



# **CITY OF OREGON CITY LIBRARY BOARD REGULAR MEETING AGENDA**

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

**Wednesday, May 22, 2024 at 5:00 PM**

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**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. Review and approve minutes of the April 24, 2024 meeting.

## **LIBRARY DIRECTOR'S REPORT**

2. May, 2024 Library Director's report and library statistics.

## **PUBLIC COMMENTS**

## **DISCUSSION ITEMS**

3. Teen Advisory Committee (TAC) Annual Report
4. FY 23-25 Tactical Plan mid-plan revisions
5. Proposed Modifications to Library Operating Hours

## **COMMUNICATIONS**

## **ADJOURNMENT**

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### **PUBLIC COMMENT GUIDELINES**

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*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*

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at least 48 hours prior to the meeting; please contact Denise Butcher ([dbutcher@orccity.org](mailto:dbutcher@orccity.org), 503-657-8269, x1028) for more information.

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### ADA NOTICE

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

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

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



## **CITY OF OREGON CITY LIBRARY BOARD REGULAR MEETING MINUTES**

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

**Meeting**

**Wednesday, April 24, 2024 at 5:00 PM**

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

### **CALL TO ORDER**

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

### **ROLL CALL**

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

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

### **APPROVAL OF THE MINUTES**

1. February 28, 2024 Regular Meeting

Nick Dierckman moved to approve the February 28, 2024 Library Board Regular Meeting Minutes as submitted. Bill Carton seconded the motion. Cynthia Andrews, Heidi Blackwell, Bill Carton, Nick Dierckman, David Goldberg, Lisa Oreskovich, and Larry Osborne voted aye. The motion passed.

### **LIBRARY DIRECTOR'S REPORT**

2. March 2024 Director's Report and Library Statistics

Greg Williams reported on changes to programming statistics gathering practices, shared the Library's upcoming Community Reads programming, and answered questions about electronic checkouts and ideal holds ratios.

**PUBLIC COMMENTS**

None.

**DISCUSSION ITEMS****3. Library FY 23-24 Q3 Tactical Plan Updates**

Greg Williams shared progress made towards completion of Tactical Plan activities and goals, the completion of contacting all service area Community Planning Organizations, and anticipated fulfillment of some Tactical Plan objectives by recently announced City initiatives. Staff and the Board discussed potential opportunities for future communication.

**4. LINCC FY 24-27 Strategic and Tactical Plans**

Greg Williams reported on the development, current state, and format of the LINCC Strategic and Tactical Plans. Staff and the Board discussed task accountability, cataloging practices, and long-term library district and member library success.

**COMMUNICATIONS**

Library District Advisory Committee (LDAC)—meeting was scheduled for May 20.

Library Foundation—joint fundraiser with Friends was successful; another joint event was planned for October. An outreach vehicle related site visit was planned and options for donor database management were being explored.

Friends of the Library—provided funding for migration of TAC's newsletter from physical to digital and reported continuing success of online book sales.

Teen Advisory Committee (TAC)—selection of fabric and vertical garden designs for Teen Area update and Summer Reading prizes were finalized. Meeting with Youth Advisory Commission regarding future initiatives was scheduled for June 9.

Chair Report—State of the Library was presented to the City Commission and concerns about projected future funding issues with current funding practices were conveyed.

**ADJOURNMENT**

David Goldberg adjourned the meeting at 5:57 pm.



### Library Director's Report for May 2024

#### Monthly Statistics Notes

There are a couple of (possibly related) statistical anomalies this month, namely adult circulation (significantly higher than average) and percentage of first-time circulations at self-check (significantly lower than average). We will investigate.

#### Library Programs – 2024 Juneteenth Celebration

Once again, the Library is taking a lead role in planning and coordinating the City's annual Juneteenth Celebration. The event will look a bit different this year, so I wanted to share some information with the Library Board about everything we have planned.

This is a \*significant\* undertaking, and a significant change from (and expansion of) last year's event; I would like to thank Library staff, especially Denise Butcher and Blake Kincaid for their support. I would also like to thank Oregon City Parks (especially Melissa Sebastian) and the Pioneer Center (especially Taylor Miller) for their invaluable support and assistance. Finally, thank you to the community representatives on our Juneteenth Planning Committee (Mayor Denyse McGriff, Heidi Blackwell, Tory Blackwell, and Stacey Davenport).

#### BASIC EVENT INFO

**Event:** Oregon City Juneteenth Celebration

**Date:** Saturday, June 15<sup>th</sup>

**Time:** 2:00 PM – 5:00 PM

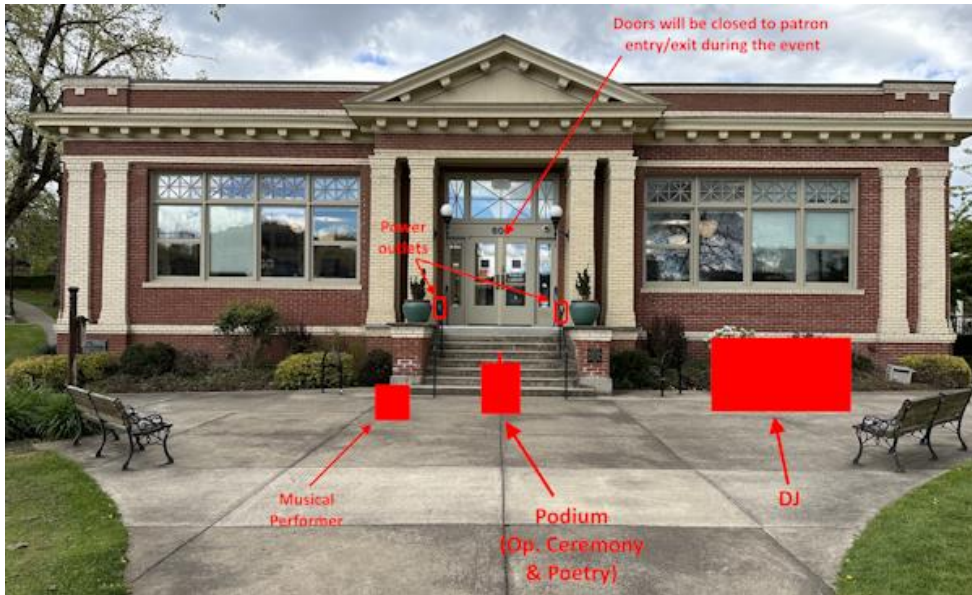
**Location (Primary):** Library Park (606 John Adams St)

**Location (Secondary, Panel Discussion):** Pioneer Community Center (615 5<sup>th</sup> St)

**Website:** <https://www.orcity.org/3174/Juneteenth> (this is the web page we have set up, and URLs/QR Codes in our publicity/advertising leads to this page; we are planning to add more info re: performers and vendors as the date gets closer).

#### PERFORMERS/PRESENTERS

**Location:** Outside Library front steps (see below)



**Schedule (subject to change):** We have email commitments from all listed performers/presenters; working on finalizing contract paperwork.

| <u>TIME</u> | <u>PERFORMER</u>                                                                                                 |
|-------------|------------------------------------------------------------------------------------------------------------------|
| 2:00 PM     | Opening Ceremony *                                                                                               |
| 2:15 PM     | Opening Ceremony *                                                                                               |
| 2:30 PM     | DJ Mami Miami ( <a href="https://emillyprado.com/dj/">https://emillyprado.com/dj/</a> )                          |
| 2:45 PM     | DJ Mami Miami                                                                                                    |
| 3:00 PM     | Nemo Avocado (Music, <a href="https://www.facebook.com/Nemoavocado/">https://www.facebook.com/Nemoavocado/</a> ) |
| 3:15 PM     | Nemo Avocado                                                                                                     |
| 3:30 PM     | DJ Mami Miami                                                                                                    |
| 3:45 PM     | DJ Mami Miami                                                                                                    |
| 4:00 PM     | Emmett Wheatfall (Poetry, <a href="https://e-posit.blogspot.com/">https://e-posit.blogspot.com/</a> )            |
| 4:15 PM     | Emmett Wheatfall                                                                                                 |
| 4:30 PM     | DJ Mami Miami                                                                                                    |
| 4:45 PM     | DJ Mami Miami                                                                                                    |
| 5:00 PM     | DJ Mami Miami                                                                                                    |

\* Opening Ceremony to include:

- Opening remarks by Mayor Denyse McGriff
- Reading of Emancipation Proclamation excerpt by Gavin Blackwell
- Singing of "Lift Every Voice and Sing" (local singer Rainezra, <https://www.rainezra.com/> or alternate)

## **VENDORS**

**Location:** Library Park, 7<sup>th</sup> Street (606 John Adams). See diagram below for general anticipated layout.



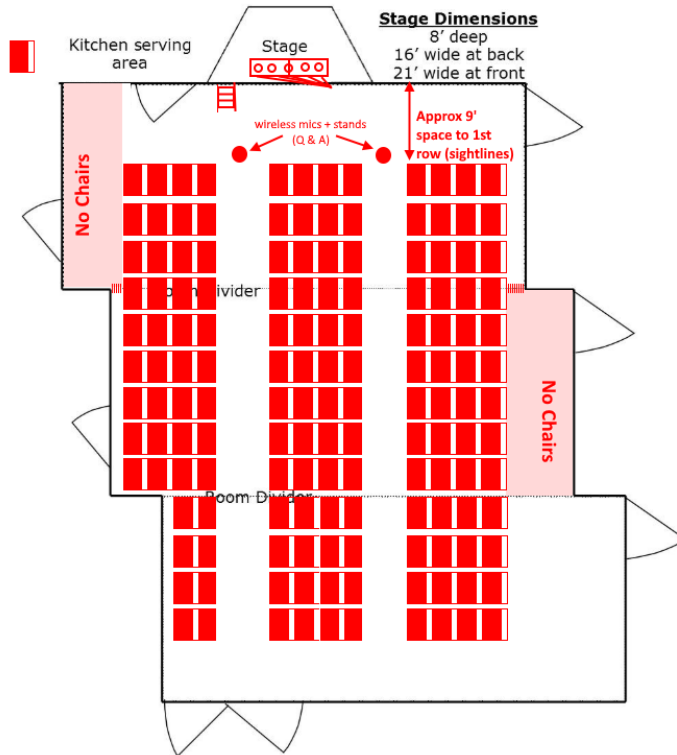
**Vendor List:** A combination of arts and crafts vendors and community information/resources. Vendors were evaluated by Community Juneteenth Planning Committee to ensure consistency with event’s focus (*“The event is intended to commemorate Juneteenth, to celebrate our local ties to the Black and Indigenous communities, and to come together as a community united against racism and working towards inclusion and belonging for all.”*).

- BBTea Jars (<https://bbteajars.com/>)
- Designs2Dye4
- Knotty Brushstrokes (<https://www.etsy.com/shop/knottybrushstrokes>)
- Natalie Native Art ([https://www.instagram.com/natalie\\_native\\_art/](https://www.instagram.com/natalie_native_art/))
- Portland Indigenous Marketplace (<https://indigenoussmarketplace.org/>)
- Soulflags Art Community Center (<https://soulflags.org/>)
- Unite Oregon City (<https://uniteoc.weebly.com/>)
- Clackamas River Water Providers (<https://www.clackamasproviders.org/>)
- Oregon Black Pioneers (<https://oregonblackpioneers.org/>)
- Oregon City Public Library
  - Will have Juneteenth-related book and small prize giveaways
- Oregon City Parks/Parks Foundation
- City of Oregon City
  - Outreach opportunity for City’s DEI initiative

## **PANEL DISCUSSION**

**Time:** 3:00 PM

**Location:** Pioneer Center (see below for approximate setup).



- Panelists (confirmed):
  - Denyse McGriff (Mayor, Oregon City)
  - Sarah L. Sanderson** (author, **"The Place We Make"**)
  - Taylor Stewart** (Founder and Director of the **Oregon Remembrance Project**)
  - Kimberly Moreland (President **Oregon Black Pioneers** Board of Directors)
- Willamette Falls TV will be available to record the discussion.
- Will have time for audience Q&A (current plan is for people to line up at mics)

### EDUCATIONAL/OTHER DISPLAYS

- We will be featuring an 8-panel educational display by Oregon Black Pioneers, illuminating the seldom-told stories of people of African descent in Oregon (anticipated location, around Spray Park. See below for sample). We are having these printed on 24" x 42" corrugated panels; we will own them and will be able to re-use them for future Library/City displays and events.



- In lieu of inviting speakers (as in prior years), we have asked community members (local and statewide) for their thoughts on the importance of Juneteenth. Their responses will be printed on posters and the posters (estimated 12 of them) displayed around Library Park. See below for a sample.



- We are currently planning for these signs to be in two of the garden beds around the Spray Park. The larger signs will be in **black metal frames** (weighted down to ensure they are stable) while the smaller quote signs will be staked in the dirt. See below for anticipated layout.

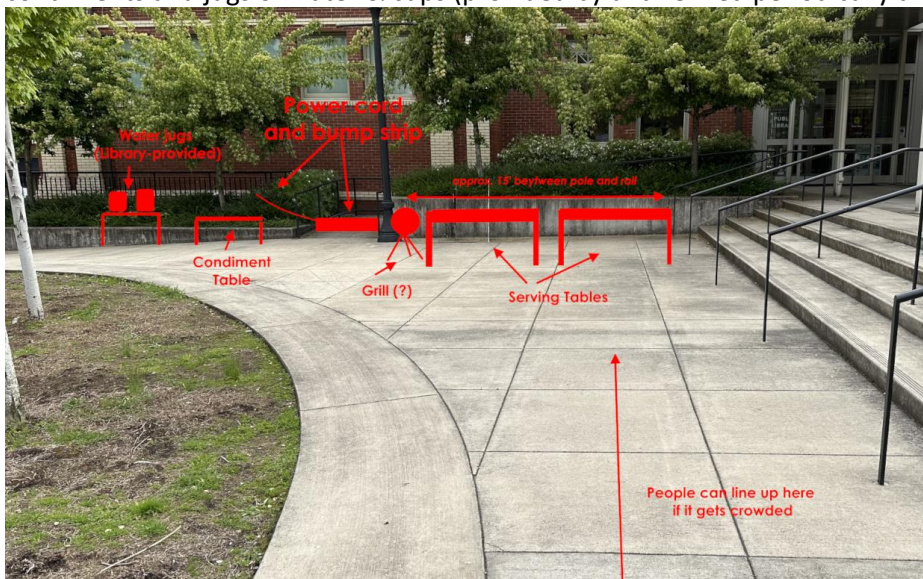


## REFRESHMENTS

- McLoughlin Neighborhood Association will be providing Sno-Cones (no charge to attendees). We anticipate their tent will be located near the top of stairs leading up from the Library staff area (see below). They will provide all needed gear (sno-cone maker, tent, tables) and labor.



- The Oregon City Optimists will be providing free hot dogs (no charge to attendees). We anticipate they will set up on the 6<sup>th</sup> Street side of the Library, near the main entrance (this provides access to power and enough space for people to line up). We'll also have tables for condiments and jugs of water & cups (provided by and refilled periodically the Library).



### **CHALK ART**

- Library Teen Advisory Committee (TAC) will be coordinating creation of chalk art mural at the NW corner of Library Park (near 6<sup>th</sup> and John Adams). Chalk will be provided.



### **OTHER ACTIVITIES/ATTRACTIONS**

- The Spray Park will be open.
- The Library will be open.

### **PUBLICITY**

- City Communications will work on press release, getting info out to news sources (incl Oregonian calendar).
- Working on banner ad for next (physical) issue of OC News. Will also have story/ad in issue/on website preceding event.
- Library/City to continue promoting via Social Media
- Also planning to print up some postcards/posters

### **MISCELLANEOUS INFO**

- John Adams Street (between 6<sup>th</sup> and 7<sup>th</sup>) will be closed to vehicle traffic. We are still working with Public Works to finalize their (required) Vehicle Safety Plan and communicate it to the Fire Station (although we have already informally let them know).
- Parks permit obtained.

- Will be working on getting additional temporary garbage receptacles.
- OCPD will have a couple of uniformed officers attending (informal presence, the same as previous years).
- The Mayor will be reading a Juneteenth proclamation at the 6/5 City Commission Meeting.

Oregon City Public library  
Monthly Statistical Report  
Reporting period: **April, 2024**

**PATRON STATISTICS**

|                          | Current Month | FY 23/24 YTD | Last Month | Same Month Last FY | FY 22/23 YTD |
|--------------------------|---------------|--------------|------------|--------------------|--------------|
| New Patron Registrations | 283           | 2,956        | 359        | 258                | 2,913        |
| Total Registered Patrons | 18,344        | 18,344       | 18,077     | 17,523             | 17,523       |
| Library Visitors (Ins)   | 13,645        | 129,323      | 13,902     | 12,320             | 120,967      |
| Library Visitors (Outs)  | 13,368        | 127,188      | 13,711     | 12,096             | 118,791      |

**CIRCULATION (includes 1st-time circ and renewals)**

|                      |        |         |        |        |         |
|----------------------|--------|---------|--------|--------|---------|
| Adult materials      | 18,575 | 152,648 | 15,582 | 14,431 | 144,591 |
| YA materials         | 1,958  | 20,387  | 1,992  | 2,159  | 20,342  |
| Children's materials | 18,931 | 185,433 | 19,691 | 17,120 | 180,164 |
| Electronic materials | 8,306  | 82,613  | 9,129  | 6,863  | 65,084  |
| Total Circulation    | 47,770 | 441,081 | 46,394 | 40,573 | 410,181 |

|                                   |        |         |        |        |         |
|-----------------------------------|--------|---------|--------|--------|---------|
| 1st Time Circulation (Physical)   | 25,631 | 226,719 | 23,098 | 20,964 | 224,141 |
| 1st Time Circulation (Self-Check) | 20,494 | 207,020 | 21,016 | 19,564 | 211,654 |

|                                     |        |       |         |       |        |       |        |       |         |       |
|-------------------------------------|--------|-------|---------|-------|--------|-------|--------|-------|---------|-------|
| Holds received from other libraries | 12,871 | 52.0% | 130,883 | 53.0% | 13,556 | 52.9% | 13,103 | 52.8% | 124,896 | 51.9% |
| Holds sent to other libraries       | 11,886 | 48.0% | 116,150 | 47.0% | 12,067 | 47.1% | 11,714 | 47.2% | 115,542 | 48.1% |

**CIRCULATION DEMOGRAPHICS**

|                                      |       |       |     |       |       |       |       |     |
|--------------------------------------|-------|-------|-----|-------|-------|-------|-------|-----|
| Borrowers - City Residents           | 1,799 | 56.9% | n/a | 1,821 | 56.3% | 1,673 | 56.3% | n/a |
| Borrowers - Unincorporated Residents | 1,087 | 34.4% | n/a | 1,135 | 35.1% | 1,053 | 35.4% | n/a |
| Borrowers - Other                    | 274   | 8.7%  | n/a | 280   | 8.7%  | 248   | 8.3%  | n/a |

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

**TECHNOLOGY**

|                   |     |       |     |     |       |
|-------------------|-----|-------|-----|-----|-------|
| Internet Sessions | 712 | 6,802 | 723 | 708 | 6,893 |
| WiFi Sessions     | 887 | 7,227 | 872 | 986 | 9,599 |

**SOCIAL MEDIA / EMAIL**

|                              |       |       |       |       |       |
|------------------------------|-------|-------|-------|-------|-------|
| Facebook followers           | 4,703 | n/a   | 4,814 | 4,441 | n/a   |
| Instagram followers          | 2,491 | n/a   | 2,445 | 2,204 | n/a   |
| Twitter followers            | 983   | n/a   | 983   | 944   | n/a   |
| YouTube subscribers          | 389   | n/a   | 388   | 368   | n/a   |
| YouTube unique viewers       | 260   | n/a   | 286   | 439   | n/a   |
| YouTube views                | 380   | 5,924 | 378   | 573   | 5,849 |
| Email newsletter subscribers | 5,429 | n/a   | 5,261 | 5,008 | n/a   |

See monthly Hootsuite report for additional social media statistics

**FINANCIAL**

See monthly Budget to Actual report

**ELECTRONIC RESOURCES**

|                          |         |          |         |         |         |
|--------------------------|---------|----------|---------|---------|---------|
| Kanopy plays             | 375     | 2,883    | 270     | 237     | 2,573   |
| Kanopy cost              | \$ 382  | \$ 3,318 | 330     | \$ 219  | 2,783   |
| Kanopy average cost/play | \$ 1.02 | \$ 1.15  | \$ 1.22 | \$ 0.92 | \$ 1.08 |

**SERVICE DESK INQUIRIES**

|                       |     |       |     |     |       |
|-----------------------|-----|-------|-----|-----|-------|
| Ready Reference       | 622 | 6,983 | 675 | 806 | 7,423 |
| Reference             | 112 | 906   | 83  | 148 | 1,160 |
| Technology Assistance | 187 | 1,675 | 191 | 221 | 1,730 |

**FACILITIES**

|                                   |       |       |       |       |       |
|-----------------------------------|-------|-------|-------|-------|-------|
| Conference Room - Bookings        | 73    | 526   | 57    | 54    | 442   |
| Conference Room - Hours Available | 235   | 2,242 | 239   | 230   | 2,288 |
| Conference Room - Hours Booked    | 117   | 856   | 85    | 76    | 716   |
| Conference Room - Occupancy Pctg  | 49.8% | 38.2% | 35.6% | 33.0% | 31.3% |

|                                  |       |       |       |       |       |
|----------------------------------|-------|-------|-------|-------|-------|
| Community Room - Bookings        | 52    | 465   | 55    | 44    | 177   |
| Community Room - Hours Available | 235   | 2,242 | 239   | 230   | 938   |
| Community Room - Hours Booked    | 84    | 779   | 105   | 66    | 287   |
| Community Room - Occupancy Pctg  | 35.7% | 34.7% | 43.9% | 28.7% | 30.6% |

# Library Board Report

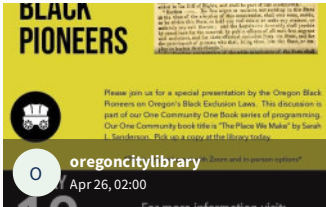
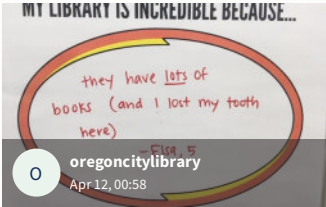
Apr 01 - Apr 30, 2024

|                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                  |                                                                                                                           |
|----------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------|
| <div> <div>f</div> <div>Fans</div> </div> <div> <div> <div>4,293</div> <div>fans</div> </div> </div>           | <div> <div>f</div> <div>New Fans</div> </div> <div> <div>24</div> <div>new fans</div> </div>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <div> <div>f</div> <div>Posts</div> </div> <div> <div>63</div> <div>posts</div> </div>           | <div> <div>f</div> <div>Engagement &gt; Typ</div> <div>Item #2.</div> </div> <div> <div>i</div> <div>No data</div> </div> |
| <div> <div>f</div> <div>Post Reach</div> </div> <div> <div>18,982</div> <div>users</div> </div>                | <div> <div>f</div> <div>Top posts &gt; Reach</div> </div> <div> <div> <div> <div>0</div> <div> <div>Special Event</div> <div> <div>Oregon City Public Library</div> <div>Apr 30, 00:39</div> </div> </div> <div> <div>On Saturday, May 4, the Library will have be closing early at 2:00 PM to prepare for our annual May the 4th Star Wars Celebration.</div> <div>2,597 reach</div> </div> </div> <div> <div> <div>0</div> <div> <div>BOOKSHELF</div> <div> <div>Oregon City Public Library</div> <div>Apr 20, 17:25</div> </div> </div> <div> <div>Have you seen the Friends of the Library Bookshelf outside the Community Room? It's full of a variety of books and audiobooks</div> <div>1,403 reach</div> </div> </div> <div> <div> <div>0</div> <div> <div>Summer Camp Schedule is now available!</div> <div> <div>Oregon City Public Library</div> <div>Apr 03, 00:26</div> </div> </div> <div> <div>The schedule is now available for our 2024 Summer Camps! You can see everything we have to offer here:</div> <div>620 reach</div> </div> </div> </div> </div></div></div>                                                     |                                                                                                  |                                                                                                                           |
| <div> <div>f</div> <div>Post Likes</div> </div> <div> <div>155</div> <div>likes</div> </div>                   | <div> <div>f</div> <div>Top posts &gt; Reactions</div> </div> <div> <div> <div>0</div> <div> <div>Special Event</div> <div> <div>Oregon City Public Library</div> <div>Apr 30, 00:39</div> </div> </div> <div> <div>On Saturday, May 4, the Library will have be closing early at 2:00 PM to prepare for our annual May the 4th Star Wars Celebration.</div> <div>18 likes and reactions</div> </div> </div> <div> <div> <div>0</div> <div> <div>MAY THE FOURTH BE WITH YOU</div> <div> <div>Oregon City Public Library</div> <div>Apr 25, 17:19</div> </div> </div> <div> <div>In a library not so far away, we're celebrating Star Wars Day! Drop in for an evening of free activities, games, and prizes for kids of all</div> <div>16 likes and reactions</div> </div> </div> <div> <div> <div>0</div> <div> <div>BOOKSHELF</div> <div> <div>Oregon City Public Library</div> <div>Apr 20, 17:25</div> </div> </div> <div> <div>Have you seen the Friends of the Library Bookshelf outside the Community Room? It's full of a variety of books and audiobooks</div> <div>15 likes and reactions</div> </div> </div> </div> </div></div> |                                                                                                  |                                                                                                                           |
| <div> <div>@</div> <div>Followers</div> </div> <div> <div> <div>2,474</div> <div>followers</div> </div> </div> | <div> <div>@</div> <div>New followers</div> </div> <div> <div>43</div> <div>followers</div> </div>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <div> <div>@</div> <div>Profile visits</div> </div> <div> <div>119</div> <div>views</div> </div> | <div> <div>@</div> <div>Website clicks</div> </div> <div> <div>15</div> <div>website taps</div> </div>                    |
| <div> <div>@</div> <div>Posts</div> </div> <div> <div>107</div> <div>posts</div> </div>                        | <div> <div>@</div> <div>Top Posts &gt; Reach</div> </div> <div> <div> <div>0</div> <div> <div>Special Event</div> <div> <div>oregoncitylibrary</div> <div>Apr 30, 00:39</div> </div> </div> <div> <div>On Saturday, May 4, the Library will close at 2:00 PM to prepare for our annual May the 4th Star Wars Celebration. And then, join us</div> <div>375 reach</div> </div> </div> <div> <div> <div>0</div> <div> <div>MY LIBRARY IS INCREDIBLE BECAUSE...</div> <div> <div>oregoncitylibrary</div> <div>Apr 12, 00:58</div> </div> </div> <div> <div>Remember when? Back in 2018, "Elsa" filled out one of our "My Library is Incredible Because" bubbles and entered it into the</div> <div>298 reach</div> </div> </div> <div> <div> <div>0</div> <div> <div>Seed Library</div> <div>Apr 14, 22:13</div> </div> </div> <div> <div>Our Seed Library is growing more beautiful by the day! . . #OregonCityLibrary #SeedLibrary #SeedCollection #LocalLibrary</div> <div>296 reach</div> </div> </div> </div> </div>                                                                                                                      |                                                                                                  |                                                                                                                           |

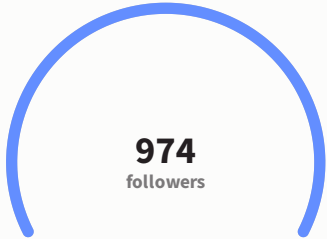
Post engagement

445  
engagements

Top posts > Likes



Followers



Tweets

69  
tweets

Mentions

1  
mention

Engagement > Type

|              |    |
|--------------|----|
| Likes        | 10 |
| Replies      | 1  |
| Retweets     | 1  |
| Quote tweets | 0  |

Top tweets > Engagements

 **@ORCityLibrary**  
Apr 10, 15:52  
<https://www.libbylife.com/2023-04-03-14-poetry-collections-to-read-even-if-you-don-t-read-poetry>

4 engagements



3 engagements

 **@ORCityLibrary**  
Apr 28, 17:29  
<https://www.libbylife.com/2024-04-22-9-gardening-books-to-dig-into-for-beginners-to-green-thumbs>

2 engagements

Report sources

Analytics

Facebook Pages

Oregon City Public Library

Twitter

@ORCityLibrary

Instagram Business

oregoncitylibrary



# Biennium Budget Report Y1 by Category

Item #2.

Through 4/30/24

|                                        | 2023-2024<br>Budget | April<br>2023-2024<br>Month Activity | 2023-2024<br>Year Activity | 2023-2024<br>Encumbrance | Year 1<br>Difference | 2024-2025<br>Budget | 2024-2025<br>Year Activity | Biennium<br>Difference |
|----------------------------------------|---------------------|--------------------------------------|----------------------------|--------------------------|----------------------|---------------------|----------------------------|------------------------|
| <b>4 - Revenue</b>                     |                     |                                      |                            |                          |                      |                     |                            |                        |
| 43 - Intergovernmental Revenues        | 2,744,700.00        | 0.00                                 | 2,696,974.00               | 0.00                     | 47,726.00            | 2,819,900.00        | 0.00                       | 2,867,626.00           |
| 44 - Charges for Services              | 3,900.00            | -41.41                               | 4,607.66                   | 0.00                     | -707.66              | 4,000.00            | 0.00                       | 3,292.34               |
| 47 - Miscellaneous Income              | 39,500.00           | 20,133.75                            | 173,781.40                 | 0.00                     | -134,281.40          | 33,500.00           | 0.00                       | -100,781.40            |
| 49 - Other Financing Sources           | 290,000.00          | 24,166.67                            | 241,666.70                 | 0.00                     | 48,333.30            | 290,000.00          | 0.00                       | 338,333.30             |
| <b>4 - Revenue Totals:</b>             | <b>3,078,100.00</b> | <b>44,259.01</b>                     | <b>3,117,029.76</b>        | <b>0.00</b>              | <b>-38,929.76</b>    | <b>3,147,400.00</b> | <b>0.00</b>                | <b>3,108,470.24</b>    |
| <b>5 - Expense</b>                     |                     |                                      |                            |                          |                      |                     |                            |                        |
| 51 - Salaries and Wages                | 1,295,300.00        | 98,240.13                            | 962,253.88                 | 0.00                     | 333,046.12           | 1,357,500.00        | 0.00                       | 1,690,546.12           |
| 52 - Benefits                          | 861,300.00          | 61,636.27                            | 593,802.79                 | 0.00                     | 267,497.21           | 913,200.00          | 0.00                       | 1,180,697.21           |
| 60 - Professional & Technical Services | 6,400.00            | 0.00                                 | 2,341.50                   | 0.00                     | 4,058.50             | 16,400.00           | 0.00                       | 20,458.50              |
| 61 - Repair & Maintenance Services     | 174,300.00          | 13,051.50                            | 142,914.99                 | 8,279.78                 | 23,105.23            | 172,800.00          | 0.00                       | 195,905.23             |
| 62 - Other Services                    | 4,500.00            | 44.47                                | 1,739.24                   | 44.12                    | 2,716.64             | 4,500.00            | 0.00                       | 7,216.64               |
| 63 - Employee Costs                    | 7,200.00            | 0.00                                 | 513.00                     | 100.00                   | 6,587.00             | 7,200.00            | 0.00                       | 13,787.00              |
| 64 - Operating Materials & Supplies    | 269,700.00          | 23,061.53                            | 215,392.67                 | 24,882.95                | 29,424.38            | 275,700.00          | 0.00                       | 305,124.38             |
| 65 - Office & Administrative Supplies  | 39,000.00           | 968.94                               | 21,484.16                  | 0.00                     | 17,515.84            | 43,000.00           | 0.00                       | 60,515.84              |
| 66 - Special Programs                  | 42,400.00           | 6,352.62                             | 27,537.68                  | 2,625.40                 | 12,236.92            | 42,400.00           | 0.00                       | 54,636.92              |
| 68 - Community Programs and Grants     | 0.00                | 0.00                                 | 317.12                     | 0.00                     | -317.12              | 0.00                | 0.00                       | -317.12                |
| 69 - Internal Service Charges          | 205,100.00          | 17,091.66                            | 170,916.60                 | 0.00                     | 34,183.40            | 211,700.00          | 0.00                       | 245,883.40             |
| 70 - Capital Outlay                    | 0.00                | 8,242.00                             | 8,242.00                   | 0.00                     | -8,242.00            | 0.00                | 0.00                       | -8,242.00              |
| 80 - Debt Service                      | 415,400.00          | 0.00                                 | 58,924.96                  | 0.00                     | 356,475.04           | 415,400.00          | 0.00                       | 771,875.04             |
| <b>5 - Expense Totals:</b>             | <b>3,320,600.00</b> | <b>228,689.12</b>                    | <b>2,206,380.59</b>        | <b>35,932.25</b>         | <b>1,078,287.16</b>  | <b>3,459,800.00</b> | <b>0.00</b>                | <b>4,538,087.16</b>    |



# 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:** 05/22/2024

### **SUBJECT:**

Teen Advisory Committee (TAC) Annual Report

### **STAFF RECOMMENDATION:**

n/a – Informational only

### **EXECUTIVE SUMMARY:**

The Teen Advisory Committee (TAC) Chairperson will provide TAC's annual update to the Library Board.

### **BACKGROUND:**

TAC Chairperson Cara Stasiewicz will provide the Library Board with an update on TAC's activities and accomplishments for the year. Teen Librarian Sabrina Tusing (TAC staff liaison) and Lead Youth Services Librarian Barratt Miller (staff liaison for the Young Teen Advisory Committee) will also be available to help answer any questions and receive Library Board feedback.

### **OPTIONS:**

n/a – Informational only

### **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:** 05/22/2024

### **SUBJECT:**

FY 23-25 Tactical Plan mid-plan revisions

### **STAFF RECOMMENDATION:**

Approve the recommended revisions to the Library's FY 23-25 Tactical Plan, as presented.

### **EXECUTIVE SUMMARY:**

The Library Director will propose updates to the FY 23-25 Tactical Plan, primarily related to expected completion timeframes.

### **BACKGROUND:**

The Library Board has approved a FY 23-25 Tactical Plan which outlines specific initiatives and activities intended to support the Library's strategic priorities.

On a quarterly basis, the Library Director provides an update to the Library Board on Tactical Plan work.

In addition, as part of the overall Tactical Plan process, near the end of the mid-point each fiscal year, staff assess progress and make recommendations on any modifications to initiative timelines or scope.

Library staff are recommending the following revisions to the Library FY 23-25 Tactical Plan.

| ACTIVITY NUMBER | CURRENT ACTIVITY                                                                                                                                                             | REVISED ACTIVITY                                                                                                                                                                                                                            | NOTES                                                                                                                                                                       |
|-----------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2.2.1           | By June 30, 2024 implement a formal Books By Mail program to accommodate up to 50 active homebound participants.                                                             | By <del>June 30, 2024</del> <b>September 30, 2024</b> implement a formal Books By Mail program to accommodate up to 50 active homebound participants.                                                                                       | Delay in estimated completion date due to staff capacity.                                                                                                                   |
| 3.1.1           | By June 30, 2024 complete a demographic analysis of the Library's entire service area in order to better understand the makeup and diversity of our service area population. | By <del>June 30, 2024</del> <b>December 30, 2024</b> , <b>develop a plan to</b> complete a demographic analysis of the Library's entire service area in order to better understand the makeup and diversity of our service area population. | Beyond current staff capacity/expertise. Are working both local and LINCC projects which may assist this effort, but those are still in process.                            |
| 3.1.2           | By June 30, 2024 complete an inventory of community groups and support agencies located or operating within the Library service area.                                        | By June 30, 2024 <b>2025</b> complete an inventory of community groups and support agencies located or operating within the Library service area.                                                                                           | Delay in estimated completion date due to staff capacity. Also, some of this work may be conducted/supported on a LINCC-wide basis by newly-formed LINCC Outreach Committee |
| 3.2.1           | By June 30, 2024 complete an analysis and recommend implementation of collection diversity audit tools/services.                                                             | By <del>June 30, 2024</del> <b>December 31, 2024</b> complete an analysis and recommend implementation of collection diversity audit tools/services.                                                                                        | Delay in estimated completion date due to staff capacity. Also investigating possibility of lowering costs through joint purchases with other LINCC libraries.              |

| ACTIVITY NUMBER | CURRENT ACTIVITY                                                                                                                    | REVISED ACTIVITY                                                                                                                                                                                                                | NOTES                                                                                                                 |
|-----------------|-------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------|
| 3.3.1           | By June 30, 2024, establish a mechanism to regularly assess and identify staff cultural competency/DEI training needs.              | By June 30, 2024, <b>ensure Library representation on City-wide staff DEI workgroup which will, among other things, to establish a mechanism to regularly assess and identify staff cultural competency/DEI training needs.</b> | City has established official DEI Workgroup; Library is represented.                                                  |
| 3.3.2           | By June 30, 2025, based on regular assessments, implement annual training calendar and resource archive to meet identified needs.   | <del>By June 30, 2025, based on regular assessments, implement annual training calendar and resource archive to meet identified needs.</del>                                                                                    | This is anticipated to be under the purview of the City DEI workgroup. Recommend removing from Library Tactical Plan. |
| 3.4.1           | By June 30, 2024, all Library policies and guidelines (existing and new) will be translated into Spanish.                           | <del>By June 30, 2024,</del> <b>December 31, 2024</b> , all Library policies and guidelines (existing and new) will be translated into Spanish.                                                                                 | Delay in estimated completion date due to staff capacity.                                                             |
| 4.1.1           | By June 30, 2024, develop an implementation plan for deploying remote smartlockers within the Library service area.                 | By June 30, <del>2024</del> <b>2025</b> , develop an implementation plan for deploying remote smartlockers within the Library service area.                                                                                     | Adjusting completion date based on updated timelines of County procurement efforts.                                   |
| 4.2.1           | By June 30, 2024, assess needs and assemble specifications and cost estimates (initial and ongoing) for a Library outreach vehicle. | <del>By June 30, 2024</del> <b>December 31, 2024</b> , assess needs and assemble specifications and cost estimates (initial and ongoing) for a Library outreach vehicle.                                                        | Delay in estimated completion date due to staff capacity.                                                             |

| ACTIVITY NUMBER | CURRENT ACTIVITY                                                                                                                                                                                     | REVISED ACTIVITY                                                                                                                                                                                                                                                       | NOTES                                                                                                                                                                                      |
|-----------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 5.1.1           | By June 30, 2024, in conjunction with the Library Board, staff will review, refine, and update the monthly metrics and statistics that are shared with the Library Board.                            | By <del>June 30, 2024</del> <b>March 31, 2025</b> , in conjunction with the Library Board, staff will review, refine, and update the monthly metrics and statistics that are shared with the Library Board.                                                            | Delay in estimated completion date due to staff capacity. Would also like to incorporate anticipated future discussions/changes to library stats collection at the LINCC and State levels. |
| 5.1.2           | By June 30, 2024, implement collection usage reports which can be used to inform collection budget allocation decisions.                                                                             | By <del>June 30, 2024</del> <b>January 31, 2025</b> , implement collection usage reports which can be used to inform collection budget allocation decisions.                                                                                                           | Delay in estimated completion date due to staff capacity.                                                                                                                                  |
| 5.2.1           | By June 30, 2025, in conjunction with all LINCC libraries, engage a consultant to perform the analysis and prepare recommendations originally envisioned as part of the Library District Task Force. | By June 30, 2025, in conjunction with all LINCC libraries, <b>actively participate in planned ongoing efforts</b> <del>engage a consultant to</del> perform the analysis and prepare recommendations originally envisioned as part of the Library District Task Force. | Unknown what LINCC-wide efforts to do this work may look like (e.g., paid consultant vs. in-house efforts), but whatever happens, OCPL will actively participate and support.              |

#### OPTIONS:

- 1) Approve the recommended revisions to the Library's FY 23-25 Tactical Plan, as presented.
- 2) Approve the recommended revisions to the Library's FY 23-25 Tactical Plan, with modifications.
- 3) Do not approve the recommended revisions to the Library's FY 23-25 Tactical Plan and provide staff with further direction.

**BUDGET IMPACT:**

Amount: n/a

FY(s): n/a

Funding Source(s): n/a

**STATUS KEY AND COUNTS**

|                                 | Y1        | Y2       |
|---------------------------------|-----------|----------|
| Not Yet Started                 | 1         | 3        |
| On Hold                         | 0         | 0        |
| In Progress (Research/Planning) | 8         | 1        |
| In Progress (Implementation)    | 2         | 1        |
| Completed                       | 1         | 0        |
| <b>TOTALS</b>                   | <b>12</b> | <b>5</b> |

| FOCUS                                                                                                                              | GOAL                                                                                                                                                | ACTIVITY                                                                                                                                                                                                                              | STATUS                          |
|------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|
| 1 Create and support young readers                                                                                                 | 1.1 All K-12 students enrolled in the Oregon City School District will have library cards.                                                          | 1.1.1 (Y1) By June 30, 2024, develop and implement administrative and technological prerequisites to facilitate use of OCSD student data to create and maintain library card accounts for all enrolled students.                      | In Progress (Implementation)    |
|                                                                                                                                    |                                                                                                                                                     | 1.1.2 (Y2) By December 31, 2025, implement annual process to automatically create library card accounts for all K-12 OCSD students.                                                                                                   | In Progress (Implementation)    |
| 2 Meet the information needs of our entire service area                                                                            | 2.1 Library staff will better understand the needs of residents in the unincorporated portion of the Library service area.                          | 2.1.1 (Y1) By March 31, 2024, Library staff will have approached CPOs (Community Planning Organizations) in the Library service area to share results of statistically valid survey and collect additional feedback from CPO members. | Completed                       |
|                                                                                                                                    | 2.2 Improve access to physical library materials for homebound residents within the Library's service area.                                         | 2.2.1 (Y1) By June 30, 2024 implement a formal Books By Mail program to accommodate up to 50 active homebound participants.                                                                                                           | In Progress (Implementation)    |
| 3 Ensure collections, programs, services, and staff reflect and engage our diverse community                                       | 3.1 Better understand the diversity and makeup of the Oregon City Library service area.                                                             | 3.1.1 (Y1) By June 30, 2024 complete a demographic analysis of the Library's entire service area in order to better understand the makeup and diversity of our service area population.                                               | In Progress (Research/Planning) |
|                                                                                                                                    |                                                                                                                                                     | 3.1.2 (Y1) By June 30, 2024 complete an inventory of community groups and support agencies located or operating within the Library service area.                                                                                      | Not Yet Started                 |
|                                                                                                                                    | 3.2 Ensure that the Library's physical collections reflect the diversity and needs of our entire service area.                                      | 3.2.1 (Y1) By June 30, 2024 complete an analysis and recommend implementation of collection diversity audit tools/services.                                                                                                           | In Progress (Research/Planning) |
|                                                                                                                                    | 3.3 Library staff will be able to recognize and incorporate the perspectives and needs of diverse populations into all aspects of library services. | 3.3.1 (Y1) By June 30, 2024, establish a mechanism to regularly assess and identify staff cultural competency/DEI training needs.                                                                                                     | In Progress (Research/Planning) |
|                                                                                                                                    |                                                                                                                                                     | 3.3.2 (Y2) By June 30, 2025, based on regular assessments, implement annual training calendar and resource archive to meet identified needs.                                                                                          | Not Yet Started                 |
|                                                                                                                                    | 3.4 Library patrons will be able to access information about services and offerings in multiple languages.                                          | 3.4.1 (Y1) By June 30, 2024, all Library policies and guidelines (existing and new) will be translated into Spanish.                                                                                                                  | In Progress (Research/Planning) |
| 3.4.2 (Y2) By June 30, 2025, all website content (including calendar events) and Library handouts will be translated into Spanish. |                                                                                                                                                     | Not Yet Started                                                                                                                                                                                                                       |                                 |
| 4 Maintain and expand safe and welcoming facilities and accessible services throughout our entire service area                     | 4.1 Facilitate after-hours and off-site access to physical materials.                                                                               | 4.1.1 (Y1) By June 30, 2024, develop an implementation plan for deploying remote smartlockers within the Library service area.                                                                                                        | In Progress (Research/Planning) |
|                                                                                                                                    |                                                                                                                                                     | 4.1.2 (Y2) By June 30, 2025, deploy at least one remote smartlocker within the library service area.                                                                                                                                  | Not Yet Started                 |
|                                                                                                                                    | 4.2 Improve capability to conduct in-person outreach throughout service area.                                                                       | 4.2.1 (Y1) By June 30, 2024, assess needs and assemble specifications and cost estimates (initial and ongoing) for a Library outreach vehicle.                                                                                        | In Progress (Research/Planning) |
| 5 Ensure appropriate and sustainable funding for operational and capital needs                                                     | 5.1 Increase use of data in operational and budgetary evaluation and decision-making processes.                                                     | 5.1.1 (Y1) By June 30, 2024, in conjunction with the Library Board, staff will review, refine, and update the monthly metrics and statistics that are shared with the Library Board.                                                  | In Progress (Research/Planning) |
|                                                                                                                                    |                                                                                                                                                     | 5.1.2 (Y1) By June 30, 2024, implement collection usage reports which can be used to inform collection budget allocation decisions.                                                                                                   | In Progress (Research/Planning) |
|                                                                                                                                    | 5.2 Evaluate the long-term needs funding, operational, and governance needs of the Clackamas County Library District.                               | 5.2.1 (Y2) By June 30, 2025, in conjunction with all LINCC libraries, engage a consultant to perform the analysis and prepare recommendations originally envisioned as part of the Library District Task Force.                       | In Progress (Research/Planning) |



# 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:** 05/22/2024

### **SUBJECT:**

Proposed Modifications to Library Operating Hours

### **STAFF RECOMMENDATION:**

Recommend staff proceed with modifying Library operating hours as proposed, with an anticipated effective date of July 1, 2024.

### **EXECUTIVE SUMMARY:**

Based on historical foot traffic data, and prior discussion with the Library Board, staff are recommending modifying the library's operating hours to better match patron usage trends.

### **BACKGROUND:**

During the COVID-19 pandemic, the Library upgraded its people-counting software and hardware. The new system greatly improved the Library's ability to analyze foot traffic data over longer periods of time and with more granularity.

For some time, the Library Director has been using the new system to generate patron traffic "heat maps" which he has provided to the Library Board on a regular basis. Over time, the monthly heat maps have suggested notable variation in the number of people using the Library at different times of the day.

At the February 2024 Library Board meeting, the Library Director presented data (included with this staff report) which suggest that there are times of the day when the Library is open, but usage by any measure is quite low (in particular, the 6:30 PM – 7:00 PM weekday time period). The data also suggest that morning hours (between 10:00 AM – 12:00 PM) are very popular times for patrons to visit. The Library is currently not open on Sundays during this time.

The Library Board was supportive of Library staff further investigating and evaluating changing the library's open hours to better align with observed patron usage. City Administration is also supportive of making these changes.

Accordingly, staff are proposing to 1) close 30 minutes earlier on weeknights (Mon – Fri) and open 2 hours earlier (at 10:00 AM) on Sundays, as follows:

| DAY OF WEEK | CURRENT OPEN HOURS | PROPOSED OPEN HOURS | NOTES                    |
|-------------|--------------------|---------------------|--------------------------|
| Sunday      | 12:00 PM – 5:00 PM | 10:00 AM – 5:00 PM  | Open 2 hours earlier     |
| Monday      | 10:00 AM – 7:00 PM | 10:00 AM – 6:30 PM  | Close 30 minutes earlier |
| Tuesday     | 10:00 AM – 7:00 PM | 10:00 AM – 6:30 PM  | Close 30 minutes earlier |
| Wednesday   | 10:00 AM – 7:00 PM | 10:00 AM – 6:30 PM  | Close 30 minutes earlier |
| Thursday    | 10:00 AM – 7:00 PM | 10:00 AM – 6:30 PM  | Close 30 minutes earlier |
| Friday      | 10:00 AM – 7:00 PM | 10:00 AM – 6:30 PM  | Close 30 minutes earlier |
| Saturday    | 10:00 AM – 6:00 PM | 10:00 AM – 6:00 PM  | No change                |

These changes would more efficiently utilize existing human and financial resources to better meet periods of highest community demand and to better align with observed usage patterns. We do not expect these proposed changes would result in any significant budgetary impact.

Given the administrative tasks required to implement an hours change (including required notification periods per Oregon City's collective bargaining agreement, updating of hours information, communicating with patrons, and updating employee work schedules), we are targeting an implementation date of July 1, 2024.

As part of the information campaign to patrons (and continuing after the change has been implemented), we will capture any feedback about negative patron impact, and use it to craft mitigation strategies (long and short term), as feasible.

We will also make necessary accommodations to ensure that City Neighborhood Associations (NAs) and eligible County Community Planning Organizations (CPOs) can continue to utilize the Community Room after hours, per our current Community Room Use Policy.

**OPTIONS:**

1. Recommend staff proceed with modifying Library operating hours as proposed, with an anticipated effective date of July 1, 2024.
2. Do not recommend staff proceed with modifying Library operating hours as proposed, and provide additional feedback.

**BUDGET IMPACT:**

Amount: n/a

FY(s): n/a

Funding Source(s): n/a

2023 Library Foot Traffic - Entry Counts ("Ins"), all doors (6th, 7th, Carnegie)

Entry count (#) by day of week, 30-minute increments

| Day of Week | 10:00 AM - 10:29 AM | 10:30 AM - 10:59 AM | 11:00 AM - 11:29 AM | 11:30 AM - 11:59 AM | 12:00 PM - 12:29 PM | 12:30 PM - 12:59 PM | 1:00 PM - 1:29 PM | 1:30 PM - 1:59 PM | 2:00 PM - 2:29 PM | 2:30 PM - 2:59 PM | 3:00 PM - 3:29 PM | 3:30 PM - 3:59 PM | 4:00 PM - 4:29 PM | 4:30 PM - 4:59 PM | 5:00 PM - 5:29 PM | 5:30 PM - 5:59 PM | 6:00 PM - 6:29 PM | 6:30 PM - 6:59 PM | TOTALS |
|-------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|--------|
| Sunday      |                     |                     |                     |                     | 2591                | 1645                | 1539              | 1544              | 1364              | 1244              | 1334              | 1214              | 1071              | 711               |                   |                   |                   |                   | 14257  |
| Monday      | 1727                | 1508                | 1534                | 1356                | 1427                | 1239                | 1382              | 1319              | 1403              | 1359              | 1447              | 1473              | 1484              | 1240              | 1205              | 1074              | 708               | 426               | 23311  |
| Tuesday     | 1874                | 1708                | 1445                | 1394                | 1295                | 1249                | 1511              | 1292              | 1398              | 1513              | 1555              | 1554              | 1441              | 1262              | 1292              | 922               | 677               | 453               | 23835  |
| Wednesday   | 2413                | 1369                | 1392                | 1298                | 1275                | 1154                | 1321              | 1528              | 1545              | 1780              | 2083              | 1908              | 1707              | 1558              | 1293              | 912               | 759               | 469               | 25764  |
| Thursday    | 2165                | 1267                | 1201                | 1265                | 1359                | 1278                | 1202              | 1169              | 1391              | 1434              | 1420              | 1545              | 1447              | 1297              | 1454              | 984               | 788               | 515               | 23181  |
| Friday      | 2086                | 1357                | 1520                | 1374                | 1351                | 1407                | 1375              | 1406              | 1446              | 1537              | 1536              | 1358              | 1372              | 1106              | 980               | 740               | 602               | 412               | 22965  |
| Saturday    | 1865                | 1525                | 1752                | 1568                | 1512                | 1530                | 1417              | 1331              | 1447              | 1406              | 1314              | 1308              | 1144              | 1164              | 858               | 524               |                   |                   | 21665  |
| TOTALS      | 12130               | 8734                | 8844                | 8255                | 10810               | 9502                | 9747              | 9589              | 9994              | 10273             | 10689             | 10360             | 9666              | 8338              | 7082              | 5156              | 3534              | 2275              | 154978 |

Entry count (%) by day of week, 30-minute increments

| Day of Week | 10:00 AM - 10:29 AM | 10:30 AM - 10:59 AM | 11:00 AM - 11:29 AM | 11:30 AM - 11:59 AM | 12:00 PM - 12:29 PM | 12:30 PM - 12:59 PM | 1:00 PM - 1:29 PM | 1:30 PM - 1:59 PM | 2:00 PM - 2:29 PM | 2:30 PM - 2:59 PM | 3:00 PM - 3:29 PM | 3:30 PM - 3:59 PM | 4:00 PM - 4:29 PM | 4:30 PM - 4:59 PM | 5:00 PM - 5:29 PM | 5:30 PM - 5:59 PM | 6:00 PM - 6:29 PM | 6:30 PM - 6:59 PM | TOTALS |
|-------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|--------|
| Sunday      |                     |                     |                     |                     | 1.67%               | 1.06%               | 0.99%             | 1.00%             | 0.88%             | 0.80%             | 0.86%             | 0.78%             | 0.69%             | 0.46%             |                   |                   |                   |                   | 9.2%   |
| Monday      | 1.11%               | 0.97%               | 0.99%               | 0.87%               | 0.92%               | 0.80%               | 0.89%             | 0.85%             | 0.91%             | 0.88%             | 0.93%             | 0.95%             | 0.96%             | 0.80%             | 0.78%             | 0.69%             | 0.46%             | 0.27%             | 15.0%  |
| Tuesday     | 1.21%               | 1.10%               | 0.93%               | 0.90%               | 0.84%               | 0.81%               | 0.97%             | 0.83%             | 0.90%             | 0.98%             | 1.00%             | 1.00%             | 0.93%             | 0.81%             | 0.83%             | 0.59%             | 0.44%             | 0.29%             | 15.4%  |
| Wednesday   | 1.56%               | 0.88%               | 0.90%               | 0.84%               | 0.82%               | 0.74%               | 0.85%             | 0.99%             | 1.00%             | 1.15%             | 1.34%             | 1.23%             | 1.10%             | 1.01%             | 0.83%             | 0.59%             | 0.49%             | 0.30%             | 16.6%  |
| Thursday    | 1.40%               | 0.82%               | 0.77%               | 0.82%               | 0.88%               | 0.82%               | 0.78%             | 0.75%             | 0.90%             | 0.93%             | 0.92%             | 1.00%             | 0.93%             | 0.84%             | 0.94%             | 0.63%             | 0.51%             | 0.33%             | 15.0%  |
| Friday      | 1.35%               | 0.88%               | 0.98%               | 0.89%               | 0.87%               | 0.91%               | 0.89%             | 0.91%             | 0.93%             | 0.99%             | 0.99%             | 0.88%             | 0.89%             | 0.71%             | 0.63%             | 0.48%             | 0.39%             | 0.27%             | 14.8%  |
| Saturday    | 1.20%               | 0.98%               | 1.13%               | 1.01%               | 0.98%               | 0.99%               | 0.91%             | 0.86%             | 0.93%             | 0.91%             | 0.85%             | 0.84%             | 0.74%             | 0.75%             | 0.55%             | 0.34%             |                   |                   | 14.0%  |
| TOTALS      | 7.83%               | 5.64%               | 5.71%               | 5.33%               | 6.98%               | 6.13%               | 6.29%             | 6.19%             | 6.45%             | 6.63%             | 6.90%             | 6.68%             | 6.24%             | 5.38%             | 4.57%             | 3.33%             | 2.28%             | 1.47%             | 100.0% |

2023 Library Foot Traffic - Exit Counts ("Outs"), all doors (6th, 7th, Carnegie)

Exit count (#) by day of week, 30-minute increments

| Day of Week | 10:00 AM - 10:29 AM | 10:30 AM - 10:59 AM | 11:00 AM - 11:29 AM | 11:30 AM - 11:59 AM | 12:00 PM - 12:29 PM | 12:30 PM - 12:59 PM | 1:00 PM - 1:29 PM | 1:30 PM - 1:59 PM | 2:00 PM - 2:29 PM | 2:30 PM - 2:59 PM | 3:00 PM - 3:29 PM | 3:30 PM - 3:59 PM | 4:00 PM - 4:29 PM | 4:30 PM - 4:59 PM | 5:00 PM - 5:29 PM | 5:30 PM - 5:59 PM | 6:00 PM - 6:29 PM | 6:30 PM - 6:59 PM | TOTALS |
|-------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|--------|
| Sunday      |                     |                     |                     |                     | 1345                | 1510                | 1454              | 1379              | 1412              | 1421              | 1374              | 1312              | 1220              | 1577              |                   |                   |                   |                   | 14004  |
| Monday      | 788                 | 1111                | 1425                | 1386                | 1445                | 1286                | 1283              | 1248              | 1399              | 1306              | 1420              | 1612              | 1352              | 1385              | 1236              | 1015              | 900               | 1200              | 22797  |
| Tuesday     | 855                 | 1336                | 1532                | 1527                | 1363                | 1239                | 1288              | 1277              | 1326              | 1489              | 1442              | 1600              | 1447              | 1352              | 1279              | 994               | 1036              | 1048              | 23430  |
| Wednesday   | 828                 | 1387                | 1794                | 1394                | 1265                | 1148                | 1209              | 1313              | 1372              | 1530              | 1864              | 1789              | 1897              | 1683              | 1518              | 1132              | 1053              | 1128              | 25304  |
| Thursday    | 772                 | 1330                | 1574                | 1227                | 1234                | 1291                | 1206              | 1150              | 1238              | 1333              | 1309              | 1516              | 1531              | 1377              | 1251              | 1261              | 1161              | 1049              | 22810  |
| Friday      | 885                 | 1344                | 1461                | 1482                | 1301                | 1369                | 1334              | 1337              | 1416              | 1493              | 1447              | 1491              | 1429              | 1241              | 1133              | 911               | 780               | 857               | 22711  |
| Saturday    | 742                 | 1179                | 1733                | 1591                | 1726                | 1555                | 1380              | 1277              | 1467              | 1409              | 1318              | 1262              | 1239              | 1275              | 1084              | 1125              |                   |                   | 21362  |
| TOTALS      | 4870                | 7687                | 9519                | 8607                | 9679                | 9398                | 9154              | 8981              | 9630              | 9981              | 10174             | 10582             | 10115             | 9890              | 7501              | 6438              | 4930              | 5282              | 152418 |

Exit count (%) by day of week, 30-minute increments

| Day of Week | 10:00 AM - 10:29 AM | 10:30 AM - 10:59 AM | 11:00 AM - 11:29 AM | 11:30 AM - 11:59 AM | 12:00 PM - 12:29 PM | 12:30 PM - 12:59 PM | 1:00 PM - 1:29 PM | 1:30 PM - 1:59 PM | 2:00 PM - 2:29 PM | 2:30 PM - 2:59 PM | 3:00 PM - 3:29 PM | 3:30 PM - 3:59 PM | 4:00 PM - 4:29 PM | 4:30 PM - 4:59 PM | 5:00 PM - 5:29 PM | 5:30 PM - 5:59 PM | 6:00 PM - 6:29 PM | 6:30 PM - 6:59 PM | TOTALS |
|-------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|--------|
| Sunday      |                     |                     |                     |                     | 0.88%               | 0.99%               | 0.95%             | 0.90%             | 0.93%             | 0.93%             | 0.90%             | 0.86%             | 0.80%             | 1.03%             |                   |                   |                   |                   | 9.2%   |
| Monday      | 0.52%               | 0.73%               | 0.93%               | 0.91%               | 0.95%               | 0.84%               | 0.84%             | 0.82%             | 0.92%             | 0.86%             | 0.93%             | 1.06%             | 0.89%             | 0.91%             | 0.81%             | 0.67%             | 0.59%             | 0.79%             | 15.0%  |
| Tuesday     | 0.56%               | 0.88%               | 1.01%               | 1.00%               | 0.89%               | 0.81%               | 0.85%             | 0.84%             | 0.87%             | 0.98%             | 0.95%             | 1.05%             | 0.95%             | 0.89%             | 0.84%             | 0.65%             | 0.68%             | 0.69%             | 15.4%  |
| Wednesday   | 0.54%               | 0.91%               | 1.18%               | 0.91%               | 0.83%               | 0.75%               | 0.79%             | 0.86%             | 0.90%             | 1.00%             | 1.22%             | 1.17%             | 1.24%             | 1.10%             | 1.00%             | 0.74%             | 0.69%             | 0.74%             | 16.6%  |
| Thursday    | 0.51%               | 0.87%               | 1.03%               | 0.81%               | 0.81%               | 0.85%               | 0.79%             | 0.75%             | 0.81%             | 0.87%             | 0.86%             | 0.99%             | 1.00%             | 0.90%             | 0.82%             | 0.83%             | 0.76%             | 0.69%             | 15.0%  |
| Friday      | 0.58%               | 0.88%               | 0.96%               | 0.97%               | 0.85%               | 0.90%               | 0.88%             | 0.88%             | 0.93%             | 0.98%             | 0.95%             | 0.98%             | 0.94%             | 0.81%             | 0.74%             | 0.60%             | 0.51%             | 0.56%             | 14.9%  |
| Saturday    | 0.49%               | 0.77%               | 1.14%               | 1.04%               | 1.13%               | 1.02%               | 0.91%             | 0.84%             | 0.96%             | 0.92%             | 0.86%             | 0.83%             | 0.81%             | 0.84%             | 0.71%             | 0.74%             |                   |                   | 14.0%  |
| TOTALS      | 3.20%               | 5.04%               | 6.25%               | 5.65%               | 6.35%               | 6.17%               | 6.01%             | 5.89%             | 6.32%             | 6.55%             | 6.68%             | 6.94%             | 6.64%             | 6.49%             | 4.92%             | 4.22%             | 3.23%             | 3.47%             | 100.0% |

**2023 - AVERAGE LIBRARY OCCUPANCY ESTIMATE BY TIME OF DAY**  
*(all days, 15 minute intervals, ins/outs equalized)*

