

**Gladstone Public Library Board Meeting Agenda**  
**February 4, 2020**  
**6:30 pm**

**Location: City Hall Council Chambers**

<b>Topic</b>	<b>Time</b>	<b>Information Discussion Decision</b>	<b>Lead</b>
Library Board Meeting Call to Order	6:30 pm		Gary
Approval of December Meeting Minutes	6:30 pm	Decision	Gary
<b>Reports:</b> a) Director's Report b) City Council c) Library Foundation d) LDAC Report e) Gladstone Library Task Force f) Concord Property and Library Planning Task Force	6:35 pm	Information Information Information Information Information	Mitzi Neal Margaret Natalie Margaret Gary
Sharing Session	If time	Information	Everyone
Adjourn	8:00 pm		Gary
Next Meeting: March 3, 2020			

## GLADSTONE PUBLIC LIBRARY BOARD MEETING MINUTES of January 7, 2020

Meeting was called to order at 6:31 PM.

### **PRESENT:**

Chair Gary Bokowski, Natalie Smith, Michael Milch, Libby Spencer, Dr. Bryce Colson, Nancy Eichsteadt

### **ABSENT:**

None.

Also Present: Mitzi Olson, Gladstone/Oak Lodge Library Director

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### **Call to Order/Self-Introductions**

#### **Approval of December 2019 Meeting Minutes:**

Natalie Smith noted that it was actually Nancy Eichsteadt (not Libby Spencer) who mentioned the "Makerspace" program.

*Nancy Eichsteadt made a motion to approve the December 2019 minutes. Motion was seconded by Libby Spencer. Motion passed unanimously.*

### **REPORTS:**

#### **Director's Report:**

Ms. Olson said they are now officially combined (as of December 1<sup>st</sup>). They officially start changing the schedules of staff and integrating staff at both locations this Saturday. Today was the first day that the new supervisor, Robin Dawson, started work. Ms. Olson is very happy and grateful to have her on board and feels that she is exactly what they need – she is very good at putting systems in place. She will be invited to the next meeting. They had an all day, all staff meeting on December 18<sup>th</sup> – staff from both libraries met for the third time – it was very successful. They also toured the Concord site and spent some time with the architecture team and gave input on the design of the new buildings.

Greg Williams, Deputy Director of Business and Community Services, has accepted the Oregon City Library Director position – he will be leaving Clackamas County at the end of the month.

#### **Library Foundation:**

It was pointed out that no one has been assigned to attend the meetings. There was further discussion regarding attending meetings. Natalie Smith suggested having a work session to discuss what they are going to do going forward; a friends group, etc., where the people of Gladstone can have a place to voice opinions, give input, and have involvement in the library. There was further discussion on this topic. It was agreed that they need more input from citizens. There was discussion regarding what other libraries in the area are doing. Michael Milch said we don't want a conflict between a board and what the other committee would be, but we need to find ways that we could compliment the work of the Library Board and provide community support at the local level.

There was discussion regarding the options for the City property where the library is currently located. Dr. Colson would like to see it turned into a parking lot.

#### **LDAC:**

Natalie Smith said there will be an LDAC report after the next meeting on January 27<sup>th</sup>.

There was discussion regarding the big task force.

There was discussion regarding LINCC's boycott of the publisher of EBooks.

**Gladstone Library Task Force/Concord Property and Library Planning Task Force:**

Natalie Smith attended both meetings. The results from all the surveys was shared – it was confusing. The teen advisory group has been providing input. There was discussion regarding diversity.

**Sharing Session:**

Nancy Eichsteadt attended a cultural event at Happy Valley recently – it was a Czechoslovakian Christmas music program that she thoroughly enjoyed. She wondered if there is anyone at our libraries who is responsible for putting on events like that. Ms. Olson said they do have someone who is working on programming for both libraries. Michael Milch said that they would be able to use the Community Room for events in the new Civic Center building after hours and on weekends.

Libby Spencer went to the Pittock Mansion during the holidays – the theme this year was books and each room was decorated differently, such as Harry Potter, Agatha Christie, etc.

Michael Milch said that this Saturday is the grand opening of the new Ledding Library building. They have lights built into their shelves. It was suggested that board members should go see it and see what they like/don't like.

**Adjourn:**

Meeting adjourned at approximately 7:43 P.M.

Next meeting scheduled for February 4, 2020.

**Clackamas County Library District  
Fiscal Year 2019 - 2020 Distribution Formula**

<b>Total Current Year Tax Receipts</b>	<b>\$18,072,239</b>	<b>100.00%</b>	<b>Prior Year</b>
City Assessed Value	\$9,704,792	53.70%	\$175,610
Unincorporated Population Served	\$8,367,447	46.30%	\$153,248

Prior Year Fund Balance	<b>\$86,491</b>
Interest Earned	<b>\$27,229</b>
Delinquent Tax & Interest/Penalties	<b>\$215,138</b>
<b>Total</b>	<b>\$328,858</b>
<b>Total Library District Revenues</b>	<b>\$18,401,097</b>

	Assessed Value	Unincorporated Population Served	Assessed Value Prior Interest & Delinquent Tax	Unincorporated Prior Interest & Delinquent Tax	Tualatin Distribution	Total Distribution	%
Canby	\$531,823	\$336,371	\$9,623	\$6,161		\$883,978	4.80%
Estacada	\$122,280	\$639,273	\$2,037	\$11,708		\$775,299	4.22%
Gladstone	\$329,963	\$393,270	\$6,041	\$7,203		\$736,477	4.00%
Happy Valley	\$1,107,317	\$1,602,366	\$19,703	\$29,332		\$2,758,718	14.99%
Lake Oswego	\$2,555,272	\$251,860	\$46,607	\$4,613	<b>\$47,673</b>	\$2,906,025	15.79%
Milwaukie	\$764,738	\$871,051	\$14,049	\$15,953		\$1,665,791	9.05%
Molalla	\$230,004	\$641,783	\$4,092	\$11,754		\$887,633	4.82%
Oregon City	\$1,135,461	\$1,046,768	\$20,669	\$19,171		\$2,222,069	12.08%
Sandy	\$318,317	\$678,600	\$5,707	\$12,428		\$1,015,053	5.52%
Hoodland	\$0	\$237,635	\$0	\$4,352		\$241,988	1.32%
Tualatin	\$187,302	\$0	\$3,389	\$0	<b>-\$95,346</b>	\$95,346	<b>0.52%</b>
West Linn	\$1,381,962	\$164,839	\$25,323	\$3,019	<b>\$9,535</b>	\$1,584,678	8.61%
Wilsonville	\$1,040,354	\$191,615	\$18,369	\$3,509	<b>\$38,138</b>	\$1,291,985	7.02%
*Oak Lodge	\$0	\$1,312,016	\$0	\$24,045		\$1,336,060	7.26%
<b>Total</b>	<b>\$9,704,792</b>	<b>\$8,367,447</b>	<b>\$175,610</b>	<b>\$153,248</b>	<b>\$0</b>	<b>\$18,401,097</b>	<b>100.00%</b>

Tualatin Assessed Value & Prior Year Distribution	Assessed Value	Prior Year, Interest and Delinquent Tax	Total
Tualatin	50%	\$93,651	\$1,695
Lake Oswego	25%	\$46,826	\$847
Wilsonville	20%	\$37,460	\$678
West Linn	5%	\$9,365	\$169
<b>Total</b>	<b>100%</b>	<b>\$187,302</b>	<b>\$3,389</b>

Calculated Final Distribution Amount \$ 18,401,097.00  
 Oak Lodge Undistributed Revenue \$ -  
**Actual 1st Distribution Amount \$ 18,401,097.00**

**\* Oak Lodge Distribution Calculated for FY 19/20**

Oak Lodge 1st Distribution Payment January 30, 2019	\$ -
Oak Lodge Final Distribution Payment June 30, 2019	\$ -
Oak Lodge Undistributed revenue for FY 18/19 per IGA	\$ -
	<u>\$ -</u>

**Clackamas County Library District  
Fiscal Year 2019 - 2020 Distribution Formula  
Library City Assessed Value Percentage**

November 6, 2019

<b>Participating Cities Assessed Value</b>		
Canby	\$1,500,145,428	5.48%
Estacada	\$345,350,686	1.26%
Gladstone	\$929,320,382	3.40%
Happy Valley	\$3,122,678,304	11.41%
Lake Oswego	\$7,207,796,436	26.33%
Milwaukie	\$2,158,504,915	7.88%
Molalla	\$647,966,399	2.37%
Oregon City	\$3,203,382,496	11.70%
Sandy	\$898,782,562	3.28%
Tualatin	\$528,984,543	1.93%
West Linn	\$3,899,056,914	14.24%
Wilsonville	\$2,934,645,817	10.72%
<b>Total</b>	<b>\$27,376,614,882</b>	<b>100.00%</b>

<b>Total Library District AV</b>	<b>\$50,977,502,550</b>	<b>100.00%</b>
Less: Participation Cities AV	\$27,376,614,882	53.70%
Equals : Unincorporated AV in District	\$23,600,887,668	46.30%

**Note:**

1) Per Library IGA Attachment A

Assessed Value will be established annually based on the County Assessed Value reported for the Library District.

**Clackamas County Library District  
Fiscal Year 2019 - 2020 Distribution Formula  
Unincorporated Population Percentage**

PSU April 2019

Updated August 13, 2019

<b>Unincorporated Population Served by Maps</b>				
	<b>Service Area Population</b>	<b>City Population</b>	<b>Unincorporated Population Served</b>	<b>Percentage of Total Unincorp. Pop.</b>
<b>Clackamas County</b>				
Canby	24,959	16,800	8,159	4.02%
Estacada	18,917	3,400	15,517	7.64%
Gladstone	21,432	11,880	9,552	4.70%
Happy Valley	59,831	20,945	38,886	19.15%
Lake Oswego	41,757	35,645	6,112	3.01%
Milwaukie	41,667	20,525	21,142	10.41%
Molalla	25,194	9,625	15,569	7.67%
Oregon City	60,261	34,860	25,401	12.51%
Sandy	27,462	10,990	16,472	8.11%
Hoodland	5,769	0	5,769	2.84%
West Linn	29,828	25,830	3,998	1.97%
Wilsonville	27,005	22,345	4,660	2.29%
Oak Lodge	31,858	0	31,858	15.68%
<b>Total</b>	<b>415,940</b>	<b>212,845</b>	<b>203,095</b>	<b>100.00%</b>

<b>Population out of Library District</b>	
Johnson City	560
Tualatin	2,925
<b>Total</b>	<b>3,485</b>

<b>Unincorporated City Population</b>	
Barlow	135
Damascus	0
Portland	770
Rivergrove	470
<b>Total</b>	<b>1,375</b>

Clackamas County Unincorporated	201,720
Clackamas County City	217,705
<b>Total Clackamas County</b>	<b>419,425</b>

<b>Formula Check</b>	
	203,095
	212,845
	<b>415,940</b>

- Note:**
- 1) Per Library IGA Attachment A  
Unincorporated Population Served is based on Unincorporated Population Percentage Rate using the "Service Area Maps". The Percentage Rate will only change if there is a change due to the following:
    - a) City Annexation
    - b) Service Area Map Change
    - c) Census update

**Clackamas County Library District  
Fiscal Year 2018 - 2019 Distribution Formula  
Unincorporated Population Percentage**

PSU April 2018

Updated August 7, 2018

<b>Unincorporated Population Served by Maps</b>				
	<b>Service Area Population</b>	<b>City Population</b>	<b>Unincorporated Population Served</b>	<b>Percentage of Total Unincorp. Pop.</b>
<b>Clackamas County</b>				
Canby	24,681	16,660	8,021	4.02%
Estacada	18,536	3,280	15,256	7.64%
Gladstone	21,231	11,840	9,391	4.70%
Happy Valley	58,219	19,985	38,234	19.14%
Lake Oswego	40,930	34,920	6,010	3.01%
Milwaukie	41,338	20,550	20,788	10.41%
Molalla	24,917	9,610	15,307	7.67%
Oregon City	59,585	34,610	24,975	12.51%
Sandy	27,050	10,855	16,195	8.11%
Hoodland	5,671	0	5,671	2.84%
West Linn	29,626	25,695	3,931	1.97%
Wilsonville	26,417	21,835	4,582	2.29%
Oak Lodge	31,323	0	31,323	15.69%
<b>Total</b>	<b>409,524</b>	<b>209,840</b>	<b>199,684</b>	<b>100.00%</b>

<b>Population out of Library District</b>	
Johnson City	565
Tualatin	2,911
<b>Total</b>	<b>3,476</b>

<b>Unincorporated City Population</b>	
Barlow	135
Damascus	0
Portland	770
Rivergrove	464
<b>Total</b>	<b>1,369</b>

Clackamas County Unincorporated	198,315
Clackamas County City	214,685
<b>Total Clackamas County</b>	<b>413,000</b>

<b>Formula Check</b>	
	199,684
	209,840
	<b>409,524</b>

**Note:**

1) Per Library IGA Attachment A

Unincorporated Population Served is based on Unincorporated Population Percentage Rate using the "Service Area Maps". The Percentage Rate will only change if there is a change due to the following:

- a) City Annexation
- b) Service Area Map Change
- c) Census update

# Public Internet Policy

Revised June 9, 2015

The Internet, as an information resource, enables the library to provide access to information beyond the confines of its own collection. It allows access to ideas, information and commentary from around the globe. However, the Internet is an unregulated medium. As such, it offers access to material that is personally, professionally, and culturally enriching to individuals of all ages. It also enables access to some material that may be offensive, disturbing and/or illegal.

The library upholds and affirms the right of each individual to have access to constitutionally protected material. The library also affirms the right and responsibility of parents to determine and monitor their children's use of library materials and resources. The library cannot control or monitor material that may be accessible from Internet sources. Parents are encouraged to work closely with their children in selecting material and Internet sites that are consistent with personal and family values and boundaries. Children are encouraged to talk with their parents about using the Internet.

## COMPUTER & INTERNET USE RULES AND PROCEDURES

1. The Internet station(s) will be available on a first-come, first-served basis.
2. There may be 15 and 60 minute stations. Users may sign-up for only one session at a time and may not sign-up for additional time until they have completed their session.
3. Users can have no more than 2 hours per day per person.

Misuse of the computer will result in the loss of computer privileges.

## USERS MAY NOT:

Alter or damage software, change configurations or settings, or attempt unauthorized entry into any computer system.

Install any software or damage any library equipment.

Send harassing messages, or harass others.

Violate copyright laws or software licensing agreements.

Violate other users' right to privacy or interfere with others' accessing and viewing material.

Engage in any activity which is disruptive to other library users.

Violate Federal, State, or local laws or regulations.

Display any picture, or image of a person, or portion of a human body that depicts nudity, sexual conduct or other image prohibited by ORS 167.080. Our terminals are visible to minors.