



CITY OF OREGON CITY LIBRARY BOARD AGENDA

Conference Room (2nd Floor), Oregon City Public Library, 606 John Adams St, Oregon City
Wednesday, October 23, 2024 at 5:00 PM

Ways to participate in this public meeting:

- Attend in person, location listed above. Please see the public comment guidelines below.
- Attend the livestream of the meeting on the City's YouTube Channel:

<https://www.youtube.com/user/CityofOregonCity>

- Register to provide electronic testimony (email dbutcher@orccity.org by 3:00 PM on the day of the meeting to register)
- Email dbutcher@orccity.org (deadline to submit written testimony via email is 3:00 PM on the day of the meeting)

1. CALL TO ORDER AND ROLL CALL

2. APPROVAL OF MINUTES

- Approval of 08/28/2024 minutes
- Approval of 09/25/2024 minutes

3. LIBRARY DIRECTOR'S REPORT

- Library Director's report and statistics for October, 2024

4. PUBLIC COMMENTS

Please see the public comment guidelines below.

5. DISCUSSION ITEMS

- Tactical Plan FY 24/25 Q1 update
- Library Display Policy
- 2024 Summer Reading Program Recap

6. COMMUNICATIONS

7. ADJOURNMENT

PUBLIC COMMENT GUIDELINES

Complete a Comment Card prior to the meeting and submit it to the clerk. When the Chair calls your name, proceed to the speaker table, and state your name and city of residence. Each speaker is given 3 minutes to speak. As a general practice, the committee does not engage in discussion with those making comments. Complaints shall be addressed at the department level prior to addressing the committee.

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](#) 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 LIBRARY BOARD REGULAR MEETING MINUTES

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

Meeting

Wednesday August 28, 2024 at 5:00 PM

CALL TO ORDER

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

ROLL CALL

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

Staff Present: Greg Williams, Library Director, was present in person.

APPROVAL OF THE MINUTES

1. July 24, 2024 Regular Meeting

Larry Osborne moved to accept the July 24, 2024 Library Board Meeting Minutes as submitted. Bill Carton seconded the motion. Bill Carton, Nick Dierckman, David Goldberg, and Larry Osborne vote aye. The motion carried.

LIBRARY DIRECTOR'S REPORT

2. July 2024 Director's Report and Library Statistics

Greg Williams reported on the inclusion of library programming statistics in the packet, highlighted Senior Outreach efforts, and provided updates on Student Library Card enrollment. Discussion of the estimated number of student cards issued to students with existing cards, the possibility of evaluating the proportion of student cards used over the next year, and a comparison of current statistics with pre-COVID statistics occurred.

PUBLIC COMMENTS

None.

DISCUSSION ITEMS

3. Recent Clackamas Board of County Commissioners Policy Sessions

Greg Williams reported on the two motions of the August 6 and 7, 2024 Clackamas Board of County Commissioners (BCC) Policy Sessions. A motion to approve proposed amendments to the Library District IGA amendment did not pass. A second motion was approved, which directed County staff to establish a work group to identify issues and challenges to Library stakeholders and to send a communication to Library Cities regarding the BCC's interpretation of appropriate use of Library District funds, reflected in the language of amendment that was not passed.

There was discussion of how the second motion interacted with Library District Advisory Committee and the Library District Task Force formed previously, potential avenues to optimize LDAC's future efficacy, and potential funding options for library function, task force, and consultants. It was recognized that next steps were dependent on the approach County Staff took with the work group. The history, governance, and monetary concerns of the Library District were discussed. Greg voiced appreciation for County Staff who have been working on Library District related matters.

COMMUNICATIONS

Library District Advisory Committee (LDAC)—no additional LDAC business to report beyond what was discussed in the Policy Sessions.

Library Foundation—no meeting since last Board meeting. Still in discussion regarding an Outreach Vehicle.

Friends of the Library—no meeting since last Board meeting. Friends were sponsoring the End of Summer Reading Party, August 31.

Teen Advisory Committee (TAC)— Member interviews occurred, and the plant wall was expected to be installed soon.

ADJOURNMENT

David Goldberg adjourned the meeting at 5:33 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 September 25, 2024 at 5:00 PM

CALL TO ORDER

Cynthia Andrews called the meeting to order at 5:00 pm.

ROLL CALL

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

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

STUDENT LIBRARY CARD PROJECT UPDATE

1. Youth Services Librarian Barratt Miller joined via Zoom to give a presentation on the Library's partnership with Clackamas County and the Oregon City School District (OCSD) to enable OCSD students to opt in for a Student Library Card (SLC) as part of the annual enrollment process. Barratt reviewed the history of the SLC initiative, described the data transfer process and schedule, and acknowledged the participation of Clackamas County and OCSD staff. To date, 2,379 students have signed up for SLCs. Vice Chair Andrews expressed appreciation for Barratt's leadership and work. Greg also recognized Barratt for her leadership and efforts in making the SLC program a reality.

LIBRARY DIRECTOR'S REPORT

2. August 2024 Director's Report and Library Statistics

Greg Williams shared updated service area population numbers provided by Clackamas County (which are used in calculating annual Library District distributions). Greg also shared the press release put out by the State Library of Oregon regarding this year's Oregon Intellectual Freedom Clearinghouse report, which tracks the number of book challenges reported in the State. This year, the number of items and titles challenged reached an all-time high.

Board member Heidi Blackwell requested for a future agenda item related to how potential Library programs are identified, evaluated and developed. Greg indicated he'd be happy to include an item on this topic as part of a future agenda.

PUBLIC COMMENTS

None.

DISCUSSION ITEMS

3. Review of draft Library Display Policy

Greg Williams presented a draft Library Display Policy for the Board's review. Earlier in the year, Greg had presented the Library Board with display policies from different libraries, each with differing levels of complexity, specificity, and scope. Based on Library Board feedback, and the Board's preference for a more concise and general policy, Greg had developed a draft policy based on a format/template that many other Libraries appear to use.

The Library Board provided feedback on clarifying the language around the challenge process, particularly for patrons who may not live in the Oregon City Public Library service area. The Library Board supported generally following the challenge process articulated in the Library Collection Development Policy.

COMMUNICATIONS

Library Foundation—no in-person meeting this month. The Foundation Board did approve contributing \$250 to the Oregon City School Foundation to support the Oregon Battle of the Books (OBOB) program. The next Foundation fundraiser is scheduled for April 3, 2025 at the Ainsworth House and Gardens.

Friends of the Library—the Friends' Bookstore continues to break records for bookstore sales. The Friends also expressed support for approving funding for a series of programs over a longer period of time, rather than evaluating multiple requests for similar individual items (e.g., repeating arts-related programs). The Friends Board also determined they would start considering requests for small donations to other organizations (such as school libraries), as long as the requests were consistent with the Friends' goals and purposes.

Heidi Blackwell shared information about the upcoming Indigenous Peoples Day celebration at Clackamas Community College's Environmental Learning Center. Both LINCC and the Oregon City Public Library are scheduled to attend and will be distributing free books (by indigenous authors and appealing to different age groups) to attendees.

Teen Advisory Committee (TAC)— TAC had their first meeting of the year, with four new members joining the group. The group got to know each other, reviewed bylaws, and discussed some preliminary areas of interest, including starting a manga group, completing the plant wall (which is almost done!), and continuing to work on the Stacks newsletter.

ADJOURNMENT

Cynthia Andrews adjourned the meeting at 5:55 pm.

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

PATRON STATISTICS

	Current Month	FY 24/25 YTD	Last Month	Same Month Last FY	FY 23/24 YTD
New Patron Registrations	914	3,346	2,116	305	992
Total Registered Patrons	22,249	22,249	21,766	19,093	19,093
Library Visitors (Ins)	12,041	41,458	14,321	12,203	41,629
Library Visitors (Outs)	11,801	40,843	14,208	12,089	41,052

CIRCULATION (includes 1st-time circ and renewals)

Adult materials	15,199	47,685	16,303	15,145	46,317
YA materials	1,735	6,714	2,420	2,097	7,015
Children's materials	18,572	59,216	19,404	17,840	58,294
Electronic materials	8,767	26,716	8,756	7,453	23,060
Total Circulation	44,273	140,331	46,883	42,535	134,686

1st Time Circulation (Physical)	21,661	70,895	23,706	22,192	70,437
1st Time Circulation (Self-Check)	19,184	63,306	21,249	20,816	65,896

Holds received from other libraries	13,164	52.5%	40,232	52.3%	13,357	52.4%	13,217	52.9%	41,042	53.3%
Holds sent to other libraries	11,932	47.5%	36,632	47.7%	12,116	47.6%	11,757	47.1%	36,004	46.7%

CIRCULATION DEMOGRAPHICS

Borrowers - City Residents	1,806	57.4%	n/a	1,905	57.6%	1,709	55.1%	n/a
Borrowers - Unincorporated Residents	1,081	34.4%	n/a	1,141	34.5%	1,130	36.5%	n/a
Borrowers - Other	259	8.2%	n/a	264	8.0%	260	8.4%	n/a

Service Area Pop - City	38,049	62.6%	n/a	38,049	62.6%	37,786	61.4%	n/a
Service Area Pop - Unincorporated	22,693	37.4%	n/a	22,693	37.4%	23,752	38.6%	n/a

TECHNOLOGY

Internet Sessions	839	2,306	839	193	1,783
WiFi Sessions	618	1,964	613	530	1,852

SOCIAL MEDIA / EMAIL

Facebook followers	4,770	n/a	4,768	4,638	n/a
Instagram followers	2,602	n/a	2,587	2,303	n/a
Twitter followers	984	n/a	990	951	n/a
YouTube subscribers	393	n/a	393	374	n/a
YouTube unique viewers	359	n/a	269	1,422	n/a
YouTube views	429	1,255	463	1,728	2,432
Email newsletter subscribers	5,599	n/a	5,559	n/a	n/a

See monthly Hootsuite report for additional social media statistics

FINANCIAL

See monthly Budget to Actual report

ELECTRONIC RESOURCES

Kanopy plays	509	1,214	413	247	805
Kanopy cost	\$ 402	\$ 1,196	440	\$ 253	876
Kanopy average cost/play	\$ 0.79	\$ 0.99	\$ 1.07	\$ 1.02	\$ 1.09

SERVICE DESK INQUIRIES

Ready Reference	511	1,693	525	652	2,677
Reference	84	257	86	83	259
Technology Assistance	201	548	194	142	533

FACILITIES

Conference Room - Bookings	52	154	49	43	127
Conference Room - Hours Available	218	671	218	222	696
Conference Room - Hours Booked	82	238	77	73	211
Conference Room - Occupancy Pctg	37.6%	35.5%	35.3%	32.9%	30.3%

Community Room - Bookings	41	127	42	41	118
Community Room - Hours Available	218	671	218	222	696
Community Room - Hours Booked	72	229	75	66	192
Community Room - Occupancy Pctg	33.0%	34.1%	34.4%	29.7%	27.6%

LIBRARY PROGRAM STATS - September, 2024

DATE	PROGRAM	PRIMARY AGE GROUP	FORMAT	TOTAL ATTENDANCE/ENGAGEMENT
9/3/2024	Oregon City Writers Group	Ages 18+	Live/Hybrid-Onsite	9
9/5/2024	One-on-One with a Financial Advisor	Ages 18+	Live/Hybrid-Onsite	4
9/5/2024	Elevated Readers Book Club	Ages 18+	Live/Hybrid-Onsite	13
9/6/2024	First Fridays Arts and Culture Space X and the Starship	Ages 18+	Live/Hybrid-Onsite	5
9/9/2024	B.A.M. LEGO Lab	Ages 18+	Live/Hybrid-Onsite	32
9/9/2024	B.A.M. Movie Matinee	Ages 18+	Live/Hybrid-Onsite	41
9/10/2024	Weekly Storytime	Ages 0-5	Live/Hybrid-Onsite	31
9/11/2024	Music & Movement 5-Week Class	Ages 0-5	Live/Hybrid-Onsite	32
9/12/2024	Weekly Storytime	Ages 0-5	Live/Hybrid-Onsite	27
9/13/2024	Senior Outreach - The Lodge	Ages 18+	Live/Hybrid-Onsite	4
9/14/2024	LEGO Lab 10:30	Ages 6-11	Live/Hybrid-Onsite	26
9/14/2024	LEGO Lab 11:30	Ages 6-11	Live/Hybrid-Onsite	6
9/15/2024	September Creative Kits	General Interest	Live/Hybrid-Onsite	189
9/17/2024	Weekly Storytime	Ages 0-5	Live/Hybrid-Onsite	22
9/17/2024	Oregon City Writers Group	Ages 18+	Live/Hybrid-Onsite	8
9/18/2024	B.A.M. Trivia [Online]	General Interest	Live-Virtual ONLY	7
9/18/2024	Music & Movement 5-Week Class	Ages 0-5	Live/Hybrid-Onsite	27
9/18/2024	Art Lab Session A Flip Books	Ages 6-11	Live/Hybrid-Onsite	8
9/18/2024	Art Lab Session B Flip Books	Ages 6-11	Live/Hybrid-Onsite	23
9/18/2024	Yarn Enthusiasts Society	Ages 18+	Live/Hybrid-Onsite	8
9/19/2024	Weekly Storytime	Ages 0-5	Live/Hybrid-Onsite	16
9/19/2024	One-on-One with a Financial Advisor	Ages 18+	Live/Hybrid-Onsite	0
9/20/2024	Family Movie Encanto	Ages 6-11	Live/Hybrid-Onsite	16
9/24/2024	A.M. Book Chat	Ages 18+	Live/Hybrid-Onsite	6
9/24/2024	Weekly Storytime	Ages 0-5	Live/Hybrid-Onsite	26
9/21/2024	Art Gym	Ages 18+	Live/Hybrid-Onsite	2
9/22/2024	Guide to Garlic Planting	Ages 18+	Live/Hybrid-Onsite	29
9/23/2024	B.A.M. Movability	Ages 18+	Live/Hybrid-Onsite	28
9/23/2024	B.A.M. Academy	Ages 18+	Live/Hybrid-Onsite	22
9/26/2024	Weekly Storytime	Ages 0-5	Live/Hybrid-Onsite	27
9/26/2024	Young Teen Art Gallery Redland Grange	Ages 10-14	Live/Hybrid-Onsite	2
9/28/2024	How to Market Your Creative Work and Services	Ages 18+	Live/Hybrid-Onsite	19
9/29/2024	Chess Drop-In	General Interest	Live/Hybrid-Onsite	13
9/30/2024	Library Card Sign-up Month Giveaway	General Interest	Self-Directed	186
9/30/2024	Critter Quest - Sept	General Interest	Self-Directed	398
9/30/2024	Coloring Sheets - Sept	General Interest	Self-Directed	236
			TOTAL ATTENDANCE	1548
			TOTAL PROGRAMS	36



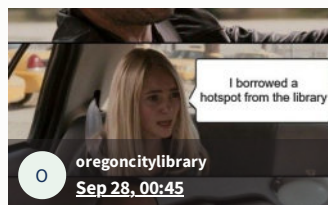
Library Board Report

Sep 01 - Sep 30, 2024

 Post engagement

426
engagements

 Top posts > Likes



We've heard you! New mobile hotspots are launching soon! Now you can stay connected while exploring our beautiful city and

34 likes



Meet Harriet Owlbert, September's critter!

25 likes



Celebrate Library Card Sign-up Month this September with Oregon City Public Library! We're inviting everyone to discover the

21 likes

 Followers

984
followers

 Tweets

42
tweets

 Mentions

2
mentions

 Engagement > Type

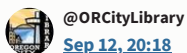
Likes **8**

Retweets 2

Replies **1**

Quote tweets 0

Top tweets > Engagements



Children's Book Suggestions | Some of our favorite funny books for young readers in Grades 2-7.:
[#https://librarian.syndetics.com/syndeticsunbound/lp/798.1161/list/4248](https://librarian.syndetics.com/syndeticsunbound/lp/798.1161/list/4248) #bookspotlight #booklovers



Our Genealogy Interest Group meets every 1st Tuesday of the month from 1:30-3:00 PM in the Library's Community Room. Novice to expert are welcome! Come share tips and

4 engagements



Join our 10-week online meditation series with instructor Sarah Colarchik. Relax with us on Mondays. Register for Zoom link. Come as you are, even if you can't make every

1 engagements

Report sources

Analytics

Facebook Pages

 Oregon City Public Library

Twitter

 @ORCityLibrary

Instagram Business

 oregoncitylibrary



Biennium Budget Report Y2 by Category

Through September, 2024

	2023-2024 Budget	2023-2024 Balance	Year 1 Difference	2024-2025 Budget	September 2024-2025 Activity	2024-2025 Balance	2024-2025 Encumbrance	Biennium Difference
4 - Revenue								
43 - Intergovernmental Revenues	2,744,700.00	2,869,203.17	-124,503.17	2,819,900.00	0.00	0.00	0.00	2,695,396.83
44 - Charges for Services	3,900.00	5,300.36	-1,400.36	4,000.00	2.00	820.81	0.00	1,778.83
47 - Miscellaneous Income	39,500.00	230,976.22	-191,476.22	33,500.00	2,178.77	14,788.47	0.00	-172,764.69
49 - Other Financing Sources	290,000.00	290,000.00	0.00	290,000.00	24,166.67	72,500.01	0.00	217,499.99
4 - Revenue Totals:	3,078,100.00	3,395,479.75	-317,379.75	3,147,400.00	26,347.44	88,109.29	0.00	2,741,910.96
5 - Expense								
51 - Salaries and Wages	1,295,300.00	1,172,850.97	122,449.03	1,357,500.00	97,665.25	299,702.17	0.00	1,180,246.86
52 - Benefits	861,300.00	716,815.44	144,484.56	913,200.00	63,764.39	192,479.43	0.00	865,205.13
60 - Professional & Technical Services	6,400.00	3,372.54	3,027.46	16,400.00	0.00	0.00	0.00	19,427.46
61 - Repair & Maintenance Services	174,300.00	171,509.26	2,790.74	172,800.00	12,319.01	28,209.03	44,802.86	102,578.85
62 - Other Services	4,500.00	2,414.54	2,085.46	4,500.00	53.20	53.20	296.80	6,235.46
63 - Employee Costs	7,200.00	1,686.00	5,514.00	7,200.00	467.41	966.41	100.00	11,647.59
64 - Operating Materials & Supplies	269,700.00	251,844.58	17,855.42	275,700.00	18,080.94	41,985.36	30,805.59	220,764.47
65 - Office & Administrative Supplies	39,000.00	26,899.20	12,100.80	43,000.00	1,522.15	10,127.27	0.00	44,973.53
66 - Special Programs	42,400.00	64,309.08	-21,909.08	42,400.00	3,061.23	6,297.45	901.31	13,292.16
68 - Community Programs and Grants	0.00	344.46	-344.46	0.00	0.00	42.77	0.00	-387.23
69 - Internal Service Charges	205,100.00	205,100.00	0.00	211,700.00	17,641.66	52,924.98	0.00	158,775.02
80 - Debt Service	415,400.00	415,370.92	29.08	415,400.00	0.00	0.00	0.00	415,429.08
5 - Expense Totals:	3,320,600.00	3,032,516.99	288,083.01	3,459,800.00	214,575.24	632,788.07	76,906.56	3,038,188.38



CITY OF OREGON CITY

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

Staff Report

To:	Library Board	Agenda Date:	October 23, 2024
From:	Greg Williams, Library Director		

SUBJECT:

Tactical Plan FY 24/25 Q1 update

STAFF RECOMMENDATION:

n/a - Informational Only

EXECUTIVE SUMMARY:

The Library Director will share a quarterly update on progress on the Library's FY 23-25 Tactical Plan.

BACKGROUND:

The Library Board has approved a FY 23-25 Tactical Plan which outlines specific goals and activities intended to support the Library's strategic priorities.

On a quarterly basis, the Library Director provides an update to the Library Board on Tactical Plan progress. The Library Director will share updates from Q1 of FY 24-25.

NEXT STEPS:

OPTIONS:

n/a - Informational Only

STATUS KEY AND COUNTS

	Y1	Y2	TOTAL	
Not Yet Started	0	3	3	19%
On Hold	0	0	0	0%
In Progress (Research/Planning)	0	5	5	31%
In Progress (Implementation)	0	3	3	19%
Completed	3	2	5	31%
TOTAL	3	13	16	

FOCUS	GOAL	ACTIVITY	STATUS
1 Create and support young readers	1.1 All K-12 students enrolled in the Oregon City School District will have library cards.	1.1.1 (Y1) By June 30, 2024, develop and implement administrative and technological prerequisites to facilitate use of OCSD student data to create and maintain library card accounts for all enrolled students.	Completed
		1.1.2 (Y2) By December 31, 2025, implement annual process to automatically create library card accounts for all K-12 OCSD students.	Completed
2 Meet the information needs of our entire service area	2.1 Library staff will better understand the needs of residents in the unincorporated portion of the Library service area.	2.1.1 (Y1) By March 31, 2024, Library staff will have approached CPOs (Community Planning Organizations) in the Library service area to share results of statistically valid survey and collect additional feedback from CPO members.	Completed
	2.2 Improve access to physical library materials for homebound residents within the Library's service area.	2.2.1 (Y2) By September 30, 2024 implement a formal Books By Mail program to accommodate up to 50 active homebound participants.	Completed
3 Ensure collections, programs, services, and staff reflect and engage our diverse community	3.1 Better understand the diversity and makeup of the Oregon City Library service area.	3.1.1 (Y2) By December 30, 2024, develop a plan to complete a demographic analysis of the Library's entire service area in order to better understand the makeup and diversity of our service area population.	In Progress (Research/Planning)
		3.1.2 (Y2) By June 30, 2025 complete an inventory of community groups and support agencies located or operating within the Library service area.	Not Yet Started
	3.2 Ensure that the Library's physical collections reflect the diversity and needs of our entire service area.	3.2.1 (Y2) By December 31, 2024 complete an analysis and recommend implementation of collection diversity audit tools/services.	In Progress (Research/Planning)
	3.3 Library staff will be able to recognize and incorporate the perspectives and needs of diverse populations into all aspects of library services.	3.3.1 (Y1) By June 30, 2024, ensure Library representation on City-wide staff DEI workgroup which will, among other things, assess and identify staff cultural competency/DEI training needs.	Completed
	3.4 Library patrons will be able to access information about services and offerings in multiple languages.	3.4.1 (Y2) By December 31, 2024, all Library policies and guidelines (existing and new) will be translated into Spanish.	In Progress (Implementation)
		3.4.2 (Y2) By June 30, 2025, all website content (including calendar events) and Library handouts will be translated into Spanish.	Not Yet Started
4 Maintain and expand safe and welcoming facilities and accessible services throughout our entire service area	4.1 Facilitate after-hours and off-site access to physical materials.	4.1.1 (Y2) By June 30, 2025, develop an implementation plan for deploying remote smartlockers within the Library service area.	In Progress (Research/Planning)
		4.1.2 (Y2) By June 30, 2025, deploy at least one remote smartlocker within the library service area.	Not Yet Started
	4.2 Improve capability to conduct in-person outreach throughout service area.	4.2.1 (Y2) By December 31, 2024, assess needs and assemble specifications and cost estimates (initial and ongoing) for a Library outreach vehicle.	In Progress (Implementation)
5 Ensure appropriate and sustainable funding for operational and capital needs	5.1 Increase use of data in operational and budgetary evaluation and decision-making processes.	5.1.1 (Y2) By March 31, 2025, in conjunction with the Library Board, staff will review, refine, and update the monthly metrics and statistics that are shared with the Library Board.	In Progress (Research/Planning)
		5.1.2 (Y2) By January 31, 2025, implement collection usage reports which can be used to inform collection budget allocation decisions.	In Progress (Research/Planning)
	5.2 Evaluate the long-term needs funding, operational, and governance needs of the Clackamas County Library District.	5.2.1 (Y2) By June 30, 2025, in conjunction with all LUNCC libraries, actively participate in planned ongoing efforts to perform the analysis and prepare recommendations originally envisioned as part of the Library District Task Force.	In Progress (Implementation)

LIBRARY BY 23-25 TACTICAL PLAN UPDATE (Q1, FY 24-25)

GENERAL

At the May 22, 2024 meeting, the Library Board approved a variety of mid-plan updates. Those updates have been noted on the Q1 Tactical Plan overview spreadsheet **in red**.

FOCUS AREA #1: Create and support young readers

1.1.1 (Y1) - *By June 30, 2024, develop and implement administrative and technological prerequisites to facilitate use of OCSD student data to create and maintain library card accounts for all enrolled students.*

FROM: **In Progress (Implementation)**

TO: **Completed**

NOTES: This initiative was completed in Q4 of FY 23-24 following a successful pilot program at Holcomb Elementary School.

1.1.2 (Y2) - *By December 31, 2025, implement annual process to automatically create library card accounts for all K-12 OCSD students.*

FROM: **In Progress (Implementation)**

TO: **Completed**

NOTES: This initiative was completed in Q1 of FY 24-25 following a successful implementation of opt-in signups for all incoming OCSD students as part of 24/25 enrollment. To date, more than 2,300 student library cards have been created.

FOCUS AREA #2: Meet the information needs of our entire service area

2.2.1 (Y2) - *By September 30, 2024 implement a formal Books By Mail program to accommodate up to 50 active homebound participants.*

FROM: **In Progress (Implementation)**

TO: **Completed**

NOTES: We launched our new Books By Mail program in Q1 of FY 24-25 and have signed up 9 patrons. After our deliberate “soft launch” we are now expanding publicity about the program and are planning to discuss possible partnership opportunities with the Pioneer Community Center.

FOCUS AREA #3: Ensure collections, programs, services, and staff reflect and engage our diverse community

3.2.1 (Y2) - *By December 31, 2024 complete an analysis and recommend implementation of collection diversity audit tools/services.*

FROM: **In Progress (Research/Planning)**

TO: **In Progress (Research/Planning)**

NOTES: There has been additional interest from other LINCC Libraries about evaluating and purchasing some of these tools. Since the participation of additional LINCC libraries could dramatically reduce the cost to OCPL, we are waiting for that LINCC-wide evaluation process to conclude before moving forward.

3.3.1 (Y1) - *By June 30, 2024, ensure Library representation on City-wide staff DEI workgroup which will, among other things, assess and identify staff cultural competency/DEI training needs.*

FROM: **In Progress (Research/Planning)**

TO: **Completed**

NOTES: The City has established its staff DEI Workgroup which meets every other month. Youth Services Librarian Aryn Keeny and Library Director Greg Williams are the current Library representatives (although it is anticipated that different staff may rotate on/off in the future).

3.4.1 (Y2) - *By December 31, 2024, all Library policies and guidelines (existing and new) will be translated into Spanish.*

FROM: **In Progress (Research/Planning)**

TO: **In Progress (Implementation)**

NOTES: We are currently evaluating vendor quotes for translation of an initial selection of policies (Collection Development, Community Room, Behavior).

FOCUS AREA #4: Maintain and expand safe and welcoming facilities and accessible services throughout our entire service area

4.1.1 (Y2) - *By June 30, 2025, develop an implementation plan for deploying remote smartlockers within the Library service area.*

FROM: **In Progress (Research/Planning)**

TO: **In Progress (Research/Planning)**

NOTES: Clackamas County is working on the RFP for smartlockers (as well as new self-checkout machines, which are due for replacement). Library staff have provided feedback on the solicitation, and we anticipate it will “hit the street” in Q2 or Q3.

4.2.1 (Y2) - *By December 31, 2024, assess needs and assemble specifications and cost estimates (initial and ongoing) for a Library outreach vehicle.*

FROM: **In Progress (Research/Planning)**

TO: **In Progress (Research/Planning)**

NOTES: We have conducted a good deal of research and spoken with several vendors regarding options, costs, and lead times. We have developed initial specifications and talked through some procurement questions with our Finance department. Denise Butcher is attending the Association of Bookmobiles and Outreach Services (ABOS) conference in Indianapolis the week of Oct. 14th.

FOCUS AREA #5: Ensure appropriate and sustainable funding for operational and capital needs

5.2.1 (Y2) - *By June 30, 2025, in conjunction with all LINCC libraries, actively participate in planned ongoing efforts to perform the analysis and prepare recommendations originally envisioned as part of the Library District Task Force.*

FROM: **In Progress (Research/Planning)**

TO: **In Progress (Implementation)**

NOTES: The Clackamas Board of County Commissioners has directed County Staff to implement a plan for a workgroup to examine the multiple issues facing the Library District. I anticipate further discussions with County leadership will be happening in November.



CITY OF OREGON CITY

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

Staff Report

To:	Library Board	Agenda Date:	October 23, 2024
From:	Greg Williams, Library Director		

SUBJECT:

Library Display Policy

STAFF RECOMMENDATION:

Approve the Library Display Policy, as written

EXECUTIVE SUMMARY:

The Library Board will consider approval of a Library Display Policy

BACKGROUND:

Throughout the year, Library staff routinely create displays on various subjects and observances. During the month of December, staff have also created displays which highlight the seasonal observations and celebrations of different cultures. These displays can be in any area of the library.

At the January 31, 2024 Library Board Meeting, the Library Board recommended that staff commence work on creating a formal Library Display Policy to be reviewed by the Library Board at a later date. The Library Board reviewed some sample policies from other libraries, and provided feedback on the general approach staff should take in crafting a policy.

At the September 25, 2024 Library Board Meeting, the Library Board reviewed a draft policy and provided feedback, specifically on clarifying the display challenge process.

The draft policy has been reviewed by the City Attorney. The Library Director is seeking the Library Board's approval of the Library Display Policy.

NEXT STEPS:

If the Library Board recommends approval of the Library Display Policy, it will be forwarded to the City Manager for final approval.

OPTIONS:

1. Approve the Library Display Policy, as written
2. Approve the Library Display Policy, with changes suggested by the Library Board
3. Do not approve the Library Display Policy, and provide staff with additional guidance

Oregon City Public Library Display Policy

Summary

The Oregon City Public Library Display Policy outlines the principles and criteria utilized by staff in creating various Library displays.

Purposes of Library Displays

Article I of the American Library Association's Library Bill of Rights states: "Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves." In accordance with the Library Bill of Rights, and in support of the Library's mission, displays are intended to feature and stimulate interest in the resources of the library, to fulfill the Library's role as a facilitator of information access, and to provide the community with additional opportunities for information, education, and entertainment.

In addition, the City of Oregon City strives to be a place where all persons, regardless of race, ethnicity, sexual orientation, gender identity, age, religion, or ability feel safe, respected, and valued. Accordingly, another purpose of Library displays is to recognize and celebrate the diverse backgrounds, experiences, and identities of the entire Oregon City Public Library community.

Principles and Criteria

The Library strives to include a wide spectrum of opinions, viewpoints, and backgrounds in displays, as well as offer displays that appeal to a range of ages, interests, backgrounds, and information needs. Library staff use the following criteria in making decisions about display topics, materials, and accompanying resources:

- Community needs and interest
- Availability of display space
- Historical, cultural, or educational interest and/or significance
- Connection to other community or national programs, exhibitions, observances, or events
- Relation to other library collections, resources, exhibits, and programs
- Displays or exhibits may take multiple forms, including (but not limited to) book displays, informational displays, posters, and reading lists/recommendations.

The Library may draw upon other community resources in developing displays and may partner with other community agencies, organizations, or educational institutions to develop co-sponsored displays.

Intellectual Freedom and Censorship

Library displays and exhibits shall not exclude topics, books, media, and other resources solely because they may be considered to be controversial. The presence of any particular display does not imply the Library's endorsement of any particular ideas, opinions, or viewpoints.

Displays will generally be located in areas of the Library according to the "Organization" section of the Library's Collection Development Policy. Displays in the Lobby or other common areas will generally serve the needs of all ages. Creation of displays will not be inhibited by the possibility that particular works may inadvertently be seen by or come into the possession of children and young adults. Only

parents and legal guardians have the right and responsibility to restrict the access of their children to library materials and resources.

Requests for Reconsideration

Residents of the Oregon City Public Library service area who express concerns about the presence or contents of a Library display are given serious consideration. The general Request for Reconsideration process and parameters outlined in the Oregon City Public Library's Collection Development Policy will also be utilized to address questions, concerns, or reconsideration requests regarding Library displays.



CITY OF OREGON CITY

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

Staff Report

To:	Library Board	Agenda Date:	October 23, 2024
From:	Barratt Miller, Youth Services Librarian Blake Kincaid		

SUBJECT:

2024 Summer Reading Program Recap

STAFF RECOMMENDATION:

n/a - Informational only

EXECUTIVE SUMMARY:

Library staff will provide an overview of the Oregon City Public Library's 2024 Summer Reading Program (SRP).

BACKGROUND:

Adult Services Librarian Blake Kincaid, Youth Services Librarian Barratt Miller, and Teen Services Librarian Sabrina Tusing will review this year's Summer Reading Program, present selected participation data and participant feedback, and discuss how this year's experiences may influence future SRP planning.

NEXT STEPS:

OPTIONS:

n/a - Informational only



SUMMER READING REPORT 2024

CHANGES FOR 2024



**No major changes to
Children's and Teen
Summer Reading**
program format in 2024

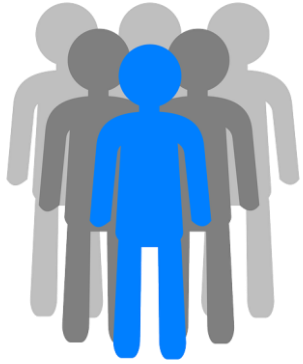


**Adult SRP offered
Beanstack** as well as
paper participation for
adult readers age 18+



**Offered first-ever End of
Summer Reading Party**
for all ages on August 31

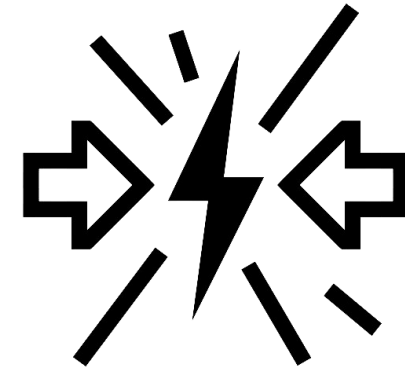
CHALLENGES



Unexpected staff absences, as well as new YS librarian hiring timeline during peak planning period, impacted outreach efforts



Taking time to train adult services staff on teen summer reading, as it was our first year being a part of the Adult Services team



Combining drawings for paper and online participants to ensure fairness was logistically complicated and time-consuming

BUDGET

\$12,266

Source: Ready to Read

Kids Prize Books \$5,571
Kids Prize Drawing \$1,000
Family Events \$1,000
Other Activities \$2,500

Source: Library Budget

Beanstack Software \$2,195

\$1,455

Source: Ready to Read

Teen Prize Books \$871.00
Teen Prize Drawing \$387
Teen Book Boxes \$197

\$4,017

Source: Friends of the Library

Book Prizes - donated
Book Store Coupons - donated

Source: Library Budget

Adult Prize Baskets \$1,042
Book Bags \$2,575
Weekly Prizes \$263
2 Events \$137

PROGRAM OVERVIEW



Children's Summer Reading Challenge (Age 0-11) Set a daily reading goal and keep track of how many days you reach your goal, with bonus weekly activities



Teen Summer Reading Challenge (Age 12-17) Bingo card of books/activities in categories selected by library staff



Adult Summer Reading (Age 18+) Log books and complete activities to earn prize drawing tickets

INCENTIVES

KIDS

- **Free book** at sign up
- **Mike's Drive-In token (or pen)** and Trail Blazers ticket at 42 days
- **Prize drawing tickets** for every 7 days of reading plus 13 weekly activities for grand prize drawing for gift cards and prize baskets

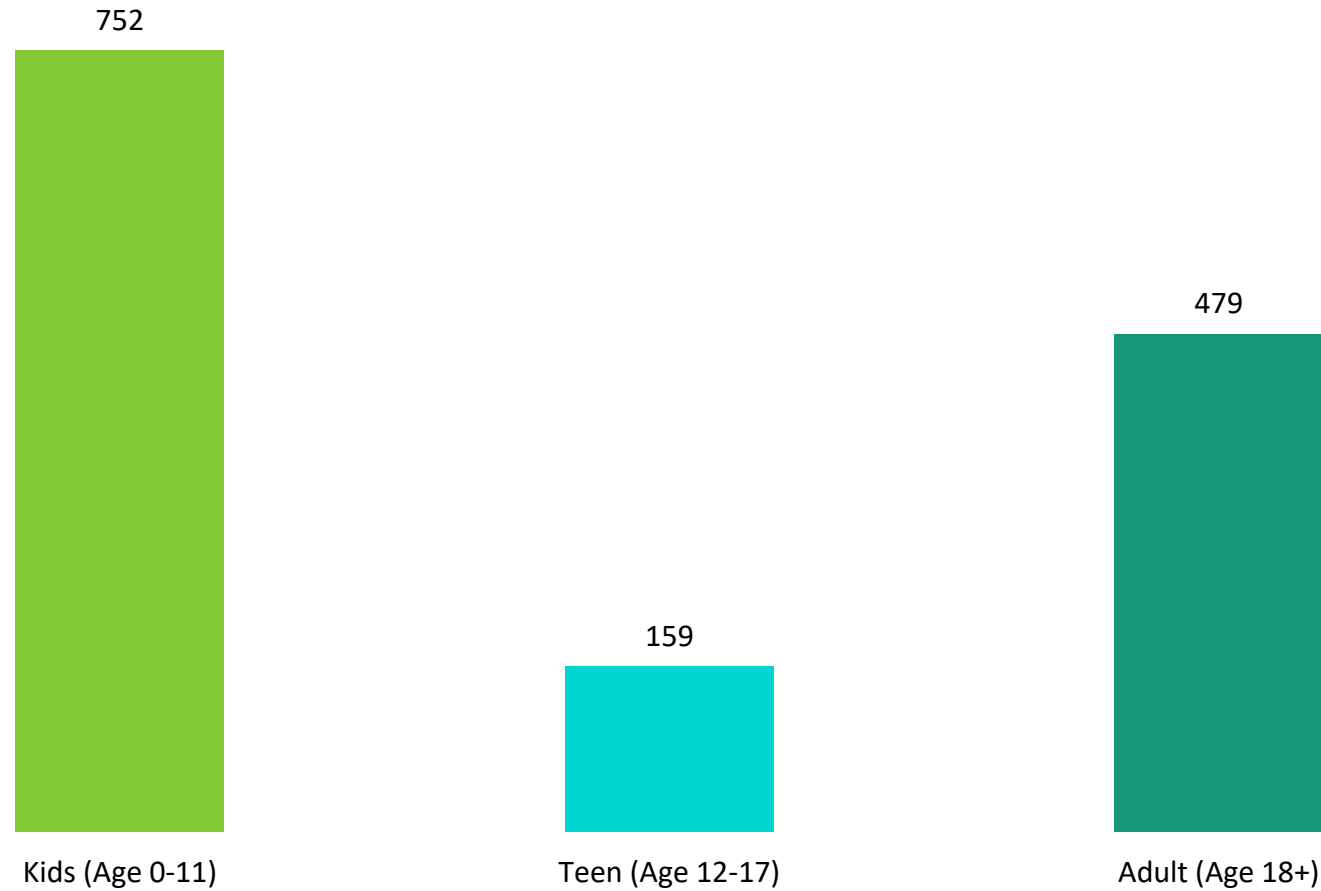
TEENS

- **Free book** at sign up
- **Mike's Drive-In token (or pen)** for 5-in-a-row
- **\$5 Friends bookstore gift certificate** for bingo blackout
- **Prize drawing tickets** for each completed bingo square, with bonus tickets for 5-in-a-row and blackout for grand prize drawing for gift cards or prize basket

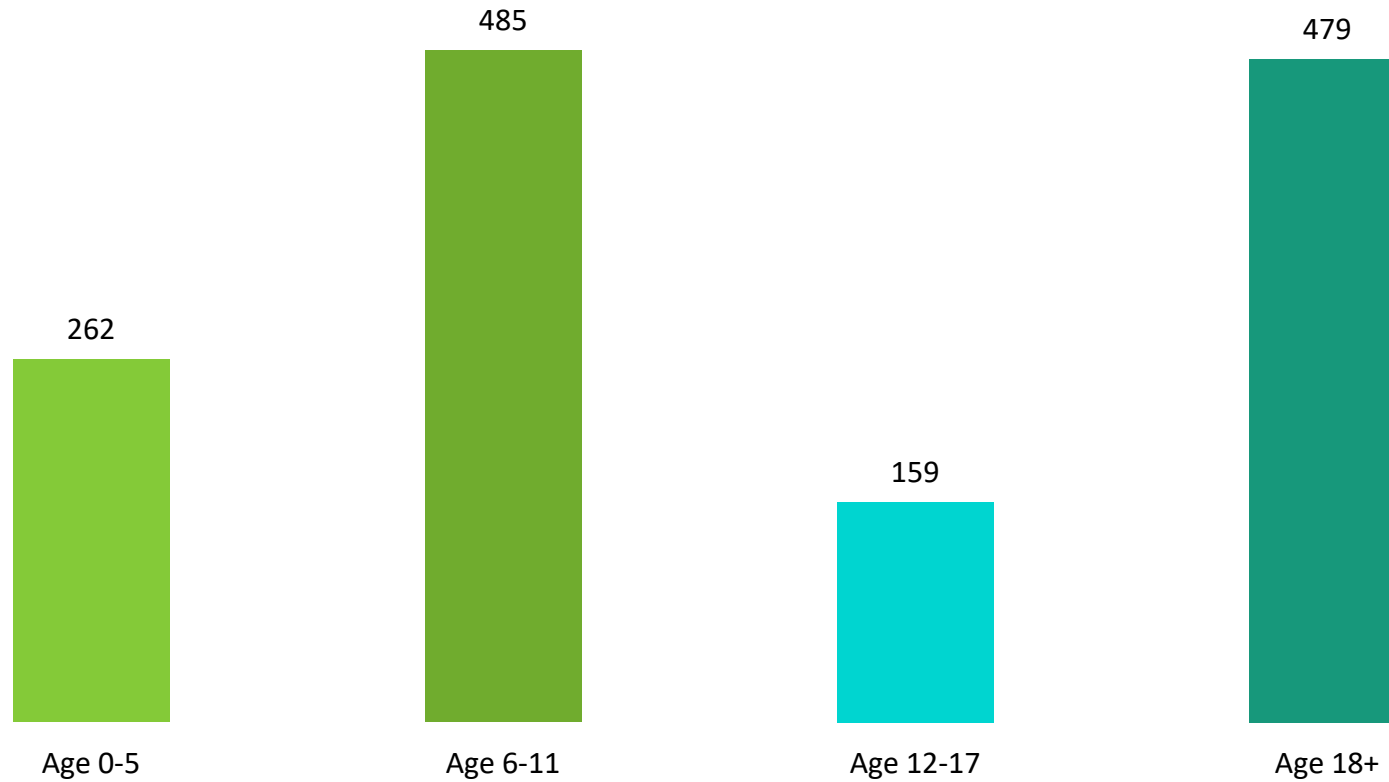
ADULTS

- **Free tote bag** at sign up
- **Prize drawing tickets** for each completed book review, word search, cryptogram, and bingo card
- **Weekly prize drawings** of free book, gift card, and treasure chest prize
- **Grand prize drawing** of prize baskets

REGISTRATION BY CHALLENGE



REGISTRATION BY AGE



KIDS SUMMER READING CHALLENGE

Set a daily reading goal. You can choose 1 story, song, or rhyme each day (best for kids age 4 and younger), 25 minutes of reading/listening each day (best for kids age 5 and older), or your own goal.

752

registered for
challenge

223

readers read
on 42 days

26

read on all 91
days

28

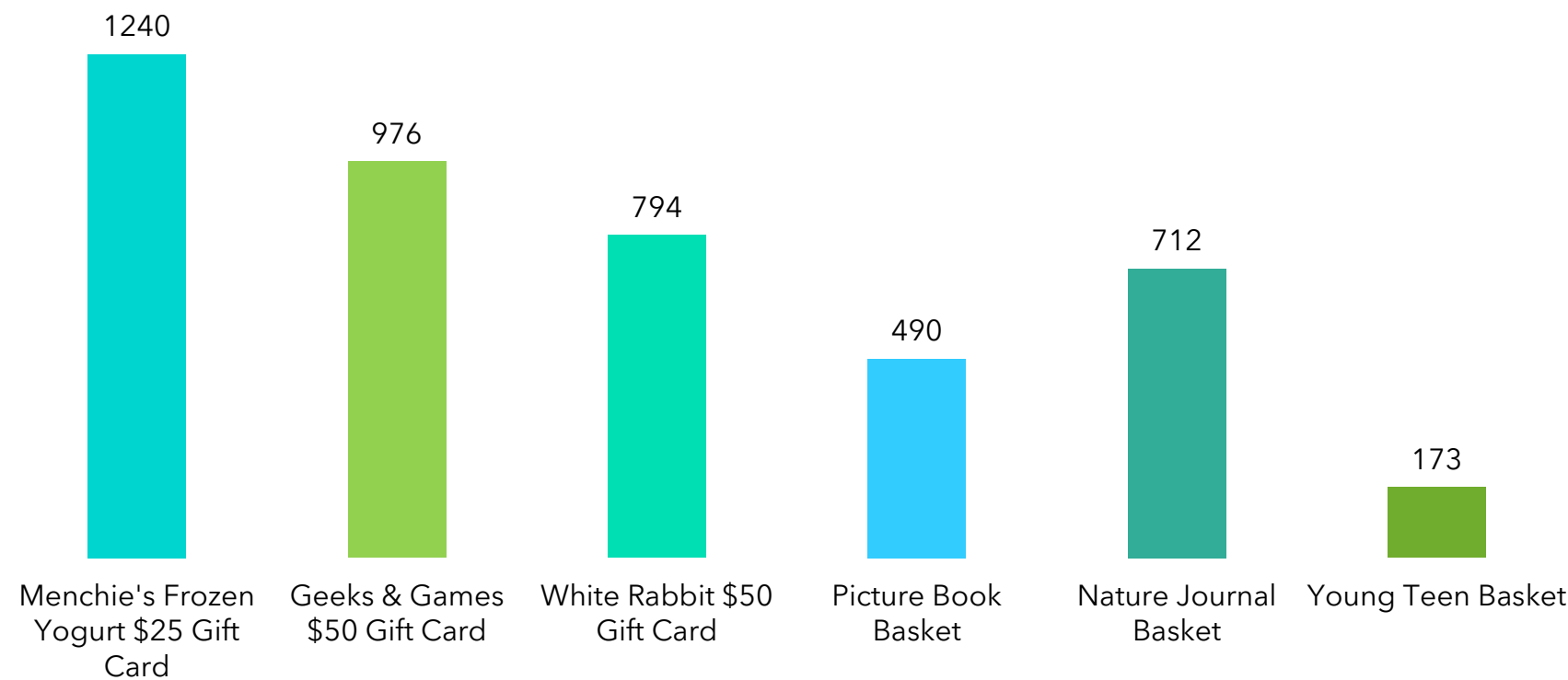
average days
read by each
reader
(average in
2023 was 26)

21,233

total days read
by all readers

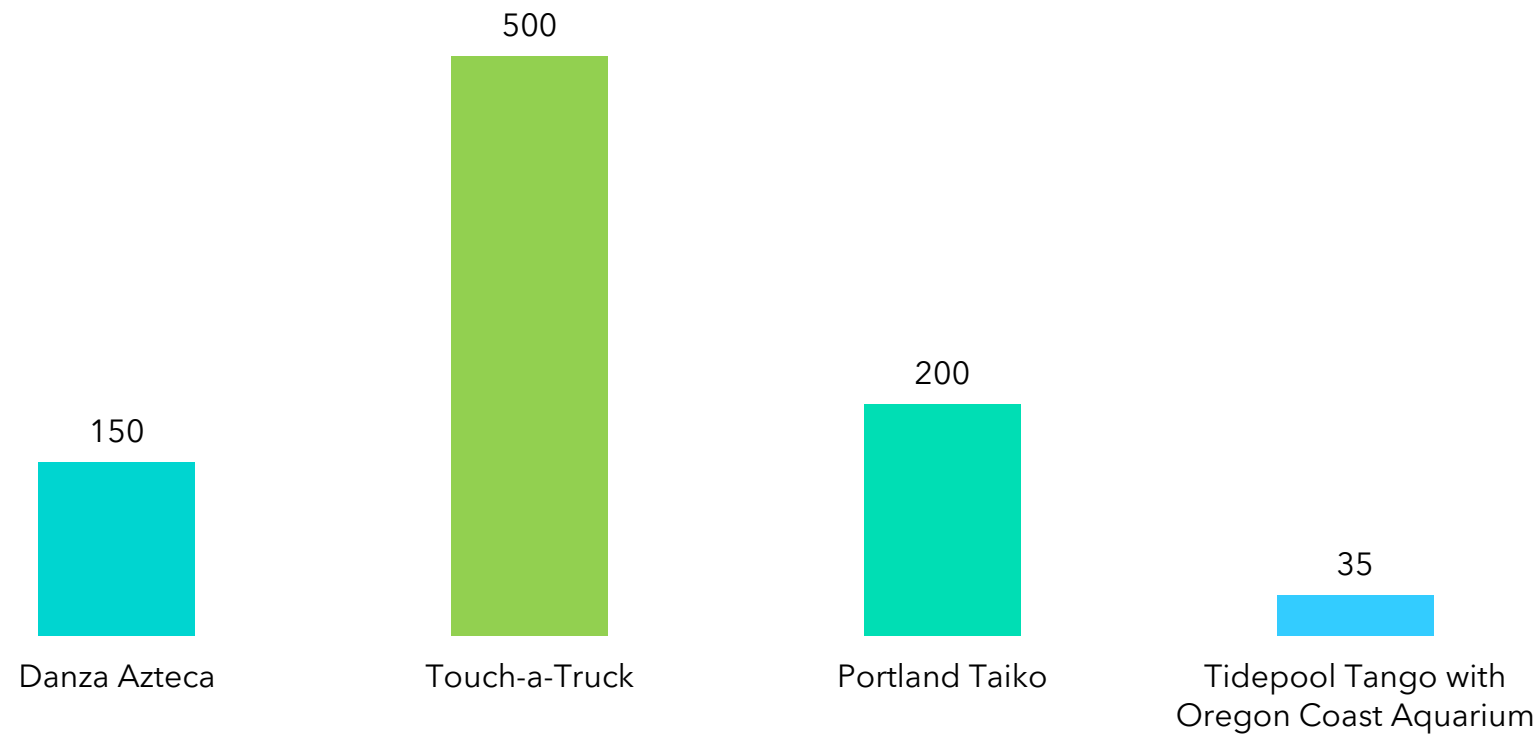
KIDS SUMMER READING CHALLENGE

4,212 tickets entered in 8 prize drawing categories:



KIDS SUMMER READING CHALLENGE

Special Event participation (doesn't include year-round programs like storytime, Creative Kits, Art Lab, LEGO Lab:



TEEN SUMMER READING CHALLENGE

Read one book in each of the categories listed on the bingo square (e.g. fantasy or science fiction book, a book that makes you smile, a poem, etc.). Print books, e-books, audiobooks, and graphic novels all count as reading.

159

registered for
challenge

57

earned 5-in-a-
row on bingo
card

27

Earned
blackout on
bingo card

8

average books
read by each
reader

1,362

total books
read by all
readers

TEEN SUMMER READING CHALLENGE

Most popular bingo categories:



**Graphic Novel
(66)**



**Pick Up
Trash
(65)**



**Read Outside
(65)**



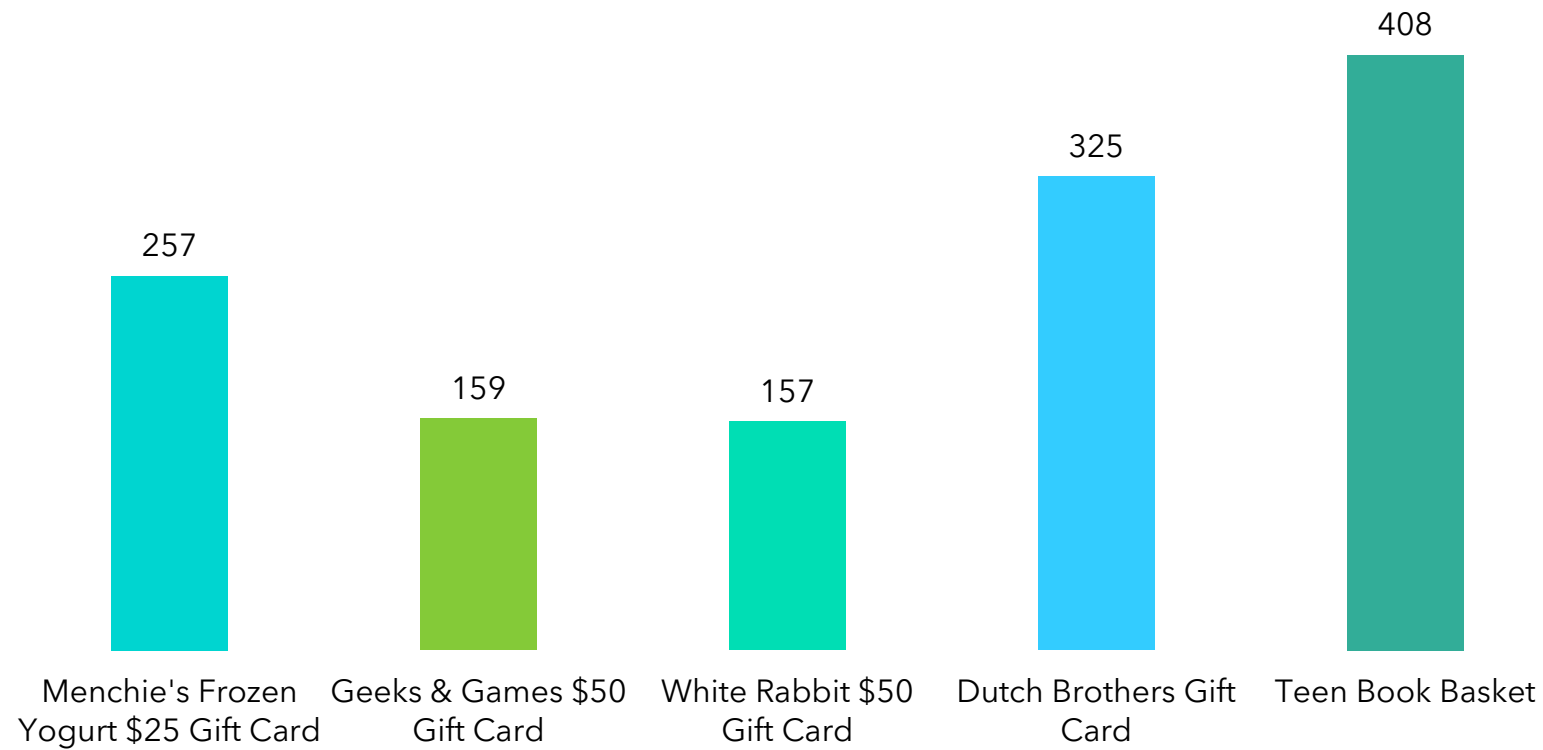
**Podcast
(60)**



**Music From a
Different
Decade (55)**

TEEN SUMMER READING CHALLENGE

1,306 tickets entered in 5 prize drawing categories:



TEEN SUMMER READING CHALLENGE

Teen event participation:



ADULT SUMMER READING

Log books and complete activities to earn prize drawing tickets. Participants earn one drawing ticket for every book they read or activity they complete.

479

Registered

656

Weekly Raffle
entries

1,161

Garden Prize
entries

593

Home Prize
entries

700

Health Prize
entries

ADULT SUMMER READING

Activities that earn you prize drawing tickets:

Turn in a slip every time you complete a book/audiobook and be entered into our prize drawing!

[illegible][illegible]

Word Search

Answer: **Computer bug**

Find a computer-related word in the grid below.

C Y G E I X C Z S U G M U M S H S E S F B L
 T E A R C H T L T A S E T T E T T F T T G
 W E A Q R S E T D R H Y Y C T C R R E W A
 A P Q S I R I F F F B B B V T L E S K R
 S E T T F I F I F I F I F I F I F I F I F I
 F Z F O W B M P R R C R E C H A W A T G
 Y A K P S U G U R M I E T E O W N I N
 T E R Y H N H N H N H N H N H N H N
 A J V D F C B E Y H C O T T C Z G A P K
 C R C C Z L W L T S G U C M S M I
 T E A H A U V V P C O C E R S R S Z S C
 O T H N Q M F D R D S H L L T G A V
 T E A T I A I A I A I A I A I A I A I
 N O O C H E F O L D I N G C H A I R S
 T S J O R S R N N Y G I V S F V F R A L
 T E A Q R B R B R B R B R B R B R B R
 I D R M U Q U E S O B D D Y L M V I M
 R P G O D U C S E S P L A K E S P Y S N
 S M O O K U E N R U E N R U E N R U E N

BUG	FREE LANCE	PERFECT	SEVENTH EDITION
CARRIER	PREPARE AN	LARGE	DESIGNER
COMPUTER	CARRY OVER	CARRIER	PERFECTING
COPY FEED	GOVERN	BUGS	REPRODUCTION
REPRODUCTION	REPRODUCTION	REPRODUCTION	REPRODUCTION

Maze

Name: _____
Current Info: _____

Start

End

Take a compass rose for an additional grid drawing experience.



Below the maze are six icons: binoculars, a campfire, a pine tree, an axe, a tent, and a backpack.

Bingo				
Name: _____				
Contact info: _____				
There are several variations on a bingo game and the words below are used in different ways. Please read the instructions for each game and then mark the words on your bingo card.				
A book with one character <i>example: a story about a boy</i>	True Crime	A report <i>based on a true situation</i>	A book about a culture or subculture	A book about death or a girl
A book that is often read in a class	A book that is a good fiction	A book about a good person	A book about a bad person	A book <i>involving a</i> <i>classic setting</i>
A book that is a good sci-fi series	A book with your favorite character title	Free Space	A short story	A book that is unique in the story
A book that was first published in the year 1900 (high school)	A book featuring a participation prize/punishment	A book that is perfect with the story that is read in your class	A book that is only comic	A book that is the classic fiction genre
A book that has been altered	A book that is a different adaptation of the story	A book that is graphic novel comic	A graphic novel comic	Read a book concerning a story







Books Read

Bingo Card Blackout Winners

Activities completed
(Bingo + Cryptogram + Word Search + Maze)

ADULT SUMMER READING

Paper vs. Beanstack registrations and activities

174/327	471/185*	564/597	368/225	374/326
---------	----------	---------	---------	---------

Registered Paper/Beanstack	Weekly Raffle Paper/Beanstack	Garden Prize Paper/Beanstack	Home Prize Paper/Beanstack	Health Prize Paper/Beanstack
-------------------------------	----------------------------------	---------------------------------	-------------------------------	---------------------------------

*LIMIT OF 20
ENTRIES IN BEANSTACK

ADULT SUMMER READING

Considerations for spending and prizes for next year

40%

Increase in
prize basket
entries

1,749

Total prize
basket entries
2023

2,454

Total prize
basket entries
2024

\$687

Cost of three
prize baskets
2023

\$1,042

Cost of three
prize baskets
2024

END OF SRP PARTY

200

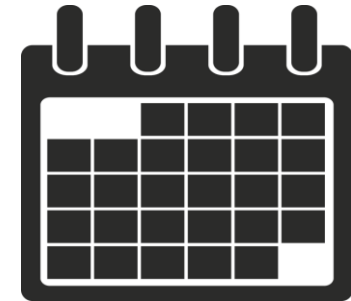
Attendees enjoyed magic show, ice cream, bubbles, chalk art, prize drawings, and Beanstack assistance



Temperatures over 90 degrees made use of park challenging



Saturday of Labor Day weekend meant that many potential attendees had other plans (August 31 will also fall over Labor Day weekend in 2025)



Will continue to refine plans for next year, including alternate date, indoor location option, etc.

CHANGES TO NOTE

17%

decrease in elementary student participation (age 6-11), most likely due to limited outreach at kickoff

7%

increase in average days read by each child reader, indicating higher engagement from participants

30%

increase in the books read by teen despite an 8% decrease in participation overall

63%

increase in adult participants thanks to Beanstack option for online participation

COMMUNITY FEEDBACK

*[My favorite part of Summer Reading this year was]
Sharing new books with my grandson*

Would love a paper version to involve my readers better.

[Staff Note: Paper reading logs have been available to all participants each year since Beanstack challenges were introduced in 2020]

Teen book box subscriber commented that they were reading books they never would have chosen for themselves and loving them!

"I can't believe you have Summer Reading for Adults, this is so great!"

TAKEAWAYS



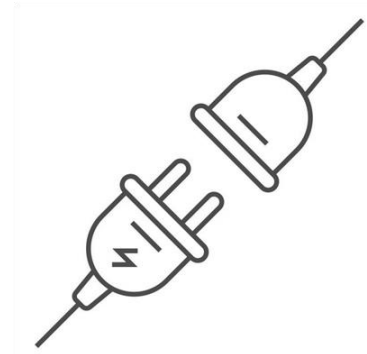
Make kickoff partnerships with schools a priority.

Due to library/school staff absences, our outreach partnership plans fell through and our backup plan didn't reach as many K-5 students as last year.



Market offline options for Children's SRP more effectively.

Many participants continue to be unaware of this option—including patrons who might be opting out entirely due to this misunderstanding.



Trying new ways to get teens “in the know” about summer reading. Better advertisement in the teen area, sending more information to schools.



More prizes for adults.

With increasing participation we'll need to increase the number of prizes to keep the odds of winning within reach.