

# WORK SESSION

**MILWAUKIE CITY COUNCIL  
WORK SESSION  
OCTOBER 18, 2011**

**MILWAUKIE CITY HALL**

Conference Room  
10722 SE Main Street

***WORK SESSION – 5:00 p.m.***

A light dinner will be served

Discussion Items:

	<u>Time</u>	<u>Topic</u>	<u>Presenter</u>	<u>Page #</u>
1.	5:00 p.m.	City Manager's Report	Bill Monahan	
2.	5:15 p.m.	Council Goals Discussion	Bill Monahan	
3.	5:30 p.m.	Library Board Work Plan	Joe Sandfort and Board Members	1
4.	6:00 p.m.	Discussion of Metropolitan Area Communication Commission Agreement	JoAnn Herrigel	
5.	6:30 p.m.	Adjournment		

**Information**

Executive Session: The Milwaukie City Council may meet in executive session pursuant to ORS 192.660(2). All discussions are confidential and those present may disclose nothing from the Session. Representatives of the news media are allowed to attend Executive Sessions as provided by ORS 192.660(3) but must not disclose any information discussed. No Executive Session may be held for the purpose of taking any final action or making any final decision. Executive Sessions are closed to the public.

**Public Notice**

- The Council may vote in work session on non-legislative issues.
- The time listed for each discussion item is approximate. The actual time at which each item is considered may change due to the length of time devoted to the one previous to it.
- The Council requests that all pagers and cell phones be either set on silent mode or turned off during the meeting.
- The City of Milwaukie is committed to providing equal access to information and public meetings per the Americans with Disabilities (ADA). If you need special accommodations, please call 503.786.7502 or email [ocr@ci.milwaukie.or.us](mailto:ocr@ci.milwaukie.or.us) at least 48 hours prior to the meeting.



Agenda Item: WS. 3.  
Meeting Date: 10-18-11

**To: Mayor and City Council Members**

**Through: Bill Monahan, City Manager**

**From: Tom Hogan, Library Board Chair and Joe Sandfort, Library Director**

**Subject: Library Board Work Program for 2011-2012**

**Date: September 2011**

**Action Requested**

Review and discuss the 2011-2012 Library Board Work Program

**History of Prior Actions and Discussions**

Previous Library Board Work Programs have been presented to the City Council on a yearly basis.

**Background**

The proposed work program is a plan for fulfilling the Library Board's responsibility to advise the Milwaukie City Council and the Ledding Library staff on library patrons' needs.

The Board's duties, under the general direction of the City Council, include reviewing and commenting on rules and policies for the operation of the library; commenting on the acceptance or rejection of donations of real or personal property or funds donated to the library; commenting on sites for public library buildings or for location of library facilities and other such activities.

**Accomplishments of 2010-2011.**

- Achieved full staffing of the Board with the addition of Melissa Perkins.
- Supported the Library Director and staff regarding library operations and policies.
- Met with the Milwaukie Planning Commission in reference to property improvement and compliance issues regarding the Library Pond House. By completing the new deck, adding landscaping and other property improvements to the Pond House, many of the goals the Board set last year have been met.
- Reviewed, discussed and concurred with the proposed FY 2010 – 2011 Library Budget.

- Attended neighborhood association leadership meetings, neighborhood association meetings, city meetings, county meetings, and other community meetings as possible. This attendance was to both receive and give input regarding the Ledding Library.
- Continued to refine the role that the Pond House will serve for the library and to the overall community in Milwaukie.
- Supported and assisted the Friends in all their endeavors including the annual book sale, plant sale, Christmas in October, concerts, and the Pond House Book store.
- Coordinated appearance and testimony at meetings of civic groups including the Budget Committee, the Planning Commission, the Art Committee (artMob), and the City Council.
- Participated, through then Library Board Chair Mark Docken, in the Library District Advisory Board (LDAC), which advises the Clackamas County Board of Commissioners on the formulation of policy regarding the funding from Tualatin, the funding from Damascus and other procedural issues.
- Planned and implemented the Milwaukie Poetry Series fourth season featuring poets who read from and discussed their work. The series had nine (one had to be postponed due to illness of the poet) successful readings to capacity crowds at the Pond House. Poetry readings were filmed; the readings are being shown on Milwaukie Cable Television, Willamette Falls Cable Television, the City website, and are also on DVDs that can be checked out from the Ledding Library. The Series also sponsored a writing workshop by Paulann Petersen, a Youth Poetry Workshop at Milwaukie High School by Paulann Petersen, five Open Mic Poetry Readings, a Friends of William Stafford birthday celebration in January, Youth Open Mic reading throughout the year and a summer Poetry Picnic. As Series Coordinator Library Board Chair Tom Hogan also worked with the Milwaukie Arts Academy to create these events. The Milwaukie Poetry Committee and Library Board also supported poetry readings at the First Friday Art a la Carte events.
- Recommended to the City Council an expansion of the Ledding Library to better serve the community and to plan for the future service increase. To assist with this expansion, recommended a survey of Milwaukie citizens regarding library services and location and a feasibility study of the existing Ledding Library site regarding expansion possibilities and costs and other possible sites.

### **Priorities for 2011-2012.**

- Support the Library director and staff regarding library operations and policies.
- Continue to encourage Board attendance at community meetings including, but not limited to, Neighborhood District Associations, various City government meetings as needed, Friends of the Ledding Library, and various civic group meetings, to represent the Library in the community.
- Develop an information sheet about the Ledding Library to assist in education and presentations.

- Support the Friends in all their endeavors including the annual book sale, plant sale, Christmas in October, concerts, and the Pond House Book store. Put together a brochure about the Pond House.
- Help develop fundraising strategies to help the Friends and Foundation achieve both short and long term funding goals. Assist Friends in continuing above the recognized benchmark of 2.5% of the Library budget giving capacity.
- Establish action plans that promote Library programs and goals through the use of the internet, flyers, newsletters, and other media outlets, such as The Pilot, and the City of Milwaukie website.
- Support the City in appropriate use of the Pond House to enhance and further City goals.
- Monitor compliance of the Library in reference to LDAC and Oregon Library Association (OLA) standards as prescribed by the LDAC policy.
- Continue for a Fifth Season the Milwaukie Poetry Series at the Library Pond House with a new lineup of poets conducting monthly readings. Also sponsor at least one writing workshop, Open mic poetry readings in the Pond House, a Friends of William Stafford Birthday event, a youth event writing workshop at the Milwaukie Arts Academy, youth open mic readings, a summer Poetry Picnic and support poetry readings at the First Friday Art a la Carte.
- Continue to work with the other partners to revive, develop, and promote the Willamette Readers Series.
- Support and participate in the Library Expansion Task Force (LETF). Provide information and background when needed. Support expansion of the library to better serve the Ledding Library's community and to plan for the future service need.
- Support use of the current site for the library.
- Express thanks to the Ledding family for their gift to the City of land to be used for the Library. Express thanks to all the people who have made major contributions to the library, including Ethel Folden, Evelyn Zanon, and Dixie Hunt.
- Support the retirement of the current library director and acknowledge the years of devoted service to the Ledding Library by the retiring Director Joe Sandfort.
- Provide input and help as needed in the hiring, welcoming, and installing the new Library Director, as well as help with any input/assistance needed for a smooth transition to a new Director

### **Concurrence**

The Library Board and the Library Director have reviewed and concur with the work program.

### **Fiscal Impact**

Although the exact costs of the feasibility studies is not known city funds will need to be expended.

**Work Load Impacts**

The library staff will support the Board's work to accomplish the priorities listed above. The staff liaison to the Board will attend all meetings: take and distribute meeting minutes and work on all duties associated with the work program's priorities.

**Attachments**

1. Poetry series flyer
2. Library compliance page as sent to LDAC

# The Milwaukie Poetry Series

## *~ The Fifth Season ~*

7 p.m. ~ Ledding Library Pond House  
2215 SE Harrison Street, adjacent to Ledding Library  
Scheduled for the second Wednesday of each month.

*September 14, 2011 ~ Jessica Lamb*

*October 12, 2011 ~ Maxine Scates*

*November 9, 2011 ~ Clemens Starck*

*December 14, 2011 ~ Jim Shugrue*

*January 11, 2012 ~ Jennifer Richter*

*February 8, 2012 ~ Laura Winter*

*March 14, 2012 ~ Ron Talney*

*April 11, 2012 ~ David Axelrod*

*May 9, 2012 ~ Donna Henderson*

*June 13, 2012 ~ Noel Hanlon*

<b>Library Name: Ledding Library of Milwaukie</b>	<b>Date submitted: September 26, 2011</b>
<b>Please fill out this form, print and send as a cover sheet with your State Library Report to Network Office</b>	
<b><u>Clackamas County - Library Service District - Annual Progress Report toward OLA Standards</u></b>	<b>Enter yes/no in box below</b>
<b>OLA standards - non-quantitative standards</b>	
<b>1. Is the library open the number of hours mandated by its population served at THRESHOLD level?</b>	Yes
<i>If no, please explain and note any progress toward this goal.</i>	
Library open hours as per State Library Report	66 hours per week
Open hours required by OLA Threshold Standards for population served	50 hours per week
<b>2. Does the library staffing adhere to all of the standards for number and qualifications of staff employed as outlined in the OLA standards for THRESHOLD level for its population served?</b>	Yes
<i>If any standards as listed below are not yet met, please explain and note any progress toward this goal.</i>	
total library FTE as per FY2011 State Library Report	17.93
total library FTE needed as per OLA Threshold standards for population served	10.9
total staff with an MLS as per State Library Report	4.48
total staff required to have an MLS as per OLA Threshold Standards for population served	2.2
Library Director has an MLS?	Yes
<b>3. Does the Library collection contain sufficient volumes to meet OLA Threshold standards for the library population served?</b>	Yes
<i>If no, please explain and note any progress toward this goal.</i>	
Current Library volumes owned as per State Library Report	120,498 (does not include Library2go mater
Library volumes need to serve population at the Threshold level	62,356
<b>4. Please report briefly on any changes or improvements to the library due to District funding in FY2011.</b>	
<i>examples: library facility improvements, new collections; new programming, new staff and their functions etc.</i>	During FY 2010-2011, the Ledding Library maintained the increases in staffing, programming and collection expenditures that were introduced during the previous year.
<b>5. Does the Library provide adequate and reasonable continuing education/training for all staff?</b>	Yes
<b>Please list annual budget for library staff continuing education here.</b>	\$3,000
<i>If no, please explain and note any progress toward this goal.</i>	
<b>6. Each year, does the library evaluate a percentage of the materials collection to consider for weeding/withdrawal based on criteria such as use, currency and condition?</b>	Yes
<b>OLA Threshold standard percentage is 20% evaluated annually. What is your percentage (estimate)?</b>	50%
<i>If no, please explain and note any progress toward this goal.</i>	
<b>7. Does the library have a formal written collection development policy?</b>	Yes
<i>If no, please explain and note any progress toward this goal.</i>	
<b>8. Does the library make available all basic core public services during all open hours?</b>	Yes
<i>Note: "basic core public services" include circulation, reference, reader's advisory to all ages, interlibrary loan, and technology assistance.</i>	
<i>If no, please explain and note any progress toward this goal.</i>	
<b>9. Does the Library have a written long-range strategic plan that addresses facility needs?</b>	Yes
<i>If no, please explain and note any progress toward this goal.</i>	