CITY OF OREGON CITY
LIBRARY BOARD
AGENDA

Virtual Meeting
Wednesday, October 13, 2021 at 5:30 PM

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

CALL TO ORDER

ROLL CALL

APPROVAL OF MINUTES

1. Review and approve minutes from the August 11, 2021 Library Board meeting.

LIBRARY DIRECTOR'S REPORT

2. The Library Director will share his October, 2021 report and monthly statistics.

PUBLIC COMMENTS

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

DISCUSSION ITEMS

3. 2021 Summer Reading Program Review
4. 1,000 Books Before Kindergarten Program Overview
5. 2021 Draft State Library of Oregon Statistical Report

COMMUNICATIONS

FUTURE AGENDA ITEMS

6. Upcoming Library Board term expirations and application process.

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.

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

City of Oregon City
Meeting Minutes
Library Board

Wednesday, August 11, 2021 **Online via Zoom** **5:30 PM**

1. Call to Order:
David Goldberg called the meeting to order at 5:30 pm.

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

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

2. Approval of Minutes:
Larry Osborne moved to approve the Minutes from the July 14, 2021 Library Board Meeting with no additions or corrections. Cynthia Andrews seconded the motion. Cynthia Andrews, Heidi Blackwell, Nick Dierckman, David Goldberg, Kari Linder, Larry Osborne, and Elizabeth Zinter voted aye. The motion carried.

3. Library Director's Report:
Greg Williams thanked the Board for their thoughtful gift of snacks and card. David Goldberg clarified that he made a spur of the moment purchase of sweets from Sweet Masterpieces, a local vendor, and presented them to the library staff on behalf of the Board, as a thank you for efforts to keep the library as open as possible. David apologized for the surprise and stated that based on prior remarks, he felt that this acknowledgement was in line with the Board's sentiments. Greg reiterated that it was appreciated.

Greg shared that the anticipated increased circulation and internet usage and visitation came to fruition as library operations returned to normal hours. Greg shared that the current number of visitors was 350-400 people per day. Greg noted reports that some people approaching the building had reversed course when seeing the "masks required" signage.

Greg stated that going forward he would include statistics on Creative Kits, as the statistics had not been included in prior reports and it was a successful program. In July 255 packets were made available and 247 were claimed.

Greg said that City of Oregon City had implemented a City-wide mask requirement for all people in City buildings, effective August 2, 2021. Greg relayed that the Governor had announced the morning of August 11, 2021 that a statewide mask requirement for all indoor public places and would take effect Friday, August 13, 2021. Greg stated that existing signage would be updated to reflect the new guidance advising masks for people five years of age and up, rather than the previous two years of age and up.

Greg relayed that the grant application for development of a "Hi/Lo" collection submitted to the State Library of Oregon for American Rescue Plan Act funds had been approved. Greg thanked Larry Osborne for his assistance in the grant application process and noted that only one other Clackamas

County Library had been awarded funding.

David Goldberg asked how much was awarded. Greg said $2,200.

Greg shared two patrons had expressed thanks for use of the library's computers as the patrons had been able to apply for and accept employment through their use.

Greg shared the results of the population count done by the Clackamas County Business and Community Services Department. Greg reported that Oregon City's service area was no longer the largest by population, as Happy Valley exceed Oregon City by 13 people.

Nick Dierckman asked if this report was done every year and if this was the process that determined the fund allocation, as Nick had been under the impression that Census results determined this. Greg confirmed the Business and Community Services Department's numbers were calculated every year and were the basis for the District funds distribution. Greg clarified that the Census results were used to adjust boundaries as needed between service areas, based on changes to Census blocks. Greg provided City vs. Unincorporated population numbers for the service area, noting that City residents were slightly more prevalent.

Greg shared positive patron feedback, shared via Google Review, thanking the library, particularly Katrina, for waiving fines and promoting library access.

David stated that the budget report for the first month was included in the packet and asked for questions. None were voiced.

4. Public Comments: none

5. Discussion Item: Revisions to the Library Board Bylaws

Greg Williams opened a discussion about potential changes to Library Board bylaws regarding committees. Greg stated that his intention was to put the proposed revisions in front of the Board, receive feedback, and that a vote was not expected at this session. Greg said that one of his objectives was to create stronger ties and a more direct relationship between the Library Board and other library advisory groups.

Greg identified the Teen Advisory Group and Because Accessibility Matters (BAM) Advisory Council as examples. Greg referenced proposed amendments to the bylaws to make these groups official committees of the Library Board. Greg proposed language in which the Board Chair, with the approval of the Board, could create committees and that these committees could consist of Library Board members, library staff, library users, and members of the general public. If a committee was specifically made of only Library Board members, those appointments would be made solely by the Board Chair. For groups not solely consisting of Library Board Members, those would be recruited and appointed by the Library Director or library staff. A Board Liaison would be appointed and would provide reports to the Board about the Committee's activities as well as advise in the recruitment of these committees. Greg invited feedback and questions.

David Goldberg voiced his thoughts that the proposed changes made governance cleaner but would not change the work that was being done.

Elizabeth Zinter stated that she thought it was a great idea and would bring forward the voice of the people involved.

David stated that he thought the formal recognition of the organizations and the work being done was positive.

Cynthia Andrews stated she approved of the proposed changes to the bylaws and felt they would provide a unified base of support for library efforts and increase the flow of information about these groups' efforts to the Board. It would also allow for the pursuit of the Library Strategic Goals.

Heidi Blackwell asked for more information about the number of current participants of the groups, scope of their involvement, and existing communication with the Library Board. Greg responded that as far as he knew, the only communication was through Greg's communication to the Board via the Director's Report. Greg recognized the communication piece as a place for improvement.

Greg stated that BAM was composed of people who answered a general call out to the community, and some were referred by library staff, and people who indicated interest were invited as well.

Greg said that Teen Advisory Group was geared towards high schoolers and Youth Services staff typically recruited for the Teen Advisory Board through outreach to schools. Although COVID had disrupted much of the routine, the Teen Advisory Board traditionally completed projects, volunteered, and provided feedback on library services. Greg expressed a desire to solicit more library feedback from the Teen Advisory Group in the future.

Cynthia Andrews asked if the proposal had been discussed with the two groups. Greg said that it had not, but he had discussed it with the staff liaisons to the groups, who anticipated a positive reception.

David Goldberg recommended that Greg double check the language of the proposed amendments with the City Attorney to ensure that everything was phrased correctly and to bring the changes back to the Board for approval.

Nick Dierckman acknowledged that he was on BAM and stated that in addition to work recognizing and accommodating people with disabilities within the library, he thought that the BAM group could apply their work across the City. Nick referenced meeting guidelines developed by BAM that could be applied to other City functions.

Nick asked for clarification that these would be called committees and not boards. Greg said he would check with the City Recorder about the details of naming and would prefer a wording of committee and avoiding advisory in the title. Nick expressed support for the use of the term committees.

Cynthia asked if the Board Chair's position description would need to be updated to reflect the changes of the bylaws.

Greg said that he had drafted changes to the Chair's responsibilities, outlined in paragraph three of the bylaws, and that was the only place he was aware that the responsibilities were listed.

6. Discussion Item: Use of the Conference Room

David Goldberg stated that in reading the updated policy, it sounded like people with extreme views could book the room and that would be acceptable as long as they followed library policy. Greg Williams agreed with that reading.

Greg stated that his legal understanding was that it was problematic to apply content filters to a limited public forum in a publicly funded resource. David agreed. Greg acknowledged that there would be a policy difference between a closed-door meeting in the Conference Room and a membership drive in the Community Room.

Larry Osborne pointed out that the updated policy was consistent with the American Library Association's (ALA) stance.

Greg acknowledged the philosophical complexity of the competing library values of neutrality and promoting free speech with groups that participate in hate speech using library spaces.

Greg summarized that the Conference Room policy revision was prompted by the restructure of the staff space and the need to reevaluate the use of existing space. As a result of these changes, the Conference Room became the sole small bookable meeting space. Greg had asked staff for feedback about bookable rooms and incorporated that into the new policy.

Greg identified the largest policy change as adding an online reservation system that did not require staff intervention to create a reservation. The requirement for appointment makers to have a current library card was consistent with past policy.

Heidi Blackwell asked if there was a timeline for conference room reopening. Greg said reopening was COVID-dependent and he would prefer to not make something available only to revoke it a few weeks later if conditions changed.

Greg said the system would automatically cancel reservations if the reservation maker did not check in within fifteen minutes of the reservation's start time. This feature would free up staff time historically spent managing appointments. Priority would still be given to library programing.

Greg shared that business users sometimes created challenges for the space. Greg clarified his belief that everyone should have the opportunity to use the room for three hours per week and that if business was conducted, the business conductor should make the reservations, not clients of the business. Additionally, the library would reserve the right to verify a business license because, per Municipal Code, business conducted within City limits required a license.

The proposed changes would allow room users to book reservations up to one month in advance, rather than the six months under the previous policy.

Cynthia Andrews suggested creating an internal policy to account for conflicts of opinion and objections to other groups' reservations in order to protect frontline staff, particularly as it concerned room reservation. Cynthia suggested creating materials to share with objecting patrons, possibly a reference to ALA stance on meeting room use. Greg said that was something that could be done.

David Goldberg expressed surprise that business use of the conference room came up and asked if that had been an issue. Greg explained that it had, particularly with business individuals having clients book the room and having multiple clients in a day.

David asked if any members had any concerns or questions and questioned if Board voting was needed on the matter.

Greg stated that since it was a matter of policy, the Board would need to vote on it before it was sent on to the City Manager to be signed.

Heidi mentioned in chat that the Community Room was needed as public meeting spaces were limited. Greg acknowledged that there was limited community meeting space, and that this was a topic that has been discussed with department directors.

Heidi stated that there were groups and individuals who could not make reservations with the City for parks due to prior incidents in parks. Greg stated that if equivalent violent behavior had happened in the library, the library would have a case to keep the person from room reservations. Greg acknowledged that the Parks code may have different or additional rules and procedures

which allowed them to deny reservations at a different threshold than the library.

Nick Dierckman asked if the criteria for use of Conference Room and Community Room were the same. Greg asked Denise Butcher to clarify.

Denise Butcher stated there were differences. The use of the Community Room was limited to use by nonprofit community organizations, departments, and the library and that for profit organizations could not use it.

7. Discussion Item: Strategic Plan Revisions

David Goldberg suggested that instead of a Board Meeting on September 8, 2021, that a work session be held in order to begin discussion about the Strategic Plan. David stated that the Library Board needed to have nine regular meetings per year. David asked if work sessions were regular meetings. Greg Williams responded he did not believe work sessions would qualify. There were no objections to the work session.

Greg stated he would set up the work session. Greg shared that there were two reasons for the strategic plan discussion: the world changed substantially since the last Strategic Plan was created and Greg wanted to focus on high level goals and measurable steps needed to pursue these goals. Greg reflected that the existing Strategic Plan had a great deal of content that, while important, might be a better fit in other documents. Greg expressed a wish to revisit the document with the Board.

David pointed out that neither Greg or David were involved in the current Strategic Plan's creation and said that he respected and recognized the time and resources that creating the document took. David stated that he shared Greg's reasons for revisiting the plan.

Cynthia Andrews shared that although she had not been part of creating the last plan, she had a professional background in strategic plans and felt that the current one had material that would be better placed in an operational manual. Cynthia recognized the importance of both operational documents and strategic plans to an organization and thought they should be separated.

Larry Osborne stated that he had voiced similar observations during the beginning of the current Strategic Plan.

Cynthia stated that she was appreciative of the Board's view of the Strategic Plan as a living document and felt the Board would be helpful adapting the document to fit changing circumstances.

David affirmed that the next meeting would be a one work session in a possible series.

8. Communications:

Library Foundation

Cynthia Andrews shared that the Foundation made the decision to sunset the operation of the Dolly Parton Imagination Library as the success of the program had outpaced the ability to guarantee Foundation funding given ongoing COVID related uncertainty around fundraising events. This decision caused the Foundation to reexamine what they wanted to accomplish and how they anticipated furthering the Strategic Plan objective of developing young readers. After discussion with Barratt Miller, Youth Services Librarian, the Foundation decided that the 1000 Books before Kindergarten program was a better fit as it used technology and resources which the library already owned.

Cynthia relayed that the August Foundation meeting had been cancelled due to members' vacations.

Cynthia stated that new registrations for the Dolly Parton Imagination Library were closed. Children already enrolled in the program would continue to be supported until they aged out of the program at age five. Cynthia anticipated a multi-platformed approach to sharing information about the 1000 Books Before Kindergarten project with the public and anticipated the new program would support readers, parents of readers, and library staff at a higher level.

David Goldberg expressed interest in hearing more details of the 1000 Books Before Kindergarten program.

Cynthia shared that outdated population data was given to the Foundation when in the planning and financial projection stages of the Dolly Parton Imagination Library. Cynthia mentioned that the Foundation was interested in continuing to work with other organizations, as they had begun building a partnership with Oregon City Schools Foundation. Cynthia anticipated involving them and others in the new project.

Library District Advisory Committee (LDAC)
No report.

Friends of the Library
Larry Osborne reported that at that day's meeting the Friends had voted to provide the members of the Elevated Readers Book Club with three dollar coupons. Larry recognized the continuing support the Friends showed.

9. Future Agenda Items:
A work session focused on the Strategic Plan would be held in lieu of the September regular meeting.

10. Adjournment:
The meeting adjourned at 6:37 PM.

OREGON CITY

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 October 2021

Monthly Statistics Notes

- I'm pleased to see that, for the second month in a row, the Library is a "net lender" of materials within LINCC. We have been working very hard over many months to implement processes and tools to help us "even out" our borrowing/lending ratio, and it's gratifying to see those efforts reflected in our stats! I put together a graph showing the general trend over the last 3 years (*note: in an effort to somewhat "normalize" this data and show a smoother overall trend, data from April through September of 2020 is not included, as LINCC-wide materials flow was severely impacted during that period*).

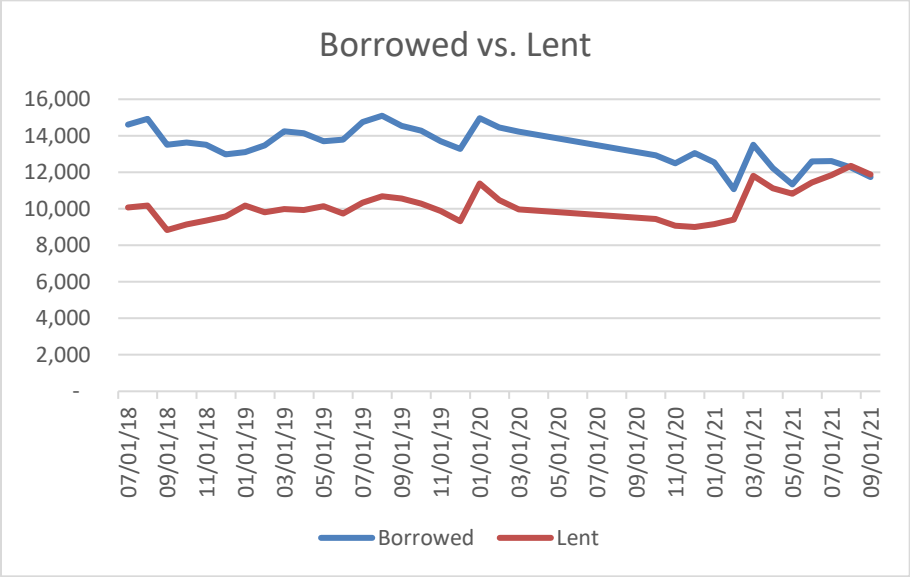


Figure 1 - Borrowed vs. lent graph

Library Operations

- Our new people counters allow us to generate hourly "heatmaps" of patron traffic more easily in and out of the building. Below is a heatmap showing entry and exit counts for the month of September. This data should be very useful in informing future operational and resource allocation decisions.

Day/Hour Heatmap - September, 2021

Traffic Ins

Day	10a	11a	12p	1p	2p	3p	4p	5p	6p
Su			184	171	120	102	100		
Mo	117	121	109	107	122	110	104	84	61
Tu	160	149	151	116	133	140	134	104	66
We	206	167	130	150	208	232	209	149	81
Th	182	195	175	164	202	241	165	113	103
Fr	160	165	149	163	140	163	155	99	52
Sa	164	183	159	140	178	142	119	79	

Traffic Outs

Day	10a	11a	12p	1p	2p	3p	4p	5p	6p
Su			133	160	137	96	133		
Mo	84	112	109	91	125	119	92	115	76
Tu	110	138	134	129	131	141	128	103	92
We	135	174	120	139	195	215	247	151	116
Th	123	183	177	163	173	234	188	117	128
Fr	118	167	142	152	137	160	152	120	76
Sa	122	161	165	142	155	148	133	111	

Figure 2 - Patron traffic hourly heatmaps

- In August, the City IT department coordinated an e-waste pickup. The Library was able to safely dispose of approximately 200 lbs. of broken monitors, dead battery backups, and other electronic detritus.
- With the recent retirement of Wilsonville Library Director Pat Duke, the Clackamas County Ealy Learning Hub Council was seeking another representative from the Library community to replace Pat and to ensure the local library community continues to have a voice in the Early Learning Hub's efforts to continue improving the region's early learning system and supporting children and their families. We are excited to report that our Youth Service Librarian Barratt Miller was appointed to the Council! Barratt's passion for supporting young readers and their families, and her experience working with the Crook County Early Learning Hub, will be great additions to the Council and the Early Learning Hub.
- In August, Library Director Greg Williams was elected to the Oregon Library Association's Public Library Division (PLD) Executive Board as a member-at-large. PLD is responsible for (among other things) maintaining and updating the Oregon Library Association's standards for public libraries. Greg is honored to have been selected for this leadership position by his colleagues throughout the State and is excited to bring his perspective and passion for public library service to the PLD Executive Board.

Library Grounds and Facilities

- The damaged windows in the Carnegie have been replaced. Thank you to Facilities for helping schedule and coordinate the work, and Community Development for their assistance and advice concerning window repairs in a historical structure.

- The upstairs study nook has been cleared of stored furniture and reopened for public use (with fewer, more physically-distanced and hygienic seats).

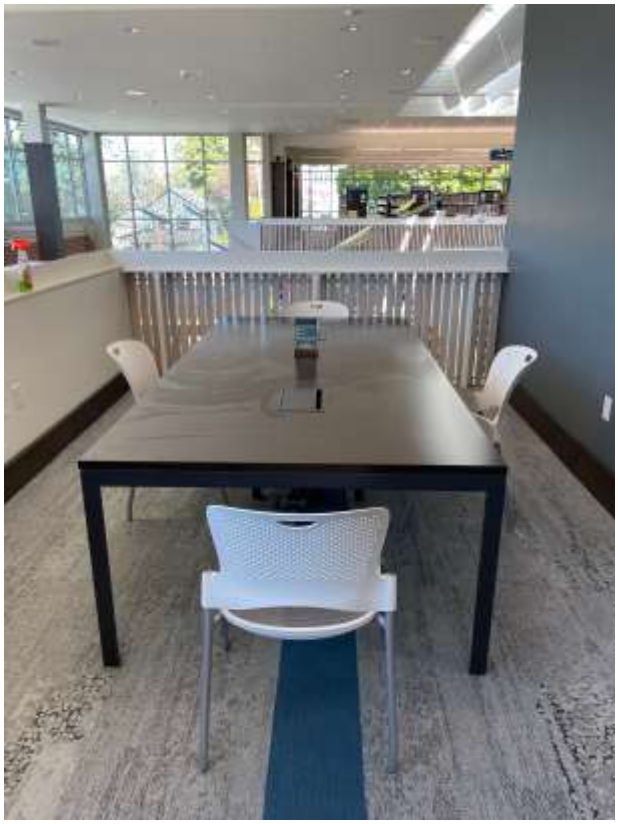


Figure 3 - Upstairs study nook

- In the 2020 Community Survey, one of the areas identified as a community priority for the Library (based on Importance-Satisfaction ratings) was expanding events and services for Teens. While the COVID-19 pandemic has made in-person events challenging, we have been working to reconfigure our Teen area to allow us to better serve and more easily interact with our Teen patrons. In the past months, we have relocated our Teen Specialist's office into the Teen area and put up a large whiteboard to facilitate more informal, passive programs (e.g., "Question of the Week"). At the start of September, we made some additional changes, namely:
    - Moved shelving to increase the physical space available in the Teen area.
    - Created two dedicated, Teen-only computer stations in the Teen area.
    - Purchased mobile monitor stands to host (when feasible) video- or gaming-related programs in the Teen area more easily.

  As we continue to emerge from the pandemic, we are looking forward to doing more to engage with and serve our Teen patrons!

- We have some new, colorful furniture in the Kids room! The new stools and benches are easily wipeable, more hygienic, and easier to maintain and keep clean in accordance with CDC recommendations.

Figure 4 - New kids room seating

Library Programs and Services

- On August 9, we celebrated International Day of the World's Indigenous Peoples with social media posts and recommended booklists for kids and adults.

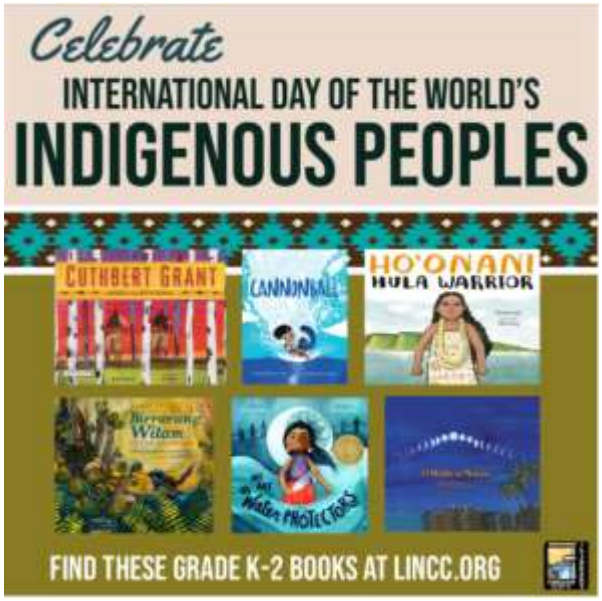


Figure 5 - International Day of the World's Indigenous People social media tile

- During the month of August, our upstairs book displays featured books on education and romances to respectively celebrate National Back-to-School Month and Read-a-Romance Month

Figure 6 - Upstairs book display

- On Thursday, Aug 26, we celebrated Women's Equality Day with some recommended reads for adults & kids.

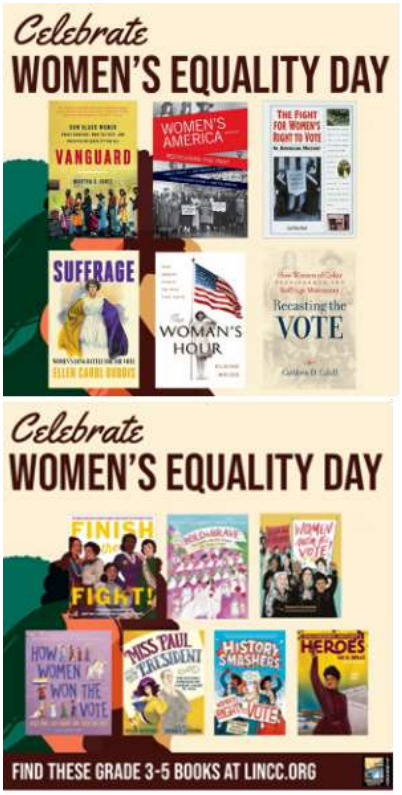


Figure 7 - Women's Equality Day social media tiles

- With the end of our Summer Reading Program, our staff got to perform one of our favorite tasks: contacting this year's prize winners! This year's theme was "Reading Colors Your World", so our Adult Services team put together some color-coordinated prize bags for our winners. Amber here won the "Green" prize bag, which included a green card catalog mug & socks, and a tablet with green case.

Figure 8 - Adult Summer Reading winner

- The Elevated Readers Book Club met in a hybrid format at the End of the Oregon Trail Interpretive Center on September 2 to celebrate their 10th Anniversary! 14 members (2 via Zoom) attended to discuss *Unsheltered* by Barbara Kingsolver and celebrate the club's first decade of reading and discussion. Jen, our staff representative, brought goodies for the group to celebrate the milestone.

Figure 9 - Elevated Readers' 10th anniversary

- In September, the Library celebrated Hispanic Heritage Month and Deaf Awareness Month with social media posts, suggested book lists for adults and kids, and Library book displays.

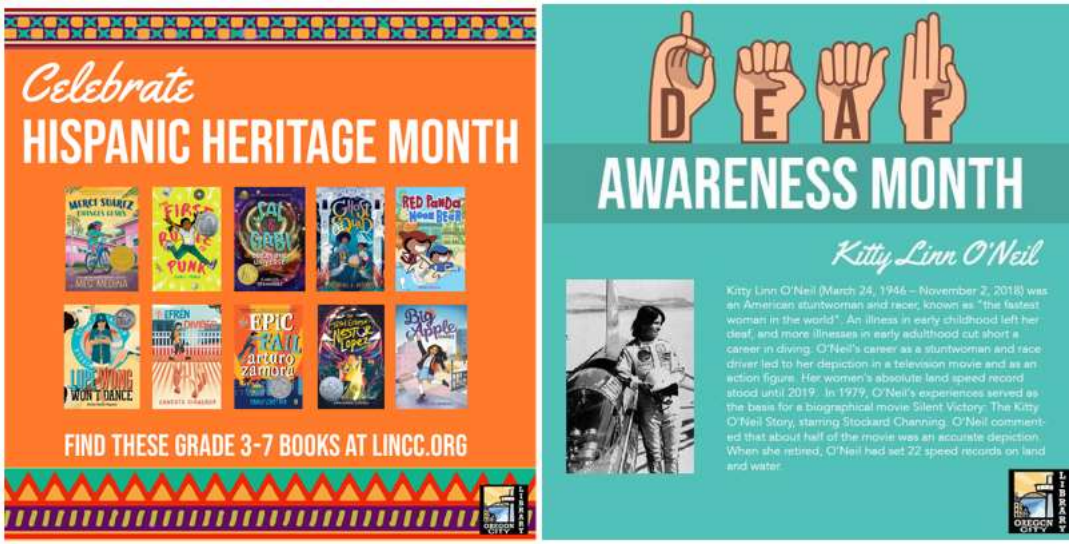


Figure 10 - Hispanic Heritage Month and Deaf Awareness Month social media tiles

- Each Wednesday, our Youth Services has started posting a "Question of the Week" on the whiteboard upstairs in the Teen area. Our goal is to provide our Teen patrons with a place to share their opinions and engage in conversations about each question with their peers. In recognition of Banned Books Week (Sept. 26-Oct. 2) our first question asked Teens to reflect on the value of free

and open access to information and ideas by considering the question “Should libraries avoid providing books that have controversial content?”. We are happy to report that 100% of respondents answered “No”, unanimously supporting the ideals reflected in the American Library Association’s Freedom to Read Statement!

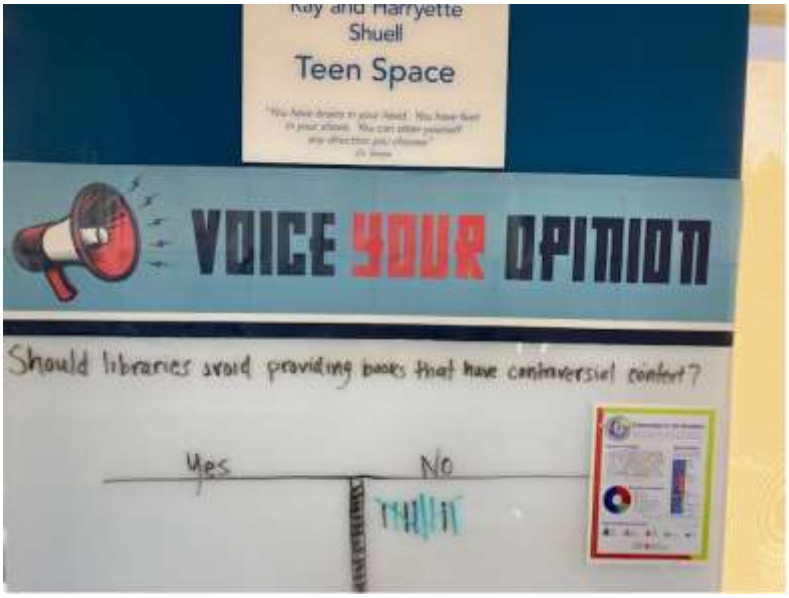


Figure 11 - Teen "Question of the Week" whiteboard

- Our Anti-Racism Book Club met in September for their first discussion of a novel, “If He Hollers Let Him Go” by Chester Himes (prior to this meeting, all books discussed have been nonfiction titles). Club members were also surveyed on topics including the next book to be read, as well as a potential new meeting date and time.
- In September, we had record-breaking participation from all corners of the multiverse for our Marvel-themed trivia night, with 58 contenders logging in! To quote the late, great Stan Lee, “Excelsior!”

Library Partnerships and Outreach

- In August, our Teen specialist Sabrina Tusing represented the Library at the Community Pride BBQ hosted by The Living Room at Rivercrest Park. The Living Room is a non-profit organization that supports and celebrates LGBTQ+ youth, ages 14-20, in Clackamas County. They support youth through leadership, a sense of belonging, engagement and through peer support services, drop ins, access to resources, and community events. Sabrina participated in the resource fair at the BBQ, providing information regarding the Library’s Teen LGBTQ+ collection, and engaging and connecting with regular library users and those who had never heard of the LGBTQ+ collection. Sabrina also provided some giveaways such as stickers, bookmarks, and rainbow-colored pencils as well as

several premade PRIDE/Trans/Pronoun buttons. However, the biggest attraction was the DIY button-making station! Many visitors used our colored pencils to create a variety of personalized Pride flags and pronoun buttons that represented their sexual identity and/or gender.

- The Susannah Lee Barlow Chapter of the National Society Daughters of the American Revolution provided a Constitution Week display in the Carnegie. The chapter's local members have been creating and setting up displays in partnership with the Library for many years.

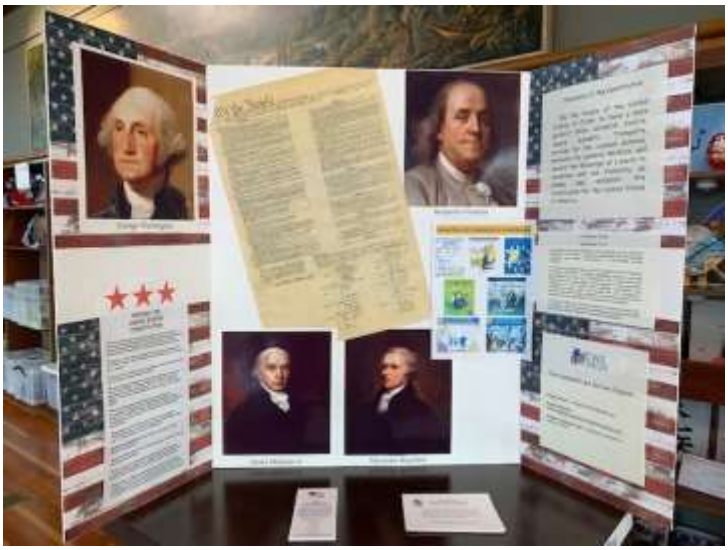


Figure 12 - Constitution Week display

LINCC-wide Updates

- On September 1, checkout periods on several item types were updated LINCC-wide for greater standardization. New adult fiction, DVDs, Blu-rays, video games, Lucky Day items, Library of Things items, and magazines now check out for 14 days while most other items will check out for 28 days. LINCC notified all patrons of the change, and we also posted the information on our webpage "Using Your Library Card".

Figure 13 - Updated checkout periods

- As has been discussed in a previous meeting, when LINCC libraries closed in response to the pandemic, the account block limit—how much money can be owed on an account before it is blocked—was temporarily increased so that patrons could continue to use resources and access their account even while libraries were closed. On September 8, the LINCC-wide block limit was lowered back to pre-pandemic levels ($25). Library staff have continued to work with all patrons who face financial barriers so that they may continue to access library services.

Patron Feedback

- A patron tweeted *"Oregon City Library has been a God sent for me during the lockdowns and mask mandates. Gratitude, Love, Hugs & Blessings to All of you."*

Figure 14 - Patron tweet

- A patron shared positive feedback and a picture of some of their child's LEGO Lab creations based on this month's LEGO Lab from Home. *"My son really enjoyed this. Thank you!"*

Figure 15 - Patron Lego creation

- September was Library Card Sign-up Month, and to celebrate, the American Library Association (ALA) encouraged library users to share how their Library empowers them. Patrons were able to share their thoughts via Instagram or Twitter using the hashtag #LibrariesEmpower, or could visit the Library to create their own "Libraries Empower" statement (which we posted in the lobby).

Figure 16 - Patron "Libraries Empower" statements

In addition, I Love Libraries (an American Library Association (ALA) initiative) tweeted a picture of some of our patrons' "Libraries Empower" bubbles! They wrote the following message as part of their social media promotion for Library Card Sign-Up Month.

Figure 17 - OC patrons' Libraries Empower bubbles featured by ALA

- Oregon City Guide posted a picture of one of our children's books along with some historical appreciation for the library.

  "There is so much adventure to be had inside the pages of a book. 📖 The beautifully expanded Oregon City public library is located at 606 John Adam's Street in Oregon City. The Oregon City Carnegie Library is a historic library building that was added to the National Register of Historic Places in 2014. The building was completed in 1913 and underwent a major renovation and expansion in 2015. We are so lucky."

Figure 18 - Oregon City Guide Facebook post

- The South Metro STEM Partnership highlighted our “Design a Boat” creative kit on their Facebook page.

Figure 19 - STEM partnership Facebook post

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

	Current Month		FY 21/22 YTD		Last Month		Same Month Last FY		FY 20/21 YTD	
PATRON STATISTICS										
New Patron Registrations	189		664		222		78		191	
Total Registered Patrons	19,239		19,239		19,056		20,828		20,828	
Library Visitors (Ins)	8,247		8,247		9,190		-		-	
Library Visitors (Outs)	8,027		8,027		8,938		-		-	
CIRCULATION (includes 1st-time circ and renewals)										
Adult materials	13,275		39,451		13,488		6,562		18,980	
YA materials	2,147		6,763		2,461		672		2,146	
Children's materials	15,828		49,454		17,149		4,974		13,565	
Electronic materials	5,387		17,086		5,756		5,442		17,685	
Total Circulation	36,637		112,754		38,854		17,650		52,376	
1st Time Circulation (Physical)	20,754		65,797		22,778		7,953		22,005	
1st Time Circulation (Self-Check)	19,853	*95.7%*	63,118	*95.9%*	21,892	*96.1%*	271	*3.4%*	680	*3.1%*
Holds received from other libraries	11,736	*49.7%*	36,613	*50.4%*	12,265	*49.8%*	9,861	*52.6%*	26,665	*52.5%*
Holds sent to other libraries	11,880	*50.3%*	36,064	*49.6%*	12,349	*50.2%*	8,899	*47.4%*	24,093	*47.5%*
CIRCULATION DEMOGRAPHICS										
Borrowers - City Residents	1,332	*58.5%*	n/a		1,382	*59.5%*	727	*55.6%*	n/a	
Borrowers - Unincorporated Residents	772	*33.9%*	n/a		770	*33.2%*	491	*37.6%*	n/a	
Borrowers - Other	174	*7.6%*	n/a		170	*7.3%*	89	*6.8%*	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	495		1,302		490		-		-	
WiFi Sessions	424		1,285		432		105		292	
SOCIAL MEDIA / EMAIL										
Facebook followers	3,912		n/a		3,894		3,521		n/a	
Instagram followers	1,859		n/a		1,863		1,648		n/a	
Twitter followers	929		n/a		925		888		n/a	
YouTube subscribers	195		n/a		188		130		n/a	
YouTube unique viewers	352		n/a		332		284		n/a	
YouTube views	445		1,268		427		502		1,959	
Email newsletter subscribers	4,320		n/a		4,296		4,372		n/a	

See monthly Hootsuite report for additional social media statistics

FINANCIAL *See monthly Budget to Actual report*

PROGRAMMING										
Children's programming - # of progs	n/a		13		7		15		71	
Children's programming - attendance/engagement	n/a		965		421		1,485		4,659	
YA programming - # of progs	n/a		2		1		1		1	
YA programming - attendance/engagement	n/a		20		6		4		4	
Adult programming - # of progs	14		44		14		19		67	
Adult programming - attendance/engagement	376		1,545		672		183		576	
Total Creative Kits Offered	176		681		250		-		-	
Total Creative Kits Claimed	166		594		181		-		-	
ELECTRONIC RESOURCES										
Kanopy plays	614		1,575		490		577		1,637	
Kanopy cost	$ 582		$ 1,490		495		$ 534		1,539	
Kanopy average cost/play	$ 0.95		$ 0.95		$ 1.01		$ 0.93		$ 0.94	

Library Board Report

Sep 01 - Sep 30, 2021

@ORCityLibrary

oregoncitylibrary

Oregon City Public Library

Fans

3.6K
fans

New Fans

12
new fans

Posts

89
posts

Engagement > Type

Reactions	166
Shares	30
Comments	12

Post Reach

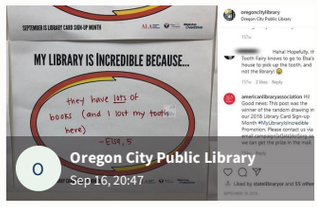
26K
users

Top posts > Reach

Oregon City Public Library
Sep 04, 16:01

Our Library of Things collection is now located in the Carnegie building. Lots of games & puzzles available! You can also browse our collection online at go.lincc.org/oclot.

1789 users



#ThrowbackThursday | All the way back to September 2018! OC Library patron "Elsa" won the American Library Association's

1623 users

Create a secret code bracelet using binary code, colored beads, and a stretchy band. Register at go.lincc.org/ocseptkits.

1096 users

Post Likes

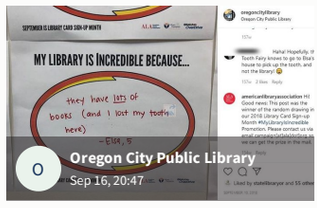
169
likes

Top posts > Reactions

Oregon City Public Library
Sep 04, 16:01

Our Library of Things collection is now located in the Carnegie building. Lots of games & puzzles available! You can also browse our collection online at go.lincc.org/oclot.

76 reactions



#ThrowbackThursday | All the way back to September 2018! OC Library patron "Elsa" won the American Library Association's

5 reactions

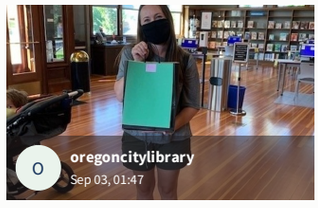
Here's a pic of The Child Poster (well, Grogu, well...Baby Yoda) ALA is giving away during #LibraryCardSignUp month. The contest

5 reactions

Followers

1.9K
followers

Top Posts > Reach



Congrats to Amber for winning the green prize bag for this year's Adult Summer Reading Program! Thank you for

518 users

In the summer of 2011, our Elevated Readers Book Club met for the first time. 10 years later they continue to meet at least bi-

395 users

Create a secret code bracelet using binary code, colored beads, and a stretchy band. . #oregoncitylibrary #ocplcreativekits

319 users

Posts

32
posts

Top posts > Likes

Congrats to Amber for winning the green prize bag for this year's Adult Summer Reading Program! Thank you for

53 likes

In the summer of 2011, our Elevated Readers Book Club met for the first time. 10 years later they continue to meet at least bi-

21 likes

Will you be canning this season? Check out some of our equipment donated to our Library of Things collection by @osuextfch.

15 likes

Followers

Net New Followers > Acco...

@ORCityLibrary	3

Tweets

121
tweets

Engagement > Type

Likes	36
Retweets	8
Replies	1

Biennium Budget Report Y1 by Categ

(through September 30, 2021)

	2021-2022 Budget	September 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	1,243.41	3,056.37	0.00	11,943.63	25,000.00	0.00	36,943.63
47 - Miscellaneous Income	25,000.00	1,119.52	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**	**2,362.93**	**159,127.60**	**0.00**	**2,614,582.40**	**2,866,720.00**	**0.00**	**5,481,302.40**
5 - Expense								
51 - Salaries and Wages	1,052,610.00	82,441.99	256,344.94	0.00	796,265.06	1,099,977.00	0.00	1,896,242.06
52 - Benefits	623,600.00	46,589.85	141,786.90	0.00	481,813.10	651,683.00	0.00	1,133,496.10
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	5,982.52	26,865.41	32,362.92	85,371.67	144,600.00	0.00	229,971.67
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	200.00	259.00	200.00	9,541.00	10,000.00	0.00	19,541.00
64 - Operating Materials & Supplies	244,000.00	14,843.50	39,501.43	35,893.31	168,605.26	244,000.00	0.00	412,605.26
65 - Office & Administrative Supplies	43,250.00	2,522.87	3,017.10	3,247.54	36,985.36	37,250.00	0.00	74,235.36
66 - Special Programs	32,700.00	1,162.14	1,493.03	1,760.00	29,446.97	36,700.00	0.00	66,146.97
68 - Community Programs and Grants	0.00	244.21	244.21	0.00	(244.21)	0.00	0.00	(244.21)
69 - Internal Service Charges	102,092.00	8,507.67	25,523.01	0.00	76,568.99	102,092.00	0.00	178,660.99
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	5,000.01	0.00	14,999.99	20,000.00	0.00	34,999.99
5 - Expense Totals:	**2,691,973.00**	**164,161.42**	**500,035.04**	**73,463.77**	**2,118,474.19**	**2,765,423.00**	**0.00**	**4,883,897.19**

CITY OF OREGON CITY

Staff Report

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

To: Library Board **Agenda Date:** 10/13/2021

From: Library Director Greg Williams

SUBJECT:

2021 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 2021 Summer Reading Program.

BACKGROUND:

Due to the continuing COVID-19 pandemic, the Oregon City Public Library once again had to make modifications for its 2021 Summer Reading Program (SRP). Adult Services Librarian Gina Bacon and Youth Services Librarian Barratt Miller will review this year's Summer Reading Program, 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: $18,559

FY(s): FY 20-21, 21-22

Funding Source(s): Approved FY 19-21 & FY 21-23 Library Biennial Budgets, Ready to Read Grant, Friends of the Library

SUMMER READING REPORT 2021

CHANGES FOR 2021

Eliminated design-your-own youth challenge based on low participation in 2020

Added weekly activity badges to youth challenges

Re-instated registration prize books for youth challenges via online sign-up form

Added more grand prizes for the adult program.

Added challenge badges for adults who completed each activity.

BUDGET

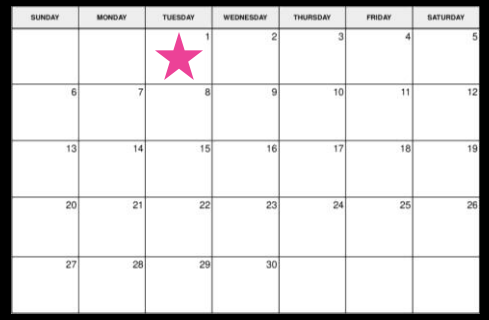
$7,071

Ready to Read grant from State Library for prize books ($4,571), prize drawing gift cards ($1,450) and 3 virtual family concerts ($1,050)

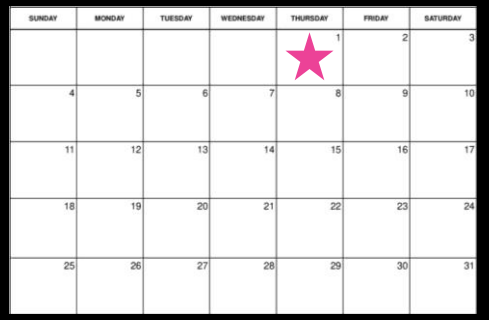
$11,488

Library budget for Beanstack ($2,195), tote bags ($1,048), prize baskets ($1,776), and creative kits ($6,469)

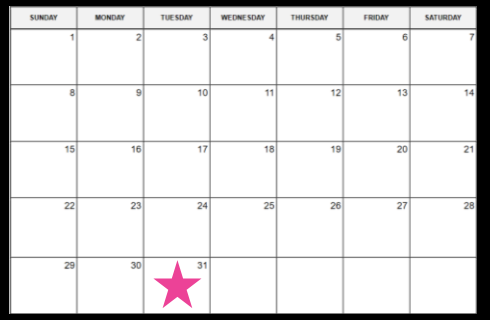
TIMELINE



June 2021
registration for all challenges began June 1



July 2021
youth prize book pickups began July 1



August 2021
last day to log reading and enter tickets in a prize drawing was August 31

PROGRAM OVERVIEW

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

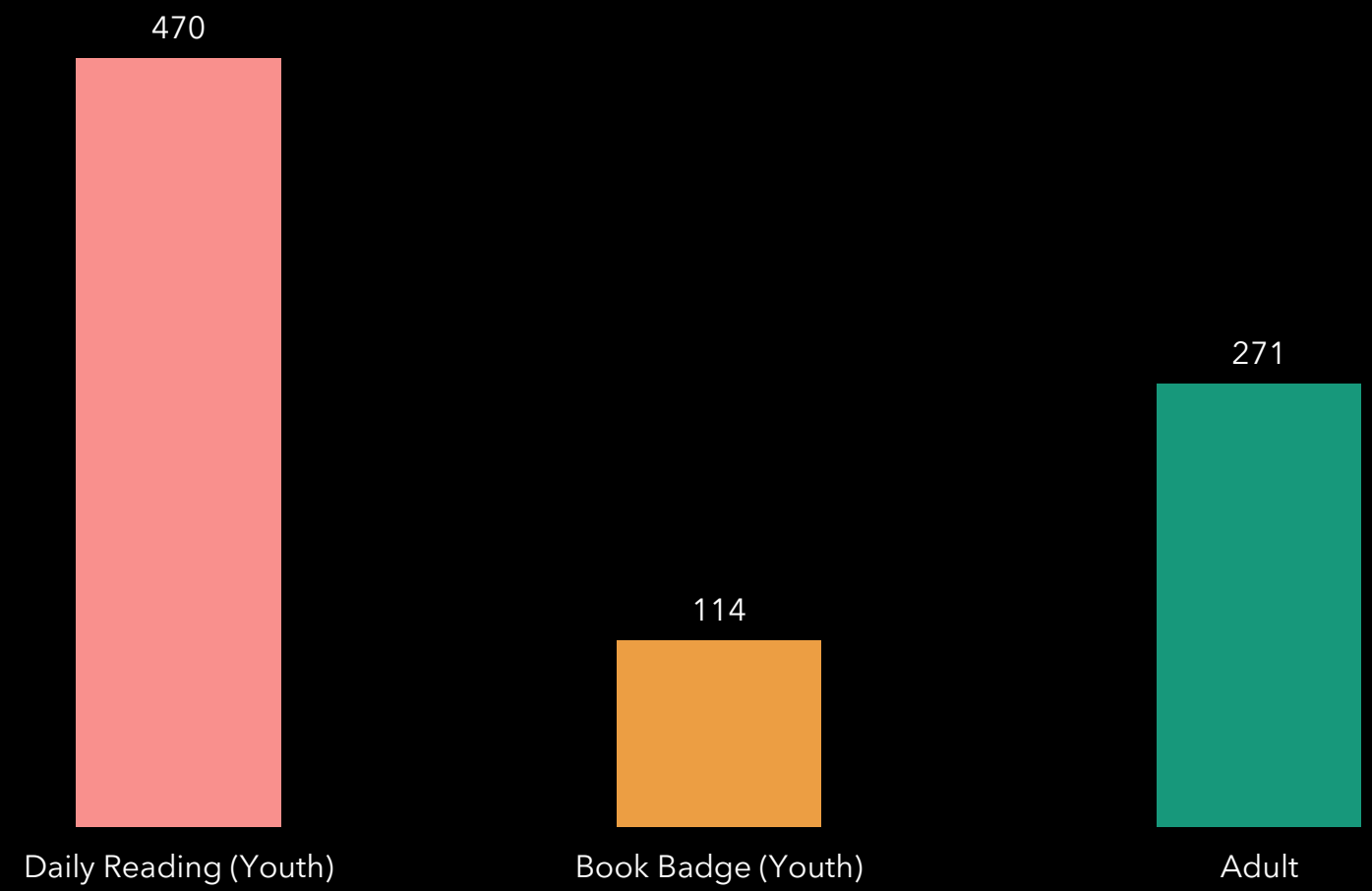
INCENTIVES

Free book for all kids and teens who registered

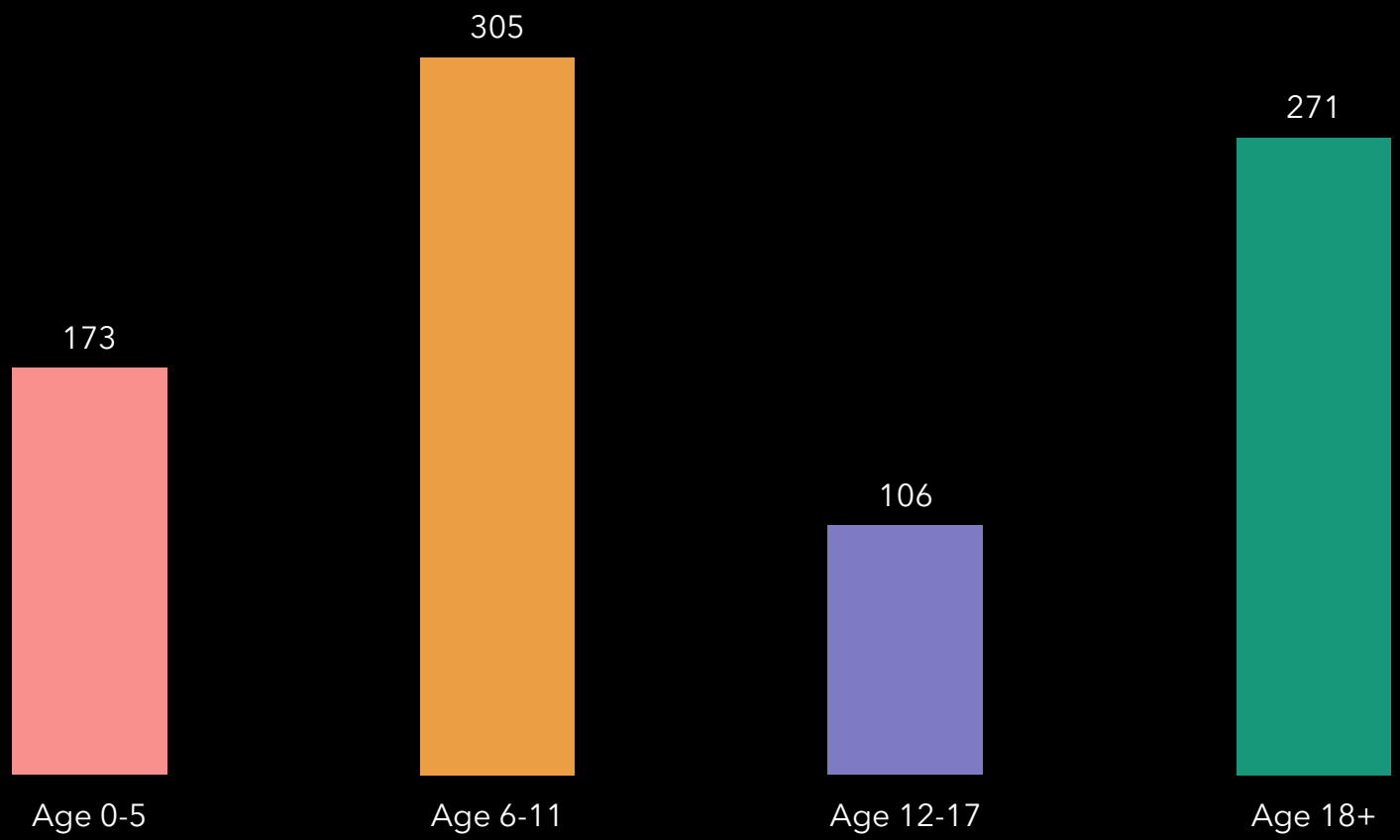
Free tote bag for all adults who registered

Prize drawing tickets for local business gift card (youth) or prize basket (adult) earned with each unlocked badge

REGISTRATION BY CHALLENGE



REGISTRATION BY AGE



DAILY READING CHALLENGE

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.

470
registered for challenge

306
logged at least one day of reading

88
read on all 72 days

30
average days read by each reader

14,194
total days read by all readers

BOOK BADGE CHALLENGE

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.

114	50	6	4	475
registered for challenge	read at least one book	read 24 books	average books read by each reader	total books read by all readers

BOOK BADGE CHALLENGE

Most popular reading categories:

Cool Cover Art (31)

Cover Is Blue (28)

Name in Title (24)

Fantasy or Science Fiction (24)

Graphic Novel or Manga (24)

WEEKLY ACTIVITY BADGES

635 **weekly activities completed.** Most popular weekly activity badge categories:

Have a Picnic (70)

Read Outside (57)

Draw a Self Portrait (54)

Have a Movie Night (54)

Go For a Walk (53)

ADULT SUMMER READING

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

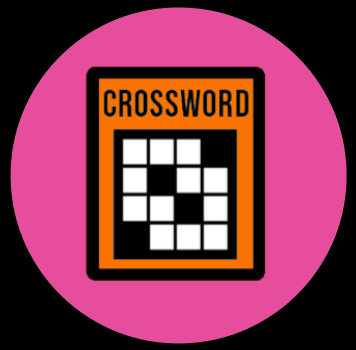
271	152	23	5	1,423
registered for challenge	read at least one book	readers who completed activities	average books read by each reader	total books read by all readers

ADULT SUMMER READING

Activities that earn you prize drawing tickets:

Read a book

Bingo Card



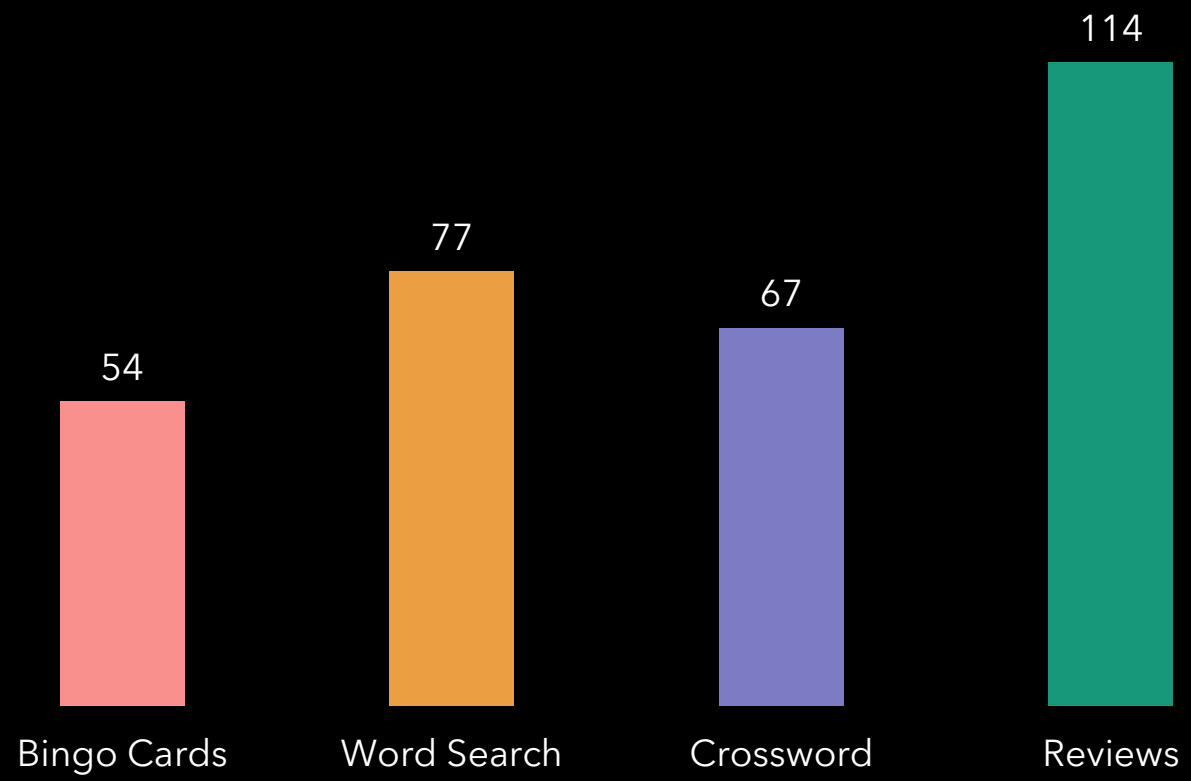
Crossword

Wordsearch

Write a review

ADULT SUMMER READING

Completed activities summary:

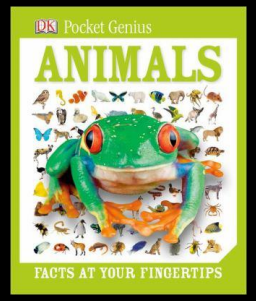


1,423

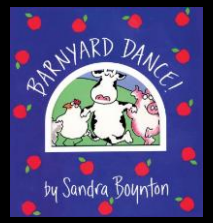
total books read by all readers

TOP 10 KIDS & TEEN BOOKS

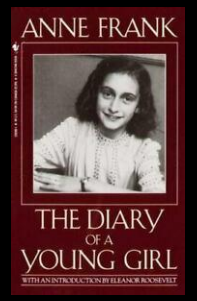
Amina's Voice (4)



Animals: Facts at Your Fingertips (3)

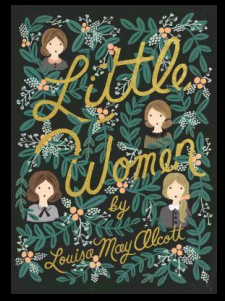


Barnyard Dance (3)

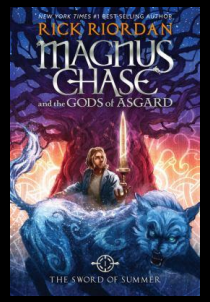


Diary of a Young Girl (3)

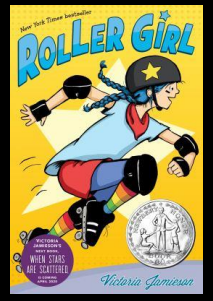
The Girl I Used to Be (3)



Little Women (3)

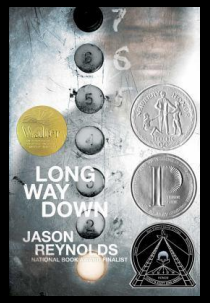


Sword of Summer (3)



Roller Girl (3)

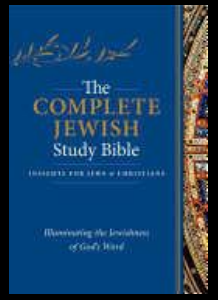
Guts (2)



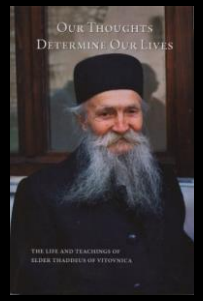
Long Way Down (2)

TOP 10 ADULT BOOKS

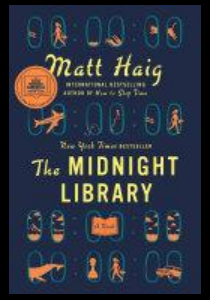
The Four Winds (8)



The Complete Jewish Study Bible (8)

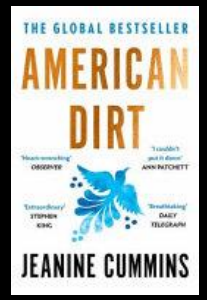


Our Thoughts Determine Our Lives (8)



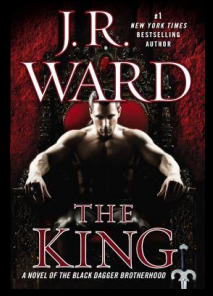
The Midnight Library (6)

The Great Alone (6)

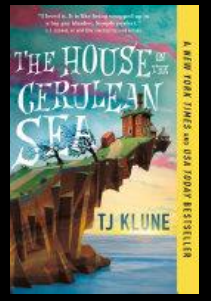


American Dirt (6)

The Last Thing He Told Me (5)



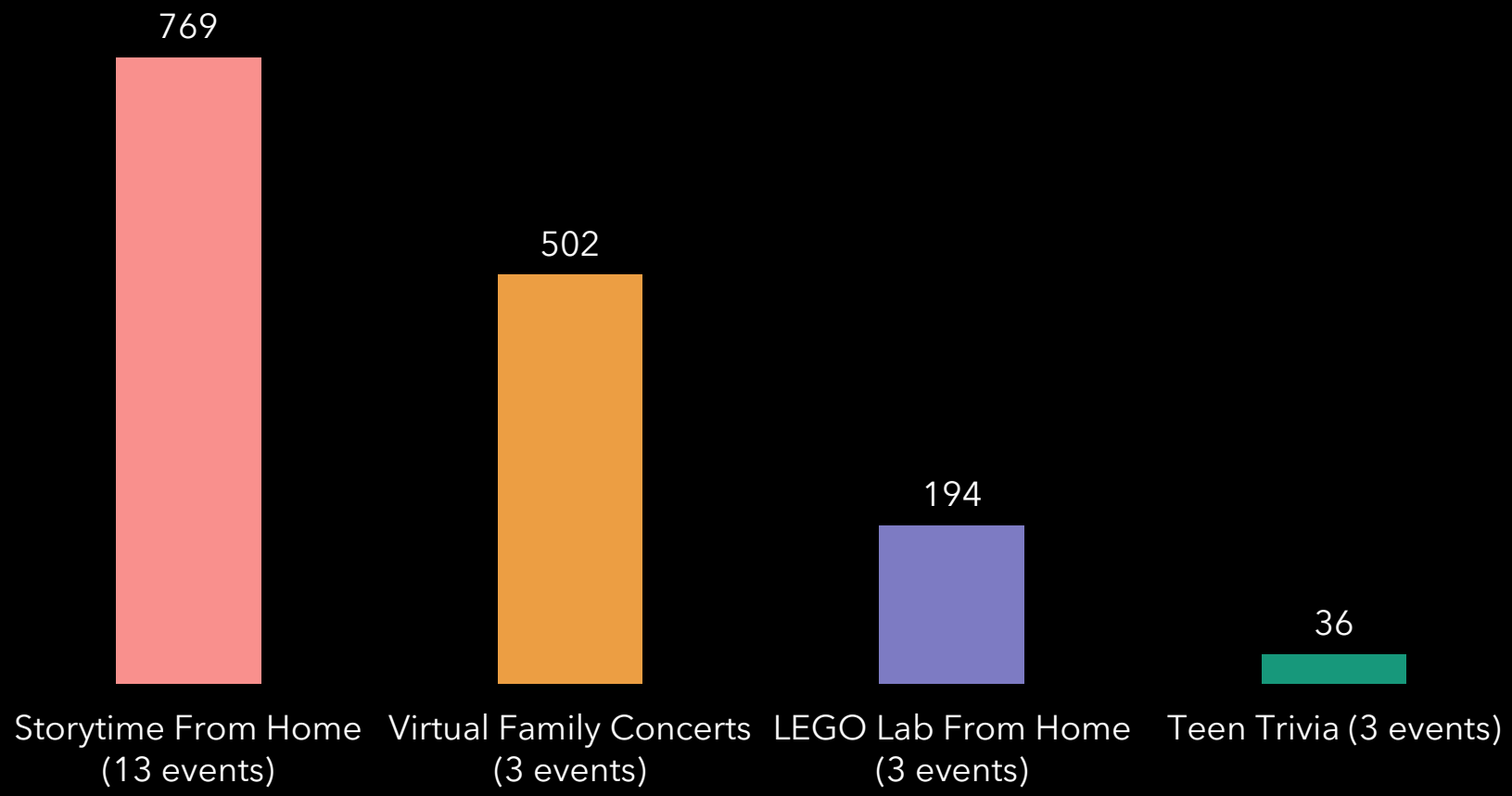
The King (5)



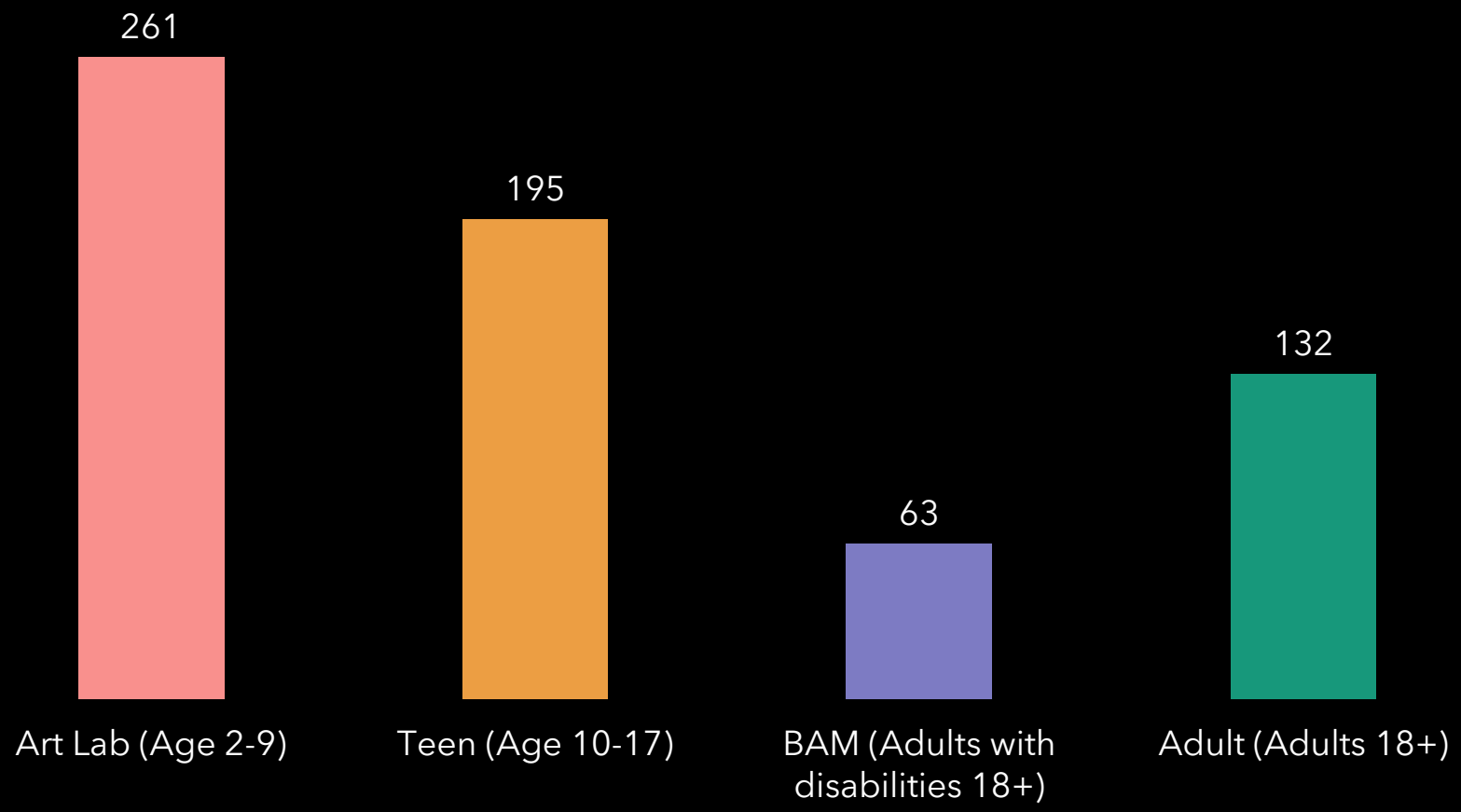
The House In the Cerulean Sea (5)

The Storm Runner (5)

VIRTUAL EVENT PARTICIPATION



CREATIVE KIT PARTICIPATION



COMMUNITY FEEDBACK

I loved getting the free book at the start because I was looking for something good to read and that was perfect! Also just being to have a chance at winning a gift just by reading which I love to do anyway.

[My favorite thing about Summer Reading this year was] watching my kids gain fluency in reading and more confidence in their abilities.

I had no idea they had summer reading for adults! I did this every summer as a kid! I AM SO EXCITED!

Thank you for offering an adult program, I enjoy being able to participate alongside my kids.

TAKEAWAYS

Improve communication using Beanstack landing pages and e-mail newsletters for youth

Review rewards structure and prize offerings for youth

Create book lists for kids and teens tied to the Summer Reading theme

Explore creation of a teen program for high school students

Explore different program formats for adults

CITY OF OREGON CITY

Staff Report

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

To: Library Board **Agenda Date:** 10/13/2021

From: Library Director Greg Williams

SUBJECT:

1,000 Books Before Kindergarten Program Overview

STAFF RECOMMENDATION:

n/a – Informational only

EXECUTIVE SUMMARY:

Youth Services Librarian Barratt Miller will provide an overview of a new early literacy development program, “1,000 Books Before Kindergarten”, being undertaken by the Library in partnership and with support from the Oregon City Library Foundation and the Friends of the Oregon City Library.

BACKGROUND:

Starting in January 2022, the Library will be implementing a new early literacy program called “1,000 Books Before Kindergarten”. The Library Foundation will provide financial support for the program (approximately $60,000 over a five-year period), as well as continuing to provide financial support all children currently enrolled in the Dolly Parton Imagination Library until they graduate from the program (new enrollments in DPIL are no longer being accepted). It is anticipated the Friends of the Library will provide financial support as well (the program will be formally presented to the Friends Board on 10/13/21).

The program will directly support the Library’s Strategic Focus of “Creating Young Readers” and its associated goals of exploring opportunities for outreach and partnerships, reaching at-risk youth, ensuring young readers and their caregivers have easy access to materials, increasing number of books owned by children under 5 in our service area, and helping parents and caregivers create and maintain a regular habit of reading with their children.

OPTIONS:

1. n/a – Informational only

BUDGET IMPACT:

Amount:	Up to $60,000 (approximately) over five years
FY(s):	FY 20-21 through FY 24-25
Funding Source(s):	Oregon City Library Foundation, Friends of the Library (anticipated), Approved Library Biennial Budgets. Potential for additional support by other partners in the future.

1000 BOOKS BEFORE KINDERGARTEN

Presentation to the Oregon City Public Library Board

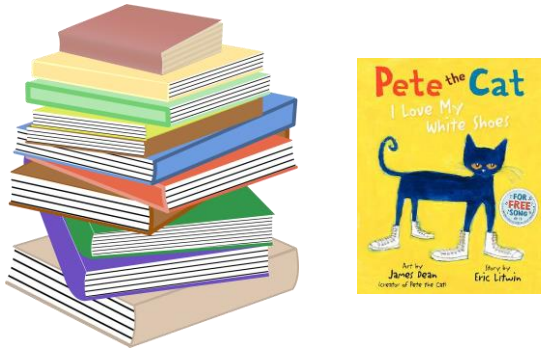
October 13, 2021

OREGON CITY LIBRARY

PROGRAM OVERVIEW

Caregivers register online at orcity.beanstack.org or in the Beanstack app

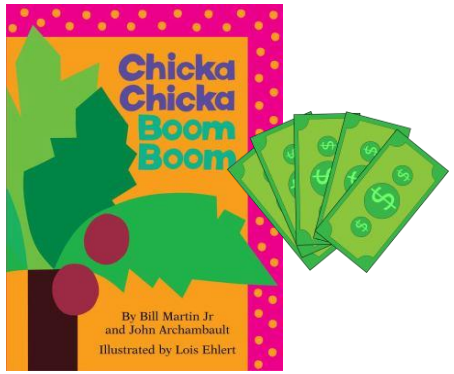
Caregivers keep track of how many books they read to their child (optional paper reading log available)



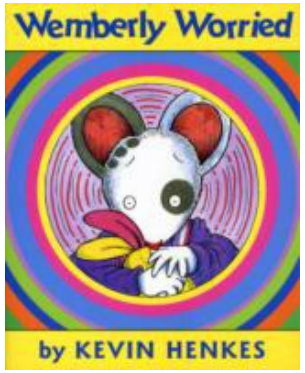
Caregivers log books in the app using either total numbers or title (staff recommends using title only for favorites)

INCENTIVES

At sign up, each child receives a free book and a tote bag (with 1000 Books, Library, Foundation logos)



At 500 books, each child receives a free book and a $5 fine voucher

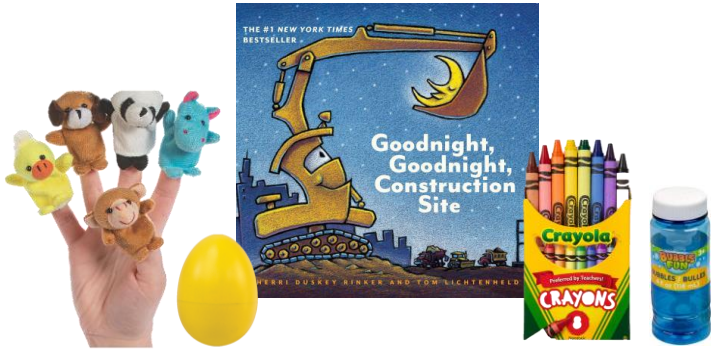


At 1000 books, each child receives a free book, a button, and a certificate

MONTHLY PRIZE DRAWING

Reading 50 books unlocks a badge in Beanstack

On the 1st of each month, one child who unlocked a badge in the previous month will be randomly selected to win a prize pack



Prize packs contain one gift for each of the 5 Early Literacy Practices: talk, sing, read, write, play

PARTICIPATION & FOUNDATION FUNDING

4,500

children could be served in the first 5 years of the program

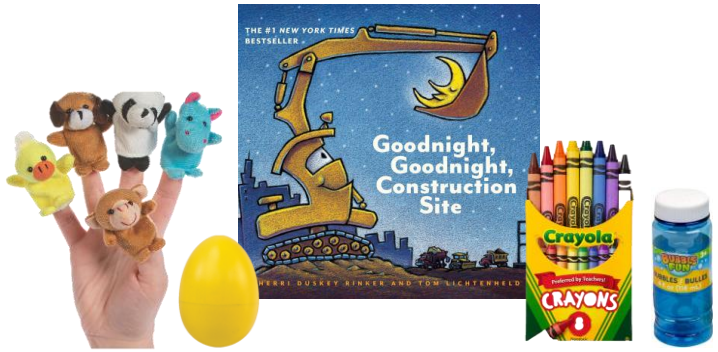
$12.65

cost per child who completes the program

$56,925

allocated by Library Foundation to purchase books & tote bags

ADDITIONAL FUNDING

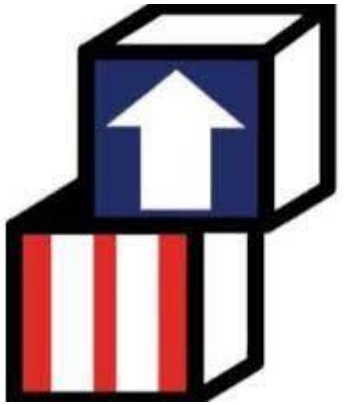


Ask Friends of the Library to sponsor monthly prize packs at minimum of $200 per year for one pack per month

Library will provide in-kind contributions for software, button, certificate, fine vouchers, graphic design, and program administration

OUTREACH POSSIBILITIES

Visits to rural communities and book locker sites to sign children up for the program

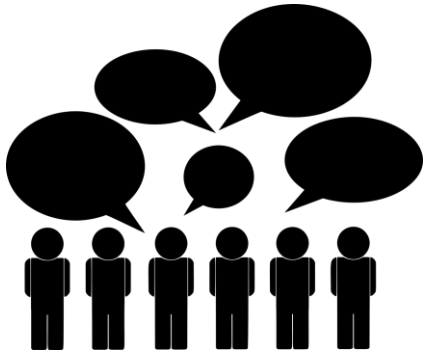


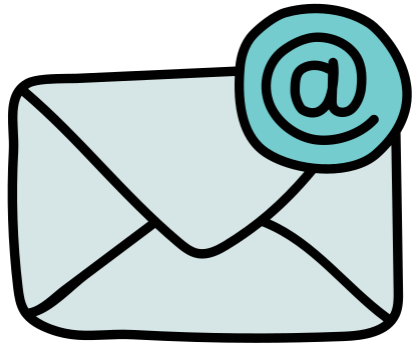
Partner with organizations such as Head Start to identify children most in need of early literacy supports

Partner with Clackamas Parenting Together to offer trainings for parents needing additional support

ADDITIONAL SUPPORTS

BOOKFLIX®





Include welcome video and online resources such as BookFlix and storytime videos to support families with limited access or reading skills

Provide Spanish translations of paper reading log, videos, and other resources

Monthly e-newsletter with prize drawing reminder, early literacy tip, and upcoming library or community event

OREGON CITY LIBRARY

QUESTIONS?

CITY OF OREGON CITY

Staff Report

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

To: Library Board **Agenda Date:** 10/13/2021

From: Library Director Greg Williams

SUBJECT:

2021 Draft State Library of Oregon Statistical Report

STAFF RECOMMENDATION:

n/a – Informational only

EXECUTIVE SUMMARY:

The Library Director will share the draft 2021 State Library of Oregon 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, 2021) so that the Library Board may have a chance to review. The Library Director still needs to conduct calculations on approximately 5 questions (related to open hours and traffic during COVID-related closures) before final submission.

Please note. This year, the State Library has changed the online system used to collect and submit data. Because of this, the system is unable to present a year-to-year comparison of submitted data. In addition, some data (especially circulation 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).

OPTIONS:

1. n/a – Informational only

BUDGET IMPACT:

Amount: n/a

FY(s): n/a

Funding Source(s): n/a

4

2021 Oregon Public Library Statistical Report (LINCC & SAGE)

Oregon City Public Library

Greg Williams
606 John Adams St
Oregon City, OR 97045

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

Greg Williams

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

Application Form

Part 2 - Staff & Volunteers

Please find instructions and definitions here.

Question 201 Librarians with ALA MLS*
4.0

Question 202 Other persons holding title of librarian*
0.0

Question 204 All other paid staff*
12.15

Staffing notes
If your library's staffing has changed significantly from the previous year, please briefly explain the change.

Question 206 Total number of volunteers*
0

Question 207 Total volunteer hours*
0

Question 208 Library Board or District Board*
Advisory board (appointed)

Question 209 Friends of the Library*
Yes

Question 210 Library Foundation*
Yes

Part 3 - Revenue

Please find instructions and definitions here.

Question 301 City Revenue*

$150,000.00

Question 302 County Revenue*

$0.00

Question 303 District Revenue*

$2,510,966.00

Question 305 State Revenue*

$8,784.00

Question 306 LSTA and CARES Act Grant Revenue*

Include any CARES Act grant funding received by the State Library of Oregon here. **Report CARES Act funds received from other sources in 308.**

$0.00

Question 307 Did your library participate in E-Rate*

Did your library take advantage of discounted telecommunications services through the federal E-Rate Program during this fiscal year?

No

Question 308 Other Federal Revenue*

$59,344.82

Question 310 Other Operating Revenue*

$26,810.94

Operating Revenue notes

If **any** of your library's Operating Revenue categories (301 - 310) have changed significantly from the previous year, please briefly explain the change. Alternately, if your City, County, or District Revenue (301 - 303) has ***not changed*** at all from the previous year, please explain.

Other operating revenue declined primarily due to 1) pandemic-related temporary cessation of overdue fines, and 2) lower investment earnings/realized gain during FY. City contribution did not change, as these are budgeted on biennial basis and reporting period is in 2nd year of City budgetary biennium.

Question 312 Local Capital Revenue*

$22,236.46

Question 313 State Capital Revenue*
$0.00

Question 314 Federal Capital Revenue*
$0.00

Question 315 Other Capital Revenue*
$0.00

Capital Revenue notes
If **any** of your library's Capital Revenue categories (312 - 315) have changed significantly from the previous year, please briefly explain the change.

Part 4 - Expenditures

Please find instructions and definitions here.

Question 401 Salaries and Wages Expenditures*
$904,728.92

Question 402 Employee Benefits Expenditures*
$520,950.83

Question 404 Books and Print Materials Expenditures*
$98,160.73

Question 405 Periodicals Expenditures*
$2,837.34

Question 407 Electronic Materials Expenditures*
$54,567.00

Question 408 Other Materials Expenditures*
$35,756.61

Question 410a All Other Operating Expenditures*
$733,215.25

Question 410b Internal service charges

For municipal and county-based libraries *only*: Please tell us what typical internal service charges (if any) are included in the amount reported in 410 (All Other Operating Expenditures). These services may be provided inclusively by your city or county. Please select all that apply:

Human Resources
Information Technology
other

Operating Expenditures notes

If **any** of your library's Operating Expenditure categories (401 - 410) have changed significantly from the previous year, please briefly explain the change. Alternately, if any of these categories have ***not changed at all*** from the previous year, please explain.

In order to free up physical space to better accommodate physical distancing best practices/future mandates, we have reduced our number of periodical subscriptions. Internal service charges for the FY total $46,100.

Question 412 Library Construction Expenditures*

$0.00

Question 413 Capital Equipment Expenditures*

$45,092.99

Question 414 Other Capital Expenditures*

$0.00

Capital Expenditures notes

If **any** of your library's Capital Expenditure categories have changed significantly from the previous year, please briefly explain the change.

Capital expenditures on COVID-related projects/facility modifications (e.g., people counters/capacity monitors, staff area reconfiguration, etc...)

Part 5 - Collections

Please find instructions and definitions here.

Question 511 Ebook units in Library2Go*

If your library is a member of the Oregon Digital Library Consortium (ODLC)/Library2Go, please enter **72,697** here. If your library is not a member, please enter 0.

72697

Question 512 Ebook Units Added to Library2Go*

If your library is a member of the Oregon Digital Library Consortium (ODLC)/Library2Go, please enter **7,998** here. If your library is not a member, please enter 0.

7998

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

8546

Question 514 Ebook Units Added Owned or Licensed Locally*

2240

Question 517 Digital Audiobook Units in Library2Go*

If your library is a member of the Oregon Digital Library Consortium (ODLC)/Library2Go, please enter **34,214** here. If your library is not a member, please enter 0.

34214

Question 518 Digital Audiobook Units Added in Library2Go*

If your library is a member of the Oregon Digital Library Consortium (ODLC)/Library2Go, please enter **4,292** here. If your library is not a member, please enter 0.

4292

Question 519 Digital Audiobook Units Owned or Licensed Locally*

5086

Question 520 Digital Audiobook Units Added Owned or Licensed Locally*

1126

Question 525 Digital Video Units Owned or Licensed Locally*

26588

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

0

Question 533 Number of Spanish language items*

Please enter the number of items in your library's collection that are in Spanish.

1514

Question 534 Items in other languages

Please check all that apply for items in the library's collection which are in languages *other than* English or Spanish.

Russian

Question 535 Databases Licensed Locally or by local consortium*

4

Question 536 Databases Added Licensed Locally or by local consortium*

2

Digital Collections notes

If any of your library's digital collections statistics (511 - 536) have changed significantly from the previous year, please briefly explain the change. Alternately, if any of these categories have ***not changed at all*** from the previous year, please explain.

Kanopy titles were not reported last year.

Part 6 - Circulation & Collection Use

Please find instructions and definitions here.

Question 602 Successful Retrievals from Local Databases*

21259

Question 630 Circulation of Library2Go Materials*

44140

Question 631 Circulation of Locally Owned or Licensed eContent*

28092

Circulation & Database Usage notes

If **any** of your library's circulation or database usage has changed significantly from the previous year, please briefly explain the change.

Question 651 ILLs Loaned to All Other Libraries*

145

Question 654 ILLs Borrowed from All Other Libraries*

16

Question 660 Circulations Made to Non Residents without Charge*

149788

ILL notes

If **any** of your library's interlibrary loan statistics have changed significantly from the previous year, please briefly explain the change.

Part 7 - Programs & Other Services

Please find instructions and definitions here.

Question 701 Reference Transactions*

394

Question 701b Reference Transactions Reporting Method*

Actual count (we track each transaction as it happens)

Question 703 Children's Programs*

172

Question 704 Children's Program Attendance*

12662

Question 705 Young Adults' Programs*

11

Question 706 Young Adults' Programs Attendance*

20

Question 707 Number of Programs for Adults or Multi Generational Audiences*

265

Question 707 Number of Programs for Adults or Multi Generational Audiences Attendance*

7410

Question 711 Meeting Room Usage

0

Question 712 Does your library provide a Summer Reading Program*

Yes

Part 7B - [OPTIONAL] Expanded Programs Questions

Please find instructions and definitions here.

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. Examples of these types of program sessions include, but are not limited to, story hours, every child ready to read programs, musical or sing-along events, and puppet shows. Include program sessions aimed at children ages 0-5 even if adult caregivers also attend. Each program session should only be counted in one age category based on its primary target audience.

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.

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. Examples of these types of program sessions include, but are not limited to, story hours, science events, crafting classes, and summer reading events. Include program sessions aimed at children ages 6-11 even if adult caregivers also attend with the children. Each program session should only be counted in one age category based on its primary target audience.

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.

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. Examples of these types of program sessions include, but are not limited to, book clubs, college prep programs, teen tech or gaming clubs, and summer reading events. Each program session should only be counted in one age category based on its primary target audience. Note: The Young Adult Library Services Association (YALSA) defines young adults as age 12 through 18.

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.

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. Examples of these types of program sessions include, but are not limited to, book discussions, citizenship classes, and lectures. Each program session should only be counted in one age category based on its primary target audience.

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.

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. Include all-age, all-library, family, and intergenerational program sessions. Examples of these types of program sessions include, but are not limited to, family game nights, holiday events, storytelling programs, or chess clubs. Include all programs here that do not fit into the other age category elements. Each program session should only be counted in one age category based on its primary target audience; do not include program sessions here that have already been counted in earlier age category elements. Avoid including program sessions that are targeted at more than one non-adult age category (and are not targeted at adults); these should be counted in the child or young adult age category that best represents the target audience.

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.

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. Examples include, but are not limited to, a job skills class in the library or a nature program on the library grounds. Regardless of the number of formats in which a program session is offered, each program session should only be counted once and in one format category. Include in-person program sessions that also have a virtual attendance option and count them as a single program session.

Question 762 Live, In Person, Onsite Program Attendance

The count of in-person attendance at program sessions that take place at library facilities. Regardless of the number of formats in which a program session is offered, each attendee should only be counted once. Each attendee should be counted in the format category in which they attended the program session. For in-person, onsite programs that also have a virtual component, exclude virtual attendance; this should be counted under 766 - Live, Virtual Program Attendance.

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. Examples include, but are not limited to, facilitating a book club at a local nursing home, hosting a storytime at a local farmer's market, or visiting a school to present about library services. Regardless of the number of formats in which a program session is offered, each program session should only be counted once and in one format category. Include in-person program sessions that also have a virtual attendance option and count them as a single program session.

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. Regardless of the number of formats in which a program session is offered, each attendee should only be counted once. Each attendee should be counted in the format category in which they attended the program session. For in-person offsite programs that also have a virtual component, exclude virtual attendance; this should be counted under 766 - Live, Virtual Program Attendance.

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). Regardless of the number of formats in which a program session is offered, each program session should only be counted once and in one format category. Include virtual program sessions that are also recorded. Include program sessions hosted on Facebook Premiere that are facilitated by a staff member. Count virtual program sessions at the administrative entity level; do not duplicate numbers at each branch. Exclude program sessions that also have an in-person component; these should be counted under Number of Live, In-Person, Onsite Program Sessions or Number of Live, In-Person, Offsite Program Sessions.

Question 766 Live, Virtual Program Attendance

The count of live attendance at virtual program sessions. Regardless of the number of formats in which a program session is offered, each attendee or view should only be counted once. Each attendee should be counted in the format category in which they attended or viewed the program session. Count each participant device connected to a virtual program as a single attendee. For program sessions hosted on Facebook Live, YouTube Live, or similar platforms, count peak concurrent viewers. For those hosted on videoconferencing platforms, count the maximum number of non-staff participants during the session.

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). Only include program presentations posted during the reporting period. Regardless of the number of platforms on which a presentation is posted, count each unique presentation only once. Include program sessions hosted on Facebook Premiere that are not facilitated by a staff member. Count asynchronous program presentations at the administrative entity level; do not duplicate numbers at each branch. Include recordings of synchronous program sessions that were available for asynchronous viewing after the session ended.

Question 768 Total Views of Recorded Program Presentations within 7 Days

The count of views of asynchronous program presentations for a period of seven (7) days after the presentation was posted, even if that period extends beyond the survey reporting period (or fiscal year). For program presentations made available via Facebook, count unique 1-minute views of each video. For those made available via other platforms, count unique views of each video. For program presentations that are recordings of live, virtual program sessions, exclude live attendance numbers here; these should be counted under 761 - Live, In-Person, Onsite Program Attendance; 763 - Live, In-Person, Offsite Program Attendance; or 765 - Live, Virtual Program Attendance.

Part 8 - Technology & Facilities

Please find instructions and definitions here.

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

107

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

Actual count (we track each use as it happens)

Question 802 Number of Public Internet Computers and Devices*

Updated definition! Report the number of the library's Internet computers **(including personal computers (PCs), laptops, tablets,** and **other devices)**, whether purchased, leased, or donated, used by the general public in the library. Do not include computers that connect to the Internet for a dedicated purpose other than general Internet use (e.g., to access an OPAC or specific database, or to train the public).

20

Question 803 Tell us about your library WiFi*

Please choose the option which best describes your library's wireless Internet signal for patrons.

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

Wireless Internet notes

If you chose 'other situation' above, please share more details.

Question 804 Wireless Sessions*

Updated definition! Report the number of wireless sessions provided by the library wireless service annually. Count one session for each time a device connects to the library's wireless network, regardless of the duration of connection. If possible, only count sessions for patron devices and exclude library devices such as routers, access points, printers, and public access computers; otherwise, if patron devices cannot be isolated, report sessions for all devices.

1202

Question 804b Reporting Method for Wireless Sessions*

Actual County (we track each session as it happens)

PLEASE be sure to enter **Internet Download (805)** and **Upload (806) Speeds** in the correct fields. We've swapped the order of these questions this year to mirror the order that the NDT tool will display your speeds.

Question 805 Internet Download Speed*

Please report internet **download** speed at your library (if your library has multiple branches, please report speeds at your main/central library here).
To achieve the most accurate results, please run the speed test when your library is closed to the public and network traffic (including staff computers & devices) is at a minimum. Use this Network Diagnostic Tool (NDT) from the Measurement Lab. The tool takes approximately 30-60 seconds to run, and displays both upload and download speed results in megabits/second (to 2 decimal points).once the test is complete.

931.99

Question 806 Internet Upload Speed*

Please report internet **upload** speed at your library (if your library has multiple branches, please report speeds at your main/central library here).
To achieve the most accurate results, please run the speed test when your library is closed to the public and network traffic (including staff computers & devices) is at a minimum. Use this Network Diagnostic Tool (NDT) from the Measurement Lab. The tool takes approximately 30-60 seconds to run, and displays both upload and download speed results in megabits/second (to 2 decimal points).once the test is complete.

917.59

Question 807 Name of Shared ILS Consortium*

LINCC

Question 808 Name of Integrated Library System product*

Sirsi/Dynix

Question 809 Website Visits*

139044

Question 810 Scheduled Weekday Open Hours*

Report the number of hours from open to 5:00pm, Monday through Friday, your library is open on a typical week.

35

Question 811 Scheduled Weeknight Open Hours*

Report the number of hours from 5:00pm to close, Monday through Friday, your library is open on a typical week.

10

Question 812 Scheduled Weekend Daytime Open Hours*

Report the number of hours from open to 5:00pm, Saturday and Sunday, your library is open on a typical week.

12

Question 813 Scheduled Weekend Evening Open Hours*

Report the number of hours from 5:00pm to close, Saturday and Sunday, your library is open on a typical week.

1

Question 815 Number of Weeks Library Was Open*

Question 816 Total Number of Open Hours*

Report the *actual* total number of hours from July 1, 2020 through June 30, 2021 your libraries was open to the public. For libraries with multiple branches, please report only open hours for the central or main branch.

Question 817 Library Visits*

Please report the total number of visits to all branches here.

Question 817b Library Visits Reporting Method*

Actual count (we track each visit as it happens)

Question 821 Date of Building Original Construction*

Please enter the year your library building was completed, as stated by the building permit or a historical record. If your library has multiple outlets, report for the main library here. If unknown, enter *0000.*

1913

Question 822 Date of Most Recent Structural Remodel of Building*

Enter the year only for the date of your library's most recent structural remodel.
A structural remodel involves more significant improvements than a cosmetic renovation. Generally, it includes moving walls and changing the property's floor plan, changes are significant enough to alter building facts such as the number of rooms, the addition of an elevator, increases of greater than 10% to the square footage, etc.
If unknown, enter *0000.*

2016

Part 9 - Fines, Fees, & Salary Survey

Please find instructions and definitions here.

Question 901 Overdue Daily Fine for Adult Materials*

$0.25

Question 902 Overdue Daily Fine for Children's Materials*

$0.25

Question 903 Overdue Daily Fine for Other Materials*

$0.25

Question 904 Notes on fines

Question 905 Fee for Interlibrary Loans*

$0.00

Question 906 Annual fee for nonresident patrons*

Please report the annual fee for individual non-resident to get a library card at your library.

$95.00

Question 907 Annual fee for nonresident households*

Please report the annual fee for a non-resident household card, if offered.

$95.00

Question 950 Director Hourly Salary Low

$50.67

Question 951 Director Hourly Salary High
$63.27

Question 952 Supervisory Librarian Hourly Salary Low
$27.59

Question 953 Supervisory Librarian Hourly Salary High
$38.02

Question 954 Non Supervisory Librarian Hourly Salary Low
Question 955 Non Supervisory Librarian Hourly Salary High
Question 956 Library Assistant Hourly Salary Low
$15.93

Question 957 Library Assistant Hourly Salary High
$31.21

Question 958 Library Clerk Hourly Salary Low
Question 959 Library Clerk Hourly Salary High

Part 10 - Policies

Please find instructions and definitions here.

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's Collection Management Policy
https://www.orcity.org/library/collection-development-policy-0

Question 1012 Link to Library's Circulation Policy
https://www.orcity.org/library/using-your-library-card

Question 1013 Link to Library's 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

COVID-19 Questions

Please find instructions and definitions here.

CV01 - Closed Outlets Due to COVID-19*

Yes

CV02 - Public Services During COVID-19*

Yes

CV05 - Electronic Library Cards Issues During COVID-19*

Yes

CV06 - Reference Service During COVID-19*

Yes

CV07 - Curbside Service During COVID-19

Yes

CV11 - External Wi-Fi Access During COVID-19*

Yes

CV12 - External Wi-Fi Access Increased During COVID-19*

Yes

CV13 - Staff Re-assigned During COVID-19*

No

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

CV15 - Number of Weeks Library had Limited Occupancy Due to COVID-19*

CV16 - Other information about pandemic services?

Reporting Burden

For multi-branch systems and/or libraries with bookmobiles: please remember to report your branch-level data using the custom Google Sheet (a link to this sheet has been emailed to you).

Estimated Reporting Burden (in hours)*

Please report the estimated burden of time (in hours) spent at your library collecting and reporting this data. Please include all staff and/or volunteer time for individuals involved.

4

File Attachment Summary

Applicant File Uploads

No files were uploaded