



CITY OF OREGON CITY LIBRARY BOARD REGULAR MEETING AGENDA

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

Wednesday, February 28, 2024 at 5:00 PM

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

CALL TO ORDER

ROLL CALL

ASSISTANT CITY MANAGER INTRODUCTION

APPROVAL OF MINUTES

1. The Library Board will review and approve minutes of the 11/29/23 work session and the 8/30/23, 11/29/23, and 1/31/24 regular meetings.

LIBRARY DIRECTOR'S REPORT

2. The Library Director will share his February report and Library statistics.

PUBLIC COMMENTS

DISCUSSION ITEMS

3. Review of Library Foot Traffic Data and Discussion of Operating Hours

COMMUNICATIONS

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@orccity.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@orccity.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.orccity.org and available on demand following the meeting. Most meetings of the full Library Board may also be viewed on Willamette Falls Television channel 28 as a rebroadcast; please contact WPMC at 503-650-0275 for a programming schedule. Meetings of Library Board committees are generally not streamed/rebroadcast.



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

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

Meeting

Wednesday, January 31, 2024 at 5:00 PM

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

CALL TO ORDER

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

ROLL CALL

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

Staff Present: Greg Williams, Library Director, Denise Butcher, Library Operations Manager, and Barratt Miller, Youth Services Librarian were present via zoom.

APPROVAL OF THE MINUTES

The approval of the November 29, 2023 Work Session and November 29, 2023 Regular Meeting Minutes was postponed until the following meeting.

1. Annual Officer Elections

David Goldberg identified Chair and Vice Chair as positions in need of filling.

Larry Osborne nominated David Goldberg for Chair. Nick Dierckman seconded the nomination. Cynthia Andrews, Heidi Blackwell, Bill Carton, Nick Dierckman, Lisa Oreskovich, and Larry Osborne voted aye. David Goldberg became Chair.

David Goldberg nominated Cynthia Andrews as Vice Chair. Larry Osborne seconded the nomination. Heidi Blackwell, Bill Carton, Nick Dierckman, David Goldberg, Lisa Oreskovich, and Larry Osborne voted aye. Cynthia Andrews became Vice Chair.

Heidi Blackwell expressed an interest in giving her position as Liaison to the Teen Advisory Committee to a different Board member. Lisa Oreskovich volunteered. David Goldberg asked if there was any opposition to Lisa assuming the role; there was none. David Goldberg appointed Lisa Oreskovich Liaison to the Teen Advisory Committee.

LIBRARY DIRECTOR'S REPORT

2. January 2024 Director's Report and Library Statistics

Greg Williams shared that January marked the first library fund distribution for the year, this initial distribution was higher than anticipated, and County estimates for 2025 were in line with Library budget expectations.

David Goldberg asked what would be needed to use the extra funds. Greg stated that a supplemental budget would be needed and the proportion of the additional funds to the original funds would determine which body heard the request, whether that would be the City Commission or the Budget Committee. Greg identified newly identified elevator repair costs as a potential project in need of funding.

Greg highlighted an Oregon State Library story regarding an unfolding case concerning special tax districts and citizens opting out of paying taxes within that tax district. Larry Osborne noted that it seemed that the opposing parties seemed to have different arguments.

Heidi Blackwell asked about staffing levels. Denise Butcher noted that the biennium budget provided for the creation of four part time Library Assistant II positions, which had been filled, and one full time Youth Services Librarian I position, which was in the interview process. Greg spoke positively to the stability of benefitted staff and expressed a hope that on call positions would be used in a more traditional manner. Greg voiced appreciation for Denise's handling of scheduling, schedule changes, and filling in when positions were not filled.

PUBLIC COMMENTS

None.

DISCUSSION ITEMS

3. Partnership with Oregon City School District and Clackamas County for the Implementation of a Student Library Card Program

Out of consideration for the presenter's time, this item was presented directly after officer elections. Barratt Miller presented on the Student Library Card Partnership Program and identified the partners as Oregon City Public Library (OCPL), Clackamas County, and Oregon City School District (OCSD). Barratt noted that the project had been started in 2020 and had been paused due to shifting priorities. Barratt said a pilot was scheduled for spring 2024 with anticipated full rollout in fall 2024.

Barratt said beginning with the 2024-2025 school year parents of OCSD students could sign their children up for LINCC library cards during the school registration process. These cards would allow for five items checked out at a time, five holds at

a time, no late fees (lost/damage charges would still apply), and full access to the digital collection. The library card would be digital and use the student's ID number as their library card number. The card would be active for 12 months and eligible for renewal during school registration. Card creation and activation would occur annually by December 1.

Barratt estimated the scope of the pilot to be roughly 100 cards. Barratt identified this program as supporting the Strategic Plan Focus of Creating and Supporting Young Readers as well as being a goal on the 2023-25 Tactical Plan. Barratt noted that this program complemented the grant funding for early literacy OCSD had been awarded and supported easy check outs during field trips.

David Goldberg asked how many new cards Barratt would expect the program to create. Barratt said it was unknown given the uncertainty around how many students already had cards and the percentage of parents opting out. Cynthia Andrews asked Barratt if the percentage of sign-ups in Washington and Multnomah counties was known. Barratt said it was not as there was no consistent data due to the differences in the implementation processes.

Bill Carton asked if the digital card would have PINs and how this card type would interact with the self-check machines. Barratt said the card number would be OC and the student's student ID, would be PIN enabled, and the self-check would allow for manual entry of the card for checkout and account purposes.

Bill asked if there was an issue of LINCC items being returned to OCSD and vice versa. Barratt stated LINCC staff ensured the return of mis-returned OCSD materials, and OCSD staff could also reach out to Barratt. Barratt spoke to the consideration of book lockers and return locations' proximity to schools, noted other LINCC libraries had book returns at schools, and thought this might be a viable future option with more staff to service locations.

David Goldberg asked if the permission forms would be multilingual. Barratt said her understanding was that all OCSD paperwork was communicated in preferred language but was uncertain to the level of translation. Barratt said she would bring that up at her next meeting.

Heidi Blackwell shared that there were approximately 7,000 students in OCSD, and reception to Barratt's School Board presentation on the program was positive. Barratt spoke to the importance of expanding language options in digital content. David spoke positively to the progress made. Greg Williams recognized Barratt's work in pursuing and realizing the program due to the involved nature and scope of interorganizational logistics and agreements.

4. FY 23-24 Q2 Tactical Plan Update

Greg Williams identified progress on the Student Library Card initiative, the Books by Mail program due to a \$1500 donation from the Oregon City Women's Club, for which Greg expressed appreciation. Smart locker discussions were still in progress at the LINCC cooperative level and Greg anticipated discussing additional next steps February LINCC Director's meeting. Greg anticipated a research trip to examine other libraries' vehicles and indicated he'd send out a scheduling poll.

5. Library District IGA Update

Greg Williams summarized that in August the Library District Advisory Committee wrote the County Commissioners requesting clarification on the permitted usages of district dollars for capital projects and in November the County Commissioners instructed Clackamas County staff to work with each participating city to prepare an amendment the IGA. Greg said there was no specific language to share with the Board at present but he presented several general potential options.

One approach was to include all OLA 2008 capital standards verbatim into the IGA. Greg noted that the existing IGA included these standards by reference. A different approach was to add explicit language permitting use of funds for library building and maintenance to section 2.1 of the IGA. The amendment of the district master order to add inclusive language around use of funds for capital purposes of library facility provision and maintenance was also an option. Greg said that pursuing master order changes would allow for the County Commissioners to complete the process on their own and would not need to be passed by every participating city. A fourth option was to make no changes. Greg did not anticipate this course of action resolving the ongoing questions about permissible fund uses. Greg said the City Managers would be meeting in February to discuss the matter. Greg requested the Board's feedback, questions, and thoughts to be able to relay those to the City Manager.

David Goldberg was in favor of the Board taking a formal position advising changes to the governing documents to explicitly allow Library District funds to be used for Library expenses, including capital needs.

Nick Dierckman, Larry Osborne, and Heidi Blackwell voiced support for language explicitly allowing for using Library District funds on capital expenditures. After Board input and language workshopping, David Goldberg put forth the resolution, "The Oregon City Library Board advises amending either the Master Agreement or the IGAs to explicitly allow the use of District Tax Revenues for capital expenses that serve and promote local library services."

Nick Dierckman made a motion to support the resolution. Larry Osborne seconded the motion.

Cynthia Andrews, Heidi Blackwell, Bill Carton, Nick Dierckman, David Goldberg, Lisa Oreskovich, and Larry Osborne voted aye. The motion carried.

Cynthia inquired about the next steps for the resolution. David stated that the Board's advisory feedback would go to City Manager Tony Konkol.

6. Library Display Policy Discussion

Greg Williams noted that written feedback had been given this past December regarding OCPL's holidays display and while the description of Greg's verbal responses, per written correspondence, was not an accurate account of what Greg had said, the exchange had prompted thought on the lack of formal display policy. Greg included two examples of display policies for reference of different approaches. Greg Williams asked if the Board was supportive of creating a display policy and for general feedback.

Nick Dierckman asked if other display related concerns had been raised during Greg's time. Greg said that a few happened, but none rose to the level of requesting to talk with the Director, and most discussions happened regarding displays in the Children's area. Greg noted that many recent questions were in regard to an absence of Christian materials, and that in libraries the absence of items in displays did not necessarily mean that material was missing from the collection as it often meant they was checked out. Greg asked Denise Butcher if she knew of any complaints preceding him; she did not recall any.

Nick Dierckman stated that he was unaware of any display concerns raising to the level of Board involvement during his time.

Cynthia Andrews supported the creation of a transparent and inclusive display policy that could be clearly communicated to the public.

David Goldberg voiced uncertainty if having a policy would have changed the outcome of the concern but was open to a policy if Staff could craft a concise policy.

Greg said that Staff did not look at displays in isolation, but rather as part of the overall library collection and thought that having a policy that articulated that would be helpful. Greg said that when he has had conversations with people who express concerns, he invites them to attend a Library Board meeting to give public comment; no one yet has attended.

Nick Dierckman asked if there were any internal reviews of materials for display. Greg stated that each department team had discussions about displays, displays were often calendar based, and that while he was not involved with those discussions, he trusted staff judgement and curation.

David suggested that Greg put together a draft policy and bring it to the Board.

Heidi Blackwell suggested reaching out to OCSD's Equity and Belonging Specialist and thought such action would support the tactical plan. Greg said he would reach out to Heidi for more information.

Bill Carton noted the complicated situation of display funding and the possibility of displaying community donated materials. Greg noted that patron-initiated displays would need a different policy and thought finalizing a staff display policy should be prioritized. David supported this.

Nick asked if there were any existing City display policies. Greg said he was not aware of any and given the nature of library displays, it was likely that any other extant policy would not meet Library needs.

COMMUNICATIONS

Library District Advisory Committee (LDAC)

Nick Dierckman said that there was no meeting currently scheduled.

Library Foundation

Cynthia Andrews said the December joint Foundation and Friends of the Library fundraising event went well, with approximately 100 attendees, and a profit for both organizations. Library Foundation elections occurred; Cynthia Andrews became Chair and Karen Martini became Vice Chair and Fundraising Captain. A retreat was planned to vision and goal set and Cynthia anticipated recruiting additional Board members in the near future.

Friends of the Library

Larry Osborne acknowledged Cynthia's report of the joint function, said that Friends did not meet in January, and the December meeting had no reportable actions.

Teen Advisory Committee (TAC)

Heidi Blackwell said TAC was quite active and had been involved in the February displays and creative kits, Lunar New Year Celebration, had begun planning for May the Fourth events, had published a new issue of the Teen Newsletter, were running the teen activity group, and remained excited for their role in updating the teen area.

ADJOURNMENT

David Goldberg adjourned the meeting at 6:08 pm.



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

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

Meeting

Wednesday, November 29, 2023 at 5:00 PM

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

CALL TO ORDER

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

ROLL CALL

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

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

APPROVAL OF THE MINUTES

1. Review and approve the minutes of the October 25, 2023 Work Session.

Cynthia Andrews moved to approve the October 25, 2023 Work Session minutes as submitted; Bill Carton seconded the motion. Cynthia Andrews, Heidi Blackwell, Bill Carton, Nick Dierckman, David Goldberg, Lisa Oreskovich, and Larry Osborne voted aye. The motion carried.

LIBRARY DIRECTOR'S REPORT

2. November 2023 Director's Report and Library Statistics

Greg Williams reported a new storytime recording had over 2k hits. Greg noted that the number of card holders fell by roughly 3000, reflecting the annual removal of accounts lacking activity for three years.

Greg said the annual statistics required by ORS were submitted and included in the Board Packet. Greg highlighted changes between the current year and previous year's statistics, including increases in physical and electronic materials checked out. Greg noted increases in physical materials checked out were small but

remarkable given general library trends. Greg invited questions; there were none. Greg noted that the Statistics Subcommittee would meet in December.

PUBLIC COMMENTS

None.

DISCUSSION ITEMS

3. Behavioral Policy Update

David Goldberg asked if the City Attorney reviewed and offered input on the proposed policy. Greg Williams confirmed that occurred. Greg verified with Larry Osborne that the current language of 3.6 (pertaining to medications) captured Larry's feedback. Greg stated that the City Attorney was satisfied with the updates. Larry expressed satisfaction with the current language.

Bill Carton noted his positive personal experience with staff and their enactment of policy. Greg spoke highly of staff and said he would relay the feedback. Heidi Blackwell asked if staff had seen the policy. Greg said two rounds of staff feedback had been provided before the City Attorney looked over the policy.

Cynthia Andrews made a motion to accept the Behavioral Policy as updated; Bill Carton seconded the motion. Cynthia Andrews, Heidi Blackwell, Bill Carton, Nick Dierckman, David Goldberg, Lisa Oreskovich, and Larry Osborne voted aye. The motion carried. Greg thanked the Board.

4. Library Tactical Plan Update

Greg Williams provided an overview of the Tactical Plan and noted the quarterly check-in with the Board was intended to keep the progress towards the Strategic Plan objectives visible and allow for readjustment, if needed.

Greg highlighted changes to 1.1 and 1.2, which reflected an accelerated timeline. Greg said that the status of other items was the same as those shared in the previous Work Session and that the senior staff team was enthusiastic about the state of the Tactical Plan.

Cynthia Andrews spoke to the importance of separating the Strategic and Tactical/Operational objectives into separate documents and the positive impact such a division had on predicting and visualizing the budget.

David Goldberg asked how Spanish translations would be performed. Greg acknowledged that there were several options including IRCO, an organization the Library used in the past, County and State approved procurement vendors, and

additional service providers with contracted rates that would not require a procurement process. Greg emphasized that the goal was to make sure that major policy documents, carried the nuance of the original document.

Lisa Oreskovich moved to accept the 2023-2025 Library Tactical Plan as submitted; Heidi Blackwell seconded. Cynthia Andrews, Heidi Blackwell, Bill Carton, Nick Dierckman, David Goldberg, Lisa Oreskovich, and Larry Osborne voted aye. The motion carried.

5. Clackamas Board of County Commissioners Discussion of Using Library District Funds for Capital Purposes

Greg Williams summarized that the Library District Advisory Committee (LDAC) had long debated the acceptability of using Library District Funds for capital expenditures, and that in June 2023, LDAC asked the Clackamas County Board of Commissioners for guidance in this matter. Greg reported that this was discussed at the most recent Clackamas County Policy Session, roughly equivalent to a Library Board Work Session, which he and approximately 15 library people attended. Greg noted that Policy Sessions did not allow for public comment.

Greg reported that he felt the discussion was generally positive, said County Counsel presented information about the issue within a legal framework, and said Chair Tootie Smith reported informal conversations indicating involved cities wished to determine how to spend their funds. Greg said his sense was that the Commissioners generally supported this position.

Greg shared that County Counsel noted there were two documents outlining how money in the Library District could be spent: the Master Order, which defined the Library District's overall purpose, and the Intergovernmental Agreement (IGA), which provided additional details about how the District worked. County Counsel put forth two potential ways to make modifications to clarify the money issue. The first option was to modify the IGA, which would require approval by every participating city's Council or Commission, at which point the County Commission would vote to finalize the change. The second option was to modify the Master Order, which could be done by a vote of the County Commissioners. County Counsel recommended modifying the IGA; the County Commission decided to pursue this process. Greg anticipated that County staff would work with the cities to provide standardized language, parameters, and definitions for the updated IGA.

Greg noted that both the Master Order and the IGA reference Oregon Library Association (OLA) Standards in place in 2008 and updated ones had since been adopted. Greg noted that the 2008 OLA facility standards were not wholly congruent with community expectations of facility spending. Greg also noted that the County Commissioners' discussion of using funds for facility uses tended towards the costs associated with the physical upkeep and repair of library facilities, rather than the funding of the building or an expansion. Greg expressed hope for direct

communication between Oregon City and the County to result in language permitting funds to be used to meet local community needs for library services, including the facilities to provide those services. Greg expressed hope that this could be resolved and LDAC could then move forward with other work.

Nick Dierckman agreed with Greg's summary of the meeting and context and expressed hope that the capital question could be resolved so LDAC could do new work. Nick spoke to Greg's expertise and experience in navigating LDAC matters.

David Goldberg noted that depending on how the IGA was revised, a result might be the City charging the Library rent, which LDAC funds could be used to pay.

COMMUNICATIONS

Library District Advisory Committee (LDAC)

Nick Dierckman said there was nothing further to report.

Friends of the Library

Larry Osborne reported that the sales for the year had been high.

Library Foundation

Cynthia Andrews reported that the Foundation continued to work with Friends of the Library towards the December 7 fundraiser.

Teen Advisory Committee (TAC)

Heidi Blackwell reported that TAC members were currently envisioning functional and aesthetic components of a redesigned Teen Space. Heidi reported the Youth Teen Advisory Committee (YTAC) members brainstormed programming ideas.

David Goldberg reported that he, on behalf of the Board, had contributed to Greg's annual assessment.

Heidi noted that a Diwali celebration program had happened in partnership between Oregon City School District and Parks and Recreation and thanked the Library for the pertinent books present at the program. Heidi said there would be a similar Lunar New Year program February 3, 2024 at Gardiner Middle School.

ADJOURNMENT

Chair David Goldberg adjourned the meeting at 5:32 pm.



**CITY OF OREGON CITY
LIBRARY BOARD
WORK SESSION MINUTES**

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

Work Session

Wednesday, November 29, 2023 at 5:30 PM

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

CALL TO ORDER

Chair David Goldberg called the meeting to order at 6:00 PM.

ROLL CALL

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

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

DISCUSSION ITEMS

1. The Library Board interviewed candidates for upcoming vacancies.

ADJOURNMENT

Chair David Goldberg adjourned the meeting at 6:50 PM.



**CITY OF OREGON CITY
LIBRARY BOARD
MINUTES**

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

Meeting

Wednesday, August 30, 2023 at 5:00 PM

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

CALL TO ORDER

Chair David Goldberg called the meeting to order at 5:01 pm.

ROLL CALL

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

Staff Present: Greg Williams, Library Director, and Denise Butcher, Library Operations Manager, were present in person. Aaron Novinger, Technology and Promotions Librarian, Sabrina Tusing, Teen Librarian, and Barratt Miller, Youth Services Librarian, were also present in person.

APPROVAL OF MINUTES

1. Review and approve minutes from the July 26, 2023 Library Board Meeting

Nick Dierckman made a motion to approve the July 26, 2023 Library Board Meeting minutes as submitted. Cynthia Andrews seconded the motion. Cynthia Andrews, Heidi Blackwell, Bill Carton, Nick Dierckman, David Goldberg, Lisa Oreskovich, and Larry Osborne voted aye. The motion carried.

DISCUSSION ITEMS

The agenda was modified so discussion items with staff presentation occurred first out of respect for staff time.

2. Teen Advisory Committee (TAC) Bylaws

David Goldberg expressed support of the bylaws as presented.

Sabrina Tusing expressed support of the bylaws as written, noting that the language was sourced from other advisory body bylaws. Sabrina identified officer positions as a priority to provide leadership opportunities. Greg Williams thanked Sabrina for her work.

Heidi Blackwell commented that the program had run well last year and thought that the additional structure provided by the bylaws would be helpful. Heidi suggested adding specific language acknowledging a staff member and Board liaison as non-voting members.

Bill Carton spoke positively about the phrasing, offered typo corrections, and recommended adding publishing minutes to the scribe duties. Sabrina identified the publication of minutes as a staff responsibility and was open to including language that specifically addressed it. Greg also thought that public record law might also have some guidance, clarified that it governed all public meetings regardless of the age of participants, and said he would double check with the City Recorder.

Nick Dierckman asked for clarification as to if the TAC meetings would be public meetings. Sabrina stated that once TAC was recognized as a subcommittee, the meetings were public and followed the same notification process as general Library Board meetings.

Nick asked if the meetings would be available via Zoom. Greg said no, as the Library was following how the City held the Youth Advisory Commission, which were not recorded, streamed, or teleconferenced.

David Goldberg asked about the Young Teen Advisory Committee.

Barratt Miller noted that the needs of the middle schoolers and high schoolers differed and splitting them up allowed for more specialization. Sabrina noted that three 8th graders would remain with the Teen Advisory Committee as they had previously been part of it, but if they wanted to change partway through the term, they could.

Greg confirmed that language concerning Library Board Liaison and Teen Librarian as non-voting members would be added and spelling would be corrected.

Larry Osborne made a motion to accept the bylaws with the noted changes. Lisa Oreskovich seconded the motion. Cynthia Andrews, Heidi Blackwell, Bill Carton, Nick Dierckman, David Goldberg, Lisa Oreskovich, and Larry Osborne voted aye. The motion carried.

3. Collection Development Policy Updates

Greg Williams said he had reworked the policy to include discussed changes for donations, gifts, and the addition of a glossary. Greg said the draft policy had been run by the City Attorney, who was supportive of the policy approaches of linking

policy to Oregon Revised Statute and including staff as a first contact in the reconsideration policy.

Greg mentioned that he had talked with the City Manager and City Attorney, and referenced the American Library Association's recommendations, regarding which body should have ultimate authority over book challenges. The legal concern was that the body with authority to remove items became legally liable for those actions. If the Library Board established that challenged material met collection criteria, the issue would stop there. If the Library Board recommended removing a challenged item from the collection and this decision was different than Staff's recommendation, the issue would elevate to the City Commission for final determination. Greg said this was different from the prior process outlined and expressed a need to explain this.

Bill Carton expressed satisfaction with the 36-month duration of decision.

David Goldberg asked if there had been any challenges. Greg said there were no formal challenges; there had been several discussions with patrons, which Greg thought had been helpful. Barratt Miller stated that her experience was that engaging in conversation with people with concerns led to productive outcomes by hearing people, finding ways to meet patron needs, and identifying gaps in service.

Cynthia Andrews identified the need for a grammatical edit in the gifts and donation section.

Heidi Blackwell suggested language specifying that each item within a list of items would need to be addressed. Greg noted that Step 5 specified that a reconsideration form must be submitted for each item. Heidi thought that was sufficient.

Nick Dierckman asked David and Cynthia if they, as representatives of the unincorporated area, were comfortable with the process given that the City Commission would potentially make final decisions. David was comfortable as such a decision would only be made in the event of disagreement of Staff and Board regarding the removal of library materials.

Bill Carton moved to approve the updated Library Collection Development Policy as submitted with discussed corrections. Larry Osborne seconded. Cynthia Andrews, Heidi Blackwell, Bill Carton, Nick Dierckman, David Goldberg, Lisa Oreskovich, and Larry Osborne voted aye. The motion carried.

Thanks were exchanged between Board and Staff for the work to update the policy. Greg said he would present the new policy to the City Manager for final approval.

4. New Library Website

Greg Williams introduced Aaron Novinger as one of two staff spearheading the new website. David Goldberg asked if the new website would be released in beta for feedback. Aaron said he had not heard of that happening and that would be a City

Information Technology Department decision. Bill Carton expressed a belief that it was currently in beta. Greg said that the link currently in use was considered the beta version, but did not think that any public beta was planned.

Bill said he had explored the link, found a few broken links, and was given incorrect information by the chatbot. Aaron said the chatbot had not been trained. Bill asked if it was a City or Library chatbot; Aaron said it was City's with some customization. Greg said there was a way to customize results for questions asked of the chatbot.

Larry Osborne noted that search results were surprising, as there was no indication the search function was going to return City pages rather than library holdings.

Greg mentioned that the City search bar feature was part of the whole City's website structure, so there was not a way to disable that feature on the Library page.

Cyntha asked if the changes made to the website would incorporate feedback given in the unincorporated survey. Greg expressed optimism and thought that the website company had kept accessibility in mind. Aaron said there would be an accessibility widget and global accessibility settings were present in the back end of the site. Greg thought this version would interact better with screen readers. Cynthia reiterated a hope that the results would be incorporated into the design.

Greg said decreasing the number of layers and making econtent discoverable were goals in-line with the feedback.

Heidi Blackwell asked if the TAC newsletter would be discoverable on the new platform. Greg said that there would be conversations with IT to see what sort of access would be possible and permissible within the design and to non-employees.

Aaron said that the site menu presented was the anticipated final format, with a live date of September 7. Greg noted Parks and Library were the only departments to have their own sites.

Nick Dierckman asked how services were discoverable if one did not already know about them. Greg said the goal of the chatbot was to direct browsers to content based on search input and that certain library offerings could be spotlighted. Aaron said certain offerings could be pinned and the chatbot could be trained.

5. Trail News Distribution Information

David Goldberg recapped that Trail News had been identified as a primary source of library information for residents of the unincorporated service area, but there was confusion as to who was receiving it as it was created for city residents.

Greg Williams said that Staff understanding had been that Trail News was distributed solely to city residents and, in response to the survey results, asked GIS what ZIP codes were part of the service area and found five different ZIP codes.

Greg asked the vendor which ZIP codes received Trail News and found it went to all city routes and PO Boxes in 97045 and 17 of the 21 rural routes in 97045. The routes in 97045 without delivery included an estimated 8,500 people. The reason for lack of delivery on these routes was unclear, but it was speculated that changes in the urban growth boundary may have changed route designations over time. Trail News was not distributed to any other ZIP code.

Greg stated that he had compared USPS route information with GIS data and noted that the overlay was not perfect. Bill Carton asked how Greg obtained the Postal Office data; Greg said there was a website dedicated to direct mail information. Bill asked how the rural route information was obtained; Greg said that was obtained through the distribution vendor based on the routes they were contracted to cover and noted that these could be changed but that would change the cost.

Greg noted that there were rough correlations between a postal route in 97004 and the portion of the service area not receiving Trail News, but there were potential complications. Bill Carton asked if individual households could be addressed. Greg clarified that if individual addresses were obtained, individual mail could be sent at a higher rate. ZIP code 97013 could mostly be covered by adding one route, but there was no way to guarantee that recipients were not part of Canby's service area. Greg noted 97042 presented similar concerns, but for Molalla's service area and similar concerns existed for Estacada's service area.

Greg noted that the City may not wish to continue sending Trail News to unincorporated residents in 97045 as the publication's current funding was from the City and Parks Department. Greg said that the Library was looking into the option of creating a library-specific "mini" Trail News to distribute to rural residents and was waiting for final cost estimates for printing and postage. Greg noted that with the potential to send OCPL info to people outside of OCPL's service area, outreach to the directors of other libraries would be needed in advance of pursuing those options.

Bill asked if other cities used something akin to Trail News. Greg thought West Linn had one for Parks and Rec and the county sent one quarterly. Bill asked if there were any high traffic locations where copies could be left, like the Post Office or Pioneer Center. Aaron Novinger said that the number of extra copies had decreased over the last several years and was not sure where they were distributed. Greg was not certain where they were distributed. Lisa Oreskovich said they were left at Pioneer Center. Bill was in favor of having them put into the Chamber of Commerce, Tourism Office, etc.

David acknowledged that the information was helpful in determining next steps and understanding why Trail News had an unexpectedly outsize effect on informing people in the unincorporated area.

Nick mentioned that the online edition might also be something to pursue as it was updated monthly and available freely online.

LIBRARY DIRECTOR'S REPORT

6. August 2023 Director's Report and Library Statistics

Greg Williams asked for questions regarding the Director's Report and added that there was a new development that a Circulation Coordinator position would be posted due to a staff resignation. There were no questions.

7. Formation of Data Subcommittee

David Goldberg requested volunteers for the Data Subcommittee. Nick Dierckman, Bill Carton, and Larry Osborne volunteered. Greg Williams said he would coordinate meeting times.

PUBLIC COMMENTS

None.

COMMUNICATIONS

Library District Advisory Committee (LDAC)

Nick Dierckman said the letter prepared by LDAC was given to the Library District Board/County Commission and Nick understood that it would be discussed at a meeting in the future. Greg Williams agreed with this and noted that he had heard this would occur sometime after Labor Day.

Teen Advisory Council (TAC)

Heidi Blackwell said that interviews for both committees had happened, as had interview practices sessions. Heidi said the Teen Advisory Committee was full, but the Young Teen Advisory Committee could accommodate more applicants.

Friends of the Library

Larry Osborne said no meeting had taken place this month.

Library Foundation

Cynthia Andrews said no meeting had taken place this month.

David Goldberg said that he, Greg Williams, and Tony Konkol met for the first time since the budget meeting and felt the meeting was productive.

ADJOURNMENT

Chair David Goldberg adjourned the meeting at 6:05 pm.

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

PATRON STATISTICS

	Current Month	FY 23/24 YTD	Last Month	Same Month Last FY	FY 22/23 YTD
New Patron Registrations	272	2,025	199	349	2,028
Total Registered Patrons	17,465	17,465	17,190	16,658	16,658
Library Visitors (Ins)	11,377	88,679	10,964	12,512	12,512
Library Visitors (Outs)	11,168	87,288	10,762	12,207	12,207

CIRCULATION (includes 1st-time circ and renewals)

Adult materials	14,761	103,536	13,660	14,650	100,495
YA materials	1,878	14,790	1,905	1,950	14,578
Children's materials	17,250	128,374	16,050	18,820	126,396
Electronic materials	9,127	56,934	8,276	7,041	45,141
Total Circulation	43,016	303,634	39,891	42,461	286,610

1st Time Circulation (Physical)	22,550	155,664	19,605	24,123	157,019
1st Time Circulation (Self-Check)	20,921	145,084	18,253	22,849	148,740

Holds received from other libraries	12,306	52.2%	91,753	53.0%	11,887	53.1%	12,818	51.8%	86,818	51.9%
Holds sent to other libraries	11,261	47.8%	81,268	47.0%	10,497	46.9%	11,911	48.2%	80,592	48.1%

CIRCULATION DEMOGRAPHICS

Borrowers - City Residents	1,631	55.8%	n/a	1,571	56.9%	1,657	57.0%	n/a
Borrowers - Unincorporated Residents	1,039	35.6%	n/a	969	35.1%	1,024	35.2%	n/a
Borrowers - Other	252	8.6%	n/a	219	7.9%	228	7.8%	n/a

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

TECHNOLOGY

Internet Sessions	675	4,585	675	702	4,759
WiFi Sessions	608	4,591	541	1,006	6,358

SOCIAL MEDIA / EMAIL

Facebook followers	4,727	n/a	4,682	4,392	n/a
Instagram followers	2,400	n/a	2,359	2,098	n/a
Twitter followers	967	n/a	957	943	n/a
YouTube subscribers	386	n/a	380	355	n/a
YouTube unique viewers	299	n/a	217	405	n/a
YouTube views	426	4,755	336	636	4,257
Email newsletter subscribers	5,189	n/a	5,172	4,884	n/a

See monthly Hootsuite report for additional social media statistics

FINANCIAL

See monthly Budget to Actual report

ELECTRONIC RESOURCES

Kanopy plays	343	1,859	240	215	1,903
Kanopy cost	\$ 395	\$ 2,195	319	\$ 284	2,047
Kanopy average cost/play	\$ 1.15	\$ 1.18	\$ 1.33	\$ 1.32	\$ 1.08

SERVICE DESK INQUIRIES

Ready Reference	607	5,052	574	760	5,529
Reference	111	590	72	138	814
Technology Assistance	130	1,103	149	160	1,225

FACILITIES

Conference Room - Bookings	46	336	48	42	295
Conference Room - Hours Available	197	1,550	215	227	1,604
Conference Room - Hours Booked	81	561	80	68	490
Conference Room - Occupancy Pctg	41.1%	36.2%	37.2%	30.0%	30.5%

Community Room - Bookings	51	309	40	38	38
Community Room - Hours Available	197	1,550	215	241	241
Community Room - Hours Booked	77	513	71	64	64
Community Room - Occupancy Pctg	39.1%	33.1%	33.0%	26.6%	26.6%



Biennium Budget Report Y1 by Category

Item #2.

At January 31, 2024

	2023-2024 Budget	January 2023-2024 Month Activity	2023-2024 Year Activity	2023-2024 Encumbrance	Year 1 Difference	2024-2025 Budget	2024-2025 Year Activity	Biennium Difference
4 - Revenue								
43 - Intergovernmental Revenues	2,744,700.00	2,692,811.00	2,692,811.00	0.00	51,889.00	2,819,900.00	0.00	2,871,789.00
44 - Charges for Services	3,900.00	995.86	4,316.02	0.00	-416.02	4,000.00	0.00	3,583.98
47 - Miscellaneous Income	39,500.00	4,102.73	101,333.27	0.00	-61,833.27	33,500.00	0.00	-28,333.27
49 - Other Financing Sources	290,000.00	24,166.67	169,166.69	0.00	120,833.31	290,000.00	0.00	410,833.31
4 - Revenue Totals:	3,078,100.00	2,722,076.26	2,967,626.98	0.00	110,473.02	3,147,400.00	0.00	3,257,873.02
5 - Expense								
51 - Salaries and Wages	1,295,300.00	97,488.87	673,165.14	0.00	622,134.86	1,357,500.00	0.00	1,979,634.86
52 - Benefits	861,300.00	60,179.72	414,679.12	0.00	446,620.88	913,200.00	0.00	1,359,820.88
60 - Professional & Technical Services	6,400.00	0.00	1,347.50	0.00	5,052.50	16,400.00	0.00	21,452.50
61 - Repair & Maintenance Services	174,300.00	34,221.15	106,242.87	21,445.10	46,612.03	172,800.00	0.00	219,412.03
62 - Other Services	4,500.00	253.77	1,537.16	147.99	2,814.85	4,500.00	0.00	7,314.85
63 - Employee Costs	7,200.00	134.00	434.00	100.00	6,666.00	7,200.00	0.00	13,866.00
64 - Operating Materials & Supplies	269,700.00	57,938.56	156,641.97	30,602.73	82,455.30	275,700.00	0.00	358,155.30
65 - Office & Administrative Supplies	39,000.00	5,652.90	17,796.27	0.00	21,203.73	43,000.00	0.00	64,203.73
66 - Special Programs	42,400.00	3,513.28	15,037.19	3,850.00	23,512.81	42,400.00	0.00	65,912.81
68 - Community Programs and Grants	0.00	76.93	317.12	0.00	-317.12	0.00	0.00	-317.12
69 - Internal Service Charges	205,100.00	17,091.66	119,641.62	0.00	85,458.38	211,700.00	0.00	297,158.38
80 - Debt Service	415,400.00	0.00	58,924.96	0.00	356,475.04	415,400.00	0.00	771,875.04
5 - Expense Totals:	3,320,600.00	276,550.84	1,565,764.92	56,145.82	1,698,689.26	3,459,800.00	0.00	5,158,489.26

LIBRARY PROGRAM STATS - January, 2024

DATE	PROGRAM	PRIMARY AGE GROUP	FORMAT	TOTAL ATTENDANCE/ENGAGEMENT
1/1/2024	Coloring Sheets - Jan	General Interest	Self-Directed	198
1/1/2024	Critter Quest - Jan	General Interest	Self-Directed	346
1/2/2024	Genealogy Interest Group	Ages 18+	Live/Hybrid-Onsite	7
1/3/2024	Music & Movement 5-Week Class	Ages 0-5	Live/Hybrid-Onsite	26
1/3/2024	Art Lab Session A Yamamoto Yarn Art	Ages 6-11	Live/Hybrid-Onsite	30
1/3/2024	Art Lab Session B Yamamoto Yarn Art	Ages 6-11	Live/Hybrid-Onsite	23
1/4/2024	Weekly Storytime	Ages 0-5	Live/Hybrid-Onsite	29
1/4/2024	Elevated Readers Book Club Demon Copperhead	Ages 18+	Live/Hybrid-Onsite	18
1/6/2024	D&D Cauldron	Ages 18+	Live/Hybrid-Onsite	6
1/8/2024	B.A.M. Movie Matinee Sing	Ages 18+	Live/Hybrid-Onsite	25
1/8/2024	Meditation & Mindfulness	Ages 18+	Live/Hybrid-Onsite	5
1/8/2024	B.A.M. Adult LEGO Lab	Ages 18+	Live/Hybrid-Onsite	28
1/9/2024	Weekly Storytime	Ages 0-5	Live/Hybrid-Onsite	27
1/9/2024	Oregon City Writers Group	Ages 18+	Live/Hybrid-Onsite	5
1/10/2024	Music & Movement 5-Week Class	Ages 0-5	Live/Hybrid-Onsite	23
1/10/2024	Young Teen Book Jeopardy	Ages 12-18	Live/Hybrid-Onsite	8
1/11/2024	Weekly Storytime	Ages 0-5	Live/Hybrid-Onsite	34
1/12/2024	Head Start Family Gathering - King	Ages 0-5	Live/Hybrid-Onsite	20
1/13/2024	LEGO Lab 10:30	Ages 6-11	Live/Hybrid-Onsite	0
1/13/2024	LEGO Lab 11:30	Ages 6-11	Live/Hybrid-Onsite	0
1/16/2024	Cancelled Weekly Storytime	Ages 0-5	Live/Hybrid-Onsite	0
1/17/2024	B.A.M. Trivia Childhood Toys	Ages 18+	Live-Virtual ONLY	11
1/17/2024	Art Lab Session B Klimt Collages CANCELLED	Ages 6-11	Live/Hybrid-Onsite	0
1/17/2024	Cancelled Music & Movement 5-Week Class	Ages 0-5	Live/Hybrid-Onsite	0
1/17/2024	Art Lab Session A Klimt Collages CANCELLED	Ages 6-11	Live/Hybrid-Onsite	0
1/18/2024	Cancelled Weekly Storytime	Ages 0-5	Live/Hybrid-Onsite	0
1/20/2024	Cancelled Art Gym	Ages 18+	Live/Hybrid-Onsite	0
1/22/2024	B.A.M. Movability	Ages 18+	Live/Hybrid-Onsite	11
1/22/2024	B.A.M. Academy	Ages 18+	Live/Hybrid-Onsite	11
1/22/2024	CANCELLED - Meditation & Mindfulness	Ages 18+	Live/Hybrid-Onsite	0
1/23/2024	Weekly Storytime	Ages 0-5	Live/Hybrid-Onsite	21
1/23/2024	A.M. Book Chat	Ages 18+	Live/Hybrid-Onsite	5
1/23/2024	Oregon City Writers Group	Ages 18+	Live/Hybrid-Onsite	6
1/24/2024	Music & Movement 5-Week Class	Ages 0-5	Live/Hybrid-Onsite	27
1/25/2024	Weekly Storytime	Ages 0-5	Live/Hybrid-Onsite	31
1/27/2024	Winter Concert Red Yarn	General Interest	Live/Hybrid-Offsite	270
1/28/2024	Chess Drop-In	General Interest	Live/Hybrid-Onsite	13
1/29/2024	Meditation & Mindfulness	Ages 18+	Live/Hybrid-Onsite	4
1/30/2024	Weekly Storytime	Ages 0-5	Live/Hybrid-Onsite	32
1/31/2024	Music & Movement 5-Week Class	Ages 0-5	Live/Hybrid-Onsite	25
	= inclement weather cancellations		TOTAL	1325

Library Board Report

Jan 01 - Jan 31, 2024

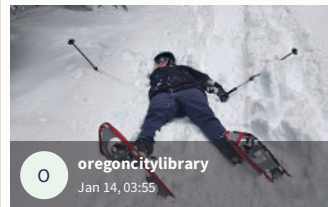
Fans 4.2K fans	New Fans 27 new fans	Posts 59 posts	Engagement > Type Item #2. Reactions 370 Shares 45 Comments 32
Post Reach 30K users	Top posts > Reach Oregon City Public Library Jan 14, 03:55 Due to inclement weather, the Library will be closed on Sunday, Jan 14. All hold expiration dates and item due dates have been 2392 users Oregon City Public Library Jan 16, 03:49 The Library will be closed Tuesday, January 16, 2024 due to inclement weather. Because of inclement weather, the Library will be closed for Tuesday, January 16, 2024. Please check our website at orcity.org/library 2012 users Oregon City Public Library Jan 12, 20:36 Library will be closing at 5 PM Updates will be posted to our website and social media pages. The Library will close at 5 pm today (Jan 12) in anticipation of deteriorating road conditions; please check the city/library 1912 users		
Post Likes 219 likes	Top posts > Reactions Oregon City Public Library Jan 17, 22:53 UPDATE: All hold expiration dates and item due dates are being extended to Saturday, January 20, 2024. Stay safe and warm. 37 reactions Oregon City Public Library Jan 14, 03:55 Due to inclement weather, the Library will be closed on Sunday, Jan 14. All hold expiration dates and item due dates have been 25 reactions Oregon City Public Library Jan 20, 20:00 from any device, and pick up at Library*. *Release job yourself at Print Release Station in Carnegie Computer Lab. Jobs held for 24 hours. 30 per black and white page 50 per color page Choose an option 1) Upload file to lincs.org/ocprint 2) Print file to: oregoncitylibrary.org/print or ocprint.lincs.org/ocprint Wireless Printing The Oregon City Library offers MobilePrint Service™ from PrinterOn. From any location, use your personal 19 reactions		
Followers 2.4K followers	New followers 54 followers	Profile visits 246 views	Website clicks 16 website taps
Posts 99 posts	Top Posts > Reach oregoncitylibrary Jan 14, 03:55 Due to inclement weather, the Library will be closed on Sunday, Jan 14. All hold expiration dates and item due dates have been 466 users oregoncitylibrary Jan 20, 20:00 from any device, and pick up at Library*. *Release job yourself at Print Release Station in Carnegie Computer Lab. Jobs held for 24 hours. 30 per black and white page 50 per color page Choose an option 1) Upload file to lincs.org/ocprint 2) Print file to: oregoncitylibrary.org/print or ocprint.lincs.org/ocprint Wireless Printing The Oregon City Library offers MobilePrint Service™ from PrinterOn. From any location, use your personal 372 users oregoncitylibrary Jan 26, 22:11 Book Club Our Elevated Readers Book Club is entering its 13th year of meeting and discussing books! The votes are in, and the 2024 lineup 314 users		

Page 24

 Post engagement

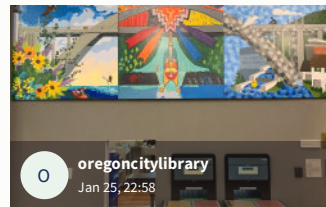
472
engagements

 Top posts > Likes



Due to inclement weather, the Library will be closed on Sunday, Jan 14. All hold expiration dates and item due dates have been

36 likes



A warm welcome back to the Arch Bridge Centennial Mural! Thank you to @westlinnlibrary for being its most recent

26 likes



This month's Critter Quest features Lobo, the Snow Wolf! For the kiddos who find him, whisper his location to the staff at the Lobby

23 likes

Item #2.

 Followers



 Tweets

55
tweets

 Mentions

6
mentions

 Engagement > Type

Likes **12**

Quote tweets **0**

Replies **0**

Retweets **0**

 Top tweets > Engagements



The Library will be closed today, Saturday, January 13, due to inclement weather. All hold expiration dates and item due dates have been extended through Tuesday, January 16.

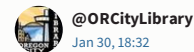
4 engagements



@ORCityLibrary
Jan 24, 23:23

Check out: "Oregon's Civil Rights Years" <https://orc-city-library.libcal.com/calendar/events/obh>

3 engagements



@ORCityLibrary
Jan 30, 18:32

<https://www.libbylife.com/2023-01-18-14-happy-books-to-beat-the-winter-blues>

2 engagements

Report sources

 Oregon City Public Library

 @ORCityLibrary

 oregoncitylibrary



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: 02/28/2024

SUBJECT:

Review of Library Foot Traffic Data and Discussion of Operating Hours

STAFF RECOMMENDATION:

Recommend operating hours adjustments, based on patron traffic data and Library Board feedback.

EXECUTIVE SUMMARY:

The Library Board will review foot traffic data and discuss potential adjustments to the Library's current operating hours.

BACKGROUND:

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

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

In order to have a more detailed discussion of Library usage, and where the Library should allocate its finite staff resources, the Library Director has prepared data (attached) which summarizes:

- Total counts and relative percentages of entry counts ("ins") by day of week in 30-minute intervals for the entire 2023 calendar year (1/1/23 – 12/31/23).

- Total counts and relative percentages of exit counts (“outs”) by day of week in 30-minute intervals for the entire 2023 calendar year (1/1/23 – 12/31/23).
- An estimated “point-in-time” count which adds/subtracts entry and exit counts every to estimate average occupancy (all days of the week) at 15-minute intervals throughout the day.

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

The Library Director would like to engage the Library Board in a discussion of the data and to discuss whether or not the Library should consider any changes to operating hours to best utilize existing human and financial resources to best meet community usage needs.

OPTIONS:

1. Recommend Library staff explore operating hours adjustments, based on patron traffic data.
2. Do not recommend Library staff explore operating hours adjustments at this time.

BUDGET IMPACT:

Amount: n/a

FY(s): n/a

Funding Source(s): n/a

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

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

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

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

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

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

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

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

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

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

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

