



CITY OF OREGON CITY LIBRARY BOARD AGENDA

**Virtual Meeting
Wednesday, March 10, 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 February 10, 2021 Library Board meeting.

LIBRARY DIRECTOR'S REPORT

2. The Library Director will share his March, 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. Due to the recent resignation of the Library Board Chair, the Board will need to re-elect a Chair and (potentially) a Vice-Chair for 2021. In addition, the Library Director will discuss options for filling the current vacant position.
4. The Library Director will share information about current Library operations during the COVID-19 pandemic, and discuss plans for continuing the phased restoration of library services.

COMMUNICATIONS

FUTURE AGENDA ITEMS

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, February 10, 2021

Online via Zoom

5:30 PM

1. Call to Order:

Scott Edwards called the meeting to order at 5:37 pm.

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

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

Scott Edwards announced that he would be resigning from the Library Board effective February 11, 2021 as he was moving out of Oregon. Scott reflected on his personal memories of growing up an visiting the Oregon City Library and his positive experiences on the Board.

2. Approval of Minutes:

Nick Dierckman motioned to approve the minutes from the Library Board's January 13, 2021 meeting with no changes. Larry Osborne seconded the motion. Larry Osborne, Cynthia Andrews, David Goldberg, Nick Dierckman, Kari Linder, Elizabeth Zinter, and Scott Edwards all voted aye. The motion carried.

3. Library Director's Report:

Greg Williams congratulated Scott on his move and thanked him for his time and efforts as Board Chair.

Greg noted that some social media statistics showed unusual changes between January and February as some online video programming content had not previously been included. Additionally, Facebook followers replaced Facebook likes as a metric following City and internal discussion.

Greg referenced an infographic shared at the 2020 Oregon City Business Alliance. Greg shared a number that jumped out to him was the 12,000 hold pick up appointments, electronic access was up, and programming numbers were high in terms of sessions and patron reach.

Greg stated that all staff completed OSHA COVID 19 training which included viewing a video series and attending training via Zoom and the content was all already familiar content and practice. Greg congratulated Youth Services Librarian Barratt Miller and Technology and Library Promotion Librarian Aaron Novinger for celebrating five-year work anniversaries.

Greg shared that the installation of the people counters was underway and should be completed by the end of the week.

Greg reported that staff had begun coming in on Saturdays to assist with material handling

processes including shelving, checking in materials, and pulling picklist. Greg added that plans were being finalized to expand hold appointments on Saturdays.

Greg shared that Oregon City hired a behavioral health specialist based in the Police Department. The specialist offered additional areas for staff training during a meeting with Greg. Scott expressed appreciation for the specialist and shared that he had observed escalated patron behavior firsthand and library staff responses. Denise Butcher stated that Scott had helped with a tense patron situation two summers ago.

Greg said that No Contact Printing was nearly finalized and should be completed by the end of the week. Greg shared that the library had been providing reading and viewing recommendations in honor of Black History month as well as posting information on notable Black figures. Greg acknowledged his appreciation of Gina Bacon's graphic design.

Greg shared that grab bags had been expanded, two seasonal (Black History and Valentine's Day) and one permanent (Board Books).

Greg stated that a table with select tax documents and tax resource information had been set up in the Seventh Street vestibule for grab and go patron access.

Greg related that the Elevated Readers Book Club selected their 2021 reading list and the selection of choices were listed in the Director's Report packet.

Greg shared that in December, the Teen Advisory Board met for the first time since the COVID shutdown. There was no formal agenda for the meeting besides reconnecting and checking in.

Greg stated that the Library partnered with Parks Department to coordinate a Story Walk in January "Be a King" and the pages of the book were placed in the windows of the pool facility. The next Story Walk was planned for March at the Ermatinger House.

Greg shared that a Rain or Shine Challenge is scheduled for March, in partnership with the Parks Department. Parks would determine 10 outside activities and the Library would determine 10 indoor activities. Participants would be able to track their progress on the Beanstack tracking program.

Greg shared that Barratt Miller and Sabrina Tusing participated in the Oregon City School District Equity Conference to share how to find diverse books, presented book talks on diverse titles, and provided a best of the year booklist. This year's conference was digital and recorded.

LINCC (Libraries in Clackamas County) asked for teen art submissions to be used the Teen Summer Reading promotions and Greg expressed hope that an Oregon City teen's work would be chosen this year.

Greg shared that the directors of the LINCC libraries planned to sign on to a social and racial equity statement written by the Urban Libraries Council. As part of this process, a spreadsheet of LINCC's libraries' Diversity, Equity, and Inclusion programming and actions was assembled. Greg thanked Jen Giovanetti for putting together the spreadsheet. Greg thought the statement aligned with the library's values and Oregon City Commission's position. An additional takeaway was that the cooperative's aggregate DEI programming was robust.

Nick Dierckman asked if there was a centralized calendar of library events for patrons to see. Greg referred him to a shared LINCC Google calendar and acknowledged that each library was part of a different city with different scheduling software and that those differences sometimes caused challenges in calendar consolidation. Nick voiced appreciation for the weekly Oregon City email updates.

Elizabeth Zinter asked if there was a breakdown in the spreadsheet to see what Oregon City Library specifically was doing. Greg said there was not and that the Equity Committee purposely decided to make this an aggregate countywide effort. Greg stated that Oregon City had contributed heavily to the list and said he could look up individual programs if there were questions about specific programs.

Nick asked about registration numbers in the statistical section and stated that he thought that there was a loss of about 1800 cards compared to last year and combined with the 1200 new cards indicated that there were roughly 3000 fewer cardholders. Greg stated that he did not have exact numbers in front of him, but there had been a drop. Greg stated that he thought that it was more accurate to say that they were not gaining cardholders at normal rates because in times where the library is fully open approximately 200 new cardholders are added per month and with current reduced operations it is closer to 30 to 40 accounts per month.

Nick shared that he had been also been looking at proportions of Oregon City residents and residents of unincorporated areas with library cards for the purposes of potential outreach. Nick asked for clarification about when cardholders are removed from the system. Greg said that if accounts do not have activity for three years, the account is removed from the system. Nick again expressed interested in outreach to the unincorporated area.

Larry Osborne asked if a person whose account is purged had to reapply or if there was an expedited process to reinstate cardholder who have previously held a card compared to a non-card holder. Greg responded that if someone has been purged from records that they would have to start a card application all over. If someone just has an inactivated card due to information verification issues or larger fines, they would just need to resolve those issues at the library and they would have a functional account again.

4. Public Comments: none

5. Discussion Items:

2020 Community Satisfaction Survey

Greg referenced that there is a link to the full 2020 Community Satisfaction Survey findings in the staff report. Greg summarized the methodology of the study, specifically that it was a City resident specific survey, conducted by an outside vendor. Greg identified expanding future surveys to include residents from unincorporated areas as something to pursue in order to gather more information across the library service area.

The study revealed that participants rated living in Oregon City favorably overall. The library had the second highest satisfaction levels of all departments. In comparison to the 2018 results, there were decreases in the degree of satisfaction. Greg stated that this downward trend was due to COVID and the vendor reported that this trend had been widely seen in other cities they had surveyed.

Larry Osborne expressed pleasant surprise with the current satisfaction rate of 75 percent.

The survey also provided insight into how library information reaches the public. The Trail News publication proved a surprisingly popular information source and the library is reevaluating how to optimize information distribution through Trail News, social media, and county wide newsletters.

Nick pointed out that the use of Trail News would likely only reach City residents.

Greg reported that survey responders prefer monthly communication and that the library has been releasing library content on a monthly basis.

Greg highlighted the results of an importance satisfaction rating results from the survey. In this

portion of the survey, participants ranked what is most important to them and what they found the least satisfactory. The vendor compared the intersection of two lists to identify areas for improvement. Based on the ranking, the vendor identified outreach programs and teen events, which were areas that the library had internally identified as areas of focus in order to best serve patrons.

Cynthia Andrews asked if there was a way to tell who had responded to the survey in order to determine who has needs being met, particularly as it pertained to teens and event funding. Cynthia pointed out that adults and caregivers may have very different responses than teens themselves and suggested more information be gathered directly from teens, particularly prior to large scale budget commitments. Greg agreed.

2021-2023 Library Budget

Greg shared his screen and requested feedback if additional information was needed and extended his wish to involve the Board in the budget process. Greg shared the budget timeline.

David Goldberg asked what went into the Budget Worksheets. Greg stated that worksheets included expenditures to date, projected end of year expenditures, and preliminary estimates of upcoming biennium revenues and expenses costs. Nick asked if the Strategic Plan had been reviewed as he thought there was a survey that needed to be conducted. Greg replied that there were lots of Strategic Plan related assessments that would be happening in the next month or so, as well as discussions around Strategic Plan initiatives themselves. Greg acknowledged that COVID had made this an irregular year as it related to the Strategic Plan and may influence the Strategic Plan's evolution. Greg shared his understanding that the Strategic Plan was intended to be a living document.

David asked if outside resources would be needed to conduct the assessments. Greg replied that he thought most could be managed in house or with City resources.

Nick had questions about the balance in the financial report. Greg replied that the balance is the difference between the amount budgeted in a particular category and the amount spent in that particular category. Greg invited follow up questions if the Board was interested in more detailed categories or had general questions.

Nick asked if there was a reserve fund and if it was included in the budget.

Greg responded that there was a community facilities fund and it had been funded at \$20,000 per year for the past biennium with the intention that it is used for future capital needs. The library also had an ending fund balance reserve to help weather uncertain funding years and catastrophes.

Greg shared an overview of projected Library District Distribution, which is the primary source of library funding. For fiscal year 2021-2022 the County projected a 2.7% increase in property tax revenue and a 93.5% collection rate for an estimated total of \$2,497,563. Greg contextualized this estimate as being approximately \$50,000 less than the last estimate, but not major cause for concern.

Greg also shared that LINCC's decision to go temporarily fine free during COVID would impact Oregon City Public Library's budget as overdue fines had previously been budgeted at \$40,000 per year. Greg anticipated it being a while before fines resumed and acknowledged that because fines present an equity concern, talks had occurred to see if LINCC would consider going fine free. At the time of the discussion, it was not financially feasible to do so county wide, but there was interest.

David asked if lost materials were included in this estimate. Greg did not think so, and Denise said lost materials were reported in a separate category. Greg indicated he would follow up.

Greg mentioned that he was not sure what, if anything, about going fine free had been discussed by

and with the Board previously and that he would be interested in having a discussion.

Scott responded that while it had come up in past Board meetings and the Board had had questions and concerns, it had never been fully discussed. Greg thanked Scott for his insight and thought it would likely warrant a full future discussion.

Nick suggested that this might be a topic for the task force as well. Greg agreed. Nick also asked for clarification for the bond duration. Greg thought it was a 20-year bond, but that he'd verify with the Finance Department.

Greg stated that it was uncertain if CARES or equivalent COVID relief funding would continue to be available going forward.

Greg shared concern about the library expenses given community desires for services, staffing levels, and operational logistics.

Greg was working with Human Resources to update job classifications, descriptions, and compensations as it had been several years since they were reviewed and the work now and the work in the future may not align with the descriptions on file.

Greg mentioned the annual debt payment was about \$415,000 and that the Library received General Fund support of \$150,000, for which Greg was grateful. David asked if anyone had examined if it made sense to refinance given the low interest rates. Greg responded that he had asked the same question of the new Finance Director while he visited the library the week prior and it was being looked into.

Greg addressed that the community expressed desire for more electronic resources (ebooks, databases, Kanopy plays) and those were much more expensive than their physical counterparts.

Greg noted that the virtual programming was something that was worked well in COVID conditions, provided outreach opportunities, and would be continued in some form even after operations returned to normal.

Greg mentioned that building reconfiguration would likely need to be undertaken to prepare for future library needs to include more spacing and easier to clean furniture.

Greg stated the importance of setting aside funds for building maintenance for long term building use as well as for smaller area improvements.

Greg stated that Facilities had identified the wood floor in the Carnegie section as needing replacement and this would need to be budgeted for in this biennium.

David asked for clarification in big picture finances regarding reduced fines and anticipated reduced revenue.

Greg stated that he would be able to provide a clearer picture at the next meeting after meeting with Finance. Greg addressed that budget law requires expenditures to match revenue. Greg identified District Revenue, General Fund, and Fine Revenue as the top three revenue sources to the library's budget. Greg anticipated District Revenue as being close to the previous year, General Fund as hopefully being close to the previous year, and Fine Revenue being significantly reduced. Greg identified staffing as an expenditure concern.

David asked if by next meeting there would be confirmation that current staffing level would be budgeted for in the next biennium. Greg clarified that he was not concerned about staffing cuts, but rather the level of staffing not being sufficient to satisfy future community needs and demand for

various library services.

6. Communications:

Library District Advisory Committee (LDAC)

Nick shared that the next meeting was scheduled for March and that the details of reassembling a task force adjacent to LDAC were being explored.

Library Foundation

Cynthia said that as of the Foundation meeting January 21, 558 children under the age of 5 were registered for the Dolly Parton Imagination Library project with associated ongoing costs of \$1500 per month. The draft memorandum of understanding was sent to the Oregon City Schools Foundation concerning the co-management of the Dolly Parton Imagination Library project and was expected to be finalized in March. Two new Foundation Board members joined the Board.

Friends of the Library

Scott pointed out that the liaison position to Friends was available and would need to be filled.

7. Future Agenda Items:

Greg raised a suggested calendar of topics for the 2021 Library Board meetings, with the understanding that everything is flexible.

Greg said he would send out a formal email invitation for the Friends of the Library liaison position.

The Board and Scott wished each other well.

8. Adjournment:

The meeting adjourned at 6:59 PM.



Library Director's Report for March 2021

Monthly Statistics Notes

- No specific trends or anomalies to discuss this month.

Library Staff

- Library staff worked several shifts at the tree hauling site set up by the City at the Clackamette Cove, where residents could drop off tree trimmings, branches, and limbs left behind by the recent ice storm.



Figure 1 - Library staff member Suzanne Mills directs a truck into the City's tree hauling site

Library Grounds and Facilities

- The recent ice storm resulted in a substantial amount of downed branches and debris in Library Park, particularly in the 7th street side of the park. While the debris was being cleared and hazardous limbs were being pruned from trees, we temporarily modified our no-contact holds pickup so that patrons would not need to travel through the 7th street side of the park. In addition, Library staff put caution tape around the park to alert pedestrians about the hazard. We are very grateful to our Public Works and Parks Departments for their assistance and attention in getting the park cleaned up!





Figure 2 – Ice storm damage and cleanup efforts in Library Park

Library Operations

- No-contact hold pickup appointments are now available on Saturdays from 11 - 2!
- The Library conducted interviews for additional on-call Library Assistants. As need arises, we periodically add to our pool of available Library Assistants.
- Library Management had their initial FY 21-23 budget meeting with the Finance Department. We had positive and constructive conversations about a variety of topics, including reserve policies, cost allocations, revenue projections, and ongoing departmental needs.

Library Programs and Services

- On Friday, March 5th, we will be starting our no-contact print pickup service. Patrons will be able to submit their job via email, website, or smartphone app, then come to the 6th street entrance during our holds pickup hours, where a staff member will release and deliver their print job (while observing COVID-19 safety protocols). No appointment will be necessary, and there will be no charge for printing. Print jobs will be limited to 50 pages/day/patron.

- The Library will be celebrating Women's History month in March, with social media profiles of historical figures, and links to various materials.

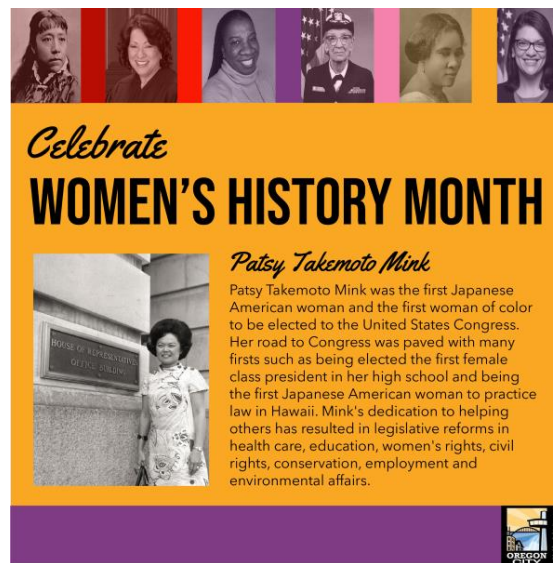


Figure 3 - Women's History Month profile

- The Library's Building Bridges Anti-racism Book Club members voted on their next title for discussion as well as their next meeting date. Beverly Daniel Tatum's "Why Are All the Black Kids Sitting Together in the Cafeteria?: And Other Conversations About Race" edged out the competition by two votes. The 40-member group will keep in touch via BookClubz as they read the book, before meeting live on Zoom for a discussion on March 24th at 4:00PM. The group was also publicized by OCSD via their OC NewsBlast list.



Figure 4 - OCSD promotion of Building Bridges Anti-Racism Book Club

- Craft Kits continue to be popular! Our offerings for March include:

- Animal Sculptures Kids (ages 2-9)
- Super Mario Cross Stitch (Teens grades 5-12)
- Crochet Unicorn Mug Cozy (Adults ages 18+)
- DIY Painted Wind Chimes (BAM Adults with disabilities)

A patron shared a photo of her completed mug cozy.



Figure 5 - Mug cozy crocheted by patron

- After a brief hiatus, the Library's popular "Mindfulness Monday: Guided Meditations with Sage" video program returned last month.
- The City's Library and Parks Departments are teaming up to help families defeat boredom this spring, no matter what the weather brings! Participants in "The Rain or Shine Challenge" will complete a mix of indoor and outdoor activities for a chance to win prizes. The program will utilize our existing BeanStack summer reading platform; registration for all ages begins March 10 at orcity.beanstack.org!

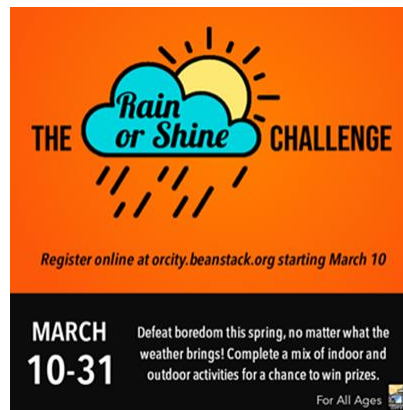


Figure 6 - Rain or Shine Challenge promo

- The Library is offering two live Zoom workshops, presented by Donna L Cohen, MLIS, MEd, Information Specialist, and principal of D. L. Cohen Information Services. Cohen has presented similar civics topics at the library for many years. The topics discussed will be Misinformation, Fake News, and Political Propaganda on March 22 and Citizen Activism 101 on April 5.



Figure 7 - Upcoming civics workshops

Library Partnerships and Outreach

- Library staff will be participating in this year's virtual Family Focus Forum, sponsored by OCSD. This year's virtual event focuses on helping families create balance during extremely challenging times. Our Youth Services staff will offer a session where attendees can get information about the Library's resources for parents, kids, and educators, and ask questions about Library offerings and services.

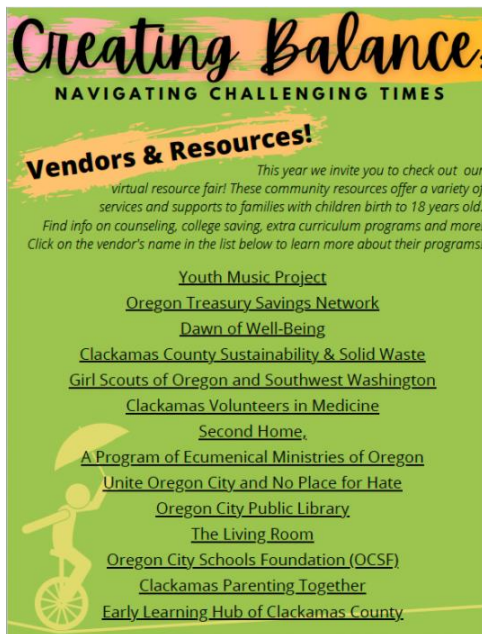


Figure 8 - Family Focus Forum participants

- Word is Bond is a group dedicated to "rewriting the narrative between young Black men and law enforcement through leadership development, critical dialogue, and engagement." They recently worked with the OCPD, and during the month of February, the Library hosted a display as part of the organization's "I Got A Story to Tell" campaign. The group also published a poetry book, which we have added to our poetry collection and made available for checkout.



Figure 9 - Word is Bond display in 7th Street windows

Library District / LINCC Cooperative

- Al Matecko, citizen Chair of the Library District Advisory Committee, penned an op-ed (included at the end of this report) which ran in Pamplin newspapers about how LINCC libraries have supported their communities during the pandemic.

Patron Feedback

On Instagram, a patron shared their appreciation of our Guided Meditations with Sage program, writing *“What a blessing you are, with the light you bring. Our whole family appreciates you.”*

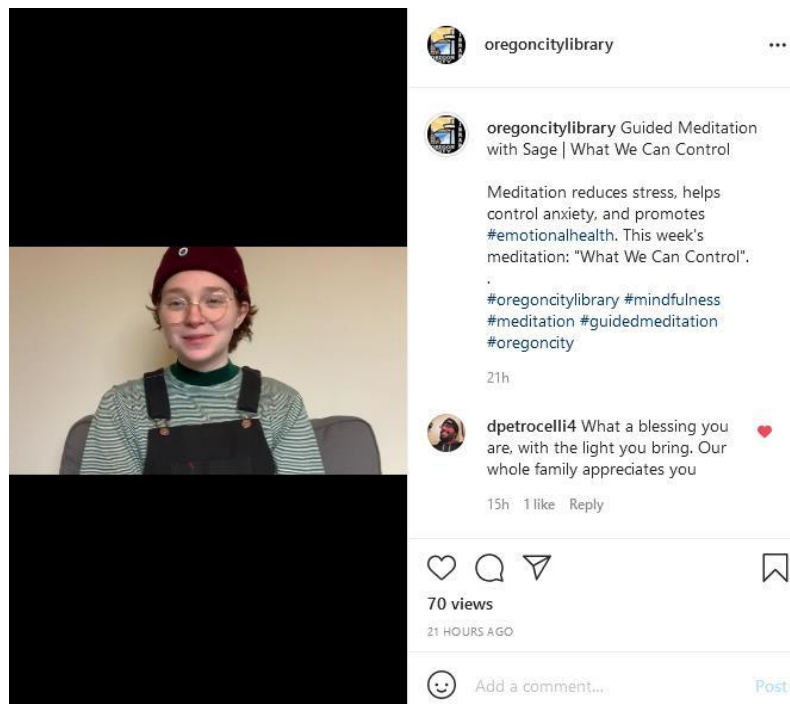


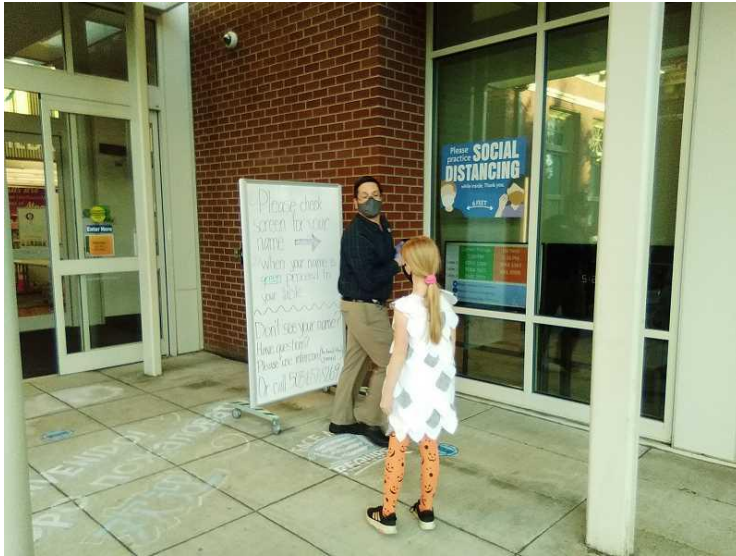
Figure 10 - Instagram feedback for Sage

Clackamas County libraries meeting needs of our communities

Alan Matecko

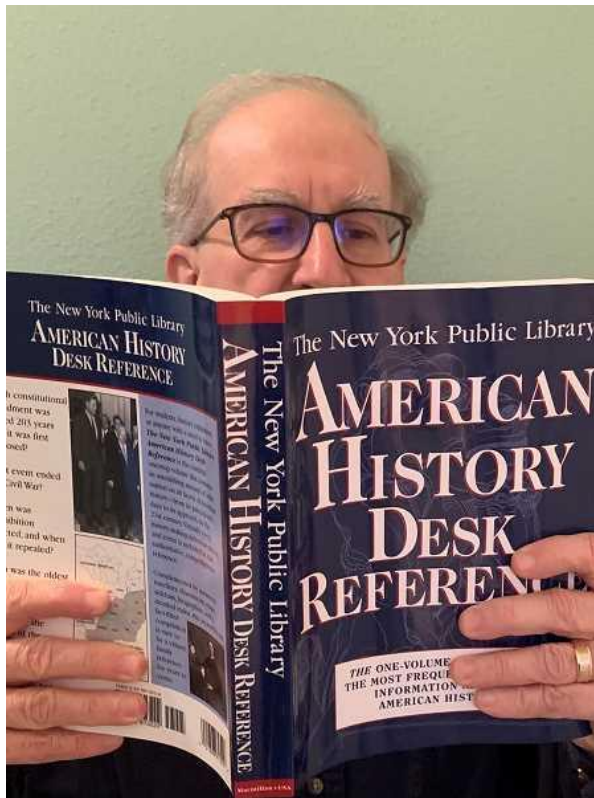
February 23 2021

Opinion: Librarians have been a link to help all of us strive to maintain a sense of normalcy.



PMG PHOTO: RAYMOND RENDLEMAN - Oregon City Public Library Director Greg Williams helps Marisa Fleming navigate changes to the system for picking up holds in November.

A year ago, we began to face an uncertain future involving a pandemic testing our medical, physical, social and mental abilities. People throughout our county have stepped up and made a difference for all of us as we truly take life one day at a time. We recognize and honor such needed forces such as medical personnel, grocery workers, truckers, power-line folks, firefighters and so many more who have made a difference.



Alan Matecko

One unseen vital force has been our library staffs throughout the county. Though our library doors may be temporarily closed to the public, these people have worked behind the scenes to make things happen and to assist with social and mental needs of all ages. These librarians have been a link to help all of us strive to maintain a sense of normalcy in a world of a constantly changing and challenging environment.

From the pandemic to the summer fires to the recent ice storm, our libraries have been there for us. The 12 Clackamas County libraries administered by various cities and the county have been beacons of help to all of us. They have answered numerous calls about where to seek assistance on a wide range of subjects; they have helped educators and students with important research and material; and they have also kept the daily books, DVDs, CDs and other items distributed to library card holders.

In this difficult time, our librarians have stepped up and developed new ideas to meet the needs of their respective communities. A few examples of the work of the libraries are but a small representation of what all the libraries have done. In Sandy, the library developed a "take and make" craft program for people to design and make crafts with a purpose; in Oregon City, the library reached out to Head Start classes, providing books to the preschool readers of the future; in Lake Oswego, they established a parking lot mini-library under a tent; and in Happy Valley, the library staff developed an ongoing diversity program offering Zoom discussions and book bundles to help understand the racial concerns existing in America.

All libraries have used live video for children's story times, teen meetups, trivia nights, singalongs, book-group discussions and more. One library even put together a storytime blooper reel, allowing all of us to smile and laugh at gentle goofs.

And not surprisingly, all our libraries have found ways to provide free books to citizens faced with financial or other difficulties. For example, after the fires of the summer had subsided, the

Estacada library, working with its Friends group, made sure local folks affected by the fires had access to free books and other help.

We in Clackamas County are blessed to have a wonderful group of libraries that work together for the greatest good possible. Our libraries are part of the county library network that assists in keeping the systems and procedures working 24/7. We don't see them, but they are an integral force in maintaining a great county library system we all enjoy.

Remember, our libraries are there for you, offering a helping hand and so much more.

And it's OK to take a moment and say thanks to them!

Happy Valley resident Alan Matecko is the chairperson of the Clackamas County Library District Advisory Committee.

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

	Current Month	FY 20/21 YTD	Last Month	Same Month Last FY	FY 19/20 YTD
PATRON REGISTRATIONS					
New Patron Registrations	77	570	81	281	2,191
Total Registered Patrons	18,285	18,285	18,212	20,338	20,338

CIRCULATION (includes 1st-time circ and renewals)

Adult materials	7,587	59,376	8,049	23,817	190,717
YA materials	761	6,216	793	1,909	15,494
Children's materials	6,230	49,976	7,776	17,257	143,620
Electronic materials	5,418	46,348	6,094	4,532	36,055
Total Circulation	19,996	161,916	22,712	47,515	385,886

1st Time Circulation (Physical)	9,243	73,368	10,641	29,266	241,664
1st Time Circulation (Self-Check)	73	1,340	90	25,338	209,482

Holds received from other libraries	11,071	54.1%	88,756	55.8%	12,547	57.8%	14,447	58.0%	115,071	58.1%
Holds sent to other libraries	9,402	45.9%	70,176	44.2%	9,166	42.2%	10,469	42.0%	82,927	41.9%

CIRCULATION DEMOGRAPHICS

Borrowers - City Residents	755	57.1%	n/a	763	56.8%	1,964	56.6%	n/a
Borrowers - Unincorporated Residents	473	35.8%	n/a	478	35.6%	1,204	34.7%	n/a
Borrowers - Other	94	7.1%	n/a	103	7.7%	301	8.7%	n/a

Service Area Pop - City	35,570	58.3%	n/a	35,570	58.3%	34,860	58.3%	n/a
Service Area Pop - Unincorporated	25,422	41.7%	n/a	25,422	41.7%	25,401	41.7%	n/a

TECHNOLOGY

Internet Sessions	-	-	-	1,962	14,615
WiFi Sessions	102	786	67	2,037	16,962

SOCIAL MEDIA / EMAIL

Facebook followers	3,815	n/a	3,820	3,539	n/a
Instagram followers	1,758	n/a	1,733	1,421	n/a
Twitter followers	908	n/a	905	854	n/a
YouTube subscribers	169	n/a	159	-	n/a
YouTube unique viewers	518	n/a	468	1	n/a
YouTube views	763	5,437	702	1	4
Email newsletter subscribers	4,251	n/a	4,267	4,195	n/a

See monthly Hootsuite report for additional social media statistics

FINANCIAL

See monthly Budget to Actual report

PROGRAMMING *

Children's programming - # of progs	8	137	13	39	260
Children's programming - attendance/engagement	510	10,398	695	1,648	11,045

YA programming - # of progs	1	3	-	2	30
YA programming - attendance/engagement	-	4	-	23	269

Adult programming - # of progs	17	165	20	22	144
Adult programming - attendance/engagement	1,119	3,080	747	467	2,557

Virtual programming currently uses a 2-week statistical collection period; stats will be one month "behind"

MEETING ROOM USE

Revisions pending

MATERIALS PROCESSING

Revisions pending



Library Board Report

Feb 01 - Feb 28, 2021



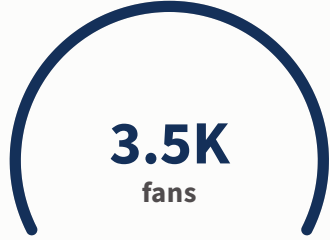
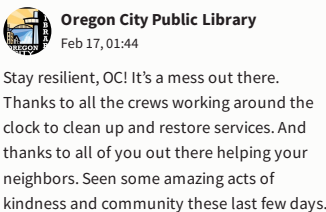
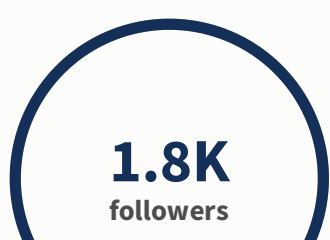
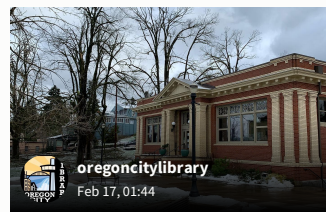
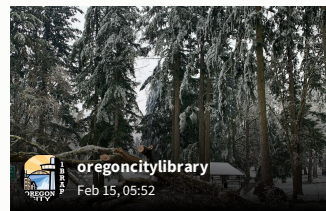
@ORCityLibrary



oregoncitylibrary



Oregon City Public Library

f Fans  3.5K fans	f New Fans 17 new fans	f Posts 106 posts	f Engagement > Type Reactions 358 Shares 76 Comments 52
f Post Reach 27K users	f Top posts > Reach Oregon City Public Library Feb 01, 23:20 Library staff members out and about in the community, tabling events, having fun, and spreading the word about literacy. 2332 users  Oregon City Public Library Feb 19, 23:33 Soon offering Saturday pickup hours! We are pleased to announce we are expanding our no-contact holds pickup hours to include 895 users  Oregon City Public Library Feb 21, 00:50 Drumroll please...Winning by a wee margin of just two votes, the next title for discussion at our Building Bridges Anti-Racism Book 760 users		
f Post Likes 159 likes	f Top posts > Reactions Oregon City Public Library Feb 01, 23:20 Library staff members out and about in the community, tabling events, having fun, and spreading the word about literacy. 28 reactions  Oregon City Public Library Feb 17, 01:44 Stay resilient, OC! It's a mess out there. Thanks to all the crews working around the clock to clean up and restore services. And thanks to all of you out there helping your neighbors. Seen some amazing acts of kindness and community these last few days. ♥ #oregoncity #occommunity #icestorm2021 19 reactions  Oregon City Public Library Feb 19, 23:33 Soon offering Saturday pickup hours! We are pleased to announce we are expanding our no-contact holds pickup hours to include 13 reactions		
@ Followers  1.8K followers	@ Top Posts > Reach  oregoncitylibrary Feb 09, 18:54 Taking it back to 2014. How will this week's expected snowfall compare? ☺ #oregoncitylibrary #tbt #oregoncity #oregon 527 users  oregoncitylibrary Feb 15, 05:52 Hope you're staying safe and away from those trees, OC! What a weekend!! #oregoncity #icestorm2021 440 users  oregoncitylibrary Feb 17, 01:44 Stay resilient, OC! It's a mess out there. Thanks to all the crews working around the clock to clean up and restore services. And 377 users		
@ Posts 48 posts	@ Top posts > Likes  oregoncitylibrary Feb 09, 18:54 Taking it back to 2014. How will this week's expected snowfall compare? ☺ #oregoncitylibrary #tbt #oregoncity #oregon 70 likes  oregoncitylibrary Feb 17, 01:44 Stay resilient, OC! It's a mess out there. Thanks to all the crews working around the clock to clean up and restore services. And 37 likes  oregoncitylibrary Feb 15, 05:52 Hope you're staying safe and away from those trees, OC! What a weekend!! #oregoncity #icestorm2021 36 likes		

Followers 908 followers	Net New Followers > Acco... @ORCityLibrary 3	Tweets 112 tweets	Engagement > Type Likes 29 Retweets 5 Replies 1
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Biennium Budget Report Y2 by Category

Item #2.

Through 2/28/21

	2019-2020 Budget	2019-2020 Balance	Year 1 Difference	2020-2021 Budget	February 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	12,440.40	2,377,001.94	0.00	(82,652.38)
44 - Charges for Services	0.00	3,430.86	(3,430.86)	0.00	0.00	1,800.00	0.00	(5,230.86)
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	0.00	13,787.21	0.00	(1,793.57)
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	12,440.40	2,542,589.15	0.00	(48,150.15)
5 - Expense								
51 - Salaries and Wages	929,069.00	854,273.44	74,795.56	917,766.00	73,963.32	580,544.19	0.00	412,017.37
52 - Benefits	530,822.00	489,850.09	40,971.91	556,618.00	38,018.71	293,822.83	0.00	303,767.08
60 - Professional & Technical Services	2,540.00	1,337.50	1,202.50	2,540.00	425.00	675.00	0.00	3,067.50
61 - Repair & Maintenance Services	142,557.00	134,592.89	7,964.11	127,057.00	6,575.04	74,360.99	9,513.12	51,147.00
62 - Other Services	653.00	1,480.16	(827.16)	653.00	91.96	943.38	551.52	(1,669.06)
63 - Employee Costs	13,700.00	3,962.55	9,737.45	13,700.00	279.00	479.00	200.00	22,758.45
64 - Operating Materials & Supplies	310,750.00	211,877.38	98,872.62	229,250.00	8,401.96	118,470.75	23,512.54	186,139.33
65 - Office & Administrative Supplies	49,712.00	34,828.86	14,883.14	49,712.00	384.42	26,016.33	1,954.90	36,623.91
66 - Special Programs	31,150.00	38,320.04	(7,170.04)	31,150.00	235.81	4,400.24	71.76	19,507.96
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	30,733.28	0.00	15,366.72
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	13,333.36	0.00	6,666.64
5 - Expense Totals:	2,500,765.00	2,261,343.77	239,421.23	2,409,916.00	133,883.55	1,225,641.20	35,803.84	1,387,892.19