CITY OF OREGON CITY
LIBRARY BOARD REGULAR MEETING
AGENDA

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

Tuesday, April 25, 2023 at 5:00 PM

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

CALL TO ORDER

ROLL CALL

APPROVAL OF MINUTES

1. Review and approve minutes from the January 25, 2023 Library Board meeting.
2. Review and approve minutes from the March 22, 2023 Library Board meeting.

LIBRARY DIRECTOR'S REPORT

3. The Library Director will share his March, 2023 report and library statistics.

PUBLIC COMMENTS

DISCUSSION ITEMS

4. 2023-25 Proposed Library Budget

COMMUNICATIONS

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@orcity.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@orcity.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.orcity.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 WFMC 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

Meeting
Wednesday, January 25, 2023 at 5:00 PM

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

CALL TO ORDER

Chair David Goldberg called the meeting to order at 5:04 pm.

ROLL CALL

Members Present: David Goldberg, Cynthia Andrews, Larry Osborne, and Heidi Blackwell were present in person. Nick Dierckman was present via Zoom. William Carton, Incoming Board member, was also present in person.

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

ELECTION OF OFFICERS

Larry Osborne nominated David Goldberg for Board Chair. Cynthia Andrews and Heidi Blackwell seconded the nomination. Cynthia Andrews, Heidi Blackwell, Nick Dierckman, and Larry Osborne voted aye. The nomination carried.

David Goldberg nominated Cynthia Andrews for Vice Chair. Heidi Blackwell seconded the nomination. Heidi Blackwell, Nick Dierckman, David Goldberg, and Larry Osborne voted aye. The nomination carried.

APPROVAL OF MINUTES

1. Cynthia Andrews moved to accept the minutes for the November 30, 2022 meeting as written. Nick Dierckman seconded the motion. Cynthia Andrews, Heidi Blackwell, Nick Dierckman, David Goldberg, and Larry Osborne voted aye. The motion passed.
2. Cynthia Andrews moved to accept the minutes for the December 21, 2022 meeting as written. Nick Dierckman seconded the motion. Cynthia Andrews, Heidi Blackwell, Nick Dierckman, David Goldberg, and Larry Osborne voted aye. The motion passed.

LIBRARY DIRECTOR'S REPORT

3. Greg Williams reported that the first Library District Distribution payment had been received and that the amount received was within expectations. Greg expressed appreciation for the Finance Department's assistance in the budgeting process.

   Greg shared that Ashley Lookenhaus, incoming Board member, submitted a letter of resignation as she had a change in circumstances, was moving out of the service area, and was no longer eligible for Board membership. Greg indicated, since the Board had interviewed another candidate during Ashley's recent recruitment, that the Mayor would be appointing that candidate (Bill Carton).

   Greg shared that Board member Elizabeth Zinter had resigned as the situation prompting her excused leave of absence was not expected to change. Elizabeth had offered to be a resource for early literacy questions and Greg expressed appreciation for her contributions to the Board. Greg stated recruitment for the open positions would be open through the end of February.

   Larry Osborne asked if there might be any former Teen Advisory Committee participants interested in being on the Board.

   Greg reported that attendance statistics were still being gathered and the column title on the financial report had been corrected.

DISCUSSION ITEMS

4. Community Room Usage Policy

   David Goldberg modified the agenda order so policy discussion would precede public comment on the policy.

   Greg Williams said that he did his best to incorporate the feedback generated in discussions and the Library Board work session into the revised policy. Greg shared the City Attorney had provided additional feedback after the Board packet was sent and Greg wanted to highlight that feedback. This feedback included the addition of language making the Library Board's decision on the categorization of an organization final, which Greg added. Nick voiced support for this addition.

   Greg noted the addition of language permitting room use by entities without library cards to enable the room's use by non-local entities that would otherwise not qualify (i.e. federal government). Greg reported that the City Attorney recommended requiring room users to sign an agreement acknowledging liability.

   Nick Dierckman asked if the Library's policies were consistent with the Parks Department's booking policies. Greg said the policies were different as the departments' missions differed, and that revenue and staffing situations for the

Parks Department was different than that of the Library. Greg did not anticipate the Library's policy ever matching Park's. Nick asked if Parks restricted the groups that could use their spaces; Greg said he did not think they did, but suspected that use might have some time, place, and manner restrictions.

Cynthia Andrews asked where the documents referenced in the policy were located and how readers might access them. Greg said that the idea was to have the documents exist as hyperlinks to the respective procedures to allow for operational flexibility for procedural updates, including software and staffing changes, without having to rewrite the policy and have the Board reevaluate the policy for each update. Greg said he could revise this to include a general referral to the website for particulars. Cynthia expressed support for that approach; Greg modified the document.

Cynthia suggested the inclusion of language prohibiting unsafe behavior and asked if the after-hours discussion was something forthcoming. Greg said that the general Community Room policy was under review at present and the after-hours portion of room use would be determined on an operational basis.

Nick Dierckman made a motion to approve the revised Community Room Use Policy. Larry Osborne seconded. Cynthia Andrews, Heidi Blackwell, Nick Dierckman, David Goldberg, and Larry Osborne voted aye. The motion passed.

Greg said that the reservation booking process was mostly in place and priority would be given to beginning training sessions to facilitate after-hours use. Larry suggested posting a syllabus for the trainings online.

PUBLIC COMMENTS

Linda Baysinger, Canemeh Neighborhood Association, spoke to the need for local, free, meeting spaces with evening availability to foster organizational stability and growth for the nonprofit. Linda noted that the organization met regularly at the library pre-COVID and were highly interested in using the Community Room after hours.

Karen Blaha, Canemeh Neighborhood Association, spoke to the City recognized status of the Neighborhood Association, the organization's desire to have the Community Room as a meeting space to foster community involvement, and recognized this as a City priority.

Dennis Anderson, Canemeh Neighborhood Association, spoke to a need for a local meeting space for the organization and the organization's willing to abide by any library conditions to be able to use the Community Room Space.

Greg Williams thanked the speakers for their statements and said after Board approval, the policy would be presented to the Citizen Involvement Committee. Greg shared that the previous policy allowed for after-hours use of the Community Room at the sole discretion of the Library Director. Due to high

demand for the room, Greg wanted a clearer, more equitable policy for use. Greg had reviewed expected use by Neighborhood Associations (NAs) and Community Planning Organizations (CPOs), determined that there was not sufficient staff coverage for projected use, and planned on asking the NAs and CPOs to have members volunteer to be trained to facilitate after-hours access for these organizations.

COMMUNICATIONS

Library District Advisory Committee (LDAC)

Greg Williams reported that the LDAC meeting was positive in tone, the attendees affirmed shared purpose in furthering library services, and COVID's delay on task force progress was acknowledged. There was general agreement that long-term library success required involvement from all stakeholders. Greg reported that the topic of hiring consultants to help achieve the goals of the inactive Task Force was discussed and concerns about the possibility of the Library Network office facing funding cuts were voiced. Commissioner Savas had been present at the meeting and observed that Network's budget was a small portion of the County's budget.

Nick Dierckman reported that OCPL's upcoming unincorporated survey was positively received. Nick relayed the next meeting was scheduled for April 24.

Foundation

Cynthia Andrews reported that officer elections occurred; Chrissa Kruger was elected Chair. Budget review, fundraising, and project funding had been identified as topics for future meetings.

Friends of the Library

Larry Osborne reported a normal meeting. Greg Williams shared that the shelving units for displaying the Friends' books for sale would be arriving soon.

Teen Advisory Committee (TAC)

Heidi Blackwell reported that the TAC had divided themselves into teams focusing on social media, book display, and event planning.

FUTURE AGENDA ITEMS

5. David Goldberg proposed budget, funding model, and fund balance as future agenda items.

   Nick Dierckman requested statistics with a pre-COVID baseline.

ADJOURNMENT

David Goldberg adjourned the meeting at 6:11 pm.

CITY OF OREGON CITY
LIBRARY BOARD
MINUTES

Meeting
Wednesday, March 22, 2023 at 5:00 PM

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

CALL TO ORDER

Chair David Goldberg called the meeting to order at 5:46 pm.

ROLL CALL

Members Present: Cynthia Andrews, Heidi Blackwell, Nick Dierckman, David Goldberg, and Larry Osborne and were present in person. Bill Carton was present via Zoom.

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

APPROVAL OF MINUTES

LIBRARY DIRECTOR'S REPORT

1. Greg Williams highlighted January's significantly higher than normal numbers of new card registrations. Greg noted other data would be forthcoming and said the financial data was not included in the current packet as it would be discussed in a budget meeting.

PUBLIC COMMENTS

None.

DISCUSSION ITEMS—PART ONE

2. Review of Draft Unincorporated Survey

Out of respect for consultant Jason Morado's time, the agenda was reordered so this item was the first discussed. Greg Williams shared that the City typically conducted a satisfaction survey for Oregon City residents and the Library had contracted to use the same company to conduct a survey of residents of the unincorporated area. Greg introduced Jason Morado, consultant for ETC Institute.

Jason said the goal was for 300 completed surveys to be returned to provide a reliable sample size, that surveys were offered online and via mailed paper survey to randomly selected households in the unincorporated service area. The survey was currently being designed, would then be administered, and would then be compiled and summarized.

David Goldberg asked why question six was included and if it was needed. Jason stated he thought it had been duplicated from the City and the Parks Department Satisfaction surveys but said it could be removed. Nick Dierckman said it might be useful to gauge sentiment. Greg thought including the question could be helpful for the snapshot it would provide and acknowledged that if future ballot efforts took place, more specific research would occur, so it was not necessary to include it at this time.

Larry Osborne said he had test taken the survey and thought response options for question 11 should include an option for not applicable or something similar. Larry recommended that question 14 be reworked, suggesting an “or” in the place of the existing “and.” Larry noted the word choice of “selection” pertaining to materials could cause confusion with the library selection process but said it was probably best to include the wording as it was written in this round for consistency with the other surveys.

Greg confirmed that the Board was okay leaving the word choice of “selection” in this round and consider changing it the next time the survey was administered. There was general assent. Greg asked if the Board was okay with removing question six as this was a first survey to the group and including it might cause concern. There was general support for removing six. Greg asked Jason how question 11 could be reworked. Jason said a NA response could be added, or the existing question 11 could be removed and question 22 could be cross tabbed.

Greg verified that these results would be included in the existing contract. Jason confirmed this was the case.

Cynthia Andrews noted that the number of City Survey respondents without children was higher than she expected and wondered if it would be possible to focus on respondents who had children and their preferences for children’s services when the survey was sent to the unincorporated residents. Heidi Blackwell remarked there might be a difference in survey delivery preference and completion rates.

Greg asked Jason if the 300 respondents would be a representative demographic sample of the area. Jason said that was the goal and, based on census data, the results of the City survey were very close to expected with respect to families without youth. Jason mentioned that they would need to double check the demographics of the unincorporated area, with special attention

paid to age, race, ethnicity, and gender. Jason said that follow up postcards could be directed to people in demographics with low response rates.

Greg asked for confirmation that the Board was okay with striking the existing question 11 and arriving at demographic data in the manner proposed by Jason. The Board agreed. Greg asked that the wording of question 14 be reworked.

David asked about the expected timing. Greg confirmed with the Board that they were comfortable with the existing survey if the changes were implemented. Jason said that once questions were finalized, it would take two weeks to print, pilot test, and electronically format the survey. One additional review of both versions would occur before the survey would be mailed. Jason said it usually took about four weeks from mailing to reach 300 respondents and estimated results would be available by mid-May.

3. Review and discussion of 2023 Community Survey (City)

Greg Williams shared that the Library the highest satisfaction rates of the City departments and that the number of dissatisfied responses was down compared to rates before the COVID closure. Greg highlighted that OCPL was 15% above regional benchmarks. Greg shared satisfaction with the selection of physical resources available was up and attributed this (at least in part) to targeted efforts to shorten hold lists and purchase more items in prepublication.

Greg expressed disappointment with the decrease in satisfaction regarding events for children. Greg recognized that staff resources were not sufficient to provide programming to the level participants indicated were desired. Greg reflected that due to staff limitations, enhancing services in one focus meant that staff had to be removed from another focus, as had been the case with enhancing teen services and decreasing children's services. David remarked that the lack of toys in the children's area was noticeable. Heidi noted that there were few venues for indoor play.

Greg mentioned that toy enhanced playtime was incorporated into storytimes but at current staffing levels additional dedicated playtimes or additional storytimes would leave desks unstaffed.

Cynthia Andrews thanked the staff and administration for good work.

4. 2023/25 Budget Process Update

David Goldberg identified several points that he intended to bring to the Mayor's attention: the Library's unique city/unincorporated service area, funding concerns, the staffing model dependent on unbenefited staff, and the administrative complexity of managing the current scale of on-call scheduling. David anticipated talking at the City Commission to draw attention to the trend of

decreasing funding and increasing expenses. David said he was finalizing testimony and would send it out to the rest of the Board for feedback before presenting.

Greg Williams thanked the Board for their involvement in the budget subcommittee and noted that the City computer issues had delayed finalized information and a final proposed budget. Greg shared the latest draft of the Materials and Services portion of the departmental budget request. Greg shared that he felt long term sustainable library service was an important goal. Greg said he hoped to zero out fine revenue in the operating budget to demonstrate that OCPL was not dependent on fine revenue for funding operations, in preparation for any potential future LINCC-wide efforts to go fine free.

David stated a goal of using some Library Fund money, discussing the situations leading to its accumulation, and leaving a conservative balance.

Denise Butcher voiced appreciation for the support in budgeting.

Cynthia noted that even if all budget items were not granted, the work that went into the creation of the request created a baseline data set helpful for future requests.

David asked about the possibility of including the community in the budget presentation. Greg said the budget presentation was a public process, with opportunity for public comment, and, per the Code, the Board was involved in the presentation of the Budget, but was not certain that active presentation had happened before. Greg asked that if the Board had ideas, that they let him know. Greg said that the City Manager presented the budget and Directors fielded specific questions. Heidi asked if there was a way to submit written questions. Greg thought it was appropriate for members of advisory bodies to provide feedback.

David said that he would ask the Mayor to set up a work session. Greg said that in talking with the Citizen Involvement Committee, he discussed Community Room policy and how resource constraints had shaped that development of that policy. Greg reported that at a recent City Commission meeting, the Mayor had invited him to bring Community Room policy updates to the City Commission.

COMMUNICATIONS

Foundation

Cynthia Andrews reported that no February meeting occurred, but the March meeting was happening the next day. Expected topics were fundraising and onboarding of new Foundation members.

Greg shared that he planned on talking to the Foundation about supporting fundraising and acknowledged that two items in the budget, outreach vehicle and book lockers, were earmarked for possible Foundation funding.

Library District Advisory Committee (LDAC)

Nick Dierckman said there were no updates.

Friends of the Library

Larry Osborne reported the ability for staff to take credit card payments for items on the Friends bookshelf in the library. Greg thanked the Finance Department for their efforts in making that change.

Teen Advisory Council (TAC)

Heidi Blackwell reported that the TAC members were enthusiastic, invested in May the 4th volunteering, creating displays, and working on summer reading preparation. Greg said that a request for some funds to make the Teen area more inviting had been included in the initial Library budget request.

FUTURE AGENDA ITEMS

ADJOURNMENT

Chair David Goldberg adjourned the meeting at 6:47 pm.

Oregon City Public library
Monthly Statistical Report
Reporting period: **March, 2023**

	Current Month		FY 22/23 YTD		Last Month		Same Month Last FY		FY 21/22 YTD	
PATRON STATISTICS										
New Patron Registrations	341		2,655		286		239		1,893	
Total Registered Patrons	17,299		17,299		16,931		17,298		17,298	
Library Visitors (Ins)	13,521		108,212		11,680		10,814		10,814	
Library Visitors (Outs)	13,272		106,264		11,478		10,568		10,568	
CIRCULATION (includes 1st-time circ and renewals)										
Adult materials	15,655		130,160		14,010		15,737		125,360	
YA materials	2,015		18,183		1,590		2,017		18,156	
Children's materials	19,755		163,044		16,893		18,889		145,853	
Electronic materials	6,853		58,221		6,227		5,616		49,522	
Total Circulation	44,278		369,608		38,720		42,259		338,891	
1st Time Circulation (Physical)	24,645		203,177		21,513		24,716		193,622	
1st Time Circulation (Self-Check)	23,075	*93.6%*	192,090	*94.5%*	20,275	*94.2%*	23,422	*94.8%*	184,203	*95.1%*
Holds received from other libraries	13,252	*51.4%*	111,793	*51.8%*	11,723	*52.2%*	13,796	*54.2%*	111,326	*51.7%*
Holds sent to other libraries	12,511	*48.6%*	103,828	*48.2%*	10,725	*47.8%*	11,643	*45.8%*	104,199	*48.3%*
CIRCULATION DEMOGRAPHICS										
Borrowers - City Residents	1,801	*57.7%*	n/a		1,657	*58.2%*	1,504	*56.6%*	n/a	
Borrowers - Unincorporated Residents	1,088	*34.9%*	n/a		982	*34.5%*	926	*34.9%*	n/a	
Borrowers - Other	230	*7.4%*	n/a		208	*7.3%*	227	*8.5%*	n/a	
Service Area Pop - City	37,737	*61.7%*	n/a		37,737	*61.7%*	35,885	*58.5%*	n/a	
Service Area Pop - Unincorporated	23,424	*38.3%*	n/a		23,424	*38.3%*	25,426	*41.5%*	n/a	
TECHNOLOGY										
Internet Sessions	800		6,185		626		610		4,633	
WiFi Sessions	1,154		8,613		1,101		653		4,892	
SOCIAL MEDIA / EMAIL										
Facebook followers	4,420		n/a		4,411		3,993		n/a	
Instagram followers	2,180		n/a		2,141		1,931		n/a	
Twitter followers	944		n/a		942		950		n/a	
YouTube subscribers	364		n/a		359		228		n/a	
YouTube unique viewers	381		n/a		391		487		n/a	
YouTube views	495		5,276		524		673		6,358	
Email newsletter subscribers	4,963		n/a		4,930		4,412		n/a	

See monthly Hootsuite report for additional social media statistics

FINANCIAL *See monthly Budget to Actual report*

ELECTRONIC RESOURCES										
Kanopy plays	215		2,336		218		362		4,437	
Kanopy cost	$ 257		$ 2,564		$ 260		$ 445		$ 4,390	
Kanopy average cost/play	$ 1.20		$ 1.10		$ 1.19		$ 1.23		$ 0.99	
SERVICE DESK INQUIRIES										
Ready Reference	840		6,617		248		868		6,610	
Reference	153		1,012		45		144		1,363	
Technology Assistance	189		1,509		95		242		2,936	
FACILITIES										
Conference Room - Bookings	58		388		35		-		-	
Conference Room - Hours Available	244		2,058		210		-		-	
Conference Room - Hours Booked	96		640		54		-		-	
Conference Room - Occupancy Pctg	39.3%		31.1%		25.7%		0.0%		0.0%	

DATE	TITLE	PRIMARY AUDIENCE	PRIMARY FORMAT	ATTENDANCE/PARTICIPATION Kids	Teens	Adults	Total
	37						
3/1/2023	Storytime	Ages 0-5	Live/Hybrid-Onsite	10		6	16
3/1/2023	Art Lab (2:30)	Ages 6-11	Live/Hybrid-Onsite	13		7	20
3/1/2023	Art Lab (3:15)	Ages 6-11	Live/Hybrid-Onsite	15		7	22
3/1/2023	Switch Lounge	Ages 12-18	Live/Hybrid-Onsite				
3/2/2023	Storytime	Ages 0-5	Live/Hybrid-Onsite				
3/2/2023	Elevated Readers Discussion	Ages 19 and older	Live/Hybrid-Onsite			15	15
3/6/2023	Meditation	Ages 19 and older	Live/Hybrid-Onsite			19	19
3/7/2023	Genealogy	Ages 19 and older	Live/Hybrid-Onsite			8	8
3/7/2023	Oregon City Writer's Group	Ages 19 and older	Live/Hybrid-Onsite			9	9
3/8/2023	Storytime	Ages 0-5	Live/Hybrid-Onsite	12		8	20
3/11/2023	LEGO Lab (10:30)	Ages 0-5	Live/Hybrid-Onsite	19		11	30
3/11/2023	LEGO Lab (11:30)	Ages 0-5	Live/Hybrid-Onsite	17		12	29
3/13/2023	BAM LEGO	Ages 19 and older	Live/Hybrid-Onsite			18	18
3/13/2023	BAM Movie	Ages 19 and older	Live/Hybrid-Onsite			12	12
3/13/2023	Meditation	Ages 19 and older	Live/Hybrid-Onsite			15	15
3/15/2023	BAM Trivia	Ages 19 and older	Live-Virtual ONLY			10	10
3/15/2023	Storytime	Ages 0-5	Live/Hybrid-Onsite	16		12	28
3/18/2023	Art Gym	Ages 19 and older	Live/Hybrid-Onsite			7	7
3/19/2023	Adult March Craft Kits	General Interest	Self-Directed			51	51
3/19/2023	B.A.M. March Craft Kits	General Interest	Self-Directed			20	20
3/19/2023	Kids March Craft Kits	General Interest	Self-Directed	94			94
3/19/2023	Teen March Craft Kits	General Interest	Self-Directed		43		43
3/19/2023	Adult March Craft Kits	General Interest	Self-Directed			51	51
3/19/2023	B.A.M. March Craft Kits	General Interest	Self-Directed			20	20
3/19/2023	Kids March Craft Kits	General Interest	Self-Directed	94			94
3/19/2023	Teen March Craft Kits	General Interest	Self-Directed		43		43
3/20/2023	Meditation	Ages 19 and older	Live/Hybrid-Onsite			8	8
3/21/2023	Oregon City Writer's Group	Ages 19 and older	Live/Hybrid-Onsite				
3/22/2023	Storytime	Ages 0-5	Live/Hybrid-Onsite	12		9	21
3/22/2023	Storywalk	Ages 6-11	Self-Directed	99		65	164
3/26/2023	Chess Drop in	General Interest	Live/Hybrid-Onsite				
3/27/2023	BAM Movability	Ages 19 and older	Live/Hybrid-Onsite			22	22
3/27/2023	BAM Academy	Ages 19 and older	Live/Hybrid-Onsite			28	28
3/27/2023	Meditation	Ages 19 and older	Live/Hybrid-Onsite			13	13
3/28/2023	A.M. Bookchat	Ages 19 and older	Live/Hybrid-Onsite			3	3
TOTALS	**35**			**401**	**86**	**466**	

Biennium Budget Report Y2 by Cate

Through March 31, 2023

	2021-2022 Budget	2021-2022 Balance	Year 1 Difference	2022-2023 Budget	March 2022-2023 Activity	2022-2023 Activity	2022-2023 Encumbrance	Biennium Difference
4 - Revenue								
43 - Intergovernmental Revenues	2,581,190.00	2,578,617.73	2,572.27	2,658,700.00	0.00	2,519,225.00	0.00	142,047.27
44 - Charges for Services	2,520.00	9,953.35	-7,433.35	3,020.00	7,228.79	10,854.44	0.00	-15,267.79
46 - Fines & Forfeitures	15,000.00	17,303.04	-2,303.04	25,000.00	1,994.45	17,422.92	0.00	5,274.04
47 - Miscellaneous Income	25,000.00	-18,393.28	43,393.28	30,000.00	17,644.54	139,143.66	0.00	-65,750.38
49 - Other Financing Sources	150,000.00	150,000.00	0.00	150,000.00	12,500.00	112,500.00	0.00	37,500.00
4 - Revenue Totals:	**2,773,710.00**	**2,737,480.84**	**36,229.16**	**2,866,720.00**	**39,367.78**	**2,799,146.02**	**0.00**	**103,803.14**
5 - Expense								
51 - Salaries and Wages	1,052,610.00	1,004,788.98	47,821.02	1,099,977.00	84,287.06	807,373.32	0.00	340,424.70
52 - Benefits	623,600.00	556,470.61	67,129.39	651,683.00	57,776.01	480,581.37	0.00	238,231.02
60 - Professional & Technical Services	2,000.00	2,139.00	-139.00	2,000.00	2,600.00	3,025.00	6,500.00	-7,664.00
61 - Repair & Maintenance Services	144,600.00	146,104.22	-1,504.22	144,600.00	20,855.34	117,352.85	8,094.91	17,648.02
62 - Other Services	1,750.00	1,523.76	226.24	1,750.00	1,290.32	1,710.80	0.00	265.44
63 - Employee Costs	10,000.00	2,598.00	7,402.00	10,000.00	357.00	5,129.00	200.00	12,073.00
64 - Operating Materials & Supplies	244,000.00	214,096.19	29,903.81	244,000.00	30,369.97	161,953.26	39,666.44	72,284.11
65 - Office & Administrative Supplies	43,250.00	23,002.61	20,247.39	37,250.00	11,257.47	31,851.99	781.00	24,864.40
66 - Special Programs	32,700.00	30,934.93	1,765.07	36,700.00	3,465.93	25,452.27	0.00	13,012.80
68 - Community Programs and Grants	0.00	596.81	-596.81	0.00	0.00	511.83	0.00	-1,108.64
69 - Internal Service Charges	102,092.00	102,092.00	0.00	102,092.00	8,507.67	76,569.03	0.00	25,522.97
70 - Capital Outlay	0.00	0.00	0.00	0.00	0.00	3,470.16	0.00	-3,470.16
80 - Debt Service	415,371.00	415,370.96	0.04	415,371.00	0.00	63,369.88	0.00	352,001.16
98 - Transfers	20,000.00	20,000.00	0.00	20,000.00	1,666.67	15,000.03	0.00	4,999.97
5 - Expense Totals:	**2,691,973.00**	**2,519,718.07**	**172,254.93**	**2,765,423.00**	**222,433.44**	**1,793,350.79**	**55,242.35**	**1,089,084.79**

Library Board Report

Mar 01 - Mar 31, 2023

Fans

4K
fans

New Fans

12
new fans

Posts

38
posts

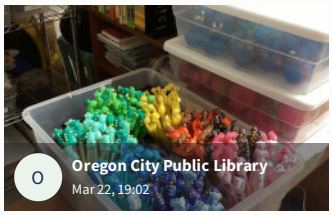
Engagement > Typ

Reactions	162
Comments	13
Shares	9

Post Reach

15K
users

Top posts > Reach



Storywalk starts today! Here are some of the cute little prizes you can pick up at the Children's Desk upon completion. Read

2161 users

The Library is recruiting for an Adult Services Librarian II! Our Library serves more than 60,000 people who live and work within the

1098 users

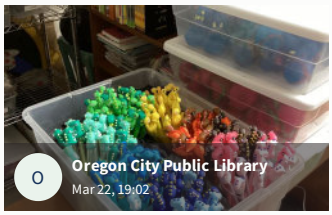
Have you seen the new Friends of the Oregon City Library Used Book Store shelf? It's located in the hall off the lobby on your way

789 users

Post Likes

159
likes

Top posts > Reactions



Storywalk starts today! Here are some of the cute little prizes you can pick up at the Children's Desk upon completion. Read

31 reactions

Have you seen the new Friends of the Oregon City Library Used Book Store shelf? It's located in the hall off the lobby on your way

24 reactions

It's a Dinosaur Scavenger Hunt! Next time you visit the library, stop by the Children's Room to see if you can find all 20 hidden

17 reactions

Followers

2.2K
followers

New followers

49
followers

Profile visits

171
views

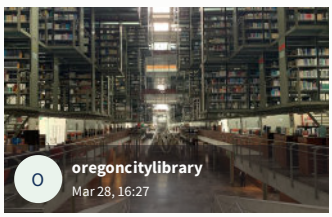
Website clicks

14
website taps

Posts

81
posts

Top Posts > Reach

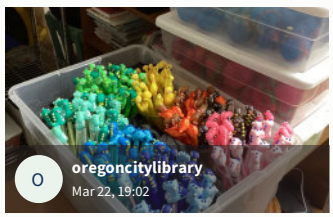


Our librarians send us pictures of libraries while on their vacations. This one here is @bibliotecavasconcelosmx in #mexicocity. . . .

804 users

The Library is recruiting for an Adult Services Librarian II! Applications will be accepted until 11:00 PM on March 29, 2023. The pay

697 users



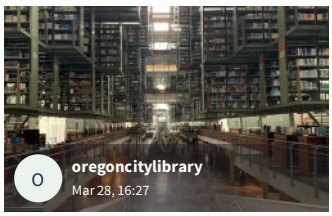
Storywalk starts today! Here are some of the cute little prizes you can pick up at the Children's Desk upon completion. Read

692 users

Post engagement

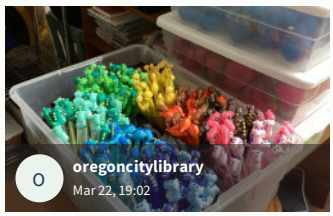
448
engagements

Top posts > Likes



Our librarians send us pictures of libraries while on their vacations. This one here is @bibliotecavasconcelosmx in #mexicocity. . . .

110 likes



Storywalk starts today! Here are some of the cute little prizes you can pick up at the Children's Desk upon completion. Read

54 likes

The Library is recruiting for an Adult Services Librarian II! Applications will be accepted until 11:00 PM on March 29, 2023. The pay

31 likes

Followers

Tweets

61
tweets

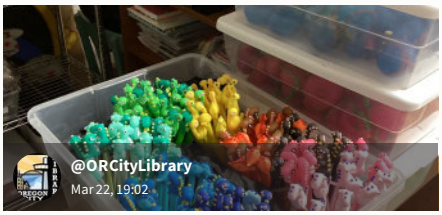
Mentions

2
mentions

Engagement > Type

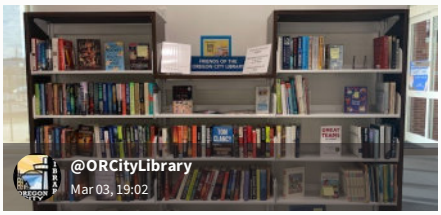
Likes	26
Retweets	7
Quote tweets	3
Replies	0

Top tweets > Engagements



Storywalk starts today! Here are some of the cute little prizes you can pick up at the Children's Desk upon completion.

12 engagements



Have you seen the new Friends of the Oregon City Library shelf? It's located in the hall off the lobby on your way to the Community Room. Books are priced to sell, which you

6 engagements

@ORCityLibrary
Mar 06, 18:55

Check out: "Genealogy Interest Group" https://orcity-library.libcal.com/calendar/events/genealogy

5 engagements

Sources

@ORCityLibrary

Oregon City Public Library

oregoncitylibrary

CITY OF OREGON CITY

Staff Report

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

To: Library Board **Agenda Date:** 04/25/2023

From: Library Director Greg Williams

SUBJECT:

2023-25 Proposed Library Budget

STAFF RECOMMENDATION:

n/a – Informational only

EXECUTIVE SUMMARY:

The Library Director will review the proposed Library budget that will be considered by the Budget Committee, as well as the anticipated budget calendar.

BACKGROUND:

Per Oregon City Municipal Code (OCMC) 2.44.030(D)(2), one of the Library Board's duties is to "[a[ssist in the preparation and presentation of the library's annual operating budget."

At the November 30, 2022 meeting of the Library Board, the Board established a Library Budget Preparation Committee to provide this assistance, and to bring information and recommendations regarding the upcoming budget request back to the full Library Board.

The Library Budget Preparation Committee met on January 13, 2023 and February 2, 2023 to learn more about library funding sources, expenses, and to discuss the Library's budget.

At the March 22, 2023 regular meeting of the Library Board, Library Director Greg Williams shared the anticipated departmental budget request with the full Library Board.

Since that time, Library staff met with the City Manager and Finance Department to review and revise the Library's budget proposal.

On April 13, the final Oregon City 2023-2025 Proposed Biennial Budget (including the proposed Library budget) was released. The full budget document can be viewed here: https://www.orcity.org/sites/default/files/fileattachments/finance/page/51739/2023-2025_budget_book_-_proposed.pdf (the extracted Library portion of the proposed budget is included with this staff report).

The Library Director will review the proposed Library budget with the Library Board. Some highlights of the operating budget request include:

- The proposed budget "zeroes out" fine revenue in the Library's operating budget (anticipated fine revenues are budgeted in the Community Facilities fund).
- Additional funds have been budgeted for collections and programs.
- The proposed budget includes two new benefitted 0.75 FTE Library Assistant 2 positions (one in Circulation, one in Youth Services).
- The proposed budget includes one new benefitted 1.0 FTE Youth Services Librarian 1.
    - Library fund balance (which consists largely of historically unexpended Library District revenue) is being used to fund these increases in Materials and Services & Personnel.
- Proposed General Fund support for the biennium is $460,000.
- Proposed internal services charges for the biennium are $423,100.
- Going forward, target Library Fund reserve levels have been adjusted to 52% of anticipated annual expenditures (the previous formula resulted in an approximate reserve level of approximately 65-70% of annual expenditures).

Updated budget request detail spreadsheets (for both the Library fund and the Library's portion of the Community Facilities Fund) are also included with this staff report.

In addition, a revised fund balance usage analysis (based on the additional costs noted above) prepared by the Library Director has been included with this staff report.

Information prepared by Chair Goldberg for the Library Board's review and discussion has also been included with this staff report.

Budget Committee hearings have been scheduled for the following dates/times at the Pioneer Community Center:

- Thursday, April 27 @ 6:00 PM
- Thursday, May 4 @ 6:00 PM (if needed)
- Thursday, May 11 @ 6:00 PM (if needed)
- Thursday, May 18 @ 6:00 PM (if needed)

OPTIONS:

n/a – Informational only

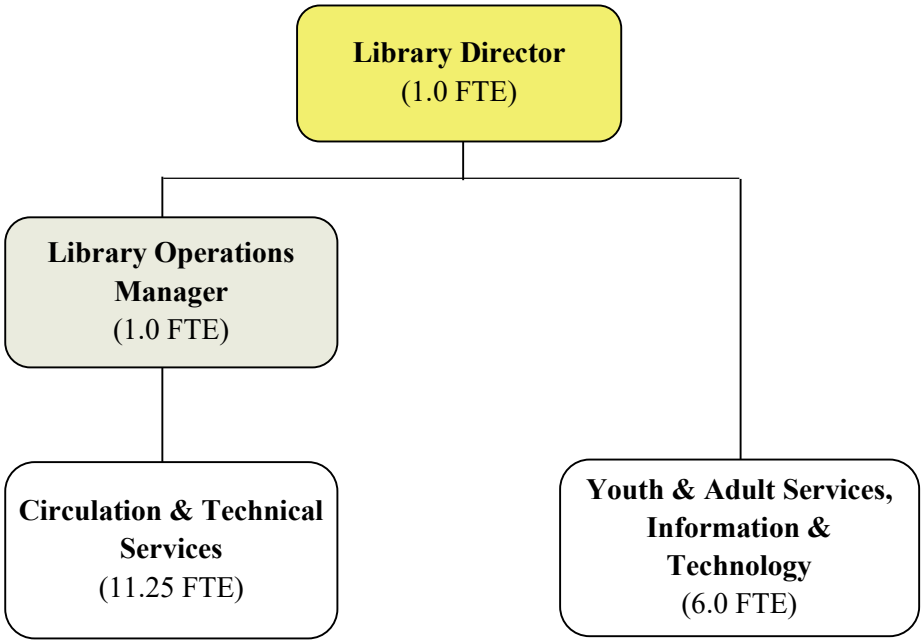
BUDGET IMPACT:

Amount: n/a

FY(s): n/a

Funding Source(s): n/a

Library



Total 19.25 FTE

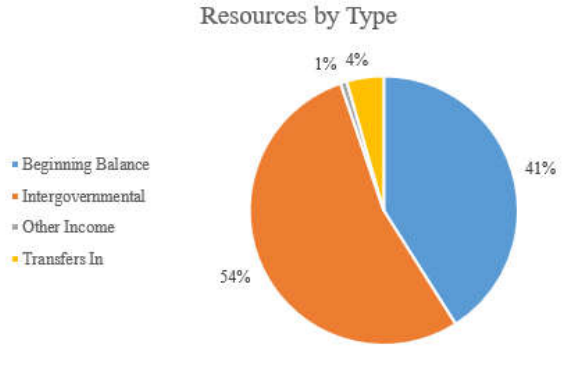
This chart reflects the City's organizational reporting structure. For information about how budgeted expense is allocated to, and reported within, funds and departments, see the Personnel portion of the Additional Information section at the end of this document.

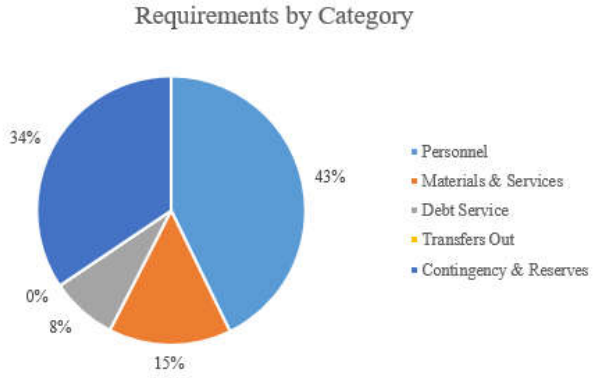
LIBRARY

The entire operations of Oregon City's Library are accounted for in the Library Fund. Approximately 90% of its funding comes from Clackamas County Library District tax revenues, which pay for the majority of library operating expenses, including personnel, materials, and facility maintenance costs. Debt Service payments (principal and interest) are for bonds issued for the construction of the library expansion. Per Ballot Measure 3-435 passed by City voters in May 2014, the City intended to repay these bonds using existing revenue sources, including the Library District and City funds.

The table below compares total resources and requirements for the Library Fund for the upcoming biennium, the current biennium, and the two previous biennia.

Library	2017-2019 Actual	2019-2021 Actual	2021-2023 Amended Budget	2023-2024 Proposed Budget	2024-2025 Proposed Budget	2023-2025 Proposed Biennium
Resources						
Beginning Fund Balance	$ 1,951,493	$ 2,912,984	$ 3,808,673	$ 4,243,800	$ 3,935,000	$ 4,243,800
Intergovernmental						
District Property Taxes	4,564,130	4,903,916	5,222,490	2,734,800	2,810,000	5,544,800
Intergovernmental	17,013	156,395	17,400	9,900	9,900	19,800
Charges for Services	6,957	5,951	5,540	3,900	4,000	7,900
Fines and Forfeitures	99,457	38,473	40,000	-	-	-
Interest Income	81,633	78,094	45,000	34,000	28,000	62,000
Miscellaneous Income	80,010	34,203	10,000	5,500	5,500	11,000
Transfer In	300,000	300,000	300,000	230,000	230,000	460,000
Total Resources	**$ 7,100,693**	**$ 8,430,016**	**$ 9,449,103**	**$ 7,261,900**	**$ 7,022,400**	**$10,349,300**
Requirements						
Personnel Services	$ 2,377,951	$ 2,769,804	$ 3,427,870	$ 2,156,600	$ 2,270,700	$ 4,427,300
Materials & Services	882,727	971,015	1,158,784	754,900	773,700	1,528,600
Capital Outlay	96,289	-	-	-	-	-
Principal & Interest	830,742	830,742	830,742	415,400	415,400	830,800
Transfers Out	-	40,000	40,000	-	-	-
Contingency	-	-	3,991,707	3,935,000	3,562,600	3,562,600
Unappropriated Fund Balance	2,912,984	3,818,455	-	-	-	-
Total Requirements	**$ 7,100,693**	**$ 8,430,016**	**$ 9,449,103**	**$ 7,261,900**	**$ 7,022,400**	**$10,349,300**





LIBRARY

OVERVIEW

The Oregon City Public Library is unique among City departments, in that its defined service area includes not only the 37,000+ residents of the City, but approximately 23,000 residents of unincorporated Clackamas County as well. All residents within the Library's 110 square mile service area are assessed the same Library District tax rate of $0.3974 per thousand of assessed value. Per Oregon law, this rate cannot increase. The annual Library District assessment on a property valued at $400,000 is approximately $159. In FY 21/22, approximately 55% of the tax revenues received by the Library were paid by City residents, while 45% were paid by residents of unincorporated Clackamas County.

Per FY 21/22 data provided by the State Library of Oregon, the Oregon City Public Library had the 13th largest service area population out of approximately 135 public libraries in the State. When looking at public libraries which only have a single location (and not multiple branches), the Oregon City Public Library has the 3rd-largest service area population in the State.

The Library achieved an overall satisfaction rating of 81% on the 2023 Oregon City Community Satisfaction survey, the highest level of satisfaction with any City service. This rating is 15% higher than both national and regional averages.

Specific Areas of Library services that survey respondents indicated should receive more attention in the next biennium include availability of physical resources, availability of digital resources, and events for seniors. In addition, satisfaction levels with availability of events for children has declined from 2018. Addressing these four community-identified priorities has been factored into the Library's 23-25 biennial budget proposal.

ACCOMPLISHMENTS

- Fully re-opened the Library building and resumed pre-pandemic operating hours.
- Celebrated the 10th Anniversary of the Elevated Readers Book Club.
- In conjunction with the Oregon City Library Foundation, launched "1,000 Books Before Kindergarten" early literacy program.
- Installed the Everbright interactive light board in the Childrens Area.
- Reactivated our Teen Advisory Committee (TAC) and established the TAC as an official committee of the Oregon City Library Board.
- Expanded Teen programming, including weekly in-library programs.
- Hosted our first "Dance Dance Oregon City" program, including a session which took place at a site within the unincorporated portion of our service area.
- Continued reconfiguration of Library space to enhance operational efficiency and public safety, including new computer carrels in the Carnegie.
- Established and strengthened connections and partnerships with numerous community groups and agencies.
- Implemented online Conference Room reservation system.
- Implemented digital magazine collection, providing unlimited access to current and past issues of hundreds of popular magazines.
- Developed a new Library Safety Specialist position.
- Celebrated the return of community favorite in-person events such as "May the 4th" and "Touch-a-Truck".
- Coordinated the first ever City-sponsored Juneteenth celebration event.
- Welcomed the return of in-person Summer Reading activities and events.
- Generated significant positive media coverage for library events and outreach efforts in Pamplin Media.
- Implemented the ability to make payments online through the LINCC Catalog.
- Hosted the Arch Bridge Centennial Community Art mural.
- Revised the Community Room Usage Policy to increase access, particularly to City

Neighborhood Associations and County Community Planning Organizations.

- Added a new B.A.M. (Because Accessibility Matters) Books collection with titles selected especially for members of our disability community.
- Started a partnership with the Oregon City Chess Club to feature monthly chess drop-in events at the Library.
- Hosted our first Stuffie Sleepover Camp.
- Supported our Teen Advisory Committee (TAC) to produce the first issue of the TAC-generated newsletter, "The Stacks".

Goals and Projects

- **Commission Goal 1 – DEI/Safe Inclusive Community**
  - Continue to support City-wide efforts to develop a comprehensive internal and external DEI framework
  - Continue to support Resolution 20-19 by continuing providing safe spaces for conversations and learning opportunities to fight racism and inequity
  - Continue to support LINCC-wide DEI efforts
- **Commission Goal 2 – Infrastructure/City Services**
  - Based on most recent assessment of long-range facility needs and reserve requirements, update the Library's capital reserve funding plan
- **Commission Goal 3 – Community Engagement**
  - Identify underserved communities and develop outreach/service plans
  - Continue to strengthen and expand partnerships with Oregon City School District and other community partners
  - Work with partners to improve physical access to library materials throughout the entire Oregon City Public Library service area
- **Commission Goal 4 - Homelessness**
  - Continue to build relationships and develop partnerships with local agencies, service providers, and community groups.
  - Continue to review and update Library behavior policies and protocols, and to provide supplemental training and support for Library staff.
  - Ensure that the Library continues to be a safe, welcoming space for all patrons
- **Commission Goal 7 - Environment**
  - Strengthen partnerships and identify opportunities for additional collaboration with the Arts community

LIBRARY EXPENDITURES

Description	2017-2019 Actual	2019-2021 Actual	2021-2023 Amended Budget	2023-2024 Proposed Budget	2024-2025 Proposed Budget	2023-2025 Proposed Biennium
Personnel Services						
Salaries	$ 1,569,354	$ 1,758,737	$ 2,152,587	$ 1,295,300	$ 1,357,500	$ 2,652,800
Benefits	808,597	1,011,067	1,275,283	861,300	913,200	1,774,500
Total Personnel Services	2,377,951	2,769,804	3,427,870	2,156,600	2,270,700	4,427,300
Materials & Services						
Professional & Technical Services	3,354	2,093	4,000	6,400	16,400	22,800
Repair & Maintenance Services	258,077	273,039	289,200	174,300	172,800	347,100
Other Services	974	2,777	3,500	4,500	4,500	9,000
Employee Costs	10,515	4,661	20,000	7,200	7,200	14,400
Operating Materials & Supplies	447,482	432,972	488,000	269,700	275,700	545,400
Office & Administrative Supplies	77,810	89,009	80,500	39,000	43,000	82,000
Special Programs	68,815	64,678	69,400	42,400	42,400	84,800
Community Programs & Grants	-	9,986	-	-	-	-
Internal Service Charges	15,700	91,800	204,184	211,400	211,700	423,100
Total Materials & Services	882,727	971,015	1,158,784	754,900	773,700	1,528,600
Capital Outlay	96,289	-	-	-	-	-
Transfers Out	-	40,000	40,000	-	-	-
Principal & Interest	830,742	830,742	830,742	415,400	415,400	830,800
Contingency	-	-	3,991,707	3,935,000	3,562,600	3,562,600
Unappropriated Fund Balance	2,912,984	3,818,455	-	-	-	-
Total Library	$ 7,100,693	$ 8,430,016	$ 9,449,103	$ 7,261,900	$ 7,022,400	$ 10,349,300

LIBRARY PERFORMANCE MEASURES

Measure	2018	2019	2020	2021	2022	2023 Projected	2024 Goals	2025 Goals
Annual Circulation	535,225	547,386	439,887	255,273	458,749	487,955	500,154	512,353
Number of New Registered Borrowers	3,460	3,266	2,523	921	2,747	3,354	3,438	3,522
Total Registered Borrowers	19,424	20,072	20,658	18,597	18,161	18,087	18,603	19,308
Annual Change in Total Registered Borrowers[1]	255	648	586	-2,061	-436	-74	516	705
% of Service Area Population who are Registered Borrowers	32.6%	33.3%	33.9%	30.3%	29.7%	29.6%	30.4%	31.6%
Net Loans to/from LINCC Libraries[2]	-73,241	-48,483	-35,113	-23,041	-12,562	-10,836	-10,294	-9,752
Programs Offered[3]	578	561	615	441	548	338	375	400
Program Participation	18,370	21,283	18,640	20,092	22,998	9,713	11,000	12,000

[1] Each year in October, cardholder accounts with no activity for 3 years are purged from the system. The number of new registered borrowers combined with the number of purged accounts results in the net change to annual registered cardholders.

[2] When this number is negative, it indicates the library borrowed more from other LINCC libraries than it lent. When this number is positive, it indicates the library lent more to other LINCC libraries than it borrowed. Our goal is to be as close to zero as possible, preferably with a positive total (indicating the library is a net lender to the LINCC cooperative).

[3] Projected FY 22/23 totals are impacted by post-COVID operational changes and resource availabiltiy, as well as by changes in statistics collection implemented in order to be more consistent with State Library of Oregon guidance.

Library

BUDGET HIGHLIGHTS

The proposed budget includes the reallocation of approximately 1.5 "on call" FTE into two 0.75 FTE Library Assistant 2 positions (one in Youth Services, one in Circulation). In addition, the proposed budget includes a new Youth Services Librarian (1.0 FTE) position, which is anticipated to increase our ability to serve children and their caregivers. Costs for these positions are being funded from the Library's fund balance, which is composed primarily of historically unexpended Library District operating revenue.

Repair & Maintenance Services includes utilities, janitorial, and building maintenance costs. The increase in the biennium is attributable to increases in janitorial service costs, as well as projected increases in utility costs.

Operating Materials and Supplies The budget proposal includes an overall biennial increase of approximately $60,000 on library materials (physical and digital) and library programs.

City of Oregon City

2023-25 Final Proposed Budget

Fund/Dept/Category/Account	2021-22 Annual Budget	2022-23 Annual Budget	2021-23 Biennium Budget	2021-23 Estimated Actual	2021-23 Budget Diff	2021-23 Budget %	2023-24 Proposed Budget (Rounded)	2024-25 Proposed Budget (Rounded)	2023-25 Proposed Biennium (Rounded)
210 - Library									
320 - Library									
Revenue									
4 - Revenue									
43xx - Intergovernmental Revenues									
210-320-4302 FEDERAL OPERATING GRANTS	0	0	0	0.00	0.00		0	0	0
210-320-4330 STATE OPERATING GRANTS	8,700	8,700	17,400	26,332.73	8,932.73	151.3%	9,900	9,900	19,800
210-320-4360 LOCAL OPERATING GRANTS	0	0	0	0.00	0.00		0	0	0
210-320-4384 COUNTY - LIBRARY DISTRICT	2,572,490	2,650,000	5,222,490	5,228,545.00	6,055.00	100.1%	2,734,800	2,810,000	5,544,800
43xx - Intergovernmental Revenues Total	2,581,190	2,658,700	5,239,890	5,254,877.73	14,987.73	100.3%	2,744,700	2,819,900	5,564,600
44xx - Charges for Services									
210-320-4458 LIBRARY FEES	0	0	0	0.00	0.00		0	0	0
210-320-4489 RESALE ITEMS	0	500	500	459.58	(40.42)	91.9%	0	0	0
44xx - Charges for Services Total	0	500	500	459.58	(40.42)	91.9%	0	0	0
45xx - Charges for Services (cont.)									
210-320-4590 MISC CHRGS	2,520	2,520	5,040	14,195.12	9,155.12	281.6%	3,900	4,000	7,900
45xx - Charges for Services (cont.) Total	2,520	2,520	5,040	14,195.12	9,155.12	281.6%	3,900	4,000	7,900
46xx - Fines & Forfeitures									
210-320-4651 FINES	15,000	25,000	40,000	38,574.87	(1,425.13)	96.4%	0	0	0
46xx - Fines & Forfeitures Total	15,000	25,000	40,000	38,574.87	(1,425.13)	96.4%	0	0	0
47xx - Miscellaneous Income									
210-320-4702 INVESTMENT EARNINGS	20,000	25,000	45,000	92,900.52	47,900.52	206.4%	34,000	28,000	62,000
210-320-4703 REALIZED GAIN	0	0	0	0.00	0.00		0	0	0
210-320-4740 CONTRIBUTIONS/DONATIONS	5,000	5,000	10,000	20,791.62	10,791.62	207.9%	5,500	5,500	11,000
47xx - Miscellaneous Income Total	25,000	30,000	55,000	113,692.14	58,692.14	206.7%	39,500	33,500	73,000
49xx - Other Financing Sources									
210-320-4910 TRANSFER FROM GENERAL FUND	150,000	150,000	300,000	300,000.00	0.00	100.0%	230,000	230,000	460,000
210-320-4999 BEGINNING CASH BALANCE	3,808,673	3,890,410	3,808,673	3,818,457.40	9,784.40	100.3%	4,243,800	3,935,000	4,243,800
49xx - Other Financing Sources Total	3,958,673	4,040,410	4,108,673	4,118,457.40	9,784.40	100.2%	4,473,800	4,165,000	4,703,800
4 - Revenue Total	**6,582,383**	**6,757,130**	**9,449,103**	**9,540,256.84**	**91,153.84**	**101.0%**	**7,261,900**	**7,022,400**	**10,349,300**
Revenue Total	**6,582,383**	**6,757,130**	**9,449,103**	**9,540,256.84**	**91,153.84**	**101.0%**	**7,261,900**	**7,022,400**	**10,349,300**

Fund/Dept/Category/Account	2021-22 Annual Budget	2022-23 Annual Budget	2021-23 Biennium Budget	2021-23 Estimated Actual	2021-23 Budget Diff	2021-23 Budget %	2023-24 Proposed Budget (Rounded)	2024-25 Proposed Budget (Rounded)	Proposed Biennium (Rounded)
Expense									
5 - Personal Services									
51xx - Salaries & Wages									
210-320-5120 MAIN STAFF	782,895	818,125	1,601,020	1,462,653.78	138,366.22	91.4%	1,041,000	1,095,500	2,136,500
210-320-5130 PART-TIME	269,355	281,476	550,831	621,058.77	(70,227.77)	112.7%	254,300	262,000	516,300
210-320-5150 OVERTIME	360	376	736	324.66	411.34	44.1%	0	0	0
210-320-5160 WORKERS' COMP WAGE REIMB	0	0	0	0.00	0.00		0	0	0
51xx - Salaries & Wages Total	1,052,610	1,099,977	2,152,587	2,084,037.21	68,549.79	96.8%	1,295,300	1,357,500	2,652,800
52xx - Benefits									
210-320-5202 HEALTH INSURANCE	201,828	210,910	412,738	352,736.07	60,001.93	85.5%	288,700	311,500	600,200
210-320-5204 DENTAL INSURANCE	17,522	18,310	35,832	28,058.85	7,773.15	78.3%	22,800	24,300	47,100
210-320-5206 LIFE INSURANCE	1,330	1,390	2,720	2,472.97	247.03	90.9%	1,600	1,600	3,200
210-320-5208 LONG TERM DISABILITY INS	4,253	4,444	8,697	7,977.07	719.93	91.7%	5,500	5,600	11,100
210-320-5210 FICA	81,293	84,951	166,244	158,756.59	7,487.41	95.5%	100,600	105,500	206,100
210-320-5220 PERS	229,312	239,631	468,943	471,312.77	(2,369.77)	100.5%	317,900	333,200	651,100
210-320-5222 PERS ALLOCATION	58,767	61,440	120,207	132,472.00	(12,265.00)	110.2%	75,400	80,900	156,300
210-320-5230 UNEMPLOYMENT INSURANCE	1,057	1,105	2,162	2,103.59	58.41	97.3%	1,300	1,400	2,700
210-320-5240 WORKERS' COMPENSATION	1,703	1,780	3,483	3,226.37	256.63	92.6%	2,100	2,100	4,200
210-320-5250 PFMLI	0	0	0	2,343.00	(2,343.00)		5,200	5,400	10,600
210-320-5251 TRI-MET PAYROLL TAX	8,436	8,816	17,252	16,889.54	362.46	97.9%	10,600	11,100	21,700
210-320-5252 VEBA	7,614	7,957	15,571	14,106.73	1,464.27	90.6%	9,500	9,600	19,100
210-320-5254 EMPLOYEE FITNESS	180	180	360	832.82	(472.82)	231.3%	500	500	1,000
210-320-5290 OTHER BENEFITS	10,305	10,769	21,074	21,203.80	(129.80)	100.6%	19,600	20,500	40,100
52xx - Benefits Total	623,600	651,683	1,275,283	1,214,492.17	60,790.83	95.2%	861,300	913,200	1,774,500
5 - Personal Services Total	**1,676,210**	**1,751,660**	**3,427,870**	**3,298,529.38**	**129,340.62**	**96.2%**	**2,156,600**	**2,270,700**	**4,427,300**
6 - Materials & Services									
60xx - Professional & Technical Services									
210-320-6001 PROFESSIONAL	1,000	1,000	2,000	13,000.00	(11,000.00)	650.0%	5,000	15,000	20,000
210-320-6008 LEGAL	1,000	1,000	2,000	4,364.00	(2,364.00)	218.2%	1,400	1,400	2,800
60xx - Professional & Technical Services Total	2,000	2,000	4,000	17,364.00	(13,364.00)	434.1%	6,400	16,400	22,800
61xx - Repair & Maintenance Services									
210-320-6114 NATURAL GAS / ELECTRIC	30,000	30,000	60,000	69,744.03	(9,744.03)	116.2%	37,300	39,200	76,500
210-320-6118 JANITORIAL SERVICES	41,000	41,000	82,000	89,685.00	(7,685.00)	109.4%	51,800	51,800	103,600
210-320-6122 BUILDING MAINTENANCE	30,000	30,000	60,000	69,381.27	(9,381.27)	115.6%	35,000	35,000	70,000
210-320-6126 GROUNDS MAINTENANCE	1,600	1,600	3,200	3,234.92	(34.92)	101.1%	6,800	3,200	10,000

Fund/Dept/Category/Account	2021-22 Annual Budget	2022-23 Annual Budget	2021-23 Biennium Budget	2021-23 Estimated Actual	2021-23 Budget Diff	2021-23 Budget %	2023-24 Proposed Budget (Rounded)	2024-25 Proposed Budget (Rounded)	Proposed Biennium (Rounded)
210-320-6136 EQUIPMENT MAINTENANCE	5,000	5,000	10,000	10,075.82	(75.82)	100.8%	5,400	5,600	11,000
210-320-6152 EQUIPMENT RENTAL	7,000	7,000	14,000	7,177.34	6,822.66	51.3%	7,500	7,500	15,000
210-320-6154 COMPUTER SOFTWARE & SUPPORT	30,000	30,000	60,000	52,848.07	7,151.93	88.1%	30,500	30,500	61,000
61xx - Repair & Maintenance Services Total	144,600	144,600	289,200	302,146.45	(12,946.45)	104.5%	174,300	172,800	347,100
62xx - Other Services									
210-320-6290 OTHER CONTRACTED SERVICES	1,750	1,750	3,500	4,928.60	(1,428.60)	140.8%	4,500	4,500	9,000
62xx - Other Services Total	1,750	1,750	3,500	4,928.60	(1,428.60)	140.8%	4,500	4,500	9,000
63xx - Employee Costs									
210-320-6304 DUES & MEMBERSHIPS	1,500	1,500	3,000	873.00	2,127.00	29.1%	1,500	1,500	3,000
210-320-6306 SCHOOLS/TRAINING/TRAVEL	8,000	8,000	16,000	6,629.00	9,371.00	41.4%	5,000	5,000	10,000
210-320-6308 PHYSICAL EXAMS	0	0	0	200.00	(200.00)		200	200	400
210-320-6310 PERSONAL CAR USE	500	500	1,000	0.00	1,000.00	0.0%	500	500	1,000
63xx - Employee Costs Total	10,000	10,000	20,000	7,702.00	12,298.00	38.5%	7,200	7,200	14,400
64xx - Operating Materials & Supplies									
210-320-6407 JANITORIAL SUPPLIES	5,500	5,500	11,000	5,789.65	5,210.35	52.6%	4,200	4,400	8,600
210-320-6408 COMPUTER SUPPLIES	1,500	1,500	3,000	1,672.93	1,327.07	55.8%	1,200	1,200	2,400
210-320-6440 ADULT PERIODICALS	4,000	4,000	8,000	7,596.98	403.02	95.0%	4,500	4,500	9,000
210-320-6441 TECHNICAL SERVICES SUPPLIES	25,500	25,500	51,000	58,615.95	(7,615.95)	114.9%	36,000	36,000	72,000
210-320-6442 ELECTRONIC RESOURCES	26,000	26,000	52,000	28,376.37	23,623.63	54.6%	23,000	23,000	46,000
210-320-6443 ADULT BOOKS	60,000	60,000	120,000	117,982.58	2,017.42	98.3%	66,000	66,000	132,000
210-320-6444 CHILDRENS BOOKS	30,000	30,000	60,000	61,069.31	(1,069.31)	101.8%	33,000	33,000	66,000
210-320-6445 TEEN BOOKS	10,000	10,000	20,000	20,468.71	(468.71)	102.3%	11,000	11,000	22,000
210-320-6446 AUDIO VISUAL - ADULT	32,500	32,500	65,000	65,638.73	(638.73)	101.0%	37,300	37,300	74,600
210-320-6447 EBOOKS	32,000	32,000	64,000	59,104.90	4,895.10	92.4%	38,500	44,300	82,800
210-320-6448 CHILDREN'S PERIODICALS	500	500	1,000	300.00	700.00	30.0%	500	500	1,000
210-320-6449 AUDIO VISUAL - YOUTH	16,500	16,500	33,000	18,806.90	14,193.10	57.0%	14,500	14,500	29,000
64xx - Operating Materials & Supplies Total	244,000	244,000	488,000	445,423.01	42,576.99	91.3%	269,700	275,700	545,400
65xx - Office & Administrative Supplies									
210-320-6501 OFFICE SUPPLIES	7,500	7,500	15,000	11,172.37	3,827.63	74.5%	6,000	6,000	12,000
210-320-6502 POSTAGE	3,150	3,150	6,300	1,398.55	4,901.45	22.2%	2,000	2,000	4,000
210-320-6503 TELEPHONE	4,000	4,000	8,000	6,930.24	1,069.76	86.6%	3,900	3,900	7,800
210-320-6504 PHOTOCOPY SUPPLIES	0	0	0	0.00	0.00		0	0	0
210-320-6506 PRINTING EXPENSE	250	250	500	623.00	(123.00)	124.6%	300	300	600
210-320-6508 NEWSPAPER & LEGAL ADS	0	0	0	26.99	(26.99)		0	0	0
210-320-6509 VISA/MASTER CARD DISCOUNT	850	850	1,700	1,432.85	267.15	84.3%	800	800	1,600

Fund/Dept/Category/Account	2021-22 Annual Budget	2022-23 Annual Budget	2021-23 Biennium Budget	2021-23 Estimated Actual	2021-23 Budget Diff	2021-23 Budget %	2023-24 Proposed Budget (Rounded)	2024-25 Proposed Budget (Rounded)	Proposed Biennium (Rounded)
210-320-6580 EQUIPMENT UNDER $5000.00	10,000	10,000	20,000	15,995.47	4,004.53	80.0%	6,000	6,000	12,000
210-320-6582 EQUIPMENT UNDER $5,000 - COMPUTER	15,000	9,000	24,000	23,374.78	625.22	97.4%	17,000	21,000	38,000
210-320-6590 MISCELLANEOUS	2,500	2,500	5,000	5,461.03	(461.03)	109.2%	3,000	3,000	6,000
65xx - Office & Administrative Supplies Total	43,250	37,250	80,500	66,415.28	14,084.72	82.5%	39,000	43,000	82,000
66xx - Special Programs									
210-320-6638 PROGRAMS	8,700	8,700	17,400	17,400.04	(0.04)	100.0%	9,900	9,900	19,800
210-320-6642 CHILDREN AND TEEN PROGRAMMING	11,000	11,000	22,000	21,981.73	18.27	99.9%	15,000	15,000	30,000
210-320-6644 ADULT PROGRAMS	13,000	17,000	30,000	33,125.32	(3,125.32)	110.4%	17,500	17,500	35,000
66xx - Special Programs Total	32,700	36,700	69,400	72,507.09	(3,107.09)	104.5%	42,400	42,400	84,800
68xx - Community Programs & Grants									
210-320-6804 COMMUNITY COMMUNICATIONS	0	0	0	1,108.64	(1,108.64)		0	0	0
68xx - Community Programs & Grants Total	0	0	0	1,108.64	(1,108.64)		0	0	0
69xx - Internal Service Charges									
210-320-6902 INT SERV CHG - FINANCE	28,308	28,308	56,616	56,616.00	0.00	100.0%	27,400	27,400	54,800
210-320-6906 INT SERV CHG - GIS	4,308	4,308	8,616	8,616.00	0.00	100.0%	5,800	6,100	11,900
210-320-6912 INT SERV CHG - IT	27,276	27,276	54,552	54,552.00	0.00	100.0%	40,800	40,800	81,600
210-320-6914 INT SERV CHG - HR	42,200	42,200	84,400	84,400.00	0.00	100.0%	57,300	57,300	114,600
210-320-6916 INT SERV CHG - GEN GOV	0	0	0	0.00	0.00		34,500	34,500	69,000
210-320-6918 INT SERV CHG - CITY MANAGER	0	0	0	0.00	0.00		45,600	45,600	91,200
69xx - Internal Service Charges Total	102,092	102,092	204,184	204,184.00	0.00	100.0%	211,400	211,700	423,100
6 - Materials & Services Total	**580,392**	**578,392**	**1,158,784**	**1,121,779.07**	**37,004.93**	**96.8%**	**754,900**	**773,700**	**1,528,600**
7 - Capital Outlay									
70xx - Capital Outlay									
210-320-7032 BUILDING IMPROVEMENTS	0	0	0	0.00	0.00		0	0	0
210-320-7054 EQUIPMENT	0	0	0	5,358.07	(5,358.07)		0	0	0
210-320-7072 SOFTWARE & TECHNOLOGY	0	0	0	0.00	0.00		0	0	0
70xx - Capital Outlay Total	0	0	0	5,358.07	(5,358.07)		0	0	0
7 - Capital Outlay Total	**0**	**0**	**0**	**5,358.07**	**(5,358.07)**		**0**	**0**	**0**
9 - Other Financing Uses									
99xx - Other Financing Uses									
210-320-9931 TRANSFER TO CMNTY FAC FUND	20,000	20,000	40,000	40,000.02	(0.02)	100.0%	0	0	0
210-320-9998 CONTINGENCY	3,890,410	3,991,707	3,991,707	0.00	3,991,707.00	0.0%	0	0	0
99xx - Other Financing Uses Total	3,910,410	4,011,707	4,031,707	40,000.02	3,991,706.98	1.0%	0	0	0
9 - Other Financing Uses Total	**3,910,410**	**4,011,707**	**4,031,707**	**40,000.02**	**3,991,706.98**	**1.0%**	**0**	**0**	**0**
Expense Total	**6,167,012**	**6,341,759**	**8,618,361**	**4,465,666.54**	**4,152,694.46**	**51.8%**	**2,911,500**	**3,044,400**	**5,955,900**

Fund/Dept/Category/Account	2021-22 Annual Budget	2022-23 Annual Budget	2021-23 Biennium Budget	2021-23 Estimated Actual	2021-23 Budget Diff	2021-23 Budget %	2023-24 Proposed Budget (Rounded)	2024-25 Proposed Budget (Rounded)	Proposed Biennium (Rounded)
320 - Library Total	415,371	415,371	830,742	5,074,590.30	4,243,848.30	610.9%	4,350,400	3,978,000	4,393,400
900 - Non-Departmental	(415,371)	(415,371)	(830,742)	(830,741.84)	0.16	100.0%	(415,400)	(415,400)	(830,800)
210 - Library Total	0	0	0	4,243,848.46	4,243,848.46		3,935,000	3,562,600	3,562,600
Grand Total	0	0	0	4,243,848.46	4,243,848.46		3,935,000	3,562,600	3,562,600

City of Oregon City

2023-25 Final Proposed Budget

Fund/Dept/Category/Account	2021-22 Annual Budget	2022-23 Annual Budget	2021-23 Biennium Budget	2021-23 Estimated Actual	2021-23 Budget Diff	2021-23 Budget %	2023-24 Proposed Budget (Rounded)	2024-25 Proposed Budget (Rounded)	2023-25 Proposed Biennium (Rounded)
310 - Community Facilities									
320 - Library									
Revenue									
4 - Revenue									
43xx - Intergovernmental Revenues									
310-320-4370 LOCAL CAPITAL GRANTS	0	0	0	6,642.95	6,642.95		0	0	0
43xx - Intergovernmental Revenues Total	0	0	0	6,642.95	6,642.95		0	0	0
47xx - Miscellaneous Income									
310-320-4702 INVESTMENT EARNINGS	0	0	0	10,962.49	10,962.49		5,000	4,000	9,000
47xx - Miscellaneous Income Total	0	0	0	10,962.49	10,962.49		5,000	4,000	9,000
49xx - Other Financing Sources									
310-320-4910 TRANSFER FROM GENERAL FUND	0	75,000	75,000	75,000.00	0.00	100.0%	0	0	0
310-320-4921 TRANSFER FROM LIBRARY	20,000	20,000	40,000	30,000.02	(9,999.98)	75.0%	15,000	15,000	30,000
310-320-4999 BEGINNING CASH BALANCE	699,982	669,982	699,982	680,707.04	(19,274.96)	97.2%	661,600	396,500	661,600
49xx - Other Financing Sources Total	719,982	764,982	814,982	785,707.06	(29,274.94)	96.4%	676,600	411,500	691,600
4 - Revenue Total	**719,982**	**764,982**	**814,982**	**803,312.50**	**(11,669.50)**	**98.6%**	**681,600**	**415,500**	**700,600**
Revenue Total	**719,982**	**764,982**	**814,982**	**803,312.50**	**(11,669.50)**	**98.6%**	**681,600**	**415,500**	**700,600**
Expense									
6 - Materials & Services									
61xx - Repair & Maintenance Services									
310-320-6122 BUILDING MAINTENANCE	0	0	0	4,940.00	(4,940.00)		0	0	0
61xx - Repair & Maintenance Services Total	0	0	0	4,940.00	(4,940.00)		0	0	0
6 - Materials & Services Total	**0**	**0**	**0**	**4,940.00**	**(4,940.00)**		**0**	**0**	**0**
7 - Capital Outlay									
70xx - Capital Outlay									
310-320-7032 BUILDING IMPROVEMENTS	0	175,000	175,000	29,335.50	145,664.50	16.8%	(52,500)	(135,000)	(187,500)
310-320-7054 EQUIPMENT	50,000	0	50,000	107,391.88	(57,391.88)	214.8%	(232,600)	(160,000)	(392,600)
70xx - Capital Outlay Total	50,000	175,000	225,000	136,727.38	88,272.62	60.8%	(285,100)	(295,000)	(580,100)
7 - Capital Outlay Total	**50,000**	**175,000**	**225,000**	**136,727.38**	**88,272.62**	**60.8%**	**(285,100)**	**(295,000)**	**(580,100)**
9 - Other Financing Uses									
99xx - Other Financing Uses									
310-320-9998 CONTINGENCY	669,982	589,982	589,982	0.00	589,982.00	0.0%	0	0	0

Fund/Dept/Category/Account	2021-22 Annual Budget	2022-23 Annual Budget	2021-23 Biennium Budget	2021-23 Estimated Actual	2021-23 Budget Diff	2021-23 Budget %	2023-24 Proposed Budget (Rounded)	2024-25 Proposed Budget (Rounded)	20 Proposed Biennium (Rounded)
99xx - Other Financing Uses Total	669,982	589,982	589,982	0.00	589,982.00	0.0%	0	0	0
9 - Other Financing Uses Total	**669,982**	**589,982**	**589,982**	**0.00**	**589,982.00**	**0.0%**	**0**	**0**	**0**
Expense Total	**719,982**	**764,982**	**814,982**	**141,667.38**	**673,314.62**	**17.4%**	**(285,100)**	**(295,000)**	**(580,100)**
320 - Library Total	**0**	**0**	**0**	**661,645.12**	**661,645.12**		**396,500**	**120,500**	**120,500**
310 - Community Facilities Total	**0**	**0**	**0**	**661,645.12**	**661,645.12**		**396,500**	**120,500**	**120,500**
Grand Total	**0**	**0**	**0**	**661,645.12**	**661,645.12**		**396,500**	**120,500**	**120,500**

FY	DEPARTMENT	OC REPL?	HRS/WEEK	FTE CT	POSITION	BEN. TIER	FY 23/24 Total (Sal + Ben)	FY 24/25 Total (Sal + Ben)	FY 25/26 Total (Sal + Ben)	FY 26/27 Total (Sal + Ben)	FY 27/28 Total (Sal + Ben)	FY 28/29 Total (Sal + Ben)	FY 29/30 Total (Sal + Ben)	FY 30/31 Total (Sal + Ben)	FY 31/32 Total (Sal + Ben)	FY 32/33 Total (Sal + Ben)
FY 23-24	CIRC	Y	30	0.75	LA2	**75%**	***$ 80,219***	***$ 83,480***	***$ 86,396***	***$ 89,418***	***$ 92,553***	***$ 95,804***	***$ 99,176***	***$ 102,674***	***$ 106,304***	***$ 110,069***
FY 23-24	YS	N	40	1	LIB1	**100%**	***$ 117,637***	***$ 122,374***	***$ 126,608***	***$ 130,980***	***$ 135,512***	***$ 140,210***	***$ 145,081***	***$ 150,130***	***$ 155,366***	***$ 160,796***
FY 23-24	YS	Y	30	0.75	LA2	**75%**	***$ 80,219***	***$ 83,480***	***$ 86,396***	***$ 89,418***	***$ 92,553***	***$ 95,804***	***$ 99,176***	***$ 102,674***	***$ 106,304***	***$ 110,069***
	INITIAL ADDITIONAL STAFF COSTS						*$ 278,074*	*$ 289,334*	*$ 299,401*	*$ 309,817*	*$ 320,618*	*$ 331,818*	*$ 343,433*	*$ 355,479*	*$ 367,974*	*$ 380,935*
	SAVINGS FROM ON-CALLS NO LONGER NEEDED						*$ (71,387)*	*$ (73,529)*	*$ (75,735)*	*$ (78,007)*	*$ (80,347)*	*$ (82,757)*	*$ (85,240)*	*$ (87,797)*	*$ (90,431)*	*$ (93,144)*
	NET ADD TO ANNUAL BUDGET REQUEST						***$ 206,687***	***$ 215,805***	***$ 223,666***	***$ 231,811***	***$ 240,271***	***$ 249,060***	***$ 258,193***	***$ 267,682***	***$ 277,543***	***$ 287,791***
	ESTIMATED "BASELINE" OP. EXP, (4% growth)						***$ 3,099,800***	***$ 3,223,792***	***$ 3,352,744***	***$ 3,486,853***	***$ 3,626,328***	***$ 3,771,381***	***$ 3,922,236***	***$ 4,079,125***	***$ 4,242,290***	***$ 4,411,982***
	ESTIMATED TOTAL OP EXP						***$ 3,306,487***	***$ 3,439,597***	***$ 3,576,410***	***$ 3,718,664***	***$ 3,866,599***	***$ 4,020,441***	***$ 4,180,428***	***$ 4,346,807***	***$ 4,519,833***	***$ 4,699,773***
	ESTMATED BFB						***$ 4,243,000***	**$ 3,926,313**	**$ 3,600,507**	**$ 3,266,841**	**$ 2,925,030**	**$ 2,574,759**	**$ 2,215,699**	**$ 1,847,507**	**$ 1,469,825**	**$ 1,082,282**
	EST FUND BALANCE USAGE						***$ (316,687)***	***$ (325,805)***	***$ (333,666)***	***$ (341,811)***	***$ (350,271)***	***$ (359,060)***	***$ (368,193)***	***$ (377,682)***	***$ (387,543)***	***$ (397,791)***
	(M&S adds + net staff add)															
	ESTIMATED EFB						***$ 3,926,313***	***$ 3,600,507***	***$ 3,266,841***	***$ 2,925,030***	***$ 2,574,759***	***$ 2,215,699***	***$ 1,847,507***	***$ 1,469,825***	***$ 1,082,282***	***$ 684,491***
	TARGET FUND BALANCE (52%)						***$ 1,719,373***	***$ 1,788,591***	***$ 1,859,733***	***$ 1,933,705***	***$ 2,010,631***	***$ 2,090,629***	***$ 2,173,823***	***$ 2,260,340***	***$ 2,350,313***	***$ 2,443,882***
	EFB SURP/DEFICIT						***$ 2,206,940***	***$ 1,811,917***	***$ 1,407,108***	***$ 991,325***	***$ 564,128***	***$ 125,070***	***$ (326,316)***	***$ (790,515)***	***$ (1,268,031)***	***$ (1,759,391)***

Dear Fellow Board Members,

I want to provide you with a budget update. Last Wednesday evening I presented the annual update to the Oregon City Commission (a draft of which you have seen). The proceedings went well and I asked for their consideration of a work session with the library board and Directors. After some discussion they felt that allowing a work session for one department, the Library, would cause every other department to request work sessions. So no work session.

Subsequently, I reviewed the latest draft of the budget the City Manager is submitting and in the upcoming budget biennium (2024-2025). In this draft, the proposed Oregon City General Fund contribution to the Library, has yet again been reduced. You may recall, the net General Fund contribution went from $194,850 in 2015; to $47,908 in the current budget year, to an annual $33,600 for the next two years. This is disappointing. There has been productive discussions as to how to draw down the Library Fund over the coming years.

So, where do we go from here? Greg is finding out when the Library's budget will be discussed at the Budget Committee. Likely it will be at 6:00 PM on April 27th, May 4th, May 11th or May 18th. We do not yet know the format of these budget hearings. We are ready to answer any questions they may have.

I am preparing a "Fact Sheet" that succinctly highlights our budget situation. I will also provide contact information for the Oregon City Budget Committee and Commission. As soon as it is ready I will send you a copy for your information and to share with as many folks as you can – the Board of the Friends and the Foundation and the many supporters and allies we have in the community. I believe this is the time to express our concern and to ask for fairness in adequately supporting our Library.

Thank you for your continuing support.

David Goldberg, Chair

OREGON CITY LIBRARY
FACTS

- Oregon City Library serves a population of 61,161
- 38% of our population resides outside of Oregon City
- Approximately 66% of the Oregon City Library staff members are “on-call” and do not get the benefits received by full-time employees.
- From the 2015-17 biennium to the current proposed 2023-25 biennium budget the net General Fund contributions (General Fund support less internal service charges) to the Library from the Oregon City General Fund has decreased from $389,545 to a proposed $36,900.
- From the latest available published data (FY 2021) other area municipalities have made the following net General Fund contributions to other libraries:
    - Lake Oswego $1,014,000
    - Canby $ 566,189
    - Wilsonville $ 540,111
    - West Linn $ 224,554
    - Milwaukie $ 183,000
    - Gladstone $ 165,745
    - OREGON CITY $ 103,900
- In the 2014 Bond measure (Measure 3-435) to expand the Oregon City Library, Oregon City stated that the bonds will be repaid with a combination of Library and City General Fund dollars. To date the City has contributed little to repay the bonds.

David Goldberg, Chair