

**Gladstone Public Library Board Meeting Agenda**  
**July 2, 2019**  
**6:30 pm**

**Location: City Hall Council Chambers**

<b>Topic</b>	<b>Time</b>	<b>Information Discussion Decision</b>	<b>Lead</b>
Library Board Meeting Call to Order	6:30 pm		Gary
Approval of May Meeting Minutes	6:30 pm	Decision	Gary
<b>Reports:</b> a) Director's Report b) City Council c) Library Foundation d) LDAC Report e) Gladstone Library Task Force f) Concord Property and Library Planning Task Force	6:35 pm	Information Information Information Information Information	Mitzi Neal Margaret Natalie Everyone Gary
<b>Old Business</b> a) Budget discussion b) LDAC 101 discussion	7:15 pm	Information Information	Mitzi Mitzi
Sharing Session	If time	Information	Everyone
Adjourn	8:00 pm		Gary
Next Meeting: August 6, 2019			



## **GLADSTONE PUBLIC LIBRARY BOARD MEETING MINUTES of June 4, 2019**

Meeting was called to order at 6:34 PM.

### **PRESENT:**

Chair Gary Bokowski, Margaret Bertalan, Natalie Smith, Michael Milch, Libby Spencer, Nancy Eichsteadt

### **ABSENT:**

Dr. Bryce Colson

Also Present: Mitzi Olson, Gladstone/Oak Lodge Library Director; Catherine ?????, Project Manager for Oak Lodge/Concord Library Planning Process

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### **Call to Order/Self-Introductions**

#### **Approval of May 2019 Meeting Minutes:**

Nancy Eichsteadt pointed out that the minutes, under New Business, say that she made a motion to give the money to the Foundation as a restricted donation that “they” can decide on later – she meant it to be “us” (Gladstone Library Board). Chair Bokowski suggested that there should be a memo of understanding with the Foundation regarding the use of the money and the arrangement with them. Everyone agreed. He will bring a draft to the next meeting.

*Nancy Eichsteadt made a motion to approve the minutes with the corrections mentioned. Motion was seconded by Libby Spencer. Motion passed unanimously.*

### **REPORTS:**

#### **Director’s Report:**

Ms. Olson said they are still working on transferring operations to the County. The date has been pushed back – the transfer date could potentially be October 1, 2019. They are still working on the IGA between the City of Gladstone and the County. The most complicated aspect is personnel.

She shared a draft of the strategic plan that the Library Directors in their consortium within LINCC have been working on. She encouraged everyone to review it and see if there is anything they feel needs to be added/taken away/revised and they can discuss it at the next meeting.

Summer reading has started at both libraries. They will have performers at the Gladstone Library on Wednesdays – this is being done in conjunction with the Gladstone Center for Children and Families. They also provide free summer meals to the kids at the same time. They will have crafts at Kraxberger every week at the summer camp. Heather will be going into the schools to promote the beginning of the summer reading sign-ups.

She is still working with Baker and Taylor on order processing. They are approximately 70% complete with getting the collections to mirror one another. There was discussion regarding the pros/cons of having the same hours/days at each library, scheduling, union contracts, etc. The main reason for the changes in the hours had to do with being more efficient with the staff that they had.

They are working on solicitation for the design team. They received five proposals. They are meeting next week to choose the top tier and two weeks after that they will be conducting interviews and hopefully making their selection the same day. It will need to go before the Board for approval. They plan on doing some community outreach during the Community Festival. Chair Bokowski said he has concerns with

RFP's going out before they have a location selected for the Oak Lodge Library. The NCPRD purchased the Concord property for a community center and for Parks space because it is in an underserved area for Parks and there is a need for more community spaces in general. NCPRD does not feel they need 47,000 sq. ft. and at the same time the Library was looking for a new home so there was an idea that those two could be merged. The Concord property RFP includes Oak Lodge Library as a first consideration, community center, park, and potentially administrative space for NCPRD.

**Library Foundation:**

There was discussion regarding the plant sale – they made \$707.65 after expenses. They raffled off baskets of flowers that had been donated by the nursery that is next to the Bomber.

There was discussion regarding donating the books that are left over after the sale to the Ronald McDonald House. Natalie Smith will do some follow up.

The main topic of discussion at the meeting was the tag/yard/rummage sale, which is coming up July 12<sup>th</sup> & 13<sup>th</sup>. They are still taking donations – if you have any, contact Linda Cosgrove.

**LDAC:**

Natalie Smith said there hasn't been a meeting since the last one she reported on. The next meeting is on June 24<sup>th</sup>.

**Gladstone Library Task Force:**

They are waiting for the RFP.

The Library will be at the Gladstone Community Festival – they will be asking for volunteers from the task force to help out.

**Concord Property and Library Planning Task Force:**

Chair Bokowski said they haven't had a meeting since the last one he reported on. There won't be a meeting this month. He said in the future there will be several joint meetings with the Gladstone Library Planning Task Force.

**New Business:**

Michael Milch shared a book, "The Good, The Great, and the Unfriendly – a Librarian's Guide to Working with Friends Groups". He said there are some good chapters regarding fund raising ideas and things that Friends of the Library groups can do. It shows the distinction between what a Foundation normally does and what a Friends organization does. He shared copies of an appendix that helps define the differences between the responsibilities of a library director, a library board, and a friends group. There was discussion regarding the Friends of Gladstone group.

In January of 2018 the City of Gladstone decided to standardize the operations/directions/size of every advisory committee. That's when they brought in two additional members – Dr. Colson and Michael Milch. Chair Bokowski asked if the Library Board has had much input regarding the annual budget – it hasn't. There was discussion regarding budgets – this will be discussed further at the next meeting. There was further discussion regarding the function/purpose/responsibilities of the Library Boards.

**Adjourn:**

Meeting adjourned at 8:05 PM.

Next meeting scheduled for July 2<sup>nd</sup>, 2019.

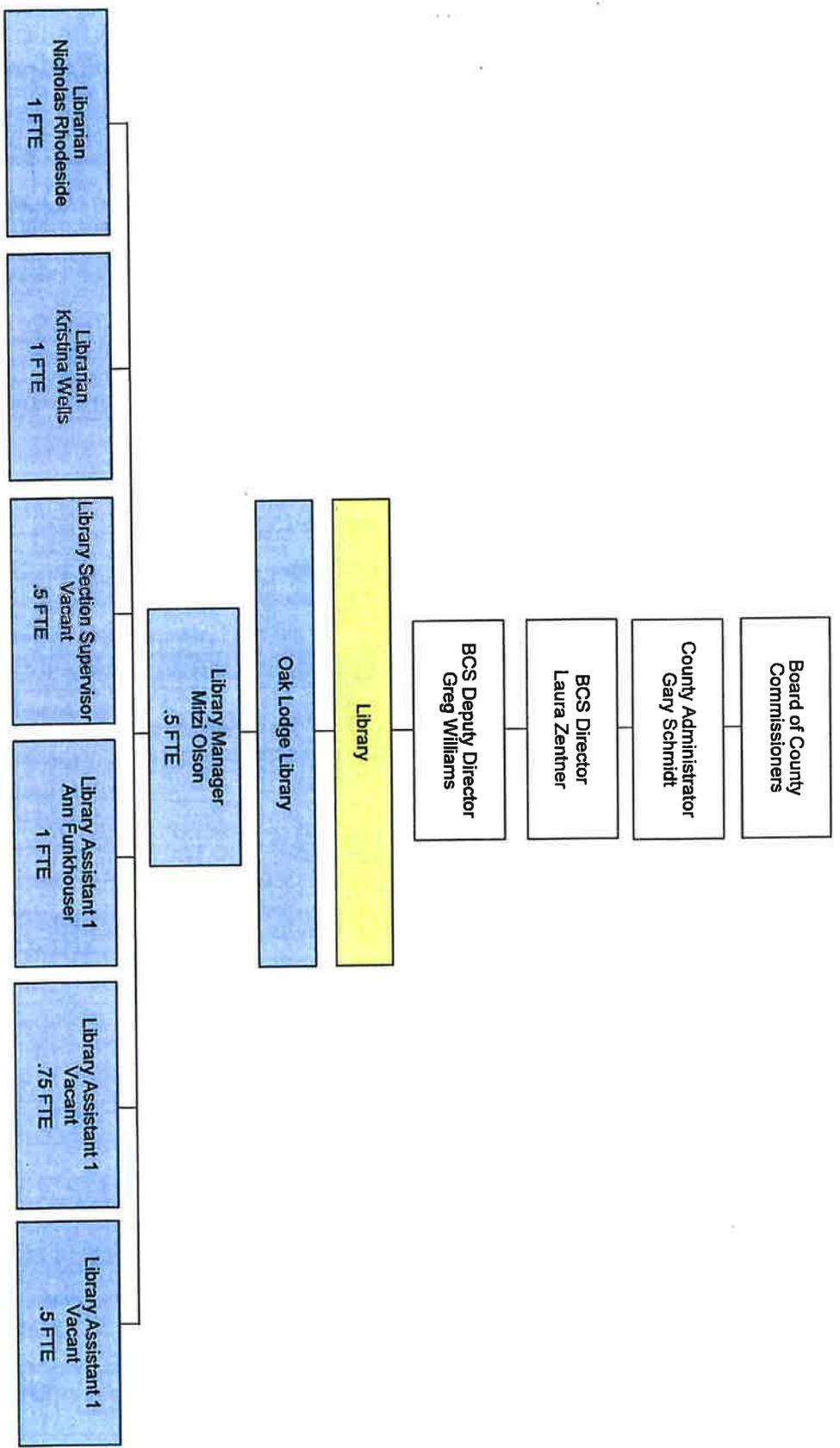


# Business & Community Services

## Oak Lodge Library

### Fiscal Year 2019-2020

Total FTE: 5.25





# Library Oak Lodge Library

## Purpose Statement

The purpose of the Oak Lodge Library Program is to provide informational, recreational, community, and cultural services to the public so they can access publicly funded diverse materials and services to achieve their individual goals.

## Performance Narrative Statement

The Oak Lodge Library Program proposes a budget of \$2,023,079, a continuation of the current funding level. These resources will serve approximately 280,000 material checkouts and provide a collection of 60,000 items at the Oak Lodge Library. Reaching these targets will provide informational, recreational, community and cultural services to the public so they can access publicly funded diverse materials and services to achieve their individual goals.

## Key Performance Measures

		FY 16-17 Actual	FY 17-18 Actual	FY 18-19 Target	Actual as of (12/31/18)	FY 19-20 Target
Result	Percentage of items checked out versus items in collection (turnover rate)	77%	78%	75%	60%	78%
Demand / Output	Number of non-duplicated items checked out / Number of items in the collection	44,329 checked out / 57,746 in collection	46,786 checked out / 57,357 in collection	45,000 checked out / 60,000 in collection	34,410 checked out / 57,232 in collection	46,800 checked out / 60,000 in collection
Result	Borrowers as a percentage of the resident population	37%	33%	37%	28%	38%
Demand / Output	Number of borrowers / Resident population	11,049 borrowers / 30,003 population	9,931 borrowers / 30,003 population	11,154 borrowers / 30,003 population	8,689 borrowers / 31,323 population	11,902 borrowers / 31,323 population
Result	Year-over-year increase in attendance for programmed events	7%	25%	5%	-25%	3%
Demand / Output	Number of program attendees / Number of program attendees for prior year	3,333 FY 16/17 3,113 FY 15/16	4,156 FY 17/18 3,333 FY 16/17	4,364 FY 18/19 4,156 FY 17/18	1,798 FY 18/19 2,404 FY 17/18	3,296 FY 19/20 3,200 FY 18/19 (proj)
Result	Percentage of OLA standards met, as required in IGA	N/A	67%	67%	67%	67%

Program includes:

Mandated Services  Y

Shared Services  N

Grant Funding  Y

Explain all "Yes" boxes below

For help with shared services, see AOC Shared State-County Services page on intranet  
If grant funding, include length of grant and any match requirement (w/funding source)

Explanation: The *Oak Lodge Library Program* is a **mandated service** under the Clackamas County Library District. In 2008, voters approved a countywide Library District for Clackamas County with a permanent rate of 0.3974 dollars per thousand of assessed value. The District functions as a fiscal agent by distributing property tax revenues raised by the District's permanent rate to participating local governments who operate libraries within Clackamas County.

The *Oak Lodge Library Program* applies annually to receive **grant funding** from the Oregon State Library "Ready to Read" grant program. The grant is used to establish, develop, or improve public library early literacy services and to provide the statewide summer reading program for children from birth to 14 years of age. No matching funds are required.

Clackamas County Business & Community Services Department Oak Lodge - County Library Fund Fiscal Year 2019/2020 Budget									
212-7634									
Fiscal Year 2019/2020 Proposed Budget 212-7634 (Previously 5540)									
Code	Description	Fiscal Year 2016/2017	Fiscal Year 2017/2018	Budget Fiscal Year 2018/2019	Actual (11/30/2018)	Projected Year End 2018/2019	Proposed Fiscal Year 2019/2020	Notes	
	<b>REVENUE</b>								
302001	Fund Bal at end of Prior Year	\$ 96,067	\$ 75,541	\$ 446,327	\$ 446,327	\$ 446,327	\$ 435,998		
		<b>96,067</b>	<b>75,541</b>	<b>446,327</b>	<b>446,327</b>	<b>446,327</b>	<b>435,998</b>		
	<b>Grant Revenue</b>								
332242	State Aid Library	5,513	5,765	5,765	-	5,713	5,713		
333205	Library District Revenue	860,000	1,130,000	1,396,670	-	1,265,000	1,420,264		Library District Distribution
	<b>Total - Grant Revenue</b>	<b>865,513</b>	<b>1,135,765</b>	<b>1,402,435</b>	<b>-</b>	<b>1,270,713</b>	<b>1,425,977</b>		
	<b>Charges for Services</b>								
341510	Copies of Documents	2,583	2,654	2,000	1,285	2,000	2,200		
341821	Intradepartmental Revenue	-	-	-	-	-	15,000		
341843	Revenue from NCPRD	-	-	95,085	6,398	54,000	131,304		FY 19/20: Planning \$51,304, Design \$80,000.
	<b>Total - Charges for Services</b>	<b>2,583</b>	<b>2,654</b>	<b>97,085</b>	<b>7,683</b>	<b>56,000</b>	<b>148,504</b>		
	<b>Fines</b>								
351300	Library Fines	12,745	12,325	11,000	6,315	11,000	12,000		
	<b>Total - Fines</b>	<b>12,745</b>	<b>12,325</b>	<b>11,000</b>	<b>6,315</b>	<b>11,000</b>	<b>12,000</b>		
	<b>Misc Revenue</b>								
367000	Contributions & Donations	827	170,799	600	33,460	34,000	600		
388000	Overage & Shortage	-	-	-	-	-	-		
	<b>Total - Misc Revenue</b>	<b>827</b>	<b>170,799</b>	<b>600</b>	<b>33,460</b>	<b>34,000</b>	<b>600</b>		
	<b>Total Revenue</b>	<b>977,735</b>	<b>1,397,083</b>	<b>1,957,447</b>	<b>493,785</b>	<b>1,818,040</b>	<b>2,023,079</b>		
	<b>EXPENDITURES</b>								
	<b>Personnel Services</b>								
411100	Regular Full Time Employees	223,592	252,230	440,819	110,403	344,819	339,139		
412100	Regular Part Time	-	-	-	25,962	-	-		
413000	Temporary Workers	114,470	115,821	210,149	56,337	150,000	224,138		FY 18/19 - projected Staff coverage was increased to match hours at GL on Sundays and Wednesdays. I have increased by \$9k to allow for this change in operational hours (MO).
414030	Overtime	-	12	-	-	-	-		
414050	Vacation Sell-Back	772	4,159	2,953	-	1,000	3,222		

Clackamas County Business & Community Services Department Oak Lodge - County Library Fund Fiscal Year 2019/2020 Budget									
212-7634									
Fiscal Year 2019/2020 Proposed Budget 212-7634 (Previously 5540)									
Code	Description	Actual Fiscal Year 2016/2017	Actual Fiscal Year 2017/2018	Budget Fiscal Year 2018/2019	Actual (11/30/2018) 2018/2019	Projected Year End 2018/2019	Proposed Fiscal Year 2019/2020	Notes	Updated - tg 4/17/2019
415000	Fringe Benefits	139,788	174,892	360,100	92,287	285,000	347,187		
415020	Worker Compensation	1,397	789	941	390	941	997	Allocated	
415030	Unemployment	2,482	-	1,000	-	-	25,000		
	<b>Total - Personnel Services</b>	<b>482,501</b>	<b>547,902</b>	<b>1,015,962</b>	<b>285,380</b>	<b>781,760</b>	<b>939,683</b>		
	<b>Materials &amp; Services</b>								
421100	Office Supplies	5,002	6,566	7,000	2,473	7,000	7,000		
421110	Postage	121	98	300	4	300	300		
421112	Home Bound	8,170	7,671	11,000	5,597	11,000	15,000	RFID tags included in book purchases	
421120	Book Processing Supplies	1,914	3,245	3,000	808	3,000	3,000	MO.	
425310	Small Software Purchases	2,370	3,142	3,000	131	3,000	3,000	TS3, and schedule3W MO	
425320	Small Hardware Purchases	14,444	2,790	3,000	2,366	3,000	3,000	Cash drawers, smart admin MO	
431000	Professional Services	20,591	60	32,000	20	2,000	-	See detail sheet.	
431050	Library Expense - State Aid	3,944	6,053	5,765	2,095	5,765	5,713		
431420	Legal Fees	-	99	5,000	-	5,000	5,000	See detail sheet. 19/20 Increase 2K to cover minimum wage increase for Security Guard. Also added \$1,500 for book drop installation. MO	
431900	Contracted Services	14,809	18,262	57,000	12,440	57,000	60,500	19/20 Added \$3,500 for LINCC hardware and software maintenance. BCS allocation \$38,329, Planning Manager \$47,133.	
431918	Internal County Cont. Services	33,820	33,844	117,600	-	41,600	88,962		
432100	Telephone	8,343	7,688	9,000	4,420	9,000	9,000		
433100	Travel & Per Diem (NO MILEAGE)	-	-	500	-	500	500		
433110	Mileage Reimbursement	1,113	1,659	1,500	-	1,700	2,000		
434100	Printing & Duplicating Service	3,139	3,667	3,500	990	3,500	3,500		
435180	Casualty Insurance	3,369	5,057	4,359	1,815	4,359	4,829		
437260	Office Furn & Equip Non-Capital	333	-	5,000	-	5,000	5,000	Allocated	
438110	Office Rental	78,264	79,836	90,000	40,794	90,000	90,000	18/19 Projected increased to accommodate two additional staff trainings concerning the Library merger (MO). 19/20 may need additional all staff training in FY 19/20. Figure also include LINCC training costs.	
439200	Training & Staff Dev.	1,046	424	1,000	1,484	4,000	3,000		

Clackamas County  
Business & Community Services Department  
Oak Lodge - County Library Fund Fiscal Year 2019/2020 Budget

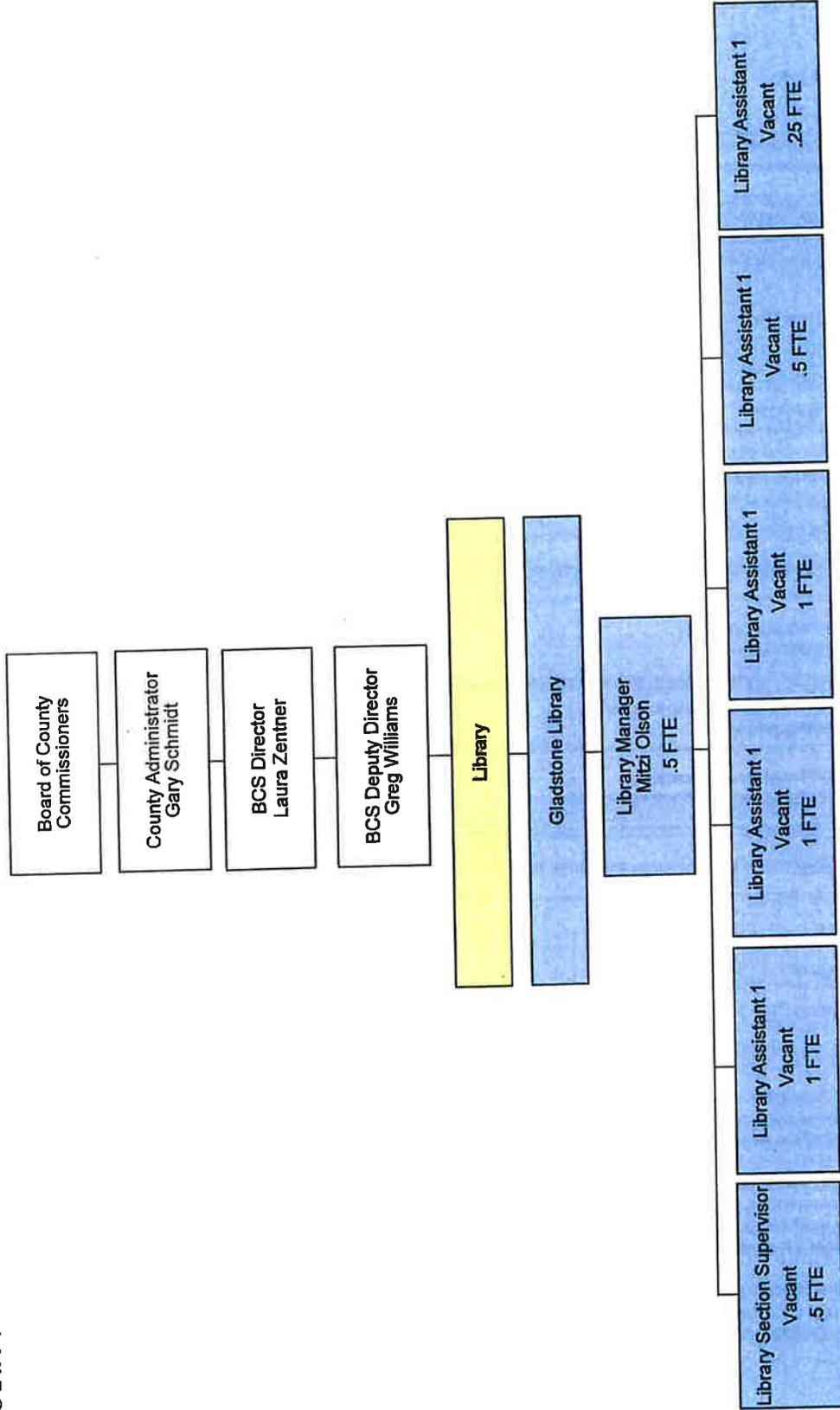
Fiscal Year 2019/2020 Proposed Budget		212-7634					Updated - to 4/17/2019	
212-7634 (Previously 5540)		Actual Fiscal Year 2016/2017	Actual Fiscal Year 2017/2018	Budget Fiscal Year 2018/2019	Actual (11/30/2018) 2018/2019	Projected Year End 2018/2019	Proposed Fiscal Year 2019/2020	Notes
	Description							
439420	Book Purchases	113,683	102,273	160,000	37,371	160,000	160,000	
450005	Miscellaneous Program Expense	4,696	4,675	7,000	2,120	7,000	7,000	
	<b>Total - Materials &amp; Services</b>	<b>319,170</b>	<b>287,109</b>	<b>526,524</b>	<b>114,929</b>	<b>423,724</b>	<b>476,304</b>	
478101	Finance Allocated Costs	4,772	9,947	9,899	4,125	9,899	10,045	Allocated
478102	Technology Services Allocated Cost	551	836	1,816	755	1,816	3,568	Allocated
478103	Building Maintenance Allocated	55,011	60,935	66,217	27,590	66,217	40,000	Allocated
478104	PGR Allocated Costs	3,297	3,297	1,349	560	1,349	3,183	Allocated
478105	Records Management Allocated	-	-	-	-	-	-	Allocated
478106	Purchasing Services Allocated	8,392	10,370	15,652	6,520	15,652	13,338	Allocated
478107	County Courier Allocated	1,074	1,645	1,346	560	1,346	1,405	Allocated
478111	Personnel Administration Allocated	6,389	7,076	7,512	3,130	7,512	8,830	Allocated
478112	County Administration Allocated	2,533	2,625	2,532	1,055	2,532	2,542	Allocated
478117	Mailroom Overhead Allocation	-	529	342	342	342	383	Allocated
478201	Electric Utility Allocation	17,593	17,756	18,339	7,640	18,339	17,625	Allocated
478202	Natural Gas Utility Allocation	689	476	1,313	545	1,313	1,609	Allocated
478203	Water Utility Allocation	177	202	191	80	191	-	Allocated
478204	Trash Allocated Costs	44	52	50	20	50	-	Allocated
	<b>Total - Allocated Charges</b>	<b>100,522</b>	<b>115,746</b>	<b>126,558</b>	<b>52,922</b>	<b>126,558</b>	<b>102,528</b>	
	<b>Capital Expenditures</b>							
481160	Planning	-	-	76,956	-	50,000	76,956	
481180	Design	-	-	120,000	-	-	200,000	
	<b>Total Capital Expenditures</b>	<b>-</b>	<b>-</b>	<b>196,956</b>	<b>-</b>	<b>50,000</b>	<b>276,956</b>	
	<b>Total Operating Expenditures</b>	<b>902,193</b>	<b>950,757</b>	<b>1,669,044</b>	<b>453,231</b>	<b>1,332,042</b>	<b>1,518,515</b>	
499001	Contingency	-	-	91,447	-	-	227,608	Contingency
	<b>Total Expenses (Not Including Contingency)</b>	<b>902,193</b>	<b>950,757</b>	<b>1,866,000</b>	<b>453,231</b>	<b>1,382,042</b>	<b>1,795,471</b>	
	<b>Ending Fund Balance</b>	<b>75,541</b>	<b>446,327</b>	<b>-</b>	<b>40,555</b>	<b>435,998</b>	<b>-</b>	

Clackamas County									
Business & Community Services Department									
Oak Lodge - County Library Fund Fiscal Year 2019/2020 Budget									
212-7634									
Fiscal Year 2019/2020 Proposed Budget									
212-7634 (Previously 5540)									
Code	Description	Actual Fiscal Year 2016/2017	Actual Fiscal Year 2017/2018	Budget Fiscal Year 2018/2019	Actual (11/30/2018) 2018/2019	Projected Year End 2018/2019	Proposed Fiscal Year 2019/2020	Notes	Updated - 4/17/2019
	Total Expenses (Including Contingency)	\$ 902,193	\$ 950,757	\$ 1,957,447	\$ 453,231	\$ 1,382,042	\$ 2,023,079		



**Business & Community Services**  
Gladstone Library  
Fiscal Year 2019-2020

Total FTE: 4.75





# Library

## Gladstone Library

### Purpose Statement

The purpose of the Gladstone Library Program is to provide informational, recreational, community, and cultural services to the public so they can access publicly funded diverse materials and services to achieve their individual goals.

### Performance Narrative Statement

The new Gladstone Library Program proposes a budget of \$978,549 as its initial funding level. These resources will serve approximately 200,000 material checkouts and provide a collection of 45,000 items at the Gladstone Library. Reaching these targets will provide informational, recreational, community and cultural services to the public so they can access publicly funded diverse materials and services to achieve their individual goals.

### Key Performance Measures

		FY 16-17 Actual	FY 17-18 Actual	FY 18-19 Target	Actual as of (12/31/18)	FY 19-20 Target
Result	Percentage of Items checked out versus items in collection (turnover rate)	N/A	N/A	N/A	N/A	78%
Demand / Output	Number of non-duplicated items checked out / Number of items in the collection	N/A	N/A	N/A	N/A	35,100 checked out / 45,000 In collection
Result	Borrowers as a percentage of the resident population	N/A	N/A	N/A	N/A	38%
Demand / Output	Number of borrowers / Resident population	N/A	N/A	N/A	N/A	7,925 borrowers / 20,856 population
Result	Year-over-year increase in attendance for programmed events	N/A	N/A	N/A	N/A	3%
Demand / Output	Number of program attendees / Number of program attendees for prior year	N/A	N/A	N/A	N/A	3,090 FY 19/20 3,000 FY 18/19 (est)
Result	Percentage of OLA standards met, as required in IGA	N/A	N/A	N/A	N/A	100%

Program includes:

- Mandated Services  Y
- Shared Services  N
- Grant Funding  Y

Explain all "Yes" boxes below

For help with shared services, see AOC Shared State-County Services page on intranet  
If grant funding, include length of grant and any match requirement (w/funding source)

**Explanation:** The *Gladstone Library Program* is a **mandated service** under the Clackamas County Library District. In 2008, voters approved a countywide Library District for Clackamas County with a permanent rate of 0.3974 dollars per thousand of assessed value. The District functions as a fiscal agent by distributing property tax revenues raised by the District's permanent rate to participating local governments who operate libraries within Clackamas County.

The *Gladstone Library Program* applies annually to receive **grant funding** from the Oregon State Library "Ready to Read" grant program. The grant is used to establish, develop, or improve public library early literacy services and to provide the statewide summer reading program for children from birth to 14 years of age. No matching funds are required.

Clackamas County

Business & Community Services Department

Gladstone - County Library Fund Fiscal Year 2019-2020 Budget

Fiscal Year 2019/2020 Proposed Budget		212-7635				Updated - tg 3/3/2019
212-7635						
Code	Description	Budget Fiscal Year 2018/2019	Actual 11/30/2018 2018/2019	Projected Year End 2018/2019	Proposed Fiscal Year 2019/2020	Notes
	<b>REVENUE</b>					
302001	Fund Bal at end of Prior Year	\$ -	\$ -	\$ -	\$ (51,421)	
					(51,421)	
	<b>Grant Revenue</b>					
332242	State Aid Library	-	-	-	2,944	
369900	City of Gladstone	-	15,958	63,832	200,000	
333205	Library District Revenue	-	-	-	811,826	
						19/20 - \$200k / year from GL GF w/CPI increase, per SA
						19/20 - We may need to add a revenue line for revenue from the Gladstone Foundation. The Library currently pays for summer reading programs and then are reimbursed at a later date by the Foundation. The GL budget indicates \$5k, but they actually received \$6,500 this year. I will work on having the Foundation pay performers directly to avoid this. MO
	<b>Total - Grant Revenue</b>	-	15,958	63,832	1,014,770	
	<b>Charges for Services</b>					
341510	Copies of Documents	-	-	-	1,000	
	<b>Total - Charges for Services</b>	-	-	-	1,000	
	<b>Fines</b>					

Clackamas County						
Business & Community Services Department						
Gladstone - County Library Fund Fiscal Year 2019-2020 Budget						
Fiscal Year 2019/2020 Proposed Budget		212-7635			Updated - tg 3/3/2019	
212-7635						
Code	Description	Budget Fiscal Year 2018/2019	Actual 11/30/2018 2018/2019	Projected Year End 2018/2019	Proposed Fiscal Year 2019/2020	Notes
351300	Library Fines	-	-	-	9,000	19/20 - In the past this revenue did not go to the library, but instead to the City general fund. The City collected \$17,174 in 17/18 which included revenue from copies, donations, and fines. I reduced this figure to be conservative and moved portions to donation and copies of documents. There might be differences in how they account for reimbursement for lost books. OL adds back to book budget. GL may not. MO
	<b>Total - Fines</b>	-	-	-	<b>9,000</b>	
	<b>Misc Revenue</b>					
367000	Contributions & Donations	-	-	-	5,200	
	<b>Total - Misc Revenue</b>	-	-	-	<b>5,200</b>	
	<b>Total Revenue</b>	-	15,958	63,832	<b>978,549</b>	
	<b>EXPENDITURES</b>					
	<b>Personnel Services</b>					
411100	Regular Full Time Employees	-	-	68,000	270,477	
413000	Temporary Workers	-	-	-	98,308	
414050	Vacation Sell-Back	-	-	-	2,252	
415000	Fringe Benefits	-	-	32,000	274,703	
	<b>Total - Personnel Services</b>	-	-	<b>100,000</b>	<b>645,740</b>	
	<b>Materials &amp; Services</b>					

Clackamas County

Business & Community Services Department

Gladstone - County Library Fund Fiscal Year 2019-2020 Budget

Fiscal Year 2019/2020 Proposed Budget		212-7635				Updated - tg 3/3/2019
212-7635						Notes
Code	Description	Budget Fiscal Year 2018/2019	Actual 11/30/2018 2018/2019	Projected Year End 2018/2019	Proposed Fiscal Year 2019/2020	
421100	Office Supplies	-	372	700	5,500	19/20 - The \$7k GL City budget included book processing supplies. I have moved a portion (\$1,500) to book processing. MO
421110	Postage	-	-	-	200	
421112	Home Bound	-	-	-	-	19/20 - We will need to discuss future charges for homebound. Right now Oak Lodge is bearing the associated costs. MO
421120	Book Processing Supplies	-	-	-	1,500	19/20 - RFID tags and Baker and Taylor preprocessing charges included in Book purchases. MO
425310	Small Software Purchases	-	-	-	1,000	19/20 - Baker and Taylor platform subscription fee, Schedule3W. MO
425320	Small Hardware Purchases	-	523	523	4,000	19/20 - The GL computers are in varying stages of disrepair. I have asked staff to put together a replacement list so that we can better plan for future replacement costs. This has not been completed. MO
431050	Library Expense - State Aid	-	-	-	2,944	
431420	Legal Fees	-	-	1,000	1,000	
431918	Internal County Cont. Services	-	-	9,000	84,988	19/20 - BCS allocation \$34,255. I added \$3,600 for LINCC hardware and software maintenance. MO, PM Position \$47,133 to NCPRD
432100	Telephone	-	-	-	700	
433100	Travel & Per Diem (NO MILEAGE)	-	-	-	500	
433110	Mileage Reimbursement	-	-	-	1,000	
434100	Printing & Duplicating Service	-	-	-	9,500	
435180	Casualty Insurance	-	-	-	-	Allocated
437260	Office Furn & Equip Non-Capital	-	30	30	-	

Clackamas County									
Business & Community Services Department									
Gladstone - County Library Fund Fiscal Year 2019-2020 Budget									
212-7635									
Fiscal Year 2019/2020 Proposed Budget									
212-7635									
Code	Description	Budget Fiscal Year 2018/2019	Actual 11/30/2018 2018/2019	Projected Year End 2018/2019	Proposed Fiscal Year 2019/2020	Updated - tg 3/3/2019	Notes		
438110	Office Rental	-	-	-	25,000		19/20 - This figure will include potential all staff trainings within the County, as well as future LINCC trainings.		
439200	Training & Staff Dev.	-	1,271	4,000	3,000		19/20 - Gladstone currently budgets \$100k for books. I increased by \$10k. This GL figure also does not include any charges from LINCC for ebooks (\$7,665), databases (\$6,334), or cultural passes (\$935). I have added \$15k to cover these estimates. The library pays for the cultural passes and does not get reimbursed from the Foundation. I also added \$4,500 for periodicals. MO		
439420	Book Purchases	-	-	-	117,500		19/20 - The GL budget indicates \$5k from the Gladstone Foundation to offset Summer reading programming. The actual amount in 18/19 was \$6,500. We can work on having them pay the performers directly, but should plan for a similar arrangement at least initially. It should be noted that the Ready to Read grant proceeds are not enough to cover this expenditure. Oak Lodge receives more and it covers all expenses of Summer Reading. MO		
450005	Miscellaneous Program Expense	-	-	-	12,000				
	<b>Total - Materials &amp; Services</b>	-	<b>2,197</b>	<b>15,253</b>	<b>270,332</b>				
	<b>Capital Expenditures</b>								
481160	Planning	-	-	-	25,000				

Clackamas County

Business & Community Services Department

Gladstone - County Library Fund Fiscal Year 2019-2020 Budget

Fiscal Year 2019/2020 Proposed Budget		212-7635				Updated - to
212-7635						3/3/2019
Code	Description	Budget Fiscal Year 2018/2019	Actual 11/30/2018 2018/2019	Projected Year End 2018/2019	Proposed Fiscal Year 2019/2020	Notes
481180	Design	-	-	-	-	
	Total Capital Expenditures	-	-	-	25,000	
	Total Operating Expenditures	-	2,197	115,253	916,072	
499001	Contingency	-	-	-	37,477	Contingency
	Total Expenses (Not Including Contingency)	-	2,197	115,253	941,072	
	Ending Fund Balance	-	13,761	(51,421)	-	
	Total Expenses (Including Contingency)	\$ -	\$ 2,197	\$ 115,253	\$ 978,549	



## **LIBRARY EXPENDITURES**

The 2019-2021 Bienium will be a transitional time for Gladstone Public Library as it transitions to Clackamas County.

The Gladstone Public Library will likely stay under the jurisdiction of the City for the fiscal year 2019-20, and has been budgeted for revenues and requirements, accordingly. As of fiscal year 2020-21, Clackamas County will assume responsibility of operations, and construct a new library on the existing City Hall site (once the City has moved to the new location). Should operations transfer earlier than anticipated, the City will adjust the budget as necessary.

### **2018-2019 Noteworthy Items:**

- ✓ Amended Master IGA with the approval of ten Library cities, which allowed for the implementation of the terms of the settlement agreement between the City of Gladstone and Clackamas County.
- ✓ Formed the Gladstone Community Library Planning Task Force to begin community involvement concerning the new library construction project.
- ✓ Continue to collaborate with Clackamas County to transfer Gladstone Library operations on or shortly after July 1, 2019.
- ✓ Held joint team building events involving staff from both the Gladstone and Oak Lodge Libraries.
- ✓ LINCC Implementation of eCultural pass software.



**The Metro Youth Symphony**

General Fund

**2019-2021 Budget Highlights:**

- Fiscal year 2019-20 is a status quo budget, with a reduction in on-call staffing.
- Implement Library services intergovernmental agreement with Clackamas County, for construction of Gladstone Public Library and management of all services. The City is anticipating an annual contribution of \$200,000 to the County, beginning in fiscal year 2020-21, as shown in the Library department.

GENERAL FUND Library Expenditures							
Requirements - 528					2019-20	2020-21	2019-2021
Account Code	Description	2015-16 Actuals	2016-17 Actuals	2017-2019 Final Adopted	Proposed Budget	Proposed Budget	Proposed Biennium
<b>Personnel Services</b>							
432000	SALARIES	\$ 363,961	\$ 380,553	\$ 964,500	\$ 360,000	\$ -	\$ 360,000
470000	ASSOCIATED PAYROLL COSTS	126,447	140,704	291,000	195,000	-	195,000
<b>Total Personnel Services</b>		<b>\$ 490,408</b>	<b>\$ 521,257</b>	<b>\$ 1,255,500</b>	<b>\$ 555,000</b>	<b>\$ -</b>	<b>\$ 555,000</b>
<b>Materials &amp; Services</b>							
500110	CONTRACTUAL & PROFESSIONAL	\$ -	\$ -	\$ -	\$ 65,900	\$ 200,000	\$ 265,900
500210	COMPUTER/TECHNOLOGY SERVICE	13,756	48,052	35,000	25,000	-	25,000
500250	JANITORIAL SERVICES	-	13,763	-	-	-	-
510081	NEW BOOKS	49,574	48,578	195,000	95,000	-	95,000
510082	ADULT/CHILDREN'S PROGRAMS	3,874	8,071	15,500	7,500	-	7,500
510084	READY TO READ GRANT	5,629	2,932	6,000	2,950	-	2,950
510086	LIBRARY FNDTN FUNDED PROGRAM	6,312	6,432	10,665	5,000	-	5,000
510100	MARKETING	216	-	1,750	700	-	700
520200	BUILDING MAINTENANCE & REPAIRS	-	12,092	-	-	-	-
520310	OFFICE SUPPLIES & EQUIPMENT	6,005	3,597	13,000	6,000	-	6,000
530100	RENTALS & LEASES	8,121	1,261	18,500	9,000	-	9,000
540200	DUES & MEMBERSHIPS	2,554	4,027	6,500	-	-	-
542000	PUBLICATIONS & SUBSCRIPTIONS	3,778	-	8,500	4,500	-	4,500
560100	UTILITIES	-	8,430	-	-	-	-
560120	TELEPHONES	154	-	950	-	-	-
<b>Total Materials &amp; Services</b>		<b>\$ 99,973</b>	<b>\$ 157,235</b>	<b>\$ 311,365</b>	<b>\$ 221,550</b>	<b>\$ 200,000</b>	<b>\$ 421,550</b>
<b>Total Requirements</b>		<b>\$ 590,381</b>	<b>\$ 678,492</b>	<b>\$ 1,566,865</b>	<b>\$ 776,550</b>	<b>\$ 200,000</b>	<b>\$ 976,550</b>
<b>FTE COUNT</b>		<b>10.32</b>	<b>8.44</b>	<b>8.86</b>	<b>5.50</b>	<b>-</b>	<b>-</b>





# LDAC '101'

*Thank you for your service as your City's citizen representative on the Library District Advisory Committee (LDAC).*

*Clackamas County has prepared this introductory material to help you better understand the operation of the Library District, and the important role LDAC plays in the District's governance.*

*Should you have any questions or suggestions for improving this material, please contact your County Committee Liaison.*

## Contents

- . Library District Formation
- . Library District Funding
- . District Library Operations
- . Library District Governance



# Library District Formation

## Contents

- . Ballot Measure 3-310
- . Library District Master Order
- . Library District IGA
- . Capital Contribution IGAs



# LDAC '101'



## Library District Formation

### Ballot Measure 3-310

On November 4, 2008, voters in Clackamas County approved Measure 3-310, authorizing the creation of a permanently-funded countywide Library Service District.

### Election Results

- 169,930 ballots were counted, and the measure passed with 61.25% 'YES' votes.
- The measure passed in 173 of 187 precincts.

### Ballot Measure Provisions

- The District implemented a permanent property tax of \$0.3974 per each \$1,000 of assessed value.
- All of the monies raised "shall be spent on library operations and services."
- The District initially excluded the cities of Damascus, Johnson City, and the portion of the City of Tualatin within Clackamas County.
- The measure indicated the Library District would be governed by the Clackamas Board of County Commissioners, who would be advised by an independent citizen committee representing each library in the District. A designated member of each City's library board would represent their library on this committee.
- The ballot measure indicated that local library boards would have representation from both City residents as well as unincorporated residents.

**Clackamas County Measure 3-310**

**Ballot Title**  
**ESTABLISH A COUNTYWIDE LIBRARY SERVICE DISTRICT IN CLACKAMAS COUNTY**

**QUESTION:** Shall District be formed for countywide libraries to operate from and collect taxes on \$0.3974 per \$1,000 assessed value levying property?

**SUMMARY:** If approved, the "Library Service District of Clackamas County" ("Library District") would be formed. Its territory would be countywide, encompassing the cities of Damascus, Johnson City, and the portion of Tualatin within Clackamas County. Creation of the Library District would do the following:

- Provide permanent and dedicated library funding.
- Allow libraries to make basic repairs and library expansion plans.
- Restore all libraries' ability in the Library District to purchase new books and materials, and
- Prevent reductions in services and closure of some city libraries.

Creating federal funding to purchase essential for local programs, including libraries. The creation of a Library Service District would ensure a dedicated long-term funding source for library services, allowing libraries to retain their educational resources and programs. The Library District would implement a permanent rate of \$0.3974 per \$1,000 assessed value to exclusively fund library services. A home assessed at \$100,000 would pay approximately \$73.48 per year. The dedicated funding would allow the libraries in Clackamas County to stay open and continue their programs.

**Local Governance**  
The Library District would be governed by the Board of County Commissioners and advised by an independent citizen committee representing each library in the District. Each of these 90 items would be required to ensure representation of both city and unincorporated residents on their local library board, whose designated member will have and represent their library on the District Advisory Board. An annual audit of District activities would be conducted and made available to the public.

**Explanatory Statement**  
If approved, the "Library Service District of Clackamas County" ("Library District") would be formed. Its territory would be countywide, encompassing the cities of Damascus, Johnson City, and the portion of Tualatin within Clackamas County.

**Current Library Services**  
The libraries of Clackamas County currently work together to provide important community services, including:

- Educating public: Public libraries shoulder a greater proportion of the role today as school library budgets are cut.
- Fostering literacy: Libraries support literacy education efforts by providing teaching resources and spaces for tutoring.
- Providing information and referral services: Libraries provide information in areas of personal interests, research, business development, or to support recreational interests.
- Serving pre-school children: Libraries provide educational opportunities by supplying story collections of books to preschool centers, holding weekly story hours and craft events and special programs directed at pre-school children.
- Serving the elderly and home-bound: Libraries provide reading collections, housed in retirement centers and direct door service to home-bound, and provide large print and audio books.
- Providing cultural opportunities: Artistic, musical, and cultural opportunities are held at libraries usually without fee and libraries in Clackamas County provide "Cultural Passes" so that patrons can take their children to museums and gardens free of charge.

This work is currently supported by annual payments from the County general fund to supplement city libraries and provide funding for County operation of those libraries serving unincorporated residents. The County also funds the library libraries allowing the libraries to network electronically, share their collections and work together to more efficiently provide library services.

**Benefits to Clackamas**  
However, existing federal funding to counties, including Clackamas County, has created a shortfall for local programs, including libraries. Clackamas County cannot longer provide supplemental funding to city libraries or operate the three existing county libraries. The county has announced that, starting new funding, the three county libraries will close on June 30, 2009, and county-provided supplemental funding to city libraries will be reduced by 20% per year for the next five years, ending completely in 2014.

**What the New District Would Provide**  
The creation of a Library District would ensure a stable, dedicated, and long-term funding source for library services, allowing libraries to retain their educational resources and programs. The Library District would implement a permanent rate of \$0.3974 per \$1,000 assessed value to exclusively fund library services. A home assessed at \$100,000 would pay approximately \$73.48 per year. The dedicated funding would allow the libraries in Clackamas County to stay open and continue their programs.

**Local Governance**  
The Library District would be governed by the Board of County Commissioners and advised by an independent citizen committee representing each library in the District. Each of these 90 items would be required to ensure representation of both city and unincorporated residents on their local library board, whose designated member will have and represent their library on the District Advisory Board. An annual audit of District activities would be conducted and made available to the public.

**The measure is written by Christopher A. Stone, Clackamas County Council**

This work is currently supported by annual payments from the County general fund to supplement city libraries and provide funding for County operation of those libraries serving unincorporated residents. The County also funds the library libraries allowing the libraries to network electronically, share their collections and work together to more efficiently provide library services.

Official Clackamas County 2008 General Election Ballot Proposition 3-310 | 11/04/2008

**In this section**

- **Ballot Measure 3-310**
- **Library District Master Order**
- **Library District IGA**
- **Capital Contribution IGAs**



# LDAC '101'



## Library District Formation

### Library District Master Order

On November 26, 2008, the Clackamas Board of County Commissioners issued Order No. 2008-189, ordering the formation of the Library District of Clackamas County.

### Master Order Provisions

- The Master Order specified the original boundaries of the Library District; all of Clackamas County, excepting Johnson City, Damascus, and portions of Tualatin within Clackamas County. (*Master Order, Exhibit A*)
- The Master Order specified the purposes of the Library District, namely:
  - ◊ "To provide a dedicated, stable funding source for the support of library services." (*Master Order, Exhibit C, #1*)
  - ◊ "To raise revenue to be distributed to the existing city and county-operated libraries in the system. Formation of the District should provide sufficient funding to raise the service levels at all facilities to the most basic ("Threshold") level recommended by the Oregon Library Association." (*Master Order, Exhibit C, #2*)
- The District was formed under the provisions of ORS (Oregon Revised Statute) Chapter 451.

**BEFORE THE BOARD OF COUNTY COMMISSIONERS  
OF CLACKAMAS COUNTY, STATE OF OREGON**

**FILED**  
DEC 8 2008  
Clackamas County Clerk

In the Matter of the Formation of the Library District of Clackamas County } ORDER NO. 2008-189

This matter coming before the Board at this time, and it appearing that by Order No. 2008-81 dated June 5, 2008, this Board initiated the formation of a county service district under ORS Chapter 451 for library services to be known as the "Library District of Clackamas County" (the "District") with the boundaries legally described on Exhibit A and shown on the map attached hereto as Exhibit B; and

It further appearing that this Board approved formation of the District pursuant to Board Order 2008-110 on July 17, 2008 for the purposes described in the attached Exhibit C; and

It further appearing that this matter came before the Board for a second public hearing on August 7, 2008 and that additional public testimony was received; and

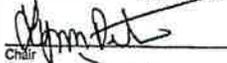
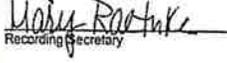
It further appearing that pursuant to Board Order 2008-135, this Board ordered an election on the question of formation of the District be held on November 4, 2008; and

It further appearing that an election was held with respect to the question on November 4, 2008, in which more than a majority of the relevant voters were in favor of formation of the District in the numbers set forth in the Clackamas County Clerk's Certificate of Election attached hereto as Exhibit D; and

NOW, THEREFORE, IT IS HEREBY ORDERED that for the purposes described on Exhibit C, a county service district named "Library District of Clackamas County" as legally described on Exhibit A and as shown on the map attached as Exhibit B is hereby formed.

DATED this 26<sup>th</sup> day of November, 2008.

BOARD OF COUNTY COMMISSIONERS

Chair:   
Recording Secretary: 

301 358  
CCA-PAGE 01/01

**In this section**

- Ballot Measure 3-310
- Library District Master Order
- Library District IGA
- Capital Contribution IGAs



# LDAC '101'



## Library District Formation

### Library District IGA (1/2)

After the Master Order was issued, the parties participating in the Library District signed a cooperative intergovernmental agreement (IGA) outlining the obligations of and agreements between Library District participants.

### Library District Funding

The IGA outlines how the District is to be funded, how revenue is to be distributed, and how distributed funds are to be used.

Please see the Library District Funding section for more detailed information.

### District Library Operations

The IGA outlines the broad parameters within which District libraries are to operate and cooperate.

Please see the District Library Operations section for more detailed information.

### Library District Governance

The IGA outlines how the District is to be administered and governed.

Please see the Library District Governance section for more detailed information.

COOPERATIVE INTERGOVERNMENTAL AGREEMENT  
BETWEEN  
THE LIBRARY DISTRICT OF CLACKAMAS COUNTY  
AND  
MEMBER CITIES

THIS COOPERATIVE INTERGOVERNMENTAL AGREEMENT (this "Agreement"), is entered into this \_\_\_ day of \_\_\_\_\_, 2009, by and between the Library District of Clackamas County (the "District") a county service district formed under ORS Chapter 451, and each of the Cities of Barlow, Canby, Estacada, Gladstone, Happy Valley, Lake Oswego, Milwaukie, Molalla, Oregon City, Rivergrove, Sandy, West Linn, and Wilsonville (each, a "City" and collectively, the "Cities").

WHEREAS, voters approved formation of the District to provide financial support to the library service providers of Clackamas County (the "Library Cities"); and

WHEREAS, the Parties desire to work in a cooperative manner to support and provide library services to their residents; and

WHEREAS, many of the Cities participate in the Clackamas County-supported Library Network of Clackamas County, which is discussed in an intergovernmental agreement by and between the participating Cities and Clackamas County, and

WHEREAS, the Cities desire funding by the District and to provide the levels of service described herein;

NOW, THEREFORE, the District and Cities each covenant and agree to the following:

**Section 1. Obligations of the District**

1.1 District Board. The Board of County Commissioners acting under the provisions of ORS 451 is the governing body of the District and shall be known as the District Board.

1.2 District Advisory Committee. The District Board shall organize and appoint a District Advisory Committee consisting of one nominee from each Library City consistent with the policies and procedures of Clackamas County and/or the District for advisory committees. The District Board shall appoint the individual nominated by the Library City governing body to fill the service area's representative seat. The District Advisory Committee shall be responsible for meeting at least annually to consider: (i) the evaluation reports of participating libraries as submitted pursuant to Section 2.3, (ii) any proposed changes to this Agreement pursuant to the amendment process described in Section 3.3, and (iii) any impact of the annexation or withdrawal of territory from the District pursuant to Sections 3.4 and 3.5 hereof.

- ### In this section
- Ballot Measure 3-310
  - Library District Master Order
  - Library District IGA
  - Capital Contribution IGAs



# LDAC '101'



## Library District Formation

### Library District IGA (2/2)

#### Amendment

The Library District IGA “may be amended at any time upon the agreement of the District and two-thirds of the Library Cities.” (*Library District IGA, Section 3.3*)

The exception to the two-thirds requirement is that any amendment (not related to breach or noncompliance) that would change the City Assessed Value component of the Distribution Formula requires unanimous consent of all Cities serving on the Library District Advisory Committee (LDAC). (*Library District IGA, Section 3.3*)

#### Enforcement

The process for handling noncompliance or breach of the IGA is: (*Library District IGA, Section 4.14*)

- The Parties will discuss any noncompliance or breach in the LDAC and encourage an effort towards compliance.
- If discussions and encouragement do not remedy the breach or noncompliance, the LDAC shall meet to consider an amendment to the IGA to create incentives for compliance.
- Any amendment proposed to specifically address such noncompliance or breach shall require a two-thirds vote of the Library Cities.

#### Termination

The IGA terminates upon dissolution of the Library District. (*Library District IGA, Section 3.2*)

COOPERATIVE INTERGOVERNMENTAL AGREEMENT  
BETWEEN  
THE LIBRARY DISTRICT OF CLACKAMAS COUNTY  
AND  
MEMBER CITIES

THIS COOPERATIVE INTERGOVERNMENTAL AGREEMENT (this “Agreement”), is entered into this \_\_\_\_ day of \_\_\_\_\_, 2009, by and between the Library District of Clackamas County (the “District”) a county service district formed under ORS Chapter 451, and each of the Cities of Barlow, Canby, Estacada, Gladstone, Happy Valley, Lake Oswego, Milwaukie, Molalla, Oregon City, Rivergrove, Sandy, West Linn, and Wilsonville (each, a “City” and collectively, the “Cities”).

WHEREAS, voters approved formation of the District to provide financial support to the library service providers of Clackamas County (the “Library Cities”); and

WHEREAS, the Parties desire to work in a cooperative manner to support and provide library services to their residents; and

WHEREAS, many of the Cities participate in the Clackamas County-supported Library Network of Clackamas County, which is discussed in an intergovernmental agreement by and between the participating Cities and Clackamas County; and

WHEREAS, the Cities desire funding by the District and to provide the levels of service described herein;

NOW, THEREFORE, the District and Cities each covenant and agree to the following:

**Section 1    Obligations of the District**

- 1.1 District Board. The Board of County Commissioners acting under the provisions of ORS 451 is the governing body of the District and shall be known as the District Board.
- 1.2 District Advisory Committee. The District Board shall organize and appoint a District Advisory Committee consisting of one nominee from each Library City consistent with the policies and procedures of Clackamas County and/or the District for advisory committees. The District Board shall appoint the individual nominated by the Library City governing body to fill the service area’s representative seat. The District Advisory Committee shall be responsible for meeting at least annually to consider: (i) the evaluation reports of participating libraries as submitted pursuant to Section 2.3, (ii) any proposed changes to this Agreement pursuant to the amendment process described in Section 3.3, and (iii) any impact of the annexation or withdrawal of territory from the District pursuant to Sections 3.4 and 3.5 hereof.

**In this section**

- Ballot Measure 3-310
- Library District Master Order
- Library District IGA
- Capital Contribution IGAs



# LDAC '101'



## Library District Formation

### Capital Contribution IGAs (1/2)

As part of the District formation, the Clackamas Board of County Commissioners agreed to provide each Library City with additional, one-time funds to be used for capital improvements specifically related to libraries.

#### Capital Contribution Provisions

- Generally, each Library City is eligible to receive \$1 million. (*Capital Contribution IGAs, Section 1.1*)
- The goal of the Capital Contribution is “to assist libraries in meeting the Service Standards as defined in the District IGA.” (*Capital Contribution IGAs, Section 1.1*)
- Library Cities must submit a written capital plan to receive funds. (*Capital Contribution IGAs, Section 1.3*)
- Funds must be used “solely for library purposes such as library construction, remodel, expansion, building and site improvements, library construction bonded debt service, and/or collection development.” (*Capital Contribution IGAs, Section 1.1*)

COOPERATIVE INTERGOVERNMENTAL AGREEMENT  
BETWEEN  
CLACKAMAS COUNTY  
AND  
THE CITY OF WEST LINN

THIS COOPERATIVE INTERGOVERNMENTAL AGREEMENT (this “Agreement”), is entered into this 22<sup>nd</sup> day of ~~July~~ April, 2011, by and between the Clackamas County (the “County”) a political subdivision of the State of Oregon, and the City of West Linn a municipal corporation (the “City”).

WHEREAS, the County has formed the Library District of Clackamas County (the “District”), a county service district dedicated to supporting the provision of library services within its boundaries; and

WHEREAS, as part of the preparatory process for the formation of the District, the Board of County Commissioners proposed a one-time contribution from the County general fund to each city providing library services in the District for the sole purpose of capital improvements to the libraries therein (the “Capital Contribution”); and

WHEREAS, the City and other cities within the District have entered into a separate intergovernmental agreement dated July 23, 2009 with the District for the distribution of District funds for the purposes of operating, maintaining and enhancing services at the libraries within the District (the “District IGA”); and

WHEREAS, the County is entering into similar intergovernmental agreements with city library service providers (“Library Cities”) for their respective Capital Contributions; and

WHEREAS, the parties desire to enter into this Agreement to reflect the terms of the Capital Contribution by the County;

NOW, THEREFORE, the County and City each covenant and agree to the following:

**Section 1 Obligations of the County**

1.1 **County Capital Contribution.** The County shall provide a one-time capital contribution of One Million and No/100 Dollars (\$1,000,000.00) to the City for the purposes set forth in Section 2.2 (the “Capital Contribution”), which will be distributed in one or more distributions pursuant to Section 1.3 hereof. The goal of distributing such capital funds is to assist libraries in meeting the Service Standards as defined in the District IGA.

1

#### Other Provisions

- The Capital Contribution IGAs specify the County will continue to provide a variety of centralized library support services through the BCS Library Network. (*Capital Contribution IGAs, Section 1.5*)
- The Capital Contribution IGAs require “fair” representation of City and unincorporated residents on City library boards. (*Capital Contribution IGAs, Section 2.4*)

**In this section**

- **Ballot Measure 3-310**
- **Library District Master Order**
- **Library District IGA**
- **Capital Contribution IGAs**



# LDAC '101'



## Library District Formation

### Capital Contribution IGAs (2/2)

#### Amendment

The Capital Contribution IGAs may be amended at any time upon the agreement of both parties. *(Capital Contribution IGAs, Section 3.3)*

#### Enforcement

- The County may request certification that funds have been used for permitted purposes. *(Capital Contribution IGAs, Section 2.3)*
- If funds have not been used for permitted purposes, the City "shall promptly repay to the County that portion of the Capital Contributions not so used plus accrued interest on such sum calculated from the date of disbursement to the date of repayment at a rate of 6% per annum." *(Capital Contribution IGAs, Section 3.4)*

#### Termination

The Capital Contribution IGAs "shall terminate upon the agreement of both parties, or upon one hundred eighty (180) days prior written notice from one party to the other." *(Capital Contribution IGAs, Section 3.2)*

COOPERATIVE INTERGOVERNMENTAL AGREEMENT  
BETWEEN  
CLACKAMAS COUNTY  
AND  
THE CITY OF WEST LINN

THIS COOPERATIVE INTERGOVERNMENTAL AGREEMENT (this "Agreement"), is entered into this 28 day of July, 2011, by and between the Clackamas County (the "County") a political subdivision of the State of Oregon, and the City of West Linn a municipal corporation (the "City").

WHEREAS, the County has formed the Library District of Clackamas County (the "District"), a county service district dedicated to supporting the provision of library services within its boundaries; and

WHEREAS, as part of the preparatory process for the formation of the District, the Board of County Commissioners proposed a one-time contribution from the County general fund to each city providing library services in the District for the sole purpose of capital improvements to the libraries therein (the "Capital Contribution"); and

WHEREAS, the City and other cities within the District have entered into a separate intergovernmental agreement dated July 23, 2009 with the District for the distribution of District funds for the purposes of operating, maintaining and enhancing services at the libraries within the District (the "District IGA"); and

WHEREAS, the County is entering into similar intergovernmental agreements with city library service providers ("Library Cities") for their respective Capital Contributions; and

WHEREAS, the parties desire to enter into this Agreement to reflect the terms of the Capital Contribution by the County;

NOW, THEREFORE, the County and City each covenant and agree to the following:

**Section 1    Obligations of the County**

1.1 County Capital Contribution. The County shall provide a one-time capital contribution of One Million and No/100 Dollars (\$1,000,000.00) to the City for the purposes set forth in Section 2.2 (the "Capital Contribution"), which will be distributed in one or more distributions pursuant to Section 1.3 hereof. The goal of distributing such capital funds is to assist libraries in meeting the Service Standards as defined in the District IGA.

1

**In this section**

- Ballot Measure 3-310
- Library District Master Order
- Library District IGA
- Capital Contribution IGAs



# Library District Funding

## Contents

- . Collection of District Funds
- . Distribution of District Funds
- . Use of District Funds



# LDAC '101'



## Library District Funding

### Collection of District Funds

#### Permanent Tax Rate

- A tax of \$0.3974 per each \$1,000 of assessed value is levied on all parcels of real property within the Library District.
- City residents and residents of unincorporated areas pay the same tax rate.

#### Property Tax Statements

- Library District assessments are included on annual Clackamas County real property tax statements.
- The Clackamas County Assessor's Office is responsible for the preparation and distribution of statements, receipt and recording of funds, and collection of delinquent taxes.

07/01/2014 - 06/30/2015 REAL PROPERTY TAX STATEMENT  
CLACKAMAS COUNTY, OREGON \* 150 BEAVERCREEK RD \* OREGON CITY, OREGON 97045

PROPERTY DESCRIPTION	MAP: 200-00000000	ACCOUNT NO: 00000000	
<b>2014 - 2015 CURRENT TAX BY DISTRICT:</b>			
<b>VALUES:</b>	<b>LAST YEAR</b>	<b>THIS YEAR</b>	
REAL MARKET VALUES (RMV):			
RMV/LAND	99,505	106,430	
RMV/BLDG	188,790	214,520	
RMV/TOTAL	287,295	320,950	
ASSESSED VALUE	187,936	193,574	
TOTAL TAXABLE AV	187,936	193,574	
PROPERTY TAXES:	3,492.13	3,571.40	
<small>* Property taxes may be paid online. See applicable fees prior to paying.            * Payments may be mailed to PO Box 5100, Portland, OR 97228-5100.            When paying by mail, please make checks payable to Clackamas County Tax Collector.            * You may also pay in our office, located in the Development Services Building at 150 Beavercreek Road in Oregon City.            * If your mortgage company pays your taxes, this information is for your records.</small>			
<b>TAX PAYMENT OPTIONS</b>			
<b>Payment Option</b>	<b>Date Due</b>	<b>Discount Allowed</b>	
FULL	Nov 17th, 2014	107.32 3%	
30	Nov 17th, 2014	47.70 2%	
1/3	Nov 17th, 2014	1,182.48	
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">           COM COLL CLACK 107.57            ESD CLACKAMAS 71.14            SCH WLBK/WLS 842.30            SCH WLBK/WLS LOC OPT 290.30            EDUCATION TOTAL: 1,411.44            CITY WEST LINN 410.38            COUNTY CLACKAMAS 485.20            COUNTY EXTENSION &amp; 4H 8.66  <b>COUNTY LIBRARY 76.87</b>            COUNTY PUB/GRFTY LOC OPT 48.01            COUNTY SCHL CONS 8.66            FD64 TVFAR 295.24            FD64 TVFAR LOC OPT 48.39            PORT OF PTLD 13.53            SRV2 METRO 18.82            SRV2 METRO LOC OPT 18.58            URBAN RENEWAL COUNTY 1.42            VECTOR CONTROL 1.26            VECTOR CONTROL LOC OPT 4.84            GENERAL GOVERNMENT TOTAL: 1,411.86            CITY WEST LINN BOND 83.07            COM COLL CLACK BOND 28.86            FD64 TVFAR BOND 22.44            SCH WLBK/WLS BOND 558.68            SRV2 METRO BOND 51.39            EXCLUDED FROM LHM TOTAL: 744.39            2014 - 2015 TAX BEFORE DISCOUNT 3,577.48            DELINQUENT TAXES: 0.00            TOTAL (after discount) 3,470.08         </td> </tr> </table>			COM COLL CLACK 107.57 ESD CLACKAMAS 71.14 SCH WLBK/WLS 842.30 SCH WLBK/WLS LOC OPT 290.30 EDUCATION TOTAL: 1,411.44 CITY WEST LINN 410.38 COUNTY CLACKAMAS 485.20 COUNTY EXTENSION & 4H 8.66 <b>COUNTY LIBRARY 76.87</b> COUNTY PUB/GRFTY LOC OPT 48.01 COUNTY SCHL CONS 8.66 FD64 TVFAR 295.24 FD64 TVFAR LOC OPT 48.39 PORT OF PTLD 13.53 SRV2 METRO 18.82 SRV2 METRO LOC OPT 18.58 URBAN RENEWAL COUNTY 1.42 VECTOR CONTROL 1.26 VECTOR CONTROL LOC OPT 4.84 GENERAL GOVERNMENT TOTAL: 1,411.86 CITY WEST LINN BOND 83.07 COM COLL CLACK BOND 28.86 FD64 TVFAR BOND 22.44 SCH WLBK/WLS BOND 558.68 SRV2 METRO BOND 51.39 EXCLUDED FROM LHM TOTAL: 744.39 2014 - 2015 TAX BEFORE DISCOUNT 3,577.48 DELINQUENT TAXES: 0.00 TOTAL (after discount) 3,470.08
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<small>Delinquent tax amount is included in payment options listed below.            Delinquent taxes marked with an (*) are subject to foreclosure if not paid on or before May 15th.</small>			

### In this section

- Collection of District Funds
- Distribution of District Funds
- Use of District Funds



# LDAC '101'



## Library District Funding

### Distribution of District Funds

After tax funds are received by Clackamas County, they are distributed to Library Cities per a formula defined in the Library District IGA (Attachment A).

The formula consists of two components:

- City Assessed Value
- Unincorporated Population Served

100% of District funds are distributed to Library Cities; no District funds are utilized for the administration of the Library District.

### Sample Calculation (FY 2014/15)

The following pages use actual data from fiscal year 2014-2015 to illustrate the following components of Library District distribution calculations:

- Assessed Value Percentages
- City Assessed Value
- Unincorporated Population Served
- Distribution Totals

Attachment A

- For the purposes of this Agreement, the "Formula" shall be calculated consistent with the following concepts:
  - The District rate is \$0.3974 per \$1000 of assessed value.
  - Each year the District will receive the amount collected for the year plus delinquent taxes recovered from the previous year. The District will distribute funds when received using the formula described below and shown in the example.
- The Formula has two components:
  - City Assessed Value Component: The annual distribution to a Library City for properties within its boundaries shall equal the assessed value of such Library City's properties, as established annually by the Clackamas County Assessor, divided by the total assessed value of all properties in the District. This determines the Assessed Value Percentage Rate for each Library City. Each Library City will receive funds equal to the Assessed Value fund amount multiplied by its individual Assessed Value Percentage Rate.
  - Unincorporated Population Served Component: After calculation of each Library City's Assessed Value fund amount, the District shall calculate the remaining funds to be distributed (the "Remainder Amount") and distribute those funds based on the Unincorporated Population Served Percentage Rate based on the Service Area Maps attached to this Agreement as Attachment B. The term "Unincorporated Population" will also include residents of those cities that do not provide library services.  
  
The Unincorporated Population Served Percentage Rate is determined by the number of unincorporated residents served by each City as allocated on the Service Area Maps divided by the total number of unincorporated residents within the District. Each Library City will receive funds equal to the Remainder Amount multiplied by its individual Unincorporated Service Area Percentage Rate.
- Prior year recovered delinquencies and interest earned: Recovered delinquent taxes combined with any interest earned will be distributed to Library Cities based on the distribution percentage allocations calculated in the previous tax year.

**In this section**

- Collection of District Funds
- Distribution of District Funds
- Use of District Funds



# LDAC '101'



## Library District Funding

### Assessed Value Percentages

First, the percentage of assessed value for properties within City limits and in unincorporated areas is calculated (based on figures provided by the Clackamas County Assessor's Office).

The table below presents the actual assessed value totals and percentages from FY 2014/15.

<i><b>FY 2014/15 Assessed Value Percentages</b></i>		
<b>PROPERTY LOCATION</b>	<b>ASSESSED VALUE (\$)</b>	<b>ASSESSED VALUE (%)</b>
Within City boundaries	\$ 21,435,452,100	52.48%
Unincorporated areas	\$ 19,408,664,341	47.52%
<b>TOTAL</b>	<b>\$ 40,844,116,441</b>	<b>100.00%</b>

Based on these percentages, 52.48% of current year Library District receipts were distributed according to each City's relative percentage of City Assessed Value, while 47.52% of current year Library District receipts were distributed according to the relative percentage of unincorporated residents within each City's service area.

**In this section**

- **Distribution of District Funds (Assessed Value Percentages)**



# LDAC '101'



## Library District Funding

### City Assessed Value

Next, the relative percentage of assessed value within each participating City's boundaries is calculated. These percentages will be used to distribute the portion of Library District funds attributable to taxes on properties within City boundaries.

The table below presents the actual City assessed value totals and percentages from FY 2014/15.

<i><b>FY 2014/15 City Assessed Value</b></i>		
<b>CITY</b>	<b>ASSESSED VALUE (\$)</b>	<b>ASSESSED VALUE (%)</b>
Canby	\$ 1,191,658,052	5.56%
Estacada	\$ 227,756,840	1.06%
Gladstone	\$ 755,378,730	3.52%
Happy Valley	\$ 2,037,879,748	9.51%
Lake Oswego	\$ 5,861,663,886	27.35%
Milwaukie	\$ 1,814,121,011	8.46%
Molalla	\$ 500,437,666	2.33%
Oregon City	\$ 2,562,027,901	11.95%
Sandy	\$ 694,461,573	3.24%
Tualatin	\$ 428,884,179	2.00%
West Linn	\$ 3,265,786,956	15.24%
Wilsonville	\$ 2,095,395,558	9.78%
<b>TOTAL</b>	<b>\$ 21,435,452,100</b>	<b>100.00%</b>

In FY 2014/15, 52.48% of total current year Library District receipts were distributed according to these percentages, with the exception of funds distributed to the City of Tualatin (a portion of which lies within Clackamas County).

### City of Tualatin

The City of Tualatin receives 50% of Library District receipts attributable to taxes on property within City boundaries. The remainder is distributed as follows:

- Lake Oswego - 50%
- Wilsonville - 40%
- West Linn - 10%

**In this section**

**Distribution of District Funds (City Assessed Value)**



# LDAC '101'



## Library District Funding

### Unincorporated Population Served

Each City's service area includes both City residents, and residents of nearby unincorporated areas.

The relative percentage of unincorporated resident population within each participating City's service area is calculated. These percentages will be used to distribute the portion of Library District funds attributable to taxes on properties in unincorporated areas.

The table below presents the actual unincorporated population served totals and percentages from FY 2014/15.

<b>FY 2014/15 Unincorporated Population Served</b>				
<b>CITY</b>	<b>SERVICE AREA POPULATION</b>	<b>CITY POPULATION (#)</b>	<b>UNINCORPORATED POPULATION (#)</b>	<b>UNINCORPORATED POPULATION (%)</b>
Canby	23,555	16,010	7,545	4.01%
Estacada	17,316	2,935	14,381	7.64%
Gladstone	20,333	11,495	8,838	4.70%
Happy Valley	52,520	16,480	36,040	19.15%
Lake Oswego	40,197	34,538	5,659	3.01%
Milwaukie	40,101	20,485	19,616	10.42%
Molalla	23,269	8,820	14,449	7.68%
Oregon City	57,302	33,760	23,542	12.51%
Sandy	25,438	10,170	15,268	8.11%
Hoodland	5,344	-	5,344	2.84%
West Linn	29,254	25,540	3,714	1.97%
Wilsonville	23,910	19,594	4,316	2.29%
Oak Lodge	29,518	-	29,518	15.68%
<b>TOTAL</b>	<b>388,057</b>	<b>199,827</b>	<b>188,230</b>	<b>100.00%</b>

In FY 2014/15, 47.52% of current year Library District receipts were distributed according to these percentages.

### Data Sources

- Current service area maps can be found at <http://www.clackamas.us/librarydistrict/maps.html>
- Population counts for each service area are updated annually, based on numbers reported by the Portland State University Population Research Center.

**In this section**  
**Distribution of District Funds (Unincorporated Population Served)**



# LDAC '101'



## Library District Funding

### Distribution Totals

Once all distribution percentages have been established, distribution totals can be calculated.

Total distributions include current year tax receipts, as well as any collections of prior year revenues/balances. Actual tax collections are generally slightly less than total assessments (approximately 94% of taxes levied are collected in any given year).

**FY 2014/15 Library District Distribution Totals**

CURRENT YEAR RECEIPTS *	\$	15,399,428
PRIOR YEAR BALANCE **	\$	401,042
INTEREST EARNED **	\$	16,533
DELINQUENCIES/INTEREST/PENALTIES *	\$	412,422
<b>TOTAL TO DISTRIBUTE</b>	<b>\$</b>	<b>16,229,425</b>

\* Distributed at FY 2014/15 City Assessed Value and Unincorporated Population Served rates (52.48% / 47.52%)  
 \*\* Distributed at FY 2013/14 City Assessed Value and Unincorporated Population Served rates (52.29% / 47.71%)

	CITY ASSESSED VALUE DISTRIBUTION (\$)	UNINCORP. POP. SERVED DISTRIBUTION (\$)	TOTAL DISTRIBUTION (\$)	TOTAL DISTRIBUTION (%)
Canby	\$ 473,946	\$ 309,323	\$ 783,269	4.83%
Estacada	\$ 90,005	\$ 589,177	\$ 679,182	4.18%
Gladstone	\$ 300,010	\$ 362,549	\$ 662,559	4.08%
Happy Valley	\$ 808,447	\$ 1,478,280	\$ 2,286,727	14.09%
Lake Oswego***	\$ 2,372,122	\$ 232,186	\$ 2,604,308	16.05%
Milwaukie	\$ 721,160	\$ 803,778	\$ 1,524,938	9.40%
Molalla	\$ 198,371	\$ 590,719	\$ 789,090	4.86%
Oregon City	\$ 1,017,661	\$ 964,996	\$ 1,982,657	12.22%
Sandy	\$ 275,949	\$ 625,590	\$ 901,539	5.55%
Hoodland	\$ -	\$ 219,072	\$ 219,072	1.35%
Tualatin***	\$ 85,243	\$ -	\$ 85,243	0.53%
West Linn***	\$ 1,307,000	\$ 151,962	\$ 1,458,962	8.99%
Wilsonville***	\$ 865,711	\$ 176,645	\$ 1,042,356	6.42%
Oak Lodge	\$ -	\$ 1,209,523	\$ 1,209,523	7.45%
<b>TOTAL</b>	<b>\$ 8,515,625</b>	<b>\$ 7,713,800</b>	<b>\$ 16,229,425</b>	<b>100.00%</b>

\*\*\* includes Tualatin revenue redistribution

**In this section**  
 • Distribution of District Funds (Distribution Totals)



# LDAC '101'



## Library District Funding

### Use of Funds

The District Master Order indicates the general purposes of Library District funds, and the Library District IGA allows Cities to use Library District funds in specific ways.

### Purpose of District Funds

- “To provide a dedicated, stable funding source for the support of library services.” (*Master Order, Exhibit C, #1*)
- “Formation of the District should provide sufficient funding to raise the service levels at all facilities to the most basic (“Threshold”) level recommended by the Oregon Library Association.” (*Master Order, Exhibit C, #2*)

### City Obligations

- “Library Cities will use District revenue to provide public library service...” (*Library District IGA, Section 2.1*)
- Library Cities “...shall expend the entire library revenue paid under this Agreement in accordance with the purpose for which it was provided by implementing a plan to achieve the Service Standards.” (*Library District IGA, Section 2.1*)
- “District funds may not be used to support general overhead or administrative costs of Cities except to the extent such overhead or administrative costs are directly related to the provision of library services and/or the operation of a public library.” (*Library District IGA, Section 2.1*)

COOPERATIVE INTERGOVERNMENTAL AGREEMENT  
BETWEEN  
THE LIBRARY DISTRICT OF CLACKAMAS COUNTY  
AND  
MEMBER CITIES

THIS COOPERATIVE INTERGOVERNMENTAL AGREEMENT (this “Agreement”), is entered into this \_\_\_\_ day of \_\_\_\_\_, 2009, by and between the Library District of Clackamas County (the “District”) a county service district formed under ORS Chapter 451, and each of the Cities of Barlow, Canby, Estacada, Gladstone, Happy Valley, Lake Oswego, Milwaukie, Molalla, Oregon City, Rivergrove, Sandy, West Linn, and Wilsonville (each, a “City” and collectively, the “Cities”).

WHEREAS, voters approved formation of the District to provide financial support to the library service providers of Clackamas County (the “Library Cities”); and

WHEREAS, the Parties desire to work in a cooperative manner to support and provide library services to their residents; and

WHEREAS, many of the Cities participate in the Clackamas County-supported Library Network of Clackamas County, which is discussed in an intergovernmental agreement by and between the participating Cities and Clackamas County; and

WHEREAS, the Cities desire funding by the District and to provide the levels of service described herein;

NOW, THEREFORE, the District and Cities each covenant and agree to the following:

**Section 1. Obligations of the District**

1.1 **District Board.** The Board of County Commissioners acting under the provisions of ORS 451 is the governing body of the District and shall be known as the District Board.

1.2 **District Advisory Committee.** The District Board shall organize and appoint a District Advisory Committee consisting of one nominee from each Library City consistent with the policies and procedures of Clackamas County and/or the District for advisory committees. The District Board shall appoint the individual nominated by the Library City governing body to fill the service area’s representative seat. The District Advisory Committee shall be responsible for meeting at least annually to consider: (i) the evaluation reports of participating libraries as submitted pursuant to Section 2.3, (ii) any proposed changes to this Agreement pursuant to the amendment process described in Section 3.3, and (iii) any impact of the annexation or withdrawal of territory from the District pursuant to Sections 3.4 and 3.5 hereof.

- ### In this section
- Collection of District Funds
  - Distribution of District Funds
  - Use of District Funds



# District Library Operations

## Contents

- . City Operation of Libraries
- . Library Cooperation
- . Library Standards
- . Library Network (Central Support)



# LDAC '101'



## District Library Operations

### City Operation of Libraries

The Library District Board (BCC) intends to provide significant deference to Library Cities in assessing the needs of their service areas, and developing/providing the services needed to meet those needs.

### Delegation of Operational Authority to Cities

- “To the extent necessary to insure the legal and effective functioning of the public libraries of Clackamas County but in no way intended to limit or otherwise restrict the powers or abilities of the City service providers to operate public libraries, the District hereby delegates such authority to operate public libraries for the benefit of incorporated and unincorporated residents of Clackamas County to each City service provider a party hereto or as may join this Agreement from time to time.” (*Library District IGA, Section 1.7*)
- “Library Cities retain administrative control over the library and library services in its service population. Each such City is responsible for developing library services based on the needs of its service population and the available revenue.” (*Library District IGA, Section 2.2*)

COOPERATIVE INTERGOVERNMENTAL AGREEMENT  
BETWEEN  
THE LIBRARY DISTRICT OF CLACKAMAS COUNTY  
AND  
MEMBER CITIES

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1.2 **District Advisory Committee.** The District Board shall organize and appoint a District Advisory Committee consisting of one nominee from each Library City consistent with the policies and procedures of Clackamas County and/or the District for advisory committees. The District Board shall appoint the individual nominated by the Library City governing body to fill the service area's representative seat. The District Advisory Committee shall be responsible for meeting at least annually to consider: (i) the evaluation reports of participating libraries as submitted pursuant to Section 2.3, (ii) any proposed changes to this Agreement pursuant to the amendment process described in Section 3.3, and (iii) any impact of the annexation or withdrawal of territory from the District pursuant to Sections 3.4 and 3.5 hereof.

**In this section**

- City Operation of Libraries
- Library Cooperation
- Library Standards
- Library Network (Central Support)

## District Library Operations

### Library Cooperation

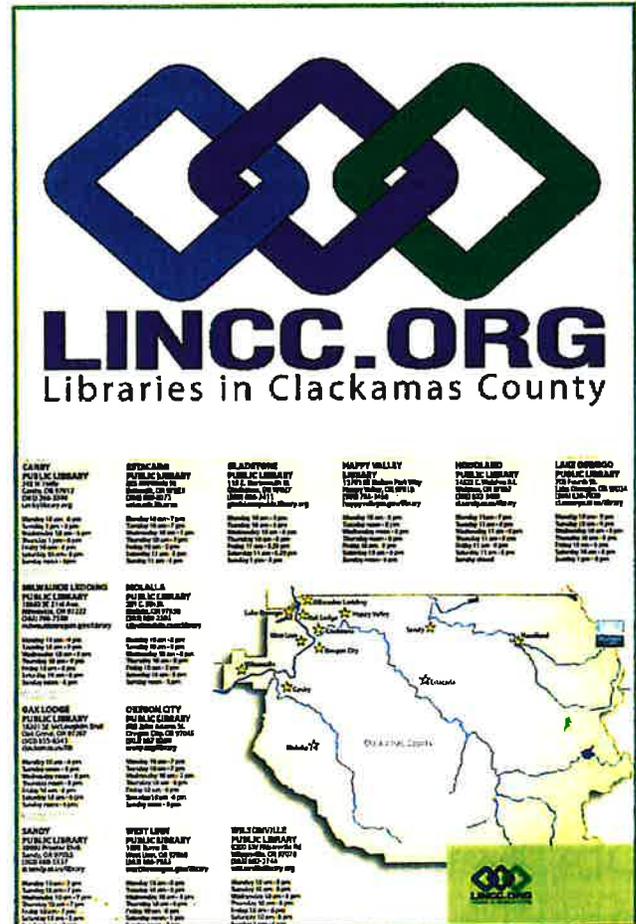
While District Libraries are independent and autonomous, the Library District IGA does require a degree of cooperation from member Libraries.

### Provision of Service on Equal Terms

- The IGA requires “implementing a plan” to achieve “the provision of services to all District residents on the same terms.” (*Library District IGA, Section 2.1*)

### Cooperation and Standardization

- “Each Library City will cooperate to the maximum extent practicable with other participating Cities to form standardized rules, procedures, and programs that affect the District and the provision of library services in Clackamas County as a whole.” (*Library District IGA, Section 2.3*)



**LINCC.ORG**  
Libraries in Clackamas County

Library Name	Address	Phone	Website
<b>CARLY PUBLIC LIBRARY</b>	212 N. Taylor, Clatskanie, OR 97107	503-326-5333	carlylibrary.org
<b>EPHOCAM PUBLIC LIBRARY</b>	205 Northwest St, Ephraim, OR 97127	503-326-2171	ephocamlibrary.org
<b>GLADSTONE PUBLIC LIBRARY</b>	133 J. Burroughs St, Gladstone, OR 97111	503-326-2171	gladstonelibrary.org
<b>HAPPY VALLEY LIBRARY</b>	11700 N. Hudson, Happy Valley, OR 97110	503-326-2171	happyvalleylibrary.org
<b>HONOLULU PUBLIC LIBRARY</b>	1422 C. Sherman St, Honolulu, OR 97101	503-326-2171	honolululibrary.org
<b>LAKE OSWEGO PUBLIC LIBRARY</b>	200 North St, Lake Oswego, OR 97034	503-326-2171	lakeoswegolibrary.org
<b>MELISSA LEITCH PUBLIC LIBRARY</b>	1202 W. 21st Ave, Astoria, OR 97103	503-326-2171	mleitchlibrary.org
<b>OSKALLA PUBLIC LIBRARY</b>	201 E. 1st St, Oskalla, OR 97130	503-326-2171	oskallalibrary.org
<b>OAK LODGE PUBLIC LIBRARY</b>	1431 N. McLoughlin Blvd, Clackamas, OR 97015	503-326-2171	oaklodgelibrary.org
<b>OSWEGO PUBLIC LIBRARY</b>	1200 N. 1st St, Oswego, OR 97054	503-326-2171	oswegolibrary.org
<b>SARBY PUBLIC LIBRARY</b>	1000 S. 1st St, Sarby, OR 97138	503-326-2171	sarbylibrary.org
<b>WEST LANE PUBLIC LIBRARY</b>	1000 S. 1st St, West Lane, OR 97146	503-326-2171	westlanelibrary.org
<b>WILSONVILLE PUBLIC LIBRARY</b>	1200 N. 1st St, Wilsonville, OR 97150	503-326-2171	wilsonvillego.org

## In this section

- City Operation of Libraries
- Library Cooperation
- Library Standards
- Library Network (Central Support)

## District Library Operations

### Library Standards

One of the purposes of the District is to “provide sufficient funding to raise the service levels at all facilities to the most basic (“Threshold”) level recommended by the Oregon Library Association.” (*Master Order, Exhibit C, #2*)

### Obligations of Cities

- The IGA requires “implementing a plan to achieve the Service Standards” described in Attachment C of the IGA (*Library District IGA, Section 2.1*)
- On an annual basis, each Library City will provide the District with:
  - ◊ Copies of its annual report to the State of Oregon regarding the provision of library services
  - ◊ A report on its efforts to meet OLA Threshold Standards.

### OLA Threshold Standards

Attachment C requires Library Cities to “strive to meet OLA Threshold Standards” with a “particular emphasis” on three specific standards, namely:

1. Employing a minimum number of “qualified staff” based on population served.
2. Providing a minimum number of volumes in the library’s total collection, based on population served.
3. Maintaining a minimum number of open hours, based on population served.

If facility size is insufficient to meet staffing and materials standards, “a strategic plan that recognizes such size limitations and adjusts staff and material goals accordingly is an acceptable implementation of this standard.”

**Standards for Oregon Public Libraries (2015 Revision)**  
Oregon Library Association  
Public Library Division  
Introduction

In the fall of 2012, the Public Library Division of the Oregon Library Association, in association with the Oregon State Library, convened a committee of library professionals from small, medium, and large public libraries across the state to review and rewrite the Standards for Oregon Public Libraries.

Under the direction and leadership of the Board of Directors of the Public Libraries Division of the Oregon Library Association, the committee created this document to assess and guide the development of quality library service for all Oregonians. It was the intention of the committee to provide a relevant and useful tool for library professionals to not only manage the resources entrusted to them under state law, but also to provide assistance in strategic planning regardless of the current level of services offered.

**Vision**

The committee was guided by the Oregon Library Association’s Vision 2020 statement, officially adopted in 2010.

Vision 2020 is intended to paint a picture of the challenges and opportunities Oregon’s libraries will face in the next decade and explicitly charges the divisions, committees and task forces of the Oregon Library Association to take on the concrete work of making the principles of Vision 2020 a reality. The guiding principles of collaboration, flexibility, and innovation as stated in Vision 2020 provide the framework for these standards. [Provide link to Vision 2020 here.]

The standards committee recognizes the diversity of libraries across the state and developed these standards to allow for the strength this diversity creates, and the adaptability it requires. By meeting these standards, a library establishes a baseline from which it can strive for excellence. To better support innovation in library services, the standards establish a starting point that library boards and staff can use to direct local long-range planning efforts. Although the standards define good and reasonable library service, the Oregon Library Association would like to recognize exemplary libraries as well and provide mentoring and support opportunities for libraries that are struggling.

**Process**

Each major heading has check boxes for essential, enhanced and exemplary (definitions below). The Public Library Division recognizes that there are many ways to achieve excellence. The standards listed are simply a means, not necessarily an end. In other words, some libraries may achieve an exemplary level, and the outcomes, without achieving any of the standards listed. In that case, a library may choose to check exemplary and offer an explanation on their unique means.

A library will know they have met a standard when:

**Levels of achievement:**

- **Essential**—This is the basic level. A public library operating below essential is in critical condition and needs local, state and OLA support.
- **Enhanced**—This level recognizes programs, services and other aspects of a public library that stand out compared to their peers.
- **Exemplary**—This level recognizes public libraries for being state and national leaders.

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## In this section

- City Operation of Libraries
- Library Cooperation
- **Library Standards**
- Library Network (Central Support)

## District Library Operations

### Library Network (Central Support)

As part of the Library District formation, Clackamas County committed to continuing support for various centralized services provided by the Library Network office.

#### Services

The Capital Contribution IGAs outline the services the Library Network provides. (*Capital Contribution IGAs, Section 1.5*)

- Automated library system and related telecommunications and technical support
- Courier services
- Administration
- Database management services including creating/acquiring MARC format bibliographic records
- Inter-library loan services
- Inter and intra-regional cooperative library planning
- Shared online databases for public use
- Internet Service Provider for member libraries



#### Funding

- The County is required to fund the Library Network office "to provide...services at an overall service level at least equal to that being provided by [the] Network [office] in fiscal year 2008/2009." (*Capital Contribution IGAs, Section 1.5*)
- "The County shall not be financially or otherwise responsible for the provision of new services requested or added...at the request of the City." Costs for new/additional services are generally billed back to Library cities. (*Capital Contribution IGAs, Section 1.5*)

### In this section

- City Operation of Libraries
- Library Cooperation
- Library Standards
- **Library Network (Central Support)**



# Library District Governance

## Contents

- . Local Library Boards
- . Library District Board (BCC)
- . Library District Advisory Committee (LDAC)
- . Library District Budget Committee

## Library District Governance

### Local Library Boards

Unless some other means of governance is established, Public Libraries in Oregon are generally required to have local library boards (ORS 357.465).

While the Library District has no direct role in appointments to or conduct of local library boards, the Capital Contribution IGAs do contain one requirement regarding the composition of these boards.

### Composition

“The City shall provide for fair representation of served library patrons on the City's library board, including patrons from unincorporated Clackamas County.” (*Capital Contribution IGAs, Section 2.4*)

- The County has interpreted “fair” to mean proportional representation of unincorporated residents on local library boards, in numbers roughly equal to the share of unincorporated patrons served by that library.



**SANDY/HOODLAND LIBRARY ADVISORY BOARD HANDBOOK**

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### Relationship to LDAC

Per Ballot Measure 3-310, a designated member of a City's local library board will serve as the City's representative to the Library District Advisory Committee (LDAC).

### In this section

- Local Library Boards
- Library District Board (BCC)
- Library District Advisory Committee (LDAC)
- Library District Budget Committee

## Library District Governance

### Library District Board (BCC)

#### Composition

"The Board of County Commissioners acting under the provisions of ORS 451 is the governing body of the District and shall be known as the District Board" (*Library District IGA, Section 1.1*)



#### District Board Authority

The Library District Board has the authority to:

- Adopt a budget and make appropriations.
- Receive Library City nominations for, and make appointments to the Library District Advisory Committee.
- Ensure compliance with all applicable laws, regulations, and contractual obligations.
- Adopt a new order to change the purpose(s) of the District.
  - ◊ A new order would be subject to remonstrance and, if required remonstrance thresholds were met, a vote of District residents.

### In this section

- Local Library Boards
- Library District Board (BCC)
- Library District Advisory Committee (LDAC)
- Library District Budget Committee



# LDAC '101'



## Library District Governance

### Library District Advisory Committee (LDAC) (1/4)

#### Composition

Per Ballot Measure 3-310, a designated member of a City's local library board will serve as the City's representative to LDAC.

#### Duties

The Library District Advisory Committee has the responsibility to:

- Meet at least annually. (*Library District IGA, Section 1.2*)
- Consider the evaluation reports of participating libraries. (*Library District IGA, Section 1.2*)
- Consider any proposed changes to the Library District IGA, pursuant to the amendment processes described. (*Library District IGA, Section 1.2*)
- Consider any impact of the annexation or withdrawal of territory from the District (*Library District IGA, Section 1.2*). This consideration would include:
  - ◊ Reviewing Service Area Maps and the distribution formula, and recommending any amendments to this Agreement necessary to adjust for such changes. (*Library District IGA, Section 3.4*)

Library District Bylaws

**ARTICLE I. NAME**  
This organization shall be known as the Library District Advisory Committee (LDAC).

**ARTICLE II. PURPOSE.**  
As the recognized advisory board to the Clackamas County Library District Board the LDAC adopts the following purposes consistent with the policies and procedures of Clackamas County and/or the District for Advisory Committees: (IGA Section 1.2)

Section 1. To consider the evaluation reports of district libraries. (Section 2.8)

Section 2. To consider any proposed changes to the Intergovernmental Agreement (IGA) establishing the District between the County and member Cities. (Section 3.3)

Section 3. To consider any Impact of the annexation or withdrawal of territory from the District. (Section 3.4 and 3.5)

Section 4. After consideration of changes to the District, to review service area maps and the distribution formula and to recommend any amendments to the IGA adjusting to such changes.

Section 5. To determine whether a newly-incorporated city qualifies as a service provider and to what extent the formula should be adjusted to allow for a distribution to such new service provider.

**ARTICLE III. MEMBERSHIP**

Section 1. The voting membership of LDAC shall consist of one representative or alternate nominated by the Library Service Provider and appointed by the District Board. The term of office shall be determined by the Provider.

Section 2. Non-voting participants may include the Network Manager and the chair of the Director's Group (DG) who act as liaisons. Non-voting participants may not hold office and may be excluded from executive session of the LDAC.

Section 3. Three consecutive unexcused absences by a Library Service Provider representative from regularly scheduled LDAC meetings will result in a request to that jurisdiction to appoint a new representative and alternate.

**ARTICLE IV. OFFICERS**

Section 1. The elected officers of LDAC shall be a Chair and Vice Chair who shall be voting members of LDAC. Secretarial support shall be provided by the Network Manager's staff.

**In this section**

- Local Library Boards
- Library District Board (BCC)
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## Library District Governance

### Library District Advisory Committee (LDAC) (2/4)

#### Duties (cont.)

- ◊ Recommending whether a newly-incorporated city qualifies as a service provider and to what extent the distribution formula should be adjusted to allow for a distribution to such new service provider. (*Library District IGA, Section 3.5*)
- Discuss any noncompliance or breach of the Library District IGA. (*Library District IGA, Section 4.14*)
- In the case of noncompliance or breach, encourage efforts towards compliance. (*Library District IGA, Section 4.14*)
- In the case of continued noncompliance or breach, recommend amendments to create incentives for compliance. (*Library District IGA, Section 4.14*)
- To consider and make recommendations on matters at the request of the Library District Board, including matters which may be beyond the defined scope of LDAC bylaws.

#### Library District Bylaws

##### ARTICLE I. NAME

This organization shall be known as the Library District Advisory Committee (LDAC).

##### ARTICLE II. PURPOSE

As the recognized advisory board to the Clackamas County Library District Board the LDAC adopts the following purposes consistent with the policies and procedures of Clackamas County and/or the District for Advisory Committees: (IGA Section 1.2)

Section 1. To consider the evaluation reports of district libraries. (Section 2.9)

Section 2. To consider any proposed changes to the Intergovernmental Agreement (IGA) establishing the District between the County and member Cities. (Section 3.3)

Section 3. To consider any Impact of the annexation or withdrawal of territory from the District. (Section 3.4 and 3.5)

Section 4. After consideration of changes to the District, to review service area maps and the distribution formula and to recommend any amendments to the IGA adjusting to such changes.

Section 5. To determine whether a newly-incorporated city qualifies as a service provider and to what extent the formula should be adjusted to allow for a distribution to such new service provider.

##### ARTICLE III. MEMBERSHIP

Section 1. The voting membership of LDAC shall consist of one representative or alternate nominated by the Library Service Provider and appointed by the District Board. The term of office shall be determined by the Provider.

Section 2. Non-voting participants may include the Network Manager and the chair of the Director's Group (DG) who act as liaisons. Non-voting participants may not hold office and may be excluded from executive session of the LDAC.

Section 3. Three consecutive unexcused absences by a Library Service Provider representative from regularly scheduled LDAC meetings will result in a request to that jurisdiction to appoint a new representative and alternate.

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### In this section

- Local Library Boards
- Library District Board (BCC)
- Library District Advisory Committee (LDAC)
- Library District Budget Committee



# LDAC '101'



## Library District Governance

### Library District Advisory Committee (LDAC) (3/4)

#### LDAC Bylaws

- The term of office for an LDAC representative is determined by the City. Cities may also nominate an alternate. *(LDAC Bylaws, Article III, Section 1)*
- Non-voting members may include the Manager of the Library Network Office and the Chair of the LINCC Directors Group, who act as liaisons, may not hold office, and may be excluded from Executive Session. *(LDAC Bylaws, Article III, Section 2)*
- The LDAC shall have an elected Chair and Vice Chair. Officers shall serve for one year, or until successors are elected. *(LDAC Bylaws, Article IV, Sections 1 and 3)*
- The office of Chair shall rotate among Library Cities. *(LDAC Bylaws, Article V, Section 2)*
- LDAC shall meet at least annually, and may establish a meeting schedule to meet the Committee's needs. *(LDAC Bylaws, Article VI, Sections 1 and 2)*
- The District Board shall be invited to attend at least one meeting annually. *(LDAC Bylaws, Article VI, Section 3)*

Library District Bylaws

**ARTICLE I. NAME**  
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Section 1. To consider the evaluation reports of district libraries. (Section 2.3)

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**ARTICLE III. MEMBERSHIP**

Section 1. The voting membership of LDAC shall consist of one representative or alternate nominated by the Library Service Provider and appointed by the District Board. The term of office shall be determined by the Provider.

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Section 3. Three consecutive unexcused absences by a Library Service Provider representative from regularly scheduled LDAC meetings will result in a request to that jurisdiction to appoint a new representative and alternate.

**ARTICLE IV. OFFICERS**

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- Local Library Boards
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## Library District Governance

### Library District Advisory Committee (LDAC) (4/4)

#### LDAC Bylaws (cont.)

- The Library Network Manager assists the Chair with agenda preparation, and provides staff secretarial support. *(LDAC Bylaws, Article IV, Sections 1 and 2)*
- LDAC bylaws are subordinate to, and intended to implement, the provisions of Ballot Measure 3-310 and the Library District IGA.

Library District Bylaws

**ARTICLE I. NAME**  
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As the recognized advisory board to the Clackamas County Library District Board the LDAC adopts the following purposes consistent with the policies and procedures of Clackamas County and/or the District for Advisory Committees: (IGA Section 1.2)

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- Library District Budget Committee



# LDAC '101'



## Library District Governance

### Library District Budget Committee

The Library District Budget Committee reviews and approves the budget of the Library District, consisting of the tax revenues expected to be received and distributions expected to be made during the upcoming fiscal year.

The Library District Budget Committee does not have any role or responsibility in creating or evaluating individual Library budgets, or monitoring use of District funds once they are disbursed to library cities. These functions are the responsibilities of each Library City.

### Composition

The Library District Budget Committee consists of the members of the District Board and an equal number of citizens.

### Role and Responsibilities

- The budget committee meets publicly to review the budget document as proposed by the budget officer (Clackamas County Administrator).
- The committee receives the proposed budget and budget message, and holds at least one meeting in which the public may ask questions about and comment on the budget.
- The committee approves the budget, and specifies the rate per \$1,000 of assessed value that will be certified to the Assessor.
- The Library District Board (BCC) is responsible for adopting the budget approved by the Library District Budget Committee.



**CLACKAMAS COUNTY**

LIBRARY SERVICE DISTRICT OF CLACKAMAS COUNTY  
BUDGET COMMITTEE GENERAL AGENDA  
Fiscal Year 2015/2016  
June 1, 2015

1. Call to order – Commissioner Ludlow
2. Election of Chair and Secretary
3. Presentation of budget message and budget document
4. Open public hearing and receive public testimony
5. Close public hearing
6. Deliberation
7. Motion to approve budget and impose permanent tax rate
8. Vote
9. Other business
10. Adjourn

Motion to approve the budget:

I move to approve the 2015/2016 budget in the amount of \$17,824,503 for the Clackamas County Library Service District as presented (or amended) and impose the district's maximum permanent tax rate of .3974 dollars per \$1,000 of assessed value within district boundaries.

### In this section

- Local Library Boards
- Library District Board (BCC)
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- Library District Budget Committee



**Gladstone Public Library Board Meeting Agenda  
July 2, 2019  
6:30 pm**

**Location: City Hall Council Chambers**

<b>Topic</b>	<b>Time</b>	<b>Information Discussion</b>	<b>Lead</b>
Library Board Meeting Call to Order	6:30 pm		Gary
Approval of May Meeting Minutes	6:30 pm	Decision	Gary
Reports: a) Director's Report b) City Council c) Library Foundation d) LDAC Report e) Gladstone Library Task Force f) Concord Property and Library Planning Task Force	6:35 pm	Information Information Information Information Information	Mitzi Neal Margaret Natalie Everyone Gary
Old Business a) Budget discussion b) LDAC 101 discussion	7:15 pm	Information Information	Mitzi Mitzi
Sharing Session	If time	Information	Everyone
Adjourn	8:00 pm		Gary
Next Meeting: August 6, 2019			

