CLACKAMAS COUNTY

DAN JOHNSON
DIRECTOR

DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT
DEVELOPMENT SERVICES BUILDING
150 BEAVERCREEK ROAD OREGON CITY, OR 97045

MEMORANDUM

TO: Clackamas County Board of County Commissioners (BCC)

FROM: Dan Johnson, Director

RE: Library Services District, Library District Master Order Tax Distribution Error

DATE: November 10, 2026

Requested Action: Information Only

Executive Summary: The Department of Transportation and Development (DTD) facilitates the annual distribution of funds collected by the Library District of Clackamas County to the participating library cities.

Distribution of these funds is dictated by the Library District Master Order and includes two unique components:

1.) City Assessed Value – distributes funds to the libraries to distribute revenues in support of the incorporated city populations serviced. This distribution percentage changes annually with the fluctuation in assessed values as published by the Clackamas County Tax collector.
2.) Unincorporated Population Served – based on population counts associated with defined service areas. This distribution percentage is established every 10-years during the US Census and remains consistent until next census.

When calculating the Service Area Population for State reporting in 2026, it was discovered that a formula added to the worksheet in FY2022/2023 was impacting the Unincorporated Population Served percentage resulting in small incremental adjustments to distribution percentage set following the 2020 census. These adjustments resulted in an error in the distribution for three fiscal years 2023/2024 through 2025/2026, with some library cities receiving more distribution and some receiving less. See Attachment A.

Upon discovery, DTD staff met with City Managers from the various library cities. Consensus was reached that the preference was to true up the distributions in a single fiscal year. Due to some of the cities adopting a biennial budget, the preference was to adjust the distribution in FY 2027/2028 to true up the errors over the aforementioned fiscal years.

The distribution worksheet has been corrected, and the Unincorporated Population Served percentage will remain consistent until the 2030 census, ensuring future distributions will be accurately calculated.

ATTACHMENT A

Estimated Distribution with One Year True-Up Adjustment

Total Current Year Tax Receipts	**$25,732,391**
City Assessed Value	$14,263,464
Unincorporated Population Served	$11,468,927

Prior Year Fund Balance	$ -	
Interest Earned	$ 125,164	4-YR AVG
Delinquent Tax & Interest/Penalties	$ 436,021	4-YR AVG
Total	**$561,185**	
Total Library District Revenues	**$26,293,576**	

Library	Estimated FY26/27 Total Distribution	Adjustment to True up FY23/24-25/26 Distributions over 1-Year	Revised Distribution Estimate
Canby	$1,275,608	$ 5,687	$1,281,295
Estacada	$1,171,424	$ 43,812	$1,215,237
Gladstone	$1,038,364	$ (24,948)	$1,013,416
Happy Valley	$3,846,646	$ 24,960	$3,871,607
Lake Oswego	$4,105,703	$ 23,020	$4,128,723
Milwaukie	$2,327,028	$ (14,431)	$2,312,597
Molalla	$1,278,342	$ (4,139)	$1,274,202
Oregon City	$3,173,016	$ 4,295	$3,177,310
Sandy	$1,453,521	$ (10,594)	$1,442,927
Hoodland	$358,603	$ (7,826)	$350,777
Tualatin	$128,256	$ -	$128,256
West Linn	$2,067,464	$ 4,838	$2,072,302
Wilsonville	$2,085,567	$ (6,679)	$2,078,887
*Oak Lodge	$1,984,035	$ (37,995)	$1,946,040
Total	**$26,293,576**	$ 0.00	**$26,293,576**