



CITY OF OREGON CITY

LIBRARY BOARD - REGULAR MEETING

AGENDA

Virtual Meeting
Wednesday, January 12, 2022 at 5:30 PM

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

CALL TO ORDER

ROLL CALL

ELECTION OF OFFICERS

1. The Library Board will elect a Chair and Vice Chair for the 2022 calendar year.

LIBRARY DIRECTOR'S REPORT

2. The Library Director will share his January, 2022 report and library statistics.

PUBLIC COMMENTS

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

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 WPMC at 503-650-0275 for a programming schedule.

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

PATRON STATISTICS

	Current Month	FY 21/22 YTD	Last Month	Same Month Last FY	FY 20/21 YTD
New Patron Registrations	196	1,207	192	71	335
Total Registered Patrons	16,454	16,454	16,250	18,071	18,071
Library Visitors (Ins)	8,085	51,217	9,114	-	-
Library Visitors (Outs)	7,809	49,765	8,844	-	-

CIRCULATION (includes 1st-time circ and renewals)

Adult materials	13,681	80,681	13,871	7,902	34,961
YA materials	1,865	12,495	2,030	778	3,781
Children's materials	16,057	95,291	15,662	7,710	28,210
Electronic materials	5,270	32,920	5,371	5,706	29,022
Total Circulation	36,873	221,387	36,934	22,096	95,974

1st Time Circulation (Physical)	20,303	125,175	20,545	10,242	42,498
1st Time Circulation (Self-Check)	19,343	119,370	19,585	128	1,028

Holds received from other libraries	12,052	51.0%	72,727	50.7%	12,070	49.0%	12,487	57.9%	52,080	55.0%
Holds sent to other libraries	11,577	49.0%	70,613	49.3%	12,542	51.0%	9,069	42.1%	42,606	45.0%

CIRCULATION DEMOGRAPHICS

Borrowers - City Residents	1,299	57.5%	n/a	1,359	58.6%	781	57.6%	n/a
Borrowers - Unincorporated Residents	783	34.6%	n/a	773	33.3%	490	36.1%	n/a
Borrowers - Other	179	7.9%	n/a	187	8.1%	85	6.3%	n/a

Service Area Pop - City	35,885	58.5%	n/a	35,885	58.5%	35,570	58.5%	n/a
Service Area Pop - Unincorporated	25,426	41.5%	n/a	25,426	41.5%	25,422	41.5%	n/a

TECHNOLOGY

Internet Sessions	498	2,876	532	-	-
WiFi Sessions	568	2,428	575	114	527

SOCIAL MEDIA / EMAIL

Facebook followers	3,933	n/a	3,934	3,532	n/a
Instagram followers	1,883	n/a	1,869	1,701	n/a
Twitter followers	943	n/a	933	894	n/a
YouTube subscribers	203	n/a	200	150	n/a
YouTube unique viewers	395	n/a	494	369	n/a
YouTube views	625	2,560	667	571	3,400
Email newsletter subscribers	4,369	n/a	4,338	-	n/a

See monthly Hootsuite report for additional social media statistics

FINANCIAL

See monthly Budget to Actual report

PROGRAMMING

Children's programming - # of progs	5	27	5	8	100
Children's programming - attendance/engagement	270	1,845	388	876	7,702

YA programming - # of progs	3	11	3	-	2
YA programming - attendance/engagement	19	108	34	-	4

Adult programming - # of progs	16	71	11	19	109
Adult programming - attendance/engagement	425	2,990	1,020	172	1,011

Total Creative Kits Offered	154	999	164	-	-
Total Creative Kits Claimed	148	897	155	-	-

ELECTRONIC RESOURCES

Kanopy plays	490	2,647	582	500	2,665
Kanopy cost	\$ 472	\$ 2,507	545	\$ 443	2,483
Kanopy average cost/play	\$ 0.96	\$ 0.95	\$ 0.94	\$ 0.89	\$ 0.93



Library Board Report

Nov 01 - Nov 30, 2021



@ORCityLibrary



oregoncitylibrary



Oregon City Public Library

Fans 3.6K fans	New Fans 8 new fans	Posts 74 posts	Engagement > Type Reactions 187 Shares 24 Comments 13
Post Reach 24K users	Top posts > Reach Oregon City Public Library Nov 03, 01:23 creativebug CHECK IT OUT (FOR FREE) Nurture your creative side with 1000+ video classes: painting, knitting, crafting, sewing & more! FIND IT HERE Looking to fill your fall and winter seasons with some crafting? With your Oregon City (LINCC) library card, you have free access to 1107 users Oregon City Public Library Nov 13, 17:18 The Brightly editors provide their list of Thanksgiving picture books here: https://www.readbrightly.com/thanksgiving-picture-books 876 users Oregon City Public Library Nov 25, 01:01 Let's get Lit TRIVIA NIGHT Oregon City Public Library Join us for our weekly trivia this Friday at 7PM! Game link is https://crowd.live/PWIKP. 866 users		
Post Likes 103 likes	Top posts > Reactions Oregon City Public Library Nov 05, 17:02 NEW! NEW! NEW! When you come in to pick up your holds or return materials, check out all the new fiction, non-fiction, and Lucky Day books in movies in our holds room. We also just put out a bunch of new poetry books! And if you missed our last anti-racism book club meeting, you yourself can start your own book club by checking out one of our book club bundles. See what we have at on line or in bundles 13 reactions Oregon City Public Library Nov 03, 01:23 creativebug CHECK IT OUT (FOR FREE) Nurture your creative side with 1000+ video classes: painting, knitting, crafting, sewing & more! FIND IT HERE Looking to fill your fall and winter seasons with some crafting? With your Oregon City (LINCC) library card, you have free access to 8 reactions Oregon City Public Library Nov 04, 21:05 (Post with no description) 7 reactions		
Followers 1.9K followers	Top Posts > Reach oregoncitylibrary Nov 13, 19:00 Our library staff sends us pictures of libraries while on their vacations. This one is of Anacortes Public Library in Anacortes, 576 users oregoncitylibrary Nov 06, 20:17 Our library staff likes to send us pictures of libraries while on their vacations. This one is of Valley View Library in Seatac, Washington. 354 users oregoncitylibrary Nov 27, 19:00 Our library staff sends us pictures of libraries while on their vacations. This one is of San Juan Island Library in Friday Harbor, 337 users		
Posts 26 posts	Top posts > Likes oregoncitylibrary Nov 13, 19:00 Our library staff sends us pictures of libraries while on their vacations. This one is of Anacortes Public Library in Anacortes, 54 likes oregoncitylibrary Nov 27, 19:00 Our library staff sends us pictures of libraries while on their vacations. This one is of San Juan Island Library in Friday Harbor, 25 likes oregoncitylibrary Nov 06, 20:17 Our library staff likes to send us pictures of libraries while on their vacations. This one is of Valley View Library in Seatac, Washington. 20 likes		

Followers

941

followers

Net New Followers > Acco...

@ORCityLibrary

8

Tweets

119

tweets

Engagement > Type

Likes67

Retweets11

Quote tweets1

Replies1



Biennium Budget Report Y1 by Category

Item #2.

Through 12/31/2021

	2021-2022 Budget	January 2021-2022 Month Activity	2021-2022 Year Activity	2021-2022 Encumbrance	Year 1 Difference	2022-2023 Budget	2022-2023 Year Activity	Biennium Difference
4 - Revenue								
43 - Intergovernmental Revenues	2,581,190.00	0.00	2,200.00	0.00	2,578,990.00	2,658,700.00	0.00	5,237,690.00
44 - Charges for Services	2,520.00	0.00	70.95	0.00	2,449.05	3,020.00	0.00	5,469.05
46 - Fines & Forfeitures	15,000.00	0.00	6,354.15	0.00	8,645.85	25,000.00	0.00	33,645.85
47 - Miscellaneous Income	25,000.00	0.00	5,978.25	0.00	19,021.75	30,000.00	0.00	49,021.75
49 - Other Financing Sources	150,000.00	0.00	150,000.00	0.00	0.00	150,000.00	0.00	150,000.00
4 - Revenue Totals:	2,773,710.00	0.00	164,603.35	0.00	2,609,106.65	2,866,720.00	0.00	5,475,826.65
5 - Expense								
51 - Salaries and Wages	1,052,610.00	0.00	506,344.82	0.00	546,265.18	1,099,977.00	0.00	1,646,242.18
52 - Benefits	623,600.00	0.00	279,432.72	0.00	344,167.28	651,683.00	0.00	995,850.28
60 - Professional & Technical Services	2,000.00	0.00	275.00	0.00	1,725.00	2,000.00	0.00	3,725.00
61 - Repair & Maintenance Services	144,600.00	0.00	64,337.59	29,140.20	51,122.21	144,600.00	0.00	195,722.21
62 - Other Services	1,750.00	0.00	0.00	0.00	1,750.00	1,750.00	0.00	3,500.00
63 - Employee Costs	10,000.00	0.00	1,009.00	200.00	8,791.00	10,000.00	0.00	18,791.00
64 - Operating Materials & Supplies	244,000.00	0.00	79,029.98	37,107.56	127,862.46	244,000.00	0.00	371,862.46
65 - Office & Administrative Supplies	43,250.00	0.00	5,439.86	2,507.09	35,303.05	37,250.00	0.00	72,553.05
66 - Special Programs	32,700.00	0.00	4,117.17	1,945.00	26,637.83	36,700.00	0.00	63,337.83
68 - Community Programs and Grants	0.00	0.00	264.17	0.00	(264.17)	0.00	0.00	(264.17)
69 - Internal Service Charges	102,092.00	0.00	42,538.35	0.00	59,553.65	102,092.00	0.00	161,645.65
80 - Debt Service	415,371.00	0.00	67,681.98	0.00	347,689.02	415,371.00	0.00	763,060.02
98 - Transfers	20,000.00	0.00	8,333.35	0.00	11,666.65	20,000.00	0.00	31,666.65
5 - Expense Totals:	2,691,973.00	0.00	1,058,803.99	70,899.85	1,562,269.16	2,765,423.00	0.00	4,327,692.16