CITY OF OREGON CITY
LIBRARY BOARD
AGENDA

Virtual Meeting

Wednesday, May 12, 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

ROLL CALL

APPROVAL OF MINUTES

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

LIBRARY DIRECTOR'S REPORT

2. The Library Director will share his monthly report.

PUBLIC COMMENTS

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

DISCUSSION ITEMS

3. 2021-2023 Budget Review

COMMUNICATIONS

FUTURE AGENDA ITEMS

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

ADJOURNMENT

PUBLIC COMMENT GUIDELINES

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

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

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

ADA NOTICE

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

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

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

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

City of Oregon City
Meeting Minutes
Library Board

Wednesday, April 14, 2021 | **Online via Zoom** | **5:30 PM**

1. **Call to Order:**
David Goldberg called the meeting to order at 5:30 pm.

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

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

2. **Approval of Minutes:**
Nick Dierckman motioned to approve the minutes from the Library Board's March 10, 2021 meeting as presented. Cynthia Andrews seconded the motion. Cynthia Andrews, Nick Dierckman, Larry Osborne, Kari Linder, and David Goldberg all voted aye. The motion carried.

3. **Library Director's Report:**
Greg Williams highlighted contents from the Director's Report and invited questions.

Greg spoke of librarian Jen Giovanetti's preconference presentation at Oregon Library Association on the topic of supporting the disability community in a library setting. Jen's presentation focused on the Because Accessibility Matters (BAM) activities she implements at the Oregon City Public Library (OCPL).

Greg shared that two library teams won the two top scores of a citywide trivia event and Greg was pleased with this.

Greg provided an update to a previous item--rather than adding one rail to the exterior stairs, five rails would be added to prevent damage from skateboarding. Nick Dierckman shared the thought that the additional rails would help visually define the stairs for people with low visibility.

Greg reported that the Rain or Shine Challenge had concluded, with nearly 200 participants, and 800 completed activities. Greg shared that the most popular activity was a tie between reading a new book and visiting a park and that overall, more Parks activities had been completed. Greg expressed hope that the partnership would continue in the future.

Greg shared information about the library's "Read for a Welcoming World" program, which was designed to support local schools' efforts to certify as a No Place for Hate campus, a designation certified by the Anti-Defamation League. The qualification for this certification was the completion of three activities. Greg noted that in a time of COVID these could be a challenge for schools to provide, so the library had stepped in to create an activity that schools could easily implement. "Read for a Welcoming World" features a video addressing how books can build empathy, provides reading recommendations, and encourages participants to create written and artistic reactions. Greg recognized librarian Barrett Miller's and Heidi Blackwell's efforts towards this program and recognized the challenge of creating video content that appealed to kindergarteners through twelfth graders.

Greg stated that starting Monday, April 19 holds were moving from appointment-based to self-serve pick up. Capacity would be limited to four patrons in the holds room, plus one staff member and that people counters would assist in maintaining these numbers. DVDs were removed from this room to facilitate distancing.

Greg shared a desire to take this time to prepare the facility for long term operational activity, particularly planning for continuity of services in the event physical distancing might be needed again. Greg said this would necessitate moving things around and committed to keep the Board informed of contemplated changes, and to provide opportunities for feedback and discussion.

4. **Public Comments:** none

5. **Discussion Items:**
   Repurposing of small meeting room

   Greg reported that the existing staff area in the basement did not have capacity to accommodate all staff in a safe and distanced manner, leading to the need to move a staff member's workstation out of that area. Around the same time, the City's 2020 community survey results came in and indicated community desire for more focus on the needs of teen patrons. These two imperatives led to the relocation of the Teen Services Specialist's office from the basement to the small meeting room, which is located just off the teen section; and Greg shared his goal of making this a permanent move. Greg shared some data showing that this room had been reserved (on average) between two and three times per day during pre-COVID times and acknowledged that converting the room to a staff space would take away from reservable study space in the library. Greg conveyed he believed the advantages of bringing teen patrons in closer contact with Teen staff outweighed the disadvantages of losing some reservable study space, and shared that he believed alternate space for quiet study could be made available in the building.

   David Goldberg stated support for the relocation for the purposes of engaging teen patrons and recognized that taking away a public space created the need to find a replacement area to provide similar services.

   Cynthia Andrews commended the library staff for their flexibility and for using data to make decisions. Cynthia recognized that removing the room from public use would take away from the public's use of the library but that ultimately serving community teens filled another public use that had more impact.

   Nick Dierckman inquired about the status of the 3D printer that was originally intended for the makerspace. Greg stated that it had gotten no use in the last year and shared that a second one had been acquired. Denise clarified that Aaron had obtained the second 3D printer for free. Greg shared the belief that the library's 3D printer was a gateway model to get people interested but it would not approach the level of the printer that Clackamas Community College had. Greg anticipated that it would get some use in the teen office.

   Denise offered context that prior to COVID closure the printer had never been used by the public, but staff had used it to make giveaway items. There was consensus that the machine might get more use in the teen office.

   David asked what the next COVID step would be. Greg provided an estimated timeline for reopening services in the packet. Greg reiterated that the twin guides of this process were safety and long-term adjustment. The next anticipated service was computer use, followed by browsing. New technology would allow for more than one staff member to assist remotely with patron computer questions. Greg anticipated this service beginning in May. Greg estimated that in a browsing service model, at current risk levels, approximately 30 people could in the building at once and some sort of visitor direction would be needed to maintain distancing of those people.

Greg shared that Adult DVDs would likely not return to the area where the collection previously resided, since doing so would mean three very high traffic activities (hold pickups, materials return, and Adult DVD browsing) would be happening in a very small space. Instead, Greg envisioned that room being a place for grab and go services; item returns, holds pickups, popular item pickup, and service and information flyer distribution. Greg anticipated moving the DVDs upstairs to the place previously occupied by the computer lab and potentially rearranging some of the existing collections. Greg anticipated moving the computers in to the Carnegie room. Greg foresaw potential community concern and feedback on the matter, as this change would likely impact the lounging and gathering areas. Greg said that moving the computers to Carnegie would, however, offer distinct advantages, including being able to minimize disruption caused when behavior issues in the public computer areas arose.

6. Communications:

Library Foundation
Cynthia Andrews reported that April's meeting had been postponed until May and that she did not have anything new to report.

Library District Advisory Committee (LDAC)
Nick Dierckman shared that LDAC met in March and reviewed a survey concerning how to best conduct meetings and go forward. Nick said that he would have more to report after the next meeting, possibly in June.

Friends of the Library
Greg said he had talked with Friends about possibly changing their meeting day to permit Kari to attend, but with the schedules of the Friends Board, this was proving challenging. Larry Osborne offered to be liaison if Kari could not make it. Greg shared that Friends were anticipating opening Tuesdays starting in May and opening on Saturdays starting in June as more volunteers would be vaccinated. Greg reported that the Friends were doing well financially even with limited hours.

David asked how vaccines were going. Greg said he anticipated that most library staff would be fully vaccinated and be out of the waiting period by late May.

7. Future Agenda Items:
David Goldberg wanted to discuss outreach and accessibility opportunities and see where the Board members' interests lay. David said he would send emails individually to the Board members. David also encouraged the Board to reach out with other items or ideas that they wanted to see staff enact so that those could be communicated.

Nick asked after the state of the budget, specifically if the library still received a general fund contribution. Greg said that the budget was under review and promised to share the budget once it was published but that he anticipated the budget would include a general fund contribution. Greg offered to have a special work session to go over the finalized budget. Greg reported being pleased with the budget, particularly regarding appropriate capital reserves and that staffing levels were able to be maintained.

David welcomed Heidi Blackwell to the meeting. Heidi apologized for being late, but she had had a scheduling conflict. Heidi shared her efforts to bring No Place for Hate to schools to create more safe and welcoming school environments and shared her collaboration with Library staff on the "Read for a Welcoming World" program. Heidi recognized that having a library create these activities was unique. Greg thanked Heidi for her efforts.

Nick recognized the collaboration and teamwork between OCPL and Oregon City School District over the past year and the community value the partnership created. David added the partnership with Clackamas Community College had also been beneficial.

8. Adjournment:
The meeting adjourned at 6:20 PM.

Oregon City Public Library

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

Library Director's Report for May 2021

Monthly Statistics Notes

- There is a significant month-over-month increase in our self-checkout machine circulation numbers. This is due to our transition on April 19th to self-service hold pickups and checkouts.
- I am beginning to add some electronic resource usage data to the Board's monthly statistics. The first resource I've added is Kanopy (our streaming video service). I've included total plays, total costs, and average cost-per-play data in the report. As a reminder, Kanopy utilizes a PPU (pay-per-use) model, so play costs (total and average) will fluctuate on a monthly basis.
- As part of our "Off the Charts" infographic series, we shared the following statistics with the community in our April email newsletter.

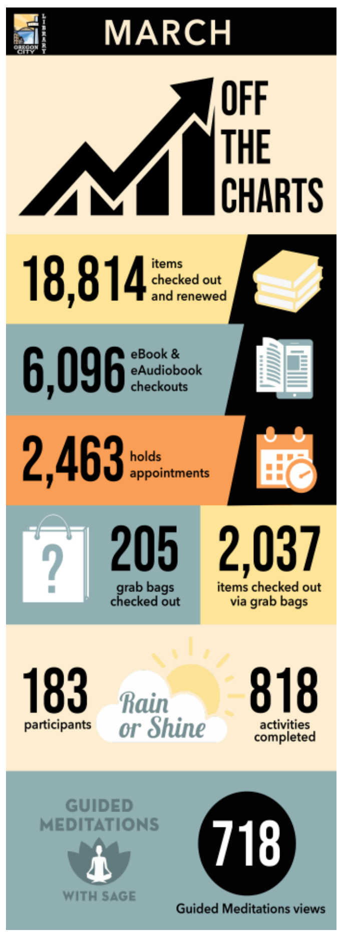


Figure 1 - March "Off the Charts" infographic

Library Staff

- Oregon City's Behavioral Health Specialist, Valentina Muggia, facilitated a presentation and training session for staff as part of our May all-staff meeting. Val shared information on trauma and trauma informed care and provided concrete advice on working and communicating with patrons experiencing a mental health crisis. We are grateful for the information Val provided, are looking forward to collaborating more closely with her, and using her as a resource to help connect patrons in crisis with the support they need.

Library Grounds and Facilities

- As part of our post-COVID reconfiguration, we are considering some furniture changes to the Children's Room, namely moving the Children's Desk a bit farther into the Children's room, and locate it more centrally in the room (see conceptual drawing below; shelving is not displayed).

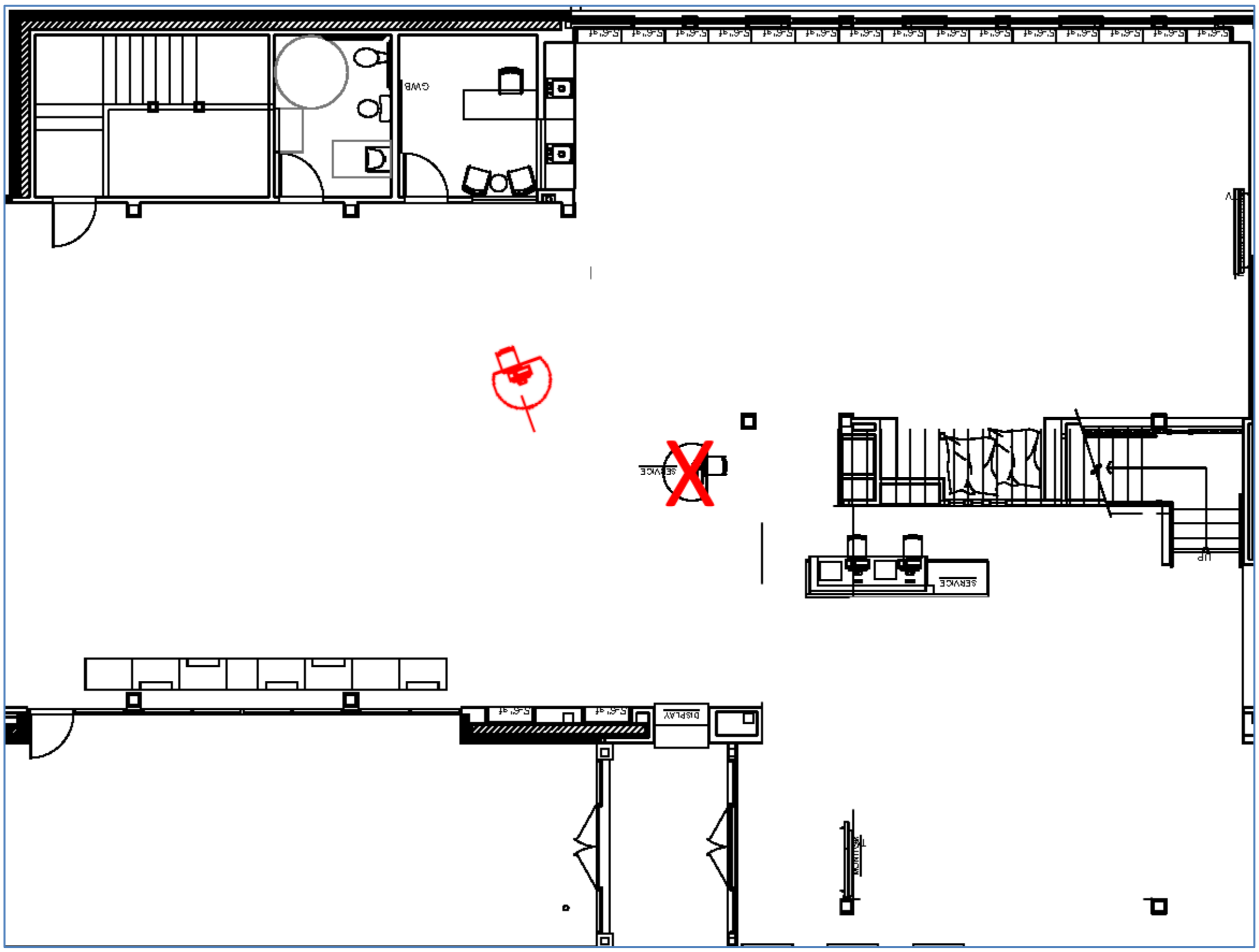


Figure 2 - Potential relocation of Children's Desk

We believe that moving the Children's desk will result in benefits for staff and patrons, including:

- Creating a more welcoming atmosphere for patrons entering the Children's Room, with a direct line of sight to the Children's Desk.
- Allowing Youth Services staff to more easily observe, monitor, and provide needed service and support throughout the entirety of the Children's room (currently, a large portion of the room is in a blind spot).

We will likely be making some shelving configuration changes as well; we will continue to provide the Board with updates.

Library Operations

- On April 5, the CDC released a "Science Brief" which concluded "based on available epidemiological data and studies of environmental transmission factors, surface transmission is not the main route by which SARS-CoV-2 spreads, and the risk is considered to be low."

  On April 15, in response to an inquiry by the State Library of Oregon, the Oregon Health Authority stated:

  > *"OHA finds that no quarantine of library materials is necessary. Surface transmission is not a significant mode of COVID-19 transmission in the case of library materials due to the very low chance that there will be enough viable viruses on the materials from the previous user, if at all. This is in addition to the natural lag, in most cases, between return and release of materials that would further reduce the risk of transmission."*

  The State Library of Oregon indicated that, based on this new OHA guidance, changes to the December 2020 State Library of Oregon guidance would be forthcoming.

  On April 19, Clackamas County Public Health approved the discontinuation of quarantining library materials, in alignment with the update from the Oregon Health Authority. Based on this guidance, all LINCC libraries (including Oregon City) have discontinued the quarantine of incoming library materials.

  Staff are still wearing gloves and masks when handling materials, and we are encouraging all patrons coming in to pick up holds to sanitize their hands before browsing and removing items from the holds shelf.

- Clackamas County's COVID-19 risk level was raised to "Extreme" on Friday, April 30. Several LINCC libraries modified services based on the move to "Extreme" risk. Oregon City was able to maintain existing services (including self-service holds pickups) despite the rapid changes in status.

- On Monday, 4/19, we transitioned from appointment-based hold pickups to self-service pickups! During our first two weeks (4/19 through 5/1), nearly 1,200 patrons have come to pick up and check out their holds, and browse some of our newest, most popular items. Many patrons have expressed their gratitude for the safety precautions in place, and their excitement at this next step in our phased reopening!

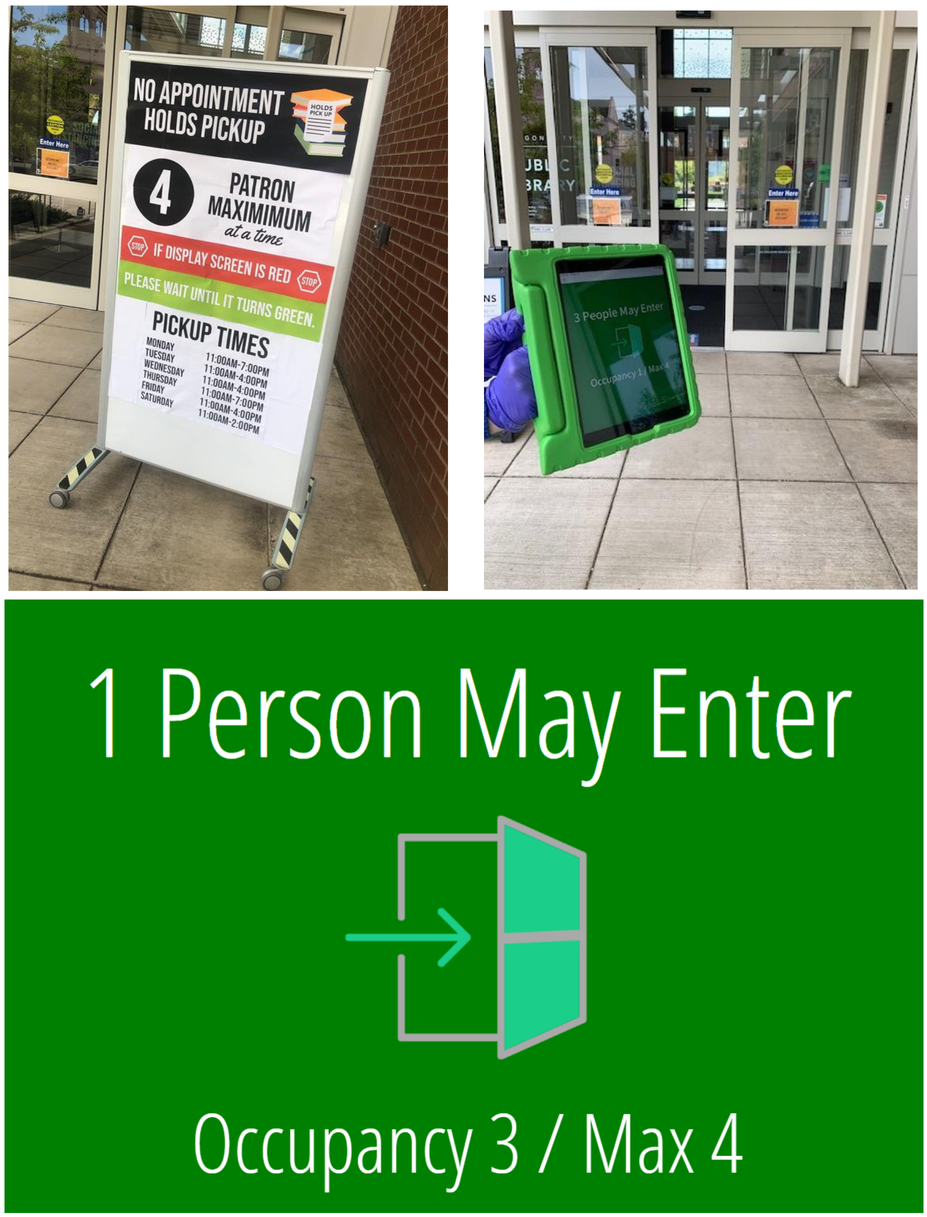


Figure 3 - Entrance sign, staff iPad occupancy monitor, sample occupancy status display

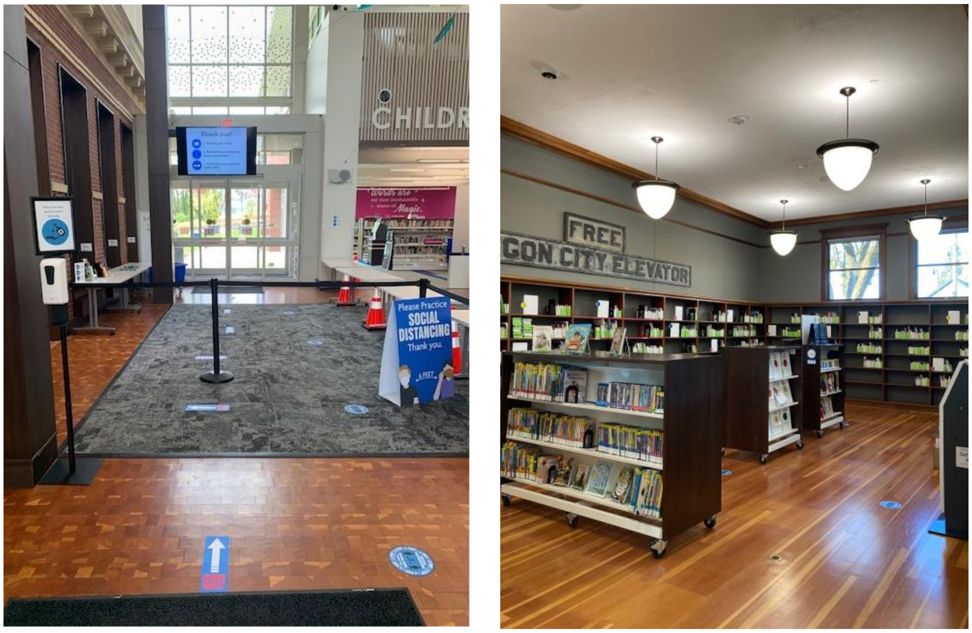


Figure 4 - 6th Street entrance and holds pickup/browsing area

<u>Library Programs and Services</u>

- The Library celebrated National Poetry Month by featuring a book display in the 7th St. windows and profiling Oregon poets and booklists on social media. We have also shared some of the 18 Spring haikus written by our Rain or Shine Challenge program participants!

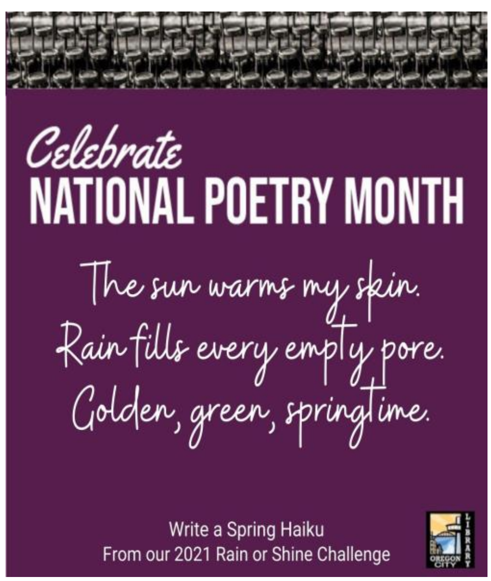


Figure 5 - Haiku written by Rain or Shine Challenge participant

- 15 people attended our Backyard Bird Watching event, presented by expert birder Elaine Murphy from the West Linn Backyard Bird Shop. Elaine provided local birding tips, presented a slideshow, and brought various bird houses and feeders to show and discuss with viewers. She engaged with the participants at the end of the presentation, answering questions posed by participants via the Zoom Q & A chat.

Figure 6 - Backyard Bird Watching promo

- Starting May 1, high school teens can register for a Teen Summer Book Box Subscription! Each month during the Summer (June, July, and August) teens will receive box filled with 2-3 personalized library books, a creative kit, as well as a few surprise goodies! Boxes will be automatically filled and ready for pickup along with regular holds by the 15th of each month.

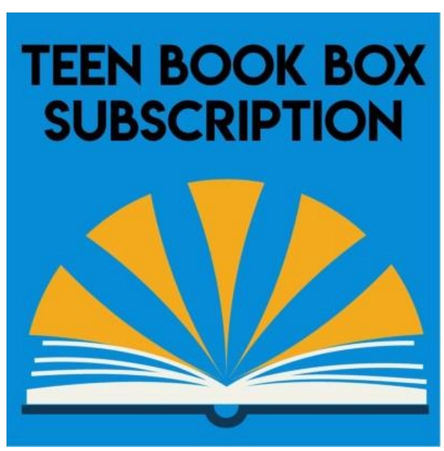


Figure 7 - Teen Book Box Subscription logo

Library Partnerships and Outreach

- Youth Services Librarian Barratt Miller attended Beavercreek Elementary's weekly school-wide readaloud day on March 31, reading from "Spring After Spring: How Rachel Carson Inspired the Environmental Movement" by Stephanie Roth Sission. The book was a transition from learning around Women's History Month students had been doing in March and incorporated dependability (the school character trait for April), as well as the changing season and upcoming Earth Day holiday. After the book, the 60 or so students in attendance did several "show of hands" question and answer activities: identifying what season of the year everyone's birthday was in and talking about the different kinds of flowers, birds, and other creatures we'd seen in our neighborhood during the first few weeks of spring.

- On April 27, Youth Services Librarian Barratt Miller and Library Board member Heidi Blackwell attended the OCSD school counselors' meeting with to discuss the No Place for Hate (NPFH) program and the Read for a Welcoming World literacy activity developed by the Library. Many counselors had been asked by their administrators to be a key part of NPFH activities but had not been included in their school's NPFH group or did not yet have a group at their school. Heidi provided an overview of the NPFH program and Barratt walked counselors through the three steps of Read for a Welcoming World, then answered their questions about the program.

- Unite Oregon City shared information about No Place for Hate and our "Read for a Welcoming World" program on Instagram.

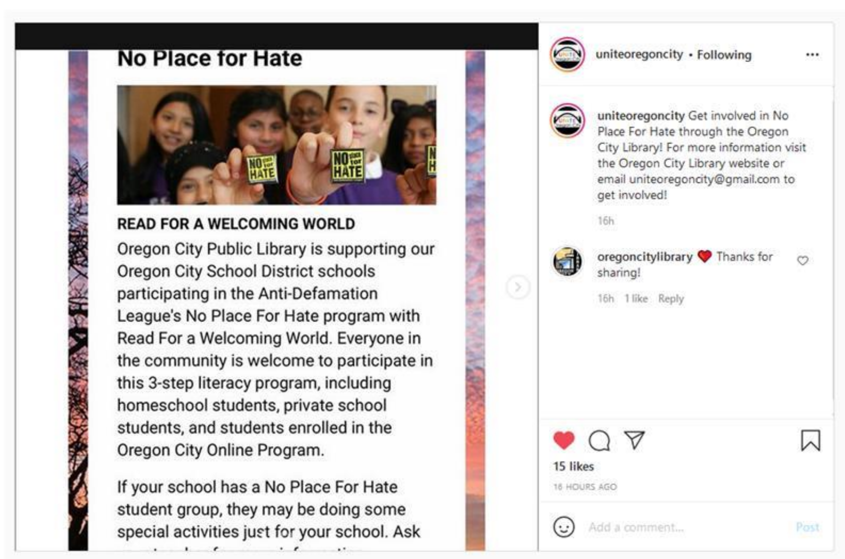


Figure 8 - Unite Oregon City Instagram

Patron Feedback

- A patron shared some positive feedback via email:
  "Hi, You are all my favorite people! I pick up books once a week; your dedication and efficiency never cease to amaze. Please pass on my compliments."

- A patron posted a compliment on our new self-service holds:
  "Picked up my hold and a grab bag for my kiddo today! Was so fast and easy. Thank you so much!!"

- A patron posted a picture of a book they picked up during a recent visit ("The Wild Robot Escapes"), as well as appreciation for our new self-service holds.
  "My current read! So thankful that the @oregoncitylibrary is open for walk through pick up now!"

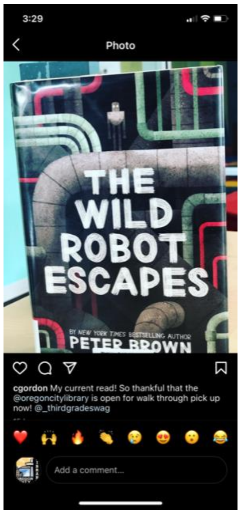


Figure 9 - Patron Instagram post

- A patron sent us a pic of their completed paper crepe flower garland made from our April Handmade Creative Kit.

Figure 10 - Creative Kit project

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

	Current Month		FY 20/21 YTD		Last Month		Same Month Last FY		FY 19/20 YTD	
PATRON REGISTRATIONS										
New Patron Registrations	61		689		58		112		2,462	
Total Registered Patrons	18,393		18,393		18,333		20,611		20,611	
CIRCULATION (includes 1st-time circ and renewals)										
Adult materials	8,747		77,491		9,368		177		205,807	
YA materials	880		7,949		853		16		16,721	
Children's materials	7,615		66,184		8,593		85		154,748	
Electronic materials	4,485		56,929		6,096		6,113		47,300	
Total Circulation	21,727		208,553		24,910		6,391		424,576	
1st Time Circulation (Physical)	10,895		96,581		12,318		20		262,203	
1st Time Circulation (Self-Check)	4,718	*43.3%*	6,128	*6.3%*	70	*0.6%*	-	*0.0%*	227,083	*86.6%*
Holds received from other libraries	12,230	*52.4%*	114,495	*55.1%*	13,509	*53.4%*	105	*28.9%*	129,401	*58.1%*
Holds sent to other libraries	11,131	*47.6%*	93,115	*44.9%*	11,808	*46.6%*	258	*71.1%*	93,157	*41.9%*
CIRCULATION DEMOGRAPHICS										
Borrowers - City Residents	814	*57.3%*	n/a		809	*57.5%*	31	*49.2%*	n/a	
Borrowers - Unincorporated Residents	496	*34.9%*	n/a		492	*34.9%*	27	*42.9%*	n/a	
Borrowers - Other	110	*7.7%*	n/a		107	*7.6%*	5	*7.9%*	n/a	
Service Area Pop - City	35,570	*58.3%*	n/a		35,570	*58.3%*	34,860	*58.3%*	n/a	
Service Area Pop - Unincorporated	25,422	*41.7%*	n/a		25,422	*41.7%*	25,401	*41.7%*	n/a	
TECHNOLOGY										
Internet Sessions	-		-		-		-		15,545	
WiFi Sessions	101		969		82		-		17,972	
SOCIAL MEDIA / EMAIL										
Facebook followers	3,839		n/a		3,836		n/a		n/a	
Instagram followers	1,803		n/a		1,791		n/a		n/a	
Twitter followers	913		n/a		911		n/a		n/a	
YouTube subscribers	179		n/a		176		56		n/a	
YouTube unique viewers	443		n/a		500		677		n/a	
YouTube views	594		6,758		727		1,964		2,522	
Email newsletter subscribers	4,236		n/a		4,247		n/a		n/a	
	See monthly Hootsuite report for additional social media statistics									
FINANCIAL	*See monthly Budget to Actual report*									
PROGRAMMING *										
Children's programming - # of progs	8		156		11		53		318	
Children's programming - attendance/engagement	436		11,577		743		1,737		13,370	
YA programming - # of progs	-		3		-		4		35	
YA programming - attendance/engagement	-		4		-		41		324	
Adult programming - # of progs	28		224		31		14		163	
Adult programming - attendance/engagement	1,040		5,605		1,485		118		2,746	
ELECTRONIC RESOURCES										
Kanopy plays	414		4,875		317		505		3,508	
Kanopy cost	$ 413		$ 4,927		391		$ 426		3,154	
Kanopy average cost/play	$ 1.00		$ 1.01		$ 1.23		$ 0.84		$ 0.90	

Biennium Budget Report Y2 by Cate

Item #2.

Through 4/30/2021

	2019-2020 Budget	2019-2020 Balance	Year 1 Difference	2020-2021 Budget	April 2020-2021 Activity	2020-2021 Balance	2020-2021 Encumbrance	Biennium Difference
4 - Revenue								
43 - Intergovernmental Revenues	2,357,051.00	2,481,216.44	(124,165.44)	2,418,515.00	0.00	2,377,001.94	0.00	(82,652.38)
44 - Charges for Services	0.00	3,430.86	(3,430.86)	0.00	0.00	2,520.00	0.00	(5,950.86)
46 - Fines & Forfeitures	40,000.00	38,473.34	1,526.66	40,000.00	0.00	0.00	0.00	41,526.66
47 - Miscellaneous Income	50,000.00	88,006.36	(38,006.36)	50,000.00	1,360.35	19,777.05	0.00	(7,783.41)
49 - Other Financing Sources	150,000.00	150,000.00	0.00	150,000.00	0.00	150,000.00	0.00	0.00
4 - Revenue Totals:	**2,597,051.00**	**2,761,127.00**	**(164,076.00)**	**2,658,515.00**	**1,360.35**	**2,549,298.99**	**0.00**	**(54,859.99)**
5 - Expense								
51 - Salaries and Wages	929,069.00	854,273.44	74,795.56	917,766.00	76,395.26	738,850.27	0.00	253,711.29
52 - Benefits	530,822.00	489,850.09	40,971.91	556,618.00	38,716.59	372,250.40	0.00	225,339.51
60 - Professional & Technical Services	2,540.00	1,337.50	1,202.50	2,540.00	0.00	675.00	0.00	3,067.50
61 - Repair & Maintenance Services	142,557.00	134,592.89	7,964.11	127,057.00	31,660.62	114,088.08	23,060.56	(2,127.53)
62 - Other Services	653.00	1,480.16	(827.16)	653.00	288.26	1,152.30	342.60	(1,669.06)
63 - Employee Costs	13,700.00	3,962.55	9,737.45	13,700.00	0.00	569.00	200.00	22,668.45
64 - Operating Materials & Supplies	310,750.00	211,877.38	98,872.62	229,250.00	18,188.79	157,416.42	29,679.49	141,026.71
65 - Office & Administrative Supplies	49,712.00	34,828.86	14,883.14	49,712.00	5,099.77	33,569.77	15,908.60	15,116.77
66 - Special Programs	31,150.00	38,320.04	(7,170.04)	31,150.00	5,388.16	11,571.37	2,125.31	10,283.28
68 - Community Programs and Grants	8,741.00	9,749.84	(1,008.84)	0.00	0.00	235.61	0.00	(1,244.45)
69 - Internal Service Charges	45,700.00	45,700.00	0.00	46,100.00	0.00	34,574.94	0.00	11,525.06
70 - Capital Outlay	0.00	0.00	0.00	0.00	0.00	9,761.00	0.00	(9,761.00)
80 - Debt Service	415,371.00	415,371.02	(0.02)	415,370.00	0.00	71,865.24	0.00	343,504.74
98 - Transfers	20,000.00	20,000.00	0.00	20,000.00	0.00	15,000.03	0.00	4,999.97
5 - Expense Totals:	**2,500,765.00**	**2,261,343.77**	**239,421.23**	**2,409,916.00**	**175,737.45**	**1,561,579.43**	**71,316.56**	**1,016,441.24**

Hootsuite™

Library Board Report

Apr 01 - Apr 30, 2021

@ORCityLibrary

oregoncitylibrary

Oregon City Public Library

Item #2.

Fans	New Fans	Posts	Engagement > Type	
3.5K fans	17 new fans	118 posts	Reactions	299
			Shares	108
			Comments	33

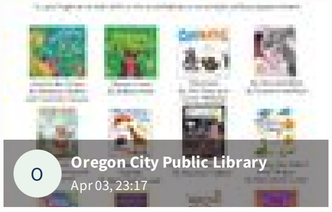
Post Reach

26K users

Top posts > Reach

Happy National Library Week! If you love libraries, you won't want to miss tonight's Virtual Let's Get Lit Trivia Night. It's library

1503 users



Did you enjoy making Animal Sculptures with our March Creative Kit for Kids? Here is the booklist for further inspiration - each book is

1000 users

Starting April 19 - Self-service holds pickup! Read this special edition of the Library's e-newsletter for more information here:

580 users

Post Likes

169 likes

Top posts > Reactions

Starting April 19 - Self-service holds pickup! Read this special edition of the Library's e-newsletter for more information here:

15 reactions

Check out the beautiful paper crepe flower garland one of our patrons made from our April Handmade Creative Kit. Thank you for

12 reactions

You read that right, thanks to @Catalogit over 10,000 photos of Clackamas County history are now available for viewing online.

10 reactions

Followers

1.8K followers

Top Posts > Reach

Moving things around to set up our self-service holds pickup room. Set to begin Monday, April 19, we'll also have shelves with

571 users

Self service holds pickups started today! Remember to bring your library card number and PIN! PICKUP HOURS Monday 11:00 am -

468 users

Remember to bring your #LINCC library card, and know your PIN when you come in to our self service holds room. Our self check

441 users

Posts

46 posts

Top posts > Likes

Moving things around to set up our self-service holds pickup room. Set to begin Monday, April 19, we'll also have shelves with

62 likes

Self service holds pickups started today! Remember to bring your library card number and PIN! PICKUP HOURS Monday 11:00 am -

40 likes

Remember to bring your #LINCC library card, and know your PIN when you come in to our self service holds room. Our self check

37 likes

Followers

911
followers

Net New Followers > Acco…

@ORCityLibrary	1

Tweets

119
tweets

Engagement > Type

Likes	28
Retweets	6
Replies	2

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

CITY OF OREGON CITY

Staff Report

To: Library Board **Agenda Date:** 5/12/2021

From: Library Director Greg Williams

SUBJECT:

2021-2023 Budget Review

STAFF RECOMMENDATION:

n/a – Informational only

EXECUTIVE SUMMARY:

The Library Director will review the proposed 2021-2023 Library Budget with the Library Board and answer any questions the Library Board may have.

BACKGROUND:

On May 3, 2021 and May 6, 2021, the City of Oregon City Budget Committee met to review the City's Proposed Budget. The Budget Committee approved the budget at the May 6th meeting, and it will be forwarded to the City Commission for adoption (anticipated to be on June 2, 2021).

The Library Director will provide a brief overview of the Library budget, highlight some notable changes, including:

- Two new positions, including a Library Technology Specialist (1.0 FTE) and a Library Safety Officer (1.0 FTE)
- New targets for Library Fund balances/reserves, consisting of:
    - 7 months' worth of operating expenses (to provide sufficient cash until initial Library District distributions are received), plus
    - 1 year of debt service payments, plus
    - 10% of operating expenses as a contingency

The Library Director will also answer any questions the Library Board may have.

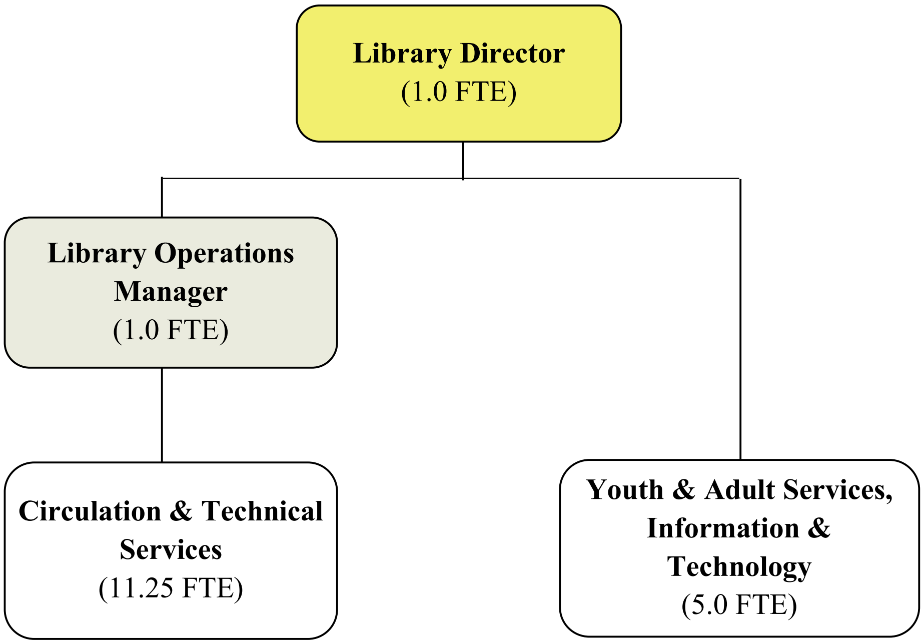
OPTIONS:

1. n/a – Informational only

BUDGET IMPACT:

Amount:	$9,449,103
FY(s):	FY 21-22, 22-23
Funding Source(s):	Proposed/Approved Library Biennial Budget

Library



Total 18.25 FTE

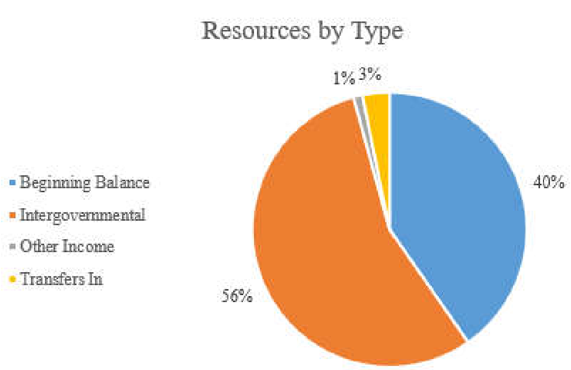
This chart reflects the City's organizational reporting structure. For information about how budgeted expense is allocated to, and reported within, funds and departments, see the Personnel portion of the Additional Information section at the end of this document.

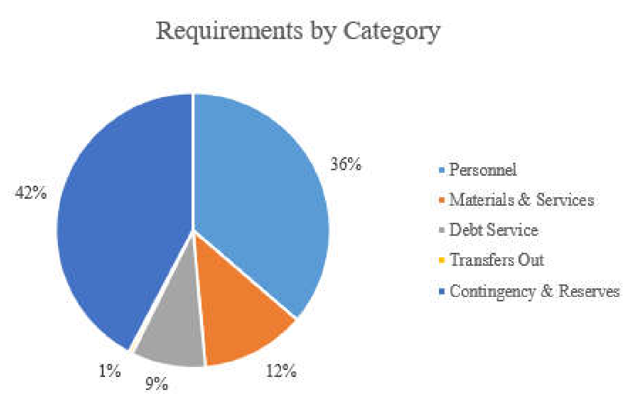
LIBRARY

The entire operations of Oregon City's Library are accounted for in the Library Fund. Approximately 90% of its funding comes from Clackamas County Library District tax revenues, which pay for personnel and materials costs. Debt Service payments (principal and interest) are for bonds issued for the construction of the library expansion.

The table below compares total resources and requirements for the Library Fund for the proposed biennium, the current biennial budget and the two prior periods.

Library	2015-2017 Actual	2017-2019 Actual	2019-2021 Amended Budget	2021-2022 Proposed Budget	2022-2023 Proposed Budget	2021-2023 Proposed Biennium
Resources						
Beginning Fund Balance	$ 871,643	$ 1,951,493	$ 2,890,126	$ 3,808,673	$ 3,890,410	$ 3,808,673
Intergovernmental						
District Property Taxes	4,130,408	4,564,130	4,750,525	2,572,490	2,650,000	5,222,490
Intergovernmental	26,520	17,013	25,041	8,700	8,700	17,400
Charges for Services	6,576	6,957	-	2,520	3,020	5,540
Fines and Forfeitures	72,045	99,457	80,000	15,000	25,000	40,000
Interest Income	16,266	81,633	90,000	20,000	25,000	45,000
Miscellaneous Income	15,312	80,010	10,000	5,000	5,000	10,000
Transfer In	400,000	300,000	300,000	150,000	150,000	300,000
Total Resources	**$ 5,538,770**	**$ 7,100,693**	**$ 8,145,692**	**$ 6,582,383**	**$ 6,757,130**	**$ 9,449,103**
Requirements						
Personnel Services	$ 2,143,758	$ 2,377,951	$ 2,934,275	$ 1,676,210	$ 1,751,660	$ 3,427,870
Materials & Services	602,322	882,727	1,105,665	580,392	578,392	1,158,784
Capital Outlay	-	96,289	-	-	-	-
Principal & Interest	830,742	830,742	830,741	415,371	415,371	830,742
Transfers Out	10,455	-	40,000	20,000	20,000	40,000
Contingency	-	-	3,235,011	3,890,410	3,991,707	3,991,707
Unappropriated Fund Balance	1,951,493	2,912,984	-	-	-	-
Total Requirements	**$ 5,538,770**	**$ 7,100,693**	**$ 8,145,692**	**$ 6,582,383**	**$ 6,757,130**	**$ 9,449,103**





Library

Overview

The **vision** of the library is to promote literacy and learning, celebrate curiosity and diversity, and support transformation in thriving, safe, and inclusive spaces.

The **mission** of the library is to empower every youth, adult and senior in our service area through:

- innovative and varied resources and programs;
- responsive, well trained and personable staff;
- connections to other community resources and events;
- inclusive, accessible services to all;
- and welcoming spaces to gather and build community.

Accomplishments

- Developed plan to ensure that Oregon Library Association (OLA) Public Library Standards regarding survey and assessment are met
- Worked with Library Foundation to implement Dolly Parton Imagination Library program, serving children age 0-5 throughout Library Service area
- In partnership with Clackamas Community College, held inaugural "One City, One Book" community reads program
- Created B.A.M (Because Accessibility Matters) advisory group
- Modified Library Board bylaws and the Municipal Code to better reflect current Library Board practices and responsibilities.
- Implemented a new online event calendar and registration system
- Transitioned to a new e-newsletter platform.
- Implemented new electronic resources for patrons including CreativeBug, BookFlix, and the New York Times
- Added a second external book return along 6th Street
- Implemented a successful Handmade Creative Kits program with new kits available every month for kids, teens, adults, and adults with disabilities
- Developed internal processes to submit electronic orders directly to City's primary library materials vendors
- In support of Resolution 20-19, created a monthly Building Bridges Anti-Racism Book Club
- Improved the process of collecting and preparing statistical data for the Library Advisory Board
- Helped staff the City's Wildfire Information Hotline during the Wildfires of September 2020
- Increased outreach and collaboration efforts with Oregon City School District, Clackamas County Head Start, and other community organizations
- Accomplishments directly or indirectly related to responding to the ongoing COVID-19 pandemic:
  - Developed and implemented a successful 2020 Online Summer Reading Program (for kids, teens, and adults) utilizing an entirely new online platform
  - Implemented online/virtual equivalents of core library programs, as well as many new virtual/online programs
  - Developed and implemented an appointment-based, no-contact holds pickup process so that we could continue fulfilling holds and circulating materials in a safe manner to the community
  - Remained flexible, creative, and innovative while providing library services to the community, all while working under constantly-evolving public health guidelines, and capacity and staffing constraints

Goals and Projects

- **Commission Goal 1 Promote Diversity, Equity and Inclusion for a Safe, Inclusive Community and Organization**
  - Support City-wide efforts to develop a comprehensive internal and external DEI framework

- Continue to support Resolution 20-19 by continuing to provide safe spaces for conversations and learning opportunities to fight racism and inequity
- Implement the Oregon Library Association (OLA) Equity, Diversity, Inclusion & Anti-Racism Toolkit
- Continue to support LINCC-wide DEI efforts

Commission Goal 2 Invest in Current and Future Capital Needs for Safe, Sustainable Infrastructure and City Services

- Based on in-progress assessment of long-range facility needs and reserve requirements, update the Library's capital reserve funding plan
- Continue to invest in facility and fixture improvements to mitigate the impact of future public health crises

Commission Goal 3 Improve the City's Engagement Efforts to Reach the Broader Oregon City Community and Inform the Policy Process

- Identify underserved communities and develop outreach/service plan
- Develop and implement a comprehensive survey/assessment plan
- Continue to strengthen and expand partnerships with Oregon City School District and other community partners
- Work with partners to improve physical access to library materials throughout the entire Oregon City Public Library service area

Commission Goal 4 Adopt and Implement a Homelessness Strategy for Oregon City

- Support initiative to formalize City strategy to address homelessness and surrounding issues
- Work closely with City Behavioral Health Liaison to review Library procedures and protocols, and to provide supplemental training and support for Library staff.
- Ensure that the Library continues to be a safe, welcoming space for every member of our service area

Commission Goal 7 Support Improvements and Partnerships That Contribute to Our Hometown Feel and Showcase Oregon City's Unique Community Identity

- Strengthen partnerships and identify opportunities for collaboration with the Arts Community

Commission Goal 8 Protect and Preserve Our Environmental Health and Natural Resources

- Continue to invest in our Library of Things (LoT) collection, which promotes sustainability by encouraging sharing, offering the ability to "try before you buy", and providing access to rarely used household items

LIBRARY PERFORMANCE MEASURES

Measure	2016	2017	2018	2019	2020	2021 Projected	2022 Goals	2023 Goals
Annual Circulation	421,366	428,818	535,225	547,386	439,887	254,050	400,718	545,000
Registered Borrowers	19,145	19,169	19424	20,072	20,658	18,543	18,793	19,293
Circulation per Registered Borrower	22	22.37	27.25	27.27	21.29	13.70	21.32	28.25
Programs Provided	346	537	578	561	615	431	496	600
Program Attendees	8,232	16,721	18,370	21,283	18,640	22,474	21,879	22,000

LIBRARY EXPENDITURES

Description	2015-2017 Actual	2017-2019 Actual	2019-2021 Amended Budget	2021-2022 Proposed Budget	2022-2023 Proposed Budget	2021-2023 Proposed Biennium
Personnel Services						
Salaries	$ 1,459,041	$ 1,569,354	$ 1,846,835	$ 1,052,610	$ 1,099,977	$ 2,152,587
Benefits	684,717	808,597	1,087,440	623,600	651,683	1,275,283
Total Personnel Services	2,143,758	2,377,951	2,934,275	1,676,210	1,751,660	3,427,870
Materials & Services						
Professional & Technical Services	103,666	3,354	5,080	2,000	2,000	4,000
Repair & Maintenance Services	135,651	258,077	269,614	144,600	144,600	289,200
Other Services	256	974	1,306	1,750	1,750	3,500
Employee Costs	11,905	10,515	27,400	10,000	10,000	20,000
Operating Materials & Supplies	253,254	447,482	540,000	244,000	244,000	488,000
Office & Administrative Supplies	63,274	77,810	99,424	43,250	37,250	80,500
Special Programs	34,316	68,815	62,300	32,700	36,700	69,400
Community Programs & Grants	-	-	8,741	-	-	-
Internal Service Charges	-	15,700	91,800	102,092	102,092	204,184
Total Materials & Services	602,322	882,727	1,105,665	580,392	578,392	1,158,784
Capital Outlay	-	96,289	-	-	-	-
Transfers Out	10,455	-	40,000	20,000	20,000	40,000
Principal & Interest	830,742	830,742	830,741	415,371	415,371	830,742
Contingency	-	-	3,235,011	3,890,410	3,991,707	3,991,707
Unappropriated Fund Balance	1,951,493	2,912,984	-	-	-	-
Total Library	$ 5,538,770	$ 7,100,693	$ 8,145,692	$ 6,582,383	$ 6,757,130	$ 9,449,103

BUDGET HIGHLIGHTS

The budget includes the addition of a Library Technology Specialist position (1.0 FTE) and a Library Safety Officer position (1.0 FTE). An additional 0.35 FTE increase represents adjustments to, and reallocations between, both full-time and hourly, Library Assistants.

Repair & Maintenance Services includes utilities, janitorial, and building maintenance costs. The increase in the biennium is attributable to annual computer and software costs related to the RFID annual maintenance and patron behavior tracking software.

Operating Materials and Supplies decreased in the current biennium due to a decline in material purchases. This expenditure includes purchases of audio/visual materials and books as we continue to build and enhance the City's Library catalogue and improve and expand collections.

Library *(page 81)*:

Natural Gas/Electric	$	60,000
Janitorial		82,000
Building Maintenance		60,000
Grounds Maintenance		3,200
Equipment Maintenance		10,000
Equipment Rental		14,000
RFID Annual Maintenance		37,000
Computer Software & Support		23,000
Repair & Maintenance Services	**$**	**289,200**

Janitorial Supplies	$	11,000
Computer Supplies		3,000
Adult Periodicals		8,000
Technical Services Supplies		51,000
Electronic Resources		52,000
Adult Books		120,000
Childrens Books		60,000
Teen Books		20,000
Audio Visual - Adult		65,000
Ebooks		64,000
Childrens Periodicals		1,000
Audio Visual - Youth		33,000
Operating Materials & Supplies	**$**	**488,000**

COMMUNITY FACILITIES

The Community Facilities capital projects fund accounts for the acquisition, construction, and maintenance of facilities. Funds saved in this fund are segregated by purpose. At this time, the fund includes savings for the following:

- Public Safety: Reserves consist of funding for the ongoing maintenance of the Robert Libke Public Safety Building. While the Community Safety Advancement Fund (C-SAF) fee accounts for a significant portion of the revenue in this fund, most of this revenue is transferred out of the fund to the Debt Service fund to pay the debt service payments associated with the bonds which were issued to fund the construction of the building.
- Public Works: Reserves consist of funds set aside from the various Public Works funds for the construction and ongoing maintenance of the new Public Works Operations Center.
- Library: Reserves include funds saved for future capital maintenance of the expanded Library facility, as well as current capital needs.
- General: Reserves consist of savings for general governmental facilities, set aside from annual budgetary savings.

The first chart below shows the proposed biennial budget while the second one shows funds set aside for each of the above purposes.

Community Facilities	2015-2017 Actual	2017-2019 Actual	2019-2021 Amended Budget	2021-2022 Proposed Budget	2022-2023 Proposed Budget	2021-2023 Proposed Biennium
Resources						
Beginning Fund Balance	$ 16,894,727	$ 12,049,825	$ 24,435,102	$ 5,427,166	$ 4,638,613	$ 5,427,166
Intergovernmental	314,536	2,500	-	-	-	-
Charges for Services	1,670,253	2,271,524	2,160,000	1,297,580	1,349,880	2,647,460
Miscellaneous Income	-	39,727	2,500,000	-	-	-
Interest Income	167,475	680,157	431,000	9,000	10,000	19,000
Bond Proceeds	-	16,157,183	-	-	-	-
Transfers In	3,100,000	4,095,929	7,230,000	1,915,000	1,915,000	3,830,000
Total Resources	**$ 22,146,991**	**$ 35,296,845**	**$ 36,756,102**	**$ 8,648,746**	**$ 7,913,493**	**$ 11,923,626**
Requirements						
Materials and Services	$ 196,482	$ 293,650	$ 100,000	$ 52,900	$ 50,000	$ 102,900
Capital Outlay	9,900,684	8,644,738	33,099,041	2,853,733	400,000	3,253,733
Debt Service	-	155,481	2,000	-	-	-
Transfer Out	-	1,102,122	2,208,600	1,103,500	1,101,900	2,205,400
Contingency	-	-	1,346,461	4,638,613	6,361,593	6,361,593
Restricted for Future Expenditure	12,049,825	25,100,854	-	-	-	-
Total Requirements	**$ 22,146,991**	**$ 35,296,845**	**$ 36,756,102**	**$ 8,648,746**	**$ 7,913,493**	**$ 11,923,626**

	Beginning Funds	Biennium Revenues	Biennium Expenditures	Remaining Funds
Public Works Facilities	$ 3,021,091	$ 3,450,000	$ 3,103,733	$ 3,367,358
Public Safety Facilities	700,008	2,687,460	2,308,300	1,079,168
Library Facility	699,982	40,000	150,000	589,982
General Facilities	1,006,085	319,000	-	1,325,085
	$ 5,427,166	**$ 6,496,460**	**$ 5,562,033**	**$ 6,361,593**