



CITY OF OREGON CITY LIBRARY BOARD AGENDA

Virtual Meeting
Wednesday, November 10, 2021 at 5:30 PM

This meeting will be held online via Zoom; please contact dbutcher@orccity.org for the meeting link.

CALL TO ORDER

ROLL CALL

APPROVAL OF MINUTES

1. Review and approve the minutes of the October 13, 2021 Library Board meeting.

LIBRARY DIRECTOR'S REPORT

2. The Library Director will share his November, 2021 report.

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. Library District Advisory Committee (LDAC) Annual Progress Report for FY 19/20

COMMUNICATIONS

FUTURE AGENDA ITEMS

4. Revisions to Library Strategic Plan

ADJOURNMENT

PUBLIC COMMENT GUIDELINES

Complete a Comment Card prior to the meeting and submit it to the City Recorder. When the Mayor/Chair calls your name, proceed to the speaker table, and state your name and city of residence into the microphone. Each speaker is given three (3) minutes to speak. To assist in tracking your speaking time, refer to the timer on the table.

As a general practice, the City Commission 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.

ADA NOTICE

The location is ADA accessible. Hearing devices may be requested from the City Recorder 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.

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

Video Streaming & Broadcasts: The meeting is streamed live on the Oregon City's website at www.orcity.org and available on demand following the meeting. The meeting can be viewed on Willamette Falls Television channel 28 for Oregon City area residents as a rebroadcast. 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.

Wednesday, October 13, 2021

Online via Zoom

5:30 PM

1. Call to Order:

Cynthia Andrews called the meeting to order at 5:34 pm.

Members Present: Cynthia Andrews, Heidi Blackwell, Nick Dierckman, Kari Linder, Larry Osborne, Elizabeth Zinter

Staff Present: Greg Williams, Library Director, Denise Butcher, Library Operations Manager

2. Approval of Minutes:

Nick Dierckman made a motion to approve the minutes from the August Library Board Meeting without changes. Larry Osborne seconded the motion. Cynthia Andrews, Heidi Blackwell, Nick Dierckman, Kari Linder, Larry Osborne, and Elizabeth Zinter voted aye. The motion carried.

3. Public Comments:

Aaron Breniman, new publisher for several Pamplin Media titles, including Oregon City News, introduced himself, shared many things about the library and LINCC system he enjoyed, and reflected on the overlap between libraries and print news media.

4. Presentation: 2021 Summer Reading Program

Librarians Barratt Miller and Gina Bacon presented on the 2021 Summer Reading Program.

Barratt discussed changes to the program between 2020 and 2021. Barratt said that the design your own challenge was not offered in the youth 2021 Summer Reading Program because it had low participation in 2020. Barratt stated that weekly activity challenge badges were added to expand participation at home and prize book registration had been reinstated in the 2021 program.

Gina reported that more grand prizes had been added for 2021 Adult Summer Reading and additional challenge badges had been added to facilitate the distribution of tote bags.

Barratt stated that most of the funds for the youth program came from the State Library's Ready to Read Grant. This money went towards paying for prize books, prize gift cards, and virtual family concert performers. Library funds paid for the Beanstack software used to manage the programs as well as supplies for the creative kits.

Gina said that the 2021 adult budget was nearly identical to the 2020 adult budget and that library funds were used to purchase tote bags and prizes.

Barratt relayed that program dates were kept consistent across the youth and adult programs for ease of patron use. Registration started June 1, the programs ended August 31, and prize book pickups for youth began July 1. Youth participants could choose between a daily reading challenge program, which was based on how many days participants read, or a book badge challenge, where readers were tasked with reading books in specific categories. Adult participants logged books and

activities to unlock badges, which were then able to be turned into prize drawing tickets, a nearly identical structure to the 2020 program.

Barratt noted that all participants were eligible for some type of incentive. Youth participants received a free book, plus entry into grand prize drawings. Gina reported that all adult participants received a free tote bag, plus entry into prizes, including tablets and themed gifts.

Barratt noted that the daily reading challenge was the most popular way to complete the program, with 480 participants, while the book badge challenge had 114 participants. Barratt noted this was twice the number of participants as the previous year but was significantly below pre-COVID participation numbers. Gina stated that the 271 adult participants was below pre-COVID numbers, but the participation numbers were up 50% from last year.

Barratt provided an age breakdown of participants and noted that elementary school participants, particularly first graders, were the biggest participant group.

Barratt provided a breakdown of reading times and duration, reporting that daily reading challenge participants read an average of 30 days and a cumulative 14,194 days. Book badge participants read four books on average and in total read 475 books. The most popular badge challenge was the cool cover art challenge. Activity badges were designed around learning or social-emotional activities and a specific activity was available for a week's duration. A total of 635 activities were completed. Activities were designed to be family friendly and included things like have a picnic and go for a walk.

Gina reported that 198 adult participants completed activities and 152 participants read at least one book. Adult activities included completing a crossword, filling out a bingo card, and writing reviews. Gina remarked that review writing was up 76% from last year and that 268 reviews had been written. Review writing was the most popular activity. Adult participants averaged five books per reader and the number of total books read was 2520.

Barratt and Gina remarked on the wide variety of titles read by participants.

Barratt reported that by view count, the highest attended programs were the at home storytimes. Barratt shared that the number of kids and teen creative kits were doubled in anticipation of increased summer demand.

Gina reported that due to demand for adult art kits, kit numbers were raised from 20 to 40 to 50 per month.

Barratt and Gina shared positive comments from patrons regarding the program.

Barratt identified areas for refinement in future programs. These were based on patron feedback and included: clearer and broader communication of the program's offerings, modifying prize offerings and structure, increased themed booklists, and the possible development of a distinct program for older teens.

Gina acknowledged that there would be further finessing of the structure of the adult program to better fit Beanstack. Gina expressed hope that a hybrid program might be available for the 2022 Summer Reading Program.

Elizabeth Zinter thanked Barratt for the implementation of creative kits and noted that they were popular with her child.

Cynthia Andrews thanked Barratt and Gina on behalf of the Board for their ongoing energy and creativity in programming, especially considering COVID complications. Gina thanked Barratt for assembling the presentation.

Greg Williams seconded Cynthia's sentiments and recognized that during year two of COVID, uncertainty was still ongoing and that he was highly impressed with the work of Gina, Barratt, and the staff as a whole.

Cynthia asked if anyone had additional questions or comments. Heidi Blackwell said that she would send a follow up email with questions and offers of help.

5. Presentation: 1000 Books Before Kindergarten

Barratt Miller presented an overview about the new early literacy program, 1000 Books Before Kindergarten. In this program, caregivers commit to reading 1000 books to their child prior to the first day of school and register on the Beanstack website or app to track their progress (paper logs will be available as well). Books can be recorded by number of books read or by title of books. Incentives will be offered at three milestones and will be funded by the Library Foundation as well as the Friends of the Library. At sign up, the participant will receive a free book and a tote bag branded with the 1000 Books Before Kindergarten, Library, and Library Foundation logos. At 500 books completed, the participant would receive a free book and \$5 library fine voucher. At the completion of the program, the participant would receive a free book, a button, and a certificate of completion.

To keep momentum and provide support and encouragement to caregivers, additional monthly prize drawings are envisioned. For every 50 books logged, an additional achievement badge would be unlocked in Beanstack. Each month one participant who unlocked an achievement badge would be selected at random by Beanstack to receive a prize pack. The prize packs were constructed to support the five early literacy practices of play, read, write, sing, and talk.

Barratt estimated that up to 4500 patrons could be served by the program in the first five years of implementation. The estimated cost for each child to complete the challenge with incentives was \$12.65. The Library Foundation authorized \$56,925 for the program over the next five years. The Friends of the Library will also sponsor monthly prize packs at a minimum of \$200 per year. The library will be responsible for providing in kind contributions including the cost of Beanstack, buttons, completion certificates, graphic design, fine vouchers, and program administration. Staff deliberately estimated participation and costs at the higher end of the possible range, to ensure that sufficient funds have been allocated.

Barratt shared that the Library Foundation expressed a desire to use this program to identify and serve underserved members of the library service area.

Barratt proposed ways to use the program to accomplish this: sign up events for the program could be held in rural communities and other places where families are unable to easily visit the library. Barratt acknowledged that the possibility of installing book lockers at these sites had been discussed and that these sign-up events might prove a testing ground for sites. Barratt also identified the possibilities of working with schools and organizations like Head Start and Clackamas Parenting Together.

Barratt shared strategies to support caregivers and the program with an introductory video, links to storytime content, and BookFlix. This was designed to address situations where lack of physical books might create barriers to access and completion as well as situations where caregivers may not have reading skills or may not feel comfortable reading out loud.

Spanish translations of paper documents, videos, and other program materials would be provided and content in other languages could be added if needed.

A monthly emailed newsletter would be created to address the summer reading participant feedback requesting additional communication. Early literacy tips and information on the monthly drawings

would be part of the newsletter.

Nick Dierckman asked if the intended participants were from the service area and if so, how was that taken into consideration during registration. Barratt confirmed the focus was on participants within the service area. Barratt mentioned that while Dolly Parton Imagination Library was in place, address checks were done due to the high cost of the program. As the 1000 Books Before Kindergarten was one tenth of the cost of the Dolly Parton Imagination Library and other LINCC libraries also offered the program, address verification would not be part of the 1000 Books Before Kindergarten program. Barratt clarified that outreach efforts would only occur within the library's service area.

Nick asked if a library card was necessary for the use of Beanstack. Barratt stated that it was not and that a patron only needed to open an account with Beanstack to use it. Nick asked if there was a way to incorporate library cards into the program. Barratt said that library card applications would be included in the registration tote bags. Barratt shared that although program registration could be conducted from anywhere, prize pick up had to occur in the library and picking up the tote would prompt a discussion from staff asking if the patron had a library card and was able to check out items.

Elizabeth Zinter asked how the program would work for Spanish speakers. Barratt said that the program mechanics were the same regardless of the language of participants and materials, Beanstack had a translation feature to automatically render the site in Spanish, and translations of paper materials would be available. Barratt acknowledged that the layout of the customizable text within Beanstack materials was still being finalized and that the goal was to create Spanish translation and voiceover of the existing storytime videos through a partnership at the school; the partnership is still a work in progress. Barratt stated that BookFlix included a number of Spanish titles. Barratt shared that one of the Foundation members was bilingual and had offered assistance in translation and outreach efforts.

Heidi Blackwell asked if the official site was 1000booksbeforekindergarten.org. Barratt said that that website was the landing page for the program as a whole since it was a national initiative. Barratt asked Greg Williams if the local page had been built yet. Greg stated that it was not up yet, but the URL had been secured. Greg stated that the launch date was January 2022 and that the backend development of the page was under construction and on track to be operational on schedule. Greg mentioned that the national page would be updated to include current information for the Oregon City Public Library for discoverability purposes.

Barratt stated that more information would be available through the library site and through Beanstack.

Cynthia asked if there were additional questions. There were none. Cynthia thanked Barratt for the presentation and mentioned the Foundation was excited for this to happen.

6. Director's Report:

Greg Williams shared his excitement that Oregon City Public Library had been a net lender for two months running. Greg reported that multiple changes had been made to reach this status: new technology to discover where collection demand was, different arrangement with vendors, and new shelving and pulling procedures.

Greg reflected on the applications of the people counters including patron use patterns for zones visited and daily and hourly trends.

Greg shared that Barratt Miller had been accepted to the governing council of Clackamas County's Early Learning Hub, an organization that promotes early education. Barratt filled the opening left by

the retirement of Pat Duke (former Wilsonville Library Director) and Greg was happy that she would continue to add a public library perspective to the council.

Greg reported that the upstairs study niche had been cleared of items in storage and reopened to the public. Shelves in the teen area had been moved to open and better define the space. Teen computers had been added to the teen space, as had a white board asking weekly questions for teen to answer.

Greg reported that new, easy to clean furniture had been added to the children's area. Greg shared that new furniture for teens and adults was still in process and that supply chain challenges as well as reupholstery backlogs made estimates of when these would be in place difficult to predict.

Greg shared that Sabrina Tusing, teen specialist, recently attended an outreach event at the Living Room's Community Pride Barbeque. Sabrina reported that the button maker was the most popular feature.

Greg stated that on September 1, 2021, checkout times for items had been changed across the LINCC system. The goal was to bring consistency to checkout periods between branches and collections.

Greg asked if there were further questions about the report. There were none.

Cynthia Andrews thanked Greg for his presentation.

7. Discussion Items:

Draft State Library Statistical Report

Greg Williams explained that libraries are required to submit statistics yearly to the State Library by October 31. Greg explained the draft report was included with the Board packet. Greg noted that the State Library had gone to a different reporting tool this year, which made it impossible to supply the Board with the year over year analysis that had previously been provided. Greg shared that there were some gaps in the numbers of the question and that for apparently skipped questions, the data would be provided to the State by the LINCC Library Services office, and this was the first year that the report did not display the data provided directly by LINCC Library Services.

Cynthia asked when the final document would be ready. Greg stated that it was due October 31, and he was aiming to have it done by the end of the following week.

8. Communications:

Library Foundation

Cynthia Andrews reported that the last meeting was September 16, during which Barratt Miller presented on 1000 Books Before Kindergarten. A formal vote had been taken and the decision made to support the program with Foundation funds. Cynthia noted that migrating from Dolly Parton Imagination Library to 1000 Books Before Kindergarten would free up Foundation funds to support other library priorities.

Library District Advisory Committee (LDAC)

Nick Dierckman reported that LDAC was currently scheduled for a meeting on October 25.

Friends of the Library

Larry Osborne reported that the Friends of the Library had met the afternoon of October 13 and had voted in favor of awarding \$200 per year for the purpose of funding 1000 Books Before Kindergarten prize packets. Larry invited Greg Williams to explain the presentation honorarium that had been issued.

Greg stated that that evening Rocky Smith, City Commissioner, was doing a haunted history program for the Library via webinar. As a sitting City Commissioner, Rocky has asked that in lieu of any honorarium given to him that it instead be given to Friends of the Ermatinger House. Greg reported that for the second year, the Friends of the Library and approved the transfer of funds to the Friends of the Ermatinger House in honor of Commissioner Smith.

9. Future Agenda Items:

Nick Dierckman requested the inclusion of a strategic plan update on a future agenda. Greg Williams provided an update and stated two subcommittee meetings had been scheduled to work on this however David Goldberg had a scheduling conflict and was unable to attend the first session. The next scheduled subcommittee meeting was October 22. Greg said he would publicly post it and send the notice. Following that meeting, next steps would be determined.

Cynthia Andrews requested an update on the status of the High-Low project when there was news to report.

Cynthia requested an update to the bylaw revisions. Greg stated that in talking with the City Manager and City Recorder, it was determined that the City Commission wanted to discuss how committee and subcommittee appointments worked. Greg thought it prudent to pause presenting the proposed bylaws changes to the Commission until after the next Commission work session and that this meant that the reappointment processes might also change. Greg noted that Nick Dierckman and Larry Osborne's position terms concluded at the end of the year. The past process had the City advertise for the positions, the Library Board review the applications, interview the candidates, and make a ranked list to share with the City Commission and Mayor to review.

Greg said there would be more information to share soon, but nothing had been released before today's meeting. Greg anticipated that the City would be sending reapplication information and urged Nick and Larry to check for any deadlines and instructions the City provided if they wished to reapply.

Cynthia requested an update to the use of the conference room. Greg said that the updated policy should be presented at the next meeting.

10. Adjournment:

The meeting adjourned at 6:39 PM.



Oregon City Public Library

Greg Williams, MLIS, Library Director
606 John Adams St | Oregon City OR 97045
Ph (503) 657-8269 ext 1010

Library Director's Report for November 2021

Monthly Statistics Notes

- LINCC Library Services (Library Network) conducted the annual patron purge in October, which resulted in a reduction in the "Number of Registered Borrowers" count. This purge occurs every year and (in general) accounts that have had no activity within the last 3 years are purged.
- This is the third month in a row that we are a "net lender" within LINCC!
- Patron visit heat maps for the month of October are below.

<u>October 2021 - "Ins" (6th, 7th, Carnegie)</u>									
Day	10a	11a	12p	1p	2p	3p	4p	5p	6p
Su			271	214	176	173	127		
Mo	146	163	162	111	165	163	186	101	47
Tu	157	163	138	158	176	144	178	109	51
We	143	149	93	138	160	207	173	117	66
Th	140	133	124	147	161	148	149	117	45
Fr	234	184	178	213	234	245	222	123	81
Sa	154	192	244	191	220	216	157	137	
<u>October 2021 - "Outs" (6th, 7th, Carnegie)</u>									
Day	10a	11a	12p	1p	2p	3p	4p	5p	6p
Su			205	205	179	172	174		
Mo	106	152	139	116	148	160	183	104	96
Tu	97	165	143	129	175	143	174	118	90
We	100	136	98	94	176	185	188	130	101
Th	95	143	91	139	139	164	154	110	88
Fr	132	210	162	225	215	250	213	160	106
Sa	110	168	222	211	202	218	157	179	

Figure 1 - Patron count heat maps

Library Operations

- Library staff certainly got in the Halloween spirit with some amazing and creative costumes!





Figure 2 - Costumed OCPL staff

Library Grounds and Facilities

- The Library is happy to be hosting the winning entries from Parks and Recreation's 2021 Preserve Our Past Art and Poetry Contest, including the 1st place drawing of the Carnegie.



Figure 3 - Preserve Our Past contest artwork

Library Programs and Services

- Thanks to our "Teen Question of the Week" whiteboard in the Teen area, we have learned the following about our Teen patrons during October:

- While Marvel may be the box office champ, our teen respondents overwhelmingly preferred the DC universe when asked “*Would you rather team up with Wonder Woman or Captain Marvel?*” 65% of teens preferred to join forces with Wonder Woman, while 35% chose Captain Marvel.
- When asked “*What is your go-to book or movie that gets you in the Halloween Spirit?*”, our Teen patrons identified some of their favorites including: *Halloween Town, Scary Movie, A Series of Unfortunate Events, Scary Stories to Tell in the Dark, Hocus Pocus, Scream, Young Frankenstein, It’s The Great Pumpkin Charlie Brown, The Nightmare Before Christmas, and Edward Scissorhands.*
- Finally, we asked teens what they saw in this Rorschach inkblot:

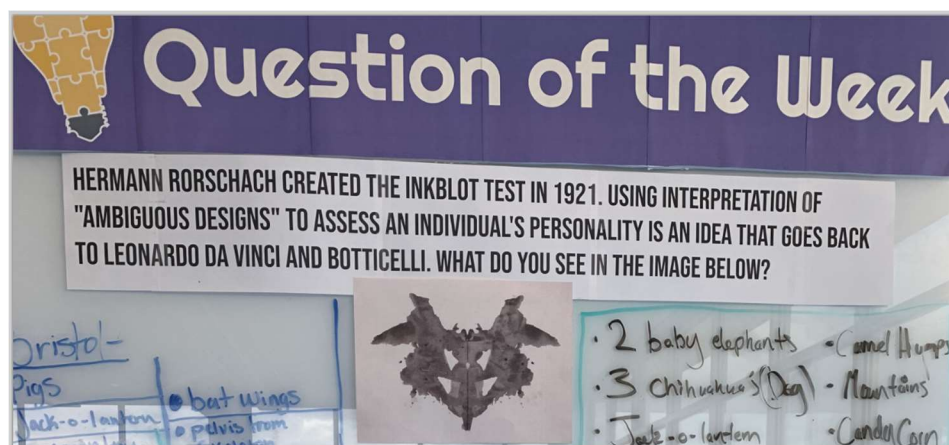


Figure 4 - Rorschach inkblot

Some of our favorite responses included:

- Bat wings
- Giant flying jack-o-lantern *
- Butterfly
- 2 baby elephants
- Angry coyote
- Pelvis bone
- Devil emoji
- Candy corn
- Pigs
- A Country

*(For the record, we ***totally*** agree with the giant, flying, jack-o-lantern interpretation!)

- We had so much fun presenting a full slate of Halloween programming during October! Some highlights included:
 - Oregon City Commissioner, Historian, and Paranormal Investigator Rocky Smith presented a Zoom webinar to library patrons on the topic of Oregon City’s Haunted History. This was the

second year in a row Rocky presented for the library, and the program (once again) proved very popular, with 65 people attending the live event. Rocky shared his paranormal and historical knowledge, expertise, and experiences, and helped attendees learn about the fascinating connections between the people and events of the past and the paranormal phenomena so many have experienced at various sites throughout Oregon City. A recording of the event was available through October 31 and garnered 386 views.

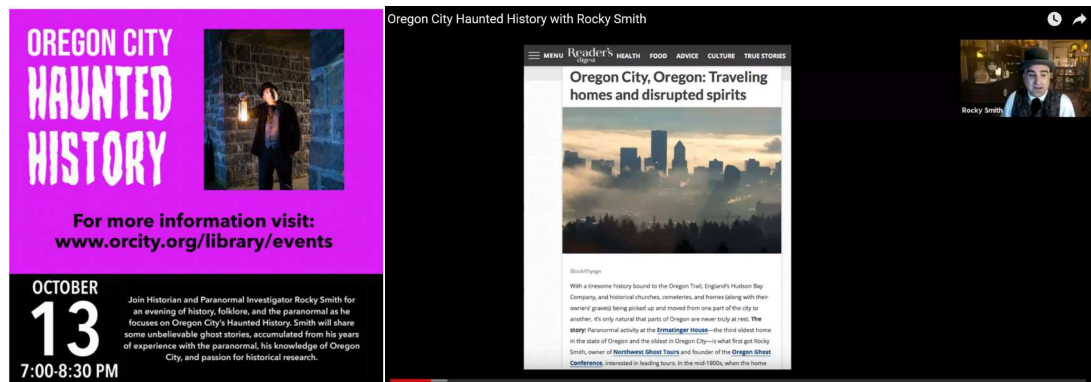


Figure 5 - Oregon City Haunted History event

- 269 people registered (via our Beanstack app) for our Halloween Scavenger Hunt, and 134 people completed it! The Hunt had two modes (Easy and Advanced) with 49 people answering at least one of the trivia questions in the Advanced Mode version. People completing the hunt earned special Halloween buttons, and two lucky finishers won our prize drawings (one earning a \$25 Fat Cupcake Gift Card, and the other winning a custom, 3D-printed family of Halloween ghosts!).



Figure 6 - Halloween Scavenger Hunt logo

- We created Halloween book displays in our adult, teen, and kids sections.



Figure 7 - Halloween book displays

- For our B.A.M community, we offered a Halloween-themed trivia and a virtual pumpkin carving/decorating contest. The B.A.M. trivia event received a nice Facebook comment.



Figure 8 - Facebook comment about B.A.M. trivia event

- During October, all our “Let’s Get Lit” virtual trivia events focused on Halloween-themed topics. Hearty congratulations to player “Fishbulb” (whoever he may be... *cough cough* It’s Greg *cough*) who won the “Halloween Music Trivia” event!

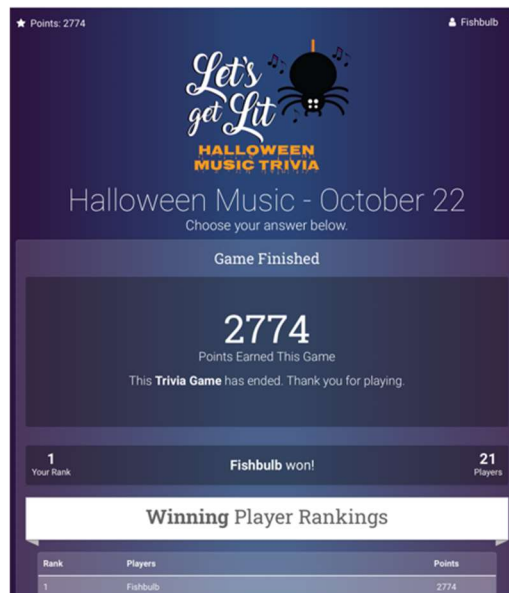


Figure 9 - Way to go, Fishbulb!

- The Library building was decorated for Halloween, and we put up four Halloween backgrounds around the Library where visitors could take their pictures. Visitors to the Carnegie could make their own newspaper ghosts, and candy was available for trick or treaters in the days leading up to Halloween. On Saturday, 10/30, one of our staff members reported something we heard often throughout the month.

Today we had a patron compliment all of our Halloween decor and told us we had the best library and to keep up the good work ❤️

Figure 10 - Patron comment (one of many!)

- Finally, we were thrilled to have our Halloween programming spotlighted on the front page of the October 20th edition of the Oregon City News (and above the fold, no less!). Kudos to our wonderfully talented Adult Services Librarian Gina Bacon for her spectacular “Haunted Carnegie” graphic!



Figure 11 - Front page news!

- Registration opened Monday, October 18, for our newest take home creative offering, LEGO Lab kits. Blair Archer from BRIX Education, who has also led our LEGO Labs both in the library and virtually, is creating customized kits for patrons which contain LEGO bricks specially selected to enhance his monthly video tutorials. For October, we offered kits to help kids create a spooky spider-themed build for fall.

- During October, our book displays upstairs celebrated National Disability Employment Awareness Month and Italian Heritage Month.



Figure 12 - Book displays

Library Partnerships and Outreach

- Our Teen Advisory Group met on Saturday, 10/16. Library Director Greg Williams attended to meet TAG members, encourage members to provide their feedback and suggestions, and talk about his goal for TAG to have a closer relationship with the Library Board. As an icebreaker, the group discussed the question *"If you had a time machine and could take a 24-hour trip, where/when would you go?"*
- Next month, the Library will be coordinating with the local chapter of the American Foundation for Suicide Prevention (AFSP) to present materials and events focused on promoting mental health for kids and families. Joan Hoff, a retired counselor from the Dougy Center, will facilitate an interactive readaloud of *Gizmo's Pawesome Guide to Mental Health* (a book which introduces concepts of mental health and wellness to young readers in a nonthreatening way, and helps them learn how to care for their own mental health). Joan will also guide families through completing a mental health plan worksheet and answer any questions participants have about mental health and wellness. Joan will also provide a prerecorded readaloud video as well, for families who can't attend in person or would prefer an option to watch the video and fill out the worksheet independently. The Library will also make copies of *Gizmo's Pawesome Guide to Mental Health* available for checkout. We're excited to be partnering with AFSP and Joan to help make these mental health resources more widely available to kids and families in the community. And thank you to Library Board member Heidi Blackwell for helping us make this connection!

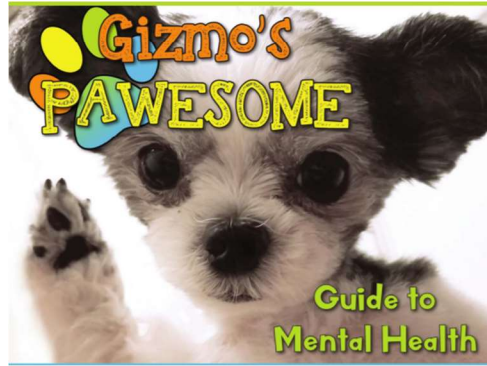


Figure 13 - Gizmo's Pawesome Guide to Mental Health

Patron Feedback

- Instagram user [_emilymanley_](#) shared an Instagram story highlighting the Library's selection of seasonal books.

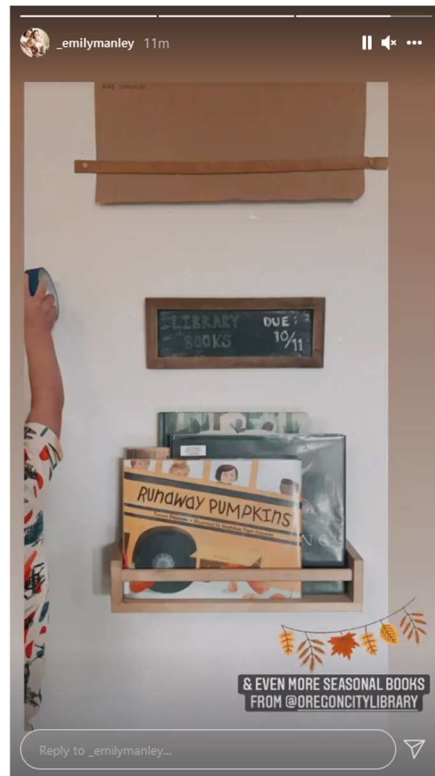


Figure 14 - Instagram story

- One of our Adult Services staff members (Jen Giovanetti) received a lovely note of thanks from a patron for helping with an interlibrary loan.

Jen is an extraordinary reference librarian!! She took the extra step of finding me a book that I couldn't find anywhere else – including Amazon. My husband is researching his Native American

background – He's so happy that he will be able to get this book – even if it takes longer to come from California 😊. Thank you.

Oregon City Public Library
SUGGESTION FORM
 For Books please list the full title and author.
 For Audiovisual materials the full title and format (CD, DVD, Audio Book, etc.) is needed.

For Service Issues please provide as much information as possible.
 Use the back side of this form if needed. Thank you!

Jen is an extraordinary reference librarian!! She took the extra step of finding me a book that I couldn't find

If you would like to be contacted about this suggestion: →

Name _____

Email, phone or address _____

*anywhere else—including Amazon.
 My husband is researching his
 Native American background—
 He's so happy that he will
 be able to get this book—even
 if it takes longer to come
 from California :)*

Thank you—

Figure 15 - Note of appreciation for OCPL staff member Jen Giovanetti

Oregon City Public library
Monthly Statistical Report
Reporting period: **October, 2021**

PATRON STATISTICS

	Current Month	FY 21/22 YTD	Last Month	Same Month Last FY	FY 20/21 YTD
New Patron Registrations	192	856	189	73	264
Total Registered Patrons	16,250	16,250	19,239	18,009	18,009
Library Visitors (Ins)	9,114	35,370	8,247	-	-
Library Visitors (Outs)	8,844	34,450	8,027	-	-

CIRCULATION (includes 1st-time circ and renewals)

Adult materials	13,871	53,322	13,275	8,079	27,059
YA materials	2,030	8,793	2,147	857	3,003
Children's materials	15,662	65,116	15,828	6,935	20,500
Electronic materials	4,981	22,067	5,387	5,631	23,316
Total Circulation	36,544	149,298	36,637	21,502	73,878

1st Time Circulation (Physical)	20,935	86,732	20,754	10,251	32,256
1st Time Circulation (Self-Check)	19,585	93.6%	82,703	95.4%	19,853
				220	2.1%
					900
					2.8%

Holds received from other libraries	12,070	49.0%	48,683	50.0%	11,736	49.7%	12,928	57.8%	39,593	54.1%
Holds sent to other libraries	12,542	51.0%	48,606	50.0%	11,880	50.3%	9,444	42.2%	33,537	45.9%

CIRCULATION DEMOGRAPHICS

Borrowers - City Residents	1,359	58.6%	n/a	1,332	58.5%	820	57.5%	n/a
Borrowers - Unincorporated Residents	773	33.3%	n/a	772	33.9%	508	35.6%	n/a
Borrowers - Other	187	8.1%	n/a	174	7.6%	99	6.9%	n/a

Service Area Pop - City	35,885	58.5%	n/a	35,885	58.5%	35,570	58.5%	n/a
Service Area Pop - Unincorporated	25,426	41.5%	n/a	25,426	41.5%	25,422	41.5%	n/a

TECHNOLOGY

Internet Sessions	532	1,834	495	-	-
WiFi Sessions	575	1,860	424	121	413

SOCIAL MEDIA / EMAIL

Facebook followers	3,934	n/a	3,912	3,523	n/a
Instagram followers	1,869	n/a	1,859	1,678	n/a
Twitter followers	933	n/a	929	893	n/a
YouTube subscribers	200	n/a	195	141	n/a
YouTube unique viewers	494	n/a	352	436	n/a
YouTube views	667	1,935	445	870	2,829
Email newsletter subscribers	4,338	n/a	4,320	4,361	n/a

See monthly Hootsuite report for additional social media statistics

FINANCIAL

See monthly Budget to Actual report

PROGRAMMING

Children's programming - # of progs	5	22	4	21	92
Children's programming - attendance/engagement	388	1,575	222	2,167	6,826

YA programming - # of progs	3	8	3	1	2
YA programming - attendance/engagement	34	89	35	-	4

Adult programming - # of progs	11	55	14	23	90
Adult programming - attendance/engagement	1,020	2,565	376	263	839

Total Creative Kits Offered	164	845	176	-	-
Total Creative Kits Claimed	155	749	166	-	-

ELECTRONIC RESOURCES

Kanopy plays	582	2,157	614	528	2,165
Kanopy cost	\$ 545	\$ 2,035	582	\$ 501	2,040
Kanopy average cost/play	\$ 0.94	\$ 0.94	\$ 0.95	\$ 0.95	\$ 0.94



Library Board Report

Oct 01 - Oct 31, 2021



@ORCityLibrary



oregoncitylibrary



Oregon City Public Library

Fans

3.6Kfans

New Fans

28new fans

Posts

92posts

Engagement > Type

Reactions1.2K

Shares91

Comments81

Post Reach

35Kusers

Top posts > Reach

Oregon City Public LibraryOct 27, 19:45

(Post with no description)

Oregon City Public LibraryOct 17, 18:02
BOO! https://pamplinmedia.com/ocn/56-news/525217-419727-its-official-oregon-city-public-library-is-haunted

Oregon City Public LibraryOct 28, 18:50

(Post with no description)

2216users

2019users

1875users

Post Likes

355likes

Top posts > Reactions

Oregon City Public LibraryOct 26, 21:34
Doing our Halloween Scavenger Hunt or visiting the library this week? We have four fun Halloween backdrops for some photo opps! Find the backdrops in Childrens, upstairs by Reference, in the Carnegie, and in the 7th St. entrance. We'll be dressing up all week!

Oregon City Public LibraryOct 11, 16:32

(Post with no description)

68reactions

55reactions

50reactions

Followers

1.9Kfollowers

Top Posts > Reach

oregoncitylibraryOct 21, 20:50
EXTRA! EXTRA! READ ALL ABOUT IT!! . #oregoncitylibrary #oregoncity #oregoncityhistory #hauntedoregoncity

oregoncitylibraryOct 15, 02:35
Halloween Staff Picks (Movies)! Looking for some scary movie ideas for the weekend? Look no further than this suggestive list from

oregoncitylibraryOct 26, 21:23
If you and your little monsters are doing our Halloween Scavenger Hunt or visiting the library this week, we have four fun

455users

403users

328users

Posts

37posts

Top posts > Likes

oregoncitylibraryOct 21, 20:50
EXTRA! EXTRA! READ ALL ABOUT IT!! . #oregoncitylibrary #oregoncity #oregoncityhistory #hauntedoregoncity

oregoncitylibraryOct 27, 19:22
Happy Halloween!

oregoncitylibraryOct 26, 21:23
If you and your little monsters are doing our Halloween Scavenger Hunt or visiting the library this week, we have four fun

46likes

36likes

36likes

Followers

933

followers

Net New Followers > Accomplishments

@ORCityLibrary

5

Tweets

149

tweets

Engagement > Type

Likes	52
Quote tweets	2
Retweets	2
Replies	0



Biennium Budget Report Y1 by Category

Item #2.

October, 2021

	2021-2022 Budget	October 2021-2022 Month Activity	2021-2022 Year Activity	2021-2022 Encumbrance	Year 1 Difference	2022-2023 Budget	2022-2023 Year Activity	Biennium Difference
4 - Revenue								
43 - Intergovernmental Revenues	2,581,190.00	0.00	2,200.00	0.00	2,578,990.00	2,658,700.00	0.00	5,237,690.00
44 - Charges for Services	2,520.00	0.00	70.95	0.00	2,449.05	3,020.00	0.00	5,469.05
46 - Fines & Forfeitures	15,000.00	1,200.15	4,321.51	0.00	10,678.49	25,000.00	0.00	35,678.49
47 - Miscellaneous Income	25,000.00	0.00	3,800.28	0.00	21,199.72	30,000.00	0.00	51,199.72
49 - Other Financing Sources	150,000.00	0.00	150,000.00	0.00	0.00	150,000.00	0.00	150,000.00
4 - Revenue Totals:	2,773,710.00	1,200.15	160,392.74	0.00	2,613,317.26	2,866,720.00	0.00	5,480,037.26
5 - Expense								
51 - Salaries and Wages	1,052,610.00	81,412.54	337,757.48	0.00	714,852.52	1,099,977.00	0.00	1,814,829.52
52 - Benefits	623,600.00	46,578.34	188,365.24	0.00	435,234.76	651,683.00	0.00	1,086,917.76
60 - Professional & Technical Services	2,000.00	0.00	0.00	0.00	2,000.00	2,000.00	0.00	4,000.00
61 - Repair & Maintenance Services	144,600.00	9,162.52	36,027.93	28,225.69	80,346.38	144,600.00	0.00	224,946.38
62 - Other Services	1,750.00	0.00	0.00	0.00	1,750.00	1,750.00	0.00	3,500.00
63 - Employee Costs	10,000.00	0.00	259.00	200.00	9,541.00	10,000.00	0.00	19,541.00
64 - Operating Materials & Supplies	244,000.00	7,845.88	47,347.31	36,386.97	160,265.72	244,000.00	0.00	404,265.72
65 - Office & Administrative Supplies	43,250.00	493.81	3,564.07	3,247.54	36,438.39	37,250.00	0.00	73,688.39
66 - Special Programs	32,700.00	813.96	2,306.99	1,505.00	28,888.01	36,700.00	0.00	65,588.01
68 - Community Programs and Grants	0.00	0.00	244.21	0.00	(244.21)	0.00	0.00	(244.21)
69 - Internal Service Charges	102,092.00	8,507.67	34,030.68	0.00	68,061.32	102,092.00	0.00	170,153.32
80 - Debt Service	415,371.00	0.00	0.00	0.00	415,371.00	415,371.00	0.00	830,742.00
98 - Transfers	20,000.00	1,666.67	6,666.68	0.00	13,333.32	20,000.00	0.00	33,333.32
5 - Expense Totals:	2,691,973.00	156,481.39	656,569.59	69,565.20	1,965,838.21	2,765,423.00	0.00	4,731,261.21



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: 11/10/2021

SUBJECT:

Library District Advisory Committee (LDAC) Annual Progress report for FY 19/20

STAFF RECOMMENDATION:

Approve submission of FY 19/20 LDAC Annual Progress Report, with any additional changes desired by the Library Board.

EXECUTIVE SUMMARY:

The Library District Intergovernmental Agreement calls for each Library City to submit an Annual Progress Report to the Library District Advisory Committee (LDAC). The Library Board will review the 19/20 report and discuss any additions or edits before submission.

BACKGROUND:

Per Section 2.3 of the Library District IGA, "Each Library City will provide the District with...(ii) a report on its efforts to meet OLA Threshold Standards as defined on Attachment C, and...(iii) any supplemental reports that the District through both the District Advisory Committee and the District Board may require."

The required report (known as the Annual Progress Report) for FY 19/20 is attached. For reference, the Service Standards from Attachment C of the IGA are also attached.

LDAC Annual Progress Report submission procedures include a review and discussion of the Annual Progress Report by each local Library Board before submission.

The Annual Progress Report has certain sections where Library Board input is particularly requested, including section 2.55 (where the Library Board may note any concerns about administrative costs allocated by the City), 3.12 (outcomes or findings of OLA standards review), and 4.1 (additional information).

OPTIONS:

1. Approve submission of the FY 19/20 LDAC Annual Progress Report, as presented.
2. Approve submission of the FY 19/20 LDAC Annual Progress Report, with any additional changes desired by the Library Board.
3. Do not approve submission of the LDAC Annual Progress Report at this time.

BUDGET IMPACT:

Amount: n/a

FY(s): n/a

Funding Source(s): n/a

Library District of Clackamas County - Annual Progress Report

Oregon City Public Library

For the period: 7/1/2019 through 6/30/2020

SECTION 1: LIBRARY BOARD COMPOSITION

Service area population

<u>Question</u>		<u>Count</u>	<u>Pctg of total</u>
1.1	City population	34,860	57.8%
1.2	Unincorporated pop. Served	25,401	42.2%
1.3	TOTAL SERVICE AREA POPULATION	60,261	100.0%

Library Board composition (as of 6/30/2020)

		<u>Count</u>	<u>Pctg of total</u>
1.4	Board members living in City	5	71.4%
1.5	Board members living in unincorp. Area	2	28.6%
1.6	Vacancies	0	0.0%
1.7	TOTAL BOARD MEMBERS	7	100.0%

- 1.8 Please provide any additional information below about your service area population or your board composition:

Oregon City Municipal Code 2.44.030 specifies that the Library Board "shall be comprised as follows: four members shall be residents of the city; two members shall be residents of that area comprising postal zip codes 97045 and 97004 which are outside the boundary of the city, and one member shall be an "at large" member selected without consideration as to residence within the above described areas." Our Library Board meets these requirements.

SECTION 2: FINANCIAL DATA

City budget cycle	Biennial
If biennial, this report covers	Year 1

Library Fund Balances

<u>Question</u>		<u>Amount</u>
2.1	Starting balance of Library Fund (7/1/19)	\$ 2,912,984
2.2	Total revenue (7/1/19 - 6/30/20)	\$ 2,761,128
2.3	Total exp. (incl. alloc. costs & debt svc.) (7/1/19 - 6/30/20)	\$ (2,241,344)
2.4	Total transfers to reserve fund (7/1/19 - 6/30/20)	\$ (20,000)
2.5	Ending balance of Library Fund (6/30/20)	\$ 3,412,768

Revenue Detail (7/1/19 - 6/30/20)

	<u>Amount</u>
2.6 Library District revenue	\$ 2,392,951
2.7 Operational support from City/Library Service Provider	\$ 150,000
2.8 Ready to Read grant	\$ 8,776
2.9 Fines, fees, and donations	\$ 59,965

Other revenues (please specify)

2.10	Federal Grants (CARES)	\$ 70,749
2.11	County SSW funds (LOT)	\$ 8,741
2.12	Investment Earnings & Realized Gain	\$ 66,515
2.13	Misc. Charges	\$ 3,431
2.14		\$ -
2.15		\$ -
2.16		\$ -
2.17		\$ -
2.18	TOTAL REVENUE (should match total in 2.2)	\$ 2,761,128

Expenditure Detail (7/1/19 - 6/30/20)

		<u>Amount</u>
2.19	Salaries, wages, and benefits	\$ (1,344,124)
2.20	Collection expenditures	\$ (195,842)
2.21	Allocated costs	\$ (45,700)
2.22	Capital expenses (not paid from Reserve Fund)	\$ -
2.23	Debt service (principal & interest)	\$ (415,371)

Other expenses not included above - please breakdown by significant categories (e.g., contracted services, office supplies & equipment, utilities)

2.24	Facility Maint.	\$ (115,698)
2.25	Programming	\$ (38,320)
2.26	Technology (Hardware, Software, Maint.)	\$ (36,789)
2.27	Technical Services Supplies	\$ (19,901)
2.28	Telephone	\$ (5,827)
2.29	Equipment	\$ (5,724)
2.30	Training / Professional	\$ (3,962)
2.31	Office Supplies & Printing	\$ (3,325)
2.32	Legal & Other Contracted	\$ (2,818)
2.33	Postage	\$ (1,226)
2.34	Credit Card Discount	\$ (806)
2.35	Misc.	\$ (5,912)
2.36		
2.37		\$ -
2.38	TOTAL EXPENSES (should match total in 2.3)	\$ (2,241,344)

Library Reserves (if applicable)

		<u>Amount</u>
2.39	Starting balance of Library reserves(7/1/19)	\$ 687,458
2.40	Ending balance of Library reserves (6/30/20)	\$ 703,564

- 2.41 Please provide a brief overview of changes to/from the Library Reserve balances and the source and use of those funds:

In order to ensure adequate cash on hand to finance library operations prior to receipt of tax revenue, and to ensure ability to make debt service payments, the City has established a target reserve amount for the Library Fund. The target reserve is equal to 7 months' worth of budgeted expenses + 1 year's debt service payment + 10% contingency. For FY 19/20, the target reserve would have been approximately \$1,942,114. The Library Fund ending fund balance exceeded this target. Funds in the Community Facilities Fund are intended to allow the City to invest in public facilities to serve the community. Library capital reserves are transferred to this fund.

- 2.42 Please provide a brief overview of any outstanding debt.

At June 30, 2020, the outstanding debt on Library General Obligation Bonds (Issued January 7, 2015, interest rate at 3.08%) was \$4,666,574.

Allocated Cost Detail (7/1/19 - 6/30/20)

Please designate allocated costs using your City's defined categories.

Allocated costs (please specify)

2.43	Human Resources	\$	(37,500)
2.44	Information Technology	\$	(4,200)
2.45	GIS	\$	(4,000)
2.46		\$	-
2.47		\$	-
2.48		\$	-
2.49		\$	-
2.50		\$	-
2.51		\$	-
2.52		\$	-
2.53	TOTAL ALLOCATED COSTS (should match total in 2.21)	\$	(45,700)

2.54 Please provide a brief description of the methodology used to determine cost allocations.

When charged, allocated costs are generally based on FTE counts.

2.55 If the Library Board has any concerns about allocated costs, please explain.

2.56 Please provide information about the role and support that you receive from community organizations (such as Friends and Foundations).

The Friends of the Oregon City Public Library and the Oregon City Library Foundation are active supporters of the Oregon City Library. Their support is absolutely vital in helping the Library to deliver outstanding programs, collections, services, and facilities to the residents of the Oregon City Library service area. During the reporting period, the Foundation provided financial and operational support for the Dolly Parton Imagination Library. The Friends supported numerous endeavors, including Summer Reading, Library Programming, and contributing to transportation costs to allow more school children to visit the library.

SECTION 3: SERVICE STANDARDSQuestion

3.1	Library open hours per week	58
3.2	"Threshold" open hours per IGA Attachment C	50
3.3	Does the Library Director have an MLS degree?	Yes
3.4	"Threshold" Director degree per IGA Attachment C	MLS
3.5	Total Library FTE	16.15
3.6	"Threshold" FTE per IGA Attachment C	19.89
3.7	Total staff with an MLS	6
3.8	"Threshold" staff with an MLS per IGA Attachment C	3.98
3.9	Vols. owned (physical and digital)	168,944
3.10	"Threshold" vols. owned per IGA Attachment C	120,522
3.11	During the reporting period, did your Library Board review the most recent OLA public library standards?	No

- 3.12 If your Library Board did review OLA standards, please share any findings/outcomes of this review.

- 3.13 Does your library currently have a strategic plan?

Yes

If so, please attach to your email when sending in your responses.

SECTION 4: ADDITIONAL COMMENTS

Question

- 4.1 If there is any additional information you would like to provide as part of the library's Annual Progress Report, please include it here.

Other notable events during the reporting period include:

- A new Library Director (Greg Williams) was welcomed at the end of January, 2020.
- In mid-March, 2020, the COVID-19 pandemic started, resulting in significant disruption of library operations and services for the remainder of the reporting period (and the next fiscal year as well).

SECTION 5: CERTIFICATION

By submitting this form electronically, the submitter certifies that this report has been jointly prepared, reviewed, and approved by the LDAC Representative, Library Board Chair (if different), and Library Director.

Question

5.1	Name of Library Director	Greg Williams
5.2	Email address of Library Director	gwilliams@orccity.org
5.3	Name of LDAC Representative	Nick Dierckman
5.4	Email address of LDAC Representative	
5.5	Name of Library Board Chair	David Goldberg
5.6	Email address of Library Board Chair	
5.7	Date of submission	

*Please email the completed form (in Excel format), along with a copy of your strategic plan (if applicable) to **kkohl@lincc.org***

Attachment C
Service Standards

The Parties agree that all library service providers shall strive to meet OLA Threshold Standards, with a particular emphasis on:

STAFFING: Provide qualified staff employed by the library as outlined in the table below:

Population Served	Threshold Staffing Level
0 - 2,499	0.5 FTE, with high school diploma
2,500 - 4,999	0.35 FTE/1,000 served. Director has B.A.
5,000 - 9,999	0.35 FTE/1,000 served. Director has B.A.
10,000 - 24,999	0.35 FTE/1,000 served. Director has MLS.
25,000 - 49,999	0.35 FTE/1,000 served. Director has MLS. 1/5 of staff has MLS.
50,000 - 499,999	0.33 FTE/1,000 served. Director has MLS. 1/5 of staff has MLS.

MATERIALS: Provide the number of volumes in the library's total collection as spelled out in the table below:

Population served	Threshold Materials
0 - 49,999	Material collection of 5,000 items or two items per capita, whichever is greater.
50,000+	Material collection of two items per capita.

ACCESS: Provide and post open hours which fit the community's need, including evening and weekend hours, and provide the minimum standards listed in the table below:

Population served	Threshold
0 - 4,999	20 hours
5,000 - 9,999	30 hours
10,000 - 24,999	40 hours
25,000 +	50 hours

NOTE: Total staffing levels and material volumes may be constrained by current facility size limitations. The Parties understand and agree that a strategic plan that recognizes such size limitations and adjusts staff and material goals accordingly is an acceptable implementation of this standard.