

Ledding Library Board Meeting

Agenda

May 12, 2025

Location: Ledding Library

Meeting called by: Karla Branson, Library Board Chair

Attendees:

☐ Karla Branson ☐ Shawne Smith ☐ Maryruth Storer ☐ Bea Perkins

Chair Secretary

☐ Jo Tabacek ☐ Krystina Thomas ☐ Brent Hushner

Library Director

Guests: Friends of Ledding Library Representative

AGENDA TOPICS	LEAD	TIME	
 1. Call to order Native Lands Acknowledgement Gratitude Exercise / Current Reads Approval of minutes from 04/14 meeting 	Karla	5:30 pm	
2. Friends Report	Donna	5:40pm	
3. Foundation Check In	Krystina	5:45 pm	
4. Public Comment	Karla	5:50 pm	
5. Old Business o Free Fine Update o Library District Task Force	Karla	6:00 pm	
6. New Business O Nominations O Policy & Procedures Review	Karla	6:10 pm	
7. Director's Report	Brent	6:25pm	

Next meeting date: 5:30 pm, June 9, 2025, Community Room, Ledding Library, 10660 SE 21st Ave, Milwaukie. Please contact Brent Husher at 503-786-7584 or husherb@milwaukieoregon.gov if you would like to connect to the meeting via Zoom or accommodations.



Ledding Library Board Meeting

Minutes

April 14, 2025

Location: Ledding Library

Meeting called by: Karla Branson, Library Board Chair

Attendees:

✓ Maryruth Storer □ Bea Perkins ✔ Karla Branson ✓ Shawne Smith

Chair Secretary

✓ Krystina Thomas ✓ Brent Hushner ✔ Jo Tabacek

Library Director

Guests: Halsted Bernard, Ann Heiliger, Kelly Lamm, Joel Smith

AGENDA TOPICS	LEAD	TIME
 1. Call to order Native Lands Acknowledgement Gratitude Exercise / Current Reads Approval of minutes from 03/10 meeting: approved unanimously, with Branson, Smith, Storer, Taback and Thomas voting aye. 	Karla	5:30 pm
Friends Report: They are preparing for the next quarterly sale and the annual plant sale, both in May.	Shawne	5:45pm
3. Foundation Check In: Krystina was elected Board President. Work in progress on updating logos to use in publicity.	Krystina	5:47 pm
4. Public Comment: None.	Karla	5:48 pm
5. Old Business: None.	Karla	5:49 pm
 6. New Business Goodbye Ann! Karla expressed appreciation for all work Ann has done over past five years. She announced that officer nominations will be scheduled for June, with elections in July after Council appoints new board members. Public Meeting Law Training Conversation: Brent and Maryruth reviewed key points from state training on Public Meeting Law. Board members have individual responsibility to ensure requirements are followed. A concern is that improper use of email can inadvertently create a public meeting. All meetings are to be electronically remotely available, and it was suggested that our Notice of Meeting include time frame required to request remote meeting or accommodations. 	Karla	5:50 pm
7. Director's Report O Brent reviewed response to recent complaint regarding a book display and to occurrence of offensive language used during book	Brent	6:00 pm

club discussion. Over next few months, the Board will review		
existing Collection Development Policy and Library Patron Code		
of Conduct.		
8. Adjournment	Karla	6:22 pm

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Monthly Activities Board Report April 2025

Director's Report: Library Collection, Intellectual Freedom & Displays



This month, I'd like to talk with you about library collections, intellectual freedom, and how and why our librarians highlight materials through displays.

Our community is not a monolith. The people of our community represent many different beliefs, experiences, backgrounds, ethnicities, religions, socioeconomic statuses, and life experiences. As our librarians purchase books and other library materials, they try to represent this broad range of beliefs and points of view within our community. When we don't own the book or topic you're looking for, we do our best to secure access for those who request it.

Representing this broad range of beliefs within a collection is a central pillar of librarian work, often referred to as intellectual freedom. I believe in your <u>freedom to read</u> what you choose to read and it's my job to support it.

Individuals and families get to make choices about what is appropriate for them and their families. To remove books or displays because one person finds it too controversial or objects to it, take that freedom to choose away from everyone else.

I believe folks raise these issues genuinely out of concern without a full understanding of the library's role in intellectual freedom. As I defend the right of others to read something that some find offensive, I understand how upsetting that can be. I hope you can understand that defending the freedom to read does not depend on whether I am personally offended or supportive.

At Milwaukie Ledding Library, we have a large center display in our lobby, as well as several smaller displays throughout the library. These displays highlight monthly observations, holidays and significant topics. In months where librarians find multiple options to observe or celebrate, they prioritize heritage/identity months for the lobby display. For months with two heritage/identity recognitions, librarians rotate annually between the main and smaller displays. Our displays focus particularly on the under-represented voices in our community.

While librarians purchase books representing the broad range of beliefs of our community, our displays are not designed to highlight all points of view at the same time. Displaying a book does not represent an endorsement of a point of view. This is very different than the way many of us experience the rest of our lives. As we navigate in person and online many share their views, likes and dislikes exactly as endorsements. For the library, our display simply demonstrates things like "learn about this," or "we own this book," or "we are your neighbors too."

Kudos

Comment from a new Daylight Book Club participant:

"Thanks for facilitating an engaging and lively discussion last week. I'm enjoying my recent introduction to the group!"

On-call librarian Alicia Pérez Ververa was selected for the Oregon Library Association's EDI Antiracism Recognition Award! Alicia was recognized for her work to create welcoming library spaces for all communities and her commitment to creating a library profession that is diverse, supportive and inclusive of all. Alicia is an adult services librarian at the Happy Valley Library.

Many thanks to Jana for providing delicious pastries for staff in recognition of National Library Workers Day!

Comment from long-time Ledding Book Club member:

"I know that it must be hard to treat everyone equally and, personally, I think the library does a fine job doing it! I am very thankful to have such a fine library near me. Thank you for all you do."

Just wanted to share that a patron called in looking for a garden tool, and while I was looking it up she said (slightly paraphrased)

"Can I just tell you how wonderful you guys are? Everyone at Ledding is so helpful and friendly and you have so much available... and your space is so lovely! I was bragging about you the other day to some friends. Thank you for all that you do." I wanted to share the love... -Melissa

Improving Library Services at the Point of Need:

Circulation staff visited the LINCC office to test and provide feedback on the self-check demos. LINCC staff were available to answer questions and appreciated the feedback from staff who work with patrons and materials check-out daily.

Jessalynn and Sara each visited after-school programs this month at Ardenwald and Lot Whitcomb Elementary Schools. They shared storytime and delivered books for the K-5 grade students to enjoy on site.

Jana brought free books and library card signups to the teen parents in the PACE program at the Sabin Skills Center. She talked about the importance and joy of sharing books with their babies and how the library can support them.

Improving Organizational Health & Sustainability:

Brent, Kelly & Jana worked with staff to review and update all job descriptions. Identifying the essential functions of each position is part of the citywide effort to improve accountability.

The City closed for a full day to prioritize, create, and review some standard operating procedures. Library staff enjoyed the rare chance to talk about what those procedures might look like. By day's end, we had 8 procedures in draft form and a better idea of what questions we most need to answer.

Supporting Staff:

Circulation staff provided feedback that it would be helpful to have a way to alert each other if they needed help at the service desk when the other staff member was away from the desk. This resulted in the purchase of a simple paging and alert button system. During periods when it is less busy at the desk, one staff person can be away from the desk doing other tasks and be alerted when the staff person at the desk needs assistance.

Alex, Robert & Jessalynn attended the annual Oregon Library Association Conference in Eugene. We look forward to hearing highlights!

Helping Milwaukians Most in Need:

Nick Mifflin, Bilingual Rent Well Case Manager, reported that they had a graduate of the Rent Well Course Program this month.

Helping Milwaukians Most in Need at the Library 2024-2025

	April	July- March	
Weekly Tuesday Outreach Clients	21	* 110	
Water Bottles/Granola Bars	14	0 884	
Outreach Card Referrals		5 69	
Parole and Proboation Outreach	1	9 198	
PITS Outreach Referrals noted	1	7 46	
Cooling Center Days		0 7	
Extended hours of			
Cooling Center	n/	n 23	
Cooling Center			
Participants	n/	a 75	
Cultural Passes	20	8 1369	
Rent Well Participants		5 47	

^{*}estimated based on average

Community Partnerships, Collaborations and Connections:

Christine is talking with Lizzy Nichols, the ESL Program Coordinator for Goodwill. We are setting the groundwork for offering weekly drop-in English / ESL classes in the library, hopefully beginning in early Summer.

We joined the North Clackamas Schools' Kindergarten Sign-up Fair in the parking lot at SE Main & McLoughlin in early April. Kids had the chance to get a library card, make bookmarks and tour a real school bus.

We partnered with the City's Environmental Services team to host an Earth Day craft on a no-school day. Kids could decorate bee, butterfly, hummingbird or dragonfly wings at the library in advance of the City's Earth Day Event on April 26. Big thanks to Riley Gill and the Park & Recreation Board for the bounty of cardboard wings!

In partnership with Clackamas Youth Workforce, senior high school student, Khalil Hurlock, completed a job shadow at the library. He shadowed all service points and asked a lot of questions about library services and a career in librarianship. Khalil will complete an internship with the city's IT department over the summer.



Robert contacted the Portland Gay Men's Choir to see about the availability of buying a music CD. They very graciously donated 6 CDs to our collection.

Programs and Outreach

Tech Help

Robert helped one patron this month with getting rid of pop-ups on their laptop and in separate session showed the same patron how to delete phone numbers from her call log and delete unneeded apps and documents.

Worm Bin Magic

Science teacher Rick Reynolds brought Worm Bin Magic to the library on a no-school day. Kids had the chance to study worms up close and make their own composting worm bin.



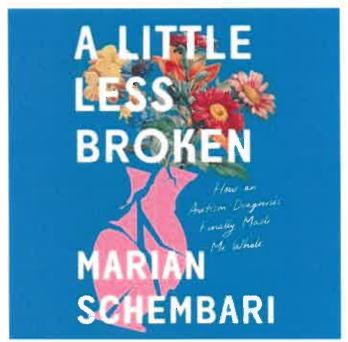
Spice Club & Cookbook Talk

This month's Spice Club was again a massive success! All 85 spice kits were picked up by April 5th. To celebrate this month's featured spice (Korean Bulgogi), we hosted social media star Sarah Ahn (Ahnest Kitchen) and her mom, co-authors of *Umma*: A Korean Mom's Kitchen Wisdom and 100 Family Recipes.

Sarah gave an excellent and moving talk about Korean cooking and culture. I've never seen so many library patrons line up after a talk to have their book signed. Sarah was incredibly generous with her time and stayed to speak with everyone.



Author Talk: Marian Schembari, A Little Less Broken: How an Autism Diagnosis Finally Made Me Whole For Neurodiversity Celebration Month we hosted Portland author Marian Schembari whose debut memoir

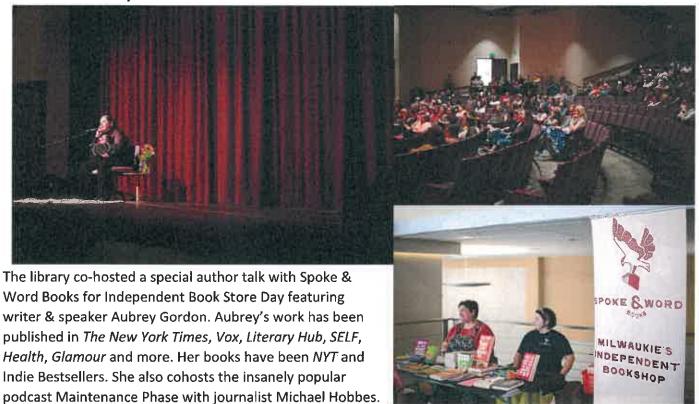


tells the story of her decades-long journey to a diagnosis of autism.

Through her engaging talk, Marian talked about all of the barriers that leave neurodivergent people (and especially neurodivergent women) in the dark about their own minds & bodies, leaving them unable to truly embrace their differences. There was time for Q & A and the audience had many thoughtful questions. Spoke & Word Books were also on-site and Marian stayed to sign books after the event.

A Little Less Broken was also the featured title at the April edition of Ledding Book Club as well as at this month's special Team Milwaukie staff book group meeting.

Author Talk: Aubrey Gordon



Together, the two debunk and decode wellness and weight loss culture.

This special event was held at the Milwaukie High School Auditorium to accommodate a larger crowd. There were approximately 200 guests in attendance. Some concerned patrons reached out to staff in advance about making this event more accessible for those with disabilities or compromised immune systems. Brent was able to work with Willamette Falls Studios to have the event recorded and eventually made available on the City's Youtube channel for the month of May. Tara was able to coordinate with MHS staff so additional, accessible seating would be made available the day of the event.

From Aubrey and her assistant, David:

"Just wanted to extend a huge thank you from Aubrey and myself for truly everything you did to make this beautiful event happen! You have all been so wonderful to work with and I really appreciate everything you did to make the event more accessible in a time crunch. Please let me know if there's ever anything Aubrey can do to support the Ledding Library or Spoke & Word, I know she will be only too happy to! So much gratitude, David & Aubrey"

Book Buddies

April is voting month for our kids' book groups. After reading nominated titles for the Beverly Clearly Children's Choice Award all year, the 7-9 year olds in Jan's Book Buddies Club voted for their favorite book with the help of some puppets.



Book Displays:

April book displays included Arab American Heritage Month, National Poetry Month, Neurodiversity Celebration Month, Autism Acceptance Month, National Library Week, and Passover.



Ellen Malizia retired on May 1 from her 20-hour position after working for Miwaukie's Ledding library for over 15 years. She will transition to working as an On-Call Library Assistant 1. We wish her all the best for a very happy retirement!





The library was the final stop on this year's Bring Your Child to Work Day (BYCTWD) for City staff. Kids had the chance to try some behind-the-scenes book drop check in as part of this year's scavenger hunt. They also made birdhouses supplied by the City's building department.

Ledding Library Statistics April 2024

Circulation	2025	2024	2023	2022	2021	2020	2019
	56242	59643	53142	47,140	30,979	5,400	43,354
Patron visits	20409	19502	16367				
New Cards	352	333	306				
Computer Use	1261	1281	1,348				
Wifi Sessions	1796	1830	1,455				
Questions (all desk)	2688	3033	2909				
Programs							
Adult	15	13	5,				
Attendance	400	192	89				
Juvenile	32	26	30				
Attendance	1015	917	934				
Teen	2	5	7				
Attendance	110	13	26				
Total Programs	49	44	42				
Total Attendance	1525	1122	1049				
Volunteers							
Number	59	72	73				
Hours worked	364	500	703				

Ledding Library of Milwaukie Collection Development Policy

Purpose & Objectives

The Ledding Library of Milwaukie empowers the community to learn, connect, and explore. The Library provides access to a collection of materials that supports the community's informational and recreational needs and seeks to authentically reflect the diversity of the community and the wider world.

The Collection Development Policy supports the Library in its mission, provides direction for the growth and development of collections, and communicates these guiding principles to the library staff and the public.

Intellectual Freedom

The Library upholds the principles of intellectual freedom by providing people of all ages with access to information and collections that reflect all points of view. Library users may choose what items they and their children will use based on individual interests and standards. Selections for the Library are made on the merits of the material in relation to building the collection and serving the needs and interests of users. Materials will not be excluded because of the origin, background, or views of the creators.

Diversity

The Library strives for equity in our collection by seeking materials created by and representative of all views, including marginalized and underrepresented groups. Our collection should be reflective and inclusive of our diverse community, and anticipate unexpressed informational and cultural needs.

Collection Management

Ultimate responsibility for material selection rests with the librarians who operate within the framework of policies reviewed and recommended by the Director & Library Board. Collection management decisions reflect the Library's mission.

The collection needs continuous evaluation in order to ensure that the Library is fulfilling its mission and responding to patrons' needs. The Library Board reviews and recommends material selection and retention policies to be utilized by library staff.

Criteria for Selection

Materials are selected on the basis of staff judgment, expertise, knowledge of the existing collection, and by evaluating professional reviews and other library selection tools. The evaluation of materials is characterized by flexibility, open-mindedness, and responsiveness to the changing needs of our community. Materials are evaluated as a whole and not on the basis of a particular passage or passages. A work will not be excluded from the library's collection because it presents an aspect of life honestly or because of frankness of expression.

All acquisitions are considered in terms of the following standards. An item need not meet all of the criteria to be acceptable. In some instances, materials may be judged primarily on artistic merit, or because of scholarship, or as valuable human documents, or as critical to the information needs of the community. In other instances, the criterion may be substantial demand.

Selection criteria include, but are not limited to:

- Community interest, need, or demand, demonstrated or perceived
- Contemporary significance or value
- Relevance to the experience of diverse populations
- Quality, including accuracy, clarity, and authenticity
- Suitability of subject, style, and reading level for the intended audience
- Reflection of varied opinions (minority and majority) on a subject
- Positive professional or expert reviews

- Reputation or significance of the publisher, author or creator
- Relation to existing collection
- Format, durability and ease of use
- Availability from other local libraries

Purchase Suggestions and Gifts

The Library welcomes community involvement in the selection process. Purchase suggestions must meet general selection criteria. Acceptance of gifts and donated items is subject to the discretion of the appropriate staff. Materials not added to the collection are given to the Friends of Ledding Library for use in their book sales. The proceeds from these sales support the Library's programming and collection development.

Collection Maintenance

In order to keep our collection useful and appealing, the Library continuously evaluates materials to ensure their relevance to our community. Items may be removed from the collection due to:

- Damaged or poor condition
- Obsolescent materials that are no longer accurate or relevant
- Space or budget limitations
- Number of copies in the collection or availability in other local libraries
- Availability of newer materials on the subject
- Lack of demand for a specific item

Request for Reconsideration of Materials

The choice of library materials by users is an individual matter. Responsibility for the reading and viewing of children and adolescents rests with their parents and legal guardians. While individuals may reject materials for themselves and for their children, they cannot exercise censorship to restrict access to the materials by others.

The Ledding Library supports the First Amendment, intellectual freedom, and endorses the following intellectual freedom statements: "Freedom to Read" (American Library Association), "Freedom to View" (Educational Film Library Association), and "Library Bill of Rights" (American Library Association).

Library users wishing reconsideration of library materials should complete the "Request for Reconsideration of Library Materials" form. Concerns will be reviewed by the library staff. An appropriate written response will be prepared informing the library user of the librarians' decision which will result in retaining or removing the item from the collection. Any labeling, sequestering, or alteration of materials because of controversy surrounding the material will not be sanctioned.

If the library user is not satisfied with the librarians' response, a written request may be made to the Director & Library Board for further review. This request must be made no later than 14 days after the date of the librarians' decision. The written request must include the reasons the library user believes the material is inappropriate under the adopted selection policy. The Library Board will invite the complainant to the next available board meeting to present evidence that the Collection Development Policy was not followed.

LIBRARY BEHAVIOR

Disruptive behavior is defined as, in the opinion of Library staff, any patron behavior that interferes with the normal operation of the Library or which unreasonably interferes with another patron's ability to use the Library, creates an unsafe environment, or interferes with staff's ability to do their jobs.

Examples of disruptive behavior include but are not limited to:

- Any illegal act
- Damage to Library property
- Threatening or aggressive behavior or language
- Blocking access to Library services
- Theft
- · Loud noises, including, but not limited to shouting and audio equipment use
- Cell phone use in the public space. (Must be kept to a minimum).
- · Sexual harassment of any kind
- Use of tobacco, marijuana, alcohol or illegal drugs
- Use of cigarettes, e-cigarettes, or personal vaporizers
- Intoxication
- Soliciting of any kind
- Possession of weapons of any kind, except as allowed by law
- Excessive odor either because of poor personal hygiene or excessive perfume/cologne
- Using library restrooms for bathing, washing hair, shaving, washing clothes, or other improper
 use
- Bringing more belongings than can be carried in a single trip into the library. Belongings must fit under a library chair or table without disturbing others or blocking walkways.
- · Leaving personal items unattended
- Bringing any pet into the library. Only service dogs are allowed.

Drinks must have a secure lid.

The walkway in front of the Library may be used for petition circulation, as long as it does not block access to the building.

RESTRICTION OF LIBRARY PRIVILEGES

Violation of Library Policy and Procedures may result in the restriction of Library privileges by the Library Director or designated staff. Restrictions may be conditional, for a defined duration, or permanent.

Examples of possible restrictions include:

- Suspension of circulation privileges
- Suspension of public computer privileges
- Exclusion from the Library for a designated period of time.

LIBRARY CODE OF CONDUCT POLICY

The Library is a shared community space. The goal is that everyone has a safe, comfortable, and welcoming-experience All visitors are expected to follow this policy while using the Library.

•	Treat all library	users and er	ubioacca	With Courtesy	and respect.	
					Alia	

- o Follow reasonable direction of employees.
- No threatening or aggressive behavior
- o No disruptive behavior
- Children under the age of 10 shall not be left unattended by their responsible adult guardian (ORS 163.545).
- Children under 5, may not be left unattended at any time
- If resting, sit upright, keeping feet off tables and seating surfaces.
- Drinks are permitted in covered containers.
- No intoxication, tobacco, marijuana, alcohol or illegal drug use on library property
- Only service animals specifically trained to aid a person with a disability, service animals
 in training, or animals for library-sponsored events are allowed in the library.
- No illegal acts
- No Damage to Library Property
- No solicitation
- No leaving personal items unattended

Keeping space neat and clean

- Use personal audio devices with volume low enough not to be heard by others.
- Keep aisles and exits clear, allowing access to library spaces for all.
- Wear top, bottom, and shoes while in the library building.
- Strong odor or perfume may interfere with the ability for some to use the library. Library users are welcome in the library once the source of the odor has been addressed.
- No soliciting is allowed in the library.

Library employees are required to speak to those who may need a reminder of these guidelines. Our goal is for everyone to have an enjoyable, successful library visit.

People who violate this policy or certain provisions of state or local laws while on library premises may be excluded from the premises and/or have their library privileges revoked.

