



CITY OF OREGON CITY LIBRARY BOARD AGENDA

Conference Room (2nd Floor), Oregon City Public Library, 606 John Adams St, Oregon City
Wednesday, May 28, 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@orc.org by 3:00 PM on the day of the meeting to register)

- Email dbutcher@orc.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 April 30, 2025 Regular Meeting

3. LIBRARY DIRECTOR'S REPORT

- a. April, 2025 Director's Report and Library Statistics

4. PUBLIC COMMENTS

Please see the public comment guidelines below.

5. DISCUSSION ITEMS

- a. Tactical Plan Q3 Update
- b. Future Strategic Planning

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@orc.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 the meeting by contacting Denise Butcher, Library Operations Manager (dbutcher@orc.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](https://www.oregoncity.org) and available on demand following the meeting. The meeting can be viewed on Willamette Falls Television channel 28 for

Oregon City area residents as a rebroadcast. Please contact WFMC at 503-650-0275 for a programming schedule.



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

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

Meeting

Wednesday, April 30, 2025 at 5:00 PM

Remote attendance for this meeting is available via Zoom; please contact Denise Butcher (dbutcher@orccity.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, David Goldberg, Lisa Oreskovich, and Larry Osborne were present in person. Bill Carton and Nick Dierckman were present via Zoom.

Staff Present: Greg Williams, Library Director, and Denise Butcher, Operations Manager, were present in person. Scott Archer, Parks and Recreation Director, was present for introductions at the beginning of the meeting.

APPROVAL OF THE MINUTES

1. Minutes of the January 22, 2025 Regular Meeting

Cynthia Andrews moved to approve the January 22, 2025 Regular Meeting Minutes as submitted. Lisa Oreskovich seconded the motion. Cynthia Andrews, Heidi Blackwell, Bill Carton, Nick Dierckman, David Goldberg, Lisa Oreskovich, and Larry Osborne voted aye; the motion carried.

2. Minutes of the February 28, 2025 Regular Meeting

Heidi Blackwell moved to approve the February 28, 2025 Regular Meeting Minutes as submitted. Cynthia Andrews seconded the motion. Cynthia Andrews, Heidi Blackwell, Bill Carton, Nick Dierckman, David Goldberg, Lisa Oreskovich, and Larry Osborne voted aye; the motion carried.

3. Minutes of the April 18, 2025 Library Budget Subcommittee Meeting

David Goldberg moved to approve the April 18, 2025 Library Budget Subcommittee Meeting Minutes as submitted. Bill Carton seconded the motion. Cynthia Andrews, Heidi Blackwell, Bill Carton, Nick Dierckman, David Goldberg, Lisa Oreskovich, and Larry Osborne voted aye; the motion carried.

LIBRARY DIRECTOR'S REPORT

4. March 2025 Director's Report and Library Statistics

Greg Williams reported that the second of three Library District Fund Distributions had been disbursed, that the Library District Task Force had been selected by the County Commissioners, and that Oregon City did not have direct representation on the Task Force.

PUBLIC COMMENTS

None.

DISCUSSION ITEMS

5. Library Board Vacancy

David Goldberg shared that Nick Dierckman would be vacating his Board position due to relocation. David and Greg Williams spoke highly of Nick's legacy of service and dedication to the Library through his longstanding work with the Board and many committees. Discussion about selecting a replacement from the last interview pool occurred; the Board was amenable.

Bill Carton moved to recommend the appointment of Laurie Sponaugle to the Library Board to the Mayor. Heidi Blackwell seconded the motion. Cynthia Andrews, Heidi Blackwell, Bill Carton, Nick Dierckman, David Goldberg, Lisa Oreskovich, and Larry Osborne voted aye; the motion carried.

6. Library Budget Update

David Goldberg shared that there had been surprises at the City budget hearings; the City General Fund faced strain and net cuts of about 5 FTE through the City were needed to balance it. Greg Williams provided updates on the currently proposed Library Budget including staffing requests, projected General Fund contributions, state of District Distributions, projected Capital Costs, and Internal Service Charges. It was acknowledged that the eventual adopted Urban Renewal Agency budget could have a significant impact on the City's budget, and that further adjustments to the City's budget could be made in response to what happened with the Urban Renewal Agency budget.

COMMUNICATIONS

Library Foundation—The Foundation's fundraiser kickoff event at Ainsworth House was successful; 80 tickets were sold and over \$12k raised. Longer term planning and goal setting were underway.

Friends of the Library—The Friends approved funds towards raffle items for the May the Fourth Events and giveaways for the Juneteenth Celebration and were discussing the placement of bookshelves in local venues to expand sales options.

Teen Advisory Committee (TAC)—TAC was exploring Summer Reading challenges, how to increase participation, and had finalized prizes. The gaming TV was delivered and installation was imminent.

ADJOURNMENT

David Goldberg adjourned the meeting at 6:03 pm.



Library Director's Report for May, 2025

- We have some new furniture in the Library!
 - We have added additional shelving in the Adult area (near Large Print and in the Poetry Corner).
 - We have added shelving in the Children's area (along the windows, on either side of the Everbright, and behind the Youth Services Desk.
 - We have installed a laptop bar and seating in the Teen Room.
 - We have installed a new TV/soundbar/whiteboard console in the Teen Room.
- Clackamas County has published its notice of intent to award the LINCC-wide contract for new self-check hardware to MK Solutions. We anticipate the new self-checks will be delivered/installed in Q1 or Q2 of FY 25-26. We are going to be able to add 3 additional self-check units. Thanks to an agreement made with Clackamas County several years ago, we anticipate the County will be subsidizing the entire cost of the new self-checks (approximately \$48,000). Even with the additional units, costs for annual self-check maintenance (which are paid by the Library) should also be approximately 25% lower (down from approx. \$4,000/yr to approx. \$3,000/yr).
- The Oregon City Budget Committee approved a proposed budget. No changes to the Library's proposed budget were made. The Budget Committee did recommend cuts to the City's DEI-related expenditures, which (in addition to reducing General Fund expenditures) should result in a slight reduction to the Library's internal service charge for Human Resources. The proposed budget will now go to the City Commission for adoption.
- After a first round of staff panel interviews, we conducted interviews for 3 finalist candidates for our vacant Youth Services Librarian 1 position. Finalists were invited back to present a storytime, meet with a second staff interview panel, take a tour of the Library, and meet with Library management. We anticipate extending a job offer to the selected candidate by the end of the month.
- The Parks department is having an arborist come to evaluate the condition of the tree in Library Park at the corner of John Adams and 7th.

Oregon City Public library
Monthly Statistical Report
Reporting period: **April, 2025**

PATRON STATISTICS

	Current Month	FY 24/25 YTD	Last Month	Same Month Last FY	FY 23/24 YTD
New Patron Registrations	415	5,343	285	283	2,956
Total Registered Patrons	23,082	23,082	22,655	18,344	18,344
Library Visitors (Ins)	12,896	125,484	13,528	13,645	129,323
Library Visitors (Outs)	12,622	123,196	13,276	13,368	127,188

CIRCULATION (includes 1st-time circ and renewals)

Adult materials	15,639	153,944	16,394	15,326	149,399
YA materials	1,967	19,293	1,908	1,958	20,387
Children's materials	17,581	179,863	19,014	18,931	185,433
Electronic materials	9,859	94,337	10,798	8,306	82,613
Total Circulation	45,046	447,437	48,114	44,521	437,832

1st Time Circulation (Physical)	20,616	216,408	23,292	22,382	223,470
1st Time Circulation (Self-Check)	18,197	190,827	20,402	20,494	207,020

Holds received from other libraries	13,572	53.0%	133,564	52.9%	13,799	52.5%	12,871	52.0%	130,883	53.0%
Holds sent to other libraries	12,022	47.0%	119,069	47.1%	12,497	47.5%	11,886	48.0%	116,150	47.0%

CIRCULATION DEMOGRAPHICS

Borrowers - City Residents	1,838	57.6%	n/a	1,908	58.7%	1,799	56.9%	n/a
Borrowers - Unincorporated Residents	1,085	34.0%	n/a	1,092	33.6%	1,087	34.4%	n/a
Borrowers - Other	268	8.4%	n/a	253	7.8%	274	8.7%	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	634	6,410	676	712	6,802
WiFi Sessions	819	7,508	868	887	7,227

SOCIAL MEDIA / EMAIL

Facebook followers	4,762	n/a	4,765	4,703	n/a
Instagram followers	2,678	n/a	2,650	2,491	n/a
Twitter followers	913	n/a	911	983	n/a
YouTube subscribers	405	n/a	402	389	n/a
YouTube unique viewers	269	n/a	349	260	n/a
YouTube views	309	4,116	432	380	5,924
Email newsletter subscribers	5,808	n/a	5,791	5,429	n/a

See monthly Hootsuite report for additional social media statistics

FINANCIAL

See monthly Budget to Actual report

ELECTRONIC RESOURCES

Kanopy plays	353	3,971	553	375	2,883
Kanopy cost	\$ 407	\$ 4,088	470	\$ 382	3,318
Kanopy average cost/play	\$ 1.15	\$ 1.03	\$ 0.85	\$ 1.02	\$ 1.15

SERVICE DESK INQUIRIES

Ready Reference	530	5,409	616	622	6,983
Reference	81	839	101	112	906
Technology Assistance	165	1,680	222	187	1,675

FACILITIES

Conference Room - Bookings	57	519	63	73	526
Conference Room - Hours Available	232	2,002	236	235	2,242
Conference Room - Hours Booked	104	817	98	117	856
Conference Room - Occupancy Pctg	44.8%	40.8%	41.5%	49.8%	38.2%

Community Room - Bookings	56	436	49	52	465
Community Room - Hours Available	232	2,002	236	235	2,242
Community Room - Hours Booked	110	771	83	84	779
Community Room - Occupancy Pctg	47.4%	38.5%	35.2%	35.7%	34.7%

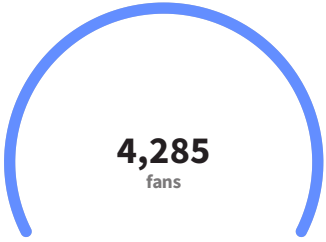
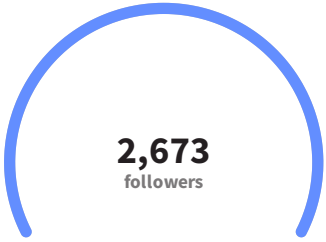
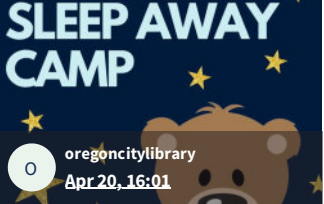
LIBRARY PROGRAM STATS - April, 2025

DATE	PROGRAM	PRIMARY AGE GROUP	FORMAT	TOTAL ATTENDANCE/ENGAGEMENT
4/1/2025	Genealogy Interest Group	Ages 18+	Live/Hybrid-Onsite	8
4/1/2025	2025 Poetry Challenge	Ages 18+	Live/Hybrid-Onsite	29
4/2/2025	Art Lab Session A Galaxy Collages	Ages 0-5	Live/Hybrid-Onsite	11
4/2/2025	Art Lab Session B Galaxy Collages	Ages 0-5	Live/Hybrid-Onsite	12
4/2/2025	Switch Lounge	Ages 12-18	Live/Hybrid-Onsite	14
4/3/2025	One-on-One with a Financial Advisor	Ages 18+	Live/Hybrid-Onsite	4
4/4/2025	First Fridays Arts and Culture Music and Poetry in	Ages 18+	Live/Hybrid-Onsite	27
4/5/2025	Popera PDX	Ages 0-5	Live/Hybrid-Onsite	23
4/5/2025	New Classics Adult Book Discussion	Ages 18+	Live/Hybrid-Onsite	3
4/6/2025	Embroidery Workshop Ukrainian Easter Eggs	Ages 18+	Live/Hybrid-Onsite	22
4/6/2025	National Library Week Bookmark Contest	General Interest	Self-Directed	77
4/7/2025	Monday Meditation Calm within Chaos	Ages 18+	Live-Virtual ONLY	3
4/8/2025	Weekly Storytime	Ages 0-5	Live/Hybrid-Onsite	36
4/9/2025	Music & Movement 6-Week Class	Ages 0-5	Live/Hybrid-Onsite	34
4/9/2025	Switch Lounge	Ages 12-18	Live/Hybrid-Onsite	10
4/9/2025	Young Teen Craft Lab Recycled Book Art	Ages 10-14	Live/Hybrid-Onsite	3
4/10/2025	Weekly Storytime	Ages 0-5	Live/Hybrid-Onsite	8
4/11/2025	Oregon City Writers Group	Ages 18+	Live/Hybrid-Onsite	7
4/12/2025	LEGO Lab 10:30	Ages 0-5	Live/Hybrid-Onsite	20
4/12/2025	LEGO Lab 11:30	Ages 6-11	Live/Hybrid-Onsite	5
4/13/2025	Local Seeds, Local Food	Ages 18+	Live/Hybrid-Onsite	0
4/14/2025	B.A.M. LEGO Lab	Ages 18+	Live/Hybrid-Onsite	28
4/14/2025	B.A.M. Movie Matinee	Ages 18+	Live/Hybrid-Onsite	30
4/14/2025	Monday Meditation Calm within Chaos	Ages 18+	Live-Virtual ONLY	5
4/15/2025	Weekly Storytime	Ages 0-5	Live/Hybrid-Onsite	30
4/16/2025	B.A.M. Online Trivia	Ages 18+	Live-Virtual ONLY	10
4/16/2025	Music & Movement 6-Week Class	Ages 0-5	Live/Hybrid-Onsite	24
4/16/2025	Art Lab Session A Piet Mondrian Drawings	Ages 0-5	Live/Hybrid-Onsite	9
4/16/2025	Art Lab Session B Piet Mondrian Drawings	Ages 0-5	Live/Hybrid-Onsite	18
4/16/2025	Switch Lounge	Ages 12-18	Live/Hybrid-Onsite	16
4/17/2025	Weekly Storytime	Ages 0-5	Live/Hybrid-Onsite	12
4/17/2025	One-on-One with a Financial Advisor	Ages 18+	Live/Hybrid-Onsite	4
4/19/2025	Art Gym	Ages 18+	Live/Hybrid-Onsite	5
4/19/2025	Driving the Daisies Caring for a loved one with	Ages 18+	Live/Hybrid-Onsite	15
4/20/2025	April Creative Kits	General Interest	Self-Directed	280
4/20/2025	Yarn Enthusiasts Society	Ages 18+	Live/Hybrid-Onsite	7
4/21/2025	Monday Meditation Calm within Chaos	Ages 18+	Live-Virtual ONLY	5
4/21/2025	Red Cross Blood Drive	Ages 18+	Live/Hybrid-Onsite	17
4/22/2025	Fireside Book Chat	Ages 18+	Live/Hybrid-Onsite	3
4/22/2025	Weekly Storytime	Ages 0-5	Live/Hybrid-Onsite	36
4/23/2025	Music & Movement 6-Week Class	Ages 0-5	Live/Hybrid-Onsite	20
4/23/2025	Switch Lounge	Ages 12-18	Live/Hybrid-Onsite	4
4/24/2025	Weekly Storytime	Ages 0-5	Live/Hybrid-Onsite	18
4/25/2025	Oregon City Writers Group	Ages 18+	Live/Hybrid-Onsite	9
4/26/2025	Stuffie Sleep Away Camp	Ages 0-5	Live/Hybrid-Onsite	61
4/27/2025	Chess Drop-In	Ages 0-5	Live/Hybrid-Onsite	12
4/28/2025	B.A.M. Movability	Ages 18+	Live/Hybrid-Onsite	22
4/28/2025	B.A.M. Academy	Ages 18+	Live/Hybrid-Onsite	27
4/28/2025	Monday Meditation Calm within Chaos	Ages 18+	Live-Virtual ONLY	5
4/29/2025	Weekly Storytime	Ages 0-5	Live/Hybrid-Onsite	28
4/30/2025	Music & Movement 6-Week Class	Ages 0-5	Live/Hybrid-Onsite	10
4/30/2025	Switch Lounge	Ages 12-18	Live/Hybrid-Onsite	10
4/30/2025	Coloring Sheets - April	General Interest	Self-Directed	164
4/30/2025	Critter Quest - April	General Interest	Self-Directed	496
4/30/2025	April Scavenger Hunt	Ages 6-11	Self-Directed	150
	Total Programs	55	Total Participation	1946



Library Board Report

Apr 01 - Apr 30, 2025

f Fans  4,285 fans	f New Fans 12 new fans	f Posts 79 posts	f Engagement > Type <i>i</i> No data
f Post Reach 11,658 users	f Top posts > Reach  0 Oregon City Public Library Apr 08, 00:10 Check Out Our New Book Bike! The Library's new book bike made its grand debut at the Oregon City Library Foundation's Beyond the 601 reach  0 Oregon City Public Library Apr 26, 20:19 @followers Stuffle Sleep Away Camp already has a lot of campers! Camp closes at 6pm tonight. 466 reach  0 Oregon City Public Library Apr 04, 22:00 United Way Columbia-Willamette is now sponsoring the Dolly Parton Imagination Library in Clackamas County! Children age 0- 417 reach		
f Post Likes 178 likes	f Top posts > Reactions  0 Oregon City Public Library Apr 08, 00:10 Check Out Our New Book Bike! The Library's new book bike made its grand debut at the Oregon City Library Foundation's Beyond the 29 likes and reactions  0 Oregon City Public Library Apr 29, 23:04 @followers Campers had a bear-y fun time at Stuffle Sleep Away Camp! From paws-itively awesome games to un-fur-gettable 17 likes and reactions  0 Oregon City Public Library Apr 04, 21:46 Way to go Barratt! 14 likes and reactions		
ig Followers  2,673 followers	ig New followers 24 followers	ig Profile visits 47 views	ig Website clicks 0 website taps
ig Posts 62 posts	ig Top Posts > Reach  0 oregoncitylibrary Apr 08, 00:10 Check Out Our New Book Bike! The Library's new book bike made its grand debut at the Oregon City Library Foundation's Beyond the 763 reach  0 oregoncitylibrary Apr 05, 22:00 United Way Columbia-Willamette is now sponsoring the Dolly Parton Imagination Library in Clackamas County! Children age 0- 459 reach  0 oregoncitylibrary Apr 20, 16:01 Stuffle Sleep Away Camp Drop off your stuffie for a night of fun at the library, then pick them up the next morning - along with a 368 reach		

Post engagement

588
engagements

 Top posts > Likes



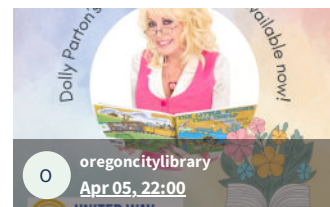
Check Out Our New Book Bike! The Library's new book bike made its grand debut at the Oregon City Library Foundation's Beyond the

79 likes



Campers had a bear-y fun time at Stuffie Sleep Away Camp! From paws-itively awesome games to un-fur-gettable

34 likes



United Way Columbia-Willamette is now sponsoring the Dolly Parton Imagination Library in Clackamas County! Children age 0-

26 likes

 Followers

 **Tweets**

31
tweets

 Mentions

1
mention

 Engagement > Type

Likes **7**

Quote tweets 0

Replies 0

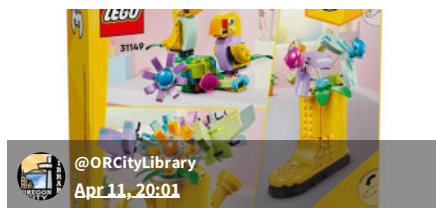
Retweets 0

 Top tweets > Engagements



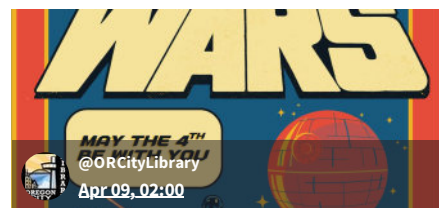
🚀 Ready to escape reality? Explore distant galaxies, AI revolutions, time travel, and futuristic tech with our Science Fiction Genre List—featuring titles from the Oregon City

2 engagements



We have a new LEGO set in Library of Things (LoT)! Watering can toy includes flowers with movable petals and 3 butterflies. Rain boot with 3 flowers with movable petals. 2

2 engagements



Episode MMXXV In a library not so far away, we're celebrating Star Wars Day! Drop in for an evening of free activities, games, and prizes for kids of all ages and their families.

2 engagements

Report sources

Analytics

Facebook Pages

 Oregon City Public Library

Twitter

 @ORCityLibrary

Instagram Business

 oregoncitylibrary



Biennium Budget Report Y2 by Category

Through April 30, 2025

	2023-2024 Budget	2023-2024 Balance	Year 1 Difference	2024-2025 Budget	April 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	277,818.41	2,952,137.41	0.00	-256,740.58
44 - Charges for Services	3,900.00	5,300.36	-1,400.36	4,000.00	542.11	8,301.53	0.00	-5,701.89
47 - Miscellaneous Income	39,500.00	230,976.22	-191,476.22	33,500.00	21,468.97	151,733.82	0.00	-309,710.04
49 - Other Financing Sources	290,000.00	290,000.00	0.00	290,000.00	24,166.67	241,666.70	0.00	48,333.30
4 - Revenue Totals:	3,078,100.00	3,395,479.75	-317,379.75	3,147,400.00	323,996.16	3,353,839.46	0.00	-523,819.21
5 - Expense								
51 - Salaries and Wages	1,295,300.00	1,172,850.97	122,449.03	1,357,500.00	111,046.95	1,046,663.53	0.00	433,285.50
52 - Benefits	861,300.00	716,815.44	144,484.56	913,200.00	66,938.48	666,598.58	0.00	391,085.98
60 - Professional & Technical Services	6,400.00	3,372.54	3,027.46	16,400.00	0.00	1,682.32	0.00	17,745.14
61 - Repair & Maintenance Services	174,300.00	171,509.26	2,790.74	172,800.00	11,641.39	145,960.54	9,783.21	19,846.99
62 - Other Services	4,500.00	2,414.54	2,085.46	4,500.00	360.00	2,971.24	1,269.89	2,344.33
63 - Employee Costs	7,200.00	1,686.00	5,514.00	7,200.00	542.00	3,054.29	0.00	9,659.71
64 - Operating Materials & Supplies	269,700.00	251,844.58	17,855.42	275,700.00	16,248.35	213,021.53	22,612.13	57,921.76
65 - Office & Administrative Supplies	39,000.00	26,899.20	12,100.80	43,000.00	1,130.40	26,696.75	0.00	28,404.05
66 - Special Programs	42,400.00	64,309.08	-21,909.08	42,400.00	6,251.75	32,245.60	2,565.56	-14,320.24
68 - Community Programs and Grants	0.00	344.46	-344.46	0.00	18.99	115.96	0.00	-460.42
69 - Internal Service Charges	205,100.00	205,100.00	0.00	211,700.00	17,641.66	176,416.60	0.00	35,283.40
70 - Capital Outlay	0.00	0.00	0.00	0.00	1,098.04	6,542.99	0.00	-6,542.99
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	232,918.01	2,376,313.07	36,230.79	1,335,339.15



CITY OF OREGON CITY

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

Staff Report

To:	Library Board	Agenda Date:	May 28, 2025
From:	Greg Williams, Library Director		

SUBJECT:

Tactical Plan Q3 Update

STAFF RECOMMENDATION:

n/a - Discussion 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 through Q3 of FY 24-25.

NEXT STEPS:

OPTIONS:

n/a - Discussion Only

STATUS KEY AND COUNTS

	Y1	Y2	TOTAL	
Not Yet Started	0	0	0	0%
On Hold/Delayed	0	3	3	19%
In Progress (Research/Planning)	0	0	0	0%
In Progress (Implementation)	0	4	4	25%
Completed	3	6	9	56%
TOTAL	3	13	16	

FOCUS	GOAL	ACTIVITY	STATUS	NEXT STEPS
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	Operationalized
		1.1.2 (Y2) By December 31, 2025, implement annual process to automatically create library card accounts for all K-12 OCSD students.	Completed	Operationalized
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	Operationalized
	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	Operationalized
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 (Implementation)	Implementation / Operationalization in 25-27 Tactical Plan?
		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.	In Progress (Implementation)	
	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.	Completed	Continue to explore potential cost-sharing with interested LINCC libraries.
	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	Potentially revisit for 25-27 Tactical Plan.
	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)	Operationalize and continue to have policies translated as they are updated (don't want to translate, only to then conduct major revision and need to have translated again).
		3.4.2 (Y2) By June 30, 2025, all website content (including calendar events) and Library handouts will be translated into Spanish.	In Progress (Implementation)	
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.	On Hold/Delayed	Per Clackamas County Procurement, locker RFP needs to be re-issued. Move to 25-27 Tactical Plan.
		4.1.2 (Y2) By June 30, 2025, deploy at least one remote smartlocker within the library service area.	On Hold/Delayed	Per Clackamas County Procurement, locker RFP needs to be re-issued. Move to 25-27 Tactical Plan.
	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.	Completed	Acquisition/implementation in 25-27 Tactical Plan.
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.	On Hold/Delayed	Management capacity has been an issue. In addition, the work the County is doing on 3.1.1 is relevant to this initiative; consider postponing until that work is completed.
		5.1.2 (Y2) By January 31, 2025, implement collection usage reports which can be used to inform collection budget allocation decisions.	Completed	Operationalized (with future enhancements/refinements anticipated)
	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 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.	Completed	Task Force has been appointed. Carry over to 25-27 Tactical Plan?

LIBRARY BY 23-25 TACTICAL PLAN UPDATE (Q3, FY 24-25)

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

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.*

FROM: In Progress (Research/Planning)

TO: In Progress (Implementation)

NOTES: Clackamas County LINCC Library Services and Clackamas County GIS have been working to develop initial GIS maps/datasets that can be used to analyze multiple demographic facets of our service area (as well as other LINCC library service areas). We anticipate that these maps/datasets/dashboards will become a primary tool for conducting periodic demographic analysis.

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.*

FROM: In Progress (Research/Planning)

TO: In Progress (Implementation)

NOTES: Staff have created a central repository for recording information (contact information, are(s) of focus) about community groups and support agencies.

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: Completed

NOTES: Evaluation and analysis of tools completed, preferred vendor identified. Exploring potential cost-sharing with other LINCC libraries.

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: Funding and prioritization of future, City-wide staff DEI workgroup is up to City Commission. Based on funding/prioritization of efforts, cultural competency aspects may need to be revisited and conducted on a local basis.

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: The Community Room Usage Policy, Collection Develop Policy, Behavior Policy, and Exclusion Form have all been professionally translated into Spanish.

3.4.2 (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: The City website utilizes Google Translate. Staff are regularly translating flyers and other promotional materials into Spanish.

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: On Hold/Delayed

NOTES: Per Clackamas County Procurement, locker RFP needs to be re-issued. Anticipated to happen in Q1 of FY 25-26. Staff plan on moving this initiative into the next biennial Tactical Plan.

4.1.2 (Y2) - *By June 30, 2025, deploy at least one remote smartlocker within the library service area.*

FROM: In Progress (Research/Planning)

TO: On Hold/Delayed

NOTES: Per Clackamas County Procurement, locker RFP needs to be re-issued. Anticipated to happen in Q1 of FY 25-26. Staff plan on moving this initiative into the next biennial Tactical Plan.

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: **Completed**

NOTES: Specifications and cost estimates completed. Costs (initial and recurring) incorporated into BY 25-27 budget.

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

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.*

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

TO: **On Hold/Delayed**

NOTES: Management capacity has been an issue. In addition, the work the County is doing on 3.1.1 is relevant to this initiative; consider postponing until that work is completed.

5.1.2 (Y2) - *By January 31, 2025, implement collection usage reports which can be used to inform collection budget allocation decisions.*

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

TO: **Completed**

NOTES: Staff created customized BlueCloud reports to pull applicable usage data and customized Excel sheets/PivotTables to analyze imported data. Data was used in development of overall 25-27 budget and development of departmental spending plans.

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: **Completed**

NOTES: The Clackamas Board of County Commissioners has formed a new Library District Task Force, which is anticipated to convene in June, 2025.



CITY OF OREGON CITY

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Staff Report

To:	Library Board	Agenda Date:	May 28, 2025
From:	Greg Williams, Library Director		

SUBJECT:

Future Strategic Planning

STAFF RECOMMENDATION:

1. Extend the duration of the current Library Strategic Plan through 2025-2027 biennium.

EXECUTIVE SUMMARY:

The Library Board will discuss possible approaches for future strategic planning efforts.

BACKGROUND:

The current Library Strategic Plan (attached) defines five strategic focus areas (on which the Tactical Plan goals and initiatives are based), as well as a vision, mission, and guiding principles. The Strategic Plan (which was revised in 2022 after the COVID-19 pandemic) is intended to run through the end of FY 24/25 (to align with the end of the associated 2-year Tactical Plan).

While a new strategic planning process could conceivably be designed, implemented, and coordinated in the new biennium (and should be initiated periodically to ensure that the Library's areas of strategic focus align with the needs of the community), this would likely involve a significant commitment of staff resources at a time when staff are still working on several large-scale projects (including but not limited to outreach vehicle acquisition, book locker implementation, self-check replacement, creation and implementation of a new Library Services Manager position, and Library District Task Force participation). In addition, based both on community feedback and staff assessment, it appears that the areas of focus, mission, vision, and guiding principles in the current Strategic Plan continue to reflect the broad needs of the community and the areas where major tactical efforts/initiatives should be focused. For these reasons, staff are recommending that the current Library Strategic Plan be extended in duration through the end of the 2025-2027 biennium, rather than initiating a process to develop a new Strategic Plan. Tactical Plan goals/initiatives for the 2025-2027 biennium would be based on the extended Strategic Plan.

NEXT STEPS:

OPTIONS:

1. Extend the duration of the current Library Strategic Plan through the 2025-2027 biennium.
2. Design, implement, and coordinate a new Strategic Planning process during the 2025-2027 biennium.
3. Recommend an alternate course of action.

OCPL STRATEGIC PLAN: 2019-2024

MISSION:

To promote literacy and love of reading, support lifelong learning, celebrate inclusivity, curiosity and diversity, and support individual and community enrichment and growth throughout our entire library service area.

VISION:

Every person in our service area will have free and full access to the library services, resources, and programs they need.

GUIDING PRINCIPLES:

- We champion intellectual freedom, offering equitable access to information from many perspectives and points of view.
- Our collections, services, and programs reflect and support the growing diversity of the community we serve.
- We conduct all interactions with respect and confidentiality
- We provide safe and inclusive spaces where community members can gather, connect, and exchange ideas.
- We are transparent in our decisions and actions, we follow through on our commitments, and we are accountable to the community we serve.
- We are forward-looking and anticipate our community's future needs.

STRATEGIC FOCUSES

- 1) Create and support young readers
- 2) Meet the information needs of our entire service area
- 3) Ensure collections, programs, services, and staff reflect and engage our diverse community
- 4) Maintain and expand safe and welcoming facilities and accessible services throughout our entire service area
- 5) Ensure appropriate and sustainable funding for operational and capital needs