



CITY OF OREGON CITY LIBRARY BOARD AGENDA

Conference Room (2nd Floor), Oregon City Public Library, 606 John Adams St, Oregon City
Wednesday, February 26, 2025 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

- a. Library Budget Subcommittee Meeting, 1/31/2025

3. LIBRARY DIRECTOR'S REPORT

- a. Library Director's Report and Statistics, January 2025

4. PUBLIC COMMENTS

Please see the public comment guidelines below.

5. DISCUSSION ITEMS

- a. Climate Friendly and Equitable Communities (CFEC) presentation
- b. Books on Wheels Overview
- c. Budget Subcommittee 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.cityoforegoncity.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 – BUDGET SUBCOMMITTEE
MEETING MINUTES**

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

Meeting

Friday, January 31, 2025 at 1:00 PM

CALL TO ORDER

David Goldberg called the meeting to order at 1:00 pm.

ROLL CALL

Members Present: Bill Carton, Nick Dierckman, David Goldberg.

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

DISCUSSION ITEMS

1. Budget and Expenditure Overview

Library Director Greg Williams provided an overview (based on FY 23/24 data) of the main sources of revenue for the Library's operating budget. In FY 23/24 approximately 84% of revenue came from the Library District of Clackamas County, 8.5% of revenue came from the City General Fund, and the remaining 7.5% came from other sources such as donations, grants, and investment returns.

He also provided an overview (based on the FY 23/24 budget) of the broad categories of expenditures in the Library's operating budget. Approximately 65.2% of budgeted expenditures were for staff, 12.5% for debt service, and 13% for various categories related to simply operating a Library (internal service charges, utilities, office equipment, IT/telephony, professional services, etc...). Approximately 9.2% of FY 23/24 budgeted expenses were allocated to library collections (physical and digital) and programs.

Greg and Denise answered questions asked by Committee members.

2. Updated 10 Year Forecast

Greg shared a revised 10-year financial forecast based on current service levels with anticipated inflationary increases in expenditures and revenues. The forecast

also included anticipated capital repair/replace costs as outlined in the 2021 Facilities Condition Assessment conducted by Bureau Veritas.

Greg shared that in FY 30/31, the Bureau Veritas schedule anticipated approximately \$1.4 million in capital repair/replacement costs. If those capital costs and other forecast assumptions proved accurate, by FY33/34, there might not be sufficient fund balance in the Library Fund to maintain a target cash reserve (52% of budgeted expenditures).

Greg and Denise answered questions asked by Committee members.

3. Budget Proposal Priorities

Greg shared the capital projects he felt should be included in the upcoming biennial budget, including the Outreach Vehicle and Book Locker projects (carried over from last biennium), resurfacing/restriping the Library staff parking lot, updating the furnishings and A/V equipment in the Community Room.

Greg shared recommendations for small increases to some part-time positions (to maximize the number of hours per position while remaining at the same benefit tier) and reclassifying some part-time positions to better align the work incumbents were performing. These changes would result in relatively minor budgetary changes. Greg also shared an intent to contribute (along with other departments) additional funds (via an increased internal service charge) to support an additional staff member in the communications department. Greg believes that having more centralized communications support would improve the Library's ability to communicate with the community, while freeing up Library resources from labor-intensive, time-consuming, and non-core tasks such as preparation of Trail News.

Greg Williams also discussed a desire to work on proposals (budget permitting) for 1) a new Library Services Manager position, which would relieve some of the burden on current managers (2 positions for more than 30 staff members), and 2) a potential 0.65 FTE position to provide more stable coverage throughout the week in the Carnegie.

Greg and Denise answered questions asked by Committee members.

4. Budget Calendar

Greg shared some of the "next steps" in the budget process, including the scheduled 2/12 meeting with the Finance Department to review and discuss initial budget proposals/goals.

Greg recognized that the initial budget meeting would occur before the next full Library Board meeting. The Budget Subcommittee was supportive of Greg

presenting the budget proposals/goals discussed to the Finance department at the upcoming meeting.

ADJOURNMENT

David Goldberg adjourned the meeting at 2:33 pm.

Oregon City Public library
Monthly Statistical Report
Reporting period: **January, 2025**

PATRON STATISTICS

	Current Month	FY 24/25 YTD	Last Month	Same Month Last FY	FY 23/24 YTD
New Patron Registrations	259	4,363	213	272	2,025
Total Registered Patrons	22,170	22,170	21,896	17,465	17,465
Library Visitors (Ins)	9,722	87,817	11,028	11,377	88,679
Library Visitors (Outs)	9,625	86,316	10,826	11,168	87,288

CIRCULATION (includes 1st-time circ and renewals)

Adult materials	13,900	106,758	15,297	14,761	103,536
YA materials	1,403	13,730	1,837	1,878	14,790
Children's materials	14,876	126,599	15,948	17,250	128,374
Electronic materials	10,075	64,217	9,142	9,127	56,934
Total Circulation	40,254	311,304	42,224	43,016	303,634

1st Time Circulation (Physical)	18,196	151,063	19,625	22,550	155,664
1st Time Circulation (Self-Check)	14,572	133,048	17,289	20,921	145,084

Holds received from other libraries	13,000	53.5%	93,068	52.8%	13,155	53.5%	12,306	52.2%	91,753	53.0%
Holds sent to other libraries	11,295	46.5%	83,095	47.2%	11,439	46.5%	11,261	47.8%	81,268	47.0%

CIRCULATION DEMOGRAPHICS

Borrowers - City Residents	1,714	56.8%	n/a	1,668	56.2%	1,631	55.8%	n/a
Borrowers - Unincorporated Residents	1,042	34.6%	n/a	1,043	35.1%	1,039	35.6%	n/a
Borrowers - Other	259	8.6%	n/a	259	8.7%	252	8.6%	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	3	4,543	621	675	4,585
WiFi Sessions	601	5,040	675	608	4,591

SOCIAL MEDIA / EMAIL

Facebook followers	4,789	n/a	4,783	4,727	n/a
Instagram followers	2,624	n/a	2,637	2,400	n/a
Twitter followers	921	n/a	930	967	n/a
YouTube subscribers	401	n/a	399	386	n/a
YouTube unique viewers	310	n/a	258	299	n/a
YouTube views	396	2,920	398	426	4,755
Email newsletter subscribers	5,701	n/a	5,684	5,189	n/a

See monthly Hootsuite report for additional social media statistics

FINANCIAL

See monthly Budget to Actual report

ELECTRONIC RESOURCES

Kanopy plays	343	2,592	295	343	1,859
Kanopy cost	\$ 395	\$ 2,733	402	\$ 395	2,195
Kanopy average cost/play	\$ 1.15	\$ 1.05	\$ 1.36	\$ 1.15	\$ 1.18

SERVICE DESK INQUIRIES

Ready Reference	607	3,743	466	607	5,052
Reference	111	592	64	111	590
Technology Assistance	130	1,129	116	130	1,103

FACILITIES

Conference Room - Bookings	-	352	50	46	336
Conference Room - Hours Available	-	1,341	217	197	1,550
Conference Room - Hours Booked	-	547	73	81	561
Conference Room - Occupancy Pctg	#DIV/0!	40.8%	33.6%	41.1%	36.2%

Community Room - Bookings	-	278	45	51	309
Community Room - Hours Available	-	1,341	217	197	1,550
Community Room - Hours Booked	-	489	70	77	513
Community Room - Occupancy Pctg	#DIV/0!	36.5%	32.3%	39.1%	33.1%

LIBRARY PROGRAM STATS - January, 2025

DATE	PROGRAM	PRIMARY AGE GROUP	FORMAT	TOTAL ATTENDANCE/ENGAGEMENT
1/1/2025	2025 Adult Winter Reading Challenge	Ages 18-25	Live/Hybrid-Onsite	42
1/2/2025	One-on-One with a Financial Advisor	Ages 18+	Live/Hybrid-Onsite	2
1/6/2025	Monday Meditation Relax, Accept, Center	Ages 18-25	Live/Hybrid-Onsite	3
1/7/2025	Genealogy Interest Group	Ages 18+	Live/Hybrid-Onsite	12
1/10/2025	Oregon City Writers Group	Ages 18+	Live/Hybrid-Onsite	10
1/11/2025	LEGO Lab 10:30	Ages 0-5	Live/Hybrid-Onsite	34
1/11/2025	LEGO Lab 11:30	Ages 6-11	Live/Hybrid-Onsite	11
1/11/2025	YTAC Meeting	Ages 12-18	Live/Hybrid-Onsite	7
1/13/2025	Monday Meditation Relax, Accept, Center	Ages 18-25	Live/Hybrid-Onsite	7
1/14/2025	Weekly Storytime at The Pioneer Center	Ages 0-5	Live/Hybrid-Onsite	31
1/15/2025	B.A.M. Online Trivia	Ages 18-25	Live-Virtual ONLY	11
1/15/2025	Art Lab Session A Peter Reynold's Dot Art	Ages 0-5	Live/Hybrid-Onsite	24
1/15/2025	Art Lab Session B Peter Reynold's Dot Art	Ages 0-5	Live/Hybrid-Onsite	14
1/16/2025	One-on-One with a Financial Advisor	Ages 18+	Live/Hybrid-Onsite	3
1/18/2025	Wild Rumpus Dance Party	Ages 6-11	Live/Hybrid-Onsite	16
1/19/2025	William Stafford Poetry Reading	Ages 18-25	Live/Hybrid-Onsite	7
1/21/2025	Weekly Storytime at The Pioneer Center	Ages 0-5	Live/Hybrid-Onsite	22
1/24/2025	Oregon City Writers Group	Ages 18+	Live/Hybrid-Onsite	9
1/23/2025	Holcomb Literacy Night	Ages 6-11	Live/Hybrid-Offsite	130
1/26/2025	January Creative Kits	Ages 0-5	Self-Directed	285
1/26/2025	Chess Drop-In	Ages 0-5	Live/Hybrid-Onsite	8
1/27/2025	Monday Meditation Relax, Accept, Center	Ages 18-25	Live/Hybrid-Onsite	7
1/28/2025	Fireside Book Chat	Ages 18+	Live/Hybrid-Onsite	3
1/28/2025	Weekly Storytime at The Pioneer Center	Ages 0-5	Live/Hybrid-Onsite	27
1/31/2025	They're Alive! Fantastic Freshwater Ecosystems	Ages 6-11	Live/Hybrid-Onsite	23
1/31/2025	Anime Your Way (Session A)	Ages 10-14	Live/Hybrid-Onsite	10
1/31/2025	Anime Your Way (Session B)	Ages 18-25	Live/Hybrid-Onsite	2
1/31/2025	Coloring Sheets - Jan	General Interest	Self-Directed	161
1/31/2025	Critter Quest - Jan	General Interest	Self-Directed	400
1/31/2025	January Scavenger Hunt	Ages 0-5	Self-Directed	91
1/31/2025	Kind Messages	Ages 0-5	Self-Directed	0
Total Programs		31	Total Participation	1412



Biennium Budget Report Y2 by Category

	2023-2024 Budget	2023-2024 Balance	Year 1 Difference	2024-2025 Budget	January 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	10,247.00	2,674,319.00	0.00	21,077.83
44 - Charges for Services	3,900.00	5,300.36	-1,400.36	4,000.00	45.70	2,382.06	0.00	217.58
47 - Miscellaneous Income	39,500.00	230,976.22	-191,476.22	33,500.00	20,279.86	92,153.24	0.00	-250,129.46
49 - Other Financing Sources	290,000.00	290,000.00	0.00	290,000.00	24,166.67	169,166.69	0.00	120,833.31
4 - Revenue Totals:	3,078,100.00	3,395,479.75	-317,379.75	3,147,400.00	54,739.23	2,938,020.99	0.00	-108,000.74
5 - Expense								
51 - Salaries and Wages	1,295,300.00	1,172,850.97	122,449.03	1,357,500.00	116,379.83	726,835.07	0.00	753,113.96
52 - Benefits	861,300.00	716,815.44	144,484.56	913,200.00	71,013.39	466,502.40	0.00	591,182.16
60 - Professional & Technical Services	6,400.00	3,372.54	3,027.46	16,400.00	0.00	1,562.32	0.00	17,865.14
61 - Repair & Maintenance Services	174,300.00	171,509.26	2,790.74	172,800.00	12,741.76	95,007.05	24,121.05	56,462.64
62 - Other Services	4,500.00	2,414.54	2,085.46	4,500.00	53.20	2,611.24	1,325.22	2,649.00
63 - Employee Costs	7,200.00	1,686.00	5,514.00	7,200.00	260.00	2,033.30	100.00	10,580.70
64 - Operating Materials & Supplies	269,700.00	251,844.58	17,855.42	275,700.00	11,694.05	169,045.29	17,774.59	106,735.54
65 - Office & Administrative Supplies	39,000.00	26,899.20	12,100.80	43,000.00	937.89	21,359.26	0.00	33,741.54
66 - Special Programs	42,400.00	64,309.08	-21,909.08	42,400.00	3,035.74	18,912.66	871.31	706.95
68 - Community Programs and Grants	0.00	344.46	-344.46	0.00	0.00	60.14	0.00	-404.60
69 - Internal Service Charges	205,100.00	205,100.00	0.00	211,700.00	17,641.66	123,491.62	0.00	88,208.38
70 - Capital Outlay	0.00	0.00	0.00	0.00	0.00	294.95	0.00	-294.95
80 - Debt Service	415,400.00	415,370.92	29.08	415,400.00	0.00	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	233,757.52	1,682,058.44	44,192.17	2,021,632.40



Library Board Report

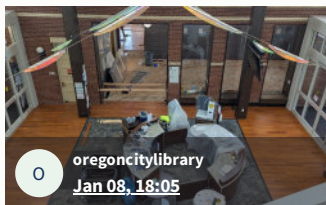
Jan 01 - Jan 31, 2025

Fans 4,311 fans	New Fans 8 new fans	Posts 52 posts	Engagement > Type No data
Post Reach 15,164 users	Top posts > Reach 0 Oregon City Public Library Jan 12, 00:00 Exciting Updates on Our Library Renovation! The new floor is coming along beautifully! A heartfelt thank you to all our 2,055 reach 0 Oregon City Public Library Jan 08, 18:01 Welcome back everyone! The flooring is coming along nicely. Phase 1 is complete now on to phase 2. orcity.news/library-floor- 1,368 reach 0 Oregon City Public Library Jan 16, 02:00 Floor Project Update! We're making great progress! The Holds Room is now complete. For now, holds will continue to be retrieved 788 reach		
Post Likes 173 likes	Top posts > Reactions 0 Oregon City Public Library Jan 08, 18:01 Welcome back everyone! The flooring is coming along nicely. Phase 1 is complete now on to phase 2. orcity.news/library-floor- 51 likes and reactions 0 Oregon City Public Library Jan 12, 00:00 Exciting Updates on Our Library Renovation! The new floor is coming along beautifully! A heartfelt thank you to all our 30 likes and reactions 0 Oregon City Public Library Jan 16, 02:00 Floor Project Update! We're making great progress! The Holds Room is now complete. For now, holds will continue to be retrieved 23 likes and reactions		
Followers 2,620 followers	New followers 21 followers	Profile visits 150 views	Website clicks 0 website taps
Posts 50 posts	Top Posts > Reach 0 oregoncitylibrary Jan 08, 18:05 Welcome back, everyone! We're excited to share that the flooring project is making great progress! Phase 1 is complete, and now 617 reach 0 oregoncitylibrary Jan 30, 16:01 The library is closed today and tomorrow (Friday, Jan 31) to move everything back into the Carnegie wing. We will reopen Saturday, 412 reach 0 oregoncitylibrary Jan 01, 02:00 🥂🌟 Cheers to the end of 2024 and Happy National Champagne Day! 🥂 Let's raise a glass to the sparkling moments that have 384 reach		

 Post engagement

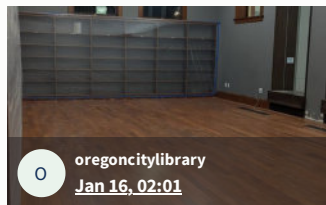
430
engagements

 Top posts > Likes



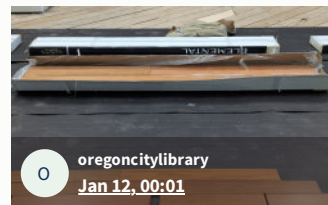
Welcome back, everyone! We're excited to share that the flooring project is making great progress! Phase 1 is complete, and now

59 likes



 Floor Project Update! We're making great progress! The Holds Room is now complete. For now, holds will continue to be retrieved

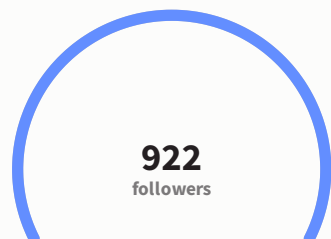
31 likes



 Exciting Updates on Our Library Renovation! The new floor is coming along beautifully! A heartfelt thank you to all our

24 likes

 Followers

 **Tweets**

19 tweets

 Mentions

2
mentions

Engagement > Type

Likes 5

Quote tweets 0

Replies 0

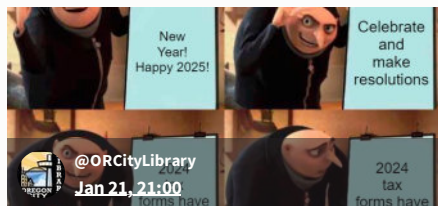
Retweets 0

Top tweets > Engagements



We are on schedule to open the library tomorrow. 🙌
Children's and upstairs will be accessible. Carnegie section is still closed. We'll have Chromebooks and mobile printing

3 engagements



Tax season is upon us! We have Federal 1040 and 1040-SR forms with instruction booklets for the taking. The State does not send paper forms or booklets anymore. We will

2 engagements



The library is closed today and tomorrow (Friday, Jan 31) to move everything back into the Carnegie wing. We will reopen Saturday, February 1 at 10am. Stop in to see and walk on the

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:	February 26, 2025
From:	Pete Walter, Planning Manager		

SUBJECT:

Climate Friendly and Equitable Communities (CFEC) presentation

STAFF RECOMMENDATION:

n/a - Discussion

EXECUTIVE SUMMARY:

The Library Board will get information and provide feedback to the City on parking changes required by the state through the Climate Friendly and Equitable Communities program.

BACKGROUND:

As part of the City's community engagement efforts, Pete Walter, Oregon City Planning Manager, and Brian Davis, Maker of Plans and Places from Studo Davis, will provide the Library Board with information and get Library Board feedback about potential parking changes mandated by the State's Climate Friendly and Equitable Communities program.

NEXT STEPS:

OPTIONS:

n/a - Discussion

Oregon City Parking Code Updates

Summary of required changes

Parking requirements waived for certain uses

OAR 660-012-0415; 0430; 440; 0445

Certain types of developments are no longer required to provide parking, including:

- | | |
|--|---|
| Several types of apartments, mainly those with small units sizes | Historic buildings and buildings in official historic districts |
| Mixed-use developments | Small commercial properties |
| Schools and childcare facilities | Developments seeking LEED certification |
| All developments within one-half mile of frequent transit corridor | Bars and taverns |



Note: These developments may still choose to provide parking at their own discretion, subject to maximums.

Reduced parking requirements for certain features

OAR 660-012-0425

Parking mandates will be reduced for developments that include certain features, including:

- | | |
|---|--|
| Solar or wind power production capacity | EV charging stations |
| Inclusion of dedicated car-sharing spaces | Additional accessible units above the minimum required |



EV Charging Requirements

OAR 660-012-0410

All new development with five or more residential units is required to provide electrical capacity for five or 40% or more of units

Bike Parking Requirements

OAR 660-012-0630

- | | |
|--|---|
| Require bike parking anywhere parking is required. | Increase in number of bicycle parking spaces required for multi-unit and mixed-use residential. |
| Bike parking must be lit, allow for cargo bikes, allow for locable storage | |

Design and landscaping for new parking lots

OAR 660-012-0405

- | | |
|---|---|
| Require new parking areas of more than one-half (½) acre to provide trees and pedestrian connections. | Allow and encourage redevelopment of underused parking. |
| Provide preferential carpool/vanpool parking when more than 50 spaces. | City must allow and facilitate shared parking, providing avenues for shared parking to meet requirements. |
| Allow redevelopment of parking areas for bike or transit uses. | New parking lots above ½ acre must provide 40% tree canopy and/or solar, fee-in-lieu options. |



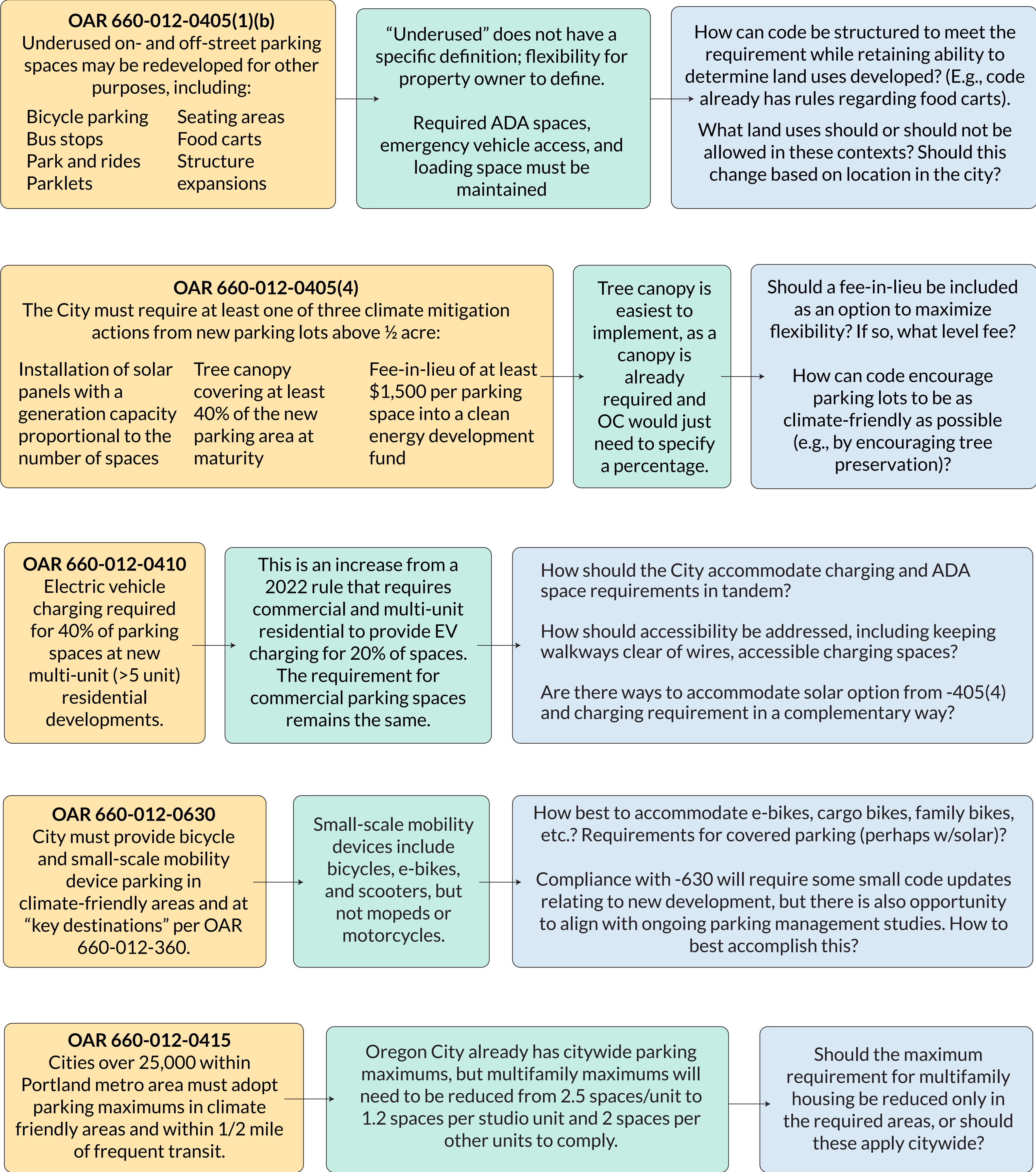
Oregon City Parking Code Updates

Key decision points and feedback

Required Change

Context/ Comments:

Decision Points





CITY OF OREGON CITY

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

Staff Report

To:	Library Board	Agenda Date:	February 26, 2025
From:	Denise Butcher, Library Operations Manager		

SUBJECT:

Books on Wheels Overview

STAFF RECOMMENDATION:

n/a - Informational only

EXECUTIVE SUMMARY:

BACKGROUND:

Denise Butcher, Library Operations Manager, and Helen Juarez, Circulation Coordinator, will share information and answer questions about our new Books on Wheels service. The service, which is a partnership with the Pioneer Community Center, offers Meals on Wheels recipients the ability to receive and return library materials as part of their Meals on Wheels meal delivery.

NEXT STEPS:

OPTIONS:

n/a - Informational only

Receive library items through Meals on Wheels!

Oregon City Public Library & Pioneer Community Center

Partnering to offer you free delivery and
return of library items.

HOW DOES IT WORK?

Once a week your Meals on Wheels driver will
deliver up to five library items in a reusable tote bag
and pick up any returns.

Items must be placed on hold by calling the library
at (503) 496-1611 or visiting lincc.org.

TO ENROLL CONTACT:

Alex Kocher
(503) 722-5979
akocher@orccity.org



BOOKS  ON WHEELS

Books on Wheels Application



Oregon City Public Library's free Books on Wheels program helps patrons who can no longer visit a library in person to receive and return library materials through Meals on Wheels. Applicants must be eligible for a LINCC library card and have a Clackamas County mailing address. Please return to the Nutrition team by giving your completed application to your Meals on Wheels driver.

PLEASE PRINT THE FOLLOWING INFORMATION LEGIBLY

NAME: _____

ADDRESS: _____

PHONE: _____

EMAIL: _____

Do you already have a LINCC library card?

☐ Yes, my library card number is _____

☐ No (please complete the following to apply for a card):

- Oregon ID/DL -or- Passport # _____
- My date of birth is (MM/DD/YYYY) _____
- The four-digit PIN I would like to use on my account is # _____
- I prefer to be contacted by (choose one, please):

☐ Phone ☐ Email ☐ Text

How do you want to choose your items?

- ☐ I want to choose my items and place my own holds at lincc.org;
- ☐ I want to choose my items, but need your help placing my holds;
- ☐ Choose items for me (*list your preferences on the next page of this form*).

I understand that I am responsible for all use made of my card and agree to abide by library rules. This card may be used at all public libraries in Clackamas County. Policies and offered services vary between libraries. Information about a patron's record cannot be given to anyone but the patron.

Signature: _____

Date: _____

Check the types of materials you want to receive (choose all that apply):

- ☐ Regular Print Book ☐ Large Print Book ☐ CD Audiobook
☐ DVDs (movies) ☐ BluRay (movies) ☐ Music CDs
☐ Magazines ☐ Other: ☐ Other:

We offer delivery once a week; how often would you like deliveries?

- ☐ Every Week ☐ Twice a month ☐ Once a month
☐ Other:

We can deliver up to five items at a time; how many items would you prefer in each delivery?

Circle the types of FICTION you like:

☐ Please, no FICTION!

Fantasy	SciFi	Historical Fiction	Horror
Mystery	Inspirational	Romance	Western
Pioneer	Humor	Medical	Action/Adventure
Family	Military	Spies/Intrigue	Suspense

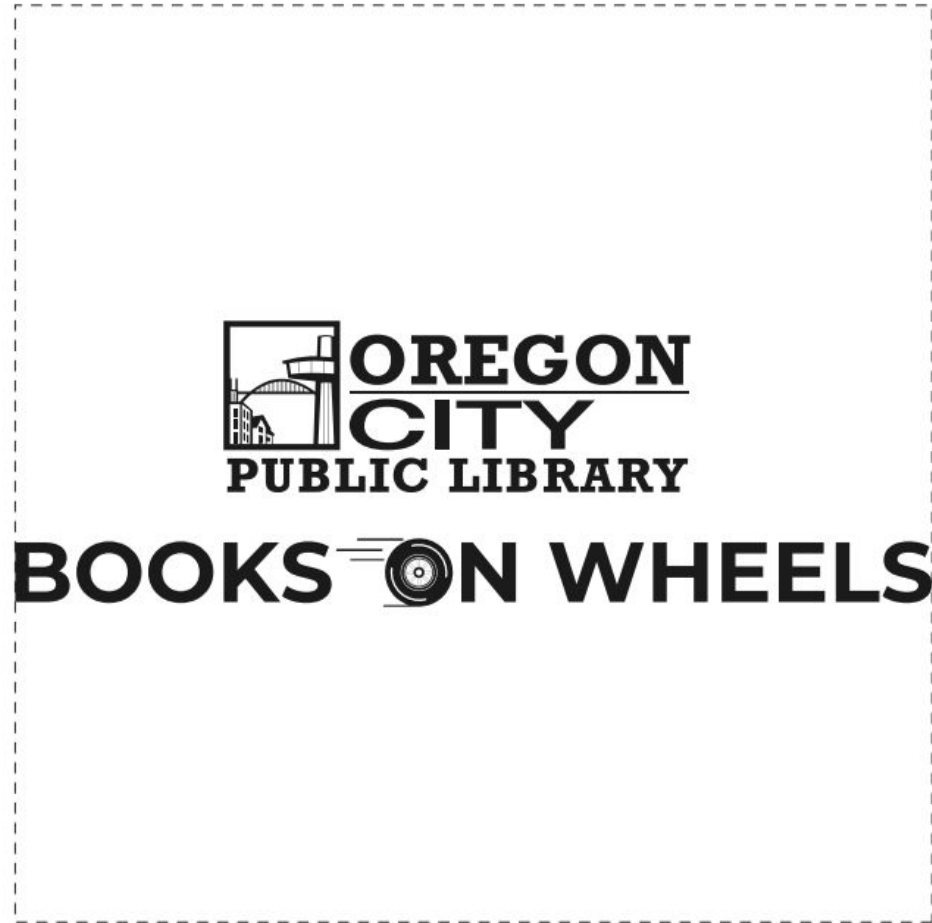
Other:

Circle the types of NONFICTION you like:

☐ Please, no NONFICTION!

Biographies	Business	Health/Medicine	Science
Social Studies	Technology	Religion	Celebrities/ Entertainment
Gardening	Home Improvement	Mythology	Travel
Psychology	Animals	Crafts	Cooking
Politics	Current Affairs	Mysticism/New Age	Memoirs

Other:



**COMPOSITE
NOT ACTUAL SIZE**



CITY OF OREGON CITY

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

Staff Report

To:	Library Board	Agenda Date:	February 26, 2025
From:	Greg Williams, Library Director		

SUBJECT:

Budget Subcommittee Update

STAFF RECOMMENDATION:

n/a - Informational only

EXECUTIVE SUMMARY:

The Library Board Budget Subcommittee will update the Board on their January meeting.

BACKGROUND:

On January 31, 2025, the Library Board Budget Subcommittee met to receive information and provide feedback on initial development of the Library's BY 25/27 budget proposal. The subcommittee will provide an update. The Library Director will also share an updated 10-year forecast, review major element of the draft proposal, and provide information/answer questions about next steps in the budget process.

NEXT STEPS:

OPTIONS:

n/a - Informational only

Rev. Incr. Exp. Incr.	0		Biennium		Biennium		Biennium		Biennium		Biennium	
	1		2		3		4		5		6	
	0	0	1	2	1	2	3	4	5	6	7	8
	FY 23/24	FY 24/25	FY 25/26	FY 26/27	FY 27/28	FY 28/29	FY 29/30	FY 30/31	FY 31/32	FY 32/33	FY 33/34	FY 34/35
LIB BFB	\$ 4,350,717	\$ 4,713,680	\$ 4,713,680	\$ 4,406,674	\$ 4,473,569	\$ 4,345,458	\$ 4,229,255	\$ 4,058,589	\$ 2,469,091	\$ 2,081,603	\$ 1,580,761	\$ 978,012
52% BFB Cash Reserve	\$ 1,576,923	\$ 1,745,701	\$ 2,085,197	\$ 1,898,708	\$ 2,018,354	\$ 2,062,963	\$ 2,145,998	\$ 2,939,085	\$ 2,341,585	\$ 2,454,895	\$ 2,561,766	\$ 2,472,643
"Free" Cash Reserve	\$ 2,773,794	\$ 2,967,979	\$ 2,628,483	\$ 2,507,966	\$ 2,457,215	\$ 2,282,495	\$ 2,083,257	\$ 1,119,504	\$ 127,506	\$ (373,292)	\$ (981,005)	\$ (1,494,631)
CF BFB	\$ 633,379	\$ 633,379	\$ 420,642	\$ 20,642	\$ 40,642	\$ 60,642	\$ 61,868	\$ 68,298	\$ 8,298	\$ 28,298	\$ 48,298	\$ 68,298
Est Repair/Replace (2021)	\$ 661,352	\$ 109,720	\$ 446,193	\$ -	\$ 85,350	\$ 18,774	\$ 13,570	\$ 1,410,131	\$ -	\$ -	\$ -	\$ 10,400
Other Facil.	\$ 53,866	\$ 123,017	\$ 25,000									
Est. Fine Revenue	\$ 25,893	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000
FTE-Benefitted		14.55	14.55	14.55	14.55	14.55	14.55	14.55	14.55	14.55	14.55	14.55
FTE-On-Call		4.70	4.70	4.70	4.70	4.70	4.70	4.70	4.70	4.70	4.70	4.70
Total FTE		19.25	19.25	19.25	19.25	19.25	19.25	19.25	19.25	19.25	19.25	19.25
Assumed YOY change												
3% Library District	\$ 2,854,786	\$ 2,940,430	\$ 3,028,642	\$ 3,119,502	\$ 3,213,087	\$ 3,309,479	\$ 3,408,764	\$ 3,511,027	\$ 3,616,357	\$ 3,724,848	\$ 3,836,594	\$ 3,951,691
3% General Fund Support	\$ 290,000	\$ 290,000	\$ 307,661	\$ 316,891	\$ 326,398	\$ 336,189	\$ 346,275	\$ 356,663	\$ 367,363	\$ 378,384	\$ 389,736	\$ 401,428
3% R2R	\$ 9,895	\$ 10,192	\$ 10,498	\$ 10,813	\$ 11,137	\$ 11,471	\$ 11,815	\$ 12,170	\$ 12,535	\$ 12,911	\$ 13,298	\$ 13,697
0% Donations	\$ 12,413	\$ 10,000	\$ 110,000	\$ 85,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
2% FOTL Shelf	\$ 5,310	\$ 7,000	\$ 7,283	\$ 7,140	\$ 7,428	\$ 7,577	\$ 7,729	\$ 7,883	\$ 8,041	\$ 8,202	\$ 8,366	\$ 8,533
0% Other Grants	\$ 4,522	\$ -	\$ 48,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4% Investments	\$ 213,254	\$ 188,547	\$ 188,547	\$ 176,267	\$ 178,943	\$ 173,818	\$ 169,170	\$ 162,344	\$ 98,764	\$ 83,264	\$ 63,230	\$ 39,120
0% Misc Inc.	\$ 5,300	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500
REV TOTAL	\$ 3,395,479	\$ 3,448,669	\$ 3,702,988	\$ 3,718,256	\$ 3,749,493	\$ 3,851,034	\$ 3,956,253	\$ 4,062,587	\$ 4,115,560	\$ 4,220,109	\$ 4,323,724	\$ 4,426,969
Fund Balance Usage	\$ -	\$ -	\$ 307,006	\$ -	\$ 128,111	\$ 116,203	\$ 170,666	\$ 1,589,499	\$ 387,487	\$ 500,843	\$ 602,748	\$ 328,114
4% 51-Salaries and Wages	\$ 1,172,850.00	\$ 1,280,093	\$ 1,331,297	\$ 1,384,549	\$ 1,439,931	\$ 1,497,528	\$ 1,557,429	\$ 1,619,726	\$ 1,684,515	\$ 1,751,896	\$ 1,821,971	\$ 1,894,850
8% 52-Benefits	\$ 716,815.44	\$ 843,493	\$ 910,972	\$ 983,850	\$ 1,062,558	\$ 1,147,563	\$ 1,239,368	\$ 1,338,517	\$ 1,445,598	\$ 1,561,246	\$ 1,686,146	\$ 1,821,038
3% 60-Prof. & Tech. Svcs	\$ 3,372.54	\$ 16,140	\$ 16,624	\$ 17,123	\$ 17,637	\$ 18,166	\$ 18,711	\$ 19,272	\$ 19,850	\$ 20,446	\$ 21,059	\$ 21,691
3% 61-Repair & Maint. Svcs	\$ 171,509.26	\$ 149,294	\$ 153,773	\$ 158,386	\$ 163,138	\$ 168,032	\$ 173,073	\$ 178,265	\$ 183,613	\$ 189,121	\$ 194,795	\$ 200,639
3% 62-Other Svcs	\$ 2,414.54	\$ 4,500	\$ 4,635	\$ 17,274	\$ 4,917	\$ 17,565	\$ 5,217	\$ 17,873	\$ 5,534	\$ 18,200	\$ 5,871	\$ 18,548
3% 63-Employee Costs	\$ 1,686.00	\$ 7,200	\$ 7,416	\$ 7,638	\$ 7,868	\$ 8,104	\$ 8,347	\$ 8,597	\$ 8,855	\$ 9,121	\$ 9,394	\$ 9,676
3% 64-Operating Mater. & Supp.	\$ 251,844.58	\$ 275,700	\$ 283,971	\$ 292,490	\$ 301,265	\$ 310,303	\$ 319,612	\$ 329,200	\$ 339,076	\$ 349,249	\$ 359,726	\$ 370,518
3% 65-Office & Admin. Supp.	\$ 26,899.20	\$ 28,676	\$ 29,536	\$ 30,422	\$ 31,335	\$ 32,275	\$ 33,243	\$ 34,241	\$ 35,268	\$ 36,326	\$ 37,416	\$ 38,538
3% 66-Special Progs	\$ 64,309.08	\$ 54,422	\$ 56,055	\$ 57,736	\$ 59,468	\$ 61,252	\$ 63,090	\$ 64,983	\$ 66,932	\$ 68,940	\$ 71,008	\$ 73,139
3% 68-Comm. Progs	\$ 344.46	\$ 500	\$ 515	\$ 530	\$ 546	\$ 563	\$ 580	\$ 597	\$ 615	\$ 633	\$ 652	\$ 672
3% 69-Int. Svc. Charges	\$ 205,100.00	\$ 211,700	\$ 283,800	\$ 285,963	\$ 288,191	\$ 290,486	\$ 292,849	\$ 295,284	\$ 297,791	\$ 300,374	\$ 303,034	\$ 305,774
70-Capital Outlay	\$ -	\$ -	\$ 516,000	\$ -	\$ 85,350.00	\$ -	\$ -	\$ 1,330,131	\$ -	\$ -	\$ -	\$ -
0% 80-Debt Service *	\$ 415,400.00	\$ 415,400	\$ 415,400	\$ 415,400	\$ 415,400	\$ 415,400	\$ 415,400	\$ 415,400	\$ 415,400	\$ 415,400	\$ 415,400	\$ -
EXP TOTAL	\$ 3,032,545	\$ 3,357,117.83	\$ 4,009,994.00	\$ 3,651,361.00	\$ 3,877,603.89	\$ 3,967,236.62	\$ 4,126,919.19	\$ 5,652,085.66	\$ 4,503,047.17	\$ 4,720,951.91	\$ 4,926,472.12	\$ 4,755,083.15
CF EXP			\$ 420,000		\$ 18,774	\$ 80,000						
LIB EFB	\$ 4,713,680	\$ 4,713,680	\$ 4,406,674	\$ 4,473,569	\$ 4,345,458	\$ 4,229,255	\$ 4,058,589	\$ 2,469,091	\$ 2,081,603	\$ 1,580,761	\$ 978,012	\$ 649,898
CF EFB	\$ 633,379	\$ 420,642	\$ 20,642	\$ 40,642	\$ 60,642	\$ 61,868	\$ 68,298	\$ 8,298	\$ 28,298	\$ 48,298	\$ 68,298	\$ 88,298

* Last Payment FY 33/34