CITY OF OREGON CITY
LIBRARY BOARD
AGENDA

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

Wednesday, May 24, 2023 at 5:00 PM

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

CALL TO ORDER

ROLL CALL

APPROVAL OF MINUTES

1. The Library Board will review the following minutes for approval:

   January 13, 2021 - Work Session

   September 8, 2021 - Work Session

   January 12, 2022 - Regular Meeting

   January 12, 2022 - Work Session

   July 27, 2022 - Regular Meeting

   August 24, 2022 - Work Session

   November 30, 2022 - Work Session

   March 22, 2023 - Work Session

   April 25, 2023 - Regular Meeting

LIBRARY DIRECTOR'S REPORT

2. The Library Director will share his May 2023 report and Library statistics.

PUBLIC COMMENTS

DISCUSSION ITEMS

3. 2023-25 Budget Update

COMMUNICATIONS

ADJOURNMENT

PUBLIC COMMENT GUIDELINES

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

ADA NOTICE

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

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

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

CITY OF OREGON CITY
LIBRARY BOARD WORK SESSION
MINUTES

Meeting
Wednesday, January 13, 2021 at 5:30 PM

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

CALL TO ORDER

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

ROLL CALL

Members Present: Scott Edwards, David Goldberg, Nick Dierckman, Larry Osborne, and Keri Linder

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

DISCUSSION ITEMS

1. Interviews for vacant Library Board positions

The Library Board interviewed Heidi Blackwell and Elizabeth Zinter for the vacant Library Board positions.

The Board agreed that Elizabeth Zinter be recommended to the Mayor to fill the open position.

ADJOURNMENT

David Goldberg adjourned the meeting at 6:15 pm.

CITY OF OREGON CITY
LIBRARY BOARD
MINUTES

Work Session
Wednesday, September 8, 2021 at 5:30 PM

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

CALL TO ORDER

Chair David Goldberg called the meeting to order at 5:33 pm.

ROLL CALL

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

Staff Present: Greg Williams, Library Director, and Denise Butcher, Library Operations Manager, were present via Zoom.

DISCUSSION ITEMS

1.Review and discuss proposed revisions to the Library's Strategic Plan.

David Goldberg shared that he appreciated the thought, care and time that went into the existing 2019-2024 document and thought the existing content would be usable for the updated one. David expressed concerns about the wordiness and scope of the document and voiced support for making the mission statement the vision statement, retaining the values section, and excising the sections on vision and guiding principles. David voiced concerns with the inclusion of matters for which the Board did not have responsibility and advocated for the creation of a smaller subcommittee to rewrite the document. David thought the Board should set objectives for each strategic foci, and thought the library functions fulfilled by the City, particularly around finance, HR related topics, and procedures, not be included in the plan.

Cynthia Andrews expressed agreement with David's assessment, particularly with the intermixing of strategic and operational planning and overall document structure. Cynthia advocated for a restructure in formatting.

Nick Dierckman stated that the structure of the document had been based on existing documents in use. Nick acknowledged that the mix of strategy and tactics were intentionally included with a view towards communicating with the public.

Nick shared a belief that the Board had a fiduciary responsibility to oversee the taxpayer paid funding.

Larry Osborne acknowledged that the strategic plan development's focus was more on setting shared goals than developing strategy.

Cynthia noted that the document did a good job of including the community in the conversation and was successful in the context of its creation and that the situation was different and necessitated changes.

Greg Williams voiced support for separating the operational and strategic pieces in the current document.

Larry said he did a line by line read through and was largely in favor of the language changes.

Elizabeth Zinter voiced support for the changes on the basis of clarity and brevity and appreciated the success measures.

Nick Dierckman clarified that he was not opposed to the changes, and felt strongly that the Board did have a fiduciary duty of oversight.

David clarified that he agreed that the Board had a fiduciary responsibility for responsible budgeting and reporting any questionable use of funds

Greg stated that he agreed with Nick and wanted the Library Board to have full knowledge and transparency concerning the Library's finances.

David proposed a small committee to redraft the strategic plan and share the draft for feedback.

Cynthia Andrews stated that she would be willing to participate if no one else wished to do it.

Heidi Blackwell said it was important to have input from stakeholders before finalizing the plan and gauging the success in meeting goals. Heidi volunteered to make the connections to get feedback.

David proposed having a strategic plan committee meeting and have a draft for review by the next Board meeting.

Cynthia spoke to the changing external conditions that might dictate a different, more dynamic approach to Board function. Cynthia asked if the Library had a strategic plan prior to the version that was being revised.

Larry said that there had been one when he joined the Board.

Denise Butcher said there was one prior and it focused on securing a new building.

Larry asked if there had been a consultant involved. Denise said that an employee from the State Library, Darci Hanning, had assisted with the writing of the plan.

Nick said that it was important that the new document convey to the public what work was being done.

Greg asked what the Board's comfort level was for in person meetings.

Heidi voiced a preference to move toward in person.

David stated a preference for continuing to meet remotely and cited masking requirements and full Intensive Care Units.

Elizabeth Zinter voiced a preference for meeting remotely.

Nick said he was appreciative of the dynamic nature of the group and was interested in options for hybrid meetings.

David requested that no final decision be made at this time.

Greg asked if this should be revisited every meeting. There was general assent.

Heidi encouraged the group to participate in Oregon City 2040.

ADJOURNMENT

Chair David Goldberg adjourned the meeting at 6:10pm.

CITY OF OREGON CITY
LIBRARY BOARD
MINUTES

Virtual Meeting
Wednesday, January 12, 2022 at 5:45 PM

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

CALL TO ORDER

David Goldberg called the meeting to order at 5:40 pm.

ROLL CALL

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

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

DISCUSSION ITEMS

1. Strategic Planning Committee Update

David Goldberg shared that he, Cynthia Andrews, Greg Williams, and Denise Butcher had met several times to discuss the existing strategic plan and shared respect for the work of those who created it.

Cynthia acknowledged the work and efforts of those who worked on the last iteration of the strategic plan since the plan addressed the needs of the library at the time. Cynthia acknowledged that the world was a very different place now. Cynthia addressed the goal of separating the strategic and operational components and acknowledged the staff effort it would take to update the operational portion.

David suggested each Board Member take on a specific strategic objective to be their focus and seconded Cynthia's assessment of focusing on a multi year strategic plan and a one to two year operational plan to be developed by staff, approved by the Board, and implemented. David reported that this two part focus was the subject of the first Strategic Planning Committee meeting.

David reported that the second meeting focused on examining and revising the language of the document and reworking the strategic focuses.

Greg thanked David and Cynthia for their input and discussion in the meetings and supported separating the operational from the strategic. Greg cited the flexibility the two part plan gave staff to adjust to changing situations.

Larry Osborne and Nick Dierckman voiced their support for the reworked document.

Nick provided context that he had suggested a tactical plan that would focus on longer term goals and actionable steps to accomplish these during the formation of the last strategic plan. Nick stated that the Riverwalk project had been ongoing at the time of the last plan's writing and had successfully used core values for communicating with community members, which was why a core values section had been included in the last version of the plan.

David discussed the process of paring down the previous sections on mission, vision, core values and distilling these down to the purpose and aspiration of the library.

Cynthia mentioned that one of the guidelines was to make the document more succinct and approachable.

Nick spoke in support of the mission statement and the approach in which the document was revised.

David invited discussions, additions, and revisions to the strategic plan.

David spoke on reworking the wording of the five strategic focuses, noting that focus three experienced substantial changes from a focus on imagination to a focus on collection, programming, services, and staff that reflected the diverse community.

Greg spoke in favor of making the strategic plan document focus on larger scope items.

David spoke about continuing to refine the document based on the Board's feedback and ideas, approving the plan, and working with staff to create an 18 month tactical plan to meet the strategic plan focuses.

Larry voiced a desire to retain the word comfortable in focus four and felt its inclusion was important to counter perceptions that libraries were cold places.

David suggested phrases of "safe and comfortable," "comfortable and accessible facilities," or "comfortable services".

Greg added that the removal of comfortable was in response to COVID and near post COVID era safety measures leading to the removal, rearrangement, and alteration of things that might be considered comfortable, including furniture.

There was general discussion of the word choice of "comfortable" vs "welcoming" with "safe and welcoming" agreed upon.

Greg highlighted a draft graphic of the five focuses and expressed hope that a modified version of this might be used to communicate what the strategic plan was about as well as having a one page summary document available for access in the library. Greg had received positive feedback on one page highlight documents in other venues for communicating large scale documents.

2. Community Room Use Policy

Greg Williams introduced the current challenge of meeting space, particularly after-hours meeting space, being very limited in availability. Greg acknowledged that at the expansion of the library, it was hoped that the library space would meet some of this need. Greg reflected that the existing policy parameters were for open hours use and available on a case-by-case basis with Director approval after-hours while not specifying what criteria to consider in making approval decisions and that this lack created potential equity and operational issues.

Greg stated that the security concerns stemmed from after-hours reservations and these had been addressed to date by having staff present. These were not budgeted staff hours, so after-hours presence had been Denise or Greg, who were both salaried. Greg reflected that this is manageable on an infrequent basis, but it would not be sustainable if usage picked up, even if that was just to give equitable access to Neighborhood Associations (NAs) and Community Planning Organizations (CPOs) within the library service area.

Kari Linder asked how many requests were submitted and if that number was slower due to COVID. Greg clarified that the room was currently not open to requests as it was still being used for furniture storage, and that safety protocols for in person programming were still being ironed out, and that historically pre-COVID the majority of requests came from NAs. Denise confirmed this and added that there were occasionally requests for birthday parties (which had been denied) and political town hall type meetings (which had been approved). Heidi Blackwell shared that her NA had been told that they could use the meeting space at the Police building.

Greg said that part of the security concerns stemmed from a walk through with the insurance representative examining the City's potential after-hours meeting spaces, to include the Commission Chambers at Old City Hall, Police, and Community Development building. Greg stated that he was not aware of the City assigning meeting places yet, but he had no reason to doubt what Heidi was told.

David Goldberg asked if Pioneer Center was part of the prospective meeting spaces. Greg said that as he understood it, Pioneer Center rented out their space so the situation was a little different with their venue and his understanding was that the cost of staff present for after-hours events was built into their rental rate.

David asked if there were questions.

Nick Dierckman stated that his concern was with determining the appropriate users of the space. Nick asked if there was a current definition of public entity that could use the space under current policy.

Greg said more than public entities were eligible for using the room, and there was a priority list that prioritized library use (to include programming and Board and Friends use), City use, non-profits, and other organizations with goals of educational, cultural, intellectual, social or civic betterment of Oregon City and surrounding areas.

Kari asked about the feasibility of not offering after-hours meeting space and what staff proposed.

Greg stated that when the bond measure that funded the library was put forward, voters were told the library would have community space available after-hours and thought that a blanket policy of no after-hours meeting space would cause upset.

Denise Butcher added that at the time the vote went out, there was a promise made of after-hours meeting availability, and the security concerns of after-hours events had not been identified or considered. Denise explained that on one occasion an NA had an after-hours meeting during which a person entered the library and refused to leave the bathroom. As community members could not be expected to be enforcers of library policy for such situations, it was determined that staff needed to remain on premises.

Larry Osborne asked if the library was prohibited from charging for the use of the room.

Greg stated that the current policy stated that there was no charge for the room and that his understanding was that most metro area libraries did not charge for use of their spaces. Greg noted the library's policy could be changed.

David voiced support for having one day a week where the library was open very late and meetings could occur during staffed hours. David noted that library hours currently ran till seven and that provided time for post work hours meetings and thought that expanding library hours would mitigate the after-hours staffing questions while providing access.

Nick pointed out that extending hours would also necessitate increased staff hours to keep services running and stated that he was not sure what the demand on staff would be.

Kari noted that staff presence did not wholly address the security concerns and Nick pointed out that a lot of the issues were also present in normal operating hours.

David brought up the hiring of the security staff member. Greg said the position was scheduled to come online soon, however the hours allotted for in that position did not encompass all hours the library was open.

Greg mentioned using other City facilities as a guideline and potentially training volunteers or designated people from the groups using the meeting rooms in policy and security expectations as a condition of using the room. Greg specified building entry and exit as a prime area of concern.

David asked if there were any City policies regarding the public's use of meeting spaces.

Greg responded that Parks and Recreation was the only other department he knew of that routinely had their meeting spaces used for public meetings and that they had a reservation procedure and policy. Greg anticipated the development of procedures for other meeting spaces and identified establishing as much consistency with other department booking procedures as possible as a goal. Greg expressed hope that policy consistency would increase the ease of use for community members.

Nick spoke positively about a tour of the meeting facilities at the Public Works building and mentioned that the preliminary information he had received indicated that their facilities would not be available after-hours. Nick observed that Pioneer Center and the Library both felt like they should be more accessible to the public.

Nick thought that with budget considerations in the new budget, it might be possible to make after-hours access work. Nick inquired as to the possibility of finding staff to staff it. Greg thought having the budget to support staff hours would make it easier but there were still staffing challenges with the irregularity of hours and the limits of hours staff could work per week. Greg also addressed the potential challenge of staffing extra hours with a primarily on call staff. Denise pointed out that with the current building policy, Denise and Greg could be present solo, but anyone else needed at least two staff in the building. Denise recognized that part time and on call staff would not have the same authority that Denise or Greg would have to handle security concerns.

David pointed out that the group could take at least another month to think and explore possibilities since the room would not be available for a while. David suggested taking staff suggestions. David echoed Kari's initial question about why it was needed and affirmed that if that was the agreement put before the community, it needed to be upheld.

Nick asked for clarification regarding building modifications to limit the accessible area around the community room.

Denise said that the exterior door in the community room had been modified from an emergency exit only door to an entrance/exit door. This was done to limit the need to use the sliding doors, which are more complicated to secure. Nick confirmed that this had been done already.

Greg said that there was a roll down gate that blocked access past the elevator, which would normally be turned off, but left the bathrooms and an alarmed staff door accessible. Greg expressed concern with the sliding door's alarm system. Denise expressed concern that the unlockable glass door between the two sliding doors may still be used as an exit. Denise explained that it was unlockable for fire reasons.

Heidi Blackwell added that the college and school district had after-hours meeting spaces and thought that looking at their policies and personnel might be helpful. Kari said Lake Oswego had similar building policies and had implemented no holiday usage, pricing rubrics, and implemented building monitors to provide after-hours assistance.

Greg expressed curiosity about the building monitor idea, particularly the possibility of such a position functioning across departments and possibly being a shared budget cost.

PUBLIC COMMENTS

None

COMMUNICATIONS

None

FUTURE AGENDA ITEMS

3. Vote on the strategic plan
4. Authorize staff to generate tactical plan

ADJOURNMENT

David Goldberg adjourned the meeting at 6:30 pm.

CITY OF OREGON CITY
LIBRARY BOARD
MINUTES

Virtual Meeting
Wednesday, January 12, 2022 at 5:30 PM

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

CALL TO ORDER

David Goldberg called the meeting to order at 5:32 pm.

ROLL CALL

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

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

ELECTION OF CHAIR AND VICE CHAIR

1. David Goldberg welcomed Larry Osborne and Nick Dierckman to their new Library Board terms and recognized that by the bylaws a Chair and Vice Chair would need to be elected for the calendar year.

   Nick Dierckman nominated David Goldberg for Chair; Larry Osborne seconded the nomination. David accepted the nomination. Nick Dierckman, Larry Osborne, Cynthia Andrews, Heidi Blackwell, and Kari Linder voted aye. The motion carried.

   Nick Dierckman nominated Cynthia Andrews for Vice Chair; Larry Osborne seconded the nomination. Cynthia accepted the nomination. David Goldberg, Nick Dierckman, Larry Osborne, Heidi Blackwell, and Kari Linder voted aye. The motion carried.

LIBRARY DIRECTOR'S REPORT

2. Greg Williams stated that he would take questions about the provided statistics packet. No questions were raised.

   Greg reported that there had been confirmed COVID cases among library staff, resulting in COVID positive staff and a few others quarantining at home.

   Given the impact on staffing levels, Greg shared that he had been in contact with the City Manager regarding plans for future operations and the current plan was to evaluate the Library's operational capability on a day-by-day basis and adjust open hours if

needed. At present, occupancy limits, partial building closures, and different service delivery methods were not being considered. Occupancy counts were not being pursued because of the additional strain communication and enforcement would put on staff. Greg stated that as much notice as possible would be provided to the community and Board in the event the library's hours were modified and acknowledged the likelihood that a decision to modify hours would happen the morning of the altered day.

PUBLIC COMMENTS

None

COMMUNICATIONS

None

FUTURE AGENDA ITEMS

Strategic Plan-to be discussed in following Work Session

ADJOURNMENT

David Goldberg adjourned the meeting at 5:38pm.

CITY OF OREGON CITY
LIBRARY BOARD
MINUTES

Hybrid Meeting
Wednesday, July 27, 2022 at 5:00 PM

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

CALL TO ORDER

David Goldberg called the meeting to order at 5:19 pm.

ROLL CALL

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

Members excused: Heidi Blackwell, Elizabeth Zinter, and Kari Linter

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

APPROVAL OF MINUTES

1. Cynthia Andrews moved to approve the minutes for May 25, 2022, second by Nick Dierckman. The motion carried.

LIBRARY DIRECTOR'S REPORT

2. Greg Williams highlighted June 2022's foot traffic as the highest it had been since reopening in July 2021. Greg noted that recent library YouTube videos garnered 3000 and 6000 views, with many international views. Greg said the people counter numbers should be more accurate for this month of statistics because staff received name tags to make the people counter ignore them.

   Greg shared that June card registrations were the second highest in 10 years of data and was three less than the all-time high for which there was data.

   Greg stated that Garth Fullington, Library Safety Specialist, had started since the last meeting, and Lis Strand Ludeman had started as Full Time Circulation Coordinator.

   Greg reported attendance of 90 for the Summer Reading Concert, at least 500 for Touch a Truck, around 100 for Juneteenth celebration, and roughly 50 for Repair Fair. Outreach was conducted by Barratt Miller, Youth Services Librarian, at First City Celebration and Gina Bacon, Adult Services Librarian, at Clackamas Community College Summer Connections. Greg recognized Jen Giovanetti, Adult Services

Librarian, for her recent article publication on Because Accessibility Matters (B.A.M.) programming. Nick Dierckman requested the article be sent out and Greg said he would.

Greg highlighted the addition of digital magazines to the Overdrive platform.

Greg shared April-June 2019 and 2022 statistics comparisons, noted adult circulation statistics were down, thought lengthening the loan periods of high circulating collections of DVD and BLU Ray explained a portion of the decrease, and noted children circulation statistics were up 7%. Greg noted an overall 20% decrease in first time check outs and unique borrowers between the two time periods.

Cynthia Andrews asked if it was possible to assess the effect of 1000 Books Before Kindergarten on circulation rates of children's materials. Greg did not think that there would be a direct way to do that due to individual data privacy, but thought information might be gleaned from comparing general youth circulation statistics before and after the program's implementation and perhaps from self-reported number of books read. Denise Butcher stated that 23,440 books had been read in association with the program to date.

Greg recognized that internet sessions were calibrated differently (in 2019 sessions were 60 minutes and in 2022 sessions were 120 minutes) and that the COVID 19 pandemic had likely contributed to growth in social media statistics.

Nick Dierckman asked how Library success was best measured and if materials circulated or individual patrons served were better measurements. Greg acknowledged that this question was at the heart of Director discussions, that there were no easy answers, and thought that a discussion among the Board about meaningful metrics would be warranted.

Larry Osborne asked what percentage of the collection circulated. Greg said he would pull that information for next meeting.

PUBLIC COMMENTS

None.

DISCUSSION ITEMS

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

Cynthia Andrews asked if there had been any feedback from the teens about the change. Sabrina Tusing, Teen Librarian, recapped that the makeup of the TAC had changed due to graduations and the three remaining members were receptive to the recategorization. Sabrina updated the website to recruit new members, estimated it would go live August 15, and a month-long application period would be followed by interviews. Space would be limited to 10 participants.

David Goldberg stated that Heidi Blackwell had expressed interest in being the liaison to TAC.

Greg Williams asked, per a previous discussion, for the addition of “teen projects” to the draft charter preceding the word “events.” Larry Osborne made a motion to accept the charter to recognize the Teen Advisory Committee as a Library Board Committee as amended; Cynthia Andrews seconded. David Goldberg, Larry Osborne, Cynthia Andrews, and Nick Dierckman voted aye; the motion carried. Chair Goldberg designated Heidi Blackwell as liaison to TAC.

4. Review draft questions for survey of residents in unincorporated portions of Library Service area

   Greg Williams provided the list of questions proposed for the City’s survey, the list of questions proposed for the Library’s survey for residents of the unincorporated area, and noted the Strategic Planning Committee’s suggestions of asking questions to measure satisfaction with library hours, rank services by importance, and a free response area would be included. David Goldberg asked if Greg had established if the vendor would charge more for a different administration timeline. Greg said they would not and the Library could send the survey out prior to the City’s survey, scheduled for September or October.

   Larry Osborne expressed concern that the length of the survey would decrease response rates and shift responses to participants with strong opinions.

   Greg said that the vendor would continue to rework and readminister surveys to the unincorporated area until a statistically significant number of responses had been received.

   Larry asked why the response options were arranged as very satisfied to very dissatisfied. Greg said he was uncertain and would ask the vendor.

   Nick Dierckman asked if the respondent’s distance from the library could be taken into account as responses might be influenced by proximity to the library. Greg said he would check with the vendor to see how it could be measured.

   David spoke in favor of sending the Library’s survey with the City’s survey as it was not far into the future. Greg asked if there was anything else the Board wished to have on the survey before he contacted the vendor to proceed. David asked to confirm that the budget impact would be around $10,000. Greg said that was correct.

5. The Strategic Plan Committee will share recommendations for a Tactical Plan framework

   David Goldberg stated that the Strategic Planning Committee met, adjusted the format of the tactical plan components, and was pleased with the results. Nick Dierckman spoke favorably of the Tactical Plan as an indicator of activity and prioritization.

Greg Williams relayed a question on Heidi Blackwell's behalf: would there be an opportunity for community engagement? Greg said he had not anticipated any for the formatting of the tactical plan, but expected future community engagement for changes to the Strategic Plan. Cynthia expressed support of this position unless there was dissatisfaction with service.

Greg shared that Heidi expressed a desire to make sure the unincorporated survey clearly indicated the survey was for Library services, not other City services, and that Greg would ensure that was the case.

Greg referenced a plan template for implementing complicated portions of the tactical plan.

COMMUNICATIONS

Cynthia Andrews reported that there had been no July Foundation meeting. Cynthia shared that in May and June Brian Johnson of Morgan Stanley gave presentations to the Foundation regarding asset types and allocation options to achieve the Foundation's goal of maximizing potential gains while minimizing risk. Cynthia said the funds under consideration for change were approximately $50,000-60,000, which did not represent the entirety of the Foundation's funds.

Larry Osborne shared that the Friends of the Library had dedicated the completed mural and had an abundance of DVDs to sell.

Nick Dierckman stated that he had had no communication from Library District Advisory Committee (LDAC). Greg Williams stated that the new library network manager, Rick Peterson, started that week and had expressed excitement about starting the work and was still onboarding. Greg expected that there would be LDAC communication forthcoming as he adjusted.

FUTURE AGENDA ITEMS

6. Greg Williams identified the following items of the future agenda items list as priorities for the next Board Meeting: State Library Statistical Report, Format and scope of Library Board Minutes, Community Room Policy review, and Collection Development Policy review.

   Nick Dierckman asked for clarification about the Library Board Engagement Plan. David Goldberg said it was intended to identify and match Board interest to future potential Board projects. Nick thanked David for the clarification. Greg anticipated that would be discussed at the beginning of 2023.

   Nick asked to talk about the holds ratio, if there was a way to identify why Oregon City Public Library (OCPL) was typically a net borrower, and asked if it was discussed at the Director's meeting. Greg said that generally it was discussed only if there was a major discrepancy and that the number of holds OCPL sourced from other libraries decreased between 2019 and 2022. Nick questioned if the discrepancy was tied to the

collection. Greg anticipated looking at collection demand more in depth as a part of the budget development process.

David asked if there was a way to check what was owned by OCPL that other member libraries did not have. Greg discussed a report developed by Adam Murphy that was used to check the number and ratio of owned items and holds on that title and informed material selection and purchase. Greg acknowledged the LINCC's library software's hold algorithm played a role as well.

ADJOURNMENT

The meeting adjourned at 6:18 pm.

CITY OF OREGON CITY
LIBRARY BOARD
WORK SESSION MINUTES

Meeting
Wednesday, August 24, 2022 at 5:00 PM

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

CALL TO ORDER

David Goldberg called the meeting to order at 5:00 pm.

ROLL CALL

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

Staff Present: Greg Williams, Library Director, Denise Butcher, Library Operations Manager, Gina Bacon, Adult Services Librarian, and Barratt Miller, Youth Service Librarian were present.

PUBLIC COMMENTS

None.

DISCUSSION ITEMS

1. Review and discuss potential updates to the Library's collection development policy

Greg Williams introduced the draft updates to the policy. Greg explained that in Oregon, administrative rules dictated the standards to be met to function as a public library and be eligible for funding. Greg stated that he included this information in the policy itself to be more straightforward.

Greg said in addition to the four American Library Association (ALA) documents that the Board had previously adopted, the policy update included the new interpretation of Library Bill of Rights as it pertained access to library services regardless of sex, sexual orientation, gender, and gender identity, ALA's challenge resources, and ALA's diverse collections guidance. Greg said that the proposed collection development policy was in line with state mandated standards as well as national professional standards.

Cynthia Andrews spoke in support of the policy revision for clarity and ease of use.

Heidi Blackwell asked if there were any Libraries in Clackamas County (LINCC) specific components to the policy. Greg said that he had included some Oregon Library Association

(OLA) public library standards into the policy, regarding what every collection development policy should include.

Cynthia suggested that the term “preservation” be defined within the document for the sake of clarity between preservation and archiving and suggested defining library specific terms throughout the document for ease of citizen use. Greg thanked Cynthia for the feedback and asked the Board to note where they thought library professional jargon might be unclear to readers outside of the field.

Greg noted that the bulk of section two was retained from the previous collection development policy, albeit in a different order.

Greg highlighted the addition of materials of varying complexity to the selection criteria to support the Because Accessibility Matters collection. Greg stated that the policy now mentioned the selection of Spanish language materials for all ages and children’s materials in Russian. Greg asked if using the service area’s language demographics to inform the languages included in the collection, in keeping with OLA guidelines, would be something the Board would want in the policy. Larry Osborne asked for specifics on the threshold for making a new collection; Greg said there were three levels of standards and Greg would need to refer to the thresholds of each. Heidi asked if the census was the source of the language information. Greg said he would have to refer to the standards. Nick Dierckman asked why there were children’s materials in Russian but no adult materials in Russian. Barratt Miller said acquiring Russian language materials was challenging and, after English and Spanish, it was the most commonly spoken language in the service area. Gina Bacon said space limitations had to be taken into account when maintaining current collections, developing the adult Spanish collection, and creating additional collections.

David Goldberg asked how requests for materials in languages not held by the library might be handled. Gina discussed checking other LINCC member libraries’ collections and using Interlibrary Loan.

Barratt stated other member libraries had higher linguistic diversity in their service areas and their children’s collections were broader.

Greg noted the section about keeping borrowed vs supplied holds as equal as possible had financial and collection development impacts and expressed hope to have this encapsulated in the collection development policy.

Cynthia requested an explanation of LINCC be included in the document.

Heidi asked about the accuracy of the section placing final collection decisions on Greg. Greg stated that for the selection of library materials for inclusion resided with him, which he delegated to selectors, while the final authority to remove materials resided with someone else, and thought the wording as presented was accurate. Greg said it important to have this portion included so responsibility was clearly defined and standards were created.

Barratt stated that the policy as written ensured selection was the purview of library professionals.

Greg reviewed the removal process section and said specifics were added to the weeding process and what was done with withdrawn items, including: donation to Friends of the Oregon City Library for resale, donation to other nonprofits and schools within the county, and recycling. Larry Osborne asked if leaving open the final destination of the withdrawn items might provide more flexibility. Greg acknowledged the importance of making sure the items remained local due to the origins of funding and acknowledged he was comfortable adding “generally” to the language.

Greg highlighted the preservation section of the policy and said some repairs may be undertaken with consideration to the cost of repairs and the lifespan of the item. Retention of original packaging of Library of Things items was considered a preservation activity.

Larry and Cynthia noted that the existing language around donations was contradictory. Greg stated the intent was to ensure that the library could obtain materials from Friends of the Oregon City Library and selected donations while also ensuring donors knew donated items might not end up in the library collection. It was decided the section would be reworked for clarity.

Greg said Special Collections were determined to need individual sections outlining the purpose, collection criteria, and vision.

Greg said that the section on collection evaluation had been modified from the last version to reflect the OLA public library standards concerning collection evaluation.

Larry recommended the addition of “primarily” following “which” in the organization.

Nick asked if there would be a Lucky Day collection item not found in the general collection. Gina said that should not happen as Lucky Days supplemented high demand titles. Greg confirmed this was the case and said there had to be a balance between holdable copies of a title and Lucky Day copies. Cynthia suggested language modifications of “circulating/holdable” to the document.

Greg shared the Lucky Day collection was designed to promote access to high demand materials at the library of purchase. Barratt stated there were also digital copies available, staff were alerted when the hold-to-available copies ratio of a title exceeded a certain threshold so that they could purchase more copies, and patrons unable to physically visit the library due to disability and/or visual impairment qualified for unlimited free audiobooks through the National Library Service (NLS).

Cynthia suggested the addition of “underutilized” as a qualifier to the removal criteria.

Nick asked if the county had a collection development policy as LINCC purchased the digital collection. Gina explained that due to budget size, the number of titles that could be

purchased was limited and selecting materials with high demand in physical format was the primary selection criteria.

Nick asked if Oregon City Public Library (OCPL) contributed funds to purchase digital materials. Greg said yes. Nick asked how that was allocated. Greg stated that it was currently determined 50% by population served and 50% by the number of ebook circulations. Greg said there were a variety of opinions on how the digital collection should be curated and funded.

Greg stated that the new policy streamlined the questions asked of the person submitting a request for reconsideration of material; it asked if the person had read the entire work, read the whole collection development policy, and what part of the collection development policy the person thought the work violated.

Greg asked for the Board's thoughts. Nick Dierckman expressed favor for the outlined document, expressed interest in seeing how it worked should an official challenge be made, and expressed a concern that patrons might sidestep the challenge process and go to City Council with their concerns.

Greg said that the first step in the revised reconsideration or challenge process was to talk to Barratt Miller or Gina Bacon about the material of concern. After a meeting, the patron could proceed with filling out the challenge form.

Larry asked if the intent was to make the policy a PDF. Greg said it was and the policy was also available as webpage.

David expressed concern about listing the policy appendices as it might have the appearance of creating a barrier and suggested using "library's collection development policy" instead. Greg asked if "entire collection development policy" would work. There was general assent.

Nick asked if talking to Barratt or Gina was discoverable or specified in the policy. Greg stated that this step would be included in the reconsideration request form as a prerequisite to submitting the form.

Heidi asked if the policy included a timeline. Greg stated that there was none specified and acknowledged much of the process was dependent on the patron and patron response time was widely variable. Barratt agreed. Greg stated that he would add to the policy a timeline for an initial library response.

David Goldberg departed the meeting.

Greg said that following a request for reconsideration, he would respond in writing to the individual. If the requesting patron was not satisfied with the explanation, they could submit a written request to the Library Board.

Greg stated that step six of the process was added because determining if an item was consistent with the collection development policy likely only needed to be determined once. Greg said if an item was challenged more than once in a 24-month period, he would inform the patron(s) submitting the requests of the prior recommendation by the Board and would inform the Board the item had been challenged again.

Heidi asked if it would be simpler to finalize material decisions based on the version of the collection development policy in practice when the request for reconsideration occurred rather than on a timespan. Greg stated that the time component was to account for changes in Board interpretation of policies. Barratt said that this wording was based on best practice recommendations from school library journal articles.

Nick asked if the Board would be notified of any challenges. Greg said he would notify the Board and it would go into the Director's Report.

Greg noted the policy also stated that materials going through the reconsideration process would remain an available part of the collection during the process. Greg said if multiple reconsideration requests were made for the same item before the Board had reviewed it, the requests would be addressed as one request.

Heidi asked if the person submitting the challenge would be notified of the discussion about the material's inclusion on the Board's Agenda. Greg said he would notify the person submitting the challenge when it would be discussed and they and other members of the public could speak during the Public Comment portion of the meeting. Larry asked that if multiple requests for reconsideration were submitted and the reasons differed between them then all reasons given be addressed. Greg agreed consolidation was reasonable. Barratt pointed out that the execution of this would also depend on the timeline of when challenges were submitted in relation to the Board packet's distribution.

Greg stated that some of the guidance suggested the creation of a reconsideration focused subcommittee and having Board members read challenged material in its entirety and asked if that was something the Board was interested in. Larry expressed support for the Board to read the challenged material in its entirety and noted that it might prove difficult to share a limited number of copies of a work between the Board in advance of the meeting. Heidi expressed a desire for language around Board members to make informed decisions and supported accelerated access to challenged materials for Board review. Cynthia suggested wording of "reviewed." Cynthia expressed a desire to have the whole Board face material challenges together. Nick expressed a belief that the low number of challenges did not justify a subcommittee.

Barratt asked if keeping a subcommittee on as an option rather than a requirement might be helpful. Nick expressed support for this option. Cynthia reiterated a belief that the Board should face challenges as a whole.

Greg stated that there was no Municipal Code or Board Bylaw specifying the Board's place in the challenge process and that this meant this would have to be specified.

Greg stated that this presented two avenues of review: one where final decisions rested with the Library Board and one where final decisions rested with the City Commission. Greg suggested that if the Commission route was taken, that only Board decisions to remove material from the collection be routed there. Greg said that ALA guidelines were for governing bodies to make removal decisions.

Nick expressed support for the Library Board to have the final say on challenges out of consideration for representation of the unincorporated service area. Gina voiced support for this position and recognized the focus of the Board members on Library matters.

Greg said he would discuss changing the Board Bylaws with David Goldberg for future submission to the City Commission. Greg recognized that this would also be an opportunity to present other revisions to the Bylaws, including meeting requirements, and asked the Board to ponder other changes they might wish to make.

Greg stated that in the draft policy if an item was removed from OCPL's collection, the decision would only be for OCPL's copies and not copies owned by other LINCC libraries. Patrons would still be able to put the item on hold and check out copies owned by other LINCC libraries. If a title was removed from the collection and was currently checked out, that item would continue its normal circulation until it was returned. Copies of titles removed from the collection could be donated to other LINCC libraries. Nick asked if that needed to be included in the policy. Greg and Gina spoke in favor of including it for the purpose of transparency. Cynthia spoke in favor of including it.

COMMUNICATIONS

None

ADJOURNMENT

Cynthia Andrews adjourned the meeting at 6:44pm.

CITY OF OREGON CITY
LIBRARY BOARD
WORK SESSION MINUTES

Conference Room (2nd Floor), Oregon City Public Library, 606 John Adams St, Oregon City
Work Session
Wednesday, November 30, 2022 at 5:30 PM

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

CALL TO ORDER

Chair David Goldberg called the meeting to order at 5:35 pm.

ROLL CALL

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

Staff Present: Greg Williams, Library Director, and Denise Butcher, Library Operations Manager, were present in person.

DISCUSSION ITEMS

1. The Library Board interviewed applicants Cynthia Andrews, William Carton, and Ashley Lookenhouse for current/upcoming Library Board vacancies.

   The Library Board agreed to forward appointment recommendations for Cynthia Andrews and Ashley Lookenhouse to the Mayor.

ADJOURNMENT

Chair David Goldberg adjourned the meeting at 6:15 pm.

CITY OF OREGON CITY
LIBRARY BOARD
WORK SESSION MINUTES

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

Work Session

Wednesday, March 22, 2023 at 5:00 PM

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

CALL TO ORDER

Chair David Goldberg called the meeting to order at 5:02 pm.

ROLL CALL

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

Staff Present: Greg Williams, Library Director, and Denise Butcher, Library Operations Manager, were present in person.

DISCUSSION ITEMS

1. The Library Board interviewed Lisa Oreskovich and Colin Gillies for the vacant Library Board position.

   The Board agreed that Lisa Oreskovich be recommended to the Mayor to fill the open position. .

ADJOURNMENT

Chair David Goldberg adjourned the meeting at 5:27 pm.

CITY OF OREGON CITY
LIBRARY BOARD
MINUTES

Conference Room (2nd Floor), Oregon City Public Library, 606 John Adams St, Oregon City
Meeting
Tuesday, April 25, 2023 at 5:00 PM

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

CALL TO ORDER

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

ROLL CALL

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

Staff Present: Greg Williams, Library Director, and Denise Butcher, Library Operations Manager, were present in person.

Others Present: Lisa Oreskovich, Library Board applicant

APPROVAL OF MINUTES

1. Review and approve minutes from the January 25, 2023 Library Board meeting

   Larry Osborne moved to accept the January 25, 2023 minutes as written. Cynthia Andrews seconded the motion. Cynthia Andrews, Heidi Blackwell, Bill Carton, David Goldberg, Nick Dierckman, and Larry Osborne voted aye. The motion carried.

2. Review and approve minutes from the March 22, 2023 Library Board meeting

   Cynthia Andrews moved to accept the March 22, 2023 minutes as written. Larry Osborne seconded the motion. Cynthia Andrews, Heidi Blackwell, Bill Carton, David Goldberg, Nick Dierckman, and Larry Osborne voted aye. The motion carried.

LIBRARY DIRECTOR'S REPORT

3. Greg Williams shared that during the review of records for city website migration, it was discovered that some minutes had not been shared with the Board and anticipated presenting them to the Board next meeting.

   Greg thanked the Board for the National Library Week treats they provided staff. Greg shared that May the Fourth programming was upcoming and KOIN 6 would run a segment about the event. Greg highlighted a strong library card registration month by total numbers and county ranking.

   Nick Dierckman commented positively on the percentage of materials checked out by patrons from the unincorporated area.

   Greg said that the Unincorporated Survey was undergoing final testing and was following the expected timeline.

PUBLIC COMMENTS

None.

DISCUSSION ITEMS

4. 2023-25 Proposed Library Budget

   Greg Williams thanked the Board for their engagement in the budget process. Greg shared that the budget shared in the Board packet was the same one that was submitted to the City Budget Committee.

   Greg highlighted the following from the proposal: zeroed out fine revenue (made possible by moving fine revenue from operations to facilities in anticipation of the county discontinuing fines), budgeted additional funds for collections and programs, and the addition of two partially benefitted positions (one Library Assistant II in circulation, one Library Assistant II in youth services) and one full time position (Librarian I in youth services). Greg stated that funding was largely sourced from the Library Fund balance. Greg said he projected that, at this rate of usage and with no additional future General Fund increases, available fund balance above minimum reserve levels could be used for six years.

   Greg said the target fund balance reserve had previously been calculated based on seven months operating expenditures, one year of debt service, and 10% contingency, which totals approximately 65-70% of budgeted expenditures. Greg reported that Finance was comfortable reducing the target reserve to approximately 53% of expenditures, which allowed for more fund balance to be made available to fund operations.

   Bill Carton asked if the no fine initiative treated overdue fines and replacement fines differently. Greg replied neither type of fines were budgeted for in the Library's proposed operating budget, and revenues for both went into the same

account, but the fine free initiative was specifically geared towards eliminating overdue fees.

Nick Dierckman asked how much the General Fund contribution was. Greg shared that in the current proposal the revenue increased approximately from $150,000 to $230,000 per year and the allocated costs increased approximately from $103,000 to $211,000 per year.

Nick asked for clarification about the number of benefitted FTE asked for originally. Greg said there were eight positions originally proposed which were reduced to three.

David Goldberg clarified that the three positions were in the version being presented to the City Budget Committee. Greg clarified that the FTE count was one higher than last year because the two part-time positions absorbed existing on-call hours. Greg thanked Denise for evaluating different situations.

Nick asked why the FTE ask was changed. Greg said that a reduction in the staffing ask was needed based on available funding and the goal of creating a balanced City budget.

Larry Osborne asked about the rationale behind the reduction of the General Fund contribution. David said his impression was that there had been no previous opposition to decreasing funding. Denise Butcher said it had been noted in priori budget discussions that the Library had a secondary source of income other City departments lacked. Greg acknowledged that the General Fund was a finite resource for funding much of the City's services and the overall proportion going to the Library had diminished over time.

Bill noted that the high citizen satisfaction rating with the Library did not provide incentive to provide additional money, as there might be were satisfaction levels poor.

Cynthia Andrews acknowledged discouragement with the reduction in requests and noted that this year's preparation would provide a foundation for future efforts to support the Library and alert people who were unaware of the financial challenges facing the Library.

Nick noted that at the point the General Fund allocation exceeded allocated costs, it would be difficult to explain at Library District Advisory Committee (LDAC). Nick noted LDAC concerns about Library District funds being used for allocations, but realistically it was not possible to function without using them in that way.

David shared that he met informally with Mayor McGriff, who voiced a desire to see better balance between funding from the unincorporated area and City. David reported that his request for a work session with the City Commission prior to the Budget Committee Hearing had been declined, based on Commission concerns that if a work session happened for the Library, it would not be equitable not to do

so for all other departments. David voiced an expectation a discussion would be ongoing.

David said that the City Manager completed the City's proposed budget, which was progressing to the Budget Committee. David said he was sharing his draft testimony and wanted Board approval to authorize the testimony at the meeting. David shared that budget hearings would begin with public testimony, followed by the meeting. David anticipated testifying at the first meeting and identified a priority of increasing the net contribution to the Library. David supported the Friends of the Oregon City Public Library and Foundation providing testimony on behalf of the Library.

Greg noted that any written testimony for the Budget Committee should be sent to the City Recorder.

David spoke in favor of having a representative from Teen Advisory Council speak at the budget hearing.

David asked that the Board let him know if there was anything that the Board disagreed with in the draft testimony. Cynthia suggested adding populations on the Library Facts page.

Nick asked what new information was being shared compared with the past testimony. David said it was more detailed, emphasized the staffing model's reliance on on-call staff, and included updated information about the Library Fund balance.

Nick asked for clarification on the proportion of non-benefited staff. Greg clarified that non-benefited staff by FTE count was 40%, but when individual staff were counted, two thirds were non-benefited. There was general concern about these proportions and David spoke to the Board's duty to advocate for the Library.

Heidi Blackwell spoke to the demonstrated reduction in youth services as a result of the decrease in contributions and lack of staff.

David spoke to the importance of maintaining a level of funding and pursuing a more supportive levy. Cynthia noted the City Survey results did not support additional levies at this point.

Cynthia stated that the existing language around Library District and debt service could be confusing to non-Library Board members and wondered how it might be explained more clearly. Cynthia proposed including a brief explanation of the Library District and the impact of paying debt service from District Revenue.

Heidi proposed the inclusion of a chart.

Greg asked to clarify Cynthia's communication concern as: the intent of Library District revenue was to fund operations, and that use of Library District funds for other purposes reduces the resources available for operational costs.

Cynthia agreed with summary and concerns that the current set up was not desirable despite it looking acceptable on paper.

Bill asked if the Library District envisioned Cities would support Library debt service, and that the City had stated it would not raise taxes to service the debt, what other sources of funding were available.

Nick summarized that the Library had some existing non-bond funds. Nick said that the funding came up frequently at LDAC and the intent at the beginning was to focus on operations. Nick thought that aside from Sandy, Oregon City was the only library funded in this manner. Greg stated that Milwaukie had recently expanded their library facility and that the debt service on General Obligation bonds had been covered by an additional tax levy on City residents.

Nick expressed agreement with Cynthia's assessment concerning the work being foundational to future efforts and support for the current approach.

Bill wondered if approaching the staffing numbers from an equity perspective would be effective.

David stated that point two would be changed to reflect the objective of District funds for operating revenue, not capital revenue. Nick supported the change. David said he would also add the service area population information to the fact sheet. David proposed adding data about city contributions. Greg said he could provide the requested data.

Nick asked if Sandy was still paying off the bond. Greg said he was not certain.

Bill asked if other libraries had allocations similar to Oregon City. Nick said the majority of the cities used allocations. Bill floated the idea of bringing allocated services in-house. David expressed a belief that the amount of money spent on allocations was appropriate. David and Cynthia expressed concern with the size of the General Fund contribution as not much was left after allocations.

Greg expressed appreciation for the services the allocations allowed the Library to have at a fraction of the price it would cost to create and maintain those services within the Library. Greg said discussions between departments about calculations of allocations occurred routinely.

Larry Osborne made a motion to approve of David's testimony on behalf of the Board. Cynthia Andrews requested an expanded motion to empower David to speak on behalf of the Board for any follow-up questions asked after the reviewed and approved testimony. Larry Osborne moved to approve David's testimony and respond to questions on behalf of the Board. Cynthia Andrews seconded the

amended motion. Cynthia Andrews, Heidi Blackwell, Bill Carton, Nick Dierckman, David Goldberg, and Larry Osborne voted aye. The motion carried.

Greg thanked and recognized City Manager Tony Konkol for helping to operationalize Board involvement per the Municipal Code. Bill asked if it was a new format. Greg said he was not sure how it happened before he was Director. Nick said that it had not happened this way in his time on the Board.

Nick thanked David for giving his presentation to the Commission.

COMMUNICATIONS

Foundation

Cynthia Andrews reported the Foundation had not met for this month and she would update the Board in May.

Nick suggested David make a presentation to the Foundation. Cynthia agreed to arrange it.

Friends of the Library

Larry Osborne reported that revenue had increased, including $550 in sales from books sold in the Library. Friends approved the purchase of Star Wars Prizes and Lego set.

Library District Advisory Committee (LDAC)

Nick reported that the meeting was delayed until May 15; discussion about the task force was anticipated.

Teen Advisory Council (TAC)

Heidi Blackwell shared that the Teens were preparing for May the Fourth, Juneteenth, and Summer Reading programs, looking at future collaborative opportunities with the City's Youth Advisory Council, and most were returning next year.

FUTURE AGENDA ITEMS

ADJOURNMENT

Chair David Goldberg adjourned the meeting at 5:59 pm.

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

	Current Month		FY 22/23 YTD		Last Month		Same Month Last FY		FY 21/22 YTD	
PATRON STATISTICS										
New Patron Registrations	258		2,913		341		196		2,089	
Total Registered Patrons	17,523		17,523		17,299		17,505		17,505	
Library Visitors (Ins)	12,320		120,532		13,521		10,458		10,458	
Library Visitors (Outs)	12,096		118,360		13,272		10,185		10,185	
CIRCULATION (includes 1st-time circ and renewals)										
Adult materials	14,431		144,591		15,655		14,808		140,168	
YA materials	2,159		20,342		2,015		1,784		19,940	
Children's materials	17,120		180,164		19,755		17,656		163,509	
Electronic materials	6,863		65,084		6,853		5,037		54,559	
Total Circulation	40,573		410,181		44,278		39,285		378,176	
1st Time Circulation (Physical)	20,964		224,141		24,645		22,242		215,864	
1st Time Circulation (Self-Check)	19,564	*93.3%*	211,654	*94.4%*	23,075	*93.6%*	21,147	*95.1%*	205,350	*95.1%*
Holds received from other libraries	13,103	*52.8%*	124,896	*51.9%*	13,252	*51.4%*	13,088	*54.6%*	124,414	*51.9%*
Holds sent to other libraries	11,714	*47.2%*	115,542	*48.1%*	12,511	*48.6%*	10,897	*45.4%*	115,096	*48.1%*
CIRCULATION DEMOGRAPHICS										
Borrowers - City Residents	1,673	*56.3%*	n/a		1,801	*57.7%*	1,434	*56.7%*	n/a	
Borrowers - Unincorporated Residents	1,053	*35.4%*	n/a		1,088	*34.9%*	884	*35.0%*	n/a	
Borrowers - Other	248	*8.3%*	n/a		230	*7.4%*	209	*8.3%*	n/a	
Service Area Pop - City	37,737	*61.7%*	n/a		37,737	*61.7%*	35,885	*58.5%*	n/a	
Service Area Pop - Unincorporated	23,424	*38.3%*	n/a		23,424	*38.3%*	25,426	*41.5%*	n/a	
TECHNOLOGY										
Internet Sessions	708		6,893		800		652		5,285	
WiFi Sessions	986		9,599		1,154		724		5,616	
SOCIAL MEDIA / EMAIL										
Facebook followers	4,441		n/a		4,420		4,005		n/a	
Instagram followers	2,204		n/a		2,180		1,942		n/a	
Twitter followers	944		n/a		944		950		n/a	
YouTube subscribers	368		n/a		364		234		n/a	
YouTube unique viewers	439		n/a		381		882		n/a	
YouTube views	573		5,849		495		1,287		7,645	
Email newsletter subscribers	5,008		n/a		4,963		4,429		n/a	
			See monthly Hootsuite report for additional social media statistics							
FINANCIAL			*See monthly Budget to Actual report*							
ELECTRONIC RESOURCES										
Kanopy plays	237		2,573		215		340		4,777	
Kanopy cost	$ 219		$ 2,783		$ 257		$ 401		$ 4,791	
Kanopy average cost/play	$ 0.92		$ 1.08		$ 1.20		$ 1.18		$ 1.00	
SERVICE DESK INQUIRIES										
Ready Reference	806		7,423		840		772		7,382	
Reference	148		1,160		153		133		1,496	
Technology Assistance	221		1,730		189		292		3,228	
FACILITIES										
Conference Room - Bookings	54		442		58		29		29	
Conference Room - Hours Available	230		2,288		244		234		234	
Conference Room - Hours Booked	76		716		96		41		41	
Conference Room - Occupancy Pctg	33.0%		31.3%		39.3%		17.5%		17.5%	
Community Room - Bookings	44		177		44		-		-	
Community Room - Hours Available	230		938		244		-		-	
Community Room - Hours Booked	66		287		65		-		-	
Community Room - Occupancy Pctg	28.7%		30.6%		26.6%		0.0%		0.0%	

Library Board Report

Apr 01 - Apr 30, 2023

Fans

4K
fans

New Fans

23
new fans

Posts

67
posts

Engagement > Typ

Reactions	223
Comments	21
Shares	18

Post Reach

19K
users

Top posts > Reach

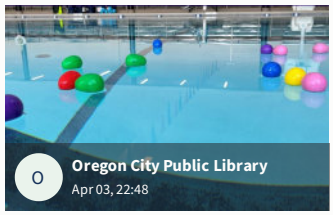
Our library staff sends us pictures of libraries while on their vacations. #librarieseverywhere

1187 users

Oregon City Public Library
Apr 30, 23:18

Favorite quote from a Star Wars movie....GO!

889 users



Some spots remain for our Swimming Pool Egg Hunt in the Oregon City Pool on April 8! Check out our registration site to get in on

835 users

Post Likes

241
likes

Top posts > Reactions

Our library staff sends us pictures of libraries while on their vacations. #librarieseverywhere

37 reactions

B.A.M. (Because Accessibility Matters) programs are inclusive library programs designed for our disabled community

18 reactions

A librarian makes Time's 100 Most Influential People list! From American Library Association: "ALA Executive Director Tracie D.

15 reactions

Followers

2.2K
followers

New followers

35
followers

Profile visits

152
views

Website clicks

7
website taps

Posts

93
posts

Top Posts > Reach

Our staff found Han last week up in the @oregoncitylibrary_teens area. Can you find where he's hidden this week? Take a selfie

540 users

We had a special event this month where a member of the @kscpp2 guided (via Zoom) participants in a step-by-step for a Lotus

520 users

We had such a great turnout at last week's B.A.M. Movie Matinee! Made especially for our Disability Community, our B.A.M. program

502 users

Post engagement

472
engagements

Top posts > Likes

Happy National Library Workers Day! . #nlwd23 #nationallibraryweek #publiclibraries #librariesofinstagram

62 likes

Our staff found Han last week up in the @oregoncitylibrary_teens area. Can you find where he's hidden this week? Take a selfie

50 likes

We had a special event this month where a member of the @kscpp2 guided (via Zoom) participants in a step-by-step for a Lotus

33 likes

Followers

945
followers

Tweets

99
tweets

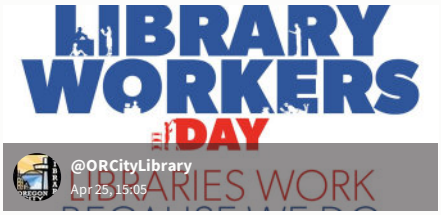
Mentions

2
mentions

Engagement > Type

Likes	33
Retweets	8
Quote tweets	2
Replies	1

Top tweets > Engagements



From this all-star crew here at Oregon City Library to all of those library superheroes out there, we wish you a happy and very deserving National Library Workers Day! We

12 engagements

@ORCityLibrary
Apr 17, 22:55

Local Author Talk | Notable Women of PortlandLocal Author Talk | Notable... https://youtu.be/nCxcdLKGD24 via @YouTube

6 engagements

@ORCityLibrary
Apr 25, 22:31

Switch to the @LibbyApp, as the Overdrive app's sunset is Monday, May 1, 2023. https://www.libbylife.com/10-of-the-most-common-questions-from-overdrive-app-users-about-the-switch-to-libby

4 engagements

Sources

@ORCityLibrary

Oregon City Public Library

oregoncitylibrary

Key									
	Required data for preparation of annual state statistics								
	Optional data for internal library use								
				ATTENDANCE/PARTICIPATION				***HYBRID BREAKDOWN***	
DATE	**TITLE**	**PRIMARY AUDIENCE**	**PRIMARY FORMAT**	***Kids***	***Teens***	***Adults***	***Total***	***In-person***	***Online***
4/1/2023	Art Gym	Ages 19 and older	Live/Hybrid-Onsite			11	11	11	0
4/3/2023	Meditation	Ages 19 and older	Live/Hybrid-Onsite			9	9	8	1
4/4/2023	Genealogy Interest Group	Ages 19 and older	Live/Hybrid-Onsite						
4/5/2023	Art Lab (2:30)	Ages 6-11	Live/Hybrid-Onsite	6		5	11		
4/5/2023	Art Lab (3:15)	Ages 6-11	Live/Hybrid-Onsite	12		6	18		
4/6/2023	Lotus Lanterns	General Interest	Live/Hybrid-Onsite	3	2	12	17	17	0
4/8/2023	LEGO Lab (10:30)	Ages 6-11	Live/Hybrid-Onsite	9		7	16		
4/8/2023	LEGO Lab (11:30)	Ages 6-11	Live/Hybrid-Onsite	12		11	23		
4/10/2023	BAM LEGO	Ages 19 and older	Live/Hybrid-Onsite			28	28	28	0
4/10/2023	BAM Movie	Ages 19 and older	Live/Hybrid-Onsite			33	33	33	0
4/10/2023	Meditation	Ages 19 and older	Live/Hybrid-Onsite			7	7	7	0
4/12/2023	Family Movie Singalong (Muppets)	Ages 6-11	Live/Hybrid-Onsite	0		0	0		
4/14/2023	Homeschool Library Tour (10:00)	Ages 6-11	Live/Hybrid-Onsite						
4/14/2023	Homeschool Library Tour (11:00)	Ages 6-11	Live/Hybrid-Onsite						
4/16/2023	Adult April Craft Kits	General Interest	Self-Directed			51	51		
4/16/2023	B.A.M. April Craft Kits	General Interest	Self-Directed			18	18		
4/16/2023	Kids April Craft Kits	General Interest	Self-Directed	51			51		
4/16/2023	Teen April Craft Kits	General Interest	Self-Directed		45		45		
4/17/2023	Meditation	Ages 19 and older	Live/Hybrid-Onsite			7	7	7	0
4/18/2023	Oregon City Writer's Group	Ages 19 and older	Live/Hybrid-Onsite			5	5	5	0
4/19/2023	Storytime	Ages 0-5	Live/Hybrid-Onsite	12		10	22		
4/19/2023	B.A.M. Trivia	Ages 19 and older	Live/Hybrid-Onsite			9	9	0	9
4/20/2023	Storytime	Ages 0-5	Live/Hybrid-Onsite	14			14		
4/24/2023	B.A.M. Movability	Ages 19 and older	Live/Hybrid-Onsite			15	15	15	0
4/24/2023	BAM Academy	Ages 19 and older	Live/Hybrid-Onsite			13	13	13	0
4/24/2023	Meditation	Ages 19 and older	Live/Hybrid-Onsite			8	8	7	1
4/25/2023	A.M. Bookchat	Ages 19 and older	Live/Hybrid-Onsite			3	3	3	0
4/26/2023	Storytime	Ages 0-5	Live/Hybrid-Onsite	12		13	25		
4/26/2023	Switch Lounge	Ages 12-18	Live/Hybrid-Onsite		9		9		
4/27/2023	Storytime	Ages 0-5	Live/Hybrid-Onsite	11			11		
	TOTAL PROGRAMS: 30					**TOTAL ATTENDANCE:**	**667**		

Biennium Budget Report Y2 by Cate

Through April 30, 2023

	2021-2022 Budget	2021-2022 Balance	Year 1 Difference	2022-2023 Budget	April 2022-2023 Activity	2022-2023 Activity	2022-2023 Encumbrance	Biennium Difference
4 - Revenue								
43 - Intergovernmental Revenues	2,581,190.00	2,578,617.73	2,572.27	2,658,700.00	0.00	2,519,225.00	0.00	142,047.27
44 - Charges for Services	2,520.00	9,953.35	-7,433.35	3,020.00	353.00	11,207.44	0.00	-15,620.79
46 - Fines & Forfeitures	15,000.00	17,303.04	-2,303.04	25,000.00	3,107.61	20,684.03	0.00	2,012.93
47 - Miscellaneous Income	25,000.00	-18,393.28	43,393.28	30,000.00	18,209.69	157,353.35	0.00	-83,960.07
49 - Other Financing Sources	150,000.00	150,000.00	0.00	150,000.00	12,500.00	125,000.00	0.00	25,000.00
4 - Revenue Totals:	**2,773,710.00**	**2,737,480.84**	**36,229.16**	**2,866,720.00**	**34,170.30**	**2,833,469.82**	**0.00**	**69,479.34**
5 - Expense								
51 - Salaries and Wages	1,052,610.00	1,004,788.98	47,821.02	1,099,977.00	85,817.84	893,191.16	0.00	254,606.86
52 - Benefits	623,600.00	556,470.61	67,129.39	651,683.00	51,622.03	532,203.40	0.00	186,608.99
60 - Professional & Technical Services	2,000.00	2,139.00	-139.00	2,000.00	4,175.00	7,200.00	6,500.00	-11,839.00
61 - Repair & Maintenance Services	144,600.00	146,104.22	-1,504.22	144,600.00	14,237.88	131,590.73	5,404.46	6,100.59
62 - Other Services	1,750.00	1,523.76	226.24	1,750.00	44.37	1,755.17	0.00	221.07
63 - Employee Costs	10,000.00	2,598.00	7,402.00	10,000.00	0.00	5,129.00	200.00	12,073.00
64 - Operating Materials & Supplies	244,000.00	214,096.19	29,903.81	244,000.00	14,362.34	176,315.60	27,052.74	70,535.47
65 - Office & Administrative Supplies	43,250.00	23,002.61	20,247.39	37,250.00	1,800.18	33,652.17	0.00	23,845.22
66 - Special Programs	32,700.00	30,934.93	1,765.07	36,700.00	1,495.18	26,947.45	450.00	11,067.62
68 - Community Programs and Grants	0.00	596.81	-596.81	0.00	0.00	511.83	0.00	-1,108.64
69 - Internal Service Charges	102,092.00	102,092.00	0.00	102,092.00	8,507.67	85,076.70	0.00	17,015.30
70 - Capital Outlay	0.00	0.00	0.00	0.00	0.00	3,470.16	0.00	-3,470.16
80 - Debt Service	415,371.00	415,370.96	0.04	415,371.00	0.00	63,369.88	0.00	352,001.16
98 - Transfers	20,000.00	20,000.00	0.00	20,000.00	1,666.67	16,666.70	0.00	3,333.30
5 - Expense Totals:	**2,691,973.00**	**2,519,718.07**	**172,254.93**	**2,765,423.00**	**183,729.16**	**1,977,079.95**	**39,607.20**	**920,990.78**