



To: Vailey Oehlke
From: Don Allgeier, Library Director of Operations
Date: 6/22/20
Subject: Updated Capital Planning Operational Costs

Summary

- Multnomah County Library seeks to meet the needs of this community's growing population by expanding and modernizing library spaces. Through automation, smart space design, and updated staffing models, the library can improve service and increase space available to the community with modest increases to operating costs.
- Over the course of an eight-year bond, library personnel costs would increase a projected \$0.9 million in order to maintain library services in significantly larger spaces.
- With an increase of nearly 50%¹ in library space, operations and maintenance costs (including janitorial, utilities and facilities maintenance charges) would increase approximately \$3.5 million annually based on the proposed bond package.
- The increase to staffing and operational costs is equivalent to approximately 5% of the library's operating budget. These changes are manageable within the context of the library's overall operating budget.

Staffing

The analysis of staffing costs examined the likely change in staffing needs at libraries and to support a centralized sorting facility. This included changes to staff responsible for library materials movement and customer service-focused positions. The library concluded that, once all projects were completed, there would be an increase of approximately 3 FTE in library staff. This change would result over time in an additional \$0.9 million in annual staffing costs. This cost reflects current staffing practices and library positions. Changes to the library's staffing model to meet community and operational needs will likely reduce this increase.

Operations and Maintenance Costs

The analysis of operations and maintenance costs for library facilities was completed by establishing a current average rate per square foot and applying that to the estimated future square footage of library buildings based on a potential bond package. The total cost for facilities operation and maintenance at the completion of these projects would result in a \$3.5 million increase to the annual building operations and maintenance costs by the end of the eight-year bond period. That amount will increase the percentage of the budget dedicated to facilities operation and maintenance from 9% to 13% of the overall operating budget. This analysis is conservative and does not take any efficiencies into account (e.g. utility cost savings in LEED-certified buildings). It includes the cost of utilities, major capital expenses, cleaning,

¹ Updated 6/2020



Multnomah County
Library

919 NE 19th Avenue | Suite 250 • Portland OR 97232 • 503.988.5123
Vailey Oehlke | Director of Libraries

and the facilities work that maintains our standard for buildings without deferred maintenance issues.