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A G E N D A

KEIZER CITY COUNCIL WORK SESSION

Wednesday, April 6, 2022

Robert L. Simon Council Chambers

930 Chemawa Road NE

Keizer, Oregon 97303

1. CALL TO ORDER

2. ROLL CALL

3. DISCUSSION

a. Keizer Community Library

4. ADJOURN

City of Keizer Mission Statement

Keep City Government Costs And Services To A Minimum By Providing City Services To The Community In A Coordinated, Efficient, And Least Cost Fashion

Memorandum

April 4, 2022

To: Keizer City Council

From: Wes Hare, Interim City Manager

Subj: Library Work Session

We have received information from volunteers working to promote a Keizer Public Library and our finance director, Tim Wood, has provided some additional material about costs for various options. I believe the decision about whether to proceed with a public library or not is a value judgment for the city council and the community.

I am a strong believer in public libraries and can find many different analyses showing not only the educational, but economic benefits they provide to communities. I do not, however, live in Keizer or pay taxes here so I don't feel comfortable making a recommendation on this subject. I think a good public discussion with due consideration to costs and benefits is an appropriate beginning. Unlike in times past, there is money available at the moment that could be used to start a public library. How using that money for a library stacks up against other beneficial uses is the question before the Council.

Representatives from the volunteers who have already given much of their time to the community library will be at the work session to explain their proposal. Staff will be glad to do our best to address questions that are raised, recognizing we may not have answers the night of the work session.


Respectfully Submitted,



Wes

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≡ Blog Menu

 Largo Public Library

Libraries Add Economic Value to Local Communities

November 1, 2014

3 min read

By Ken Detzner

The public library is a place of learning, a hub for educational resources, and a community center. Children discover new worlds as they're read to, young adults learn new skills and librarians assist patrons needing educational or business support.

Not only have libraries historically proven to be beneficial to the areas they serve, a recent Return on Investment study conducted by the Haas Center for Business Research and Economic Development, University of West Florida, provides the hard numbers demonstrating the economic value of public libraries. The overall Return on Investment that libraries offer, the business and educational support that is provided, and the essential services provided show that libraries are not only places of learning, but add economic value to their local communities.

For every \$1 Floridians invest into Florida public libraries, they receive \$10.18 in economic

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Florida public libraries provide education, business support, and social service referrals. Nine out of 10 people surveyed believe libraries improve workforce skills. These localized services bring value to the residents of Florida by acting as a hub of information, which library patrons believe help improve Florida's workforce by teaching new skills. Librarians serve their patrons, and in turn strengthen the economy of their surrounding communities.

Library patrons also place a high value on the services Florida public libraries provide. As one survey participant put it, "It seems as if the library is a place that holds the entire world on its shelves and the librarians are your personal navigators. Libraries are essential and dependable." In fact, 90% of people who participated in the study consider their local public library an essential service, like a school.

76% of participants would be unwilling to sell their library card at any cost. This fact is a testament to the value that Floridians place on the services of their library. Florida's 555 public libraries benefit their communities both educationally and economically, and they must continue to stand as beacons of light to the areas they serve.

See more information on the Return on Investment study.

[alert-info]

 Ken Detzner

About the Author

Secretary of State Ken Detzner began serving as Florida's Secretary of State for the second time in his career in February 2012, after being appointed by Governor Rick Scott. Prior to his appointment, Secretary Detzner spent more than 30 years working in private and public settings, including the Florida Department of State.

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Accept

Hare, Wes

From: Hare, Wes
Sent: Monday, March 28, 2022 8:58 AM
To: Johnson, Shannon; Harms, Tammie
Subject: FW: Library Information

From: Wood, Tim <WoodT@keizer.org>
Sent: Friday, March 25, 2022 11:31 AM
To: Hare, Wes <HareW@keizer.org>
Subject: Library Information

Wes,

To add to the Library Discussion.

1. Keizer households are currently paying approximately \$17.00 per year (Regional Library with tax rate 0.0818 per 1,000 of assessed value) to have a limited use library card which allows for:
 - a. Check out 10 items from any CCRLS library at a time
 - b. Place 10 holds at a time
 - c. Remotely access many of the available online resources
 - d. Use all Salem Public Library services and collections when you visit the library
2. Keizer residents have the option to pay an additional \$60 per year to receive a full-service library card which allows for:
 - a. Check out up to 50 items at one time
 - b. Place holds on items
 - c. Do research and get information from home or office
 - d. Download eBooks, eAudiobooks, and stream movies
 - e. Use card at all public libraries within the CCRLS Area
3. To provide \$125,000 annually to support a librarian and part-time assistant librarian an operating levy or special district would need to assess approximately 0.050 per 1,000 of assessed value. This would equate to approximately \$9.00 per household per year.
4. To provide \$125,000 annually the City could charge approximately \$0.75 per month per household (\$9.00 per year) as an additional fee on the combined city services bill.

Note the \$125,000 is based on the request by the Keizer Library Board for a Librarian and a part-time Assistant Librarian and does not reflect the costs if the library were to be staffed and managed by the City. In addition the \$125,000 does not include ongoing administrative, materials and services or capital outlay costs.



KEIZER COMMUNITY LIBRARY PROPOSAL FACT SHEET

The Keizer Community Library is proud of its volunteer heritage. The library will continue to depend primarily on volunteers, but a library that meets community needs cannot be sustained much longer solely through volunteer efforts.

- For the first time in our 30-year history, we have **contracted with a half-time library manager** to oversee the daily operations of the library.
- Working with teachers, we have begun to develop a **cooperative summer reading program** with Keizer Elementary schools to help address low reading, comprehension and math deficits among Keizer elementary school students, critical skills students will need to be successful in life.
- The **number of library cardholders and books circulating** has increased.
- The library has a **full 15-member Board that more fully represents the entire Keizer community**, including neighborhood and Latino Action Committee representatives.

Partnering with the City of Keizer to provide public library services would allow us to:

- **Hire a professional librarian** to manage the operations of the library.
- Meet the final of ten Oregon Revised Statute's requirements to become a **public library**.
- Meet the **Chemeketa Cooperative Regional Library Service's membership** standards and access the cooperative's resources to support the growing demands of Keizer residents.
- Access **federal and other funding opportunities** only available to public libraries.

Funding

- The **FY 2022 operating budget is \$53,000, our highest in history**. This funding comes from accumulated reserves and cannot be sustained through grants and donations in the long term.
- **\$125,000 from the city** will be used to cover the cost of a full-time librarian, a half-time library assistant, the library's lease, and very basic operating expenses.
- **With public library status and full CCRLS membership**, the library will qualify to receive formula-based reimbursements from CCRLS, potentially in the amount of approximately **\$75,000 annually**. Fundraising, grants and book sale revenue will be added to this amount by the library.
- These additional funds will be used to provide **programs, community outreach, equipment, and professionally selected books and media**. The current library collection has been developed using random donations of books and media.
- \$125,000 amounts to **\$3.17 per capita**, the second lowest rate in the state.
(See attached *Per Capita rate sheet*)

TIMELINE FOR FULL IMPLEMENTATION:

July 2022 – Adopt Memo of Understanding with City of Keizer and receive first year's funding

Fall 2022 – Receive Public Library designation from the State Library

Fall 2022 – apply for CCRLS membership

Before the end of 2022 – hire full time librarian

Frequently Asked Questions section goes here:

- **What are the hidden costs?**

There are NO hidden costs. The library will contract with the City as outlined in its proposal. That's it.

- **Is this the same proposal that was under discussion 10 or 15 years ago?**

NO. The library will continue to be a non-profit, volunteer-focused organization that operates independently of other public libraries. Requirements for public library status and CCRLS membership are clearly understood by the library's Board of Directors.

- **Which organizations have regulatory authority over public library formation and operations?**

Only the State Library of Oregon is charged with verifying compliance with the Oregon Revised Statutes that define a public library. No other agency or organization, including Oregon Library Association (OLA), has regulatory authority.

(See attachment of *Minimum Conditions for Public Libraries in Oregon*)

- **Is it possible for the library to meet the required OLA/PLD Standards required for CCRLS membership?**

CCRLS requires that any library wanting to become a member meet a *preponderance* of the OLA/PLD Standards. Keizer Community Library will be able to meet 97% of these standards and achieve full membership immediately.

- **Will any organization tell the library which or how many books they have to buy?**

NO. The library will make those decisions independently. There are no requirements.

- **Will we have to move to a larger facility to qualify as a public library or CCRLS member?**

NO. While a larger space is recommended, there is no requirement to move the library to a larger location.

- **Where will the funding come from after the three-year allocation of ARPA funds?**

The library looks forward to working with the City of Keizer to identify future funding sources so that public library services that are key to our community's wellbeing will continue permanently.

- **Will City costs rise dramatically after the three-year allocation of ARPA funds?**

NO. The only increase in costs will continue to be the addition of a COLA for staffing at the same level provided to city staff.

Library name	Population served	Revenue Per Capita	City Revenue or * District Revenue
KEIZER COMMUNITY LIBRARY	39,737	\$3.17	\$125,000
CCRLS LIBRARIES, SMALLEST TO LARGEST			
LYONS PUBLIC LIBRARY	1,200	\$45.83	\$55,000
AMITY PUBLIC LIBRARY	1,670	\$0.90	\$1,500
WILLAMINA PUBLIC LIBRARY	2,250	\$27.19	\$61,182
MARY GILKEY (DAYTON) PUBLIC LIBRARY	2,740	\$29.94	\$82,026
JEFFERSON PUBLIC LIBRARY	3,265	\$29.71	\$96,991
MT. ANGEL PUBLIC LIBRARY	3,465	\$43.89	\$152,079
SHERIDAN PUBLIC LIBRARY	6,205	\$35.09	\$217,739
STAYTON PUBLIC LIBRARY	7,870	\$49.44	\$389,069
INDEPENDENCE PUBLIC LIBRARY	9,530	\$42.11	\$401,321
MONMOUTH PUBLIC LIBRARY	9,920	\$61.32	\$608,349
DALLAS PUBLIC LIBRARY	16,260	\$33.39	\$542,965
*SILVER FALLS LIBRARY DISTRICT	20,606	\$49.28	\$1,015,508
NEWBERG PUBLIC LIBRARY	24,045	\$72.21	\$1,736,235
WOODBURN PUBLIC LIBRARY	25,135	\$39.18	\$984,860
MCMINNVILLE PUBLIC LIBRARY	33,930	\$44.46	\$1,508,464
SALEM PUBLIC LIBRARY	167,400	\$26.84	\$4,492,947
LIBRARIES IN FIVE NEXT SMALLER CITIES BELOW KEIZER			
MCMINNVILLE PUBLIC LIBRARY	33,930	\$44.46	\$1,508,464
SANDY PUBLIC LIBRARY	33,335	\$5.08	\$169,500
TUALATIN PUBLIC LIBRARY	32,814	\$18.56	\$609,076
WEST LINN PUBLIC LIBRARY	30,213	\$34.16	\$1,032,143
FOREST GROVE CITY LIBRARY	29,987	\$10.75	\$322,288

<https://www.oregon.gov/library/libraries/Documents/PLS/FINAL-OregonPLStats-2019-20.xlsx>

* Silver Falls is a library district that receives no city revenue.

For Public Libraries Serving Communities 2,000 or More

Does KCL currently meet this requirement?	Minimum Conditions for Public Libraries in Oregon
NO	1. Have at least one-half (50%) of its operational support from public funds
YES	2. Be open to the public a minimum of 20 hours per week
YES	3. Provide a collection comprising of books, media, or electronic resources
YES	4. Offer at least one free public access computer with internet access
YES	5. Offer free public wireless internet access (wi-fi)
YES	6. Provide a website that enables local library users to access State Library of Oregon resources and services available to all Oregon residents:
YES	7. Dedicate at least .50 full-time equivalent (FTE) paid staff time exclusively to library functions
YES	8. Have basic policies in place and accessible online for collection management, circulation and patron confidentiality that incorporates relevant American Library Association (ALA) professional ethical codes, rules, and guidelines. .
YES	9. Provide basic services for reference and youth services
Not required until KCL is a public library	10. Complete the annual statistical report as required under ORS 357.520 and OR 543-010-0035.

<https://libguides.osl.state.or.us/minconpublibs/2000more>

<https://secure.sos.state.or.us/oard/viewSingleRule.action?ruleVrsnRsn=262857>



Keizer Community Library

A PROPOSAL:

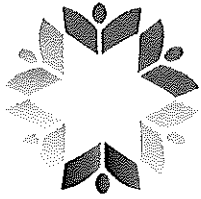
TO PROVIDE PUBLIC LIBRARY SERVICES AND SUPPORT TO THE CITY OF KEIZER

Keizer Community Library, a 501(c)(3), proposes to provide public library services and support to the residents of Keizer through a contract with the City of Keizer.

Under this contract, Keizer Community Library agrees to:

- Actively seek public library status from Oregon State Library in order to expand grant and other funding opportunities that support library services within the city.
- Actively seek membership in Chemeketa Cooperative Regional Library Services (CCRLS) which will expand the scope of library services available to Keizer residents.
- Employ a full-time qualified librarian to manage the day-to-day operations and programs of Keizer Community Library.
- Employ a part-time library assistant to support the daily operations of the library.
- Maintain an active, viable pool of well-trained library volunteers to staff the library and deliver programs.
- Continue to actively fund raise to support and sustain a variety of library programs.
- Develop collaborative summer reading programs with, and outreach to, the city's Salem-Keizer schools in an effort to improve student achievement standards.
- Provide monthly programs and activities that expand cultural and diversity awareness within the Keizer community.
- Provide outreach and library support to retirement villages within the city limits of Keizer.
- Develop and maintain on-going partnerships with business leaders and service organizations.

Keizer Community Library will provide these services for an annual fee of \$125,000, including rent, during the initial three-year contract. At a minimum, an initial three-year contract is required to support Keizer Community Library's effort to become a designated public library and attain membership in CCRLS, while continued city support will be necessary to maintain public library status.



Keizer Community Library

Funding Request from the City of Keizer

Personnel **\$ 99,097**

	<u>Hourly wage</u>	<u>Salary</u>	<u>*Benefits</u>	<u>Total</u>
Library Director – 1.0	\$35 x 2080 hrs	\$72,800	\$8,809	\$81,609
Library Assistant - .5	\$15 x 1040 hrs	\$15,600	\$1,888	\$17,488

Operating Expenses **\$ 11,500**

Collection Development **\$ 4,403**

Rent **\$ 10,000**

Total funding requested **\$ 125,000**

*Benefit costs include Social Security, Medicare and Worker's Comp

April 1, 2022

The Honorable Mayor Cathy Clark
Keizer, Oregon

Dear Mayor Clark,

On behalf of Chemeketa Community College, I would like to convey our support for the Keizer Community Library proposal.

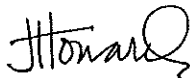
Libraries help build communities, contribute to the economy, and provide free and equal access to educational resources for everyone. Libraries are important in preserving history and keeping the public informed of facts.

By joining the Chemeketa Cooperative Regional Library Service (CCRLS), the Keizer Community Library will connect to 17 libraries in Marion, Polk, and Yamhill counties, thereby strengthening its operations and multiplying the resources available to community members. Chemeketa Community College fully supports this partnership.

At its April 2022 meeting, the PYM Library Association, consisting of the CCRLS member library directors, voted to "welcome Keizer's application to join CCRLS consistent with Council Bylaws and the Application Procedure for Public Library Membership." Additionally, John Hunter, CCRLS executive director, will be working with the CCRLS Council at its May meeting to ensure that CCRLS membership procedures reflect current Oregon statutory requirements and Oregon Library Association recommended standards for public libraries. This work will facilitate Keizer's application when it is ready to submit one.

Please let me know if there is anything we may do to further advocate for this proposal.

Best regards,



Jessica Howard, Ph.D.
President/CEO

cc: Bill Leach, President, Keizer Community Library Board of Directors
Diane Watson, Chemeketa Community College Board of Directors

Location: 4000 Lancaster Drive NE, Salem, OR
Mailing Address: PO Box 14007, Salem, OR 97309-7070
General Information: 503.399.5000

chemeketa.edu