



CITY OF OREGON CITY LIBRARY BOARD AGENDA

**Virtual Meeting
Wednesday, August 11, 2021 at 5:30 PM**

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

CALL TO ORDER

ROLL CALL

APPROVAL OF MINUTES

1. Review and approve minutes from the July 14, 2021 Library Board Meeting.

LIBRARY DIRECTOR'S REPORT

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

PUBLIC COMMENTS

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

DISCUSSION ITEMS

3. Revision to Library Board Bylaws
4. Revisions to Conference Room Use Policy
5. Strategic Plan Revisions – Part 1 (Create Young Readers)

COMMUNICATIONS

FUTURE AGENDA ITEMS

6. Continue discussions about identifying and reaching the different populations and communities we serve within our library service area.

ADJOURNMENT

PUBLIC COMMENT GUIDELINES

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

As a general practice, the City Commission does not engage in discussion with those making comments.

Electronic presentations are permitted but shall be delivered to the City Recorder 48 hours in advance of the meeting.

ADA NOTICE

The location is ADA accessible. Hearing devices may be requested from the City Recorder prior to the meeting. Individuals requiring other assistance must make their request known 48 hours preceding the meeting by contacting the City Recorder's Office at 503-657-0891.

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

Video Streaming & Broadcasts: The meeting is streamed live on the Oregon City's website at www.orcity.org and available on demand following the meeting. The meeting can be viewed on Willamette Falls Television channel 28 for Oregon City area residents as a rebroadcast. Please contact WFMC at 503-650-0275 for a programming schedule.



City of Oregon City Meeting Minutes Library Board

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

Item #1.

Wednesday, July 14, 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, and Elizabeth Zinter.

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

2. Approval of Minutes:

Cynthia Andrews moved to approve the minutes of May 12, 2021 with the addition of a correction reflecting that Kari Linder was present at the meeting. Kari Linder seconded the motion. Cynthia Andrews, Heidi Blackwell, Nick Dierckman, David Goldberg, Kari Linder, Larry Osborne, and Elizabeth Zinter voted to approve. The motion passed.

3. Library Director's Report:

Greg Williams highlighted the reopening phases of the library. Greg shared that the Children's room reopened for browsing June 22. On June 29, the teen and adult upstairs areas reopened. Greg reported that the phased reopening had gone well.

On June 30th, library operations shifted to reflect the lifting of all COVID-related distancing, capacity restrictions, and masking requirements previously required by the governor. Greg said patrons and staff are still welcome to wear masks.

Greg reported that the original timeline of resuming normal library operating hours had been planned to start Tuesday July 6, and a soft launch occurred Saturday July 3. The library had then been closed July 4 and 5 for the Independence Day holiday and a day of staff training and had maintained normal operating hours since.

Greg reported that Library staff were excited to offer full services again and that he was pleased with the reopening.

Greg reiterated that the configuration changes made to the library were made with consideration so that if another public health situation were to occur, the library would be better positioned to continue safely offering services and to increase library operational efficiency. Greg reported that staff and patron feedback had been positive.

David Goldberg commended the transition back to full library operation and shared appreciation for the staff's efforts.

Greg thanked David and recognized the staff's adaptability, Denise Butcher's invaluable assistance, and the Library Board's support during these tough times.

Greg thanked Larry Osborne for his work in completing a grant application to the State Library Board

of Oregon on a tight deadline. Larry stated that Greg had prepared the application materials and that Larry had formatted them. Greg reported that the application had been for roughly \$160,000 dollars, the award pool was roughly \$1.25 million, and that the sum of the applications totaled roughly \$7 million. Greg anticipated award notifications on July 15, 2021.

David Goldberg asked what purpose awarded money would be put towards.

Greg stated that the grant structure required identification of specific projects and that would direct what projects were realized. The submitted application contained five projects related to post pandemic furnishings. Two other projects were concerned with providing access to materials: providing an automated equity audit of collection materials to identify gaps in the collection and adding a "hi-lo" collection. Greg explained that a hi-lo collection provides high interest or high informational content materials tailored to readers with low reading abilities. Another proposed project was a digital magazine subscription service. Greg explained that this would be a way to offset the reduction of physical periodicals in the collection as well as expand access to users who may not regularly physically visit the library.

Greg shared that the summer reading program was in full swing and that registration had increased as patrons returned to the building. Greg referenced recent community feedback included in the report and expressed thanks to the Oregon City community for their support and patience in during a challenging time.

Greg asked if there were additional questions about the report or other subjects that the Board wanted to discuss.

Heidi Blackwell recognized Barratt Miller's monthly visits in support of the Oregon City School District and her ability to forge partnerships. Heidi also recognized Sabrina Tusing's attendance and participation in the Summer Bridge Program, wherein ninth graders identified problems and proposed solutions.

Nick Dierckman asked Greg to share information about the usage numbers since reopening. Greg said that by the people counter's count that on non-weekend days there were about 350 people per day, which was more than anticipated. Greg compared that with a pre-COVID average of approximately 600 people per day. Greg shared that there was publicity about to be released to alert more people to the fact the library was open and had new hours.

4. Public Comments: none

5. Discussion Items:

Overdue Fine Policy

Greg Williams referenced an article that had recently been published regarding overdue fines.

Greg reviewed that during the COVID closure there were some policies changed countywide including a lengthening of checkout times, a freeze on overdue fines, and an increase in the account limit as the LINCC Library Directors realized that it would be difficult for patrons to visit often and there would likely be other hardships occurring. These policy changes were revisited regularly throughout the pandemic.

Greg shared that the LINCC Director group had recently met and voted to end the suspension of overdue fines, although it was agreed that each member library could make decisions to best serve their community.

Greg acknowledged that while those in the Library field know that fines present an equity issue, many libraries were dependent on fine revenue to pay for operations and services and that this was

a difficult reality for libraries to navigate.

Greg referenced a study that he had sent to the Board concerning overdue fines. Greg shared that philosophically, his stance on library fines were overdue fines were an inequitable practice and created a barrier to access and would like to not have them.

Heidi Blackwell asked about impact of overdue fines to Oregon City Public Library's budget.

Greg stated that the Library Budget in pre-COVID years generally anticipated \$40,000 per year in fine revenue and that that amount was close to what was generated. Greg shared that due to COVID, this amount had been revised to be \$40,000 for the biennium, \$15,000 and \$25,000 per fiscal year. Greg said that due to Oregon Budget law, revenue must match expenses which meant that at such a point where overdue fines were done away with permanently, the library would either need to cut expenses or find another source of revenue.

David Goldberg asked about the costs of collecting fines.

Greg referenced a study by one system he'd read that tracked the amount of money spent to collect fines and found that the money spent collecting fines generally equaled the amount of fines collected, had a negative impact on patron experience, and disproportionately affected certain populations.

David asked for clarification about if this discussion was involved fees associated with damaged or lost items. Greg confirmed that it did not.

Heidi asked if patrons had to physically visit the library to pay or if there was an online option. Greg replied that it currently had to be done in person, that enabling online payment was a work in process and had been so for some time and hoped it would be operational by the end of the year.

Greg shared a slideshow covering overdue fine data for LINCC which covered terminology, explained that currently overdue fines were collected by the library that took the money, not the library that owned the overdue item, and that the data was gathered on July 9, so it reflected information current through July 8, 2021. Greg shared breakdowns of outstanding late fees by user home library location, item home library location, and patron age range breakdown of late fees. Greg also shared that the temporary block limit (upper amount that a patron could have in fines and still use library services) would be reduced from the COVID temporary threshold of \$150 back to \$25 on September 6, 2021, which would mean that approximately 500 people would not have library service access based on their overdue fines.

Greg asked if there were questions up to that point.

Nick Dierckman asked if during COVID fines were suspended or if they did not accrue. Greg answered that they did not accrue as the fine amount was set to zero. Nick asked if the \$56,000 of fines Oregon City Library patrons had were from prior to March of 2020. Greg confirmed this was mostly the case, but there were some fines that were assigned in 2021 due to some fines assigned to items that changed into lost status.

Nick asked for clarification on the Lost item status. Greg clarified that when an item was 90 days overdue, it changed to lost status and the cost of the item was charged to the patron's account. Notices requesting the return of the item were sent at regular intervals during the 90-day period. Denise clarified that an item billed as lost did not charge the patron overdue fines but if the lost item was returned, then the patron was billed for overdue fines associated with that item.

Nick asked for clarification as to who was included in the 500 patrons impacted. Greg stated that there were approximately 500 people with account balances where the presence of overdue fines

was enough to push the account balance above \$25.

Larry Osborn asked for clarification about the 500 patrons and asked for confirmation that the 500 patrons were going back to their status prior to the COVID era. Greg confirmed that that was the case. Greg stated that he did not have data about how many of the 500 patrons had utilized library services that they would not otherwise have been able to use.

Nick asked if Oregon City Public Library pursued active debt collection. Greg stated that Oregon City Public Library did not use any debt collection agency and if a patron came to the library and was unable to check out due to account balances, staff were empowered to waive fees.

Greg shared that at the county level accounts that have had no activity for three years are purged from the system unless there is a balance of \$1000 or more still on the account. Greg shared a spreadsheet showing the amount of funds eligible to be purged over the course of several years and showed how that even though it might initially show that there were fines owed, a substantial portion of that amount would not be realized.

Nick asked if patrons who had been purged were then eligible for a new card. Greg confirmed that patrons would be at that point.

Nick asked how many Oregon City Library patrons had fines of any amount. Greg said roughly 7,000.

Heidi asked for clarifications on other ways to clear fines. Greg stated that the first line of contact was staff, and that staff could do a lot of waiving. Greg also referenced previous canned food drives that were used to offset fines. Denise added that it had been one dollar per item. Greg acknowledged that canned food drives required more management from staff as staff could not accept some types of food. Denise also acknowledged that each can must have its expiration date checked, which was a labor-intensive process for larger donations. Greg said that half off fine events also occurred. Denise added that historically during a week in April (in celebration of the Library's birthday) and a span of time in November and December, the library matches the amount the patron pays towards their fines. Greg added that sometimes children's programs included fine vouchers.

Cynthia Andrews excused herself from the remainder of the meeting and pointed out that she had never missed a meeting. David assured her that it would not count as miss.

Greg stated that the goal was to get patrons able to use the library.

Elizabeth Zinter asked if the Library website had messaging inviting patrons to visit and talk to staff if their account fines were a barrier to access. Greg said he would check with the web team and if it was not, it should be added.

Denise clarified that staff were unable to work with lost or damaged fees for items belonging to other libraries.

Nick asked if Oregon City Public Library could choose not to charge fines even if the rest of the LINCC libraries continued to charge them.

Greg responded that that was technically possible although it was preferable to do things as a group.

Nick stated that this seemed like it would be a good thing to bring up in LDAC as the subject pertained to operations, governance, and finance and floated the idea of bringing the topic up there. Greg agreed and stated that it would be very important to take into consideration the needs of member libraries who depended on the fine revenue to function before implementing changes. Nick agreed.

David noted that in the interest of time, the group should move on to the next topic and stated that he expected this topic to reoccur in future meetings.

Greg shared with the Board that staff currently was checking returned items in on a fine free basis and planned on continuing this until Labor Day and the resumption of the old account limit. Greg wanted to alert the Board to this process and ensure that this was not concerning to the Board. David asked if the Board had any concerns about this. No one voiced concerns.

Elizabeth requested messaging encouraging patrons to talk to staff about fines that might block access to library services.

Greg reported that the American Library Association passed a resolution stating that fines were inequitable and a barrier to access and calling on local governments to remove this barrier.

David asked if the Library Board was ready to resume in person meetings. Larry said it made no difference to him and David agreed. David proposed having the next Library Board meeting in person. Greg said he would check with the City Commission.

Greg also shared that the Oregon Legislature had recently passed a bill that required all government organizations to make all public meetings accessible via electronic means and while that was designed for the public, it also would open the possibility of virtual attendance for Board Members. Elizabeth Zinter requested advance notice of meeting length. Greg also shared that in the past when meeting in person the meeting start time was 5:00 pm rather than 5:30 pm the virtual meetings had been starting on and Greg anticipated meetings would resume their 5:00 pm start time.

David Goldberg shared that he, Greg, Denise, and Foundation had been brainstorming ways to expand library service to the patrons in rural service areas, particularly through developing community partnerships and automated systems. Heidi suggested utilizing community boards as advertising platforms.

Greg spoke to the possibility of formalizing the relationship between the Library Board and other advisory groups, including Teen Advisory Group and Because Access Matters Advisory Group, in which the Advisory groups might become subcommittees of the Board. Greg outlined a liaison structure. David asked if this would be similar to the Board's current relationship to the Friends of the Library and the Library Foundation. Greg said yes.

6. Communications:

Library Foundation

Greg Williams expected to be able to report more information concerning the potential addition of drop boxes throughout the community.

Library District Advisory Committee (LDAC)

Nick Dierckman reported that LDAC had met in June, the annual reports were caught up to 2018-2019 fiscal year, and that the next meeting would occur September 27 and the annual reports would be reviewed and plans for the Task Force would be solidified.

Friends of the Library

Larry Osborne shared that the financials were good, all COVID restrictions were done, Science Fiction and Classics were selling well in teen customers, and the last shipment of DVDs sent by the library had been a little overwhelming.

7. Future Agenda Items:

David Goldberg stated that discussion would be needed around updating the Library Strategic Plan and that Greg Williams had been exploring possibilities. Greg suggested that it might be better worked over in a work session.

8. Adjournment:

The meeting adjourned at 6:37 PM.



Oregon City Public Library

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

Library Director's Report for August 2021

Monthly Statistics Notes

- With the resumption of normal operating hours on 7/6, our circulation statistics took a big month-over-month jump in July! Some selected highlights:

MEASURE	JUNE	JULY	% INCREASE
New Patron Registrations	135	253	87.4%
Total Circulation (Physical)	20,226	31,320	54.9%
1st Time Circulation (Physical)	13,166	22,265	69.1%
Unique borrowers	1,574	2,202	39.9%
Internet Sessions	107	317	196.3%
Patron Count	4,123	8,641	109.6%

- The monthly stats do not (yet) include our Creative Kits, but I wanted to share that in the month of July, we put together and offered 255 kits, of which 247 (or 97%) were claimed. The Creative Kit program (originally developed as pandemic-era program) has been very successful and very well-received.

Library Operations

- On August 2, the City implemented a mask requirement for visitors to all City facilities (including the Library). We anticipate this mask requirement will be in place at least while Clackamas County continues to see "substantial" or "high" rates of community COVID transmission, as measured by the CDC. With a few exceptions, most patrons have been understanding and have willingly cooperated with the temporary requirement.
- We were thrilled to learn that we received \$2,200 as part of our ARPA grant request to the State Library of Oregon. The grant will fund our "hi-lo" collection; materials with high informational content and interest but geared towards those with lower reading proficiency. The collection will better support the needs of our Disability Community, as well as any adult patrons seeking to develop and improve their reading skills. While the award was less than requested, grants were *extremely* competitive, and we feel fortunate to have been a successful applicant!

Library Grounds and Facilities

- We have discovered 2 damaged windows in the Carnegie (one cracked, one with a significant chip from something hitting the glass). We are working with Facilities to obtain quotes and schedule repairs.

Library Programs and Services

- In July, the Library celebrated Disability Pride Month and French Heritage Month with displays, reading lists, and social media posts.



- Summer concerts have been a programming staple for the last few years as part of the Library's summer events. During the pandemic, many of the musicians we worked with in the past have adapted by offering virtual concerts made specifically for our library's Summer Reading program. In June, Red Yarn (an OC Library favorite) kicked off our family concert season with an online performance that was viewed 178 times across our social media platforms. In July, our concert featured KiLoFri (short for Kind Loving Friends), an indie super-

group founded and fronted by Mr. Ben and Zazzy Zoe. Zazzy Zoe has performed at the library in recent years. In August, we will welcome back another familiar and popular performer, Nathalia.



- We are continuing to expand the use of our online trivia platform, Crowdpurr, to offer online games specifically created for our Teen and B.A.M. (adults with disabilities) audiences. In contrast to our popular live, online Let's Get Lit Trivia nights on Fridays, our staff has customized the platform to create games that can be played asynchronously during a set time duration. In July, we offered Teen Trivia (Harry Potter-themed to honor the character's birthday) and Fantastic Animals Trivia for our B.A.M. community.



- Our Building Bridges Anti-Racism Book Club recently finished their 7th book, *Minor Feelings: An Asian American Reckoning* by Cathy Park Hong. Topics discussed included vicarious racial trauma, the

power of shame as it relates to racism, and the English language as a colonizing force. One participant observed, “*Minor Feelings* provided insight into the concept of the ‘model minority’, which ultimately erases the racism experienced by Asian Americans and reduces them to stereotypes.”

- A patron, who recently relocated to Oregon City, has been using our computers to update his resume, create cover letters, and apply for jobs. Last month, he shared some great news with us; he landed a job at the OC Fred Meyer, which is in walking distance to his new home! In addition, another regular patron recently landed a job as a health care worker assisting children at home on ventilators. She has used the Library’s computers not only to apply for numerous jobs in her field over the past few months, but to complete her online training for her new job as well. Libraries serve as critical community resources for connecting job seekers with information and providing access to vital technology tools and support; we are always thrilled to hear from patrons how the Library has helped them with job searches and career advancement!

Library Partnerships and Outreach

- This week, our Youth Services team delivered 250 summer reading prize books to OCSD to distribute to students in their summer camps, which wrap up this week.



LINCC-wide Updates

- The LINCC Equity Committee (which consists of library staff members from all LINCC libraries) has put together reading lists representing the diverse people and communities that we serve in our

communities and throughout the County. The links below lead directly to full reading lists and resources available in our shared library catalog.



- Immigrant and refugee communities – <https://go.lincc.org/immref>
- LGBTQ+ communities and Pride – <https://go.lincc.org/pride>
- Asian and Pacific Islander communities – <https://go.lincc.org/aapi>
- View more resources on social justice and conversations about race. – <https://go.lincc.org/socjust>

Special thanks to OCPL staff member Jennifer Giovanetti for her work with the LINCC Equity Committee!

- Clackamas County Business and Community Services (BCS) provided the most recent service area population numbers, based on April 2021 data from Portland State University's Population Research Center. Our service area count (61,311) is now the 2nd largest (by population) in the District, with Happy Valley being the largest (but only by 13 people). Our service area is approximately 58.5% City residents (35,885), and 41.5% unincorporated residents (25,426).

	Service Area Population	Tualatin Population	Adjusted Population
Canby	25,377		25,377
Estacada	19,567		19,567
Gladstone	21,506		21,506
Happy Valley	61,324		61,324
Lake Oswego*	43,028	1,560	44,588
Milwaukie	41,763		41,763
Molalla	25,494		25,494
Oregon City	61,311		61,311
Sandy	28,138		28,138
Hoodland	5,775		5,775
West Linn*	29,977	312	30,289
Wilsonville*	27,675	1,248	28,923
Oak Lodge	31,895		31,895
	422,830	3,120	425,950

Patron Feedback

- The Library, specifically, the Childrens staff received some great feedback this week from an out-of-town visitor:

Greetings: I am a reference librarian with the St. Helens Public Library and I recently spent the afternoon with my cousin and her daughter, 4yrs old. She (the mom) could not be more positive about her interactions with staff and especially the youth/children librarian(s). Thank you for being awesome to my cousin and family! My cousin told her daughter I worked in a place like their library and the wonder of that was priceless. I automatically became "cool" by association with your library. Again, thank you for being a positive place for my extended family!

- Our Circulation Lead, Katrina, received praise for her excellent customer service skills as well as her work in removing a family's barrier to accessing library materials:

I went into this library with my two boys. Feeling embarrassed of fines and lost items that had occurred over last few years I walked up to the desk and Katrina was so kind. I literally thought I'd pass out when I heard what our total was. I thought there's no way I'll be able to let my kids experience the library again. Thank you for helping me and going above and beyond. Was my mistake and I had no intention of ever asking anyone to help me or care. But you made my kids day.

- A patron writing in to cancel a hold included the following note:

The people that work at this library are GREAT people and SUPER helpful !!!

!

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

PATRON STATISTICS

	Current Month	FY 21/22 YTD	Last Month	Same Month Last FY	FY 20/21 YTD
New Patron Registrations	253	253	135	47	47
Total Registered Patrons	18,844	18,844	18,597	20,696	20,696
Library Visitors	8,641	8,641	4,123	-	-

CIRCULATION (includes 1st-time circ and renewals)

Adult materials	12,688	12,688	9,294	6,180	6,180
YA materials	2,155	2,155	1,166	782	782
Children's materials	16,477	16,477	9,766	3,856	3,856
Electronic materials	5,943	5,943	4,860	6,111	6,111
Total Circulation	37,263	37,263	25,086	16,929	16,929

1st Time Circulation (Physical)	22,265		22,265		13,166		7,545		7,545	
1st Time Circulation (Self-Check)	21,373	96.0%	21,373	96.0%	12,747	96.8%	176	2.3%	176	2.3%

Holds received from other libraries	12,612	51.6%	12,612	51.6%	12,598	52.4%	8,159	55.6%	8,159	55.6%
Holds sent to other libraries	11,835	48.4%	11,835	48.4%	11,440	47.6%	6,510	44.4%	6,510	44.4%

CIRCULATION DEMOGRAPHICS

Borrowers - City Residents	1,265	57.4%	n/a	878	55.8%	688	54.3%	n/a
Borrowers - Unincorporated Residents	772	35.1%	n/a	565	35.9%	496	39.1%	n/a
Borrowers - Other	165	7.5%	n/a	131	8.3%	83	6.6%	n/a

Service Area Pop - City	35,885	58.5%	n/a	35,570	58.5%	34,860	58.5%	n/a
Service Area Pop - Unincorporated	25,426	41.5%	n/a	25,422	41.5%	25,401	41.5%	n/a

TECHNOLOGY

Internet Sessions	317	317	107	-	-
WiFi Sessions	429	429	169	97	97

SOCIAL MEDIA / EMAIL

Facebook followers	3,881	n/a	3,864	3,510	n/a
Instagram followers	1,862	n/a	1,848	1,590	n/a
Twitter followers	924	n/a	923	865	n/a
YouTube subscribers	188	n/a	185	114	n/a
YouTube unique viewers	285	n/a	457	404	n/a
YouTube views	396	396	621	852	852
Email newsletter subscribers	4,272	n/a	4,226	n/a	n/a

See monthly Hootsuite report for additional social media statistics

FINANCIAL

See monthly Budget to Actual report

PROGRAMMING *

Children's programming - # of progs	6	6	7	29	29
Children's programming - attendance/engagement	271	271	542	1,789	1,789

YA programming - # of progs	-	-	1	-	-
YA programming - attendance/engagement	-	-	16	-	-

Adult programming - # of progs	15	15	16	24	24
Adult programming - attendance/engagement	497	497	632	232	232

ELECTRONIC RESOURCES

Kanopy plays	471	471	455	499	499
Kanopy cost	\$ 413	\$ 413	497	\$ 483	483
Kanopy average cost/play	\$ 0.88	\$ 0.88	\$ 1.09	\$ 0.97	\$ 0.97



Biennium Budget Report Y1 by Category

Item #2.

	2021-2022 Budget	July 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	0.00	0.00	2,581,190.00	2,658,700.00	0.00	5,239,890.00
44 - Charges for Services	2,520.00	0.00	0.00	0.00	2,520.00	3,020.00	0.00	5,540.00
46 - Fines & Forfeitures	15,000.00	1,158.97	1,158.97	0.00	13,841.03	25,000.00	0.00	38,841.03
47 - Miscellaneous Income	25,000.00	0.00	0.00	0.00	25,000.00	30,000.00	0.00	55,000.00
49 - Other Financing Sources	150,000.00	0.00	0.00	0.00	150,000.00	150,000.00	0.00	300,000.00
4 - Revenue Totals:	2,773,710.00	1,158.97	1,158.97	0.00	2,772,551.03	2,866,720.00	0.00	5,639,271.03
5 - Expense								
51 - Salaries and Wages	1,052,610.00	81,343.62	81,343.62	0.00	971,266.38	1,099,977.00	0.00	2,071,243.38
52 - Benefits	623,600.00	41,241.91	41,241.91	0.00	582,358.09	651,683.00	0.00	1,234,041.09
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	7,631.52	7,631.52	34,686.19	102,282.29	144,600.00	0.00	246,882.29
62 - Other Services	1,750.00	0.00	0.00	0.00	1,750.00	1,750.00	0.00	3,500.00
63 - Employee Costs	10,000.00	0.00	0.00	200.00	9,800.00	10,000.00	0.00	19,800.00
64 - Operating Materials & Supplies	244,000.00	4,284.20	4,284.20	41,578.42	198,137.38	244,000.00	0.00	442,137.38
65 - Office & Administrative Supplies	43,250.00	0.00	0.00	0.00	43,250.00	37,250.00	0.00	80,500.00
66 - Special Programs	32,700.00	160.00	160.00	1,760.00	30,780.00	36,700.00	0.00	67,480.00
69 - Internal Service Charges	102,092.00	0.00	0.00	0.00	102,092.00	102,092.00	0.00	204,184.00
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	0.00	0.00	0.00	20,000.00	20,000.00	0.00	40,000.00
5 - Expense Totals:	2,691,973.00	134,661.25	134,661.25	78,224.61	2,479,087.14	2,765,423.00	0.00	5,244,510.14



Library Board Report

Jul 01 - Jul 31, 2021



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Oregon City Public Library

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Post Likes 197 likes	Top posts > Reactions 0 Oregon City Public Library Jul 12, 20:30 Looking to start a book club? In our lobby, check out the Book Club Bundles! Each bundle contains 6-10 copies of a title. Browse 29 reactions 0 Oregon City Public Library Jul 03, 01:10 The library will be returning to its normal operating hours starting tomorrow, Saturday, July 3! We will be open 10am - 27 reactions 0 Oregon City Public Library Jul 06, 16:02 Today, we return to our regular operating hours! 23 reactions		
Followers 1.9K followers	Top Posts > Reach 0 oregoncitylibrary Jul 30, 23:52 Starting Monday, August 2. The @cdcgov and OHA have recommended that all people, even fully vaccinated people, wear a mask in 484 users 0 oregoncitylibrary Jul 03, 01:10 The library will be returning to its normal operating hours starting tomorrow, Saturday, July 3! We will be open 10am - 375 users 0 oregoncitylibrary Jul 06, 16:01 Today, we return to our regular operating hours! 296 users		
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CITY OF OREGON CITY

Staff Report

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

To: Library Board
From: Library Director Greg Williams

Agenda Date: 8/11/2021

SUBJECT:

Revision to Library Board Bylaws

STAFF RECOMMENDATION:

n/a – Discussion only

EXECUTIVE SUMMARY:

The Library Director is seeking Library Board feedback on potential changes to the Library Board bylaws regarding committees.

BACKGROUND:

The Library periodically establishes unofficial advisory bodies made up of library users to provide feedback on Library collections, programs, and operations. Currently, two such bodies exist: our Teen Advisory Group (<https://www.orcity.org/library/teen-advisory-group>), and our B.A.M. (Because Accessibility Matters) Advisory Council (<https://www.orcity.org/library/bam-program>)

We would like there to be a more formal relationship between these bodies and the Library Board, to ensure that 1) the Library Board is familiar with these groups' needs, activities, and feedback, and 2) to help ensure that any advice or suggestions from these groups is evaluated and can be commented on by the Library Board, which serves as the City's official advisory body to the City Commission and the Library Director on matters pertaining to the Oregon City Public Library.

The Library Director has drafted initial bylaws amendments for the Library Board's review and feedback; a final proposal will be brought back for formal Library Board consideration, vote, and advancement to the City Commission for approval at a future meeting.

OPTIONS:

1. n/a – Discussion only

BUDGET IMPACT:

Amount: n/a

FY(s): n/a

Funding Source(s): n/a

OREGON CITY LIBRARY ADVISORY BOARD

BY-LAWS

(Adopted/Amended February 2020)

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 ~~identification of subcommittees~~; 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 charges 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 schedule 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.

* * * * *

LIBRARY BOARD Approval 2/20



CITY OF OREGON CITY

Staff Report

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

To: Library Board
From: Library Director Greg Williams

Agenda Date: 8/11/2021

SUBJECT:

Revisions to Conference Room Use Policy

STAFF RECOMMENDATION:

n/a – Discussion only

EXECUTIVE SUMMARY:

The Library Director is requesting feedback from the Library Board on contemplated revisions to the Library's Conference Room Policy.

BACKGROUND:

While the Conference Room is not yet available for reservation and use by the public, staff are preparing for its eventual availability by reviewing and revising the Conference Room policy.

These proposed updates are in response to operational changes necessitated by COVID-19, the improved ability of staff to use technology to coordinate and manage Conference Room usage, and to help ensure more fair and equitable access to limited Conference Room space for all Library users.

OPTIONS:

1. n/a – Discussion only

BUDGET IMPACT:

Amount: n/a
FY(s): n/a
Funding Source(s): n/a

Oregon City Public Library Conference Room Use Policy

The Oregon City Public Library provides one Conference Room on the second floor of the Library for reservation and use by patrons.

Additional, non-reservable, quiet study space is available on the second floor of the Library on a first-come, first-served basis.

Conference Room Features

- The standard maximum capacity of the Conference Room is 14. Capacity limits may be adjusted as public health guidelines, City policies, or other circumstances require.
- The Conference Room is only available during the hours that the Library is open. Use of the room must end at least 15 minutes prior to library closing.
- Electrical outlets, a white board, and wireless internet are available. A 70-inch monitor is available, and HDMI cables are available to connect HDMI-enabled laptops/devices. Supplies for using the whiteboard, including markers and erasers, can also be checked out.

Reservation and Check-In Procedure

Reservations

- Advance reservations are required. There is no charge for using the Conference Room, however, to make a reservation, you must have a LINCC Library Card in good standing.
- Reservation requests can be submitted through the Library's website using your library card number and PIN. Reservation requests may also be made in person or by phone using your library card number.
- Upon receipt of a reservation request, Library staff will respond with confirmation as quickly as possible, generally within 24 hours.
- Conference Room reservation requests may be submitted up to 30 days in advance.
- The minimum reservation length is 1 hour. You may request to reserve the room for up to 3 hours per week (Sunday through Saturday).
- Reservations may be cancelled at any time (via our website, via phone, or in person).

Check-in

- The person who has reserved the room must check in at the second floor Reference Desk. Please have your library card number available so staff may more easily find your reservation.
- Reservations will be held for up to 15 minutes; if you have not checked in for your reservation within 15 minutes, your reservation will be cancelled automatically.

Check-out

- When you are done with the room, return it to its standard configuration (a diagram is posted on the wall).
- Stop by the second floor Reference Desk to check out.
- Any borrowed supplies (cables, markers, etc...) must be returned to the Information Desk (and not left in the Conference Room).

Conference Room Usage Rules

Approved by the Oregon City Library Board on XXXX XX, 2021

- Priority for Conference Room usage is given to library activities (including library programs, library-sponsored events, or library staff usage). The Library reserves the right to cancel any reservation. Advance cancellation notice is not guaranteed, however every effort will be made to give adequate notice of any cancellation.
- Users must be 16 years old or older to reserve the Conference Room.
- Reservations are not transferrable to another patron; the person reserving the room must be the one to check in.
- Use of the Conference Room is limited to three hours a day.
- Conduct and noise are expected to be kept to a level conducive for study by others in adjacent spaces. This includes any use of the room for teleconferencing, TV/video viewing, or presentations. The Conference Room may not be used for musical rehearsal or performance (instrumental or vocal).
- Users must abide by all Library Behavior Guidelines (<http://www.orcity.org/library/behavior-policy>).
- Except for closed beverage containers, no food or drink is allowed in the Conference Room.
- The room must be returned to its default layout; nothing should be left on table surfaces, in chairs, or on the floor.
- Only library-supplied markers may be used on the whiteboard.
- The Conference Room may not be used for activities involving glitter, paint, glue, or other craft materials unless as part of a library-sponsored program.
- Doors may not be blocked; windows and doors may not be covered at any time except where shades already exist.
- Patrons are responsible for alerting staff to any pre-existing damage to the room before occupying it.
- When using the Conference Room to conduct business (as defined by Oregon City Municipal Code):
 - a. Per OCMC 5.04.060, all persons using the Conference Room to conduct business must have a valid Oregon City Business License. The Library reserves the right to verify business licensure status before approving any reservation request for business use of the Conference Room.
 - b. Use of the Conference Room for business purposes by any attendee must be disclosed at the time the reservation request is submitted.
 - c. Reservations shall be made in the name of, and using the library card of, the person conducting business (not their clients or customers).
 - d. For the purposes of usage limits, each business entity, regardless of the number of employees, shall be considered a single user. For example, while a business may have 10 employees, the business is subject to the same weekly reservation limits as a single individual.
- The Library reserves the right to revoke permission to reserve and use the Conference Room based on violations of this policy. Revocation periods will generally follow the same progression in the Library's Behavior policy, depending on the nature and frequency of the violation(s).

Liability

- Reservee assumes all liability for damage to or theft of City property by any member of their group during the reservation time period as assessed by the City.
- City assumes no responsibility for materials, equipment or any other article left by any organization, group or individual in the Library and will not be liable for loss, theft or damage thereto.

- The Library neither approves nor disapproves of content, topics, subject matter, or points of view of individuals or groups using the room.



CITY OF OREGON CITY

Staff Report

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

To: Library Board
From: Library Director Greg Williams

Agenda Date: 08/11/2021

SUBJECT:

Strategic Plan Revisions – Part 1 (Create Young Readers)

STAFF RECOMMENDATION:

n/a – Discussion only

EXECUTIVE SUMMARY:

The Library Director and Library Board will discuss, and possibly begin, the process of evaluating and updating the Library's Strategic plan.

BACKGROUND:

In January 2019, the Library Board adopted a 5-year Strategic Plan, which identified 89 specific success measures in five specific areas of Strategic Focus, namely:

- Create Young Readers
- Know Your Community
- Stimulate Imagination
- Visit a Comfortable Place
- Fortify Administrative Infrastructure

The Strategic Plan was considered a "living document", with the expectation that revisions and adjustments would be necessary during the plan's 5-year span.

Since adoption of the plan, conditions for the Library, the City, and the community have changed significantly. As we continue to chart a post-COVID future, as the City Commission defines new priorities and goals, and as a (relatively) new Library Director has completed an overall assessment and review of the current plan, it is an opportune moment to evaluate the plan and begin the process of updating and revising it.

The Library Director will propose a process by which the activities and success measures within each Strategic Focus area are reviewed and discussed, and potential revisions are evaluated. Broadly, the proposed framework would involve evaluating:

- Does the initiative/activity/success measure “rise to the level” of a strategic initiative, or does it describe more routine, ongoing, or recurring activities that are applicable to any plan period?
- Is the initiative/activity/success measure specific in the action to be undertaken or the outcome to be achieved?
- Can progress on an initiative/activity/success measure be measured and reported to the Library Board and the community?
- Do timeframes need to be adjusted, particularly due to the impact of COVID-19?
- Should an initiative/activity/success measure be reworded or reframed to reflect the plan’s intent more accurately, or to achieve a desired outcome in a much more cost-effective, efficient, safe, or successful manner?

The Library Director will also share his preliminary evaluation of the initiatives/activities/success measures within the “Create Young Readers” strategic focus area using this general assessment framework.

OPTIONS:

1. n/a – Discussion only

BUDGET IMPACT:

Amount: n/a

FY(s): n/a

Funding Source(s): n/a

	D	E	F
1	Color Key		
2	GREEN - No revisions suggested		
3	YELLOW - Revisions suggested, revised text <i>italicized and in blue</i>		
4	RED - Proposed deletion (see associated note)		
5	1. Create Young Readers		
6	ACTIVITY	SUCCESS MEASURE	NOTES
7	Get more educators connected to the library through the Educator Card	Annually increase the number of educators signed up for Educator Cards by 10%	
8	Provide more visits to schools	In 2019, all schools in the Oregon City School District will receive one visit from library staff to encourage Summer Reading sign-ups <i>Starting in FY19/20, Youth Services staff will annually offer each school in the Oregon City School District at least one in-person, virtual, or pre-recorded video "visit" to encourage students to sign up for Summer Reading.</i>	
9	Get more schools to visit the library	By 2024, all first grades will visit the library at least once a year <i>By the end of FY 23/24, Youth Services staff will offer each first grade classroom in the Oregon City School District at least one in-person, virtual, or pre-recorded video visit to help students learn about the library.</i>	
10	Develop relationships with educators to better understand needs of school community	By 2024, hire dedicated staff to build relationships with schools <i>By the end of FY 23/24, full-time Youth Services staff members will spend at least 200 hours annually planning, developing, and conducting school outreach.</i>	I would prefer outreach to be an integrated part of YS staff regular job duties (as we have started to do), rather than assigned to an individual staff member (which is a model other libraries have used).
11	Through contacting and partnering with community groups, including the reduced lunch program and Head Start, identify and provide library service to underprivileged, at-risk youth	By 2020, staff will reach out to schools and other groups serving children to identify underprivileged, at-risk youth	Vague and focuses on process, not a measureable outcome. In addition, we do this routinely.
12	Through contacting and partnering with community groups, including the reduced lunch program and Head Start, identify and provide library service to underprivileged, at-risk youth	By 2020, at least 1 partnership will be established to provide library service to underprivileged, at-risk youth	Done (free summer meal sites, among others)
13	Work with community organizations serving at-risk youth to place books in the homes of underprivileged, at-risk children through sustainable plan with partners	By 2020, library staff will help coordinate registration for local partnership to increase books in the home with 3 community organizations serving at-risk youth age 0-5	Revision TBD, based on status of DPIL.
14	Reconfigure collections to ensure intuitive access	By 2020, all collections for children and teens will be organized according to interest level and/or format	This describes routine, ongoing library work; not necessary to include in a strategic plan.
15	Reconfigure collections to ensure intuitive access	By 2020, 3 more topical collections will be added in response to patron interest and demand	This describes routine, ongoing library work; not necessary to include in a strategic plan.
16	Ensure collections are fresh, up to date, robust	By 2022, library staff will use available data to identify most popular areas of interest	This describes routine, ongoing library work; not necessary to include in a strategic plan.
17	Ensure collections are fresh, up to date, robust	By 2022, library staff will use available data to create and implement guidelines for purchasing multiple copies of items in most popular areas of interest	This describes routine, ongoing library work; not necessary to include in a strategic plan.
18	Ensure collections are fresh, up to date, robust	By 2022, library staff will use available data to create and implement guidelines for replacing damaged items in a timely manner	This is a subset of the Collection Development policy initiative identified in "Fortify Administrative Infrastructure". It applies to all collections, not YS alone.
19	Explore options and recommend a literacy program	In 2019, staff will investigate and analyze options among national programs which partner with groups like libraries to place books in the homes of young children, and recommend a specific partner	Completed

	D	E	F
20	Create partnerships among community groups to build sustainable effort with book partner	By 2020, interested partners will create a sustainable partnership to work with a program to provide books to the homes of children under 5 <i>By the end of FY 21/22, the Library will work with interested partners to create a sustainable program to provide books to the homes of children under 5</i>	Timeframe needs to be adjusted, based on status of DPIL.