



## AGENDA

### Library Advisory Board Meeting

6:00 PM - Wednesday, August 4, 2021

City Hall- Council Chambers, 39250 Pioneer Blvd., Sandy, Oregon 97055

Page

#### 1. ROLL CALL

##### 1.1. Zoom meeting info for attendees:

Hi there,

You are invited to a Zoom webinar.

When: Aug 4, 2021 06:00 PM Pacific Time (US and Canada)

Topic: Library Advisory Board meeting

Please click the link below to join the webinar:

<https://us06web.zoom.us/j/89720294525?pwd=RXBMVTJjUXVPdUx3WTIZWDRQNWxzZz09>

Passcode: SandyLib

Or One tap mobile :

US: +13462487799,,89720294525#,,,,\*91062013# or

+16699006833,,89720294525#,,,,\*91062013#

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

US: +1 346 248 7799 or +1 669 900 6833 or +1 253 215 8782 or +1 312 626 6799 or +1 929 436 2866 or +1 301 715 8592

Webinar ID: 897 2029 4525

Passcode: 91062013

International numbers available: <https://us06web.zoom.us/j/89720294525?pwd=RXBMVTJjUXVPdUx3WTIZWDRQNWxzZz09>

#### 2. APPROVAL OF MINUTES

##### 2.1. Meeting Minutes

3 - 9

[Library Advisory Board - 06 Jan 2021 - Minutes - Pdf](#)

[Library Advisory Board - 21 Apr 2021 - Minutes - Pdf](#)

#### 3. NEW BUSINESS

##### 3.1. Introduction of new Board members

##### 3.2. Library District 101

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[LibraryDistrict 101 - presentation Sandy and Hoodland](#)

[Lib Dist 101 v3 - full Taskforce insert](#)

#### 4. OLD BUSINESS

- 4.1. Update on status of Task Force
- 4.2. Library District Advisory Committee (LDAC) update
5. STAFF UPDATES
  - 5.1. ARPA Grant through State Library
6. ADJOURN



# MINUTES Library Advisory Board Meeting

6:00 PM - Wednesday,  
January 6, 2021  
Zoom

The Library Advisory Board of the City of Sandy was called to order on Wednesday, January 6, 2021, at 6:00 PM, in the Zoom, with the following members present:

- PRESENT:** Board Member Dale Scobert, Board Member Heather Michet , Board Member Jeri McMahan, Board Member Lynne Pollard, and Board Member Kathleen Draine
- EXCUSED:** Board Member Blanca Doroteo
- STAFF/LIAISON PRESENT:** Library Director Sarah McIntyre

## AUDIENCE MEMBERS:

### 1. ROLL CALL

- 1.1. Technical difficulties. No recording available. Abbreviated minutes.

### 2. APPROVAL OF MINUTES

- 2.1. Meeting Minutes

Approved with a correction in section 5.2 from "are" to "our".

[Library Advisory Board - 04 Nov 2020 - Minutes - Pdf](#)

### 3. NEW BUSINESS

- 3.1. Staffing Update

- City Manager requested temporary downsizing of staff due to pandemic and loss of fines/fees revenue (approximately \$16,000).
- Had already reduced substitute hours by 94%

- 5 staff were affected for a total of 18.25 hours

#### **4. OLD BUSINESS**

##### **4.1. Reporting on Strategic Plan**

- Sarah presented slides showing data on the objectives in the Strategic Plan.
- The pandemic shutdown in mid-March 2020 dampened the results of many.
- Some observations:
  - Board book circulation may be an outdated notion due to digital services (BookFlix) and checkouts.
  - Many objectives had already been achieved in previous years.
  - Virtual storytimes should remain as it gives families the chance to "attend" at their convenience.
  - The Goal: All ages will have creative hands-on educational and entertainment programming, was not designed with Take&Makes in mind, but these should be counted in this section.
  - Programs for Spanish speakers were affected by the loss of Dia de los Ninos (April 2020) and ESOL tutoring mid-March - June 30 2020).
  - In Learn to Read and Write goal: Kids and Teens will have improved reading and writing skills. Objective 3 (By June 30th, 2022, circulation of fiction and non-fiction print materials for kids and teens will maintain at current levels.) should include digital materials.

##### **4.2. Library District Advisory Committee (LDAC) Update**

- LDAC Zoom meeting held 1/5/2021
- Reports on the new Gladstone/Oak Lodge Library Board and it's LDAC representation (2 reps) might merit discussion because of disparity between Sandy/Hoodland LDAC representation (1 rep).
- Also County building contribution for Oak Lodge as it relates to Hoodland.

#### **5. STAFF UPDATES**

##### **5.1. New COVID-19 County Risk Category Framework**

- Once risk categories improve - we will institute limited in person browsing

##### **5.2. Online fine payments**

County finance and procurement slowing down process.

#### **6. ADJOURN**

##### **6.1. 7:30 pm**



**MINUTES  
Library  
Advisory  
Board  
Meeting**

**6:00 PM - Wednesday,  
November 4, 2020**  
Zoom

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The Library Advisory Board of the City of Sandy was called to order on Wednesday, November 4, 2020, at 6:00 PM, in the Zoom, with the following members present:

**PRESENT:** Board Member Dale Scobert, Board Member Heather Michet , Board Member Jeri McMahan, Board Member Lynne Pollard, and Board Member Kathleen Draine

**EXCUSED:** Board Member Blanca Doroteo

**STAFF/LIAISON  
PRESENT:** Library Director Sarah McIntyre and Councilor Bethany Shultz

**AUDIENCE MEMBERS:**

**1. ROLL CALL**

**2. APPROVAL OF MINUTES**

**2.1. Meeting Minutes**

- Kathleen Draine wanted to clarify a statement in 2.1: add a comma after formula, and put quotes around "to be reviewed at the next meeting"
- Heather Michet suggested removing the word 'with' before the quoted statement.

**Heather Michet made a motion** to approve the minutes as amended **Lynne Pollard seconded the motion. CARRIED. unanimously.**

**3. NEW BUSINESS**

**3.1. Mask Policy**

Page 1 of 2

Page 3 of 4

- Kathleen Draine sent an email with some edits to the mask policy before the meeting. These edits were accepted.

**Jeri McMahan made a motion** to approve the Mask Policy as edited **Lynne Pollard seconded the motion. CARRIED. unanimously.**

**3.2. Boards and Commissions Code of Conduct**

- Discussed the Code of Conduct.
- Members agreed to sign the acknowledgment of the Code and return to the library.

**3.3. Facebook as a dissemination platform**

- Discussed information dissemination as a whole using the Wildfires as an example.
- Sarah mentioned the change in website company that was coming, noting that it should be much easier to disseminate information through the new City website.

**4. OLD BUSINESS**

**4.1. Library District Advisory Committee (LDAC)**

- Kathleen Draine - LDAC Representative let the group know that LDAC has not met. She has emailed the Chair to ask about meeting.

**5. STAFF UPDATES**

**5.1. Next steps in reopening the libraries**

- We discussed that the library hopes to add browsing by appointment in the next few months.
- Heather Michet asked about browsing the Friends of Sandy Library (FoSL) Booknook.

**5.2. How current services are being utilized**

- Sarah gave statistical information on how our current services are faring.
- Sarah will send wording for Computers by Appointment at Hoodland Library to Jeri McMahan and Lynne Pollard

**6. ADJOURN**



# MINUTES Library Advisory Board Meeting

6:00 PM - Wednesday, April  
21, 2021  
Zoom

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The Library Advisory Board of the City of Sandy was called to order on Wednesday, April 21, 2021, at 6:00 PM, in the Zoom, with the following members present:

**PRESENT:** Board Member Dale Scobert, Board Member Heather Michet, Board Member Jeri McMahan, Board Member Lynne Pollard, and Board Member Kathleen Draine

**EXCUSED:** Board Member Blanca Doroteo

**STAFF/LIAISON PRESENT:** Library Director Sarah McIntyre Kathleen Walker, City Council Liaison

**AUDIENCE MEMBERS:** Jack Frick, Treasurer of Friends of Sandy Library

## 1. ROLL CALL

## 2. APPROVAL OF MINUTES

### 2.1. Meeting Minutes

- Meeting did not record. Sarah asked if anyone took notes at the January meeting. Kathleen Draine offered to send what she had. January minutes will be approved that the next meeting.

## 3. NEW BUSINESS

3.1. Introduction of City Council Liaison Kathleen Walker

3.2. Budget Presentation

- Sarah gave a preview of the budget presentation that will be given to the Budget Committee.
- Library will be presented Monday, April 26th. Budget Committee meeting starts at 6 pm.
- Board members gave feedback on the presentation.
- There was discussion about fines and fees, possibility of grants, and personnel costs vs. materials and services.
- Add something about the Friends of Sandy Library fundraiser (\$36,000) for computers and photocopy machine.

### 3.3. Public Library Division of Oregon Library Association Standards

- Questions about if we meet the standards:
  - Dale Scobert asked: Do we maintain Historical information about Sandy?
    - We do have some Sandy specific historical items in the library, but we aren't an archive.
    - The Historical Museum does maintain the information.
  - Jeri McMahan asked: Is the Hoodland Library open more than 25 hours a week?
    - Yes, they are open 35 which is higher then the standard.
  - Jeri McMahan asked: Policies available in other languages?
    - No. We have been discussing how to do this. We were translating Program fliers into Spanish, but not much else due to cost. This could be something that we apply for a grant to get done.

## 4. OLD BUSINESS

### 4.1. Library District Advisory Committee (LDAC)

- Held a meeting on March 22nd.
- Kathleen Draine tried to start a discussion about moving the Taskforce forward.
- 2 years of Library annual reports will be reviewed soon.

### 4.2. Friends of Sandy Library

- There was a discussion about how the Friends of the Library could fundraise to fill in more holes in the library budget, including online donations, and Social Media.

## 5. STAFF UPDATES

### 5.1. Next steps in reopening plan

- June 1st, combine the 2 teams currently working in the library back into 1. With the result of increasing browsing hours.



- Curbside service will continue after we are fully open.
- We are no longer quarantining items.
- Not yet accepting money.

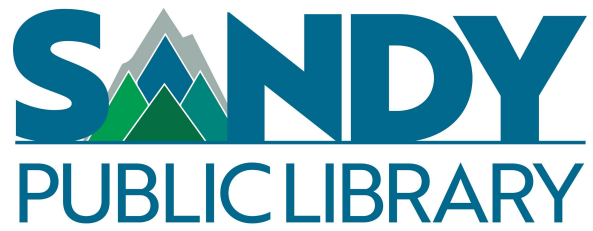
**5.2.** Open Library Board positions

- We've had 2 applicants so far, both of whom live in the City limits.
- We'd love some diverse applicants.
- City Council interview committee has been set up with Councilor Walker, Councilor Sheldon, and Mayor Pulliam.

**6. ADJOURN**

**6.1.** 7:30 pm

Draft



WHERE INNOVATION MEETS ELEVATION

Sarah McIntyre  
Library Director

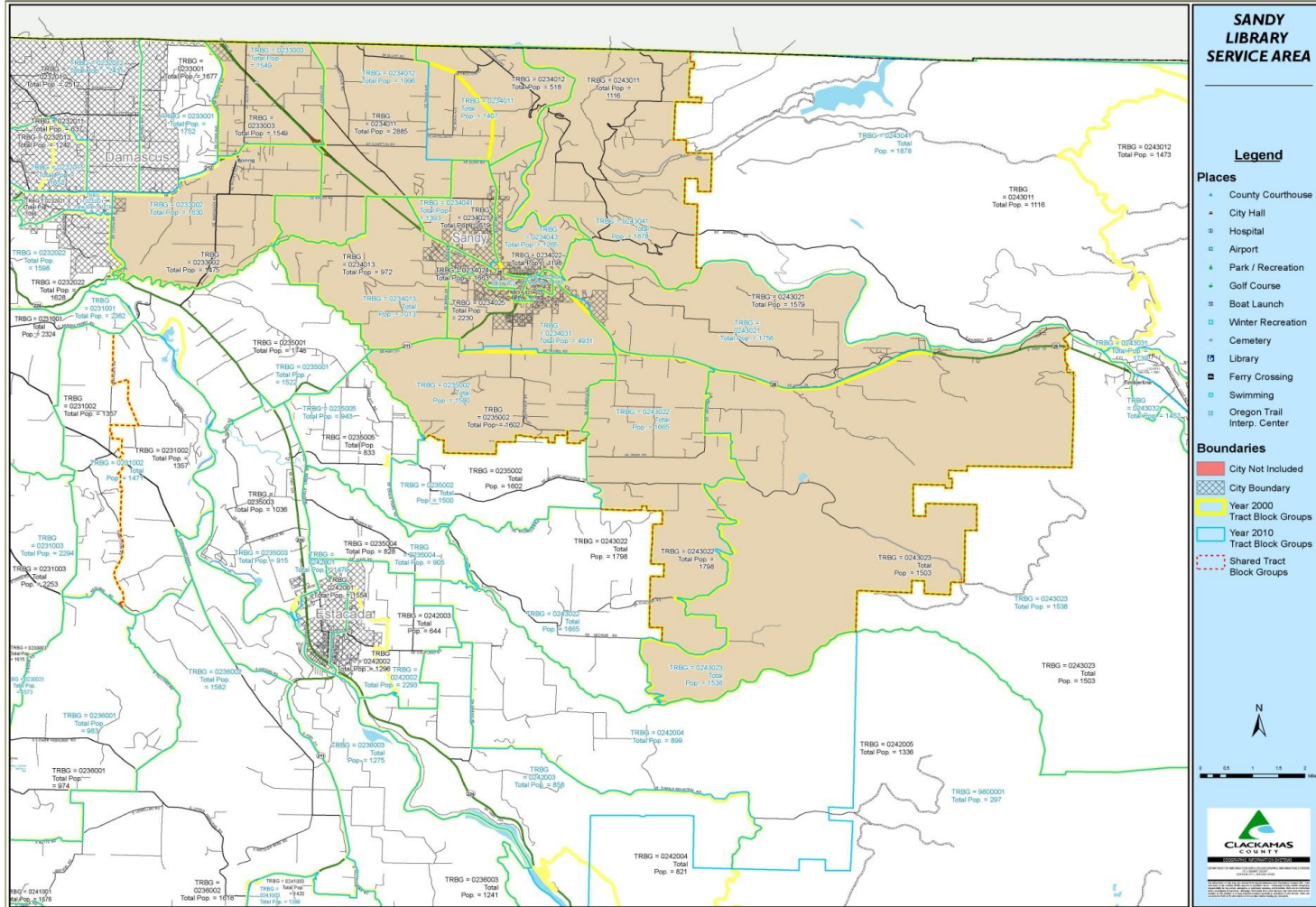
# Library District 101



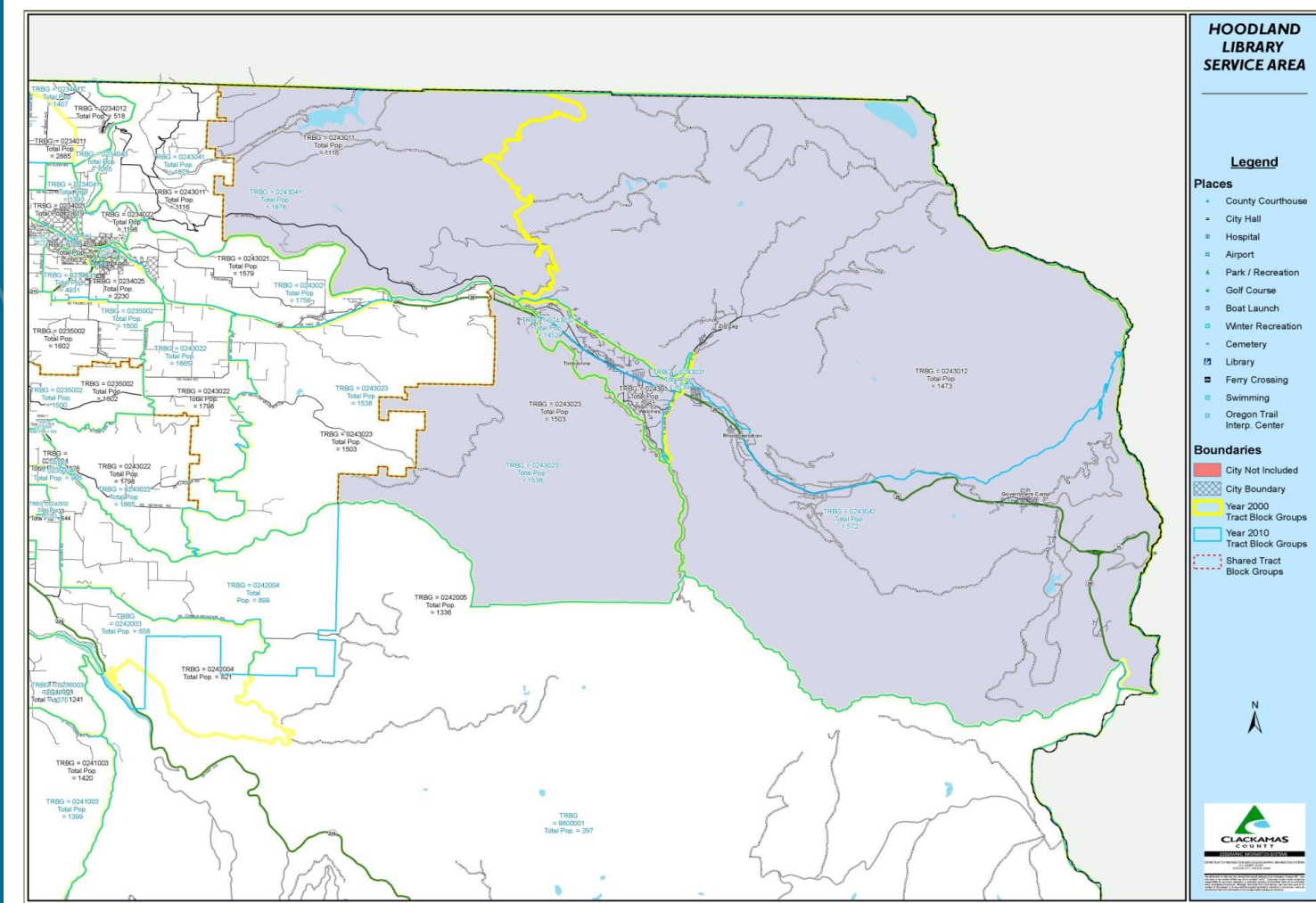
# Library Funding in Clackamas County

- In 2008, voters in Clackamas County approved a Library District w/ permanent tax rate of \$ 0.3974 per thousand of assessed value
- Average Clackamas County property or household taxpayer = \$85\*/year
  - \*\$214,000 home valuation
- 100% of funds collected are distributed for library operations

# Sandy Library Service Area - Map



# Hoodland Library Service Area - Map





# Unincorporated Population %

## Clackamas County Library District Fiscal Year 2020 - 2021 Distribution Formula Unincorporated Population Percentage

PSU April 2020

Updated July 22, 2020

Unincorporated Population Served by Maps				
	Service Area Population	City Population	Unincorporated Population Served	Percentage of Total Unincorp. Pop.
Clackamas County				
Canby	25,116	16,950	8,166	4.02%
Estacada	19,255	3,725	15,530	7.64%
Gladstone	21,465	11,905	9,560	4.70%
Happy Valley	60,618	21,700	38,918	19.15%
Lake Oswego	42,662	36,545	6,117	3.01%
Milwaukie	41,695	20,535	21,160	10.41%
Molalla	25,467	9,885	15,582	7.67%
Oregon City	60,992	35,570	25,422	12.51%
Sandy	27,561	11,075	16,486	8.11%
Hoodland	5,774	0	5,774	2.84%
West Linn	29,906	25,905	4,001	1.97%
Wilsonville	27,394	22,730	4,664	2.29%
Oak Lodge	31,885	0	31,885	15.68%
<b>Total</b>	<b>419,790</b>	<b>216,525</b>	<b>203,265</b>	<b>100.00%</b>

# Example Distribution (1st)

## Clackamas County Library District Fiscal Year 2020 - 2021 Distribution Formula

<b>Total Current Year Tax Receipts</b>	<b>\$18,912,568</b>	<b>100.00%</b>	<b>Prior Year</b>
City Assessed Value	\$10,203,330	53.95%	\$185,003
Unincorporated Population Served	\$8,709,238	46.05%	\$159,509

Prior Year Fund Balance	\$137,066
Interest Earned	\$2,945
Delinquent Tax & Interest/Penalties	\$204,501
<b>Total</b>	<b>\$344,512</b>
<b>Total Library District Revenues</b>	<b>\$19,257,080</b>

	Assessed Value	Unincorporated Population Served	Assessed Value Prior Interest & Delinquent Tax	Unincorporated Prior Interest & Delinquent Tax	Tualatin Distribution	Total Distribution	%
Canby	\$568,326	\$350,111	\$10,138	\$6,412		\$934,987	4.86%
Estacada	\$137,745	\$665,386	\$2,331	\$12,186		\$817,648	4.25%
Gladstone	\$341,812	\$409,334	\$6,290	\$7,497		\$764,933	3.97%
Happy Valley	\$1,173,383	\$1,667,819	\$21,109	\$30,546		\$2,892,856	15.01%
Lake Oswego	\$2,708,984	\$262,148	\$48,711	\$4,801	\$49,869	\$3,074,513	15.97%
Milwaukie	\$792,799	\$906,632	\$14,578	\$16,605		\$1,730,614	8.99%
Molalla	\$241,819	\$667,999	\$4,385	\$12,234		\$926,436	4.81%
Oregon City	\$1,187,668	\$1,089,526	\$21,645	\$19,955		\$2,318,793	12.04%
Sandy	\$339,771	\$706,319	\$6,068	\$12,936		\$1,065,094	5.53%
Hoodland	\$0	\$247,342	\$0	\$4,530		\$251,872	1.31%
Tualatin	\$195,904	\$0	\$3,571	\$0	-\$99,737	\$99,737	0.52%
West Linn	\$1,424,385	\$171,572	\$26,344	\$3,142	\$9,974	\$1,635,417	8.49%
Wilsonville	\$1,090,736	\$199,442	\$19,832	\$3,653	\$39,895	\$1,353,558	7.03%
*Oak Lodge	\$0	\$1,365,608	\$0	\$25,011		\$1,390,619	7.22%
<b>Total</b>	<b>\$10,203,330</b>	<b>\$8,709,238</b>	<b>\$185,003</b>	<b>\$159,509</b>	<b>\$0</b>	<b>\$19,257,080</b>	<b>100.00%</b>

# About Sandy and Hoodland Libraries

Library card holders:	15,657	
# Physical materials:	69,780	Check-outs: 308,479
# Digital materials:	85,351	Check-outs: 28,337
Library visits:	164,993	34 people/hour
Reference questions:	6,671	1.4 questions/hour
# programs:	593	1.7 programs/day
Program attendance:	18,438	
Number of volunteers:	201	
Volunteer hours:	8,666	102 hours/week

Statistics for FY 2019-2020





# Library District '101'

*Thank you for your service on the Library District Task Force.*

*Clackamas County Business and Community Services (BCS) has prepared this handout to provide information on the Library District's history, distribution of Library District funds, roles/responsibilities of various Library District stakeholders, and Library District governance.*

*Should you have any questions about any of this material, please contact:*

*Laura Zentner, BCS Director ([lzentner@clackamas.us](mailto:lzentner@clackamas.us))*

*Kathryn Kohl, BCS Library Network Manager ([kkohl@clackamas.us](mailto:kkohl@clackamas.us))*

## *Contents*

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

*Revised: January, 2020*



# Library District Formation

## *Contents*

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



# Library District '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.
- The measure indicated that “[a]ll of the monies 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 library’s board would represent their library on this committee.
- The 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 retain hours and retain services; \$0.3974 per \$1000 assessed value beginning FY2009?

**SUMMARY:** If approved, the "Library Service District of Clackamas County" ("Library District") would be formed. Its territory would be countywide, exempting the cities of Damascus, Johnson City, and that 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 improvements;
- Restore all libraries' ability in the Library District to purchase more books and materials; and
- Prevent reductions in services and closure of some city libraries.

Declining federal funding to counties creates a shortfall 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 educational resources and programs.

The Library District would be governed by the Board of County Commissioners and advised by an independent citizen committee. All of the monies shall be spent on library operations and services. An annual audit is 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, exempting the cities of Damascus, Johnson City, and that portion of Tualatin within Clackamas County.

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

- **Educating youth:** Public libraries shoulder a greater proportion of this role today as school library budgets are cut.
- **Fostering literacy:** Libraries support literacy education efforts by providing teaching resources and space for tutoring.
- **Providing information and referral services:** Libraries provide information in areas of personal interest, research, business development, or to support recreational interests.
- **Serving pre-school children:** Libraries provide educational opportunities by supplying rotating collections of books to pre-school centers, holding weekly story hours and craft events and special programs directed at pre-school children.
- **Serving the elderly and home-bound:** Libraries provide rotating collections housed in retirement centers and direct loan service to home-bound, and provide large print and audio books.
- **Providing cultural opportunities:** Artistic, musical, and cultural experiences 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 three libraries serving unincorporated residents. The County also funds the Library Network allowing the libraries to connect electronically, share their collections and work together to more efficiently provide library services.

**Ballot Title for Proposed**  
However, declining federal funding to counties, including Clackamas County, has created a shortfall for local programs, including libraries. Clackamas County can no longer provide supplemental funding to city libraries or operate the three existing county libraries. The county has announced that, barring 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 Library 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 \$200,000 would pay approximately \$79.48 per year. This dedicated funding would allow the libraries in Clackamas County to stay open and continue their programs.

**District 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 libraries would be required to ensure representation of both city and unincorporated residents on their local library board, whose designated member will then serve and represent their library on the District Advisory Board. An annual audit of District finances would be conducted and made available to the public.  
(This information furnished by Christopher R. Stone, Assessor/County Council)

Official Clackamas County 2008 General Election Voters' Pamphlet  
3-35 | Measures

**In this section**

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



# Library District '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

*[Signature]*  
Chair

*[Signature]*  
Recording Secretary

301 358  
CCP-FWS 09/01

**In this section**

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



# Library District '101'



## Library District Formation

### Library District IGA (1/3)

After the Master Order was adopted, the parties participating in the Library District negotiated and 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



# Library District ‘101’



## Library District Formation

### Library District IGA (2/3)

#### 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 same section identifies an exception to the two-thirds threshold, namely “that any amendment that would amend that portion of the Formula providing for the return of one hundred percent (100%) of revenue collected within a City service provider’s boundaries to such City service provider shall require the unanimous consent of all Cities serving on the District Advisory Committee.” (*Library District IGA, Section 3.3*)

#### 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



# Library District '101'



## Library District Formation

### Library District IGA (3/3)

#### Enforcement

All parties to the IGA “recognize that the District is relying on the good faith and commitments of the Library Cities to utilize the funding provided by the District in the promised manner.” (*Library District IGA, Section 4.14*)

In cases of noncompliance or breach: (*Library District IGA, Section 4.14*)

- The Parties will discuss such noncompliance or breach in the Library District Advisory Committee (LDAC) and encourage an effort towards compliance.
- If discussions and encouragement do not remedy the continued failure of a party to meet the Service Standards or other term the IGA, breach or noncompliance, LDAC shall meet to consider an amendment to the IGA to create incentives for compliance.
- In the event of a material breach of the IGA by one of the Parties, an amendment proposed to specifically address such breach shall require a two-thirds vote of the Library Cities, including but not limited to any amendment which would reduce the breaching City’s 100% return on assessments within such City’s boundaries, either via a Formula amendment or otherwise.

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

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**In this section**

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





# Library District '101'



## Library District Formation

### Capital Contribution IGAs (1/2)

As part of the District's formation, the Clackamas Board of County Commissioners provided each Library City with additional, one-time funds to be used for library capital improvements.

#### 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 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 2.2*)

#### Other Provisions

- The Capital 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 IGAs require "fair representation of served library patrons on the City's library board, including patrons from unincorporated Clackamas County." (*Capital Contribution IGAs, Section 2.4*)

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 '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 renew automatically and "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)*

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 CLACKAMAS COUNTY  
 AND  
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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
- . Library Service Areas
- . Distribution of District Funds
- . Use of District Funds



# Library District '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.

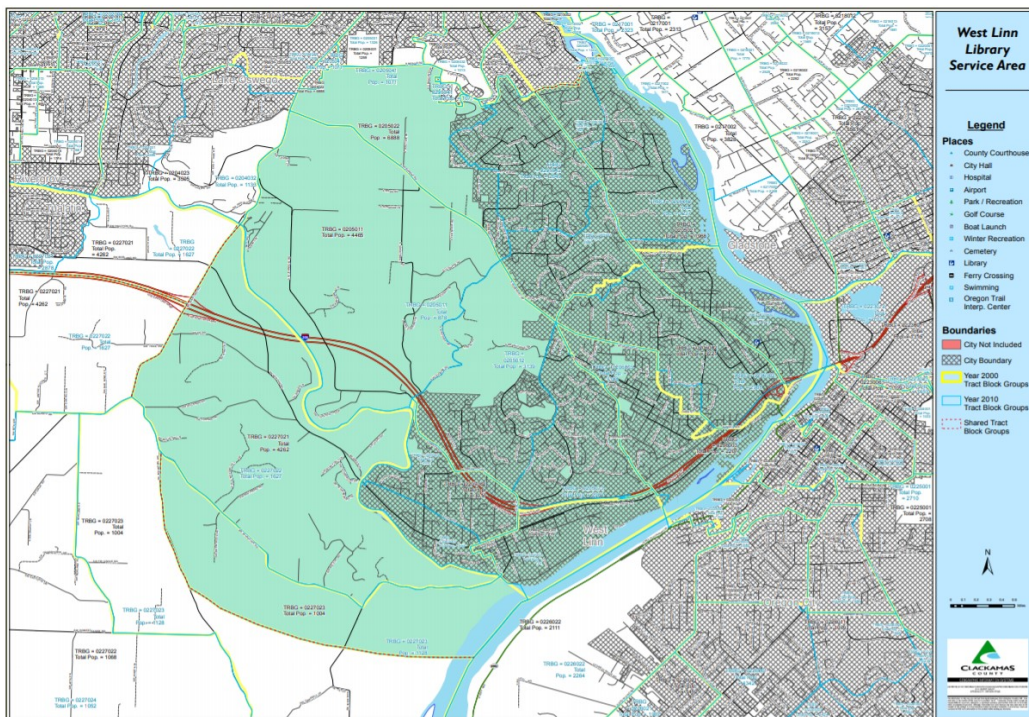
07/01/2014 - 06/30/2015 REAL PROPERTY TAX STATEMENT			
CLACKAMAS COUNTY, OREGON * 150 BEAVERCREEK RD * OREGON CITY, OREGON 97045			
PROPERTY DESCRIPTION	MAP:	ACCOUNT NO:	
Code Area:			
<b>2014 - 2015 CURRENT TAX BY DISTRICT:</b>			
<b>VALUES:</b>	<b>LAST YEAR</b>	<b>THIS YEAR</b>	
REAL MARKET VALUES (RMV):			COM COLL CLACK 107.57
RMV LAND 98,505	106,439		ESD CLACKAMAS 71.14
RMV BLDG 188,790	214,520		SCH WLNNWILS 942.39
RMV TOTAL 287,295	320,959		SCH WLNNWILS LOC OPT 290.36
			<b>EDUCATION TOTAL: 1,411.46</b>
ASSESSED VALUE 187,936	193,574		CITY WEST LINN 410.38
TOTAL TAXABLE AV 187,936	193,574		COUNTY CLACKAMAS 465.29
<b>PROPERTY TAXES:</b> 3,492.13	<b>3,577.40</b>		COUNTY EXTENSION & 4-H 9.66
<small>* Property taxes may be paid online, see applicable fees prior to paying.            * Payments may be mailed to PO Box 8100, Portland, OR 97228-8100.            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>			COUNTY LIBRARY 76.67
<b>TAX PAYMENT OPTIONS</b>			COUNTY PUBLIC SFY LOC OPT 48.01
Payment Options	Date Due	Discount Allowed	Net Amount
FULL	Nov 17th, 2014	107.32 3%	3,470.08
2/3	Nov 17th, 2014	47.70 2%	2,337.23
1/3	Nov 17th, 2014		1,192.46
			COUNTY SOIL CONS 9.66
			FD64 TVFAR 295.24
			FD64 TVFAR LOC OPT 48.39
			PORT OF PTLD 13.53
			SRV 2 METRO 18.62
			SRV 2 METRO LOC OPT 18.58
			URBAN RENEWAL COUNTY 1.42
			VECTOR CONTROL 1.26
			VECTOR CONTROL LOC OPT 4.84
			<b>GENERAL GOVERNMENT TOTAL: 1,421.65</b>
			CITY WEST LINN BOND 83.02
			COM COLL CLACK BOND 28.86
			FD64 TVFAR BOND 22.44
			SCH WLNNWILS BOND 558.68
			SRV 2 METRO BOND 51.39
			<b>EXCLUDED FROM LIMIT TOTAL: 744.39</b>
			<b>2014 - 2015 TAX BEFORE DISCOUNT 3,577.40</b>
			<b>DELINQUENT TAXES: 0.00</b>
			<b>TOTAL (after discount) 3,470.08</b>
<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
- Library Service Areas
- Distribution of District Funds
- Use of District Funds

## Library District Funding

### Library Service Areas



- The District is divided into 13 individual Library Service Areas.
- Most (but not all) Library Service Areas include City residents and residents of unincorporated Clackamas County.
- Current Library Service Area maps can be viewed at: <https://www.clackamas.us/librarydistrict/maps.html>

**In this section**

- Collection of District Funds
- **Library Service Areas**
- Distribution of District Funds
- Use of District Funds



# Library District '101'



## Library District Funding

### Distribution of District Funds

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

The formula consists of two components:

- City Assessed Value
- Unincorporated Population Served

All District funds received are distributed to District libraries; no District funds are utilized for the administration of the Library District or the support of the BCS Library Network office.

### 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
- Library Service Areas
- **Distribution of District Funds**
- Use of District Funds



# Library District '101'



## Library District Funding

### Assessed Value Percentages

First, the relative percentages of assessed value for properties within City limits and in unincorporated areas are 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>FY 2014/15 Assessed Value Percentages</i>		
PROPERTY LOCATION	ASSESSED VALUE (\$)	ASSESSED VALUE (%)
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, in FY 2014/15, 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 Library Service Area.

**In this section**

- Distribution of District Funds (Assessed Value Percentages)



# Library District '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>FY 2014/15 City Assessed Value</i>		
CITY	ASSESSED VALUE (\$)	ASSESSED VALUE (%)
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)**





# Library District '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 Library 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 <https://www.clackamas.us/librarydistrict/maps.html>
- Population counts 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)**





# Library District '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).

Distributions are typically made twice per year (January and June).

<b>FY 2014/15 Library District Distribution Totals</b>					
			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)



# Library District '101'



## Library District Funding

### Use of District Funds

The Master Order specifies the purpose of the Library District, and the Library District IGA specifies how District funds are to be used.

#### Purpose of District

- “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*)

#### 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

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**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)



# Library District '101'



## District Library Operations

### City Operation of Libraries

Library Cities are responsible for assessing the needs of their service populations, and developing/providing services to meet those needs.

### Delegation of 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

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**

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



# Library District '101'



## District Library Operations

### Library Cooperation

While operational authority is delegated to Library service providers, the 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

- “It is the intention of the parties to work cooperatively in helping each city make progress in meeting the Service Standards.” (*Library District IGA, Section 2.1*)
- “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*)
- District libraries cooperate in many ways. District Library Directors meet regularly to discuss District-wide issues, and to plan and implement District-wide initiatives. In addition, standing committees made up of representatives from every District library meet regularly to discuss topics and plan initiatives related to various areas of library service, including adults, children, young adults, circulation, technical services, innovation and marketing, and equity, diversity & inclusion.

**LINCC.ORG**  
Libraries in Clackamas County

<b>CANBY PUBLIC LIBRARY</b> 220 1st St. Canby, OR 97103 503.266.2244 canbylibrary.org Monday 10 am - 6 pm Tuesday 1 pm - 6 pm Wednesday 10 am - 3 pm Thursday 10 am - 6 pm Friday 10 am - 6 pm Saturday 10 am - 5 pm Sunday noon - 5 pm	<b>ESTACADA PUBLIC LIBRARY</b> 811 10th Street SE Estacada, OR 97123 503.326.9212 estacada.lib.or.us Monday 10 am - 7 pm Tuesday 10 am - 7 pm Wednesday 10 am - 7 pm Thursday 10 am - 7 pm Friday 10 am - 7 pm Saturday 10 am - 5 pm Sunday 11 am - 3 pm	<b>GLADSTONE PUBLIC LIBRARY</b> 115 1st Street SW Gladstone, OR 97027 503.636.4111 gladstonepubliclibrary.org Monday 10 am - 6 pm Tuesday 10 am - 6 pm Wednesday 10 am - 6 pm Thursday 10 am - 6 pm Friday 10 am - 6 pm Saturday 11 am - 3:30 pm Sunday 1 pm - 3 pm	<b>HAPPY VALLEY LIBRARY</b> 11212 E. Jordan Parkway Happy Valley, OR 97110 503.764.2424 happyvalleylibrary.org Monday 10 am - 6 pm Tuesday noon - 6 pm Wednesday noon - 6 pm Thursday noon - 6 pm Friday 10 am - 6 pm Saturday 10 am - 6 pm Sunday noon - 6 pm	<b>HOODLAND PUBLIC LIBRARY</b> 20121 E. Lincoln St. Hoodland, OR 97027 503.636.3464 hoodlandpubliclibrary.org Monday 10 am - 7 pm Tuesday 11 am - 6 pm Wednesday 11 am - 6 pm Thursday 11 am - 6 pm Friday 10 am - 6 pm Saturday 11 am - 6 pm Sunday Closed	<b>LAKE OSWEGO PUBLIC LIBRARY</b> 226 South St. Lake Oswego, OR 97034 503.636.3200 lccoswego.org Monday 10 am - 6 pm Tuesday 10 am - 6 pm Wednesday 10 am - 6 pm Thursday 10 am - 6 pm Friday 10 am - 6 pm Saturday 10 am - 6 pm Sunday 1 pm - 6 pm	
<b>MILWAUKIE LEADING PUBLIC LIBRARY</b> 1000 E. 1st Street Milwaukie, OR 97132 503.736.7400 milwaukieleading.org/library Monday 10 am - 6 pm Tuesday 10 am - 6 pm Wednesday 10 am - 6 pm Thursday 10 am - 6 pm Friday 10 am - 6 pm Saturday 10 am - 6 pm Sunday noon - 6 pm	<b>MOLALLA PUBLIC LIBRARY</b> 100 E. 2nd St. Molalla, OR 97148 503.829.2514 molallapubliclibrary.org Monday 10 am - 6 pm Tuesday 10 am - 6 pm Wednesday 10 am - 6 pm Thursday 10 am - 6 pm Friday 10 am - 6 pm Saturday 10 am - 6 pm Sunday noon - 6 pm	<b>OAK LODGE PUBLIC LIBRARY</b> 1212 W. Washington Blvd. Oak Lodge, OR 97047 503.636.6300 oaklodge.lib.or.us Monday 10 am - 6 pm Tuesday 10 am - 6 pm Wednesday noon - 6 pm Thursday noon - 6 pm Friday 10 am - 6 pm Saturday 10 am - 6 pm Sunday noon - 6 pm	<b>OREGON CITY PUBLIC LIBRARY</b> 1000 S. Oregon Oregon City, OR 97145 503.636.8200 oregoncitylibrary.org Monday 10 am - 7 pm Tuesday 10 am - 7 pm Wednesday 10 am - 7 pm Thursday 10 am - 7 pm Friday 10 am - 6 pm Saturday 10 am - 6 pm Sunday noon - 6 pm	<b>SANDY PUBLIC LIBRARY</b> 1000 Pioneer Blvd. Sandy, OR 97055 503.636.2217 sandylibrary.org Monday 10 am - 7 pm Tuesday 10 am - 6 pm Wednesday 10 am - 6 pm Thursday 10 am - 7 pm Friday 10 am - 7 pm Saturday 10 am - 7 pm Sunday 1 pm - 3 pm	<b>WEST LINN PUBLIC LIBRARY</b> 1301 3rd St. West Linn, OR 97146 503.636.7613 westlinnpubliclibrary.org Monday 10 am - 6 pm Tuesday 10 am - 6 pm Wednesday 10 am - 6 pm Thursday 10 am - 6 pm Friday 10 am - 6 pm Saturday 10 am - 6 pm Sunday 1 pm - 3 pm	<b>WILSONVILLE PUBLIC LIBRARY</b> 8200 NW Alexander Rd. Wilsonville, OR 97150 503.636.2244 wilsonvillelibrary.org Monday 10 am - 6 pm Tuesday 10 am - 6 pm Wednesday 10 am - 6 pm Thursday 10 am - 6 pm Friday 10 am - 6 pm Saturday 10 am - 6 pm Sunday 1 pm - 3 pm

### In this section

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



# Library District '101'



## 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, and 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.”

\* Note: The OLA standards referenced by the Master Order and IGA are no longer current.

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)





# Library District '101'



## District Library Operations

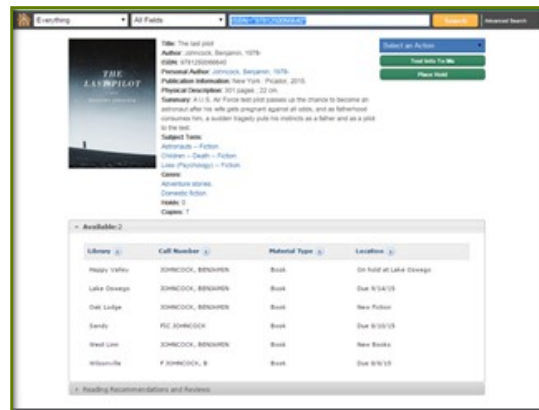
### Library Network (Central Support)

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

#### Services

The Capital Contribution IGAs broadly 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 '101'



## 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 District Board interprets “fair” to mean proportional representation of unincorporated residents on local library boards, in numbers roughly equal to the share of unincorporated patrons in a Library’s service area.



SANDY/HOODLAND LIBRARY ADVISORY BOARD HANDBOOK

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### Relationship to LDAC

Per Ballot Measure 3-310, a designated member of a 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 '101'



## Library District Governance

### Library District Board

#### 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.
- Amend the Master Order.
  - ◊ Changes to the Master 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



# Library District '101'



## Library District Governance

### Library District Advisory Committee (LDAC) (1/3)

#### Composition

Per Ballot Measure 3-310, a designated member of a local library board will serve as a library'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 specified amendment processes. (*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 2.3)

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)
- **Library District Advisory Committee (LDAC)**
- Library District Budget Committee



# Library District '101'



## Library District Governance

### Library District Advisory Committee (LDAC) (2/3)

#### 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 act as an advisory body on District-related matters to the Library District Board.

Library District Bylaws

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**In this section**

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



# Library District '101'



## Library District Governance

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

#### 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)*
- 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 Library Network Manager assists the Chair with agenda preparation, and provides staff secretarial support. *(LDAC Bylaws, Article IV, Sections 1 and 2)*

Library District Bylaws

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**In this section**

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



# Library District '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.

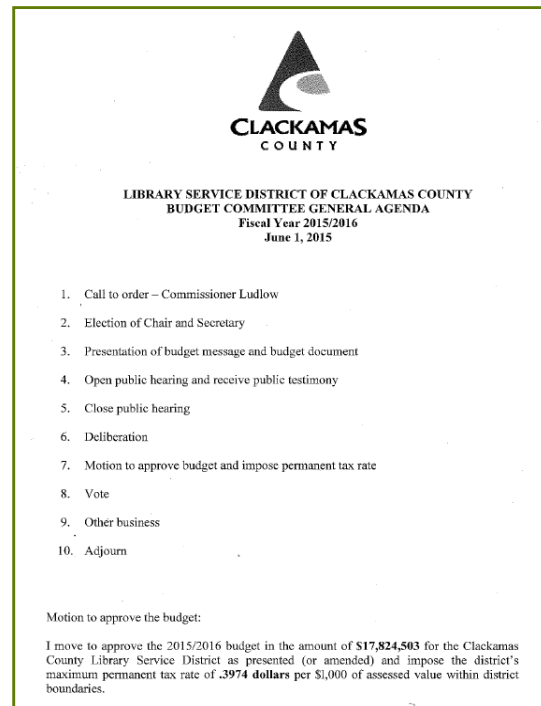
The Library District Budget Committee does not have any role or responsibility in creating or evaluating individual Library budgets, or monitoring use of District funds once they are disbursed to library cities.

### Composition

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

### 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 is responsible for adopting the budget approved by the Library District Budget Committee.



### In this section

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