



Keizer Public Library

WORK SESSION JUNE 7, 2022

What is Chemeketa Cooperative Regional Library Service (CCRLS)

A regional library system to which Keizer residents already pay taxes

- ▶ Shows up on tax statements as "701 Regional Library .0818"
- ▶ That means you pay \$0.0818 for every \$1,000 of assessed value

CCRLS is an association of public libraries which shares information, material and education of personnel in advanced technology

- ▶ Without a local public library, you do not get the benefits of the regional library system
- ▶ With a local public library, the regional library system shares the tax revenues.



CCRLS Application for Funding Requirements

CCRLS Application Requirements:

- a) Written confirmation from State Library of Oregon that the applicant has been recognized as a legally established public library.
- b) Budgetary documentation of capability of operating a library
- c) Library plan that indicates the three year path to achieving a preponderance of the Essential level of the current Public Library Standards.
- d) Contracts, agreements, or other documents related to library operation or formation (e.g. agreement with library non-profit)



What constitutes a public library?

The minimum conditions that must be met:

“Include financial support from public funds and regularly scheduled open hours.”

ORS 357.405



Governance

ORS 357.410

Any local government unit may:

- ▶ **(2)** Contract with an established public library or with a private society or corporation owning and controlling a secular or nonsectarian library for the purpose of providing free use of the library for the residents of the local government unit, under such terms and conditions as may be agreed upon.



Bifurcated Rate

Can we charge a different fee to commercial versus residential? **Yes**

- ▶ We have 300 commercial accounts.
- ▶ Without a significant difference between residential and commercial fees, it would not yield much difference in revenue
- ▶ A significant difference would disproportionately impact our smaller businesses than our big box stores.



Escalation Trigger

Staff Proposal Is:

- ▶ Tie the library's escalation to the city non-represented employees Cost of Living Adjustment (COLA)
- ▶ For Example:
 - ▶ Non-Represented employees get 2% increase
 - ▶ Library fee would raise by 2% from \$1.00 to \$1.02





Financial – As Requested

- \$1.00 Fee
- 1.5 FTE's
- No Changes in Service

	BUDGETED			PROPOSED			
	2022	2023	2024	2025	2026	2027	2028
1 RESOURCES:							
2 Beginning Balance:	\$ 53,000	\$ -	\$ -	\$ -	\$ 33,000	\$ 88,400	\$ 144,700
3 Revenues:							
4 American Rescue Plan Act Grant	-	125,000	128,800	132,700	-	-	-
5 Library Services Fee (\$1.00 per household per month)	-	-	-	-	158,700	163,500	168,400
6 Chemeketa Cooperative Regional Library Services Fees	-	-	-	75,000	75,000	75,000	75,000
7 Donations	-	32,000	26,600	1,000	1,000	1,000	1,000
8 Miscellaneous	-	5,000	5,000	5,000	5,000	5,000	5,000
9 Total Revenues:	-	162,000	160,400	213,700	239,700	244,500	249,400
10 TOTAL RESOURCES	53,000	162,000	160,400	213,700	272,700	332,900	394,100
11 REQUIREMENTS:							
12 Expenditures:							
13 Personnel Services - 1.5 FTE	-	109,500	112,700	116,000	119,400	122,800	126,400
14 Materials & Services	51,500	49,500	44,700	44,900	45,100	45,300	45,500
15 Capital Outlay	1,500	3,000	3,000	3,000	3,000	3,000	3,000
16 Total Expenditures:	53,000	162,000	160,400	163,900	167,500	171,100	174,900
17 Other Requirements:							
18 Contingency at 10% of Expenditures	-	-	-	16,800	16,800	17,100	17,500
19 Total Other Requirements	-	-	-	16,800	16,800	17,100	17,500
20 Fund Balance:							
21 Unassigned	-	-	-	33,000	88,400	144,700	201,700
22 Total Fund Balance	-	-	-	33,000	88,400	144,700	201,700
23 TOTAL REQUIREMENTS	\$ 53,000	\$ 162,000	\$ 160,400	\$ 213,700	\$ 272,700	\$ 332,900	\$ 394,100



Financial – Increased Services

- \$1.00 Fee
- 2.0 FTE's
- Increased Book Inventory
- Increased ARPA

	BUDGETED			PROPOSED			
	2022	2023	2024	2025	2026	2027	2028
1 RESOURCES:							
2 Beginning Balance:	\$ 53,000	\$ -	\$ -	\$ -	\$ -	\$ 15,200	\$ 30,100
3 Revenues:							
4 American Rescue Plan Act Grant	-	190,000	189,200	118,600	-	-	-
5 Library Services Fee (\$1.00 per household per month)	-	-	-	-	158,700	163,500	168,400
6 Chemeketa Cooperative Regional Library Services Fees	-	-	-	75,000	75,000	75,000	75,000
7 Donations	-	1,000	1,000	1,000	1,000	1,000	1,000
8 Miscellaneous	-	5,000	5,000	5,000	5,000	5,000	5,000
9 Total Revenues:	-	196,000	195,200	199,600	239,700	244,500	249,400
10 TOTAL RESOURCES	53,000	196,000	195,200	199,600	239,700	259,700	279,500
11 REQUIREMENTS:							
12 Expenditures:							
13 Personnel Services - 2.0 FTE	-	137,500	141,500	145,700	150,000	154,400	158,900
14 Materials & Services - Increased Book Inventory	51,500	55,500	50,700	50,900	51,100	51,300	51,500
15 Capital Outlay	1,500	3,000	3,000	3,000	3,000	3,000	3,000
16 Total Expenditures:	53,000	196,000	195,200	199,600	204,100	208,700	213,400
17 Other Requirements:							
18 Contingency at 10% of Expenditures	-	-	-	-	20,400	20,900	21,300
19 Total Other Requirements	-	-	-	-	20,400	20,900	21,300
20 Fund Balance:							
21 Unassigned	-	-	-	-	15,200	30,100	44,800
22 Total Fund Balance	-	-	-	-	15,200	30,100	44,800
23 TOTAL REQUIREMENTS	\$ 53,000	\$ 196,000	\$ 195,200	\$ 199,600	\$ 239,700	\$ 259,700	\$ 279,500



Financial – Increased Services

- \$1.50 Fee
- 2.0 FTE's
- Increased Book Inventory
- Increased ARPA

	BUDGETED			PROPOSED			
	2022	2023	2024	2025	2026	2027	2028
1 RESOURCES:							
2 Beginning Balance:	\$ 53,000	\$ -	\$ -	\$ -	\$ -	\$ 94,500	\$ 191,000
3 Revenues:							
4 American Rescue Plan Act Grant	-	190,000	189,200	118,600	-	-	-
5 Library Services Fee (\$1.50 per household per month)	-	-	-	-	238,000	245,100	252,500
6 Chemeketa Cooperative Regional Library Services Fees	-	-	-	75,000	75,000	75,000	75,000
7 Donations	-	1,000	1,000	1,000	1,000	1,000	1,000
8 Miscellaneous	-	5,000	5,000	5,000	5,000	5,000	5,000
9 Total Revenues:	-	196,000	195,200	199,600	319,000	326,100	333,500
10 TOTAL RESOURCES	53,000	196,000	195,200	199,600	319,000	420,600	524,500
11 REQUIREMENTS:							
12 Expenditures:							
13 Personnel Services - 2.0 FTE	-	137,500	141,500	145,700	150,000	154,400	158,900
14 Materials & Services - Increased Book Inventory	51,500	55,500	50,700	50,900	51,100	51,300	51,500
15 Capital Outlay	1,500	3,000	3,000	3,000	3,000	3,000	3,000
16 Total Expenditures:	53,000	196,000	195,200	199,600	204,100	208,700	213,400
17 Other Requirements:							
18 Contingency at 10% of Expenditures	-	-	-	-	20,400	20,900	21,300
19 Total Other Requirements	-	-	-	-	20,400	20,900	21,300
20 Fund Balance:							
21 Unassigned	-	-	-	-	94,500	191,000	289,800
22 Total Fund Balance	-	-	-	-	94,500	191,000	289,800
23 TOTAL REQUIREMENTS	\$ 53,000	\$ 196,000	\$ 195,200	\$ 199,600	\$ 319,000	\$ 420,600	\$ 524,500

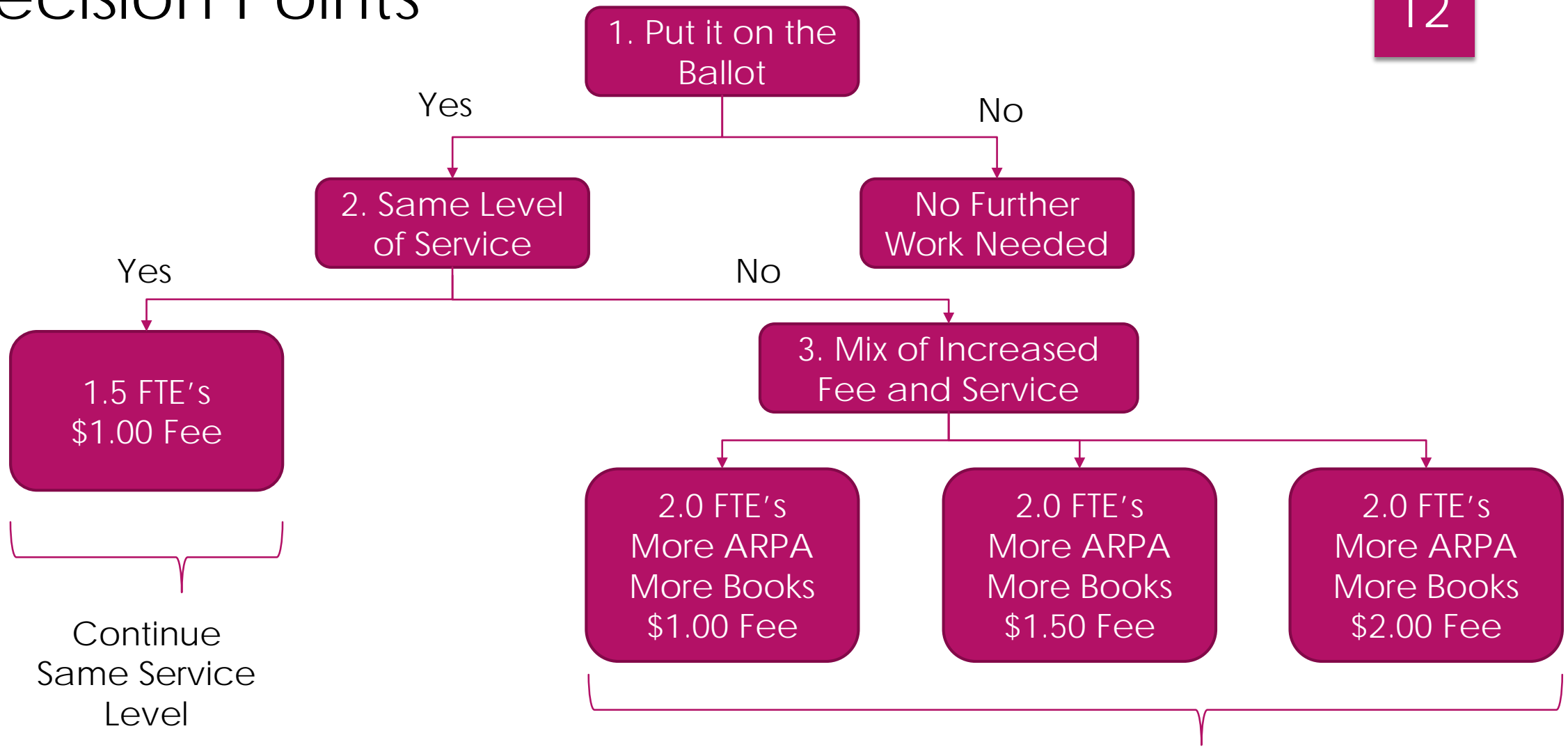


Financial – Increased Services

- \$2.00 Fee
- 2.0 FTE's
- Increased Book Inventory
- Increased ARPA

	BUDGETED			PROPOSED			
	2022	2023	2024	2025	2026	2027	2028
1 RESOURCES:							
2 Beginning Balance:	\$ 53,000	\$ -	\$ -	\$ -	\$ -	\$ 173,900	\$ 352,200
3 Revenues:							
4 American Rescue Plan Act Grant	-	190,000	189,200	118,600	-	-	-
5 Library Services Fee (\$2.00 per household per month)	-	-	-	-	317,400	326,900	336,700
6 Chemeketa Cooperative Regional Library Services Fees	-	-	-	75,000	75,000	75,000	75,000
7 Donations	-	1,000	1,000	1,000	1,000	1,000	1,000
8 Miscellaneous	-	5,000	5,000	5,000	5,000	5,000	5,000
9 Total Revenues:	-	196,000	195,200	199,600	398,400	407,900	417,700
10 TOTAL RESOURCES	53,000	196,000	195,200	199,600	398,400	581,800	769,900
11 REQUIREMENTS:							
12 Expenditures:							
13 Personnel Services - 2.0 FTE	-	137,500	141,500	145,700	150,000	154,400	158,900
14 Materials & Services - Increased Book Inventory	51,500	55,500	50,700	50,900	51,100	51,300	51,500
15 Capital Outlay	1,500	3,000	3,000	3,000	3,000	3,000	3,000
16 Total Expenditures:	53,000	196,000	195,200	199,600	204,100	208,700	213,400
17 Other Requirements:							
18 Contingency at 10% of Expenditures	-	-	-	-	20,400	20,900	21,300
19 Total Other Requirements	-	-	-	-	20,400	20,900	21,300
20 Fund Balance:							
21 Unassigned	-	-	-	-	173,900	352,200	535,200
22 Total Fund Balance	-	-	-	-	173,900	352,200	535,200
23 TOTAL REQUIREMENTS	\$ 53,000	\$ 196,000	\$ 195,200	\$ 199,600	\$ 398,400	\$ 581,800	\$ 769,900

Decision Points



Determination of Service Level

Discussion

