



CITY OF OREGON CITY

LIBRARY BOARD DATA COMMITTEE

AGENDA

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

Friday, September 15, 2023 at 3:00 PM

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

CALL TO ORDER

ROLL CALL

DISCUSSION ITEMS

1. The Library Board will review the data that is currently provided to the Library Board at their regular meetings, and discuss any potential changes.

ADJOURNMENT

PUBLIC COMMENT GUIDELINES

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

ADA NOTICE

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

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

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

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

PATRON STATISTICS

	Current Month	FY 23/24 YTD	Last Month	Same Month Last FY	FY 22/23 YTD
New Patron Registrations	373	373	312	286	286
Total Registered Patrons	18,454	18,454	18,085	18,444	18,444
Library Visitors (Ins)	15,081	15,081	14,216	12,781	12,781
Library Visitors (Outs)	14,861	14,861	14,081	12,624	12,624

CIRCULATION (includes 1st-time circ and renewals)

Adult materials	15,688	15,688	14,955	14,602	14,602
YA materials	2,511	2,511	2,270	2,106	2,106
Children's materials	20,241	20,241	19,296	19,004	19,004
Electronic materials	7,668	7,668	7,498	6,561	6,561
Total Circulation	46,108	46,108	44,019	42,273	42,273

1st Time Circulation (Physical)	24,590	24,590	24,211	23,651	23,651
1st Time Circulation (Self-Check)	22,813	22,813	22,681	22,253	22,253

Holds received from other libraries	13,695	52.9%	13,695	52.9%	12,650	53.2%	11,957	50.2%	11,957	50.2%
Holds sent to other libraries	12,171	47.1%	12,171	47.1%	11,122	46.8%	11,854	49.8%	11,854	49.8%

CIRCULATION DEMOGRAPHICS

Borrowers - City Residents	1,878	57.2%	n/a	1,798	57.8%	1,594	56.7%	n/a
Borrowers - Unincorporated Residents	1,129	34.4%	n/a	1,050	33.8%	1,013	36.0%	n/a
Borrowers - Other	275	8.4%	n/a	261	8.4%	203	7.2%	n/a

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

TECHNOLOGY

Internet Sessions	948	948	762	649	649
WiFi Sessions	601	601	931	922	922

SOCIAL MEDIA / EMAIL

Facebook followers	4,572	n/a	4,553	4,133	n/a
Instagram followers	2,265	n/a	2,258	1,992	n/a
Twitter followers	889	n/a	952	953	n/a
YouTube subscribers	367	n/a	366	338	n/a
YouTube unique viewers	279	n/a	235	310	n/a
YouTube views	333	333	299	489	489
Email newsletter subscribers	5,095	n/a	5,056	4,543	n/a

See monthly Hootsuite report for additional social media statistics

FINANCIAL

See monthly Budget to Actual report

ELECTRONIC RESOURCES

Kanopy plays	262	262	248	243	243
Kanopy cost	\$ 298	\$ 298	236	\$ 252	252
Kanopy average cost/play	\$ 1.14	\$ 1.14	\$ 0.95	\$ 1.04	\$ 1.04

SERVICE DESK INQUIRIES

Ready Reference	1,050	1,050	1,107	857	857
Reference	105	105	86	148	148
Technology Assistance	206	206	182	189	189

FACILITIES

Conference Room - Bookings	38	38	32	44	44
Conference Room - Hours Available	230	230	227	230	230
Conference Room - Hours Booked	62	62	58	83	83
Conference Room - Occupancy Pctg	27.0%	27.0%	25.6%	36.1%	36.1%

Community Room - Bookings	37	37	43	-	-
Community Room - Hours Available	230	230	227	-	-
Community Room - Hours Booked	60	60	79	-	-
Community Room - Occupancy Pctg	26.1%	26.1%	34.8%	0.0%	0.0%

Library Program Attendance - 7/1/2023 through 7/31/2023

Date	Program	Primary Audience	Type	Adults	Kids	Teens	Total
7/5/2023	Art Lab Session A	Ages 6-11	Live/Hybrid-Onsite	8	12	0	20
7/5/2023	Art Lab Session B	Ages 6-11	Live/Hybrid-Onsite	12	18	0	30
7/6/2023	Elevated Readers Book Club The Code Breaker	Ages 18+	Live/Hybrid-Onsite	8	0	0	8
7/8/2023	LEGO Lab 10:30	Ages 6-11	Live/Hybrid-Onsite	9	11	0	20
7/8/2023	LEGO Lab 11:30	Ages 6-11	Live/Hybrid-Onsite	6	7	0	13
7/10/2023	B.A.M. Adult LEGO Lab	Ages 18+	Live/Hybrid-Onsite	42	0	0	42
7/10/2023	B.A.M. Movie Matinee	Ages 18+	Live/Hybrid-Onsite	35	0	0	35
7/11/2023	Oregon City Writers Group	Ages 18+	Live/Hybrid-Onsite	9	0	0	9
7/11/2023	Touch-a-Truck	General Interest	Live/Hybrid-Onsite	200	400	0	600
7/14/2023	Family Movie Sing-A-Long Sing	Ages 6-11	Live/Hybrid-Onsite	1	3	0	4
7/16/2023	Opera a'la Carte	General Interest	Live/Hybrid-Onsite	40	35	15	90
7/19/2023	B.A.M. Trivia	Ages 18+	Live-Virtual ONLY	15	0	0	15
7/19/2023	Music & Movement 4-Week Class	Ages 0-5	Live/Hybrid-Onsite	13	13	0	26
7/20/2023	Weekly Storytime	Ages 0-5	Live/Hybrid-Onsite	10	12	0	22
7/21/2023	Maker Lounge DIY Cup Coasters	Ages 12-18	Live/Hybrid-Onsite	0	0	8	8
7/22/2023	Art Gym	Ages 18+	Live/Hybrid-Onsite	8	0	0	8
7/24/2023	B.A.M. Movability	Ages 18+	Live/Hybrid-Onsite	33	0	0	33
7/24/2023	B.A.M. Academy	Ages 18+	Live/Hybrid-Onsite	21	0	0	21
7/25/2023	Oregon City Writers Group	Ages 18+	Live/Hybrid-Onsite	6	0	0	6
7/25/2023	A.M. Book Chat	Ages 18+	Live/Hybrid-Onsite	4	0	0	4
7/26/2023	Music & Movement 4-Week Class	Ages 0-5	Live/Hybrid-Onsite	10	13	0	23
7/27/2023	Weekly Storytime	Ages 0-5	Live/Hybrid-Onsite	8	10	0	18
7/28/2023	Dance Dance Oregon City Hula Dancing	General Interest	Live/Hybrid-Onsite	60	60	0	120
7/30/2023	Chess Drop-In	General Interest	Live/Hybrid-Onsite	10	5	0	15
TOTALS	24 Programs			568	599	23	1190

Library Board Report

Jul 01 - Jul 31, 2023

f Fans 4.1K fans	f New Fans 35 new fans	f Posts 51 posts	f Engagement > Type Item #1. Reactions 351 Shares 31 Comments 22
f Post Reach 25K users	f Top posts > Reach 0 Oregon City Public Library Jul 14, 02:00 Dance Dance Oregon City is coming back, beginning with Hula on Friday, July 28 from 10:00-11:00 AM here at the Library (in the 3802 users 0 Oregon City Public Library Jul 21, 20:01 Our librarians send us pictures of libraries while on their vacations. This one here is Juneau Public Libraries in Alaska. 2014 users 0 Oregon City Public Library Jul 12, 00:59 Congrats, Kennedy! We, at the Library, know a bunch of Star Wars fans!! 😊 1366 users		
f Post Likes 272 likes	f Top posts > Reactions 0 Oregon City Public Library Jul 12, 00:59 Congrats, Kennedy! We, at the Library, know a bunch of Star Wars fans!! 😊 68 reactions 0 Oregon City Public Library Jul 20, 01:54 A beautiful Sunday here at the Library was made even more beautiful, as the Portland Opera visited us. We were happy again to be 37 reactions 0 Oregon City Public Library Jul 14, 02:00 Dance Dance Oregon City is coming back, beginning with Hula on Friday, July 28 from 10:00-11:00 AM here at the Library (in the 30 reactions		
⚠️ Followers 2.3K followers	@ New followers 24 followers	@ Profile visits 219 views	@ Website clicks 17 website taps
@ Posts 99 posts	@ Top Posts > Reach 0 oregoncitylibrary Jul 27, 16:01 Happy 7th birthday, New Addition! 1141 users 0 oregoncitylibrary Jul 11, 23:03 We had a blast at our annual Touch-a-Truck! Always a wonderful time for community, and we're so appreciative every year for the all 737 users 0 oregoncitylibrary Jul 20, 01:54 A beautiful Sunday here at the Library was made even more beautiful, as the @portlandopera visited us. We were happy 638 users		

Post engagement

670
engagements

Top posts > Likes



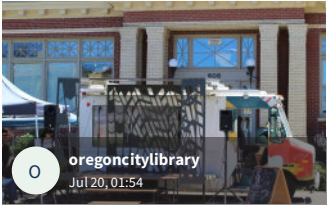
Happy 7th birthday, New Addition!

138 likes



We had a blast at our annual Touch-a-Truck! Always a wonderful time for community, and we're so appreciative every year for the all

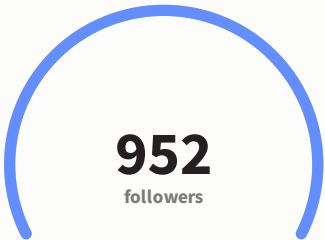
94 likes



A beautiful Sunday here at the Library was made even more beautiful, as the @portlandopera visited us. We were happy

74 likes

Followers



Tweets

78
tweets

Mentions

4
mentions

Engagement > Type

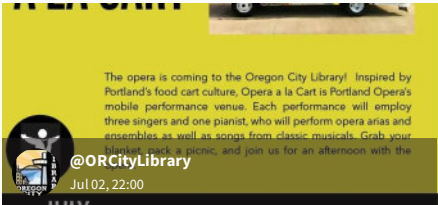
Likes 18

Retweets 4

Quote tweets 0

Replies 0

Top tweets > Engagements



The @portlandopera is coming to Oregon City Library! Inspired by Portland's food cart culture, Opera a la Cart is Portland Opera's mobile performance venue.

7 engagements



@ORCityLibrary
Jul 17, 17:52

Oregon City street sweeper gets clever name inspired by robot from a galaxy far, far away
<https://www.oregonlive.com/news/2023/07/oregon-city-street-sweeper-gets-clever-name-inspired-by-robot-from-a-galaxy-far-far-away.html>

5 engagements



@ORCityLibrary
Jul 13, 00:58

Opera a la Cart pops up around Portland starting July 6
[https://www.portlandtribune.com/lifestyle/opera-a-la-cart-pops-up-around-portland-starting-july-6/article_2041c8de-1bff-11ee-a53b-fb42d3cd9245.html?utm_medium=social&utm_source=twitter&utm_campaign=user-share via @theportlandtrib](https://www.portlandtribune.com/lifestyle/opera-a-la-cart-pops-up-around-portland-starting-july-6/article_2041c8de-1bff-11ee-a53b-fb42d3cd9245.html?utm_medium=social&utm_source=twitter&utm_campaign=user-share%20via%20theportlandtribune)

5 engagements

Report sources

Item #1.

 Oregon City Public Library

 @ORCityLibrary

 oregoncitylibrary



Biennium Budget Report Y1 by Category

Item #1.

Through July, 2023

	2023-2024 Budget	July 2023-2024 Month Activity	2023-2024 Year Activity	2023-2024 Encumbrance	Year 1 Difference	2024-2025 Budget	2024-2025 Year Activity	Biennium Difference
4 - Revenue								
43 - Intergovernmental Revenues	2,744,700.00	0.00	0.00	0.00	2,744,700.00	2,819,900.00	0.00	5,564,600.00
44 - Charges for Services	3,900.00	261.30	261.30	0.00	3,638.70	4,000.00	0.00	7,638.70
46 - Fines & Forfeitures	0.00	1,512.28	1,512.28	0.00	-1,512.28	0.00	0.00	-1,512.28
47 - Miscellaneous Income	39,500.00	20,007.22	20,007.22	0.00	19,492.78	33,500.00	0.00	52,992.78
49 - Other Financing Sources	290,000.00	24,166.67	24,166.67	0.00	265,833.33	290,000.00	0.00	555,833.33
4 - Revenue Totals:	3,078,100.00	45,947.47	45,947.47	0.00	3,032,152.53	3,147,400.00	0.00	6,179,552.53
5 - Expense								
51 - Salaries and Wages	1,295,300.00	92,486.04	92,486.04	0.00	1,202,813.96	1,357,500.00	0.00	2,560,313.96
52 - Benefits	861,300.00	58,645.74	58,645.74	0.00	802,654.26	913,200.00	0.00	1,715,854.26
60 - Professional & Technical Services	6,400.00	0.00	0.00	0.00	6,400.00	16,400.00	0.00	22,800.00
61 - Repair & Maintenance Services	174,300.00	240.13	240.13	16,456.36	157,603.51	172,800.00	0.00	330,403.51
62 - Other Services	4,500.00	44.35	44.35	300.00	4,155.65	4,500.00	0.00	8,655.65
63 - Employee Costs	7,200.00	0.00	0.00	100.00	7,100.00	7,200.00	0.00	14,300.00
64 - Operating Materials & Supplies	269,700.00	10,165.83	10,165.83	22,627.74	236,906.43	275,700.00	0.00	512,606.43
65 - Office & Administrative Supplies	39,000.00	998.84	998.84	3,397.56	34,603.60	43,000.00	0.00	77,603.60
66 - Special Programs	42,400.00	400.00	400.00	3,705.00	38,295.00	42,400.00	0.00	80,695.00
69 - Internal Service Charges	205,100.00	17,091.66	17,091.66	0.00	188,008.34	211,700.00	0.00	399,708.34
80 - Debt Service	415,400.00	0.00	0.00	0.00	415,400.00	415,400.00	0.00	830,800.00
5 - Expense Totals:	3,320,600.00	180,072.59	180,072.59	46,586.66	3,093,940.75	3,459,800.00	0.00	6,553,740.75

There is established a library board whose members, term, officers, duties and powers shall be as follows:

- A. Membership on the board shall be comprised as follows: four members shall be residents of the city; two members shall be residents of that area comprising postal zip codes 97045 and 97004 which are outside the boundary of the city, and one member shall be an "at large" member selected without consideration as to residence within the above described areas.
- B. Appointments to the library board shall be for a term of four years or until successors are appointed. Terms of office shall commence on the first day of the calendar year. Vacancies shall be filled for the remainder of the unexpired term as original appointments are provided. No person shall hold appointment as a member for more than two full consecutive terms, but any person may be appointed again to the board after an interval of one year. If necessary to establish continuity of membership, appointments may be made for less than a four-year term.
- C. The board shall elect a chair and such other officers as it may deem necessary at its January meeting with officers serving a term of one year commencing in January; the board shall establish a regular time and place for meetings and shall adopt such rules as it deems necessary to conduct its business.
- D. The board shall:
 1. Advise the city commission and library director on policy matters pertaining to the city public library;
 2. Assist in the preparation and presentation of the library's annual operating budget;
 3. Assist in the development of short and long-term goals for the provision of public library services to the community;
 4. Represent the interests of the library users of the Oregon City Library service area;
 5. 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;
 6. Participate in network or state activities intended for library board members that promote or advance the cause of library services;
 7. Perform such other related duties as requested by the city commission.

(Ord. 97-1012 §1, 1997; Ord. 97-1001 §1, 1997; prior code §3-6-3)

(Ord. No. 20-1003, § 1(Exh. A), 3-18-2020)

OREGON CITY LIBRARY ADVISORY BOARD

BY-LAWS

(Last 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.

* * * * *

MISSION:

To promote literacy and love of reading, support lifelong learning, celebrate inclusivity, curiosity and diversity, and support individual and community enrichment and growth throughout our entire library service area.

VISION:

Every person in our service area will have free and full access to the library services, resources, and programs they need.

GUIDING PRINCIPLES:

- We champion intellectual freedom, offering equitable access to information from many perspectives and points of view.
- Our collections, services, and programs reflect and support the growing diversity of the community we serve.
- We conduct all interactions with respect and confidentiality
- We provide safe and inclusive spaces where community members can gather, connect, and exchange ideas.
- We are transparent in our decisions and actions, we follow through on our commitments, and we are accountable to the community we serve.
- We are forward-looking and anticipate our community's future needs.

STRATEGIC FOCUSES

Item #1.

- 1) Create and support young readers
- 2) Meet the information needs of our entire service area
- 3) Ensure collections, programs, services, and staff reflect and engage our diverse community
- 4) Maintain and expand safe and welcoming facilities and accessible services throughout our entire service area
- 5) Ensure appropriate and sustainable funding for operational and capital needs