



CITY OF OREGON CITY REGULAR MEETING AGENDA

Conference Room (2nd Floor), Oregon City Public Library, 606 John Adams St, Oregon City
Wednesday, July 24, 2024 at 5:00 PM

Ways to participate in this public meeting:

- Attend in person, location listed above. Please see the public comment guidelines below.
 - Register to provide electronic testimony (email dbutcher@orc.org by 3:00 PM on the day of the meeting to register)
 - Email dbutcher@orc.org (deadline to submit written testimony via email is 3:00 PM on the day of the meeting)
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1. CALL TO ORDER AND ROLL CALL

2. APPROVAL OF MINUTES

2.a. Review and approve the minutes of the May 22, 2024 Library Board Meeting.

3. LIBRARY DIRECTOR'S REPORT

3.a. Library Director's Report - July, 2024

4. PUBLIC COMMENTS

Please see the public comment guidelines below.

5. DISCUSSION ITEMS

5.a. Library by Mail

5.b. Carnegie and Lobby Floor Replacement

6. COMMUNICATIONS

7. ADJOURNMENT

PUBLIC COMMENT GUIDELINES

Complete a Comment Card prior to the meeting and submit it to the clerk. When the Chair calls your name, proceed to the speaker table, and state your name and city of residence. Each speaker is given 3 minutes to speak. As a general practice, the committee does not engage in discussion with those making comments. Complaints shall be addressed at the department level prior to addressing the committee.

ADA NOTICE

The location is ADA accessible. Hearing devices may be requested from the City Recorder prior to the meeting. Individuals requiring other assistance must make their request known 48 hours preceding the meeting by contacting the City Recorder's Office at 503-657-0891.

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

Video Streaming & Broadcasts: The meeting is streamed live on the [Oregon City's website](https://www.oregoncity.org) and available on demand following the meeting. The meeting can be viewed on Willamette Falls Television channel 28 for Oregon City area residents as a rebroadcast. Please contact WPMC at 503-650-0275 for a programming

schedule.



CITY OF OREGON CITY LIBRARY BOARD REGULAR MEETING MINUTES

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

Meeting

Wednesday May 22, 2024 at 5:00 PM

CALL TO ORDER

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

ROLL CALL

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

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

APPROVAL OF THE MINUTES

1. April 24, 2024 Regular Meeting

Larry Osborne moved to approve the April 24, 2024 Library Board Regular Meeting Minutes as submitted. Heidi Blackwell seconded the motion. Cynthia Andrews, Heidi Blackwell, Bill Carton, Nick Dierckman, David Goldberg, Lisa Oreskovich, and Larry Osborne voted aye. The motion passed.

LIBRARY DIRECTOR'S REPORT

2. May 2024 Director's Report and Library Statistics

Greg Williams reported on a statistical anomaly and adjustments made to prevent reoccurrence, Juneteenth event planning, and Community Reads discussions.

PUBLIC COMMENTS

None.

DISCUSSION ITEMS

3. Teen Advisory Committee (TAC) Annual Report

Sabrina Tusing, Teen Librarian, and Cara Stasiewicz, Teen Advisory Committee Chair, reported progress made on the Teen Area refurbishment project, programming planning, newsletter publication, and answered questions about TAC.

Barratt Miller, Youth Services Librarian, reported on Young Teen Advisory Committee volunteer efforts, programming, and art ideas for the Children's Area.

4. FY 23-25 Tactical Plan Mid-Plan Revisions

Greg Williams presented proposed changes to the Tactical Plan to reflect new opportunities to use LINCC and City initiatives to achieve Library tactical goals with less cost and staff time. A discussion of Board subcommittees, Staff capacity, and realistic achievement schedules occurred.

David Goldberg made a motion to accept the proposed changes to the Tactical Plan. Cynthia Andrews seconded the motion. Cynthia Andrews, Heidi Blackwell, Bill Carton, Nick Dierckman, David Goldberg, Lisa Oreskovich, and Larry Osborne voted aye. The motion passed.

5. Proposed Modifications to Library Operating Hours

Greg Williams proposed changing hours of operation to 10am-6:30pm Monday-Friday, 10am-6pm Saturday, and 10am-5:30pm Sunday, with an earliest effective date of July 1, 2024, and outlined Staff communication plan.

Cynthia Andrews made a motion to approve the proposed hours of library operation. Larry Osborne seconded the motion. Cynthia Andrews, Heidi Blackwell, Bill Carton, Nick Dierckman, David Goldberg, Lisa Oreskovich, and Larry Osborne voted aye. The motion passed.

COMMUNICATIONS

Library District Advisory Committee (LDAC)—Met May 20, during which County presented proposed language additions to the IGA and LDAC responded positively to the LINCC Directors Group Strategic and Tactical Plan scope and format.

Library Foundation—Library vehicle research site visit was scheduled, October fundraiser was finalizing, donor database was being updated, and a long-range work session was planned for summer.

Friends of the Library—Joint Foundation and Friends and Friends membership appreciation meetings were finalizing; \$5 gift certificates were donated as summer reading prizes.

Teen Advisory Committee (TAC)—No May meeting; June plans included participating in Juneteenth and meeting with Youth Advisory Committee.

ADJOURNMENT

David Goldberg adjourned the meeting at 6:12 pm.



Library Director's Report for July 2024

Monthly Statistics Notes

- With the end of the 23/24 FY, I did some quick year-over-year comparisons on some selected metrics. We'll have more opportunities to look at annual comparisons when I prepare and submit the required annual State Library of Oregon statistics in October.

Metric	FY 22/23	FY 23/24	% Change
Total Circulation	494,435	526,565	6.5%
Adult	173,800	178,988	3.0%
YA	24,612	24,228	-1.6%
Children	216,334	222,814	3.0%
eBooks/eAudiobooks	79,689	100,535	26.2%
Registered Cardholders	18,085	18,858	4.3%
Foot Traffic (ins)	148,175	156,416	5.6%
Physical Units Owned	52,941	55,610	5.0%
Items Borrowed From Other LINCC Libs	150,352	155,952	3.7%
Items Loaned To Other LINCC Libs	138,058	139,117	0.8%
Borrowed vs Loaned ratio	52.1 : 47.9	52.9 : 47.1	n/a
Conference Room Bookings	519	646	24.5%

Also, given the continuing significant increase of eBook/eAudiobook usage, I am including in the packet a couple of slides from a recent presentation I gave which illustrate the financial challenges in keeping up with increasing demand for digital content.

Library Operations

- Congratulations to (former) Librarian II Aaron Novinger, who accepted a Library Supervisor position at the Happy Valley Public Library! While we will certainly miss Aaron's expertise, experience, and humor, we wish him all the success in the world in his new endeavor. Library Management is evaluating options for refilling or revising the position.
- During the recent heat wave, the Library extended closing hours and kept the Community Room open as a cooling center. Our normal protocol is that on days where temperatures are over 100

degrees at closing time, we will keep the Community Room (and bathrooms and water fountain) open until temperatures in the area drop below 100 degrees.

Library Grounds and Facilities

- In the Children's Area, we are painting over and preparing the wall above Young Teen to serve as a new space for collaborative middle school art projects. We will be installing hanging rails where we can display (and periodically rotate) large canvasses that local middle school students will help us create.
- In conjunction with LINCC Library Support Services, we are rolling out a new mobile printing service (Princh) which replaces our former mobile printing service (PrinterOn). The new system is much faster and more reliable, and initial staff and patron feedback is quite positive. Oregon City has the highest mobile printing usage of any LINCC library (by a significant margin); for FY 23-24, OC users submitted 6,807 mobile print jobs, printing 21,906 pages!

Library Partnerships and Outreach

- Based on an invitation we received after presenting to the Hamlet of Beavercreek, Librarians Blake Kincaid and Barratt Miller staffed a table at the Beavercreek Farmers market on Wednesday, 7/17.
- Library Director Greg Williams and Library Board Chair David Goldberg are scheduled to present to the Hamlet of Mulino on 7/18. Parts of the Hamlet of Mulino are located in three different Library Service Areas (Oregon City, Molalla, and Canby), and the Directors of the Canby Public Library and Molalla Public Library will also be attending the presentation.

LINCC Updates

- The second (and final) Library District Distribution was received in late June (see memo and payment breakdown in the attached packet). For FY 23/24, Oregon City's total Library District Distributions came in approximately \$120,000 over budget. Library District Distributions increased 5.44% over last year's totals (and we typically assume annual increases of closer to 3% when preparing budgets).

Oregon City Public library
Monthly Statistical Report
Reporting period: **June, 2024**

PATRON STATISTICS

	Current Month	FY 23/24 YTD	Last Month	Same Month Last FY	FY 22/23 YTD
New Patron Registrations	289	3,498	253	312	3,472
Total Registered Patrons	18,858	18,858	18,604	18,085	18,085
Library Visitors (Ins)	13,950	156,416	13,143	14,216	148,175
Library Visitors (Outs)	13,714	153,681	12,779	14,081	145,605

CIRCULATION (includes 1st-time circ and renewals)

Adult materials	14,914	178,997	14,684	14,955	173,800
YA materials	1,998	24,228	1,843	2,270	24,612
Children's materials	19,510	222,814	17,871	19,296	216,334
Electronic materials	8,898	100,535	9,024	7,498	79,689
Total Circulation	45,320	526,574	43,422	44,019	494,435

1st Time Circulation (Physical)	22,835	266,836	20,531	24,211	268,480
1st Time Circulation (Self-Check)	20,778	246,323	18,525	22,681	253,198

Holds received from other libraries	12,751	52.9%	156,016	52.8%	12,382	51.3%	12,650	53.2%	150,352	52.1%
Holds sent to other libraries	11,351	47.1%	139,261	47.2%	11,760	48.7%	11,122	46.8%	138,058	47.9%

CIRCULATION DEMOGRAPHICS

Borrowers - City Residents	1,858	56.8%	n/a	1,738	57.0%	1,798	57.8%	n/a
Borrowers - Unincorporated Residents	1,145	35.0%	n/a	1,042	34.2%	1,050	33.8%	n/a
Borrowers - Other	266	8.1%	n/a	271	8.9%	261	8.4%	n/a

Service Area Pop - City	37,786	61.4%	n/a	37,786	61.4%	37,737	61.7%	n/a
Service Area Pop - Unincorporated	23,752	38.6%	n/a	23,752	38.6%	23,424	38.3%	n/a

TECHNOLOGY

Internet Sessions	570	7,992	620	762	8,362
WiFi Sessions	644	8,641	770	931	11,567

SOCIAL MEDIA / EMAIL

Facebook followers	4,737	n/a	4,704	4,553	n/a
Instagram followers	2,543	n/a	2,500	2,258	n/a
Twitter followers	990	n/a	981	952	n/a
YouTube subscribers	391	n/a	390	366	n/a
YouTube unique viewers	228	n/a	264	235	n/a
YouTube views	290	6,560	346	299	6,658
Email newsletter subscribers	5,435	n/a	5,450	5,056	n/a

See monthly Hootsuite report for additional social media statistics

FINANCIAL

See monthly Budget to Actual report

ELECTRONIC RESOURCES

Kanopy plays	369	3,681	429	248	3,094
Kanopy cost	\$ 386	\$ 4,093	389	\$ 236	3,305
Kanopy average cost/play	\$ 1.05	\$ 1.11	\$ 0.91	\$ 0.95	\$ 1.07

SERVICE DESK INQUIRIES

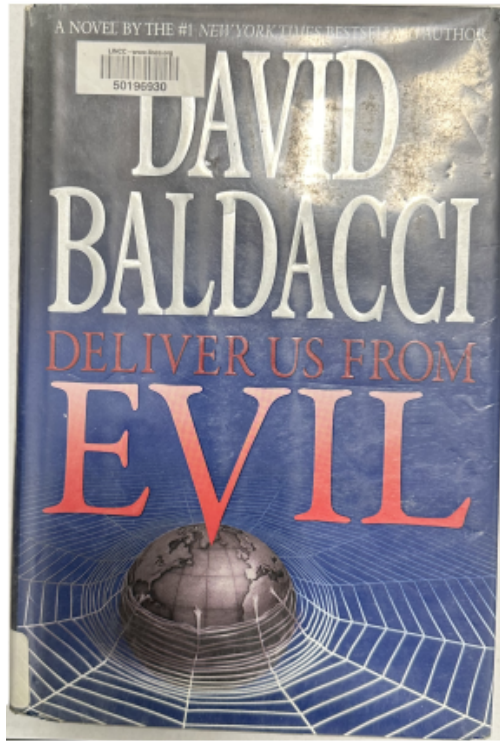
Ready Reference	784	8,312	545	1,107	9,249
Reference	77	1,075	92	86	1,344
Technology Assistance	157	1,984	152	182	2,133

FACILITIES

Conference Room - Bookings	61	646	59	32	519
Conference Room - Hours Available	222	2,692	228	227	2,748
Conference Room - Hours Booked	95	1,037	86	58	850
Conference Room - Occupancy Pctg	42.8%	38.5%	37.7%	25.6%	30.9%

Community Room - Bookings	44	556	47	43	262
Community Room - Hours Available	222	2,692	228	227	1,398
Community Room - Hours Booked	82	962	101	79	425
Community Room - Occupancy Pctg	36.9%	35.7%	44.3%	34.8%	30.4%

eContent budget challenges



- Library has the right to lend physical items as it sees fit.
- Purchased in 2010 for approx. **\$17.00**
- Circulated 191 times
- **\$0.09 / circulation**



Oregon City Public Library

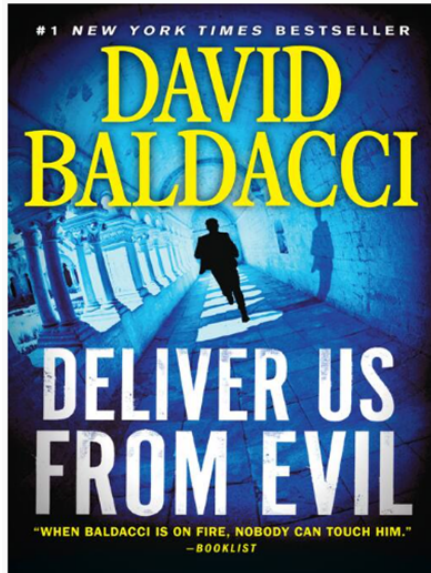
eContent budget challenges

Deliver Us from Evil

#2 in series

by David Baldacci

📖 EBOOK



- Libraries may only acquire and lend eContent per publisher's license terms.
- Library price is **\$75** for 24 months of use.
 - Consumer price is \$9.99 with no expiration
- In that 24 months, we'd expect 34 circulations.
 - **\$2.20 / circulation**
- To get 189 circulations (like physical copy), would cost approx. **\$420.**



Oregon City Public Library

eContent budget challenges

Libraries need a lot more digital copies to meet demand

Comparing Seattle libraries' available copies of *The Woman in Me* to the number of holds placed by the public, as of December, 2023.

■ Copies available ■ Copies needed

Print book

\$1,905.67 to buy copies needed

107

344

E-book

\$12,283.11 to buy copies needed

189

670

E-audio book

\$22,856.19 to buy copies needed

381

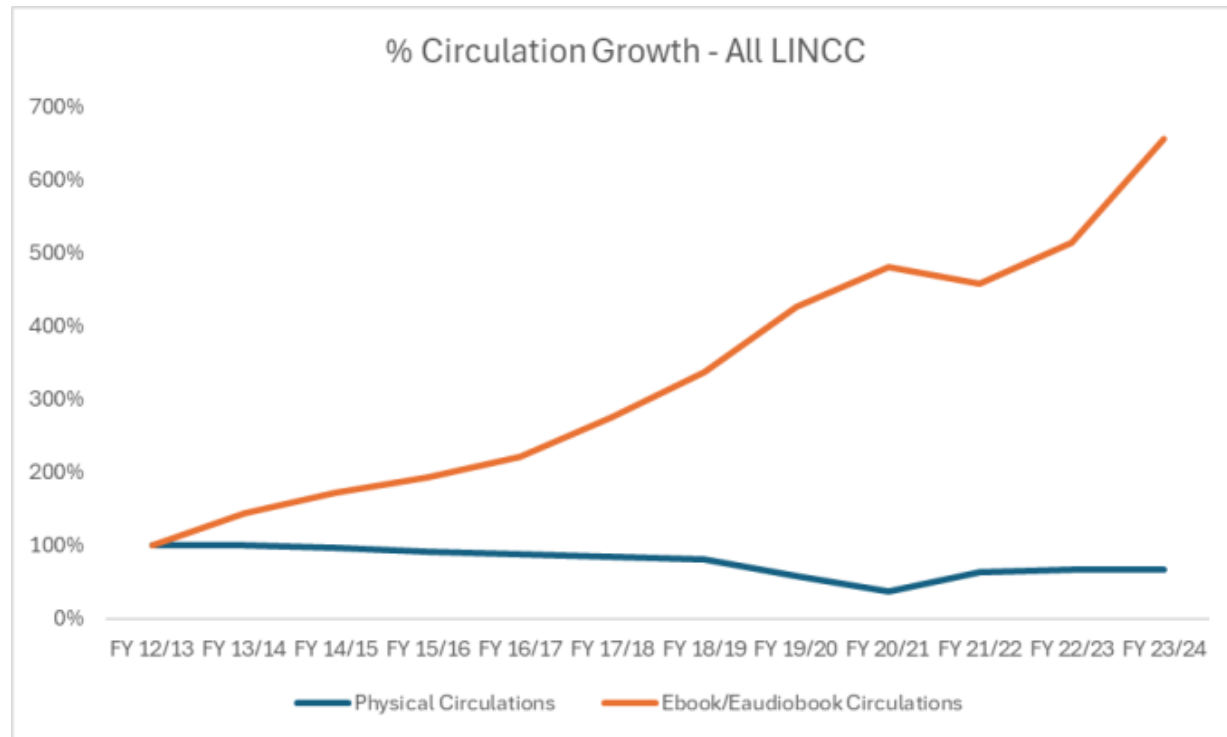
1461

Source: Seattle Public Libraries, Amazon, Simon and Shuster (Dec. 2023)
Graphic: Teo Popescu / KUOW



Oregon City Public Library

eContent budget challenges



- In FY 12/13, LINCC-wide eContent circulation was **2%** of all LINCC circulation
- In FY 23/24, LINCC-wide eContent circulation was **16%** of all LINCC circulation



Oregon City Public Library



DAN JOHNSON
DIRECTOR

DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT
DEVELOPMENT SERVICES BUILDING
150 BEAVERCREEK ROAD OREGON CITY, OR 97045

MEMORANDUM

DATE: June 20, 2024
TO: Patrick Williams, Finance Deputy Director
FROM: Sarah Eckman, DTD Assistant Director *Sarah Eckman*
CC: Gary Schmidt, County Administrator
Dan Johnson, DTD Director
Diedre Landon, DTD Administrative Services Manager Snr.
RE: **Library Service District – Second Distribution Payment (FY 2023/2024)**

Attached please find a spreadsheet detailing the second Library District distribution payment for FY 2023/2024. Following are the distribution amounts for each of the Library District cities, the City of Tualatin and the County operated Libraries (Oak Lodge Library and Gladstone Library):

Payable to	Library	First Distribution	Payment Method
City of Canby	Canby Public Library	\$ 67,769.99	Investment Pool Transfer
City of Estacada	Estacada Public Library	\$ 62,116.06	Investment Pool Transfer
City of Happy Valley	Happy Valley Public Library	\$ 208,290.57	Investment Pool Transfer
City of Lake Oswego	Lake Oswego Public Library	\$ 221,395.58	Investment Pool Transfer
City of Milwaukie	Ledding Library of Milwaukie	\$ 127,274.89	Investment Pool Transfer
City of Molalla	Molalla Public Library	\$ 69,467.07	Investment Pool Transfer
City of Oregon City	Oregon City Public Library	\$ 171,870.27	Investment Pool Transfer
City of Sandy *	Sandy Public Library	\$ 77,996.63	Investment Pool Transfer
City of Sandy *	Hoodland Public Library	\$ 19,453.63	Investment Pool Transfer
City of Tualatin	Tualatin Public Library	\$ 7,027.68	Investment Pool Transfer
City of West Linn	West Linn Public Library	\$ 112,818.49	Investment Pool Transfer
City of Wilsonville	Wilsonville Public Library	\$ 106,053.73	Investment Pool Transfer
Clackamas County	Gladstone Public Library	\$ 56,560.44	Library District Revenue Transfer CLCK-212-500502-33160
Clackamas County	Oak Lodge Public Library	\$ 107,530.13	Library District Revenue Transfer CLCK-212-500505-33160
Total		\$ 1,415,625.15	

* Per the intergovernmental agreement, the combined Library District Distribution payment of \$97,450.26, which includes the Sandy Public Library (\$77,996.63) and Hoodland Branch (\$19,453.63) distributions, shall be sent directly to the Sandy Public Library.

If you have any questions, please contact Sarah Eckman at Sarahste@clackamas.us.

Thank you.

Clackamas County Library District
Fiscal Year 2023 - 2024 Distribution Formula
(SECOND Distribution Payment)

	Total FY 2024 Collections	First FY 2024 Distribution	Second FY 2024 Distribution		
Total Current Year Tax Receipts	\$ 22,572,809.01	\$ 21,449,040.50	\$ 1,123,768.51	100%	Prior Year
City Assessed Value			\$ 620,882.10	55%	\$ 159,003.50
Unincorporated Population Served			\$ 502,886.41	45%	\$ 132,853.14

Prior Year Fund Balance	\$ 317,207.71	\$ 317,207.71	\$ -
Interest Earned	\$ 187,935.18	\$ 30,906.59	\$ 157,028.59
Delinquent Tax & Interest/Penalties	\$ 357,013.40	\$ 222,185.35	\$ 134,828.05
Total	\$ 862,156.29	\$ 570,299.65	\$ 291,856.64
Total Library District Revenues	\$ 23,434,965.30	\$ 22,019,340.15	\$ 1,415,625.15

City	Assessed Value	Unincorporated Population Served	Assessed Value Prior Interest & Delinquent Tax	Unincorporated Prior Interest & Delinquent Tax	Tualatin Distribution	Total Second Distribution	%
Canby	\$ 36,135.34	\$ 17,701.60	\$ 9,269.90	\$ 4,663.15		\$ 67,769.99	4.79%
Estacada	\$ 10,492.91	\$ 38,822.83	\$ 2,544.06	\$ 10,256.26		\$ 62,116.06	4.39%
Gladstone	\$ 19,433.61	\$ 25,244.90	\$ 5,199.41	\$ 6,682.51		\$ 56,560.44	4.00%
Happy Valley	\$ 69,911.32	\$ 94,944.95	\$ 18,364.90	\$ 25,069.39		\$ 208,290.57	14.71%
Lake Oswego	\$ 159,690.88	\$ 12,873.89	\$ 41,929.22	\$ 3,387.76	\$ 3,513.84	\$ 221,395.58	15.64%
Milwaukie	\$ 45,945.28	\$ 54,714.04	\$ 12,147.87	\$ 14,467.71		\$ 127,274.89	8.99%
Molalla	\$ 14,156.11	\$ 40,784.09	\$ 3,752.48	\$ 10,774.39		\$ 69,467.07	4.91%
Oregon City	\$ 74,133.32	\$ 62,860.80	\$ 18,269.50	\$ 16,606.64		\$ 171,870.27	12.14%
Sandy	\$ 21,047.90	\$ 40,733.80	\$ 5,453.82	\$ 10,761.10		\$ 77,996.63	5.51%
Hoodland	\$ -	\$ 15,388.32	\$ -	\$ 4,065.31		\$ 19,453.63	1.37%
Tualatin	\$ 11,113.79	\$ -	\$ 2,941.56	\$ -	\$ (7,027.68)	\$ 7,027.68	0.50%
West Linn	\$ 81,956.44	\$ 6,738.68	\$ 21,640.38	\$ 1,780.23	\$ 702.77	\$ 112,818.49	7.97%
Wilsonville	\$ 76,865.20	\$ 7,040.41	\$ 17,490.38	\$ 1,846.66	\$ 2,811.07	\$ 106,053.73	7.49%
*Oak Lodge	\$ -	\$ 85,038.09	\$ -	\$ 22,492.04		\$ 107,530.13	7.60%
Total	\$ 620,882.10	\$ 502,886.41	\$ 159,003.50	\$ 132,853.14	\$ (0.00)	\$ 1,415,625.15	100.01%

Tualatin Assessed Value & Prior Year Distribution		Assessed Value	Prior Year, Interest and Delinquent Tax	Total
Tualatin	50%	\$ 5,556.89	\$ 1,470.78	\$ 7,027.68
Lake Oswego	25%	\$ 2,778.45	\$ 735.39	\$ 3,513.84
Wilsonville	20%	\$ 2,222.76	\$ 588.31	\$ 2,811.07
West Linn	5%	\$ 555.69	\$ 147.08	\$ 702.77
Total	100%	\$ 11,113.79	\$ 2,941.56	\$ 14,055.35



Library Board Report

Jun 01 - Jun 30, 2024

Fans 4,309 fans	New Fans 13 new fans	Posts 48 posts	Engagement > Type No data
Post Reach 18,870 users	Top posts > Reach Oregon City Public Library Jun 18, 19:17 The Library will be closed tomorrow for the Juneteenth holiday. Outside bookdrops will be open for returns. Oregon City Public Library Jun 04, 18:01 June Critter Quest A shy unicorn named Junicorn is hiding in the Library, and may be afraid that nobody believes in unicorns Oregon City Public Library Jun 22, 02:00 Summer Reading Concert Danza Azteca Wednesday, June 26, 10:30 - 11:30 AM Library Park Join us at 10:30 AM in Library Park for an 3,150 reach 1,066 reach 906 reach		
Post Likes 143 likes	Top posts > Reactions Oregon City Public Library Jun 22, 02:00 Summer Reading Concert Danza Azteca Wednesday, June 26, 10:30 - 11:30 AM Library Park Join us at 10:30 AM in Library Park for an Oregon City Public Library Jun 01, 14:02 Kids (ages 2-9) Creative Kits Painted Rocks go.lincc.org/ocjunekits Use acrylic paints to decorate rocks to keep or hide in your yard Oregon City Public Library Jun 27, 19:46 A heartfelt thanks to Grupo Ritual Azteca Huitzilopochtli for a captivating and informative cultural experience. 24 likes and reactions 16 likes and reactions 15 likes and reactions		
Followers 2,541 followers	New followers 51 followers	Profile visits 176 views	Website clicks 24 website taps
Posts 91 posts	Top Posts > Reach oregoncitylibrary Jun 14, 18:30 Name the cloud type. oregoncitylibrary Jun 27, 19:54 A heartfelt thanks to Grupo Ritual Azteca Huitzilopochtli for a captivating and informative cultural experience. oregoncitylibrary Jun 01, 14:02 Kids (ages 2-9) Creative Kits Painted Rocks go.lincc.org/ocjunekits Use acrylic paints to decorate rocks to keep or hide in your yard 334 reach 308 reach 301 reach		

Report sources

Analytics

Facebook Pages

 Oregon City Public Library

Twitter

 @ORCityLibrary

Instagram Business

 oregoncitylibrary



Biennium Budget Report Y1 by Category

(Through June, 2024)

	2023-2024 Budget	June 2023-2024 Month Activity	2023-2024 Year Activity	2023-2024 Encumbrance	Year 1 Difference	2024-2025 Budget	2024-2025 Year Activity	Biennium Difference
4 - Revenue								
43 - Intergovernmental Revenues	2,744,700.00	171,870.27	2,869,107.80	0.00	-124,407.80	2,819,900.00	0.00	2,695,492.20
44 - Charges for Services	3,900.00	285.70	5,300.36	0.00	-1,400.36	4,000.00	9.00	2,590.64
47 - Miscellaneous Income	39,500.00	17,883.50	209,834.37	0.00	-170,334.37	33,500.00	207.85	-137,042.22
49 - Other Financing Sources	290,000.00	0.00	265,833.37	0.00	24,166.63	290,000.00	0.00	314,166.63
4 - Revenue Totals:	3,078,100.00	190,039.47	3,350,075.90	0.00	-271,975.90	3,147,400.00	216.85	2,875,207.25
5 - Expense								
51 - Salaries and Wages	1,295,300.00	108,842.87	1,169,012.91	0.00	126,287.09	1,357,500.00	0.00	1,483,787.09
52 - Benefits	861,300.00	55,867.09	711,774.01	0.00	149,525.99	913,200.00	0.00	1,062,725.99
60 - Professional & Technical Services	6,400.00	1,031.04	3,372.54	0.00	3,027.46	16,400.00	0.00	19,427.46
61 - Repair & Maintenance Services	174,300.00	11,386.86	170,749.83	3,552.94	-2.77	172,800.00	137.28	172,659.95
62 - Other Services	4,500.00	97.65	2,414.54	0.00	2,085.46	4,500.00	0.00	6,585.46
63 - Employee Costs	7,200.00	162.00	1,626.00	100.00	5,474.00	7,200.00	0.00	12,674.00
64 - Operating Materials & Supplies	269,700.00	18,313.29	251,357.15	124.40	18,218.45	275,700.00	5,523.33	288,395.12
65 - Office & Administrative Supplies	39,000.00	1,742.97	26,679.34	0.00	12,320.66	43,000.00	0.00	55,320.66
66 - Special Programs	42,400.00	18,782.51	59,009.69	0.00	-16,609.69	42,400.00	250.00	25,540.31
68 - Community Programs and Grants	0.00	0.00	344.46	0.00	-344.46	0.00	0.00	-344.46
69 - Internal Service Charges	205,100.00	0.00	188,008.26	0.00	17,091.74	211,700.00	0.00	228,791.74
70 - Capital Outlay	0.00	0.00	8,242.00	0.00	-8,242.00	0.00	0.00	-8,242.00
80 - Debt Service	415,400.00	0.00	415,370.92	0.00	29.08	415,400.00	0.00	415,429.08
5 - Expense Totals:	3,320,600.00	216,226.28	3,007,961.65	3,777.34	308,861.01	3,459,800.00	5,910.61	3,762,750.40



CITY OF OREGON CITY

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

Staff Report

To:	Library Board	Agenda Date:	July 24, 2024
From:	Greg Williams, Library Director		

SUBJECT:

Item 5.a. – Library by Mail

EXECUTIVE SUMMARY:

Library staff will share information and answer questions about the Library's new Library By Mail service for homebound patrons.

BACKGROUND:

During the COVID-19 pandemic, the Library started a small books by mail program, intended to help deliver materials to our most vulnerable patrons who were medically fragile and unable to retrieve material in-person, even with health precautions in place.

After the Library re-opened to the public, we continued this service for patrons who were unable to come to the Library due to medical or transportation issues. At the time, the service was one-way (materials had to be returned in person or mailed back at the patron's expense and using their own packaging), and was not widely advertised (due to staffing constraints and concerns about the Library's ability at the time to sustain a more sophisticated program).

With the adoption of the 23/25 budget, we felt that staffing levels (especially in our Circulation Department) would be able to support an expanded, formal Books By Mail program. The envisioned program was identified in the Library's revised 23-25 Tactical Plan ("By September 30, 2024 implement a formal Books By Mail program to accommodate up to 50 active homebound participants.")

We are pleased to report that on July 15, we implemented this new program, which boasts two-way paid postage, reusable and durable mailers, and a more formal (yet streamlined) application process.

Library Circulation Coordinator Helen Bolt Juarez will share information about the new "Library by Mail" program and answer any questions the Library Board may have.

OPTIONS:

n/a - Informational Only

BUDGET IMPACT:

n/a - Costs for staffing and materials and services were included in the Library's BY 23-25 Operating Budget. A generous grant of \$1,500 from the Oregon City Womans Club funded the reusable mailers.



CITY OF OREGON CITY

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Staff Report

To:	Library Board	Agenda Date:	July 24, 2024
From:	Greg Williams, Library Director		

SUBJECT:

Item 5.b. – Carnegie and Lobby Floor Replacement

EXECUTIVE SUMMARY:

The Library Director will share information and get preliminary feedback from the Library Board about floor replacements anticipated to happen later this fiscal year.

BACKGROUND:

The Library Director will share information about the condition of the floors in the Carnegie and Lobby areas. The Library Director will also discuss the potential service impacts of a floor replacement project and get the Library Board's feedback on overall project approach, what Library services might be prioritized should a facility closure become necessary, and how to potentially mitigate the most severe service impacts during a potential multi-week project.

OPTIONS:

n/a - Informational Only

BUDGET IMPACT:

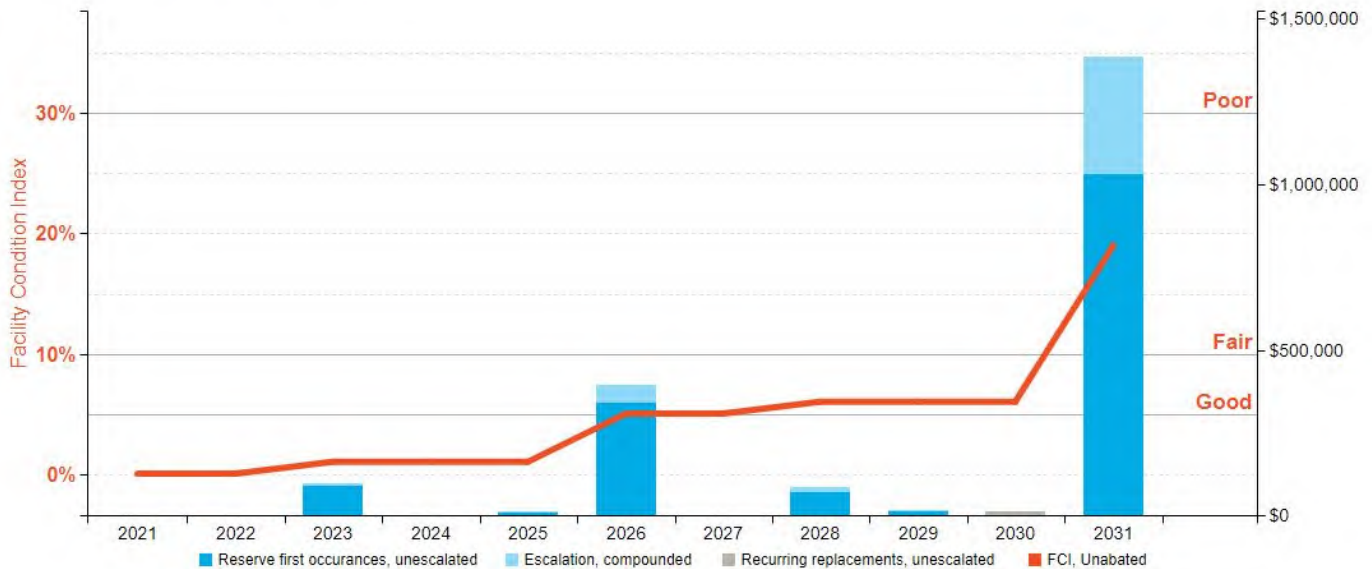
\$125,000 has been budgeted in BY 23/25 for this project.

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

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

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	2970588

