



**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.