CITY OF OREGON CITY
LIBRARY BOARD AGENDA

Zoom (Online Only Meeting)
Wednesday, January 22, 2025 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@orcity.org by 3:00 PM on the day of the meeting to register)*
- *Email dbutcher@orcity.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

a. Minutes of the 12/20/2024 Regular Meeting

b. Minutes of the 12/20/2024 Work Session

3. LIBRARY DIRECTOR'S REPORT

a. Library Director's January, 2025 Report and Statistics

4. PUBLIC COMMENTS

Please see the public comment guidelines below.

5. DISCUSSION ITEMS

a. 2025 Officer Elections

b. Revision of Board Applicant Interview Questions

c. 2024 Community (City) Survey Results

d. 2025 Community (Unincorporated) Survey Discussion

e. Budget Committee for 2025-2027 Budget Development

f. Operating Hours Change

6. COMMUNICATIONS

7. 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 at least 48 hours prior to the meeting to Denise Butcher, Library Operations Manager (dbutcher@orcity.org, 503-496-1601).

ADA NOTICE

The location is ADA accessible. Individuals requiring hearing devices or other assistance must make their request known 48 hours preceding th meeting by contacting Denise Butcher, Library Operations Manager (dbutcher@orcity.org, 503-496-1601).

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
Friday, December 20, 2024 at 5:00 PM

Remote attendance for this meeting is available via Zoom; please contact Denise Butcher (dbutcher@orcity.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, 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, Operations Manager, were present in person.

APPROVAL OF THE MINUTES

1. Approval of 10.23.24 Library Board Minutes

Nick Dierckman moved to accept the October 23, 2024 Library Board 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.

LIBRARY DIRECTOR'S REPORT

2. November 2024 Director's Report and Library Statistics

Greg Williams reported that the Request for Proposals for Book Lockers and Self Checkout machines opened and a new LINCC logo had been finalized. There were questions regarding the increase in library registrations in the statistics; student registrations were determined to be a contributing factor.

PUBLIC COMMENTS

None.

DISCUSSION ITEMS

3. Interview Questions for Library Board Applicants

Interview questions were discussed and the general agreement was that the Board would like to rework the questions but the existing questions would be sufficient for the upcoming interviews.

4. Flooring Replacement Project Update

Greg Williams shared that the floor contract had been approved by the City Commission and had been followed immediately by a multi-platformed public communications effort, shared a floor sample, and outlined modifications to Library services during the project. Discussion of communication to and cooperation with other entities that might receive displaced patrons followed, as did additional channels of communication to the public.

COMMUNICATIONS

Library District Advisory Committee **(**LDAC)—LDAC had not meet and had no scheduled meetings.

Library Foundation—A Foundation fundraiser was scheduled for April 3, 2025 at the Ainsworth House with Greg Williams speaking. Updates on early literacy programs were provided: participants of Dolly Parton Imagination Library continued to graduate from the program and enrollment in 1000 Books Before Kindergarten continued to grow. The Foundation agreed to donate funds for a Library Outreach Vehicle.

Friends of the Library—The Friends did not meet in December, but agreed at November's meeting to fund up to $50k towards an Outreach Vehicle, $800 towards Cultural Passes, and $3,750 for a bikemobile.

Teen Advisory Committee (TAC)—TAC remained focused on the Teen Area Refresh, including removing Teen Computers and installing a Teen Laptop Bar, plus continuing Manga Club, Teen Book Club, and newsletter efforts.

David Goldberg shared his intent to draft a position paper regarding eBook and eAudiobook library licensing.

ADJOURNMENT

David Goldberg adjourned the meeting at 5:27 pm.

CITY OF OREGON CITY
LIBRARY BOARD
WORK SESSION MEETING MINUTES

Conference Room (2nd Floor), Oregon City Public Library, 606 John Adams St, Oregon City
Work Session
Friday, December 20, 2024 at 5:30 PM

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

CALL TO ORDER

David Goldberg called the meeting to order at 5:30 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, Denise Butcher, Operations Manager, were present in person.

Others Present: Denyse McGriff, City of Oregon City Mayor

DISCUSSION ITEMS

1. Interview applicants for upcoming Library Board Vacancy

   The Library Board interviewed applicants and made recommendations for the upcoming Library Board vacancy. As one of the applicants for the upcoming vacancy, Lisa Oreskovich was not present for and did not participate in interviews of other candidates or the recommendation discussion.

ADJOURNMENT

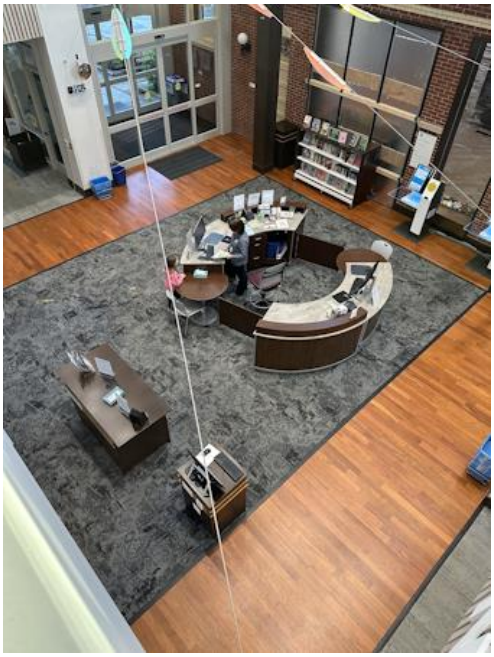
David Goldberg adjourned the meeting at 6:40 pm.

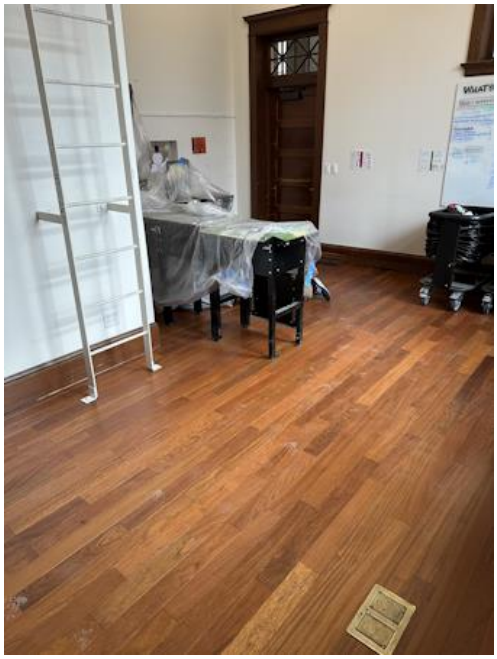
Oregon City Public Library

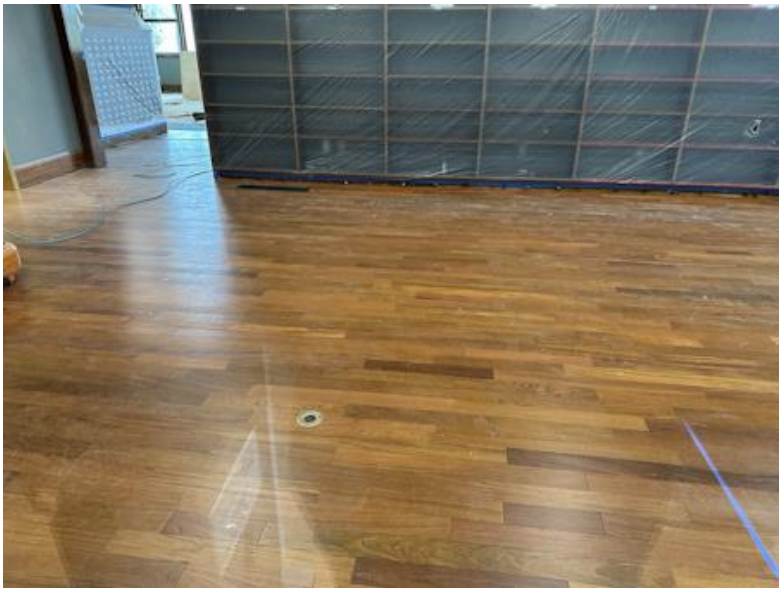
Greg Williams, MLIS, Library Director
606 John Adams St | Oregon City OR 97045
Ph (503) 657-8269 ext 1010

Library Director's Report for January 2025

- The floor replacement project is going well! As of the writing of this report, the Circulation Room and Holds Room are largely finished, Carnegie subfloor repairs have been made, and laying of the new floor in the Carnegie has begun. The project is on schedule and on budget, and we are very much looking forward to welcoming the public back into the Carnegie and Holds Room on February 1.
    - As a reminder, there is one more public closure planned (January 30 and 31) to allow us to clean staff and public areas, move furniture back, and catch up on backlogged materials processing.







- The County is updating the Library District Distribution schedule. In the past, two distributions have been made, one at the end of January, one at the end of June. Starting this year, three distributions will be made, one in December, one in March, and one in July (which will be credited upon receipt to the prior fiscal year). This shouldn't have an impact on overall revenue as it's simply the timing of the distributions which is changing, not any kind of change to the district distribution formula.

  That said, our first FY 24/25 distribution was $2,664,072 (see attached). At this point, I have no concerns about District Revenue coming in under either our annual or biennial budgeted amounts.

CLACKAMAS COUNTY

DAN JOHNSON
DIRECTOR

DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT
DEVELOPMENT SERVICES BUILDING
150 BEAVERCREEK ROAD OREGON CITY, OR 97045

MEMORANDUM

DATE: December 10, 2024

TO: Patrick Williams, Finance Deputy Director

FROM: Sarah Eckman, DTD Assistant Director Sarah Eckman

CC: Gary Schmidt, County Administrator
Dan Johnson, DTD Director
Diedre Landon, DTD Administrative Services Manager Snr.

RE: **Library Service District – First Distribution Payment (FY 2024/2025)**

Attached is a spreadsheet detailing the first Library District distribution payment for FY 2024/2025.

Last fiscal year (FY 2023/2024), the first distribution was sent on January 9, 2024; exactly one month later than this distribution. We understand that payments are accepted through December 15th without penalty; however, after checking the GL and seeing the balance, our staff would recommend that we add a third transfer each fiscal year, so the schedule aligns with the Tax Assessor payment deadlines.

- If a property owner takes advantage of all the tax assessor discounts, they would pay in November, February, and May of each fiscal year.
- We would propose distributions be sent December, March, and July of each fiscal year moving forward. This would capture the bulk of the receipts received during each payment window.

The following table lists the distribution amounts for each of the Library District cities, the City of Tualatin and the County operated Libraries (Oak Lodge Library and Gladstone Library):

Payable to	Library	First Distribution	Payment Method	Account String
City of Canby	Canby Public Library	$ 1,066,547.00	Investment Pool Transfer	LBSD-210-800707-47520
City of Estacada	Estacada Public Library	$ 965,277.00	Investment Pool Transfer	LBSD-210-800707-47520
City of Happy Valley	Happy Valley Public Library	$ 3,248,919.00	Investment Pool Transfer	LBSD-210-800707-47520
City of Lake Oswego	Lake Oswego Public Library	$ 3,432,284.00	Investment Pool Transfer	LBSD-210-800707-47520
City of Milwaukie	Ledding Library of Milwaukie	$ 1,979,269.00	Investment Pool Transfer	LBSD-210-800707-47520
City of Molalla	Molalla Public Library	$ 1,083,168.00	Investment Pool Transfer	LBSD-210-800707-47520
City of Oregon City	Oregon City Public Library	$ 2,664,072.00	Investment Pool Transfer	LBSD-210-800707-47520
City of Sandy *	Sandy Public Library Hoodland Public Library	$ 1,213,094.00 $ 304,953.00	Investment Pool Transfer	LBSD-210-800707-47520
City of Tualatin	Tualatin Public Library	$ 107,814.00	Investment Pool Transfer	LBSD-210-800707-47520
City of West Linn	West Linn Public Library	$ 1,746,668.00	Investment Pool Transfer	LBSD-210-800707-47520
City of Wilsonville	Wilsonville Public Library	$ 1,733,949.00	Investment Pool Transfer	LBSD-210-800707-47520
Clackamas County	Gladstone Public Library	$ 881,909.00	Library District Revenue Transfer Operating Library Revenue Line	LBSD-210-800707-47520 CLCK-212-500502-33160
Clackamas County	Oak Lodge Public Library	$ 1,687,494.00	Library District Revenue Transfer Operating Library Revenue Line	LBSD-210-800707-47520 CLCK-212-500505-33160
Total		**$ 22,115,417.00**		

* Per the intergovernmental agreement, the combined Library District Distribution payment of $1,518,047, which includes the Sandy Public Library ($1,213,094) and Hoodland Branch ($304,953) distributions, shall be sent directly to the Sandy Public Library.

If you have any questions, please contact Sarah Eckman at Sarahste@clackamas.us. Thank you.

Clackamas County Library District
Fiscal Year 2024 - 2025 Distribution Formula
(FIRST Distribution Payment)

Total Current Year Tax Receipts	$ 21,098,672	100.00%	Prior Year
City Assessed Value	$ 11,680,225	55.36%	$561,751
Unincorporated Population Served	$ 9,418,447	44.64%	$454,993

Prior Year Fund Balance	$ 699,959
Interest Earned	$ 44,863
Delinquent Tax & Interest/Penalties	$ 271,922
Total	**$ 1,016,745**
Total Library District Revenues	**$ 22,115,417**

City	Assessed Value	Unincorporated Population Served	Assessed Value Prior Interest & Delinquent Tax	Unincorporated Prior Interest & Delinquent Tax	Tualatin Distribution	Total Distribution	%
Canby	$ 689,133	$ 328,704	$ 32,694	$ 16,016		$ 1,066,547	4.82%
Estacada	$ 206,740	$ 713,918	$ 9,494	$ 35,125		$ 965,277	4.36%
Gladstone	$ 362,087	$ 479,399	$ 17,583	$ 22,841		$ 881,909	3.99%
Happy Valley	$ 1,314,025	$ 1,785,738	$ 63,253	$ 85,903		$ 3,248,919	14.69%
Lake Oswego	$ 2,997,146	$ 225,101	$ 144,482	$ 11,648	$ 53,907	$ 3,432,284	15.52%
Milwaukie	$ 854,992	$ 1,033,204	$ 41,570	$ 49,503		$ 1,979,269	8.95%
Molalla	$ 263,973	$ 769,487	$ 12,808	$ 36,900		$ 1,083,168	4.90%
Oregon City	$ 1,366,586	$ 1,173,539	$ 67,073	$ 56,874		$ 2,664,072	12.05%
Sandy	$ 397,128	$ 760,069	$ 19,043	$ 36,854		$ 1,213,094	5.49%
Hoodland	$ -	$ 291,030	$ -	$ 13,923		$ 304,953	1.38%
Tualatin	$ 205,572	$ -	$ 10,055	$ -	$ (107,814)	$ 107,814	0.49%
West Linn	$ 1,526,605	$ 129,033	$ 74,151	$ 6,097	$ 10,781	$ 1,746,668	7.90%
Wilsonville	$ 1,496,237	$ 118,672	$ 69,545	$ 6,370	$ 43,125	$ 1,733,949	7.84%
*Oak Lodge	$ -	$ 1,610,554	$ -	$ 76,939		$ 1,687,494	7.63%
Total	**$ 11,680,225**	**$ 9,418,447**	**$ 561,751**	**$ 454,993**	**$ -**	**$ 22,115,417**	**100%**

Tualatin Assessed Value & Prior Year Distribution		Assessed Value	Prior Year, Interest and Delinquent Tax	Total
Tualatin	50%	$ 102,785.98	$ 5,027.67	$ 107,813.65
Lake Oswego	25%	$ 51,392.99	$ 2,513.84	$ 53,906.83
Wilsonville	20%	$ 41,114.39	$ 2,011.07	$ 43,125.46
West Linn	5%	$ 10,278.60	$ 502.77	$ 10,781.37
Total	**100%**	**$ 205,571.96**	**$ 10,055.35**	**$ 215,627.31**

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

	Current Month		FY 24/25 YTD		Last Month		Same Month Last FY		FY 23/24 YTD	
PATRON STATISTICS										
New Patron Registrations	213		4,104		247		199		1,753	
Total Registered Patrons	21,896		21,896		21,687		17,190		17,190	
Library Visitors (Ins)	11,028		78,095		11,735		10,964		77,302	
Library Visitors (Outs)	10,826		76,691		11,449		10,762		76,120	
CIRCULATION (includes 1st-time circ and renewals)										
Adult materials	15,297		92,858		14,790		13,660		88,775	
YA materials	1,837		12,327		1,880		1,905		12,912	
Children's materials	15,948		111,723		18,047		16,050		111,124	
Electronic materials	9,142		54,142		9,288		8,276		47,807	
Total Circulation	42,224		271,050		44,005		39,891		260,618	
1st Time Circulation (Physical)	19,625		132,867		20,883		19,605		133,114	
1st Time Circulation (Self-Check)	17,289	*88.1%*	118,476	*89.2%*	18,734	*89.7%*	18,253	*93.1%*	124,163	*93.3%*
Holds received from other libraries	13,155	*53.5%*	80,068	*52.7%*	13,238	*52.8%*	11,887	*53.1%*	79,447	*53.2%*
Holds sent to other libraries	11,439	*46.5%*	71,800	*47.3%*	11,843	*47.2%*	10,497	*46.9%*	70,007	*46.8%*
CIRCULATION DEMOGRAPHICS										
Borrowers - City Residents	1,668	*56.2%*	n/a		1,755	*57.7%*	1,571	*56.9%*	n/a	
Borrowers - Unincorporated Residents	1,043	*35.1%*	n/a		1,036	*34.0%*	969	*35.1%*	n/a	
Borrowers - Other	259	*8.7%*	n/a		252	*8.3%*	219	*7.9%*	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	621		4,540		769		675		3,910	
WiFi Sessions	675		4,439		842		541		3,983	
SOCIAL MEDIA / EMAIL										
Facebook followers	4,783		n/a		4,775		4,682		n/a	
Instagram followers	2,637		n/a		2,633		2,359		n/a	
Twitter followers	930		n/a		985		957		n/a	
YouTube subscribers	399		n/a		395		380		n/a	
YouTube unique viewers	258		n/a		271		217		n/a	
YouTube views	398		2,524		432		336		4,329	
Email newsletter subscribers	5,684		n/a		5,664		5,172		n/a	
			See monthly Hootsuite report for additional social media statistics							
FINANCIAL			*See monthly Budget to Actual report*							
ELECTRONIC RESOURCES										
Kanopy plays	295		2,249		304		240		1,516	
Kanopy cost	$ 402		$ 2,338		333		$ 319		1,800	
Kanopy average cost/play	$ 1.36		$ 1.04		$ 1.10		$ 1.33		$ 1.19	
SERVICE DESK INQUIRIES										
Ready Reference	466		3,136		468		574		4,445	
Reference	64		481		99		72		479	
Technology Assistance	116		999		147		149		973	
FACILITIES										
Conference Room - Bookings	50		352		68		48		290	
Conference Room - Hours Available	217		1,341		209		215		1,353	
Conference Room - Hours Booked	73		547		112		80		480	
Conference Room - Occupancy Pctg	33.6%		40.8%		53.6%		37.2%		35.5%	
Community Room - Bookings	45		278		53		40		258	
Community Room - Hours Available	217		1,341		209		215		1,353	
Community Room - Hours Booked	70		489		101		71		436	
Community Room - Occupancy Pctg	32.3%		36.5%		48.3%		33.0%		32.2%	

LIBRARY PROGRAM STATS - December, 2024

DATE	PROGRAM	PRIMARY AGE GROUP	FORMAT	TOTAL ATTENDANCE/ENGAGEMENT
12/1/2024	Embroidery Workshop	Ages 18+	Live/Hybrid-Onsite	20
12/2/2024	Monday Meditation: Feeding the Positive	Ages 18+	Live/Hybrid-Onsite	2
12/3/2024	Weekly Storytime	Ages 0-5	Live/Hybrid-Onsite	23
12/3/2024	Genealogy Interest Group	Ages 18+	Live/Hybrid-Onsite	12
12/4/2024	Music & Movement 6-Week Class	Ages 0-5	Live/Hybrid-Onsite	25
12/4/2024	Art Lab Session A | Snow Sculptures	Ages 0-5	Live/Hybrid-Onsite	28
12/4/2024	Art Lab Session B | Snow Sculptures	Ages 0-5	Live/Hybrid-Onsite	32
12/4/2024	Teen Book Club	Ages 12-18	Live/Hybrid-Onsite	0
12/5/2024	One-on-One with a Financial Advisor	Ages 18+	Live/Hybrid-Onsite	0
12/5/2024	Weekly Storytime	Ages 0-5	Live/Hybrid-Onsite	13
12/6/2024	Senior Outreach - The Lodge	Ages 18+	Live/Hybrid-Onsite	7
12/6/2024	First Fridays Arts and Culture | A Wintery Evening with the OCP Quartet	Ages 18+	Live/Hybrid-Onsite	27
12/7/2024	Luminary Jars	Ages 0-5	Live/Hybrid-Onsite	18
12/9/2024	B.A.M. LEGO Lab	Ages 18+	Live/Hybrid-Onsite	6
12/9/2024	B.A.M. Movie Matinee	Ages 18+	Live/Hybrid-Onsite	19
12/9/2024	Monday Meditation: Feeding the Positive	Ages 18+	Live/Hybrid-Onsite	2
12/10/2024	Weekly Storytime	Ages 0-5	Live/Hybrid-Onsite	34
12/11/2024	B.A.M. Trivia | Holiday Movie Classics [Online]	Ages 18-25	Live-Virtual ONLY	17
12/11/2024	Music & Movement 6-Week Class	Ages 0-5	Live/Hybrid-Onsite	28
12/11/2024	Young Teen | Game Day	Ages 10-14	Live/Hybrid-Onsite	5
12/12/2024	Weekly Storytime	Ages 0-5	Live/Hybrid-Onsite	20
12/13/2024	Oregon City Writers Group	Ages 18+	Live/Hybrid-Onsite	1
12/14/2024	LEGO Lab 10:30	Ages 6-11	Live/Hybrid-Onsite	30
12/14/2024	LEGO Lab 11:30	Ages 6-11	Live/Hybrid-Onsite	3
12/15/2024	December Creative Kits	Ages 0-5	Self-Directed	207
12/15/2024	Mindfulness Workshop	Ages 18+	Live/Hybrid-Onsite	3
12/16/2024	Monday Meditation: Feeding the Positive	Ages 18+	Live/Hybrid-Onsite	2
12/17/2024	Weekly Storytime	Ages 0-5	Live/Hybrid-Onsite	22
12/18/2024	Music & Movement 6-Week Class	Ages 0-5	Live/Hybrid-Onsite	21
12/18/2024	Family Movie | Muppet Christmas Carol	Ages 0-5	Live/Hybrid-Onsite	14
12/18/2024	Yarn Enthusiasts Society	Ages 18+	Live/Hybrid-Onsite	13
12/19/2024	Weekly Storytime	Ages 0-5	Live/Hybrid-Onsite	18
12/20/2024	Senior Outreach - The Lodge	Ages 18+	Live/Hybrid-Onsite	3
12/21/2024	Estate Planning	Ages 18+	Live/Hybrid-Onsite	19
12/21/2024	Art Gym	Ages 18+	Live/Hybrid-Onsite	6
12/23/2024	B.A.M. Movability	Ages 18+	Live/Hybrid-Onsite	10
12/23/2024	B.A.M. Academy	Ages 18+	Live/Hybrid-Onsite	8
12/27/2024	Oregon City Writers Group	Ages 18+	Live/Hybrid-Onsite	2
12/29/2024	Chess Drop-In	Ages 0-5	Live/Hybrid-Onsite	16
12/31/2024	Critter Quest	General Interest	Self-Directed	559
12/31/2024	December Scavenger Hunt	Ages 6-11	Self-Directed	95
12/31/2024	Bonfire Wishes Passive Program	Ages 6-11	Self-Directed	97
12/31/2024	Coloring Sheets - Dec	General Interest	Self-Directed	167
	Total programs:	**43**	**Total participation:**	**1654**

Biennium Budget Report Y2 by Category

Through 12/31/2024

	2023-2024 Budget	2023-2024 Balance	Year 1 Difference	2024-2025 Budget	December 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	2,664,072.00	2,664,072.00	0.00	31,324.83
44 - Charges for Services	3,900.00	5,300.36	-1,400.36	4,000.00	435.05	2,336.36	0.00	263.28
47 - Miscellaneous Income	39,500.00	230,976.22	-191,476.22	33,500.00	10,628.90	68,527.39	0.00	-226,503.61
49 - Other Financing Sources	290,000.00	290,000.00	0.00	290,000.00	24,166.67	145,000.02	0.00	144,999.98
4 - Revenue Totals:	**3,078,100.00**	**3,395,479.75**	**-317,379.75**	**3,147,400.00**	**2,699,302.62**	**2,879,935.77**	**0.00**	**-49,915.52**
5 - Expense								
51 - Salaries and Wages	1,295,300.00	1,172,850.97	122,449.03	1,357,500.00	105,665.36	610,455.24	0.00	869,493.79
52 - Benefits	861,300.00	716,815.44	144,484.56	913,200.00	68,589.08	395,489.01	0.00	662,195.55
60 - Professional & Technical Services	6,400.00	3,372.54	3,027.46	16,400.00	1,391.32	1,562.32	0.00	17,865.14
61 - Repair & Maintenance Services	174,300.00	171,509.26	2,790.74	172,800.00	30,453.58	82,265.29	26,333.33	66,992.12
62 - Other Services	4,500.00	2,414.54	2,085.46	4,500.00	158.64	2,558.04	1,378.42	2,649.00
63 - Employee Costs	7,200.00	1,686.00	5,514.00	7,200.00	49.00	1,773.30	100.00	10,840.70
64 - Operating Materials & Supplies	269,700.00	251,844.58	17,855.42	275,700.00	75,592.01	157,351.24	27,282.16	108,922.02
65 - Office & Administrative Supplies	39,000.00	26,899.20	12,100.80	43,000.00	3,556.58	20,421.37	20.42	34,659.01
66 - Special Programs	42,400.00	64,309.08	-21,909.08	42,400.00	2,263.09	15,876.92	1,221.31	3,392.69
68 - Community Programs and Grants	0.00	344.46	-344.46	0.00	-0.12	60.14	0.00	-404.60
69 - Internal Service Charges	205,100.00	205,100.00	0.00	211,700.00	17,641.66	105,849.96	0.00	105,850.04
70 - Capital Outlay	0.00	0.00	0.00	0.00	0.00	294.95	0.00	-294.95
80 - Debt Service	415,400.00	415,370.92	29.08	415,400.00	0.00	54,343.14	0.00	361,085.94
5 - Expense Totals:	**3,320,600.00**	**3,032,516.99**	**288,083.01**	**3,459,800.00**	**305,360.20**	**1,448,300.92**	**56,335.64**	**2,243,246.45**

Library Board Report

Dec 01 - Dec 31, 2024

Fans

4,309
fans

New Fans

4
new fans

Posts

48
posts

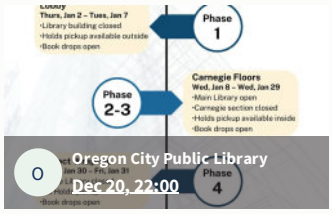
Engagement > Type

No data

Post Reach

10,743
users

Top posts > Reach



Oregon City Public Library
Dec 20, 22:00

Floor Replacement to Temporarily Close Oregon City Public Library in January Floors in both the historic and newer sections of the

2,405 reach

Oregon City Public Library
Dec 26, 02:00

🎄✨ Happy Holidays from Oregon City Public Library! ✨🕎 This holiday season, we celebrate the joy of togetherness, the

481 reach

Oregon City Public Library
Dec 27, 02:00

2025 Adult Winter Reading Challenge Stay cozy and warm and read some books this winter. Write reviews for up to 10 books. You

465 reach

Post Likes

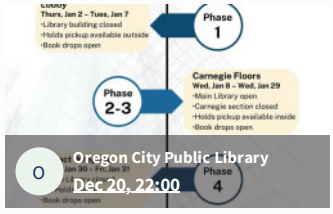
102
likes

Top posts > Reactions

Oregon City Public Library
Dec 26, 02:00

🎄✨ Happy Holidays from Oregon City Public Library! ✨🕎 This holiday season, we celebrate the joy of togetherness, the

18 likes and reactions



Oregon City Public Library
Dec 20, 22:00

Floor Replacement to Temporarily Close Oregon City Public Library in January Floors in both the historic and newer sections of the

18 likes and reactions

Oregon City Public Library
Dec 16, 04:00

Art Gym: Ornaments Edition! We've moved Art Gym up a week, and it's all about crafting personalized ornaments! Whether for your

11 likes and reactions

Followers

2,633
followers

New followers

11
followers

Profile visits

75
views

Website clicks

3
website taps

Posts

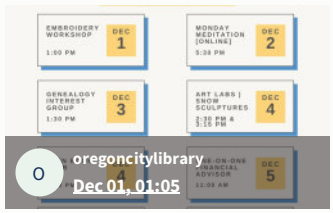
44
posts

Top Posts > Reach

oregoncitylibrary
Dec 22, 00:00

🎄✨ Christmas Scrambler Challenge! ✨🎄 Put your holiday word skills to the test! Challenge your friends and family in a festive

628 reach



oregoncitylibrary
Dec 01, 01:05

December is here and we packed a full week! See all events go.lincc.org/ocevents. Tuesday and Thursday Storytimes (10:15 AM) return

451 reach

oregoncitylibrary
Dec 26, 02:01

🎄✨ Happy Holidays from Oregon City Public Library! ✨🕎 This holiday season, we celebrate the joy of togetherness, the

368 reach

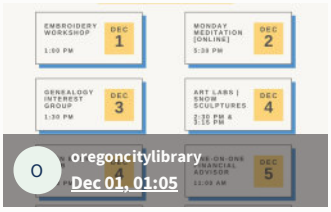
Post engagement

350
engagements

Top posts > Likes

🎄✨ Happy Holidays from Oregon City Public Library! ✨🕎 This holiday season, we celebrate the joy of togetherness, the

49 likes



December is here and we packed a full week! See all events go.lincc.org/ocevents. Tuesday and Thursday Storytimes (10:15 AM) return

18 likes

Library Highlights this Week! 🎨 Native American Art of Oregon A belated heartfelt thank you to Dr. Tracy Prince from PSU for a

16 likes

Followers

928
followers

Tweets

9
tweets

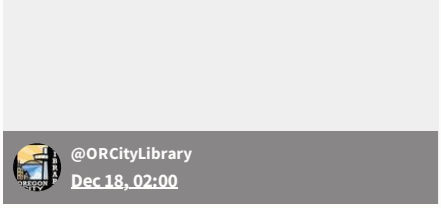
Mentions

4
mentions

Engagement > Type

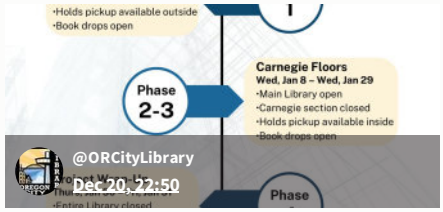
Likes	0
Quote tweets	0
Replies	0
Retweets	0

Top tweets > Engagements



More 2024 Staff Picks! #StaffPicks #BookLovers #2024Reads https://twitter.com/ORCityLibrary/status/1869201043621294458/video/1

1 engagements



The Oregon City Library will close temporarily in January for floor replacement: Jan. 2-7: Full closure. Holds pickup & returns available Jan. 8-29: Open; Carnegie wing closed Jan.

0 engagements

B.A.M. (Because Accessibility Matters) programs will be taking a winter break. B.A.M. programs will return in February. Stay cozy!

0 engagements

Report sources

Analytics

Facebook Pages

Oregon City Public Library

Twitter

@ORCityLibrary

Instagram Business

oregoncitylibrary

CITY OF OREGON CITY

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

Staff Report

To:	Library Board	**Agenda Date:**	January 22, 2025
From:	Greg Williams, Library Director		

SUBJECT:
2025 Officer Elections

STAFF RECOMMENDATION:
N/A

EXECUTIVE SUMMARY:
The members of the Library Board will elect officers for the 2025 calendar year.

BACKGROUND:
Article IV.2 of the Library Board bylaws states:

> *There will be Chair and Vice-Chair positions for the LIBRARY BOARD. Each position will be for a one-year term. The LIBRARY BOARD will select members as Chair and Vice-Chair each January with a nomination and voice vote process.*

In accordance with these bylaws, the members of the Library Board will nominate and elect a Chair and Vice-Chair for the 2025 calendar year.

NEXT STEPS:

OPTIONS:
N/A

CITY OF OREGON CITY

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

Staff Report

To:	Library Board	**Agenda Date:**	January 22, 2025
From:	Greg Williams, Library Director		

SUBJECT:
Revision of Board Applicant Interview Questions

STAFF RECOMMENDATION:
Update questions used to interview Library Board applicants.

EXECUTIVE SUMMARY:
The Library Board will review and make updates to the questions asked of applicants for future Library Board vacancies.

BACKGROUND:
When the Library Board has an upcoming vacancy, current Board members typically interview applicants. During the most recent interview process, the Board determined that it would be useful to revisit, and possibly revise, the interview questions. Library Board members will review and discuss the current questions, and recommend any desired or needed updates.

NEXT STEPS:

OPTIONS:
1. Update questions used to interview Library Board applicants.
2. Do not update questions used to interview Library Board applicants at this time.

LIBRARY BOARD INTERVIEW QUESTIONS

Thank you for applying to the Library Board! We have about 15 minutes for this interview and your questions.

1. Why do you want to be on the Library Board?

2. What special skills or strengths do you bring to the Library Board?

3. What is the role of the library within the community?

4. What is the role of the Library Board? How do you see yourself best fulfilling that role?

5. Are there specific areas of the library collection which you particularly like to use?

6. How would you help raise awareness about library services, collections, and programs?

7. The Library serves 25,000 residents in unincorporated Clackamas County and the library building is located in the far western portion of its service area. What are some ways the library can provide service to areas some distance from the existing library building?

8. Are you willing to represent the Library Board at public meetings, neighborhood association meeting, budget meetings, and City Commission meetings?

9. The Library Board typically meets on the 4th Wednesday of each month at 5:00 PM. Are you able to attend these meetings (either in-person or via Zoom)?

CITY OF OREGON CITY

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

Staff Report

To:	Library Board	**Agenda Date:**	January 22, 2025
From:	Greg Williams, Library Director		

SUBJECT:
2024 Community (City) Survey Results

STAFF RECOMMENDATION:
n/a – Informational only

EXECUTIVE SUMMARY:
The Library Director will share and discuss highlights from the 2024 Community (City) Satisfaction Survey.

BACKGROUND:
Starting in 2018, the City has commissioned a survey of City residents every two years to help ensure that the City's priorities continue to match the needs and desires of residents. The information provided is used to improve existing services and help the City better understand the evolving needs of residents. The survey is distributed only to City residents.

The attachment to this staff report only contains selected Library-related results from the 2024 survey. The entire report (148 pages) can be downloaded from the City website: https://oregoncityor.portal.civicclerk.com/event/173/files/attachment/1119

Overall, there is once again much to be proud of in the survey, most notably the fact that the Library earned the highest satisfaction rating of any City service, and that our overall satisfaction level is significantly above national and regional averages. There are, of course, also areas of potential improvement; the Library Director is looking forward to discussing and addressing some of those areas with the Library Board in the future, particularly as part of the Strategic and Tactical planning processes.

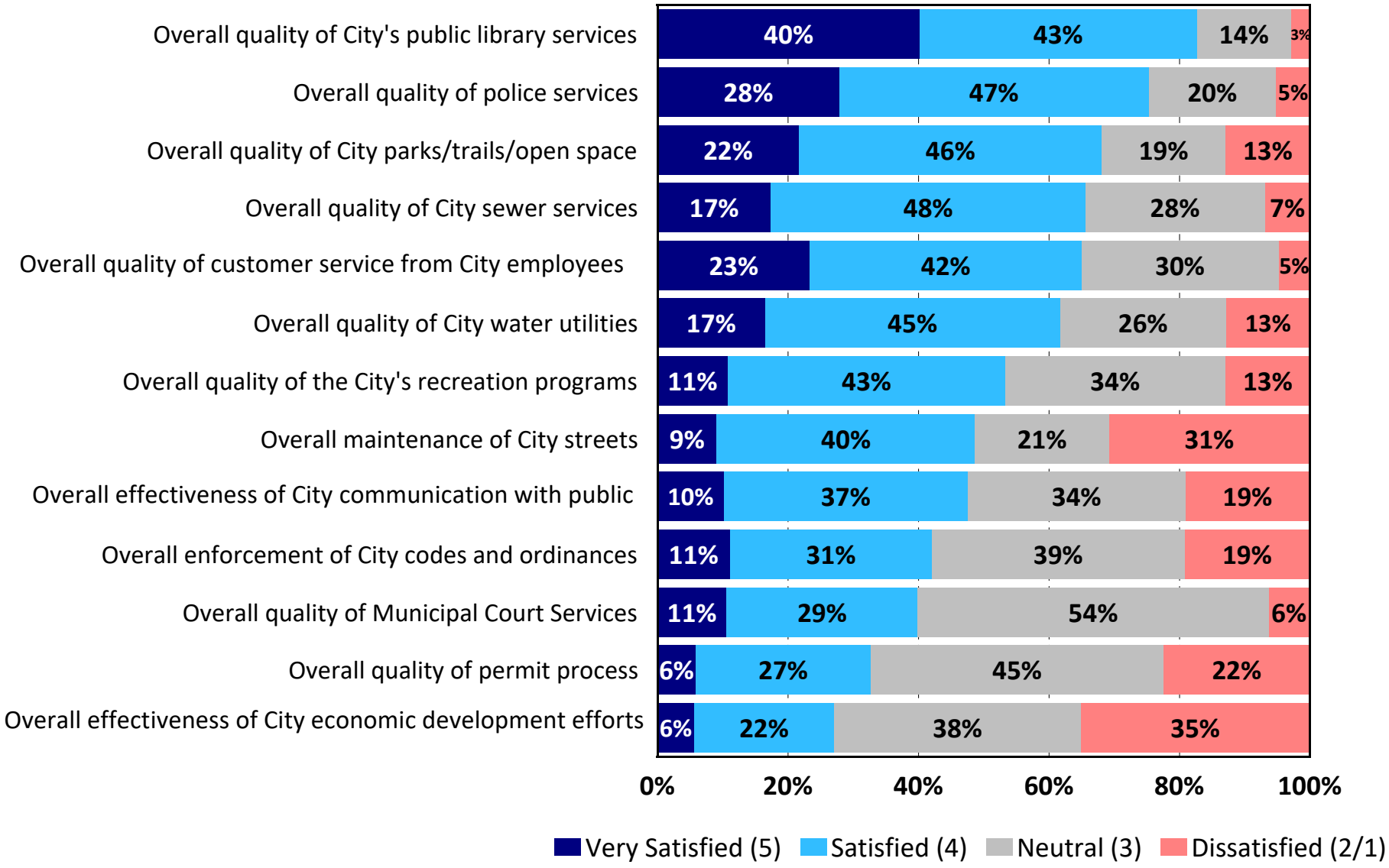
These survey results do not include responses from residents of the unincorporated portion of our service area (although we do plan to survey those residents in the coming months).

NEXT STEPS:

OPTIONS:
n/a – Informational only

Q1. Overall Satisfaction With City Services by Major Category

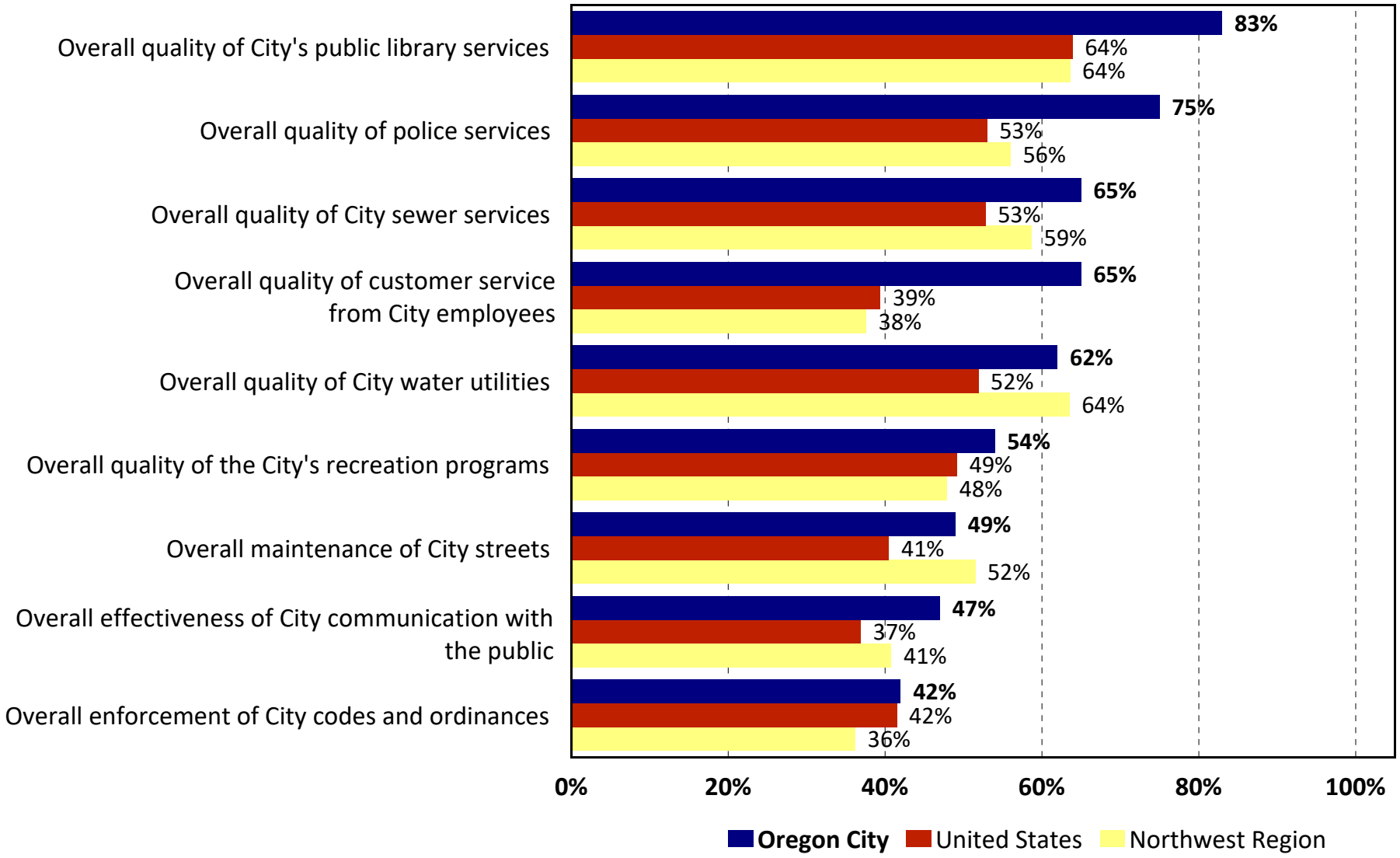
by percentage of respondents (excluding don't knows)



Overall Satisfaction with Major Categories of City Services

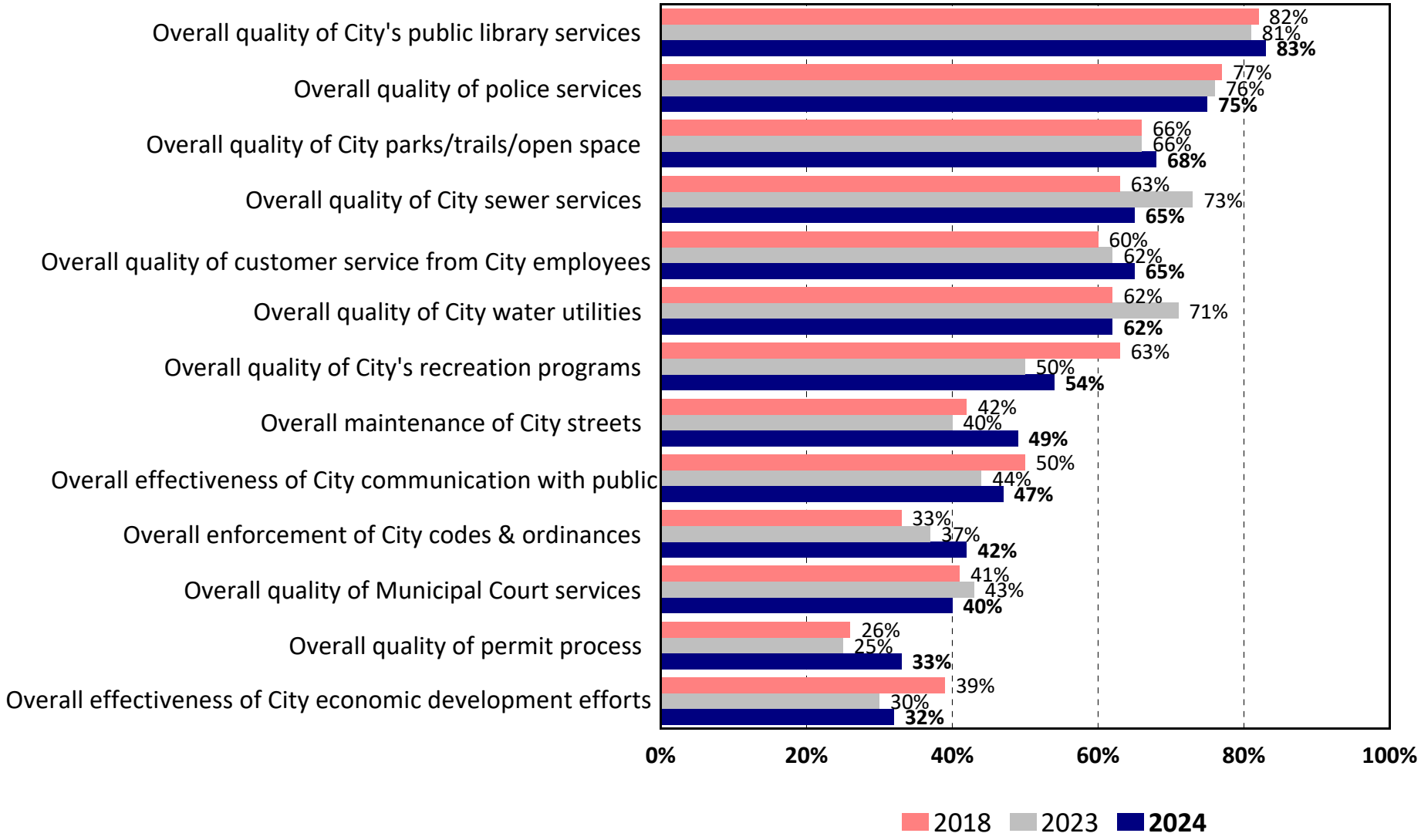
Oregon City vs. United States vs. Northwest Region

by percentage of respondents who rated the item 4 or 5 on a 5-point scale
where 5 was "very satisfied" and 1 was "very dissatisfied" (excluding don't knows)



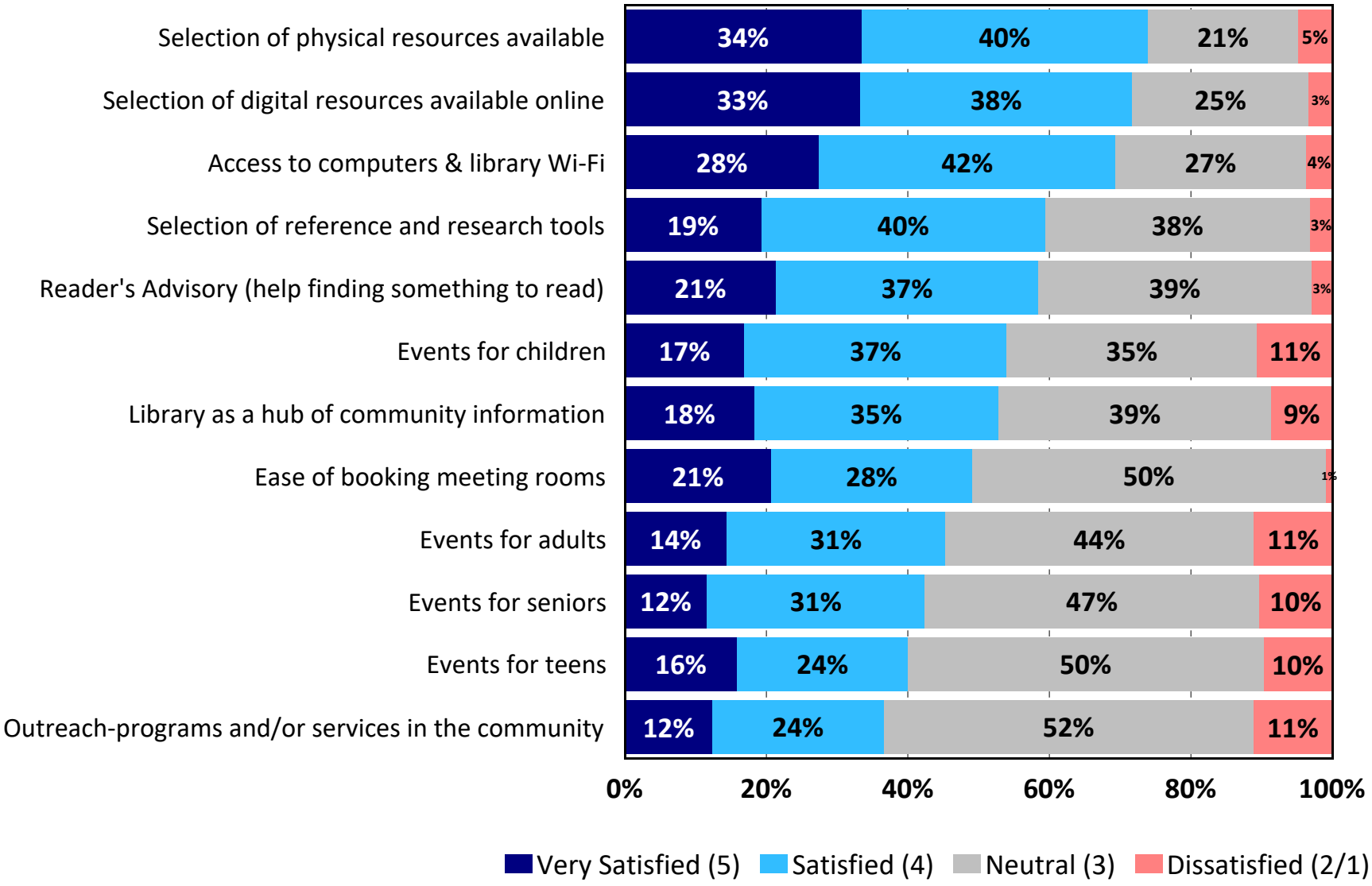
TRENDS: Overall Satisfaction with City Services by Major Category - *2018 to 2024*

by percentage of respondents who rated the item as a 4 or 5 on a 5-point scale (excluding don't knows)



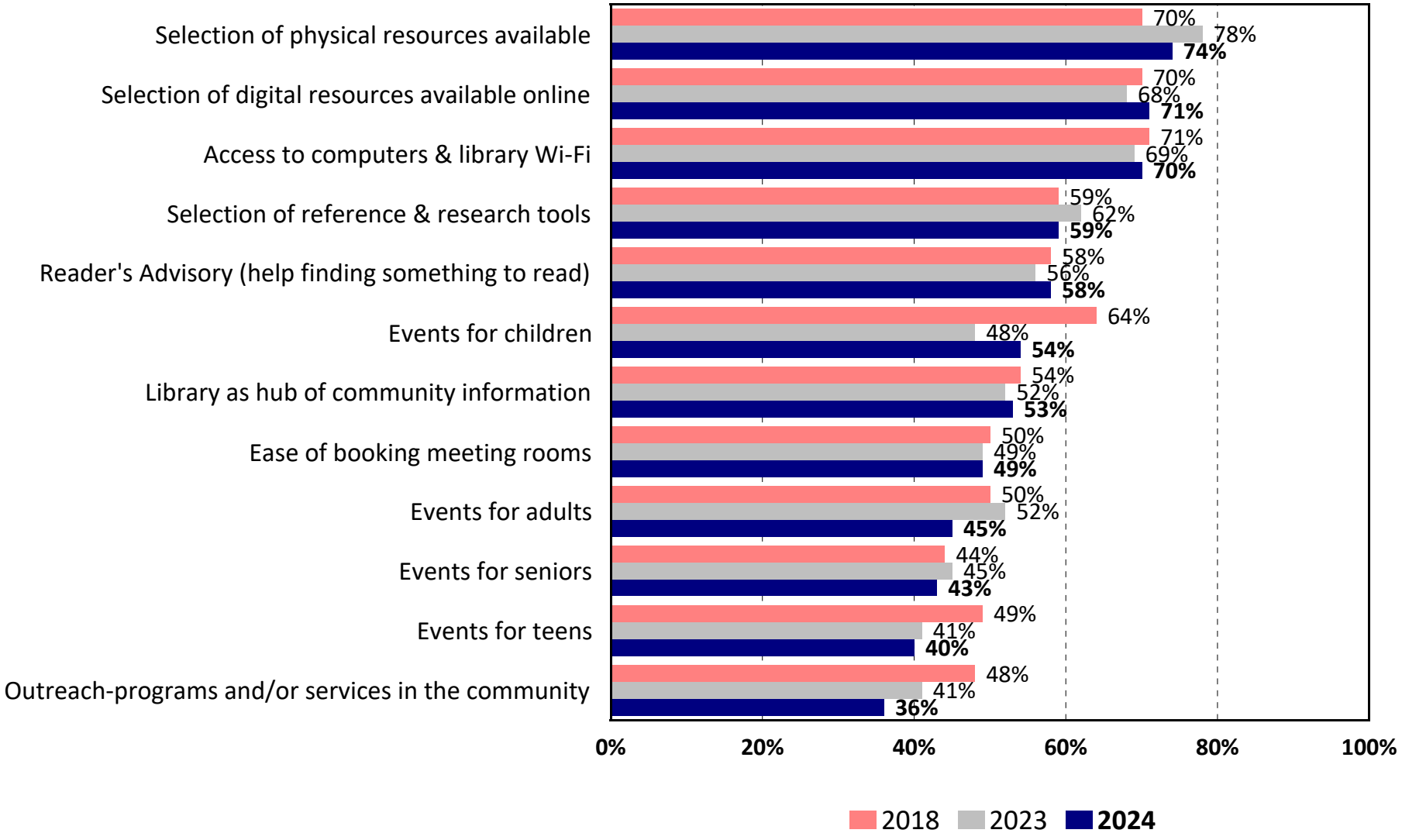
Q19. Satisfaction With Public Library Services

by percentage of respondents (excluding don't knows)



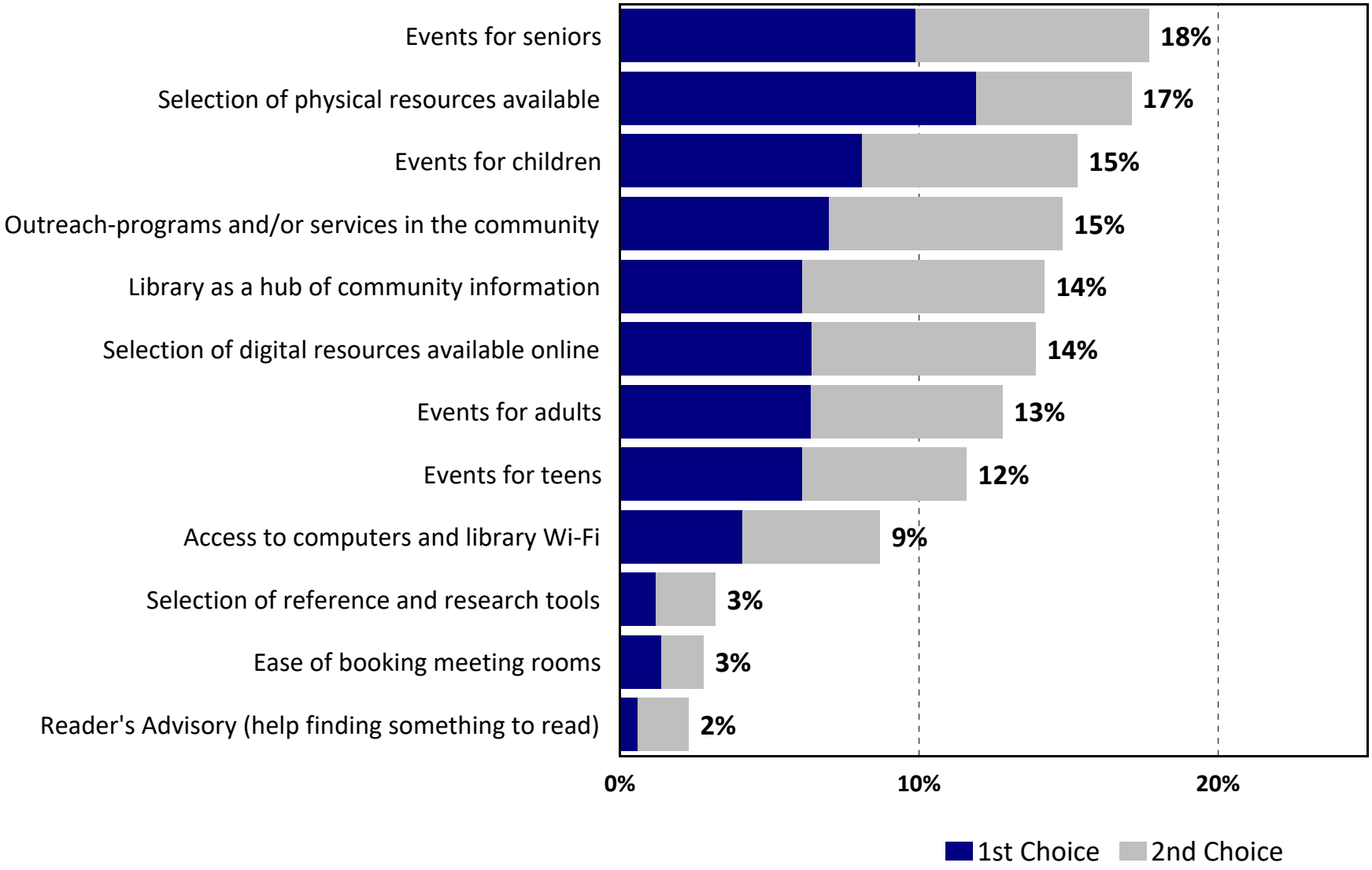
TRENDS: Satisfaction With Public Library Services
2018 to 2024

by percentage of respondents who rated the item as a 4 or 5 on a 5-point scale (excluding don't knows)



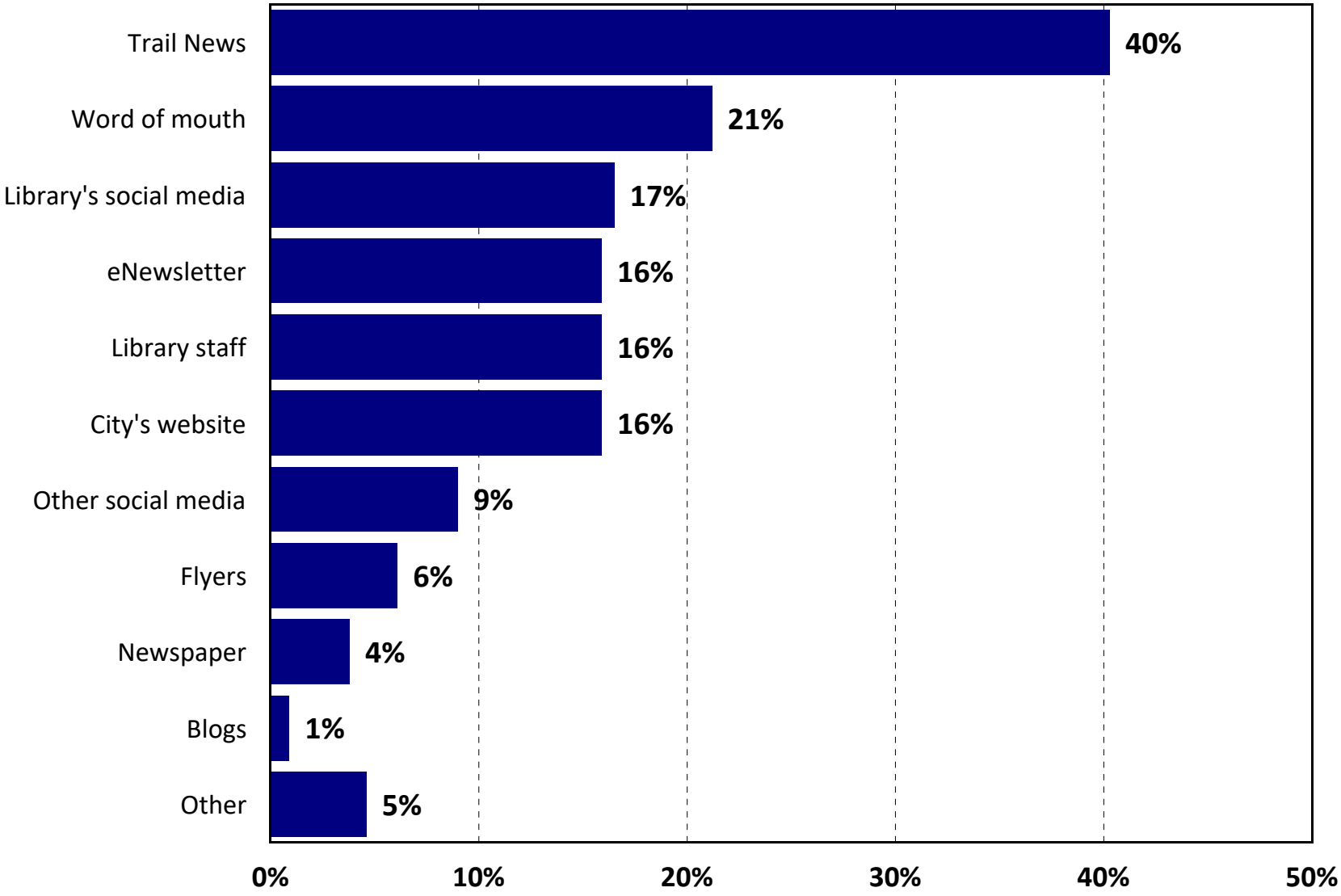
Q20. Public Library Services That Should Receive the Most Emphasis Over the Next Two Years

by percentage of respondents who selected the item as one of their top two choices



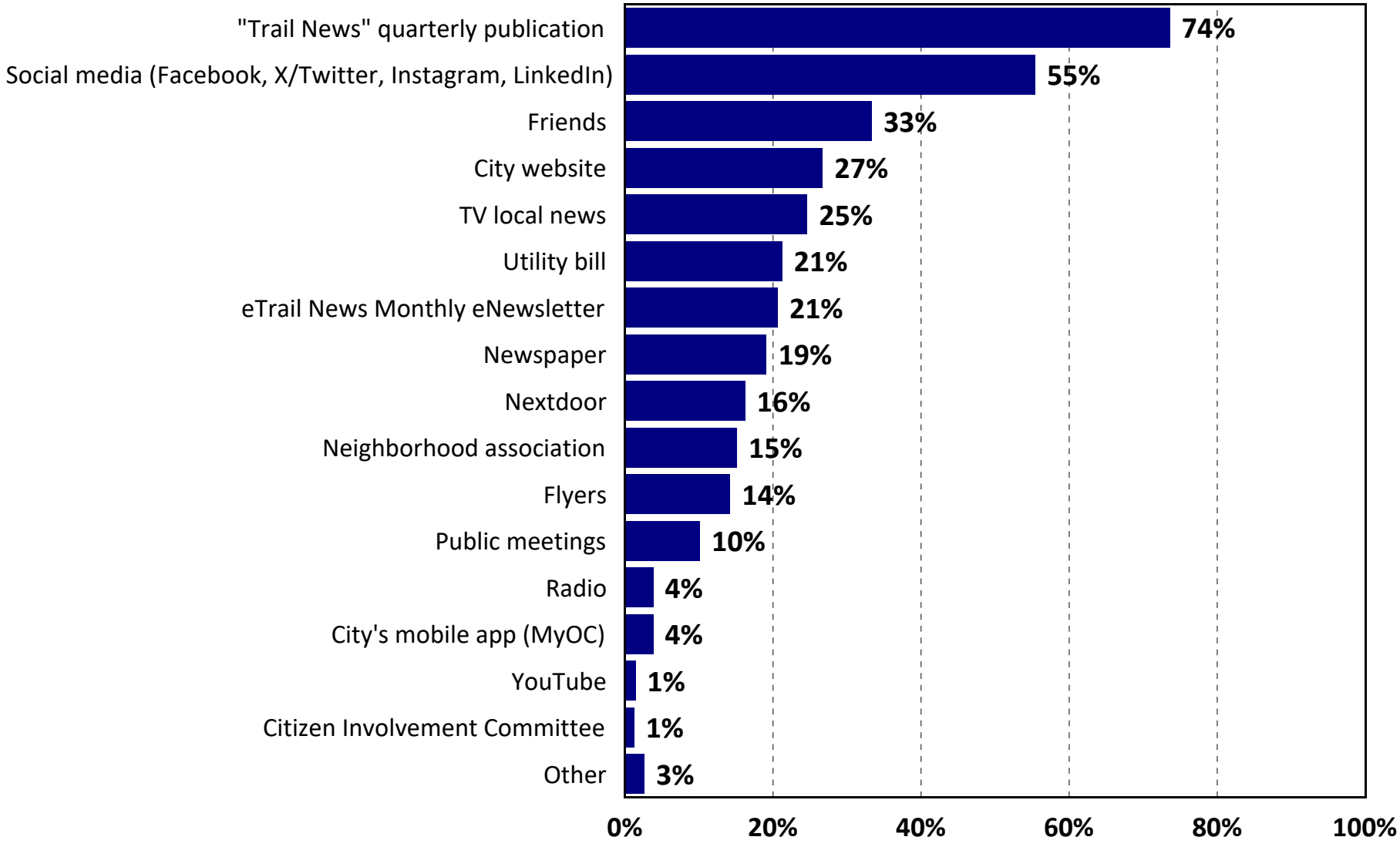
Q21. How do you get information about the library?

by percentage of respondents (multiple choices could be made)



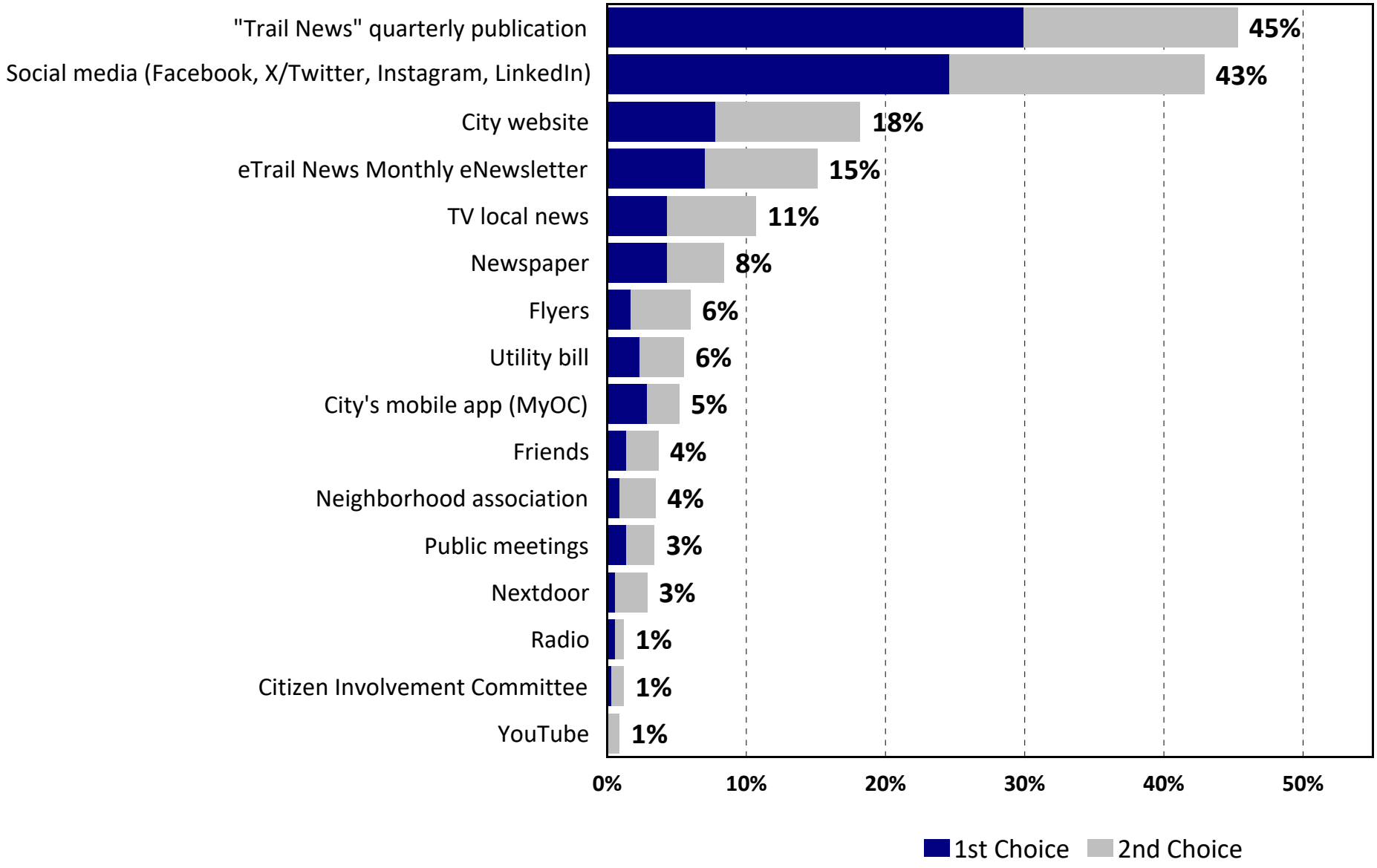
Q12. Where do you currently get news and information about City programs, services, and events?

by percentage of respondents (multiple choices could be made)



Q12a. Most Preferred Way to Get Information From the City

by percentage of respondents who selected the item as one of their top two choices



2024 Importance-Satisfaction Rating
Oregon City, OR
Public Library Services

Category of Service	Most Important %	Most Important Rank	Satisfaction %	Satisfaction Rank	Importance-Satisfaction Rating	I-S Rating Rank
High Priority (IS .10-.20)						
Events for seniors	18%	1	43%	10	0.1009	1
Medium Priority (IS <.10)						
Outreach-programs and/or services in the community	15%	4	36%	12	0.0947	2
Events for adults	13%	7	45%	9	0.0704	3
Events for children	15%	3	54%	6	0.0704	4
Events for teens	12%	8	40%	11	0.0696	5
Library as hub of community information	14%	5	53%	7	0.0667	6
Selection of physical resources available	17%	2	74%	1	0.0445	7
Selection of digital resources available online	14%	6	71%	2	0.0403	8
Access to computers & library Wi-Fi	9%	9	70%	3	0.0261	9
Ease of booking meeting rooms	3%	11	49%	8	0.0143	10
Selection of reference & research tools	3%	10	59%	4	0.0131	11
Reader's Advisory (help finding something to read)	2%	12	58%	5	0.0097	12

Note: The I-S Rating is calculated by multiplying the "Most Important" % by (1-'Satisfaction' %)

Most Important %: The "Most Important" percentage represents the sum of the first and second most important responses for each item. Respondents were asked to identify the items they thought should be the City's top priorities.

Satisfaction %: The "Satisfaction" percentage represents the sum of the ratings "5" and "4" excluding 'don't knows.' Respondents ranked their level of satisfaction with each of the items on a scale of 5 to 1 with "5" being Very Satisfied and "1" being Very Dissatisfied.

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2024 City of Oregon City Community Survey
Executive Summary

2024 Importance-Satisfaction Rating
Oregon City, OR
Major Categories of City Services

Category of Service	Most Important %	Most Important Rank	Satisfaction %	Satisfaction Rank	Importance-Satisfaction Rating	I-S Rating Rank
Very High Priority (IS >.20)						
Overall maintenance of City streets	56%	1	49%	8	0.2866	1
Overall effectiveness of City economic development efforts	38%	2	32%	13	0.2570	2
High Priority (IS .10-.20)						
Overall enforcement of City codes & ordinances	20%	8	42%	10	0.1160	3
Overall quality of City's recreation programs	24%	5	54%	7	0.1081	4
Overall effectiveness of City communication with public	20%	7	47%	9	0.1076	5
Overall quality of City parks/trails/open space	33%	3	68%	3	0.1050	6
Medium Priority (IS <.10)						
Overall quality of City water utilities	22%	6	62%	6	0.0817	7
Overall quality of police services	32%	4	75%	2	0.0810	8
Overall quality of permit process	11%	9	33%	12	0.0717	9
Overall quality of customer service from City employees	6%	11	65%	5	0.0193	10
Overall quality of Municipal Court services	3%	13	40%	11	0.0186	11
Overall quality of City sewer services	5%	12	65%	4	0.0182	12
Overall quality of City's public library services	8%	10	83%	1	0.0128	13

CITY OF OREGON CITY

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

Staff Report

To:	Library Board	**Agenda Date:**	January 22, 2025
From:	Greg Williams, Library Director		

SUBJECT:
2025 Community (Unincorporated) Survey Discussion

STAFF RECOMMENDATION:
n/a - Discussion only

EXECUTIVE SUMMARY:
The Library Director will get Library Board feedback on the 2025 survey of unincorporated residents within our Library Service Area.

BACKGROUND:
In 2023, the Library (with the support of the Library Board) conducted a satisfaction survey of residents within the unincorporated portions of the Oregon City Library Service Area. This survey was based on the questions asked in the City survey, so that "apples to apples" comparisons of results from City residents and unincorporated residents could be more easily made. The results complemented the results from the City's survey of City residents, and helped inform the Library's continued efforts to better serve unincorporated residents, including specific Tactical Plan initiatives, more efforts to bring programming to unincorporated areas, and requesting funds from the Friends of the Library for additional eBook and eAudiobook content.

Funds to administer the survey during FY 24/25 have been budgeted in the Library's 23-25 Biennial Budget. The Library Director would like to engage the Library Board (or possibly, a special subcommittee of the Board, if desired/preferable) in a review of the 2023 survey instrument to determine if any changes are necessary/desirable. Once any updates to the survey have been made, the Library Director will proceed with working with the survey vendor to conduct the survey.

NEXT STEPS:

OPTIONS:
n/a - Disucssion only

Oregon City Public Library

Greg Williams, MLIS, Library Director
606 John Adams St | Oregon City OR 97045
Ph (503) 657-8269 ext 1010

Dear resident of the Oregon City Public Library service area,

The Oregon City Public Library serves more than 60,000 residents in our 110 square mile service area. More than 23,000 of our service area residents live outside city limits in unincorporated Clackamas County.

The Library wants to hear from residents of unincorporated Clackamas County. The enclosed survey will help us better understand your familiarity and satisfaction with current services offered by the Oregon City Public Library, and what library services you might want to see in the future. **Your feedback as a resident of unincorporated Clackamas County is very important.**

We appreciate your time. We estimate this survey will take 10 – 15 minutes to complete. The time you invest in filling out this survey will allow the Library Board and Library staff to better understand the needs of our unincorporated residents and help us make better decisions about how to serve you.

Please complete and return your survey at your earliest convenience sometime in the next two weeks. We are working with a company called ETC Institute to administer and analyze the results of this survey. Please return your completed survey in the enclosed postage-paid envelope. If you prefer, you may also complete the survey online at orcitylibrarysurvey.org.

Your responses will remain anonymous. If you have questions, please contact Library Director Greg Williams at 503-657-8269, x1010 or gwilliams@orcity.org.

Thank you for taking the time to participate in this survey.

Sincerely,

Greg Williams, MLIS
Library Director
Oregon City Public Library

2023 Oregon City Public Library Survey

The Oregon City Public Library would like your input to help determine library priorities for the community. This survey will take 10-15 minutes to complete. When you are finished, please return your survey in the enclosed postage-paid, return-reply envelope. If you prefer, you can complete the survey online at *orcitylibrarysurvey.org*. We greatly appreciate and value your time.

1. Public Library Services. Using a scale of 1 to 5, where 5 means "Very Satisfied" and 1 means "Very Dissatisfied," please rate your satisfaction with each of the following Public Library services.

	How satisfied are you with...	Very Satisfied	Satisfied	Neutral	Dissatisfied	Very Dissatisfied	Don't Know
01.	Selection of physical resources available (books, CD's, and DVD's)	5	4	3	2	1	9
02.	Selection of digital resources available online (e.g., eBooks, downloadable audio, streaming films)	5	4	3	2	1	9
03.	Events for seniors	5	4	3	2	1	9
04.	Events for adults (e.g., informational, literary, participatory, entertainment)	5	4	3	2	1	9
05.	Events for teens (e.g., Teen Advisory Council, crafts, summer reading)	5	4	3	2	1	9
06.	Events for children (e.g., early literacy development, story times, summer reading program)	5	4	3	2	1	9
07.	Reader's Advisory (help finding something to read)	5	4	3	2	1	9
08.	Selection of reference and research tools	5	4	3	2	1	9
09.	Access to computers and library Wi-Fi	5	4	3	2	1	9
10.	Ease of booking meeting rooms	5	4	3	2	1	9
11.	Library as a hub of community information	5	4	3	2	1	9
12.	Outreach-programs and/or services in the community outside of the library	5	4	3	2	1	9
13.	The hours and days the Library is open (M-F 10-7, Sat 10-6, Sun 12-5)	5	4	3	2	1	9

2. Which TWO of the public library items listed in Question 1 do you think should receive the MOST EMPHASIS over the next TWO years? *[Write in your answers below using the numbers from the list in Question 1.]*

1st: ____ 2nd: ____

3. How satisfied are you with the overall quality of the Oregon City Public Library's services?

____(5) Very satisfied ____(3) Neutral ____(1) Very dissatisfied
____(4) Satisfied ____(2) Dissatisfied ____(9) Don't know

4. How do you get information about the library? *[Check all that apply.]*

____(01) E-newsletter ____(05) Blogs ____(09) Other social media
____(02) Library Staff ____(06) Flyers ____(10) Oregon City Trail News publication
____(03) Word of mouth ____(07) Newspaper ____(11) Other: _____
____(04) City's website ____(08) Library's social media

5. How do you feel the level of service provided by the Oregon City Public Library should change?

____(5) Much higher ____(3) Stay the same ____(1) Much lower
____(4) A little higher ____(2) A little lower ____(9) Don't know

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6. **<u>Customer Service.</u> Have you called, emailed, or visited the Oregon City Public Library with a question, problem, or complaint during the past year?**

____(1) Yes *[Answer Q6a-b.]* ____(2) No *[Skip to Q7.]* ____(9) Don't know *[Skip to Q7.]*

6a. **How easy was it to contact the person you needed to reach?**

____(4) Very easy ____(2) Difficult ____(9) Don't know
____(3) Somewhat easy ____(1) Very difficult

6b. **Several factors that may influence your perception of the quality of customer service you receive from library employees are listed below. For each item, please rate how often the employees you have contacted during the past year have displayed the behavior described on a scale of 1 to 5, where 5 means "Always" and 1 means "Never."**

	Frequency that...	Always	Usually	Sometimes	Seldom	Never	Don't Know
1.	They were courteous and polite	5	4	3	2	1	9
2.	They gave prompt, accurate, and complete answers to questions	5	4	3	2	1	9
3.	They did what they said they would do in a timely manner	5	4	3	2	1	9
4.	They helped you resolve an issue to your satisfaction	5	4	3	2	1	9

CURRENT USE OF OREGON CITY PUBLIC LIBRARY

7. **Please indicate how often you and members of your household have used the Oregon City Public Library in the past 12 months.**

____(1) Once a week ____(2) Once or twice a month ____(3) A few times a year ____(4) Never *[Skip to Q10.]*

8. **Please check ALL the purpose(s) for which you or members of your household used the Oregon City Public Library in the past 12 months.** *[Check all that apply.]*

____(01) Checked out a book
____(02) Checked out an audiobook
____(03) Downloaded e-book/audiobook
____(04) Checked out a music CD
____(05) Checked out a movie
____(06) Checked out a magazine
____(07) Picked up materials on hold
____(08) Attended a children's program
____(09) Attended a teen program
____(10) Attended an adult program
____(11) Attended a meeting
____(12) Used a library computer
____(13) Used library wireless (Wi-Fi)
____(14) Worked on a school assignment
____(15) Used job search resources
____(16) Found information for work
____(17) Asked a librarian a question
____(18) Read a newspaper/magazine
____(19) Spent time in a quiet place
____(20) Met a friend or family member
____(21) Accessed an online research tool
____(22) Accessed a government form (tax, license, unemployment)
____(23) Researched family or local history
____(24) Other: _____

9. **Using the numbers in Question 8, please indicate the THREE main purposes for which you or members of your household used the Oregon City Public Library over the past 12 months.** *[Write in your answers below using the numbers from the list in Question 8, or circle "NONE."]*

1st: ____ 2nd: ____ 3rd: ____ NONE

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10. From the following list, please check ALL the reasons preventing you or members of your household from using the Oregon City Public Library or its services in the past 12 months.

____(01) Did not know about the Library
____(02) Did not have what I wanted/needed
____(03) Location not convenient
____(04) Used the Internet instead
____(05) Owed fines or fees
____(06) Bought/rented materials elsewhere
____(07) Library hours not convenient
____(08) Physical access too difficult
____(09) No transportation to get there
____(10) Hard to find parking
____(11) Used a different library
____(12) Physical condition of materials
____(13) Lack of knowledge about services
____(14) I don't have a fast/reliable internet connection
____(15) Concern about COVID-19
____(16) Other: _____
____(17) None

11. Using the numbers in Question 10, please indicate the THREE top reasons preventing you or members of your household from using the Oregon City Public Library or its services in the past 12 months. *[Write in your answers below using the numbers from the list in Question 10, or circle "NONE."]*

1st: ____ 2nd: ____ 3rd: ____ NONE

AWARENESS OF OREGON CITY PUBLIC LIBRARY

12. Please indicate whether you or members of your household use, are aware of but don't use, or are not aware of each of the following services and programs offered by the Oregon City Public Library.

	Services	Use	Aware, but Do Not Use	Not Aware it Was Offered
01.	Books	3	2	1
02.	DVDs	3	2	1
03.	Audiobooks	3	2	1
04.	Creative Kits (take-home crafts for adults, adults with disabilities, teens, and kids)	3	2	1
05.	Public computers	3	2	1
06.	Library of Things (appliances, games, tools, and equipment to check out)	3	2	1
07.	Local history collection	3	2	1
	Digital Services			
08.	Use the library catalog (lincc.org) to find and place holds on materials	3	2	1
09.	Conduct online research	3	2	1
10.	Download audiobooks	3	2	1
11.	Download eBooks	3	2	1
12.	Download digital magazines	3	2	1
13.	Access resources to learn different languages	3	2	1
14.	Use study guides and take practice tests	3	2	1
15.	Stream videos	3	2	1
16.	Read digital newspapers	3	2	1
	Programs			
17.	Storytimes	3	2	1
18.	Art Labs(kids) or Art Gym (adults) Make Your Own art programs	3	2	1
19.	Genealogy assistance	3	2	1
20.	1,000 Books Before Kindergarten (year-round reading program for ages 0-5)	3	2	1
21.	Summer reading programs	3	2	1
22.	Adult Book Club	3	2	1
23.	Adult programs (author talks, lectures, etc.)	3	2	1
24.	Teen programs (video games, movies, craft sessions, etc.)	3	2	1
25.	Children's programs (storytimes, music and movement, etc.)	3	2	1

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13. The following are some actions that the Oregon City Public Library could take to extend Library services outside the City. Please indicate whether you think each action is a high priority, medium priority, low priority, or you are not sure by circling the number to the right of the action.

	Potential Services and Resources	High Priority	Medium Priority	Low Priority	Not Sure
1.	Self-service book lockers/kiosks (to pick up holds and return items 24/7)	3	2	1	9
2.	Offering more hybrid (in-person + online) programs	3	2	1	9
3.	Offering more in-person programs/events nearer to me	3	2	1	9
4.	More downloadable audiobooks	3	2	1	9
5.	More downloadable movies	3	2	1	9
6.	More downloadable eBooks	3	2	1	9
7.	More downloadable music	3	2	1	9
8.	Books by mail	3	2	1	9
9.	More online services and resources (homework resources, job skill resources, online courses and lessons, etc.)	3	2	1	9

14. Using the numbers in Question 13, please indicate the THREE actions you feel are MOST IMPORTANT for the Library to take to improve services outside the City. *[Write in your answers below using the numbers from the list in Question 13, or circle "NONE."]*

1st: ____ 2nd: ____ 3rd: ____ NONE

15. Are there other actions the Oregon City Public Library could take to improve services outside the City?

_____

_____

_____

_____

16. If you have other comments, please provide them in the space below.

_____

_____

_____

_____

Demographics

17. Approximately how many years have you lived at your current home? _____ years

18. What is the preferred language spoken in your home? _____

19. What is your age? _____ years

20. Including yourself, how many people in your household are...

Under age 5: ____ Ages 15-19: ____ Ages 35-44: ____ Ages 65-74: ____
Ages 5-9: ____ Ages 20-24: ____ Ages 45-54: ____ Ages 75+: ____
Ages 10-14: ____ Ages 25-34: ____ Ages 55-64: ____

21. What is your gender? ____(1) Male ____(2) Female ____(3) Non-binary

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22. Would you say your total annual household income is...

____(1) Under $50,000
____(2) $50,000 to $74,999
____(3) $75,000 to $99,999
____(4) $100,000 to $149,999
____(5) $150,000 to $199,999
____(6) $200,000 or more

23. If you have suggestions for improving the quality of library programs, facilities, or services, please write your suggestions in the space below.

_____

_____

_____

24. Would you be willing to participate in future surveys sponsored by the Oregon City Public Library?

____(1) Yes *[Please answer Q24a.]* ____(2) No

24a. Please provide your contact information.

Mobile Phone Number: _____

Email Address: _____

This concludes the survey. Thank you for your time!

Please return your completed survey in the enclosed postage-paid envelope addressed to:
ETC Institute, 725 W. Frontier Circle, Olathe, KS 66061

Your responses will remain completely confidential. The information printed to the right will ONLY be used to help identify which areas of the city are having difficulties with city services. If your address is not correct, please provide the correct information. Thank you.

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CITY OF OREGON CITY

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

Staff Report

To:	Library Board	**Agenda Date:**	January 22, 2025
From:	Greg Williams, Library Director		

SUBJECT:
Budget Committee for 2025-2027 Budget Development

STAFF RECOMMENDATION:
Establish a Budget Committee to assist the Library Director with the preparation and review of the Library's 2025-2027 biennial budget.

EXECUTIVE SUMMARY:
The Library Director will propose the Library Board Chair establish a Library Board Budget Committee to assist in the preparation of the Library's 2025-2027 biennial budget.

BACKGROUND:
Per Oregon City Municipal Code2.44.030, and Section III, paragraph 2 of the Library Board bylaws, one of the Library Board's responsibilities is to "Assist in the preparation and presentation of the library's annual operating budget."

Library staff will soon begin working on a budget for the upcoming 2025-27 biennium. To facilitate the Library Board's role in assisting with budget development, the Library Director is requesting the formation of a Library Board Budget committee. This small group would meet between scheduled Library Board meetings to review and advise on budget development, and would report to the full Library Board as the budget process progresses. This model was successfully used during the development of the last biennial budget.

NEXT STEPS:

OPTIONS:
1. Establish a Budget Committee to assist the Library Director with the preparation and review of the Library's 2025-2027 biennial budget.
2. Do not establish a Budget Committee and provide alternate direction on how to best engage the Library Board in budget development.

CITY OF OREGON CITY

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

Staff Report

To:	Library Board	**Agenda Date:**	January 22, 2025
From:	Greg Williams, Library Director		

SUBJECT:
Operating Hours Change

STAFF RECOMMENDATION:
Recommend staff proceed with modifying Library operating hours as proposed, with an anticipated effective date of March 2, 2025.

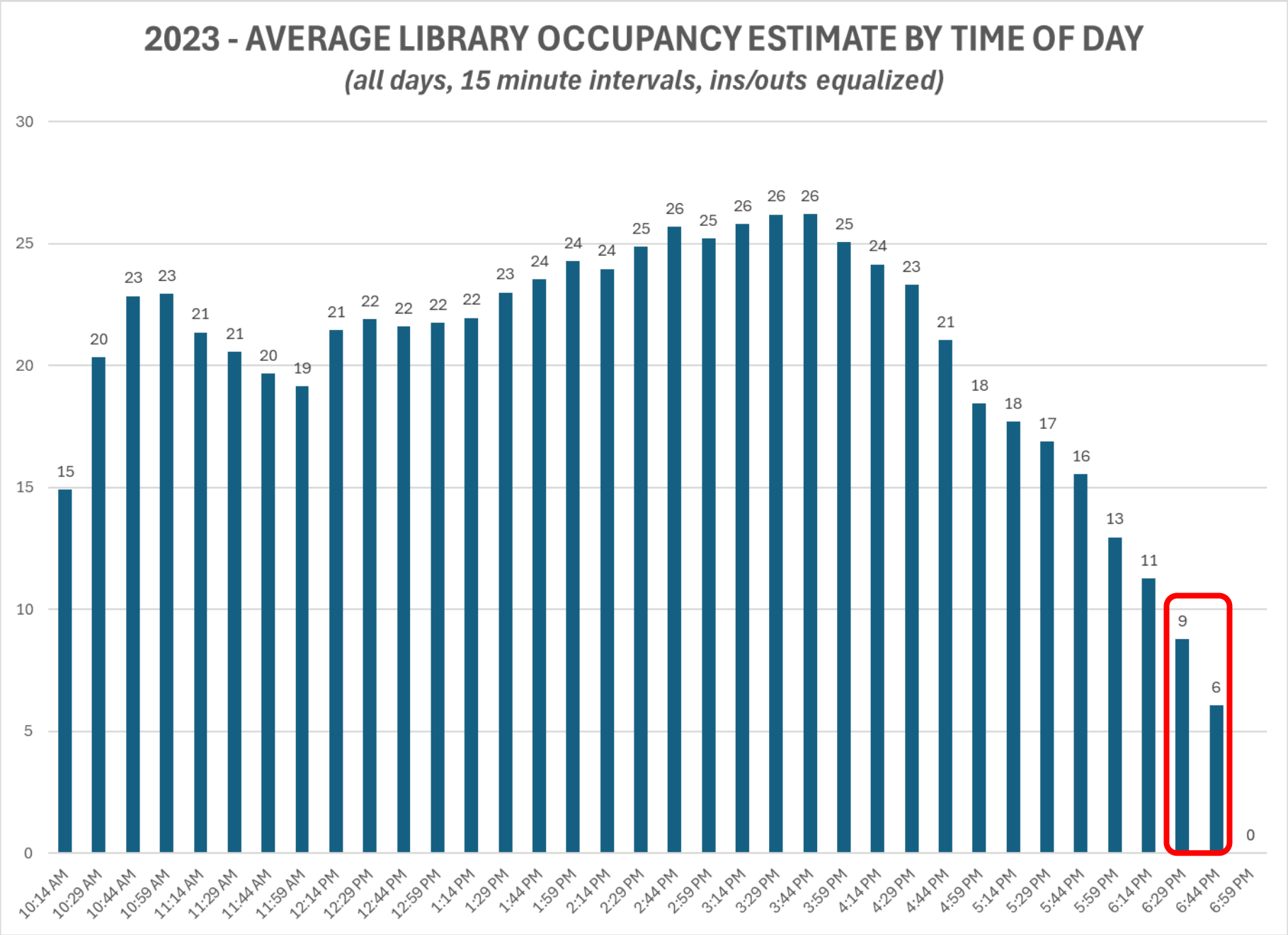
EXECUTIVE SUMMARY:
The Library Director will refamiliarize the Library Board with a previously-approved plan to change to the Library's operating hours based on foot traffic data.

BACKGROUND:
At the May 22, 2024 Library Board meeting, the Library Director presented proposed Library operating hours changes (see attached staff report from May 22, 2024). The Library Board recommended implementing those changes. While staff had anticipated making those changes in the summer of 2024, that timeline proved overly optimistic.

Staff are now targeting the proposed operating hours change for March 3, 2025. Since some time has passed, the Library Director wanted to touch base with the Library Board to refamiliarize the Library Board with the plan. The Library Director will also share calendar year 2024 foot traffic data, which show that evening hour usage has generally continued to decline, even as overall foot traffic is up.

NEXT STEPS:

OPTIONS:
1. Recommend staff proceed with modifying Library operating hours as proposed, with an anticipated effective date of March 2, 2025.
2. Do not recommend staff proceed with modifying Library operating hours as proposed, and provide additional feedback.


2023 - AVERAGE LIBRARY OCCUPANCY ESTIMATE BY TIME OF DAY
(all days, 15 minute intervals, ins/outs equalized)
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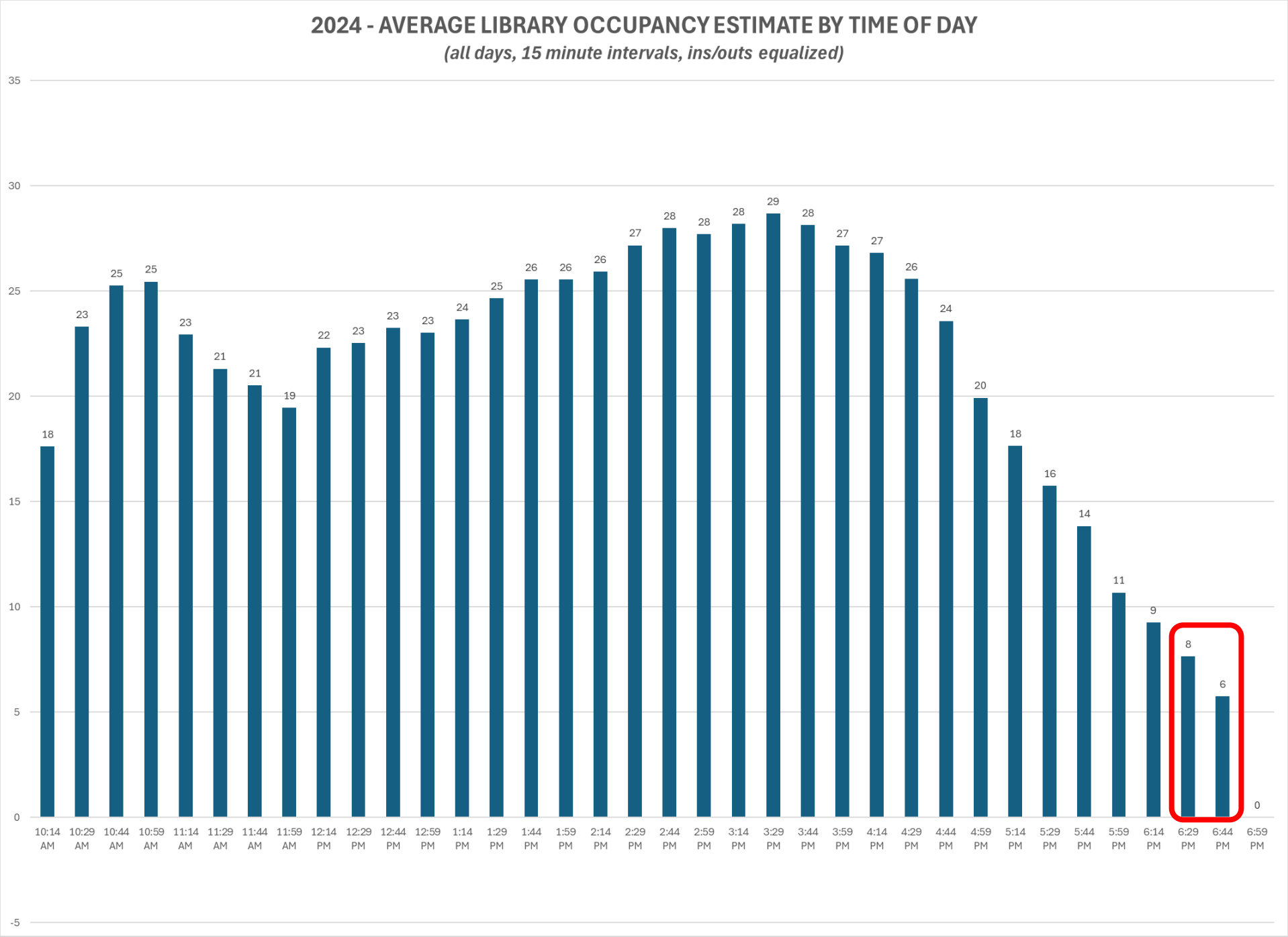
2024 - AVERAGE LIBRARY OCCUPANCY ESTIMATE BY TIME OF DAY
(all days, 15 minute intervals, ins/outs equalized)
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2023 Library Foot Traffic - Entry Counts ("Ins"), all doors (6th, 7th, Carnegie)

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%

2024 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					2795	1819	1571	1544	1398	1377	1390	1204	1086	760					14944
Monday	2190	1640	1521	1321	1491	1324	1497	1379	1387	1519	1560	1526	1580	1238	1124	930	693	501	24421
Tuesday	2699	1556	1545	1409	1479	1295	1418	1347	1522	1553	1609	1609	1332	1380	1212	847	738	467	25017
Wednesday	2212	1243	1239	1151	1154	1173	1175	1361	1710	1762	2212	2066	1888	1608	1411	880	694	507	25446
Thursday	2352	1231	1418	1291	1316	1328	1232	1163	1372	1470	1500	1375	1454	1225	1038	775	684	691	22915
Friday	2094	1470	1540	1427	1363	1490	1376	1357	1397	1356	1437	1450	1382	1184	993	779	658	486	23239
Saturday	1842	1437	1625	1530	1451	1443	1466	1633	1609	1533	1458	1294	1688	1265	952	616			22842
TOTALS	13389	8577	8888	8129	11049	9872	9735	9784	10395	10570	11166	10524	10410	8660	6730	4827	3467	2652	158824

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					1.76%	1.15%	0.99%	0.97%	0.88%	0.87%	0.88%	0.76%	0.68%	0.48%					9.4%
Monday	1.38%	1.03%	0.96%	0.83%	0.94%	0.83%	0.94%	0.87%	0.87%	0.96%	0.98%	0.96%	0.99%	0.78%	0.71%	0.59%	0.44%	0.32%	15.4%
Tuesday	1.70%	0.98%	0.97%	0.89%	0.93%	0.82%	0.89%	0.85%	0.96%	0.98%	1.01%	1.01%	0.84%	0.87%	0.76%	0.53%	0.46%	0.29%	15.8%
Wednesday	1.39%	0.78%	0.78%	0.72%	0.73%	0.74%	0.74%	0.86%	1.08%	1.11%	1.39%	1.30%	1.19%	1.01%	0.89%	0.55%	0.44%	0.32%	16.0%
Thursday	1.48%	0.78%	0.89%	0.81%	0.83%	0.84%	0.78%	0.73%	0.86%	0.93%	0.94%	0.87%	0.92%	0.77%	0.65%	0.49%	0.43%	0.44%	14.4%
Friday	1.32%	0.93%	0.97%	0.90%	0.86%	0.94%	0.87%	0.85%	0.88%	0.85%	0.90%	0.91%	0.87%	0.75%	0.63%	0.49%	0.41%	0.31%	14.6%
Saturday	1.16%	0.90%	1.02%	0.96%	0.91%	0.91%	0.92%	1.03%	1.01%	0.97%	0.92%	0.81%	1.06%	0.80%	0.60%	0.39%			14.4%
TOTALS	8.43%	5.40%	5.60%	5.12%	6.96%	6.22%	6.13%	6.16%	6.54%	6.66%	7.03%	6.63%	6.55%	5.45%	4.24%	3.04%	2.18%	1.67%	100.0%
Chg. fr. 2023	*0.60%*	*-0.24%*	*-0.11%*	*-0.21%*	*-0.02%*	*0.08%*	*-0.16%*	*-0.03%*	*0.10%*	*0.03%*	*0.13%*	*-0.06%*	*0.32%*	*0.07%*	*-0.33%*	*-0.29%*	*-0.10%*	*0.20%*	

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%**

2024 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					1466	1694	1465	1366	1380	1432	1426	1480	1330	1616					14655
Monday	987	1215	1584	1421	1359	1319	1325	1496	1455	1465	1573	1657	1479	1424	1290	1019	815	1128	24011
Tuesday	927	1668	1837	1551	1486	1413	1227	1343	1299	1462	1615	1560	1384	1414	1281	1095	918	1096	24576
Wednesday	711	1212	1776	1173	1125	1171	1092	1150	1362	1536	1896	1888	2208	1787	1725	1198	962	1076	25048
Thursday	759	1273	1720	1390	1355	1153	1137	1096	1284	1421	1392	1393	1542	1308	1227	1001	868	994	22313
Friday	885	1261	1618	1479	1397	1403	1366	1388	1328	1329	1275	1409	1402	1361	1182	944	893	952	22872
Saturday	797	1043	1620	1603	1590	1361	1371	1459	1524	1544	1442	1462	1422	1539	1348	1234			22359
TOTALS	**5066**	**7672**	**10155**	**8617**	**9778**	**9514**	**8983**	**9298**	**9632**	**10189**	**10619**	**10849**	**10767**	**10449**	**8053**	**6491**	**4456**	**5246**	**155834**

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					0.94%	1.09%	0.94%	0.88%	0.89%	0.92%	0.92%	0.95%	0.85%	1.04%					9.4%
Monday	0.63%	0.78%	1.02%	0.91%	0.87%	0.85%	0.85%	0.96%	0.93%	0.94%	1.01%	1.06%	0.95%	0.91%	0.83%	0.65%	0.52%	0.72%	15.4%
Tuesday	0.59%	1.07%	1.18%	1.00%	0.95%	0.91%	0.79%	0.86%	0.83%	0.94%	1.04%	1.00%	0.89%	0.91%	0.82%	0.70%	0.59%	0.70%	15.8%
Wednesday	0.46%	0.78%	1.14%	0.75%	0.72%	0.75%	0.70%	0.74%	0.87%	0.99%	1.22%	1.21%	1.42%	1.15%	1.11%	0.77%	0.62%	0.69%	16.1%
Thursday	0.49%	0.82%	1.10%	0.89%	0.87%	0.74%	0.73%	0.70%	0.82%	0.91%	0.89%	0.89%	0.99%	0.84%	0.79%	0.64%	0.56%	0.64%	14.3%
Friday	0.57%	0.81%	1.04%	0.95%	0.90%	0.90%	0.88%	0.89%	0.85%	0.85%	0.82%	0.90%	0.90%	0.87%	0.76%	0.61%	0.57%	0.61%	14.7%
Saturday	0.51%	0.67%	1.04%	1.03%	1.02%	0.87%	0.88%	0.94%	0.98%	0.99%	0.93%	0.94%	0.91%	0.99%	0.87%	0.79%			14.3%
TOTALS	**3.25%**	**4.92%**	**6.52%**	**5.53%**	**6.27%**	**6.11%**	**5.76%**	**5.97%**	**6.18%**	**6.54%**	**6.81%**	**6.96%**	**6.91%**	**6.71%**	**5.17%**	**4.17%**	**2.86%**	**3.37%**	**100.0%**
Chg. fr. 2023	*0.06%*	*-0.12%*	*0.27%*	*-0.12%*	*-0.08%*	*-0.06%*	*-0.24%*	*0.07%*	*-0.14%*	*-0.01%*	*0.14%*	*0.02%*	*0.27%*	*0.22%*	*0.25%*	*-0.06%*	*-0.38%*	*-0.10%*	

CITY OF OREGON CITY

Staff Report

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

To: Library Board **Agenda Date:** 05/22/2024

From: Library Director Greg Williams

SUBJECT:

Proposed Modifications to Library Operating Hours

STAFF RECOMMENDATION:

Recommend staff proceed with modifying Library operating hours as proposed, with an anticipated effective date of July 1, 2024.

EXECUTIVE SUMMARY:

Based on historical foot traffic data, and prior discussion with the Library Board, staff are recommending modifying the library's operating hours to better match patron usage trends.

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.

At the February 2024 Library Board meeting, the Library Director presented data (included with this staff report) which 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 PM – 7:00 PM 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 Board was supportive of Library staff further investigating and evaluating changing the library's open hours to better align with observed patron usage. City Administration is also supportive of making these changes.

Accordingly, staff are proposing to 1) close 30 minutes earlier on weeknights (Mon – Fri) and open 2 hours earlier (at 10:00 AM) on Sundays, as follows:

DAY OF WEEK	CURRENT OPEN HOURS	PROPOSED OPEN HOURS	NOTES
Sunday	12:00 PM – 5:00 PM	10:00 AM – 5:00 PM	Open 2 hours earlier
Monday	10:00 AM – 7:00 PM	10:00 AM – 6:30 PM	Close 30 minutes earlier
Tuesday	10:00 AM – 7:00 PM	10:00 AM – 6:30 PM	Close 30 minutes earlier
Wednesday	10:00 AM – 7:00 PM	10:00 AM – 6:30 PM	Close 30 minutes earlier
Thursday	10:00 AM – 7:00 PM	10:00 AM – 6:30 PM	Close 30 minutes earlier
Friday	10:00 AM – 7:00 PM	10:00 AM – 6:30 PM	Close 30 minutes earlier
Saturday	10:00 AM – 6:00 PM	10:00 AM – 6:00 PM	No change

These changes would more efficiently utilize existing human and financial resources to better meet periods of highest community demand and to better align with observed usage patterns. We do not expect these proposed changes would result in any significant budgetary impact.

Given the administrative tasks required to implement an hours change (including required notification periods per Oregon City's collective bargaining agreement, updating of hours information, communicating with patrons, and updating employee work schedules), we are targeting an implementation date of July 1, 2024.

As part of the information campaign to patrons (and continuing after the change has been implemented), we will capture any feedback about negative patron impact, and use it to craft mitigation strategies (long and short term), as feasible.

We will also make necessary accommodations to ensure that City Neighborhood Associations (NAs) and eligible County Community Planning Organizations (CPOs) can continue to utilize the Community Room after hours, per our current Community Room Use Policy.

OPTIONS:

1. Recommend staff proceed with modifying Library operating hours as proposed, with an anticipated effective date of July 1, 2024.
2. Do not recommend staff proceed with modifying Library operating hours as proposed, and provide additional feedback.

BUDGET IMPACT:

Amount: n/a

FY(s): n/a

Funding Source(s): n/a