



# Ledding Library Board Meeting

# Agenda

November 13, 2023

Ledding Library

Meeting called by: Karla Branson, Library Board Chair

### Attendees:

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

**Guest:** Nancy Wittig, Friends of Ledding Library President

### AGENDA TOPICS

	LEAD	TIME
1. Call to order <ul style="list-style-type: none"> <li>• Native Lands Acknowledgement</li> <li>• Gratitude Exercise</li> <li>• Approval of minutes from October 16 meeting</li> </ul>	Karla	5:30 pm
2. Meet The Staff: Eileen Geiter <i>[ TO Be rescheduled ]</i>	Brent	5:40 pm
3. Friends Report	Nancy	5:50pm
4. Community Comment	Karla	5:55 pm
5. New Business <ul style="list-style-type: none"> <li>○ Meeting Rooms Policy Update</li> <li>○ Debrief from City Council Presentation</li> </ul>	Karla	6:00 pm
6. Director's Report <ul style="list-style-type: none"> <li>○ Library Update</li> </ul>	Brent	6:20 pm

**Next meeting date: 5:30 pm, December 11 2023, Meeting Room, Ledding Library, 10660 SE 21<sup>st</sup> Ave, Milwaukie. Please contact Brent Husher at 503-786-7584 or [husherb@milwaukieoregon.gov](mailto:husherb@milwaukieoregon.gov) if you cannot attend the meeting.**



# Ledding Library Board Meeting

# Minutes

October 16, 2023

Ledding Library

Meeting called by: Karla Branson, Library Board Chair

**Attendees:**

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|---|---|---|---|
| <input checked="" type="checkbox"/> Karla Branson<br><i>Chair</i>     | <input checked="" type="checkbox"/> Deepak Kadetotad                  | <input type="checkbox"/> Shawne Smith               | <input checked="" type="checkbox"/> Maryruth Storer                         |
| <input checked="" type="checkbox"/> Ann Heiliger<br><i>Vice-Chair</i> | <input checked="" type="checkbox"/> Joel McLemore<br><i>Secretary</i> | <input checked="" type="checkbox"/> Krystina Thomas | <input checked="" type="checkbox"/> Brent Husher<br><i>Library Director</i> |

**AGENDA TOPICS**

	LEAD	TIME
1. Call to order <ul style="list-style-type: none"> <li>• Native Lands Acknowledgement</li> <li>• Gratitude Exercise</li> <li>• Approval of minutes from September 11 meeting</li> </ul>	Karla	5:30 pm
2. Meet The Staff: Robert Lanxon	Brent	5:40 pm
3. Friends Report— Friends attended Sustainability Fair and new City Hall opening, handing out Book Bucks and membership applications. Three more October Sunday books sales. Final quarterly book sale of year will be 11/18-19.	Karla	5:51pm
4. Community Comment—No community comment this month.	Karla	5:52pm
5. New Business <ul style="list-style-type: none"> <li>○ Board Report to City Council on November 7, looking at possible presentation by Board as a group.</li> <li>○ City seeking Board member volunteers for 10/28 Halloween event.</li> </ul>	Karla	5:53 pm
6. Director’s Report <ul style="list-style-type: none"> <li>○ Library Update—looking at extended hours for use as cooling center next summer, coordinating with city management.</li> <li>○ All usage metrics for September up from previous years.</li> <li>○ Fall Author series having much success.</li> <li>○ New technology allowing confidential and convenient phone access for patrons.</li> </ul>	Brent	6:08 pm

7. Adjournment	Karla	6:29 pm
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## Monthly Report, Ledding Library, Milwaukie, OR – October 2023

### Director

October concluded our successful Fall Authors series. Through the entire series, I continued to be amazed at the engaged audience members from our community. Our final event with Washington Post reporter, Casey Parks, brought our largest audience of 42 in attendance.

She discussed her book *Diary of a Misfit*, which is part personal memoir, part sweeping journalistic saga. She was the recent recipient of the 2023 Oregon Book Award, and currently works as a Portland-based reporter covering gender and family issues.



# Ledding Library features three more writers in Fall Author Series

*Milwaukie's in-person events appeal to diverse audience of readers*

By ELLEN SPITALERI  
*Pumpkin Media Group*

Ledding Library's Fall Author Series, which opened with two authors in September, continues with three more writers this month, who will read from and discuss their work.



BRIAN LOWERY



CASEY PARKS



ELYSSA MAXX GOODMAN

Goe noted that the library has hosted single authors before, but the concept of a full slate of authors is new. And, she added, the library could not offer events

Portland in October. "Our hope is that by reaching out and building connections with local literary organizations, bookstores and universities, we

January 2020, and a few months later the world turned upside down when the pandemic struck. Goe began working full time at the library at end of 2022, when

COURTESY PHOTOS: LEDDING LIBRARY

Brian Lowery gave a talk about his new book *Selfless*. He is a professor of Organizational Behavior and has been on the faculty at Stanford since 2002. He lives in Portland part-time.

Elyssa Maxx Goodman gave a talk about her book *Glitter and Concrete*. Elyssa is a New York-based writer and photographer specializing in non-fiction writing and documentary photography.

The Library Team joined other City of Milwaukie Departments to celebrate the Grand Opening of our New City Hall. The Library Team created a Freedom to Read banner for the Parade.



### Community Partnerships & Connections

- Jessalynn started a monthly visit to the N. Clackamas Schools after-school CARE sites in Milwaukie. At Ardenwald, she shared storytime with the K-2 classes and brought 40 books for the 3-5 grade classroom. The site coordinator will return the books in late November.
- Jana visited the Wichita Center's Ready Set Go classroom on Halloween. She shared a storytime with the preschoolers and their caregivers.
- Portland Waldorf School's 2<sup>nd</sup> and 7<sup>th</sup> grade classes came to the library on field trips. The 7<sup>th</sup> graders were starting research projects.
- Kirsten VanDyke presented an orientation for 11 potential teen volunteers on Monday, October 16.
- Tara met with LINCC Innovation Committee where they discussed a new LINCC logo design, logo survey, all-staff day, adding graphics to self-check machines.

- The City of Milwaukie Safety Committee, with library representative, Christine, met in the library conference room and then conducted a group walk-through of the library. Aside from a few unlighted exit signs and a bit of easily remedied clutter under a few desks, there were no safety issues found.
- Early in the month, Tara, Christine, Robert and Kris hosted several English classes (seniors and freshman) from the Portland Waldorf School. The students came with their teacher and learned about library services and resources. Several students obtained library card while on-site. Tara created a presentation document filled with helpful links that was shared with the teacher.

### **New Hires**

We hired 4 new on-call librarians this month after a highly competitive interview process. Welcome to Nolan Parker, Gordon Paulsen, and Alicia Pérez Ververa. Congratulations to Ainsley Nobara on a promotion from on-call Library Assistant 1. All four will begin training in mid-November.

We also welcomed 3 new on-call Library Assistant 1s. Courtney Koch, Sherita Trent and Kimberly VanKoten attended a four-hour library training session provided by Kelly and are scheduled to complete additional shadowing shifts in November. Our new team members all currently work in public libraries and are excited to work at the Ledding Library.

### **Training**

On October 9<sup>th</sup>, the library team met for a staff development day. The library was closed for the day so that the team could meet to bond and learn together. Topics included, City strategic planning, earthquake readiness and safety, introduction to mental illness, and belonging training presented by keynote speaker [Parfait Bassale](#).

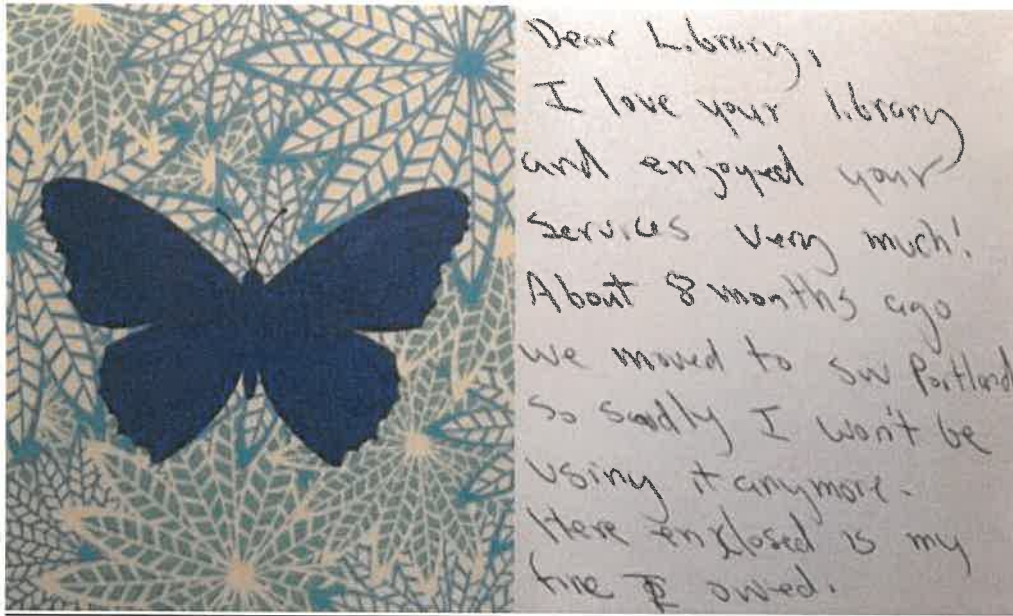
- Kelly and Hoffman attended a 2-day training on mediation skills for managers.
- Kelly, Jana, Brent, Fida, David, Kirsten, Jan, Robert, Christine, Tara, Sara, and Jessalynn completed Procurement Training provided by the Finance Department.
- Fida and Melissa attended the NW Public Employees Diversity Conference with other representatives from the city.



## Kudos

- Kudos to Kirsten for creating clearer expectations and training for our student volunteers.
- Kudos to Fida who lead on coordinating the Library Banner for the City Hall Grand Opening parade.
- Thank you to Becky Weston (LA) and Kris Ritchie (On-Call Librarian) for making all of our AV weeding dreams come true. Your work is very much appreciated!
  
- From author Casey Parks - "Thank you both so much for making this event happen. Brent, it was especially nice to meet you and hear how you related to my story. You really made me feel so welcomed! And the crowd was so sweet and engaged -- definitely the sharpest question-askers I've had at an event! Y'all have something very special going down there. Thank you for everything!"
  
- From author From Elyssa Maxx Goodman - "Thank you so much again for having me last night! It was absolutely a joy, and I'm so honored and delighted to have been asked to participate. I wish you only the best with the author series moving forward, and I'm happy to send you any authors if you're interested! Thank you again for putting together such a lovely program."

A patron mailed us this card, along with a check for \$1.



Below are our monthly statistics comparing numbers from October 2023 to October 2022. Just like in September, all areas that are tracked increased from the previous year. Additionally, it represents the most computer sessions, WiFi Sessions, adult programs, and adult program attendance tracked since I began my role as Director.

	<b>Ledding Library Statistics</b>						
	<b>October</b>		<b>2023</b>				
	<b>2023</b>	<b>2022</b>	<b>2021</b>	<b>2020</b>	<b>2019</b>	<b>2018</b>	<b>2017</b>
<b>Circulation</b>	55402	51221	49099	25456	44630	22761	54208
<b>Patron visits</b>	18738	16947					
<b>New Cards</b>	333	273					
<b>Computer use</b>	1115	1043					
<b>WiFi sessions</b>	1717	1485					
<b>Questions (all desks)</b>	2778	2456					
<b>Programs</b>							
Adult	10	5					
Attendance	273	152					
Juvenile	31	30					
Attendance	1420	1160					
Teen	7						
Attendance	28						
<b>Total Programs</b>	48	35					
<b>Total Attendance</b>	1721	1312					
<b>Volunteers</b>							
Number	68	62					
Hours worked	505	379					



### **Adult Services Programs:**

- Ledding Lecture Series - Chinese Immigrants: Contributions and Exclusion
- The Milwaukie Poetry Series hosted poet Michele Glazer.
- Ellen Hart, retired professor at Portland State University, gave a Milwaukie Poetry Series presentation on Emily Dickinson followed by a discussion
- Local storytelling legend Will Hornyak presented, *Tales for a Dark Hallows*,“ a spooky collection of stories, myths, and poems.

### **Book Club News**

Thirteen readers of the Ledding Book Club met to discuss this month’s book: *Diary of a Misfit* by Casey Parks. Eleven Daylight Book Club readers talked about *The Three-Year Swim Club* by Julie Checkoway. The five regular members of the SciFantasy Book Club talked about Emily St. John Mandel’s *Sea of Tranquility*.

### **Youth Services Programming**

The full line-up of children’s programs resumed this month – including weekly storytimes, Spanish storytime, read to the dog, a grab-and-go Little Comics Club, 2 book groups, and LEGO Club.

In addition, we added a homeschool meet-up, a no-school day movie matinee, and a Halloween drop-in craft and scavenger hunt during the October 28th downtown Milwaukie trick-or-treating. 189 costumed kids & caregivers stopped by the library that afternoon.

Teens were invited to watch *Ghostbusters* in the Community Room on October 22 and play video games in the teen room every Monday & Tuesday night.

### **Circulation Services Highlights**

- Kelly provided a tour and practice interview for a participant in Job Training.
- Kelly facilitated the Library Board Meeting in October.
- The team continues to work on the new procedures for billing procedures. The procedures have been shared with the librarians for feedback.
- We created an updated library card application to improve accessibility and readability. The form is bilingual in English and Spanish and has larger print.

### **Stories**

- Scott and Kelly found joy in watching a toddler come into the library and repeating the word “books, books, books” as he walked around the library with his parent. Everywhere he turned, he could see “books, books, books”.

City of Milwaukie  
Ledding Library

**Policy for Meeting Rooms**

The library has four meeting rooms of various sizes that may be reserved for use during the library's regularly scheduled hours of operation. Rooms are available for use regardless of the beliefs or affiliations of the individuals or groups requesting their use. Rooms must not be used for personal gain, profit, or storage, however de minimis sales by authors, artists and performers at library and city sponsored events is allowed. The library does not sponsor or endorse the views of any group using a room. Priority for use of meeting rooms is given to the library and to the City of Milwaukie.

The Community and Conference Rooms are intended for use by community groups and organizations that aim to promote the educational, cultural, intellectual, social, or civic betterment of the community. These rooms are not available for private social or celebratory events.

The Community Room comfortably seats up to 8460 and is intended for larger events with a minimum of 12 people.

The Conference Room seats up to 12 people with a minimum of 3 and is suitable for medium-sized groups.

Study Room 1 and Study Room 2 each seat up to 4 people and are intended for small group meetings or quiet study. Users are limited to using one room per day.

The use of library meeting rooms is at the discretion of the Library Director or their designee. The library reserves the right to reschedule, cancel, or change meeting room use arrangements. The library also reserves the right to deny or cancel a reservation if there is any material misrepresentation by the applicant related to the proposed use.

**RESERVATION GUIDELINES:**

- Request a room reservation [online here.](#)
- Groups may have one reservation per month in the Community and Conference rooms, and one reservation per day in the Study Rooms.
- The Community and Conference Rooms may be requested up to two months in advance.
- Study Room 1 may be requested up to two weeks in advance.
- Study Room 2 is only available for same-day reservations.

Initial Review April 2023, latest revision Nov 2023

- Users are limited to using one study room per day
- Reservation approval for the Community and Conference Rooms may take up to three business days.
- Rooms will be held up to 15 minutes after the start of the reservation.

**GENERAL GUIDELINES:**

- User is responsible for set up and clean up within the reserved time.
- Rooms must be returned to the same condition in which they were found.
- User is responsible for providing AV adapters and computer equipment.
- Users needing to use the AV in the Community Room must make an appointment before their event for training on how to use it.
- Activities in rooms must not be disruptive to others.
- Light refreshments allowed, and users must remove all food and trash when done.

**LIBRARY ROOM DESCRIPTIONS:**

ROOM	MAX CAPACITY	<u>MINIMUM CAPACITY</u>	INTENT	AV EQUIPMENT	MAX LENGTH	LIMIT PER PERSON/GROUP
Community	<u>8474</u> seats	<u>12</u>	Large meetings or presentations	Ceiling-mounted projector w/screen; HDMI for computer connections; WiFi.	3 hours	1 reservation per month
Conference	12 seats	<u>3</u>	Small meetings of 3 or more people	Large-screen TV; HDMI for computer connections; WiFi	2 hours	1 reservation per month
Study Room 1	4 seats	<u>1</u>	Small group meetings or quiet study	Large-screen TV; HDMI for computer connections; WiFi	2 hours	<u>1 reservation per day</u> <u>1 per day</u>

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Initial Review April 2023; latest revision Nov 2023

Study Room 2	4 seats	<u>1</u>	Small group meetings or quiet study	Large-screen TV; HDMI for computer connections; WiFi	2 hours	
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### COMMUNITY ROOM:

The Community Room is located at the front of the library. It is intended for larger events and public presentations. Reservations are limited to 3 hours.

The room features 84 chairs, 12 tables, a ceiling-mounted projector with a screen and HDMI for computer connections, and Wi-Fi. Users are responsible for providing AV adapters and computer equipment. Staff are not always available to assist during a user's event. Those wishing to use any of the library's AV equipment, must make an appointment before the scheduled event for training.

The maximum room capacity (**standing room only**) is 186 people. This room comfortably fits about 48 people with 12 tables or 60 people in theater seating.

The Community Room is available during regular library hours. Use of the room must end at least 30 minutes prior to closing to allow users to reset the room.

### Parking:

Please note that parking is limited to 24 spaces to accommodate all library users. Additional 2-hour street parking is available in the blocks around the library and 4- hour parking is available west of City Hall. Tri-met bus and MAX service are nearby.

### CONFERENCE ROOM:

Initial Review April 2023; latest revision Nov 2023

The Conference Room has floor to ceiling glass walls and is located at the southwest corner of the building. This room is intended for small meetings or library programs of 3-12 people or more people and programs. Reservations are limited to 2 hours.

The room features a conference table with 10 chairs, a large-screen television with presentation capabilities, and Wi-Fi.

This room comfortably fits 8-10 people around the table, with a maximum capacity of 18 people.

The Conference Room is available during regular library hours. Use of the room must end at least 15 minutes prior to closing.

#### **STUDY ROOMS 1 & 2:**

The Study Rooms are located near the Teen Room and Conference Room. These rooms are intended for small group meetings or quiet study. Reservations are limited to 2 hours.

Each room seats up to 4 people and features a small table with chairs, a large-screen television with presentation capabilities, and Wi-Fi.

The Study Rooms are available during regular library hours. Use of the rooms must end at least 15 minutes prior to closing.

Initial Review April 2023; latest revision Nov 2023