



CITY OF OREGON CITY

LIBRARY BOARD REGULAR MEETING

AGENDA

Community Room (1st Floor), Oregon City Public Library, 606 John Adams St, Oregon City

Wednesday, May 25, 2022 at 5:00 PM

Remote participation for this meeting is also available via Zoom; please contact dbutcher@orc.org for the meeting link.

CALL TO ORDER

ROLL CALL

APPROVAL OF MINUTES

- [1.](#) Review and approve minutes from the February 9, 2022 meeting.
- [2.](#) Review and approve minutes from the April 13, 2022 meeting.

LIBRARY DIRECTOR'S REPORT

- [3.](#) The Library Director will share his February, 2022 report.

PUBLIC COMMENTS

Citizens are allowed up to 3 minutes to present information relevant to the City but not listed as an item on the agenda. Prior to speaking, citizens shall complete a comment form and deliver 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. The Library Board Officers do not generally engage in dialog with those making comments but may refer the issue to the City Manager.

DISCUSSION ITEMS

- [4.](#) Library Facility Condition Assessment

COMMUNICATIONS

5. Tactical Plan Committee update.

FUTURE AGENDA ITEMS

- [6.](#) Review, discuss, and prioritize future agenda items.

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 to the Library Operations Manager at least 48 hours prior to the meeting; please contact Denise Butcher (dbutcher@orccity.org, 503-657-8269, x1028) for more information.

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, 503-657-8269, x1028.).

Agenda Posted at City Hall, Pioneer Community Center, Library, City Website.

Regular meetings and work sessions of the full Library Board are generally streamed live on Oregon City's website at www.orccity.org and available on demand following the meeting. Most meetings of the full Library Board may also be viewed on Willamette Falls Television channel 28 as a rebroadcast; please contact WPMC at 503-650-0275 for a programming schedule. Meetings of Library Board committees are generally not streamed/rebroadcast.



CITY OF OREGON CITY LIBRARY BOARD MINUTES

Virtual Meeting

Wednesday, February 9, 2022 at 5:30 PM

This meeting will be held online via Zoom; please contact dbutcher@orccity.org for the meeting link.

CALL TO ORDER

David Goldberg called the meeting to order at 5:32 pm.

ROLL CALL

Members Present: David Goldberg, Cynthia Andrews, Heidi Blackwell, Nick Dierckman, Kari Linder, Elizabeth Zinter

It was noted that Larry Osborne had an excused absence.

Staff Present: Greg Williams, Library Director, Denise Butcher, Library Operations Manager

APPROVAL OF THE MINUTES

1. Cynthia Andrews made a motion to accept the November 10 and January 12 Library Board Meeting minutes and the January 12 Library Board Work Session minutes without changes. Nick Dierckman seconded the motion. David Goldberg, Cynthia Andrews, Heidi Blackwell, Nick Dierckman, Kari Linder, and Elizabeth Zinter voted aye. The motion carried.

AGENDA DISCUSSION

2. David Goldberg noted that there was a request for public comment and offered to rearrange the agenda to allow for public comment early out of consideration for the member of the public's time and the typical length of the Library Director's Report. Community Member Penny Simpson was admitted to the meeting. Denise Butcher asked Penny to state her name, city of residency, and told her that she would have three minutes to speak.

Penny Simpson stated her name as Penny Simpson, city of residence as Oregon City, and stated that she did not want to speak, but wanted to watch the meeting. Penny asked if she could present later. David asked for clarification on presentation subject matter and timing. Penny stated that she meant later in the meeting after others had spoken. David said that the Library Director's Report could proceed and that Penny could speak afterwards.

LIBRARY DIRECTOR'S REPORT

3. Greg Williams highlighted the addition of the reference question statistic, explained that this statistic provided information about the types of inquiries staff receive, and shared the expectation that this data would be included in the monthly report going forward. Greg noted that January's circulation and foot traffic numbers were the highest since the library reopened in July 2021 and was accompanied by higher internet and Wi-Fi usage. Greg mentioned that in January, several staff members had tested positive for COVID; the staff members have since recovered, but the library continues to experience staffing challenges brought on by illness and exposure-related absences.

Nick Dierckman stated that the statistics defaulted to a one year comparison, acknowledged that 2020's data was not typical, and wondered if it would be possible to compare this year's statistics to 2019's statistics to better gauge the library's numbers. Greg said that he would prepare those numbers for the next meeting and offered a reminder that the foot traffic counts may not be directly comparable due to the difficulty with the people counters that was ongoing in 2019.

Greg shared that the library had been awarded \$4,800 workforce development grant from the State Library of Oregon and recognized Larry Osborne for his work on the grant application. Greg anticipated the money would fund teleconferencing equipment for the meeting rooms to provide patrons a more connected experience.

Greg introduced Barratt Miller, Youth Services Librarian, and stated that she had enrolled in a course called Touchpoints in Libraries, thanked Elizabeth Zinter for the information that led to Barratt's enrollment, and invited Barratt to speak about the program.

Barratt said the program was designed to promote strong relationships between professionals and parents of children birth to age 5 with a focus on library, educational, and health care settings. Cynthia Andrews pointed out that this program seemed to pair nicely with the Thousand Books Before Kindergarten program. Barratt agreed.

David Goldberg asked if this was the program run by Dr. Brazleton. Barratt and Elizabeth said yes. David asked if there might be a future library program directed at parents that might come out of the training. Barratt thought the most immediate application of the tools and strategies would be the way it informed staff training. Barratt recommended the book Dr. Brazleton wrote on Touchpoints for anyone seeking more information.

Greg shared that the McLoughlin Memorial Association had loaned a scale model of the McLoughlin House for display in the Carnegie section of the library. Greg said there would be interpretive materials forthcoming and patron feedback was positive.

Greg noted that the Thousand Books Before Kindergarten program launched in January.

Greg said Denise Butcher and Sabrina Tusing participated in Tumwater Middle School's Vacant Lot Event, wherein a class of eighth graders developed and pitched ideas for the use of the city owned vacant lot located near the Kentucky Fried Chicken and bus depot. Denise shared that one of the ideas was to turn it into a golf course with holes based on local historical sites while other proposals included outdoor performance spaces and food cart clusters.

Greg shared that Barratt had been invited to participate in the Oregon City Public School curriculum review for language arts. Greg spoke to the close relationship between Oregon City Public Schools and the library and the desire to be in concert and support their curriculum with programming and resources. David spoke to the importance of early literacy and the results of early extra assistance.

Greg discussed the outreach program to River Terrace Memory Care. The program started in January. Jen Giovanetti had provided materials that could be accessed by people with memory issues, experiencing cognitive decline, and/or barriers to accessing the materials at the library.

Greg reported that Libraries in Clackamas County (LINCC) received the first library district distribution, which usually arrived in late January and on average represented around 93% of the total annual distribution. Greg felt that the amount of the distribution was very close to what had been budgeted. The second distribution was expected in June. Greg shared that the next year's projections from the County had been released and were also very close to what the City had budgeted.

Greg shared online comments speaking positively of the staff. Cynthia agreed and stated that the staff's acknowledgement of patrons was a welcome recognition of common humanity and personhood. David seconded this assessment and shared his own positive interactions. Elizabeth thirded this assessment and lauded the children's librarians. Heidi Blackwell spoke positively about the Black Pioneers program, as did Cynthia.

David Goldberg asked if there were any questions about the Director's Report. Heidi observed the young adult numbers were far lower than the numbers for children and adults and wondered if soliciting input from teens might help bolster the numbers.

PUBLIC COMMENTS

Penny Simpson stated that she had been a resident of Oregon City for much of her life and was considering leaving part of her estate to the Library Foundation. Penny stated that she was seeking to understand how responsive the library was to community values, expressed concern with materials she had found in the children's section, and asked what the process was for a patron to challenge a library book, and what was the criteria for consideration.

David Goldberg thanked Penny, noted that there was a lot brought up that would be a big discussion, which was not the purpose of Public Comment, and acknowledged that there was a specific question that might be helpful and concisely addressed and asked Greg Williams if he would talk about it.

Greg acknowledged that the question related to the first discussion item, Collection Development Policy, and an overview of the challenge process.

DISCUSSION ITEMS

4. Review of Collection Development Policy

Greg said specific authors, groups, and library systems had been challenged at higher than usual rates in the past few months; he referenced articles from general and professional publications on the matter. Greg stated that the last version of the collection development policy was in 2019 and it is reviewed every three years. Greg anticipated a more formal review of it during 2022 but wanted to familiarize the Board with the current policy. Greg stated that the American Library Association's (ALA) documents Library Bill of Rights, Freedom to Read, Freedom to View, and statement on Minor Access to Library Materials were included in the current policy and encapsulated the professional ethics and practices of libraries. Greg stated that Oregon Library Association's professional standard for public libraries was that the ALA's standards be adopted by the Library Board. Greg said that these had been adopted unanimously by the board outside of the Collection Development Policy.

Greg asked for questions. Community Member Penny stated that she did not see the article about minors. Greg offered to forward it to her and confirmed with Denise that they had Penny's email address.

Greg acknowledged that the Collection Development Policy was long, explained his wish to highlight a few things, invited questions if others had them, and introduced Barratt Miller, Youth Services Librarian, as the collection development policy implementation expert, particularly with children's materials.

Greg's stated that items were considered on the whole of their merit, not individual passages, that works were not excluded due to the political, social, or religious beliefs of the author or creator, works by people in protected classes by Oregon law were included, professional reviews were used in consideration of selecting materials, and the collection was intended to reflect the local diversity of the service area. Greg recognized that the decisions concerning the location of materials within the library collection were a bit imperfect because readers' readiness for materials was individual, but materials geared towards the needs of readers from birth through 12 years of age would be placed in the children's section and materials geared towards readers ages 13-18 years of age would be placed in the teen section. Greg stated that professional reviews were used in the consideration of placement based on target age.

Greg stated that it was the role of parents to determine what was appropriate for their child/ren and that the library and library staff were there to support parents in accessing those materials. Greg asked if there were any questions.

David Goldberg asked what the process was if a patron had issues with materials in the collection.

Greg explained that the challenge process was Appendix D of the Collection Development Policy and the process could be initiated by any member of the service area. The patron would ask for the form, fill in the information asked for by the form, including contact information and why they felt the material should be reconsidered, return the form to the library where it would be routed to the Library Director who would then consult with staff, evaluate the material on the basis of collection development policy. The Library Director would then reach out to the submitter of the reconsideration form. Greg noted that any decision the Library Director makes on the reconsideration could be appealed to the Library Board and the board would have access to the request and the material in question.

Nick Dierckman asked how many requests for reconsideration there had been in the last year or month. Greg stated that since he started two years ago, there had not been any and asked Denise Butcher and Barratt how many there had been prior to his arrival. Nick stated he'd been on the board for four years and did not recall any escalating to the board during that time.

Barratt stated that it was far more common that staff had informal conversations with parents or patrons who either encountered unexpected content in a material that they were unprepared to discuss with their child or came across a material that upset them. In these instances, staff were able to provide support for using the library to best meet their needs, resolving these situations without elevating them to a formal request to reconsider. Barratt recognized that with diversity of belief systems and individual children and the collection that reflected that, there were many opportunities for people to encounter upsetting content for a wide variety of reasons. Barratt noted that usually people primarily wanted to be heard, provided with resources so they could either avoid or handle future encounters differently, and that occasionally looking into complaints uncovered items that were mislabeled and belonged in other areas of the library.

Barratt recommended Common Sense Media as a helpful tool for parents and patrons to prescreen their items as it provided metrics on many potential things different people might find objectionable. Barratt noted that Common Sense Media had begun charging for access, but stated concerned patrons could talk to staff and staff could use the staff account to access it on the patron's behalf.

Barratt reflected that in her six years at OCPL, the concerns brought by parents were wide and varied, although they had become more politically charged. Barratt said that all requests were heard and addressed with the same level of concern.

Barratt also stated that if patrons felt there was a lack of materials on a certain topic or perspective, she referred them to the suggestion forms to suggest materials for the collection. Barratt explained that the Teen Classics and Picture Book Classics collections had been started out of conversations with parents who felt that those materials were not accessible enough to their children.

David reaffirmed that the library's role was not to function as the parent of patrons and it was left to parents of patrons to determine what is appropriate for their kids. David noted that public places were a place where multiple perspectives were held and communicated and voiced appreciation for library staff's respectful engagement with patron concerns.

Barratt reiterated that ultimately it was the right and responsibility of parents to decide what was appropriate for their child, not the library's, and that that right extended to their children and not other people's children. Barratt also noted that children matured at different rates, held different interests, and different families prioritized different matters, which meant that what was appropriate for one child might not be appropriate for a different child the exact same age.

Nick thanked Barratt for the work she was doing and expressed concern that some parents might not be comfortable approaching staff with their concerns. Nick wondered if there might be a way to communicate with the members of the service area.

Community member Penny stated that she found that when she had a concern there were millions like here with the same concern, and voiced she thought that there should be a form that everyone who had a concern should be given with steps they could take. Penny stated that she often visits the library when it is closed or times Barratt was not there and thought that many concerns might not be heard, recorded, or reach the Board. Penny suggested that all library staff approached by someone with a concern about materials give them a sheet of paper instructing who to talk to because she thought many concerns were not being heard and related an example where she did not feel her concern was heard.

David noted that the policies and form were in place, had not been made widely understood, and thought that communicating them better would be something to work towards.

Cynthia supported Community Member Penny's comments about making the reconsideration forms more accessible, suggesting that they be available at the staff desks. Cynthia acknowledged that with the pandemic measures and long closure, it was probably difficult to conduct staff training and development and suggested that it might be helpful to do one now, as things became more normal and foot traffic increased.

Greg shared that there were multiple avenues that patrons could provide feedback, and that patron feedback was listened to and considered.

Community Member Penny voiced support for using Trail News as a communication tool.

David asked for clarification that there were no actionable steps to be taken on this policy at this time. Greg confirmed this.

David thanked Community Member Penny for her comments and recommended direct follow up with staff for her specific concerns.

5. Strategic Plan Committee Updates

David Goldberg noted the meeting was at time and the discussion around revisions to the strategic plan would require some time to go through, he would prefer to not rush that process, and voting on the revisions to the bylaws still remained. David proposed postponing the discussion of the strategic plan to the next meeting and focusing on the bylaws.

6. Revisions to the Library Board Bylaws Updates

Greg Williams summarized that the bylaw updates were last discussed in August 2021 and would make the Because Accessibility Matters Council and the Teen Advisory Group subcommittees of the Library Board to streamline communication and the organizational structure. These revisions created liaison positions for board members, tasked the subcommittee liaisons with sharing with the larger board at least on an annual basis, and would task library staff with the recruitment of the subcommittee members.

David asked if this had been run by the city attorney; Greg confirmed he had and there had been no negative feedback or request for revisions.

Nick asked if the establishment of the subcommittees would have to go through the Library Board. Greg said yes and that the current bylaws give the power to establish a committee to the chair, so the establishment of the subcommittees would be an extension of that. Greg stated that if this revision passed, at a future date, he would come before the board to request the creation of committees.

Nick Dierckman expressed discomfort with the wording using "charge." Cynthia proposed the wording "propose objectives" as a revision. Cynthia made a motion to adopt the bylaws as amended. Nick Dierckman seconded the motion. David Goldberg, Cynthia Andrews, Heidi Blackwell, Nick Dierckman, Kari Linder, Elizabeth Zinter voted aye. The motion carried.

COMMUNICATIONS

Nick Dierckman reported that Library District Advisory Committee had a meeting scheduled for February 28, 2022 regarding defining the issues to work on and that the District Task Force had been on hiatus.

Greg Williams reported on behalf of Larry Osborne that the Friends of the Oregon City Library met several times since the last report and had approved financial contributions to the Everbright Board. Greg reported that although there had been COVID-related challenges in January resulting in the store closing for a week, the store was doing well. The Friends intended to apply for a mural permit for an external wall of the bookstore.

Cynthia Andrews reported that the Library Foundation had approved a \$3,500 contribution towards the Everbright Board. Cynthia shared that the Foundation had a new Treasurer, Dave Wimmer, and spoke positively of his efforts to improve the clarity of the financial reports.

FUTURE AGENDA ITEMS

7. Discussion on Strategic Plan Revisions
8. Discussion of Expectations for Staff Created Tactical Plan

ADJOURNMENT

David Goldberg adjourned the meeting at 6:38 pm.



CITY OF OREGON CITY LIBRARY BOARD MINUTES

Virtual Meeting
Wednesday, April 13, 2022 at 5:30 PM

This meeting will be held online via Zoom; please contact dbutcher@orccity.org for the meeting link.

CALL TO ORDER

David Goldberg called the meeting to order at 5:42 pm.

ROLL CALL

Members Present: David Goldberg, Nick Dierckman, Larry Osborne, Kari Linder, and Cynthia Andrews were present.

It was noted that Heidi Blackwell had an excused absence; it was expected that Liz Zinter's attendance would be delayed due to technology issues.

Staff Present: Greg Williams, Library Director, Denise Butcher, Library Operations Manager

LIBRARY DIRECTOR'S REPORT

1. Greg Williams shared a comparison of March 2022 statistics and March 2019 statistics, as that was the most recent "normal" (non-COVID) March available. Greg said the difference in circulation and library card levels indicated the current numbers were down 20% compared to preclosing levels. Greg said that foot traffic was down 75% compared to the 2019 numbers and noted that the 2019 numbers were inaccurate, possibly up to being double counted. Greg shared an adjusted comparison and thought that foot traffic being down closer to 50% from 2019 seemed more accurate.

Nick Dierckman expressed appreciation for the 2019 comparison and noted that statistics were trending up within 2022 and suggested that month over month trends be watched to see when use reached pre closure levels.

David Goldberg noted that the children's and young adult materials circulation had increased incredibly quickly. Nick said that adults might be accessing media in different, non-library ways.

Greg shared that decreased circulation and visitors was an industry-wide trend.

Nick suggested another review of the current and pre-pandemic statistics again, perhaps in three months, but did not think monthly comparisons were necessary.

Greg shared that the social media statistics were up as anticipated, particularly views on YouTube.

Cynthia Andrews stated she had noticed the Library Safety Specialist position opened and asked what that entailed. Greg stated that the position would be a library staff member with additional skill sets and training to help manage patron behavior and safety concerns and liaise with other departments about community safety. Greg stated that this would not be a sworn or uniformed position and would be a specialized library position in the same way the Library Technology Specialist position was specialized.

David asked if this was an FTE approved during the budget process. Greg confirmed that it was.

Greg shared that today marked the first in-person storytime in two years and it was a grand occasion. David spoke positively about the preparation of the Community Room to receive the public.

PUBLIC COMMENTS

None.

DISCUSSION ITEMS

2. Library District Advisory Committee (LDAC) Annual Progress Report for FY 20/21

David Goldberg shared that the LDAC report was included for the Library Board's reference. Nick Dierckman said that the report was used within LDAC for comparison between libraries in the district and anticipated future LDAC discussions about it. David anticipated it being a helpful source of information at upcoming budget sessions.

Cynthia Andrews asked when the question regarding the review of Oregon Library Association's (OLA) standards might be completed because the response had been no for the current and previous year.

Greg Williams stated that an OLA standards review was on the list for future discussions, and that Greg could prioritize it if the Library Board wished. Greg stated that OLA's standards had recently been updated and offered to go over this aspect of the report at a later time. Greg expressed hope to have it completed before the next LDAC report.

Nick asked if the report was required from the state. Greg said it was not currently and the only requirement by the state was the annual statistical report to the State Library. Greg stated that there might be changes to the requirement standards, but at present

the Public Library Division (PLD) standards of OLA were voluntary tools to self-evaluate, to compare libraries, and to communicate with funders and stakeholders.

Cynthia thanked Greg for his response.

David asked if the report had been submitted. Greg stated it had not been and requested that the Board recognize it and note any concerns that they might have with it.

Cynthia made a motion to approve and accept the LDAC annual progress report as submitted. Larry Osborne seconded the motion. Cynthia Andrews, Larry Osborne, David Goldberg, Nick Dierckman, and Kari Linder voted aye. The motion carried.

3. Revisions to Conference Room Use Policy

David Goldberg stated that since the policy came into contact with the public, the Board needed to approve the changed policy for it to take effect.

Greg Williams stated that if the Board approved this, the next step would be to take the updated policy to the City Manager for approval.

David asked if Greg anticipated any negative feedback based on the changes. Greg said the largest change was the reduction of the room booking window from six months in advance to 30 days and thought there could be some dissatisfaction with that. Greg stated that if the shortened reservation window became an issue it could be changed. Greg asked Denise Butcher if she anticipated any other dissatisfaction. She said no. Greg also said that the policy clarified that if a business signs up for space, the reservation must be in the name of the business and that businesses were subject to the same weekly limits as individuals.

David asked if there were any questions; there were none.

Nick Dierckman made a motion to accept the Conference Room policy updates as submitted. Cynthia Andrews seconded the motion. Nick Dierckman, Cynthia Andrews, David Goldberg, Larry Osborne, and Kari Linder voted aye. The motion carried.

4. Designation of B.A.M. Advisory Council as a Library Board Committee

David Goldberg contextualized that this topic was a result of the bylaws change to modify B.A.M.'s position to report to the Board while not altering the charter or objectives of the existing Council.

Nick Dierckman made a motion to accept the designation of B.A.M. as a Library Board Committee. Larry Osborne seconded the motion. Nick Dierckman, Larry Osborne, David Goldberg, Cynthia Andrews, and Kari Linder voted aye. The motion carried.

Greg Williams stated that by the bylaws, Chair Goldberg had the power to nominate the liaison.

David nominated Nick Dierckman as the B.A.M. liaison and thanked Nick for his work with the group in the past and beseeched Nick to thank the members on behalf of the Board.

Greg shared that he planned to bring a similar proposal for Teen Advisory Group (T.A.G.) to the next meeting and would be in discussion with the group about the finer points.

5. Strategic Plan Revisions

David Goldberg noted that he was switching the order of agenda items “Strategic Plan Revisions” and “Future Library Board Meeting Schedule and Format” as the strategic plan had been on the agenda several times but never formally voted on. David asked if there were any questions about the strategic plan; there were none.

Larry Osborne made a motion to accept the revisions to the strategic plan. Cynthia Andrews and Nick Dierckman seconded the motion in tandem. Larry Osborne, Cynthia Andrews, Nick Dierckman, David Goldberg, and Kari Linder voted aye. The motion carried.

David said the next step was to empower staff to develop the tactical plan to realize the strategic plan. David stated that he and Cynthia would be working on it, staff would be involved, and invited any interested board members to join.

6. Future Library Board Meeting Schedule and Format

David Goldberg referenced a list of topics Greg Williams had put forward to be addressed in future meetings. Greg articulated that this list was intended to capture important topics for prioritization over the span of several meetings.

David expressed a belief that outreach to the unincorporated service area to be high priority and said that he would reach out as Library Board Chair to people and organizations Greg had identified. Individualized outreach to unincorporated area individuals was in the planning stage to see what the needs and wants of unincorporated residents.

Nick Dierckman floated the idea of developing an Outreach Committee in the future and having a special session where community members had an opportunity to directly talk about what they would like from the library. Greg spoke in favor of the idea of a specialized outreach committee and indicated that the County Planning Organizations (CPOs) might be good starting points for outreach to unincorporated areas. Nick indicated interest. David invited all board members to reach out to him if interested.

Cynthia Andrews asked about the change in meeting schedule and format. Greg said that he sent a three-question poll concerning potentially moving meeting weeks to the fourth Wednesday, meeting in person, and asking what the ideal meeting time would be. Greg stated that moving the meeting to the fourth Wednesday would allow information from other meetings in the first part of the month to be included in the Library Board packet. Greg clarified that a hybrid meeting option would be possible although details about logistics in City Hall needed to be finalized.

David asked if anyone had objections to moving the meetings to the fourth Wednesday, starting in May. None were voiced. David proposed a hybrid meeting for May. General discussion of meeting times happened and 5:00pm was decided for the May meeting.

Kari Linder asked if the meeting could take place at the library. Greg stated that Library Board bylaws stated that the meeting could take place at a time and place of the Board's choosing. Greg stated that he needed to explore the logistics of recording and broadcast expectations. Kari said that broadcasting could happen if the broadcaster was invited to the Zoom meeting.

Greg stated he would reach out to Willamette Falls to determine broadcast standards. Greg asked if there was a preference for meeting at the library or City Hall if the broadcasting worked from either location.

Greg, Kari, David, Larry Osborne expressed preference for the library as a meeting place, as did Nick and Cynthia. There was general agreement that everyone understood technology needs could determine the venue.

Nick asked how the public was made aware of the Zoom link to the meeting. David stated that the public does not get the Zoom link and that they can access it via YouTube. Greg said that the posted agenda says members of the public interested in participating can email Denise to get a link, otherwise the meeting was streamed to YouTube and viewable there.

Kari asked if there was a cut off time for signing up for the Zoom link or if it was available up to the meeting. Denise thought it was noon; Kari noted it was not included on the posting.

Greg said he would bring that up with the City Recorder as he thought there was a City cutoff time for public comment and he recognized the City wanted to keep things consistent.

COMMUNICATIONS

Larry Osborne reported that Friends of the Library had a large inventory of videos they wished to sell. Greg Williams said that Friends have been raising money for a mural

and reached their target of 50 supporters and were proceeding through the City's mural permit process.

Cynthia Andrews reported that the March Library Foundation meeting had been cancelled due to illness, but revisions to the Memorandum of Understanding (MOU) between the Library Foundation and Oregon City Schools Foundation were underway for the next meeting. This MOU would broaden the relationship between the two groups beyond Dolly Parton Imagination Library into future projects. The Foundation had voted to sponsor a book on the forthcoming Friends of the Library mural.

Cynthia shared that the Library Foundation Board wished to increase diversity of the Board and invited anyone who knew anyone interested that might represent diverse aspects of the service area to contact her.

Nick Dierckman reported that there was a Library District Advisory Committee meeting tentatively scheduled for late May meeting to address the LINCC Library Directors Strategic Direction and determine the path of the LDAC subcommittee task force as it had been paused due to COVID.

Greg stated that there would be a Library Directors' retreat to work on LINCC strategic directions document. Greg anticipated sustainable funding and coordinating with LDAC would be topics of focus.

David addressed conversations Greg and David had about the long-term financial stability of the library, the questions raised by the fund balance, discussions with the City Finance Department, and anticipated robust discussions on the matter.

David discussed future bond measures and the importance of that process as the current funding model was unsustainable. Nick stated the lack of sustainable funding was the reason for the task force had three distinct focuses: operations, finance, and governance. David noted concerns about long term permanent funding, lack of benefitted staff, and expressed a desire to use fund balance money wisely.

Nick stated that the fund balance report would come up in LDAC meetings. David noted that that was to be expected given the amount of the fund balance.

FUTURE AGENDA ITEMS

7. Topics discussed for the upcoming meeting included: recognition of the Teen Advisory Group as a Library Board Committee, development of the tactical plan, and development of outreach efforts to residents living in unincorporated areas of the library district.

ADJOURNMENT

The meeting adjourned at 6:28 pm.



Oregon City Public Library

Greg Williams, MLIS, Library Director
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Ph (503) 657-8269 ext 1010

Library Director's Report for May 2022

Monthly Statistics Notes

- Patron traffic heat maps for the month of April are shown below.

April 2022 - Total Entry Counts (6th, 7th, Carnegie)									
Day	10a	11a	12p	1p	2p	3p	4p	5p	6p
Su			231	161	186	143	108		
Mo	174	182	127	181	183	198	205	114	92
Tu	232	179	151	184	188	216	198	148	101
We	236	148	148	155	226	241	186	151	89
Th	247	158	147	165	158	180	168	132	80
Fr	249	240	164	207	253	265	227	144	102
Sa	175	266	245	236	236	208	203	141	
April 2022 - Total Exit Counts (6th, 7th, Carnegie)									
Day	10a	11a	12p	1p	2p	3p	4p	5p	6p
Su			169	159	164	157	147		
Mo	103	190	124	160	183	166	210	142	125
Tu	148	199	148	148	190	196	204	160	167
We	128	204	136	126	204	260	198	154	138
Th	133	203	149	138	149	191	146	146	129
Fr	165	234	168	196	250	249	229	170	151
Sa	123	225	251	234	222	212	202	213	

Figure 1 - Patron traffic heat maps, April 2022

- We reached another social media milestone recently, with our Library Facebook page now boasting more than 4,000 followers (which is the most of any LINCC library)! Kudos to our Library PR team for their excellent work in expanding our social media presence and engaging our community!
- Now that our upstairs Conference Room is available for use, I have added Conference Room usage statistics to the monthly statistical report.

Library Operations

- In April, we implemented online room reservations for our upstairs Conference Room. Patrons can now check availability, read usage policies, and make reservations up to 30 days in advance using their library card number and PIN. Patrons receive email confirmations once their booking has been confirmed by library staff, and a reminder email a few hours before their reservation time. Room reservations are handled by the same system we use for program registrations (and

which we formerly used for no-contact hold pickups during the COVID building closure), so many of our users should already be familiar with the interface.

Tuesday, April 19, 2022

Go To Date < >

Day View Week View

Space	6:00am	7:00am	8:00am	9:00am	10:00am	11:00am	12:00pm	1:00pm	2:00pm	3:00pm	4:00pm	5:00pm	6:00pm	7:00pm
Conference Room														

Available Your Booking Unavailable/Padding

Choose end time

Conference Room: 2:00pm Tuesday, April 19, 2022 until... 2:30pm Tue Apr 19th 2022

Conference Room: 2:30pm Tuesday, April 19, 2022 until... 3:00pm Tue Apr 19th 2022

Submit Times

Figure 2 - Conference Room reservation page

- The Oregon City News covered the Library's recent Library Safety Specialist recruitment in an article published online and in print, "Oregon City library pioneering safety-specialist position". The new position will work in our Circulation division and help us ensure a safe and welcoming environment for all our patrons. The position will also help the Library continue to be an active collaborator with other City departments, agencies, and social service providers as the City continues working to address issues and impacts of mental health, addiction, and homelessness. The recruitment closed on 4/28, with over 40 applications submitted. We are in the process of interviewing candidates now.
- As part of our post-COVID reconfiguration, Music CDs were moved to a new location on the second floor, and are now shelved "spine out" (instead of "face out", as they were previously). In order to facilitate easier browsing, our Technical Services team has started adding new color-coded spine labels to our Music CDs. The new labels and color coding will make it easier for patrons to identify particular musical genres and find the CDs they are looking for. It will also make organizing and shelving CDs more efficient for Library staff.



Figure 3 - Color-coded CD spine labels

Library Grounds and Facilities

- Our post-COVID reconfiguration continued in April. We were thrilled to be able to return fireplace seating to the Carnegie, and to set up a new window seating area as well.



Figure 4 - Carnegie seating

Additional seating was also put upstairs in our non-fiction area.



Figure 5 - Upstairs seating

The seating in both areas has been reupholstered with more easily cleanable and more hygienic vinyl coverings.

- New computer carrels have been installed in the Carnegie! The new carrels are much more aesthetically compatible with the Carnegie, and feature surface-mounted power and USB ports so patrons can charge their devices while using our computers. The new furniture will allow us to have a total of 8 sit-down computer stations and 1 stand-up 15-minute express station in the Carnegie.



Figure 6 - Carnegie computer carrels

- Additional exterior handrails were (finally) installed on the 6th street steps.



Figure 7 - New handrails

- Door hardware on the lower-level staff entry/exit was replaced. The existing hardware frequently resulted in the doors not being able to be locked (which would result in frequent after-hours alarm calls).

Library Programs and Services

- We celebrated National Library Week in April. This year's theme was "Connect with Your Library," and patrons were invited to fill out message bubbles letting others know what connections OCPL helps them make! Some of the responses received included:
 - *"New books and games to read and play every week."*
 - *"The lives and experiences of others."*
 - *"The world through cookbooks, travel guides, novels, and awesome reading lists & recommendations!"*
 - *"My community & other worlds!"*
 - *"Poetry"*

In addition, our very talented Adult Service Librarian Gina Bacon created an amazing display where patrons could choose from a huge variety of Library Week buttons!

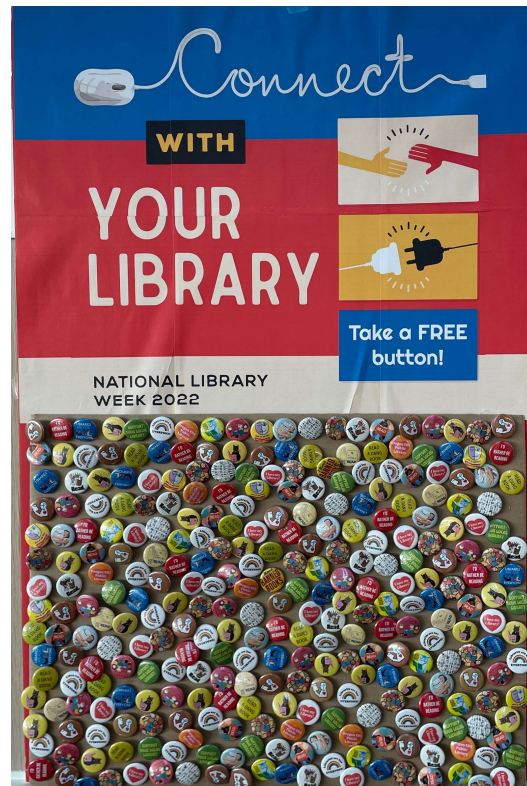


Figure 8 - National Library Week button display

- For the first time in over 2 years, the Library hosted in-person programming in April!

We started with an in-person Art Lab Explorations event and were delighted to welcome 32 people.

The next week, we welcomed a total of 29 kids and 27 caregivers for our first in-person Storytimes in two years! It was wonderful to have our youngest readers back for in-person programming, and to provide the opportunity for kids and caregivers to make and strengthen social connections with each other (which has been a challenge for us all throughout the pandemic).



Figure 9 - In-person storytime

Kudos to our Youth Services Team for designing programs which are inviting and fun and promote community connections, while still prioritizing community health and safety.

- April was National Poetry Month, and we celebrated with a month-long , online Poetry Month Challenge, in which patrons were entered to win prizes just by reading a poem a day and keeping track in our Beanstack app. We also celebrated with book displays, an appropriately-themed “Guided Meditation with Sage” video (“Sparking Creativity”), a poetry book display, and some friendly “Spine Poetry” competition on social media with other LINCC libraries. 50 people took part in the challenge, reading a total of 277 poems! 2 participants who read 30 poems over 30 days won our grand prizes, a White Rabbit gift card and a poetry-themed prize basket.



Figure 10 - National Poetry Month

- In April, we also celebrated National Autism Awareness Month and Middle Eastern North African (MENA) Heritage Month with book displays, social media posts, and recommended reading lists. In May, the Library celebrated Jewish Heritage Month, Asian American Pacific islander (AAPI) Month, and Mental Health Awareness Month with book displays, reading recommendations, and social media posts.



Figure 11 - April and May book & social media displays

- In April, we hosted Reed Professor of Psychology Glenn Baker who presented the online program “The Psychology of Political Polarization and Partisanship.” 10 people attended to hear Professor Reed discuss why political identities are so potent, and why the United States is currently so politically polarized.
- On May 6, we were delighted to welcome our Elevated Readers book club back for their first post-COVID in-person event at the Library! It was also our first “hybrid” program as well, with 15 members in person and 3 members participating from home thanks to our new 360-degree Meeting Owl camera/speaker (which allows remote participants to see and hear everyone who is around the table, and automatically focuses in on people when they speak). One participant even wore the gorgeous pendant she made with our May Creative Kit! The group discussed *The Book Woman of Troublesome Creek* by Kim Michele Richardson.



Figure 12 - Elevated readers hybrid meeting

- In April, we hosted a new BAM (Because Accessibility Matters) program trivia game with a theme of Pixar movies. 28 people participated in the “play at your own pace” game which ran between 4/20-4/27.

STAR WARS DAY

- On May the Fourth, while out on routine patrol in their X-Wing Starfighters, the Rebel Alliance intercepted Imperial Forces as they attempted to take control of the Jedi Library! The Alliance put out a call for help throughout Sector OC, and over 200 padawan Jedi and their parents heeded the call, and successfully defended the Jedi Library against the Empire, even vanquishing Lord Darth Vader himself!

Later that evening, Wing Commander Greg delivered news of the Rebel Alliance's triumphant victory to the Galactic Senate, who commemorated the day with an official May the Fourth Proclamation.

Thanks to all the community members who built and trained with pool noodle lightsabers, ferreted out Rebel allies and Imperial foes on our scavenger hunt, channeled the power of the Force through our special Baby Yoda library cards (which are still available!), dressed as their favorite Star Wars characters, and (most importantly) had fun all evening long! More pictures of the event are available on the Library's Facebook Page







Figure 13 - May the Fourth festivities

- Since April, we have already hosted two in-person “Switch Lounge” events for Teens! On selected Wednesday afternoons, Teens can drop in to relax, chat, and (most importantly) play Nintendo Switch games in the Teen area on our humongous TV screens.



Figure 14 - Switch Lounge events in April and May

- As part of our Teen Summer Reading program, we are offering another series of Teen Subscription Book Boxes. Teens who will be in grades 9-12 starting in Fall 2022 will receive one box a month in June, July, and August filled with 2-3 personalized library book selections as well as a few surprise goodies.



Figure 15 - Teen book boxes

Library Partnerships and Outreach

- The Susannah Lee Barlow Chapter, National Society Daughters of the American Revolution (NSDAR or DAR) provided a Remembrance Day display, which was displayed in the Carnegie.

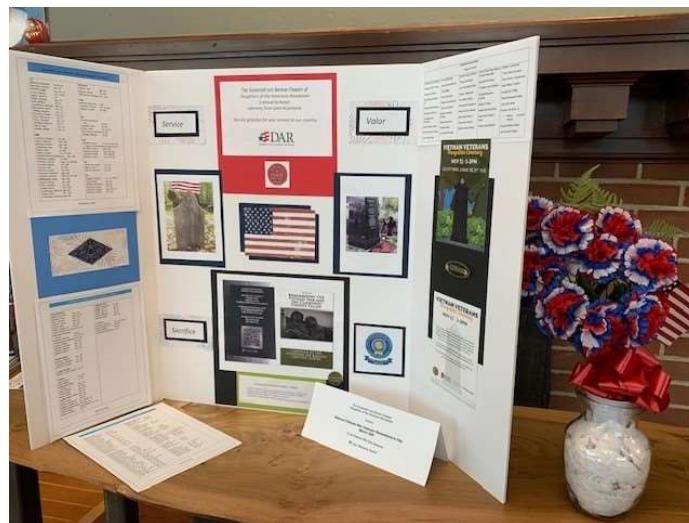
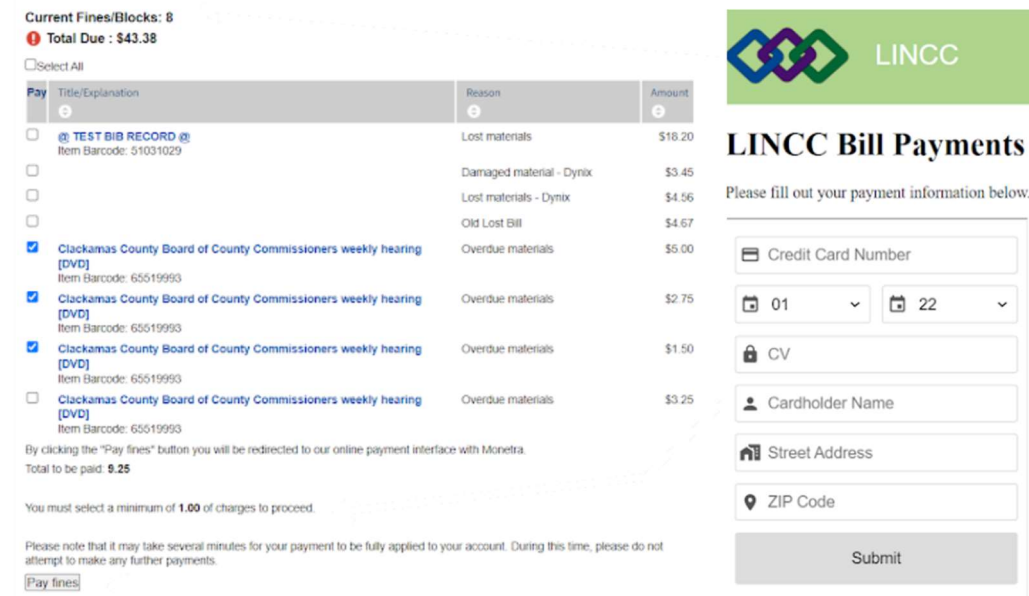


Figure 16 - Remembrance Day display

LINCC Updates

- As of 4/26, (at long, long last!), all LINCC library patrons can pay fines/fees online with a credit card! After logging in with their library card number and PIN at <https://www.lincc.org>, patrons will have the opportunity to go to their account, select any outstanding fees/fines they wish to pay, then enter their credit card information. Payments are posted immediately, and an email receipt is sent to the patron. This has been a major project LINCC libraries and Clackamas County have been working on for a number of years, and we are so excited to now be able to offer this convenience to every LINCC library cardholder!



Current Fines/Blocks: 8
Total Due : \$43.38

☐ Select All

Pay	Title/Explanation	Reason	Amount
☐	TEST BIB RECORD Item Barcode: 51031029	Lost materials	\$18.20
☐		Damaged material - Dynix	\$3.45
☐		Lost materials - Dynix	\$4.56
☐		Old Lost Bill	\$4.67
☒	Clackamas County Board of County Commissioners weekly hearing [DVD] Item Barcode: 65519993	Overdue materials	\$5.00
☒	Clackamas County Board of County Commissioners weekly hearing [DVD] Item Barcode: 65519993	Overdue materials	\$2.75
☒	Clackamas County Board of County Commissioners weekly hearing [DVD] Item Barcode: 65519993	Overdue materials	\$1.50
☐	Clackamas County Board of County Commissioners weekly hearing [DVD] Item Barcode: 65519993	Overdue materials	\$3.25

By clicking the "Pay fines" button you will be redirected to our online payment interface with Monetra.
 Total to be paid: **\$9.25**

You must select a minimum of **1.00** of charges to proceed.

Please note that it may take several minutes for your payment to be fully applied to your account. During this time, please do not attempt to make any further payments.

[Pay fines](#)



LINCC Bill Payments

Please fill out your payment information below.

Credit Card Number

01 22

CV

Cardholder Name

Street Address

ZIP Code

Submit

Figure 17 - Credit card payment through LINCC catalog

- Abigail Hempell of Oregon City was one of three Clackamas County teens honorably mentioned in LINCC's 7th Annual Teen Summer Reading Artwork Contest. All will receive a \$25 cash gift card and the first place artist, Happy Valley resident Danica Glazier, wins a \$100 cash gift card, and her original artwork will be featured in LINCC's Teen Summer Reading Program materials.

- New, more colorful email notices were recently implemented.

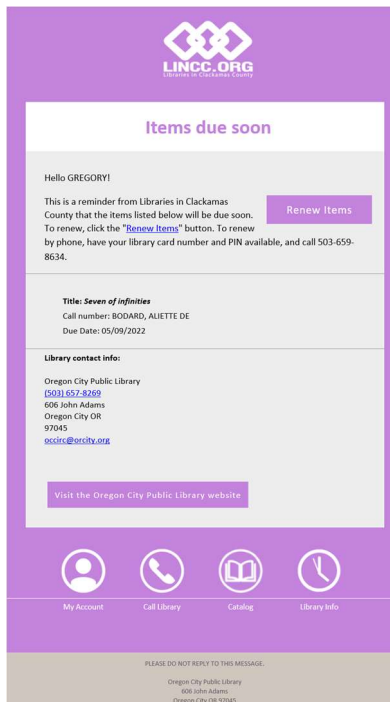


Figure 18 - New LINCC email notifications

- From June 6 – 8, the database underlying the LINCC catalog will be upgraded to better accommodate a wider variety of characters (the Unicode character set). During the migration, certain staff and patron functionality will be limited. No items will be due during this timeframe, and no holds will expire. Unicode migration.
- On Monday, June 27th, LINCC will begin the transition of our LINCC ebook and eaudiobook collection from the CloudLibrary platform to the Overdrive platform. Most of LINCC's CloudLibrary content will transfer to Overdrive. In addition, starting July 1, LINCC will begin offering digital magazines through Overdrive.

Initial information has been sent by email to LINCC patrons, which includes a link to an FAQ document; additional information and tutorials will be offered as the transition date approaches. The change in platforms is intended to consolidate all LINCC-wide ebook, eaudiobook, and digital magazine content on a single platform, and simplify both the patron and staff experience.

Patron Feedback

- Here are some recent comments we've received about our monthly creative kits.
 - *"My daughter and I love these kits and usually get 1 children's and 1 adult kit every month."*
 - *"These are such a bright spot in my life. Thank you so much for offering them!"*
 - *"I really enjoy these monthly kits, and the opportunities they provide for sharing time with the kids and learning while having fun. I usually have and use extra items from home with each kit, but they are great starting points!"*



Felt flower kit from last month. Thanks for a beautiful kit. Might end up as my mom's Mother's Day present.

Figure 19 - Craft kit creations on social media

- A patron had some wonderful compliments for the homework help provided by Adult Services Librarian Gina Bacon!

Good Evening Gina!

I just wanted to share with you the feedback and grade I received on my signature project/final for my Human Geography course. The books you allowed me to borrow played a huge role in my work on this paper.

Thank You!

- A parent posted her gratitude for the return of in-person storytime.

"Just attended story time with my son Owen. THANK YOU so much. He had so much fun. He's 3 and I stay home with him so with a 2 year pandemic he hasn't had much time with other kids. Today was such a breath of fresh air. Can't wait for next week. ♥"

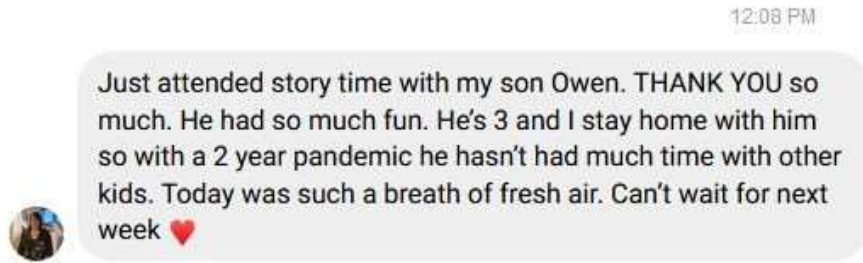


Figure 20 - Social media storytime post

- One of our most popular online programs, Guided Meditations with Sage, continues to receive positive feedback!

"Special thanks to Sage for hosting meditations ~ I look forward to these. The sessions are calming & mindful."

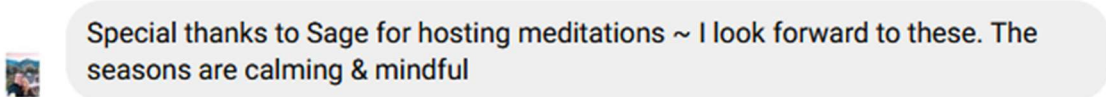


Figure 21 - Guided meditation social media post

- This month, our Carnegie Tech Team helped a patron with a tricky printing job. She was so appreciative, she brought a handmade, mason jar soup kit to express her thanks. Way to go, Carnegie team!



Figure 22 - Patron appreciation

- Redland Elementary School shared its No Place for Hate pledge in this video. As posted on their Facebook page, their next activity is “Reading and Responding to Picture Books (partnership with Oregon City Public Library)”, which includes completing the three steps in our Read for a Welcoming World program!



Figure 23 - Redland Elementary social media post

- The Library and its history were featured in the latest issue of the Oregon City Community Advantage magazine. The article, “One for the History Books” by Tyler Francke traces the evolution of the Library from its earliest days as the Multnomah Circulating Library through its 2016 expansion.

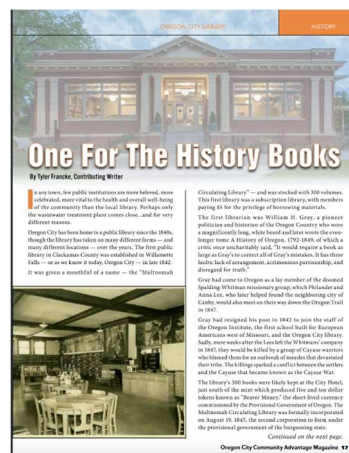


Figure 24 – Community Advantage magazine article

Oregon City Public library
Monthly Statistical Report
Reporting period: **April, 2022**

PATRON STATISTICS

	Current Month	FY 21/22 YTD	Last Month	Same Month Last FY	FY 20/21 YTD
New Patron Registrations	196	2,089	239	61	689
Total Registered Patrons	17,505	17,505	17,298	18,393	18,393
Library Visitors (Ins)	10,458	90,651	10,814	1,093	1,093
Library Visitors (Outs)	10,185	88,245	10,568	1,063	1,063

CIRCULATION (includes 1st-time circ and renewals)

Adult materials	14,808	140,168	15,737	8,747	77,491
YA materials	1,784	19,940	2,017	880	7,949
Children's materials	17,656	163,509	18,889	7,615	66,184
Electronic materials	5,037	54,559	5,616	4,485	56,929
Total Circulation	39,285	378,176	42,259	21,727	208,553

1st Time Circulation (Physical)	22,242	215,864	24,716	10,895	96,581
1st Time Circulation (Self-Check)	21,147	205,350	23,422	4,718	6,128

Holds received from other libraries	13,088	54.5%	124,414	51.9%	13,796	54.2%	12,230	52.4%	114,495	55.1%
Holds sent to other libraries	10,916	45.5%	115,115	48.1%	11,643	45.8%	11,131	47.6%	93,115	44.9%

CIRCULATION DEMOGRAPHICS

Borrowers - City Residents	1,434	56.7%	n/a	1,504	56.6%	814	57.3%	n/a
Borrowers - Unincorporated Residents	884	35.0%	n/a	926	34.9%	496	34.9%	n/a
Borrowers - Other	209	8.3%	n/a	227	8.5%	110	7.7%	n/a

Service Area Pop - City	35,885	58.5%	n/a	35,885	58.5%	35,570	58.5%	n/a
Service Area Pop - Unincorporated	25,426	41.5%	n/a	25,426	41.5%	25,422	41.5%	n/a

TECHNOLOGY

Internet Sessions	652	5,285	610	-	-
WiFi Sessions	724	5,616	653	101	969

SOCIAL MEDIA / EMAIL

Facebook followers	4,005	n/a	3,993	3,839	n/a
Instagram followers	1,942	n/a	1,931	1,803	n/a
Twitter followers	950	n/a	950	913	n/a
YouTube subscribers	234	n/a	228	179	n/a
YouTube unique viewers	882	n/a	487	443	n/a
YouTube views	1,287	7,645	673	594	6,758
Email newsletter subscribers	4,429	n/a	4,412	4,236	n/a

See monthly Hootsuite report for additional social media statistics

FINANCIAL

See monthly Budget to Actual report

PROGRAMMING

Children's programming - # of progs	11	63	8	8	156
Children's programming - attendance/engagement	434	3,722	391	436	11,577

YA programming - # of progs	1	14	-	-	3
YA programming - attendance/engagement	8	122	-	-	4

Adult programming - # of progs	10	142	14	28	224
Adult programming - attendance/engagement	530	5,214	445	1,040	5,605

Total Creative Kits Offered	192	2,010	258	-	-
Total Creative Kits Claimed	191	1,847	236	-	-

ELECTRONIC RESOURCES

Kanopy plays	340	4,777	362	414	4,875
Kanopy cost	\$ 401	\$ 4,791	445	\$ 413	4,927
Kanopy average cost/play	\$ 1.18	\$ 1.00	\$ 1.23	\$ 1.00	\$ 1.01

SERVICE DESK INQUIRIES

Ready Reference	772	7,382	868	-	-
Reference	133	1,496	144	-	-
Technology Assistance	292	3,228	242	-	-

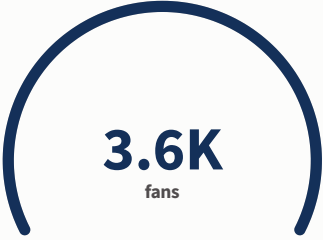
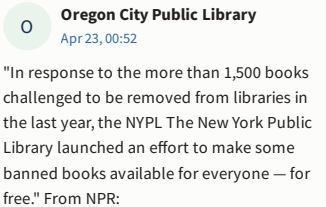
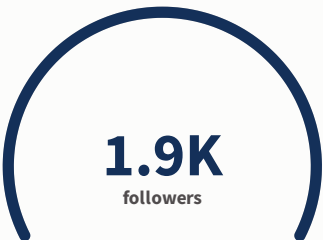
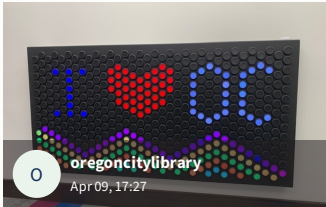
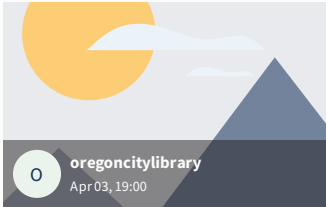
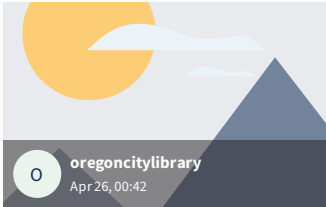
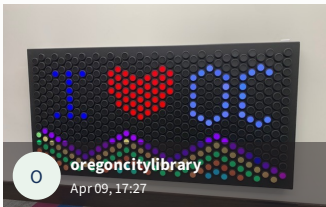
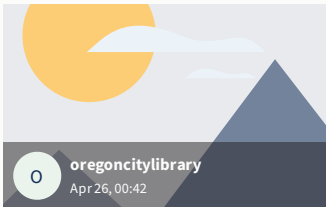
FACILITIES

Conference Room - Bookings	29	29	-	-	-
Conference Room - Hours Available	234	234	-	-	-
Conference Room - Hours Booked	41	41	-	-	-
Conference Room - Occupancy Pctg	17.5%	17.5%	0.0%	0.0%	0.0%



Library Board Report

Apr 01 - Apr 30, 2022

f Fans  3.6K fans	f New Fans 21 new fans	f Posts 88 posts	f Engagement > Type Reactions 213 Shares 41 Comments 17
f Post Reach 27K users	f Top posts > Reach  Open Job - 2022 Library Safety Specialist Applications are due no later than 4:00 p.m. on Thursday April 28, 2022. \$23.26/hr. to 1623 users  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 1211 users  May the 4th Star Wars Celebration Wednesday, May 4, 5:30-7:00PM in Library Park Star Wars Day is back at the Library! 892 users		
f Post Likes 110 likes	f Top posts > Reactions  (Post with no description) 18 reactions  https://www.npr.org/2022/04/15/1093095474/new-york-public-library-makes-banned-books-available-for-free 13 reactions  Baby Yoda READ library cards are here! We'll start issuing them at our May the 4th Star Wars celebration one week from today. If you 10 reactions		
Followers  1.9K followers	Top Posts > Reach  Here is some of the fun we've found on the Everbite interactive lightboard in the Children's area. Some very imaginative works 349 users  Celebrate National Library Week by connecting with your library! Take a free button from our display, located atop our 305 users  April is National Poetry Month! Some of our staff members created spine poems. How's your #spinepoetry coming along 298 users		
Posts 36 posts	Top posts > Likes  Here is some of the fun we've found on the Everbite interactive lightboard in the Children's area. Some very imaginative works 34 likes  Fill out one of our #MyLibrary Connects Me To... sheets during your next visit. You can also take a pic of it and enter it into the 25 likes  April is National Poetry Month! Some of our staff members created spine poems. How's your #spinepoetry coming along 18 likes		

Followers

949

followers

Net New Followers > Accomplishments

@ORCityLibrary

1

Tweets

163

tweets

Engagement > Type

Likes

31

Replies

4

Quote tweets

2

Retweets

2

Sources

-  @ORCityLibrary
-  oregoncitylibr...
-  Oregon City Pu...



Biennium Budget Report Y1 by Category

Item #3.

Through April 30, 2022

	2021-2022 Budget	April 2021-2022 Month Activity	2021-2022 Year Activity	2021-2022 Encumbrance	Year 1 Difference	2022-2023 Budget	2022-2023 Year Activity	Biennium Difference
4 - Revenue								
43 - Intergovernmental Revenues	2,581,190.00	0.00	2,421,435.73	0.00	159,754.27	2,658,700.00	0.00	2,818,454.27
44 - Charges for Services	2,520.00	309.58	2,906.03	0.00	-386.03	3,020.00	0.00	2,633.97
46 - Fines & Forfeitures	15,000.00	2,237.70	12,366.71	0.00	2,633.29	25,000.00	0.00	27,633.29
47 - Miscellaneous Income	25,000.00	2,553.37	24,821.93	0.00	178.07	30,000.00	0.00	30,178.07
49 - Other Financing Sources	150,000.00	0.00	150,000.00	0.00	0.00	150,000.00	0.00	150,000.00
4 - Revenue Totals:	2,773,710.00	5,100.65	2,611,530.40	0.00	162,179.60	2,866,720.00	0.00	3,028,899.60
5 - Expense								
51 - Salaries and Wages	1,052,610.00	78,894.19	834,078.49	0.00	218,531.51	1,099,977.00	0.00	1,318,508.51
52 - Benefits	623,600.00	43,749.43	467,900.22	0.00	155,699.78	651,683.00	0.00	807,382.78
60 - Professional & Technical Services	2,000.00	225.00	1,425.00	0.00	575.00	2,000.00	0.00	2,575.00
61 - Repair & Maintenance Services	144,600.00	10,948.78	121,711.89	18,755.35	4,132.76	144,600.00	0.00	148,732.76
62 - Other Services	1,750.00	158.64	1,478.64	0.00	271.36	1,750.00	0.00	2,021.36
63 - Employee Costs	10,000.00	0.00	2,263.00	200.00	7,537.00	10,000.00	0.00	17,537.00
64 - Operating Materials & Supplies	244,000.00	11,942.75	172,442.67	39,909.43	31,647.90	244,000.00	0.00	275,647.90
65 - Office & Administrative Supplies	43,250.00	2,795.30	17,606.61	862.00	24,781.39	37,250.00	0.00	62,031.39
66 - Special Programs	32,700.00	1,290.40	14,263.54	2,730.00	15,706.46	36,700.00	0.00	52,406.46
68 - Community Programs and Grants	0.00	0.00	264.17	0.00	-264.17	0.00	0.00	-264.17
69 - Internal Service Charges	102,092.00	8,508.00	85,078.02	0.00	17,013.98	102,092.00	0.00	119,105.98
80 - Debt Service	415,371.00	0.00	67,681.98	0.00	347,689.02	415,371.00	0.00	763,060.02
98 - Transfers	20,000.00	1,667.00	16,668.00	0.00	3,332.00	20,000.00	0.00	23,332.00
5 - Expense Totals:	2,691,973.00	160,179.49	1,802,862.23	62,456.78	826,653.99	2,765,423.00	0.00	3,592,076.99



CITY OF OREGON CITY

Staff Report

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

To: Library Board
From: Library Director Greg Williams

Agenda Date: 05/25/2022

SUBJECT:

Library Facility Condition Assessment

STAFF RECOMMENDATION:

n/a – Informational only

EXECUTIVE SUMMARY:

The Library Board will review and discuss a recent Facility Condition Assessment prepared by an outside consultant.

BACKGROUND:

In Summer, 2021, the City engaged an outside consultant (Bureau Veritas) to conduct Facility Condition Assessments of City facilities, including the Library.

The assessments sought to identify any current notable building deficiencies. They also sought to inventory each facility's capital assets/equipment, and to prepare an estimated repair and replace schedule (including cost estimates) for those assets.

In the current conditions assessment, the Library fared well overall. The only area of short-term (1-2 years) concern identified was the wood flooring in the Carnegie and the lobby area. The consultant's assessment (which matches past assessments by Library and Facilities staff) is that the flooring is in poor condition and represents a potential tripping hazard. The consultant indicated the replacement should be done no later than 2023 and estimated the cost at \$91,700. No other short-term needs or short-term deficiencies in any other capital assets/equipment were identified.

The consultant also inventoried other major facility equipment and assets, estimated the Remaining Useful Life (RUL) of these assets, estimated the replacement costs for these assets, and developed a 20-year capital repair and replace schedule. A summarized version of the schedule can be found on page 8 of the consultant's report; in short, the consultant estimates total capital repair and replace costs to be approximately \$3.8

million over the next 20 years, with most of those costs estimated to be necessary in the medium term (6-10 years) and long term (11-20 years).

By the end of the current biennium, the Library Director estimates that funds in the Library's Community Facilities fund will be approximately equal to the consultant's estimates for short- and near-term repair/replace costs. The Library budget currently includes a \$20,000 annual contribution to the Community Facilities fund for future capital needs. At the beginning of this biennium, there was approximately \$3.8 million in ending fund balance in the Library Fund.

It is outside of the scope of the consultant's work to identify or suggest a long-term capital funding mechanism or strategy. The Library Director would welcome Library Board feedback and discussion on a long-term capital funding strategy.

OPTIONS:

1. n/a – Informational only

BUDGET IMPACT:

Amount: n/a

FY(s): n/a

Funding Source(s): n/a

**BUREAU
VERITAS**

FACILITY CONDITION ASSESSMENT

prepared for

City of Oregon City
625 Center Street
Oregon City, Oregon 97045
Kendall Reid



Library
606 John Adams Street
Oregon City, Oregon 97045

PREPARED BY:

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BV PROJECT #:

148392.21R000-003.017

DATE OF REPORT:

July 10, 2021

ON SITE DATE:

April 06, 2021

TABLE OF CONTENTS

1. Executive Summary 1

Property Overview and Assessment Details 1

Significant/Systemic Findings and Deficiencies 2

Facility Condition Index (FCI) 3

Immediate Needs..... 4

Key Findings 4

Plan Types..... 5

2. Building and Site Information 6

3. Property Space Use and Observed Areas 9

4. ADA Accessibility 10

5. Purpose and Scope 11

6. Opinions of Probable Costs 13

Methodology 13

Definitions 13

7. Certification..... 15

8. Appendices 16

1. Executive Summary

Property Overview and Assessment Details

General Information	
Property Type	Library
Main Address	606 John Adams Street, Oregon City, Oregon 97045
Site Developed	1913 Renovated 2016
Site Area	1.5 acres (estimated)
Parking Spaces	13 total spaces all in open lots; 1 of which is accessible (Parking lot in front of adjacent Ermatinger house) 12 total spaces all in open lots; 03 of which are accessible. (Southern parking)
Building Area	18,891 SF
Number of Stories	Two plus basement
Outside Occupants / Leased Spaces	None
Date(s) of Visit	April 06, 2021
Management Point of Contact	Denise Conrad Asst. Parks & Recreation Director 503.496.1565 dconrad@orc.org
On-site Point of Contact (POC)	Anne Crandall. Facilities Maintenance Specialist 503.4222.5226 Phone
Assessment and Report Prepared By	Rashad Alnial
Reviewed By	James Bryant Project Manager Jamie.Bryant@bvna.com 800.733.0660 6233
AssetCalc Link	Full dataset for this assessment can be found at: https://www.assetcalc.net/

Significant/Systemic Findings and Deficiencies

Historical Summary

The Carnegie library was built in 1913 and a major renovation was completed in 2016. The renovation included the addition of 15,000 square feet to the original Carnegie building.

Architectural

The façade of the building is composed of brick veneer and most of the building features were added in the 2016 renovation. The roof appears to be in fair condition and no leaks has been reported. The interior finishes are mostly in fair to good condition with the only exception is the wood flooring on the north side of the building in room numbers 101,102 and 103. The wood is showing signs of deterioration and splitting and may cause trip hazards, it is recommended to replace it in the near future.

Mechanical, Electrical, Plumbing and Fire (MEPF)

The HVAC system consists of a split system with three heat pumps on the roof providing the heating and cooling with supporting fan coil units throughout the building. The plumbing system, fire detection, fire suppression systems, and electrical systems all appear to be modern and will require only routine maintenance during the evaluation period. Domestic hot water is provided by a gas water heater. Overall, most of the MEPF components appear to be in a fair condition and only typical life cycle replacements are recommended.

Site

Site maintenance appears to be excellent, and site improvements and landscaping are generally in good condition. Sidewalks are free of cracks and heaving.

Recommended Additional Studies

No additional studies recommended at this time.

Facility Condition Index (FCI)

One of the major goals of the FCA is to calculate each building's Facility Condition Index (FCI), which provides a theoretical objective indication of a building's overall condition. By definition, the FCI is defined as the ratio of the cost of current needs divided by current replacement value (CRV) of the facility. The chart below presents the industry standard ranges and cut-off points.

FCI Ranges and Description

0 – 5%	In new or well-maintained condition, with little or no visual evidence of wear or deficiencies.
5 – 10%	Subjected to wear but is still in a serviceable and functioning condition.
10 – 30%	Subjected to hard or long-term wear. Nearing the end of its useful or serviceable life.
30% and above	Has reached the end of its useful or serviceable life. Renewal is now necessary.

The deficiencies and lifecycle needs identified in this assessment provide the basis for a portfolio-wide capital improvement funding strategy. In addition to the current FCI, extended FCI's have been developed to provide owners the intelligence needed to plan and budget for the "keep-up costs" for their facilities. As such the 3-year, 5-year, and 10-year FCI's are calculated by dividing the anticipated needs of those respective time periods by current replacement value. As a final point, the FCI's ultimately provide more value when used to relatively compare facilities across a portfolio instead of being over-analyzed and scrutinized as stand-alone values. The table below summarizes the individual findings for this FCA:

FCI Analysis | Library (1913)

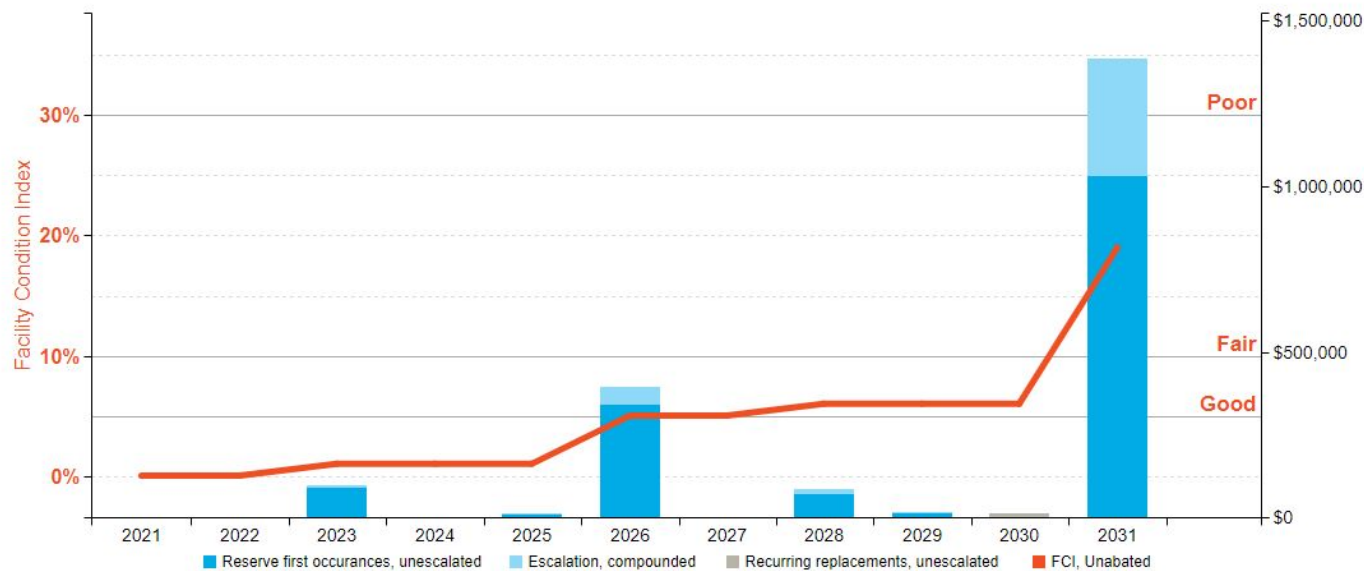
<i>Replacement Value</i> \$ 10,541,200	<i>Total SF</i> 18,891	<i>Cost/SF</i> \$ 558
Current FCI	\$ 0	0.0 %
3-Year	\$ 97,300	0.9 %
5-Year	\$ 503,100	4.8 %
10-Year	\$ 2,002,400	19.0 %

The orange line in the graph below forecasts what would happen to the FCI (left Y axis) over time, assuming zero capital expenditures. The capital expenditures allocated for each year (blue bars) are associated with the dollar amounts along the right Y axis.

Needs by Year with Unaddressed FCI Over Time

FCI Analysis: Library

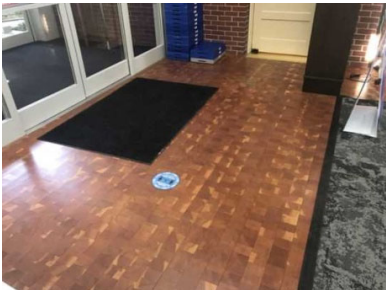
Replacement Value: \$ 10,541,178; Inflation rate: 3.0%



Immediate Needs

No Immediate Needs were observed at this time.

Key Findings



Flooring in Poor condition.

Wood, Strip
Library 101/102/103

Uniformat Code: C2034
Recommendation: **Replace in 2023**

Priority Score: **81.7**

Plan Type:
Performance/Integrity

Cost Estimate: \$91,700

\$\$\$\$

Wood flooring is in poor condition and may cause trip hazards. - AssetCALC ID: 2970588

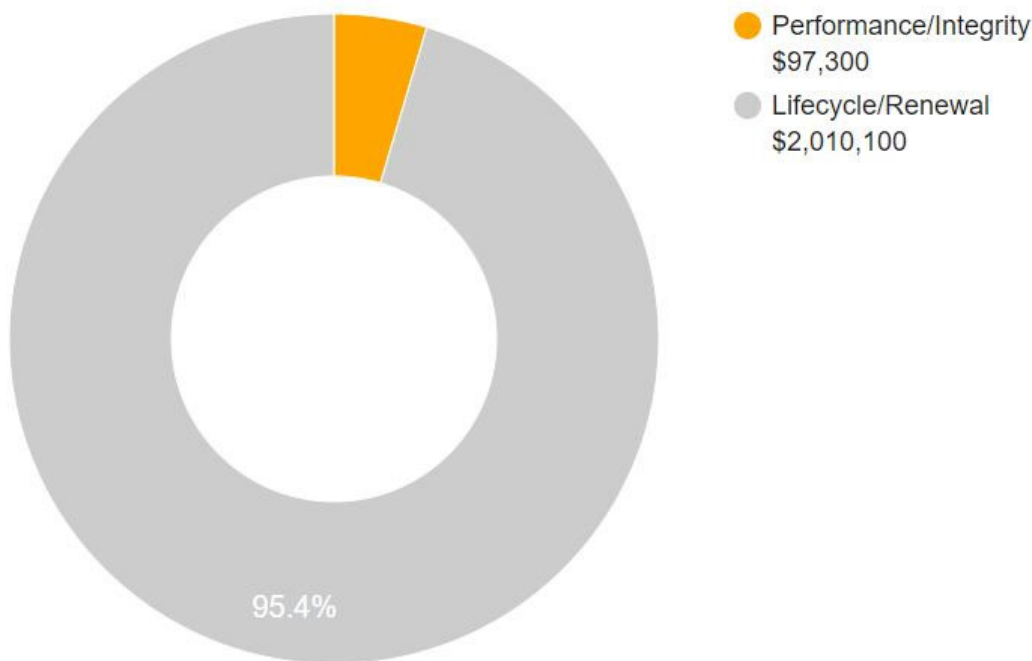
Plan Types

Each line item in the cost database is assigned a Plan Type, which is the primary reason or rationale for the recommended replacement, repair, or other corrective action. This is the “why” part of the equation. A cost or line item may commonly have more than one applicable Plan Type; however, only one Plan Type will be assigned based on the “best” fit, typically the one with the greatest significance.

Plan Type Descriptions

Safety	■ An observed or reported unsafe condition that if left unaddressed could result in injury; a system or component that presents potential liability risk.
Performance/Integrity	■ Component or system has failed, is almost failing, performs unreliably, does not perform as intended, and/or poses risk to overall system stability.
Accessibility	■ Does not meet ADA, UFAS, and/or other handicap accessibility requirements.
Environmental	■ Improvements to air or water quality, including removal of hazardous materials from the building or site.
Retrofit/Adaptation	■ Components, systems, or spaces recommended for upgrades in in order to meet current standards, facility usage, or client/occupant needs.
Lifecycle/Renewal	■ Any component or system that is not currently deficient or problematic but for which future replacement or repair is anticipated and budgeted.

Plan Type Distribution (by Cost)



10-YEAR TOTAL: \$2,107,400

2. Building and Site Information



Systems Summary

<i>System</i>	<i>Description</i>	<i>Condition</i>
Structure	Concrete tilt-up bearing walls and wood panel roof	Good
Façade	Brick with aluminum windows	Good
Roof	Primary: Flat construction with single-ply TPO/PVC membrane Secondary: Flat construction with single-ply TPO/PVC membrane	Fair
Interiors	Walls: Painted gypsum board, Ceramic tile & Unfinished Floors: Carpet, VCT, ceramic tile & Unfinished Ceilings: Painted gypsum board, ACT & Unfinished/exposed	Fair
Elevators	Hydraulic: 2 cars serving both floors & basement	Fair
Plumbing	Copper supply and PVC waste & venting Gas water heater Toilets, urinals, and sinks in all restrooms	Good
HVAC	Split System Heat pumps with supporting Fan Coil Units and Unit ventilators	Fair
Fire Suppression	Wet-pipe sprinkler system; hydrants, fire extinguishers	Good
Electrical	Source & Distribution: Main switchboard with copper wiring Interior Lighting: T-8, LED & CFL Emergency: UPS	Good

Systems Summary		
Fire Alarm	Alarm panel, smoke detectors, alarms, strobes, pull stations, back-up emergency lights, and exit signs	Good
Equipment/Special	None	--
Site Pavement	Asphalt lots with areas of concrete and concrete sidewalks, curbs, ramps, and stairs	Fair
Site Development	N/A - site amenities are considered part of the library park	--
Landscaping and Topography	Limited landscaping features Irrigation present Low to moderate site slopes throughout	Fair
Utilities	Municipal water and sewer Local utility-provided electric and natural gas	Fair
Site Lighting	N/A site lighting is considered part of the library park	--
Ancillary Structures	None	--
Accessibility	Presently it does not appear an accessibility study is needed for this property.	
Key Issues and Findings	Wood flooring in 101,102 & 103 is in poor condition and may cause trip hazards.	

System Expenditure Forecast

System	Immediate	Short Term (1-2 yr)	Near Term (3-5 yr)	Med Term (6-10 yr)	Long Term (11-20 yr)	TOTAL
Facade	-	-	\$99,465	-	\$826,315	\$925,780
Roofing	-	-	-	\$327,744	\$39,679	\$367,423
Interiors	-	\$97,231	\$200,437	\$20,520	\$401,944	\$720,132
Conveying	-	-	\$21,098	\$120,548	\$162,007	\$303,653
Plumbing	-	-	\$1,959	\$5,241	\$47,191	\$54,391
HVAC	-	-	-	\$418,612	\$2,835	\$421,447
Fire Protection	-	-	-	-	\$57,390	\$57,390
Electrical	-	-	\$11,705	\$478,649	\$76,228	\$566,582
Fire Alarm & Electronic Systems	-	-	\$71,173	\$86,612	\$110,886	\$268,671
Equipment & Furnishings	-	-	-	-	\$14,582	\$14,582
Site Development	-	-	-	\$62,895	-	\$62,895
Site Pavement	-	-	-	\$76,435	-	\$76,435
Site Utilities	-	-	-	\$6,988	-	\$6,988
TOTALS	-	\$97,300	\$405,900	\$1,604,300	\$1,739,100	\$3,846,600

3. Property Space Use and Observed Areas

Unit Allocation

All 18,891 square feet of the property are occupied by City of Oregon City. The spaces are a Library, offices with supporting restroom, and mechanical and other utility spaces.

Areas Observed

The interior spaces were observed in order to gain a clear understanding of the property's overall condition. Other areas accessed included the site within the property boundaries, the exterior of the property, and the roof.

Key Spaces Not Observed

All key areas of the property were accessible and observed.

4. ADA Accessibility

Generally, Title II of the Americans with Disabilities Act (ADA) prohibits discrimination by entities to access and use of “areas of public accommodations” and “public facilities” on the basis of disability. Regardless of their age, these areas and facilities must be maintained and operated to comply with the Americans with Disabilities Act Accessibility Guidelines (ADAAG).

A public entity (i.e. city governments) shall operate each service, program, or activity so that the service, program, or activity, when viewed in its entirety, is readily accessible to and usable by individuals with disabilities.

However, this does not:

1. Necessarily require a public entity to make each of its existing facilities accessible to and usable by individuals with disabilities;
2. Require a public entity to take any action that would threaten or destroy the historic significance of an historic property; or
3. Require a public entity to take any action that it can demonstrate would result in a fundamental alteration in the nature of a service, program, or activity or in undue financial and administrative burdens. In those circumstances where personnel of the public entity believe that the proposed action would fundamentally alter the service, program, or activity or would result in undue financial and administrative burdens, a public entity has the burden of proving that compliance with 35.150(a) of this part would result in such alteration or burdens. The decision that compliance would result in such alteration or burdens must be made by the head of a public entity or his or her designee after considering all resources available for use in the funding and operation of the service, program, or activity, and must be accompanied by a written statement of the reasons for reaching that conclusion. If an action would result in such an alteration or such burdens, a public entity shall take any other action that would not result in such an alteration or such burdens but would nevertheless ensure that individuals with disabilities receive the benefits or services provided by the public entity.

Removal of barriers to accessibility should be addressed from a liability standpoint in order to comply with federal law, but the barriers may or may not be building code violations. The Americans with Disabilities Act Accessibility Guidelines are part of the ADA federal civil rights law pertaining to the disabled and are not a construction code. State and local jurisdictions have adopted the ADA Guidelines or have adopted other standards for accessibility as part of their construction codes.

During the FCA, Bureau Veritas performed a limited high-level accessibility review of the facility non-specific to any local regulations or codes. The scope of the visual observation was limited to the same areas observed while performing the FCA and the categories set forth in the tables that are included in the appendix. It is understood by the Client that the limited observations described herein do not comprise a full ADA Compliance Survey, and that such a survey is beyond the scope of this particular assessment. A full measured ADA survey would be required to identify any and all specific potential accessibility issues. Additional clarifications of this limited survey:

- This survey was visual in nature and actual measurements were not taken to verify compliance
- Only a representative sample of areas was observed
- Two overview photos were taken for each subsection regardless of perceived compliance or non-compliance
- Itemized costs for individual non-compliant items are not included in the dataset
- For any “none” boxes checked or reference to “no issues” identified, that alone does not guarantee full compliance

The facility was originally constructed in 1913. The facility was substantially renovated in 2016 and widespread accessibility improvements appear to have been implemented at that time.

No information about complaints or pending litigation associated with potential accessibility issues was provided during the interview process.

No detailed follow-up accessibility study is currently recommended since no major or moderate issues were identified at the subject site. Reference the appendix for specific data, photos, and tables or checklists associated with this limited accessibility survey.

5. Purpose and Scope

Purpose

Bureau Veritas was retained by the client to render an opinion as to the Property's current general physical condition on the day of the site visit.

Based on the observations, interviews and document review outlined below, this report identifies significant deferred maintenance issues, existing deficiencies, and material code violations of record, which affect the Property's use. Opinions are rendered as to its structural integrity, building system condition and the Property's overall condition. The report also notes building systems or components that have realized or exceeded their typical expected useful lives.

The physical condition of building systems and related components are typically defined as being in one of five condition ratings. For the purposes of this report, the following definitions are used:

Condition Ratings	
Excellent	New or very close to new; component or system typically has been installed within the past year, sound and performing its function. Eventual repair or replacement will be required when the component or system either reaches the end of its useful life or fails in service.
Good	Satisfactory as-is. Component or system is sound and performing its function, typically within the first third of its lifecycle. However, it may show minor signs of normal wear and tear. Repair or replacement will be required when the component or system either reaches the end of its useful life or fails in service.
Fair	Showing signs of wear and use but still satisfactory as-is, typically near the median of its estimated useful life. Component or system is performing adequately at this time but may exhibit some signs of wear, deferred maintenance, or evidence of previous repairs. Repair or replacement will be required due to the component or system's condition and/or its estimated remaining useful life.
Poor	Component or system is significantly aged, flawed, functioning intermittently or unreliably; displays obvious signs of deferred maintenance; shows evidence of previous repair or workmanship not in compliance with commonly accepted standards; has become obsolete; or exhibits an inherent deficiency. The present condition could contribute to or cause the deterioration of contiguous elements or systems. Either full component replacement is needed or repairs are required to restore to good condition, prevent premature failure, and/or prolong useful life.
Failed	Component or system has ceased functioning or performing as intended. Replacement, repair, or other significant corrective action is recommended or required.
Not Applicable	Assigning a condition does not apply or make logical sense, most commonly due to the item in question not being present.

Scope

The standard scope of the Facility Condition Assessment includes the following:

- Visit the Property to evaluate the general condition of the building and site improvements, review available construction documents in order to familiarize ourselves with, and be able to comment on, the in-place construction systems, life safety, mechanical, electrical, and plumbing systems, and the general built environment.
- Identify those components that are exhibiting deferred maintenance issues and provide cost estimates for Immediate Costs and Replacement Reserves based on observed conditions, maintenance history and industry standard useful life estimates. This will include the review of documented capital improvements completed within the last five-year period and work currently contracted for, if applicable.
- Provide a full description of the Property with descriptions of in-place systems and commentary on observed conditions.
- Provide a high-level categorical general statement regarding the subject Property's compliance to Title III of the Americans with Disabilities Act. This will not constitute a full ADA survey, but will help identify exposure to issues and the need for further review.
- Obtain background and historical information about the facility from a building engineer, property manager, maintenance staff, or other knowledgeable source. The preferred methodology is to have the client representative or building occupant complete a Pre-Survey Questionnaire (PSQ) in advance of the site visit. Common alternatives include a verbal interview just prior to or during the walk-through portion of the assessment.
- Observe a representative sample of the interior spaces/units, including vacant spaces/units, to gain a clear understanding of the property's overall condition. Other areas to be observed include the exterior of the property, the roofs, interior common areas, and the significant mechanical, electrical and elevator equipment rooms.
- Provide recommendations for additional studies, if required, with related budgetary information.
- Provide an Executive Summary at the beginning of this report, which highlights key findings and includes a Facility Condition Index as a basis for comparing the relative conditions of the buildings within the portfolio.

6. Opinions of Probable Costs

Cost estimates are attached throughout this report, with the Replacement Reserves in the appendix.

These estimates are based on Invoice or Bid Document/s provided either by the Owner/facility and construction costs developed by construction resources such as *R.S. Means*, *CBRE Whitestone*, and *Marshall & Swift*, Bureau Veritas's experience with past costs for similar properties, city cost indexes, and assumptions regarding future economic conditions.

Opinions of probable costs should only be construed as preliminary, order of magnitude budgets. Actual costs most probably will vary from the consultant's opinions of probable costs depending on such matters as type and design of suggested remedy, quality of materials and installation, manufacturer and type of equipment or system selected, field conditions, whether a physical deficiency is repaired or replaced in whole, phasing or bundling of the work (if applicable), quality of contractor, quality of project management exercised, market conditions, use of subcontractors, and whether competitive pricing is solicited, etc. Certain opinions of probable costs cannot be developed within the scope of this guide without further study. Opinions of probable cost for further study should be included in the FCA.

Methodology

Based upon site observations, research, and judgment, along with referencing Expected Useful Life (EUL) tables from various industry sources, Bureau Veritas opines as to when a system or component will most probably necessitate replacement. Accurate historical replacement records, if provided, are typically the best source of information. Exposure to the elements, initial quality and installation, extent of use, the quality and amount of preventive maintenance exercised, etc., are all factors that impact the effective age of a system or component. As a result, a system or component may have an effective age that is greater or less than its actual chronological age. The Remaining Useful Life (RUL) of a component or system equals the EUL less its *effective age*, whether explicitly or implicitly stated. Projections of Remaining Useful Life (RUL) are based primarily on age and condition with the presumption of continued use and maintenance of the Property similar to the observed and reported past use and maintenance practices, in conjunction with the professional judgment of Bureau Veritas's assessors. Significant changes in occupants and/or usage may affect the service life of some systems or components.

Where quantities could not be or were not derived from an actual construction document take-off or facility walk-through, and/or where systemic costs are more applicable or provide more intrinsic value, budgetary square foot and gross square foot costs are used. Estimated costs are based on professional judgment and the probable or actual extent of the observed defect, inclusive of the cost to design, procure, construct and manage the corrections.

Definitions

Immediate Needs

Immediate Needs are line items that require immediate action as a result of: (1) material existing or potential unsafe conditions, (2) failed or imminent failure of mission critical building systems or components, or (3) conditions that, if not addressed, have the potential to result in, or contribute to, critical element or system failure within one year or will most probably result in a significant escalation of its remedial cost.

For database and reporting purposes the line items with RUL=0, and commonly associated with *Safety* or *Performance/Integrity* Plan Types, are considered Immediate Needs.

Replacement Reserves

Cost line items traditionally called Replacement Reserves (equivalently referred to as Lifecycle/Renewals) are for recurring probable renewals or expenditures, which are not classified as operation or maintenance expenses. The replacement reserves should be budgeted for in advance on an annual basis. Replacement Reserves are reasonably predictable both in terms of frequency and cost. However, Replacement Reserves may also include components or systems that have an indeterminable life but, nonetheless, have a potential for failure within an estimated time period.

Replacement Reserves generally exclude systems or components that are estimated to expire after the reserve term and are not considered material to the structural and mechanical integrity of the subject property. Furthermore, systems and components that are not deemed to have a material effect on the use of the Property are also excluded. Costs that are caused by acts of God, accidents, or other occurrences that are typically covered by insurance, rather than reserved for, are also excluded.

Replacement costs are solicited from ownership/property management, Bureau Veritas's discussions with service companies, manufacturers' representatives, and previous experience in preparing such schedules for other similar facilities. Costs for work performed by the ownership's or property management's maintenance staff are also considered.

Bureau Veritas's reserve methodology involves identification and quantification of those systems or components requiring capital reserve funds within the assessment period. The assessment period is defined as the effective age plus the reserve term. Additional information concerning system's or component's respective replacement costs (in today's dollars), typical expected useful lives, and remaining useful lives were estimated so that a funding schedule could be prepared. The Replacement Reserves Schedule presupposes that all required remedial work has been performed or that monies for remediation have been budgeted for items defined as Immediate Needs.

For the purposes of 'bucketizing' the System Expenditure Forecasts in this report, the Replacement Reserves have been subdivided and grouped as follows: Short Term (years 1-3), Near Term (years 4-5), Medium Term (years 6-10), and Long Term (years 11-20).

Key Findings

In an effort to highlight the most significant cost items and not be overwhelmed by the Replacement Reserves report in its totality, a subsection of Key Findings is included within the Executive Summary section of this report. Key Findings typically include repairs or replacements of deficient items within the first five-year window, as well as the most significant high-dollar line items that fall anywhere within the ten-year term. Note that while there is some subjectivity associated with identifying the Key Findings, the Immediate Needs are always included as a subset.

Exceedingly Aged

A fairly common scenario encountered during the assessment process, and a frequent source of debate, occurs when classifying and describing "very old" systems or components that are still functioning adequately and do not appear nor were reported to be in any way deficient. To help provide some additional intelligence on these items, such components will be tagged in the database as Exceedingly Aged. This designation will be reserved for mechanical or electrical systems or components that have aged well beyond their industry standard lifecycles, typically at least 15 years beyond and/or twice their Estimated Useful Life (EUL). In tandem with this designation, these items will be assigned a Remaining Useful Life (RUL) not less than two years but not greater than 1/3 of their standard EUL. As such the recommended replacement time for these components will reside outside the typical Short Term window but will not be pushed 'irresponsibly' (too far) into the future.

7. Certification

The city of Oregon City (the Client) retained Bureau Veritas to perform this Facility Condition Assessment in connection with its continued operation of Library, 606 John Adams Street, Oregon City, OR 97045, the "Property". It is our understanding that the primary interest of the Client is to locate and evaluate materials and building system defects that might significantly affect the value of the property and to determine if the present Property has conditions that will have a significant impact on its continued operations.

The conclusions and recommendations presented in this report are based on the brief review of the plans and records made available to our Project Manager during the site visit, interviews of available property management personnel and maintenance contractors familiar with the Property, appropriate inquiry of municipal authorities, our Project Manager's walk-through observations during the site visit, and our experience with similar properties.

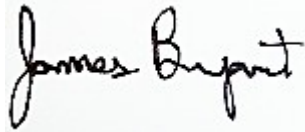
No testing, exploratory probing, dismantling or operating of equipment or in-depth studies were performed unless specifically required under the *Purpose and Scope* section of this report. This assessment did not include engineering calculations to determine the adequacy of the Property's original design or existing systems. Although walk-through observations were performed, not all areas may have been observed (see Section 1 for specific details). There may be defects in the Property, which were in areas not observed or readily accessible, may not have been visible, or were not disclosed by management personnel when questioned. The report describes property conditions at the time that the observations and research were conducted.

This report has been prepared for and is exclusively for the use and benefit of the Client identified on the cover page of this report. The purpose for which this report shall be used shall be limited to the use as stated in the contract between the client and Bureau Veritas.

This report, or any of the information contained therein, is not for the use or benefit of, nor may it be relied upon by any other person or entity, for any purpose without the advance written consent of Bureau Veritas. Any reuse or distribution without such consent shall be at the client's or recipient's sole risk, without liability to Bureau Veritas.

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Project Manager

Reviewed by:



James Bryant,
Technical Report Reviewer for
James A. Cave,
Program Manager
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8. Appendices

- Appendix A: Photographic Record
- Appendix B: Site Plan
- Appendix C: Pre-Survey Questionnaire
- Appendix D: Accessibility Review & Photos
- Appendix E: Component Condition Report
- Appendix F: Replacement Reserves

Appendix A:

Photographic Record



1

COVER PHOTO



2

FRONT ELEVATION



3

RIGHT ELEVATION



4

LEFT ELEVATION



5

REAR ELEVATION



6

MAIN/ACCESSIBLE ENTRANCE



7

OVERVIEW OF PARKING AREA
(SOUTHERN PARKING)

8

OVERVIEW OF PARKING AREA
(ERMATINGER PARKING)

9

PRIMARY ROOF TPO/PVC



10

SECONDARY ROOF TPO/PVC



11

SOLAR POWER



12

SPLIT SYSTEM HEAT PUMP



13 SPLIT SYSTEM FAN COIL UNIT



14 SPLIT SYSTEM FAN COIL UNIT



15 EXHAUST FAN



16 UNIT VENTILATOR



17 WATER HEATER



18 FIRE SUPPRESSION SYSTEM



19

ELEVATOR



20

HYDRAULIC EQUIPMENT



21

READING ROOM



22

MEDIA ROOM



23

CHILDRENS ROOM



24

UPPER LEVEL LIBRARY



25

BASEMENT



26

INTERIOR STAIRS



27

SKY LIGHT



28

RESTROOM



29

KITCHENETTE



30

WOOD FLOORING

Appendix B:

Site Plan



	Project Number		Project Name	
	148392.21R000-003.017		Library City of Oregon City	
	Source		On-Site Date	
	Orcity.org		April 06, 2021	



Appendix C:

Pre-Survey Questionnaire



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Appendix D:

Accessibility Review & Photos

Visual Checklist - 2010 ADA Standards for Accessible Design

Property Name: Library

BV Project Number: 148392.21R000 - 003.017

Abbreviated Accessibility Checklist

Facility History & Interview

Question		Yes	No	NA	Comments
1	ADA: Has an accessibility study been performed at the site? If so, when?	X			
2	ADA: If a study has occurred, have the associated recommendations been addressed? In full or in part?			X	
3	ADA: Have there been regular complaints about accessibility issues, or previous or pending litigation?			X	

Abbreviated Accessibility Checklist

Parking



Overview of accessible parking area



Close-up of stall or 2nd area of accessible parking

Question		Yes	No	NA	Comments
1	Does the required number of standard ADA designated spaces appear to be provided ?	✗			
2	Does the required number of van-accessible designated spaces appear to be provided ?	✗			
3	Are accessible spaces on the shortest accessible route to an accessible building entrance ?	✗			
4	Does parking signage include the International Symbol of Accessibility ?	✗			
5	Does each accessible space have an adjacent access aisle ?	✗			
6	Do parking spaces and access aisles appear to be relatively level and without obstruction ?	✗			

Abbreviated Accessibility Checklist

Exterior Accessible Route



Accessible ramp or path



Curb cut or 2nd pathway

Question		Yes	No	NA	Comments
1	Is an accessible route present from public transportation stops and municipal sidewalks on or immediately adjacent to the property ?	✗			
2	Does a minimum of one accessible route appear to connect all public areas on the exterior, such as parking and other outdoor amenities, to accessible building entrances ?	✗			
3	Are curb ramps present at transitions through raised curbs on all accessible routes?	✗			
4	Do curb ramps appear to have compliant slopes for all components ?	✗			
5	Do ramp runs on an accessible route appear to have compliant slopes ?	✗			
6	Do ramp runs on an accessible route appear to have a compliant rise and width ?	✗			

7	Do ramps on an accessible route appear to have compliant end and intermediate landings ?			×	
8	Do ramps on an accessible route appear to have compliant handrails ?			×	

Abbreviated Accessibility Checklist

Building Entrances



Main/accessible entrance



Additional entrance or signage/hardware

Question		Yes	No	NA	Comments
1	Do a sufficient number of accessible entrances appear to be provided ?	✗			
2	If the main entrance is not accessible, is an alternate accessible entrance provided?	✗			
3	Is signage provided indicating the location of alternate accessible entrances ?	✗			
4	Do doors at accessible entrances appear to have compliant maneuvering clearance area on each side ?	✗			
5	Do doors at accessible entrances appear to have compliant hardware ?	✗			
6	Do doors at accessible entrances appear to have a compliant clear opening width ?	✗			

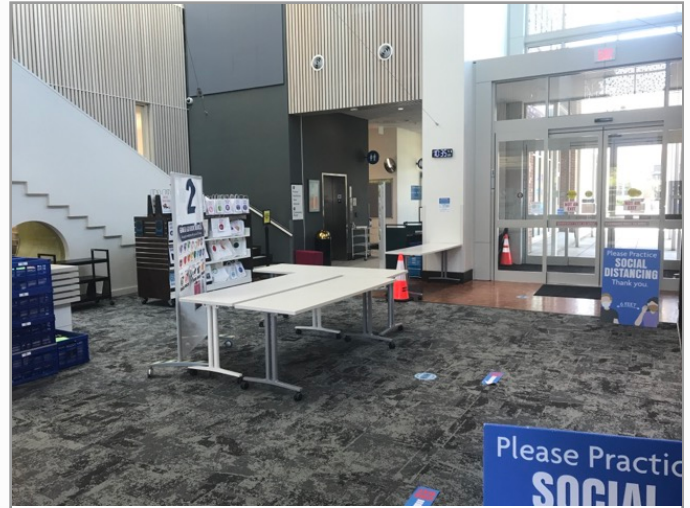
7	Do pairs of accessible entrance doors in series appear to have the minimum clear space between them ?	X			
8	Do thresholds at accessible entrances appear to have a compliant height ?	X			

Abbreviated Accessibility Checklist

Interior Accessible Route



Accessible interior path (ramp/lift)



Door hardware, stair rails, or self-service area

Question		Yes	No	NA	Comments
1	Does an accessible route appear to connect all public areas inside the building ?	✗			
2	Do accessible routes appear free of obstructions and/or protruding objects ?	✗			
3	Do ramps on accessible routes appear to have compliant slopes ?			✗	
4	Do ramp runs on an accessible route appear to have a compliant rise and width ?			✗	
5	Do ramps on accessible routes appear to have compliant end and intermediate landings ?			✗	
6	Do ramps on accessible routes appear to have compliant handrails ?			✗	

7	Are accessible areas of refuge and the accessible means of egress to those areas identified with accessible signage ?	X			
8	Do public transaction areas have an accessible, lowered service counter section ?	X			
9	Do public telephones appear mounted with an accessible height and location ?			X	
10	Do doors at interior accessible routes appear to have compliant maneuvering clearance area on each side ?	X			
11	Do doors at interior accessible routes appear to have compliant hardware ?	X			
12	Do non-fire hinged, sliding, or folding doors on interior accessible routes appear to have compliant opening force ?	X			
13	Do doors on interior accessible routes appear to have a compliant clear opening width ?	X			

Abbreviated Accessibility Checklist

Elevators



Lobby looking at cabs (with doors open)



In-cab controls/emergency call panel

Question		Yes	No	NA	Comments
1	Are hallway call buttons configured with the "UP" button above the "DOWN" button?	✗			
2	Is accessible floor identification signage present on the hoistway sidewalls on each level ?	✗			
3	Do the elevators have audible and visual arrival indicators at the lobby and hallway entrances?	✗			
4	Do the elevator hoistway and car interior appear to have a minimum compliant clear floor area ?	✗			
5	Do the elevator car doors have automatic re-opening devices to prevent closure on obstructions?	✗			
6	Do elevator car control buttons appear to be mounted at a compliant height ?	✗			

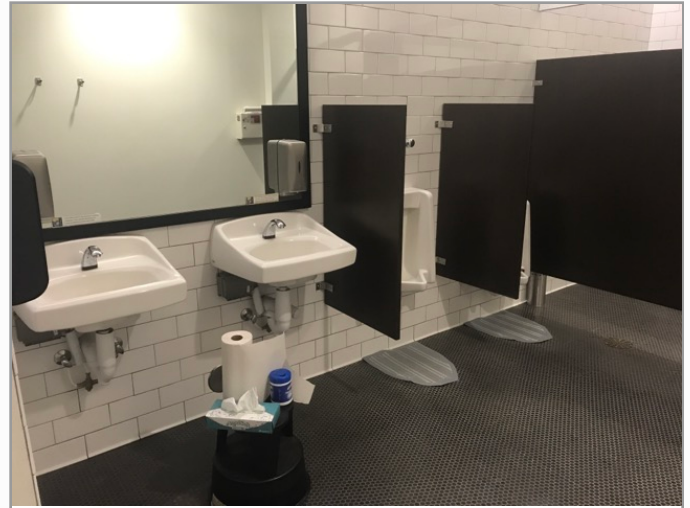
7	Are tactile and Braille characters mounted to the left of each elevator car control button ?	×			
8	Are audible and visual floor position indicators provided in the elevator car?	×			
9	Is the emergency call system on or adjacent to the control panel and does it not require voice communication ?	×			

Abbreviated Accessibility Checklist

Public Restrooms



Toilet stall overview



Sink, faucet handles and/or accessories

Question		Yes	No	NA	Comments
1	Do publicly accessible toilet rooms appear to have a minimum compliant floor area ?	✗			
2	Does the lavatory appear to be mounted at a compliant height and with compliant knee area ?	✗			
3	Does the lavatory faucet have compliant handles ?	✗			
4	Is the plumbing piping under lavatories configured to protect against contact ?	✗			
5	Are grab bars provided at compliant locations around the toilet ?	✗			
6	Do toilet stall doors appear to provide the minimum compliant clear width ?	✗			

7	Do toilet stalls appear to provide the minimum compliant clear floor area ?	X			
8	Where more than one urinal is present in a multi-user restroom, does minimum one urinal appear to be mounted at a compliant height and with compliant approach width ?	X			
9	Do accessories and mirrors appear to be mounted at a compliant height ?	X			

Abbreviated Accessibility Checklist

Kitchens/Kitchenettes



Kitchen cabinets/sink clearance



Oven with controls

Question		Yes	No	NA	Comments
1	Do kitchens/kitchenettes appear to have a minimum compliant path of travel or area of maneuverability ?	✗			
2	Are the appliances centered for a parallel or forward approach with adequate clear floor space ?	✗			
3	Is there an accessible countertop/preparation space of proper width and height ?	✗			
4	Is there an accessible sink space of proper width and height ?			✗	
5	Does the sink faucet have compliant handles ?	✗			
6	Is the plumbing piping under the sink configured to protect against contact ?	✗			

7	Are the cooktop/range controls front-mounted (or in a location that does not require reaching across the burners) ?			×	
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Appendix E:

Component Condition Report



Component Condition Report | Library

UF L3 Code	Location	Condition	Asset/Component/Repair	Quantity	RUL	ID
Facade						
B2010	Building exterior	Fair	Exterior Walls, any painted surface, 1-2 Story Building, Prep & Paint	22,000 SF	5	2970584
B2020	Building exterior	Good	Window, Aluminum Double-Glazed, 16-25 SF [No tag/plate found]	100	20	2970613
B2020	Building exterior	Good	Window, Aluminum Double-Glazed, up to 15 SF [No tag/plate found]	240	20	2970602
B2050	Building exterior	Good	Exterior Door, Steel, Standard [No tag/plate found]	4	30	2970609
B2050	Building exterior	Good	Exterior Door, Aluminum-Framed & Glazed, Swinging or Sliding w/ Motor [No tag/plate found]	4	20	2970580
Roofing						
B3010		Good	Roofing, Metal	3,255 SF	35	2972849
B3010	Roof	Fair	Roofing, Single-Ply Membrane, TPO/PVC [No tag/plate found]	11,035 SF	10	2970625
B3060	Roof	Good	Roof Skylight, per unit, up to 20 SF [No tag/plate found]	12	20	2970632
B3060	Roof	Good	Roof Hatch, Metal [No tag/plate found]	1	20	2970598
Interiors						
C1030	Building exterior	Good	Interior Door, Aluminum-Framed & Glazed, Standard Swing	12	30	2970634
C1030	Throughout building	Good	Interior Door, Wood, Solid-Core [No tag/plate found]	16	30	2970600
C1070	Throughout building	Fair	Suspended Ceilings, Hard Tile, Replacement w/ ACT	15,000 SF	15	2970616
C1090	Basement	Good	Lockers, Steel-Baked Enamel, 12" W x 15" D x 72" H [No tag/plate found]	1	15	2970594
C2010		Fair	Wall Finishes, any surface, Prep & Paint	15,000 SF	5	2972124
C2010	Restrooms	Good	Wall Finishes, Ceramic Tile [No tag/plate found]	800 SF	30	2970587
C2030	Restrooms	Good	Flooring, Vinyl Tile (VCT) [No tag/plate found]	200 SF	10	2970608
C2030	Restrooms	Good	Flooring, any surface, w/ Epoxy Coating, Prep & Paint	950 SF	8	2970618
C2030	Throughout building	Fair	Flooring, Carpet, Commercial Standard	14,200 SF	5	2970585
C2030	101/102/103	Poor	Flooring, Wood, Strip	4,700 SF	2	2970586

UF L3 Code	Location	Condition	Asset/Component/Repair	Quantity	RUL	ID
C2050	Throughout building	Fair	Ceiling Finishes, any flat surface, Prep & Paint	2,000 SF	5	2970583
Conveying						
D1010	Elevator	Fair	Passenger Elevator, Hydraulic, 2 Floors, Renovate	1	20	2970582
D1010	Elevator employees	Fair	Passenger Elevator, Hydraulic, 2 Floors, Renovate [No tag/plate found]	1	10	2970595
D1010	Employee Elevator	Fair	Elevator Controls, Automatic, 1 Car [No tag/plate found]	1	5	2970604
D1010	Elevator	Fair	Elevator Cab Finishes, Standard [No tag/plate found]	1	10	2970636
D1010	Elevator	Fair	Elevator Controls, Automatic, 1 Car [No tag/plate found]	1	10	2970612
D1010	Elevator employees	Fair	Elevator Cab Finishes, Standard [No tag/plate found]	1	5	2970574
Plumbing						
D2010	117 janitor	Good	Sink/Lavatory, Service Sink, Floor [No tag/plate found]	2	25	2970622
D2010	Restrooms	Good	Urinal, Standard [No tag/plate found]	2	20	2970577
D2010	Throughout building	Good	Plumbing System, Supply & Sanitary, Medium Density (excludes fixtures) [No tag/plate found]	18,891 SF	30	2970610
D2010	Basement	Fair	Water Heater, Gas, Residential [No tag/plate found]	1	5	2970611
D2010	Restrooms	Good	Sink/Lavatory, Vanity Top, Solid Surface or Vitreous China [No tag/plate found]	8	20	2970615
D2010	Kitchen	Good	Sink/Lavatory, Vanity Top, Stainless Steel [No tag/plate found]	4	25	2970599
D2010	Restrooms	Good	Toilet, Commercial Water Closet [No tag/plate found]	6	20	2970601
D2010	Throughout building	Good	Drinking Fountain, Wall-Mounted, Bi-Level [No tag/plate found]	2	10	2970633
HVAC						
D3030	Roof	Fair	Split System, Condensing Unit/Heat Pump [HP-3]	1	10	2970586
D3030	Throughout building	Fair	Split System, Fan Coil Unit, DX [No tag/plate found]	2	10	2970603
D3030	Roof	Fair	Split System, Condensing Unit/Heat Pump [HP-1]	1	10	2970576

UF L3 Code	Location	Condition	Asset/Component/Repair	Quantity	RUL	ID
D3030	Roof	Fair	Split System, Condensing Unit/Heat Pump [HP-2]	1	10	2970593
D3030	Throughout building	Fair	Split System, Fan Coil Unit, DX [No tag/plate found]	3	10	2970630
D3030	121	Fair	Unit Ventilator, approx/nominal 2 Ton [HRV-1]	1	10	2970628
D3030	Roof	Fair	Unit Ventilator, approx/nominal 5 Ton [HRV-2]	1	10	2970605
D3030	Throughout building	Fair	Split System, Fan Coil Unit, DX [No tag/plate found]	3	10	2970629
D3030	Throughout building	Fair	Split System, Fan Coil Unit, DX [No tag/plate found]	6	10	2970635
D3030	Throughout building	Fair	Split System, Fan Coil Unit, DX [No tag/plate found]	3	10	2970619
D3060	Roof	Fair	Exhaust Fan, Centrifugal, 12" Damper [RV-1]	1	15	2970606
Fire Protection						
D4010	121 Fire Riser	Fair	Fire Suppression System, Existing Sprinkler Heads, by SF [No tag/plate found]	18,891	SF 15	2970591
D4010	Throughout building	Good	Fire Suppression System, Full System Install/Retrofit, Medium Density/Complexity, Renovate [No tag/plate found*]	18,891	SF 30	2970596
Electrical						
D5010	Roof	Fair	Solar Power, Inverter [No tag/plate found]	1	7	2970631
D5010	120 Electrical	Fair	Uninterruptible Power Supply, Individual Battery [No tag/plate found]	20	4	2970621
D5010	Roof	Fair	Solar Power, Photovoltaic (PV) Panel, 24 SF [No tag/plate found]	56	10	2970614
D5010	120 Electrical	Fair	Uninterruptible Power Supply, UPS [No tag/plate found]	1	7	2970626
D5020	120 Electrical	Good	Distribution Panel, 120/208 V [No tag/plate found]	2	20	2970624
D5020	120 Electrical	Good	Distribution Panel, 120/208 V [No tag/plate found]	3	20	2970590
D5020	120 Electrical	Good	Switchboard, 277/480 V [No tag/plate found]	1	30	2970581
D5030	Throughout building	Good	Electrical System, Wiring & Switches, Average or Low Density/Complexity [No tag/plate found]	18,891	SF 30	2970617

UF L3 Code	Location	Condition	Asset/Component/Repair	Quantity		RUL	ID
D5040	Throughout building	Fair	Interior Lighting System, Full Upgrade, Medium Density & Standard Fixtures [No tag/plate found]	18,891	SF	10	2970627
Fire Alarm & Electronic Systems							
D7030	Throughout building	Fair	Security/Surveillance System, Full System Upgrade, Average Density [No tag/plate found]	18,891	SF	7	2970623
D7050	120 Electrical	Good	Fire Alarm Panel, Fully Addressable [No tag/plate found]	1		10	2970575
D8010	Throughout building	Fair	BAS/HVAC Controls, Basic System or Legacy Upgrades, Upgrade/Install [No tag/plate found]	18,891	SF	5	2970578
Equipment & Furnishings							
E2010	Kitchen	Good	Casework, Cabinetry, Hardwood Standard [No tag/plate found]	24	LF	15	2970579
Pedestrian Plazas & Walkways							
G2020	Parking lot	Fair	Parking Lots, Pavement, Asphalt, Mill & Overlay	12,500	SF	10	2970607
Sitework							
G2080	121 Fire Riser	Fair	Irrigation System, Drip System, Replace/Install [No tag/plate found]	12,000	SF	10	2970589
G4050	Building exterior	Fair	Exterior Fixture w/ Lamp, any type, w/ LED Replacement [No tag/plate found]	10		10	2970597

Appendix F:

Replacement Reserves

Replacement Reserves Report

Library

7/10/2021

Location	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040	2041	Total Escalated Estimate
Library	\$0	\$0	\$97,231	\$0	\$11,705	\$394,137	\$0	\$85,349	\$18,774	\$13,570	\$1,486,566	\$0	\$0	\$0	\$15,731	\$585,200	\$0	\$0	\$25,230	\$18,236	\$1,094,676	\$3,846,405
Grand Total	\$0	\$0	\$97,231	\$0	\$11,705	\$394,137	\$0	\$85,349	\$18,774	\$13,570	\$1,486,566	\$0	\$0	\$0	\$15,731	\$585,200	\$0	\$0	\$25,230	\$18,236	\$1,094,676	\$3,846,405

Uniformat Code	ID	Cost Description	Lifespan (EUL)	EAge	RUL	Quantity	Unit	Unit Cost *	Subtotal	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040	2041	Deficiency Repair Estimate
B2010	2970584	Exterior Walls, any painted surface, 1-2 Story Building, Prep & Paint	10	5	5	22000	SF	\$3.90	\$85,800						\$85,800										\$85,800						\$171,600
B2020	2970613	Window, Aluminum Double-Glazed, 16-25 SF, Replace	30	10	20	100	EA	\$1,235.00	\$123,500																				\$123,500		\$123,500
B2020	2970602	Window, Aluminum Double-Glazed, up to 15 SF, Replace	30	10	20	240	EA	\$845.00	\$202,800																				\$202,800		\$202,800
B2050	2970580	Exterior Door, Aluminum-Framed & Glazed, Swinging or Sliding w/ Motor, Replace	30	10	20	4	EA	\$14,300.00	\$57,200																				\$57,200		\$57,200
B3010	2970625	Roofing, Single-Ply Membrane, TPO/PVC, Replace	20	10	10	11035	SF	\$22.10	\$243,874											\$243,874											\$243,874
B3060	2970632	Roof Skylight, per unit, up to 20 SF, Replace	30	10	20	12	EA	\$1,690.00	\$20,280																				\$20,280		\$20,280
B3060	2970598	Roof Hatch, Metal, Replace	30	10	20	1	EA	\$1,690.00	\$1,690																				\$1,690		\$1,690
C1070	2970616	Suspended Ceilings, Hard Tile, Replacement w/ ACT, Replace	25	10	15	15000	SF	\$4.55	\$68,250																\$68,250						\$68,250
C1090	2970594	Lockers, Steel-Baked Enamel, 12" W x 15" D x 72" H, Replace	20	5	15	1	EA	\$650.00	\$650																\$650						\$650
C2010	2972124	Wall Finishes, any surface, Prep & Paint	10	5	5	15000	SF	\$1.95	\$29,250						\$29,250										\$29,250						\$58,500
C2030	2970618	Flooring, any surface, w/ Epoxy Coating, Prep & Paint	10	2	8	950	SF	\$15.60	\$14,820									\$14,820										\$14,820			\$29,640
C2030	2970588	Flooring, Wood, Strip, Replace	30	28	2	4700	SF	\$19.50	\$91,650			\$91,650																			\$91,650
C2030	2970608	Flooring, Vinyl Tile (VCT), Replace	15	5	10	200	SF	\$6.50	\$1,300											\$1,300											\$1,300
C2030	2970585	Flooring, Carpet, Commercial Standard, Replace	10	5	5	14200	SF	\$9.75	\$138,450						\$138,450										\$138,450						\$276,900
C2050	2970583	Ceiling Finishes, any flat surface, Prep & Paint	10	5	5	2000	SF	\$2.60	\$5,200						\$5,200										\$5,200						\$10,400
D1010	2970604	Elevator Controls, Automatic, 1 Car, Replace	20	15	5	1	EA	\$6,500.00	\$6,500						\$6,500																\$6,500
D1010	2970574	Elevator Cab Finishes, Standard, Replace	15	10	5	1	EA	\$11,700.00	\$11,700						\$11,700														\$11,700		\$23,400
D1010	2970595	Passenger Elevator, Hydraulic, 2 Floors, Renovate	30	20	10	1	EA	\$71,500.00	\$71,500											\$71,500											\$71,500
D1010	2970636	Elevator Cab Finishes, Standard, Replace	15	5	10	1	EA	\$11,700.00	\$11,700											\$11,700											\$11,700
D1010	2970612	Elevator Controls, Automatic, 1 Car, Replace	20	10	10	1	EA	\$6,500.00	\$6,500											\$6,500											\$6,500
D1010	2970582	Passenger Elevator, Hydraulic, 2 Floors, Renovate	30	10	20	1	EA	\$78,000.00	\$78,000																				\$78,000		\$78,000
D2010	2970611	Water Heater, Gas, Residential, Replace	15	10	5	1	EA	\$1,690.00	\$1,690						\$1,690														\$1,690		\$3,380
D2010	2970633	Drinking Fountain, Wall-Mounted, Bi-Level, Replace	15	5	10	2	EA	\$1,950.00	\$3,900											\$3,900											\$3,900
D2010	2970577	Urinal, Standard, Replace	30	10	20	2	EA	\$1,430.00	\$2,860																				\$2,860		\$2,860
D2010	2970615	Sink/Lavatory, Vanity Top, Solid Surface or Vitreous China, Replace	30	10	20	8	EA	\$1,430.00	\$11,440																				\$11,440		\$11,440
D2010	2970601	Toilet, Commercial Water Closet, Replace	30	10	20	6	EA	\$1,690.00	\$10,140																				\$10,140		\$10,140
D3030	2970586	Split System, Condensing Unit/Heat Pump, Replace	15	5	10	1	EA	\$58,500.00	\$58,500											\$58,500											\$58,500
D3030	2970603	Split System, Fan Coil Unit, DX, Replace	15	5	10	2	EA	\$2,730.00	\$5,460											\$5,460											\$5,460
D3030	2970576	Split System, Condensing Unit/Heat Pump, Replace	15	5	10	1	EA	\$49,140.00	\$49,140											\$49,140											\$49,140
D3030	2970593	Split System, Condensing Unit/Heat Pump, Replace	15	5	10	1	EA	\$49,140.00	\$49,140											\$49,140											\$49,140
D3030	2970630	Split System, Fan Coil Unit, DX, Replace	15	5	10	3	EA	\$9,490.00	\$28,470											\$28,470											\$28,470
D3030	2970628	Unit Ventilator, approx/nominal 2 Ton, Replace	20	10	10	1	EA	\$9,620.00	\$9,620											\$9,620											\$9,620
D3030	2970605	Unit Ventilator, approx/nominal 5 Ton, Replace	20	10	10	1	EA	\$30,820.00	\$30,820											\$30,820											\$30,820
D3030	2970629	Split System, Fan Coil Unit, DX, Replace	15	5	10	3	EA	\$5,980.00	\$17,940											\$17,940											\$17,940
D3030	2970635	Split System, Fan Coil Unit, DX, Replace	15	5	10	6	EA	\$3,900.00	\$23,400											\$23,400											\$23,400
D3030	2970619	Split System, Fan Coil Unit, DX, Replace	15	5	10	3	EA	\$13,000.00	\$39,000											\$39,000											\$39,000
D3060	2970606	Exhaust Fan, Centrifugal, 12" Damper, Replace	25	10	15	1	EA	\$1,820.00	\$1,820																\$1,8						



CITY OF OREGON CITY

Staff Report

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

To: Library Board
From: Library Director Greg Williams

Agenda Date: 05/25/2022

SUBJECT:

Future Agenda Items

STAFF RECOMMENDATION:

n/a – Informational only

EXECUTIVE SUMMARY:

The Library Board will review the current list of anticipated future agenda items.

BACKGROUND:

The following items are currently planned for inclusion on future Library Board meeting agendas:

- Community Room Policy (revision)
- Behavior Policy (revision)
- Computer Use and Internet Policy (revision)
- Unattended Child Policy (revision)
- Collection Development Policy (revision)
- Art Policy (new)
- Hi/Lo Collection update
- LGBTQ Collection follow-up
- Library Tactical Plan development
- Library Board Engagement Plan development
- Library District Overview for City Commission
- Creative Kit Distribution Data and Discussion
- Review of Oregon Library Association Public Library Division standards
- Revision of Monthly Library Statistics
- Outreach (especially to unincorporated areas)
- Recognition of TAG (Teen Advisory Group) as Board Committee

OPTIONS:

1. n/a – Informational only

BUDGET IMPACT:

Amount: n/a

FY(s): n/a

Funding Source(s): n/a