

COUNCIL AGENDA



October 23, 1991

1991 CITY COUNCIL GOALS

- 1) DEVELOP A FUNDING BASE THAT ENSURES CONTINUED STABILITY AND ALSO ALLOWS FOR PLANNED GROWTH
- 2) ENCOURAGE ECONOMIC DEVELOPMENT
- 3) IMPROVE UTILITY AND TRANSPORTATION SYSTEMS
- 4) CONTINUE EFFORTS TO IMPROVE COMMUNICATIONS WITH THE COMMUNITY
- 5) CONTINUE TO EVALUATE SERVICE DELIVERY SYSTEMS TO BETTER MEET THE EXPECTATIONS OF THE COMMUNITY
- 6) ENCOURAGE DOWNTOWN REVITALIZATION
- 7) FOSTER COMMUNITY PRIDE
- 8) PROMOTE POSITIVE INTERGOVERNMENTAL RELATIONS
- 9) BROADEN CULTURAL AND RECREATIONAL OPPORTUNITIES

LEBANON CITY COUNCIL

October 23, 1991

7:30 p.m.

A G E N D A

Lebanon School District Administrative Offices - Board Room

485 S. 5th Street

NO NOON SESSION

CALL TO ORDER/FLAG SALUTE

ROLL CALL

APPROVAL OF MINUTES

- ✓ 1) Minutes of the October 9, 1991 Lebanon City Council Meeting

PUBLIC HEARING: 7:30 P.M.

- ✓ 2) DE-ANNEXATION 91-1 (1083 "F" STREET) - Beloyed & Marcheta Schwegman

Presented by: Tom McHill, City Attorney

A public hearing before the City Council to afford interested citizens an opportunity to be heard and give testimony concerning a property owner's request to de-annex his property from the city. Property is located at 1083 "F" Street, 12-2W-15BB, Tax Lot #600

PUBLIC HEARING: 7:45 P.M.

- ✓ 3) VACATION OF PEDESTRIAN EASEMENT LOCATED BETWEEN 930 9TH STREET AND 950 9TH STREET

Presented by: Jim Ruef, Director of Public Works

Approval of proposed vacation request by MOTION

LEGISLATIVE ACTION

- ✓ 4) VALLEY INTERAGENCY NARCOTIC TEAM (VALIANT) AGREEMENT
(a copy of the full agreement was in the Read File on October 11, 1991)

Presented by: Walt Richmond, Chief of Police

Approval of VALIANT agreement by MOTION

(RESOLUTION PASSED ON PUBLIC MTG TO TAKE FINAL ACTION ON NOV. 13, 1991.)

✓ 5)

SIDEWALK COMMITTEE RECOMMENDATIONS

Presented by: Jim Reuf, Director of Public Works

Approval of Sidewalk Committee recommendations by MOTION

✓ 6)

CITY STREET PRIORITY COMMITTEE RECOMMENDATIONS

Presented by: Jim Ruff, Director of Public Works

Approval of the Street Priority Committee recommendations by MOTION

OTHER MATTERS:

✓ 7)

UPDATE ON THE MORSE BROS. LAND DONATION - Presented by Jim Reuf, Director of Public Works *(no information in packet)*

MINUTES/MONTHLY REPORTS

8) Minutes of the September 18, 1991 Library Advisory Board meeting

CITIZEN COMMENTS

DIANE PRANSON-

EXECUTIVE SESSION

As per ORS 192.660 (1)(a) Personnel employment requests & 192.660 (1)(h) Pending Litigation

ADJOURNMENT

AGENDA ITEM 1

MINUTES OF THE OCTOBER 9, 1991 LEBANON CITY COUNCIL MEETING

The Lebanon City Council met in regular session on October 9, 1991. The meeting was called to order by Mayor Bob Smith at 7:30 p.m. in the Lebanon School District Offices, Board Room. Present in addition to Mayor Smith were Councilors Lyle Winters, Ron Miller Jr., Ken Toombs, Diane Branson and Wayne Rieskamp. Also present were City Attorney Tom McHill and City Administrator Joseph Windell.

The minutes of the September 25, 1991 Lebanon City Council meeting were approved as submitted.

Jeff Andrews, Albany-Lebanon Sanitation Manager addressed the Council regarding the recently acquired Household Hazardous Waste grant. He explained that Lebanon is one of five cities that applied for the grant from DEQ that would set aside collection days to gather hazardous household waste material such as motor oil, paint, batteries and anti-freeze. The collection days for Lebanon will be held November 9 at the Sweet Home Fire Department and LBCC. Hours for collection will be from 9:00 am to 3:00 p.m. He added that all of the fire departments in those five cities will be accepting paint waste prior to the collection day. The Lebanon Fire District will accept paint waste, old batteries, motor oil and anti-freeze on Monday, November 4 through Wednesday November 6. He stated that at last year's collection day in Corvallis of the \$126,000 spent in recycling, \$90,000 was spent in processing paint waste alone.

The time being 7:48 p.m., motion by Councilor Toombs, seconded by Councilor Branson to adjourn the regular order of business of the City Council and convene an Executive Session as per ORS 192.660(1)(d) labor contract negotiations and 192.660(1)(e) - Real Property transaction.

The time being 8:26 p.m., motion by Councilor Rieskamp, seconded by Councilor Toombs to adjourn the Executive Sessions as per ORS 192.660 (1)(d) & 192.660 (1)(e) and reconvene the regular order of business of the Lebanon City Council. Motion passed unanimously.

There being no further business to come before the Council, the meeting was adjourned at 8:27 p.m.

Mayor

ATTEST:

City Administrator

AGENDA ITEM 2

PUBLIC HEARING

**CITY OF LEBANON
CITY COUNCIL STAFF REPORT**

DE-ANNEXATION REQUEST

NATURE OF REQUEST: To de-annex a 40,108 square foot parcel containing a residence.

APPLICANT: Beloyed Schwegman

PROPERTY LOCATION: 1083 "F" Street, Lot 13 of Lord's Addition Subdivision - currently abutting city limits boundary on the south and west property lines.

ZONE DESIGNATION: Residential Mixed Density (RM)

COMP PLAN DESIGNATION: Mixed Density Residential

INTRODUCTION

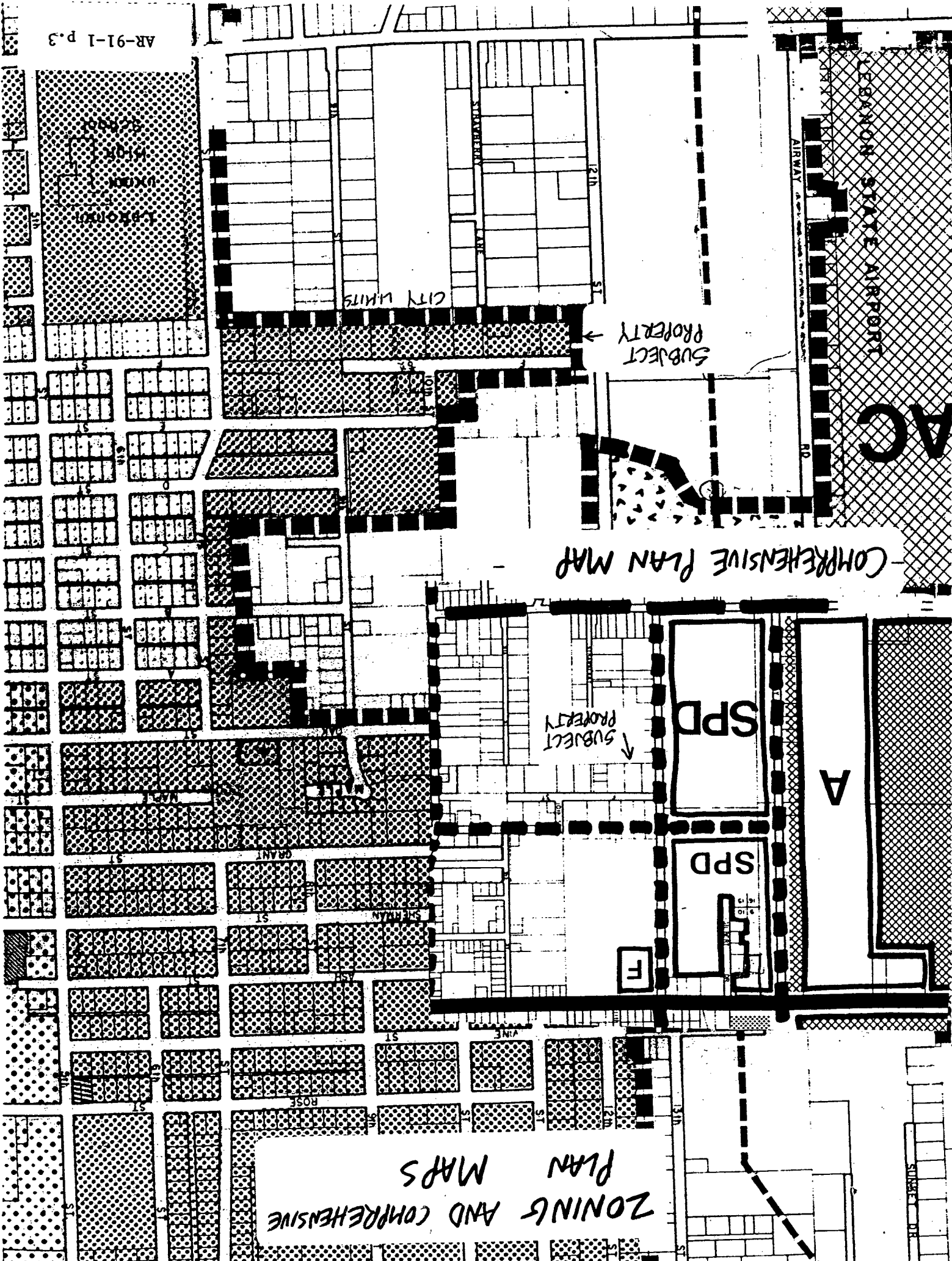
The applicant proposes to withdraw or de-annex his property from the City of Lebanon. This is an unprecedented request; the city has no locally-adopted procedures for dealing with the nature of this request and is, therefore, following the statutory procedures of ORS 222.460 and ORS 222.120(3). Notice has been sent to the county, adjacent properties, and has been posted. This proposal has not been presented to the Lebanon Planning Commission for review, comment, nor recommendation.

The applicant has stated his reasons for de-annexation which are included as Attachment "A". The following are a brief summary of the reasons for de-annexation:

1. No city sewer or water services are currently serving the property;
2. Unsatisfactory drainage ditch maintenance;
3. "Would enjoy" lower tax rates; and
4. Poor condition of "F" Street including lack of curbs, sidewalks, bicycle route.

SITE DESCRIPTION

The neighborhood consists of large residential parcels and is generally residentially developed. A wrecking yard is located across the street from the subject property at the northeast corner of "F" and 12th Streets, outside city limits. Attachment "C" is the legal description of the subject property.



COMPREHENSIVE PLAN MAP

ZONING AND COMPREHENSIVE PLAN MAPS

SUBJECT PROPERTY

SUBJECT PROPERTY

SPD

SPD

A

F

CITY UNITS

AC

MONTGOMERY STATE AIRPORT

AIRWAY

10th AVENUE

12th St

11th St

10th St

9th St

8th St

7th St

6th St

5th St

4th St

3rd St

2nd St

1st St

MICHIGAN ST

MONTGOMERY ST

MADISON ST

CANTON ST

10th AVENUE

ROSE ST

GRANT ST

SHERMAN ST

VINE ST

10th AVENUE

12th St

11th St

10th St

9th St

8th St

7th St

6th St

5th St

4th St

3rd St

2nd St

1st St

10th AVENUE

12th St

11th St

10th St

9th St

8th St

7th St

6th St

5th St

4th St

3rd St

2nd St

1st St

10th AVENUE

12th St

11th St

10th St

9th St

8th St

7th St

6th St

5th St

4th St

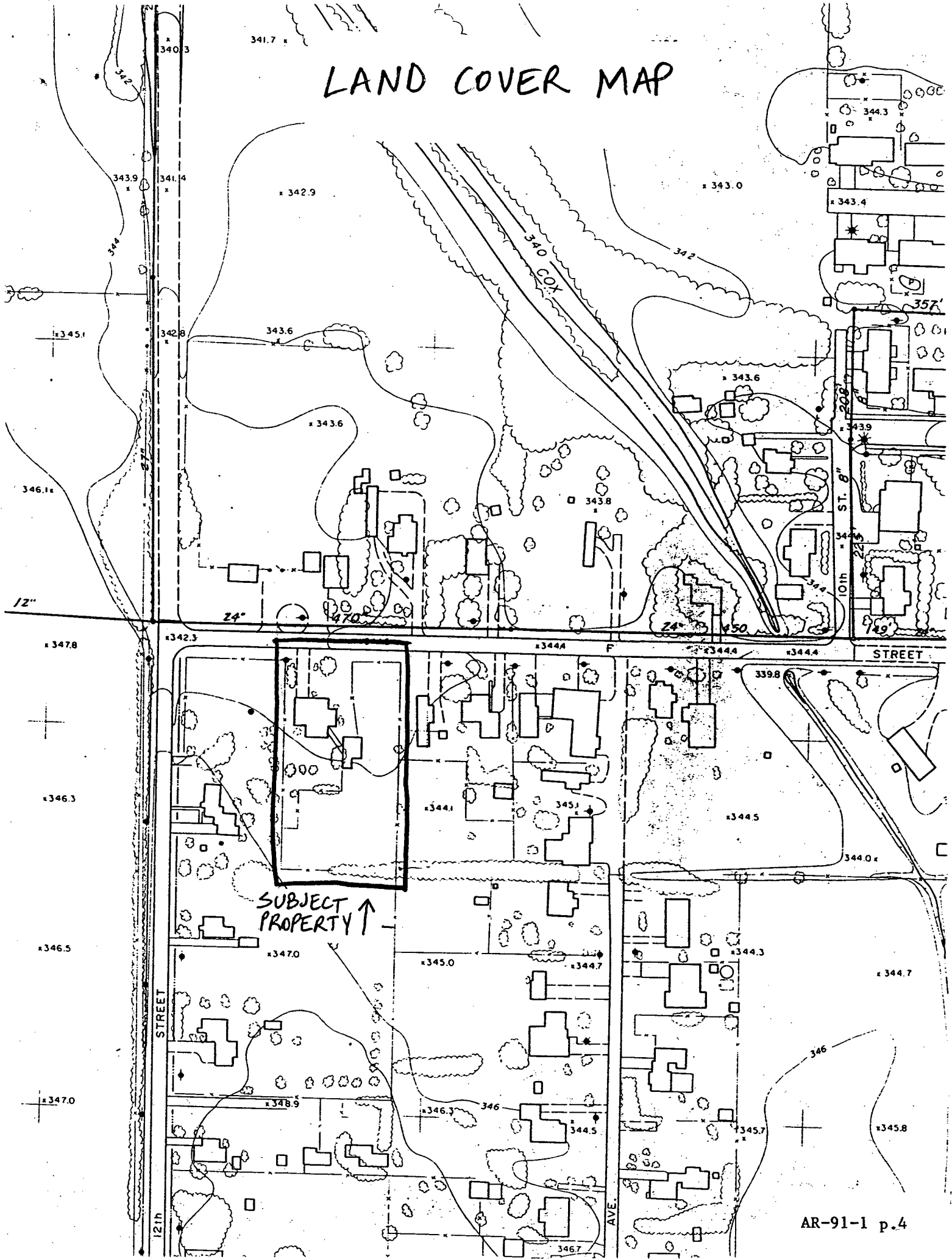
3rd St

2nd St

1st St

10th AVENUE

LAND COVER MAP



CITY SERVICES

"F" Street is a county-standard road that has recently been transferred to city jurisdiction.

A 24' sewer line runs along the north side of "F" Street.

No water service is available to the subject property at this time. The closest water service is located at the intersection of 10th and "E" Streets.

STAFF COMMENTS

It is noteworthy that "F" Street, adjacent to the subject property, is in the city and will remain so as it is not included in this de-annexation request.

The County Planning Department has been notified of the proposed de-annexation and will be required to assign a "zoning classification consistent with the City of Lebanon Comprehensive Plan" should the de-annexation request be approved. Attachment "B" is a letter from the county.

arg

ATTACHMENT "A"

4-16-91

RECEIVED
MAY 16 1991
PUBLIC WORKS

Dave Parker
Dehann City Planner

As Requested by you, My reasons for De-annexation are:

1. I receive no services from the city e.g. water, sewer, etc.
2. My drainage ditches have never been cleaned causing flooding during heavy rainy seasons.
3. Also the taxes rate in the County is much lower, much & well enjoying.

Near to answer The Annexation Policy.

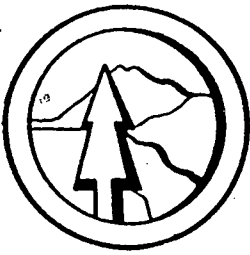
Section 1. No city services are available to the property. Section 2. "4" Street belongs to the County, no center, side streets, Bridge routes etc. are available.

Section 3. No other cities or utilities in this request Nothing has been done by the city nor the County to improve this area. Also requests have been made by myself and neighbors.

Section 4. My property is within the Dehann Comprehensive Plan and will remain.

Section 5. De-annexation will stop my attending Council meetings and remove a thorn in the side of the city council and administration and the Public.

Very Sincerely
Dave Parker



LINN COUNTY

PLANNING AND BUILDING DEPARTMENT

P.O. BOX 100, ALBANY, OREGON 97321 (503)867-3816

COURTHOUSE ROOM 114

ATTACHMENT "B"

October 3, 1991

Douglas Parker, City Planner
Lebanon Planning Department
Lebanon City Hall
925 Main Street
Lebanon, OR 97355

RE: De-Annexation 91-1 (Beloyed Schwegman); T12S, R2W, Section 15BB, Tax Lot 600

Dear Doug:

The Linn County Planning and Building Department has received the notice of the October 23, 1991 city council public hearing regarding de-annexation of the above referenced property.

We need to be informed of the outcome of the hearing process. In the event, de-annexation will occur, Linn County needs to hold a public hearing to place the subject property into a zoning classification consistent with the City of Lebanon Comprehensive Plan.

Sincerely,

Marvin E. Gloege
Director

MEG:mcm

cc: Linn County Board of Commissioners
Linn County Road Department
Linn County Counsel
Ben Schwegman

K & D ENGINEERING, INC.

202 N.W. HICKORY STREET, P. O. BOX 725
ALBANY, OR 97321 (503) 928-2583

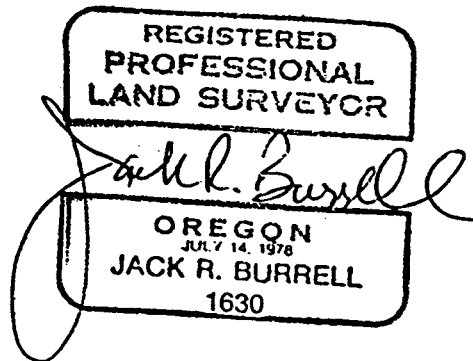
ATTACHMENT "C"

DESCRIPTION FOR LOT 13 OF LORD'S ADDITION
TO
LEBANON, LINN COUNTY, OREGON

Lot 13 of "LORD'S ADDITION to Lebanon, Oregon", a subdivision of record in Linn County, Oregon that is more particularly described as follows:

Beginning at the northeast corner of said Lot 13; thence West 149.96 feet to the northwest corner of said Lot 13; thence South 0°07' West 267.97 feet to the southwest corner of said Lot 13; thence North 89°35' East 150.00 feet to the southeast corner of said Lot 13; thence North 00°00'38" East 266.83 feet to the Point of Beginning.

The above described lot contains 40,108 square feet of land, more or less.



August 23, 1991
(91-101)JRB/ag
File Ref: A:\90-01\LEGAL\91-1001

AGENDA ITEM 3

PUBLIC HEARING



CITY OF LEBANON

M E M O R A N D U M

TO: JOSEPH WINDELL
CITY ADMINISTRATOR

DATE: OCTOBER 18, 1991

FROM: JAMES P. RUEF *JPR*
DIRECTOR OF PUBLIC WORKS

SUBJECT: VACATION OF PEDESTRIAN EASEMENT

Staff has received a request (letter attached) to quit claim (vacate) an existing pedestrian easement. The public use of this easement seems to generate noise and vandalism to adjacent properties.

HISTORY

The sidewalk was installed in 1980 for the primary benefit of children walking to and from Green Acres Elementary School. At that time, Oak Street did not have city standard sidewalks and, despite the efforts to provide a gravel path on the south side of Oak Street, the vehicle traffic represented a safety concern to the children. Also, there was an intention to eventually extend Maple Street from Ninth Street to Fifth Street. Therefore, the pedestrian path would have eventually had a direct connection to more than just one neighborhood.

The pedestrian path in question was constructed by the developer of Wade Addition as a condition of approval. That portion of the pedestrian path which lies outside Wade Addition was constructed by the City of Lebanon over an existing sewer easement. Staff believes that the city's portion was funded through the State Foot and Bike Path Fund.

Conditions have changed which makes the continuing need for this path less important. First, the Oaks Retirement Center has been built which eliminated the connection of Maple Street at Ninth Street to that portion of Maple Street near Fifth Street. Thus, the path no longer constitutes a pedestrian route connecting Tenth Street to Fifth Street. The second major change involves the reconstruction of Oak Street. This project added public sidewalks along Oak Street which is a far safer condition for children.

I have discussed this proposal with Bruce Grohn, Principal of Green Acres Elementary School. He indicated that while some children still use the path, it was not an important part of the walking routes for children at Green Acres. He also described some problems with children congregating about midpoint on the path (away from the prying eyes of adults).

Vacation of Pedestrian Easement

10/18/91

Page 2

Staff has allowed this path to be temporarily closed pending City Council action. This was done as a means of advertising the potential permanent closure and as an effort to see the impact on school children. We have received two complaints about the closure. A letter from Nancy Juhnke is attached outlining her concerns. Installing sidewalks along the east side of Tenth Street is on the 1990-91 Sidewalk Priority List. The attached drawing shows that only two sidewalks remain to be installed at this time. The other complaint was similar to Mrs. Juhnke's.

This issue was brought before the Lebanon Sidewalk Committee. No strong opinion was expressed either for or against the proposal and it was decided to allow the matter to go to City Council without a recommendation.

If City Council feels the path can be permanently closed, a motion to authorize the mayor and recorder to sign a quit claim deed would be appropriate.

JPR/la

RECEIVED
JUL 18 1991
PUBLIC WORKS

July 18, 1991

City of Lebanon
James Ruef, Director of Public Works
925 S. Main
Lebanon, OR 97355

Dear Mr. Ruef,

I am writing to officially request that the EASEMENT on our property at 950 S. Ninth Street, Lebanon, Oregon be removed.

I have spoken with our neighbors and everyone in our neighborhood is in agreement that this should be done.

I have also spoken with the Manager at the Oaks Retirement Center, Julie Carlson. They do not object to this being done. The property owner behind my house, Jeffery Griffith and Dee Taylor the property owner to my left do not object. I have been unable to reach the owner of the Oakwood Terrace apartments.

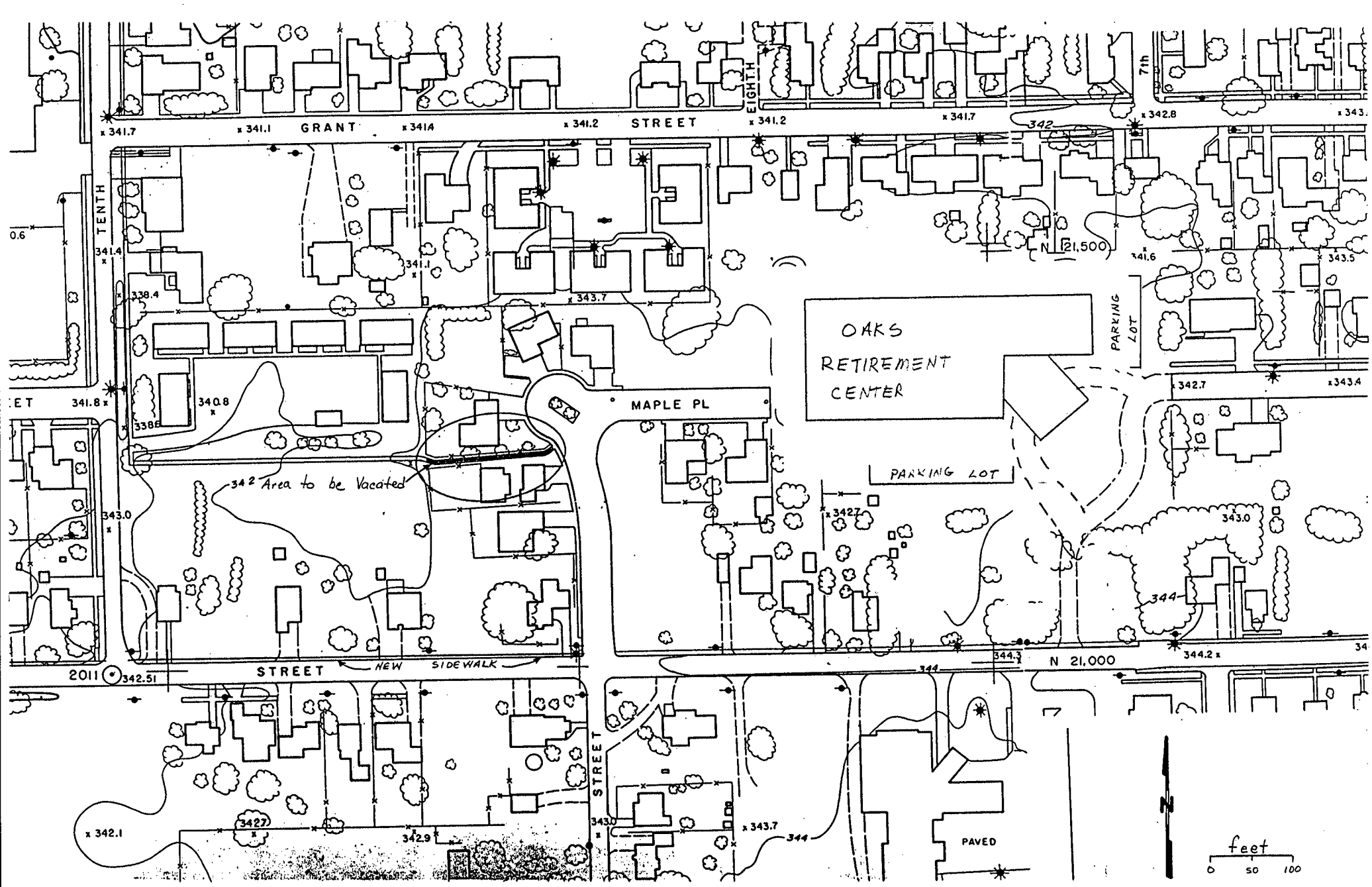
The original purpose of the sidewalk on my property was for the children walking to school. However, since then a sidewalk was constructed on Oak street and the children use that. The only time this sidewalk is used is for persons going into town. That was not the intent of the sidewalk and I feel they could use the sidewalk on Oak street just as effectively. We would like to block the sidewalk next to our house to provide a more secure environment for our children and our entire neighborhood.

Thank You,



Debi Shimmin
950 S. Ninth Street
Lebanon, OR 97355
503-259-3433
w 451-1037

+ Dee Taylor



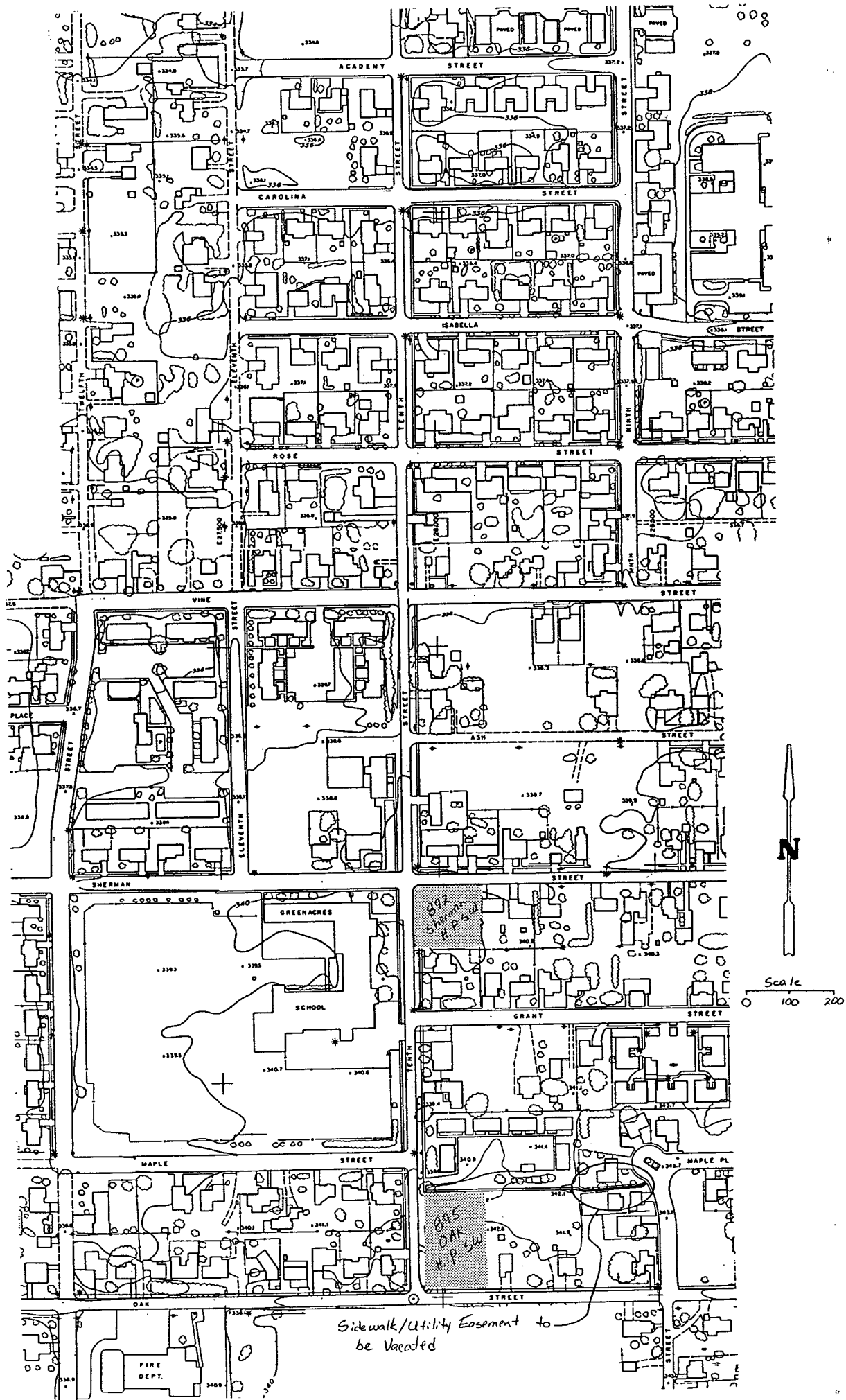
PEDESTRIAN PATH

Dear Mr Ruef

This is in regard to the closing of the sidewalk between 10th + 9th at Maple.

I miss using this sidewalk as I walk that way quite often and quite a bit of the time I have little kids with me. We go down 10th and across to the Oaks. Now we have to cross 10th at Sherman then back across 10th at Oak, since 10th has sidewalks on the east side part of the way then on the west side the rest of the way. I would see no problem if 10th had sidewalks all the way down the east side but from Maple to Oak there isn't even enough shoulder of the road to walk on.

Thank you
Nancy Fulmer
870 W. Carolina St.



SIDEWALK CONDITIONS on 10th STREET

AGENDA ITEM 4



CITY OF LEBANON

M E M O R A N D U M

TO: Joseph A. Windell
City Administrator

DATE: 10-11-91

FROM: Walter R. Richmond *WR*
Chief of Police

SUBJECT: Valley Interagency Narcotic Team (VALIANT)

I have been involved for the past several months in the formation of VALIANT. This is a regional (Linn and Benton counties) narcotics team. The agencies participating in the planning of the team have been Albany Police Department, Linn County Sheriff's Office, Oregon State Police (Albany and Corvallis), Benton County Sheriff's Office, Corvallis Police Department, Benton County and Linn County District Attorneys' Offices, Sweet Home Police Department, and the Lebanon Police Department. We have developed an intergovernmental agreement, Policy Board bylaws, policies and procedures, and a budget.

I think the "regional approach" to narcotics enforcement is very worthwhile. It allows pooling resources, equipment, manpower, and intelligence. In other words, by committing a person to this team, we could have five full-time narcotics investigators instead of part-time investigators. Granted, the team won't always work in Lebanon, but I don't think we can afford not to participate in this team. Obviously, the remainder of the department will also actively pursue narcotics enforcement.

At this time, Oregon State Police, Benton County Sheriff's Office, Corvallis Police Department, Benton County District Attorney's Office, Albany Police Department, and Lebanon Police Department are ready to commit manpower and a spirit of cooperation to address enforcement of narcotics violations in our geographic area.

There is a meeting on Friday, October 11, 1991 to finalize the "paperwork". I will keep you informed as to our progress. I am excited about the opportunity to be involved in this team, and to provide additional service to our community.

ref
Attachment

5 2 1 4

AGENDA ITEM 5

RECOMMENDATION TO LEBANON CITY COUNCIL
FROM THE LEBANON SIDEWALK COMMITTEE

October 8, 1991 Meeting

1. 1990-91 Priority Sidewalks

- Remove 5th Street (between Airport & Kees) from 1990-91 high priority list and place it on the 1991-92 high priority list. Extend the incentive for any sidewalks on the 1990-91 priority list completed by December 1.
- If high priority area sidewalks are not completed by December 1, recommendation will be presented to City Council at the December meeting for the city to proceed with installation of sidewalks without benefit of incentive program.

2. Grant Street LID

- Set aside incentive funds (approx. \$3,571) for the Grant Street LID project.

3. 1991-92 Priority Sidewalks

- 1991-92 High Priority Sidewalk Area:
 - * Hwy. 20 (east side) from Leb Community Hospital to Wheeler.
 - * E Street (both sides) from Main to approximately 100' west of Main.
 - * Southwest corner of Tangent and 9th (sidewalk on 9th Street).
 - * 5th Street from Airport to Kees (transferred from 1990-91 high priority list).
 - * 5th Street (east side) from Tangent to Rose.
- Request the school districts to set aside funding for sidewalk installation for the following areas:
 - * 5th from J Street to approximately 700' north of J Street (1992-93 budget).
 - * Morton from Main to approximately 400' west of Main (1993-94 budget).
 - * 2nd from approximately 150' north of Tangent to approximately 150' south of Tangent (1992-93 budget).
 - * Academy from 2nd to Main (1993-94 budget).
 - * J Street from 5th to approximately 200' east of 5th (1992-93 budget).

Sidewalk Committee Recommendation
to City Council of 10-8-91 - P.2

4. 1991-92 City Sidewalk Project

A. City Owned Sidewalks

- The city's share of sidewalk from the Boys & Girls Club to Tangent Street.

B. Wheelchair Ramps

<u>Priority</u>	<u>Ramp Location</u>	<u>Suggested By</u>
1	NE corner - Park/Oak	Bill Pacey
2	NW corner - 2nd/Vine	Carolyn Matejcek
3	NE/NW Milton/Filbert	Staff
4	NE/SE corners - Grant/Williams	Staff
5	SE/SW corners - Park/Carolina	Carolyn Matejcek
6	NE/NW corners of Y intersection at Main/Park	Carolyn Matejcek
7	NE/SE corners - Main/Elmore	Carolyn Matejcek
8	NW/SW corners - Park/Isabella	Carolyn Matejcek
9	Main at the Knothole	Carolyn Matejcek
10	NE/SE corners - Grant/2nd	Carolyn Matejcek
11	Main St./Park St. - intersections with pedestrian signals	Sidewalk Committee
12	West side of Main from Wheeler to Market	Sidewalk Committee
13	East side of Main from Wheeler to Hospital	Sidewalk Committee
14	All other Central Business District intersections	Sidewalk Committee
15	West side of Main from Wheeler to Dewey	Sidewalk Committee

5. Sidewalk Repair Specifications

- Adoption by City Council of Sidewalk Repair Specifications and Guidelines.

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AGENDA ITEM 6



CITY OF LEBANON
M E M O R A N D U M

TO: JOSEPH WINDELL
CITY ADMINISTRATOR

DATE: OCTOBER 18, 1991

FROM: JAMES P. RUEF
DIRECTOR OF PUBLIC WORKS

JPR

SUBJECT: STREET PRIORITY COMMITTEE

On Wednesday, October 16th, the Street Priority Committee met and discussed several issues regarding city street improvements and major maintenance needs. Attached is their recommendation to City Council.

JPR/la

STREET PRIORITIES COMMITTEE

RECOMMENDATIONS TO CITY COUNCIL

October 1991

The Street Priorities Committee decided to take a two step approach to setting recommended priorities for improvements to City streets in Lebanon. The reason for this approach is a lack of an understanding of the condition of all streets under the jurisdiction of the City of Lebanon for maintenance. A rational method of classifying the condition and needed maintenance of the streets in Lebanon must be completed prior to establishing long term priorities for street maintenance.

The first step includes the recommendations contained here and was commonly referred to as the **Short Term Priorities**. A second step the committee will take is to reconvene in six to eight months to formulate a recommendation on **Long Term Priorities**.

SHORT TERM PRIORITIES

Pavement Management System

Staff should begin immediately to establish a Pavement Management System (PMS) for the city street system. This system would inventory all city streets, rate their condition, and make recommendations for major maintenance. The second committee meeting will occur only after the PMS is completed.

Lebanon Urban Renewal District

- * The Committee recommends the following priority in completing those projects which are eligible for URD funding:

AIRPORT ROAD - Highway 20 to Second Street

SECOND STREET - "H" Street to Airport Road

AIRPORT ROAD - Second Street to Fifth Street

TRAFFIC SIGNAL - Second Street and Airport Road

WATER MAIN - South Main Road and Vaughan Lane

SOUTH MAIN ROAD AND SECOND STREET - Airport Road to Cedar Drive

SOUTH MAIN ROAD - Cedar Drive to Vaughan Lane

The Committee recognizes that as development occurs in and around the URD these priorities may need to be reconsidered.

* The committee also strongly recommended that the first four projects should be combined into one construction project if financially possible.

* The Airport Road reconstruction between Hwy 20 and Second Street should be scheduled for the summer of 1993. The reasons for this are:

- 1) The uncertainty at this time of financing the improvements by selling bonds.
- 2) The desire to sell a bond which would combine the first four projects on the URD priority list.
- 3) The desire to assess the actual traffic impact of the Wal-Mart Development on this section of Airport Road in order to be certain of the standards the street should be reconstructed to.

Street Capital Projects Fund

- * The Committee considered the street projects remaining on the list of streets Linn County was going to reconstruct and made the following recommendations:

Second and Morton - Reconstruct the summer of 1993

Seventh Street - Reconstruct the section from Walker Road to "F" Street the summer of 1992

Airport Road - Reconstruct the section from Fifth Street to a point 100 feet past Seventh Street the summer of 1993 (or at the same time as the rest of Airport Road is reconstructed)

- * The Committee also confirmed that the section of Oak Street from Main Street to Second Street should be reconstructed in the Summer of 1992.
- * The Committee discussed the need to begin regular overlays, slurry sealing, and crack sealing projects on city streets. They recommended that staff be directed to place \$200,000 in the 1992-93 budget for this purpose.

Federal Aid Urban Funds (FAU)

- * The Committee recommended that staff be directed to proceed with a project to reconstruct Twelfth Street from Cox Creek crossing to the Lebanon City Limits (south of the Fire Department) and that it be constructed the summer of 1992.

Funding Responsibilities

- * The Committee reaffirmed that whenever streets which have already been constructed to City Standards are to be rebuilt, the adjacent property owners should not be asked to fund the reconstruction.

- * The Committee discussed setting a policy on the adjacent property owners share of construction costs for those streets not previously constructed to City Standards. The committee agreed that the matter should be passed on to the full City Council for discussion without a recommendation of the Committee. Staff will be bringing additional information to City Council at a future meeting.

NEXT
MTG.

AGENDA ITEM 7

NO MATERIAL IN PACKET

AGENDA ITEM 8



LEBANON PUBLIC LIBRARY
626 Second St.
Lebanon, Oregon 97355

(503)451-7461

LIBRARY ADVISORY BOARD MINUTES

The September 18, 1991 meeting of the Lebanon Public Library Advisory Board was called to order at 7:15 P.M. by Marge Lowe, Chairperson pro tem. Also present were board members Blanche Canaday, Shirley Foulds and Jim Slusser, and Program Manager Susan Messersmith. Pat Dunn was unable to attend.

The minutes of the August 21, 1991 meeting were approved as written.

FRIENDS OF THE LIBRARY REPORT

BOOK SALE

Blanche Canaday reported that the Friends' annual book sale held on September 6 netted \$596.91. She solicited suggestions from the board on methods that might strengthen this major money-making project. A short discussion followed which included the pros and cons of holding the sale at an inside location as opposed to the library's parking lot; extending the sale from one to two days; maintaining some control over early bird and bookstore buyers; and using banners and placards for better publicity and visibility.

READ AT HOMER PROGRAM

Blanche noted that the Friends will once again participate in the Read at Homer program sponsored by Cascades and Green Acres elementary schools. Children who read at least fifteen minutes each day are presented with an award card that can be turned in at one of several sponsors for a prize or treat. This year the Friends will provide grab bag prizes for the children.

PROGRAM MANAGER'S REPORT

ANNUAL REPORT

Susan distributed to the board copies of the library's annual report to the State Library. She noted that the library will qualify for per capita state aid this year.

OLA SURVEY

The board was presented with a copy of an article that appeared in the September 1991 issue of the Oregon Library Association News, which discusses the effects of Ballot Measure 5 on Oregon libraries. Lebanon is listed as one of eight in Oregon that is experiencing a major impact with budget cuts between 20% to 50%.

POLICY MANUAL

Each board member was given a copy of the library's current policy manual.

September 18, 1991

-2-

Susan noted that all future policy amendments/additions will be provided to the board so that their copies remain up-to-date.

NEW FEES

Susan reported that the new fees for interlibrary loans and reserves which took effect July 1 had been met without opposition from library patrons. However, the number of ILLs and reserves has dropped considerably, but may increase again through the winter months.

LIBRARY CARD FEES

Susan suggested that a review of the current fee structure for nonresident library cards might be in order once the City receives current figures on assessments and property tax rates for Lebanon. The current schedule has been in effect for eleven years. Board consensus was that the schedule should be reviewed.

The next Advisory Board meeting was set for October 16, 1991.

There being no further business the meeting was adjourned at 8:15 P.M. by Chairperson pro tem Marge Lowe.

Respectfully submitted,

Susan Messersmith

Susan Messersmith
Secretary

EXECUTIVE SESSIONS

AS PER ORS 192.660 (1)(a) & (1)(h)