



CITY OF OREGON CITY LIBRARY BOARD BUDGET COMMITTEE AGENDA

Virtual Meeting - Zoom
Friday, April 18, 2025 at 1:00 PM

Ways to participate in this public meeting:

- Register to provide electronic testimony (email dbutcher@orccity.org by 3:00 PM on the day of the meeting to register)
 - Email dbutcher@orccity.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. DISCUSSION ITEMS

- a. Review and discussion of 2025-27 Library Proposed Budget

3. 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@orccity.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@orccity.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](#) 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

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

Staff Report

To:	Library Board	Agenda Date:	April 18, 2025
From:	Greg Williams, Library Director		

SUBJECT:

Review and discussion of 2025-27 Library Proposed Budget

STAFF RECOMMENDATION:

n/a - discussion only

EXECUTIVE SUMMARY:

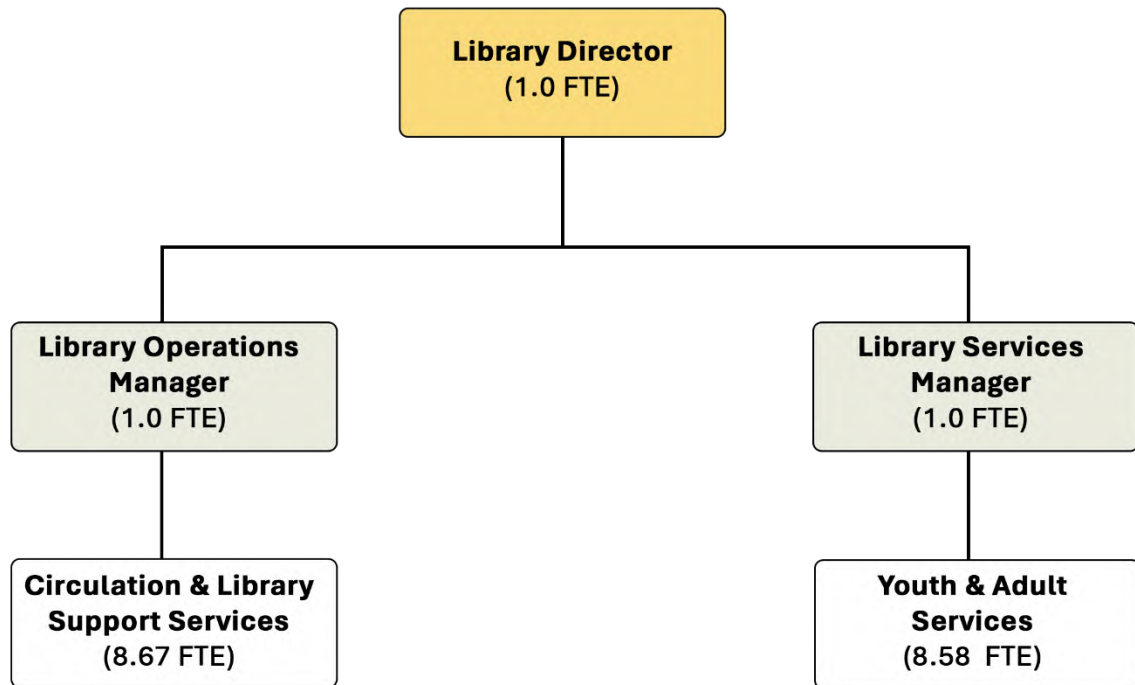
The Library Director will review and discuss the 2025-2027 Library Proposed Budget

BACKGROUND:

The Library section from the Proposed 2025-2027 Budget is included with this packet. The full City of Oregon City 2025-2027 Proposed Budget is available at: <https://www.oregoncity.org/DocumentCenter/View/15143/2025-2027-Budget-Book---Proposed2>

NEXT STEPS:

OPTIONS:

LIBRARY

Total 20.25 FTE

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

Library

LIBRARY FUND

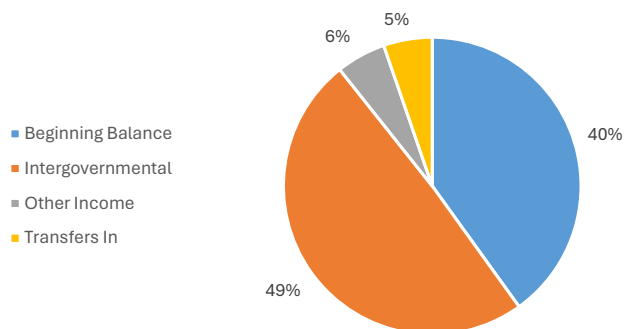
The entire operations of Oregon City Public Library are accounted for in the Library Fund. Approximately 90% of its funding comes from Clackamas County Library District tax revenues, which pay for the majority of library operating expenses, including personnel, materials, and facility maintenance costs. Debt Service payments (principal and interest) are for bonds issued for the construction of the library

expansion. Per Ballot Measure 3-435 passed by City voters in May 2014, the City intended to repay these bonds using existing revenue sources, including the Library District and City funds.

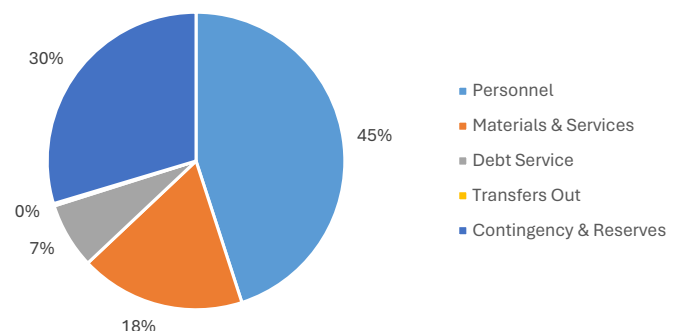
The table below compares total resources and requirements for the Library Fund for the upcoming biennium, the current biennium, and the two previous biennia.

Library	2019-2021 Actual	2021-2023 Actual	2023-2025 Amended Budget	2025-2026 Proposed Budget	2026-2027 Proposed Budget	2025-2027 Proposed Biennium
Resources						
Beginning Fund Balance	\$ 2,912,984	\$ 3,818,455	\$ 4,243,800	\$ 4,872,800	\$ 3,954,800	\$ 4,872,800
Intergovernmental						
District Property Taxes	4,903,916	5,269,796	5,544,800	2,908,400	3,010,100	5,918,500
Intergovernmental	156,395	26,333	19,800	58,500	10,500	69,000
Charges for Services	5,951	21,813	7,900	5,400	5,400	10,800
Fines and Forfeitures	38,473	42,357	-	-	-	-
Interest Income	78,094	136,051	62,000	198,500	207,900	406,400
Miscellaneous Income	34,203	23,652	11,000	135,100	103,600	238,700
Transfer In	300,000	300,000	580,000	317,600	325,200	642,800
Total Resources	\$ 8,430,016	\$ 9,638,457	\$ 10,469,300	\$ 8,496,300	\$ 7,617,500	\$ 12,159,000
Requirements						
Personnel Services	\$ 2,769,804	\$ 3,290,034	\$ 4,427,300	\$ 2,548,900	\$ 2,683,300	\$ 5,232,200
Materials & Services	971,015	1,126,968	1,522,300	1,027,100	1,059,700	2,086,800
Capital Outlay	-	-	-	535,000	-	535,000
Principal & Interest	830,742	830,742	830,800	415,500	415,500	831,000
Transfers Out	40,000	40,000	-	15,000	15,000	30,000
Contingency	-	-	3,688,900	3,954,800	3,444,000	3,444,000
Unappropriated Fund Balance	3,818,455	4,350,713	-	-	-	-
Total Requirements	\$ 8,430,016	\$ 9,638,457	\$ 10,469,300	\$ 8,496,300	\$ 7,617,500	\$ 12,159,000

Resources by Type



Requirements by Category



LIBRARY

OVERVIEW

The Oregon City Public Library is unique among City departments, in that its defined service area includes not only the 38,000+ residents of the City, but approximately 23,000 residents of unincorporated Clackamas County as well. All residents within the Library's 110 square mile service area are assessed the same Library District tax rate of \$0.3974 per thousand of assessed value. Per Oregon law, this rate cannot increase. The annual Library District assessment on a property valued at \$500,000 is approximately \$199. In FY 23/24, approximately 54% of the Library District tax revenues received were paid by City residents, while 46% were paid by residents of unincorporated Clackamas County.

Per FY 23/24 data provided by the State Library of Oregon, the Oregon City Public Library had the 14th largest service area population out of approximately 136 public libraries in the State. When looking at public libraries which only have a single location (and not multiple branches), the Oregon City Public Library has the 4th - largest service area population in the State.

The Library achieved an overall satisfaction rating of 83% on the 2024 Oregon City Community Satisfaction survey, the highest level of satisfaction with any City service. This rating is 19% higher than both national and regional averages.

Specific Areas of Library services that survey respondents living in both the City and in unincorporated areas indicated should receive more attention in the next biennium include availability of physical resources, availability of digital resources, outreach programs, events for children and events for seniors. Addressing these community-identified priorities has been factored into the Library's 25-27 biennial budget proposal.

ACCOMPLISHMENTS

- ❖ In partnership with the Oregon City School District (OCS D) and Clackamas County, developed and implemented the Student Library Card program which allows OCS D students to sign up for a library card as part

of their annual school enrollment. This partnership is the first of its kind in the Clackamas County Library District

- ❖ Successfully replaced all wood flooring in the Library. The project was completed on-time and within budget and the new floors have been well-received by the community
- ❖ Modified Library operating hours to better match demonstrated community usage and demand
- ❖ Completed revisions to the Library's Collection Development Policy
- ❖ Conducted first ever statistically-valid satisfaction survey of unincorporated residents of the Oregon City Public Library service area
- ❖ Implemented new process for allowing after-hours usage of Community Room by designated Neighborhood Associations and Community Planning Organizations
- ❖ Developed bylaws and significantly increased advisory role for the Teen Advisory Committee
- ❖ Developed a Young Teen Advisory Committee (YTAC) for middle-school students
- ❖ Installed a new, permanent Circulation Desk which allows staff to more effectively provide quality customer service
- ❖ Developed the Library's first 2-year Tactical Plan, which supports overall Strategic Plan by identifying specific, high-impact projects that directly support Strategic Plan foci
- ❖ Based on specific recommendations from our Teen Advisory Committee, upgraded the furnishings and fixtures in the Teen Room (including a new plant wall) to create a more inviting, comfortable space for Teen patrons
- ❖ Revived the "One Community, One Book" community reads program (last offered in February, 2020). Over 300 copies of the book "The Place We Make" by local author Sarah Sanderson were given away
- ❖ Updated the Library's Behavior Policy, to improve both staff safety and ensure a safe, positive library atmosphere and experience for patrons

Library

- ❖ Created a Library Display Policy to articulate the guidelines and priorities which library staff utilize when creating Library Displays
- ❖ Implemented a formal Books By Mail program for homebound library patrons
- ❖ Partnered with the Pioneer Community Center to implement a Books on Wheels program, which allows Meals on Wheels recipients to receive and return Library books as part of the regular meal deliveries
- ❖ Implemented a new Seed Library
- ❖ Received an 83% overall satisfaction rating on the 2024 Community Satisfaction Survey, 19% higher than regional or national averages

GOALS AND PROJECTS

❖ COMMISSION GOAL – CREATE A DEI & SAFE COMMUNITY & WORKPLACE

- ♦ Continue to identify and reduce/mitigate/eliminate barriers that residents experience when accessing Library services
- ♦ Continue to support Resolution 20-19 by providing safe spaces for conversations and learning opportunities to fight racism and inequity

❖ COMMISSION GOAL – INVEST IN FACILITIES & INFRASTRUCTURE

- ♦ Continue to budget for and invest in scheduled capital repair and replacement projects to ensure the long-term viability of the Library facility

❖ COMMISSION GOAL – INCREASE COMMUNITY ENGAGEMENT OPPORTUNITIES

- ♦ Continue to identify underserved communities and develop outreach/service plans
- ♦ Continue to strengthen and expand partnerships with Oregon City School District and other community partners
- ♦ Expand the Library's capacity to conduct outreach and provide access to library materials and services

throughout the entire Oregon City Public Library service area through the acquisition of a Library Outreach Vehicle and deployment of Remote Book Lockers

❖ COMMISSION GOAL – REDUCE HOMELESSNESS

- ♦ Continue to build relationships and develop partnerships with local agencies, service providers, and community groups
- ♦ Continue regular Library outreach efforts at The Father's Heart and LoveOne shower events
- ♦ Continue to review and update Library behavior policies and protocols, and to provide supplemental training and support for Library staff
- ♦ Ensure that the Library continues to be a safe, welcoming space for all patrons

❖ COMMISSION GOAL – SUPPORT ECONOMIC DEVELOPMENT & TOURISM

- ♦ Continue to develop and offer programs which explore the history of Oregon City and Clackamas County
- ♦ Continue to identify opportunities to partner with and support the local business community

❖ COMMISSION GOAL – INCREASE HOUSING OPPORTUNITIES

- ♦ Continue to provide meeting space where the City can present information and collect community feedback regarding housing options

❖ COMMISSION GOAL – IMPROVE PARK LANDS & NATURAL RESOURCES

- ♦ Continue to promote our popular Seed Library and related programs to provide free seeds to gardeners, to promote saving and sharing of good quality plant genetics that grow well in the microclimate of our region, to provide opportunities for the teaching of new self-reliant gardening skills, and to encourage a culture of sharing and community

LIBRARY EXPENDITURES

Description	2019-2021 Actual	2021-2023 Actual	2023-2025 Amended Budget	2025-2026 Proposed Budget	2026-2027 Proposed Budget	2025-2027 Proposed Biennium
Personnel Services						
Salaries	\$ 1,758,737	\$ 2,092,802	\$ 2,652,800	\$ 1,513,400	\$ 1,598,400	\$ 3,111,800
Benefits	1,011,067	1,197,232	1,774,500	1,035,500	1,084,900	2,120,400
Total Personnel Services	2,769,804	3,290,034	4,427,300	2,548,900	2,683,300	5,232,200
Materials & Services						
Professional & Technical Services	2,093	16,169	22,800	8,100	19,800	27,900
Repair & Maintenance Services	273,039	305,294	347,100	203,600	212,800	416,400
Other Services	2,777	3,463	9,000	3,300	3,300	6,600
Employee Costs	4,661	8,023	14,400	7,200	7,200	14,400
Operating Materials & Supplies	432,972	435,866	545,400	297,500	298,200	595,700
Office & Administrative Supplies	89,009	72,831	82,000	36,400	39,800	76,200
Special Programs	64,678	79,986	84,800	68,000	68,000	136,000
Community Programs & Grants	9,986	1,151	-	800	800	1,600
Internal Service Charges	91,800	204,184	416,800	402,200	409,800	812,000
Total Materials & Services	971,015	1,126,968	1,522,300	1,027,100	1,059,700	2,086,800
Capital Outlay	-	-	-	535,000	-	535,000
Transfers Out	40,000	40,000	-	15,000	15,000	30,000
Principal & Interest	830,742	830,742	830,800	415,500	415,500	831,000
Contingency	-	-	3,688,900	3,954,800	3,444,000	3,444,000
Unappropriated Fund Balance	3,818,455	4,350,713	-	-	-	-
Total Library	\$ 8,430,016	\$ 9,638,457	\$10,469,300	\$ 8,496,300	\$ 7,617,500	\$12,159,000

LIBRARY PERFORMANCE MEASURES								
Measure	2020	2021	2022	2023	2024	2025 Projected	2026 Goals	2027 Goals
Annual Circulation	439,887	255,273	458,746	494,435	526,565	531,416	538,259	546,249
Number of new registered borrowers ¹	2,523	921	2,747	3,472	3,498	5,719	3,600	3,700
Total registered borrowers	20,658	18,597	18,161	18,085	18,858	23,471	24,000	24,575
Annual change in total registered borrowers ²	586	(2,061)	(436)	(76)	773	4,613	529	575
% of service area population who are registered borrowers	33.9%	30.3%	29.7%	29.6%	30.6%	38.6%	39.5%	40.5%
Net loans to/from LINCC libraries ³	(35,113)	(23,041)	(12,562)	(12,294)	(16,875)	(17,589)	(15,830)	(14,247)
Programs offered ⁴	615	441	548	383	421	495	515	535
Program Participation	18,640	20,092	22,998	11,105	11,183	11,536	12,000	12,500

¹ In FY 24/25, the Library entered into a partnership with the Oregon City School District (OCSD) and Clackamas County to allow all OCSD students to sign up for library cards as part of annual school enrollment. The significant increase in projected new registered borrowers for FY 24/25 reflects the availability and first-year usage of this new program.

² Each year in October, cardholder accounts with no activity for 3 years are purged from the system. The number of new registered borrowers combined with the number of purged accounts results in the net change to annual registered cardholders.

³ When this number is negative, it indicates the library borrowed more from other LINCC Libraries than it lent. When this number is positive, it indicates the library lent more to other LINCC libraries than it borrowed. Our goal is to be as close to zero as possible, preferably with a positive total (indicating the Library is a net lender to the LINCC cooperative).

⁴ FY 22/23 and later totals are impacted by post-COVID operational changes as well as by changes in statistics collection implemented in order to be more consistent with State Library of Oregon guidance.

Library

BUDGET HIGHLIGHTS

The proposed budget includes a new 1.0 FTE Public Services Manager position to manage the Library's Youth Services and Adult Services areas. This new position will provide much needed management support for the Library, which operates 7 days a week, and employs more than 30 individuals. The new position will also allow more attention to be paid to employee development, as well as areas ranked as top priorities by the community, including outreach and programming. Costs for the position will be

funded from existing revenues as well as the Library's fund balance, which is composed primarily of historically unexpended Library District operating revenue.

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



OTHER FUNDS

COMMUNITY FACILITIES FUND

The Community Facilities capital projects fund accounts for the acquisition, construction, and maintenance of facilities. Funds saved in this fund are segregated by purpose. Currently, the fund includes savings for the following:

- ❖ **Public Safety:** Reserves consist of funding for the ongoing maintenance of the Robert Libke Public Safety Building. While the Community Safety Advancement Fund (C-SAF) fee accounts for a significant portion of the revenue in this fund, most of this revenue is transferred out of the fund to the Debt Service fund to pay the debt service

payments associated with the bonds which were issued to fund the construction of the building

- ❖ **Public Works:** Reserves consist of funds set aside from the various Public Works funds for the ongoing maintenance of the Public Works Operations Center
- ❖ **Library:** Reserves include funds saved for future capital maintenance of the expanded Library facility, as well as current capital needs
- ❖ **General:** Reserves consist of savings for general governmental facilities, set aside from annual budgetary savings

The first chart below shows the proposed biennial budget while the second one shows funds set aside for each of the above purposes.

Community Facilities	2019-2021 Actual	2021-2023 Actual	2023-2025 Amended Budget	2025-2026 Proposed Budget	2026-2027 Proposed Budget	2025-2027 Proposed Biennium
Resources						
Beginning Fund Balance	\$ 25,100,854	\$ 5,306,673	\$ 3,983,800	\$ 6,861,200	\$ 7,183,100	\$ 6,861,200
Intergovernmental	22,949	6,643	-	48,000	-	48,000
Charges for Services	2,418,631	2,450,296	2,686,700	1,256,400	1,261,000	2,517,400
Fines and penalties	-	-	-	15,000	15,000	30,000
Miscellaneous Income	3,405,790	107,989	-	-	-	-
Sale of Assets	-	-	2,000,000	-	1,250,000	1,250,000
Interest Income	336,060	67,459	33,000	174,500	182,600	357,100
Transfers In	6,080,000	3,405,000	2,590,000	1,321,700	1,321,700	2,643,400
Total Resources	\$ 37,364,284	\$ 11,344,060	\$ 11,293,500	\$ 9,676,800	\$ 11,213,400	\$ 13,707,100
Requirements						
Materials and Services	\$ 135,604	\$ 10,745	\$ -	\$ 225,000	\$ 140,000	\$ 365,000
Capital Outlay	29,713,407	5,251,131	580,100	1,167,000	370,000	1,537,000
Transfer Out	2,208,600	2,205,400	2,210,600	1,101,700	1,101,500	2,203,200
Contingency	-	-	8,502,800	7,183,100	9,601,900	9,601,900
Reserved for Future Expenditure	5,306,673	3,876,784	-	-	-	-
Total Requirements	\$ 37,364,284	\$ 11,344,060	\$ 11,293,500	\$ 9,676,800	\$ 11,213,400	\$ 13,707,100

	Beginning Funds	Biennium Revenues	Biennium Expenditures	Remaining Funds
Public Works Facilities	\$ 4,411,800	\$ 3,962,700	\$ 1,537,000	\$ 6,837,500
Public Safety Facilities	702,500	2,592,100	2,203,200	1,091,400
Library Facilities	437,900	134,500	365,000	207,400
Community Development Facilities	-	50,200	-	50,200
General Facilities	1,309,000	106,400	-	1,415,400
	\$ 6,861,200	\$ 6,845,900	\$ 4,105,200	\$ 9,601,900

Equipment Replacement

EQUIPMENT REPLACEMENT FUND

Public Works, in conjunction with the user departments, are responsible for evaluating the City's overall fleet purchasing strategy and recommends new vehicles or replacement vehicles based on use, age, and safety requirements. Additionally, different

departments have the need to set aside funds for future major equipment replacement. Vehicles and equipment are initially purchased by the operating department. Once the initial purchase is made, the vehicle is then charged back to that department on annual installments through a savings fund established for future vehicle or equipment replacement purchases.

Equipment Replacement	2019-2021 Actual	2021-2023 Actual	2023-2025 Amended Budget	2025-2026 Proposed Budget	2026-2027 Proposed Budget	2025-2027 Proposed Biennium
Resources						
Beginning Fund Balance	\$ 5,709,373	\$ 6,244,396	\$ 7,398,600	\$ 9,181,400	\$ 7,815,700	\$ 9,181,400
Fines and Forfeitures	6,941	12,145	-	-	-	-
Miscellaneous Income	65,584	118,655	-	-	-	-
Interest Income	127,736	144,248	111,000	357,100	376,100	733,200
Sale of Assets	-	-	-	5,000	5,000	10,000
Other Financing Sources	-	107,146	316,300	19,900	257,100	277,000
Transfers In	1,539,826	2,996,454	2,902,000	947,600	919,900	1,867,500
Total Resources	\$ 7,449,460	\$ 9,623,044	\$ 10,727,900	\$ 10,511,000	\$ 9,373,800	\$ 12,069,100
Requirements						
Materials and Services	\$ 16,695	\$ 220,103	\$ -	\$ 900	\$ 900	\$ 1,800
Capital Outlay	1,145,269	1,173,980	3,348,400	2,547,300	1,419,600	3,966,900
Internal Service Charges	43,100	35,208	28,400	14,200	14,200	28,400
Debt Service	-	91,269	282,500	132,900	160,300	293,200
Reserved for Future Expenditures	6,244,396	8,102,484	7,068,600	7,815,700	7,778,800	7,778,800
Total Requirements	\$ 7,449,460	\$ 9,623,044	\$ 10,727,900	\$ 10,511,000	\$ 9,373,800	\$ 12,069,100

	Beginning Funds	Biennium Revenues	Biennium Expenditures	Remaining Funds
Parks & Recreation	\$ 1,016,500	\$ 492,500	\$ 520,900	\$ 988,100
Library	-	30,700	100	30,600
Public Safety	1,255,100	379,200	1,140,500	493,800
General Equipment	66,300	60,600	55,200	71,700
Community Development	229,000	28,400	900	256,500
Engineering	149,600	40,000	500	189,100
Transportation	1,598,600	669,800	565,700	1,702,700
Water	1,835,900	368,800	313,100	1,891,600
Wastewater	1,583,800	456,400	1,104,900	935,300
Stormwater	1,316,300	299,500	529,000	1,086,800
Fleet	59,000	49,100	59,300	48,800
Customer Service	71,300	12,700	200	83,800
	\$ 9,181,400	\$ 2,887,700	\$ 4,290,300	\$ 7,778,800