



CITY OF OREGON CITY LIBRARY BOARD AGENDA

Conference Room (2nd Floor), Oregon City Public Library, 606 John Adams St, Oregon City
Wednesday, August 26, 2026 at 5:00 PM

Ways to participate in this public meeting:

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

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

• Register to provide electronic testimony (email dbutcher@orccity.org by 3:00 PM on the day of the meeting to register)

• Email dbutcher@orccity.org (deadline to submit written testimony via email is 3:00 PM on the day of the meeting)

1. CALL TO ORDER AND ROLL CALL

2. APPROVAL OF MINUTES

- July 22, 2026 Library Board Minutes

3. LIBRARY DIRECTOR'S REPORT

- Biennium Budget Report Y2 by Category July 2026
- July 2026 General Statistics
- July 2026 Programming Statistics
- Staff Report

4. PUBLIC COMMENTS

Please see the public comment guidelines below.

5. DISCUSSION ITEMS

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@orccity.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@orccity.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.cityoforegoncity.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, July 22, 2026 at 5:00 PM

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

CALL TO ORDER

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

ROLL CALL

Members Present: Cynthia Andrews, Bill Carton, and Rachael Pandzik were present in person. Heidi Blackwell was present via Zoom. Christine Boatman and Lisa Oreskovich had excused absences.

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

APPROVAL OF MINUTES

1. Minutes of the June 24, 2026 Regular Meeting

Bill Carton moved to approve the Minutes of the June 24, 2026 Regular Meeting as submitted; Rachael Pandzik seconded. Cynthia Andrews, Heidi Blackwell, Bill Carton, and Rachael Pandzik voted aye. The motion carried.

LIBRARY DIRECTOR'S REPORT

2. June 2026 General Report and Statistics

Morgan Sohl provided updates on the Outreach Vehicle, the migration to fine free and autorenewals, and book lockers.

3. June 2026 Programming Statistics

Discussion and questions about program attendance and the development of an outreach plan occurred. Morgan shared updates on the Children's Librarian, On Call, and Library Services Manager positions, and delineated the duties of the two Manager positions. A request was made to have a report on 1000 Books Before Kindergarten at a future meeting. Filling the vacant Board position was discussed.

4. June 2026 Social Media Statistics

Morgan presented the month's social media metrics.

PUBLIC COMMENTS

None.

DISCUSSION ITEMS

None

COMMUNICATIONS

Friends Of the Library- Touch a Truck was a success, Friends were supporting a genre exploration initiative to increase interest in chapter books in elementary schoolers, and a review of accounting software was underway. A discussion on the genre exploration program resulted in a request for a future presentation.

Foundation- Agreed to support genre exploration program. The formal fundraiser was paused until more information about book lockers and the Outreach Vehicle solidified; the eventual event would be informational and relational in focus. Sunsetting of Foundation's participation of the Dolly Parton Imagination Library was complete; some funds were returned to the Foundation.

Library District Advisory Committee (LDAC)- Bill attended first meeting; nothing new to report. Bill offered to summarize and share materials concerning the operation of LDAC with the Board at a later meeting.

Because Accessibility Matters (BAM)-No report.

Teen Advisory Committee (TAC)-Recruitment was open for both Young Teen and Teen Advisory Committees.

Heidi Blackwell reminded the Board of First City.

ADJOURNMENT

Cynthia Andrews adjourned the meeting at 5:45 pm.



CITY OF OREGON CITY

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

Staff Report

To: Library Board

Agenda Date: August 26, 2026

From:

SUBJECT:

Biennium Budget Report Y2 by Category July 2026

STAFF RECOMMENDATION:

EXECUTIVE SUMMARY:

BACKGROUND:

NEXT STEPS:

OPTIONS:



Biennium Budget Report Y2 by Category

	2025-2026 Budget	2025-2026 Balance	Year 1 Difference	2026-2027 Budget	July 2026-2027 Activity	2026-2027 Balance	2026-2027 Encumbrance	Biennium Difference
4 - Revenue								
43 - Intergovernmental Revenues	2,966,900.00	3,126,917.38	(160,017.38)	3,020,600.00	0.00	0.00	0.00	2,860,582.62
44 - Charges for Services	5,400.00	7,836.00	(2,436.00)	5,400.00	745.55	745.55	0.00	2,218.45
47 - Miscellaneous Income	333,600.00	361,650.17	(28,050.17)	311,500.00	26,073.64	26,073.64	0.00	257,376.19
49 - Other Financing Sources	317,600.00	317,600.00	0.00	325,200.00	27,100.00	27,100.00	0.00	298,100.00
4 - Revenue Totals:	3,623,500.00	3,814,003.55	(190,503.55)	3,662,700.00	53,919.19	53,919.19	0.00	3,418,277.26
5 - Expense								
51 - Salaries and Wages	1,513,400.00	1,416,213.00	97,187.00	1,598,400.00	118,810.45	118,810.45	0.00	1,576,776.55
52 - Benefits	1,035,500.00	959,920.93	75,579.07	1,084,900.00	81,834.41	81,834.41	0.00	1,078,644.66
60 - Professional & Technical Services	8,100.00	619.00	7,481.00	19,800.00	0.00	0.00	0.00	27,281.00
61 - Repair & Maintenance Services	203,600.00	154,815.76	48,784.24	212,800.00	4,674.20	4,674.20	11,036.16	245,873.88
62 - Other Services	3,300.00	22,567.26	(19,267.26)	3,300.00	0.00	0.00	361.39	(16,328.65)
63 - Employee Costs	7,200.00	4,159.02	3,040.98	7,200.00	0.00	0.00	300.00	9,940.98
64 - Operating Materials & Supplies	297,500.00	273,508.10	23,991.90	298,200.00	13,483.88	13,483.88	30,782.03	277,925.99
65 - Office & Administrative Supplies	36,400.00	31,845.28	4,554.72	39,800.00	2,501.25	2,501.25	1,335.00	40,518.47
66 - Special Programs	68,000.00	69,210.86	(1,210.86)	68,000.00	6,443.16	6,443.16	4,044.91	56,301.07
68 - Community Programs and Grants	800.00	876.84	(76.84)	800.00	0.00	0.00	0.00	723.16
69 - Internal Service Charges	396,700.00	396,700.00	0.00	404,300.00	33,691.66	33,691.66	0.00	370,608.34
70 - Capital Outlay	535,000.00	270,610.07	264,389.93	0.00	5,870.23	5,870.23	79,510.63	179,009.07
80 - Debt Service	415,500.00	415,370.38	129.62	415,500.00	0.00	0.00	0.00	415,629.62
98 - Transfers	15,000.00	15,000.00	0.00	15,000.00	1,250.00	1,250.00	0.00	13,750.00
5 - Expense Totals:	4,536,000.00	4,031,416.50	504,583.50	4,168,000.00	268,559.24	268,559.24	127,370.12	4,276,654.14



CITY OF OREGON CITY

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

Staff Report

To: Library Board

Agenda Date: August 26, 2026

From:

SUBJECT:

July 2026 General Statistics

STAFF RECOMMENDATION:

EXECUTIVE SUMMARY:

BACKGROUND:

NEXT STEPS:

OPTIONS:

Oregon City Public library
Monthly Statistical Report
Reporting period: July, 2026

PATRON STATISTICS

	Current Month	FY 26/27 YTD	Last Month	Same Month Last FY	FY 25/26 YTD
New Patron Registrations	599	599	300	299	299
Total Registered Patrons	27,591	27,591	26,952	23,925	23,925
Library Visitors (Ins)	15,460	15,460	14,775	14,512	14,512
Library Visitors (Outs)	15,059	15,059	14,489	14,224	14,224

CIRCULATION (includes 1st-time circ and renewals)

Adult materials	15,943	15,943	15,025	16,909	16,909
YA materials	2,455	2,455	2,165	2,549	2,549
Children's materials	19,958	19,958	19,228	19,798	19,798
Electronic materials	12,180	12,180	11,713	10,536	10,536
Total Circulation	50,536	50,536	48,131	49,792	49,792

1st Time Circulation (Physical)	23,161		23,161		22,512		24,564		24,564	
1st Time Circulation (Self-Check)	20,444	88.3%	20,444	88.3%	19,868	88.3%	21,837	88.9%	21,837	88.9%

Holds received from other libraries	13,091	52.6%	13,091	52.6%	12,369	50.9%	13,840	53.1%	13,840	53.1%
Holds sent to other libraries	11,793	47.4%	11,793	47.4%	11,931	49.1%	12,229	46.9%	12,229	46.9%

CIRCULATION DEMOGRAPHICS

Borrowers - City Residents	1,952	56.9%	n/a	1,926	56.8%	1,962	57.2%	n/a
Borrowers - Unincorporated Residents	1,204	35.1%	n/a	1,170	34.5%	1,179	34.4%	n/a
Borrowers - Other	274	8.0%	n/a	297	8.8%	289	8.4%	n/a

Service Area Pop - City	38,029	62.2%	n/a	38,029	62.2%	38,029	62.2%	n/a
Service Area Pop - Unincorporated	23,099	37.8%	n/a	23,099	37.8%	23,099	37.8%	n/a

TECHNOLOGY

Internet Sessions	826	826	873	746	746
WiFi Sessions	917	917	1,050	699	699

SOCIAL MEDIA / EMAIL

Facebook followers	-	n/a	5,615	4,835	n/a
Instagram followers	-	n/a	2,935	2,760	n/a
Twitter followers	-	n/a	902	914	n/a
YouTube subscribers	-	n/a	422	408	n/a
YouTube unique viewers	-	n/a	265	230	n/a
YouTube views	-	-	412	283	283
Email newsletter subscribers	-	n/a	3,966	5,924	n/a

See monthly Hootsuite report for additional social media statistics

FINANCIAL

See monthly Budget to Actual report

ELECTRONIC RESOURCES

Kanopy plays	551	551	621	683	683
Kanopy cost	\$ 578	\$ 578	479	\$ 559	559
Kanopy average cost/play	\$ 1.05	\$ 1.05	\$ 0.77	\$ 0.82	\$ 0.82

SERVICE DESK INQUIRIES

Ready Reference	627	627	923	697	697
Reference	50	50	76	113	113
Technology Assistance	210	210	181	188	188

FACILITIES

Conference Room - Bookings	-	-	55	51	51
Conference Room - Hours Available	-	-	224	230	230
Conference Room - Hours Booked	-	-	95	85	85
Conference Room - Occupancy Pctg	#DIV/0!	#DIV/0!	42.4%	37.0%	37.0%

Community Room - Bookings	-	-	54	44	44
Community Room - Hours Available	-	-	224	230	230
Community Room - Hours Booked	-	-	88	70	70
Community Room - Occupancy Pctg	#DIV/0!	#DIV/0!	39.3%	30.4%	30.4%



CITY OF OREGON CITY

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

Staff Report

To: Library Board

Agenda Date: August 26, 2026

From:

SUBJECT:

July 2026 Programming Statistics

STAFF RECOMMENDATION:

EXECUTIVE SUMMARY:

BACKGROUND:

NEXT STEPS:

OPTIONS:

LIBRARY PROGRAM STATS -July, 2026

DATE	PROGRAM	PRIMARY AGE GROUP	FORMAT	TOTAL ATTENDANCE/ENGAGEMENT
7/1/2026	Art Lab Session A Gnome Homes	Ages 6-11	Live/Hybrid-Onsite	36
7/1/2026	Art Lab Session B Gnome Homes	Ages 6-11	Live/Hybrid-Onsite	31
7/1/2026	Music & Movement 5-Week Class	Ages 0-5	Live/Hybrid-Onsite	10
7/1/2026	OCSO Summer School Open House	Ages 6-11	Live/Hybrid-Offsite	64
7/1/2026	Summer Concert Series My Voice Music	General Interest	Live/Hybrid-Onsite	45
7/2/2026	Elevated Readers Discussion	Ages 18+	Live/Hybrid-Onsite	14
7/2/2026	Oregon Coast Aquarium Amazon Rainforest	Ages 0-5	Live/Hybrid-Onsite	27
7/2/2026	Weekly Storytime	Ages 0-5	Live/Hybrid-Onsite	28
7/5/2026	Embroidery Workshop Felt Guardian Hawk	Ages 18+	Live/Hybrid-Onsite	25
7/5/2026	Teen Sunday Afternoon Movie: Night at the Museum	Ages 12-18	Live/Hybrid-Onsite	3
7/6/2026	Baby Dance Party	Ages 0-5	Live/Hybrid-Onsite	45
7/7/2026	Genealogy Interest Group	Ages 18+	Live/Hybrid-Onsite	10
7/7/2026	Weekly Storytime	Ages 0-5	Live/Hybrid-Onsite	35
7/8/2026	Summer Concert Series I Portland Opera a la Cart	General Interest	Live/Hybrid-Onsite	154
7/8/2026	Touch-a-Truck	General Interest	Live/Hybrid-Onsite	941
7/8/2026	Young Teen Garden Treasure Hunt	Ages 10-14	Live/Hybrid-Onsite	11
7/9/2026	Library at Pioneer	Ages 18+	Live/Hybrid-Offsite	21
7/9/2026	Weekly Storytime	Ages 0-5	Live/Hybrid-Onsite	26
7/10/2026	Oregon City Writers Group	Ages 18+	Live/Hybrid-Onsite	4
7/11/2026	LEGO Lab	Ages 6-11	Live/Hybrid-Onsite	3
7/13/2026	B.A.M. LEGO Lab	Ages 18+	Live/Hybrid-Onsite	18
7/13/2026	B.A.M. Movie Matinee	Ages 18+	Live/Hybrid-Onsite	23
7/14/2026	Bee Amazed	Ages 0-5	Live/Hybrid-Onsite	28
7/14/2026	Piece Keepers Puzzle Club	Ages 18+	Live/Hybrid-Onsite	7
7/14/2026	Weekly Storytime	Ages 0-5	Live/Hybrid-Onsite	35
7/15/2026	Art Lab Session A Dried Flower Collages	Ages 6-11	Live/Hybrid-Onsite	28
7/15/2026	Art Lab Session B Dried Flower Collages	Ages 6-11	Live/Hybrid-Onsite	15
7/15/2026	B.A.M. Trivia	Ages 18+	Live-Virtual ONLY	4
7/15/2026	Short Stories and the Shadows They Cast	Ages 18+	Live/Hybrid-Offsite	16
7/15/2026	Summer Concert Series Portland Taiko	General Interest	Live/Hybrid-Onsite	149
7/15/2026	Yoga Storytime 5-Week Class	Ages 0-5	Live/Hybrid-Onsite	10
7/16/2026	Bonus Storytimes with Special Guest Presenter	Ages 0-5	Live/Hybrid-Onsite	30
7/16/2026	Fireside Chat	Ages 18+	Live/Hybrid-Offsite	1
7/16/2026	One-on-One with a Financial Advisor	Ages 18+	Live/Hybrid-Onsite	4
7/16/2026	Young Teen & Teen Tie Dye T-Shirts	Ages 10-14	Live/Hybrid-Onsite	19
7/17/2026	Bonus Storytimes with Special Guest Presenter	Ages 0-5	Live/Hybrid-Onsite	6
7/18/2026	Art Gym	Ages 18+	Live/Hybrid-Onsite	4
7/19/2026	July Creative Kits	General Interest	Self-Directed	284
7/19/2026	Yarn Enthusiasts Society	Ages 18+	Live/Hybrid-Onsite	4
7/20/2026	Baby Gym	Ages 0-5	Live/Hybrid-Onsite	21
7/21/2026	Weekly Storytime	Ages 0-5	Live/Hybrid-Onsite	34
7/22/2026	Summer Concert Series Jane Doe with Ellen Whyte,	General Interest	Live/Hybrid-Onsite	67
7/22/2026	Yoga Storytime 5-Week Class	Ages 0-5	Live/Hybrid-Onsite	19
7/23/2026	Book Chat at Gilman Grove	Ages 18+	Live/Hybrid-Offsite	3
7/23/2026	Papermaking (Teens)	Ages 12-18	Live/Hybrid-Onsite	6
7/23/2026	Tumwata: Native History of Willamette Falls	Ages 18+	Live/Hybrid-Onsite	30
7/23/2026	Weekly Storytime	Ages 0-5	Live/Hybrid-Onsite	29
7/24/2026	Oregon City Writers Group	Ages 18+	Live/Hybrid-Onsite	10
7/24/2026	Red Cross Blood Drive	Ages 18+	Live/Hybrid-Onsite	25
7/26/2026	Chess Drop-In	General Interest	Live/Hybrid-Onsite	8
7/27/2026	B.A.M. Academy Tie Dye	Ages 18+	Live/Hybrid-Onsite	43
7/28/2026	Weekly Storytime	Ages 0-5	Live/Hybrid-Onsite	17
7/29/2026	Garden Games with Kidokinetics Session A	Ages 0-5	Live/Hybrid-Onsite	17
7/29/2026	Garden Games with Kidokinetics Session B	Ages 0-5	Live/Hybrid-Onsite	9
7/29/2026	Yoga Storytime 5-Week Class	Ages 0-5	Live/Hybrid-Onsite	9
7/31/2026	Community Puzzle - July	Ages 18+	Self-Directed	117
7/31/2026	Critter Quest - July	General Interest	Self-Directed	417
7/31/2026	July Scavenger Hunt	Ages 6-11	Self-Directed	201
7/31/2026	Lobby Art Gallery - July	General Interest	Self-Directed	188
	Total Programs	59	Total Attendance	3488



CITY OF OREGON CITY

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

Staff Report

To:	Library Board	Agenda Date:	August 26, 2026
From:	Morgan Sohl, Library Director		

SUBJECT:

Staff Report

STAFF RECOMMENDATION:

EXECUTIVE SUMMARY:

The library has been very active and busy as we wrap up the Summer. There are a few items that I wanted to report on.

1. Statistics

Due to the departure of a staff member, the way in which we receive statistics has been disrupted. You will notice in the statistical report that there are areas where there is no information. We will be investigating if we can find a new way to capture those numbers, but it may be that we need to stop sharing those statistics.

2. Board vacancies and term expirations

The application period has opened for City Boards and Committees. We currently have one vacancy and 2 terms expiring, Cynthia Andrews and Bill Carton. Cynthia is termed out and unable to reapply for 1 year.

In the past, we usually held interviews in November or December. With an outgoing Mayor, the new Mayor-elect will be making the appointments. Once that person is known, they will either attend the interviews or watch the recording.

3. Outreach Vehicle

The final wrap design has been approved, and the vehicle is currently in production with an estimated completion date by the end of August. Denise will be going to Maryland to inspect the vehicle early September, and we should take delivery in Oregon by the end of September. The unveiling will take place on Saturday, October 3rd during the City's annual Fall Fest.

4. Library Services Manager

The first review of applications was completed on August 18th. From those applications, we have selected 8 applicants to invite for first round interviews, which

we plan to hold on September 1st and 2nd via Zoom. We anticipate that 2nd round interviews will take place within a few weeks after.

5. Office construction in the basement

During the addition/renovation in 2016, priority was given to public space, rather than staff. As library services and staff have grown, it has been challenging to create enough workspaces for additional staff. In Fiscal Year 2019/2020, the Library had 6.625 FTE non-managerial benefitted staff. By Fiscal Year 2024/2025, that had increased to 12.55 FTE. With the addition of the Library Services Manager, the need for more private office space has arisen. With the creation of two offices in the basement, the Library Director and Library Operations Manager will move downstairs, allowing the Adult Services Librarians and Library Services Manager to move to the floor with their patrons.

In the 2025/2026 budget, \$73,000 was budgeted for HVAC control upgrades/replacements. The current quote for a software upgrade (which is all Facilities reports is needed) is \$1,543, leaving a savings of \$71,457, which we will use to construct the offices. The current quote is \$62,405.

BACKGROUND:

NEXT STEPS:

OPTIONS: