



LIBRARY BOARD AGENDA

April 22, 2026 at 6:30 PM

Wilsonville Public Library

PARTICIPANTS MAY ATTEND THE MEETING AT:

Library, 8200 SW Wilsonville Road, Wilsonville, Oregon

Zoom: <https://us02web.zoom.us/j/82479199718>

TO PARTICIPATE REMOTELY OR PROVIDE PUBLIC COMMENT:

Register with the Library:

LB@wilsonvillelibrary.org

Individuals may submit comments by 12:00 PM on the day before the meeting date via email to the address above, or may mail written comments to:

Wilsonville Library

29799 SW Town Center Loop East, Wilsonville, OR 97070

CALL TO ORDER

1. Roll Call

CONSENT AGENDA

2. Approval of Minutes: 01.28.2026

ONGOING BUSINESS / CALENDAR ITEMS

3. Public Comment
4. Guest: Councilor Sam Scull
5. Director's Report
6. Annual Board Report Card
7. [State Standards Review](#)
8. [Annual Report](#)
9. [Review FY27 Budget](#)
10. Friends of the Library Report

11. Library Foundation Report

NEW BUSINESS

ROUND ROBIN

ADJOURN

NEXT MEETING

Wednesday, May 27, 2026 6:30 PM

Time frames for agenda items are not time certain (i.e. agenda items may be considered earlier than indicated). The City will endeavor to provide the following services, without cost, if requested at least 48 hours prior to the meeting by contacting Haley Spaeth, Administrative Assistant at 503-570-1593 or LB@wilsonvillelibrary.org: assistive listening devices (ALD), sign language interpreter, and/or bilingual interpreter. Those who need accessibility assistance can contact the City by phone through the Federal Information Relay Service at 1-800-877-8339 for TTY/Voice communication.

Habr  interpretes disponibles para aqu llas personas que no hablan Ingl s, previo acuerdo.

Com niquese al 503-570-1593.

Minimum Conditions for Oregon Public Libraries

In 2019, the Oregon legislature passed [House Bill 2243](#)¹, which updates the legal definition of a public library and establishes minimum conditions for a legally established public library in the state of Oregon.

The legal definition is as follows:

“Public library” means a public agency that provides to all residents of a local government unit free and equal access to library and information services that are suitable for persons of all ages.

As required by the bill, the State Library Board approved the minimum conditions, which were developed by a rulemaking advisory committee. The minimum conditions were broadly based on the "minimum requirements" developed previously by the OLA PLD. The minimum conditions became effective on January 1, 2020 as [Oregon Administrative Rule \(OAR\) 543-010-0036](#)². To be considered a public library, the library must meet the following minimum conditions:

- Include financial support from public funds and regularly scheduled open hours; and
- Provide reasonable exemptions to libraries with service populations of 2,000 or fewer residents of the local government unit.

For background on the development of the minimum conditions, see the [Minimum Conditions for Public Libraries in Oregon](#)³ page on the State Library website.

The minimum conditions became effective on January 1, 2020 as [OAR 543-010-0036](#) and are as follows:

(1) The State Library Board will officially recognize those public libraries that become legally established under one of the methods described in ORS 357.216-286 or 357.400-621 and have met all minimum conditions.

(2) Libraries, that have a service population of over 2000, shall meet the following minimum conditions:

¹ Oregon House Bill 2243,
<https://olis.oregonlegislature.gov/liz/2019R1/Downloads/MeasureDocument/HB2243/Enrolled>

² OAR 543-010-0036 Official Recognition of Public Libraries,
<https://secure.sos.state.or.us/oard/viewSingleRule.action?ruleVrsnRsn=262857>

³ State Library of Oregon, Minimum Conditions for Public Libraries in Oregon,
<https://libguides.osl.state.or.us/minconpublibs>

- (a) Have at least half (50%) of its operational financial support from public funds.
- (b) Be open to the public a minimum of 20 hours per week.
- (c) Provide a collection comprising books, media, or electronic resources.
- (d) Offer free public access computers with Internet access.
- (e) Offer free public wireless Internet access (wi-fi).
- (f) Provide a website that enables local library users to access State Library of Oregon resources and services available to all Oregon residents.
- (g) Dedicate at least 0.50 full-time equivalent (FTE) paid staff time exclusively to library functions.
- (h) Have basic policies in place and accessible online for collection management, circulation, and patron confidentiality that incorporate relevant American Library Association (ALA) professional ethical codes, rules, and guidelines.
- (i) Provide basic services for reference and youth services.
- (j) Complete the annual statistical report as required under ORS 357.520 and OAR 543-010-0035.

(3) Libraries, that have a service population of 2000 or less, shall meet the following minimum conditions:

- (a) Have at least one fourth (25%) of its operational financial support from public funds.
- (b) Be open to the public a minimum of 10 hours per week.
- (c) Provide a collection comprising books, media, or electronic resources.
- (d) Offer at least one free public access computer with internet access.
- (e) Offer free public wireless internet access (wi-fi).
- (f) Provide a website that enables local library users to access State Library of Oregon resources and services available to all Oregon residents.
- (g) Dedicate at least 0.25 full-time equivalent (FTE) paid staff time exclusively to library functions.

(h) Have basic policies in place and accessible online for collection management, circulation, and patron confidentiality that incorporate relevant American Library Association (ALA) professional ethical codes, rules, and guidelines.

(i) Provide basic services for reference and youth services.

(j) Complete the annual statistical report as required under ORS 357.520 and OAR 543-010-0035.

FY25 ANNUAL REPORT

WILSONVILLE PUBLIC LIBRARY

325,000
PHYSICAL
CHECKOUTS



86,000
DIGITAL
CHECKOUTS

181,600
LIBRARY
VISITS



475
IN-LIBRARY
PROGRAMS

185
OUTREACH
EVENTS



8,500
VOLUNTEER
HOURS

FY25 ANNUAL REPORT

WILSONVILLE PUBLIC LIBRARY

6%
UNDER
BUDGET



18.64
STAFF
FTE

185
LIBRARY
VOLUNTEERS



10,300
PHYSICAL ITEMS
ADDED

\$28,000
FOUNDATION
SUPPORT



\$32,000
FRIENDS
SUPPORT

library

Library Services

Operating Summary	Actual 2023-24	Actual 2024-25	Budget 2025-26	Proposed 2026-27	% Change
Personnel Services					
Salaries and wages	\$ 1,296,013	\$ 1,392,487	\$ 1,447,640	\$ 1,517,690	5%
Employee benefits	731,955	788,715	939,940	1,000,000	6%
Total	2,027,968	2,181,202	2,387,580	2,517,690	5%
Materials and Services					
Supplies	266,861	293,055	339,875	342,500	1%
Prof and tech services	8,629	12,743	40,600	15,150	-63%
Utility services	92,947	88,206	122,960	121,140	-1%
Repairs & maintenance	4,272	4,838	6,400	6,000	-6%
Insurance	18,777	23,685	26,400	29,600	12%
Community service programs	39,468	46,270	76,171	75,930	0%
Employee development	13,917	11,745	22,200	19,700	-11%
Fees, dues, advertising	1,655	1,368	2,500	1,500	-40%
Misc. services & supplies	1,520	1,396	2,550	2,170	-15%
Total	448,046	483,306	639,656	613,690	-4%
Capital Outlay					
Machinery & equipment	-	-	20,000	-	-100%
Total Department	\$ 2,476,014	\$ 2,664,508	\$ 3,047,236	\$ 3,131,380	3%

Resources Summary	Actual 2023-24	Actual 2024-25	Budget 2025-26	Proposed 2026-27	% Change
County shared taxes	\$ 1,793,906	\$ 1,997,756	\$ 1,756,171	\$ 1,807,730	3%
Charges for services	25,824	24,047	16,100	17,600	9%
Grants and donations	60,763	59,733	98,650	77,900	-21%
General Fund revenues	595,521	582,972	1,176,315	1,228,150	4%
Total	\$ 2,476,014	\$ 2,664,508	\$ 3,047,236	\$ 3,131,380	3%

BUDGET HIGHLIGHTS

Materials and Services

- Most of the larger decreases in materials and services are due to one-time projects in FY 2025-26 that are not ongoing into FY 2026-27. Other reductions were right-sizing the budget to prior years' actuals.

Capital Outlay

- Due to vendor delays, Capital Outlay funds may need to roll over into FY 2026-27. These funds are for the library district-wide replacement of self-checkout machines.

Resources

- The reduction in grants and donations is due to a large one-time project (the cellular signal improvement project) that the Wilsonville Public Library Foundation supported in FY 2025-26 that was in addition to their usual annual contributions.