



City of Oregon City

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

Meeting Agenda Library Board

Wednesday, October 9, 2013

4:30 PM

Commission Chambers

1. **Call to Order**
2. **Approval of the Minutes**
3. **Public Comments**
4. **General Business**
5. **Library Director's Report**
- 5a. [13-580](#) Library Director's Report
 - Sponsors: Library Director Maureen Cole
 - Attachments: [Staff Report](#)
[Statistics for October 2013](#)
6. **Communication**
7. **Future Agenda Items**
8. **Next Regular Meeting - November 13, 2013**
9. **Adjournment**

Public Comments: The following guidelines are given for citizens presenting information or raising issues relevant to the City but not listed on the agenda.

- *Complete a Comment Card prior to the meeting and submit it to the staff member.*
- *When the Chair calls your name, proceed to the speaker table and state your name and city of residence into the microphone.*
- *Each speaker is given 3 minutes to speak. To assist in tracking your speaking time, refer to the timer at the dais.*
- *As a general practice, Oregon City Officers do not engage in discussion with those making comments.*

Agenda Posted at City Hall, Pioneer Community Center, Library, and City Web site(oregon-city.legistar.com).

Video Streaming & Broadcasts: The meeting is streamed live on Oregon City's Web site at www.orcity.org and is available on demand following the meeting.

ADA: City Hall is wheelchair accessible with entry ramps and handicapped parking located on the east side of the building. Hearing devices may be requested from the City staff member prior to the meeting. Disabled individuals requiring other assistance must make their request known 48 hours preceding the

meeting by contacting the City Recorder's Office at 503-657-0891.



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Staff Report

File Number: 13-580

Agenda Date: 10/9/2013

Status: Agenda Ready

To: Library Board

Agenda #: 5a.

From: Library Director Maureen Cole

File Type: Report

SUBJECT:

Library Director's Report

RECOMMENDED ACTION (Motion):

- Foot traffic is 98.5% of last year at this time.
- Circulation is 95% of last year at this time.
- Library2Go is 138% of this time last year.
- Circulation and Library2Go combined is 96.3% of last year at this time.

Other stats:

Facebook Friends: 720

Newsletter subscribers: 638

Programs for last month had the following turnout:

Programs:

- Book Club: 9
- Wii night: 15
- Social Media: 6
- Brooks Robertson: 22
- Conversation Project: 12
- Film: 18

Storytimes:

- Toddler: 6 = 88
- Preschool: 10 = 144
- Family: 3 = 29

October events:

4: First Friday Film-*Ride the Divide*

7: Social Media Monday-Pinterest

17: Author Night at the library with Brian Doyle and Virginia Euwer Wolff

19: Fiddlers at the Library for Spirits of Historic Oregon City

24: Star Wars Halloween Party

Family Storytimes have started on Saturdays.

Eastham School has invited us to give a storytime twice a month for the daycare at Eastham; this will begin in October.

New Building

-Parking: the City Commission approved the Library's request to purchase the parking lot available for sale across the street from the library on the corner of Jefferson and 7th. The lot has about 20 spaces and will cost \$230,000.

-Library Program: 195 people have completed the survey as of 10.4.13. I will leave it up for a bit longer, probably another week, until the focus group for the McLoughlin Neighborhood on 10.13. To date, I have had the following focus groups: Genealogy/History, Parents, Teens, Library Book Group (split into 2 sessions). Each of these was extremely informative, fun, and worth every minute of my time. I have received several wonderful ideas, some that integrated into our current building. I have received valuable insights into staff and services. I may have to keep doing these!

In addition, I created a separate survey just for staff so that I could break out staff input from patron input. We have had a chance to talk about it at one staff meeting as well.

Based on some of this feedback and information from the library about shelving space needed, work stations needed, etc., the architects (THA) and consultants (Cresa) have sent a package of info to the consultant who costs this out.

On November 12, the Library will present this information to the City Commission in a work session. At this time, we hope to bring a revised and refined budget to them so that we are all on the same page prior to taking next steps. Next steps are putting out an RFP for an architect and moving forward with the bond election.

OTHER

-Library Board recruitment: There is one applicant for the city position (Lara Ingham) and one application for the outside-of-city position (Timothy Christopher). Applications are due by October 21. I will work with Nancy Ide to see if Mayor Doug Neeley can join the Library Board at their regular November meeting on November 13 to interview candidates.

-Library Board Meetings with other Boards: I'm working with other department heads to make arrangements for a couple of library board members to visit other advisory boards and commissions.

-New Staff: Because one of our regular staff who has been with us for many years is cutting back to less than 20 hours a week, we opened and hired a 20+ hours a week Library Assistant 1 position. On call Library Assistant Denise Butcher was hired and will start in her new schedule on October 29.

-Meetings: I facilitated the library directors' annual retreat for WCCLS; I attended a luncheon at Multnomah County with futurist Garry Golden, who was in town for staff training; the Library District Advisory Council met at City Hall for one of their twice yearly meetings; the Public Library Division Board met to finalize draft revised Public Library Standards; the Library is working on performance measures and money practices with the Finance Department-next up will be the concept of accepting credit cards.

-New PAC: a new version of the PAC (Public Access Catalog) will start on 10/22. It will look a LOT better.

BACKGROUND:

See above.

BUDGET IMPACT:

See above.



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BACKGROUND:

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BUDGET IMPACT:

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Oregon City Public Library
September Statistical Report
 2014 Fiscal Year

	Current Month	Current Fiscal YTD	Same Month Last Year	Last Fiscal YTD	Difference Between FYTD 2010 & 2011
<u>PUBLIC SERVICES</u>					
Door Count	14912	51,805	15132	51,056	749
<u>Direct Loans to Public</u>					
Adult	25,063	78,143	27,952	88,903	-10760
YA	1,346	4,887		-	4887
Juvenile	12,532	40,779	12,993	41,717	-938
Total	38,941	123,809	40,945	130,620	-6811
<u>Self Check Transactions</u>	6,023	19,204	5,229	19,006	198
<u>Holds</u>					
Received from other libraries	16,030	50,018	15,119	48,877	1141
Sent to other libraries	6,593	20,587	7,519	22,806	-2219
Total	22,623	70,605	22,638	71,683	-1078
<u>Library2Go</u>	1,576	4,701	1,143	3,274	1427
<u>Reference/Information Services</u>					
Patrons Assisted in Children's	197	513	118	354	159
Patrons Assisted in Reference	385	1,853	722	2,166	-313
Patrons Assisted at Check Out	308	572		-	572
Total	890	2,938	840	2,520	418
<u>Programming</u>					
Number of children's programs	19	71	19	59	12
Attendance at children's programs	261	1,472	440	1,670	-198
Number of young adult programs	1	6	1	2	4
Attendance at ya programs	15	88	15	27	61
Number of adult programs	4	8	4	5	3
Attendance at adult programs	67	282	59	66	216
<u>Cultural Passes</u>	30	105	34	120	-15
<u>Patron Registrations</u>	214	626	171	548	78
<u>Public Internet Computer Sessions</u>	1,538	4,625		-	4625
<u>TECHNICAL SERVICES</u>					
<u>Processing</u>					
Materials Added	440	1,198	453	1,202	-4
Materials Withdrawn	253	626	335	1,055	-429
<u>Volunteer Hours</u>	369	795	445	854	-59

RECEIPTS

Fines	\$ 3,013.31	\$ 9,027.07	\$ 1,835.35	\$ 8,291.04	
Donations and Replacements	113.94	600.46	49.70	497.00	103.46
Photocopies	117.89	292.76	50.86	212.10	80.66
Other	245.75	698.55	165.20	632.30	66.25
<u>Total Receipts</u>	\$ 3,490.89	\$ 10,618.84	\$ 2,101.11	\$ 9,632.44	