



# CITY OF OREGON CITY LIBRARY BOARD AGENDA

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Virtual Meeting  
Wednesday, December 09, 2020 at 5:30 PM

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This meeting will be held online via Zoom; please contact [dbutcher@orccity.org](mailto:dbutcher@orccity.org) for the meeting link.

## CALL TO ORDER

## ROLL CALL

## APPROVAL OF MINUTES

1. Review and approve minutes from the October 14, 2020 Library Board Meeting.

## LIBRARY DIRECTOR'S REPORT

2. The Library Director will share the November & December 2020 Library Director's Report and review monthly statistics.

## PUBLIC COMMENTS

*Citizens are allowed up to 3 minutes to present information relevant to the City but not listed as an item on the agenda. Prior to speaking, citizens shall complete a comment form and deliver it to the Staff Member. When the Chair calls your name, proceed to the speaker table and state your name and city of residence into the microphone. The Library Board Officers do not generally engage in dialog with those making comments but may refer the issue to the City Manager.*

## DISCUSSION ITEMS

3. 2020 Oregon Public Library Statistical Report
4. Interview Questions for Library Board Applicants

## COMMUNICATIONS

## FUTURE AGENDA ITEMS

## ADJOURNMENT

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## PUBLIC COMMENT GUIDELINES

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*Citizens are allowed up to 3 minutes to present information relevant to the City but not listed as an item on the agenda. Prior to speaking, citizens shall complete a comment form and deliver it to the Staff Member. When the Chair calls your name, proceed to the speaker table and state your name and city of residence into the microphone. To assist in tracking your speaking time, refer to the timer on the table.*

*As a general practice, the Library Board does not engage in discussion with those making comments.*

*Electronic presentations are permitted but shall be delivered to the City Recorder 48 hours in advance of the meeting.*

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### **ADA NOTICE**

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*The location is ADA accessible. Hearing devices may be requested from the City Staff Member prior to the meeting. Individuals requiring other assistance must make their request known 48 hours preceding the meeting by contacting the City Recorder's Office at 503 657 0891*

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***Agenda Posted at City Hall, Pioneer Community Center, Library, City Web site.***

***Video Streaming & Broadcasts: The meeting is streamed live on Internet on the Oregon City's Web site at [www.orcity.org](http://www.orcity.org) and available on demand following the meeting. The meeting can be viewed live on Willamette Falls Television on channel 28 for Oregon City area residents. The meetings are also rebroadcast on WFMC. Please contact WFMC at 503 650 0275 for a programming schedule***



# City of Oregon City Meeting Minutes Library Board

625 Center Street  
Oregon City, OR 97045  
503-657-0891

Item #1.

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Wednesday, October 14, 2020

Online via Zoom

5:30 PM

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## 1. Call to Order:

Scott Edwards called the meeting to order at 5:33 PM.

*Members Present:* Cynthia Andrews, Nick Dierckman, Scott Edwards, Kari Linder, and Larry Osborne.

*Members Absent:* David Goldberg and Ken Hall

*Staff Present:* Greg Williams, Library Director, Denise Butcher, Library Operations Manager, Gina Bacon, Adult Services Librarian, Barratt Miller, Youth Services Librarian.

## 2. Approval of Minutes:

Nick Dierckman motioned to approve the minutes from the Library Board's September 9, 2020 meeting with no changes. Kari Linder seconded the motion. Larry Osborne, Cynthia Andrews, Nick Dierckman, Scott Edwards, and Kari Linder all voted aye. The motion carried.

## 3. 2020 Summer Reading Program:

Greg Williams requested the Board's permission to modify the agenda to allow Librarians Gina Bacon and Barratt Miller to present on the 2020 Summer Reading Program first. The Board approved the change although no formal vote was taken.

Barratt Miller, Youth Services Librarian, and Gina Bacon, Adult Services Librarian presented the 2020 Summer Reading Program Report.

Barratt acknowledged that the Children's 2020 program was very different than previous years in that it utilized online program registration, virtual events, take and make craft kits, and gift card prizes to local businesses. In total, there were 581 registered online summer reading participants, \$1,850 in gift card prizes awarded, and 1,030 free books, tote bags, and craft kits distributed by mail or no-contact pick-up. In total 2,352 people viewed or attended the 26 virtual programs.

Barratt explained the different funding sources that made the 2020 Children's Summer Reading Program possible, including \$7,655 in State Ready to Read grant funds, \$3,500 from the Friends of the Library, \$7,253 from the Library budget, and \$250 in gift card prizes from Mike's Drive-in.

Barratt explained that the COVID-19 pandemic greatly condensed the planning and execution timeline for this year's Children's Summer Reading Program. Comparative software review began in April and concluded with the selection of the Beanstack online summer reading platform. In May, the challenges, reading lists, and reading logs were designed and in June, staff was trained, instructional videos were made, and promotions occurred. The program ran from June 15 to August 31 when the prize drawings occurred.

Barratt shared that the 2020 program departed from the usual age-based modules; instead, young participants (ages 0-17) could select one of three challenge options regardless of their age. The three challenge options were a daily reading challenge, a book badge challenge, and a design your own

challenge.

Gina Bacon shared information about the 2020 Adult Summer Reading program and described her goal of trying to replicate the traditional adult summer reading activities via the online Beanstack platform. Gina explained that for each activity, book, or review completed adults earned tickets through Beanstack which could be entered into digital drawings for prizes.

Barratt recognized that the overall registration numbers were lower than in previous years and given everything that had happened, it was not an unexpected result. Approximately 350 youth signed up this summer, in contrast to approximately 2,500 youth in previous years. Gina noted that the 229 adult participants in 2020 represented fewer than 2019's 433 adult participants.

Barratt noted that the most common age range of youth participants was 6-11 years. Overall, the most popular challenge was the daily reading challenge and participants in this challenge logged nearly 8,000 days of reading. Book badge challenge participants logged 440 books read. The design your own challenge did not have any participants who indicated that they met their goal. Barratt reflected that this type of challenge was more suited towards offline participation (which Beanstack wasn't particularly designed for), but that offering the challenge had nevertheless been a worthwhile experiment. Overall, the most popular prize offerings were gift cards for Menchie's and White Rabbit Gifts.

Gina shared that of the 229 registered adult participants 119 indicated they read at least one book and that in total 1,544 books were read, with an average of 12 books per participant. The most frequently completed activity was reviewing a book while the most popular prize selection was the Adventure Gift Basket.

Barratt reported that the Virtual Family Concerts were the most attended online programs and attendance was comparable to in-person attendance pre-pandemic.

Barratt reported on the efforts to send items to patrons by mail, noting that it was an iterative process, and that nearly 600 books for kids and teens were mailed, among other things. Barratt noted that community feedback was requested, and while there was not a lot of feedback returned much of it was positive. Gina shared the feedback she received was appreciative.

Barratt projected that the 2021 Summer Reading Program would include further refinement of how staff use the Beanstack platform, and an increased availability of craft kits. Gina looked forward to having more than two weeks to design a Beanstack-based 2021 Adult Summer Reading program, and hopefully being able to incorporate in-person activities.

Greg recognized the efforts of staff to completely rebuild and redesign the Summer Reading Program on a very short timeline, in the midst of the closure of the library building and the unprecedented, rapid shift to work-from-home.

Scott Edwards thanked Barratt and Gina for the presentation. Cynthia Andrews shared her appreciation for the staff's creativity, resilience, and willingness to take on and try new things.

#### **4. Library Director's Report:**

Greg recognized library staff for staffing the City's Wildfire Information Line during the previous month's wildfire emergency.

Greg shared that because of weather changes and the lack of tenable outdoor pick-up options in colder, wetter weather holds pick-up would be moving inside. Greg anticipated physical signage and timed reader boards being used to manage patron flow and occupancy limits. The one-way flow of patron traffic would go from the Sixth Street side to the Seventh Street side. A staff member would be present to facilitate patron flow, ensure mask wearing and distancing, and answer brief questions.

Scott asked if masks would be available. Greg affirmed they would. Scott asked if there were plans for temperature checks and hand sanitizer to be used. Greg stated that hand sanitizer would be available and while temperature checks had been discussed at the City level, there were no definitive plans to check temperature at this time. Greg acknowledged that it was possible this might change in the future.

Scott observed that having patrons walk from the Seventh Street exit around the building and back to the Sixth Street side was a long way to walk in winter weather and asked if there was an alternative path that might be possible. Greg said that based on the distancing guidelines for patrons and staff, the physical layout of the building, and the continued need to move materials within the library, there was not a feasible, alternate route.

Greg shared that all of October's programming is Halloween-themed with the intention of making things fun for community members not able to experience Halloween in their regular fashion.

Greg indicated his Director's Report included recent communication from the Library District Advisory Committee (LDAC) Chair.

Greg shared that the recent Nathalia bilingual virtual concert had been viewed 380 times and had been used as a curriculum component by Jennings Lodge Elementary School. Greg stated he was pleased with the synergy as the library has an ongoing goal of working closely with the Oregon City School District.

Larry Osborne stated his appreciation for the positively worded closure signage.

Scott asked if there had been any consideration about implementing holds pick-ups without appointments. Greg responded that it had been discussed but ultimately the Library had decided to keep to appointment-based hold pick-ups. Greg explained that given the building's layout and physical distancing requirements, appointment-based hold pick-ups offered the smoothest, safest delivery of service to the largest number of patrons possible.

Scott asked if three pick-up stations were still going to be possible in the indoor model. Greg affirmed that there would be at least three pick-up stations inside and shared that staff were evaluating options to roll out increased services using additional tables. These services included printing services, book bundles, and possibly additional holds pick-up stations.

Nick inquired about the general state of Library finances. Greg responded that there was nothing he currently saw on either the expense or revenue side of library finances that caused him great concern. Greg stated that many of the library's COVID-19-related expenditures to date qualified for CARES act reimbursement. The library's total reimbursements to date were estimated to be in the \$60,000-\$70,000 range, including reimbursement of some staff time.

Greg acknowledged that the big unknown in the financial situation was future property tax revenue, and that he anticipated information on collections and delinquencies would be available in the next month or two. Greg shared that the City's budget process would start in January and that there would be discussion with the Board regarding budget requests.

## **5. Public Comments:** none

## **6. Library Materials Handling Updates:**

Greg shared that through early September, LINCC libraries had been quarantining library items for six days in accordance with guidance provided by the REALM study and June guidance from the State Library of Oregon. Greg stated that on October 5, the State Library released new guidance indicating that a 24-hour quarantine would be sufficient based on the Oregon Health Authority's

(OHA) review. Greg noted that two days later, a study was released from Australia indicated continued detectable viral presence after 28 days at 68 degree. Greg acknowledged that he personally was not comfortable with a 24-hour quarantine period. Greg asked the Board for their thoughts.

Cynthia stated she supported keeping an extended quarantine period of materials. Cynthia cited the results of the REALM studies, the lack of clarity surrounding OHA's decision to disregard REALM studies, the potential for politics to influence the decision, that OHA did not set state or local library policy, and caution for staff and patron health. Cynthia pointed out that demand for public library materials are generally not extremely time-sensitive and that longer quarantine periods had not disrupted the patron experience or operational ability to function.

Scott stated that there had been no evidence of political pressure influencing the policy change at OHA and that the REALM study did not represent real world conditions and that the amount of virus applied to the test objects exceeded the amount of virus that would be transferred in a coughing situation.

Nick asked what other library directors and county required.

Greg stated that County required at least a 24-hour quarantine, that seven or eight LINCC libraries had gone to 24-hour quarantine and others were considering it. Greg stated that Washington County had gone to 24-hour quarantine and that while Multnomah Libraries were displaying a 96-hour quarantine, they might be considering a 72-hour quarantine. Greg stated that he was on a webinar put on by REALM with library directors from all over the United States and that reported quarantine times mostly fell between three and seven days.

Cynthia stated that Scott raised a valid point that the REALM study was not representative of likely virus concentration and reiterated that she felt a longer quarantine period was needed out of caution and staff safety.

Greg reiterated a preference and recommendation for a 72-hour quarantine, citing concern for staff safety due to the hundreds of items handled daily by staff and the evidence that viral load exposure is cumulative.

Nick asked for clarification about the quarantine period in this situation. Greg stated that items directly returned to Oregon City Library would be held for 72 hours before being handled. For items arriving at Oregon City Library by courier, they would spend an additional day in quarantine at Oregon City Library as they would have spent 24 hours in quarantine at their previous library and 24 hours at the courier.

Larry asked if two streams of incoming items would cause inefficiency. Greg stated that it should not; staff had already developed and been utilizing procedures to manage materials flow, including dated signage. Larry stated that it seemed reasonable.

Scott asked if there had been any confirmed cases of transmission from library materials. Greg stated that he was not aware of any documented cases. Scott asked if LINCC wide if there had been any staff cases. Greg stated that he understood there had been cities in Clackamas County with COVID-19 cases on staff, but the exact city or position of those infected had not been shared. Greg stated that there had not been any Oregon City library cases and that he had not seen any public information tracing cases back to a library.

Nick asked for clarification as to Greg's thoughts. Greg stated that he was planning on going forward with a 72-hour quarantine and that he wanted to let the Board know that this would likely be different than other LINCC libraries. Greg acknowledged that there were different perspectives among the Board members, and that he felt it was important to have this discussion with the Library Board.

Larry Osborne made a motion to support Greg Williams in implementing a 72-hour quarantine period. Cynthia Andrews seconded the motion. Larry Osborne, Cynthia Andrews, Nick Dierckman, Scott Edwards, and Kari Linder voted aye. The motion carried.

**7. Communications:**

Nick stated that LDAC had not met and that the information Greg included in the report was the last update. Nick said there had been some talk of a Zoom meeting, but that it had not solidified.

Cynthia reported that the Library Foundation met last month and would not meet this month. Cynthia stated that the Foundation had set a goal to develop a partnership with the Oregon City Schools Foundation to manage and support the Dolly Parton Imagination Library. A draft agreement is being worked on. The Library Foundation was also working to expand and diversify the Foundation Board and was currently reaching out to potential new members.

Greg shared that the Friends of the Library approved two requests for funding, 1) a contribution to Ermatinger House in recognition of the Halloween library program presented by Commissioner Rocky Smith, and 2) \$1,200 to fund the first year of the Library's subscription (with other LINCC libraries) to the New York Times online. The Friends onboarded new volunteers and anticipate a half off day for Friends members on Saturday, October 24 with the hope that this becomes a monthly event.

**8. Future Agenda Items:**

Scott asked if the Library Board's next meeting was going to be on the usual second Wednesday, as November 11 was Veteran's Day. Greg offered the option of a different meeting day. There was consensus that a poll would be sent out to determine the best time to meet.

**9. Adjournment:**

The meeting adjourned at 6:45 PM.



### Library Director's Report for November & December 2020

#### Monthly Statistics Notes

*(As part of the Director's report, I am going to start including brief notes addressing any items of particular note in the monthly library statistics)*

- October's statistics (which would have been presented at the cancelled November meeting) are included in this month's packet. November's data was not available before this month's packet was prepared. Both November's and December's statistics will be provided in the packet for the January Library Board meeting.
- The decline in the "# of registered borrowers" is due to the annual purge of inactive accounts that the County conducts every year. In general, accounts with no outstanding balance and multiple years of inactivity are purged as part of this process.
- The increase in program attendance is likely due to our successful, month-long Halloween programming which was very well received by the community.
- The introduction of Grab and Go book bundles (see below) likely contributed to the increased circulation numbers.

#### Library Staff

- We are in the process of recruiting some additional on-call Library Assistants. As need arises, we periodically add to our pool of available Library Assistants. It is especially important to maintain this pool as we continue to work our way through the COVID-19 pandemic. Increasing the size of this Library Assistant pool does not have a significant budgetary impact (we simply have more Library Assistants available to work needed/budgeted shifts).

#### Library Grounds and Facilities

- Based on recommendations from the Parks Department, we altered the location of the planned Carl Clapp memorial sign. The sign was originally intended to be placed next to one of the trees in the park, however, there is significant concern that this tree may need to be removed at some point in the future due to disease; if the tree is removed, any sign placed nearby could be damaged and would likely need to be relocated. After discussing possible locations with the Parks Department, we decided to install the sign near the Reading Circle outside the 7<sup>th</sup> Street entrance (see below). We are continuing to work on scheduling a dedication ceremony.



*Figure 1 - Revised location of memorial sign*

- We are evaluating options to discourage skateboarding along the concrete steps outside the 6<sup>th</sup> Street entrance, as it has resulted in significant wear/damage to the steps (see pictures below).



*Figure 2 - Skateboard damage on 6th Street steps*

- We are working on evaluating options to upgrade our people counters to provide real-time occupancy monitoring to better monitor any COVID-19 capacity restrictions. We anticipate the purchase of this equipment would qualify for reimbursement under the CARES act.

### **Library Operations**

- New COVID-19 guidance and workplace safety requirements have recently been issued by OHA (Oregon Health Authority) and Oregon Occupational Safety and Health (OSHA). We have been actively evaluating this new guidance and reviewing both workplace practices and service restoration plans in light of this new guidance. We anticipate providing an update to the Library Board next month.

### **Library Programs and Services**

- Our Grab and Go Book Bundles have proven to be very popular! Initially, we offered Book Bundles for kids materials, but quickly expanded the service to include Adult materials as well. The bags include a selection of materials in different genres and formats hand-picked by our librarians. During the month of November, patrons requested 238 bundles which contained more than 1300 items in total.



*Figure 3 - Book bundles*

- Master LEGO Builder Blair Archer from Brix Education is back leading our LEGO Labs again in a brand-new video series airing every second Saturday of the month. Blair hosted our in-person LEGO Labs in the Community Room, and we are excited to again be partnering with him to offering LEGO fans a new online series for their building enjoyment and education.



*Figure 4 - Master LEGO Builder Blair Archer*

- LINCC Libraries have added BookFlix by Scholastic to complement our CloudLibrary and Overdrive ebook/audiobook services. BookFlix provides digital picture books for readers in preschool through 3rd grades and includes more than 250 English-language titles and 75 Spanish-language titles. To assist early readers, the picture books come with a narration option that highlights the words as they are read, which can be sped up or slowed down to match a growing reader's pace.



*Figure 5 - Bookflix (showing Spanish language and highlighted text)*

- Our “Let’s Get Lit Virtual Trivia Night” program has been such a consistent success every Friday night that our Youth Services team has put together a bi-weekly trivia program for kids age 5-11 called Know It All: Kids Trivia! Starting December 2, kids trivia events will be on the 1st & 3rd Wednesdays of the month from 2:30-3:00 PM. The first edition is themed “Animals of the World”; all questions are multiple choice and ask kids to match a picture of an animal with the animal's name.

### **Library Partnerships and Outreach**

- Due to COVID-19 closure, the library was not able to distribute all the prize books we had purchased for the 2020 Summer Reading Program. In order to get these books into the hands of kids who need them, the Library is partnering with Oregon City School District (OCSD) to distribute nearly 1,500 books to K-12 students in the community during the month of December.

Our Youth Services staff assembled 504 book bags including a book, a coloring bookmark, a few fun school supplies, and information about free library resources. An additional 940 unbagged books for students in Grades K-12 were provided for distribution on the District's daily meal route.



Figure 6 - Book bags distributed by OCSD

OCSD picked up all 1,440 books on December 1.



Figure 7 - OCSD picking up book bags

Book bags will be distributed directly to students' homes by school counselors as part of the district's Care & Connection Teams initiative, at school bus stops as part of weekday meal delivery services, and at free meal pickup sites over winter break.

- As part of ongoing efforts to support parents, students, and educators during this challenging year, Library staff have been working closely with OCSD's Library Services department to make sure that teachers know about the resources, programs, and events the library can offer to supplement student learning. Recently, staff started providing pre-formatted informative content to OCSD; these announcements, reminders, and resources are accessible on teachers'

online “Padlet” dashboards and are color-coded (light blue) to make them easier to see at a glance.



Figure 8 - Library program info on OCSD teacher dashboards

- Our Youth Services staff is actively participating in a new Community Resources Collaboration (CRC) Group. The CRC Group is a partnership between the Oregon City School District and various community organizations (including OC Together, OC Community Education, and Unite Oregon City) to identify needs of families and work collaboratively to meet those needs.

### **Library District / LINCC Cooperative**

- OC library staff members (including our graphic design guru Gina Bacon) worked with the LINCC Innovation & Marketing Committee to create a new graphic for the “We Are Your LINCC to” digital promotional campaign. The graphic was featured in the first issue of the #MyClackCo Magazine (pg. 16).



Figure 9 - "We are your LINCC to..." marketing campaign

## Patron Feedback

- Moving our holds pickups activities indoors was well-received by patrons, with many (both in-person and online) complimenting the library for our efforts to continue providing service while working to protect the health and safety of the community.

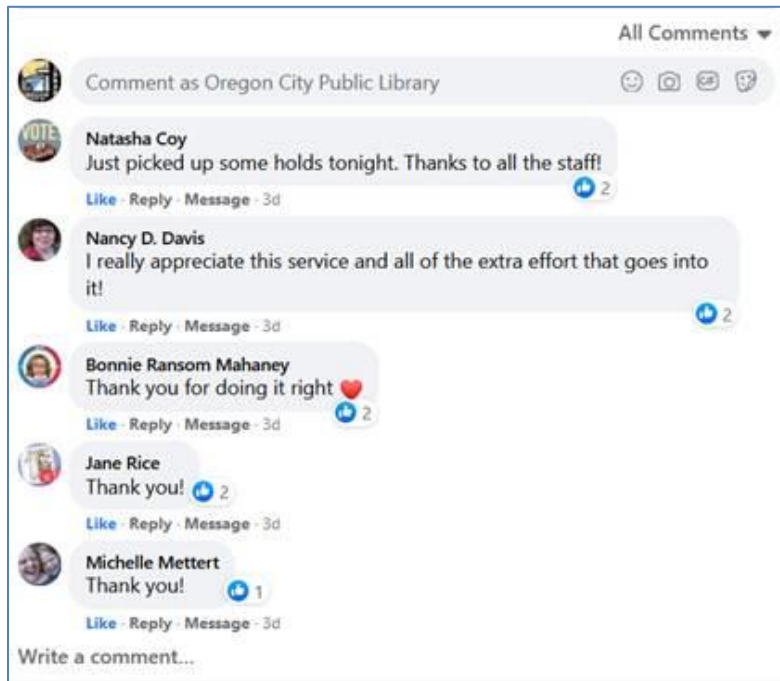


Figure 10 - Facebook feedback

In addition, a staff member relayed the following in-person feedback regarding our no-contact pickups:

*"Earlier this week, a patron expressed her appreciation for the Library and its staff to me while waiting outside to pick up their holds. To sum it up as best as I can, she thanked us for being so organized and thoughtful regarding the pickup appointments. She also said that this is one of the best - if not the best - libraries they've ever been to, favorably comparing our staff, services, and collections to Multnomah (where they're from)!"*

- In-person and online feedback regarding our "Grab and Go Book Bundles has been very positive as well.
  - *Oh my goodness! Yes!*
  - *Such a great idea!*
  - *We got a grab bag at our last pick up....it was so fun to get a bag of surprise books! Thank you to all the librarians for doing this!! ❤️*

- Regarding “Poetry Corner with Grey,” a patron posted *“A global pandemic’s silver lining is Poetry Corner with Grey.”*
- Regarding our “Oregon City Haunted History with Rocky Smith” program, a patron emailed us to say *“I watched Rocky last night..It was wonderful.. Thank you..”*
- A staff member relayed positive feedback about our recent efforts to provide instructional videos as part of our “Library Hacks” series:

*“During a phone call last week with one of our regular patrons, she had questions about how to schedule a hold pickup appointment. As part of my description of the process, I mentioned that we had videos for how to make an appointment. She was so excited and relieved to learn that we had the Library Hacks videos as well! She has dyslexia and said she is really struggling to with how text-based everything has become during COVID, especially as a mom working part-time and learning how to homeschool her 3 preschool and elementary age children. She thanked us for making our online content more accessible during this stressful time.”*

- Finally, we received an email compliment on our video programming (especially our Mindfulness Mondays Guided Meditation videos) all the way from Arizona! Not only is it gratifying to see our content being enjoyed by viewers all over the country, it’s a great reminder that online content provides us some tremendous opportunities to expand the library’s reach throughout our entire service area and beyond.

*Hello!*

*I just wanted to write you to praise your Oregon City Public Library YouTube channel. I live in Arizona but I found your channel when looking for videos on meditation. I ended up really enjoying them!*

*The videos with Sage are so nice and relaxing that I ended up subscribing and watching/listening to them regularly. All of the videos from your staff seem great and it made me wish my local library did this!*

*Kudos to you and your staff!*

Oregon City Public library  
Monthly Statistical Report  
Reporting period: **October, 2020**

|                                                                                                             | Current Month |       | FY 20/21 YTD |       | Last Month |       | Same Month Last FY |       | FY 19/20 YTD |       |
|-------------------------------------------------------------------------------------------------------------|---------------|-------|--------------|-------|------------|-------|--------------------|-------|--------------|-------|
| <b><u>PATRON REGISTRATIONS</u></b>                                                                          |               |       |              |       |            |       |                    |       |              |       |
| New Patron Registrations                                                                                    | 73            |       | 264          |       | 78         |       | 266                |       | 1,207        |       |
| Total Registered Patrons                                                                                    | 18,009        |       | 18,009       |       | 20,828     |       | 19,364             |       | 19,364       |       |
| <b><u>CIRCULATION (includes 1st-time circ and renewals)</u></b>                                             |               |       |              |       |            |       |                    |       |              |       |
| Adult materials                                                                                             | 8,079         |       | 27,059       |       | 6,562      |       | 23,293             |       | 97,895       |       |
| YA materials                                                                                                | 857           |       | 3,003        |       | 672        |       | 1,533              |       | 8,356        |       |
| Children's materials                                                                                        | 6,935         |       | 20,500       |       | 4,974      |       | 17,145             |       | 74,700       |       |
| Electronic materials                                                                                        | 5,631         |       | 23,316       |       | 5,442      |       | 4,536              |       | 18,060       |       |
| Total Circulation                                                                                           | 21,502        |       | 73,878       |       | 17,650     |       | 46,507             |       | 199,011      |       |
|                                                                                                             |               |       |              |       |            |       |                    |       |              |       |
| 1st Time Circulation (Physical)                                                                             | 10,251        |       | 32,256       |       | 7,953      |       | 28,632             |       | 124,978      |       |
| 1st Time Circulation (Self-Check)                                                                           | 220           | 2.1%  | 900          | 2.8%  | 271        | 3.4%  | 24,543             | 85.7% | 108,877      | 87.1% |
|                                                                                                             |               |       |              |       |            |       |                    |       |              |       |
| Holds received from other libraries                                                                         | 12,928        | 57.8% | 39,593       | 54.1% | 9,861      | 52.6% | 14,278             | 58.1% | 58,680       | 58.4% |
| Holds sent to other libraries                                                                               | 9,444         | 42.2% | 33,537       | 45.9% | 8,899      | 47.4% | 10,280             | 41.9% | 41,865       | 41.6% |
|                                                                                                             |               |       |              |       |            |       |                    |       |              |       |
| <b><u>CIRCULATION DEMOGRAPHICS</u></b>                                                                      |               |       |              |       |            |       |                    |       |              |       |
| Borrowers - City Residents                                                                                  | 820           | 57.5% | n/a          |       | 727        | 55.6% | 1,858              | 55.8% | n/a          |       |
| Borrowers - Unincorporated Residents                                                                        | 508           | 35.6% | n/a          |       | 491        | 37.6% | 1,160              | 34.9% | n/a          |       |
| Borrowers - Other                                                                                           | 99            | 6.9%  | n/a          |       | 89         | 6.8%  | 310                | 9.3%  | n/a          |       |
|                                                                                                             |               |       |              |       |            |       |                    |       |              |       |
| Service Area Pop - City                                                                                     | 35,570        | 58.3% | n/a          |       | 35,570     | 58.3% | 34,860             | 58.3% | n/a          |       |
| Service Area Pop - Unincorporated                                                                           | 25,422        | 41.7% | n/a          |       | 25,422     | 41.7% | 25,401             | 41.7% | n/a          |       |
|                                                                                                             |               |       |              |       |            |       |                    |       |              |       |
| <b><u>TECHNOLOGY</u></b>                                                                                    |               |       |              |       |            |       |                    |       |              |       |
| Internet Sessions                                                                                           | -             |       | -            |       | -          |       | 1,676              |       | 7,448        |       |
| WiFi Sessions                                                                                               | 121           |       | 413          |       | 105        |       | 2,155              |       | 8,800        |       |
|                                                                                                             |               |       |              |       |            |       |                    |       |              |       |
| <b><u>SOCIAL MEDIA / EMAIL</u></b>                                                                          |               |       |              |       |            |       |                    |       |              |       |
| Facebook followers                                                                                          | 3,523         |       | n/a          |       | 3,521      |       | n/a                |       | n/a          |       |
| Instagram followers                                                                                         | 1,678         |       | n/a          |       | 1,648      |       | n/a                |       | n/a          |       |
| Twitter followers                                                                                           | 893           |       | n/a          |       | 888        |       | n/a                |       | n/a          |       |
| YouTube subscribers                                                                                         | 141           |       | n/a          |       | 130        |       | -                  |       | n/a          |       |
| YouTube unique viewers                                                                                      | 436           |       | n/a          |       | 284        |       | -                  |       | n/a          |       |
| YouTube views                                                                                               | 870           |       | 2,829        |       | 502        |       | -                  |       | 2            |       |
| Email newsletter subscribers                                                                                | 4,361         |       | n/a          |       | 4,372      |       | n/a                |       | n/a          |       |
| See monthly Hootsuite report for additional social media statistics                                         |               |       |              |       |            |       |                    |       |              |       |
|                                                                                                             |               |       |              |       |            |       |                    |       |              |       |
| <b><u>FINANCIAL</u></b>                                                                                     |               |       |              |       |            |       |                    |       |              |       |
| See monthly Budget to Actual report                                                                         |               |       |              |       |            |       |                    |       |              |       |
|                                                                                                             |               |       |              |       |            |       |                    |       |              |       |
| <b><u>PROGRAMMING *</u></b>                                                                                 |               |       |              |       |            |       |                    |       |              |       |
| Children's programming - # of progs                                                                         | 21            |       | 92           |       | 15         |       | 41                 |       | 127          |       |
| Children's programming - attendance/engagement                                                              | 2,167         |       | 6,826        |       | 1,485      |       | 1,511              |       | 5,883        |       |
|                                                                                                             |               |       |              |       |            |       |                    |       |              |       |
| YA programming - # of progs                                                                                 | 1             |       | 2            |       | 1          |       | 2                  |       | 22           |       |
| YA programming - attendance/engagement                                                                      | -             |       | 4            |       | 4          |       | 8                  |       | 187          |       |
|                                                                                                             |               |       |              |       |            |       |                    |       |              |       |
| Adult programming - # of progs                                                                              | 23            |       | 90           |       | 19         |       | 15                 |       | 66           |       |
| Adult programming - attendance/engagement                                                                   | 263           |       | 839          |       | 183        |       | 304                |       | 1,156        |       |
| Virtual programming currently uses a 2-week statistical collection period; stats will be one month "behind" |               |       |              |       |            |       |                    |       |              |       |
|                                                                                                             |               |       |              |       |            |       |                    |       |              |       |
| <b><u>MEETING ROOM USE</u></b>                                                                              |               |       |              |       |            |       |                    |       |              |       |
| Revisions pending                                                                                           |               |       |              |       |            |       |                    |       |              |       |
|                                                                                                             |               |       |              |       |            |       |                    |       |              |       |
| <b><u>MATERIALS PROCESSING</u></b>                                                                          |               |       |              |       |            |       |                    |       |              |       |
| Revisions pending                                                                                           |               |       |              |       |            |       |                    |       |              |       |



# Mixed Overview

Oct 01 - Oct 31, 2020



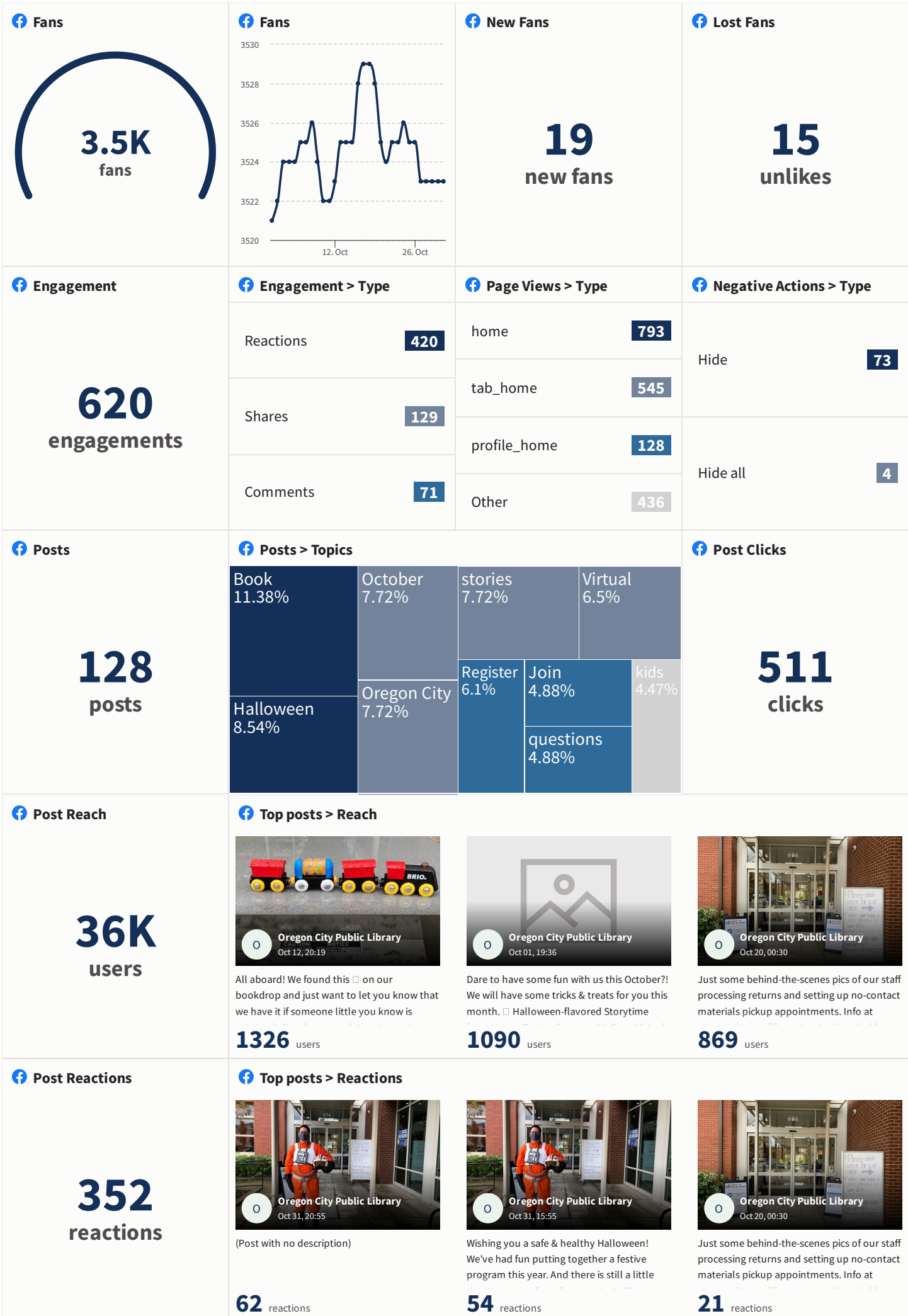
@ORCityLibrary

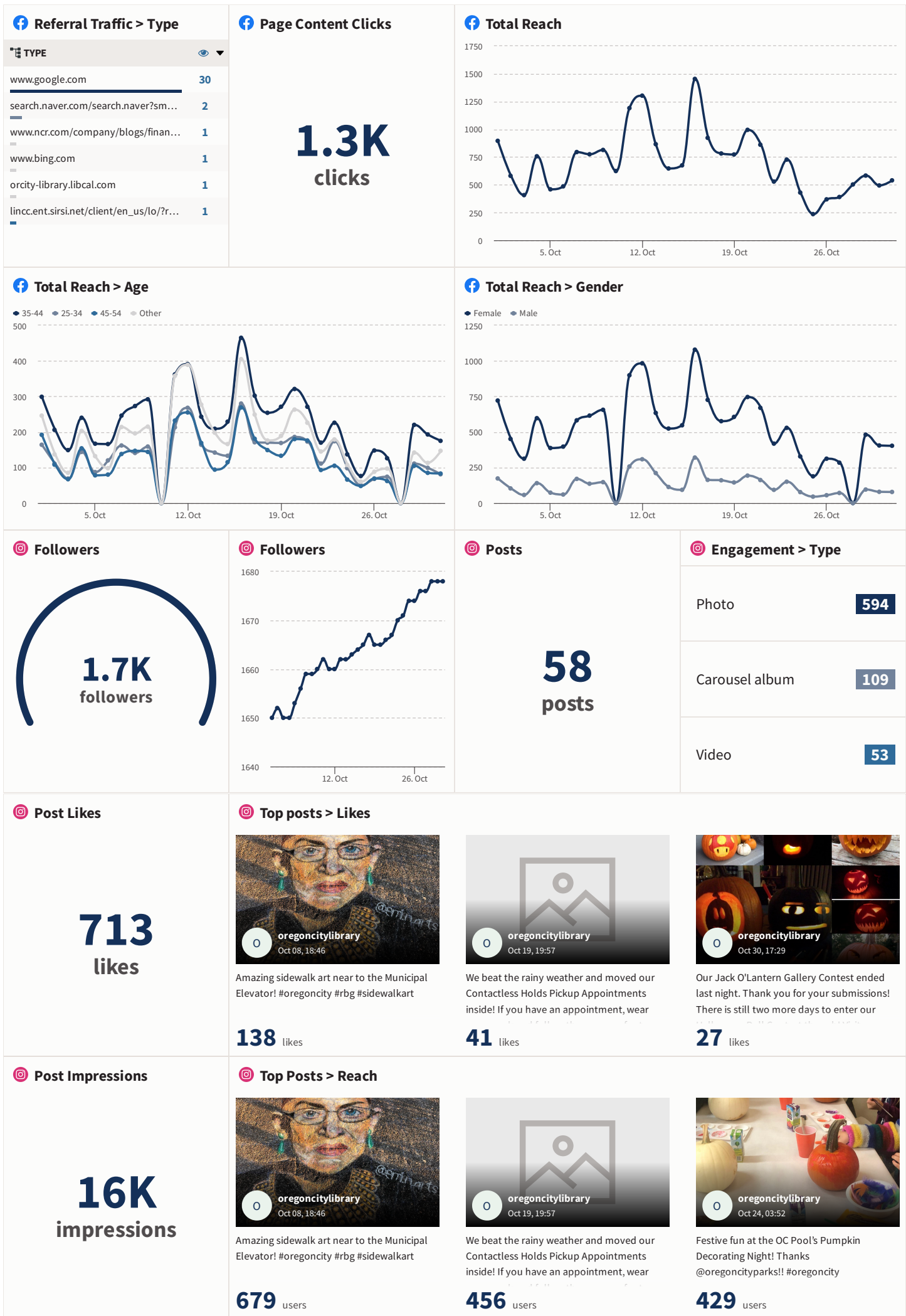


oregoncitylibrary



Oregon City Public Library





Total Reach > Age

Total Reach > Gender

Followers

1.7K followers

Followers

Posts

58 posts

Engagement > Type

|                |     |
|----------------|-----|
| Photo          | 594 |
| Carousel album | 109 |
| Video          | 53  |

Post Likes

713 likes

Top posts > Likes

oregoncitylibrary

Oct 08, 18:46

Amazing sidewalk art near to the Municipal Elevator! #oregoncity #rbg #sidewalkart

138 likes

oregoncitylibrary

Oct 19, 19:57

We beat the rainy weather and moved our Contactless Holds Pickup Appointments inside! If you have an appointment, wear

41 likes

oregoncitylibrary

Oct 30, 17:29

Our Jack O'Lantern Gallery Contest ended last night. Thank you for your submissions! There is still two more days to enter our

27 likes

Post Impressions

16K impressions

Top Posts > Reach

oregoncitylibrary

Oct 08, 18:46

Amazing sidewalk art near to the Municipal Elevator! #oregoncity #rbg #sidewalkart

679 users

oregoncitylibrary

Oct 19, 19:57

We beat the rainy weather and moved our Contactless Holds Pickup Appointments inside! If you have an appointment, wear

456 users

oregoncitylibrary

Oct 24, 03:52

Festive fun at the OC Pool's Pumpkin Decorating Night! Thanks @oregoncityparks!! #oregoncity

429 users



 **Top Tweets > Replies**



**@ORCityLibrary**

Oct 29, 22:12

Believe It Or Not, 'The Mandalorian' Season 2 Premieres Tomorrow On Disney Plus via @forbes  
<https://www.forbes.com/sites/paultassi/2020/10/29/believe-it-or-not-the-mandalorian-season-2-premieres-tomorrow-on-disney-plus/>

**1** reply



**@ORCityLibrary**

Oct 28, 18:07

Happy Halloween! | PBS KIDS for Parents  
<https://www.pbs.org/parents/halloween#.X5mzZ3NB7EQ.twitter>

**1** reply



**@ORCityLibrary**

Oct 08, 23:22

@\_C\_W\_P Hello! Can't get the bitly to load. do you have the registration link handy that we can share? Thanks!!

**1** reply



# Biennium Budget Report Y2 by Category

Item #2.

(data through 11/30/2020)

|                                        | 2019-2020<br>Budget | 2019-2020<br>Balance | Year 1 Difference  | 2020-2021<br>Budget | November<br>2020-2021<br>Activity | 2020-2021<br>Balance | 2020-2021<br>Encumbrance | Biennium<br>Difference |
|----------------------------------------|---------------------|----------------------|--------------------|---------------------|-----------------------------------|----------------------|--------------------------|------------------------|
| <b>4 - Revenue</b>                     |                     |                      |                    |                     |                                   |                      |                          |                        |
| 43 - Intergovernmental Revenues        | 2,357,051.00        | 2,481,216.44         | -124,165.44        | 2,418,515.00        | 6,319.82                          | 34,622.12            | 0.00                     | 2,259,727.44           |
| 44 - Charges for Services              | 0.00                | 3,430.86             | -3,430.86          | 0.00                | 0.00                              | 0.00                 | 0.00                     | -3,430.86              |
| 46 - Fines & Forfeitures               | 40,000.00           | 38,473.34            | 1,526.66           | 40,000.00           | 0.00                              | 0.00                 | 0.00                     | 41,526.66              |
| 47 - Miscellaneous Income              | 50,000.00           | 88,006.36            | -38,006.36         | 50,000.00           | 0.00                              | 8,710.46             | 0.00                     | 3,283.18               |
| 49 - Other Financing Sources           | 150,000.00          | 150,000.00           | 0.00               | 150,000.00          | 0.00                              | 150,000.00           | 0.00                     | 0.00                   |
| <b>4 - Revenue Totals:</b>             | <b>2,597,051.00</b> | <b>2,761,127.00</b>  | <b>-164,076.00</b> | <b>2,658,515.00</b> | <b>6,319.82</b>                   | <b>193,332.58</b>    | <b>0.00</b>              | <b>2,301,106.42</b>    |
| <b>5 - Expense</b>                     |                     |                      |                    |                     |                                   |                      |                          |                        |
| 51 - Salaries and Wages                | 929,069.00          | 854,273.44           | 74,795.56          | 917,766.00          | 68,828.86                         | 354,777.65           | 0.00                     | 637,783.91             |
| 52 - Benefits                          | 530,822.00          | 489,850.09           | 40,971.91          | 556,618.00          | 35,663.73                         | 180,392.99           | 0.00                     | 417,196.92             |
| 60 - Professional & Technical Services | 2,540.00            | 1,337.50             | 1,202.50           | 2,540.00            | 0.00                              | 250.00               | 0.00                     | 3,492.50               |
| 61 - Repair & Maintenance Services     | 142,557.00          | 134,592.89           | 7,964.11           | 127,057.00          | 7,227.57                          | 41,689.55            | 16,025.23                | 77,306.33              |
| 62 - Other Services                    | 653.00              | 1,480.16             | -827.16            | 653.00              | 43.87                             | 464.99               | 963.23                   | -1,602.38              |
| 63 - Employee Costs                    | 13,700.00           | 3,962.55             | 9,737.45           | 13,700.00           | 0.00                              | 200.00               | 200.00                   | 23,037.45              |
| 64 - Operating Materials & Supplies    | 310,750.00          | 211,877.38           | 98,872.62          | 229,250.00          | 8,860.96                          | 52,172.14            | 24,705.23                | 251,245.25             |
| 65 - Office & Administrative Supplies  | 49,712.00           | 34,828.86            | 14,883.14          | 49,712.00           | 1,855.80                          | 22,962.63            | 3,160.95                 | 38,471.56              |
| 66 - Special Programs                  | 31,150.00           | 38,320.04            | -7,170.04          | 31,150.00           | 557.11                            | 2,273.22             | 1,090.65                 | 20,616.09              |
| 68 - Community Programs and Grants     | 8,741.00            | 9,749.84             | -1,008.84          | 0.00                | 0.00                              | 235.61               | 0.00                     | -1,244.45              |
| 69 - Internal Service Charges          | 45,700.00           | 45,700.00            | 0.00               | 46,100.00           | 0.00                              | 15,366.64            | 0.00                     | 30,733.36              |
| 70 - Capital Outlay                    | 0.00                | 0.00                 | 0.00               | 0.00                | 0.00                              | 9,761.00             | 0.00                     | -9,761.00              |
| 80 - Debt Service                      | 415,371.00          | 415,371.02           | -0.02              | 415,370.00          | 71,865.24                         | 71,865.24            | 0.00                     | 343,504.74             |
| 98 - Transfers                         | 20,000.00           | 20,000.00            | 0.00               | 20,000.00           | 0.00                              | 6,666.68             | 0.00                     | 13,333.32              |
| <b>5 - Expense Totals:</b>             | <b>2,500,765.00</b> | <b>2,261,343.77</b>  | <b>239,421.23</b>  | <b>2,409,916.00</b> | <b>194,903.14</b>                 | <b>759,078.34</b>    | <b>46,145.29</b>         | <b>1,844,113.60</b>    |



# CITY OF OREGON CITY

## Staff Report

625 Center Street  
Oregon City, OR 97045  
503-657-0891

**To:** Library Board  
**From:** Library Director Greg Williams

**Agenda Date:** 12/09/2020

### **SUBJECT:**

2020 Oregon Public Library Statistical Report

### **STAFF RECOMMENDATION:**

n/a – Informational only

### **EXECUTIVE SUMMARY:**

The Library Director will share the Library's 2020 Oregon Public Library Statistical Report and answer any questions Library Board members may have.

### **BACKGROUND:**

ORS 357.520 requires all public libraries in Oregon to "make an annual report to the State Library and to the [library] governing body on a form supplied by the State Library." The Oregon Public Library Statistical Report meets this legal requirement. More importantly, it gathers information about public libraries in Oregon that can be used in advocacy and planning -- at the local, state, and national levels -- for improved public library services.

The Library Director will review the Library's 2020 Oregon Public Library Statistical Report and answer any questions Library Board members may have.

### **OPTIONS:**

1. n/a – Informational only

### **BUDGET IMPACT:**

Amount: n/a

FY(s): n/a

Funding Source(s): n/a

# Oregon City Public Library

## 2020 Oregon Public Library Statistical Report

CURRENT YEAR

PREVIOUS  
YEAR

### Part 1 - GENERAL INFORMATION

Please refer to our online guide for specific instructions for answering each question:

<http://libguides.osl.state.or.us/publiclibrarystats>

For answers that are auto-calculated, click the Save button to refresh and save these fields on each screen.

|      |                                                             |                            |                                           |
|------|-------------------------------------------------------------|----------------------------|-------------------------------------------|
| 1.01 | Official name of library                                    | OREGON CITY PUBLIC LIBRARY | <i>OREGON CITY<br/>PUBLIC<br/>LIBRARY</i> |
| 1.02 | Street address                                              | 606 JOHN ADAMS             | <i>606 JOHN<br/>ADAMS</i>                 |
| 1.03 | City ( enter the city ONLY )                                | OREGON CITY                | <i>OREGON CITY</i>                        |
| 1.04 | Zip                                                         | 97045                      | <i>97045</i>                              |
| 1.05 | Mailing address                                             | 606 JOHN ADAMS             | <i>606 JOHN<br/>ADAMS</i>                 |
| 1.06 | City ( enter the city ONLY )                                | OREGON CITY                | <i>OREGON CITY</i>                        |
| 1.07 | Zip                                                         | 97045                      | <i>97045</i>                              |
| 1.08 | County                                                      | Clackamas                  | <i>Clackamas</i>                          |
| 1.09 | Library's main phone number (enter number without dashes or | (503) 657-8269             | <i>(503) 657-8269</i>                     |

without dashes or  
parentheses)

|                                  |                                                                                               |        |        |
|----------------------------------|-----------------------------------------------------------------------------------------------|--------|--------|
| 1.10                             | District or<br>Cooperative<br>Membership                                                      | LINCC  | LINCC  |
| 1.11                             | Was there a<br>boundary change in<br>the legal service<br>area in the last<br>year?           | No     | No     |
| 1.12                             | Congressional<br>District                                                                     | 5      | 5      |
| 1.13                             | Has the library or<br>any of its branches<br>moved or expanded<br>in the last fiscal<br>year? | No     | No     |
| Number of public service outlets |                                                                                               |        |        |
| 1.14                             | Central library                                                                               | 1      | 1      |
| 1.15                             | Branches                                                                                      | 0      | 0      |
| 1.16                             | Bookmobiles                                                                                   | 0      | 0      |
| 1.17                             | Other public service<br>outlets                                                               | 0      | 0      |
| 1.18                             | Registered users                                                                              | 20,658 | 20,072 |
| 1.19                             | Registered users<br>added                                                                     | 2,523  | 3,266  |

## Part 2 - LIBRARY STAFF and VOLUNTEERS

Report figures as of June 30, 2020. Include all positions funded in the library's budget whether those positions are filled or not. To ensure comparable data, 40 hours per week has been set as the measure of full-time employment (FTE).

|                                                                                                                                                                                                                                                                        |                                                              |                              |       |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------|------------------------------|-------|
| 2.01                                                                                                                                                                                                                                                                   | Librarians with<br>ALA/MLS                                   | 4.00                         | 4.00  |
| 2.02                                                                                                                                                                                                                                                                   | Other persons<br>holding the title of<br>librarian           | 0.00                         | 0.00  |
| 2.03                                                                                                                                                                                                                                                                   | Total librarians in<br>FTE ( Sum of Lines<br>2.01 and 2.02 ) | 4.00                         | 4.00  |
| 2.04                                                                                                                                                                                                                                                                   | All other paid staff                                         | 12.15                        | 10.63 |
| <b>Federal:</b> In prior years, the Library reported filled positions at 6/30. This has been corrected for this year's report, and we will be reporting "all positions funded in the library's budget whether those positions are filled or not" per the instructions. |                                                              |                              |       |
| 2.05                                                                                                                                                                                                                                                                   | Total paid staff in<br>FTE ( Sum of Lines<br>2.03 and 2.04 ) | 16.15                        | 14.63 |
| 2.06                                                                                                                                                                                                                                                                   | Total number of<br>volunteers ( individuals )                | 52                           | 57    |
| 2.07                                                                                                                                                                                                                                                                   | Total volunteer<br>hours                                     | 1,448                        | 5,632 |
| 2.08                                                                                                                                                                                                                                                                   | Library Board /<br>District Board                            | Advisory board ( appointed ) | Yes   |
| 2.09                                                                                                                                                                                                                                                                   | Does your library<br>have a Friends of<br>the Library group? | Yes                          | Yes   |
| 2.10                                                                                                                                                                                                                                                                   | Does your library<br>have a Library<br>Foundation?           | Yes                          | Yes   |

### Part 3 - REVENUE

Part 3 is divided into two sections. Report all operating revenue in Section A and report capital revenue in Section B.

#### Local government sources

|      |                                                                            |             |             |
|------|----------------------------------------------------------------------------|-------------|-------------|
| 3.01 | City                                                                       | \$150,000   | \$150,000   |
| 3.02 | County                                                                     | \$0         | \$0         |
| 3.03 | District ( Library district, community college district, school district ) | \$2,392,950 | \$2,365,269 |
| 3.04 | Total local government ( Sum of 3.01 - 3.03 )                              | \$2,542,950 | \$2,515,269 |
| 3.05 | State government sources                                                   | \$8,776     | \$8,484     |

#### Federal government sources

|      |                                                   |           |           |
|------|---------------------------------------------------|-----------|-----------|
| 3.06 | LSTA grants                                       | \$0       | \$0       |
| 3.07 | E-rate telecommunications discount                | \$0       | \$0       |
| 3.08 | Other federal funds                               | \$70,749  | \$0       |
| 3.09 | Federal government revenue ( Sum of 3.06 - 3.08 ) | \$70,749  | \$0       |
| 3.10 | Other operating revenue                           | \$138,652 | \$154,460 |

3.11 Total Revenue

|      |                                                                   |             |             |
|------|-------------------------------------------------------------------|-------------|-------------|
| 3.11 | Total library operating revenue ( Sum of 3.04, 3.05, 3.09, 3.10 ) | \$2,761,127 | \$2,678,213 |
|------|-------------------------------------------------------------------|-------------|-------------|

#### SECTION B. CAPITAL REVENUE

|      |                                              |     |     |
|------|----------------------------------------------|-----|-----|
| 3.12 | Local government capital revenue             | \$0 | \$0 |
| 3.13 | State government capital revenue             | \$0 | \$0 |
| 3.14 | Federal government capital revenue           | \$0 | \$0 |
| 3.15 | Other capital revenue                        | \$0 | \$0 |
| 3.16 | Total capital revenue ( Sum of 3.12 - 3.15 ) | \$0 | \$0 |

### Part 4 - EXPENDITURES

Part 4 is divided into two sections. Report all standard operating expenses in Section A and report capital outlay in Section B.

#### SECTION A. OPERATING EXPENDITURES

|      |                                                   |             |             |
|------|---------------------------------------------------|-------------|-------------|
| 4.01 | Salaries and wages                                | \$854,273   | \$774,582   |
| 4.02 | Employee benefits                                 | \$489,850   | \$408,901   |
| 4.03 | Total staff expenditures ( Sum of 4.01 and 4.02 ) | \$1,344,123 | \$1,183,483 |

#### Library collection

|      |                                 |          |           |
|------|---------------------------------|----------|-----------|
| 4.04 | Books and other print materials | \$80,586 | \$107,406 |
|------|---------------------------------|----------|-----------|

|      |                                                                |           |           |
|------|----------------------------------------------------------------|-----------|-----------|
| 4.05 | Periodicals and other serial subscriptions                     | \$4,789   | \$6,562   |
| 4.06 | Total expenditure on print materials ( Sum of 4.04 and 4.05 )  | \$85,375  | \$113,968 |
| 4.07 | Electronic materials expenditures                              | \$62,004  | \$47,387  |
| 4.08 | Other materials expenditures                                   | \$48,463  | \$42,061  |
| 4.09 | Total expenditures on collection ( Sum of 4.06 + 4.07 + 4.08 ) | \$195,842 | \$203,416 |
| 4.10 | All other operating expenditures                               | \$721,379 | \$668,767 |

**Federal:** Includes \$20,000 annual transfer to capital reserves. If/when reserves are used in future years, revenues/expenditures will be reported in appropriate capital revenue/expense sections.

|      |                                                          |             |             |
|------|----------------------------------------------------------|-------------|-------------|
| 4.11 | Total library expenditures ( Sum of 4.03 + 4.09 + 4.10 ) | \$2,261,344 | \$2,055,666 |
|------|----------------------------------------------------------|-------------|-------------|

#### SECTION B. CAPITAL OUTLAY

|      |                                                                        |     |     |
|------|------------------------------------------------------------------------|-----|-----|
| 4.12 | Library construction and related expenditures ( incl. building sites ) | \$0 | \$0 |
| 4.13 | Capital equipment expenditures ( e.g. new automated systems )          | \$0 | \$0 |

|      |                                            |     |          |
|------|--------------------------------------------|-----|----------|
| 4.14 | Other capital outlay                       | \$0 | \$76,871 |
| 4.15 | Total capital outlay (Sum of 4.12 - 4.14 ) | \$0 | \$76,871 |

## Part 5 - COLLECTIONS

This section of the survey collects data on selected types of materials. It does not cover all materials ( i.e. microform, scores, pictures, etc. ) for which expenditures are reported under Part 4. Under this category report only items the library has acquired as part of the collection and cataloged, whether purchased, leased, licensed, or donated as gifts.

### SECTION A - PHYSICAL COLLECTION

#### Books and other print items

|      |             |        |        |
|------|-------------|--------|--------|
| 5.01 | Print items | 43,930 | 39,196 |
|------|-------------|--------|--------|

|      |                   |       |       |
|------|-------------------|-------|-------|
| 5.02 | Print items added | 7,051 | 9,180 |
|------|-------------------|-------|-------|

#### Audio materials

|      |                      |       |       |
|------|----------------------|-------|-------|
| 5.03 | Physical audio items | 6,130 | 5,929 |
|------|----------------------|-------|-------|

|      |                            |     |     |
|------|----------------------------|-----|-----|
| 5.04 | Physical audio items added | 654 | 620 |
|------|----------------------------|-----|-----|

#### Video materials

|      |                      |        |       |
|------|----------------------|--------|-------|
| 5.05 | Physical video items | 10,129 | 8,794 |
|------|----------------------|--------|-------|

|      |                            |       |     |
|------|----------------------------|-------|-----|
| 5.06 | Physical video items added | 1,924 | 938 |
|------|----------------------------|-------|-----|

#### Other library materials

|      |                 |     |     |
|------|-----------------|-----|-----|
| 5.07 | Other materials | 850 | 528 |
|------|-----------------|-----|-----|

|      |                       |     |     |
|------|-----------------------|-----|-----|
| 5.08 | Other materials added | 360 | 155 |
|------|-----------------------|-----|-----|

-----

Totals for the end of fiscal year

|      |                                                                          |        |        |
|------|--------------------------------------------------------------------------|--------|--------|
| 5.09 | Total physical units<br>( Sum of 5.01 +<br>5.03 + 5.05 + 5.07 )          | 61,039 | 54,648 |
| 5.10 | Total physical units<br>added ( Sum of<br>5.02 + 5.04 + 5.06 +<br>5.08 ) | 9,989  | 10,920 |

## SECTION B - DIGITAL OR DOWNLOADABLE COLLECTION

### E-books

|      |                                                    |        |        |
|------|----------------------------------------------------|--------|--------|
| 5.11 | Library2Go e-books                                 | 60,360 | 47,875 |
| 5.12 | Library2Go e-books<br>added                        | 15,909 | 6,887  |
| 5.13 | Local e-books                                      | 7,335  | 5,921  |
| 5.14 | Local e-books<br>added                             | 2,213  | 2,485  |
| 5.15 | Total e-books ( Sum of 5.11 and<br>5.13 )          | 67,695 | 54,359 |
| 5.16 | Total e-books<br>added ( Sum of<br>5.12 and 5.14 ) | 18,122 | 9,372  |

### Digital Audio Materials

|      |                                        |        |        |
|------|----------------------------------------|--------|--------|
| 5.17 | Library2Go<br>audiobook units          | 36,022 | 31,816 |
| 5.18 | Library2Go<br>audiobook units<br>added | 5,910  | 6,445  |

|      |                                                              |        |        |
|------|--------------------------------------------------------------|--------|--------|
| 5.19 | Local digital audiobook units                                | 4,188  | 3,190  |
| 5.20 | Local digital audiobook units added                          | 1,042  | 790    |
| 5.21 | Total digital audiobook units ( Sum of 5.17 and 5.19 )       | 40,210 | 30,992 |
| 5.22 | Total digital audiobook units added ( Sum of 5.18 and 5.20 ) | 6,952  | 3,235  |

#### Digital Video Materials

|      |                                                          |         |        |
|------|----------------------------------------------------------|---------|--------|
| 5.25 | Local digital video units                                | 0       | 0      |
| 5.26 | Local digital video units added                          | 0       | 0      |
| 5.27 | Total digital video units ( Sum of 5.23 and 5.25 )       | 0       | 0      |
| 5.28 | Total digital video units added ( Sum of 5.24 and 5.26 ) | 0       | 0      |
| 5.29 | Total digital units ( Sum of 5.15, 5.21, 5.27 )          | 107,905 | 85,351 |
| 5.30 | Total digital or units                                   |         |        |

|                        |                                                                      |         |         |
|------------------------|----------------------------------------------------------------------|---------|---------|
|                        | added ( Sum of 5.16, 5.22, 5.28)                                     | 25,074  | 12,607  |
| 5.31                   | Total physical and downloadable units ( Sum of 5.09 and 5.29 )       | 168,944 | 139,999 |
| 5.32                   | Total physical and downloadable units added ( Sum of 5.10 and 5.30 ) | 35,063  | 23,527  |
| Electronic Collections |                                                                      |         |         |
| 5.33                   | Statewide licensed databases                                         | 24      | 24      |
| 5.34                   | Statewide licensed databases added                                   | 0       | 02      |
| 5.35                   | Cooperative or locally licensed databases                            | 8       | 11      |
| 5.36                   | Cooperative or locally licensed databases added                      | 1       | 0       |
| 5.37                   | Total licensed databases ( Sum of 5.33 and 5.35 )                    | 32.00   | 35.00   |
| 5.38                   | Total licensed databases added ( Sum of 5.34 and 5.36 )              | 1       | 2       |

## Part 6 - CIRCULATION & COLLECTION USE

6.01 Successful

|      |                                                                                  |           |           |
|------|----------------------------------------------------------------------------------|-----------|-----------|
|      | retrievals from<br>statewide<br>databases                                        | 914       | 2,211     |
| 6.02 | Successful<br>retrievals from local<br>Databases                                 | 25,363    | 19,266    |
| 6.03 | Total Successful<br>retrievals from<br>databases ( Sum of<br>6.01 and 6.02 )     | 26,277.00 | 21,477.00 |
| 6.04 | First-time circulation<br>of adult materials                                     | 142,503   | 190,897   |
| 6.05 | Renewals of adult<br>materials                                                   | 65,025    | 86,619    |
| 6.06 | First-time circulation<br>of young adult ( YA<br>) materials                     | 10,276    | 12,724    |
| 6.07 | Renewals of young<br>adult ( YA )<br>materials                                   | 6,608     | 7,947     |
| 6.08 | First-time circulation<br>of children's<br>materials                             | 111,566   | 141,601   |
| 6.09 | Renewals of<br>children's materials                                              | 43,843    | 56,259    |
| 6.10 | First-time circulation<br>not separated into<br>adult or children's<br>materials | 0         | 0         |
| 6.11 | Renewals not                                                                     |           |           |

|      |                                                                                               |         |         |
|------|-----------------------------------------------------------------------------------------------|---------|---------|
| 6.11 | Renewals not separated into adult or children's materials                                     | 0       | 0       |
| 6.12 | Total first-time circulation ( Sum of 6.04, 6.06, 6.08, 6.10 )                                | 264,345 | 345,222 |
| 6.13 | Total renewals ( Sum of 6.05, 6.07, 6.09, 6.11)                                               | 115,476 | 150,825 |
| 6.14 | Total circulation of adult materials ( Sum of 6.04 and 6.05)                                  | 207,528 | 277,516 |
| 6.15 | Total circulation of young adult ( YA ) materials ( Sum of 6.06 and 6.07 )                    | 16,884  | 20,671  |
| 6.16 | Total circulation of children's materials ( Sum of 6.08 and 6.09)                             | 155,409 | 197,860 |
| 6.17 | Total circulation not separated into adult, YA or children's materials ( Sum of 6.10 - 6.11 ) | 0       | 0       |
| 6.18 | Total physical item circulation ( Sum of 6.14 - 6.17 )                                        | 379,821 | 496,047 |
| 6.19 | Circulations of Library2Go electronic materials                                               | 41,402  | 35,331  |

## Electronic materials

|      |                                                                      |         |         |
|------|----------------------------------------------------------------------|---------|---------|
| 6.20 | Circulations of local and/or other electronic materials              | 18,664  | 12,604  |
| 6.21 | Total circulation of electronic materials ( Sum of 6.19 and 6.20 )   | 60,066  | 51,339  |
| 6.22 | Total circulation ( Sum of 6.18 + 6.21)                              | 439,887 | 547,386 |
| 6.23 | Electronic Content Use ( Sum of 6.03 + 6.21 )                        | 86,343  | 72,816  |
| 6.24 | Total Collection Use ( Sum of 6.03 + 6.18 + 6.21)                    | 466,164 | 568,863 |
| 6.25 | ILLs made to libraries in own resource sharing system                | 95,755  | 116,602 |
| 6.26 | ILLs made to all other libraries                                     | 227     | 304     |
| 6.27 | Total ILLs loaned ( Sum of 6.25 + 6.26 )                             | 95,982  | 116,906 |
| 6.28 | ILLs borrowed from other libraries using own resource sharing system | 130,868 | 165,085 |
| 6.29 | ILLs borrowed from all other libraries                               | 483     | 515     |

|      |                                                         |         |         |
|------|---------------------------------------------------------|---------|---------|
| 6.30 | Total ILLs borrowed<br>( Sum of 6.28 +<br>6.29 )        | 131,351 | 165,600 |
| 6.31 | Circulations made<br>without charge to<br>non-residents | 250,369 | 296,047 |

## Part 7 - PROGRAMS & OTHER SERVICES

|      |                                                                            |                                                              |        |
|------|----------------------------------------------------------------------------|--------------------------------------------------------------|--------|
| 7.01 | Total reference<br>transactions                                            | 12,821                                                       | 12,073 |
| 7.02 | Reference<br>Transactions<br>reporting method                              | Actual count ( you track each transaction<br>as it happens ) |        |
| 7.03 | Children's programs                                                        | 378                                                          | 356    |
| 7.04 | Children's programs<br>attendance                                          | 15,227                                                       | 18,516 |
| 7.05 | Young adult's<br>programs                                                  | 36                                                           | 29     |
| 7.06 | Young adult's<br>programs<br>attendance                                    | 334                                                          | 348    |
| 7.07 | Number of<br>programs for adults<br>or multi-<br>generational<br>audiences | 201                                                          | 176    |
| 7.08 | Adult's or multi-<br>generational<br>audiences programs                    | 3,079                                                        | 2,419  |

attendance

|      |                                                     |        |        |
|------|-----------------------------------------------------|--------|--------|
| 7.09 | Total programs (Sum 7.03 + 7.05 + 7.07 )            | 615    | 561    |
| 7.10 | Total program attendance ( Sum 7.04 + 7.06 + 7.08 ) | 18,640 | 21,283 |
| 7.11 | Meeting Room Usage                                  | 1,110  | 1,421  |
| 7.12 | Summer Reading Program provided                     | Yes    | Yes    |
| 7.13 | Outreach to children & families provided            | Yes    | Yes    |
| 7.14 | Early literacy training provided                    | Yes    | No     |

## Part 8 - TECHNOLOGY & FACILITIES

|      |                                                    |                                  |        |
|------|----------------------------------------------------|----------------------------------|--------|
| 8.01 | Annual number of uses of public Internet computers | 15,454                           | 21,753 |
| 8.02 | Public internet computers used by general public   | 15                               | 15     |
| 8.03 | Tell us about your library's wireless internet     | Wi-Fi only during our open hours | Yes    |
| 8.04 | Wireless Sessions                                  | 18,044                           | 28,444 |
| 8.05 | Internet upload speed / main library               |                                  |        |

|      |                                                                              |             |             |
|------|------------------------------------------------------------------------------|-------------|-------------|
|      | speed ( main library<br>) , please report in<br>Mbps                         | 900.45      | 382.45      |
| 8.06 | Internet download<br>speed ( main library<br>) , please report in<br>Mbps    | 847.02      | 413.92      |
| 8.07 | Shared ILS<br>consortium name                                                | LINCC       | LINCC       |
| 8.08 | Vendor of<br>automated system                                                | Sirsi/Dynix | Sirsi/Dynix |
| 8.09 | Website Visits                                                               | 152,854     | 215,376     |
| 8.10 | Typical week, total<br>hours open M-F (<br>open to 5:00 pm )                 | 35          | 35          |
| 8.11 | Typical week, total<br>hours open M-F (<br>5:00 pm to close )                | 10          | 8           |
| 8.12 | Typical week, total<br>hours open<br>Saturday-Sunday (<br>open to 5:00 pm )  | 12          | 12          |
| 8.13 | Typical week, total<br>hours open<br>Saturday-Sunday (<br>5:00 pm to close ) | 1           | 1           |
| 8.14 | Total main library<br>hours in a typical<br>week ( Sum of 8.10<br>- 8.13 )   | 58.0        | 56.0        |
| 8.15 | Weeks main library                                                           | 27          | 52          |

|          |    |    |
|----------|----|----|
| was open | 51 | 52 |
|----------|----|----|

|      |                                              |       |       |
|------|----------------------------------------------|-------|-------|
| 8.16 | Annual public service hours for main library | 2,146 | 2,806 |
|------|----------------------------------------------|-------|-------|

|      |                      |         |         |
|------|----------------------|---------|---------|
| 8.17 | Total library visits | 164,480 | 437,950 |
|------|----------------------|---------|---------|

**Federal:** In February of 2020, it was discovered that 2 of the library's 3 people counters were not configured correctly and that the statistics being pulled were being double-counted. Per correspondence with the State Library of Oregon, for this fiscal year, we will be adjusting the numbers collected from our people counters to account for this inadvertent overcounting in previous years.

|      |                                 |                                      |
|------|---------------------------------|--------------------------------------|
| 8.18 | Library visits reporting method | Estimate ( using a sampling method ) |
|------|---------------------------------|--------------------------------------|

**Federal:** We have people counters, however, it was discovered in February 2020 that they were not configured to count properly. While we have people counter data for the reporting period, we are applying a "discount" to the data collected for FY 19/20, and reporting our methodology as "Estimate". In future years, the counters will be configured to count correctly, and we will report our method as "Actual Count".

|      |                                |        |        |
|------|--------------------------------|--------|--------|
| 8.19 | Square footage of main library | 21,000 | 21,000 |
|------|--------------------------------|--------|--------|

|      |                                     |        |        |
|------|-------------------------------------|--------|--------|
| 8.20 | Total square feet of all facilities | 21,000 | 21,000 |
|------|-------------------------------------|--------|--------|

## Part 9 - FINES & SALARY SURVEY

|      |                                        |        |        |
|------|----------------------------------------|--------|--------|
| 9.01 | Overdue daily fine for adult materials | \$0.25 | \$0.25 |
|------|----------------------------------------|--------|--------|

|      |                                             |        |        |
|------|---------------------------------------------|--------|--------|
| 9.02 | Overdue daily fine for children's materials | \$0.25 | \$0.25 |
|------|---------------------------------------------|--------|--------|

|      |                                        |        |        |
|------|----------------------------------------|--------|--------|
| 9.03 | Overdue daily fine for other materials | \$0.25 | \$0.25 |
|------|----------------------------------------|--------|--------|

|      |                |  |
|------|----------------|--|
| 9.04 | Notes on fines |  |
|------|----------------|--|

|      |                                                |         |         |
|------|------------------------------------------------|---------|---------|
| 9.05 | Charge for interlibrary loans                  | \$0.00  | \$0.00  |
| 9.06 | Annual fee for non-resident individual patrons | \$95.00 | \$95.00 |
| 9.07 | Annual fee for non-resident households         | \$95.00 | \$95.00 |
| 9.50 | Director hourly salary low                     | \$49.19 | \$47.76 |
| 9.51 | Director hourly salary high                    | \$61.43 | \$59.64 |
| 9.52 | Supervisory Librarian hourly salary low        | \$26.79 | \$26.01 |
| 9.53 | Supervisory Librarian hourly salary high       | \$36.91 | \$35.84 |
| 9.54 | Non-supervisory Librarian hourly salary low    |         |         |
| 9.55 | Non-supervisory Librarian hourly salary high   |         |         |
| 9.56 | Library assistant hourly salary low            | \$15.93 | \$18.89 |
| 9.57 | Library assistant hourly salary high           | \$30.30 | \$29.42 |
| 9.58 | Library clerk hourly                           |         |         |

salary low

9.59 Library clerk hourly  
salary high

## Part 10 - CONTACT INFORMATION and ADMINISTRATIVE DETAILS

|       |                                                                                  |                                                                                                                           |        |
|-------|----------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------|--------|
| 10.01 | Population served                                                                | 60,992                                                                                                                    | 60261  |
| 10.02 | FSCS ID Admin                                                                    | OR0056                                                                                                                    | OR0056 |
| 10.03 | Interlibrary<br>relationship code                                                | ME                                                                                                                        | ME     |
| 10.04 | Legal basis code                                                                 | CI                                                                                                                        | CI     |
| 10.05 | Administrative<br>structure code                                                 | SO                                                                                                                        | SO     |
| 10.06 | PLSC public library<br>definition                                                | Yes                                                                                                                       | Yes    |
| 10.07 | Geographic code                                                                  | CI2                                                                                                                       | CI2    |
| 10.08 | URL to library's<br>website                                                      | <a href="https://www.orcity.org/library">https://www.orcity.org/library</a>                                               |        |
| 10.09 | URL to statewide<br>periodical resources<br>( Gale )                             | <a href="https://www.orcity.org/library/subscription-databases">https://www.orcity.org/library/subscription-databases</a> |        |
| 10.10 | URL to statewide<br>career & testing<br>resources ( LearningExpress<br>Library ) | <a href="https://www.orcity.org/library/subscription-databases">https://www.orcity.org/library/subscription-databases</a> |        |
| 10.11 | URL to collection                                                                | <a href="https://www.orcity.org/library/collection-">https://www.orcity.org/library/collection-</a>                       |        |

management policy development-policy-u

10.12 URL to circulation policy <https://www.orcity.org/library/using-your-library-card>

10.13 URL to patron confidentiality policy N/A

**Federal:** URL to this policy did not exist in FY 19/20. It will be reported in next year's data.

10.14 Person submitting report Greg Williams *Maureen Cole*

10.15 Phone (503) 657-8269 (503) 657-8269

10.16 Email gwilliams@orcitey.org mcole@orcitey.org

10.17 Estimated Time burden ( in hours ) to complete report 8.00 8

## COVID-19

CV01 Closed Outlets Due to COVID-19.

Answer Yes or No to the following question: *"Were any of the library's outlets physically closed to the public for any period of time due to the Coronavirus (COVID-19) pandemic?"* Yes

CV02 Public Services During COVID-19.

Answer Yes or No  
to the following  
question: *"Did  
library staff  
continue to provide  
services to the  
public during any  
portion of the  
period when the  
building was  
physically closed*

Yes

*to the public due to  
the Coronavirus  
(COVID-19)  
pandemic?"*

CV03 Electronic Materials  
Added Due to  
COVID-19.

Answer Yes or No  
to the following  
question: *"Did the  
library add or  
increase access to  
electronic  
collection materials  
due to the  
Coronavirus  
(COVID-19)  
pandemic?"*

Yes

CV04 Electronic Library  
Cards Issued  
Before COVID-19.

Answer Yes or No  
to the following  
question: *"Did the  
library issue  
registered user  
cards electronically  
before the  
Coronavirus*

No

(COVID-19)  
pandemic?"

CV05 Electronic Library  
Cards Issued  
During COVID-19.

Answer Yes or No  
to the following

question: *"Did the library issue registered user cards electronically during the Coronavirus (COVID-19) pandemic?"* Yes

CV06 Reference Service  
During COVID-19.

Answer Yes or No  
to the following

question: *"Did the library provide reference service via the Internet or telephone during the Coronavirus (COVID-19) pandemic?"* Yes

CV07 Curbside Service  
During COVID-19.

Answer Yes or No  
to the following

question: *"Did the library provide "outside" service for circulation of physical materials at one or more* Yes

*outlets during the  
Coronavirus  
(COVID-19)  
pandemic?"*

CV08 Live Virtual  
Programs During  
COVID-19.

Answer Yes or No  
to the following  
question: *"Did the  
library provide live,  
virtual programs  
via the Internet  
during the  
Coronavirus  
(COVID-19)  
pandemic?"* Yes

CV09 Recordings of  
Program Content  
During COVID-19.

Answer es or o to  
the following  
question: *"Did the  
library create and  
provide recordings  
of programs via the  
Internet during the  
Coronavirus  
(COVID-19)  
pandemic?"* Yes

CV10 External WiFi  
Access Before  
COVID-19.

Answer Yes or No  
to the following  
question: *"Did the  
library provide WiFi  
Internet access to* Yes

*users outside the building at one or more outlets before the Coronavirus (COVID-19) pandemic?"*

CV11 External WiFi  
Access Added  
During COVID-19.

Answer Yes or No  
to the following  
question: *"Did the library intentionally provide WiFi Internet access to users outside the building at one or more outlets during the Coronavirus (COVID-19) pandemic?"*

Yes

CV12 External WiFi  
Access Increased  
During COVID-19.

Answer Yes or No  
to the following  
question: *"Did the library increase access to Wi-Fi Internet access to users outside the building at one or more outlets during the Coronavirus (COVID-19) pandemic?"*

No

CV13 Staff Re-Assigned  
During COVID-19.

Answer Yes or No  
to the following  
question: *"Were  
library staff re-  
assigned to assist  
other government Yes  
agencies, other  
departments, or  
nonprofit  
organizations  
during the  
Coronavirus  
(COVID-19)  
pandemic?"*

CV14 Number of Weeks  
Library Was Closed  
Due to COVID-19.

This is the number  
of weeks during the  
year that due to the  
Coronavirus  
(COVID-19)  
pandemic, your  
library building was 15  
physically closed  
and the public could  
not enter, when it  
otherwise would  
have been open.  
*For multi-outlet  
library systems,  
please report for  
the main or central  
branch here.*

CV15 Number of Weeks  
an Outlet Had  
Limited Occupancy  
Due to COVID-19.

This is the number  
 of weeks during the  
 year that an outlet  
 implemented limited  
 public occupancy  
 practices for in- 0  
 person services at  
 the library building  
 in response to the  
 Coronavirus  
 (COVID-19)  
 pandemic. *For  
 multi-outlet library  
 systems, please  
 report for the main  
 or central branch  
 here.*

CV15 Other information  
 about COVID-19  
 pandemic?  
 (optional)

Free text area to  
 provide a narrative (   
 4000 character limit  
 ) about your library's  
 experience  
 navigating the  
 COVID-19  
 pandemic.



# CITY OF OREGON CITY

## Staff Report

625 Center Street  
Oregon City, OR 97045  
503-657-0891

**To:** Library Board  
**From:** Library Director Greg Williams

**Agenda Date:** 12/09/2020

### SUBJECT:

Interview Questions for Library Board Applicants

### STAFF RECOMMENDATION:

Approve the interview questions with any additional desired modifications.

### EXECUTIVE SUMMARY:

The Library Board will review interview questions to use in the upcoming recruitment to fill a vacant Library Board position.

### BACKGROUND:

The City is currently recruiting for applicants to fill a Library Board position which will become vacant at the end of the calendar year. The attached interview questions were used during the previous recruitment (some minor proposed edits are also included). The Library Director and Library Board will review and revise the interview questions (as necessary) for the upcoming recruitment.

### OPTIONS:

1. Approve the interview questions as submitted.
2. Approve the interview questions with any additional desired modifications.
3. Do not approve the interview questions and provide alternate recommendation to staff.

### BUDGET IMPACT:

Amount: n/a

FY(s): n/a

Funding Source(s): n/a



**DRAFT - LIBRARY BOARD INTERVIEW QUESTIONS**

*(comments and minor suggested edits have been made by the Library Director in red)*

Thank you for applying to the Library Board! We have about 20 minutes for this interview and your questions.

1. Why do you want to be on **the Library** Board?
2. What special skills or strengths do you bring to the **Library Board**?
3. What is the role of the library within the community?
4. What is the role of the Library Board? How do you see yourself best fulfilling that role?
5. Are there ~~special~~ **specific** areas of the library collection which you particularly like to use?
6. How would you help raise awareness about library services, collections, **and** programs, ~~etc.~~?
7. Speaking of collections, can you suggest one item for the Library of Things?  
*(Library Director's note: since the Library of Things collection is now established, we may want to consider deleting/revising this question)*
8. The Library serves 25,000 residents in unincorporated Clackamas County and the library **building** is located in the far western portion of its service area. What are some ways the library can provide service to areas some distance from the existing library **building**?
9. Are you willing to represent the Library Board at public meetings such as neighborhood association meetings, other advisory group meetings, **and** City Commission meetings, ~~etc.~~?
10. The Library Board normally meets monthly on the second Wednesday from 5:00 to approximately 6:00-6:30. Attendance at the meetings is very important. Are you available to attend these meetings on a regular basis?