



CITY OF OREGON CITY LIBRARY BOARD AGENDA

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

Wednesday, October 26, 2022 at 5:00 PM

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

CALL TO ORDER

ROLL CALL

LIBRARY DIRECTOR'S REPORT

1. The Library Director will share his October, 2022 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

2. 2022 Summer Reading Program Review
3. Draft 2022 Oregon Public Library Statistical Report
4. Survey of Residents Living in Unincorporated Portion of Library Service Area
5. Library Board Budget Committee
6. Library Board Member Leave of Absence
7. Recruitment and Recommendation of Applicants for Vacant/Expiring Board Positions
8. Draft LINCC Strategic Direction 2022-2025

COMMUNICATIONS

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.

Oregon City Public library
Monthly Statistical Report
Reporting period: **September, 2022**

	Current Month		FY 22/23 YTD		Last Month		Same Month Last FY		FY 21/22 YTD	
<u>PATRON STATISTICS</u>										
New Patron Registrations	299		900		315		189		664	
Total Registered Patrons	19,081		19,081		18,762		19,239		19,239	
Library Visitors (Ins)	10,902		37,353		13,670		8,247		8,247	
Library Visitors (Outs)	10,743		36,823		13,456		8,027		8,027	
<u>CIRCULATION (includes 1st-time circ and renewals)</u>										
Adult materials	13,593		43,675		15,480		13,275		39,451	
YA materials	2,040		6,935		2,789		2,147		6,763	
Children's materials	17,018		56,147		20,125		15,828		49,454	
Electronic materials	6,018		19,011		6,432		5,387		17,086	
Total Circulation	38,669		125,768		44,826		36,637		112,754	
1st Time Circulation (Physical)	21,050		70,278		25,577		20,754		65,797	
1st Time Circulation (Self-Check)	19,944		66,509		24,312		19,853		63,118	
Holds received from other libraries	12,043		37,152		13,152		11,736		36,613	
Holds sent to other libraries	11,247		35,529		12,428		11,880		36,064	
<u>CIRCULATION DEMOGRAPHICS</u>										
Borrowers - City Residents	1,609		n/a		1,700		1,332		n/a	
Borrowers - Unincorporated Residents	984		n/a		1,030		772		n/a	
Borrowers - Other	226		n/a		224		174		n/a	
Service Area Pop - City	37,737		n/a		37,737		35,885		n/a	
Service Area Pop - Unincorporated	23,424		n/a		23,424		25,426		n/a	
<u>TECHNOLOGY</u>										
Internet Sessions	696		2,079		734		495		1,302	
WiFi Sessions	806		2,597		869		424		1,285	
<u>SOCIAL MEDIA / EMAIL</u>										
Facebook followers	4,292		n/a		4,011		3,912		n/a	
Instagram followers	2,043		n/a		2,011		1,859		n/a	
Twitter followers	964		n/a		960		929		n/a	
YouTube subscribers	346		n/a		340		195		n/a	
YouTube unique viewers	420		n/a		405		352		n/a	
YouTube views	585		1,634		560		445		1,268	
Email newsletter subscribers	4,625		n/a		4,623		4,320		n/a	
See monthly Hootsuite report for additional social media statistics										
<u>FINANCIAL</u>										
See monthly Budget to Actual report										
<u>PROGRAMMING (PLEASE NOTE - DATA INCOMPLETE FOR Aug + Sep)</u>										
Children's programming - # of progs	14		43		15		4		17	
Children's programming - attendance/engagement	316		1,396		604		222		1,187	
YA programming - # of progs	-		3		1		3		5	
YA programming - attendance/engagement	-		36		14		35		55	
Adult programming - # of progs	6		19		5		14		44	
Adult programming - attendance/engagement	80		731		154		376		1,545	
Total Creative Kits Offered	n/a		n/a		218		176		681	
Total Creative Kits Claimed	n/a		n/a		215		166		594	
<u>ELECTRONIC RESOURCES</u>										
Kanopy plays	256		790		291		614		1,575	
Kanopy cost	\$	268	\$	861		341	\$	582		1,490
Kanopy average cost/play	\$	1.05	\$	1.09	\$	1.17	\$	0.95	\$	0.95
<u>SERVICE DESK INQUIRIES</u>										
Ready Reference	845		2,590		888		756		2,551	
Reference	111		400		141		151		506	
Technology Assistance	213		589		187		474		1,280	
<u>FACILITIES</u>										
Conference Room - Bookings	45		127		38		-		-	
Conference Room - Hours Available	227		701		244		-		-	
Conference Room - Hours Booked	63		209		63		-		-	
Conference Room - Occupancy Pctg	27.8%		29.8%		25.8%		0.0%		0.0%	

Library Board Report

Sep 01 - Sep 30, 2022

 Fans 3.9K fans New Fans 46 new fans Posts 65 posts Engagement > Typ Item #1. Reactions 565 Comments 88 Shares 44 <tr><td> Post Reach 26K users Top posts > Reach Oregon City Public Library Sep 19, 20:44 For you historians out there: a News-Register article about Oregon City's own McLoughlin House. The mini version is still on display here at the Library in the Carnegie room. https://newsregister.com/article?articleTitle=offbeat-oregon-the-mcloughlin-house-rsquo-s-unlikely-journey-to-local-historical-treasure-1662840157-44139-columnists 2501 users Oregon City Public Library Sep 19, 00:45 September 18 – 24 is Banned Books Week! Stop by the Carnegie fireplace to pick up a free Banned Books button. “Books Unite Us. 1833 users Post Likes 215 likes Top posts > Reactions Oregon City Public Library Sep 10, 20:01 Just want to give an appreciative hat tip to the City of Port Townsend's Public Library (WA). One of their staffers called to let us 41 reactions Oregon City Public Library Sep 19, 00:45 September 18 – 24 is Banned Books Week! Stop by the Carnegie fireplace to pick up a free Banned Books button. “Books Unite Us. 39 reactions Oregon City Public Library Sep 21, 20:23 (Post with no description) 29 reactions <tr><td> Followers 2K followers </td></tr> Top Posts > Reach oregoncitylibrary Sep 10, 20:01 Just want to give an appreciative hat tip to the City of Port Townsend's Public Library (WA). One of their staffers called to let us 413 users oregoncitylibrary Sep 25, 21:30 Our library staff sends us pictures of libraries while on their vacations. This one is of Cannon Beach Public Library. . . 386 users oregoncitylibrary Sep 23, 16:01 A new Cultural Pass for The Hallie Ford Museum of Art is now available to reserve and use with your #LINCC Library Card! To 356 users <tr><td> Posts 39 posts </td></tr> Top posts > Likes oregoncitylibrary Sep 25, 21:30 Our library staff sends us pictures of libraries while on their vacations. This one is of Cannon Beach Public Library. . . 39 likes oregoncitylibrary Sep 19, 00:44 September 18 – 24 is Banned Books Week! Stop by the #Carnegie fireplace to pick up a free Banned Books button. “Books Unite Us. 31 likes oregoncitylibrary Sep 10, 20:01 Just want to give an appreciative hat tip to the City of Port Townsend's Public Library (WA). One of their staffers called to let us 26 likes </td></tr>	Post Reach 26K users Top posts > Reach Oregon City Public Library Sep 19, 20:44 For you historians out there: a News-Register article about Oregon City's own McLoughlin House. The mini version is still on display here at the Library in the Carnegie room. https://newsregister.com/article?articleTitle=offbeat-oregon-the-mcloughlin-house-rsquo-s-unlikely-journey-to-local-historical-treasure-1662840157-44139-columnists 2501 users Oregon City Public Library Sep 19, 00:45 September 18 – 24 is Banned Books Week! Stop by the Carnegie fireplace to pick up a free Banned Books button. “Books Unite Us. 1833 users Post Likes 215 likes Top posts > Reactions Oregon City Public Library Sep 10, 20:01 Just want to give an appreciative hat tip to the City of Port Townsend's Public Library (WA). One of their staffers called to let us 41 reactions Oregon City Public Library Sep 19, 00:45 September 18 – 24 is Banned Books Week! Stop by the Carnegie fireplace to pick up a free Banned Books button. “Books Unite Us. 39 reactions Oregon City Public Library Sep 21, 20:23 (Post with no description) 29 reactions <tr><td> Followers 2K followers </td></tr> Top Posts > Reach oregoncitylibrary Sep 10, 20:01 Just want to give an appreciative hat tip to the City of Port Townsend's Public Library (WA). One of their staffers called to let us 413 users oregoncitylibrary Sep 25, 21:30 Our library staff sends us pictures of libraries while on their vacations. This one is of Cannon Beach Public Library. . . 386 users oregoncitylibrary Sep 23, 16:01 A new Cultural Pass for The Hallie Ford Museum of Art is now available to reserve and use with your #LINCC Library Card! To 356 users <tr><td> Posts 39 posts </td></tr> Top posts > Likes oregoncitylibrary Sep 25, 21:30 Our library staff sends us pictures of libraries while on their vacations. This one is of Cannon Beach Public Library. . . 39 likes oregoncitylibrary Sep 19, 00:44 September 18 – 24 is Banned Books Week! Stop by the #Carnegie fireplace to pick up a free Banned Books button. “Books Unite Us. 31 likes oregoncitylibrary Sep 10, 20:01 Just want to give an appreciative hat tip to the City of Port Townsend's Public Library (WA). One of their staffers called to let us 26 likes	Followers 2K followers	Posts 39 posts
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Followers 2K followers			
Posts 39 posts			

Page 5

Followers	Net New Followers > Acco...	Tweets	Engagement > Typ	Item #1.
 965 followers	@ORCityLibrary 5	108 tweets	Likes 48	
			Retweets 18	
			Replies 1	
			Quote tweets 0	

Sources

Item #1.

 @ORCityLibrary

 oregoncitylibrary

 Oregon City Public Library



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: 10/26/2022

SUBJECT:

2022 Summer Reading Program Review

STAFF RECOMMENDATION:

n/a – Informational only

EXECUTIVE SUMMARY:

Adult Services Librarian Gina Bacon and Youth Services Librarian Barratt Miller will provide a review of the Oregon City Public Library's 2022 Summer Reading Program.

BACKGROUND:

Adult Services Librarian Gina Bacon and Youth Services Librarian Barratt Miller will review this year's Summer Reading Program (SRP), present selected participation data and participant feedback, and discuss how this year's experiences may influence future SRP planning.

OPTIONS:

1. n/a – Informational only

BUDGET IMPACT:

Amount: \$12,619

FY(s): FY 21-22, 22-23

Funding Source(s): Approved FY 21-23 Library Biennial Budget, Ready to Read Grant.
Additional in-kind support from sponsors (Friends of the Library, Mike's Drive-in).



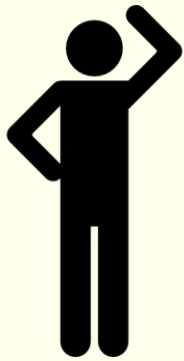
READ

beyond the
beaten path

SUMMER READING REPORT 2022

CHANGES FOR 2022

Item #2.



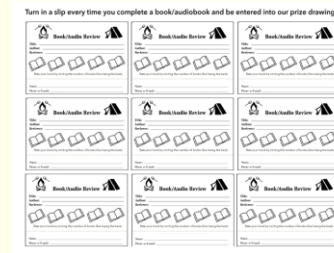
Resumed in-person signups at the library for all ages



Mike's Drive-In tokens (or ice cream eraser) added to youth challenges at halfway point



Book baskets added to prize drawing options for youth challenges



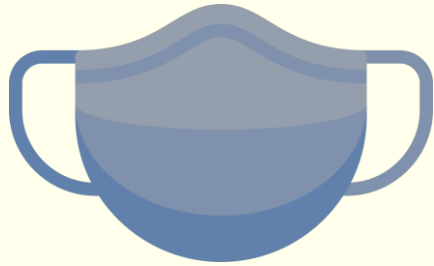
Adult Summer Reading went back to paper-only reading logs



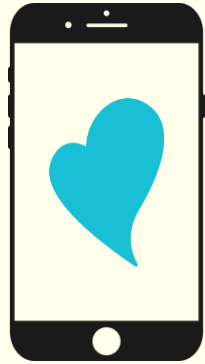
Adult Summer Reading added weekly drawings back as additional prize option

CHALLENGES

Item #2.



Late announcement (March) of state COVID guidelines, shortening planning time



Changes to the Beanstack app interface not discovered until after June 1



Lack of easily accessible technology for in-house signups due to unanticipated numbers of parents who couldn't or wouldn't use personal devices to sign up

BUDGET

Item #2.

\$6,380

Ready to Read grant from State Library for prize books (\$3,309)
Prizes including prize drawing (\$1,170), family concerts (\$1,150), and other programs (\$751)

\$6,239

Library budget for Beanstack (\$2,295), tote bags (\$3,079), and adult prize baskets (\$865)

TIMELINE

Item #2.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	1★	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2

June 2022

registration for all challenges
began June 1

Sun	Mon	Tue	Wed	Thu	Fri	Sat
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31★	1	2	3

August 2022

last day to log reading and
enter tickets in a prize
drawing was August 31

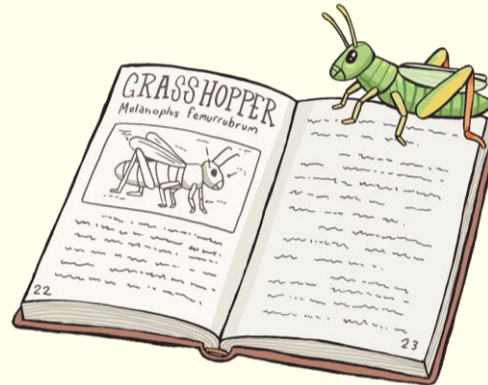
PROGRAM OVERVIEW

Item #2.



Daily Reading Challenge (Age 0-17)

Set a daily reading goal and keep track of how many days you reach your goal



Book Badge Challenge (Age 0-17)

Read up to 24 books of your choosing in categories selected by library staff



Adult Summer Reading (Age 18+)

Log books and complete activities to earn prize drawing tickets

INCENTIVES

Item #2.



Free book for all kids and teens who registered



Free tote bag for all adults who registered



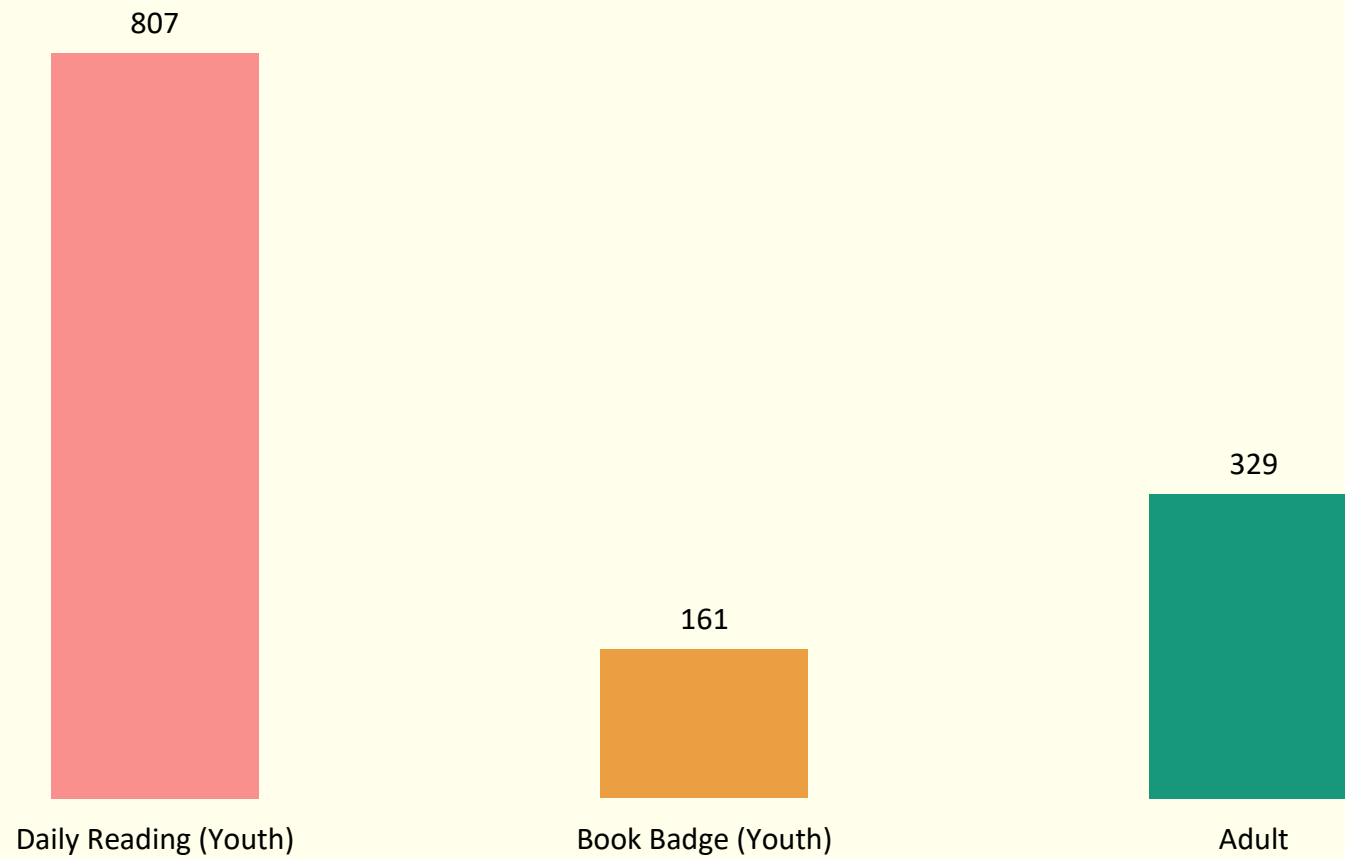
Free ice cream cone (or eraser) for all kids and teens who reach halfway point of challenge, 42 days for Daily Reading and 3 Badge Batches for Book Badge



Prize drawing tickets for gift card (youth) or prize baskets (all) earned for meeting reading goals in each challenge

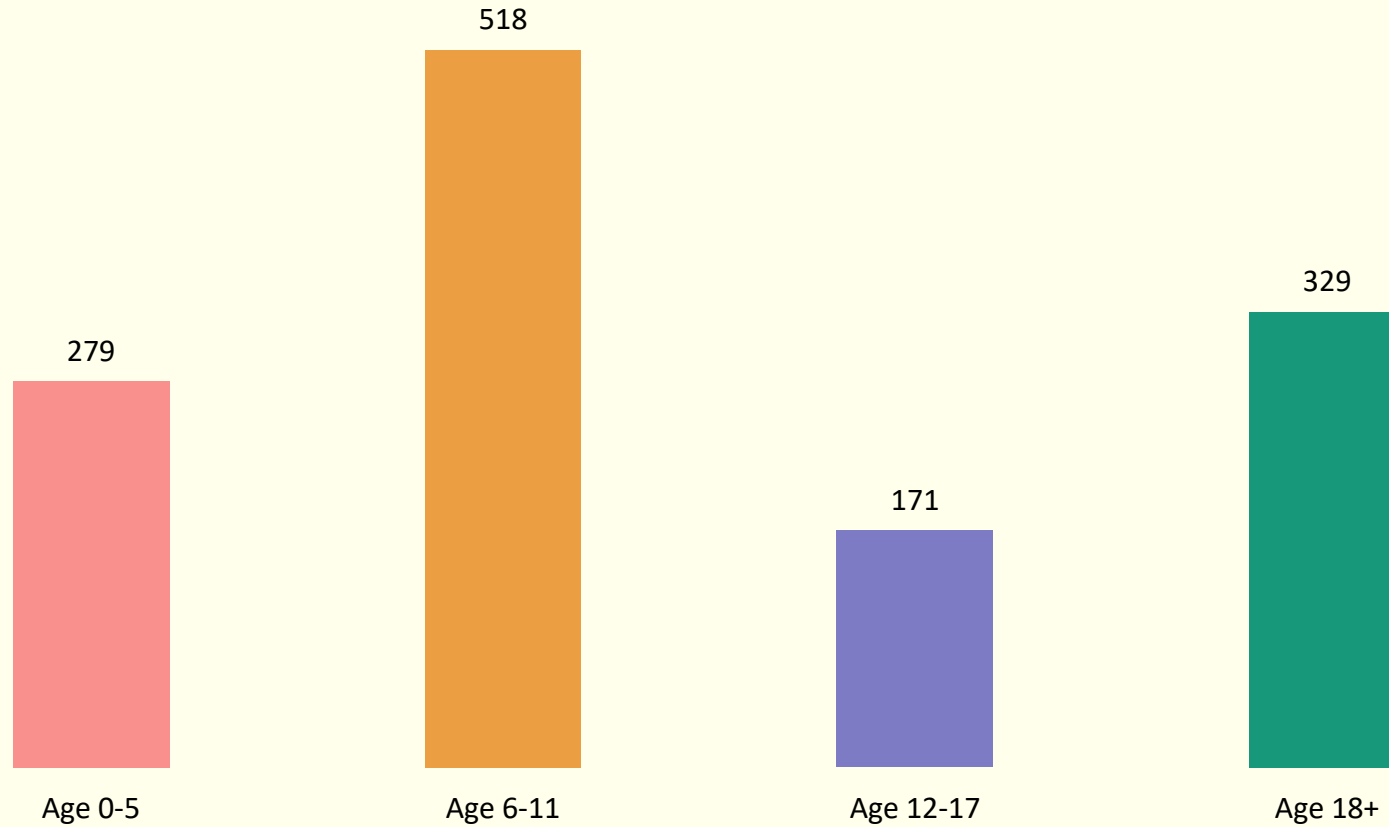
REGISTRATION BY CHALLENGE

Item #2.



REGISTRATION BY AGE

Item #2.



DAILY READING CHALLENGE

Item #2.

Set a daily reading goal. You can choose 1 story, song, or rhyme each day (best for kids age 4 and younger), 25 minutes of reading/listening each day (best for kids age 5 and older), or your own goal.

807

registered for
challenge

492

logged at least
one day of
reading

131

read on all 72
days

27

average days
read by each
reader

22,387

total days read
by all readers

BOOK BADGE CHALLENGE

Item #2.

Read one book in each of the following categories (e.g. fantasy or science fiction book, a book that makes you smile, a poem, etc.). Print books, e-books, audiobooks, and graphic novels all count as reading.

161

registered for
challenge

69

read at least
one book

8

read 24 books

4

average books
read by each
reader

612

total books
read by all
readers

BOOK BADGE CHALLENGE

Item #2.

To earn a Mike's Drive-In Token, readers had to unlock 3 "badge batches" (3 reading challenges and a book review, each worth 4 prize drawing tickets) in order:



**Badge Batch 1
(42)**



**Badge Batch 2
(30)**



**Badge Batch 3
(25)**

BOOK BADGE CHALLENGE

Item #2.

Most popular reading categories:



**Cool Cover Art
(36)**



**Graphic Novel
(35)**



**Diversity
(34)**



**Nature
(30)**

WEEKLY ACTIVITY BADGES

Item #2.

X weekly activities completed. Most popular weekly activity badge categories:



**Visit a Park
(360)**



**Go For a Walk
(286)**



**Read Outside
(273)**



**Have a Movie
Night (267)**

INCENTIVES

Item #2.

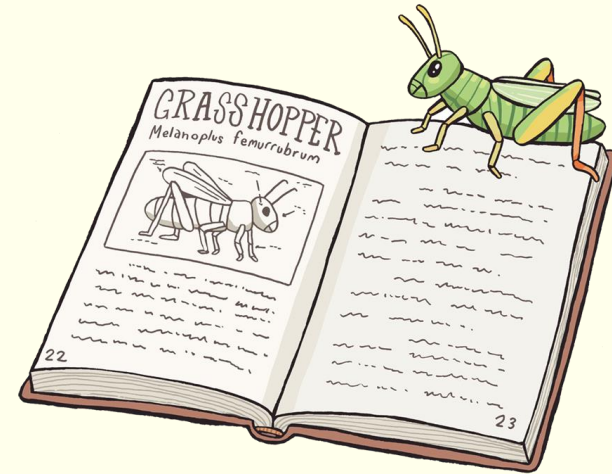


Daily Reading Challenge

Free book at sign up **807**

Mike's ice cream token after 42 days of reading **259**

2 prize drawing tickets for every 7 days of reading or 1 weekly activity **6,730**



Book Badge Challenge

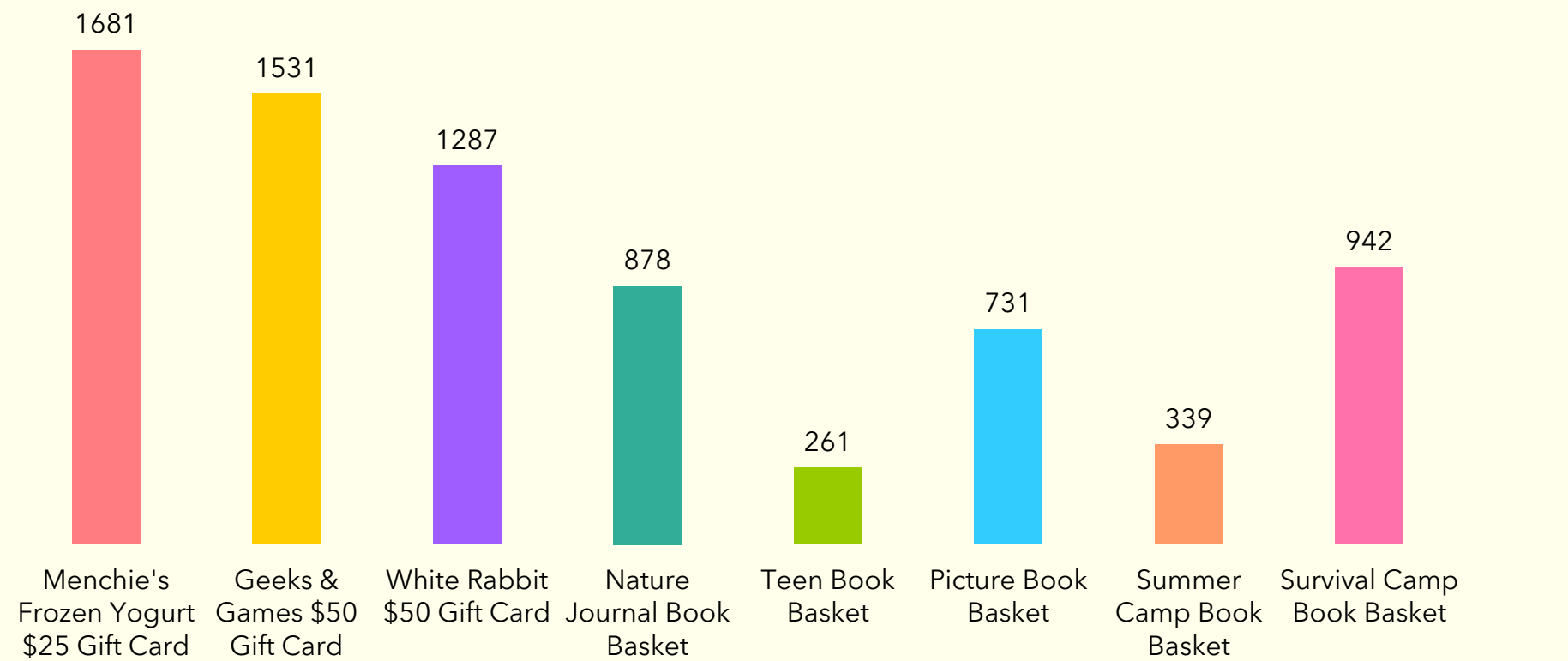
Free book at sign up **161**

Mike's ice cream token after unlocking all 3 Badge Batches in order **25**

1 prize drawing tickets for every 1 book read or 1 weekly activity **920**

INCENTIVES

7,650 tickets entered in 8 prize drawing categories:



ADULT SUMMER READING

Item #2.

Log books and complete activities to earn prize drawing tickets. Participants earn one drawing ticket for every book they read or activity they complete.



329

Registered



466

Weekly Raffle
entries



785

Mountain Prize
entries



550

Beach Prize
entries



471

Desert Prize
entries

Turn in a slip every time you complete a book/notebook and you entered into our prize drawing!

Name: _____				
Directions: Write the word or phrase that best describes the picture.				
	True Colors	A signal based on a road picture	A beach about as shallow as a puddle	A beach almost closed to the public
	A beach that is white as snow, with people playing in the sand.	A beach with no water you can't swim in	A beach almost as shallow as a puddle	A beach almost closed to the public
	A beach with people playing in the sand and water.	Free Space	A beach with people playing in the sand and water.	A beach with people playing in the sand and water.
	A beach with people playing in the sand and water.	A beach with people playing in the sand and water.	A beach with people playing in the sand and water.	A beach with people playing in the sand and water.
	A beach with people playing in the sand and water.	A beach with people playing in the sand and water.	A beach with people playing in the sand and water.	A beach with people playing in the sand and water.

Cryptogram

Name: _____
Contact Info: _____

Send a postcard to cryptogram@pobox.com for an additional copy of the book.

Cryptogram Decoder: Each letter in the code has been replaced with a random letter. To decode the game code below:

Q	W	E	R	T	A	S	D	L	K	P	M	N	O	C	X	B	G	H	I	J	F	Y	V	Z
---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---

“ T W E E T A S A N T H E R E S E E S A N O T H E R
O T H E R W I T H T H E T H I R D . Q U E N Q
O F T H E W O R L D W A S M A D E A N D .
— T W E E T A S A N T H E T H I R D —

Opened Up!

Q	W	E	R	T	A	S	D	L	K	P	M	N	O	C	X	B	G	H	I	J	F	Y	V	Z
---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---

“ T H E W O R L D W A S T H I R D T W E E T A N D
W A S M A D E T W E E T A N D .
— T W E E T A S A N T H E T H I R D —

Word Search



Name: _____

Current Date: _____

This is a computer word search for an individual.

C Y G E I X C Z S U G M Q K E Z S F B L
Z H A E C H C L E B Y R K P T Y V I L
W A R S T I D E T A S E R T A S E R T
A P G S I R I F F K B B V E T L E E K R
R E Z J I F I G A S E R T A S E R T
F Z L W O R M P R E K E R H A T G
Y A R F S U G B M E C I T N G W I N I N
C G Y N H A T A S E R T A S E R T
A J V D F C B E Y M C O T C T G G A R K
W G F C C Z L W I T Y S U N C H R I M I
S G N A J A S E R T A S E R T
M E H A U W C P O C E R S R 3 I C R
S E R T A S E R T A S E R T A S E R T
U J W I C T A I N O I T O K R A T U S
N X O C H C E F O L I N G H A I R S
S E R T A S E R T A S E R T A S E R T
A R O S R Q B N B K R C F W X N A R C O
I D R H U L M U S O B D Y H I R V I D
W G I S O U K Y S E R T A S E R T
S R F O X K U B N H A D E Z S E J 3 C

BACKPACK	TRUCK	ROCKETS	ROCKETS LAUNCHER
PREPARED	TRUCK	ROCKETS	ROCKETS LAUNCHER
COMPUTER	COMPUTER	LAUNCHER	LAUNCHER
COMPUTER	COMPUTER	LAUNCHER	LAUNCHER
COMPUTER	COMPUTER	LAUNCHER	LAUNCHER

Maze

Name: _____

Contact Info: _____

This is a complex maze for an additional prize drawing opportunity.

Start

Finish



Page 26

ADULT SUMMER READING

Item #2.



21%

increase in
registration



45%

increase in
entry
submissions



321

activities
completes
(**62% increase**)



1,950

books read
(**37% increase**)

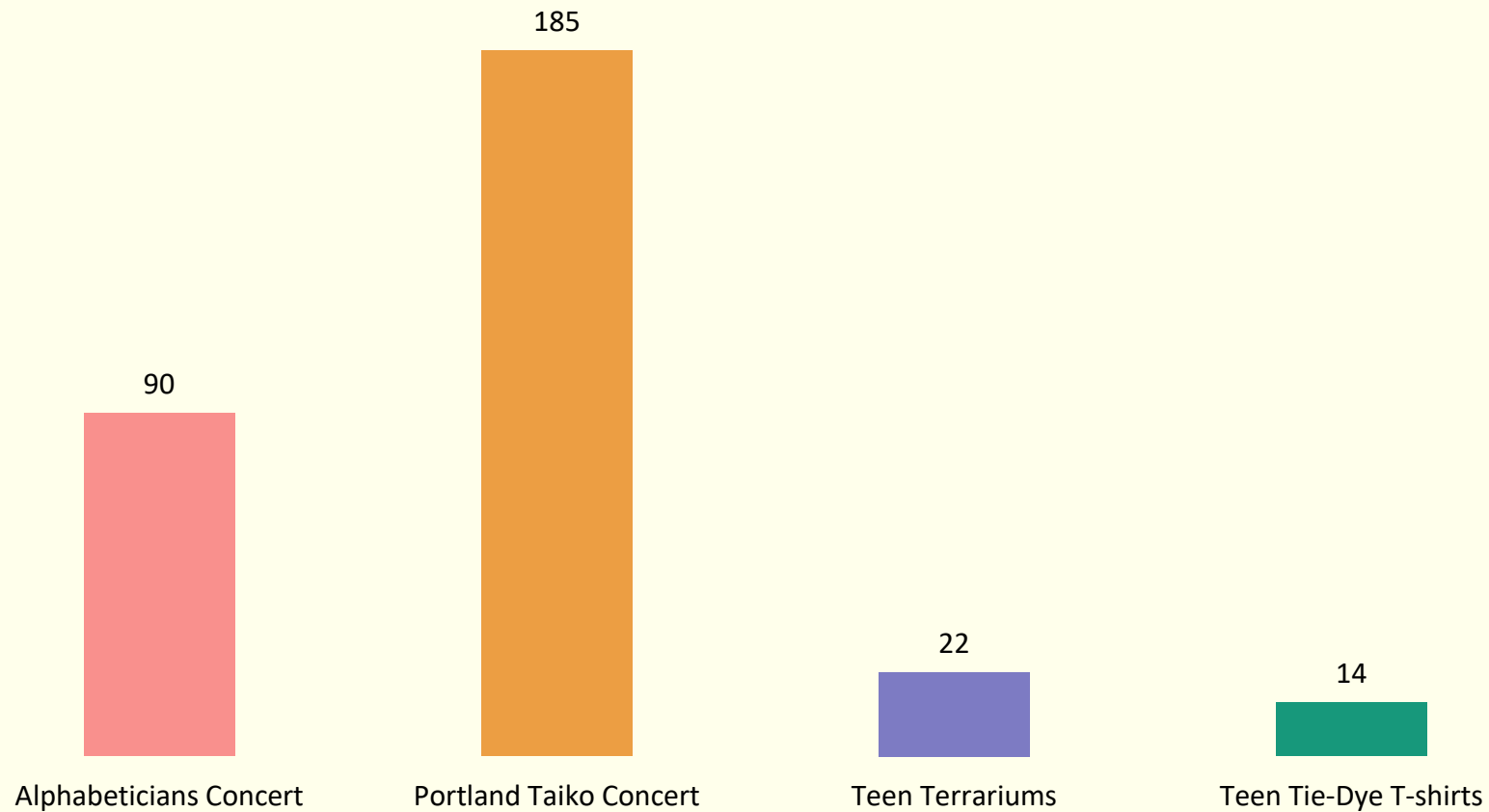


27

prize winners

SPECIAL EVENT PARTICIPATION

Item #2.



COMMUNITY FEEDBACK

Item #2.

My favorite part of the program was seeing how engaged my kid was in choosing what to read, and taking time to read a lot.

[My favorite part] was Reading books based on challenge subject matters. A lot were books we probably would have never tried before.

The cryptogram and word search were so much fun, I wish you did them all the time!

I love the bingo card. It inspired me to try books outside of my comfort zone.

TAKEAWAYS

Item #2.



Provide Chromebook at Children's Desk

for patrons
unwilling or
unable to use
personal devices
to register



Discourage use of Beanstack app

due to poor
user interface
and persistent
recording
issues



Explore creation of a teen program

for high school
students



Review activities

portion to
improve
experience for
adults



Explore ways to promote Adult Summer Reading

throughout
service area



ADULT SUMMER READING 2022 OVERVIEW

Adult Summer Reading is designed for adults of all abilities from ages 18 to 180. Participants can read any level book, from any collection, in any format they choose. This year we went back to in-person programming and brought back the weekly drawings. When patrons registered, they received a tote bag (while supplies lasted) and a packet with:

- Instructions
- Reading slips
- Bingo card
- Word search
- Maze
- Cryptogram
- Coupon to the Friends of the Library bookstore
- Bookmark

PRIZE SUMMARY

The first 300 participants received a Summer Reading tote bag upon registration.

Mountain Prize: Samsung Galaxy Tab A7 Lite, *Moon Oregon Hiking* book by Matt Wastradowski, Novelty Camping Socks, Evergreen and Eucalyptus Soy Candle, *Mindful Mountains* Coloring Book by Kirstie Drews, Crayola Colored Pencils (12 pack)

Beach Prize: Samsung Galaxy Tab A7 Lite, *Moon Coastal Oregon* book by Judy Jewell, Novelty Shark Socks, Seaside and Citrus Soy Candle, *Ocean Treasures* Coloring Book, Crayola Colored Pencils (12 pack)

Desert Prize: Samsung Galaxy Tab A7 Lite, *100 Hikes: Eastern Oregon* book by William Sullivan, Novelty Cactus Socks, Desert and Agave Soy Candle, *Painted Deserts* Coloring Book, Crayola Colored Pencils (12 pack)

Weekly Drawing: Choice of a book from our Adult Summer Reading Book Cart, \$5 Gift Card to Dutch Brothers, 1 item from our Adult Treasure Chest

STATISTICS

Registered Adults	329	Up 21% from 2021
Books Read	1,950	Up 37% from 2021
Completed Activities	321	Up 62% from 2021
Bingo Cards	53	—
Cryptogram	82	—
Word Search	105	—
Maze	81	—
Mountain Prize entries	785	—
Beach Prize entries	550	—
Desert Prize entries	471	—
Weekly Prize entries	466	—
Total entries	2,271	Up 45% from 2021

BUDGET

Tote Bags	\$3,079
Prizes	\$865

CHALLENGES AND LOOKING FORWARD

This was our first year returning to our in-person format. We got overwhelmingly positive feedback about this change. The only drawback was that it made participation for patrons living in the further reaches of the city more difficult. While we increased our registration and participation, we would like to do more to include patrons within our entire service area.

We also identified several ways we could improve the patron experience by reviewing the kind of activities we include and making rules more simple and clear.

Goals:

- Increase participation
- Explore opportunities to do outreach
- Review activities portion to improve experience

READ

beyond the beaten path

YOUTH SUMMER READING 2022 OVERVIEW

We offered two Summer Reading Challenges for youth age 0-17: the Daily Reading Challenge and the Book Badge Challenge. While day-to-day reading may be tracked offline, participants were required to register and log their reading on the Beanstack website or app in order to be eligible for prizes.

Daily Reading Challenge participants set a daily reading goal and kept track of how many days they meet that goal. Readers earned 2 prize drawing tickets for every 7 days of reading they completed. At 42 days of reading, they earned a free ice cream cone from Mike's Drive-In.

Book Badge Challenge participants completed up to 24 reading activities selected by library staff. Readers earned 1 prize drawing ticket for each reading challenge they completed. After completing a set of 12 activities, they also earned a free ice cream cone from Mike's Drive-In.

Both challenges offered weekly activity suggestions for patrons to complete at home. Each activity earned 1 prize drawing ticket.

PRIZE SUMMARY

All youth who registered for a summer reading challenge received a free book to take home and keep.

All youth who read for 42 days OR completed the specified Badge Batches (12 reading or writing activities) earned a token for a free ice cream cone from Mike's Drive-In. Scented ice cream cone erasers were provided to any participants with food allergies.

There were eight Grand Prize Drawing choices this year, including a new book basket option in addition to gift cards:

- \$50 gift card to Geeks & Games
- \$50 gift card to White Rabbit Books
- \$25 gift card to Menchie's Frozen Yogurt
- Picture Book, Nature Journal, Summer Camp, Survival Camp, or Teen book basket (included 3 books and 3 prizes related to the theme)

STATISTICS

Item #2.

Daily Reading Registrations	807	72% increase from 2021
Daily Reading Ice Cream Tokens Earned	259	
Daily Reading Completions	131	
Book Badge Registrations	161	41% increase from 2021
Book Badge Ice Cream Tokens Earned	25	
Book Badge Completions	8	
Prize Drawing Tickets Earned (Total)	7,650	73% increase from 2021

BUDGET

Ready to Read Grant Funds	\$6,380
Library Funds	\$2,295

CHALLENGES AND LOOKING FORWARD

Typically, Summer Reading planning begins in January. Due to the timing of the governor's changes to masking restrictions, however, staff were not able to begin planning until March of 2022. The limited amount of planning time meant that some of our activity offerings were less robust than in past years and we were unable to launch a separate Teen summer reading challenge.

Once the program began, there were several technical registration challenges. First, the Beanstack app interface changed significantly this year, resulting in an interface that cannot easily be used to track days of reading. Our staff didn't discover this change until frustrated patrons asked for assistance logging their reading. We stopped recommending the app to patrons and will continue to discourage app use for affected challenges until the interface issues are addressed.

Additionally, we initially planned to have most patrons register using their smartphones, which would ensure they were able to access Beanstack on their own devices. A surprising number of people did not have the technical skills to do so, however. Some refused to register outright and several berated library staff.

The sign up process improved significantly when staff stopped recommending the Beanstack app and added a dedicated Chromebook at the Children's Desk for Summer Reading registration. We also reformatted the optional paper reading log to make printing easier, as demand was higher than expected.

Next year, staff look forward to additional planning time and a more streamlined rollout of the registration process. Offering a lighter event schedule in past years ended up being a much better fit for our capacity, so we will continue to match our event offerings to the staffing resources available.



CITY OF OREGON CITY

Staff Report

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

To: Library Board **Agenda Date:** 10/26/2022
From: Library Director Greg Williams

SUBJECT:

Draft 2022 Oregon Public Library Statistical Report

STAFF RECOMMENDATION:

n/a – Informational only

EXECUTIVE SUMMARY:

The Library Director will share the draft 2022 Oregon Public Library Statistical Report with the Library Board.

BACKGROUND:

Every year, the Library is required to submit a statistical report to the State Library of Oregon (per ORS 357.520). The Library Director is sharing the draft report before the submission deadline (October 31, 2022) so that the Library Board may have a chance to review it. The Library Director still needs to finalize calculations on one question (related to website visits) before final submission.

Please note. Last year, the State Library changed the online system used to collect and submit data. This system is unable to present a year-to-year comparison of submitted data. In addition, some data that is centrally reported for all LINCC libraries by the Clackamas County LINCC Library Services office does not appear on this year's report (although it is being provided to the State Library).

Previous years' statistics (in spreadsheet form) can be found at the State Library of Oregon website (<https://www.oregon.gov/library/libraries/pages/statistics.aspx>). The State Library also prepares annual data "snapshots" for individual libraries. You can view the 2021 snapshot for the Oregon City Public Library by going to <https://public.tableau.com/app/profile/statelibraryoforegon/viz/2021OregonPublicLibrarySnapshot/2021Snapshot> and selecting "Oregon City Public Library" from the drop-down menu.

OPTIONS:

1. n/a – Informational only

BUDGET IMPACT:

Amount: n/a

FY(s): n/a

Funding Source(s): n/a

2022 Oregon Public Library Statistical Report

2022 Oregon Public Library Statistical Report

Oregon City Public Library

Greg Williams
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Oregon City, OR 97045

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O: 503-657-8269 x1023

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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*

18161

Question 119 Registered Users Added*

2747

Part 2 - Staff & Volunteers

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

6.0

Question 203 Total Librarians (in FTE)*

Include all librarians (as FTE) reported in Question 201 here as well.

6.0

Question 204 All other paid staff (in FTE)*

12.25

Question 206 Total number of volunteers (individuals)*

10

Question 207 Total volunteer hours*

40

Question 209 Friends of the Library*

Yes

Question 210 Library Foundation*

Yes

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

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

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

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.

21

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.

\$2,562,269.00

Question 305 State Revenue*

Round to the nearest dollar.

\$9,349.00

Question 306 LSTA and ARPA Grant Revenue

Report *only* ARPA funds received via the State Library. Report any other ARPA funding in Question 308.

\$7,000.00

Question 308 Other Federal Revenue*

Report *all other* ARPA funds or funding from federal sources here (other than any received via the State Library).

Round to the nearest dollar.

\$0.00

Question 310 Other Operating Revenue*

Round to the nearest dollar.

\$8,863.00

Question 312 Local Capital Revenue*

Round to the nearest dollar.

\$18,280.00

Question 313 State Capital Revenue*

Round to the nearest dollar.

\$0.00

Question 314 Federal Capital Revenue*

Round to the nearest dollar.

\$0.00

Question 315 Other Capital Revenue*

Round to the nearest dollar.

\$0.00

Revenue Notes

Optional.

Local cap. rev. amount reflects \$20k transfer to dedicated cap. reserve fund + recognized "mark to market" investment losses.

Part 4 - Expenditures

Question 401 Salaries and Wages Expenditures*

Round to the nearest dollar.

\$1,004,789.00

Question 402 Employee Benefits Expenditures*

Round to the nearest dollar.

\$556,471.00

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.

\$96,968.00

Question 407 Electronic Materials Expenditures*

Round to the nearest dollar.

\$43,120.00

Question 408 Other Materials Expenditures*

Round to the nearest dollar.

\$44,014.00

Question 410a All Other Operating Expenditures*

Round to the nearest dollar.

\$774,356.00

Question 410b Internal service charges

Select all that apply.

Human Resources
Information Technology
Finance
other

Question 412 Library Construction Expenditures*

Round to the nearest dollar.

\$29,336.00

Question 413 Capital Equipment Expenditures*

Round to the nearest dollar.

\$107,392.00

Question 414 Other Capital Expenditures*

Round to the nearest dollar.

\$0.00

Expenditures Notes

Optional.

410b - Some facilities-related internal service charge equivalents are reflected in salaries and wages.

Part 5 - Collections

Question 501 Print Items*

50576

Question 502 Print Items Added*

8089

Question 503 Physical Audio Items*

5309

Question 504 Physical Audio Items Added*

377

Question 505 Physical Video Items*

8722

Question 506 Physical Video Items Added*

1558

Question 507 Other Physical Library Materials*

1075

Question 508 Other Physical Library Materials Added*

168

Question 511 Ebook units in Library2Go*

If your library participates in Library2Go/ODLC, please enter **56,416** here. If your library does not participate in Library2Go, please enter 0.

56416

Question 512 Ebook Units Added to Library2Go*

If your library participates in Library2Go/ODLC, please enter **8,403** here. If your library does not participate in Library2Go, please enter 0.

8403

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.

9794

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.

3349

Question 517 Digital Audiobook Units in Library2Go*

If your library participates in Library2Go/ODLC, please enter **35,057**. If your library does not participate in Library2Go, please enter 0.

35057

Question 518 Digital Audiobook Units Added in Library2Go*

If your library participates in Library2Go/ODLC, please enter **3,841**. If your library does not participate in Library2Go, please enter 0.

3841

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.

6879

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.

2347

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.

29331

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.

2743

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).

1703

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).

3529

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 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
Vietnamese
other

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 FY2021-22 usage reports from both **Gale** and **LearningExpress Library** are [now available here](#).

Please note: Libraries that provide access to Gale resources and LearningExpress Library through a central account for their library system should contact their library system administrator for assistance in getting the data for your specific library.

630

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. Include retrievals and downloads from services such as Hoopla, Freegal, and Zinio here.

24046

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.

112113

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.

56932

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.

14514

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.

9440

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.

135817

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.

63840

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.

314

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.

9

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.

44775

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 circls from additional shared consortium e-content collections. Please report **Kanopy** and **Hoopla** usage stats here.

20994

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

137207

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.

194

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

149769

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.

416

Question 660 Circulations Made to Non Residents without Charge*

250031

Circulation notes

Optional.

Part 7 - Programs & Services

Question 701 Reference Transactions*

1802

Question 701b Reference Transactions Reporting Method*

Actual count (we track each transaction as it happens)

Question 711 Meeting Room Usage*

100

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.

23

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.

600

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.

0

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.

0

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.

8

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.

56

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.

117

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.

1388

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.

6

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.

695

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.

34

Question 762 Live In Person Onsite Program Attendance*

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

1249

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.

2

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.

100

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).

118

Question 766 Live, Virtual Program Attendance*

The count of live attendance at virtual program sessions.

1390

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).

113

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).

16266

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

63

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.

2603

Programs & Services Notes

Optional.

[Unanswered]

Part 8 - Technology & Facilities

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

6450

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*

7431

Question 804b Reporting Method for Wireless Sessions*

Actual count (we track each transaction as it happens)

Question 805 Internet Download Speed*

885.63

Question 806 Internet Upload Speed*

919.19

Question 807 Name of Shared ILS Consortium*

LINCC

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

Sirsi/Dynix

Question 809 Website Visits**[Unanswered]***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.

2905

Question 817 Library Visits*

113945

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 lose 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 Children's 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).

\$55.06

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).

\$68.76

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).

\$28.35

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).

\$39.06

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).

\$25.04

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).

\$34.52

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).

\$16.37

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).

\$32.07

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.

61161

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/library/subscription-databases>

Question 1010 Link to Statewide LearningExpress Library Resources*

<https://www.orcity.org/library/subscription-databases>

Question 1011 Link to Library Collection Management Policy*

<https://www.orcity.org/library/collection-development-policy-0>

Question 1012 Link to Library Circulation Policy*

<https://www.orcity.org/library/using-your-library-card>

Question 1013 Link to Library Patron Confidentiality Policy*

https://lincc.ent.sirsi.net/client/en_US/lincc/?rm=LINCC+PRIVACY+0%7C%7C%7C1%7C%7C%7C0%7C%7C%7Ctrue

Policies notes

Optional.

COVID-19

CV01 - Outlets Closed Due to COVID-19?*

No

CV02 - Public Services During COVID-19?*

Yes

CV05 - Electronic Library Cards Issued During COVID-19?*

Yes

CV06 - Reference Services during COVID-19?*

Yes

CV07 - Curbside Services During COVID-19?*

Yes

CV11 - External WiFi Access During COVID-19?*

Yes

CV12 - External WiFi Access Increased During COVID-19?*

No

CV13 - Staff Reassigned During COVID-19?*

No

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

0

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

0

Reporting Burden & Self-Brag!

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.

12

Something you're proud of!

Optional.

Tell us about something in the past year that you are proud of at your library. **Please note:** the State Library of Oregon may use this information for public communications, etc.

Photo of your library

Optional.

Please upload a photo of your library. An outdoor photo of your building's main façade is preferred but interior views are okay, too. If your library has multiple branches, please upload a photo of your main or central branch. By submitting a photo, you are acknowledging you have the rights to this image, and you agree to allow the State Library of Oregon to use this image in data visualizations, and general communications and publications.

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: 10/26/2022

SUBJECT:

Survey of Residents Living in Unincorporated Portion of Library Service Area

STAFF RECOMMENDATION:

Staff recommends the Library Board support moving forward with surveying the unincorporated residents of the Library Service Area.

EXECUTIVE SUMMARY:

The Library Director is sharing detailed cost and timeline information regarding the anticipated survey of unincorporated residents of the library service area.

BACKGROUND:

At the July 8th meeting of the Library Survey Committee, the group created some preliminary questions to ask on a contemplated satisfaction and awareness survey of residents of the unincorporated portions of the Library's service area.

At the July 27th meeting of the Library Board, the Board expressed support for proceeding with the anticipated survey.

Since that time, the Library Director has been coordinating with the prospective vendor and has received updated information regarding timeline and costs.

The Library Director wants to share that updated information with the rest of the Library Board and wants to share updated costs with the Library Board before proceeding. The Library Director would also like to confirm the Board's preference for working with the vendor to further refine questions.

OPTIONS:

1. Support moving forward with surveying the unincorporated residents of the Library Service Area as proposed.
2. Do not support moving forward with surveying the unincorporated residents of the Library Service Area as proposed and provide alternate direction.

BUDGET IMPACT:

Amount: \$13,000

FY(s): FY 22/23

Funding Source(s): Approved FY 21-23 Library Biennial Budget



July 29, 2022

Greg Williams, MLIS
Library Director
gwilliams@orcity.org
Oregon City Public Library
606 John Adams St.
Oregon City, Oregon 97045
503-657-8269 ext. 1010

Subject: Proposal to Conduct a Library Survey for the Oregon City Public Library

Dear Mr. Williams:

ETC Institute is pleased to submit a quote to conduct a Library Survey for the Oregon City Public Library. If selected for this project, ETC Institute will provide the following services:

Task 1: Design the Survey and Prepare the Sampling Plan. Task 1 will include the following services:

- Working with Oregon City Public Library staff to develop the content of the survey. ETC Institute will meet by phone/video conference with the Library to discuss the goals and objectives for the project. To facilitate the survey design process, ETC Institute will provide sample surveys created for similar projects. It is anticipated that 3-4 drafts of the survey will be prepared before the survey is approved by the Library. The survey will be up to 5 pages in length.
- Participating in meetings by phone/video conference to develop the survey.
- Conducting a pilot test of the survey to ensure the questions are understood. Based on the results of the pilot test, ETC Institute will recommend changes (if needed) to the survey.
- Selecting a random sample of residents to be contacted for the survey. The sample will be address-based.

Deliverable Task 1. ETC Institute will provide a copy of approved survey instrument.

Task 2: Administer the Survey. Task 2 will include the following services:

- ETC Institute will administer the survey by a combination of mail and online.
- ETC Institute will mail the survey and a cover letter (on Library letterhead) to a random sample of households with the Library's service area. Only one survey per household will be sent. Postage-paid envelopes will be provided by ETC Institute for each respondent. The Library will provide a cover letter for the mailed survey. The cover letter will contain a link to an online version of the survey. Residents who receive the survey will have the option of returning the printed survey by mail or completing it on-line.
- ETC Institute will follow-up with residents who receive the mailed survey by sending texts, postcards, and a second mailing (if needed) to maximize participation in the survey. ETC Institute will continue following up with households until reaching the targeted number of completed surveys. Listed below are three sampling plan options for your consideration
 - A sample of 250 completed surveys. A sample size of 250 completed surveys will provide results that have a margin of error of $\pm 5.9\%$ at the 95% level of confidence.
 - A sample of 300 completed surveys. A sample size of 300 completed surveys will provide results that have a margin of error of $\pm 5.5\%$ at the 95% level of confidence.
- ETC Institute will promote awareness of the survey using social media ads on Facebook and Instagram to encourage participation.
- All respondents who complete the survey online will be required to provide their home address when they finish the survey. ETC Institute will match addresses from respondents who complete the survey online to the addresses that were selected for the random sample to ensure the participant is part of the random sample. If a respondent does not provide an address or the address is not part of the random sample, it will not be included.
- ETC Institute will monitor the distribution of the sample to ensure that the sample reasonably reflects the demographic composition of the sampling area with regard to geographic dispersion, age, gender, race/ethnicity and other factors. ETC Institute will weight the data as needed if one or more demographic groups is over/underrepresented relative to recent Census estimates for the area's population.

Deliverable Task 2. ETC Institute will provide a copy of the overall results for each question on the survey.

Task 3: Analysis and Final Report. ETC Institute will submit a final report to the Library. At a minimum, this report will include the following items:

- Formal report that includes an executive summary of the survey methodology and a description of major findings.
- Charts and graphs that show the overall results of each question on the survey.
- Importance-Satisfaction Analysis that will identify the areas where the greatest opportunities exist to enhance overall satisfaction with Library services.
- Tabular data that shows the results for each question on the survey, including open ended questions.
- A copy of the survey instrument

Deliverable Task 3: ETC Institute will submit the survey findings report in an electronic format. ETC Institute will also provide the raw data in an Excel database, or other format as requested by the Library.

Project Schedule

Listed below is ETC Institute's typical timeline for administering a community survey. Since the surveys will be administered entirely in-house, the completion date for the project is completely within our control. If desired, we can meet a more ambitious timeline and are available to start at a date most convenient for the Library.

- **Month 1**
Design survey instrument
Finalize sampling plan
- **Months 2-3**
Administer the survey
- **Month 4**
Draft Report Submitted for review
Prepare and Deliver the Final Report

Fee

The table below shows a breakdown of the fees for the services described in this proposal. The total cost for a sample size of 250 surveys would be \$11,500, and a sample of 300 surveys would be \$13,000.

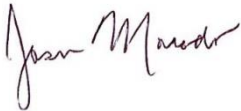
Task	250 Surveys	300 Surveys
Design Survey & Prepare Sampling Plan	\$2,000.00	\$2,500.00
Administration of a 12-15 minute survey (up to 5 pages)	\$7,000.00	\$8,000.00
Formal Report (<i>includes executive summary, charts, Importance-Satisfaction analysis, tabular data</i>)	\$2,500.00	\$2,500.00
TOTAL	\$11,500.00	\$13,000.00

Optional Services. If desired, ETC Institute will provide the following “optional” services. The fees for “optional” services would be in addition to the prices shown in the table above.

- A webinar presentation of the final results at a date to be determined by the City (\$500). This could be provided in lieu of an on-site presentation.
- An on-site presentation of the final results at a date to be determined by the City (\$2,500).

CLOSING: We appreciate your consideration of this proposal and look forward to your decision. If you have any questions, please do not hesitate to call me at (913) 254-4514.

Sincerely,



Jason Morado
 Vice President and Director of Community Research
 ETC Institute
 725 W. Frontier Circle
 Olathe, KS 66061
 (913) 254-4514
jason.morado@etcinstitute.com



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: 10/26/2022

SUBJECT:

Library Board Budget Committee

STAFF RECOMMENDATION:

Staff recommends the Library Board establish a Budget Committee to assist the Library Director with the upcoming preparation and presentation of the Library's 2023-2025 biennial budget.

EXECUTIVE SUMMARY:

The Library Director will propose and discuss the creation of a special committee of the Library Board to assist with preparation, review, and presentation of the Library's 2023-2025 biennial budget request.

BACKGROUND:

Section III, paragraph 2 of the Library Board bylaws establishes one of the Library Board's responsibilities as "Assist in the preparation and presentation of the library's annual operating budget."

Library staff will soon begin working on a budget for the upcoming 2023-25 biennium. To facilitate the Library Board's role in assisting with budget development, the Library Director is requesting the formation of a Library Board Budget committee. This small group would meet between Library Board meetings as the budget is developed and would report to the full Library Board as the budget development and presentation process progresses.

OPTIONS:

1. Establish a Budget Committee to assist the Library Director with the upcoming preparation and presentation of the Library's 2023-2025 biennial budget.
2. Do not establish a Budget Committee and provide alternate direction on how to best engage the Library Board in budget development.

BUDGET IMPACT:

Amount: n/a

FY(s): n/a

Funding Source(s): n/a

OREGON CITY LIBRARY ADVISORY BOARD

BY-LAWS

(Adopted/Amended February 2020, Amended March 2022)

I. CREATION

The Oregon City Library Advisory Board was established by the City Commission of Oregon City to advise the City Commission and Library Director on policy matters pertaining to the Oregon City Library and such other matters as detailed in Oregon City Municipal Code 2.44.030.

II. NAME

Title name of this organization is the Oregon City Library Advisory Board, hereinafter referred to as the LIBRARY BOARD.

III. PURPOSE

The following lists the objectives and responsibilities relative to the purpose of the Library Board:

1. Maintain active communications with the Library Director Library Managers, Staff, and other relevant City staff.
2. Advise the City Commission and Library Director on policy matters pertaining to the city public library.
3. Assist in the preparation and presentation of the library's annual operating budget.
4. Assist in the development of short and long-term goals for the provision of library services to the community.
5. Represent the interests of the library users of the Oregon City Library service area.
6. Foster public knowledge and support of the library's role in the community and promote the use of the library by Oregon City Library service area residents.

7. Participate in network or state activities intended for library board members that promote or advance the cause of library services.
8. Perform such other related duties as requested by the City Commission.
9. Provide public meeting time for citizen input.

IV. ORGANIZATION

1. The LIBRARY BOARD shall consist of seven (7) appointed members. They shall consist of four (4) “city” resident positions, two (2) “out of city” positions, and one (1) “at large” position. No committee member shall serve more than two consecutive terms.
2. There will be Chair and Vice-Chair positions for the LIBRARY BOARD. Each position will be for a one-year term. The LIBRARY BOARD will select members as Chair and Vice-Chair each January with a nomination and voice vote process. The vice-chair shall assume the duties of the Chair, in the absence of the Chair.
3. The Chairperson shall preside over Library Board meetings and is responsible for seeing that Board vacancies are filled and overseeing the business of the Board.
4. The Library Director or designee shall attend meetings. Their purpose is to aid the LIBRARY BOARD through information, initiation of projects, perspective, referrals, and other customary staff support services.
5. The LIBRARY BOARD encourages citizen participation and will, from time to time, request specific or general citizen/expert input.
6. The Chairperson, with the approval of the LIBRARY BOARD, shall establish all standing or special committees. Committee objectives and/or purposes shall be expressly stated.

Committee membership may consist of LIBRARY BOARD members, library staff, library users, and/or the general public depending on the nature and purpose of the committee.

For committees consisting entirely of LIBRARY BOARD members, the Chairperson shall make committee appointments.

For committees which include library staff, library users, or the general public, the Chairperson shall designate at least one LIBRARY BOARD member to act as a liaison to the committee. Recruitment and appointment of remaining committee members shall be delegated to the Library Director or the Director's staff designee, with the advice of the appointed Liaison.

Liaisons shall periodically report to the LIBRARY BOARD on the committee's activities. Committees shall deliver a formal report to the LIBRARY BOARD on their activities at least annually.

V. MEMBER ELIGIBILITY

1. The Mayor of Oregon City will make appointments to the LIBRARY BOARD.
2. The terms for the LIBRARY BOARD will be four (4) years.
3. In order to establish continuity of membership, the terms will be structured so that no more than three member's terms expire during any one year.
4. If a member decides to resign, the Member's resignations will be filed with the Chairperson as soon as possible. A newly appointed member shall assume the remainder of the existing term.
5. After two (2) consecutive absences of any member of the Library Board, the Library Board may discuss the member's attendance and may, by a quorum of the Library Board, reach a decision to recommend that member's removal from the Library Board to the Mayor. The Chairperson will contact the member with the recommendation of the Library Board.

VI. MEETINGS

1. A minimum of 9 regular meetings shall be scheduled annually, at a time and place agreed upon by the committee.

2. The Chairperson, Library Director, or the City Commission may call special meetings, as needed. A minimum notice of 48 hours must be provided for any called special meeting.
3. A majority of the members of the Library Board will constitute a quorum
4. Library Staff shall be responsible for recording minutes for all meetings.
5. Voting will be by voice vote. No voting by proxy.
6. Formal agenda items must be submitted to the Staff Representative 5 working days prior to the meeting date.
7. Citizens may introduce future agenda items at the beginning of each meeting (limited to 5 minutes).
8. Meeting Procedure: The parliamentary procedure for meeting and operations of the Committee shall be the responsibility of and within the authority of the Chairperson. In the event there is a disagreement or objection to the procedures pursued by the Chairperson, Roberts Rules of Order, Newly Revised, shall constitute the authority.

VII. AMENDMENTS

1. The Oregon City Library Advisory Board By-Laws shall be submitted to the City Commission for approval. Once the By-Laws are approved, any modification of these By-Laws must also be approved by the City Commission before they become effective.
2. The procedure to recommend modification of these By-Laws to the City Commission shall be:
 - a. All recommended modifications are to be presented and discussed at a regularly scheduled LIBRARY BOARD meeting; recommendation to the City Commission may be made at the same meeting if consensus is reached.
 - b. A majority vote of the LIBRARY BOARD membership present is necessary to recommend a change in the By-Laws.

* * * * *



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: 10/26/2022

SUBJECT:

Library Board Member Leave of Absence

STAFF RECOMMENDATION:

Staff recommends the Library Board grant Board member Elizabeth Zinter a leave of absence through 12/31/2022.

EXECUTIVE SUMMARY:

The Library Board will consider a Board member request for a temporary leave of absence.

BACKGROUND:

Library Board member Elizabeth Zinter has requested a leave of absence from the Library Board through the end of the year.

Section V, paragraph 5 of the Library Board bylaws provides that, “[a]fter two (2) consecutive absences of any member of the Library Board, the Library Board may discuss the member’s attendance[.]” While the bylaws only discuss recommendation of removal following two consecutive absences, the Board may consider other options as well.

Accordingly, staff recommend that the Library Board formally grants Elizabeth Zinter a leave of absence through 12/31/2022.

OPTIONS:

1. Grant Board member Elizabeth Zinter a leave of absence through 12/31/2022.
2. Do not grant Board member Elizabeth Zinter a leave of absence through 12/31/2022 and provide alternate direction (if any).

BUDGET IMPACT:

Amount: n/a

FY(s): n/a

Funding Source(s): n/a



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: 10/26/2022

SUBJECT:

Recruitment and Recommendation of Applicants for Vacant/Expiring Board Positions

STAFF RECOMMENDATION:

n/a – Discussion only

EXECUTIVE SUMMARY:

The Library Director will discuss the anticipated timeline and process for recruiting and recommending members for vacant and expiring Board positions. In addition, the Library Director will review the questions used in last year's interview and solicit feedback on any desired changes.

BACKGROUND:

The City is currently recruiting for applicants for two Library Board positions with terms ending this year. One position is currently held by Cynthia Andrews and is to be filled by a resident of the unincorporated portion of the Library Service area. The other position is currently vacant and is to be filled by a City resident.

The City is currently recruiting for applicants for these positions. The online application is available here: <https://www.orcity.org/bc>.

Our anticipation is that we will be returning to the previous method of recommending new Board members, where the full Board conducts interviews, then makes ranked recommendations for consideration by the Mayor. We anticipate the Mayor would then make appointments at one of the first City Commission meetings of the new year.

We anticipate we will be conducting Board interviews of candidates in December; the Library Director will discuss possible dates with the Library Board.

In addition, the Library Director would like to review the interview questions that have been used in the past (attached) and get the Board's feedback on any changes or updates the Board might like to make.

OPTIONS:

n/a – Discussion only

BUDGET IMPACT:

Amount: n/a

FY(s): n/a

Funding Source(s): n/a

LIBRARY BOARD INTERVIEW QUESTIONS

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

1. Why do you want to be on the Library Board?
2. What special skills or strengths do you bring to the Library Board?
3. What is the role of the library within the community?
4. What is the role of the Library Board? How do you see yourself best fulfilling that role?
5. Are there specific areas of the library collection which you particularly like to use?
6. How would you help raise awareness about library services, collections, and programs?
7. The Library serves 25,000 residents in unincorporated Clackamas County and the library building is located in the far western portion of its service area. What are some ways the library can provide service to areas some distance from the existing library building?
8. Are you willing to represent the Library Board at public meetings such as neighborhood association meetings, other advisory group meetings, and City Commission meetings?
9. The Library Board normally meets monthly on the fourth Wednesday from 5:00 to approximately 6:00-6:30. Attendance at the meetings is very important. Are you available to attend these meetings on a regular basis (and to meet remotely via computer or phone, as needed)?



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: 10/26/2022

SUBJECT:

Draft LINCC Strategic Direction 2022-2025

STAFF RECOMMENDATION:

n/a – Discussion only

EXECUTIVE SUMMARY:

The Library Director will share a draft LINCC-wide Strategic Direction document that the LINCC Directors have been working to develop and refine.

BACKGROUND:

Over the past few months, the Library Directors of the LINCC (Libraries in Clackamas County) cooperative have been working on a Strategic Direction document to identify strategic priorities for the cooperative over the next three years.

The document identifies three major imperatives, which are the primary goals the Directors would like to focus on at the cooperative level.

For each imperative, Directors have identified some key initiatives we hope will allow us to achieve these goals. These initiatives, once finalized, will help direct the work and efforts of various LINCC professional committees (e.g., Adult Services Committee, Circulation Committee, Youth Services Committee, etc....) made up of staff from each LINCC Library. Committees will also be encouraged to propose specific activities or projects to achieve these initiatives, which will be captured in a subsequent LINCC Tactical Plan document.

It is anticipated this draft document will be shared with the Library District Advisory Committee (LDAC) at their upcoming meeting on November 14. The Library Director wanted to share and discuss this document with the Library Board in advance of that meeting.

OPTIONS:

n/a – Discussion only

BUDGET IMPACT:

Amount: n/a

FY(s): n/a

Funding Source(s): n/a

Imperatives:	Initiatives:
Our primary goals	What we will do to meet the imperative
LISTEN TO OUR COMMUNITIES: Collect and analyze data on community needs and attitudes to inform future planning for the LINCC library district	• Develop and implement a strategy and framework for LINCC-wide engagement and data collection • Utilize LINCC professional committees to develop surveys, gather feedback, analyze data, identify similar customer clusters in multiple libraries, and create coordinated service response plans.
ADAPT TO COMMUNITY NEEDS: Reduce barriers to access, innovate to meet new and emerging needs, and champion inclusive services and policies for all members of our communities	• Develop and implement policies and services to widen access: ◦ Eliminate overdue fines ◦ Implement user-friendly notifications and renewals ◦ Get out of our buildings and into our communities by providing LINCC-wide outreach to underserved populations • Provide a full range of valuable and inclusive materials and opportunities for youth: ◦ Be the leaders in early literacy to support school readiness and social development ◦ Strengthen services and support for elementary and middle-school children to improve educational outcomes ◦ Provide fun, safe, and inviting programs for teens • Anticipate emerging needs and provide innovative solutions: ◦ Help all ages access and learn new and evolving technologies ◦ Develop intergenerational activities to support needs of families ◦ Explore alternative ways to meet the needs of aging residents, including implementing LINCC-wide homebound services • Support inclusive communities by providing opportunities for safe and respectful community conversations
SHARE OUR STORY: Reach our communities with compelling information about benefits of library services, value of libraries to our communities, and funding challenges facing the LINCC library district	• Develop and implement LINCC vision/mission/values statements for stakeholder education • Develop and implement a public relations strategy to frame and communicate our story • Build support for and pass a successor library district which provides both a sufficient tax rate and clarity around the roles of all district participants (city libraries, LINCC Library Services central office, the county, and district-wide advisory groups)