



CITY OF OREGON CITY

LIBRARY BOARD REGULAR MEETING

AGENDA

Community Room (1st Floor), Oregon City Public Library, 606 John Adams St, Oregon City

Wednesday, July 27, 2022 at 5:00 PM

Remote participation for this meeting is also available via Zoom; please contact dbutcher@orc.org for the meeting link.

CALL TO ORDER

ROLL CALL

APPROVAL OF MINUTES

1. Review and approve minutes from the May 25, 2022 meeting.

LIBRARY DIRECTOR'S REPORT

2. The Library Director will share his July, 2022 report and 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. Designation of Teen Advisory Committee (TAC) as a Library Board Committee
4. Review draft questions for survey of residents in unincorporated portions of Library Service area.
5. The Strategic Plan Committee will share recommendations for a Tactical Plan framework.

COMMUNICATIONS

FUTURE AGENDA ITEMS

6. Future Agenda Items

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 LIBRARY BOARD MINUTES

Wednesday, May 25, 2022 at 5:00 PM

CALL TO ORDER

David Goldberg called the meeting to order at 5:03 pm.

ROLL CALL

Members Present: David Goldberg, Cynthia Andrews, Heidi Blackwell, and Larry Osborne were present in person. Nick Dierckman was present via Zoom.

Kari Linder and Elizabeth Zinter had excused absences.

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

APPROVAL OF THE MINUTES

1. Heidi Blackwell noted a correction was needed in the February 9th, 2022 minutes, in that the middle school referenced should be "Tumwata" not "Tumwater" as it was written in the minutes. Cynthia Andrews made a motion to amend and accept the February 2022 Library Board Minutes with the noted correction. Heidi Blackwell seconded the motion. David Goldberg, Cynthia Andrews, Heidi Blackwell, Larry Osborne, and Nick Dierckman voted aye. The motion carried.
2. Larry Osborne made a motion to accept the April 13th, 2022 Library Board Minutes as submitted; Cynthia Andrews seconded the motion. David Goldberg, Cynthia Andrews, Heidi Blackwell, Larry Osborne, and Nick Dierckman voted aye. The motion carried.

LIBRARY DIRECTOR'S REPORT

3. Greg Williams recognized this hybrid meeting as the first in-person Library Board meeting in two years.

Greg highlighted that the library Facebook page had 4000+ followers, and recognized the work of the PR team, specifically Aaron Novinger, in fostering digital engagement.

Greg discussed statistics concerning conference room bookings, including the number of booked sessions and number of hours the room was booked out of available hours. Greg noted in the first month room occupancy was approximately 18%.

David Goldberg asked if Greg had received feedback concerning the policy changes. Greg said he had not had feedback but there had been a question about the logistics of signing up in advance; many people had signed up on their own.

Greg provided updates about the hiring of the Library Safety Specialist position. Forty applications were received, interviews were completed, and an offer was extended to a finalist. Greg thought the process would be finalized by the end of the week and anticipated bringing the Safety Specialist to a future Board meeting to meet the Board. Greg expressed excitement about the finalist's skill set, experience, and attitude as well as the opportunity to increase Greg and Denise Butcher's time to pursue interdepartmental and interagency collaboration.

Greg recapped the return of in-person and hybrid programming including storytimes, art lab, book clubs, and video game meetups. Greg noted that the relocation of the adult computer lab downstairs facilitated teen engagement with the teen space.

Greg reported that the May the Fourth program was attended by several hundred people, featured Baby Yoda library cards, costumed attendees, and a Star Wars Day proclamation read by Commission President Denyse McGriff.

Greg said credit card payments were now enabled through the LINCC (Libraries in Clackamas County) website and spoke positively of the implementation. LINCC would be responsible for the payment collection, banking and credit card compliance, and the distribution of funds to the member libraries.

Nick Dierckman asked if credit cards were accepted at Oregon City Public library. Greg said they were, and the payment option was a library-by-library decision.

Greg said June 27 marked the LINCC-wide transition from two digital ebook and audiobook platforms (Cloud Library provided by Biblotheca and Library2Go provided by Overdrive), to a single platform (Overdrive). Greg expected most of the local e-collection to migrate from Cloud Library to Overdrive. The transition was intended to simplify the patron experience by providing a single access point for ebook, eaudiobook, and digital magazines beginning July 1.

Greg asked for questions.

David Goldberg asked if a normalized look back of statistics to two years prior would be included as he did not see it present in the materials. Greg said he included the information in March and that his understanding of the Board's conversation was a quarterly look back would be sufficient. Nick Dierckman stated a quarterly basis had been his understanding as well. Greg said he expected to provide comparative statistics at the June meeting. David said that was acceptable.

Heidi Blackwell stated that the library was present at the Summer of Joy, a resource fair put on by the school district, noted that Greg staffed the booth, and thanked the library for participating. Greg thanked Heidi for the invitation.

Heidi shared that the No Place for Hate program, which she had worked on with Youth Services Librarian Barratt Miller last year, was being used this year by teachers. Heidi said Springwater School was working on a student led K-8th grade program to learn about people of different abilities based on student feedback. Greg thanked Heidi for her involvement and spoke positively about the ongoing use of program material.

PUBLIC COMMENTS

None.

DISCUSSION ITEMS

4. Library Facility Condition Assessment

David Goldberg said that this assessment would link to discussions around capital reserves and would be an ongoing discussion.

Greg Williams noted this report was an assessment of what needed to be replaced/repared now as well as future projections of replacement/repair schedules and estimated costs. Greg said all City facilities received this type of assessment.

Greg said the assessment found that the floor in Carnegie and the addition would need to be replaced, which was consistent with what Facilities had said the last time the floor was sanded. At the time of the assessment in summer of 2021, the estimated cost of replacement was \$90,000. Greg acknowledged that given the increase in the cost of labor and materials and the projected start time of 2023, the estimate was likely a minimum cost. Greg anticipated some service disruptions due to area closures. Greg - said this was the only item the contractor assessed as being a near- to short-term issue to be addressed.

David Goldberg asked if the cost of the project would come out of the fund balances or operations. Greg said he anticipated using the Community Facilities Fund as the purpose of that fund was to have money for capital repair.

Nick Dierckman asked for clarification about new flooring needing replacement. Greg said the wood portion of the addition's floor would need to be replaced as it was separating and becoming a trip hazard. Denise Butcher shared that multiple mitigation measures had been taken to keep the floor together but were ultimately unsuccessful. Greg said his priorities were durability and respecting the character of the building.

Greg shared the second finding was that there would be over \$3 million in repair project expenses needed in six to twenty years. Projected costs were inflation adjusted at a rate of 3%.

Greg said \$20,000 was contributed annually to the Community Resource Fund; it would take yearly \$200,000 contributions to meet the projected demand if that fund was the

sole source of funding. Greg acknowledged that most of the library's money came from the Library District Distribution and when the measure was on the ballot in 2008, the funding was presented as funding operations, not capital repair or replacement. Greg noted that other libraries were in a similar situation.

Nick Dierckman asked how much money was going into the Community Facilities Fund annually. Greg said that currently, \$20,000 was put in yearly. Greg estimated that the Library Fund had a current balance of around \$4 million and that the current target reserve level for the fund was approximately \$2 million. Greg said that the amount was formulated based on seven months of operating expenses, one year of debt service, and an additional 10% contingency. Greg noted that this came out to approximately \$1.9 million and the current Library Fund balance was close to \$3.8 million, which was notably higher than the desired reserve fund level. Greg recognized that the question of how to possibly utilize fund balance was complicated.

Nick asked how much the Library Fund balance increased year to year and how it was budgeted.

Greg said that in looking at past budgets, the fund balance grew more than Greg would have expected. For this biennium budget, Greg hoped that there would be a smaller difference in the budgeted vs actual expenses and revenues, and that more funds would be utilized for current operations rather than ending up in fund balance. Greg noted that there might still be a difference this fiscal year in budgeted vs spent, as COVID-era hiring conditions complicated hiring and several positions were vacant longer than anticipated, which could contribute to budgeted but unspent funds.

David said that sometimes the amount of money collected by the county from property taxes exceeded the budgeted amount.

Greg expressed approval of the revenue budgeting for this year and noted it was on track to be accurate. Greg said the City and County district revenue projection for the second year of the biennium were very similar.

David supported a countywide library discussion on bond measures and financial planning and asked Nick if he knew anything about this.

Nick said there was no definitive time frame on bond measures and the scheduling of the next Library District Advisory Committee (LDAC) meeting was uncertain. Nick saw a need for extra analysis about funding and to adjust the Task Force's direction.

Greg acknowledged COVID's disruptive effect on the Task Force's progress and anticipated that the resumption of the Task Force might look different than initially envisioned. Greg thought hiring an outside consultant to do a financial assessment for services, operational, and capital needs would alleviate the pressure on the participants anticipated to be overextended for the next one to two years. Nick thought that Greg's idea of hiring a consultant was sound and said it had not been discussed to this point at LDAC.

David asked that Greg bring back a sense of the positions of other library directors.

Nick said consultant fees would need to be funded out of the County General Fund and was unsure how feasible that would be. Greg thought that if it was approached from the perspective of staff time savings by not engaging in an intensive two-year task force project, perhaps cities could fund a consultant even if the county did not. David voiced support for seeking a consultant.

COMMUNICATIONS

5. Tactical Plan Committee Update

David Goldberg said that the Committee had met to discuss how to initiate the Tactical Plan. Greg said that another meeting of the Tactical Plan Committee needed to happen but expected the plan to be shared at the next Board meeting as feedback from the Committee needed to be incorporated into the existing version.

Heidi Blackwell asked if staff contributed to the Tactical Plan. David said yes, the Committee created a template and were waiting for staff ideas on how to realize it.

Cynthia Andrews acknowledged the old plan mixed strategic and operational aspects, creating some difficulty for staff in determining focus. Cynthia expressed hope that separating these two levels of library function would make things easier.

Foundation

Cynthia Andrews said she missed the last Foundation meeting due to unexpected health reasons and reported that the Dolly Parton Imagination Library program served 900 children, with 500 children still in the sunseting process.

Greg Williams shared that approximately 130 families had signed up for 1000 Books Before Kindergarten in the first few months of the program and over 10,000 books had already been logged.

Cynthia asked if current Imagination Library participants could be advertised to for 1000 Books Before Kindergarten and transitioned over. Greg said that he would look into it, as he needed clarification on privacy conditions the program and enrollees had.

David Goldberg asked if there was outreach to all preschools. Greg said that there was outreach to many schools, and he would have Barratt Miller check into the particulars.

Greg said that the Foundation was applying for a Community Enhancement Grant of \$6,750 (\$7500-10%) to put on a series of three dance instruction events intended to strengthen community bonds and facilitate healing from trauma. The proposed events would be co-organized by Parks and Oregon City School District. This year's proposed style would be Bollywood, with the hope that this would be a yearly reoccurring series

with Ukrainian folk dancing next year. Larry Osborne provided assistance in looking over the grant application.

Friends of the Library

Larry Osborne reported that the Friends had reached their fundraising goal for the mural, and he was impressed by the mural.

LDAC

Nick Dierckman said that LDAC updates had already been relayed earlier in the meeting.

Cynthia Andrews wondered if the library might be interested in future partners in learning events, as they were well attended and would present outreach opportunities. Greg said he would be interested and asked anyone who had advance notice of similar events to let him know.

FUTURE AGENDA ITEMS

6. Review, discuss, and prioritize future agenda items.

Nick Dierckman wished to discuss the potential shortening of the minutes.

Heidi wished to discuss the Recognition of TAG. Greg affirmed that was on the agenda and that feedback from the teens had been positive.

Cynthia Andrews proposed a work session to work through and resolve agenda items to allow deeper discussion of big picture items during regular meetings.

Greg stated the bylaws said nine regular meetings were needed per year and that he would check with the City Recorder to see if work sessions would count towards that minimum or if the bylaws might need to be changed.

David Goldberg identified Outreach efforts as an item of high priority. Nick Dierckman suggested setting up a dedicated committee on the topic. Greg said it appeared that the library's portion of the City Community Satisfaction Survey could be sent out to the full unincorporated service area population to gather feedback. All present Board members expressed interest in being involved with an Outreach Committee, with varying focuses.

Greg thanked the Board for their willingness to be at meetings, extra meetings, and their general support.

ADJOURNMENT

The meeting adjourned at 6:10 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 July 2022

Monthly Statistics Notes

- Monthly patron foot traffic in June (12,611) was the highest it's been since we fully reopened the building at the start of the fiscal year (July, 2021).

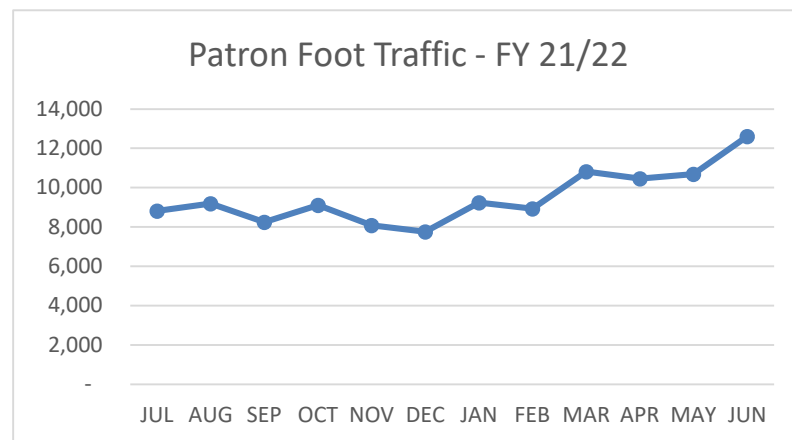


Figure 1 - FY 21/22 foot traffic

- Patron traffic heat maps for the month of June are below:

June 2022 - Total Entry Counts (6th, 7th, Carnegie)									
Day	10a	11a	12p	1p	2p	3p	4p	5p	6p
Su			222	156	148	158	119		
Mo	389	402	304	255	213	224	213	122	109
Tu	330	261	245	229	201	181	179	112	83
We	406	244	204	268	289	322	276	214	106
Th	383	269	223	324	320	279	251	183	78
Fr	270	241	217	187	203	169	163	106	64
Sa	221	198	236	214	175	188	162	103	

June 2022 - Total Exit Counts (6th, 7th, Carnegie)									
Day	10a	11a	12p	1p	2p	3p	4p	5p	6p
Su			149	178	151	158	160		
Mo	282	387	344	207	236	223	232	149	154
Tu	221	261	241	239	194	189	190	137	110
We	204	345	205	233	263	309	304	246	153
Th	200	371	197	293	339	285	269	202	146
Fr	159	251	225	171	214	171	175	138	95
Sa	146	172	234	205	191	176	201	134	

Figure 2 - Patron traffic heat maps

- In April, I shared that one of our Song and Rhyme Time videos (“Mix a Pancake”) had been viewed over 1600 times in February. Well, in May, we blew that old record away, with “Mix a Pancake” being viewed 30,344 times! Another video (“Tiny Kitty, Big City”) was viewed 6,612 times! We also gained 102 new subscribers in May. Teen Librarian Sabrina Tusing stars in both videos; we have decided she’s now officially an internet influencer!

Geography	Views ↓	Average view duration	Watch time (hours)
☐ Total	38,745	0:16	176.9
☒ United States	6,371 16.4%	0:19	34.1 19.3%
☒ India	5,923 15.3%	0:14	23.3 13.2%
☒ Philippines	5,214 13.5%	0:13	19.5 11.1%
☒ United Kingdom	1,971 5.1%	0:16	9.3 5.3%
☒ Indonesia	1,369 3.5%	0:13	5.0 2.8%
☒ Vietnam	1,208 3.1%	0:11	4.0 2.2%

Figure 3 – May, 2022 YouTube views by country

- New Library Card registrations in June (381) were the second-highest monthly total ever. Only August 2016 (the grand opening of the new building) was higher (by 3 cards, at 384).

Library Operations

- The Library is pleased to welcome our new Library Safety Specialist, Garth Fullington. Before joining the Oregon City Library team, Garth worked at the Salem Public Library for six years, and in private security since 2009. Garth has a wife, 2-year-old son, and a 7-month-old daughter. His main hobbies are computers and PC games, Lego, and Nerf (all things we *love* at the library!) Garth joins our Circulation department, where he’ll assist patrons and perform the full range of Circulation duties. He’ll also use his background and experience to help ensure a safe and welcoming library environment for patrons and staff, and will increase the library’s ability to build connections with other departments, agencies, and organizations and work collaboratively on community safety issues.



Figure 4 - Garth Fullington, Library Safety Specialist

- We are pleased to welcome Lis Strand Ludeman as our new full-time Circulation Coordinator! Lis joined the OCPL team in 2019 as an on-call Library Assistant, and had been serving as interim co-circulation team lead since, March of this year. Lis is a native Oregonian whose great-grandparents moved to the Portland area in the 1930s. She currently lives in SE Portland with her husband, 13-year-old son, and a noisy zebra finch. She enjoys knitting, gardening, kayaking with her family, and visiting museums with her mom. She frequently walks the McLoughlin neighborhood on her breaks and loves looking at all the historic houses.



Figure 5 - Lis Strand Ludeman, Circulation Coordinator

- With the recent departure of the City's Communication Coordinator, IT/PR Librarian Aaron Novinger is helping with the City's communication and social media needs while the position is vacant. The entire City is grateful for Aaron's assistance and expertise!

Library Grounds and Facilities

- We will be re-stripping the employee parking lot at the beginning of August. We also plan to install additional signage to more clearly indicate which spots are reserved for Library staff.

Library Programs and Services

- Our first Teen Maker Lounge program was a hit! 22 teens (going into grades 7-12) made terrariums with Teen Librarian Sabrina Tusing.



Figure 6 - Teens making terrariums

- The Library was thrilled to host our first in-person Summer Reading Concert in 3 years! 90 attendees grooved, danced, and laughed as library favorites the Alphabeticians shared their trademark blend of humor and music.



Figure 7 – Concert featuring the Alphabeticians

- We welcomed local guidebook author and Mazama hike leader Matt Reeder, who took 16 attendees "off the beaten path" on a 'tour' of the best places to go hiking throughout the year. His book, PDX Hiking 365, is the first guidebook ever in the Portland area to organize hikes by month and season.
- In July, the Library celebrated Disability Pride and French-American Heritage Months with book displays to complement our Summer Reading display upstairs. In the Carnegie, we featured an "Explore Our World" display featuring a huge assortment of our brand-new travel books.

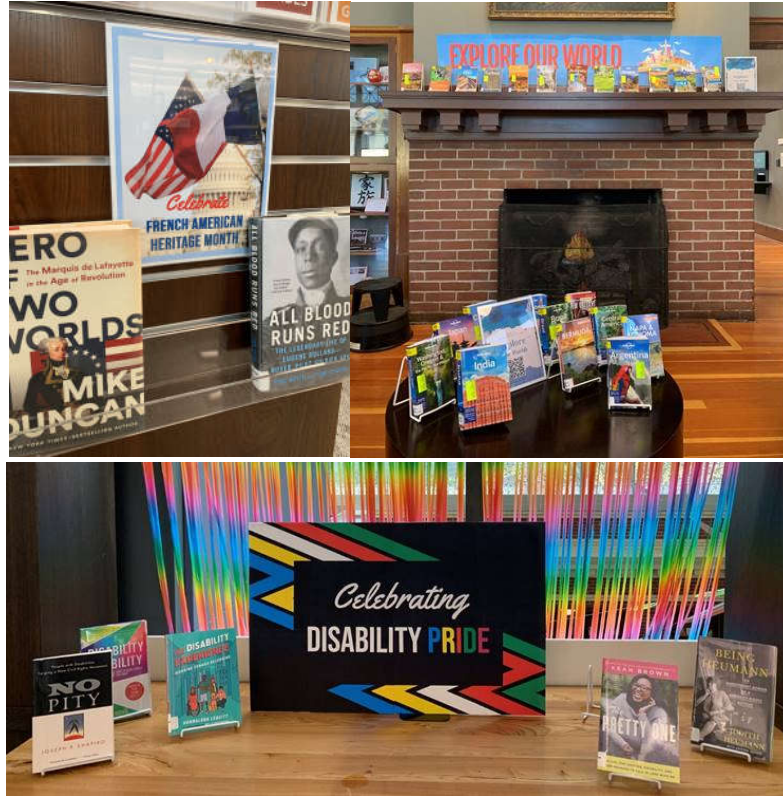


Figure 8 - July book displays

- 15 people participated in our July B.A.M. Trivia event. The theme was “World of Nintendo”.
- 15 people attended the July Elevated Readers Book Club, where the group discussed “The Exiles” by Christina Baker Kline.
- More than 500 community members attended the Library’s Touch-a-Truck event! John Adams Street was closed off to accommodate vehicles from OC Police, Clackamas Co. Sheriff’s Dept., OC Public Works, Clackamas Fire, and B&B Leasing. Kids took their turns climbing into the vehicles, sometimes honking horns, and even turning on sirens. K-9 officers, Grendel and Slate, took some attention away from the trucks to hold their own meet & greet. There were many smiles, lots of sunshine, and library staff received many thank-yous for the return of one of our most popular events.



Figure 9 - Touch-a-truck

- Nearly 100 people came to Library Park for our 2022 Juneteenth event! The weather (mostly) cooperated as well! The music by Ellen Whyte and Rae Gordon was fantastic, the poetry reading by Emmett Wheatfall was extremely powerful, and Taylor Stewart's keynote was thought-provoking and inspiring. We also received some great community feedback on what might make Oregon City a more diverse and inclusive community. Thanks to Commissioner Rocky Smith and Commission President Denyse McGriff for all their help planning and setting up the event, thanks to Commissioners Adam Marl, Rocky Smith, and Commission President Denyse McGriff for their remarks and comments during the event, thanks to Willamette Falls Media

Center for their audiovisual support, and thanks to all our performers, presenters, staff, and volunteers for making it a success!



Presenters and Performers



Taylor Stewart | Keynote Speaker

Taylor Stewart started the Oregon Remembrance Project in 2018 to help communities in Oregon unearth stories of injustice and engage in the necessary truth telling and repair required to reconcile instances of historical harm.



Emmett Wheatfall | Featured Poet

Oregon poet Emmett Wheatfall was a featured poet at the 50th Anniversary Celebration of the March on Washington (Portland Event) and keynote speaker at the screening of Dr. Martin Luther King Jr.'s "I Have A Dream" speech for the Oregon Historical Society's Oregon Black History Series.



Creating Connections for Kids of Color Members | Readings

Creating Connections for Kids of Color in Oregon City is a local group working to build social connections among kids of color to contribute toward positive identity formation and a feeling of belonging, and to be an anchor for diverse families.



Rae Gordon | Musical Performer

Award-winning and International Blues Challenge finalist Rae Gordon serves up a delicious helping of blues with a side of soul. She sings lead vocals for Oregon City-based blues band, The Rae Gordon Band.



Ellen Whyte | Musical Performer

Ellen Whyte is an Oregon Music Hall of Fame inductee and three-time Grammy Award nominated singer, songwriter and guitarist. Her music blends genres ranging from blues, pop, and jazz to funk and ballads.





What do you think would make Oregon City a more **INCLUSIVE & DIVERSE** community?

Ask ourselves how we can assure the voices and faces of BIPOC are present.

What do you think would make Oregon City a more **INCLUSIVE & DIVERSE** community?

MORE CITY-SPONSORED EVENTS! This was excellent & educational today.

What do you think would make Oregon City a more **INCLUSIVE & DIVERSE** community?

PRIDE celebration in Downtown

What do you think would make Oregon City a more **INCLUSIVE & DIVERSE** community?

Community Town Halls around Equity, Diversity & Inclusion

Figure 10 - Juneteenth photos with selected community comments

- In June, we welcomed 8 highly creative people to our recent Adult Art Gym program. Participants let us know how much they appreciated the opportunity to create, but to connect with other community members!



Figure 11 - Adult Art Gym

- The 2022 Summer Reading Program kicked off on June 1. This year's theme is "Read Beyond the Beaten Path". Adults can sign up and receive a fabulous tote bag (which are earning rave reviews for both style and utility!) and can submit entries throughout the Summer for weekly prize drawings as well as our fabulous grand prize baskets. Kids and teens can use our Beanstack app/website to keep track of their reading, complete reading challenges, and earn tickets for prize basket drawing. And every kid or teen who signs up gets a free book!



- In June, we celebrated Caribbean American Heritage and Pride Month with book displays upstairs and social media posts. In the Carnegie, we featured a Juneteenth book display and timeline.



Figure 12 – June displays and social media posts

Library Partnerships and Outreach

- In July, the Library held an in-person Repair Fair, where attendees could get expert assistance in repairing clothes and textiles, electronics, appliances and more. Volunteers from RepairFair Oregon and Clackamas County Sustainability and Solid Waste helped attendees evaluate and repair 55 items. Repair Fairs help attendees learn how to repair their items, save money, and reduce the amount of waste going to landfills.



Figure 13 - Repair Fair

- In July, the Library partnered with the Red Cross to host a blood drive in the Community Room.
- Youth Services Librarian Barratt Miller presented a special storytime ("Is Everyone Ready for Fun" by Jan Thomas") in the Kids Zone at the First City event.



Figure 14 - First City storytime

- Adult Services Librarian Gina Bacon represented the Library at Clackamas Community College's first annual Summer Connections Celebration, a resource fair dedicated to celebrating diversity and pride. Gina (with help from City of Sandy Librarian Katie Murphy) handed out buttons and

brochures, and shared information about all the resources and services available from the Oregon City Public Library, as well as libraries throughout the LINCC cooperative.



Figure 15 - CCC Summer Connections Celebration

- Congratulations to Adult Services Librarian Jen Giovanetti, whose article “BAM! Bringing Accessible Programs to the Library” was just published by Syracuse University’s Project Enable. Project Enable seeks to “provide professional development for library professionals from all types of libraries in order to build capacity for providing equitable access and services to students with disabilities, an underserved population.” Jen’s article talks about the development of the Library’s B.A.M (Because Accessibility Matters) Program. Way to go, Jen!
- At the end of May, the Library welcomed a very special visitor! To help celebrate Historic Preservation Month, Commission President Denyse McGriff (in authentic period garb!) welcomed patrons and answered questions about the McLoughlin House (a model of which is on display in the Carnegie section of the Library) and about Oregon City’s history.



Figure 16 - Commission President Denyse McGriff

- At the end of May, Youth Services Librarian Barratt Miller addressed the Oregon City Rotary Club, providing an overview of the materials and services the Library provides for kids and families, as well as our successful partnerships with OCSD. Club member feedback on the presentation was extremely positive; way to go, Barratt!

LINCC Updates

- As you may know, you can use your LINCC library card to check out passes to local area cultural attractions, such as the Lan Su Chinese Garden, Pittock Mansion, Oregon State Parks, and more. We are pleased to share that LINCC libraries are once again offering passes to the Portland Art Museum.
- In addition to our great selection of ebooks and downloadable audiobooks, the Library is pleased to announce that LINCC library card holders now have unlimited access to hundreds of digital magazine titles! You can browse or search all the available titles on your computer by going to the Library2Go website, or on your smartphone or tablet with the Libby app. You can check out an unlimited number of current and back issues, with no waiting.

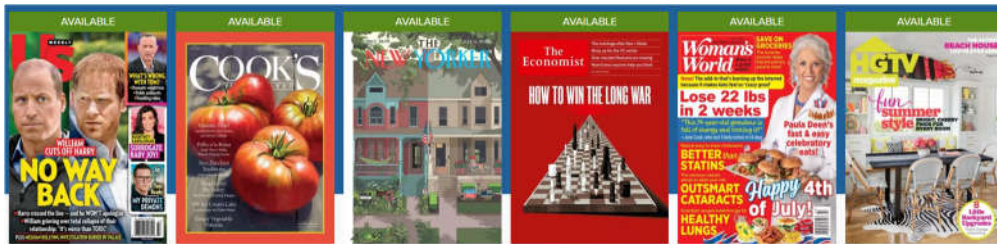


Figure 17 - Digital magazines now available LINCC-wide

- Over the course of three days in June, the LINCC main office successfully completed a major system upgrade, with minimal impact to patrons and staff. The upgrade will allow the online catalog to support the Unicode universal encoding scheme, which will enhance the ability for library records to include and properly display different types of text characters (including diacritical marks, symbols, and non-English characters).
- Several Oregon City teens submitted inspiring pieces of art to LINCC's annual Summer Reading Teen Art Contest! Attached below are the Oregon City entries: Respectively, Ruby (6th grade), Abigail (11th), Ava (9th), and two submissions from Kaydince (8th). Abigail's received an honorable mention in the contest.

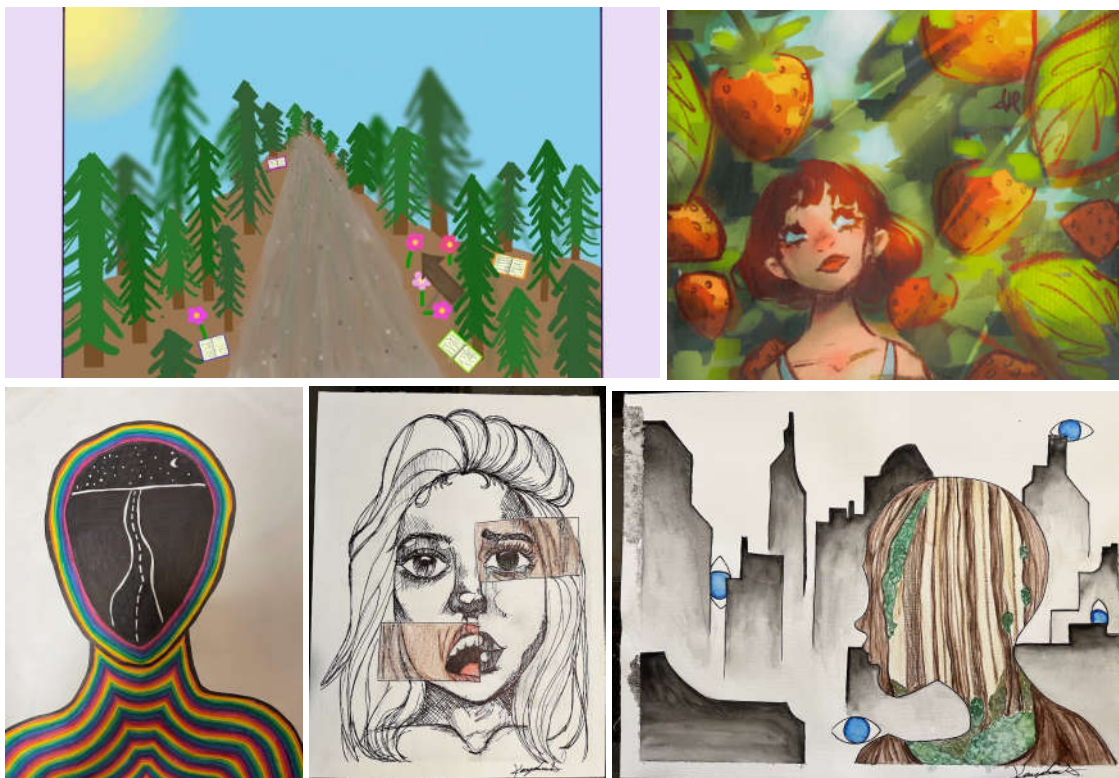


Figure 18 - OC Teen entries into LINCC Summer Reading Teen Art Contest

Patron Feedback

- On Instagram, patron “__amy__marie__” shared a video of happy kiddo Coop’s very first Library storytime! We’re looking forward to seeing more of you, Coop!

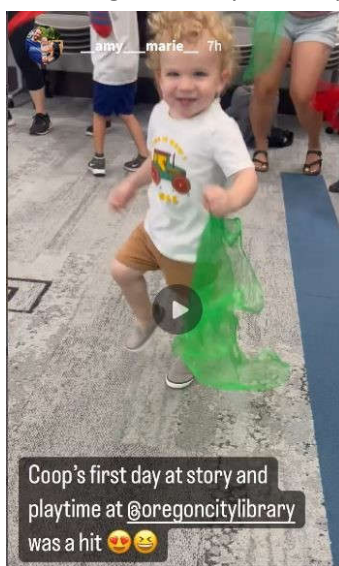


Figure 19 - Dancing at first storytime!

- We received a wonderful note from a very talented patron!



Figure 20 - Patron note

- One of our Teen patrons sent us some wonderful feedback about our Teen Book Box program, where teens can sign up to receive a series of three monthly boxes filled with 2-3 personalized library books and few surprise goodies.

"I received a June teen book box so I wanted to tell you how much I love it. It was so special, and I'm loving the books you picked out so much. The snacks, notebook, and rubber duckies are adorable as well and I really appreciate you putting a lot of effort into it.

I can't wait for July's box!

*Sincerely,
An avid reader and lover of book boxes"*

- We received several online kudos and thanks for Touch-a-Truck!



Figure 21 - Touch-a-truck kudos

- Thanks to Instagram user jessdland for the social media shout out! We think our patrons are pretty awesome as well!



Figure 22 - Patron Instagram post

- On social media, one of our patrons showed off the lovely mosaic bracelet she made using one of our Creative Kits!

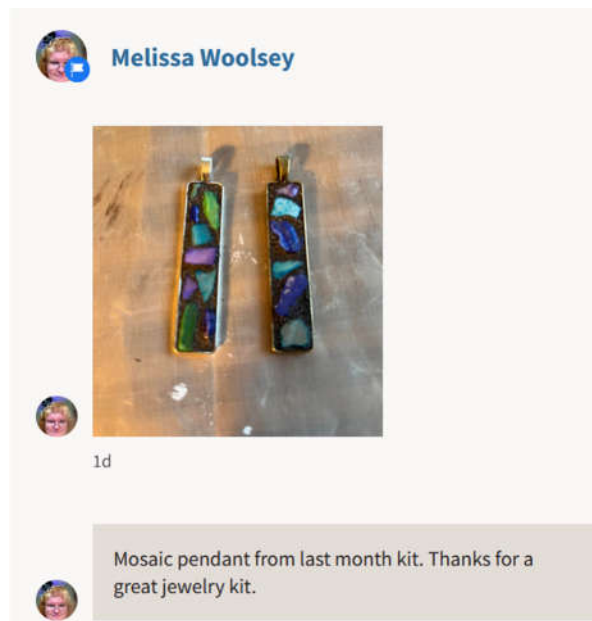


Figure 23 - Creative Kit feedback

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

	Current Month		FY 21/22 YTD		Last Month		Same Month Last FY		FY 20/21 YTD
<u>PATRON STATISTICS</u>									
New Patron Registrations	381		2,747		277		135		921
Total Registered Patrons	18,161		18,161		17,773		18,597		18,597
Library Visitors (Ins)	12,611		113,945		10,683		4,383		4,383
Library Visitors (Outs)	12,414		111,083		10,424		4,123		4,123
<u>CIRCULATION (includes 1st-time circ and renewals)</u>									
Adult materials	14,526		169,368		14,674		9,294		94,711
YA materials	2,085		23,954		1,929		1,166		10,137
Children's materials	18,938		199,657		17,210		9,766		83,938
Electronic materials	5,567		65,767		5,641		4,860		66,487
Total Circulation	41,116		458,746		39,454		25,086		255,273
1st Time Circulation (Physical)	25,043		262,368		21,461		13,166		120,423
1st Time Circulation (Self-Check)	23,357	93.3%	249,005	94.9%	20,298	94.6%	12,747	96.8%	29,184
24.2%									
Holds received from other libraries	12,089	52.7%	149,769	52.2%	13,266	54.1%	12,598	52.4%	138,424
Holds sent to other libraries	10,837	47.3%	137,207	47.8%	11,274	45.9%	11,440	47.6%	115,383
54.5%									
<u>CIRCULATION DEMOGRAPHICS</u>									
Borrowers - City Residents	1,616	57.8%	n/a		1,471	58.1%	878	55.8%	n/a
Borrowers - Unincorporated Residents	957	34.2%	n/a		857	33.8%	565	35.9%	n/a
Borrowers - Other	223	8.0%	n/a		205	8.1%	131	8.3%	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
<u>TECHNOLOGY</u>									
Internet Sessions	580		6,450		585		107		107
WiFi Sessions	885		7,233		732		169		1,240
<u>SOCIAL MEDIA / EMAIL</u>									
Facebook followers	4,091		n/a		4,029		3,864		n/a
Instagram followers	1,987		n/a		1,960		1,848		n/a
Twitter followers	953		n/a		951		923		n/a
YouTube subscribers	338		n/a		336		185		n/a
YouTube unique viewers	339		n/a		33,541		457		n/a
YouTube views	514		46,904		38,745		621		8,037
Email newsletter subscribers	4,543		n/a		4,470		4,226		n/a
See monthly Hootsuite report for additional social media statistics									
<u>FINANCIAL</u>									
See monthly Budget to Actual report									
<u>PROGRAMMING</u>									
Children's programming - # of progs	21		96		12		7		172
Children's programming - attendance/engagement	1,026		12,484		7,736		542		12,662
YA programming - # of progs	3		19		2		1		4
YA programming - attendance/engagement	13		150		15		16		20
Adult programming - # of progs	9		160		9		16		265
Adult programming - attendance/engagement	587		6,369		568		632		7,410
Total Creative Kits Offered	218		2,447		219		117		117
Total Creative Kits Claimed	209		2,274		218		117		117
<u>ELECTRONIC RESOURCES</u>									
Kanopy plays	326		5,385		282		455		5,759
Kanopy cost	\$ 310	\$	5,443		342	\$	497		5,944
Kanopy average cost/play	\$ 0.95	\$	1.01	\$	1.21	\$	1.09	\$	1.03
<u>SERVICE DESK INQUIRIES</u>									
Ready Reference	1,019		9,028		627		-		-
Reference	164		1,802		142		-		-
Technology Assistance	250		3,750		272		-		-
<u>FACILITIES</u>									
Conference Room - Bookings	45		100		26		-		-
Conference Room - Hours Available	231		696		231		-		-
Conference Room - Hours Booked	74		162		47		-		-
Conference Room - Occupancy Pctg	32.0%		23.3%		20.3%		0.0%		0.0%

	Q2 2019 (Apr-Jun)	Q2 2022 (Apr-Jun)	% CHANGE	NOTES
<u>PATRON STATISTICS</u>				
New Patron Registrations	868	854	-1.6%	
Total Registered Patrons	20072	18161	-9.5%	
Library Visitors (Ins) - original (known to be overstated)	115607	33752	-70.8%	As has been mentioned, I do not have confidence in historic patron traffic numbers
Library Visitors (Ins) - adjusted estimate	57803	33752	-41.6%	
<u>CIRCULATION</u>				
				Loan periods on several high-circulation items (including DVDs, Blu-Rays, and new Non-Fiction) have extended between measurement periods
Adult materials	69890	44008	-37.0%	
YA materials	5883	5798	-1.4%	
Children's materials	50271	53804	7.0%	
Electronic materials	12504	16245	29.9%	
Total Circulation	138548	119855	-13.5%	
Holds received from other libraries	41617	38443	-7.6%	
Holds sent to other libraries	29794	33008	10.8%	
1st-time physical circulation	87796	68746	-21.7%	
<u>CIRCULATION DEMOGRAPHICS</u>				
Borrowers - City Residents	5939	4521	-23.9%	
Borrowers - Unincorporated Residents	3561	2698	-24.2%	
Borrowers - Other	811	637	-21.5%	
Borrowers - Total	10311	7856	-23.8%	
<u>TECHNOLOGY</u>				
Internet Sessions	4075	1817	-55.4%	Internet session length has changed between measurement periods
WiFi Sessions	6926	2341	-66.2%	
<u>SOCIAL MEDIA / EMAIL</u>				
Facebook followers	3288	4091	24.4%	
Instagram followers	1166	1987	70.4%	
Twitter followers	782	953	21.9%	
YouTube subscribers	0	338	n/a	
YouTube unique viewers	0	339	n/a	
YouTube views	271	40546	14861.6%	
Email newsletter subscribers	4008	4543	13.3%	
<u>PROGRAMMING</u>				
Children's programming - # of progs	107	44	-58.9%	
Children's programming - attendance/engagement	8080	9196	13.8%	
YA programming - # of progs	7	6	-14.3%	
YA programming - attendance/engagement	47	28	-40.4%	
Adult programming - # of progs	47	28	-40.4%	
Adult programming - attendance/engagement	571	1685	195.1%	
Total Creative Kits Offered	0	629	n/a	
Total Creative Kits Claimed	0	618	n/a	



Biennium Budget Report Y1 by Category Item #2.

Through 6/30/22

(please note: 2nd Library District distribution of \$152,382 has not yet posted)

	2021-2022 Budget	June 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	4,800.00	2,426,235.73	0.00	154,954.27	2,658,700.00	0.00	2,813,654.27
44 - Charges for Services	2,520.00	6,576.66	9,855.59	0.00	-7,335.59	3,020.00	0.00	-4,315.59
46 - Fines & Forfeitures	15,000.00	2,967.87	17,315.09	0.00	-2,315.09	25,000.00	736.99	21,947.92
47 - Miscellaneous Income	25,000.00	202.57	28,146.32	0.00	-3,146.32	30,000.00	0.00	26,853.68
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	14,547.10	2,631,552.73	0.00	142,157.27	2,866,720.00	736.99	3,008,140.28
5 - Expense								
51 - Salaries and Wages	1,052,610.00	79,326.35	998,575.69	0.00	54,034.31	1,099,977.00	0.00	1,154,011.31
52 - Benefits	623,600.00	43,834.38	556,963.39	0.00	66,636.61	651,683.00	0.00	718,319.61
60 - Professional & Technical Services	2,000.00	0.00	2,139.00	0.00	-139.00	2,000.00	0.00	1,861.00
61 - Repair & Maintenance Services	144,600.00	13,065.10	145,672.16	5,093.89	-6,166.05	144,600.00	5,730.60	132,703.35
62 - Other Services	1,750.00	45.12	1,523.76	0.00	226.24	1,750.00	0.00	1,976.24
63 - Employee Costs	10,000.00	335.00	2,598.00	200.00	7,202.00	10,000.00	0.00	17,202.00
64 - Operating Materials & Supplies	244,000.00	36,510.16	209,977.93	13,568.39	20,453.68	244,000.00	4,069.11	260,384.57
65 - Office & Administrative Supplies	43,250.00	3,448.25	22,973.33	862.00	19,414.67	37,250.00	291.07	56,373.60
66 - Special Programs	32,700.00	12,773.63	30,802.69	315.34	1,581.97	36,700.00	150.00	38,131.97
68 - Community Programs and Grants	0.00	332.64	596.81	0.00	-596.81	0.00	0.00	-596.81
69 - Internal Service Charges	102,092.00	8,505.98	102,092.00	0.00	0.00	102,092.00	0.00	102,092.00
80 - Debt Service	415,371.00	0.00	415,370.96	0.00	0.04	415,371.00	0.00	415,371.04
98 - Transfers	20,000.00	1,665.00	20,000.00	0.00	0.00	20,000.00	0.00	20,000.00
5 - Expense Totals:	2,691,973.00	199,841.61	2,509,285.72	20,039.62	162,647.66	2,765,423.00	10,240.78	2,917,829.88

Library Board Report

Jun 01 - Jun 30, 2022

f Fans 3.7K fans	f New Fans 67 new fans	f Posts 71 posts	f Engagement > Type Item #2. Reactions 441 Shares 56 Comments 35
f Post Reach 33K users	f Top posts > Reach 0 Oregon City Public Library Jun 13, 20:31 We're offering 1/2 off overdue fines* now through the end of our 2022 Summer Reading Program, which ends Wednesday, 2414 users	0 Oregon City Public Library Jun 18, 02:00 The Library will be closed Sunday, June 19, 2022 for the Juneteenth holiday. We welcome you in joining us from 2:00 to 4:00 1721 users	0 Oregon City Public Library Jun 12, 22:00 Touch-a-Truck Mon., June 27, 2022 from 10:00 AM to 12:00 PM John Adams St. (street between Library and Fire House) Have you 1652 users
f Post Likes 262 likes	f Top posts > Reactions 0 Oregon City Public Library Jun 29, 21:30 Kids' Art Labs are every Wednesday from 2:30pm to 4:00pm 52 reactions	0 Oregon City Public Library Jun 01, 19:45 In Children's, have your little ones play with the Everbright interactive light board during your next visit. We'd love to see what they 21 reactions	0 Oregon City Public Library Jun 16, 00:33 Be on the lookout as we get flyers of our Summer Concerts around town. We can't wait to start concerts! 18 reactions
@ Followers 2K followers	@ Top Posts > Reach 0 oregoncitylibrary Jun 21, 04:00 Open Job - 2022 Circulation Coordinator (Library) The Oregon City Public Library is looking for a service-oriented, experienced, 473 users	0 oregoncitylibrary Jun 23, 20:53 Yay! we made the front page!! Touch-a-Truck is on for Monday, 10 AM to noon. #oregoncitylibrary #summerreading 473 users	0 oregoncitylibrary Jun 27, 18:18 Touch-a-Truck is back! @oc_police @clackamasfire @cityoforegoncity #oregoncity #touchatruck #occommunity 471 users
@ Posts 44 posts	@ Top posts > Likes 0 oregoncitylibrary Jun 27, 18:18 Touch-a-Truck is back! @oc_police @clackamasfire @cityoforegoncity #oregoncity #touchatruck #occommunity 55 likes	0 oregoncitylibrary Jun 25, 21:19 Our library staff sends us pictures of libraries while on their vacations. This one is of @ebrpl in Baton Rouge, LA. 30 likes	0 oregoncitylibrary Jun 23, 20:53 Yay! we made the front page!! Touch-a-Truck is on for Monday, 10 AM to noon. #oregoncitylibrary #summerreading 25 likes

🐦 Followers	🐦 Net New Followers > Acco...	🐦 Tweets	🐦 Engagement > Typ Item #2.
	@ORCityLibrary 3	134 tweets	Likes37 Retweets7 Replies3 Quote tweets0

Sources

 @ORCityLibrary

 oregoncitylibrary

 Oregon City Public Library



CITY OF OREGON CITY

Staff Report

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

To: Library Board
From: Library Director Greg Williams

Agenda Date: 07/27/2022

SUBJECT:

Designation of Teen Advisory Committee (TAC) as a Library Board Committee

STAFF RECOMMENDATION:

Designate the Teen Advisory Committee (TAC) as a committee of the Library Board, with the purposes noted.

EXECUTIVE SUMMARY:

Staff are requesting to designate the existing Teen Advisory Committee (TAC) as an official Library Board committee, and to designate a Library Board liaison.

BACKGROUND:

In the past, the Library has established quasi-advisory bodies to provide staff with feedback and perspectives on Library services, programs, and policies. One such group is the Teen Advisory Committee (formerly known as the Teen Advisory Group, or TAG).

While the feedback from teen patrons on TAC is invaluable, there has historically been limited interaction or communication between this quasi-advisory body and the Library Board. In addition, no formal mechanism currently exists for the Library Board to receive, consider, and weigh in on the advice, feedback, or recommendations of this group.

The City Commission recently approved amendments to the Library Board bylaws which provide parameters and procedures for designating Library Board committees. With these amendments, the Library Advisory Board can designate TAC as an official committee of the Library Board. Once so designated, the Board Chair would appoint at least one member of the Library Board to serve as a liaison to the TAC. The appointed liaison will periodically report to the full Library Board on the committee's activities and, at least annually, the TAC will provide a formal report/update to the full Library Board.

The updated bylaws specify that Library Board committees will have a specific scope or purpose. Teen members of the TAC have worked on updating their purpose; staff respectfully recommend utilizing these purposes, namely:

The purposes of the Teen Advisory Committee (TAC) are:

- 1) To discuss and explore ways that the Library can provide a welcoming and inclusive environment for all teens in our community,
- 2) To provide perspective and feedback to library staff and library board members, and
- 3) To provide opportunities to develop leadership skills through planning and organizing teen events.

If approved as a committee, staff would recommend retaining the existing TAC membership, rather than working with the designated liaison to recruit/appoint new membership (as might be done with a new committee).

OPTIONS:

1. Designate the Teen Advisory Committee as a committee of the Library Board, with the purposes noted.
2. Designate the Teen Advisory Committee as a committee of the Library Board, with any desired revisions to the purposes noted.
3. Do not approve designation of the Teen Advisory Committee as a committee of the Library Board.

BUDGET IMPACT:

Amount: n/a

FY(s): n/a

Funding Source(s): n/a



CITY OF OREGON CITY

Staff Report

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

To: Library Board
From: Library Director Greg Williams

Agenda Date: 07/27/2022

SUBJECT:

Survey for residents in unincorporated portions of Library Service area.

STAFF RECOMMENDATION:

n/a – Informational only.

EXECUTIVE SUMMARY:

Staff is requesting feedback from the full Library Board on potential questions for a survey of unincorporated residents.

BACKGROUND:

In recent years, the City has conducted a biennial satisfaction survey of City residents. The survey asks respondents to rate their satisfaction with various City services/departments, including the Library. Results from the most recent survey were shared with the Library Board at the February 10, 2021 meeting.

This survey, however, is only distributed to City residents, and not to any residents of the unincorporated portions of our Library Service Area.

Recently, the Library Director has been working with the City's Communications Coordinator and our survey consultant (the ETC Institute) on the creation and distribution of a satisfaction survey to a statistically valid sampling of residents in the unincorporated portions of the Oregon City Library Service Area. The envisioned survey would include:

1. Library-specific questions from the City survey (which would enable an "apples to apples" comparison of responses from City and unincorporated residents).
2. Supplemental questions designed to gather additional information about the needs of residents in the unincorporated portions of our service area.

On July 8, 2022 a Library Board committee met to discuss and review these potential questions. A draft survey document, based on the committee's discussion, is included with this staff report.

Library staff would welcome any additional feedback on the draft survey document.

OPTIONS:

n/a – Informational only

BUDGET IMPACT:

Amount: \$10,000 (estimated)

FY(s): FY 2022/2023

Funding Source(s): Approved Library biennial budget

1. **Perception of the Library.** Please rate each of the following major categories of services provided by the City of Oregon City using a scale of 1 to 5, where 5 means "Very Satisfied" and 1 means "Very Dissatisfied."

How satisfied are you with...	Very Satisfied	Satisfied	Neutral	Dissatisfied	Very Dissatisfied	Don't Know
1. Overall quality of the Oregon City Public Library's services	5	4	3	2	1	9

2. **Public Library Services.** Using a scale of 1 to 5, where 5 means "Very Satisfied" and 1 means "Very Dissatisfied," please rate your satisfaction with each of the following Public Library services.

How satisfied are you with...	Very Satisfied	Satisfied	Neutral	Dissatisfied	Very Dissatisfied	Don't Know
01. Selection of physical resources available (books, CD's, and DVD's)	5	4	3	2	1	9
02. Selection of digital resources available online (e.g. eBooks, downloadable audio, streaming films)	5	4	3	2	1	9
03. Events for seniors	5	4	3	2	1	9
04. Events for adults (e.g. informational, literary, participatory, entertainment)	5	4	3	2	1	9
05. Events for teens (e.g. Teen Advisory Council, crafts, summer reading)	5	4	3	2	1	9
06. Events for children (e.g. early literacy development, story times, summer reading program)	5	4	3	2	1	9
07. Reader's Advisory (help finding something to read)	5	4	3	2	1	9
08. Selection of reference and research tools	5	4	3	2	1	9
09. Access to computers and library Wi-Fi	5	4	3	2	1	9
10. Ease of booking meeting rooms	5	4	3	2	1	9
11. Library as a hub of community information	5	4	3	2	1	9
12. Outreach-programs and/or services in the community outside of the library	5	4	3	2	1	9
13. The hours and days the Library is open (M-F 10-7, Sat 10-6, Sun 12-5)	5	4	3	2	1	9

3. **Which TWO of the public library items listed in Question 17 do you think should receive the MOST EMPHASIS ~~from city leaders~~ over the next TWO years?** [Write in your answers below using the numbers from the list in Question 17.]

1st: ____ 2nd: ____

4. How do you get information about the library? [Check all that apply.]

Item #4.

- ☐ (01) E-newsletter ☐ (05) Blogs ☐ (09) Others social media
☐ (02) Library Staff ☐ (06) Flyers ☐ (10) Oregon City Trail News publication
☐ (03) Word of mouth ☐ (07) Newspaper ☐ (11) Other: _____
☐ (04) City's website ☐ (08) Library's social media

5. **Service Expectations.** Using a scale of 1 to 5, where 5 means the level of service provided by the city should be "Much Higher" than it is now and 1 means it should be "Much Lower," please indicate how the level of service provided by the city should change in each of the areas listed below.

	Much Higher	A Little Higher	Stay the Same	A Little Lower	Much Lower	Don't Know
1. Oregon City Public Library	5	4	3	2	1	9

5a. Would you be willing to pay more in taxes or fees to support an increase in the service level?

- ☐ (1) Yes ☐ (3) Not applicable; I do not think any levels of service need to be higher
☐ (2) No ☐ (9) Don't know

6. **Customer Service.** Have you called, emailed, or visited the Oregon City Library with a question, problem, or complaint during the past year?

- ☐ (1) Yes [Answer Q6a-b.] ☐ (2) No [Skip to Q7.] ☐ (9) Don't know [Skip to Q7.]

6a. How easy was it to contact the person you needed to reach?

- ☐ (1) Very easy ☐ (3) Difficult ☐ (9) Don't know
☐ (2) Somewhat easy ☐ (4) Very difficult

6b. Several factors that may influence your perception of the quality of customer service you receive from city employees are listed below. For each item, please rate how often the employees you have contacted during the past year have displayed the behavior described on a scale of 1 to 5, where 5 means "Always" and 1 means "Never."

Frequency that...	Always	Usually	Sometimes	Seldom	Never	Don't Know
1. They were courteous and polite	5	4	3	2	1	9
2. They gave prompt, accurate, and complete answers to questions	5	4	3	2	1	9
3. They did what they said they would do in a timely manner	5	4	3	2	1	9
4. They helped you resolve an issue to your satisfaction	5	4	3	2	1	9

Demographics

1. Approximately how many years have you lived in Oregon City your current home? _____ years
2. What is the preferred language spoken in your home? _____
3. What is your age? _____ years
4. How many children under age 18 live in your household? _____ children
5. What is your gender? ☐ (1) Male ☐ (2) Female ☐ (3) Non-binary
6. Would you say your total annual household income is...
- ☐ (1) Under \$50,000 ☐ (4) \$100,000 to \$149,999
☐ (2) \$50,000 to \$74,999 ☐ (5) \$150,000 to \$199,999
☐ (3) \$75,000 to \$99,999 ☐ (6) \$200,000 or more

7. If you have suggestions for improving the quality of city library programs, facilities, or services, please write your suggestions in the space below.

CURRENT USE OF OREGON CITY PUBLIC LIBRARY

1. Please indicate how often you and members of your household have used the Oregon City Public Library in the past 12 months.

____(1) Once a week ____ (2) Once or twice a month ____ (3) A few times a year ____ (4) Never [Skip to Q5.]

2. Please check ALL the purpose(s) for which you or members of your household used the Library in the past 12 months. [Check all that apply.]

- | | |
|---|---|
| ____ (01) Checked out a book | ____ (13) Used library wireless (Wi-Fi) |
| ____ (02) Checked out an audiobook | ____ (14) Worked on a school assignment |
| ____ (03) Downloaded e-book/audiobook | ____ (15) Used job search resources |
| ____ (04) Checked out a music CD | ____ (16) Found information for work |
| ____ (05) Checked out a movie | ____ (17) Asked a librarian a question |
| ____ (06) Checked out a magazine | ____ (18) Read a newspaper/magazine |
| ____ (07) Picked up materials on hold | ____ (19) Spent time in a quiet place |
| ____ (08) Attended a children's program | ____ (20) Met a friend or family member |
| ____ (09) Attended a teen program | ____ (21) Accessed an online research tool |
| ____ (10) Attended an adult program | ____ (22) Accessed a government form (tax, license, unemployment) |
| ____ (11) Attended a meeting | ____ (23) Researched family or local history |
| ____ (12) Used a library computer | ____ (24) Other: _____ |

3. Using the numbers in Question 2, please indicate the THREE main purposes for which you or other ADULT members of your household used the Library over the past 12 months. [Write in your answers below using the numbers from the list in Question 2, or circle "NONE."]

1st: ____ 2nd: ____ 3rd: ____ NONE

4. Using the numbers in Question 2, please indicate the THREE main purposes for which YOUTH in your household 18 years of age or younger used the Library over the past 12 months. [Write in your answers below using the numbers from the list in Question 2, or circle "NONE."]

1st: ____ 2nd: ____ 3rd: ____ NONE

5. From the following list, please check ALL the reasons preventing you or members of your household from using the Oregon City Public Library or its services in the past 12 months.

- | | |
|---|--|
| ____ (01) Did not know about the Library | ____ (10) Hard to find parking |
| ____ (02) Did not have what I wanted/needed | ____ (11) Used a different library |
| ____ (03) Location not convenient | ____ (12) Physical condition of materials |
| ____ (04) Used the Internet instead | ____ (13) Lack of knowledge about services |
| ____ (05) Owed fines or fees | ____ (14) I don't have a fast/reliable internet connection |
| ____ (06) Bought/rented materials elsewhere | ____ (15) Concern about COVID-19 |
| ____ (07) Library hours not convenient | ____ (16) Other: _____ |
| ____ (08) Physical access too difficult | ____ (17) None |
| ____ (09) No transportation to get there | |

3. Using the numbers in Question 5, please indicate the **THREE** top reasons preventing you or members of your household from using the Oregon City Public Library or its services in the past 12 months. [Write in your answers below using the numbers from the list in Question 2, or circle "NONE."]

1st: ____ 2nd: ____ 3rd: ____ NONE

AWARENESS OF OREGON CITY PUBLIC LIBRARY

6. Please indicate whether you or members of your household use and are aware of each of the following services and programs offered by the Oregon City Public Library.

Services		Use	Aware, but Do Not Use	Not Aware it Was Offered
1.	Books	3	2	1
2.	DVDs	3	2	1
3.	Audiobooks	3	2	1
4.	Creative Kits (take-home crafts for adults, adults with disabilities, teens, and kids)	3	2	1
5.	Public computers	3	2	1
6.	Library of Things (appliances, games, tools, and equipment to check out)	3	2	1
7.	Local history collection	3	2	1
Digital Services				
8.	Use the library catalog (lincc.org) to find and place holds on materials	3	2	1
9.	Conduct online research	3	2	1
10.	Download Audiobooks	3	2	1
11.	Download eBooks	3	2	1
12.	Download digital magazines	3	2	1
12.	Access resources to learn different languages	3	2	1
13.	Use study guides and take practice tests	3	2	1
14.	Stream videos	3	2	1
15.	Read digital newspapers	3	2	1
Programs				
16.	Storytimes	3	2	1
17.	Art Labs (kids) or Art Gym (adults) make your own art programs	3	2	1
18.	Genealogy assistance	3	2	1
19.	1,000 Books before kindergarten (year-round reading program for ages 0-5)	3	2	1
20.	Summer reading programs	3	2	1
21.	Adult Book Club	3	2	1
21.	Adult programs (examples)	3	2	1
22.	Teen programs (examples)	3	2	1
23.	Children's programs (examples)	3	2	1

7. The following are some actions that the Oregon City Public Library could take to extend Library services outside the City. Please indicate whether you think each action is a high priority, medium priority, low priority, or you are not sure by circling the number to the right of the action.

Potential Services and Resources		High Priority	Medium Priority	Low Priority	Not Sure
1.	Self-service book lockers/kiosks (to pick up holds and return items 24/7)	3	2	1	9
2.	Offering more hybrid (in-person + online) programs	3	2	1	

3.	Offering more in-person programs/events nearer to me	3	2	1	Item #4.
4.	More downloadable audiobooks	3	2	1	9
5.	More downloadable movies	3	2	1	9
6.	More downloadable eBooks	3	2	1	9
7.	More downloadable music	3	2	1	9
8.	Books by mail	3	2	1	9
9.	More online services and resources (homework resources, job skill resources, online courses and lessons, etc...)	3	2	1	9

8. Using the numbers in Question 7 above please indicate the **THREE** actions you feel are **MOST IMPORTANT** for the Library to take to improve services outside the City? Write in your answers below using the numbers from the list in Question 8, or circle "NONE."]

1st: ____ 2nd: ____ 3rd: ____ NONE

8. Are there other actions the Library could take to improve services outside the City? Write in your answers below using the numbers from the list in Question 8, or circle "NONE."]

9. If you have other comments, please provide them in the space below.



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: 07/27/2022

SUBJECT:

Tactical Plan framework

STAFF RECOMMENDATION:

n/a – Informational only

EXECUTIVE SUMMARY:

The Strategic Plan committee will share the results of its recent work on development of a Tactical Plan format/framework.

BACKGROUND:

At the April 13, 2022 Library Board meeting, the Library Board recommended development of a Tactical Plan to supplement the Library Strategic Plan. The Tactical Plan (which would be developed by staff and reviewed by the Library Board) would include specific outcomes or goals which support the Strategic Plan foci, specific initiatives/activities to meet those goals, and quantifiable outcomes or success measures associated with each initiative/activity.

The Library Board Strategic Plan Committee subsequently met on April 29, 2022 and July 8, 2022 to develop and refine a format/framework for the Tactical Plan. The Committee also developed a basic framework for an associated Project Plan which would provide additional information on certain tactical plan initiatives.

The Strategic Plan Committee will share the latest versions of the Tactical Plan framework and Project Plan template with the full Library Board.

OPTIONS:

1. n/a – Informational only

BUDGET IMPACT:

Amount: n/a

FY(s): n/a

Funding Source(s): n/a

Strategic Focus

Goal

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.

Activity

Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.

Outcome(s)

- Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur.
- Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

Discussion

Et ligula ullamcorper malesuada proin libero nunc consequat interdum. Commodo nulla facilisi nullam vehicula ipsum a arcu cursus vitae. Aliquam ultrices sagittis orci a scelerisque purus.

Strategic? ☐

Measurable? ☐

Ambitious? ☐

Realistic? ☐

Time-Bound? ☐

Inclusive? ☐

Equitable? ☐

Focus #2: Meet the information needs of our entire service area

Goal #2.1

Better understand the needs of residents in the unincorporated portion of our service area.

Activity

By the end of February 2023, distribute a satisfaction and needs assessment survey to a statistically valid sampling residents of the unincorporated portion of the Library service area.

(see attached project plan)

Outcome(s)

- Survey data will be used to inform shorter-term service modifications which will improve service to unincorporated residents.
- Survey data will be used to inform longer-term strategic foci, tactical plan initiatives/projects, and budget development.

Discussion

40% of our service area residents reside in unincorporated Clackamas County, and these residents contribute approximately 48% of annual Library District revenue. Etc etc etc...

[Include discussions of "Why?", "And Then...?", other contextual info. Also, if any S.M.A.R.T.I.E. dimensions are missing, explain why]

Strategic?	☒
Measurable?	☒
Ambitious?	☒
Realistic?	☒
Time-Bound?	☒
Inclusive?	☒
Equitable?	☒

S TRATEGIC	Reflects an important dimension of what your organization seeks to accomplish (programmatic or capacity-building priorities).
M EASURABLE	Includes standards by which reasonable people can agree on whether the goal has been met (by numbers or defined qualities).
A MBITIOUS	Challenging enough that achievement would mean significant progress—a “stretch” for the organization.
R EALISTIC	Not so challenging as to indicate lack of thought about resources, capacity, or execution; possible to track and worth the time and energy to do so.
T IME-BOUND	Includes a clear deadline.
I NCLUSIVE	Brings traditionally marginalized people—particularly those most impacted—into processes, activities, and decision/policy-making in a way that shares power.
E QUITABLE	Seeks to address systemic injustice, inequity, or oppression.

PROJECT INFO

Project Title: Unincorporated resident survey

Project Description: Distribute a survey to a statistically valid sampling of households in the unincorporated portion of our service area which includes 1) satisfaction questions from biennial City satisfaction survey, and 2) some supplemental needs assessment questions.

Anticipated start date: 7/1/2022

Anticipated end date: 2/28/2023

STRATEGIC FOCUS

#2: Meet the information needs of our entire service area

GOAL

#2.1: Better understand the needs of the residents of the unincorporated portion of our service area.

RESOURCES

Lead dept: Library Admin

Source(s) of funds

Assigned staff: G. Williams, D. Butcher

Estimated costs: \$10,000

<u>FY</u>	<u>Budget (Ops)</u>	<u>Budget (Capital)</u>	<u>Grants</u>	<u>Other</u>
2022-23	\$10,000	\$0	\$0	\$0

TASKS / MILESTONES

TASK/MILESTONE**START DATE****END DATE****STATUS**

- | | | | |
|---|----------|-----------|-------------|
| 1) Work with City Communications to identify vendor | 1/4/2022 | 6/1/2022 | Completed |
| 2) Provide GIS shapefile to vendor | 6/1/2022 | 6/30/2022 | Completed |
| 3) Develop supplemental questions | 7/1/2022 | 7/16/2022 | In Progress |
| 4) Etc... | | | |

STATUS

Status Date: 7/7/2022

Project Status (% comp): 20%

Notes: Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.



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: 07/27/2022

SUBJECT:

Future Agenda Items

STAFF RECOMMENDATION:

n/a – Informational only

EXECUTIVE SUMMARY:

The Library Board will review the current list of anticipated future agenda items.

BACKGROUND:

The following items from the “Future Agenda Items” list will be discussed at the 7/27 Regular Meeting:

- Library Tactical Plan development
- Recognition of TAC (Teen Advisory Committee) as Board Committee
- Outreach (especially to unincorporated areas) – *survey information presented 7/27*

The following items are currently planned for inclusion on future Library Board meeting agendas:

- Community Room Policy (revision)
- Behavior Policy (revision)
- Computer Use and Internet Policy (revision)
- Unattended Child Policy (revision)
- Collection Development Policy (revision)
- Art Policy (new)
- Hi/Lo Collection update
- LGBTQ Collection follow-up
- Library Board Engagement Plan development

- Library District Overview for City Commission
- Creative Kit Distribution Data and Discussion
- Review of Oregon Library Association Public Library Division standards
- Revision of Monthly Library Statistics
- Outreach (especially to unincorporated areas)
- Format/scope of Library Board Minutes
- 2022 State Library Statistical Report

OPTIONS:

1. n/a – Informational only

BUDGET IMPACT:

Amount: n/a

FY(s): n/a

Funding Source(s): n/a