



CITY OF OREGON CITY LIBRARY BOARD AGENDA

Conference Room (2nd Floor), Oregon City Public Library, 606 John Adams St, Oregon City
Wednesday, September 24, 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)
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1. CALL TO ORDER AND ROLL CALL

2. APPROVAL OF MINUTES

- a. Approval of August 27, 2025 Meeting Minutes

3. LIBRARY DIRECTOR'S REPORT

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

4. PUBLIC COMMENTS

Please see the public comment guidelines below.

5. DISCUSSION ITEMS

- a. Upcoming Library Board Vacancies
- b. "All Booked Up" Partnership with Oregon City School District

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, August 27, 2025 at 5:00 PM

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

CALL TO ORDER

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

ROLL CALL

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

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

APPROVAL OF THE MINUTES

1. Minutes of the June 25, 2025 Library Board Regular Meeting

Laurie Sponaugle moved to approve the minutes of June 25, 2025 Regular Library Board Meeting. Cynthia Andrews seconded. Cynthia Andrews, Heidi Blackwell, Bill Carton, David Goldberg, Larry Osborne, Lisa Oreskovich, and Laurie Sponaugle voted aye; the motion carried.

LIBRARY DIRECTOR'S REPORT

2. August 2025 Director's Report and Library Statistics

Greg Williams reported the third Library District Distribution was delivered and shared plans for September's Library Card sign-up month. Additional modes of communication with people in the service area were discussed. Denise Butcher reported on July and August's Outreach Events.

PUBLIC COMMENTS

None.

DISCUSSION ITEMS

3. Library District Task Force Draft Recommendations

Al Matecko, chair of LDAC, member of the Library District Task Force, presented on the histories of LDAC and current Task Force and shared the Task Force's draft recommendations.

David Goldberg reported on his assessment of the LDAC meetings, identified areas of disagreement with the Task Force recommendations, and shared a draft letter to the Task Force intended to communicate these disagreements and suggest solutions.

Laurie Sponaugle made a motion to send the letter. Larry Osborne seconded the motion. The letter was discussed. A vote to authorize David to send the letter to the Task Force was taken: Cynthia Andrews, Heidi Blackwell, Bill Carton, David Goldberg, Larry Osborne, Lisa Oreskovich, and Laurie Sponaugle voted aye.

COMMUNICATIONS

Library District Advisory Committee (LDAC)—the next meeting was scheduled for the upcoming week.

Library Foundation—the planning of the Beyond the Walls fundraising initiative continued.

Friends of the Library—would be serving ice cream at rescheduled End of Summer Reading Celebration and had conducted a survey of Bookstore shoppers.

Teen Advisory Committee (TAC)—interviews were held and members selected, with regular meetings to resume in September.

Because Access Matters (BAM)—event was planned for September 8.

Hamlet of Beavercreek—Cynthia Andrews became liaison and would assume role at next meeting.

ADJOURNMENT

David Goldberg adjourned the meeting at 5:56 pm.

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

PATRON STATISTICS

	Current Month	FY 25/26 YTD	Last Month	Same Month Last FY	FY 24/25 YTD
New Patron Registrations	301	600	299	2,116	2,432
Total Registered Patrons	24,205	24,205	23,925	21,766	21,766
Library Visitors (Ins)	13,718	28,230	14,512	14,321	29,417
Library Visitors (Outs)	13,367	27,591	14,224	14,208	29,042

CIRCULATION (includes 1st-time circ and renewals)

Adult materials	16,122	33,031	16,909	16,303	32,486
YA materials	2,517	5,066	2,549	2,420	4,979
Children's materials	19,410	39,208	19,798	19,404	40,644
Electronic materials	11,264	21,800	10,536	8,756	17,949
Total Circulation	49,313	99,105	49,792	46,883	96,058

1st Time Circulation (Physical)	22,671	47,235	24,564	23,706	49,234
1st Time Circulation (Self-Check)	20,062	41,899	21,837	21,249	44,122

Holds received from other libraries	13,339	52.8%	27,179	52.9%	13,840	53.1%	13,357	52.4%	27,068	52.3%
Holds sent to other libraries	11,945	47.2%	24,174	47.1%	12,229	46.9%	12,116	47.6%	24,700	47.7%

CIRCULATION DEMOGRAPHICS

Borrowers - City Residents	1,925	57.5%	n/a	1,962	57.2%	1,905	57.6%	n/a
Borrowers - Unincorporated Residents	1,136	33.9%	n/a	1,179	34.4%	1,141	34.5%	n/a
Borrowers - Other	289	8.6%	n/a	289	8.4%	264	8.0%	n/a

Service Area Pop - City	38,049	62.6%	n/a	38,049	62.6%	38,049	62.6%	n/a
Service Area Pop - Unincorporated	22,693	37.4%	n/a	22,693	37.4%	22,693	37.4%	n/a

TECHNOLOGY

Internet Sessions	743	1,489	746	839	1,467
WiFi Sessions	not yet avail.	699	699	613	1,346

SOCIAL MEDIA / EMAIL

Facebook followers	4,862	n/a	4,835	4,768	n/a
Instagram followers	2,777	n/a	2,760	2,587	n/a
Twitter followers	912	n/a	914	990	n/a
YouTube subscribers	406	n/a	408	393	n/a
YouTube unique viewers	256	n/a	230	269	n/a
YouTube views	325	608	283	463	826
Email newsletter subscribers	5,950	n/a	5,924	5,559	n/a

See monthly Hootsuite report for additional social media statistics

FINANCIAL

See monthly Budget to Actual report

ELECTRONIC RESOURCES

Kanopy plays	546	1,229	683	413	705
Kanopy cost	\$ 521	\$ 1,080	559	\$ 440	794
Kanopy average cost/play	\$ 0.95	\$ 0.88	\$ 0.82	\$ 1.07	\$ 1.13

SERVICE DESK INQUIRIES

Ready Reference	703	1,400	697	525	1,182
Reference	147	260	113	86	173
Technology Assistance	235	423	188	194	347

FACILITIES

Conference Room - Bookings	55	106	51	49	102
Conference Room - Hours Available	234	464	230	218	453
Conference Room - Hours Booked	87	172	85	77	156
Conference Room - Occupancy Pctg	37.2%	37.1%	37.0%	35.3%	34.4%

Community Room - Bookings	44	88	44	42	86
Community Room - Hours Available	234	464	230	218	453
Community Room - Hours Booked	90	160	70	75	157
Community Room - Occupancy Pctg	38.5%	34.5%	30.4%	34.4%	34.7%

LIBRARY PROGRAM STATS -August, 2025

DATE	PROGRAM	PRIMARY AGE GROUP	FORMAT	TOTAL ATTENDANCE/ENGAGEMENT
8/1/2025	First Fridays Arts & Culture Samurai in the Oregon	Ages 18+	Live/Hybrid-Onsite	10
8/2/2025	Needle Felting with LeBrie	Ages 18+	Live/Hybrid-Onsite	17
8/3/2025	Embroidery Workshop Grandmother's Fan	Ages 18+	Live/Hybrid-Onsite	15
8/5/2025	Genealogy Interest Group	Ages 18+	Live/Hybrid-Onsite	6
8/5/2025	National Night Out	General Interest	Live/Hybrid-Offsite	250
8/5/2025	Weekly Storytime	Ages 0-5	Live/Hybrid-Onsite	31
8/6/2025	Art Lab Session A DIY Tic-Tac-Toe	Ages 0-5	Live/Hybrid-Onsite	22
8/6/2025	Art Lab Session B DIY Tic-Tac-Toe	Ages 0-5	Live/Hybrid-Onsite	17
8/7/2025	Level Up Gaming Afternoon (Teens & Young Adults)	Ages 18-25	Live/Hybrid-Onsite	6
8/7/2025	One-on-One with a Financial Advisor	Ages 18+	Live/Hybrid-Onsite	3
8/7/2025	Weekly Storytime	Ages 0-5	Live/Hybrid-Onsite	35
8/8/2025	Oregon City Writers Group	Ages 18+	Live/Hybrid-Onsite	8
8/9/2025	LEGO Lab 10:30	Ages 0-5	Live/Hybrid-Onsite	15
8/9/2025	LEGO Lab 11:30	Ages 6-11	Live/Hybrid-Onsite	3
8/9/2025	McLoughlin Neighborhood Sale	General Interest	Live/Hybrid-Onsite	102
8/9/2025	New Classics Adult Book Discussion	Ages 18+	Live/Hybrid-Onsite	3
8/11/2025	B.A.M. LEGO Lab	Ages 18+	Live/Hybrid-Onsite	22
8/11/2025	B.A.M. Movie Matinee	Ages 18+	Live/Hybrid-Onsite	17
8/12/2025	Weekly Storytime	Ages 0-5	Live/Hybrid-Onsite	34
8/13/2025	Red Yarn Concert	Ages 0-5	Live/Hybrid-Onsite	169
8/13/2025	Young Teen Craft Lab 8-Bit Mosaic Coasters	Ages 10-14	Live/Hybrid-Onsite	3
8/14/2025	Library at Pioneer	Ages 18+	Live/Hybrid-Offsite	17
8/14/2025	Weekly Storytime	Ages 0-5	Live/Hybrid-Onsite	17
8/16/2025	Art Gym	Ages 18+	Live/Hybrid-Onsite	10
8/17/2025	August Creative Kits	General Interest	Self-Directed	296
8/17/2025	Tomato Tasting & Seed Saving	Ages 18+	Live/Hybrid-Onsite	12
8/17/2025	Yarn Enthusiasts Society	Ages 18+	Live/Hybrid-Onsite	7
8/19/2025	Book Discussion: Big Jim & James [online]	Ages 18+	Live-Virtual ONLY	1
8/20/2025	Art Lab Session A Dragon Sculptures	Ages 0-5	Live/Hybrid-Onsite	23
8/20/2025	Art Lab Session B Dragon Sculptures	Ages 0-5	Live/Hybrid-Onsite	21
8/20/2025	B.A.M. Online Trivia	Ages 18+	Live-Virtual ONLY	4
8/21/2025	One-on-One with a Financial Advisor	Ages 18+	Live/Hybrid-Onsite	3
8/21/2025	Water Balloon Party (12-18)	Ages 12-18	Live/Hybrid-Onsite	8
8/22/2025	Oregon City Writers Group	Ages 18+	Live/Hybrid-Onsite	8
8/24/2025	POSTPONED Giant Yard Games in the Library Park	Ages 0-5	Live/Hybrid-Onsite	0
8/24/2025	POSTPONED Summer Reading Party DJ	Ages 18+	Live/Hybrid-Onsite	0
8/25/2025	B.A.M. Academy	Ages 18+	Live/Hybrid-Onsite	12
8/25/2025	B.A.M. Movability	Ages 18+	Live/Hybrid-Onsite	12
8/26/2025	Fireside Book Chat	Ages 18+	Live/Hybrid-Offsite	5
8/28/2025	Book Chat at Gilman Grove	Ages 18+	Live/Hybrid-Offsite	5
8/28/2025	OCSO Clothes Closet Outreach	Ages 6-11	Live/Hybrid-Offsite	200
8/29/2025	Book Discussion: Big Jim & James	Ages 18+	Live/Hybrid-Onsite	5
8/31/2025	August Scavenger Hunt	Ages 6-11	Self-Directed	129
8/31/2025	August Vending Machine	Ages 6-11	Self-Directed	654
8/31/2025	Chess Drop-In	General Interest	Live/Hybrid-Onsite	9
8/31/2025	Community Puzzle - Aug	Ages 18+	Self-Directed	199
8/31/2025	Critter Quest - Aug	General Interest	Self-Directed	492
8/31/2025	Lobby Art Gallery - Aug	General Interest	Self-Directed	185
	Total Programs	48	Total Participation	3122



Library Board Report

Aug 01 - Aug 31, 2025

Fans	New Fans 21 new fans	Posts 65 posts	Engagement > Type No data
Post Reach 19,211 people	Top posts > Reach Oregon City Public Library <u>Aug 06, 00:38</u> Hello OC! We are down here at End of the Oregon Trail for National Night Out! Oregon City Police City of Oregon City Parks and 1,311 reach	Oregon City Public Library <u>Aug 04, 02:00</u> 49,792 items were checked out or renewed during the month of July. 1,180 reach	Oregon City Public Library <u>Aug 11, 15:00</u> YES! We love fiber arts! Please join us for our Yarn Enthusiasts Society crochet & fiber arts meetup. This group is facilitated by a local 975 reach
Post Likes 270 likes	Top posts > Reactions Oregon City Public Library <u>Aug 04, 02:00</u> 49,792 items were checked out or renewed during the month of July. 42 likes and reactions	Oregon City Public Library <u>Aug 06, 00:38</u> Hello OC! We are down here at End of the Oregon Trail for National Night Out! Oregon City Police City of Oregon City Parks and 26 likes and reactions	Oregon City Public Library <u>Aug 13, 18:36</u> (Post with no description) 15 likes and reactions
Followers	New followers 36 followers	Profile visits 0 views	Website clicks 0 website taps
Posts 66 posts	Top Posts > Reach oregoncitylibrary <u>Aug 24, 16:00</u> The library will open at 3pm Thursday, August 28 for a staff in-service day. The library will be closed Monday, September 1 517 reach	oregoncitylibrary <u>Aug 16, 02:00</u> Water Balloon Party Join us in the Library Park for a laid-back water balloon extravaganza. Limited capacity, pre- 483 reach	oregoncitylibrary <u>Aug 13, 17:56</u> Red Yarn! 469 reach

Post engagement

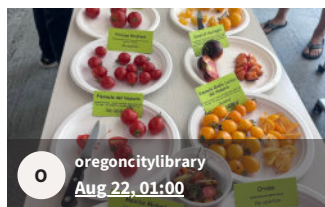
575
engagements

 Top posts > Likes



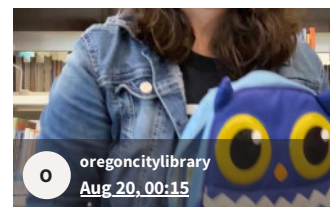
Art lab attendees continue to impress! They used Model Magic and sequins to create their favorite magical beings.

31 likes



So many options at Sunday's Tomato Tasting & Seed Saving event! Thank you everyone for tasting, rating, attending, and chatting! Big

28 likes



Summer Reading is almost over, which means it's time to make sure you have everything you need for the new school

25 likes

 Followers

 **Tweets**

45
tweets

Mentions

0 mentions

Engagement > Type

Likes **6**

Quote tweets 0

Replies 0

Retweets 0

 Top tweets > Engagements



Hello OC! We are down here at End of the Oregon Trail for National Night Out!

<https://twitter.com/ORCityLibrary/status/1952891933501636>

7 engagements



The library will open at 3pm Thursday, August 28 for a staff in-service day. The library will be closed Monday, September 1 for Labor Day.

2 engagements



Big Jim & James book online discussion Wednesday, September 3 at 6:00 PM. We will be discussing the books James by Percival Everett and Big Jim & the White Boy by

1 engagements

Report sources

Analytics

Facebook Pages

 Oregon City Public Library

Twitter

 @ORCityLibrary

Instagram Business

 oregoncitylibrary



Biennium Budget Report Y1 by Category

through 08/2025

	2025-2026 Budget	August 2025-2026 Month Activity	2025-2026 Year Activity	2025-2026 Encumbrance	Year 1 Difference	2026-2027 Budget	2026-2027 Year Activity	Biennium Difference
4 - Revenue								
43 - Intergovernmental Revenues	2,966,900.00	0.00	0.00	0.00	2,966,900.00	3,020,600.00	0.00	5,987,500.00
44 - Charges for Services	5,400.00	754.25	1,200.65	0.00	4,199.35	5,400.00	0.00	9,599.35
47 - Miscellaneous Income	333,600.00	18,255.12	33,548.79	0.00	300,051.21	311,500.00	0.00	611,551.21
49 - Other Financing Sources	317,600.00	26,466.67	52,933.34	0.00	264,666.66	325,200.00	0.00	589,866.66
4 - Revenue Totals:	3,623,500.00	45,476.04	87,682.78	0.00	3,535,817.22	3,662,700.00	0.00	7,198,517.22
5 - Expense								
51 - Salaries and Wages	1,513,400.00	108,639.11	222,095.93	0.00	1,291,304.07	1,598,400.00	0.00	2,889,704.07
52 - Benefits	1,035,500.00	74,540.21	149,104.75	0.00	886,395.25	1,084,900.00	0.00	1,971,295.25
60 - Professional & Technical Services	8,100.00	0.00	0.00	0.00	8,100.00	19,800.00	0.00	27,900.00
61 - Repair & Maintenance Services	203,600.00	14,367.28	19,557.57	3,427.00	180,615.43	212,800.00	0.00	393,415.43
62 - Other Services	3,300.00	0.00	0.00	294.67	3,005.33	3,300.00	0.00	6,305.33
63 - Employee Costs	7,200.00	64.00	64.00	436.00	6,700.00	7,200.00	0.00	13,900.00
64 - Operating Materials & Supplies	297,500.00	17,053.84	30,853.84	30,747.04	235,899.12	298,200.00	0.00	534,099.12
65 - Office & Administrative Supplies	36,400.00	4,133.28	4,935.92	0.00	31,464.08	39,800.00	0.00	71,264.08
66 - Special Programs	68,000.00	4,753.11	8,619.45	1,465.72	57,914.83	68,000.00	0.00	125,914.83
68 - Community Programs and Grants	800.00	99.81	125.80	0.00	674.20	800.00	0.00	1,474.20
69 - Internal Service Charges	396,700.00	33,058.33	66,116.66	0.00	330,583.34	404,300.00	0.00	734,883.34
70 - Capital Outlay	535,000.00	0.00	0.00	0.00	535,000.00	0.00	0.00	535,000.00
80 - Debt Service	415,500.00	0.00	0.00	0.00	415,500.00	415,500.00	0.00	831,000.00
98 - Transfers	15,000.00	1,250.00	2,500.00	0.00	12,500.00	15,000.00	0.00	27,500.00
5 - Expense Totals:	4,536,000.00	257,958.97	503,973.92	36,370.43	3,995,655.65	4,168,000.00	0.00	8,163,655.65



CITY OF OREGON CITY

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

Staff Report

To:	Library Board	Agenda Date:	September 24, 2025
From:	Greg Williams, Library Director		

SUBJECT:

Upcoming Library Board Vacancies

STAFF RECOMMENDATION:

n/a - Discussion only

EXECUTIVE SUMMARY:

Appointments for two current Library Board members (Larry Osborne and Laurie Sponaugle) expire at the end of the calendar year. The Library Director will review the anticipated processes and timelines for recruitment, interviews, and Library Board recommendations. The Library Board will also review and update interview questions they plan to ask during candidate interviews.

BACKGROUND:

Per Oregon City Municipal Code (OCMC), the terms of two current Library Board members will expire at the end of the calendar year (12/31/25). Larry Osborne (City Representative) has served two full terms and, per OCMC, would not be eligible to be appointed for a third consecutive term). Laurie Sponaugle (At Large Representative) has served a partial term and, per OCMC, would be eligible to serve up to two additional full terms (if she were to apply and be appointed).

Per OCMC 2.44.030, City Representative positions shall be filled by residents of the City of Oregon City. The At Large position may be filled either a City resident or a resident of the unincorporated area of the Oregon City Public Library Service Area. If an applicant qualifies for more than position, the Library Board may recommend the position to which an applicant should be appointed.

The City has begun recruitment for these upcoming vacancies. Applicants may submit their applications online at: <https://onboard.orcity.org/application/>

The anticipated process and proposed timeline for the recruitment is as follows:

- Applications for vacant positions will be accepted through Thursday, December 4th.
- The Library Board will hold their regular December meeting on Wednesday, 12/10 (2nd Wednesday of the month, instead of the usual 4th Wednesday). At this meeting, the Library Board will interview eligible applicants. The Mayor will be invited to observe and/or participate in the interviews.

- After conducting interviews, the Library Board will make ranked appointment recommendations. These recommendations will be provided to the Mayor.
- The Mayor will make final appointment decisions.

In the past, the Library Board has typically asked a series of questions as part of the interview process. The questions used in last year's interviews are included in this packet. The Library Director would encourage the Library Board to review the questions and to propose/discuss any changes which might be needed or desired.

NEXT STEPS:

OPTIONS:

n/a - Discussion Only

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:	September 24, 2025
From:	Greg Williams, Library Director		

SUBJECT:

"All Booked Up" Partnership with Oregon City School District

STAFF RECOMMENDATION:

n/a - Informational update

EXECUTIVE SUMMARY:

Staff from Youth Services will present an overview of a new partnership with the Oregon City School District called "All Booked Up."

BACKGROUND:

Youth Services Librarian 2 Barratt Miller and Youth Services Librarian 1 Jessica Migliorini will share information on a new partnership between the Library and the Oregon City School District (OCSD) called "All Booked Up." The partnership supports OCSD's "Here for It" campaign as well as the Library's strategic focus of creating and supporting young readers by connecting literacy, family engagement, and school attendance for student success.

NEXT STEPS:

OPTIONS:

n/a - Informational update