of Library Records.
		Library has adopted the ALA Freedom to Read Statement
		Library has adopted the ALA Freedom to View Statement.
		Library has adopted the ALA Free Access to Libraries for Minors Statement.
		Library Board meets at least quarterly and has written bylaws.
		Governing body with board involvement hires the director according to local, state and federal regulations and delegates the day-to-day management of the library to the director.
		When permissible, the Library Board has staggered, finite terms of service. There is a limit on the number of consecutive terms a member may serve on the board.
		Library Director or designee submits an annual statistical report, filed with the state library.
		Library has a written mission statement.
		Appropriate authority evaluates the performance of the director annually.
		All national and local library policies are reviewed at least once every three years.
		Library reviews its strategic or strategic plan annually and/or conducts a regular planning process.
		The public has easy access to all written policies and by-laws, both in print and online.

Enhanced—None

Exemplary—None

Outcome—The community has access to free public library services and is confident in the effective leadership of the library.

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Policies and Procedures — The Library has written operational policies and procedures, adopted and reviewed by the appropriate authority, which cover the following standards.

Essential

Yes	No	Standard
		Circulation
		Collection Management
		Emergencies and Safety
		Finances
		Gifts and Donations
		Human Resources
		Interlibrary and Interagency Cooperation
		Internet and Other Technology Issues
		Patron Suggestions
		Public Relations (information dissemination)?
		Rules of Conduct for Library Users
		Exhibits and Displays
		Programming
		Use of Library Meeting Rooms
		Use of Library Equipment
		Request for Reconsideration of Materials
		Strategic Plan
		All operational library policies are reviewed at least once every three years

Outcomes—Community members have access to public library services provided in a consistent manner. Community members consistently experience efficient, effective and courteous library service.

Enhanced

Yes	No	Standard
		Strategic plan includes a technology plan that is reviewed each year and revised at least every five years.
		Provide orientation and continuing education support for Library Board.
		Trustees participate in continuing education activities such as the OLA Annual Conference.
		Has a disaster preparedness plan for both the facility and ongoing services.
		Conducts a formal study of community needs at least every five years.

Outcomes—The community benefits from well-planned library services, technologies and facilities. Community members are aware of the library's role in their community and have access to the library's long-range plan. Community members are engaged in library assessment and planning and are more knowledgeable about the library and its impact on the community.

Exemplary

Yes	No	Standard
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		Holds an annual retreat attended by Library Board and Library Director that includes a self-evaluation process.
		Has a disaster preparedness plan that outlines the library's responsibilities in case of a community-wide disaster, and participates in training exercises annually.

B. Staff

Library staff create and maintain programs and services integral to the mission of the public library in relation to its community. The design of the staffing standard supports both the processes and resources necessary to provide equal, consistent, and quality service in a manner sustainable for the future.

Every member of library staff, paid or volunteer, contributes to the library's primary mission: providing uncompromising access to information. All library staff actions are in service to the public and support the social wellness of the community.

Library staff, regardless of degree or position, must possess the depth and breadth of knowledge necessary to provide quality service. To ensure service of the highest quality, libraries must provide all staff with the education, training, and support necessary to identify and meet the needs of their patrons and community.

Human Resources—The library maintains and adheres to accessible, well-defined, and consistent written policies governing the training, performance, and recognition of all staff in order to provide a clear and transparent organizational environment. The library also maintains a full staff of well-qualified professionals and paraprofessionals in possession of the skills, knowledge and abilities to serve the community as outlined in the library's mission, goals, and strategic plans.

Essential Enhanced Exemplary

Check the box above that best describes your library in the respective category based on the standards below.

Essential

Yes	No	Standard
		The library employs a full-time, paid director possessing formal management experience or adequate professional training and education
		The library employs qualified librarian(s) possessing a Master of Library Science degree from American Library Association-accredited institutions, or who have equivalent training and education.
		The library employs paid staff members who are present during all library service hours.
		The library maintains sufficient staff to provide the services central to the library's mission and goals.
		The library maintains contemporary, written job descriptions for all

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		classifications and provides regular job performance evaluations for all staff members.
		Written job descriptions must include a defined salary range and benefits package for each job description that is comparable to the average for all library services staff in each category for similarly sized entities.
		The library provides a salary and benefits package at or above the median for that of all library services staff in each category for similar positions in the same jurisdiction or in other local government bodies.
		The library maintains, supports, and funds an annual staff development plan.
		All written personnel policies related to effective personnel management are correlated with policies of the governing body.
		Policies and procedures address the work and contributions of non-employees and volunteers.
		Volunteers enhance the general level of library service but do not replace the services provided by paid library staff.
		The library provides and adequately funds advanced professional levels of library support services; this includes but is not limited to information technology support and collection management.
		The library provides sufficiently trained staff to facilitate an advanced, professional level of public library services to all ages, in four or more of the following areas: reference services, youth services, reader's advisory, community outreach, event programming, services in languages other than English, and technology support during all library service hours.
		Volunteers are selected through a defined hiring process which may include a background check.
		Volunteers are matched to the specific needs of the library.

Enhanced

Yes	No	Standard
		Upon offering 20 open hours a week, the library employs a full-time, paid director possessing a Master of Library Science degree from an ALA accredited institution or who has equivalent training or education.
		The library provides sufficiently trained staff to facilitate an advanced, professional level of public library services to all ages, in five or more of the following areas: reference services, youth services, reader's advisory, community outreach, event programming, services in languages other than English, and technology support during all library service hours.
		All staff members receive salary and benefits packages which are within the top twenty-five percent for comparable positions in the same jurisdiction or in similar local government bodies.

Exemplary

Yes	No	Standard

		The library provides sufficiently trained staff to facilitate an advanced, professional level of public library services to all ages, in all six of the following areas: reference services, youth services, reader's advisory, community outreach, event programming, services in languages other than English, and technology support during all library service hours.
		All staff members receive salary and benefits packages which are within the top five percent for comparable positions in the same jurisdiction or in similar local government bodies.
		The library maintains a succession plan for all professional library positions.

Outcome: *By maintaining efficient policies and procedures and actively supporting professional development, the library is able to provide excellent services to its community delivered by a highly educated and passionate staff.*

Diversity and Community Engagement—Libraries must provide the education, training, and support necessary for staff to design and implement appropriate community needs responses. Libraries which are actively aware of demographic changes in their service area are more able to effectively service their community. Consequently, libraries are more capable of providing staff, programming, and collections which meet the needs of both minority and majority populations.

Libraries must maintain an active and engaged presence to remain an integral part of their communities. Consequently, libraries must actively seek input on the library's work and stewardship from community members and groups in addition to library users.

Essential Enhanced Exemplary

Check the box above that best describes your library in the respective category based on the standards below.

Essential

Yes	No	Standard
		The library's strategic plan includes specific goals for surveying community diversity.
		The library's strategic plan articulates a method for reflecting the demographic, ethnic, and social diversity of its community.
		The library provides diversity training to all staff.
		Diversity training is reflected in staff development plans.
		As part of its regular strategic plan review process, the library evaluates the linguistic, ethnic, and cultural diversity of its community.
		The library utilizes diversity assessment in developing library services and programs to meet the needs of minority populations.
		If a significant percentage (more than 10%?) of the community speaks a language other than English in the home, the library responds by adding staff or volunteers capable of speaking with and culturally engaging with those patrons in their primary language.

		To advocate for the library, Friends and Foundation groups, boards, volunteers, non-employees, and library partners are well trained in the mission, goals, and strategic plan of the library.
		Staff participation in community organizations and groups is encouraged and supported by the library as outlined in the staff development plan.

Enhanced

Yes	No	Standard
		If more than 5% of the library community speaks a language other than English in the home, the library ensures that its staff and/or volunteers are capable of speaking and culturally engaging with those patrons.
		Trained staff deliver culturally and socially relevant services for new immigrants in their primary language(s)
		In response to library needs assessment, staff develop outreach programs to address the current and projected needs of their community.

Exemplary

Yes	No	Standard
		If more than 1% of the library community speaks a language other than English in the home, the library responds by adding staff and/or volunteers capable of speaking and culturally engaging with those patrons.
		Trained, professional librarians oversee culturally and socially relevant services for new immigrants in their primary language(s).

***Outcome:** All who enter the library feel welcome and find the services, collections, and programs of the library meet their unique needs. The community as a whole benefits from strong collaborations among local organizations. Additionally, when library staff is involved with communal activities, the library as an organization can more fully participate in its community.*

Staff Duties and Responsibilities—Public libraries are thriving learning centers, community gathering places, and places of play and discovery. Successful libraries require dedicated, engaged library staff who are committed to the discipline of library science; the library's staff is central to the library's success as an institution that supports learning, community engagement, and cultural expression.

Essential Enhanced Exemplary

Check the box above that best describes your library in the respective category based on the standards below.

Essential

Yes	No	Standard
		Professional librarians oversee the collections, programs, outreach, and services for children, teens, and adults. Professionals are defined as holding a Master of Library Science degree from an American Library Association accredited institution or its equivalent in education and experience.
		Formally trained, qualified staff oversee technical matters such as (but not limited to) information technology, cataloging, and finances. These staff member(s) may be employed by the library directly or work closely with the library through a parent agency (e.g. local government).
		The library maintains and follows a written plan for recognizing outstanding achievement by library staff and volunteers.

Enhanced

Yes	No	Standard
		A staff member coordinates and oversees public relations and marketing for the library, including the use of social media and other emerging communication media.
		Professional librarians coordinate and deliver at least 50% of the collections, programs, outreach, and services for children, teens, and adults.

Exemplary

Yes	No	Standard
		A dedicated library staff member who possesses formal training in marketing and communication is given the primary focus of coordinating and overseeing public relations and marketing for the library, including the use of social media and other emerging communication media.
		Professional librarians coordinate and deliver at least 75% of the collections, programs, outreach, and services for children, teens, and adults.

Outcome: Every Oregon citizen, regardless of rural, urban, or suburban locality, enjoys the benefits of professional and professionally assisted staff. These excellent staff members provide professional, relevant library services and collections that meet and exceed community needs and expectations.

Staff Development and Learning—The library constantly strives to adapt to meet the needs and interests of its community. One of the major engines of this growth is the library staff; consequently the library must actively support continuing education and professional development of its staff. With the rapid technological advances in Oregon libraries, all staff must be able to utilize complex technological services and operating procedures. Staff must also stay abreast of current professional and government trends, specifically those which directly impact their community.

Essential Enhanced Exemplary

Check the box above that best describes your library in the respective category based on the standards

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below.

Essential

Yes	No	Standard
		The library provides the resources and technological tools required for professional education and development.
		The library supports staff participation in continuing education programs and self-education. This support is provided in the form of time allotted for training, learning, teaching, and in the form of financial support for education opportunities that require fees, travel expenses, etc.

Enhanced

Yes	No	Standard
		The library supports staff participation in state and national professional associations.
		Professional librarians and management staff participate in the Oregon library community.
		Professional librarians and management staff "give back" by sharing their education and professional experiences with the library community.
		All employees, regardless of classification or job type, set annual goals in accordance with the staff development plan for personal and professional development with their direct supervisor.

Exemplary

Yes	No	Standard
		Support for professional development, publication, conventions, classes, and other means of development is an integral part of the library's strategic plan and is generously funded by the library.

Outcome: *Library staff members are educated, engaged, and capable of adapting to community needs. The public benefits from staff that are valued, respected and creatively encouraged to provide innovative services for their communities, as well as enthusiastic in their service.*

C. Materials

Providing access to materials and information resources is integral to the public library. These standards address the importance of developing a collection of materials that is reflective of and responsive to the community which the library serves. In addition to outlining a strategic approach to all steps related to material acquisition, access and assessment, the following standards also acknowledge the need for a dynamic approach to technology as it impacts library collections. Beyond the need to provide access to both print and electronic resources as appropriate for the community served, these standards embrace the value added by collaboration and cooperation, from allowing for material requests from members of the community to engaging in resource sharing.

Community Value – The Library will obtain, organize, and make conveniently available to all the people of the community educational, recreational, and informational materials in convenient forms, including print, non-print and electronic.

Essential Enhanced Exemplary

Check the box above that best describes your library in the respective category based on the standards below.

Essential

10-75

Yes	No	Standard
		The library adopts a Collection Management Plan which includes policies and procedures for selection, de-selection, reconsideration, conservation, preservation, gifts, donations, and special collection items.
		The library provides a dynamic collection which reflects the community's needs, interests, local standards, and diversity and is available in formats appropriate for all users.
		Funds are allocated for purchasing materials and are expended based on the Collection Management Plan and other policies directing library activities.
		The collection is contemporary, is available in current physical and electronic formats, and provides both in-house and remote access as is appropriate to the format.
		The library provides materials and access to information representing a wide variety of viewpoints.
		The library regularly evaluates the items in the collection for retention, replacement, or withdrawal according to the Collection Management Plan.
		The library maintains material records formatted to facilitate access while complying with existing national cataloging standards and schema to facilitate resource sharing.
		The library tracks annual circulation statistics per capita with consideration for provision of access measured by service area and turnover rates.
		The library and staff stay abreast of the technological impacts of changing formats for content delivery.
		The library places orders at regular intervals throughout the year to ensure a steady flow of new materials for public consumption.
		Processing procedures provide expeditious access to new materials
		Circulation procedures provide expeditious access to materials.
		All users have access to all materials, unless restricted by law or library policy.
		The library provides easy and accessible ways for patrons to give written feedback on collections, i.e. purchase suggestion forms and web-based forms.
		If more than 10% of the library community speaks a language other than English in the home, the library responds by purchasing a significant amount of culturally appropriate materials in that language in a variety of formats.

Enhanced

Yes	No	Standards
		The library participates in reciprocal borrowing and lending programs, such as participation in consortia or by providing interlibrary loan services.
		The library reviews the Collection Management Plan within a three year period.
		The library provides access to online databases as appropriate to meet the needs of the community.

		The library and staff stay connected with the technological impacts of the e-media market.
		If more than 5% of the library community speaks a language other than English in the home, the library responds by purchasing a significant amount of culturally appropriate materials in that language in a variety of formats.
		The library provides access to adult basic-skills and English-as-a-Second-Language material with reading levels and formats appropriate to meet the needs of patrons who are adult new learners, have developmental disabilities, or possess limited English speaking skills.

Exemplary

Yes	No	Standards
		Libraries housing local history and archival collections follow the best practices of the Society of American Archivists.
		The library provides access to federal, state, and local government documents appropriate to the community.
		If more than 1% of the library community speaks a language other than English in the home, the library responds by purchasing a significant amount of culturally appropriate materials in that language in a variety of formats.
		The library provides access to special collections appropriate to the community.

Outcome: *The community has access to items in a variety of formats and reflecting a balanced collection.*

D. Services and Programs

Services such as reference, reader's advisory, and services to youth are an integral component of library services and should be available whenever the building is open to the public. The public library develops and offers educational, recreational and cultural programs designed to best meet the diverse needs and interests of their individual communities. Services and programs are offered free of charge to everyone in the library's service area and are continually evaluated to assure they are effective. Alternate methods of delivery of service need to be explored and provided for populations unable to come to the library facility.

Essential Enhanced Exemplary

Check the box above that best describes your library in the respective category based on the standards below.

Essential

Yes	No	Standard
		The library is welcoming and has effective services and programs for community members.
		The library provides basic services free of charge to everyone in its service population as defined by written policies.
		The library offers services that include a circulating collection, public technology, story times, and a community meeting space.

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		The library has a public meeting space which is governed by a written policy.
		The library provides reference and reader's advisory services to patrons of all ages and levels of literacy in person, by telephone, and by text telephone (TTY) or chat services all hours the library is open to the public.
		The library provides reference and reader's advisory services to patrons with physical disabilities in formats they can utilize.
		The library provides free summer reading and regular story time programs for children and young adults.
		The library provides a summer reading program for adults.
		The library provides trained staff members, who offer assistance to the public during all hours the library is open, in the use of technology, circulation, and access to materials.
		The library invites patrons to provide written feedback on the library and its services.

Enhanced

Yes	No	Standards
		The library provides free educational or cultural programs for all ages.
		The library offers programs to all ages reflecting the community's needs and interests.
		The library provides a variety of meeting rooms and community spaces based on local needs.
		The library promotes lifelong learning for all community members.
		The library provides current information regarding children's, adult and/or family literacy programs.
		The library provides current information about agencies and organizations that connect programs of interest to the patrons.
		The library provides staff trained to assist patrons with the effective use of technologies necessary to access and use the Internet and other electronic and non-print resources.
		The library ensures effective communication with persons with disabilities at all service points by providing staff with training, adaptive equipment and software, and by making materials available in alternative formats.
		The library surveys patron satisfaction with services on an annual basis.
		The library evaluates all services based on whether the service achieves a defined goal/success (outcome measurement) on a regular basis.
		The library prepares bibliographies and other access guides and user aids to inform patrons of the availability of resources on a specific topic or issue, and makes them available in alternate formats, as appropriate.

Exemplary

Yes	No	Standards
		The library provides literacy programming and/or provides space or referrals to other agencies to teach literacy classes.

		The library provides regular free programs serving informational, recreational, cultural and educational needs to library users of all ages.
		The library provides services that meet the needs of the demographics of the community including special populations.
		The library collaborates with other community organizations, schools, and other educational institutions to provide community programs.
		The library offers programs outside the library building(s).
		The library provides resources and services to support economic development.
		The library facilitates or serves as custodian of local history.

Quantitative Standards—Total unduplicated hours the library is open to the public at all facilities.

Population Served	Essential	Enhanced	Exemplary
0—4,999	20	35	50
5,000—9,999	30	45	60
10,000—24,999	40	55	70
25,000 and above	50	60	75

E. Technology Standard

The OLA technology standards have taken a radical departure from recent iterations. Borrowing heavily from the benchmark framework from Library Edge's Initiative we have proposed a broad-based standard that is broken into three main categories:

- **Community Value and Support:** external practices that connect the library to the community
- **Engaging the Community and Decision Makers:** specific programs, services, and support that enable people to get value from their use of technology
- **Organizational Management:** internal management and infrastructure

The details of specific programs, services and support have been removed due to the ever changing environment of library technology. We hope that these standards will allow libraries to achieve an essential, or greater, standard without requiring them to follow a detailed recipe. We rely heavily on the leadership of each library to determine the best route for success.

Community Value—Library staff and volunteers provide assistance and training with the goal of increasing the level of digital literacy in the community.

Essential Enhanced Exemplary

Check the box above that best describes your library in the respective category based on the standards below.

Essential

Yes	No	Standard
		Library provides training and one-on-one assistance
		Library provides access to relevant digital content
		Library enables community members to create their own basic digital content (e.g. Word or Excel documents)
		Library provides free public access to the internet through dedicated high speed connections.
		Library provides remote electronic access to library catalog and other resources 24/7.

Enhanced

Yes	No	Standard
		Library provides licensed software in the current versions

Exemplary

Yes	No	Standard
		Library enables community members to create their own advanced digital content (e.g. photo editing, web design and audio/video recording)
		Library provides free public internet through wireless access.

Community Needs—Library provides technology to meet community members' demand for critical areas of research.

Essential Enhanced Exemplary

Check the box above that best describes your library in the respective category based on the standards below.

Essential

Yes	No	Standard
		Library provides technology to meet community members' job-seeking and entrepreneurial needs
		Library provides technology to meet community members' need for government and legal information and services/assistance
		Library provides technology to meet community members' need for educational support

Enhanced

Yes	No	Standard
		Library provides curated guides to resource areas listed above

Exemplary

Yes	No	Standard
		Library provides instruction on the resources listed above

Engaging the Community and Decision Makers—Libraries are a valuable community resource and a strategic partner in helping people and communities improve their quality of life.

Essential Enhanced Exemplary

Check the box above that best describes your library in the respective category based on the standards below.

Essential

Yes	No	Standard
		Library has leaders and staff who actively engage in high level community planning and addressing the digital divide to amplify their value in the community

Enhanced

Yes	No	Standard
		Library builds strategic relationships with community partners to maximize public access technology resources and services provided to the community.

Exemplary

Yes	No	Standard
		Library supports continuous improvement in public access technology services by

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		sharing expertise and best practices with other providers locally, regionally, and nationally.
--	--	--

Organizational Management—Libraries manage resources so that members of the community who need or want access can get it regardless of ability, skill personal technology, or available time.

Essential Enhanced Exemplary

Check the box above that best describes your library in the respective category based on the standards below.

Essential

Yes	No	Standard
		Library integrates public access technology into planning and processes.
		Library has some staff/volunteers with technology expertise to help patrons achieve their goals.
		Library ensures participation in digital technology for people with disabilities.
		Library has sufficient devices and bandwidth to accommodate user demand.

Enhanced

Yes	No	Standard
		Library has sufficient staff with technology expertise to help patrons achieve their goals.

Exemplary

Yes	No	Standard
		Library manages their technology resources to maximize quality by monitoring systems and minimizing out-of-service devices.

F. Advocacy

Today's public libraries are consistently being challenged to do more with less—less money, less staff, and less time. It has never been more important for librarians, staff members, trustees, and others with a vested interest in their public libraries, to convey to their communities the value of the library. Advocacy, the process of acting on behalf of the public library to increase public funds and ensure that it has the resources need to be up to date, is critical to the success of libraries. With proper community relations we can increase awareness and support of library services through advocacy efforts on the library and staff/supporter level.

Essential Enhanced Exemplary

Check the box above that best describes your library in the respective category based on the standards below.

Collaborative Advocacy—Together our libraries will advocate for broader access, useful legislation and a robust information infrastructure.

Essential

Yes	No	Standards
		Collaborate with regional libraries for advocacy events when able.
		Be informed of OLA and ALA legislative issues and promote those issues whenever possible.
		Advocate for improved library service at the local, state, and federal level.
		Participate in statewide campaigns that focus on public awareness of libraries in order to garner support and funding.
		Participate when critical legislative issues arise that affect the future of libraries.
		Provide information and training to all library staff regarding the impact of customer service and marketing on the library's image and community relations.
		Library builds and nurtures strategic relationships with other community organizations to support common goals.

Enhanced

Yes	No	Standards
		Host events to which elected officials are invited to attend.
		Have representation at events, hearings and programs elected officials attend.
		Maintain an active list of community interest groups and individuals and regularly provide promotional materials and library updates.
		Support OLA Legislative Day with calls, mail and representation.

Exemplary

Yes	No	Standards
		Train and provide resources for external advocates for the library.

		Design and implement a communication plan for informing interested community members and library supporters about legislation concerning libraries.
		Library communicates its value to the community.

Staff and Supporter Advocacy—Our libraries will be staffed and supported by people who are educated and empowered to effectively advocate for their organizations, their communities and the information profession. Advocacy must be non-partisan.

Essential

Yes	No	Standards
		Staff and supporters are dedicated to the marketing and advocacy initiatives of the library.
		Staff and supporters serve as representatives on behalf of the library, promoting its use, encouraging its development, and enhancing communication between the library and the public.
		Staff and supporters develop and nurture community stakeholders and educate with the goal of being advocates.
		Library provides legal and state election law training to staff and supporters.
		Library provides support and resources to staff and supporters to ensure that they can be successful advocates.

Enhanced

Yes	No	Standards
		Active participation in local events, such as festivals and celebrations.
		Create and nurture relationships with elected officials on community, county, other local governances, state and federal levels.

Exemplary

Yes	No	Standards
		Participation in pertinent local and state legislature and awareness campaigns.

G. Facilities

As a community commons dedicated to the mind, library facilities should provide the physical space where Oregonians can connect to people, ideas, and information. As library usage continues to rise both nationally and regionally, library facilities should be safe, comfortable, efficient, welcoming and allow for flexibility of space, service, growth, and community priorities. Library facilities should be reflective of an ongoing community assessment process. Libraries may partner with other community organizations to provide space for certain activities. Libraries should consider regional availability of similar services when figuring space needs. Ultimately, each library must consider and reflect their community as the unique entity it is. OLA encourages library leaders to consider excellence in facilities by looking at best practices and the facilities of those libraries succeeding at providing, meeting and surpassing community needs.

Community Anchor—Community recognizes library as a cultural capital and a symbol of civic pride; community members take pride in their library facility.

Essential Enhanced Exemplary

Check the box above that best describes your library in the respective category based on the standards below.

Essential

Yes	No	Standard
		Community and cultural activities take place in the library.
		Library services are readily available to all residents of the service jurisdiction.

Enhanced

Yes	No	Standard
		Library is used by a diverse population for a variety of services.
		Library is a cultural and civic partner in the community.
		Library offers a full range of services at convenient times.

Exemplary

Yes	No	Standard
		The library is the "third place" for the community.
		Community perception of the library facility is regularly assessed.

Legal—The library is an entity which leads by example, provides a safe, comfortable environment and is responsive to the community.

Essential Enhanced Exemplary (n/a)

Check the box above that best describes your library in the respective category based on the standards below.

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Essential

Yes	No	Standard
		Building complies with all federal, state and local codes, including safety, parking and ADA compliance.
		Emergency plans exist and are reviewed annually.
		There is adequate space for staff duties and activities.

Enhanced

Yes	No	Standard
		Policies regarding the use of the facilities are created and are reviewed annually.

Exemplary—None

Design—All who enter the library find a pleasing space suited to their needs and wants; the building serves the current and future needs of the community well; the building supports services and programs for lifelong learning, from pre-natal throughout all stages of life. Technology has not reduced the need for library space; library traffic grows in spite of and because of technology.

Essential Enhanced Exemplary

Check the box above that best describes your library in the respective category based on the standards below.

Essential

Yes	No	Standard
		The library ensures access to its resources and services for patrons with disabilities through the provision of assistive technology and alternative formats, in compliance with the Americans with Disabilities Act.
		The library includes space for patrons to access library resources via various and multiple formats and devices.
		The library recognizes multiple audiences and accordingly provides equipment and furniture for their unique needs: Adults, Teens, Children, People with disabilities.
		Lighting levels comply with standards issued by the Illuminating Engineering Society of North America.
		The library provides space that aligns with library's mission and goals. Examples of these spaces are: story time space, study areas, study rooms, quiet space, public meeting space, programming areas with enough space to access and utilize materials, public computing areas, seating areas.
		The library provides separate areas for staff workspace(s) and breaks and a private area for breast feeding staff
		The entrance is clearly visible and is located on the side of the building that

		most users approach.
		The library provides a convenient, safe book return location during the hours the library is closed. Material depositories are fireproof and are accessible to people with disabilities.
		The library provides a well designed interior that encourages self directed use of the library through appropriate layout and signage

Enhanced

Yes	No	Standard
		The library has allocated appropriate space for a multitude of users with all materials readily available, furnished with suitable furniture and equipment.
		The library provides storage areas for equipment and supplies.
		The library provides a well-lit exterior with signage that clearly identifies the building from the street.
		The library maintains a sufficient, well lit parking located near or adjacent to the facility.

Exemplary

Yes	No	Standard
		The library installs signs in the community that direct people to the library.

Technology—The building supports ever-evolving technology services which support community members' needs.

Essential Enhanced Exemplary

Check the box above that best describes your library in the respective category based on the standards below.

Essential

Yes	No	Standard
		Allow easy access to electrical outlets and power supply to support current technology.
		Wifi seating areas and charging stations exist for the use of patron supported devices.

Enhanced

Yes	No	Standard
		The library continually evaluates options and plans for incorporation of technological changes.

10-89

Exemplary

Yes	No	Standard
		The library building supports the implementation of current and future telecommunications and electronic information technologies.

Assessment/Planning—The library provides adequate space to implement the full range of library services that are consistent with the library’s strategic plan, current community needs based on on-going assessment, and the standards in this document.

Essential Enhanced Exemplary (n/a)

Check the box above that best describes your library in the respective category based on the standards below.

Essential

Yes	No	Standard
		The library’s facilities plan is reviewed and analyzed every 5 years using community input and analysis.

Enhanced

Yes	No	Standard
		Usage statistics are maintained and compared to space allocations in order to plan library facilities to meet current needs of the community.
		The library provides adequate space to implement the full range of library services that are consistent with the library’s strategic plan and the standards in this document.
		The professional expertise of a library planner and/or library architect is sought for any new construction or major remodeling.

Exemplary—None

Partnerships/Collaboration—Partnerships foster community investment in a cooperative environment and the community benefits from collaborative spaces.

Essential Enhanced Exemplary

Check the box above that best describes your library in the respective category based on the standards below.

Essential

Yes	No	Standard
		Provide meeting rooms and other spaces for community events.

Enhanced

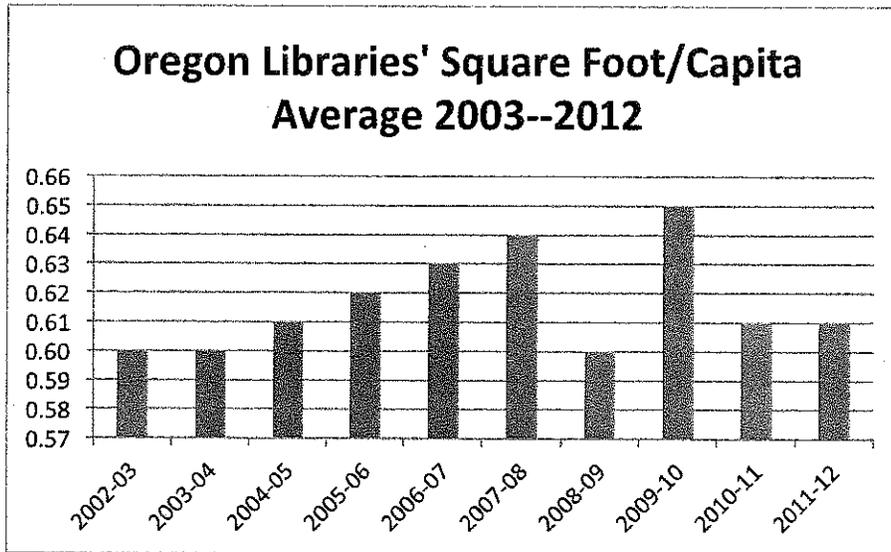
Yes	No	Standard
		The library seeks partnerships for all new buildings.
		The library seeks partnerships for alternative service outlets.

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Exemplary

Yes	No	Standard
		The library participates in cooperative planning and programming with local agencies and organizations.
		The library participate in cooperative planning and programming with local government agencies and community organizations.

Oregon State Public Libraries Facilities Square Foot/Capita Tables: these tables are handy comparators for facility planning.



Oregon State Public Libraries Facility Square Foot/Capita 2011—2012				
Population	Mean	Median	High	Low
Over 100,000	0.56	0.54	0.89	0.37
50,000—99,999	0.52	0.42	0.97	0.09
25,000—49,999	0.88	0.79	2.09	0.39
10,000—24,999	0.85	0.83	1.71	0.24
5,000—9,999	0.81	0.62	2.11	0.16
1,000—4,999	1.29	1.00	4.45	0.34
Under 1,000	3.13	2.44	13.01	0.83
Statewide	0.61	0.87	13.01	0.09

H. Resources

Glossary:

Curated guides:

Outcome measures:

Turnover rate:

General

Oregon Library Association Vision 2020,

http://www.olaweb.org/assets/documents/Vision_2020_FINAL.pdf

Governance

American Management Association. <http://www.amanet.org>

Association for Library Trustees, Advocates, Friends and Foundations.

<http://www.ala.org/ala/mgrps/divs/altaff/index.cfm>

A Library Board's Practical Guide to Finding the Right Library Director.

<http://www.owlsweb.info/L4L/trustees/GuideToFindingTheRightLibraryDirector.pdf>

Nelson, Sandra and June Garcia. Creating Policies for Results: From Chaos to Clarity. PLA, 2003.

Sandra Nelson, Ellen Altman & Diane Mayo. Managing for Results: Effective Resource Allocation for Public Libraries. PLA, 2003.

Trustee manuals. Reed, Sally. The Complete Library Trustee Handbook. ALA, 2010.

Weingand, Darlene E. Administration of the Small Public Library, 4th ed. Chicago, IL: ALA, 2001

Staffing

Human Resources

ALA Office of Human Resource Development and Recruitment

ALA Office for Human Resource Development and Recruitment: ALA's Core Competencies of Librarianship

Young Adult Library Services Association: YALSA's Competencies for Librarians Serving Youth: Young Adults Deserve the Best

Association for Library Service to Children: Competencies for Librarians Serving Children in Public Libraries

Info on standards/resources for specific positions mentioned in this section:

- ALA Certified Public Library Administrator Program
- The National Association of Schools of Public Affairs and Administration (NASPAA) is the accrediting body for Masters of Public Administration degrees.

Diversity & Community Engagement

RUSA: Guidelines for Library Services to Spanish-Speaking Library Users January 2007
RUSA: Guidelines for the Development and Promotion of Multilingual Collections and Services January 2007

IFLA Section on Library Services to Multicultural Populations: Multicultural Communities: Guidelines for Library Services: An Overview July 2011 (more detail is in: Working group of the IFLA Section on Library Services to Multicultural Populations: Multicultural Communities: Guidelines for Library Services, 3rd edition, 2009)

REFORMA: Information for libraries and librarians serving Latinos & Spanish-speaking communities

Staff Duties & Responsibilities

ALA Core Competencies for Librarians
Staff Development & Learning

ALA Learning Round Table

The Oregon State Library's Continuing Education Resources Page (LOTS of links to other external resources collected here, including resource lists from other states)

ALA Tools and Fact Sheets (especially useful if you're looking for a bibliography of materials) resources for finding pre-packaged training, conferences, etc:

- NW Central
- OCLC Webinars
- WebJunction

Advocacy

ALA Advocacy, Legislation & Issues <http://www.ala.org/advocacy/home>

ACRL Oregon Library Advocacy Resources <http://www.olaweb.org/acrl-oregon-library-advocacy-resources>

Facilities

Impact Survey, <http://impactsurvey.org/>

PLA's The Edge Initiative, <http://www.ala.org/pla/advocacy/edge>

Every year, Library Journal publishes a list of all library construction in the US. This is a good place to look for norms and trends across the country. Libraries in the midst of a construction project are considering all aspects of current and future community needs as well as current and future technologies and will be responding with their best plans to meet those needs in new facilities. Therefore, looking at new library construction nationally will provide insight into how much square footage to allot per capita.
<http://lj.libraryjournal.com/2012/11/buildings/year-in-architecture-2012-public-library-data/>

City of Gladstone

Staff Report

Report Date: January 7, 2015
Meeting Date: January 13, 2015
To: Pete Boyce, City Administrator
From: Irene Green, Library Director

AGENDA ITEM

Approval of the Gladstone Public Library Operations Manual

HISTORY/BACKGROUND

The Gladstone Public Library is one of several city departments that has an impact on how the city is operated. Section 2.5.5 of the Council Guidebook, approved on January 13, 2013, stipulates that "it is the desire of the City Council to have an operational and public policy for each department that falls within the framework of the guidebook". The library's *Operations and Policy Manual* will allow City Council to ensure that department's operations and public policies are made and enforced.

COST IMPACT

There is no cost impact to adopt the Operations Manual

RECOMMENDED STAFF ACTION

To review and approve the Operations Manual

Department Head: Irene Green

Signature *Irene M. Green*

Date *1/7/15*

City Administrator: Pete Boyce

Signature

Date

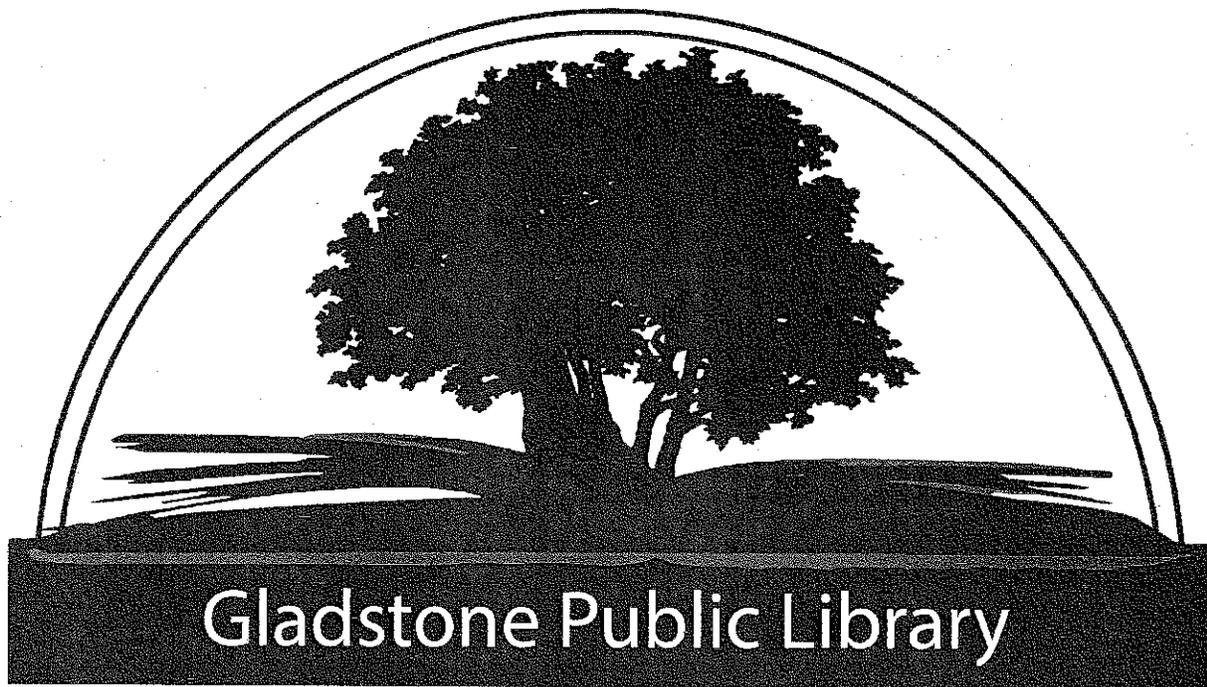


Preface

The Gladstone Public Library is committed to providing superior customer service, operational excellence and responsible stewardship of the resources entrusted to them by the citizens of Gladstone. As with other libraries across the nation, this city's library is becoming a catalyst for our community's success in early literacy, lifelong education, economic growth and workforce development. We will continue to support these endeavors while seeking new opportunities to partner with community organizations and further expand library services for our citizens.

Technology helps libraries do what we do best: connect people with a world of knowledge and resources 24/7, tools that enable us to communicate with anyone/anywhere, and the ability to enable our users to create their own online content. The Gladstone Public Library is proud to provide our community with exceptional customer service by empowering our librarians with knowledge and training in new technologies to competently assist all our users.

As the community's needs and expectations for improved library services grow we consistently seek innovative ways to keep all aspects of our library service contemporary, vibrant, and relevant for our customers. Our commitment to continuous improvement of our current materials, services, policies, and procedures are reflected in the policies and strategic initiatives contained in this manual.



Gladstone Public Library

Operations Policy
Draft – December 2014

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Operations Policy for the Gladstone Public Library City of Gladstone

The American Library Association and the Oregon Library Association have established eight common guiding principles for libraries: intellectual freedom, equitable access to information and library services, education and lifelong learning, literacy, diversity, advocacy, organizational excellence, and stewardship of public resources. The vote to establish a library district in Clackamas County, along with the intergovernmental agreements between the City of Gladstone and Clackamas County, entitles the citizens of Gladstone to library services that support these principles. Therefore, the citizens of Gladstone, through their elected representatives, have established the following principles for the Gladstone Public Library.

Public Policy Principles

The principles related to setting Public Policy for services is divided into 13 topic areas:

1. *Gladstone Public Library's Core Organizational Values*

These library's core values that represent our underlying principles and standards are:

1. *We support our constitutional right for intellectual freedom by providing free and open access to information.*
2. *We are the leader in the community promoting literacy and lifelong learning.*
3. *We provide our patrons exceptional customer service through a knowledgeable, dynamic, professional, and productive workforce responsive to the needs of our patrons and characterized by integrity, compassion, honesty and respect.*
4. *We provide materials, programs, services and resources that represent diverse viewpoints.*
5. *We ensure equitable access to everyone we serve.*
6. *We build and nurture strategic relationships with community partners to maximize services.*
7. *We provide efficient operations and transparent fiscal management by optimizing resources.*
8. *We provide access to relevant digital content and technologies that supports education, workforce development, entrepreneurship and e-government and e-commerce.*
9. *We advocate and seek opportunities to increase operational excellence, fiscal stability and sustainability.*
10. *We support and uphold the guiding principles and standards of the American Library Association and the Oregon Library Association.*

2. *Purpose and Planning*

- A. The Gladstone Public Library shall have a written mission statement, objectives, action plans and policies consistent with the Gladstone Public Library's philosophy.

- B. Mission Statement: The public shall have access to the library's written mission statement, objectives, actions plans and policies and bi-laws, both in print and online.

Gladstone Public Library Mission Statement:

"The Gladstone Public Library will be recognized as a dynamic and transformational force in the community by creating an environment that nurtures intellectual freedoms, inspires curiosity, connects people with resources, supports new technologies, and contributes to the success of the community."

3. Governance

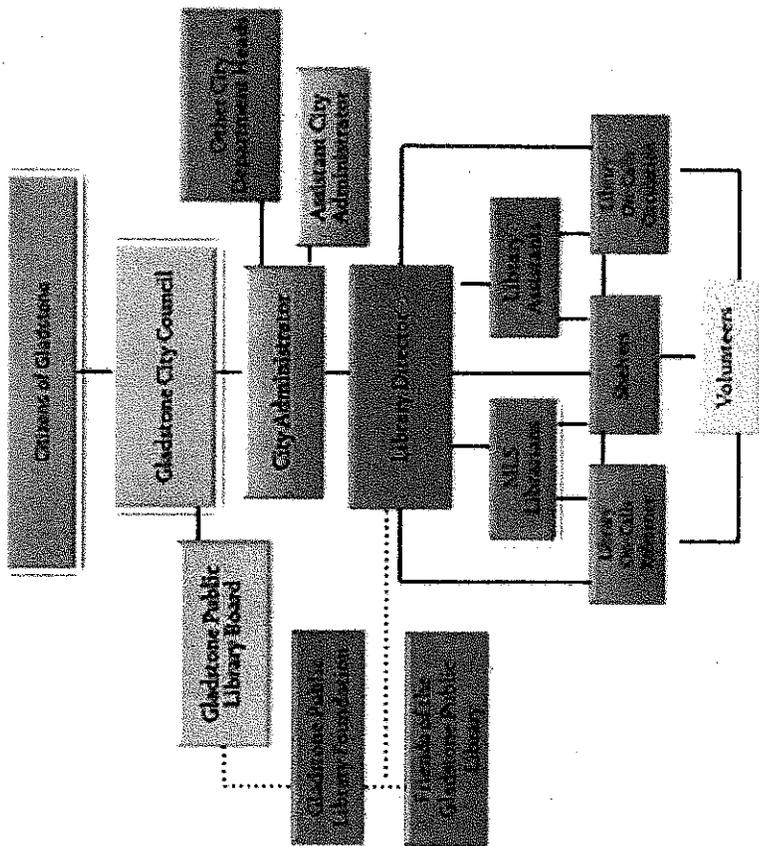
The Gladstone Public Library is a member of the Library District of Clackamas County. This district was created by a vote of the people of Clackamas County and operates under the provisions of intergovernmental agreements approved by the City of Gladstone and the Library District of Clackamas County. The library is a department of the city of Gladstone and is governed by the Gladstone City Council. The library director manages the operation of the library and is directly responsible to the city manager who supervises all city departments.

To best adhere to the requirements set forth in the intergovernmental agreements and those of the library district, the Gladstone Public Library shall:

- A. Be organized to create effective relationships among libraries in Clackamas County (LINCC), the Gladstone City Council, the city administrator, the Gladstone Public Library Board, The Gladstone Public library Foundation, staff, volunteers, the community, and community partners.
- B. Be supported with funds from local governments on an ongoing basis. Grants and private donations supplement, but do not supplant the responsibility of the local funding authority to support the library.
- C. Be governed by a structure that is organized, operates efficiently and effectively, and has written documents that establish and explain its organizational structure, communication lines, and the roles and responsibilities of each group such as: The Libraries in Clackamas County (LINCC) network, city council, the city administrator, the library director, the library board, staff, volunteers, Friends of the Gladstone Public Library, and the library Foundation. These documents shall:
 1. Be the basis for the library's ongoing operation, reviewed periodically, and revised as needed.
 2. Express the relationships of all the library's components.
 3. Clearly define the relationships to community entities.
 4. Comply with all applicable federal, state and local statutes and regulations.
 5. Be made available to the public.

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GLADSTONE PUBLIC LIBRARY ORGANIZATIONAL STRUCTURE



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4. Compliance

The Gladstone Public Library is a legally established public library in the state of Oregon and a member of the Library District of Clackamas County. In order to comply with the rules and regulations established for public libraries by the State of Oregon, the Oregon Library Association, and the Library District of Clackamas County, the Gladstone Public Library shall:

- A. Act in accordance with state law.
- B. Comply with the rules and regulations set forth in the signed intergovernmental agreements between the City of Gladstone and the library district.
- C. Comply with, or exceed, in providing essential standards of library services required by the Oregon Library Association
- D. Be guided by written statements and standards that define and establish policies and procedures approved by appropriate authorities and reviewed at least once every three years (except as noted) for the following:
 1. Confidentiality of patron records
 2. Choice and Consent
 3. Request for Information
 4. Law Enforcement Requests
 5. Search Warrants and Subpoenas
 6. Use of Library Records
 7. Requirement to Report Child Abuse
 8. Library Cards
 9. Circulation of Materials
 10. Notification System
 11. Charges and Fees
 12. Interlibrary Loans
 13. Interagency Cooperation
 14. Collection Development and Materials Selection and De-Selection
 15. Request for consideration of materials
 16. Gifts and Donations
 17. Rules of Behavior
 18. Child Safety
 19. Internet and Computer Use
 20. Cultural Passes
 21. Exam Proctoring
 22. Physical Facility and Grounds
 23. Hours of Operation
 24. Bulletin Board, Display and Exhibits
 25. Social Media
 26. Programming

27. Public Relations
 28. Human Resources
 29. Procedures for the conduct of meetings.
 30. Recording of minutes.
 31. Securing funds.
 32. Emergency and Safety
 33. Uphold the American Library Association's:
 - a. Code of Ethics
 - b. Statement on the Confidentiality of Library Records
 - c. Freedom to Read Statement
 - d. Freedom to View Statement
 - e. Free Access to Libraries with Minors Statement
- E. The library shall also have the following responsibilities:
1. Formulate, and regularly review, the library's mission, goals and objectives.
 2. Ensure community members have access to efficient, effective, and courteous library services in consistent manner.
 3. Submit an annual statistical report filed with the Oregon State Library.
 4. Conduct a formal study of community needs at least every five years.
 5. Have a written long range plan, including a technology plan that is reviewed each year and revised at least every five years.
 6. Regularly review accounting procedures.
 7. Have established policies and procedures adopted by the appropriate authorities that maintain a consistency in operations that are reviewed on an annual basis.
 8. Adopt and implement an annual budget and maintain financial records.
 9. Provide secure physical facilities.
 10. Develop a strategic plan that is reviewed annually and revised every 5 years
 11. Develop a technology plan that is reviewed annually and revised every 5 years
 12. Conduct a formal study of community needs at least every 5 years.
- F. Create participant involvement in the library:
1. Provide patron comment forms online and in print.
 2. Provide "Suggest a Title for Purchase" form.

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5. *Administration and Human Resources*

The library shall have clear administrative and human resource policies and procedures that contribute to the effective management of its operation, processes and resources.

- A. Administrative Responsibilities: Library Director
 - 1. The city council shall designate a director possessing formal management experience and a Master's of Library Science degree from an American Library Association accredited institution, and/or adequate professional training and education, and delegate to that director the responsibility for the overall day-to-day management of the library's operations and programs.
 - 2. Appropriate authority evaluates the performance of the library director annually.
 - 3. The library director's roles and responsibilities shall be clearly defined as follows:
 - a. Development of a library's overall work plan
 - b. Planning and program development
 - c. Evaluation of program and operation
 - d. Resource development and fundraising
 - e. Fiscal management and budgeting
 - f. Supervision of day to day operation
 - g. Community relations
 - h. Personnel management
 - i. Training and staff development
 - j. Reviewing and reporting to the governing structure, and others as appropriate, on program, operation, facility and equipment
 - k. Emergency arrangements
 - l. Participate in the American Library Association and the Oregon library community.
 - m. Responsible for reviewing national and local policies at least once every three years.
 - n. Responsible for annually reviewing the strategic plan.
 - o. Submits an annual statistical report filed with the state library.
 - 4. The library director shall have a defined relationship with:
 - a. The Gladstone City Council
 - b. The Gladstone City's administrator and other administrative staff
 - c. The Gladstone Public Library Board or any relevant advisory committee of the City of Gladstone
 - d. Other libraries in Clackamas County (LINCC) system
 - e. Any other entity within the City of Gladstone with responsibility for the library.

B. Administrative records and reports:

1. Administrative records and reports shall be established and maintained on the total library's operation to satisfy legal requirements and for use as a management tool.
2. Administrative records and reports shall be reviewed periodically by appropriate staff to evaluate their adequacy and continued usefulness.
3. An appropriate policy, consistent with administrative and legal requirements, should be established for retaining records and reports.
4. All records and reports that contain personal or other sensitive information about participants, staff and volunteers are kept confidential.
5. Procedures are in place to ensure confidentiality and includes:
 - a. Provision for secure storage of confidential records, whether paper or computer files
 - b. Limiting access to confidential records to persons with a demonstrable need to know the information they contain.
 - c. Protecting the identity of individuals in reports or other documents through use of such devices as coding or generalization of information.
 - d. Obtaining permission of the individual through a release of information form before data contained in confidential records is released to persons or agencies outside the library.

C. Library Staffing:

1. The library will employ qualified librarians possessing a Master of Library Science degrees from American Library Association accredited institution or who have equivalent training and education and are able to facilitate an advanced professional level of public library services to all ages in the areas of: reference services, reader's advisory, community outreach, event programming, and technology support during all library service hours.
2. The library maintains and adheres to accessible, well-defined, and consistent written policies, governing the training, performance, and recognition of all staff.
3. The library employs paid staff members who are present during all library service hours.
4. There shall be a sufficient number of personnel to implement the activities and services necessary to meet the library's goals, objectives, and standards required by the Oregon Library Association.
5. There will be a sufficient number of staff for the number of persons served and the frequency of service provided.
6. The library shall have staffing plans that clearly defines the positions necessary to implement the library's goals and objectives and specifies the appropriate relationships and supervision of each level.
7. The library will maintain a full staff of well-qualified professionals and paraprofessionals in possession of the skills, knowledge, and abilities

necessary to serve the community as outlined in the library's mission, goals and strategic plans.

8. The library shall maintain contemporary written job descriptions for all classifications and provide job performance evaluations for all staff members. Written job descriptions must include a defined salary range and benefits package for each job description that is comparable to the average for all library services staff in each category for similar sized libraries. Written job descriptions shall include short, medium, and long term goals for the staff in relation to the library's goals.
9. The library shall provide a salary and benefits package at or above the median for that of all library services staff in each category for similar position in the same jurisdiction or in other local government bodies.
10. The library maintains, supports, and funds an annual staff development plan.

D. Responsibilities of Library Staff

1. Staff shall be fully competent to meet or exceed job description requirements and provide quality library services to the community.
2. All staff will uphold the American Library Association's:
 - b. Code of Ethics
 - c. Library Bill of Rights
 - d. Confidentiality of Library Records
 - e. Freedom to Read Statement
 - f. Freedom to View Statement
 - g. Free Access to Libraries for Minors Statement
3. Professional librarians will oversee the collections, programs, outreach, and services for children, teens, and adults. Professional as defined as holding a master's of Library Science degree from an American Library Association accredited institution or its equivalent in education and experience.
4. Formally trained, qualified staff employed by the library or working closely with the library through a parent agency, will oversee technical matters such as (but not limited to) information technology, cataloging, and finances.
5. A designated staff member will coordinate and oversee public relations and marketing for the library including the use of social media and other emerging communication media.
6. Library staff stay abreast of the technological impacts of changing formats and e-media for content delivery.
7. Staff will be trained in the use of adaptive equipment and software to ensure effective communication with persons with disabilities.

E. Staff supervision and training:

1. The library shall have a formal system of staff supervision for paid and volunteer personnel to help improve their performances, develop their abilities, and ensure staff-participant consistent with the library's philosophy. Supervision shall include individual conferences and staff meetings.

2. The library shall have a development program for staff to encourage participation in educational and training opportunities that will enhance their skills and job performance.
 3. The library will provide financial support for education opportunities that require fees, travel expenses, etc.
 4. The library will provide the resources and technological tools required for professional education and development.
 5. All employees will set annual goals for personal and professional development with their direct supervisor.
 6. The library will allocate time for training, learning, teaching, and continuing education.
 7. The library will provide diversity training to staff
 8. The library supports staff participation in state and national professional organization.
- F. Personnel policies, practices and procedures as follows:
1. Policies governing personnel administration, rights and responsibilities shall be established by the governing structure and maintained as a manner of official record.
 2. Personnel policies shall be written in a handbook, or other suitable form, and provided to staff, governing structures, the library board, and as appropriate, to other agencies.
 3. Wages, salary, and hiring practices shall be consistent with requirements of the governing structure, ASFME, and of government laws and regulations.
 4. Each employee will be given a copy of their job description and discussed at the time of employment.
 5. Each employee's performance shall be evaluated on an annual basis and in accordance to an established procedure.
 6. The library maintains and follows a written plan for recognizing outstanding achievement by library staff and volunteers.
- G. Volunteers:
1. The library shall recruit and use volunteers to supplement its operations and programs and not replace the services provided by paid staff.
 2. Volunteers are selected through a defined hiring process which includes a background check and matched to the needs of the library's strategic plan.
 3. There should be written policies governing volunteers.
 4. There shall be written job descriptions for each volunteer position.
 5. The relationship between paid staff and volunteer workers shall be clearly defined and understood by all staff.

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6. *Services to the Public*

The citizens of Gladstone will have access to consistent, well planned library services that anticipate and respond to the needs of the community. Library services are readily available to all residents of the service jurisdiction.

- A. Planning and development of library services shall:
1. Reflect the mission and goals of the Gladstone Public Library
 2. Reflect the Standards for Oregon Public Libraries (Revision Approved 2014)
 3. Reflect the mission of the American Library Association
 4. Adhere to the requirements of the Intergovernmental Agreement between the City of Gladstone and Clackamas County
 5. Represent diverse viewpoints.
 6. Support the needs of the demographics of the community including special populations.
 7. Support the right to intellectual freedom.
 8. Include relevant written policies and procedures governing lending, borrowing, and circulation that emphasize welcoming and effective means of delivery.
- B. Description of library services. The Gladstone Public Library provides:
1. Basic library services free of charge to everyone in its service population.
 2. Access to information 24/7
 3. A circulating collection
 4. Public technology
 5. Free and regular programs serving informational, recreational, cultural and educational needs to library users of all ages including story times and summer reading programs
 6. Reference and reader's advisory services to patrons of all ages and levels of literacy in person, by telephone, by text telephone (TTY) or chat services all hours the library is open to the public.
 7. Reference and reader's advisory services to patrons with disabilities in formats they can use directly or through other local agencies.
 8. Current information regarding children's, adult and/or family literacy programs.
 9. Resources and services that support economic development.
Trained staff members who offer assistance to the public during all hours the library is open in the use of:
 - a. technologies necessary to access and use the Internet and other electronic and non-print resources
 - b. circulation
 - c. access to materials

7. Materials

- A. The library will provide a dynamic collection reflective and responsive to the community's needs, interests, local standards, and diversity available in formats appropriate for all users.
- B. The library provides materials that support lifelong learning for all community members.
- C. The library provides materials and access to information representing a wide variety of viewpoints.
- D. The library will adopt a Collection Management Plan which includes policies and procedures for selection, de-selection, reconsideration, conservation, preservation, gifts, donations, and special collection items. The library will review the Collection Management Plan within each three year period.
- E. The library will regularly evaluate the items in the collection for retention, replacement, or withdrawal according to the Collection Management Plan
- F. Funds are allocated for purchasing materials and are expended based on the Collection Management Plan and policies directing library activities.
- G. The collection is contemporary, available in current physical and electronic formats, and provides both in-house and remote access as appropriate to the format.
- H. The library maintains material records formatted to facilitate access while complying with existing national cataloging standards and schema to facilitate resource sharing.
- I. The library tracks annual circulation statistics per capita with consideration for provision of access measured by service area and turnover rates.
- J. The library places orders at regular intervals throughout the year to ensure a steady flow of new materials for public consumption.
- K. Processing procedures provide expeditious access to new materials.
- L. Circulation procedures provide expeditious access to materials.
- M. All users have access to all materials unless restricted by law or library policy.
- N. The library participates in reciprocal borrowing and lending programs by providing interlibrary loan services.
- O. The library provides access to online databases as appropriate to meet the needs of the community.
- P. Provide access to adult basic-skills and English as a Second Language materials with reading levels and formats appropriate to meet the needs of patrons who are adult new learners, have development disabilities, or possess limited English speaking skills.
- Q. The library will house local history and archival collections. Archival collections will follow best practices of the Society of American Archivists.
- R. The library will provide access to federal, state, and local government documents appropriate to the community.
- S. The library provides access to special collections appropriate to the community.
- T. The library provides access guides and user aids to inform patrons the availability of resources on a specific topic or issue, and makes them available to the public as appropriate.
- U. The library provides current information about agencies and organizations that connect programs of interest to the patrons.

- V. The library provides easy and accessible ways for patrons to give written feedback on collections, i.e. purchase suggestion forms and web-based forms.

8. Technology

- A. The library increases the level of digital literacy in the community:
 - 1. The library provides free public access to the internet through dedicated high speed connections.
 - 2. The library provides free public internet through wireless access.
 - 3. The library provides remote electronic access to library catalog and other resources 24/7.
 - 4. Library provides training and one-on-one assistance to library users with the goal of increasing the level of digital literacy in the community.
 - 5. Library provides access to current versions of licensed software and other relevant digital content.
 - a. Library enables community members to create their own digital content (e.g. Word or Excel documents, photo editing, web design, and audio/video recording).
- B. The library provides technology that supports personal and professional growth:
 - 1. Library provides technology to meet community members' demand for critical areas of research.
 - 2. The library provides technology to meet community members' job-seeking and entrepreneurial needs.
 - 3. The library provides technology to meet community members' need for government and legal information and service/assistance.
 - 4. Library provides technology to meet community members' need for educational support.
 - 5. The library provides instruction and guides for job seeking, entrepreneurial, e-government, legal and educational support.
- C. Technology Management
 - 1. The library integrates public access technology into planning and processes.
 - 2. Library has sufficient staff with technology expertise to help patrons achieve their goals.
 - 3. The library has sufficient bandwidth to accommodate user demand.
 - 4. The library manages their technology services to maximize quality by monitoring systems and minimizing out-of-service devices.
 - 5. The library continually evaluates options and plans for incorporation of technology change.
 - 6. The library supports the implementation of current and future telecommunications and electronic information technologies.
 - 7. Library ensures participation in digital technology for people with disabilities.

8. The library ensures access to its resources and services for patrons with disabilities through the provision of assistive technology in compliance with the American with Disabilities Act.

9. Facility

A. General Responsibilities:

1. The library's governing structure designates, to the library director, full responsibility for the library's facilities, grounds and equipment. The city administrator may delegate specific responsibilities of the facility to other city departments or agencies.
2. The library provides space that aligns with the library's mission, goals and Oregon Public Library Standards (Revised and Adopted 2014), such as story time space, study areas, study rooms, quiet space, and community meeting space, programming areas with enough space to access and utilize materials, public computing areas and general seating areas.
3. The library has policies regarding the use of its facilities and are reviewed annually.
4. Usage statistics are maintained and compared to space allocations in order to plan library facilities to meet current needs of the community.
5. The library's facility plan shall be reviewed and analyzed every 5 years using community input and analysis.

B. The Gladstone Public Library provides safe, comfortable, friendly, and inviting facilities conducive to library use.

1. Patrons have quick and easy access to all services.
2. The library complies with all federal, state and local codes, including safety, parking and ADA compliance.
3. The library ensures access to its resources and services for patrons with disabilities in compliance with the American with Disabilities Act.
4. The library provides equipment and furniture for multiple audiences (adults, teens, children, people with disabilities) in order to respond to their unique needs.
5. The library provides space for patrons to access library resources via various and multiple formats and devices.
6. The library provides patrons with Wi-Fi seating areas, charging stations, and easy access to electrical outlets and power supply that support current devices and technology.
7. Lighting levels comply with standards issued by the Illuminating Engineering Society of North America.
8. The library provides a well-lit exterior with signage that clearly identifies the building from the street.
9. The library maintains sufficient, well-lit parking located near or adjacent to the facility.
10. The library provides separate areas for staff workspace and breaks.
11. The library provides storage areas for books, equipment and supplies.
12. The library has signs in the community that direct people to the library.

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13. The library will provide a convenient and safe location of an outdoor book return during the hours the library is closed. Material depositories shall be fireproof and accessible to people with disabilities.
14. The library provides a well-designed interior that encourages self-directed use of the library through appropriate layout and signage.
15. The facility's external appearance shall be attractive and appropriate for its use.
16. The library is decorated and furnished in an appealing manner.
17. Identification signs shall be attractive, in large lettering, and clearly identify the purpose of the facility.
18. The library provides a variety of meeting rooms and community spaces based on local needs.

C. Emergency Management:

1. The library has an emergency preparedness plan for both the facility and ongoing services, established by the library's director in consultation with the fire and police department and other relevant agencies, for dealing with facility or medical emergencies such as:
 - a. Serious illness or injury that occurs at the library
 - b. Fire
 - c. Burglary and theft
 - d. Power failure
 - e. Natural disaster
2. Emergency procedures:
 - a. The library has emergency procedures in place established by the library's director in consultation with the fire and police department and other relevant agencies.
 - b. A written record of all emergencies shall be filed with the city administrator whether or not there is apparent injury or property damage.
 - c. Visual emergency evacuation plans are posted in conspicuous places throughout the library. Plans shall include:
 1. Emergency telephone number: 911
 2. Evacuation instructions
 - b. Periodic fire drills are scheduled and carried out as recommended by the National Fire Protection Agency.
 - c. Procedures for fire safety shall be adopted and shall include provision for fire drills, inspection and maintenance of fire extinguishers and smoke detectors, periodic inspection and training by fire department personnel.
 - d. Staff are informed about emergency procedures.
 - e. The emergency plan is evaluated annually.

D. Health and Safety:

1. The exterior and interior of the facility is safe and secure, with adequate lighting and paved exterior walkways.

2. There is sufficient maintenance and housekeeping personnel to assure the facility is clean, sanitary and free of hazards at all times.
 3. Provisions are made for frequent, safe, sanitary disposal of trash and garbage.
 4. Bathrooms and kitchenettes shall include safety features appropriate for use.
 5. The library will promptly correct any identified safety issues
 6. If necessary, the library shall make arrangements for the security of participants and materials in the facility.
 7. Safety plans shall be reviewed annually.
- E. Building Maintenance and Upkeep:
1. The library contracts for repair, maintenance, regular painting and redecorating services as appropriate.
 2. Maintenance and housekeeping are carried out on a regular schedule, in conformity with general accepted standards, and without interfering with the general operations of the library as appropriate.
 3. Sufficient budget shall be provided for equipment maintenance, repair and replacement.
 4. Staff are responsible for the general appearance of work areas.

10. Community Partnership

- A. The library will collaborate with community members and community partners to maximize services. These would include:
1. Individuals and families
 2. Schools
 3. Daycare centers
 4. Volunteers
 5. Individual businesses and business groups
 6. City Council
 7. All City Departments – Administration, Parks & Recreation, Fire, Public Works, Senior Center & Police
 8. Other citizen and neighborhood groups
- B. The library actively participates in local activities and events.
- C. The library collaborates with other community organization to provide community programs.
- D. Library builds strategic relationships with community partners to maximize public access technology resources and services provided to the community.
- E. Library actively engages in community planning and addresses the digital divide.
- F. The library supports continuous improvement in public success technology services by sharing expertise and best practices with other providers.
- G. The library will create and nurture relationships with elected officials on city, county and other governing levels.
- H. The library provides legal and state election law training to staff and supporters.

- I. The library performs community assessments, including the evaluation of linguistic, ethnic, and cultural diversity, every three years.

11. Advocacy

The library will convey its value to the community and seek opportunities to increase operational excellence, fiscal stability and sustainability.

- A. The library will collaborate with other area libraries for advocacy events.
- B. The library will advocate for improved library service at the local, state, and federal level.
- C. The library will participate in statewide campaigns that focus on public awareness of libraries to garner support and funding.
- D. The library will participate when critical legislative issues arise that affect the future of libraries.
- E. The library will provide information and training to all library staff regarding the impact of customer service and marketing on the library's image and community relations.
- F. The library will build relationships with other community organizations to support common goals.
- G. The library will hold events to which elected officials are invited to attend.
- H. The library will have representation at events, hearings, and programs elected officials attend.
- I. The library will maintain an active list of community interest groups and individuals and regularly provide promotional materials and library updates.
- J. The library will support OLA Legislative Day with calls, mail, and representation.
- K. The library will train and provide resources for external advocates of the library.
- L. The library will have a communications plan for informing interested community members and library supporters about legislation concerning libraries.
- M. The library provides support and resources to staff and supporters to ensure they are successful advocates.
- N. Library staff will promote library use, encourage its development, and enhance communication between the library and the public.

12. Evaluation

- A. Responsibility of evaluations
 - 1. The responsibility for ongoing informal and formal assessment of all programs and services lies with the library director and the library's governing structure.
 - 2. Participants, staff, governing structure are able to access the results of the library's evaluation efforts.
 - 3. Adequate resources for evaluation (including staff time and volunteer time) is included as part of the library's operating budget.
 - 4. The library provides ongoing opportunities for community to evaluate library services in print and online.

5. The library evaluates all services based on outcome measures on an annual basis.
- B. Areas of evaluation shall include:
1. Library services, materials and programs
 2. Efficiency and adequacy of operational areas such as administration and personnel, fiscal management and record keeping.
 3. The adequacy of the library's facility, equipment and furnishings.
- C. Records and Reports
1. The Library shall keep complete records that provide a picture of its daily, weekly, monthly, and yearly operations.
 2. The library uses reports from ongoing assessments of program attendance, services, and material turnover rates.
 3. Reports are reviewed periodically by appropriate staff to evaluate the records' adequacy and continued usefulness.
- D. Statistical recording and reporting:
1. The library maintains statistics on:
 - a. Number of borrowers
 - b. Materials in the collection
 - c. Circulation of materials
 - d. Self-check circulation
 - e. Check-ins
 - f. Interlibrary loans
 - g. Public internet computer sessions
 - h. Programs
 - i. Program attendance
 - j. Information assistance in person and by telephone
 - k. Computer and e-book help
 - l. Readers' advisory
 2. The library has an established tally sheet for recording statistics on patron interactions required for reporting on the Oregon Public Libraries Annual Statistical Report.
 3. The library has established tally sheet for recording program attendance.
 4. The library upholds the confidentiality of all patron records, interactions with staff, and program attendance.
 5. Frequency of reports.
 - a. The library director shall submit a monthly statistical report to the city administrator and the Gladstone Public Library board.
 - b. The library director shall prepare an annual report providing an overview of the library's programs and operations. The annual report shall be available to the public in print and online.

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13. Accountability

The Library provides efficient operations and transparent fiscal management by optimizing resources.

- A. The library's financial operations are based on sound planning and prudent management of all resources.
 - 1. Budget and preparation are part of the annual planning process and shall anticipate the resources needed to fulfill the library's mission, goals and objectives.
 - 2. The budget is prepared by administrative staff, or governing structure as appropriate, with input from library staff and be approved by governing structure.
 - 3. The budget is based on thorough consideration of the resources required to carry out each of the library's activities and services.
 - 4. The budget specifies and allocates anticipated income from all sources and all projected expenditures.
 - 5. The budget is used as a fiscal control tool to monitor income, the use of services and resources.
 - 6. Procedures are established and records are kept for cost analysis of services, future planning, and evaluation.

- B. Fiscal Reporting:
 - 1. Regular fiscal reports disclosing the library's full financial condition shall be prepared by city staff. These reports shall include balance sheets, statements of income and expenses, and cumulative and comparative budgets.
 - 2. Fiscal reports shall be submitted to the governing structure or its designated authority and made available to center participants, funders and the public upon request.
 - 3. A full audit shall be performed annually by a qualified accountant.
 - 4. The audit report shall be submitted to the governing structure, the city manager, and library director, and made available to funders, participants, and the public upon request.
 - 5. Reports related to income provided for special purposes (grants, contract, special projects, etc.) shall be prepared and submitted to funding sources as required.
 - 6. In-kind contributions shall be recorded and documented in conformance with income source regulations.
 - 7. The fiscal reporting practices of the library for maintaining any separate funds of the library's library board or library Foundation shall:
 - a. Maintain accurate and complete financial records
 - b. Have their records reviewed regularly by administrative staff or governing structure.
 - c. Have their records reviewed annually by the governing structure's financial committee and audited by a qualified accountant.

- C. Legal and administrative requirements.

1. Budgeting, accounting and financial reporting practices should conform to the general accepted accounting principles and the requirements of the library's funding agencies
- D. Securing financial resources:
1. Administrative staff and governing structure shall secure the financial resources necessary to meet the library's obligations by seeking funding in ways that assure:
 2. Compatibility with the library's philosophy and mission.
 3. Adherence to any legal requirements that apply such as the requirements of grants or and donors.
 4. Accountability for the funds received.
 5. Fund-raising activities conducted by library sponsored groups are approved by the library director or governing structure.
- E. The library shall use the following requirements in the management of financial resources:
1. Accurate and complete bookkeeping records are maintained.
 2. The library has an internal control system consisting of written procedures for:
 - a. Centralized cash control, including recording cash receipts and expenditures,
 - b. Depositing cash, and periodic checks of petty cash and other cash funds.
 - c. Purchasing including an approval system
 - d. Storage and inventory control
- F. Risk protection including the following:
1. The library shall have a risk protection program (insurance coverage) that:
 - a. Meets legal requirements
 - b. Is adequate to preserve the library's assets
 - c. Covers the library, its staff, participants, etc.
 2. The library shall have insurance policies covering:
 - a. Loss from fire, theft, vandalism and natural disasters
 - b. General liability
 - c. Professional acts of staff
 - d. Vehicle insurance
 - e. Liability for use of private automobiles by paid or volunteer staff on center business
 - f. Liability of acts of volunteers
 - g. Worker's compensation
 - h. Employee benefits
 3. Administrative staff shall procure information on insurance needs and available types of protection. Information shall be reviewed by designated authority at least annually.

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ADDENDUMS

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GLADSTONE PUBLIC LIBRARY INTERNAL VALUES STATEMENT

The Gladstone Public Library advocates excellence in customer service, intellectual freedom, respect for all individuals, and responsible stewardship of the resources with which it is entrusted. The Library encourages the professional and personal development of staff, teamwork, and partnerships in fulfilling its mission. The Gladstone Public Library promotes flexibility, innovation, and responsible risk-taking in its commitment to continuous improvement of its products, services, policies, and procedures. To ensure that the values we shared as an organization, for the benefit of the outside community are followed, we must also take great care to develop and demonstrate shared values that benefit our staff community. We value:

Respect...We choose to treat others with consideration and courtesy because we appreciate the importance of each individual's diverse background, expertise, and acknowledge each person's value. We treat each person with dignity as we attempt to understand their viewpoints and appreciate the demands of their job.

Honesty and Trust...We commit to tell the truth, as we recognize that honesty builds trust and is essential for good working relationships and teamwork. We place confidence in the ability of our fellow workers, and we strive to be faithful to our word and supportive of our coworkers and the organization. It is important that ideas are shared and developed to their fullest, and in so doing give credit and recognition to those who are part of the process.

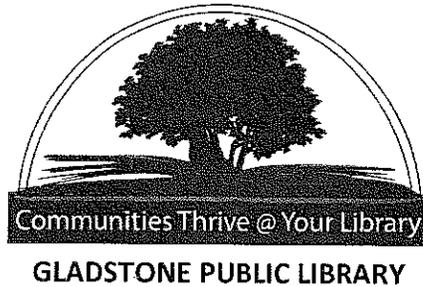
Personal Attitude...We value self-satisfaction for a job well-done. We value change as an opportunity to improve service to our customers. In addition, we believe maintaining self-respect, flexibility, and a sense of humor, promote a positive, cooperative approach to our jobs, so all may enjoy their work.

Accountability and Dependability... We acknowledge that we are a library that must respond to the needs of a diverse community. We believe in a strong work ethic which allows us to strive for balance in quality of work and quantity of work by demonstrating competence in what we do and acknowledge we are each responsible for our own actions. We are proud of the organization and of the work that we do and services we provide.

Communication... We value a communication system that allows for both openness and honesty. Sharing information with all levels of staff is a vital link in our communication efforts, which involves both the listener and the speaker. We strive to say what we mean to ensure we are understood; yet recognizing that each person shares in the responsibility of listening and comprehending the information being shared.

Supportive Environment... We recognize the importance of the groups in which we work, and the value of each individual in that group, and strive to provide a safe and supportive environment in which trust can flourish. We appreciate and recognize the job demands, time commitment and accomplishments of every staff member.

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COMMUNITY NEEDS ASSESSMENT

Preface

The Gladstone Public Library has worked diligently over the past year to improve library operations, expand programs, services, and partnerships in the community. As fiscal year 2014-2015 begins, the Library once again has strong momentum.

The Library's next chapter has been the topic of many conversations over the past few months, involving many library users, local citizens, community leaders and library staff. The library means many different things to many different people. Based on those discussions, we decided to ask the community what they want from their library that will guide us to better engage and serve our community.

Planning

The planning process was led by the library director with the assistance of the Gladstone Public Library Board and the Gladstone Public Library Foundation.

Community Feedback

The Gladstone Public Library used community meetings and surveys to measure the public's perception of the Library. The four community meetings took place at the Gladstone Public Library, were open to the public, with notices sent out at least two weeks in advance. *The Impact Survey*, an online survey tool designed specifically for public libraries that want to better understand their communities and how people use their public technology resources and services was also conducted. Printed copies of the survey were also available at the library. National studies and local data, about actual use of library facilities and programs, were also used to gauge how communities value their libraries.

Background

The Gladstone Public Library prepared a plan to evaluate library services for the Gladstone community in July of 2014. This plan included an evaluation of current library services, an environmental scan of library services in the state of Oregon, and of library services provided throughout the nation. The revised *Standards for Oregon Public Libraries* (2013 Revision) and the American Library Association's publications and statistical resources were also consulted.

Time Frame

The evaluation process took place from July 2014 thru August 2014. The Impact Survey was run from July 21st through August 9th.

What we found:

1. *Over 200 people physically visit the library every day.*
 - Our library is the only community resource where children, teens, young and older adults, can engage in free lifelong learning experiences through programs, resources and services. The public takes advantage of those opportunities every day. 74,620 people visited the library last fiscal year. Approximately 7,700 LINCC cardholders consider the Gladstone Public Library as their home branch.

2. *Public access to the Internet improves quality of life.*
 - 55% of all respondents reported that public computing resources are important or very important to themselves, personally.
 - 86% felt that these resources are important or very important to have available for others in the community.
 - 82% of survey respondents had used a public access computer or used the library's Internet connection to access the Internet during the past 12 months.
 - 73% of those who responded to our survey said that they used a computer in our library to access the Internet in the past 12 months. 41% did so at least once a week, 5% did so three times a month, and 54% did so less than a month.
 - 74% of Gladstone Public Library's public access technology users also have alternative Internet access somewhere other than the library. Of these 74%, 81% received help when they visited the library.
 - 45% of respondents accessed library resources through a handheld mobile device such as a cell phone, e-Reader, or tablet computer.
 - 29% of users indicated that they used the library's computers or Internet connection for health or wellness purposes.

3. *The library helps those with limited incomes.*

For those without internet at home, the Library provides the only free point of access to basic activities like completing homework and managing healthcare.

 - 31% of Gladstone Public Library users are low income (below 200% of the poverty level). Of public technology users with no alternative access, 60% are low income.
 - 29% of users used library computers or Internet access for e-Government purposes, such as applying for government programs or services.

4. *Libraries mean jobs – from new businesses to new employers.*
 - 45% of public technology users at the Gladstone Public Library used the library's public computers or wireless connection for employment purposes.

- 24% of users used the library's technology resources to apply for a job. 12% were granted an interview, and 5% were hired for a new position.
 - 7% of the public access technology users at the Gladstone Library reported they had used library resources for entrepreneurship in the past 12 months.
5. *Libraries are a valuable educational resource and supports basic literacy and lifelong learning.*
- Of public technology respondents, 29% used the library for educational purposes. Of those that used public technology for educational purposes, 67% took an online class, did research or did homework for a class.
 - This summer, 615 children and teens read for more than 2,030 hours through the Library's Summer Reading program.
6. *Public Libraries support civic engagement.*
- 21% of public access technology users surveyed reported using the library's computers or Internet connection for civic engagement purposes such as keeping up with the news or learning about a social cause, political activity or candidate.
7. *Libraries provide access to eCommerce.*
- 33% of users surveyed reported using the library's computers or Internet connection for eCommerce such as paying bills, banking, or making purchases online.
8. *Public libraries enable people to stay in touch with family, friends, and to build and maintain social networks.*
- 50% of users reported having used the library's computers or Internet connection for social purposes.
9. *Universal trends are impacting the library.*
- In response to the tremendous growth of electronic devices, the library is adapting and innovating ways to serve its customers and their community through the lending of eBooks and eBook readers.
10. *Our community believes library programs are an essential service for the community.*
- 100% of those who participated in the community meetings stated that they believe library programs are an essential service for the community.
 - 100% of those who participated want to see an increase in the number of library programs.
 - Participants felt that the library should increase services for seniors and the homebound.

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11. *Our community views the library as a premier source for information and technology.*

- 100% of those who participated in the community meetings felt that the library does not currently provide enough computer access to meet the needs of the community.
- 100% of teens who participated in the community meetings thought the library should have designated gaming computers.
- As a premier source of information, some participants felt the library should provide closed captioned news broadcasted throughout the day

12. *Our community desires a convenient and pleasant place to visit.*

- 100% of those who participated wanted more parking available.
- 100% of those who participated felt the library needs handicapped accessibility.
- Participants also commented on the lack of visible signage for the location of the library.
- Participants also said they believe the children's area is too small and needs room for reading areas.
- Participants also thought the library should provide quiet reading spaces.

We are grateful to each and every person who offered ideas, suggestions and advice to ensure that the library continues to serve the Gladstone community in the best ways possible.

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**GLADSTONE PUBLIC LIBRARY
STRATEGIC INITIATIVES
2015 – 2018**

Mission Statement:

The Gladstone Public Library will be recognized as a dynamic and transformational force in the community by creating an environment that nurtures intellectual freedoms, inspires curiosity, connects people with resources, supports new technologies, and contributes to the success of the community.

Envisioned Future

The Gladstone Public Library is recognized as being indispensable to our community's success in lifelong education, economic growth and workforce development.

Priorities

1: Stimulate the imagination through reading, viewing and listening.

The Gladstone community will have materials and programs that stimulate imagination and provide pleasurable reading, viewing and listening experiences.

Key Initiatives:

- ✚ Adults will enjoy a wide variety of readily available new and popular materials in various formats.
 - The library will purchase additional materials specifically for Gladstone patrons (Lucky Day).
 - The library will purchase e-reader devices with popular adult materials loaded onto the devices.
 - Library patrons will have access to popular materials in a timely manner.
 - Staff will create monthly promotional materials and displays to engage readers with new titles.
 - Patrons will have access to "read-a-likes" or genre booklists each month.
 - The library will create a Readers' Advisory section on the website.

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- ✦ Teens will have a supportive environment that provides entertaining, reading, viewing, and listening opportunities that respond to their current interests.
 - The library will create a teen space with materials and resources that reflect their interests.
 - The library will increase access to technologies for teens.
 - The library will develop programs reflecting current topics of interest to teens.

2. Support early literacy and create young readers.

The library will have materials, services, and programs that support young readers and prepare them to enter school ready to learn to read, write, and listen.

Key Initiative:

- ✦ The library will offer developmentally-appropriate story times.
 - The library will initiate a weekly toddler story times.
 - The library will provide weekly story times to preschoolers.
 - The library will add resources and programs for parents.
 - The library will provide story times to underserved populations such as non-native English speakers and children with special needs.

3. Support Student's Success in School

Children and teens in the community will have access to resources that assist them with their homework assignments and help them succeed in school.

Key Initiatives:

- ✦ Library staff will make annual presentations to students, teachers and parents to promote library services.
 - Library staff will attend open houses at local area schools to present how to access current databases available for homework help.
 - Library staff will work with teachers to become informal education partners.
- ✦ Create a link on the library's webpage for teachers, students and homeschool parents with evaluated resources.
 - A link will be created for evaluated resources in primary topics areas such as history, English, science and math.
 - A teacher assistance/feedback tool will be available on our website.
- ✦ The library will incorporate the Science, Technology, Engineering, Arts. Math (S.T.E.A.M.) initiative into story times.
 - The library will provide weekly story times incorporating the S.T.E.A.M. initiative.
- ✦ The library will reach out to underserved student populations
 - The library will supply a selection of books to be kept in classrooms.
 - Librarians will visit the local area elementary school and provide book talks.

- Librarian will hold story times and programs at other locations in the community such as the Gladstone Headstart and the Gladstone Center for Children and Families.
- Librarians will conduct library cards drives at area schools to increase the use of the library.

4. Provide a safe and comfortable place for our users.

Gladstone residents will have safe, attractive, welcoming and easily accessible physical and virtual spaces to meet and interact with others or to work independently on personal projects.

Key Initiative:

- ✚ The Library will provide flexible space and comfortable furnishings that offer a variety of learning environments to support community needs.
 - The library will develop a space for seniors to read.
 - The library will develop a space for teens to interact.
 - The library will provide an interactive learning environment for children.
 - The library will improve clarity, attractiveness, and relevance of signage.

5. Satisfy Curiosity: Lifelong Learning

Gladstone residents will have access to the resources they need to explore topics of personal interest to continue to learn throughout their lives.

Key Initiative:

- ✚ The library will develop programs focused towards seniors.
 - The library will provide large print and audio materials targeted towards seniors.
 - The library will extend outreach to senior living communities.
- ✚ The library will develop programs focused towards young adults.
 - A teen advisory group will be formed to get input from the community.
- ✚ The library will extend outreach services to minority populations.
 - A book club will be facilitated at the Coffee Creek Correctional Facility.
- ✚ The library will increase programs for adults.
 - The library will provide programs on Oregon Authors and historians.

6. Provide access to share and create digital content

Patrons will have access to technologies and software that allow them to create original online content.

Key Initiatives:

- ✚ The library will provide the software necessary to create print, video, audio, and visual online content.
 - Up-to-date Microsoft Office Suite will be installed on all computers.

- Library computers will have the necessary speed and configurations to support the creation of digital content.
- ✚ The community will have access to skilled and competent librarians trained to support and troubleshoot online and digital technologies.
 - Librarian's will be given the opportunity to take in-person and online instruction to increase their knowledge in new technologies.

7. **Become a Central Player in Economic Development**

The Gladstone Public Library will be the premier center in the community supporting workforce development and small businesses resources.

Key Initiatives:

- ✚ Businesses will have the resources they need to develop and maintain strong, viable organizations.
 - The library will provide conference and meeting room spaces
 - The library will provide at least one computer with software focused on small business marketing.
 - The library will provide access to demographic database for small businesses to target new customers.
 - The library will collaborate with other agencies and provide classes and counseling for small business owners to encourage innovation and support growth.
 - The library will provide opportunities for both new and seasoned entrepreneurs to collaborate and share ideas.
 - The library will build public awareness campaigns to ensure our patrons take full advantage of these exceptional programs and resources.
- ✚ The library will provide resources and services for jobseekers
 - The library will provide materials to support job research.
 - The library will provide trained staff to assistance library users with online job applications.
 - The library will provide assistance with creating and submitting resumes.
 - The library will partner with workforce development organizations to expand services to the unemployed and career changers
 - The library will provide programs to support job searching and resume building.
- ✚ The library will provide access to e-commerce and e-government.
 - The library will provide computers with secure access for library users to access e-commerce and e-government.
 - Library staff will be trained in assisting library users with e-government resources such as social security and tax forms.

- ✦ The library will support workforce development.
 - The library will provide trained staff to assist in-resume building and job applications.
 - The library will provide designated computers for job seekers.
 - The library will build public awareness campaigns to ensure our patrons take full advantage of these exceptional programs and resources.

8. Connect Our Community to the Online World

Residents of Gladstone will be aware of the availability of, and have access to, current and emerging technologies and to the assistance they need to use them effectively and confidently in their daily lives.

Key Initiatives:

- ✦ The library will expand the number of Internet access stations.
 - The library will purchase at least six new computers.
 - The library will purchase portable tablets and laptops to use in house.
 - The library will purchase a collection of e-readers for public circulation.
 - The library will expand our online presence using social media.

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City of Gladstone Staff Report

Report Date: **December 2, 2014**
Meeting Date: **January 13, 2014**
To: **Pete Boyce, City Administrator**
From: **Jim Pryde, Chief of Police**

AGENDA ITEM

UPDATE GLADSTONE PUBLIC POLICY ON POLICING

History/Background

The Gladstone public policy on policing was initially developed through a deliberate process involving the city council, community members and police department staff over 5 years ago. The intent of this year-long process was to establish, for the first time – the policing priorities for Gladstone. The city council created the initial framework and used some of the content from the Olympia, Washington public policy on policing. When I was chosen as the new police chief in May 2009, I was charged with developing this policy further by involving the stakeholders – specifically community members and police staff.

Bearing in mind that sometimes the best product government produces is “process” I formed a representative committee of community members to review the draft public policy and provide input. The committee was comprised of youth, seniors, business community, faith community, school district, residents and police staff. This body of dedicated individuals further refined the draft public policy. The Gladstone Police Department command staff and employees were given the opportunity to review and further develop the draft.

We hosted an open house for community members to come and learn about the public policy and provide feedback on its content. I gave presentations on the public policy philosophy and process to service clubs and community organizations. Copies of the draft were issued informally to additional Gladstone residents asking for their feedback.

The final draft of the public policy on policing containing ten guiding principles was adopted by the city council on January 10, 2010. This policy has been in play for almost 5 years and it is time to review it to determine what, if any changes should be made to it. It should be noted our public policy on policing and associated process has generated significant interest throughout Oregon and across the United States.

Proposal

Review and update the Gladstone public policy on policing – involving the city council, community members and police staff. We will advertise this effort using the usual media resources and city website.

Options

1. Update our public policy on policing.
2. Keep the original public policy on policing.

City of Gladstone Staff Report

Report Date: January 8, 2015
Meeting Date: January 13, 2015
To: City Council
From: Pete Boyce, City Administrator

AGENDA ITEM

Discussion - City Council Retreat

History/Background

City Council has requested to hold a retreat in January. Staff has identified January 30th and 31st for the retreat. L.B. Day, a professional facilitator, has generously offered his services free of charge.

Proposal

City Administration would recommend that City Council include department heads in the retreat activities. Recommended activities include review of the City's mission, vision and values statements, identifying and prioritizing goals and engaging in some team building activities as recommended by Mr. Day.

Options

City Council may wish to add or remove items from the above proposal.

Cost Impact

There may be costs associated with the following:

- Location. Many councilors have asked that an alternative location to the City Council chambers be considered. The City is in the process of identifying an alternative location. There may be a fee associated with acquiring space.
- This will be a public meeting and will need to be recorded and minutes produced. Equipment will need to be rented to ensure there is an adequate audio recording of the meeting.
- Meals. Depending on the final schedule meals may be necessary.
- Staff will spend time preparing for the meeting and aiding the facilitator.

Recommended Staff Action

Staff recommends City Council consider the above proposal and provide input.

Department Head:
Date:

Administration: Pete Boyce
Date: 1/8/15

City of Gladstone Staff Report

Report Date: January 8, 2015
Meeting Date: January 13, 2015
To: City Council
From: Pete Boyce, City Administrator

AGENDA ITEM

City Council Meeting Considerations

History/Background

Mayor Jacobellis has requested that City Council discuss and consider changes in City Council meeting start times, business from the audience time limit and the date City Council meeting packets are available.

Proposal

The proposals are as follows:

- Start City Council meetings earlier than 7:30 p.m. Pros: May allow more time for city council business, could allow meetings to end at an earlier time. Cons: Some citizens or council members may have difficulty getting to an earlier meeting.
- Have City Council agendas prepared by the Tuesday prior to the meeting. Pros: City Councilors would have more time to review the packet. Cons: None
- Allow 3 minutes for citizens to address council during the Business from the Audience portion of the agenda. Pros: Would keep the meeting moving and allow more people to speak if there are a large number wanting to address city council. Cons: Individuals would have less time individually to address council.

Options

City Council may continue with current practices or amend the above proposals.

Cost Impact

There would be in fiscal impact to the City.

Recommended Staff Action

Staff recommends City Council adopt of the Mayor's proposal.

Department Head:
Date:

Administration: Pete Boyce
Date: 1/8/15

INFORMATION
ONLY

★ Reception/★ Open House for ★ Hal Busch ★

Date: Thursday, January 15, 2015

Time: 6:00-8:00 pm
Presentation at 7:00 pm

Location: ★
Gladstone Senior Center
1050 Portland Avenue
Gladstone, OR 97027

Cake, punch and coffee will be served.

You are invited to attend an open house/reception for former City Councilor, Hal Busch, who served on the City Council from 2005 to 2014 and on the Planning Commission from 1993 to 2005. Stop by and say "thank you" for his 21 years of service to the City of Gladstone!



