



ST. HELENS PUBLIC LIBRARY BOARD MEETING

Monday, January 13, 2025 at 7:15 PM
Virtually over Zoom (details below)

AGENDA

CALL TO ORDER

VISITORS COMMENTS

APPROVAL OF MINUTES

1. Approve minutes of December 9, 2024

OLD BUSINESS

2. Makerspace expansion letter of support

NEW BUSINESS

3. Review Strategic Plan

LIBRARY DIRECTOR'S REPORT

COUNCILOR'S REPORT

OTHER BUSINESS

SUMMARIZE ACTION ITEMS

ADJOURNMENT

VIRTUAL MEETING DETAILS

<https://us02web.zoom.us/j/84393525988?pwd=ihUb8xUaemq9kuTGwfxbRiSVZrzq6V.1>

Meeting ID: 843 9352 5988 Passcode: 281678

The meeting location is accessible to persons with disabilities. Requests for an interpreter for the hearing impaired, for a digital device to access a virtual meeting, or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting by contacting the St. Helens Public Library at 503-397-4544.

Be a part of the vision and get involved...volunteer for a City Board or Commission! For more information or for an application, go to www.sthelensoregon.gov or call 503-366-8217.

ST. HELENS PUBLIC LIBRARY BOARD MEETING

Monday, December 9, 2024 at 7:15 PM
Virtually over Zoom

DRAFT MINUTES

Members Present

Chair Aaron Martin
Vice-Chair Fatima Salas
Member Robert Dunn
Member Jay Echternach
Member Ellen Jacobson
Member Jana Mann
Member Lynne Pettit

Members Absent

Member Colleen Ohler
Member Diana Wiener

Councilors in Attendance

Councilor Russell Hubbard

Visitors

None

Staff Present

Library Director Suzanne Bishop
Library Board Secretary Dan Dieter

CALL TO ORDER

Meeting was called to order at 7:17 pm by Chair Martin.

VISITOR COMMENTS *Limited to three (3) minutes per speaker.*

No visitor comments.

APPROVAL OF MINUTES

1. Minutes from regular board meeting, November 18, 2024, were reviewed.
Motion: Upon Member Dunn’s motion and Member Jacobson’s second, the Library Board unanimously approved the minutes dated November 18, 2024. [Yeas: Chair Martin, Vice-Chair Salas, Member Dunn, Member Echternach, Member Jacobson, Member Mann, Member Pettit; Nays: none]

OLD BUSINESS

2. BYLAWS UPDATE: Director Bishop introduced the changes to the draft bylaws document that were suggested by Member Pettit. The group discussed the changes. Motion: upon Member Dunn’s motion and Member Mann’s second, the Library Board unanimously approved the bylaws with the changes as presented. [Yeas: Chair Martin, Vice-Chair Salas, Member Dunn, Member Echternach, Member Jacobson, Member Mann, Member Pettit; Nays: none]

NEW BUSINESS

3. MAKERSPACE EXPANSION: Director Bishop described the current effort to expand to the space next to the current Makerspace. The Columbia County Economic Team (CCET) and the Small Business Development Center (SBDC) have vacated their two office spaces, leaving a large room and a small office available for this expansion. The group discussed possible expansion costs, most of which would be the rent charged by the Columbia Learning Center (CLC), the group that funded the building of the library and is the current owner until 2035. The cost of rent could be problematic for the City's budget, but the group discussed other methods of raising the necessary funds. The current space is very popular, with 111 participants in programs from October 24 through December 6. The CLC will draft a letter of support and Director Bishop suggested that the library board draft one as well. There were several suggestions about how to raise funds for the space. Vice-Chair Salas asked how consumable materials are charged for. Director Bishop stated that the cost of materials used in the Makerspace is passed on to the user.

LIBRARY DIRECTOR'S REPORT

Director Bishop stated that going forward, Youth and Makerspace Librarian Wiersma has been devoting quite a bit of extra time to getting the Makerspace up and running and will be now pulling back from the Makerspace to devote her allotted more time to youth services programs. Staff are searching for community members to co-present and lead classes. We're talking about developing a teen advisory board which would be a group of teens that meet once a month to work on a project, etc. Over the holidays we are going to host a scavenger hunt in the children's room and offer "take-and-makes." In January, we are going to move the toddler story time to the auditorium, as it is getting too crowded in the children's room. Holiday closures include December 24 and 25, 2024 and January 1, 2025. We will close at 5:00 pm on New Year's Eve. She will be gone from December 31 through January 11. Reference Librarian Herren-Kenaga will be in charge during my absence. Our facilities updates include the replacement of some faulty recessed lights and passing our fire sprinkler alarm system inspection. There are three-year and five-year tests that we are planning as well. They are expensive so we will plan accordingly. Comcast is planning to move their lines from above-ground to below-ground next Monday, December 16, at around 5:30 pm. Because of this move, the library will be without internet access, which includes phone service, for about two hours. We have fully implemented doubling up staffing in the Makerspace, so we will have at least two people in the space for programs. Volunteers are also available to be one of the two as long as they have taken the child abuse training that is mandatory for library staff. Lastly, I wanted to ask about having a board retreat. Member Jacobson stated that after completing the strategic plan last year, it would be good to check in and see how well we are doing. This would potentially be a half-day activity, maybe on a weekend. We need to verify the proper process through public meeting laws. We will start by reviewing the strategic plan at the next board meeting.

COUNCILOR'S REPORT

Councilor Hubbard stated that with the new mayor coming on board in January, there's going to be some changes and directions will be different. The library will remain an important component of city services. He is excited to be representing the library, and he will definitely work on your new space. He thinks the retreat is a great idea. The board can all get together and work on things and get a good outline for its direction. It's all positive right now.

OTHER BUSINESS

Member Echternach volunteered to draft a support letter on behalf of the board for highlighting the benefits of the Makerspace to the community.

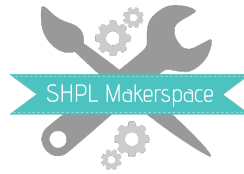
SUMMARIZE ACTION ITEMS

Chair Martin described the action items: Director Bishop will forward the bylaws to City Council for approval, Member Echternach will draft a support letter on behalf of the board and submit that to Director Bishop for distribution and approval by board members, and the strategic planning document will be added to the January board agenda to initiate the process of a strategic planning retreat.

ADJOURNMENT

Chair Martin adjourned the meeting at 8:00 p.m.

Respectfully submitted by,
Dan Dieter
Library Board Secretary



St. Helens Public Library Makerspace

Use Between October 24 and December 6, 2024

Users to Date

- 111 users in seven weeks
 - 84 adults
 - 22 from ages 5 to 13 (accompanied by parent)
 - 5 from ages 14 to 17
- 57 hours open to the public
- Programming
 - Weekly Makerspace 101 certification classes required for some equipment, e.g., the 3D printer and Glowforge and others
 - Weekly Maker three-hour open hours on Mondays and Fridays for all users
 - Weekly three-hour blocks for ½ hour appointments on Tuesdays and Thursdays
 - Monthly Maker Kids STEAM Wednesday (ages 6 to 10)
 - Monthly Junior Makers STEAM Wednesday (ages 10 to 14)
 - Monthly Teen Makers STEAM (ages 13 to 17)

Volunteers

- We have several volunteers with expertise in the 3D printer, serger, sewing machine, soldering and circuitry, robotics and hand tools who helped us get the space back open.
- We have a permanent volunteer who helps during open hours twice a week.
- We have several people who have shown an interest in helping in the Makerspace and/or collaborating with us for future programming.

Examples of Use

- We've certified multiple people on the Glowforge to use the laser cutter for creating name tags for their employees (business owners), support pieces for their classroom (kindergarten teacher), and various signs for businesses.
- Another patron has been coming in to learn how to create a QR code for their company website and to learn how to put that onto a t-shirt either via heat transfer or using the Cricut and Heat Press.
- Of the 3D print jobs, more than half have been to create a replacement part for something rather than having to throw it away.

- 3D printers have been used to create office supplies that are specifically designed for what they need, e.g., using TPU filament to create and 3D print a flexible cord manager.
- 3D printers have also been used by adults to create individualized Christmas presents for their children.
- Another business came in and used the letters with the die-cutter to create letters for a giant sign at an outreach event.
- A mother re-created her son's button pin that has accidentally been washed, before he got out of school and found out it had been ruined.
- An elderly woman is using the Fast Photo Scanner to catalog a lifetime of photos into digital format to leave to her family.
- Children have interacted with the space in multiple ways: Cardboard Maker tools are *VERY* popular, LEGO Robotics & LEGO Education sets have been used by children from age 5 to 10, and 3Doodler pens are also popular.
- We have certified several age 10+ kids on the 3D printer as well. Use of the 3D printer has demonstrated education enhancement by their choice to print replicas of dinosaur bones, frogs, and articulating slugs.

Programs Being Considered

- Using 3D printers to develop prototypes for small businesses and entrepreneurs
- Quilt-making series
- Robotics Club for middle grade students (in partnership with the school district)
- Girls Who Code (national program)
- Holiday laser cutting and engraving (Glowforge) gifts
- Home construction, e.g., using basic tools, building and repairing walls
- Basic home maintenance series
- Summer Library Challenge programs presented by experts (adults, families and youth)
- Teen Advisory Council
- Siblings' workshops (in partnership with Youth ERA)
- Summer camp programs (in partnership with the Recreation Department)
- Developing a marketing plan and marketing materials (in partnership with GRO Greater St. Helens)

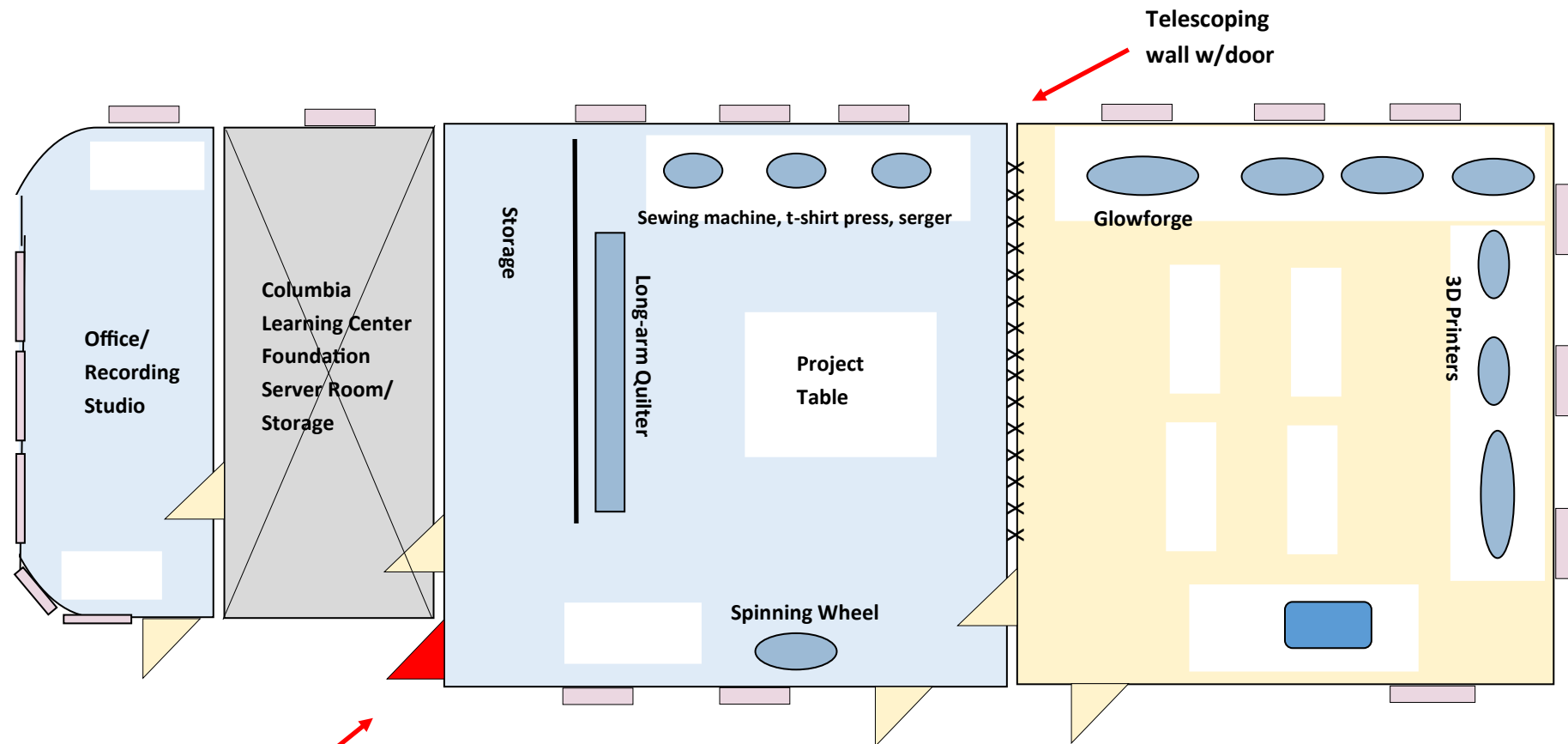


Columbia Center Makerspace Expansion

- The Columbia Center is owned by the Columbia Learning Center Foundation (CLCF).
- Today, the Makerspace occupies 525 square feet of the building and is used for a wide variety of reasons, including youth, families and adults learning, practicing and expanding creative skills; small business and entrepreneurs prototyping and testing equipment and machine parts; people learning new skills that would help them forward their careers; being in community with others who have common interests, and others.
- The City rents the Library and Makerspace spaces until 2035, when ownership will transfer to the City. The City provides all facility maintenance for the Center and funds all utilities.
- Two offices in the building will soon be vacated by CCET and SBDC and the CLCF needs to rent/lease it.
- A total of 741 square feet will then be vacant
 - the large room adjacent to the Makerspace (525 square feet), and
 - the small bow-front office (216 square feet).
- There is also a “server” room (an additional 162 square feet), which will be used by the CLCF for storage.
- In response to community demand, the library aspires to expand into these spaces to accommodate enthusiastic community interest in the arts, i.e., spinning, quilting, knitting, painting, the paper arts, etc.
- Having two work/teaching spaces means we could run our one-on-one appointments, open hours, and classes concurrently, and expand participation in our current offerings.
- Moving our existing art-related equipment (the “A” in STEAM), i.e., sewing machine, serger, Cricut, and art materials and equipment, into the additional space, would allow us to provide more space for these activities, and would also provide much needed space for frequently used equipment, i.e., the 3D printers, Glowforge hand tools and coding equipment such as Raspberry Pis (the “STEM” in STEAM) in the existing space.
- The library has been offered a free quilting frame (10’ x 5’, \$2,000 approximate value). St. Helens has a large and active quilting guild, who are very interested in addition to other members of the public, so we are confident that it would get much use. There is no other space in the building for it.
- The small bow-front office could be used as a recording “studio,” and to store materials (books, DVD, etc.) related to makerspace activities. It could also have a small desk for staff.

- Using the existing telescope wall/door would also decrease the noise, dust and other byproducts coming from equipment such as the Glowforge laser printer and the CNC router.
- All renovations and additional furnishing would be funded using outside sources.
- The requested rent is \$1/square foot. In this scenario, annual rent/lease maximum would be \$8,892. The CLCF has said this is negotiable.

Proposed Makerspace Expansion (Approximate Dimensions and Layout)



- Infrastructure Needed (external funding)**
- Large project table/ADA
 - Worktables (4)
 - Enlarge sink
 - Shelving units for storage (8)
 - Improve lighting in new space
 - New tile floor

COLUMBIA LEARNING CENTER

Item 2.

PO Box 1094 • St. Helens, Oregon 97051 •
A non-Profit 501-C Organization Tax Id# 93-1165080

December 11, 2024

Mayor Scholl
Councilor President Chilton
Councilor Gundersen
Councilor Hubbard
Councilor Sundeen
City of St. Helens
265 Strand Street
St. Helens, OR 97051

Dear Mayor and City Council,

The Columbia Learning Center, owner of the Columbia Center, enthusiastically supports the expansion of the St. Helens Public Library Makerspace into the adjacent offices recently vacated by Columbia Economic Team. The Makerspace provides an important service to our community by training and making available a wide range of equipment and other support to the community.

The St. Helens Public Library has been a priority for the Columbia Center since its inception in 1994. The Columbia Learning Center, previously the Columbia Foundation, built the Columbia Center with the mission of enhancing life-long learning and to build permanent bridges connecting all groups of the community. This was accomplished through building a vastly improved library, providing access to technology through a computer lab and classes as well as creating spaces where the community can come together to meet. As time and access to technology has progressed, we have adapted to the changing needs of the community. With the expansion of available internet services and home computers we changed our focus from providing tech services to a focus on lifelong learning through our Chance to Become Scholarships. To date we have funded 302 \$5,000 scholarships valued at over \$1.5 million to Columbia County students. With an eye on our continued efforts to achieve our mission, we believe that the expansion of The Makerspace into the currently vacant offices is a perfect match to the long-term mission of The Columbia Learning Center and will be a highly valued community asset.

Diane Kem, the original visionary of The Columbia Learning Center, would love the idea of Makerspace and additional benefits and opportunities it provides for our communities.

Sincerely,
Marion Christensen



December 10, 2024

Mayor Scholl
Councilor President Chilton
Councilor Gundersen
Councilor Hubbard
Councilor Sundeen
City of St. Helens
265 Strand Street
St. Helens, OR 97051

Dear Mayor and City Council,

The St. Helens Public Library Board is writing in support of the Makerspace expansion project. We have seen increasing interest and support from our community with over 110 users in the past seven weeks since reopening. Another positive number is the multiple users in all age groups: adults, youth and children.

The Makerspace currently includes equipment that spans quite a few individual disciplines with quilting, 3D printing, Glowforge laser cutter, die cutter, fast photo scanners and cardboard maker tools.

The additional space would facilitate a myriad of new programs (currently not possible in our limited footprint). Here are a few examples:

- 3D printing for small business projects
- Developing marketing plans and materials
- A new quilt making series using a donated long-arm quilter
- Robotics club for middle school kids
- Home construction classes

The Makerspace concept is growing nationally, and St Helens is already benefitting from being on the front side of this growth curve with the trained staffing to teach users and utilize these diverse creative opportunities.

Please consider these opportunities and positive energy the Makerspace offers our community members as you address the budgetary needs of the city.

Sincerely,

St. Helens Public Library Board
Aaron Martin, President



COUNCIL APPROVED

Date: 8/2/23Initials: KP

St. Helens Public Library

2023 – 2028 Strategic Plan

"A library is a collection of resources in a variety of formats that is (1) organized by information professionals or other experts who (2) provide convenient physical, digital, bibliographic, or intellectual access and (3) offer targeted services and programs (4) with the mission of educating, informing, or entertaining a variety of audiences (5) and the goal of stimulating individual learning and advancing society as a whole." (p.1) – *The Librarian's Book of Lists* (Chicago: ALA, 2010), George Eberhart*

The role of the St. Helens Public Library is always evolving. No longer just a quiet building holding books, like other libraries we have become a multi-faceted community and cultural center which provides a safe, welcoming environment for all who visit and protects free speech and the expression of ideas. The framework of our mission is serving the information literacy needs of all ages.

As defined by the American Library Association, "To be information literate, a person must be able to recognize when information is needed and have the ability to locate, evaluate, and use effectively the needed information."

At our library, information and content are provided using a broad range of media (e.g., books, DVDs, audiobooks, cultural passes, online resources, and the Library of Things), as well as supporting the Library community in developing their *own* information and content (e.g., creator spaces, and arts and music programs). Our community's vulnerable, marginalized populations and diverse community groups are recognized, valued by our library, and supported through targeted services.

In addition to providing face-to-face services in our building, the St. Helens Public Library brings services to community members through outreach programs (e.g., visits to preschools and senior center visits) and virtual services.

* <https://libguides.ala.org/library-definition> (retrieved 6/11/2023)

1) Heartsill Young, ed., *The ALA Glossary of Library and Information Science* (ALA, 1983)

(2) Robert S. Martin, "Libraries and Learners in the Twenty-First Century," Cora Paul Bomar Lecture, University of North Carolina at Greensboro, April 5, 2003.

(3) Deanna B. Marcum, "Research Questions for the Digital Era Library," *Library Trends* 51 (Spring 2003): 636-651.

OPPORTUNITY:

Since its inception, the St. Helens Public Library has expanded its services and programs to meet community needs. Despite its relatively small size, staffing, and resource constraints, the library “punches above its weight” by implementing cutting-edge offerings such as the Makerspace.

Use of library services and the Library’s benefit to the community is limited by lack of awareness of the types of services available; limited resources that create a barrier to use of library services for some community members; and efficacy of current modes of communication. Reevaluating and updating both communication and opportunities for library access is paramount to effectively serving everyone in our community.

The St. Helens Public Library has a growing list of events and services available to patrons, the community, and cardholders from Passport libraries from Astoria to Wilsonville. Outreach opportunities are expanding, giving access to many more options for formal and informal modes of communication. An update of the Library brand will bring it in line with current needs, (e.g., use of the logo in print, on social media, and others). Updating the brand will also offer a fresh look to our patrons and community members already aware of the Library and will attract people who may not already “see” the Library.

We must have the resources and means to transform the Library as we continue to meet and anticipate the needs of our community, to ensure that it can meet current and future needs and expand its reach to support and connect with all members of the community.

Goal 1: Develop the Library as the community's "living room."

DESIRED OUTCOMES:

- Be a safe, neutral environment where everyone is welcomed, valued, and included.
- Act as a center for the arts.
- Serve as the community's "university" and entrepreneur hub.
- Rebrand the Library to reflect its role in the community and increase community engagement.
- Maximize service to the community, e.g., expand open hours.

Initiative #1 - Transformation plan

Develop a transformation plan for City Council consideration which reflects the evolving nature of libraries and will shape the Library to meet current and future community needs. The transformation plan will include: (1) a long-term vision for the Library including options to maximize service to the community; (2) rebranding proposal; and (3) funding considerations and options.

Initiative #2 - Facilities plan

Develop a facilities plan which identifies needed improvements to the current facility and desired features of a potential renovated or expanded facility. Consider the addition of resources that enhance community activity.

Initiative #3 - Land acknowledgment

Develop and implement a formal statement which recognizes and respects indigenous peoples as traditional stewards of the land on which the Library is situated and the enduring relationship that exists between indigenous peoples and their traditional lands.

Goal 2: Engage the community in lifelong learning.

DESIRED OUTCOMES:

- Support patrons in searching for, finding, and using information in many formats.
- Support at-home learning for parents of young children.
- Support homeschool families.
- Welcome adolescents to continue reading and learning more independently.
- Serve as a substantial source of information for high school and collegiate learners.
- Support patrons in job searching and educational opportunities.
- Support entrepreneurs and other members of the business community seeking to grow their business.
- Provide programs and services to vulnerable and marginalized members of the community.
- Ensure that programs and services reflect and support diverse community groups.
- Partner with city departments, key stakeholders, and other organizations to deliver services to the community.
- Provide resources and programs for entertainment for all ages.

Initiative #1 - Amplify information literacy for all ages

Information literacy encompasses increasing direct engagement with all ages. For children, this takes the forms of an active summer reading program, regularly scheduled programs, and outreach. For all ages, maintaining a vital and relevant collection, offering bilingual programming for all ages, and collaborating with Columbia County Historical Society to offer and promote adult programming such as visiting authors and writing workshops. These opportunities are offered by staff, volunteers, and members of the community.

Initiative #2 - Different ways of learning, engaging with ideas and information

Early childhood goals include increasing hands-on activities for infants and toddlers, hosting additional summer performances, and offering monthly themed activities for children. Goals for adults and teens include a full complement of digital and online support for those who cannot go to the Library, as well as in-person and virtual programs and other learning opportunities through the Library.

Initiative #3 - Enhance K-12 learning

Child Development support for parents will include offering literacy workshops and interactive book recommendation sessions and setting up a pop-up model environment for young children.

Continue to support homeschooling families, educators, students, and local schools, offering after-school activities, enhancing current partnerships, and developing new ones, and exploring the viability of educator and student library cards.

Initiative #4 - Engage the maker community

Support a maker community centered on the Makerspace using private and public funding sources. Partner with other organizations, e.g., PCC-OMIC and the St. Helens School District STEAM labs. Continue to evolve the Makerspace to ensure continued relevance.

Initiative #5 - Provide information, resources and (where appropriate) training to address a variety of community needs.

Assist community members in finding the information to help them meet their needs, e.g., housing, employment, social services, support for small businesses, technology access and training.

Goal 3: Enhance access to library services.

DESIRED OUTCOMES:

- Expand opportunities for community members to access library resources and travel capacity by providing mobile services, and access to services and materials outside of business hours.
- Increase communication about the availability of library services to underserved citizens.
- Build and foster community connections both face-to-face and virtually.
- Partner with local government, key stakeholders, and other organizations to deliver services to the community and develop the volunteer base.
- Communicate to community members (including Passport holders and Columbia County residents) the Library's presence outside of the Columbia Center the Library offerings and its events and special programs.

Initiative #1 - Reach out to known and potential users of library services

Identify library services useful to members of the community who do not have ready access to the Library. Create and use a wide variety of targeted information strategies relevant to all members of our community and use locations throughout the City where we are most likely to reach them to draw in new users and encourage constructive feedback. Work with the Friends of the St. Helens Public Library and other volunteers to support this effort.

Initiative #2 - Develop a volunteer base

Reach out to community partners including schools, local judicial officers, and city communications officials to solicit volunteers and increase the awareness of volunteering possibilities. Engage community members to serve as volunteers in a variety of capacities.

Initiative #3 - Reevaluate newsletter and communications for efficacy

Assess and improve the Library's online presence. Upgrade library website and consider capacity to develop a mobile application.

Initiative #4 - Evaluate feasibility of courier service

Analyze opportunities and risks to Columbia County libraries; assess staff and volunteer availability; determine geographical limitations; and develop a proposed plan for delivery of library resources to community members throughout Columbia County.

Initiative # 5 - Evaluate feasibility of a bookmobile

Reach out to determine community interest in a mobile library service; identify locations that would be best served; identify appropriate hours and time; evaluate financial and community resources necessary to begin the service; and develop a plan to implement.

Initiative # 6 - Explore options to provide services to out-of-city residents

Coordinate with the Library's City Council liaison on possible successful approaches. Determine which geographical areas are appropriate and what conditions are in use, e.g., fundraising, quarterly and annual library cards.