



CITY OF OREGON CITY LIBRARY BOARD AGENDA

Conference Room (2nd Floor), Oregon City Public Library, 606 John Adams St, Oregon City
Friday, December 20, 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.
- Attend the livestream of the meeting on the City's YouTube Channel:

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

- Register to provide electronic testimony (email dbutcher@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)

1. CALL TO ORDER AND ROLL CALL

2. APPROVAL OF MINUTES

- Minutes of the October 23, 2024 Library Board Regular Meeting

3. LIBRARY DIRECTOR'S REPORT

- The Library Director will share his December, 2024 report

4. PUBLIC COMMENTS

Please see the public comment guidelines below.

5. DISCUSSION ITEMS

- Interview Questions for Library Board Applicants
- Flooring Replacement Project Update

6. COMMUNICATIONS

7. ADJOURNMENT

PUBLIC COMMENT GUIDELINES

When a public comment period is included on a meeting agenda, members of the public are allowed up to three minutes to address the Library Board on any topic. Members of the Library Board do not generally engage in dialogue with those making comments but may refer any questions or issues raised to the Library Director. Any written comments or materials must be provided at least 48 hours prior to the meeting to Denise Butcher, Library Operations Manager (dbutcher@orc.org, 503-496-1601).

ADA NOTICE

The location is ADA accessible. Individuals requiring hearing devices or other assistance must make their request known 48 hours preceding the meeting by contacting Denise Butcher, Library Operations Manager (dbutcher@orc.org, 503-496-1601).

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

Video Streaming & Broadcasts: The meeting is streamed live on the [Oregon City's website](https://www.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 WFMC at 503-650-0275 for a programming schedule.



CITY OF OREGON CITY LIBRARY BOARD REGULAR MEETING MINUTES

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

Meeting

Wednesday, October 23, 2024 at 5:00 PM

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

CALL TO ORDER

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

ROLL CALL

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

Staff Present: Greg Williams, Library Director, Barratt Miller, Youth Services Librarian, Sabrina Tusing, Teen Librarian, and Blake Kincaid, Adult Services Librarian, were present in person.

APPROVAL OF THE MINUTES

1. Approval of 8.28.24 Library Board Minutes

Cynthia Andrews made a motion to accept the August 28, 2024 Library Board Meeting Minutes as submitted; Heidi Blackwell seconded the motion. Cynthia Andrews, Heidi Blackwell, Bill Carton, Nick Dierckman, David Goldberg, and Larry Osborne voted aye; the motion carried.

2. Approval of 9.25.24 Library Board Minutes

Larry Osborne made a motion to accept the September 25, 2024 Library Board Minutes as submitted; Bill Carton seconded the motion. Cynthia Andrews, Heidi Blackwell, Bill Carton, Nick Dierckman, David Goldberg, and Larry Osborne voted aye; the motion carried.

LIBRARY DIRECTOR'S REPORT

3. October 2024 Director's Report and Library Statistics

Greg Williams provided updates and procurement timelines on the Outreach vehicle, book lockers, and replacement self-check machines. Greg reported a group was selected to provide County with feedback and was expected to meet in November. It was decided that the Library Board would not meet in November.

PUBLIC COMMENTS

None.

DISCUSSION ITEMS

4. Tactical Play FY 24/25 Q1 Update

Greg Williams reported that five of the tactical initiatives were completed, eight were in process, and answered questions about the state of the community inventory objective.

5. Library Display Policy

Greg Williams shared the revised Draft Display Policy. Discussion concerning the inclusion of a Social Media Policy with the Display Policy, management of the Library's social media presence, community generated displays, and a potential art policy followed; Greg will check with City Communications and bring the existing City Social Media Policy to the next meeting.

Heidi Blackwell made a motion to accept the Draft Library Display Policy as submitted; Cynthia Andrews seconded the motion. Cynthia Andrews, Heidi Blackwell, Bill Carton, Nick Dierckman, David Goldberg, and Larry Osborne voted aye; the motion carried.

6. 2024 Summer Reading Program Recap

Barratt Miller, Sabrina Tusing, and Blake Kincaid presented on the funding, participation, challenges, activities, incentives and prizes of the Children, Teen, and Adult Summer reading programs respectively. Questions and discussion of potential use of volunteers, collaboration opportunities with OCSD and Parks Department, staffing limitations, and cost of software followed.

COMMUNICATIONS

Library District Advisory Committee (LDAC)—No meetings until 2025, pending meeting of the other advisory body.

Library Foundation—A meeting was scheduled for the next day: fundraiser was scheduled for April 3.

Friends of the Library—Book sales continued to be good and the process for a single appropriation to cover multiple programs was formalized.

Teen Advisory Committee (TAC)—Teens recommended to remove the Teen PCs and install a laptop bar instead, identified priorities for the Teen Area refresh project, and made progress on the Manga Club and the blog. The plant wall now has plants.

Library presence at Indigenous People's Day Celebration was well received; 200+ books were distributed.

ADJOURNMENT

David Goldberg adjourned the meeting at 6:24 pm.



Library Director's Report for December 2024

- Every year, the State Library of Oregon encourages Libraries to apply for competitive grants funded through the Library Services and Technology Act (LSTA). This year, the application process is two-stage process: in Round 1, prospective applicants submit a short description of their project, so that the State Library's LSTA Committee can ensure that applicants' proposals are consistent with the parameters and goals of the LSTA Grant Program. Submissions which meet the criteria are invited to submit a full application in Round 2. The Library submitted a Round 1 proposal for \$48,000 to support of the Library Outreach Vehicle. The proposal focused on how the vehicle would improve our ability to bring Library services, programs, and information to the unincorporated and rural portions of our Service Area. Our Round 1 proposal was accepted and we have been invited to submit a full proposal for Round 2 (along with some feedback and suggestions on what to include in the full proposal). The final application is due at the end of February.
- At the last Library Board meeting, there was some interest in seeing the City's Social Media policy. I have included it as an attachment to this report.
- Clackamas County has posted the Request for Proposals (RFP) for Book Lockers and updated Self-Checkouts! Bids are due by 2:00 PM on January 15, 2025. The RFP can be viewed here: <https://oregonbuys.gov/bsa/external/bidDetail.sdo?docId=S-C01010-00012305>
- A committee of LINCC staff has been working with a graphic designer to develop a new LINCC logo (see samples below). We are excited to report the work is complete and the new logo is set to be implemented throughout 2025. The rebranding will include new brochures, new website styling, new LINCC promotional items, and (later in the year) new library cards.



Mountains



Book



Grass



Symbol

The brand's symbolism is based off of a response in a survey which asked community members what libraries mean to them:

Q: What does your library mean to you?

**A: The community living room,
access to invigorate the
imagination through reading.**

The symbol represents LINCC's network of libraries being the mainstay of Clackamas County, as integral as the mountains or fields of grass in the region.

Primary Logo

LINCC's primary logo is to be used on most marketing/informational materials. The abbreviated version and the version with the full name can be used interchangeably.



LINCC

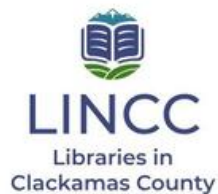


LINCC

Libraries in
Clackamas County

Variations

Different variations of the logo should be used depending on the context for which they're placed.



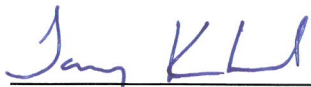
CITY OF OREGON CITY SOCIAL MEDIA POLICY

PURPOSE

The purpose of this Policy is to provide guidelines for use and engagement of the City of Oregon City ("City") operated social media, websites, and other digital engagement tools. This policy is applicable to visitors of City websites and Social Media platforms.

GUIDELINES

1. Website and Social Media accounts shall be created and administered by City officials.
2. Posts and comments are encouraged on City Social Media sites that allow posts. These sites are limited public forums and moderated by City staff. The City reserves the right to hide off-topic content (comments, photos, links, etc.)
3. The City of Oregon City reserves the right to remove posted content that does not comply with this Policy or any applicable law.
4. Comments / Links containing any of the following forms of content shall not be allowed:
 - A. Support of or opposition to political campaigns or ballot measures;
 - B. Promotion of commercial content for personal gain;
 - C. Solicitations of commerce;
 - D. Corporate commercial sites. The City may allow links useful to member or sponsor organizations that provide pertinent information related to City business;
 - E. Information that may tend to compromise the safety or security of the public or public systems;
 - F. Conduct or encouragement of illegal activity;
 - G. Profane language, sexual content, or related links;
 - H. Personal attacks or bullying; and
 - I. Content that promotes, fosters, or perpetuates discrimination.
5. The City is required to comply with all applicable Oregon Administrative Rules, Public Records Laws, and the City Retention Schedule. This means that any comments or links provided on this system will become a public record and available to the public. This applies to all content on City websites and other social media platforms posted by anyone. The content related to City business shall be maintained and may be releasable when requested as part of a public records request including private messages.
6. This policy will be reviewed annually or as needed to update guidelines and emerging platforms.



TONY KONKOL, City Manager



Date

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

PATRON STATISTICS

	Current Month	FY 24/25 YTD	Last Month	Same Month Last FY	FY 23/24 YTD
New Patron Registrations	247	3,891	298	282	1,554
Total Registered Patrons	21,687	21,687	21,447	17,020	17,020
Library Visitors (Ins)	11,735	67,067	13,874	11,895	66,338
Library Visitors (Outs)	11,449	65,865	13,573	11,712	65,358

CIRCULATION (includes 1st-time circ and renewals)

Adult materials	14,790	77,561	15,086	14,087	75,115
YA materials	1,880	10,490	1,896	1,923	11,007
Children's materials	18,047	95,775	18,512	18,304	95,074
Electronic materials	9,288	45,000	8,996	8,124	39,531
Total Circulation	44,005	228,826	44,490	42,438	220,727

1st Time Circulation (Physical)	20,883		113,242		21,464		21,536		113,509	
1st Time Circulation (Self-Check)	18,734	89.7%	101,187	89.4%	19,147	89.2%	19,972	92.7%	105,910	93.3%

Holds received from other libraries	13,238	52.8%	66,913	52.6%	13,443	53.1%	12,716	53.3%	67,560	53.2%
Holds sent to other libraries	11,843	47.2%	60,361	47.4%	11,886	46.9%	11,152	46.7%	59,510	46.8%

CIRCULATION DEMOGRAPHICS

Borrowers - City Residents	1,755	57.7%	n/a	1,809	56.9%	1,716	57.0%	n/a
Borrowers - Unincorporated Residents	1,036	34.0%	n/a	1,101	34.7%	1,045	34.7%	n/a
Borrowers - Other	252	8.3%	n/a	267	8.4%	247	8.2%	n/a

Service Area Pop - City	38,049	62.6%	n/a	38,049	62.6%	37,786	61.4%	n/a
Service Area Pop - Unincorporated	22,693	37.4%	n/a	22,693	37.4%	23,752	38.6%	n/a

TECHNOLOGY

Internet Sessions	769	3,919	844	670	3,235
WiFi Sessions	842	3,764	958	683	3,442

SOCIAL MEDIA / EMAIL

Facebook followers	4,775	n/a	4,779	4,663	n/a
Instagram followers	2,633	n/a	2,623	2,340	n/a
Twitter followers	985	n/a	985	956	n/a
YouTube subscribers	395	n/a	394	379	n/a
YouTube unique viewers	271	n/a	335	312	n/a
YouTube views	432	2,126	439	371	3,993
Email newsletter subscribers	5,664	n/a	5,626	5,147	n/a

See monthly Hootsuite report for additional social media statistics

FINANCIAL

See monthly Budget to Actual report

ELECTRONIC RESOURCES

Kanopy plays	304	1,954	436	252	1,276
Kanopy cost	\$ 333	\$ 1,936	407	\$ 335	1,481
Kanopy average cost/play	\$ 1.10	\$ 0.99	\$ 0.93	\$ 1.33	\$ 1.16

SERVICE DESK INQUIRIES

Ready Reference	468	2,670	509	545	3,871
Reference	99	417	61	81	407
Technology Assistance	147	883	188	91	824

FACILITIES

Conference Room - Bookings	68	302	80	55	242
Conference Room - Hours Available	209	1,124	244	202	1,138
Conference Room - Hours Booked	112	474	124	87	400
Conference Room - Occupancy Pctg	53.6%	42.2%	50.8%	43.1%	35.1%

Community Room - Bookings	53	233	53	49	218
Community Room - Hours Available	209	1,124	244	202	1,138
Community Room - Hours Booked	101	419	89	83	365
Community Room - Occupancy Pctg	48.3%	37.3%	36.5%	41.1%	32.1%

LIBRARY PROGRAM STATS - November, 2024

DATE	PROGRAM	PRIMARY AGE GROUP	FORMAT	TOTAL PARTICIPATION
11/1/2024	Fairy Letters	Ages 0-5	Live/Hybrid-Onsite	69
11/1/2024	First Fridays Arts and Culture The Mystery of D. B. Cooper	Ages 18+	Live/Hybrid-Onsite	10
11/1/2024	Harvest Garden (Passive Program)	Ages 0-5	Self-Directed	137
11/3/2024	Embroidery Workshop	Ages 18+	Live/Hybrid-Onsite	18
11/4/2024	Monday Meditation: Feeding the Positive	Ages 18+	Live/Hybrid-Onsite	5
11/5/2024	Weekly Storytime	Ages 0-5	Live/Hybrid-Onsite	17
11/5/2024	Genealogy Interest Group	Ages 18+	Live/Hybrid-Onsite	14
11/6/2024	Music & Movement 6-Week Class	Ages 0-5	Live/Hybrid-Onsite	29
11/6/2024	Art Lab Session A Chihuly Sculptures	Ages 6-11	Live/Hybrid-Onsite	11
11/6/2024	Art Lab Session B Chihuly Sculptures	Ages 6-11	Live/Hybrid-Onsite	30
11/6/2024	Teen Book Club	Ages 12-18	Live/Hybrid-Onsite	0
11/7/2024	Weekly Storytime	Ages 0-5	Live/Hybrid-Onsite	16
11/7/2024	One-on-One with a Financial Advisor	Ages 18+	Live/Hybrid-Onsite	0
11/7/2024	Elevated Readers Book Club	Ages 18+	Live/Hybrid-Onsite	9
11/8/2024	Senior Outreach - The Lodge	Ages 18+	Live/Hybrid-Onsite	7
11/8/2024	Oregon City Writers Group	Ages 18+	Live/Hybrid-Onsite	3
11/9/2024	LEGO Lab 10:30	Ages 6-11	Live/Hybrid-Onsite	40
11/9/2024	LEGO Lab 11:30	Ages 6-11	Live/Hybrid-Onsite	0
11/9/2024	How to Self-Publish Your Writing	Ages 18+	Live/Hybrid-Onsite	15
11/12/2024	Weekly Storytime	Ages 0-5	Live/Hybrid-Onsite	16
11/12/2024	The Writer's Hive	Ages 18-25	Live/Hybrid-Onsite	0
11/13/2024	Music & Movement 6-Week Class	Ages 0-5	Live/Hybrid-Onsite	29
11/13/2024	Teen Movie The Bob's Burger Movie	Ages 12-18	Live/Hybrid-Onsite	9
11/13/2024	Young Teen Craft Lab	Ages 10-14	Live/Hybrid-Onsite	3
11/14/2024	Weekly Storytime	Ages 0-5	Live/Hybrid-Onsite	23
11/16/2024	Art Gym	Ages 18+	Live/Hybrid-Onsite	7
11/16/2024	Seahorse Storytime	Ages 0-5	Live/Hybrid-Onsite	4
11/17/2024	November Creative Kits	General Interest	Self-Directed	234
11/17/2024	Chess Drop-In	General Interest	Live/Hybrid-Onsite	12
11/18/2024	Monday Meditation: Feeding the Positive	Ages 18+	Live/Hybrid-Onsite	2
11/19/2024	Weekly Storytime	Ages 0-5	Live/Hybrid-Onsite	21
11/20/2024	B.A.M. Trivia [Online]	General Interest	Live-Virtual ONLY	6
11/20/2024	Music & Movement 6-Week Class	Ages 0-5	Live/Hybrid-Onsite	24
11/20/2024	Art Lab Session A Kandinsky Drawings	Ages 6-11	Live/Hybrid-Onsite	16
11/20/2024	Art Lab Session B Kandinsky Drawings	Ages 6-11	Live/Hybrid-Onsite	17
11/20/2024	Yarn Enthusiasts Society	Ages 18+	Live/Hybrid-Onsite	9
11/21/2024	Weekly Storytime	Ages 0-5	Live/Hybrid-Onsite	22
11/21/2024	One-on-One with a Financial Advisor	Ages 18+	Live/Hybrid-Onsite	2
11/21/2024	The Very Demure, Very Mindful Tiny Art Show	Ages 18-25	Live/Hybrid-Onsite	1
11/22/2024	Senior Outreach - The Lodge	Ages 18+	Live/Hybrid-Onsite	6
11/22/2024	Oregon City Writers Group	Ages 18+	Live/Hybrid-Onsite	8
11/23/2024	Native American Art of Oregon	Ages 18+	Live/Hybrid-Onsite	17
11/24/2024	Chess Drop-In	Ages 0-5	Live/Hybrid-Onsite	10
11/25/2024	B.A.M. Movability	Ages 18+	Live/Hybrid-Onsite	35
11/25/2024	B.A.M. Academy	Ages 18+	Live/Hybrid-Onsite	28
11/25/2024	Monday Meditation: Feeding the Positive	Ages 18+	Live/Hybrid-Onsite	2
11/26/2024	Fireside Book Chat	Ages 18+	Live/Hybrid-Onsite	7
11/30/2024	November Children's Room Scavenger Hunt	Ages 6-11	Self-Directed	85
11/30/2024	Coloring Sheets - Nov	General Interest	Self-Directed	223
11/30/2024	Critter Quest - Nov	General Interest	Self-Directed	478
Total Programs:		50	Total Participation:	1786



Biennium Budget Report Y2 by Category

	2023-2024 Budget	2023-2024 Balance	Year 1 Difference	2024-2025 Budget	November 2024-2025 Activity	2024-2025 Balance	2024-2025 Encumbrance	Biennium Difference
4 - Revenue								
43 - Intergovernmental Revenues	2,744,700.00	2,869,203.17	-124,503.17	2,819,900.00	0.00	0.00	0.00	2,695,396.83
44 - Charges for Services	3,900.00	5,300.36	-1,400.36	4,000.00	270.40	1,901.31	0.00	698.33
47 - Miscellaneous Income	39,500.00	230,976.22	-191,476.22	33,500.00	13,852.18	57,898.49	0.00	-215,874.71
49 - Other Financing Sources	290,000.00	290,000.00	0.00	290,000.00	24,166.67	120,833.35	0.00	169,166.65
4 - Revenue Totals:	3,078,100.00	3,395,479.75	-317,379.75	3,147,400.00	38,289.25	180,633.15	0.00	2,649,387.10
5 - Expense								
51 - Salaries and Wages	1,295,300.00	1,172,850.97	122,449.03	1,357,500.00	97,439.06	504,789.88	0.00	975,159.15
52 - Benefits	861,300.00	716,815.44	144,484.56	913,200.00	65,511.50	326,761.51	0.00	730,923.05
60 - Professional & Technical Services	6,400.00	3,372.54	3,027.46	16,400.00	0.00	171.00	0.00	19,256.46
61 - Repair & Maintenance Services	174,300.00	171,509.26	2,790.74	172,800.00	10,868.71	51,811.71	30,683.30	93,095.73
62 - Other Services	4,500.00	2,414.54	2,085.46	4,500.00	53.20	2,399.40	1,378.42	2,807.64
63 - Employee Costs	7,200.00	1,686.00	5,514.00	7,200.00	757.89	1,724.30	100.00	10,889.70
64 - Operating Materials & Supplies	269,700.00	251,844.58	17,855.42	275,700.00	14,505.69	81,759.23	26,688.52	185,107.67
65 - Office & Administrative Supplies	39,000.00	26,899.20	12,100.80	43,000.00	992.41	16,864.79	20.42	38,215.59
66 - Special Programs	42,400.00	64,309.08	-21,909.08	42,400.00	4,400.98	13,613.83	1,021.31	5,855.78
68 - Community Programs and Grants	0.00	344.46	-344.46	0.00	17.49	60.26	0.00	-404.72
69 - Internal Service Charges	205,100.00	205,100.00	0.00	211,700.00	17,641.66	88,208.30	0.00	123,491.70
70 - Capital Outlay	0.00	0.00	0.00	0.00	207.15	294.95	0.00	-294.95
80 - Debt Service	415,400.00	415,370.92	29.08	415,400.00	54,343.14	54,343.14	0.00	361,085.94
5 - Expense Totals:	3,320,600.00	3,032,516.99	288,083.01	3,459,800.00	266,738.88	1,142,802.30	59,891.97	2,545,188.74



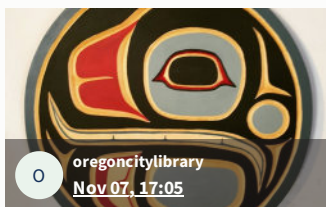
Library Board Report

Nov 01 - Nov 30, 2024

 Post engagement

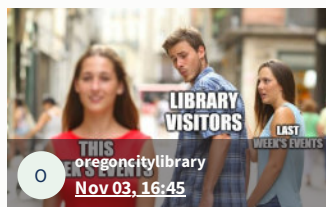
359
engagements

 Top posts > Likes



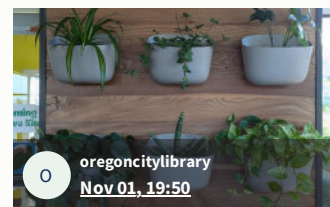
Native American Art of Oregon Please join us for a special presentation by @portlandstate Research Professor and local author, Dr.

22 likes



A Jam-Packed Week at Your Library! Sunday •
Embroidery Workshop, 1:00 PM Monday •
November Crafts Available • Monday

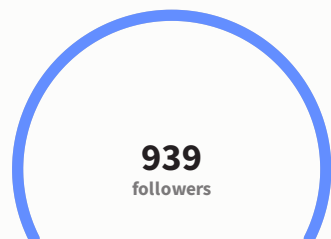
21 likes



Next time you visit, be sure to check out our new Teen Plant Wall!  Big kudos to the Teen Advisory Committee (TAC) and Teen

20 likes

 Followers

 **Tweets**

12 tweets

Mentions

0 mentions

Engagement > Type

Likes 4

Quote tweets 0

Replies 0

Retweets 0

Top tweets > Engagements



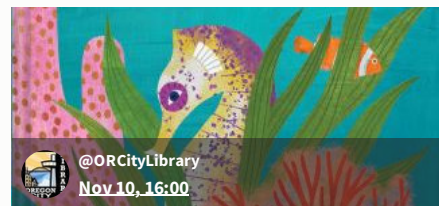
Unleash your inner artist with Arts & Crafts! Whether you want to create your own unique project, we've got everything you need to get crafty. Perfect for young creators

3 engagements



<https://twitter.com/ORCityLibrary/status/1855718375177015648/photo/1>

1 engagements



Your library this week. We are closed Monday in observance of Veterans Day  Author visit with Sara T. Behrman. Author of *The Sea Hides A Seahorse* Library fairies are eagerly

1 engagements

Report sources

Analytics

Facebook Pages

 Oregon City Public Library

Twitter

 @ORCityLibrary

Instagram Business

 oregoncitylibrary



CITY OF OREGON CITY

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

Staff Report

To: Library Board

Agenda Date: December 20, 2024

From:

SUBJECT:

Interview Questions for Library Board Applicants

STAFF RECOMMENDATION:

n/a

EXECUTIVE SUMMARY:

The Library Board will review the questions used in last year's Board applicant interviews.

BACKGROUND:

The City is currently recruiting for one Library Board position with a term ending this year.

The position is currently held by Lisa Oreskovich and is to be filled by a City resident. The Library Board will review the interview questions that have been used in past interviews and make any desired changes or updates.

NEXT STEPS:

n/a

OPTIONS:

n/a

LIBRARY BOARD INTERVIEW QUESTIONS

Thank you for applying to the Library Board! We have about 15 minutes for this interview and your questions.

1. Why do you want to be on the Library Board?

2. What special skills or strengths do you bring to the Library Board?

3. What is the role of the library within the community?

4. What is the role of the Library Board? How do you see yourself best fulfilling that role?

5. Are there specific areas of the library collection which you particularly like to use?

6. How would you help raise awareness about library services, collections, and programs?

7. The Library serves 25,000 residents in unincorporated Clackamas County and the library building is located in the far western portion of its service area. What are some ways the library can provide service to areas some distance from the existing library building?
8. Are you willing to represent the Library Board at public meetings, neighborhood association meeting, budget meetings, and City Commission meetings?
9. The Library Board typically meets on the 4th Wednesday of each month at 5:00 PM. Are you able to attend these meetings (either in-person or via Zoom)?



CITY OF OREGON CITY

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

Staff Report

To:	Library Board	Agenda Date:	December 20, 2024
From:	Greg Williams, Library Director		

SUBJECT:

Flooring Replacement Project Update

STAFF RECOMMENDATION:

n/a

EXECUTIVE SUMMARY:

The Library Director will update the Library Board on the Flooring Replacement Project, expected to commence and be completed in January, 2025.

BACKGROUND:

In 2021, the City contracted with Bureau Veritas to conduct a Facilities Condition Assessment (FCA) for all City facilities, including the Oregon City Public Library. The assessment inventoried each facility's major assets, assessed the current condition of these assets, and determined the Remaining Useful Life (RUL) of each asset. While most of the Library's assets were assessed to be in Fair or better condition and were not in need of immediate replacement, the wood flooring on the first floor of the Library (including both the older Carnegie section and the newer Lobby area) was assessed to be in Poor condition, with a Remaining Useful Life of 2 years. In addition, the floor's condition was identified as a potential safety (tripping) hazard. Because of the floor's poor condition, age, and number of times it has been refinished in the past, refinishing the existing wood is not feasible. Based on the assessment findings and the estimated replacement costs, funds to replace the wood flooring were requested and approved in the Library's BY 23-25 budget request.

On November 20, 2024 an Invitation to Bid (ITB) was posted on the City bid site. A mandatory walkthrough was held on November 26, 2024. The bid opening was held on December 4, 2024, with three (3) bids received. Staff reviewed the bids and determined that Brandsen Hardwood Floors, Inc. was the low responsive bidder. Below is a full list of the bidders and bid amounts:

<u>BIDDER</u>	<u>BID AMOUNT</u>
Brandsen Hardwood Floors, Inc.	\$109,720
Pacific Crest Construction	\$149,495
Buildscape, LLC	\$289,764

In addition, in order to accelerate the work and minimize required closures of the entire Library, we anticipate having the contractor work double shifts during portions of the project.

We estimate the costs for these additional shifts will not exceed \$12,000. Accordingly, the total contract award value is one hundred twenty one thousand seven hundred twenty dollars (\$121,720). Because of the amount of the contract, City Commission approval is required. The contract is on the consent agenda at the December 18, 2025 City Commission meeting.

We intend for the work to be completed in phases, to minimize the amount of time the entire Library will need to be closed to the public. We anticipate the entire Library will be closed for a period of time at the beginning of the project, so that floor replacement in the Lobby area can be completed as quickly as possible (Phase 1). Upon completion of Phase 1, the Lobby can be re-opened so that patrons can access the majority of the Library and browse/check out materials. Circulation services (including pickup of holds) will be temporarily relocated to the Community Room, while work in the Circulation Room, the Holds Room, and the Carnegie (Phases 2 and 3) is completed. Towards the end of the project, we anticipate a second brief closure to allow furniture to be reinstalled, and for staff to be able to catch up on backlogged circulation work.

During the project, the Community Room and upstairs Conference Room will not be available to the public (as staff will be using them to provide circulation services and for on-site storage). We anticipate portable outdoor storage will be brought in and staged in Library Park to temporarily store furniture (as there is not sufficient storage space in the Library). With the Community Room being unavailable, we have been working on relocating January programming, especially high-demand children's and family programming, to the Pioneer Community Center. The Carnegie computer lab will be unavailable for the duration of the project, but patrons will be able to check out Chromebook laptops should they need to access the internet. Patrons will be able to return items and pick up holds from the Community Room during the Phase 1 Lobby closure.

While no specific historical requirements for replacing the floor were identified in consultation with Community Development and Facilities, we are very cognizant of the historical nature of the Carnegie and the importance to the community of maintaining the historical character of the space. It is our intention for the new wood flooring to match the existing wood floor in the Carnegie area as closely as possible (color, grain, size, orientation, etc...). In addition, we intend to salvage a portion of the the existing wood (as feasible given condition, salvage cost, and available storage space) for future reuse.

On December 2nd, an informational presentation was given to the Citizen Involvement Committee (CIC). In order to keep the community up-to-date, we have worked with the Communications Department to set up a project page on the City website. The web page will be updated with project status and timeline information as the project proceeds. We will augment this web page with communications and updates via our other usual communications channels, including email and social media.

The Library-specific section of the 2021 Bureau Veritas report is included with this staff report, as are some photographs illustrating the poor condition of the flooring in both areas.

NEXT STEPS:

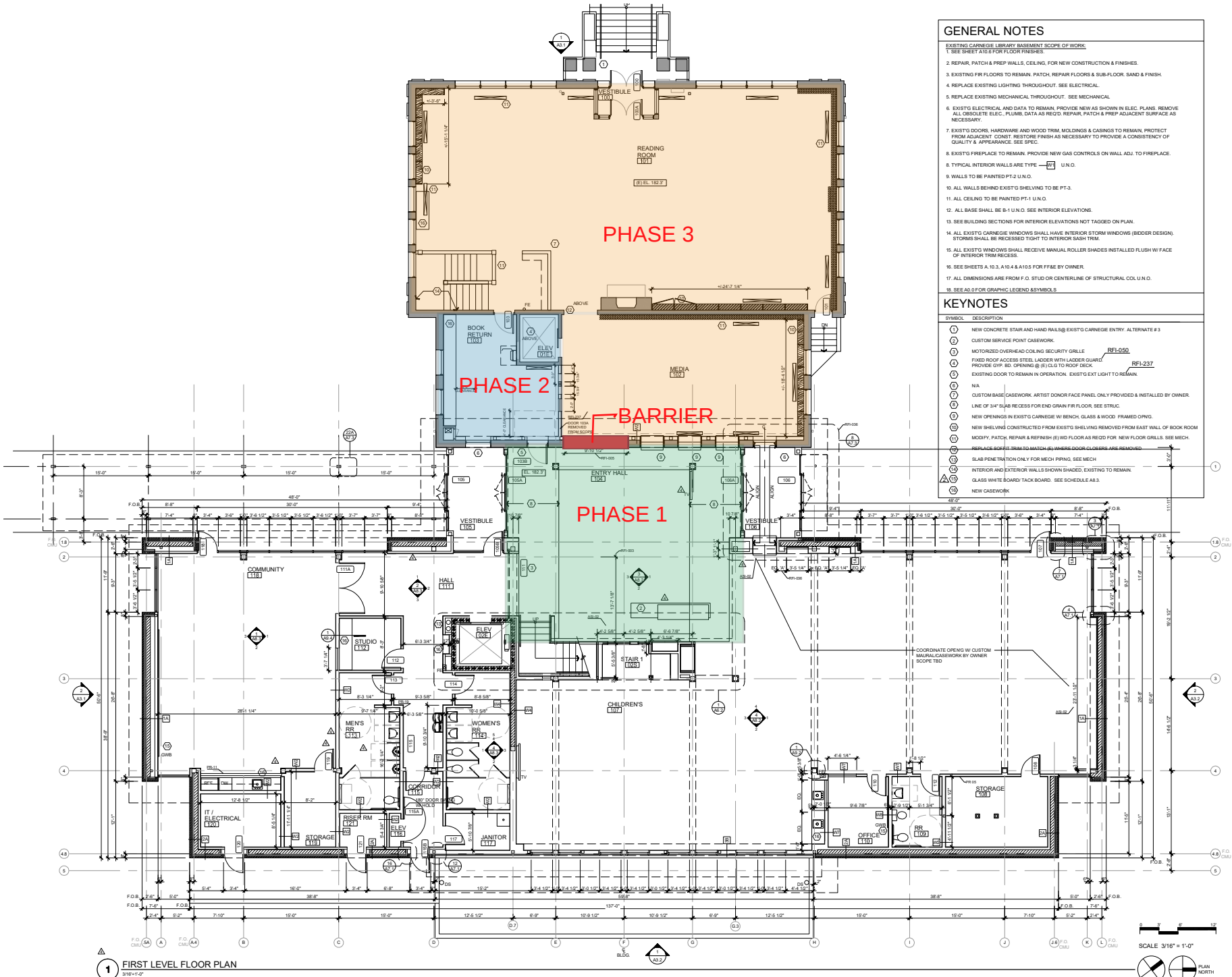
OPTIONS:

n/a

**OREGON CITY
PUBLIC LIBRARY
RENOVATION &
ADDITION**

OREGON CITY, OREGON

GENERAL NOTES	
EXISTING CARNEGIE LIBRARY BASEMENT SCOPE OF WORK: 1. SEE SHEET A10.2 FOR FLOOR FINISHES.	
2. REPAIR, PATCH & PREP WALLS, CEILING, FOR NEW CONSTRUCTION & FINISHES.	
3. EXISTING FR FLOORS TO REMAIN. PATCH, REPAIR FLOORS & SUB-FLOOR, SAND & FINISH.	
4. REPLACE EXISTING LIGHTING THROUGHOUT. SEE ELECTRICAL.	
5. REPLACE EXISTING MECHANICAL THROUGHOUT. SEE MECHANICAL.	
6. EXISTO ELECTRICAL AND DATA TO REMAIN. PROVIDE NEW AS SHOWN IN ELEC. PLANS. REMOVE ALL OBSOLETE ELEC. PLUMB. DATA AS REQ'D. REPAIR, PATCH & PREP ADJACENT SURFACE AS NECESSARY.	
7. EXISTO DOORS, HARDWARE AND WOOD TRIM, MOLDINGS & CASINGS TO REMAIN. PROTECT FROM ADJACENT CONST. RESTORE FINISH AS NECESSARY TO PROVIDE A CONSISTENCY OF QUALITY & APPEARANCE. SEE SPEC.	
8. EXISTO FIREPLACE TO REMAIN. PROVIDE NEW GAS CONTROLS ON WALL ADJ. TO FIREPLACE.	
9. TYPICAL INTERIOR WALLS ARE TYPE - U.N.O.	
10. WALLS TO BE PAINTED PT-2 U.N.O.	
11. ALL WALLS BEHIND EXISTO SHELVING TO BE PT-3.	
12. ALL CEILING TO BE PAINTED PT-1 U.N.O.	
13. ALL BASE SHALL BE B-1 U.N.O. SEE INTERIOR ELEVATIONS.	
14. SEE BUILDING SECTIONS FOR INTERIOR ELEVATIONS NOT TAGGED ON PLAN.	
15. ALL EXISTO CARNEGIE WINDOWS SHALL HAVE INTERIOR STORM WINDOWS (BIDDER DESIGN). STORMS SHALL BE RECESSED TIGHT TO INTERIOR SASH TRIM.	
16. ALL EXISTO WINDOWS SHALL RECEIVE MANUAL ROLLER SHADIES INSTALLED FLUSH W/ FACE OF INTERIOR TRIM RECESS.	
17. SEE SHEETS A.10.3, A.10.4 & A.10.5 FOR FR&E BY OWNER.	
18. ALL DIMENSIONS ARE FROM F.O. STUD OR CENTERLINE OF STRUCTURAL COL U.N.O.	
19. SEE A0.9 FOR GRAPHIC LEGEND SYMBOLS.	
KEYNOTES	
SYMBOL	DESCRIPTION
	NEW CONCRETE STAIR AND HAND RAIL(S) EXISTO CARNEGIE ENTRY. ALTERNATE #3
	CUSTOM SERVICE POINT CASEWORK.
	MOTORIZED OVERHEAD COILING SECURITY GRILLE RFI-050
	FIXED ROOF ACCESS STEEL LADDER WITH LADDER GUARD. PROVIDE OYP. BD. OPENING @ (E) (C) TO ROOF DECK. RFI-237
	EXISTING DOOR TO REMAIN IN OPERATION. EXISTO EXT LIGHT TO REMAIN.
	N/A.
	CUSTOM BASE CASEWORK. ARTIST DONOR FACE PANEL ONLY PROVIDED & INSTALLED BY OWNER. LINE OF 3/4" SLAB RECESS FOR END GRAN FR FLOOR. SEE STRUC.
	NEW OPENINGS IN EXISTO CARNEGIE W/ BENCH GLASS & WOOD FRAMED OPENG.
	NEW SHELVING CONSTRUCTED FROM EXISTO SHELVING REMOVED FROM EAST WALL OF BOOK ROOM. MODIFY, PATCH, REPAIR & REFINISH (E) WD FLOOR AS REQ'D FOR NEW FLOOR GRILLS. SEE MECH.
	REPLACE SOFFIT TO MATCH (E) WHERE DOOR CLOSERS ARE REMOVED.
	SLAB PENETRATION ONLY FOR MECH PIPING. SEE MECH.
	INTERIOR AND EXTERIOR WALLS SHOWN SHADED, EXISTING TO REMAIN.
	GLASS WHITE BOARD TACK BOARD. SEE SCHEDULE A8.3.
	NEW CASEWORK.



ASI 02 01.25.16
PR 05 10.14.15
RFI-005 09.09.15
RFI-003 09.09.15
CONSTRUCTION DOCUMENT SET

06.29.15 BID CLARIFICATION
 07.02.15 BID CLARIFICATION
 07.31.15 FOR CONSTRUCTION
Drawing:
FIRST LEVEL
FLOOR PLAN

Job No: 1415
Date: JULY 31, 2015
Drawn By: -
Checked By: -
Sheet No: -

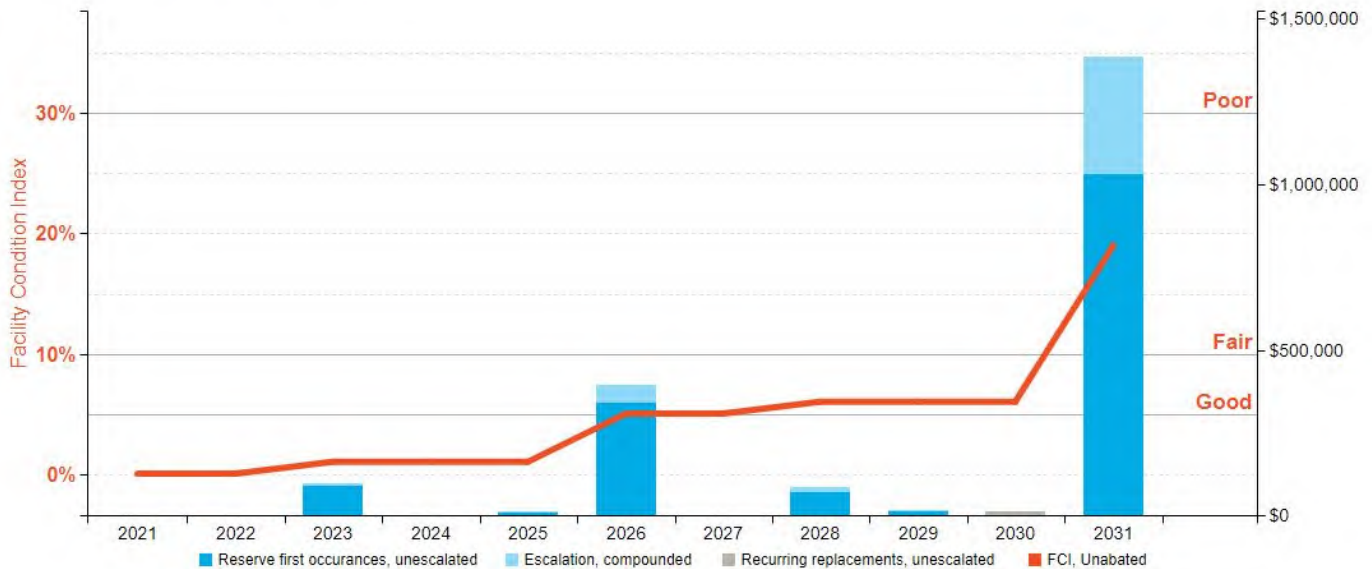
A2.1

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

Flooring condition samples – Carnegie



Flooring condition samples – Lobby

