



CITY OF OREGON CITY LIBRARY BOARD AGENDA

Virtual Meeting
Wednesday, April 14, 2021 at 5:30 PM

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

CALL TO ORDER

ROLL CALL

APPROVAL OF MINUTES

1. Review and approve minutes from the March 10, 2021 Library Board meeting.

LIBRARY DIRECTOR'S REPORT

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

PUBLIC COMMENTS

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

DISCUSSION ITEMS

3. Discussion about repurposing the small meeting room.

COMMUNICATIONS

FUTURE AGENDA ITEMS

4. Start 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.



City of Oregon City Meeting Minutes Library Board

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

Item #1.

Wednesday, March 10, 2021

Online via Zoom

5:30 PM

1. Call to Order:

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

Members Present: Cynthia Andrews, Nick Dierckman, David Goldberg, Kari Linder, Larry Osborne, and Elizabeth Zinter.

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

2. Approval of Minutes:

Cynthia Andrews motioned to approve the minutes from the Library Board's February 10, 2021 meeting as presented. Nick Dierckman seconded the motion. Larry Osborne, Cynthia Andrews, David Goldberg, Nick Dierckman, Kari Linder, and Elizabeth Zinter all voted aye. The motion carried.

3. Library Director's Report:

Greg Williams shared that the City of Oregon City had implemented dumpsites to help with the removal of storm debris and that staff from numerous City departments, including Library staff, had taken shifts to work these sites.

Greg expressed hope that Board members had weathered the ice storm unscathed. Greg reported that although the Library building did not suffer any damage in the event, there had been damage done to the surrounding trees, necessitating the temporary relocation of holds pickup due to safety concerns. Greg recognized the outstanding work of Public Works and Parks and Recreation staff in servicing Library Park's trees and grounds while they also dealt with the post-storm damage City-wide.

Greg shared that holds pickup appointments had been expanded to Saturdays. Additionally, no-contact print pickups had gone live, allowing patrons to print up to 50 pages remotely and free of charge on a drop-in basis.

Greg reported that the Rain or Shine Challenge, a joint program with Parks and Recreation, had begun. Greg said 42 people had registered last he checked.

Greg shared an opinion piece printed in Pamplin newspapers written by Al Matecko, Citizen Chair of Library District Advisory Committee (LDAC), expressing appreciation for Clackamas County libraries' efforts to support the community during the pandemic. Greg expressed his gratitude for Chair

Matecko's words and reiterated his admiration for Oregon City Library staff's efforts to support the community throughout the pandemic.

4. Public Comments: none

5. Discussion Items:

Election of Officers and Library Board Vacancy

David Goldberg indicated he would lead the March Meeting in his capacity as Vice Chair due to the resignation of Scott Edwards and recognized that a longer-term solution would be needed. Larry Osborne made a motion that David Goldberg assume the role of Chair. Kari Linder seconded the motion. Larry Osborne, Kari Linder, Nick Dierckman, and Elizabeth Zinter all voted aye. The motion carried and David Goldberg became the Library Board Chair. David thanked the Board.

As the position of Vice Chair was now vacant, David asked for nominations for Vice Chair. Kari Linder nominated Cynthia Andrews and Larry Osborne seconded the nomination. Kari Linder, Larry Osborne, Nick Dierckman, Elizabeth Zinter, and David Goldberg voted aye. Cynthia Andrews became Vice Chair of the Library Board.

Greg reported that he had consulted with the City Recorder, and confirmed that since there was a recent recruitment for the Library Board, it would be possible to forgo another recruitment for Scott's vacant position and offer the position to the other finalist, Heidi Blackwell (who was still available and interested). Larry Osborne made a motion to nominate Heidi Blackwell to the vacant Library Board position. Kari Linder seconded the motion. Kari Linder, Larry Osborne, Nick Dierckman, Elizabeth Zinter, Cynthia Andrews, and David Goldberg voted aye.

COVID-19 Update

Greg shared a presentation about Library operations throughout the COVID-19 pandemic.

Greg highlighted staff's efforts over the past year to develop, implement, and promote a variety of virtual programming and online resources. Greg also presented a timeline of major library service milestones during the pandemic, starting with the library closure and moving through the mailing of holds to patrons, opening bookdrops for returns, implementing no-contact hold pickups, implementing craft kits, moving holds pick up into the library lobby, implementing grab bags for children and adults, making tax forms available, and offering printing services.

Greg provided a review of the current status of in-person library services: no contact pickup appointments offered six days per week, grab bags, tax forms, printing pick up, and window displays. Greg related that the City's Return to Work plan (currently in Stage 3), as well as County/State risk levels (currently at "Moderate") all impacted the scope of services being offered. Greg explained that Library staff availability was a key factor in the library's ability to expand existing services and to offer new services.

Greg related that according to the latest State and CDC information, Library staff qualified for vaccination as part of Phase 1B, Group 7, and per State guidance, would be eligible for vaccination no later than May 1, 2021. Greg expressed hope that the actual date would be sooner but recognized that this may not be possible based on vaccine availability.

Greg shared that the Library was still operating on A/B staffing shifts to facilitate distancing and ensure continuity of service in the event of outbreak, and that all COVID-19 protocols were still in effect. Greg recognized that all LINCC libraries were adopting individualized approaches, priorities, and timetables of service restoration.

Greg reiterated that reopening at Oregon City Public Library was going to be a process not an event and that, like many other colleagues, he wanted to avoid prematurely offering a new or expanded service only to have to curtail its availability right away due to worsening pandemic conditions. Greg stated that staff vaccination would represent a major milestone for the Library's reopening efforts as, as it would greatly increase staff safety, staff availability, and the level of service that could be provided and sustained. Greg pointed out that in the reopening plans he had developed, staff vaccination was a critical milestone to be reached before significantly expanding services.

Nick Dierckman asked for clarification on the vaccine timeline given the number of staff to get vaccinated, coupled with the post-vaccination waiting period until immunity.

Greg answered that the current guidance he had heard was full coverage occurred 10-14 days after the final dose. Greg stated that based on voluntary staff feedback regarding vaccination plans, he hoped that all staff would be vaccinated as quickly as possible after becoming eligible.

David Goldberg expressed he was in agreement with not having all staff in the building until staff had been vaccinated, and that the post-vaccination waiting period should be observed.

Cynthia Andrews agreed with Greg's reasoning and pointed out that the library has been functioning well for the past year and the public is accustomed to reduced services and there was no need to jeopardize anyone's health to open sooner.

Elizabeth Zinter agreed with Cynthia and expressed the view that a careful approach would be needed to account for staff who chose not to be vaccinated in order to respect personal choice.

Cynthia agreed with Elizabeth and added some may not be able to get the vaccine for health reasons and expressed hope that anyone who came back to work unvaccinated could be put in a position away from others so that they were not potentially exposed and did not potentially expose others.

Greg brought up that bathroom access in reopening was a hot topic as it was challenging even in normal times. Greg mentioned that this would be part of an ongoing conversation with Facilities, but as of right now, it looked like bathroom use would likely not be available in immediately upcoming phases of reopening.

Cynthia brought up that reopening would bring children into the building and children cannot always wait for bathrooms. Greg said that at the point browsing was reintroduced, it would work differently than it had in the past and be of a shorter duration, which would potentially mitigate bathroom need. Greg also shared that there would be procedures in place to accommodate emergency bathroom use.

Greg then shared anticipated next phases in the library's reopening plans. Holds pick up would transition from appointment-based to a drop-in, self-service model. The current thought was to move

holds pickup to the Community Room, along with self-check out machines, and potentially grab bags, and new or Lucky Day items. Greg anticipated that this would require one to two staff members to monitor the space and sanitize the self-check out machines in between patrons. Greg anticipated this being the next service to roll out.

Greg stated that the next service priority was computer usage. Public computers were relocated to the Carnegie section of the library in order to facilitate safe distancing, ease of support, monitoring, and sanitization. Remote support software was being deployed, in order to make it easier for staff members to provide computer support safely. Greg anticipated this remote support functionality being retained and utilized post-pandemic.

Greg also highlighted considerations for reintroducing browsing as patron interest in this service was high. Among these was the need to communicate to patrons that with browsing there was no guarantee that the materials had not been handled by other patrons in the recent past. Greg indicated he anticipated that restoration of browsing would also occur with limited capacity, time limits, and possibly be appointment-based.

David Goldberg noted the absence of masks in the browsing reopening presentation. Greg stated that masks would be required to enter.

Elizabeth Zinter noted that when browsing is made available that not all patrons may be comfortable and advocated for clear communication about how held materials were still processed and quarantined.

Greg walked the Board through the two browsing models that had been considered: creating a curated browsing area and opening up the existing stacks to browsing. Greg noted that the advantages of opening up the existing stacks outweighed the advantages of creating a curated browsing area.

Greg invited questions.

Nick Dierckman asked if the physical building had been examined for potential safety improvements, particularly air purification.

Greg said that the building had MERV 13 filters, which was the grade recommended by the industry trade association. Air in the library is continually being recirculated, and filters were being changed on a regular schedule. Denise Butcher added that the air filters were traditionally changed on a six-month schedule but during the pandemic had been changed to a three-month schedule.

Greg mentioned that he had investigated UV systems and found that they came in a variety of types, were limited in availability and could be costly.

Nick mentioned that his gym had freestanding air purifier units and wondered if something similar would be of benefit to OCPL. Greg replied he would follow up with Facilities.

6. Communications:

Library District Advisory Committee (LDAC)

Nick Dierckman shared that the next LDAC meeting was scheduled for March 22 and there were no Task Force updates to share.

Library Foundation

Cynthia Andrews said that the Foundation's February meeting had been cancelled, but March's meeting was set for March 18. Long-term library plans and needs would be the focus of that meeting.

Friends of the Library

David Goldberg noted that the liaison position was still open. Kari Linder expressed interest in filling the position if the meeting day was changed.

7. Future Agenda Items:

David Goldberg voiced the belief that library outreach to rural residents and communities should be a high priority in the near future. David explained that he thought the library's COVID-19 adaptations positioned it well for extending and expanding its existing services and that COVID-19 school disruptions created a larger need for these services. David proposed a work session dedicated to outreach planning and advocated for staff input and suggestions.

There was discussion about scheduling and it was noted that having a work session on the normally scheduled day of Board meetings would be best.

Nick Dierckman supported this effort generally, as well as following the strategic plan and suggested that a survey to assess community wants and needs might be helpful.

Kari Linder supported outreach efforts as well and recommended starting the normal meeting earlier to accommodate the additional time needed to discuss the subject.

8. Adjournment:

The meeting adjourned at 6:33 PM.



Library Director's Report for April 2021

Monthly Statistics Notes

- Our March circulation numbers are the highest they've been during the pandemic.
- I am pleased at the recent trend of the holds received vs. holds sent ratio.
 - From July 2018 through February 2020, we averaged borrowing 4042 more items from other LINCC libraries than we lent.
 - From July 2020 through March 2021, we averaged borrowing 2253 more items per month than we lent (a 45% reduction).

Over the past few months, we have been working to implement new processes and tools to better monitor and purchase high-demand items, and I believe these efforts have helped reduce our holds ratio.

Library Staff

- On April 6th, 2021 our Adult Services staff member, Jen Giovanetti, co-presented a workshop entitled "Inspirations, Burdens and Other Lies: The Disability Community in the Library" as part of the Oregon Library Association's 2021 Pre-conference event. The workshop focused on the false narratives that too many have internalized about people with disabilities, and how these perspectives affect library service and accessibility. Jen presented to a group of over 50 library staff from throughout Oregon about our B.A.M. (Because Accessibility Matters) program for Adults with disabilities, and some of the things that OCPL has done to counter the "abled narrative" through a focus on accessibility at the library and programming for adults with disabilities. Way to go, Jen!

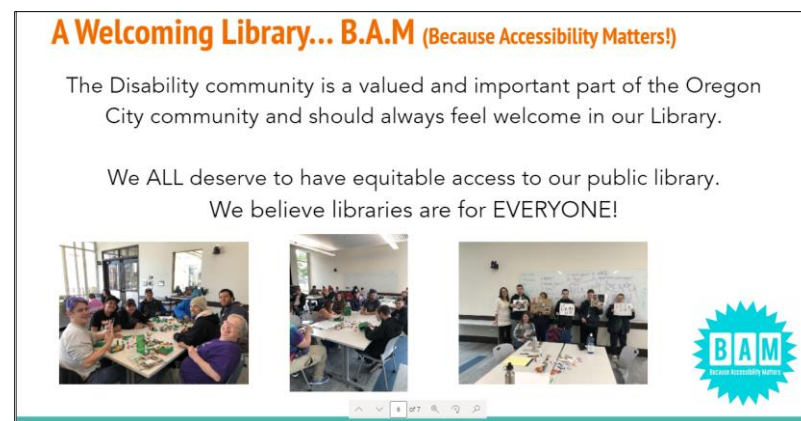


Figure 1 - Slide from Jen Giovanetti's OLA presentation

- The City recently organized a city employee team-building trivia event, and I am **very** pleased to report that the Library put in an exceptionally strong showing! Our two Library teams took first and second place in the overall rankings, and the top five individual scorers were all Library employees (with Library Director Greg Williams taking the top spot!). A fun time was had by all, and the Library is looking forward to defending our trivia championship title against all comers in the future! 😊

Library Grounds and Facilities

- In a previous Director's Update, I had mentioned our intent to add another handrail on the Library steps outside of 6th street, to better protect the stairs against damage and wear. After further consultations with our Facilities department, we are now planning to add a total of 5 handrails along the entire length of stairs (see below). This is both for functional and aesthetic reasons. Budgeted funds are available for this project.



Figure 2 - Conceptual drawing of additional handrails outside 6th Street

- To recognize Child Abuse Prevention Month, blue and white pinwheels will be displayed in Library Park during April. Thanks to the Oregon City Woman's Club for their work in setting the pinwheels up and helping to raise awareness!



Figure 3 - Pinwheels in Library Park

- As we prepare for restoring additional services and adjusting to a new post-pandemic environment, we will need to make changes to furniture layout, staffing patterns, and the location(s) of some services and collections. There are two imperatives behind these changes:
 - To better prepare the library for any future pandemics, seasonal outbreaks, or public health crises.
 - To improve patron service and staff efficiency, informed by “lessons learned” over the past five years since the building renovation.

Some of these changes will be temporary, others will likely be permanent. In addition, space is a limited resource, and the need to change space in one area may require change(s) to services or layouts in another. We will endeavor to alert the Library Board about the changes we are contemplating, and to provide opportunity for discussion and feedback. We will also work with the Library Foundation to ensure that gifts made to support particular areas or services in the library continue to be appropriately recognized.

- In order to safely accommodate the transition to self-service hold pickups (see “Library Operations” below), we have moved the Adult DVD collection to the second floor.



Figure 4 - Adult DVDs on the 2nd floor

We had previously moved some of our public computers out of this space and into the Carnegie, in preparation for offering appointment-based computer usage (see “Library Operations” section below). We are evaluating the long-term location of public computer services within the Library and will provide the Library Board with updates and opportunity for discussion in the near future.

Library Operations

- Starting Monday, April 19, we will be transitioning from appointment-based pickups to drop-in, self-service pickups! While we had originally considered using the Community Room, after further discussion and evaluation, we decided to move the service into the hold pickup room.



Figure 5 - Holds area, DVD shelving relocated.

We will continue to follow COVID-19 protocols, including:

- Requiring patrons to wear masks
- Observing physical distancing
- Utilizing one-way traffic flow
- Limiting occupancy
 - The room is approximately 600 square feet; per guidance from the State Library of Oregon and given Clackamas County's return to the "High" risk category, we can currently fit a total of 5 people in the room at any one time. As we anticipate having a staff member in the room to wipe down self-check machines, we will be limiting access to 4 patrons at a time.
 - Monitors in the 6th Street windows outside the library will display a live occupancy count (rather than pickup appointment times).

We will also be providing new/popular materials browsing. Hand sanitizing stations will be set up at the entrances to the Library and the holds area, and patrons will be asked to sanitize their hands before retrieving their holds or browsing materials.

- As a follow-up to our March Library Newsletter (in which we discussed the anticipated "next steps" in the Library's phased reopening), we created and shared the following graphic with the community.



Figure 6 - Phased reopening graphic

- Library staff worked with the Finance Department and the City Manager to finalize a Library budget proposal for the 2021-2023 biennium. Budget conversations were very productive and positive. I believe we have more clarity going forward regarding ongoing fund balance requirements and future capital reserve considerations. In addition, the proposed budget should support some long-needed staffing adjustments. The budget will be published on April 19, 2021 and the first Budget Committee hearing is scheduled for May 3, 2021.

Library Programs and Services

- Our joint OC Library & Parks' Rain or Shine Challenge program ended on March 31. We had a wonderful time working with Parks on this program to offer fun indoor & outdoor activities for our community over spring break. Here are the highlights:
 - **183 participants**
 - Youth Age 0-17 (120)
 - Adults Age 18+ (63)
 - **818 activities completed**
 - Indoor Activities (394)
 - Outdoor Activities (424)
 - Most Popular Indoor Badge: Read a New Book (63)
 - Most Popular Outdoor Badge: Visit a Park (63)
 - **744 tickets entered in a prize drawing**
 - 7 prize options
 - 17 prize winners selected (see below for picture of one of our winners enjoying her prize and supporting one of our local businesses!)



Figure 7 - Rain or Shine Challenge prize winner!

- During March, we featured two new book displays in the 7th St. windows, celebrating Women's History Month and Irish-American Heritage Month. The displays highlighted our themed Grab Bags, and also provided book suggestions and QR codes that led to our catalog's collection of these topics.



Figure 8 - March window display

- On March 22, the library hosted a webinar entitled “Misinformation, Fake News, and Political Propaganda.” 18 people attended the presentation by Donna L Cohen of D.L. Cohen Information Services.

Library Partnerships and Outreach

- The Library is supporting Oregon City School District schools participating in the Anti-Defamation League's “No Place for Hate” program with our program, “Read for a Welcoming World”. Everyone in the community is welcome to participate in this 3-step literacy program, including homeschool students, private school students, and students enrolled in the Oregon City Online Program. Steps include:
 - 1) watching a video (created by Library staff) about how books strengthen our “empathy muscles”.
 - 2) reading an #OwnVoices book (books of any genre and format that have diverse characters that were written by authors from that same diverse group). Library staff have developed suggested reading lists for readers of different ages.

- 3) reflecting on the video and books through art or writing. Kids may submit their creations to be included in a community art display via a webform on the Library's web page.



Figure 9 - Read for a Welcoming World video

More information, including links to the video and the reading lists, can be found on our website: <https://www.orcity.org/library/no-place-hate> Special thanks to Heidi Blackwell for her assistance with and support of this project!

Library District / LINCC Cooperative

- The annual LINCC Summer Reading Teen Art Contest winner has been selected. Big congrats to West Linn Public Library visitor, Avery, on creating the winning entry for 2021! Our Oregon City teens had some amazing entries as well, which you can view on our **Facebook photo album**. View all the libraries' entries on our catalog page at www.lincc.org.

Patron Feedback

- On Instagram, a patron complimented us on the way we've been providing access to services during the pandemic!

"Our local library has been killin' it during this pandemic. Thankful we can still access awesome reads @oregoncitylibrary"



Figure 10 - Instagram feedback

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

	Current Month	FY 20/21 YTD	Last Month	Same Month Last FY	FY 19/20 YTD
<u>PATRON REGISTRATIONS</u>					
New Patron Registrations	58	628	77	159	2,350
Total Registered Patrons	18,333	18,333	18,285	20,460	20,460
<u>CIRCULATION (includes 1st-time circ and renewals)</u>					
Adult materials	9,368	68,744	7,587	14,913	205,630
YA materials	853	7,069	761	1,211	16,705
Children's materials	8,593	58,569	6,230	11,043	154,663
Electronic materials	6,096	52,444	5,418	5,132	41,187
Total Circulation	24,910	186,826	19,996	32,299	418,185
1st Time Circulation (Physical)	12,318	85,686	9,243	20,519	262,183
1st Time Circulation (Self-Check)	70 0.6%	1,410 1.6%	73 0.8%	17,601 85.8%	227,083 86.6%
Holds received from other libraries	13,509 53.4%	102,265 55.5%	11,071 54.1%	14,225 58.8%	129,296 58.2%
Holds sent to other libraries	11,808 46.6%	81,984 44.5%	9,402 45.9%	9,972 41.2%	92,899 41.8%
<u>CIRCULATION DEMOGRAPHICS</u>					
Borrowers - City Residents	809 57.5%	n/a	755 57.1%	1,494 55.9%	n/a
Borrowers - Unincorporated Residents	492 34.9%	n/a	473 35.8%	943 35.3%	n/a
Borrowers - Other	107 7.6%	n/a	94 7.1%	234 8.8%	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
<u>TECHNOLOGY</u>					
Internet Sessions	-	-	-	930	15,545
WiFi Sessions	82	868	102	1,010	17,972
<u>SOCIAL MEDIA / EMAIL</u>					
Facebook followers	3,836	n/a	3,815	3,412	n/a
Instagram followers	1,791	n/a	1,758	1,490	n/a
Twitter followers	911	n/a	908	860	n/a
YouTube subscribers	176	n/a	169	11	n/a
YouTube unique viewers	500	n/a	518	349	n/a
YouTube views	727	6,164	763	554	558
Email newsletter subscribers	4,247	n/a	4,251	n/a	n/a
See monthly Hootsuite report for additional social media statistics					
<u>FINANCIAL</u>					
See monthly Budget to Actual report					
<u>PROGRAMMING *</u>					
Children's programming - # of progs	11	148	8	5	265
Children's programming - attendance/engagement	699	11,097	510	588	11,633
YA programming - # of progs	-	3	1	1	31
YA programming - attendance/engagement	-	4	-	14	283
Adult programming - # of progs	31	196	17	5	149
Adult programming - attendance/engagement	1,485	4,565	1,119	71	2,628
<u>MEETING ROOM USE</u>					
Revisions pending					
<u>MATERIALS PROCESSING</u>					
Revisions pending					



Library Board Report

Mar 01 - Mar 31, 2021



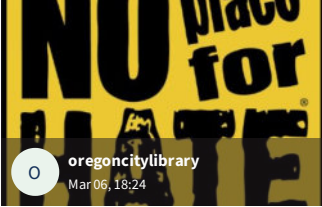
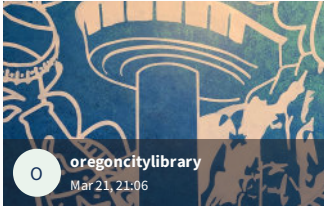
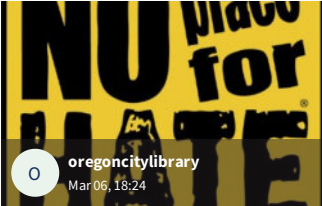
@ORCityLibrary



oregoncitylibrary



Oregon City Public Library

f Fans 3.5K fans	f New Fans 17 new fans	f Posts 115 posts	f Engagement > Type Reactions 298 Shares 88 Comments 22
f Post Reach 24K users	f Top posts > Reach  o Oregon City Public Library Mar 12, 22:30 Register for one of our B.A.M. Egg Carton Seedlings Creative Kits and grow your own little garden! Registration begins March 15th 603 users  o Oregon City Public Library Mar 15, 17:25 What a beautiful day for a Leprechaun Hunt! Visit this City of Oregon City Parks and Recreation to download the clues. 559 users o Oregon City Public Library Mar 26, 22:09 - "By the 1940s she'd become a children's librarian in Portland, Ore., and she remembers boys in particular would ask her: "Where are the books about kids like us?"" 557 users		
f Post Likes 163 likes	f Top posts > Reactions o Oregon City Public Library Mar 26, 22:09 - "By the 1940s she'd become a children's librarian in Portland, Ore., and she remembers boys in particular would ask her: "Where are the books about kids like us?"" 32 reactions o Oregon City Public Library Mar 29, 20:25 (Post with no description) 7 reactions o Oregon City Public Library Mar 27, 22:00 Have you watched this video of the Municipal Elevator by Travel Oregon City? The Library helped with the production of this month's Community Showcase. ☺ Fans of Storytime from Home may notice it's narrated by our very own Miss Sabrina! 6 reactions		
@ Followers 1.8K followers	@ Top Posts > Reach  o oregoncitylibrary Mar 26, 22:33 On April 12, 2016, we held a 100th Birthday Event for Beverly Cleary, where we ate birthday cake and kids signed this card for 451 users  o oregoncitylibrary Mar 21, 21:06 Now that's some cool wall art! #oregoncity 414 users  o oregoncitylibrary Mar 06, 18:24 No Place For Hate Read For a Welcoming World Read for a Welcoming World is a 3-step literacy activity our staff developed to 334 users		
@ Posts 42 posts	@ Top posts > Likes  o oregoncitylibrary Mar 26, 22:33 On April 12, 2016, we held a 100th Birthday Event for Beverly Cleary, where we ate birthday cake and kids signed this card for 49 likes  o oregoncitylibrary Mar 21, 21:06 Now that's some cool wall art! #oregoncity 45 likes  o oregoncitylibrary Mar 06, 18:24 No Place For Hate Read For a Welcoming World Read for a Welcoming World is a 3-step literacy activity our staff developed to 36 likes		

Followers 910 followers	Net New Followers > Acco... @ORCityLibrary 2	Tweets 119 tweets	Engagement > Type Likes 33 Retweets 4 Replies 0
---	---	---	---



Biennium Budget Report Y2 by Category

Item #2.

	2019-2020 Budget	2019-2020 Balance	Year 1 Difference	2020-2021 Budget	March 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	720.00	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	2,175.09	18,416.70	0.00	(6,423.06)
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	2,895.09	2,547,938.64	0.00	(53,499.64)
5 - Expense								
51 - Salaries and Wages	929,069.00	854,273.44	74,795.56	917,766.00	81,910.82	662,455.01	0.00	330,106.55
52 - Benefits	530,822.00	489,850.09	40,971.91	556,618.00	39,710.98	333,533.81	0.00	264,056.10
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	7,830.76	82,427.46	16,824.11	35,769.54
62 - Other Services	653.00	1,480.16	(827.16)	653.00	190.66	864.04	434.56	(1,472.76)
63 - Employee Costs	13,700.00	3,962.55	9,737.45	13,700.00	90.00	569.00	200.00	22,668.45
64 - Operating Materials & Supplies	310,750.00	211,877.38	98,872.62	229,250.00	20,665.81	139,215.60	30,539.15	158,367.87
65 - Office & Administrative Supplies	49,712.00	34,828.86	14,883.14	49,712.00	2,453.67	28,470.00	18,535.01	17,590.13
66 - Special Programs	31,150.00	38,320.04	(7,170.04)	31,150.00	1,782.97	6,183.21	4,642.46	13,154.29
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	3,841.66	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	1,666.67	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	160,144.00	1,385,829.95	71,175.29	1,192,331.99



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: 04/14/2021

SUBJECT:

Repurposing small meeting room

STAFF RECOMMENDATION:

n/a – Informational only

EXECUTIVE SUMMARY:

Library Director Greg Williams will discuss a planned repurposing of the Library's small meeting room with the Library Board.

BACKGROUND:

The COVID-19 pandemic has forced the Library to reexamine and reimagine nearly every facet of its operations. This process also includes reevaluating how we utilize space throughout the building.

As we progress in our phased reopening plan, we have identified an opportunity for repurposing space that we feel will 1) better meet high-priority community needs, and 2) provide a safer and more "pandemic-proof" work environment for our staff.

When the Library was expanded, a small room near the Teen area was originally envisioned as a Makerspace, where patrons could craft, create, and utilize tools and technology like 3D printers. The envisioned Makerspace, however, was never implemented, and the room was repurposed as a reservable meeting/study room. During the 12 full months preceding the COVID-19 pandemic (March 2019 through February 2020), the meeting room was used by patrons 817 times, or an average of approximately 2.3 times per day.

During the course of the COVID-19 pandemic, we undertook significant efforts to reconfigure the staff basement area to ensure that in the future, staff could work in a safe, physically-distanced manner. These efforts included not only reconfiguration of furniture and workspace layouts but also finding alternate workspaces for certain staff

members (as it was not possible to maintain 6 feet of physical distance with the number of staff workspaces that had previously been located in the basement).

During this same time, the results of the 2020 Oregon City Community Survey were released. The survey results revealed that while the community identified events for Teens as one of the top 5 library services that should receive the most emphasis over the next two years, their satisfaction with current Teen event opportunities provided by the library was the lowest of all rated library services.

In order to 1) provide a safer space for library staff, and 2) to respond to community needs and improve the quality of service we provide to our Teen patrons, we are planning to repurpose the meeting room into the workspace for our Teen Services specialist. We want our Teen patrons to have a staff member who is accessible and familiar to them. In addition, we want our Teen Services specialist to get to know our Teen patrons, so she can regularly connect and engage with them, build stronger relationships, and better understand and address their needs.

As we continue to reconfigure the library to adapt to a post-pandemic world, we should have opportunities to increase the amount of quiet study/workspace in the library, which will help mitigate the loss of a reservable meeting room.

We look forward to hearing the Library Board's feedback, suggestions, or concerns on repurposing this space.

OPTIONS:

1. n/a – Informational only

BUDGET IMPACT:

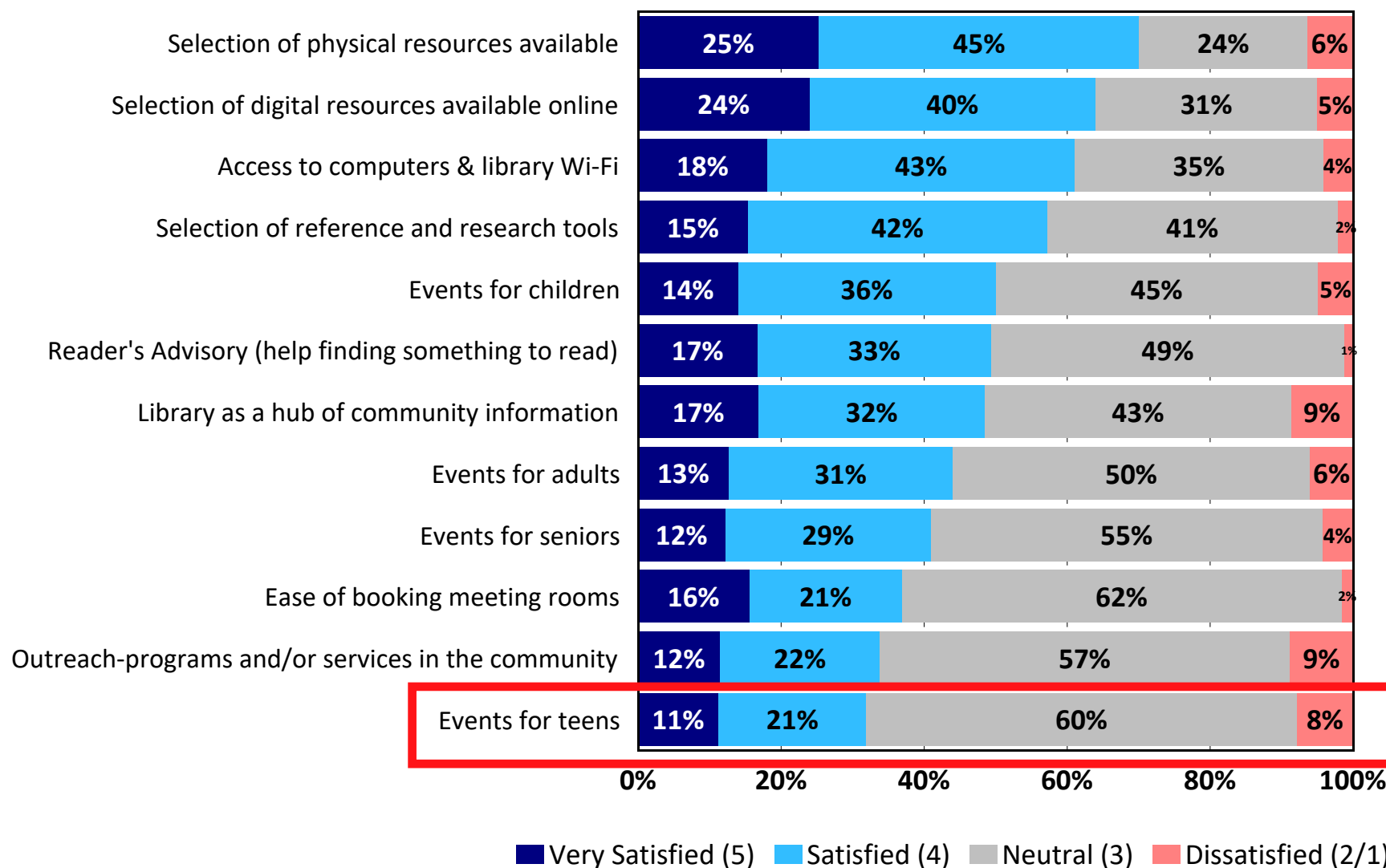
Amount: n/a

FY(s): n/a

Funding Source(s): n/a

Q17. Satisfaction With Public Library Services

by percentage of respondents (excluding don't knows)

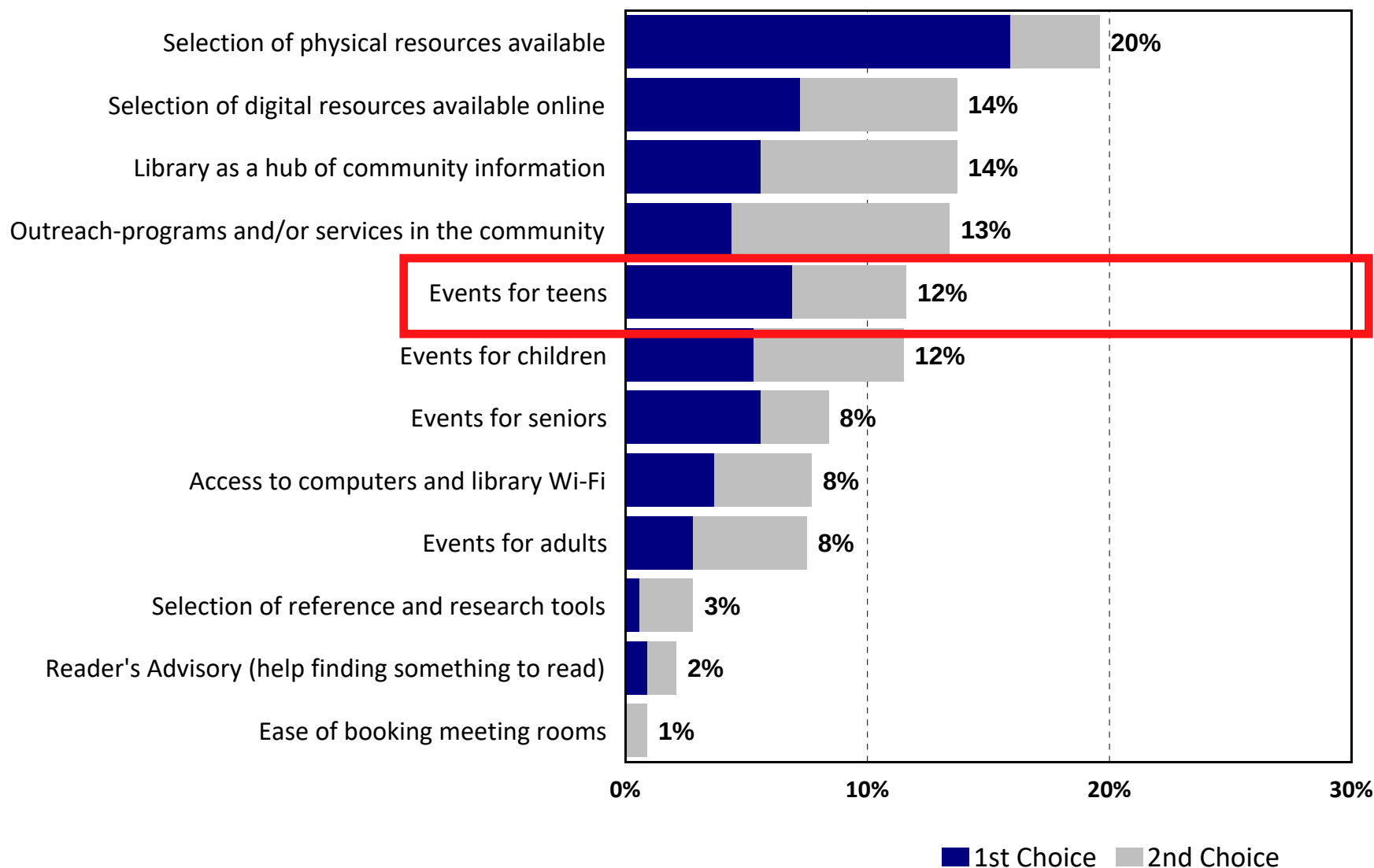


Source: ETC Institute (2020 - Oregon City, OR)

ETC Institute (2020)

Q18. Public Library Services That Should Receive the Most Emphasis Over the Next Two Years

by percentage of respondents who selected the item as one of their top two choices



Source: ETC Institute (2020 - Oregon City, OR)

ETC Institute (2020)

2020 Importance-Satisfaction Rating

Oregon City, OR

Public Library Services

Category of Service	Most Important %	Most Important Rank	Satisfaction %	Satisfaction Rank	Importance-Satisfaction Rating	I-S Rating Rank
Medium Priority (IS < .10)						
Outreach-programs and/or services in the community	13%	4	34%	11	0.0887	1
Events for teens	12%	5	32%	12	0.0790	2
Library as a hub of community information	14%	3	49%	7	0.0706	3
Selection of physical resources available	20%	1	70%	1	0.0586	4
Events for children	12%	6	50%	5	0.0575	5
Events for seniors	8%	7	41%	9	0.0496	6
Selection of digital resources available online	14%	2	64%	2	0.0493	7
Events for adults	8%	9	44%	8	0.0420	8
Access to computers & library Wi-Fi	8%	8	61%	3	0.0300	9
Selection of reference and research tools	3%	10	57%	4	0.0120	10
Reader's Advisory (help finding something to read)	2%	11	49%	6	0.0106	11
Ease of booking meeting rooms	1%	12	37%	10	0.0057	12

Note: The I-S Rating is calculated by multiplying the "Most Important" % by (1-'Satisfaction' %)

Most Important %:

The "Most Important" percentage represents the sum of the first and second most important responses for each item. Respondents were asked to identify the items they thought should be the City's top priorities.

Satisfaction %:

The "Satisfaction" percentage represents the sum of the ratings "5" and "4" excluding 'don't knows.' Respondents ranked their level of satisfaction with each of the items on a scale of 5 to 1 with "5" being Very Satisfied and "1" being Very Dissatisfied.

© 2020 DirectionFinder by ETC Institute