



CITY OF OREGON CITY

LIBRARY BOARD - REGULAR MEETING

AGENDA

Virtual Meeting
Wednesday, April 13, 2022 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

LIBRARY DIRECTOR'S REPORT

1. The Library Director will share his April, 2022 report and statistics.

PUBLIC COMMENTS

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

DISCUSSION ITEMS

2. Library District Advisory Committee (LDAC) Annual Progress report for FY 20/21
3. Revisions to Conference Room Use Policy
4. Designation of Teen Advisory Group as a Library Board Committee
5. Future Library Board Meeting Schedule and Format
6. Strategic Plan Revisions

COMMUNICATIONS

FUTURE AGENDA ITEMS

7. Future Agenda Items

ADJOURNMENT

PUBLIC COMMENT GUIDELINES

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

ADA NOTICE

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

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

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



Library Director's Report for April 2022

Monthly Statistics Notes

- Along with this month's statistics, I have included a comparison of selected statistics from March, 2019 (the last full March we were open pre-pandemic) and March, 2022. Some areas show larger differences than others:
 - Circulation (both first-time and overall) is down about 20%.
 - New patron registrations are down about 20%.
 - It is very difficult to measure foot traffic differences; 2019 data is known to be overstated, and it's impossible to determine exactly how much. Based on other data and information gleaned from staff, actual traffic data from this period may have been only 50% of what was reported.
 - Public PC and WiFi usage are down. This is likely the result of multiple factors, including different technology availability in the library, as well as more people (especially school kids) having acquired technology at home during the pandemic.
 - Social media use and engagement has increased significantly.
- While preparing this month's statistics, we discovered that one of our previous Song and Rhyme Time videos ("Mix a Pancake") got included in YouTube's recommendation algorithm for a day. As a result, the video was viewed over 1600 times in February, and proved exceedingly popular in the Philippines and India!

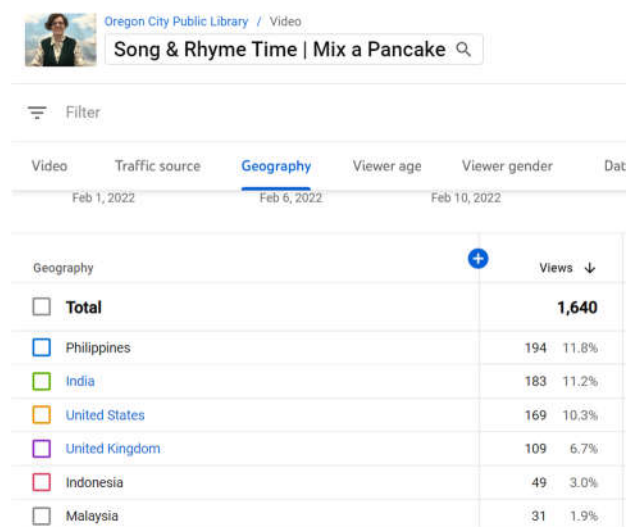


Figure 1 – YouTube statistics

Library Operations

- We have posted a recruitment for our new Library Safety Specialist position.
- Library staff celebrated Pi day (3/14) by bringing in and sharing an assortment of pies! Staff culinary talents were truly on display, with delightful and delectable treats ranging from chocolate chess pie, to vegan mini key lime pies, to homemade muffin-pan chicken pot pie, to homemade instant-pot cheesecake (which was dubbed the 22/7ths cake, as it was an approximation of pie).



Figure 2 - Staff pie creations

Library Grounds and Facilities

- The Everbright is here! It has been extremely popular, and we have been so thrilled with the creativity our patrons have displayed and the fun they've had!



Figure 3 - Everbright creations

Library Programs and Services

- During February, we observed National Eating Disorders Awareness Week (NEDAwareness Week), an annual campaign to educate the public about the realities of eating disorders and to provide hope, support, and visibility to individuals and families affected by eating disorders.



Figure 4 - NEDAwareness graphic

- In February, Pamplin Media highlighted the Library's "Black History in Oregon" program, which was attended by 68 people. The article shared information presented by Oregon Black Pioneers Executive Director Zachary Stocks' February 8 presentation. "When we talk about Oregon's history, we have to sort of rewrite what we think in our mind about when African Americans become part of that story," Stocks said. "For so long, it has always felt like we learn about African Americans in Oregon history around the time of the transcontinental railroad, but honestly, there's never been a time in the history of Oregon where there were white people here and not Black people here."

Oregon's Black history may begin earlier than previously thought

Jaelen Ogadho February 23 2022

Statewide nonprofit Oregon Black Pioneers' discussion ranges back to Sir Francis Drake's landfall on the coast

Oregon Black Pioneers Executive Director Zachary Stocks' recent overview of the state's African American history highlighted that Black people have been a part of Oregon's timeline since the very first non-Native footsteps hit landfall.

"When we talk about Oregon's history, we have to sort of rewrite what we think in our mind about when African Americans become part of that story," Stocks said. "For so long, it has always felt like we learn about African Americans in Oregon history around the time of the transcontinental railroad, but honestly, there's never been a time in the history of Oregon where there were white people here and not Black people here."



Figure 5 - Pamplin media coverage

- In February, we featured book displays and reading recommendations to celebrate Black History Month and Cancer Prevention Month.



Figure 6 - Black History Month graphics

- In March, we celebrated Irish Heritage Month and Women's History Month with social media posts, reading recommendations, and book displays.



Figure 7 - March displays and graphics

- In February, we tried a new display on our Teen "Question of the Week" whiteboard; a giant crossword puzzle!

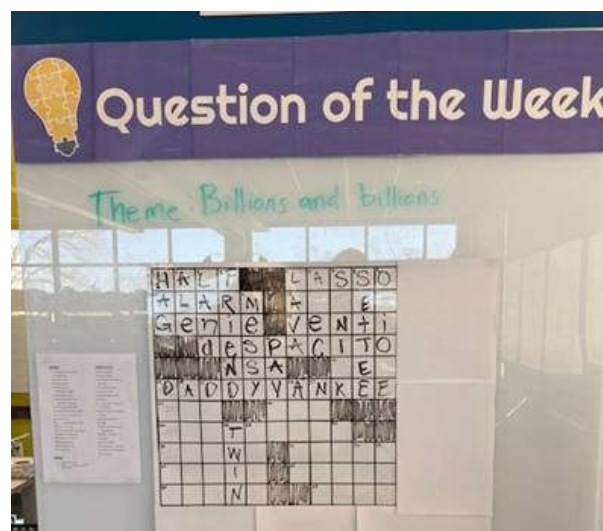


Figure 8 - Teen crossword

- In March, we hosted a live, Zoom civics workshop on misinformation and political propaganda. Presenter Donna Cohen, who has led many of our annual civics workshops, provided 19 attendees with tools and tips on developing their critical thinking strategies to distinguish truth from fiction.

- For the second year, we were pleased to partner with Oregon City Parks and Recreation to present our Spring Break Rain or Shine Challenge! From 3/18 – 3/27, over 50 participants of all ages completed selected indoor and outdoor activities, logged their progress via Beanstack, and earned entries into our special prize drawings (gift certificates to local businesses White Rabbit Books and Geeks and Games).
- During Spring Break, we also helped families get outside and read while they take a short walk around the neighborhood. We posted pages from “Happy Birthday, Cupcake” at the Library, Ermatinger House, Pioneer Center, and City Hall. After participants finished the storywalk, they could stop by the Children's Desk to pick up a prize (an adorable cupcake button!).



Figure 9 - Storywalk

- Our Adult Services team presented a Women’s History Month-themed B.A.M. trivia event. This trivia was open to play anytime between March 16-23 and was made especially for our disability community as part of our B.A.M. (Because Accessibility Matters) program.

Library Partnerships and Outreach

- In partnership with Oregon City Together, the Library’s Childrens Desk is now a pickup location for SaferLock Boxes (while supplies last). These boxes are part of OC Together’s youth drug prevention campaign and can be used to provide parents with another barrier that will keep prescription drugs out of their little ones’ hands.



Figure 10 - SaferLock Box

- In February, our Youth Services staff gave a presentation at OCSD's annual Diversity Conference on finding diverse books, presenting teachers with information and suggestions on inclusive and diverse books they might want to use in their classrooms. We recently received feedback from participants, and it was extremely positive!
 - *"Great book options. Took notes!"*
 - *"I'll be checking out the books to share from our library!"*
 - *"Keep this session every time."*
 - *"Amazing! I already purchased some of the books while you were talking about them! Thank you so much, I am always looking for new books for my classroom."*
 - *"I am excited about the book lists. Her review of books on her list sparked ideas for use in my classroom."*
 - *"I love how you gave ideas on how to connect to curriculum."*
 - *"I think you provided great support and resources."*
 - *"I LOVE the list of books and the enthusiasm for which you presented them."*
 - *"This was the best presentation. She did a wonderful job. I'm a happy reader and teacher."*

The presentation and book recommendations can be viewed on our website.

- The Library's upstairs Conference Room served as a review site for recommended OCSD English Language Arts materials the week of March 14-21. Parents were invited to stop by the library any time during opening hours to look at the teacher's guides, sample books, and informational materials for elementary, middle, and high school curricula and provide feedback to district staff. School board members will review the recommendation from the curriculum committees,

composed of OCSD language arts teachers, and community feedback before formally adopting the new curricula at their April 11 meeting.



Figure 11 - OCSD curriculum review

LINCC Updates

- Kathryn Kohl, manager of LINCC Library Services and the County's staff liaison to LDAC, has accepted a position with Multnomah County Library. We will sorely miss Kathryn, but we are so happy for her and wish her nothing but the best!

Patron Feedback

- In February, a staff member reported the following feedback from a very happy patron!

"Just wanted to pass along some feedback from a very happy patron . . . she has been working on a puzzling family genealogical research project and, with the assistance of the amazing reference desk crew, was able to track down a couple volumes from the Library of Congress. The books contain biographies of the people that played a role in founding Nuevo Leon, Mexico and within them she found the ancestor that she had been searching for - who was born in 1691. She was thrilled and wanted me to thank everyone who helped along the way!"

- Referring to our recent "Find Your Psychic Self" series, a patron let us know: *"I really enjoyed this series and was thrilled to see it! I look forward to watching the replays. I would be interested in similar future offerings if there is interest. Thanks so much!"*

- After using the library for the first time, a new patron stopped by the Circulation Desk to let our staff know *"You guys have done a really good job. This was super easy and pleasant."*
- Dounya Awada, author of *"Imperfect: a story of body image"*, thanked the Library for including her work on our recommended reading list for National Eating Disorders Awareness Week (NEDAwareness Week).

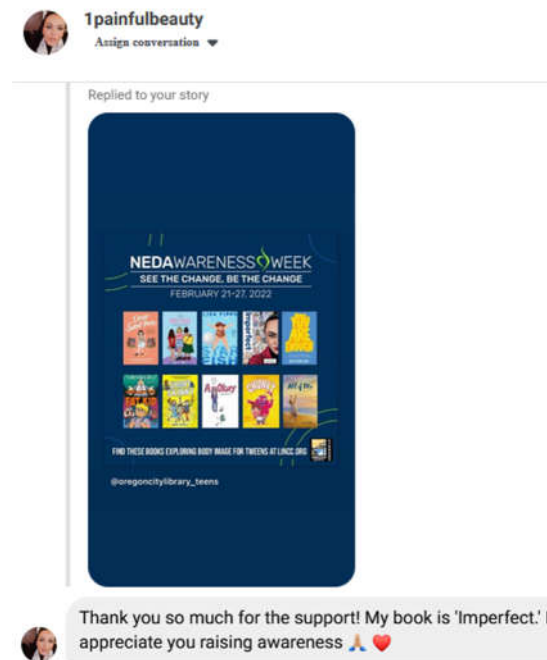


Figure 12 - Social media feedback

- A patron thanked our meditation guru, Sage, for the recent episode of Guided Meditation, *"For Irritability"*.

"Thank you so much for this meditation, Sage! There are so many factors to cause irritability, a place I too often find myself these days. Among the many things to look for remember to stay hydrated. It's so important to drink water and so easy to forget. "

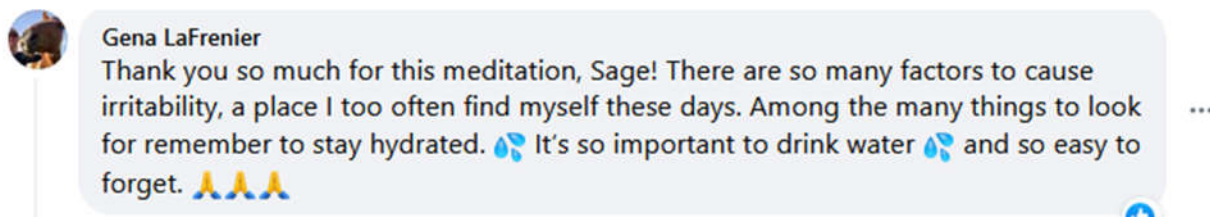


Figure 13 - Social media feedback

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

	Current Month	FY 21/22 YTD	Last Month	Same Month Last FY	FY 20/21 YTD
<u>PATRON STATISTICS</u>					
New Patron Registrations	239	1,893	230	58	628
Total Registered Patrons	17,298	17,298	17,059	18,333	18,333
Library Visitors (Ins)	10,814	80,193	8,926	-	-
Library Visitors (Outs)	10,568	78,060	8,725	-	-
<u>CIRCULATION (includes 1st-time circ and renewals)</u>					
Adult materials	15,737	125,360	13,293	9,368	68,744
YA materials	2,017	18,156	1,596	853	7,069
Children's materials	18,889	145,853	15,461	8,593	58,569
Electronic materials	5,616	49,522	5,360	6,096	52,444
Total Circulation	42,259	338,891	35,710	24,910	186,826
1st Time Circulation (Physical)	24,716	193,622	20,459	12,318	85,686
1st Time Circulation (Self-Check)	23,422 94.8%	184,203 95.1%	19,434 95.0%	70 0.6%	1,410 1.6%
Holds received from other libraries	13,796 54.2%	111,326 51.7%	11,843 53.0%	13,509 53.4%	102,265 55.5%
Holds sent to other libraries	11,643 45.8%	104,199 48.3%	10,510 47.0%	11,808 46.6%	81,984 44.5%
<u>CIRCULATION DEMOGRAPHICS</u>					
Borrowers - City Residents	1,504 56.6%	n/a	1,297 56.2%	809 57.5%	n/a
Borrowers - Unincorporated Residents	926 34.9%	n/a	808 35.0%	492 34.9%	n/a
Borrowers - Other	227 8.5%	n/a	203 8.8%	107 7.6%	n/a
Service Area Pop - City	35,885 58.5%	n/a	35,885 58.5%	35,570 58.5%	n/a
Service Area Pop - Unincorporated	25,426 41.5%	n/a	25,426 41.5%	25,422 41.5%	n/a
<u>TECHNOLOGY</u>					
Internet Sessions	610	4,633	580	-	-
WiFi Sessions	653	4,892	656	82	868
<u>SOCIAL MEDIA / EMAIL</u>					
Facebook followers	3,993	n/a	3,967	3,836	n/a
Instagram followers	1,931	n/a	1,919	1,791	n/a
Twitter followers	950	n/a	949	911	n/a
YouTube subscribers	228	n/a	220	176	n/a
YouTube unique viewers	487	n/a	1,957	500	n/a
YouTube views	673	6,358	2,234	727	6,164
Email newsletter subscribers	4,412	n/a	4,387	4,247	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	8	52	5	11	148
Children's programming - attendance/engagement	391	3,061	270	743	11,141
YA programming - # of progs	-	13	-	-	3
YA programming - attendance/engagement	-	114	-	-	4
Adult programming - # of progs	14	132	14	31	196
Adult programming - attendance/engagement	445	4,684	338	1,485	4,565
Total Creative Kits Offered	258	1,818	180	-	-
Total Creative Kits Claimed	236	1,656	179	-	-
<u>ELECTRONIC RESOURCES</u>					
Kanopy plays	362	4,437	480	317	4,461
Kanopy cost	\$ 445	\$ 4,390	450	\$ 391	4,514
Kanopy average cost/play	\$ 1.23	\$ 0.99	\$ 0.94	\$ 1.23	\$ 1.01
<u>SERVICE DESK INQUIRIES</u>					
Ready Reference	868	6,610	629	-	-
Reference	144	1,363	147	-	-
Technology Assistance	242	2,936	202	-	-

MARCH, 2019	MARCH, 2022	% CHANGE
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PATRON STATISTICS

New Patron Registrations	306	239	-21.9%
Total Registered Patrons	19187	17298	-9.8%
Library Visitors (Ins) - original (2019 known to be overstated)	40567	10814	-73.3%
Library Visitors (Ins) - adjusted 2019 estimate	20283	10814	-46.7%

CIRCULATION

Adult materials	24504	15737	-35.8%
YA materials	1806	2017	11.7%
Children's materials	17043	18889	10.8%
Electronic materials	4471	5616	25.6%
Total Circulation	47824	42259	-11.6%
Holds received from other libraries	14244	13796	-3.1%
Holds sent to other libraries	9988	11643	16.6%
1st-time physical circulation	30369	24716	-18.6%

CIRCULATION DEMOGRAPHICS

Borrowers - City Residents	1956	1504	-23.1%
Borrowers - Unincorporated Residents	1232	926	-24.8%
Borrowers - Other	286	227	-20.6%
Borrowers - Total	3474	2657	-23.5%

TECHNOLOGY

Internet Sessions	1882	610	-67.6%
WiFi Sessions	2627	653	-75.1%

SOCIAL MEDIA / EMAIL

Facebook followers	3016	3993	32.4%
Instagram followers	1086	1931	77.8%
Twitter followers	779	950	22.0%
YouTube subscribers	0	228	n/a
YouTube unique viewers	0	487	n/a
YouTube views	1	673	67200.0%
Email newsletter subscribers	4202	4412	5.0%



Biennium Budget Report Y1 by Category

Item #1.

Through March 31, 2022

	2021-2022 Budget	March 2021-2022 Month Activity	2021-2022 Year Activity	2021-2022 Encumbrance	Year 1 Difference	2022-2023 Budget	2022-2023 Year Activity	Biennium Difference
4 - Revenue								
43 - Intergovernmental Revenues	2,581,190.00	0.00	2,421,435.73	0.00	159,754.27	2,658,700.00	0.00	2,818,454.27
44 - Charges for Services	2,520.00	720.00	2,596.45	0.00	(76.45)	3,020.00	0.00	2,943.55
46 - Fines & Forfeitures	15,000.00	1,951.63	10,082.26	0.00	4,917.74	25,000.00	0.00	29,917.74
47 - Miscellaneous Income	25,000.00	7,200.00	20,165.95	0.00	4,834.05	30,000.00	0.00	34,834.05
49 - Other Financing Sources	150,000.00	0.00	150,000.00	0.00	0.00	150,000.00	0.00	150,000.00
4 - Revenue Totals:	2,773,710.00	9,871.63	2,604,280.39	0.00	169,429.61	2,866,720.00	0.00	3,036,149.61
5 - Expense								
51 - Salaries and Wages	1,052,610.00	86,186.05	755,184.30	0.00	297,425.70	1,099,977.00	0.00	1,397,402.70
52 - Benefits	623,600.00	45,279.05	424,150.79	0.00	199,449.21	651,683.00	0.00	851,132.21
60 - Professional & Technical Services	2,000.00	475.00	1,200.00	0.00	800.00	2,000.00	0.00	2,800.00
61 - Repair & Maintenance Services	144,600.00	25,625.48	110,763.11	37,054.38	(3,217.49)	144,600.00	0.00	141,382.51
62 - Other Services	1,750.00	1,320.00	1,320.00	0.00	430.00	1,750.00	0.00	2,180.00
63 - Employee Costs	10,000.00	1,157.00	2,263.00	200.00	7,537.00	10,000.00	0.00	17,537.00
64 - Operating Materials & Supplies	244,000.00	56,079.38	160,499.92	32,959.73	50,540.35	244,000.00	0.00	294,540.35
65 - Office & Administrative Supplies	43,250.00	6,564.63	14,794.01	1,531.16	26,924.83	37,250.00	0.00	64,174.83
66 - Special Programs	32,700.00	4,840.87	12,973.14	1,280.00	18,446.86	36,700.00	0.00	55,146.86
68 - Community Programs and Grants	0.00	0.00	264.17	0.00	(264.17)	0.00	0.00	(264.17)
69 - Internal Service Charges	102,092.00	8,508.00	76,570.02	0.00	25,521.98	102,092.00	0.00	127,613.98
80 - Debt Service	415,371.00	0.00	67,681.98	0.00	347,689.02	415,371.00	0.00	763,060.02
98 - Transfers	20,000.00	1,667.00	15,001.00	0.00	4,999.00	20,000.00	0.00	24,999.00
5 - Expense Totals:	2,691,973.00	237,702.46	1,642,665.44	73,025.27	976,282.29	2,765,423.00	0.00	3,741,705.29



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: 04/13/2022

SUBJECT:

Library District Advisory Committee (LDAC) Annual Progress report for FY 20/21

STAFF RECOMMENDATION:

Approve submission of FY 20/21 LDAC Annual Progress Report, with any additional changes desired by the Library Board.

EXECUTIVE SUMMARY:

The Library District Intergovernmental Agreement calls for each Library City to submit an Annual Progress Report to the Library District Advisory Committee (LDAC). The Library Board will review the FY 20/21 report and discuss any additions or edits before submission.

BACKGROUND:

Per Section 2.3 of the Library District IGA, "Each Library City will provide the District with...(ii) a report on its efforts to meet OLA Threshold Standards as defined on Attachment C, and...(iii) any supplemental reports that the District through both the District Advisory Committee and the District Board may require."

The required report (known as the Annual Progress Report) for FY 20/21 is attached. For reference, the Service Standards from Attachment C of the IGA are also attached.

LDAC Annual Progress Report submission procedures include a review and discussion of the Annual Progress Report by each local Library Board before submission.

The Annual Progress Report has certain sections where Library Board input is particularly requested, including section 2.55 (where the Library Board may note any concerns about administrative costs allocated by the City), 3.12 (outcomes or findings of OLA standards review), and 4.1 (additional information).

OPTIONS:

1. Approve submission of the FY 20/21 LDAC Annual Progress Report, as presented.
2. Approve submission of the FY 20/21 LDAC Annual Progress Report, with any additional changes desired by the Library Board.
3. Do not approve submission of the LDAC Annual Progress Report and provide staff with further direction.

BUDGET IMPACT:

Amount: n/a

FY(s): n/a

Funding Source(s): n/a

Library District of Clackamas County - Annual Progress Report

Oregon City Public Library

For the period: 7/1/2020 through 6/30/2021

SECTION 1: LIBRARY BOARD COMPOSITION

Service area population

<u>Question</u>		<u>Count</u>	<u>Pctg of total</u>
1.1	City population	35,570	58.3%
1.2	Unincorporated pop. Served	25,422	41.7%
1.3	TOTAL SERVICE AREA POPULATION	60,992	100.0%

Library Board composition (as of 6/30/2021)

		<u>Count</u>	<u>Pctg of total</u>
1.4	Board members living in City	5	71.4%
1.5	Board members living in unincorp. Area	2	28.6%
1.6	Vacancies	0	0.0%
1.7	TOTAL BOARD MEMBERS	7	100.0%

- 1.8 Please provide any additional information below about your service area population or your board composition:

Oregon City Municipal Code 2.44.030 specifies that the Library Board "shall be comprised as follows: four members shall be residents of the city; two members shall be residents of that area comprising postal zip codes 97045 and 97004 which are outside the boundary of the city, and one member shall be an "at large" member selected without consideration as to residence within the above described areas." Our Library Board meets these requirements. Our "at large" member is our current LDAC representative, sits on the Library District budget committee, and has an excellent understanding of and sensitivity to the needs and concerns of unincorporated residents.

SECTION 2: FINANCIAL DATA

City budget cycle	Biennial
If biennial, this report covers	Year 2

Library Fund BalancesQuestionAmount

2.1	Starting balance of Library Fund (7/1/20)	\$ 3,412,768
2.2	Total revenue (7/1/20 - 6/30/21)	\$ 2,755,906
2.3	Total exp. (incl. alloc. costs & debt svc.) (7/1/20 - 6/30/21)	\$ (2,330,216)
2.4	Total transfers to reserve fund (7/1/20 - 6/30/21)	\$ (20,000)
2.5	Ending balance of Library Fund (6/30/21)	\$ 3,818,458

Revenue Detail (7/1/20 - 6/30/21)Amount

2.6	Library District revenue	\$ 2,510,966
2.7	Operational support from City/Library Service Provider	\$ 150,000
2.8	Ready to Read grant	\$ 8,784
2.9	Fines, fees, and donations	\$ 1,503

Other revenues (please specify)

2.10	Federal Grants (CARES)	\$ 59,345
2.11	Investment Earnings & Realized Gain	\$ 22,788
2.12	Misc. Charges	\$ 2,520
2.13		\$ -
2.14		\$ -
2.15		\$ -
2.16		\$ -
2.17		\$ -
2.18	TOTAL REVENUE (should match total in 2.2)	\$ 2,755,906

7/1/2020 through 6/30/2021

Expenditure Detail (7/1/20 - 6/30/21)

		<u>Amount</u>
2.19	Salaries, wages, and benefits	\$ (1,425,680)
2.20	Collection expenditures	\$ (191,086)
2.21	Allocated costs	\$ (46,100)
2.22	Capital expenses (not paid from Reserve Fund)	\$ -
2.23	Debt service (principal & interest)	\$ (415,370)

Other expenses not included above - please breakdown by significant categories (e.g., contracted services, office supplies & equipment, utilities)

2.24	Facility Maint.	\$ (115,211)
2.25	Programming	\$ (26,358)
2.26	Technology (Hardware, Software, Maint.)	\$ (61,486)
2.27	Tech. Services Supplies / Materials Processing	\$ (20,989)
2.28	Telephone	\$ (4,226)
2.29	Equipment	\$ (8,810)
2.30	Training / Professional	\$ (779)
2.31	Office Supplies & Printing	\$ (8,432)
2.32	Legal & Other Contracted	\$ (1,972)
2.33	Postage	\$ (2,591)
2.34	Credit Card Discount	\$ -
2.35	Misc.	\$ (1,127)
2.36		\$ -
2.37		\$ -
2.38	TOTAL EXPENSES (should match total in 2.3)	\$ (2,330,216)

Library Reserves (if applicable)

		<u>Amount</u>
2.39	Starting balance of Library reserves(7/1/20)	\$ 703,564
2.40	Ending balance of Library reserves (6/30/21)	\$ 680,707

- 2.41 Please provide a brief overview of changes to/from the Library Reserve balances and the source and use of those funds:

In order to ensure adequate cash on hand to finance library operations prior to receipt of tax revenue, and to ensure ability to make debt service payments, the City has established a target reserve amount for the Library Fund. The target reserve is equal to 7 months' worth of budgeted expenses + 1 year's debt service payment + 10% contingency. For FY 20/21, the target reserve would have been approximately \$1,942,000. The Library Fund ending fund balance exceeded this target.

Funds in the Community Facilities Fund are intended to allow the City to invest in public facilities to serve the community. Library capital reserves are transferred to this fund.

- 2.42 Please provide a brief overview of any outstanding debt.

At June 30, 2021, the outstanding debt on Library General Obligation Bonds (Issued January 7, 2015, interest rate at 3.08%) was \$4,394,934.

Allocated Cost Detail (7/1/20 - 6/30/21)

Please designate allocated costs using your City's defined categories.

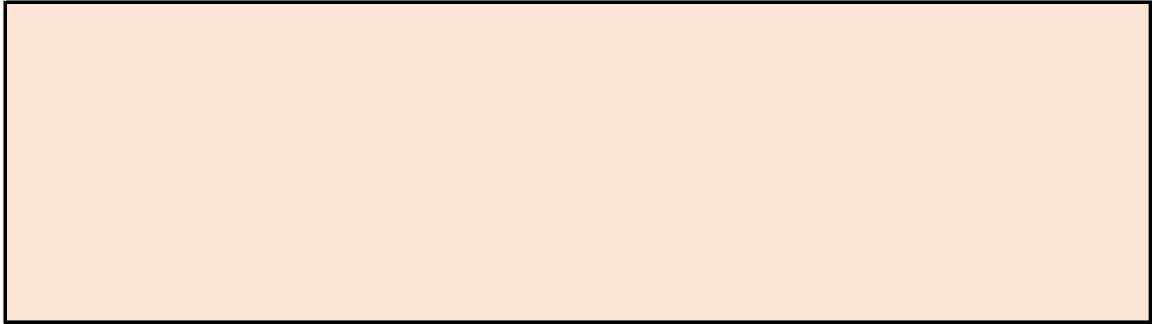
Allocated costs (please specify)

2.43	Human Resources	\$	(37,500)
2.44	Information Technology	\$	(4,400)
2.45	GIS	\$	(4,200)
2.46		\$	-
2.47		\$	-
2.48		\$	-
2.49		\$	-
2.50		\$	-
2.51		\$	-
2.52		\$	-
2.53	TOTAL ALLOCATED COSTS (should match total in 2.21)	\$	(46,100)

2.54 Please provide a brief description of the methodology used to determine cost allocations.

When charged, allocated costs are generally based on FTE counts.

2.55 If the Library Board has any concerns about allocated costs, please explain.



2.56 Please provide information about the role and support that you receive from community organizations (such as Friends and Foundations).

The Friends of the Oregon City Public Library and the Oregon City Library Foundation are active supporters of the Oregon City Library. Their support is absolutely vital in helping the Library to deliver outstanding programs, collections, services, and facilities to the residents of the Oregon City Library service area. During the reporting period, the Foundation provided financial and operational support for the Dolly Parton Imagination Library. Because of the impact of the COVID-19 pandemic on the Friends' cash flow, and the impact of COVID on Library programming, fewer financial requests were made of the Friends during this reporting period.

SECTION 3: SERVICE STANDARDSQuestion

3.1	Library open hours per week	58 (sched) / 21 (avg. COVID actual)
3.2	"Threshold" open hours per IGA Attachment C	50
3.3	Does the Library Director have an MLS degree?	Yes
3.4	"Threshold" Director degree per IGA Attachment C	MLS
3.5	Total Library FTE	16.15
3.6	"Threshold" FTE per IGA Attachment C	20.13
3.7	Total staff with an MLS	6
3.8	"Threshold" staff with an MLS per IGA Attachment C	4.03
3.9	Vols. owned (physical and digital)	212,386
3.10	"Threshold" vols. owned per IGA Attachment C	121,984
3.11	During the reporting period, did your Library Board review the most recent OLA public library standards?	No

- 3.12 If your Library Board did review OLA standards, please share any findings/outcomes of this review.

- 3.13 Does your library currently have a strategic plan?

Yes

If so, please attach to your email when sending in your responses.

SECTION 4: ADDITIONAL COMMENTS

Question

- 4.1 If there is any additional information you would like to provide as part of the library's Annual Progress Report, please include it here.

The COVID-19 pandemic made this reporting year one of the most challenging in the Library's history. With constantly-evolving public health guidelines, and the development and implementation of multiple new service models, Library staff was challenged like never before to innovate entirely new ways to serve the community during a time of unprecedented crisis. Staff are to be commended for the dedication, creativity, and flexibility they showed in the creation of numerous online programs, expansion of digital offerings, and the incremental, phased restoration of in-person services.

SECTION 5: CERTIFICATION

By submitting this form electronically, the submitter certifies that this report has been jointly prepared, reviewed, and approved by the LDAC Representative, Library Board Chair (if different), and Library Director.

Question

5.1	Name of Library Director	Greg Williams
5.2	Email address of Library Director	gwilliams@orcify.org
5.3	Name of LDAC Representative	Nick Dierckman
5.4	Email address of LDAC Representative	
5.5	Name of Library Board Chair	David Goldberg
5.6	Email address of Library Board Chair	
5.7	Date of submission	

*Please email the completed form (in Excel format), along with a copy of your strategic plan (if applicable) to **kkohl@lincc.org***

Attachment C
Service Standards

The Parties agree that all library service providers shall strive to meet OLA Threshold Standards, with a particular emphasis on:

STAFFING: Provide qualified staff employed by the library as outlined in the table below:

Population Served	Threshold Staffing Level
0 - 2,499	0.5 FTE, with high school diploma
2,500 - 4,999	0.35 FTE/1,000 served. Director has B.A.
5,000 - 9,999	0.35 FTE/1,000 served. Director has B.A.
10,000 - 24,999	0.35 FTE/1,000 served. Director has MLS.
25,000 - 49,999	0.35 FTE/1,000 served. Director has MLS. 1/5 of staff has MLS.
50,000 - 499,999	0.33 FTE/1,000 served. Director has MLS. 1/5 of staff has MLS.

MATERIALS: Provide the number of volumes in the library's total collection as spelled out in the table below:

Population served	Threshold Materials
0 - 49,999	Material collection of 5,000 items or two items per capita, whichever is greater.
50,000+	Material collection of two items per capita.

ACCESS: Provide and post open hours which fit the community's need, including evening and weekend hours, and provide the minimum standards listed in the table below:

Population served	Threshold
0 - 4,999	20 hours
5,000 - 9,999	30 hours
10,000 - 24,999	40 hours
25,000 +	50 hours

NOTE: Total staffing levels and material volumes may be constrained by current facility size limitations. The Parties understand and agree that a strategic plan that recognizes such size limitations and adjusts staff and material goals accordingly is an acceptable implementation of this standard.



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: 04/13/2022

SUBJECT:

Revisions to Conference Room Use Policy

STAFF RECOMMENDATION:

Approve the updated Conference Room Use Policy, as submitted.

EXECUTIVE SUMMARY:

The Library Director is requesting Library Board approval of an updated Conference Room Use Policy.

BACKGROUND:

These proposed updates to the Conference Room Use policy are intended to 1) respond to operational changes necessitated by COVID-19, 2) facilitate the use of technology to coordinate and manage Conference Room reservations and usage, and 3) ensuring more fair and equitable access to limited Conference Room space for all Library users.

The most significant changes to the proposed revised policy are:

- Current policy allows reservations to be made up to 6 months in advance. Revised policy allows reservations to be made up to 30 days in advance.
- Current policy limits use to 1 session per week for up to three hours. Revised policy allows three hours' total usage per week, distributed however the user desires (with a minimum individual reservation length of 30 minutes).
- Current policy has a maximum capacity of 14. Revised policy has a maximum capacity of 12, to better promote/enable physical distancing.
- Current policy has a minimum age to make reservation of 16. Revised policy has a minimum age to make reservation of 18.
- Revised policy seeks to clarify that organizations/businesses are subject to the same weekly usage limits as an individual.

- Revised policy cites existing Oregon City Municipal Code (OCMC) requirement that businesses using the Conference Room must have a valid Oregon City business license.
- Revised policy has language indicating that usage policies may change in response to future public health mandates/guidelines.

Both the current policy (adopted 3/18/2017) and the proposed revised policy are included with this staff report.

The Library Board first reviewed and discussed potential revisions to the current policy at their 8/11/2021 meeting. The proposed policy has been reviewed by legal counsel.

OPTIONS:

1. Approve the updated Conference Room Use Policy, as submitted.
2. Approve the updated Conference Room Use Policy, with revisions.
3. Do not approve the updated Conference Room Use Policy and provide staff with further direction.

BUDGET IMPACT:

Amount: n/a

FY(s): n/a

Funding Source(s): n/a

Oregon City Public Library Conference Room Use Policy

The Oregon City Public Library provides one Conference Room on the second floor of the Library for reservation and use by patrons. Additional, non-reservable, quiet study and reading space is available throughout the Library on a first-come, first-served basis.

Conference Room Capacity & Availability

- The standard maximum capacity of the Conference Room is 12.
 - Capacity limits may be adjusted as public health mandates or guidelines require. Any such adjustments will be posted online and outside the Conference Room. Library staff will make reasonable efforts to communicate any such updated capacity limits which may impact current reservation holders.
- The Conference Room is only available during the Library's normal hours of operation. Use of the room must end at least 30 minutes prior to library closing.
 - For current Library hours of operation, please see <https://www.orcity.org/library/>
- Priority for Conference Room usage is given to library activities (including library-sponsored programs, library-sponsored events, or library staff usage). The Library reserves the right to cancel a reservation if the space is required for library activities. Library staff will make reasonable efforts to give adequate notice of any cancellation.
- There is no charge for using the Conference Room.

Conference Room Usage Guidelines

Reservations

- You must be 18 years of age or older to reserve the Conference Room.
- You must have a LINCC library card in good standing (less than \$25 in fines and fees, not blocked for any other reason) to make a reservation.
- A reservation is required for any use of the Conference Room.
 - Current reservation procedures can be found at <https://www.orcity.org/library/meeting-spaces/>
- Conference Room reservation requests may be submitted up to 30 calendar days in advance.
 - The minimum reservation length is 30 minutes.
 - A person may request to reserve the room for no more than 3 hours total per week (Sunday through Saturday).
- Confirmed reservations will be held for up to 15 minutes after the reservation time; if you have not checked in within 15 minutes of your reservation time, your reservation will be cancelled automatically.
- The Library reserves the right to cancel any reservation. Advance cancellation notice is not guaranteed, however library staff will make reasonable efforts to give adequate notice of any cancellation.

Check-in & check-out

- The person who reserved the Conference Room must check in with the second floor Reference Desk when arriving for their reservation and check out when leaving at the end of their reservation.

Approved by the Oregon City Library Board on XXXX XX, 20XX

Approved by the City Manager on XXXX XX, 20XX

- The Conference Room must be returned it to its standard configuration at the end of your reservation (a diagram is posted on the wall).
- Any borrowed supplies (cables, markers, etc...) must be returned to the Reference Desk (and not left in the Conference Room).

Conference Room Usage

- Conduct and noise are to be kept to a level conducive for study by others in adjacent spaces. This includes any use of the room for teleconferencing, TV/video viewing, or presentations.
 - The Conference Room may not be used for musical rehearsal or performance (instrumental or vocal).
- Conference Room users must abide by all Library Behavior Policy. (<https://www.orcity.org/library/behavior-policy/>), and any applicable City/State/Federal public health requirements.
- Only library-supplied markers may be used on the whiteboard.
- The Conference Room may not be used for activities involving glitter, paint, glue, or other craft materials unless as part of a library-sponsored program.
- Conference Room doors may not be blocked. Windows and doors may not be covered at any time except where shades already exist.
- Only Library staff may adjust the thermostat in the Conference Room.
- Use of the Conference Room for business purposes by any attendee, or for use by an organization, must be noted at the time the reservation request is submitted.
 - Per OCMC 5.04.060, all persons using the Conference Room to conduct business must have a valid Oregon City Business License. The Library reserves the right to verify business licensure status before approving any reservation request for business use of the Conference Room.
 - For any business or organizational usage, reservations shall be made in the name of, and using the library card of, the person conducting business (not their individual clients or customers) or coordinating use of the room on behalf of the organization.
 - For the purposes of weekly usage limits, each business entity or organization, regardless of the number of employees or members, shall be considered a single user. For example, while a business or organization may have 10 employees or members, the business or organization is subject to the same weekly reservation limits as a single individual.
- Library staff may enter the Conference Room at any time while it is being used.
- The Library reserves the right to revoke permission to reserve and use the Conference Room based on violations of this policy. Revocation periods will generally follow the same progression in the Library's Behavior policy, depending on the nature and frequency of the violation(s).

Liability

- Person reserving the room assumes all liability for damage to or theft of City property as assessed by the City by any member of their group during the reservation time period.
- City assumes no responsibility for materials, equipment or any other article left by any organization, group or individual in the Library and will not be liable for loss, theft or damage thereto.
- The Library neither approves nor disapproves of content, topics, subject matter, or points of view of individuals or groups using the room.

Approved by the Oregon City Library Board on XXXX XX, 20XX

Approved by the City Manager on XXXX XX, 20XX

Oregon City Public Library Large Conference Room and Everything Room Use Policy

The Oregon City Public Library provides two small study rooms for public use: the Large Conference Room (maximum capacity 14) and the Everything Room (maximum capacity 6). Electrical outlets, white board, and wifi are available in each. When not in use for library activities, the rooms are available under the following rules approved by the Library Board. The Library neither approves nor disapproves of content, topics, subject matter, or points of view of individuals or groups using the rooms.

Supplies for using the whiteboards in the study rooms can be checked out. This includes an eraser and markers for whiteboards.

Rules

- When not reserved, use is on a first come, first served basis.
- Use of the rooms is limited to three hours a day unless no one else has a reservation or is waiting.
- Conduct and noise are expected to be kept to a level conducive for study by others in adjacent spaces.
- Users must abide by the Library Behavior Guidelines (<http://www.orcity.org/library/behavior-policy>)
- Except for closed beverage containers, no food or drink is allowed in the rooms.
- The rooms are only available during the hours that the Library is open. Use of the rooms must end at least 15 minutes prior to the library closing.
- The room must be left in the same condition in which it was found.
- Projects that involve materials including, but not limited to, musical instruments, singing, TV/radios, glitter, paint, glue and other craft materials may not be used in study rooms unless during a library supervised program.
- Doors may not be blocked; windows and doors in study rooms may not be covered at any time **except where shades already exist.**
- The Library is not responsible for accidents, injury, loss or damage to the private property of the individual or organization using the room.
- Patrons are responsible for alerting staff to any pre-existing damage to the room before occupying it.
- The Library reserves the right to cancel a reservation if the space is required for library use. Every effort will be made to give adequate notice of the cancellation.
- The Library reserves the right to revoke permission to use its meeting rooms.

Reservation Procedure

- Users must check in at the Ask Desk before using the rooms.
- Rooms may be reserved in person or by phone.
- Both the Large Conference Room and Small Conference Room (Everything Room) can only be reserved by patrons who are **16 years or older** and who have a LINCC library card in good standing. Reservations are not transferrable to another patron.
- Rooms may be reserved up to **6 months** in advance.
- Reservations cannot exceed three hours in length. If, at the end of your reservation, no one else has booked the room you may extend your reservation.
- Reservations will be limited to **one** reservation per week.
- Reservations will be held for no more than 15 minutes after the beginning of the reservation time.

Approved by the Oregon City Library Board on March 8, 2017

Liability

1. The reservee assumes all liability for damage to or theft of City property by his/her group during the reservation time period as assessed by the City.
2. City assumes no responsibility for materials, equipment or any other article left by any organization, group or individual in the Library and will not be liable for loss, theft or damage thereto.



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: 04/13/2022

SUBJECT:

Designation of B.A.M. Advisory Council as a Library Board Committee

STAFF RECOMMENDATION:

Designate the B.A.M. Advisory Council as a committee of the Library Board, with the purposes noted.

EXECUTIVE SUMMARY:

Staff are requesting to designate the existing B.A.M. Advisory Council as an official Library Board committee, and to designate a Library Board liaison.

BACKGROUND:

In the past, the Library has established quasi-advisory bodies to provide staff with feedback and perspectives on Library services, programs, and policies. One such group is the Because Accessibility Matters ("B.A.M.") Advisory Council.

While the feedback from our disability community provided through the Advisory Council is invaluable, there has historically been little interaction or communication between this quasi-advisory body and the Library Board. In addition, no formal mechanism currently exists for the Library Board to receive, consider, and weigh in on the advice, feedback, or recommendations of this group.

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

The updated bylaws specify that Library Board committees will have a specific scope or purpose. Staff would respectfully suggest retaining the essence of the B.A.M Advisory Council's current purpose, and provide the committee with the following purposes:

- 1) To discuss, learn about, recommend, and help the Library implement initiatives and services to better serve the disabled community in our area.
- 2) To serve as a resource for the Library in efforts to learn about and address accessibility issues, remove barriers, and promote opportunities and programs for individuals with disabilities.

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

OPTIONS:

1. Designate the B.A.M. Advisory Council as a committee of the Library Board, with the purposes noted.
2. Designate the B.A.M. Advisory Council as a committee of the Library Board, with desired revisions to the purposes noted.
3. Do not approve designation of the B.A.M. Advisory Council as a committee of the Library Board.

BUDGET IMPACT:

Amount: n/a

FY(s): n/a

Funding Source(s): n/a

B.A.M. Program



[1]

The Oregon City Public Library's Because Accessibility Matters (B.A.M.) Program focuses on ways that we can better serve the Disability Community by addressing accessibility issues, equal rights, removing barriers and promoting opportunities and programs for individuals with disabilities.

As part of this program, our staff also manages events for adults with disabilities and their caregivers, inspired by an accessibility [advisory council](#) that meets live via Zoom.

B.A.M. Events

- [B.A.M. Creative Kits](#) [2]
- [Upcoming B.A.M. Events](#) [3] (Library Event Calendar)

B.A.M. Facebook Group

The Library's B.A.M. (Because Accessibility Matters) program has an official [B.A.M. Facebook Group](#) [4], where members can participate in virtual programs and activities, as well as share relevant and interesting articles and stories. New members are welcome! Search "bam oregon city library" on Facebook.com or go to www.facebook.com/groups/OCLibraryBAMgroup [5].

B.A.M. Advisory Council

Purpose:

The focus of this advisory council is to discuss, learn about, and implement ways that the Library can better serve the disabled community in our area. We like to learn from the disabled community itself and those that serve them, how the Library can be a more welcoming and inclusive space for everyone.

Mission:

The mission of the B.A.M (Because Accessibility Matters) Advisory Council for People with Disabilities is to serve as a resource to the Oregon City Library addressing accessibility issues, equal rights, removing barriers and promoting opportunities and programs for individuals with disabilities. We envision a community group where everyone understands the importance of equal participation and full inclusion of all citizens and is committed to making the Oregon City Library a more accessible place to visit and enjoy for people living with disabilities.



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: 04/13/2022

SUBJECT:

Future Library Board Meeting Schedule and Format

STAFF RECOMMENDATION:

n/a – decision to follow Library Board discussion

EXECUTIVE SUMMARY:

The Library Board will discuss the format and schedule of future Library Board meetings.

BACKGROUND:

Section VI, paragraph 1 of the Library Board Bylaws indicates that the Library Board meets a minimum of 9 times per year “at a time and place agreed upon by the committee.”

During the COVID-19 pandemic, the Library Board began meeting exclusively online, and moved the standard meeting time from 5:00 PM to 5:30 PM.

The Library Director would like to engage in a discussion with the Board about future meeting schedules and formats. The City can accommodate remote meetings, in-person meetings, and hybrid meetings.

In addition, in the interest of improved administrative efficiency, staff are respectfully requesting the Board consider changing its regular meeting schedule from the 2nd Wednesday of the month to the 4th Wednesday of the month.

The Library Director recently took a poll of Library Board members regarding some of these questions. Anonymized and summarized results are included with this staff report.

OPTIONS:

n/a – decision to follow Library Board discussion

BUDGET IMPACT:

Amount: n/a

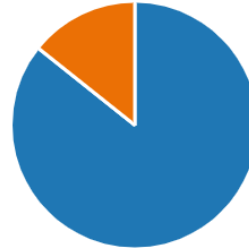
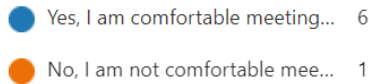
FY(s): n/a

Funding Source(s): n/a

LIBRARY BOARD MEETING PREFERENCE SURVEY RESULTS

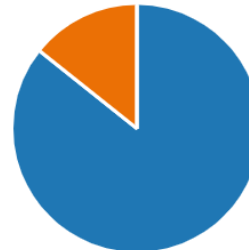
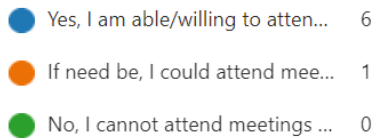
1. At this time, are you comfortable with in-person Library Board meetings where masks would be optional?

[More Details](#)



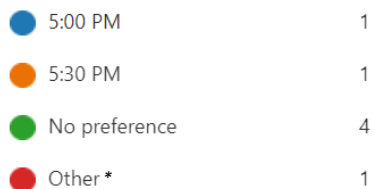
2. Library Board meetings are currently scheduled on the 2nd Wednesday of each month. Starting in May, would you be able/willing to attend meetings on the 4th Wednesday of the month instead?

[More Details](#)



3. What meeting time works best for you?

[More Details](#)



* 5:00 if we are virtual, 5:30 if we are in person





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: 04/13/2022

SUBJECT:

Strategic Plan Revisions

STAFF RECOMMENDATION:

Approve revisions to the Library Strategic Plan, as presented, and recommend staff develop the associated Tactical Plan.

EXECUTIVE SUMMARY:

The Library Board will consider revisions to the Strategic Plan, as developed by the Strategic Plan Committee and discussed at the January Library Board Work Session.

BACKGROUND:

In 2021, the Library Board established a Strategic Plan Committee consisting of David Goldberg and Cynthia Andrews, with Library Director Greg Williams and Library Operations Manager Denise Butcher providing staff support. The purpose of the committee was to review the Library's current Strategic Plan and consider potential revisions to the plan for recommendation to the entire Library Board. This committee has met twice (October 22, 2021, and December 3, 2021); these meetings were noticed and were open to the public.

At its January 12, 2022 work session, the full Library Board reviewed the Committee's proposals which included:

- Splitting the current Strategic Plan into two documents, namely:
 - A higher-level Strategic Plan document which includes the Library's Mission, Vision, Guiding Principles, and Strategic Focuses.
 - An associated Tactical Plan, developed by staff and reviewed by the Library Board, which would include specific outcomes or goals which support the Strategic Plan, specific initiatives to meet those goals or achieve those outcomes, and quantifiable success measures.

- Edits and revisions to the Library's Mission, Vision, Guiding Principles, and Strategic Focuses.

Staff have updated the revised Strategic Plan with the modifications discussed at the work session, namely the revision of Strategic Focus #4 to include the phrase "safe and welcoming," as follows:

Maintain and expand safe and welcoming facilities and accessible services throughout our entire service area.

The Library Director would also like to discuss the possibility of another Board committee to advise on development of the Tactical Plan framework/format.

OPTIONS:

1. Approve revisions to the Library Strategic Plan, as presented, and recommend staff develop the associated Tactical Plan.
2. Approve revisions to the Library Strategic Plan, with amendments, and recommend staff develop the associated Tactical Plan.
3. Do not approve revisions to the Library Strategic Plan, and provide alternate recommendations to staff.

BUDGET IMPACT:

Amount: n/a

FY(s): n/a

Funding Source(s): n/a

OCPL STRATEGIC PLAN: 2019-2024

PROPOSED REVISIONS

02/09/2022

MISSION:

To promote literacy and love of reading, support lifelong learning, celebrate inclusivity, curiosity and diversity, and support individual and community enrichment and growth throughout our entire library service area.

VISION:

Every person in our service area will have free and full access to the library services, resources, and programs they need.

GUIDING PRINCIPLES:

- We champion intellectual freedom, offering equitable access to information from many perspectives and points of view.
- Our collections, services, and programs reflect and support the growing diversity of the community we serve.
- We conduct all interactions with respect and confidentiality
- We provide safe and inclusive spaces where community members can gather, connect, and exchange ideas.
- We are transparent in our decisions and actions, we follow through on our commitments, and we are accountable to the community we serve.
- We are forward-looking and anticipate our community's future needs.

STRATEGIC FOCUSES

Item #6.

- 1) Create and support young readers
- 2) Meet the information needs of our entire service area
- 3) Ensure collections, programs, services, and staff reflect and engage our diverse community
- 4) Maintain and expand safe and welcoming facilities and accessible services throughout our entire service area
- 5) Ensure appropriate and sustainable funding for operational and capital needs



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: 04/13/2022

SUBJECT:

Future Agenda Items

STAFF RECOMMENDATION:

n/a – Informational only

EXECUTIVE SUMMARY:

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

BACKGROUND:

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

- Community Room Policy (revision)
- Behavior Policy (revision)
- Computer Use and Internet Policy (revision)
- Unattended Child Policy (revision)
- Collection Development Policy (revision)
- Art Policy (new)
- Hi/Lo collection update
- LGBTQ Collection follow-up
- Library Tactical Plan development
- Library Board Engagement Plan development
- Long Term Capital Replacement and Repair
- Library District Overview for City Commission
- Creative Kit Distribution Data and Discussion
- Review of Oregon Library Association Public Library Division standards

OPTIONS:

1. n/a – Informational only

BUDGET IMPACT:

Amount: n/a

FY(s): n/a

Funding Source(s): n/a