



CITY OF OREGON CITY LIBRARY BOARD - REGULAR MEETING AGENDA

Conference Room (2nd Floor), Oregon City Public Library, 606 John Adams St, Oregon City

Wednesday, November 29, 2023 at 5:00 PM

Remote attendance for this meeting is available via Zoom; please contact Denise Butcher (dbutcher@orccity.org) for the meeting link.

CALL TO ORDER

ROLL CALL

APPROVAL OF MINUTES

1. The Library Board will review and approve the minutes of the October 25, 2023 Work Session.

LIBRARY DIRECTOR'S REPORT

2. The Library Director will share his November, 2023 report and statistics.

PUBLIC COMMENTS

DISCUSSION ITEMS

3. Behavior Policy Update
4. Library Tactical Plan Update
5. Clackamas Board of County Commissioners Discussion of Using Library District Funds for Capital Purposes

COMMUNICATIONS

ADJOURNMENT

PUBLIC COMMENT GUIDELINES

When a public comment period is included on a meeting agenda, members of the public are allowed up to three minutes to address the Library Board on any topic. Members of the Library Board do not generally engage in dialogue with those making comments but may refer any questions or issues raised to the Library Director. Any written comments or materials must be provided to the Library Operations Manager at least 48 hours prior to the meeting; please contact Denise Butcher (dbutcher@orcify.org, 503-657-8269, x1028) for more information.

ADA NOTICE

The location is ADA accessible. Individuals requiring hearing devices or other assistance must make their request known 48 hours preceding the meeting by contacting Denise Butcher, Library Operations Manager (dbutcher@orcify.org, 503-657-8269, x1028.).

Agenda Posted at City Hall, Pioneer Community Center, Library, City Website.

Regular meetings and work sessions of the full Library Board are generally streamed live on Oregon City's website at www.orcify.org and available on demand following the meeting. Most meetings of the full Library Board may also be viewed on Willamette Falls Television channel 28 as a rebroadcast; please contact WFMC at 503-650-0275 for a programming schedule. Meetings of Library Board committees are generally not streamed/rebroadcast.



CITY OF OREGON CITY LIBRARY BOARD WORK SESSION MINUTES

**Conference Room (2nd Floor), Oregon City Public Library, 606 John Adams St,
Oregon City**

Meeting

Wednesday, October 25, 2023 at 5:00 PM

Remote attendance for this meeting is available via Zoom; please contact Denise Butcher (dbutcher@orc.org) for the meeting link.

CALL TO ORDER

Chair David Goldberg called the meeting to order at 5:00 pm.

ROLL CALL

Members Present: Cynthia Andrews, Heidi Blackwell, Bill Carton, David Goldberg, Lisa Oreskovich, and Larry Osborne were present in person. Nick Dierckman was present via Zoom.

Staff Present: Greg Williams, Library Director, and Denise Butcher, Library Operations Manager, were present in person. Blake Kincaid, Adult Service Librarian, Sabrina Tusing, Teen Librarian, and Barratt Miller, Youth Services Librarian, were present in person.

DISCUSSION ITEMS

1. 2023 Summer Reading Program Review

Greg Williams introduced staff to present their report on the 2023 Summer Reading Program. Barratt Miller said the summer reading program introduced separate programs for children and teens. Sabrina Tusing noted the return of the teen bingo card activity. Blake Kincaid stated that with his May start date, there was limited time to modify the program, but was enthusiastic about the level of adult engagement in the program.

Barratt noted that challenges included the partial reinstatement of incentives close to launch and uncertainty about prizes. Barratt said many of the incentives were reintroduced as discount options rather than free prizes, due to reductions in funding from Clackamas and Washington Counties.

David Goldberg asked if all the prizes were distributed. Barratt said that they were not, and that while prizes were offered, many patrons declined prize redemption.

Sabrina noted that teen participants read materials from both the young teen and young adult collections (located on two different floors), so a bit of extra time was required to cross train staff at both desks.

Blake said reduced staffing meant that most of the adult prep work fell to one librarian and the adult program was unchanged from prior years. Greg recognized Jen Giovanetti as the librarian who implemented this year's program.

Barratt and Sabrina cited Ready to Read grants, awarded by the State of Oregon, as the funding source for prize books, software, and family events. David asked if that funding would be available next year; Barratt said funding was guaranteed if the grant application was completed and that it had been awarded for just under \$10k. Blake identified Friends of the Library and the Library budget as funding sources for the adult program. Blake predicted that next year's program would require more funding as the three adult events were cost-free this year and it was unlikely that would continue in future years.

Barratt said the children's program was designed for customizable goals. Sabrina identified encouraging broader reading patterns as a focus of the teen program. Blake said the adult program was entirely paper based. Greg noted Barratt's innovative logo design for the teen program.

Barratt said in the children's program incentives were awarded at sign up, after meeting goals for 42 days, and prize drawing tickets were awarded at regular intervals. Sabrina said incentives were awarded at sign up, for different bingo accomplishments, and as a grand prize. Blake said incentives were awarded at sign up, drawing tickets were awarded for completing activities, small prize drawings occurred weekly, and a grand prize drawing happened at the end of the program.

Barratt reported 908 children, 174 teens, and 301 adults participated, representing maintenance or increase in all demographics compared with last year. Of the children, elementary age children were the largest age group, and first-graders had the highest participation numbers of any grade. Children averaged 26 days read by participant, which was above pre-pandemic target numbers. Barratt noted gift cards to Menchie's were the most popular incentive, as measured by allotted prize drawing tickets, and that program attendance was higher than the previous year for programs that occurred. Two events were cancelled/postponed due to weather and air quality.

Sabrina reported that teen participants read an average of six books and the most popular bingo category by participation numbers was music from a different decade. The most popular prizes by ticket entry were Dutch Brothers gift certificates, which had been requested by Teen Advisory Committee (TAC). Sabrina said the four teen programs were well attended. Sabrina noted that teen book boxes were continued from COVID era due to popularity and required registration. Books in the boxes were specially curated based on the reader's stated preferences and surprise snacks and trinkets were included with each box.

Blake reported the adult statistics were different due to the paper-based nature of the program and, based on prize entries, the writing prize basket was the most popular incentive and bingo was the most frequently completed activity. Feedback was split on the inclusion of the cryptogram activity.

Barratt reported a 22% increase in participation rate by elementary students, which corresponded with higher overall foot traffic numbers. There was a 24% decrease in youth prize drawing ticket entries.

Sabrina reported a 71% increase in the number of books read by teen participants.

Blake noted a 8% decrease in the number of adult participants, and an increase in the number of prize entries per person.

Barratt shared feedback derived from end of program surveys, and spotlighted the reoccurring feedback to have a children's book club or meet up to talk about books they were reading. Barratt discussed the challenge of balancing implementation of rewards based on parental feedback and research around developing lifelong readers. Barratt spoke to the importance of visualizing progress and the possibility of doing a more visual and community-focused progress tracking for next year's children's program, while taking sustainability into mind, and possibly an all-ages end of summer reading celebration and the possibility of providing support to parents with Beanstack.

Blake spoke to the possibility of doing a hybrid paper and online program for adults to retain patrons who prefer paper, to streamline the program to patrons managing their children's online programs, and to include adults with disabilities for whom paper-only programs might not work.

Heidi Blackwell asked how the surveys were administered. Barratt said that upon Beanstack sign up, participants provided an email address and a one question Google survey was sent to participants. Blake said that adult participants provided contact information upon sign up and thought next year's survey would be administered differently.

David Goldberg asked if there was anything provided for non-English speaking participants. Sabrina said Spanish reading logs and bingo cards were provided for children and teen participants. Barratt noted that Beanstack was fully translatable for any language supported by Google Translate.

Nick Dierckman spoke in support of the program for its span of ages, its reach, its interplay with the Parks Department, and thanked staff for making it happen. David thanked staff as well. Greg thanked the program organizers and recognized that the entire Library staff plays a large part in the successful implementation of Summer Reading.

Nick asked for data breaking down program participants' city or unincorporated residency. Barratt stated that the way the program enrollment had been set up, that

data was not attainable, but for child participants, residency could be approximated by school enrollment.

2. Library Tactical Plan Update

Greg Williams stated he would formally bring the Tactical Plan to the Board for approval at the next regular Board Meeting and provided an overview of the document format and status classifications. Greg highlighted a quarterly update document that provided more detailed information about the work being done to realize the tactical plan objectives and took feedback on the format and progress. Greg spoke positively about the progress made towards signing students up for library cards and noted that a Memorandum of Understanding was the next step. Board feedback for the existing format was positive.

Greg asked if there were questions regarding the tactical plan. Greg noted that there had been a past question of why the tactical plan focused on children enrolled in the school district and he identified that group of children as being the largest and easiest to reach initially as a group.

David expressed hope that the timeline for student cards could be shortened. Greg said a pilot program was scheduled for May to confirm that data transfer was possible. Greg said the parental permission form for the creation of library cards based on student IDs would be drafted in June for distribution in school registration packets, school rosters would finalize in mid-October, and information for eligible students would be shared for the creation of cards starting in November or December.

David asked about the role of book lockers in the plan. Greg said they were included in Section 4. Bill Carton noted that there would be budget implications. Greg agreed and said that \$100k had been put aside for it. Greg said that because multiple libraries were considering adding lockers, discussion amongst LINCC Directors leaned in favor of a County-wide procurement, which meant specific processes needed to be followed. Greg hoped some sort of solicitation (such as a Request for Proposals) would be ready at the start of the new year. Greg said conversations were happening regarding library needs for the lockers and expected that once the RFP was active, the process would be fairly straightforward and anticipated running a pilot location before the full rollout of at least one location in the next year.

3. Behavior Policy Update

Greg noted that there may be additional changes to the proposed behavior policy between this meeting and the next Board Meeting, should the City Attorney have any additional feedback. Greg noted that it was a goal to review policies every three years and the last several years had provided new behavioral challenges and exposed areas where the existing policy was insufficient.

Larry Osborne asked about the frequency of problem behaviors. Greg said it depended on the day and severity of the behavior and referenced a recent incident requiring evacuation of portions of the building.

Greg noted that the most notable change concerned limits on weapons in the library; the current policy defined weapons in accordance with Oregon City Municipal Code. Greg stated staff feedback had been in favor of expanding prohibited items and informal talks with the City Attorney indicated that increasing the scope of prohibited weapons utilizing language from Oregon Revised Statutes might be feasible.

Greg recognized changes in the formatting of the document had been made for visual clarity.

Greg stated that language explicitly delineating what patron information could be shared following a behavioral violation was added to clarify acceptable communication between libraries or other parties.

Greg highlighted the addition of an alternative approach for minors violating behavioral policies. Greg noted changes in the exclusion appeal process with the intention to simplify the process and allow for someone who was excluded to share their perspective.

Bill Carton asked about the amount of people suspended and who was responsible for monitoring for the presence of excluded patrons. Greg stated that photos of excluded individuals used to be displayed in the circulation room, but the library had moved to incident tracking software, which all staff had access to. Bill asked if excluded people entered the library before their exclusion. Denise Butcher said it happened and depending on the behavior that led to their exclusion, staff would either remind the patron they were not welcome at the library at that time or would call the police. Greg stated occasionally patrons with exclusions were allowed back if their behavior was improved.

David Goldberg spoke to his observations of patrons in mental health distress.

Larry suggested minor word changes for consistency in 1.4, suggested that point 2.11 be run through the insurance agency as listed items might not be comprehensive enough, and suggested the addition of "or" in 3.6 for clarity.

Greg highlighted changes to the language regarding the duration of exclusions for severe violations, noting that previously the exclusion ended after a period of time and that the updated version changed that to a permanent exclusion that could be appealed after a certain period of time. David asked if the City Attorney was looking over this revision; Greg confirmed this.

Cynthia Andrews asked if the exclusion prevented the excluded patron from using online resources. Greg said that was not the case and that the exclusion was from the premises. Cynthia noted that an exclusion did not reduce the library access; Greg clarified that they would not be able to access physical materials from the

library if they were excluded. Nick Dierckmann noted e-content would still be available. Greg said that exclusions from one LINCC library did not carry over to other LINCC libraries.

Greg asked for feedback. Cynthia noted that with the continued access to online resources, even a full exclusion was not completely cutting off library access. David and Larry noted comfort with the draft.

COMMUNICATIONS

Library District Advisory Committee (LDAC)

David Goldberg asked if there had been a response from the County Commission to LDAC's letter. Nick Dierckman said he had not heard anything. Greg Williams said that from what he understood, the County was still reviewing information but no sort of public meeting or discussion had been scheduled.

Library Foundation

Cynthia Andrews reported there had been no Foundation meeting.

Friends of the Library

Larry Osborne reported the Friends were still discussing the annual meeting, had covered the cost of the pine needle basket weaving program, and made a donation towards electronic resources, which would be added to the LINCC collection. Greg stated this donation had been made in response to the survey results indicating patrons in the unincorporated area identified additional e-content as a priority. David noted that the save the date flyer for the Friends/Foundation fundraiser was out.

Teen Advisory Committee (TAC)

Heidi Blackwell reported that TAC elected their own chairperson, created their own code of conduct, and were anticipating a future discussion about redesigning the Teen Area.

Greg noted that two Board positions were soon to expire and interviews would likely happen in November. Larry asked which positions were expiring; Greg said David and Heidi's current appointments were expiring, but both were eligible for reapplication. There was general agreement to have a work session immediately preceding the next regular Board meeting. Greg said that, absent any Board feedback, he anticipated the existing interview questions used in prior years would be used again.

ADJOURNMENT

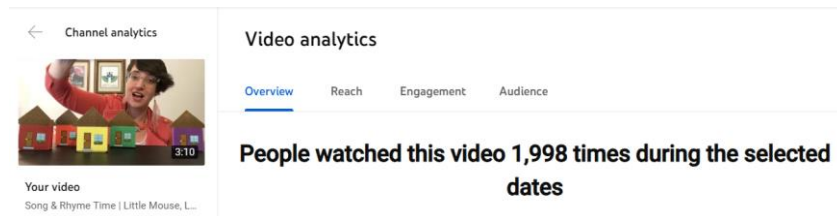
Chair David Goldberg adjourned the meeting at 5:25 pm.



Library Director's Report for November 2023

Monthly Statistics Notes

- The annual inactive patron purge occurred in October, hence the significant month-over-month decline in total cardholder numbers.
 - I am heartened that our year-over-year October "post-purge" counts show an increase of 902 patrons from last FY.
- We had another YouTube video (Barrat's "Little Mouse, Little Mouse, Are You in the Red House") go viral, hence the higher-than-average YouTube video view counts over the last two months.



- Our State Library Annual Statistical Report for FY 22/23 was due (and was submitted) by October 31. I am including the submission as part of this month's Library Director's Report. I am pleased to see increases from last year's report in several key areas:

MEASUREMENT	FY 21-22	FY 22-23	% CHANGE
Registered users added	2747	3472	26.4%
Adult circulation (physical)	169045	173428	2.6%
Young Adult circulation (physical)	23954	24612	2.7%
Children's circulation (physical)	199657	216334	8.4%
E-materials circulation	65769	82797	25.9%
Meeting Room reservations	100	781	681.0%
# of live programs (all ages, all types)	154	318	106.5%
Live program participants (all ages, all types)	2739	6449	135.5%
Self-directed program participation (kits, other passive programming)	2603	4656	78.9%
Internet sessions	6450	8362	29.6%
WiFi sessions	7431	11567	55.7%
Library visits	113945	148175	30.0%

Oregon City Public library
Monthly Statistical Report
Reporting period: **October, 2023**

PATRON STATISTICS

	Current Month	FY 23/24 YTD	Last Month	Same Month Last FY	FY 22/23 YTD
New Patron Registrations	280	1,272	305	305	1,205
Total Registered Patrons	16,757	16,757	19,093	15,855	15,855
Library Visitors (Ins)	12,814	54,443	12,203	12,689	12,689
Library Visitors (Outs)	12,594	53,646	12,089	12,450	12,450

CIRCULATION (includes 1st-time circ and renewals)

Adult materials	14,714	61,031	15,145	14,707	58,382
YA materials	2,069	9,084	2,097	2,211	9,146
Children's materials	18,476	76,770	17,840	18,153	74,300
Electronic materials	8,347	31,407	7,453	6,596	25,607
Total Circulation	43,606	178,292	42,535	41,667	167,435

1st Time Circulation (Physical)	21,536	91,973	22,192	22,055	92,333
1st Time Circulation (Self-Check)	20,042	85,938	20,816	20,983	87,492

Holds received from other libraries	13,802	52.8%	54,844	53.1%	13,217	52.9%	13,265	52.9%	50,417	51.6%
Holds sent to other libraries	12,354	47.2%	48,358	46.9%	11,757	47.1%	11,793	47.1%	47,322	48.4%

CIRCULATION DEMOGRAPHICS

Borrowers - City Residents	1,714	55.8%	n/a	1,709	55.1%	1,655	57.3%	n/a
Borrowers - Unincorporated Residents	1,110	36.1%	n/a	1,130	36.5%	1,006	34.8%	n/a
Borrowers - Other	249	8.1%	n/a	260	8.4%	226	7.8%	n/a

Service Area Pop - City	37,786	61.4%	n/a	37,786	61.4%	37,737	61.7%	n/a
Service Area Pop - Unincorporated	23,752	38.6%	n/a	23,752	38.6%	23,424	38.3%	n/a

TECHNOLOGY

Internet Sessions	782	2,565	193	742	2,821
WiFi Sessions	907	2,759	530	1,053	3,650

SOCIAL MEDIA / EMAIL

Facebook followers	4,653	n/a	4,638	4,331	n/a
Instagram followers	2,329	n/a	2,303	2,054	n/a
Twitter followers	959	n/a	951	957	n/a
YouTube subscribers	377	n/a	374	350	n/a
YouTube unique viewers	1,039	n/a	1,422	516	n/a
YouTube views	1,190	3,622	1,728	814	2,448
Email newsletter subscribers	5,130	n/a	n/a	4,775	n/a

See monthly Hootsuite report for additional social media statistics

FINANCIAL

See monthly Budget to Actual report

ELECTRONIC RESOURCES

Kanopy plays	219	1,024	247	321	1,111
Kanopy cost	\$ 270	\$ 1,146	253	\$ 289	1,150
Kanopy average cost/play	\$ 1.23	\$ 1.12	\$ 1.02	\$ 0.90	\$ 1.04

SERVICE DESK INQUIRIES

Ready Reference	649	3,326	652	903	3,493
Reference	67	326	83	122	522
Technology Assistance	200	733	142	199	788

FACILITIES

Conference Room - Bookings	60	187	43	46	173
Conference Room - Hours Available	240	936	222	239	940
Conference Room - Hours Booked	102	313	73	72	281
Conference Room - Occupancy Pctg	42.5%	33.4%	32.9%	30.1%	29.9%

Community Room - Bookings	51	169	41	-	-
Community Room - Hours Available	240	936	222	-	-
Community Room - Hours Booked	90	282	66	-	-
Community Room - Occupancy Pctg	37.5%	30.1%	29.7%	0.0%	0.0%

LIBRARY PROGRAM STATS - OCTOBER, 2023

DATE	PROGRAM	PRIMARY AGE GROUP	FORMAT	TOTAL ATTENDANCE/ENGAGEMENT
10/2/2023	Introduction to Meditation	Ages 18+	Live/Hybrid-Onsite	1
10/2/2023	Meditation & Mindfulness	Ages 18+	Live/Hybrid-Onsite	4
10/3/2023	Oregon City Writers Group	Ages 18+	Live/Hybrid-Onsite	9
10/3/2023	Genealogy Interest Group	General Interest	Live/Hybrid-Onsite	6
10/4/2023	Art Lab Session B Felt	Ages 6-11	Live/Hybrid-Onsite	28
10/4/2023	Music & Movement 6-Week Class	Ages 0-5	Live/Hybrid-Onsite	19
10/4/2023	Art Lab Session A Felt	Ages 6-11	Live/Hybrid-Onsite	7
10/5/2023	Weekly Storytime	Ages 0-5	Live/Hybrid-Onsite	29
10/7/2023	Oregon City Repair Fair	General Interest	Live/Hybrid-Onsite	30
10/9/2023	B.A.M. Adult LEGO Lab	Ages 18+	Live/Hybrid-Onsite	15
10/9/2023	B.A.M. Movie Matinee	Ages 18+	Live/Hybrid-Onsite	12
10/9/2023	Meditation & Mindfulness	Ages 18+	Live/Hybrid-Onsite	3
10/11/2023	Music & Movement 6-Week Class	Ages 0-5	Live/Hybrid-Onsite	25
10/11/2023	Marbled Bookmarks Young Teen	Ages 12-18	Live/Hybrid-Onsite	9
10/12/2023	Weekly Storytime	Ages 0-5	Live/Hybrid-Onsite	28
10/14/2023	LEGO Lab 11:30	Ages 6-11	Live/Hybrid-Onsite	5
10/14/2023	LEGO Lab 10:30	Ages 6-11	Live/Hybrid-Onsite	25
10/14/2023	Hispanic Heritage Month Celebration (Outreach)	General Interest	Live/Hybrid-Offsite	70
10/14/2023	D&D Cauldron	Ages 18+	Live/Hybrid-Onsite	6
10/15/2023	Pumpkin Painting	Ages 12-18	Live/Hybrid-Onsite	8
10/16/2023	Meditation & Mindfulness	Ages 18+	Live/Hybrid-Onsite	1
10/17/2023	Oregon City Haunted History	Ages 18+	Live/Hybrid-Onsite	65
10/18/2023	B.A.M. Trivia Creepy Critters	Ages 18+	Live-Virtual ONLY	9
10/18/2023	Art Lab Session A Creepy Colors	Ages 6-11	Live/Hybrid-Onsite	23
10/18/2023	Art Lab Session B Creepy Colors	Ages 6-11	Live/Hybrid-Onsite	39
10/23/2023	B.A.M. Academy	Ages 18+	Live/Hybrid-Onsite	15
10/23/2023	B.A.M. Movability	Ages 18+	Live/Hybrid-Onsite	18
10/23/2023	Meditation & Mindfulness	Ages 18+	Live/Hybrid-Onsite	4
10/24/2023	A.M. Book Chat	Ages 18+	Live/Hybrid-Onsite	5
10/24/2023	Local Author Talk Rachel King	Ages 18+	Live/Hybrid-Onsite	13
10/25/2023	Family Movie (With Snacks!) Coco	Ages 6-11	Live/Hybrid-Onsite	14
10/28/2023	Art Gym	Ages 18+	Live/Hybrid-Onsite	6
10/29/2023	Chess Drop-In	General Interest	Live/Hybrid-Onsite	14
10/30/2023	Let's Get Lit Halloween Trivia	Ages 18+	Live/Hybrid-Onsite	11
10/30/2023	Meditation & Mindfulness	Ages 18+	Live/Hybrid-Onsite	6
10/31/2023	Monthly Coloring Sheets	Ages 0-5	Self-Directed	275
10/31/2023	Stuffed Animal Scavenger Hunt	Ages 0-5	Self-Directed	300
10/31/2023	Oregon City Writers Group	Ages 18+	Live/Hybrid-Onsite	9
			TOTAL	1166



Biennium Budget Report Y1 by Category

Item #2.

Through 10/31/23

	2023-2024 Budget	October 2023-2024 Month Activity	2023-2024 Year Activity	2023-2024 Encumbrance	Year 1 Difference	2024-2025 Budget	2024-2025 Year Activity	Biennium Difference
4 - Revenue								
43 - Intergovernmental Revenues	2,744,700.00	0.00	0.00	0.00	2,744,700.00	2,819,900.00	0.00	5,564,600.00
44 - Charges for Services	3,900.00	190.10	697.00	0.00	3,203.00	4,000.00	0.00	7,203.00
47 - Miscellaneous Income	39,500.00	13,913.24	100,193.31	0.00	-60,693.31	33,500.00	0.00	-27,193.31
49 - Other Financing Sources	290,000.00	24,166.67	96,666.68	0.00	193,333.32	290,000.00	0.00	483,333.32
4 - Revenue Totals:	3,078,100.00	38,270.01	197,556.99	0.00	2,880,543.01	3,147,400.00	0.00	6,027,943.01
5 - Expense								
51 - Salaries and Wages	1,295,300.00	100,396.83	389,884.68	0.00	905,415.32	1,357,500.00	0.00	2,262,915.32
52 - Benefits	861,300.00	59,754.41	238,776.85	0.00	622,523.15	913,200.00	0.00	1,535,723.15
60 - Professional & Technical Services	6,400.00	522.50	522.50	0.00	5,877.50	16,400.00	0.00	22,277.50
61 - Repair & Maintenance Services	174,300.00	22,372.66	52,690.40	8,355.77	113,253.83	172,800.00	0.00	286,053.83
62 - Other Services	4,500.00	44.43	1,143.80	198.66	3,157.54	4,500.00	0.00	7,657.54
63 - Employee Costs	7,200.00	-45.00	88.00	100.00	7,012.00	7,200.00	0.00	14,212.00
64 - Operating Materials & Supplies	269,700.00	18,640.29	65,544.04	25,431.14	178,724.82	275,700.00	0.00	454,424.82
65 - Office & Administrative Supplies	39,000.00	1,623.83	10,006.29	0.00	28,993.71	43,000.00	0.00	71,993.71
66 - Special Programs	42,400.00	1,938.51	5,492.69	3,500.00	33,407.31	42,400.00	0.00	75,807.31
68 - Community Programs and Grants	0.00	110.20	110.20	0.00	-110.20	0.00	0.00	-110.20
69 - Internal Service Charges	205,100.00	17,091.66	68,366.64	0.00	136,733.36	211,700.00	0.00	348,433.36
80 - Debt Service	415,400.00	0.00	0.00	0.00	415,400.00	415,400.00	0.00	830,800.00
5 - Expense Totals:	3,320,600.00	222,450.32	832,626.09	37,585.57	2,450,388.34	3,459,800.00	0.00	5,910,188.34

Library Board Report

Oct 01 - Oct 31, 2023

f Fans 4.2K fans	f New Fans 18 new fans	f Posts 82 posts	f Engagement > Type Item #2. Reactions 780 Comments 44 Shares 32
f Post Reach 43K users	f Top posts > Reach 0 Oregon City Public Library Oct 26, 17:43 Please be aware that today's staff members have been replaced by life-sized toys and candy! 🍬 12518 users 0 Oregon City Public Library Oct 05, 17:42 Our Library cat has disappeared! Help us find him . . . A Halloween stuffed cat has cleverly hidden itself somewhere among the shelves and stacks on the main level of the library in the Lobby, Holds room, or Carnegie. If your kiddo finds the stuffed animal, have them reward. October Scavenger Hunt Help us find our Halloween Library Cat! We know he's hiding either in the Lobby, the Holds Room, or the 2121 users 0 Oregon City Public Library Oct 27, 22:00 Meditating specter? During one of our weekly Meditation & Mindfulness classes, one of our staff members noticed something odd on the 1642 users		
f Post Likes 439 likes	f Top posts > Reactions 0 Oregon City Public Library Oct 26, 17:43 Please be aware that today's staff members have been replaced by life-sized toys and candy! 🍬 75 reactions 0 Oregon City Public Library Oct 31, 18:10 Happy Halloween from your OC Library staff! 🎃👻 74 reactions 0 Oregon City Public Library Oct 09, 17:03 (Post with no description) 71 reactions		
@ Followers 2.3K followers	@ New followers 43 followers	@ Profile visits 209 views	@ Website clicks 19 website taps
@ Posts 159 posts	@ Top Posts > Reach 0 oregoncitylibrary Oct 27, 22:01 Meditating specter? During one of our weekly Meditation & Mindfulness classes, one of our staff members noticed something odd on the 611 users 0 oregoncitylibrary Oct 12, 02:00 In-person spots have filled up for Rocky Smith's Oregon City Haunted History presentation. The waiting list is now 534 users 0 oregoncitylibrary Oct 25, 19:52 Our cast of characters today offering their own reading and viewing recommendations. . . . #oregoncitylibrary #libraryhalloween 512 users		

 Post engagement

677
engagements

 Top posts > Likes



Our cast of characters today offering their own reading and viewing recommendations. . . #oregoncitylibrary #libraryhalloween

76 likes



Please be aware that today's staff members have been replaced by life-sized toys and candy. . . #oregoncitylibrary

46 likes

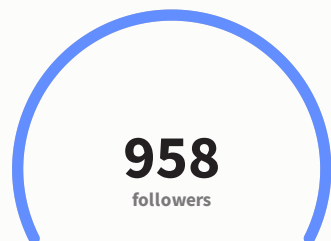


Let the fun begin! Visit the Library this week, and you may just see some staffers already in the #Halloween spirit. . . #oregoncitylibrary

43 likes

Item #2.

 Followers



 Tweets

77
tweets

 Mentions

0
mentions

 Engagement > Type

Likes **10**

Retweets **2**

Quote tweets **0**

Replies **0**

 Top tweets > Engagements



"Local Author Talk | Rachel King" [@rachelkingpdx](https://orc-city-library.libcal.com/calendar/events/rachelking)

10 engagements



Last week we celebrated Edgar Day, as our seasonal "employee" finally reached his full potential. Next time you're in the library, give Edgar a wave. He'd love to see you!

7 engagements



American Red Cross Blood Drive Monday, October 16, 10:30am - 3:30pm Library Community Room This month's American Red Cross blood drive is Monday, October 16 in the

4 engagements

Report sources

 Oregon City Public Library

 @ORCityLibrary

 oregoncitylibrary

2023 Oregon Public Library Statistical Report

2023 Oregon Public Library Statistical Report

Oregon City Public Library

Greg Williams
606 John Adams St
Oregon City, OR 97045

bmiller@orcity.org
O: 503-657-8269 x1023

Greg Williams

gwilliams@orcity.org
O: 503-657-8269 x1010

Application Form

Part 1 - General Information

Question 111 Was there a (geographic) boundary change in the legal service area in the last year?*

Examples of boundary changes include:

- a municipality, county, or district annexes land
- when one municipality in a county becomes either an independent city or its own county necessitating its exclusion from the first county's geography
- an administrative entity contracts to provide public library service for some additional geographic area other than the geographic area for which it was established (e.g., a municipal library contracts to serve county residents)

No

Question 113 Has the library or any of its branches moved (or changed address) in the last year?*

No

Question 113b New address

If answered *Yes*, please include the new address (and branch name, if applicable) here.

Question 118 Registered Users*

18085

Question 119 Registered Users Added*

3472

Part 2 - Staff & Volunteers

Question 201 Librarians with ALA/MLS (in FTE)*

1.0 FTE = 1 position at 40 hours per week

6.0

Question 203 Total Librarians (in FTE)*

Include all positions (as FTE) reported in Question 201 here, as well as any other librarians positions that do not require a MLS.

1.0 FTE = 1 position at 40 hours per week

6.0

Question 204 All other paid staff (in FTE)*

1.0 FTE = 1 position at 40 hours per week

12.25

Question 206 Total number of volunteers (individuals)*

18

Question 207 Total volunteer hours*

401

Question 209 Friends of the Library*

Yes

Question 210 Library Foundation*

Yes

Question 211 Number of full-time permanent positions (37.5 hours/week or more)*

Report the number of permanent positions (individual positions, *not* FTE) budgeted at your library scheduled for 37.5 hours per week or more (on average). Include any currently vacant full-time positions. *Permanent* in this context refers to any position that is not specifically identified as temporary or on-call.

10

Question 212 Number of part-time permanent positions between 20 and 37.5 hours/week*

Report the number of permanent positions (individual positions, *not* FTE) budgeted at your library scheduled between 20 and 37.49 hours per week (on average). Include any currently vacant full-time positions. *Permanent* in this context refers to any position that is not specifically identified as temporary or on-call.

1

Question 213 Number of part-time permanent positions (less than 20 hours/week)*

Report the number of permanent positions (individual positions, *not* FTE) budgeted at your library scheduled for less than 20 hours per week (on average). Include any currently vacant full-time positions. *Permanent* in this context refers to any position that is not specifically identified as temporary or on-call.

0

Question 214 Number of temporary or on-call positions*

Report the number of temporary or on-call positions your library has. A *Temporary* position could be any limited-duration position (e.g., for grant-funded projects) that is not included in your library's regular staffing budget year-to-year. *On-call* positions are those that do not typically work a set number of hours per week or month.

22

Staffing notes

Optional.

Part 3 - Revenue

Question 301 City Revenue*

Round to the nearest dollar.

\$150,000.00

Question 302 County Revenue*

Round to the nearest dollar.

\$0.00

Question 303 District Revenue*

Round to the nearest dollar.

\$2,707,527.00

Question 305a Ready to Read Grant Revenue

State-based Ready to Read Grant funds. This will be pre-filled by the State Library. Please report all other state-based revenue in Question 305b.

\$9,984.00

Question 305b Other State Revenue*

Please report all other state-sourced revenue here (other than Ready to Read grant amounts pre-filled in Question 305a). Round to the nearest dollar.

\$0.00

Question 306 LSTA Grant Revenue

Federal LSTA funds received via the State Library (this amount will be pre-filled). **Please report all other federally-based funding in Question 308.**

\$0.00

Question 308 Other Federal Revenue*

Report **all other** federally-sourced revenue (***other than*** LSTA grant funds reported in Question 306) here. Round to the nearest dollar.

\$0.00

Question 310 Other Operating Revenue*

Round to the nearest dollar.

\$215,011.00

Question 312 Local Capital Revenue*

Round to the nearest dollar.

\$41,774.00

Question 313 State Capital Revenue*

Round to the nearest dollar.

\$0.00

Question 314 Federal Capital Revenue*

Round to the nearest dollar.

\$75,000.00

Question 315 Other Capital Revenue*

Round to the nearest dollar.

\$0.00

Revenue Notes

Optional. If any Revenue category above had a significant change (+/- 10%) from the previous year, please explain why.

1) ARPA funds for new circulation desk. 2) Improved investment earnings on capital fund balance.

Part 4 - Expenditures

Question 401 Salaries and Wages Expenditures*

Round to the nearest dollar.

\$1,087,160.00

Question 402 Employee Benefits Expenditures*

Round to the nearest dollar.

\$641,614.00

Question 406 Total Expenditures on Print Materials*

Round to the nearest dollar. Please include total expenditures on all books, periodicals, and other print materials here.

\$104,603.00

Question 407 Electronic Materials Expenditures*

Round to the nearest dollar.

\$52,560.00

Question 408 Other Materials Expenditures*

Round to the nearest dollar.

\$32,534.86

Question 410a All Other Operating Expenditures*

Round to the nearest dollar.

\$849,553.00

Question 410b Internal service charges

Select all that apply.

Human Resources
Information Technology
Finance

Question 412 Library Construction Expenditures*

Round to the nearest dollar.

\$0.00

Question 413 Capital Equipment Expenditures*

Round to the nearest dollar.

\$36,242.00

Question 414 Other Capital Expenditures*

Round to the nearest dollar.

\$0.00

Expenditures Notes

Optional. If any Expenditures category above had a significant change (+/- 10%) from the previous year, please explain why.

As part of an interior reconfiguration, we installed a new Circulation Desk in the lobby.

Part 5 - Collections

Question 501 Print Items*

52941

Question 502 Print Items Added*

7867

Question 503 Physical Audio Items*

4692

Question 504 Physical Audio Items Added*

252

Question 505 Physical Video Items*

8288

Question 506 Physical Video Items Added*

1010

Question 507 Other Physical Library Materials*

1045

Question 508 Other Physical Library Materials Added*

305

Question 511 Ebook units in Library2Go*

NOTE: For Library2Go (ODLC) participating libraries, please enter **60,044** in this field. If not participating, enter 0.

60044

Question 512 Ebook Units Added to Library2Go*

NOTE: For Library2Go (ODLC) participating libraries, please enter **10,916** in this field. If not participating, enter 0.

10916

Question 513 Ebook Units Owned or Licensed Locally other than Library2Go Collection*

List all other e-book units in your library's collection (purchased/licensed through an OverDrive Advantage account, Bibliotheca, etc.), or held by a consortia other than ODLC/Library2Go.

22936

Question 514 Ebook Units Added Owned or Licensed Locally*

List all other e-book units added to your library's collection (purchased/licensed through an OverDrive Advantage account, Bibliotheca, etc.), or held by a consortia other than ODLC/Library2Go.

15939

Question 517 Digital Audiobook Units in Library2Go*

NOTE: For Library2Go (ODLC) participating libraries, please enter **37,391** in this field. If not participating, enter 0.

37391

Question 518 Digital Audiobook Units Added in Library2Go*

NOTE: For Library2Go (ODLC) participating libraries, please enter **5,254** in this field. If not participating, enter 0.

5254

Question 519 Digital Audiobook Units Owned or Licensed Locally*

List all other digital audiobook units in your library's collection (purchased/licensed through an OverDrive Advantage account, Bibliotheca, etc.), or held by a consortia other than ODLC/Library2Go.

9286

Question 520 Digital Audiobook Units Added Owned or Licensed Locally*

List all other digital audiobook units added to your library's collection (purchased/licensed through an OverDrive Advantage account, Bibliotheca, etc.), or held by a consortia other than ODLC/Library2Go.

7435

Question 525 Digital Video Units Owned or Licensed Locally*

List all digital video units in your library's collection (purchased/licensed through Kanopy, etc.), or held by your district, cooperative, or consortia.

31944

Question 526 Digital Video Units Added, Owned or Licensed Locally*

List all digital video units added to your library's collection (purchased/licensed through Kanopy, etc.), or held by your district, cooperative, or consortia.

2613

Question 533a Number of Physical Spanish language items*

Please report the total number of *physical* items in the library's collection in Spanish. This should include all physical material types (print, audio, video).

1912

Question 533b Number of Digital Spanish language items*

Please report the total number of *digital* items in the library's collection in Spanish. This should include all digital material types (e-books, audio, video). **NOTE: For Library2Go (ODLC) participating libraries, you should include 2,008 in this field, plus any additional digital items your library has in Spanish.**

8055

Question 534 Items in other languages

Please report items in the library's collection that are in languages other than English or Spanish. Check all that apply.

Arabic

Chinese (including Mandarin & Cantonese)

French

German

Hindi

Ilocano, Samoan or Hawaiian

Japanese

Korean

Russian

Thai, Lao

Ukrainian

Vietnamese

other

Question 535 Databases Licensed Locally or by local consortium*

Report the number of licensed electronic collections [previously called databases], for which temporary or permanent access rights have been acquired through payment by the local library, cooperative or consortium agreement. An example would be a genealogy database purchased by your library or funded by a regional consortium or cooperative for member libraries. An electronic collection is a collection of electronically stored data or unit records (facts, bibliographic data, abstracts, texts) with a common user interface and software for the retrieval and manipulation of the data. **Do not include audio and e-book collections with circulation periods.**

7

Question 536 Databases Added Licensed Locally or by local consortium*

See above - enter number of new resources added.

0

Collections notes

Optional.

Part 6 - Circulation & Collection Use

Question 601 Successful Retrievals from Statewide Electronic Resources*

The State Library will pre-fill the total usage from both resources (Gale/CENGAGE and LearningExpress Library) for all libraries, except for WCCLS members. **WCCLS member libraries should receive their usage stats from WCCLS and report them here.**

537

Question 602 Successful Retrievals from Local Databases*

Report retrievals of all *other* electronic collections (other than the Statewide databases) that require user authentication but do not have a circulation period. Typically, this information can be obtained from the vendor. If complete data is not accessible, please report what you can access.

26169

Question 610 First time Circulation of Adult Materials*

If your library does not differentiate materials circulation between age categories, enter **-1** here and report the total first-time circulation and renewals in Questions 618 and 619 respectively.

109243

Question 611 Renewals of Adult Materials*

If your library does not differentiate materials circulation between age categories, enter **-1** here and report the total first-time circulation and renewals in Questions 618 and 619 respectively.

64185

Question 612 First time Circulation of Young Adult Materials*

If your library does not differentiate materials circulation between age categories, enter **-1** here and report the total first-time circulation and renewals in Questions 618 and 619 respectively.

13982

Question 613 Renewals of Young Adult Materials*

If your library does not differentiate materials circulation between age categories, enter **-1** here and report the total first-time circulation and renewals in Questions 618 and 619 respectively.

10630

Question 614 First time Circulation of Childrens Materials*

If your library does not differentiate materials circulation between age categories, enter **-1** here and report the total first-time circulation and renewals in Questions 618 and 619 respectively.

144902

Question 615 Renewals of Childrens Materials*

If your library does not differentiate materials circulation between age categories, enter **-1** here and report the total first-time circulation and renewals in Questions 618 and 619 respectively.

71432

Question 616 First time Circulation of Other library materials*

If your library does not differentiate materials circulation, enter **-1** here and report the total first-time circulation and renewals in Questions 618 and 619 respectively.

353

Question 617 Renewals of Other library materials*

If your library does not differentiate materials circulation, enter **-1** here and report the total first-time circulation and renewals in Questions 618 and 619 respectively.

19

Question 618 First time Circulation of Materials not separated into above categories*

0

Question 619 Renewals of Materials not separated into above categories*

0

Question 630 Circulation of Library2Go Materials*

If your library does not participate in Library2Go/ODLC, please enter **-1** here.

44651

Question 631 Circulation of Locally Owned or Licensed eContent*

Please report all e-content platform circulations here, *except* for general Library2Go content, if applicable. Include any circulation from additional e-content platforms purchased locally (including **OverDrive Advantage** circulation) here, or circs from additional shared consortium e-content collections. Please report **Kanopy** and **Hoopla** usage stats here.

38146

Question 650 Items loaned to other libraries within resource-sharing network*

138058

Question 651 Interlibrary Loans - Items Loaned to All Other Libraries*

Number of true ILLs loaned to libraries outside of your shared catalog or resource-sharing network.

232

Question 653 Items borrowed from libraries within resource-sharing network*

150352

Question 654 Interlibrary Loans - Items Borrowed from All Other Libraries*

Number of true ILLs borrowed from libraries outside of your shared catalog or resource-sharing network.

468

Question 660 Circulations Made to Non Residents without Charge*

282812

Circulation notes

Optional.

Part 7 - Programs & Services

Question 701 Reference Transactions*

1449

Question 701b Reference Transactions Reporting Method*

Actual count (we track each transaction as it happens)

Question 711 Meeting Room Usage*

781

Question 712 Does your library provide a Summer Reading Program*

Yes

Question 751 Live Program Sessions for Children Ages 0 to 5*

A program session targeted at children ages 0-5 is any planned event for which the primary audience is infants, toddlers, or preschool-age children.

81

Question 752 Attendance at Live Programs for Children Ages 0 to 5*

The count of the audience at all program sessions for which the primary audience is children ages 0 to 5 years. Please count all attendees of these program sessions regardless of age.

1653

Question 753 Live Program Sessions for Children Ages 6 to 11*

A program session targeted at children ages 6-11 is any planned event for which the primary audience is elementary-school-age children.

45

Question 754 Attendance at Live Programs for Children Ages 6 to 11*

The count of the audience at all program sessions for which the primary audience is children ages 6 to 11 years. Please count all attendees of these program sessions regardless of age.

1019

Question 755 Live Program Sessions for Young Adults Ages 12 to 18*

A young adult program session is any planned event for which the primary audience is young adults ages 12 to 18 years.

39

Question 756 Attendance at Live Programs for Young Adults Ages 12 to 18*

The count of the audience at all program sessions for which the primary audience is young adults ages 12 to 18 years. Please count all attendees of these program sessions regardless of age.

314

Question 757 Live Program Sessions for Adults Age 19 or Older*

An adult program session is any planned event for which the primary audience is adults age 19 or older.

130

Question 758 Attendance at Live Programs for Adults Age 19 or Older*

The count of the audience at all program sessions for which the primary audience is adults age 19 or older. Please count all attendees of these program sessions regardless of age.

1865

Question 759 Live General Interest Program Sessions*

A general interest program session is any planned event that is appropriate for any age group or multiple age groups.

23

Question 760 Attendance at Live General Interest Programs*

The count of the audience at program sessions that are appropriate for any age group or multiple age groups. Please count all attendees of these program sessions regardless of age.

1598

Question 761 Number of Live In Person Onsite Program Sessions

An in-person onsite program session is any planned event that includes an in-person attendance option and takes place at library facilities.

297

Question 762 Live In Person Onsite Program Attendance

The count of in-person attendance at program sessions that take place at library facilities.

6118

Question 763 Number of Live, In Person, Offsite Program Sessions

An in-person offsite program session is any planned event that includes an in-person attendance option and takes place somewhere other than the library or the library grounds.

6

Question 764 Live, In Person, Offsite Program Attendance

The count of in-person attendance at program sessions that take place somewhere other than the library.

91

Question 765 Number of Live, Virtual Program Sessions

A synchronous (live) virtual program session is any planned event that is streamed virtually and can be viewed live as it progresses (i.e., live-streaming).

14

Question 766 Live, Virtual Program Attendance

The count of live attendance at virtual program sessions.

234

Question 767 Total Number of Recorded Program Presentations

An asynchronous program presentation is any recording of program content that cannot be viewed live as it unfolds (i.e., on-demand streaming).

32

Question 768 Total Views of Recorded Program Presentations within 30 days

The count of views of asynchronous program presentations for a period of 30 days the presentation was posted, even if that period extends beyond the survey reporting period (or fiscal year).

2055

Question 780 Number of self-directed activities

Optional. Estimates are fine. Please report the number of self-directed activities your library created throughout the year. Self-directed activities are program-like activities the library produces that do not necessitate direct staff interaction with patrons in real time. Report activities aimed at any age group. Activities can be onsite at the library, or elsewhere in the community. These may include, but are not limited to:

- Take-&-make kits
- Passive programs
- White board, magnetic poetry, and/or sticky-note prompts (for example, Question of the Week)
- Guessing jars
- Crafting corners
- Games and puzzles
- Scavenger hunts

65

Question 781 Number of participants in self-directed activities.

Optional. Please report the approximate number of patrons participating in self-directed activities. Estimates are totally OKAY. For take-&-make kits, assume a 1-kit to 1-participant ratio, unless activities were designed for families/multi-generational interaction.

4656

Programs & Services Notes

Optional.

[Unanswered]

Part 8 - Technology & Facilities

Question 801 Number of Sessions of Public Internet Computers and Devices*

8362

Question 801b Reporting Method for total number of Internet computer sessions*

Actual count (we track each transaction as it happens)

Question 802 Number of Public Internet Computers and Devices*

22

Question 803 Tell us about your library WiFi*

Wi-Fi extends outside building (left on through evening hours after library closes)

Question 804 Wireless Sessions*

11567

Question 804b Reporting Method for Wireless Sessions*

Actual count (we track each transaction as it happens)

Question 805 Internet Download Speed*

932.64

Question 806 Internet Upload Speed*

916.36

Question 807 Name of Shared ILS Consortium*

LINCC

Question 808 Name of Integrated Library System (ILS) product*

Sirsi/Dynix

Question 809 Website Visits*

338334

Question 810 Scheduled Weekday Open Hours*

Report regularly scheduled hours in a typical week, open to 5pm Monday through Friday. For multi-outlet libraries, report only the hours for the main/central branch.

35

Question 811 Scheduled Weeknight Open Hours*

Report regularly scheduled hours in a typical week, 5pm to close Monday through Friday. For multi-outlet libraries, report only the hours for the main/central branch.

10

Question 812 Scheduled Weekend Daytime Open Hours*

Report regularly scheduled hours in a typical week, from open to 5pm Saturday & Sunday. For multi-outlet libraries, report only the hours for the main/central branch.

12

Question 813 Scheduled Weekend Evening Open Hours*

Report regularly scheduled hours in a typical week, from 5pm to close Saturday & Sunday. For multi-outlet libraries, report only the hours for the main/central branch.

1

Question 815 Number of Weeks Library Was Open*

For multi-outlet libraries, report only the weeks open for the main/central branch.

52

Question 816 Total Number of Open Hours*

For multi-outlet libraries, report only the total hours for the main or central library.

2912

Question 817 Library Visits*

148175

Question 817b Library Visits Reporting Method*

Actual count (we track each visit as it happens)

Question 822 Date of Most Recent Structural Remodel of Building

Please enter the year of your library's most recent structural remodel. For multi-outlet libraries, report on the main/central branch. If unknown, report 0000.

2016

Change in Square Footage?*

Did any of your library's facilities gain or loose square footage during this period?

No

Technology & Facilities notes

Optional.

Part 9 - Fines, Fees, & Salary Survey

Question 901 Overdue Fines for Adult Materials*

Does your library charge overdue fines on adult materials?

Yes

Question 902 Overdue Fines for Childrens Materials*

Does your library charge overdue fines on children's materials?

Yes

Question 903 Overdue Fines for Young Adult Materials*

Does your library charge overdue fines on materials for young adults (YA)?

Yes

Question 904 Notes on fines

Question 905 Fee for Interlibrary Loans*

\$0.00

Question 906 Annual fee for nonresident patrons*

\$95.00

Question 950 Director Hourly Salary Low

Please report the bottom of the salary range as an hourly equivalent (annual salary / 2,080 hours = hourly wage) or (monthly salary x 12 months / 2,080 = hourly wage).

\$54.28

Question 951 Director Hourly Salary High

Please report the top of the salary range as an hourly equivalent (annual salary / 2,080 hours = hourly wage) or (monthly salary x 12 months / 2,080 = hourly wage).

\$67.77

Question 952 Supervisory Librarian Hourly Salary Low

Please report the bottom of the salary range as an hourly equivalent (annual salary / 2,080 hours = hourly wage) or (monthly salary x 12 months / 2,080 = hourly wage).

\$29.63

Question 953 Supervisory Librarian Hourly Salary High

Please report the top of the salary range as an hourly equivalent (annual salary / 2,080 hours = hourly wage) or (monthly salary x 12 months / 2,080 = hourly wage).

\$40.82

Question 954 Non Supervisory Librarian Hourly Salary Low

Please report the bottom of the salary range as an hourly equivalent (annual salary / 2,080 hours = hourly wage) or (monthly salary x 12 months / 2,080 = hourly wage).

\$26.17

Question 955 Non Supervisory Librarian Hourly Salary High

Please report the top of the salary range as an hourly equivalent (annual salary / 2,080 hours = hourly wage) or (monthly salary x 12 months / 2,080 = hourly wage).

\$36.08

Question 956 Library Assistant Hourly Salary Low

Please report the bottom of the salary range as an hourly equivalent (annual salary / 2,080 hours = hourly wage) or (monthly salary x 12 months / 2,080 = hourly wage).

\$19.07

Question 957 Library Assistant Hourly Salary High

Please report the top of the salary range as an hourly equivalent (annual salary / 2,080 hours = hourly wage) or (monthly salary x 12 months / 2,080 = hourly wage).

\$33.51

Question 958 Library Clerk Hourly Salary Low

Please report the bottom of the salary range as an hourly equivalent (annual salary / 2,080 hours = hourly wage) or (monthly salary x 12 months / 2,080 = hourly wage).

Question 959 Library Clerk Hourly Salary High

Please report the top of the salary range as an hourly equivalent (annual salary / 2,080 hours = hourly wage) or (monthly salary x 12 months / 2,080 = hourly wage).

Part 10 - Admin Information & Policies

Question 1001 Population Served

This will be pre-filled by the State Library.

61540

The following **Questions 1009 - 1013** are required and will be used to help determine whether your library meets the Minimum Conditions for Public Libraries in Oregon as established by HB2243. For more information on these minimum conditions, please [refer to this guide](#).

Question 1009 Link to Statewide Gale Resources*

<https://www.orcity.org/299/Online>

Question 1010 Link to Statewide LearningExpress Library Resources*

<https://www.orcity.org/299/Online>

Question 1011 Link to Library Collection Management Policy*

<https://www.orcity.org/452/Collection-Development-Policy>

Question 1012 Link to Library Circulation Policy*

<https://www.orcity.org/309/Your-Library-Card>

Question 1013 Link to Library Patron Confidentiality Policy*

<https://www.orcity.org/448/Library-Policies>

Policies notes

Optional.

Reporting Burden / Branch and Bookmobile Report

Branch and/or Bookmobile Report Link

If your library has more than one public service outlet (i.e., multiple branches and/or a bookmobile), please click the **globe icon** below -- or copy & paste the link below into a browser -- and complete the green highlighted cells for each location to your best ability.

If your library has only one location and no bookmobile, please ignore this question. :-) The field below should be blank.

Reporting Burden (in hours)*

Please report the total number of hours spent collecting and reporting this data for your library. Include all staff and/or volunteer time involved, as well as any time spent throughout the year compiling these statistics. Round to the nearest hour.

30

File Attachment Summary

Applicant File Uploads

No files were uploaded



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: 11/29/2023

SUBJECT:

Behavior Policy Update

STAFF RECOMMENDATION:

Approve updates to the Library Behavior Policy, as submitted.

EXECUTIVE SUMMARY:

The Library Board will consider updates to the Library's Behavior Policy.

BACKGROUND:

The Library Board has a goal of reviewing and updating (as necessary) the Library's Behavior Policy every three years. The last update was approved by the Library Board in January 2020.

The Library Director will present the latest draft update of the Behavior. Much of the updated policy retains language from the prior version (although some reorganization has been done). The more significant proposed updates include:

- Additional problem behaviors (based on Library staff experience) have been incorporated in the policy.
- Revised categories (mild, moderate, severe) of violation levels, with clearer exclusion periods for each
- Excluding a broader scope of weapons from being brought into the Library.
- Simplifying the exclusion appeal process
- Adding information pertaining to sharing of information about incidents and alternative enforcement options for minors

The Library Board reviewed the Behavior Policy at their 10/25/23 Work Session. Changes based on feedback received from the Board have been made (primarily relating to consistency of language).

Both the behavior policy and the exclusion form have been reviewed by the City Attorney. No changes were suggested for the Behavior Policy, and only minor changes were suggested for the exclusion form (which have been incorporated).

OPTIONS:

1. Approve updates to the Library Behavior Policy, as submitted.
2. Approve updates to the Library Behavior Policy, with desired changes.
3. Do not approve updates to the Library Behavior Policy and provide staff with further direction.

BUDGET IMPACT:

Amount: n/a

FY(s): n/a

Funding Source(s): n/a

Behavior Policy Governing the Use of Oregon City Public Library

Summary

To achieve the Oregon City Public Library's mission of providing materials and services to all members of the community, the following behavior rules are enforced by library staff. These rules are in place to protect your rights and safety as a library patron, as well as the rights and safety of other patrons and staff members. These rules also help preserve and protect library materials, facilities, and property. Persons who violate the following rules may be asked to leave the premises and may be excluded from the library.

Classification of Violations and Progression of Corrective Efforts

Depending on the nature of the prohibited conduct, violations are classified into three levels: Level 1 (Minor), Level 2 (Moderate), and Level 3 (Severe).

- For Level 1 or Level 2 violations, exclusion periods are determined based on the total number of violations within the previous 6 months. Violations need not be for the same rule to be subject to stricter enforcement.
- For Level 3 violations, any previous patron behavior may be used when determining the cumulative number of violations and associated exclusion period.

In general, staff corrective efforts for prohibited conduct will follow the progressions noted below. Please see "Behavior Violations by Minors" section below for further considerations/options when Level 1 or Level 2 violations are committed by minors.

- **Level 1 (Minor)**

1 st	2 nd	3 rd	4 th	5 th	6 th +
Warning / education	1 day	3 days	7 days	14 days	30 days

- **Level 2 (Moderate)**

1 st	2 nd	3 rd	4 th	5 th	6 th +
Warning / education (at staff discretion) up to 1 day	7 days	14 days	30 days	60 days	90 days

- **Level 3 (Severe)**

1 st	2 nd	3 rd +
Permanent exclusion, may request exclusion be lifted after 1 year.	Permanent exclusion, may request exclusion be lifted after 2 years.	Permanent exclusion, may request exclusion be lifted after 3 years.

Behavior Violations by Minors

At the discretion of the Library Director or their designee, minors who commit Level 1 or Level 2 violations may, in lieu of exclusion, be required to be accompanied by a parent or legal guardian when in the Library for a period of up to 180 days.

LEVEL 1 VIOLATIONS (MINOR)

- 1.1 Making any loud or unreasonable noise, including disruptive use of electronic devices.
- 1.2 Consuming food inside the library.
- 1.3 Sleeping in the library.
- 1.4 Not wearing upper and lower body coverings and footwear while inside the library.
- 1.5 Entering the library with excessively wet or actively dripping clothing, belongings, or person.
- 1.6 Emitting pervasive odors that disturb others or damage library property.
- 1.7 Making requests or demands whose frequency or nature prevent staff from assisting other patrons or fulfilling their responsibilities.
- 1.8 Adults sitting in the children's room or teen area without the accompaniment of a child or teen. Browsing of children and teen collections by all ages is permitted.
- 1.9 Failing to check out library materials before exiting the library.
- 1.10 Soliciting, petitioning, distributing written materials, conducting surveys, or canvassing inside Library or outside the library in a manner that interferes with access to the library.

LEVEL 2 VIOLATIONS (MODERATE)

- 2.1 Using library spaces, materials, equipment, furniture, or building in a manner inconsistent with intended use, or in a destructive or potentially damaging manner.
- 2.2 Blocking or obstructing furniture, aisles, doorways, stairways, elevators, ramps, or otherwise impeding access to and free flow of traffic within the library.
- 2.3. Engaging in any action or activity which interferes with free passage into and within the library or interferes with the use of the library by staff or patrons.
- 2.4 Improperly or unreasonably using library restrooms, including, but not limited to, bathing, washing hair, washing items, or clogging plumbing.
- 2.5 Monopolizing library space, equipment, or outlets to the exclusion of others.
- 2.6 Not complying with reasonable direction of a library staff member.
- 2.7 Using any tobacco product, inhaled nicotine, or consumption of cannabinoid product in the library, as well as any use of the same outside the library in a manner that affects the library or is in violation of the Indoor Clean Air Act.
- 2.8 Not complying with Library, City, State, or Federal public health and safety requirements.

- 2.9 Bringing in any personal items or property that appear to be infested or have a foul odor that disturbs other persons.
- 2.10 Bringing bicycles or motorized vehicles into the library except as required for compliance with Americans with Disabilities Act.
- 2.11 Operating bicycles, roller skates, skateboards, collapsible scooters, or other similar equipment in the library or on library walkways in a manner that interferes with access to the library.
- 2.12 Bringing non-service animals into the library except as allowed at a library approved event. Service animals must remain within the control of the person they are with.
- 2.13 Tethering animals or leaving animals unattended outside the library.
- 2.14 Using another patron's library card and/or account number fraudulently or without authorization for any purpose.
- 2.15 Being present in designated staff-only areas without authorization.
- 2.16 Refusing to leave the library during an emergency evacuation or emergency drill.
- 2.17 Engaging in other conduct that disrupts or interferes with the normal operation of the library or disturbs library staff or patrons.

LEVEL 3 VIOLATIONS (SEVERE)

- 3.1 Committing or attempting to commit any activity that would constitute a violation of any federal or state criminal statutes or city ordinance.
- 3.2 Engaging in harassment as defined in ORS 166.065.
- 3.3 Engaging in conduct that involves the use of abusive, obscene, sexual, or threatening language or gestures.
- 3.4 Directing a threat of violence or a threat of physical harm against an individual, group, or property.
- 3.5 Bringing a dangerous weapon, deadly weapon, or firearm or other weapon (As defined in ORS 166.360(10)) into the library, unless otherwise permitted by state or federal law.
- 3.6 Using (without a prescription), possessing, selling, or distributing alcohol or other controlled substances (as defined in ORS 475.005).
- 3.7 Engaging in sexual conduct, as defined under ORS 167.060, including but not limited to indecent exposure or physical contact through clothing for sexual gratification.
- 3.8 Violating another person's reasonable expectation of privacy as defined in ORS 163.700 (2)(d).
- 3.9 Entering or remaining in the library after posted closing hours without authorization.
- 3.10 Engaging in physical altercations including assaults and fighting.
- 3.11 Depositing bodily fluids on library property, including library collections, equipment, and furnishings.

All sections of this behavior policy are subject to exceptions at the discretion of the Library Director or designee.

Information Sharing

Records of violations compiled by the Library may be shared with other City departments, other local governments, responding agencies, other libraries, and other community service organizations. Information shared will be limited to patron name (if known), patron physical description/image, specific policy violation(s), description or account of prohibited conduct, and length of exclusion.

Multiple violations

When determining length of exclusion due to multiple violations, the longest exclusion time warranted will predominantly be used.

Other Consequences/Penalties

Exclusion by the library does not preclude or supersede other consequences or penalties that may be prescribed or imposed by City ordinance, County ordinance, state rule or law, or federal rule or law.

Appeal of Notice of Exclusion Issuance

Staff will make reasonable attempts to provide all individuals who are excluded from the library for more than 7 days with a printed Notice of Exclusion which outlines the appeal process (please see Appendix A for a sample of the Notice of Exclusion).

Request to Lift Permanent Exclusion

Those subject to a permanent exclusion for a Level 3 violation may request to have the permanent exclusion lifted after the appropriate time period noted above. Any such request must be sent in writing to the Library Director, must include current contact information (phone number, mailing address, or email address), and should include any relevant information which demonstrates why the permanent exclusion should be lifted. The Library Director, or their designee, shall respond in writing to all requests.

APPENDIX A – NOTICE OF EXCLUSION

[paste sample here when complete]

OREGON CITY PUBLIC LIBRARY
**NOTICE OF EXCLUSION
and Notice of Right to Appeal**

Police Incident Rep

Item #3.

RECIPIENT	Name: Last First Middle			Library Card # or Driver's License/ID #
	Res. Address:	State	Zip	Phone:

Under the authority of Oregon City Public Library, you are hereby notified that you are prohibited from entering in or using all City of Oregon City Library facilities.

The basis for this Notice of Exclusion is that on _____, you violated # _____ of the Patron Behavior Policy.
Notes:

This exclusion is effective beginning on _____, and shall remain in effect until _____.

This is an immediate exclusion.

You are prohibited from entering or using any City of Oregon City Public Library facility during the effective period of this Notice. If you violate this exclusion notice, you will be reported as trespassing to law enforcement.

As used herein, "City of Oregon City Public Library" includes the Main Library located at 606 John Adams and all Library parking lots and walkways, other than public right of ways.

You are entitled to appeal this Notice of Exclusion. In order to do so, a written appeal must be submitted in writing by 5:00 PM on the fifth calendar day following issuance of this Notice of Exclusion. The appeal must include current contact information (phone number, mailing address, or email address). Appeals may be sent to the following address: Oregon City Public Library, 606 John Adams St, Oregon City, OR 97045 Att: Denise Butcher, Library Operations Manager or at dbutcher@orc.org. Any appeal will be heard and finally decided by the City Manager.

This Notice shall remain in effect while the appeal is being reviewed. A written response from the City Manager, Library Director, or their designee will be sent within 5 calendar days of the receipt of the appeal.

This Notice of Exclusion was delivered to the person named at the top of this Notice at the date and time shown below by:

(Signature of person issuing/delivering notice)

DATE: _____

TIME: _____

I hereby acknowledge receipt of the above Notice on the date and time indicated above. **Signing is not an admission of guilt, only affirming receipt of the notice.**

(Signature of person being issued the notice)

☐ Patron refused to sign
Staff signature and date _____

Witness _____



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: 11/29/2023

SUBJECT:

Library Tactical Plan Update

STAFF RECOMMENDATION:

Approve the 23-25 Library Tactical Plan, as submitted.

EXECUTIVE SUMMARY:

The Library Director will share the current draft of the Tactical Plan for approval.

BACKGROUND:

At the April 13, 2022 Library Board meeting, the Library Board recommended development of a Tactical Plan to supplement the Library Strategic Plan. The Library Board Strategic Plan Committee subsequently met on April 29, 2022 and July 8, 2022 to develop and refine a format/framework for the Tactical Plan. The Committee also developed a basic framework for an associated Project Plan which would provide additional information on certain tactical plan initiatives.

At the July 27, 2022 Library Board meeting, the Library Board approved a Tactical Plan format/framework, and at the December 21, 2022 Library Board Work Session, the Library Director brought a draft of the Library's FY23-25 Tactical Plan to the Library Board for discussion. The Director also brought a suggested timetable for future Tactical Plan discussion/updates, namely:

- **July 1** - New Tactical Plan commences
- **October** – Tactical Plan progress update provided to Library Board
- **January** – Tactical Plan progress update provided to Library Board
- **April** – Tactical Pan progress update provided to Library Board. Initial review and discussion of draft version of following year's Tactical Plan
- **June** – Tactical Plan Progress update provided to Library Board. Presentation and approval of following year's Tactical Plan.

The Library Director brought the draft Tactical Plan to the Library Board for discussion at a 10/25/23 Work Session, as well as a simplified, sample quarterly update report (as staff have been working on the initiatives identified in the draft Tactical Plan).

OPTIONS:

1. Approve the 23-25 Library Tactical Plan, as submitted.
2. Approve the 23-25 Library Tactical Plan, with desired updates.
3. Do not approve the 23-25 Library Tactical Plan and provide staff with additional direction.

BUDGET IMPACT:

Amount: n/a

FY(s): n/a

Funding Source(s): n/a

DRAFT

FOCUS	GOAL	ACTIVITY	NOTES
1 Create and support young readers	1.1 All K-12 students enrolled in the Oregon City School District will have library cards.	1.1.1 (Y1) By June 30, 2024, develop and implement administrative and technological prerequisites to facilitate use of OCSD student data to create and maintain library card accounts for all enrolled students.	Partnership with OCSD, Clack Co, LINCC Lib. Svcs, LINCC committees
		1.1.2 (Y2) By December 31, 2024, implement annual process to automatically create library card accounts for all K-12 OCSD students.	Partnership with OCSD, Clack Co, LINCC Lib. Svcs, LINCC committees
2 Meet the information needs of our entire service area	2.1 Library staff will better understand the needs of residents in the unincorporated portion of the Library service area.	2.1.1 (Y1) By March 31, 2024, Library staff will have approached CPOs (Community Planning Organizations) in the Library service area to share results of statistically valid survey and collect additional feedback from CPO members.	Library Board assistance.
	2.2 Improve access to physical library materials for homebound residents within the Library's service area.	2.2.1 (Y1) By June 30, 2024 implement a formal Books By Mail program to accommodate up to 50 active homebound participants.	
3 Ensure collections, programs, services, and staff reflect and engage our diverse community	3.1 Better understand the diversity and makeup of the Oregon City Library service area.	3.1.1 (Y1) By June 30, 2024 complete a demographic analysis of the Library's entire service area in order to better understand the makeup and diversity of our service area population.	
		3.1.2 (Y1) By June 30, 2024 complete an inventory of community groups and support agencies located or operating within the Library service area.	Consult with all staff when compiling the list, as many staff have connections with different organizations.
	3.2 Ensure that the Library's physical collections reflect the diversity and needs of our entire service area.	3.2.1 (Y1) By June 30, 2024 complete an analysis and recommend implementation of collection diversity audit tools/services.	
	3.3 Library staff will be able to recognize and incorporate the perspectives and needs of diverse populations into all aspects of library services.	3.3.1 (Y1) By June 30, 2024, establish a mechanism to regularly assess and identify staff cultural competency/DEI training needs.	Consult with HR, feedback from PPG
		3.3.2 (Y2) By June 30, 2025, based on regular assessments, implement annual training calendar and resource archive to meet identified needs.	Consult with HR, feedback from PPG
	3.4 Library patrons will be able to access information about services and offerings in multiple languages.	3.4.1 (Y1) By June 30, 2024, all Library policies and guidelines (existing and new) will be translated into Spanish.	
		3.4.2 (Y2) By June 30, 2025, all website content (including calendar events) and Library handouts will be translated into Spanish.	
4 Maintain and expand safe and welcoming facilities and accessible services throughout our entire service area	4.1 Facilitate after-hours and off-site access to physical materials.	4.1.1 (Y1) By June 30, 2024, develop an implementation plan for deploying remote smartlockers within the Library service area.	Partner with OCLF, LINCC Lib. Svcs
		4.1.2 (Y2) By June 30, 2025, deploy at least one remote smartlocker within the library service area.	Partner with OCLF, LINCC Lib. Svcs
	4.2 Improve capability to conduct in-person outreach throughout service area.	4.2.1 (Y1) By June 30, 2024, assess needs and assemble specifications and cost estimates (initial and ongoing) for a Library outreach vehicle.	
5 Ensure appropriate and sustainable funding for operational and capital needs	5.1 Increase use of data in operational and budgetary evaluation and decision-making processes.	5.1.1 (Y1) By June 30, 2024, in conjunction with the Library Board, staff will review, refine, and update the monthly metrics and statistics that are shared with the Library Board.	Library Board involved as well.
		5.1.2 (Y1) By June 30, 2024, implement collection usage reports which can be used to inform collection budget allocation decisions.	
	5.2 Evaluate the long-term needs funding, operational, and governance needs of the Clackamas County Library District.	5.2.1 (Y2) By June 30, 2025, in conjunction with all LINCC libraries, engage a consultant to perform the analysis and prepare recommendations originally envisioned as part of the Library District Task Force.	Library Board, LINCC Dir. Group involved as well.



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: 11/29/2023

SUBJECT:

Clackamas Board of County Commissioners Discussion of Using Library District Funds for Capital Purposes

STAFF RECOMMENDATION:

n/a – Informational only.

EXECUTIVE SUMMARY:

The Library Director will provide updates on a discussion (scheduled for Wednesday 11/29 @ 11:30 AM) by the Clackamas Board of County Commissioners regarding usage of Library District funds for capital purposes.

BACKGROUND:

On 6/27/23, the Library District Advisory Committee (LDAC) sent a letter to the Board of County Commissioners which included a request for the BCC to answer the question “Is the use of any District revenue for building construction or debt service permitted?”

On 11/29/23 @ 11:30 AM, the BCC will be holding a Policy Session to discuss that question. The Library Director will be attending the session (no public comment will be taken) and will provide the Library Board with an update. In the meantime, the County staff report is included in this packet. The full County packet is available here:

<https://dochub.clackamas.us/documents/drupal/690857f7-56f9-4f61-b29a-68bb460aba62>

The Policy Session will be streamed on YouTube here:

<https://www.youtube.com/@ClackCoTV/featured>

OPTIONS:

n/a – Informational only.

BUDGET IMPACT:

Amount: n/a

FY(s): n/a

Funding Source(s): n/a

CLACKAMAS COUNTY BOARD OF COUNTY COMMISSIONERS

Sitting/Acting as (if applicable)

Item #5.

Policy Session Worksheet

Presentation Date: November 29, 2023 **Approx. Start Time:** 11:30 am **Approx. Length:** 30 Minutes

Presentation Title: Capital Uses of Library District Revenue

Department: County Counsel

Presenters: Jeffrey Munns, County Counsel, Senior

Other Invitees: Dan Johnson, Sarah Eckman

WHAT ACTION ARE YOU REQUESTING FROM THE BOARD? Direction to staff to work with the Library Cities to negotiate and bring forward an amendment to the Master Library District IGA, and or direction to prepare a Board Order that interprets the Master Order to either authorize, or prohibit, these uses.

EXECUTIVE SUMMARY: The Library District Master Order allows for district revenue to be used by libraries to provide services and maintain those services at the “threshold level”. This standard includes the provision of a facility adequate to provide these services. When the Library District was formed the Estacada Library Capital District taxed property within its boundary to provide capital funds for the library. State law does not allow for two districts to tax property for the same purpose and subject owners to double taxation. The Estacada district has since been dissolved and no longer assesses property within Clackamas County. There exists a split opinion within the library community concerning the use of Library District revenue for capital purposes. Some people object to this use due to the original need to differentiate the Library District from the Estacada District and to provide stable funding for library operations. Others within the community believe that the use of district revenue for capital purposes is now acceptable and necessary to provide adequate services to the residents of Clackamas County.

FINANCIAL IMPLICATIONS (current year and ongoing):

Is this item in your current budget? ☐ YES ☒ NO

What is the cost? N/A What is the funding source? N/A

STRATEGIC PLAN ALIGNMENT:

- How does this item align with your Department's Strategic Business Plan goals? N/A
- How does this item align with the County's Performance Clackamas goals? Building public trust through good government.

LEGAL/POLICY REQUIREMENTS:

It has been the opinion of County Counsel's office that due to the existence of the Estacada Library Capital District at the time of formation of the Library District of Clackamas County the Master Order was intentionally focused on providing funding for library services. Now that the Estacada district is dissolved the taxing conflict is no longer a restriction.

The Master Order does not clarify what Library District revenue must be spent on other than:

1. To provide a dedicated, stable funding source for the support of library services.
2. To raise revenue to...provide sufficient funding to raise the service levels at all facilities to the most basic ("Threshold") level recommended by the Oregon Library Association.

The "threshold" service standards for a facility are contained in the attached Oregon Library Association Standards for Oregon Public Libraries, Section G, p. 12. The standards are silent on what entity must pay for capital or operations costs. It is conceivable that capital expenditures may be necessary to provide a facility that can meet these standards. Some costs, such as providing a telephone with a listed number, signs, a facility that is safe, secure, and well lighted, may be accomplished through operations expenses. Where an investment in sufficient parking, a separate staff work area, or ADA accessible facilities may require construction or modification of the facility that would require a capital investment.

At this time County Counsel's office does not see a significant legal obstacle to taking either path of allowing or restricting the use of Library District revenue for capital expenses provided it complies with the Master Order, Master IGA, and the Oregon Library Standards.

PUBLIC/GOVERNMENTAL PARTICIPATION: These questions have been discussed by members of the Library District Advisory Committee (LDAC) at their meetings. The cities and Library Directors have also discussed these questions with County Library Network staff. The question remains unresolved and direction from the Board of County Commissioners as the Board of Directors of the Library District of Clackamas County is necessary.

OPTIONS:

1. Revise the Master IGA with the Cities to reinterpret the appropriate use of funds to include capital expenses;
2. Adopt a Board Order that interprets the Master Order to either authorize, or prohibit these uses; or,
3. No action at this time.

RECOMMENDATION:

1. Work with the Library Cities to Amend the Master IGA to clarify the appropriate use of Library District Revenue for capital expenses.

ATTACHMENTS: Master Order, Master IGA with Amendment 3, Oregon Library Association Standards.

SUBMITTED BY:

Division Director/Head Approval _____
 Department Director/Head Approval _____
 County Administrator Approval _____

For information on this issue or copies of attachments, please contact Jeffrey Munns in the Office of County Counsel at 503-655-8362