

LIBRARY DISTRICT TASK FORCE – MEETING 2

Thursday, June 26, 2025 | 1:00 – 3:00 P.M.
Development Services Building – 150 Beavercreek Road, Room 115

AGENDA

Meeting 1 Purpose:

- Review the task force schedule and purpose
- Enhance understanding on topics identified in meeting one and allow for further questions from task force
- Identify opportunities, barriers and bridges to overcoming obstacles related to securing a sustainable and equitable Clackamas County Library District for generations to come

1:00 p.m.	Meeting and Agenda Review
1:05 p.m.	Finance 101 <ul style="list-style-type: none">• Guest presenter: Rick Peterson, LINCC Manager
1:15 p.m.	IGA 101 <ul style="list-style-type: none">• Guest presenter: Jeff Munns, Assistant County Counsel
1:25 p.m.	Allowed Uses of District Funds <ul style="list-style-type: none">• Guest presenters: Gary Schmidt, District Administrator and Dan Huff, Molalla City Manager
1:35 p.m.	Questions
1:40 p.m.	BREAK
1:50 p.m.	WORKSHOP: Exploring Issues & Opportunities
2:40 p.m.	Summary: Identifying Themes, Opportunities, and Outliers
2:55 p.m.	Next Steps, Adjourn

Attachments:

- Library Network Budget ([page 2](#))
- Capital Funding IGAs Disbursement Schedule ([page 3](#))
- Library Board Membership Overview ([page 4](#))
- LDAC Annual Progress Report History ([page 5](#))
- Presentation ([page 7](#))

Library Network Budget

LINCC Library Support Services (AKA Library Network) receives 100% of its support from the County's General Fund. The table below compares the total expenses—and costs for some key areas—in 2010 and 2025¹.

Category	2010 Budget	2025 Budget ²	Notes
Total	\$ 1,340,610	\$ 4,361,738	(not incl. reserves)
Personnel	\$ 741,803	\$ 1,878,305	
IT	\$ 381,974	\$ 803,957	(incl. \$432K for firewall replacement)
Shipping (ILL)	\$ 18,720	\$ 32,950	
Vehicles/Fuel	\$ 22,298	\$ 47,452	
Allocated Costs	\$ 71,326	\$ 321,098	

The nature of library support, especially related to IT and courier service, has evolved tremendously since the District was formed and responsibilities were outlined in the Capital IGAs:

- 1.5.1 Automated library system and related telecommunications and technical support;
- 1.5.2 Courier services;
- 1.5.3 Administration;
- 1.5.4 Database management services including creating/acquiring MARC format bibliographic records;
- 1.5.5 Inter-library loan services;
- 1.5.6 Inter and intra-regional cooperative library planning;
- 1.5.7 Shared online databases for public use; and
- 1.5.8 Internet Service Provider for member libraries.

¹2010 is the earliest year with clear budget details. The 2010 figures are actual expenditures; the 2025 figures are budgeted amounts.

²The 2025 total also includes \$653,000 in passthrough expenses covered by member libraries. These expenses were not included in the 2010 budget.

Capital IGA - July 2011

- 1.2 Library Capital Trust Fund. The County shall allocate a guaranteed amount per fiscal year to a County-managed dedicated library capital trust fund (the "Capital Fund") as scheduled and set forth in Exhibit A (the "Disbursement Schedule").

Exhibit A
Disbursement Schedule

	Year 1 2009/10	Year 2 2010/11	Year 3 2011/12	Year 4 2012/13	Year 5 2013/14	TOTAL
Annual Distribution	\$ 3,500,000	\$ 3,000,000	\$ 2,500,000	\$ 2,000,000	\$ 1,250,000	\$ 12,250,000
Prior Year Carryover		\$ 1,350,000	\$ 350,000	\$ 850,000	\$ -	
Total Funds Available	\$ 3,500,000	\$ 4,350,000	\$ 2,850,000	\$ 2,850,000	\$ 1,250,000	
Library Cities:						
Canby				\$ 1,000,000		\$ 1,000,000
Estacada	\$ 1,000,000					\$ 1,000,000
Gladstone		\$ 1,000,000				\$ 1,000,000
Happy Valley		\$ 2,000,000				\$ 2,000,000
Lake Oswego			\$ 1,000,000			\$ 1,000,000
Milwaukie				\$ 1,000,000		\$ 1,000,000
Molalla	\$ 150,000			\$ 850,000		\$ 1,000,000
Oregon City		\$ 1,000,000				\$ 1,000,000
Sandy			\$ 1,000,000		\$ 250,000	\$ 1,250,000
West Linn	\$ 1,000,000					\$ 1,000,000
Wilsonville					\$ 1,000,000	\$ 1,000,000
Carryover:	\$ 1,350,000	\$ 350,000	\$ 850,000	\$ -	\$ -	

Library Advisory Board Membership - June 2025

LIBRARY	City Pop.		Uninc. Pop.		Total Pop.		Board Mbrs - City		Board Mbrs - Uninc.			Total Mbrs.
	#	% of total	#	% of total	#		#	% of total	Actual #	% of total	Proportional #	#
Canby	19,045	75.0%	6,358	25.0%	25,403		6	75.0%	2	25.0%	2.0	8
Estacada	5,750	29.4%	13,798	70.6%	19,548		3	60.0%	2	40.0%	3.5	5
Happy Valley	26,799	43.7%	34,528	56.3%	61,327		3	60.0%	2	40.0%	2.8	5
Lake Oswego	38,850	89.9%	4,342	10.1%	43,192		7	100.0%	0	0.0%	0.7	7
Milwaukie - Ledding	21,341	51.6%	19,978	48.4%	41,319		7	87.5%	1	12.5%	3.9	8
Molalla	10,335	41.0%	14,871	59.0%	25,206		3	60.0%	2	40.0%	2.9	5
Oak Lodge/Gladstone	12,140	23.1%	40,391	76.9%	52,531		1	20.0%	4	80.0%	3.8	5
Oregon City	38,049	62.6%	22,693	37.4%	60,742		5	71.4%	2	28.6%	2.6	7
Sandy/Hoodland	13,159	39.3%	20,335	60.7%	33,494		3	42.9%	4	57.1%	4.2	7
West Linn	27,360	91.7%	2,487	8.3%	29,847		6	85.7%	1	14.3%	0.6	7
Wilsonville	25,501	91.8%	2,291	8.2%	27,792		4	80.0%	1	20.0%	0.4	5

Population figures from PSU, Apr. 2024

Notes
Canby: <i>Includes one high school student. Two members must reside outside City limits.</i>
Lake Oswego: <i>"The City does make a point of trying to recruit and appoint at least 1 unincorporated resident to the board, but we haven't had any applicants from our unincorporated service area. Yet!"</i>
Milwaukie - Ledding: <i>7 adult board members; 2 youth.</i>
Molalla: <i>"It is challenging to recruit for our board and do our best for a solid mix of city and unincorporated residents."</i>
Oregon City: <i>Per Oregon City Municipal Code, 4 members of the Library Board must be City residents, 2 must be unincorporated residents, and 1 is an 'at-large' member who may be either a City or an unincorporated resident. Currently, our at-large rep. is a City resident. Currently, our Chair and Vice-Chair are both unincorporated residents.</i>
Sandy: <i>2 Hoodland representatives, 5 Sandy representatives</i>

Capital Contribution IGA, Section 2.4:

Library Board Representation. The City shall provide for fair representation of served library patrons on the City's library board, including patrons from unincorporated Clackamas County.

LDAC Annual Progress Report History

LDAC Annual Progress Reports (APR) were initially developed in 2010 to measure how libraries were meeting service standards laid out in attachment C of the District IGA. These standards were the most basic (“Threshold”) levels recommended by the Oregon Library Association and placed emphasis on the following:

- Staffing – FTE and academic credentials.
- Materials – Collection size.
- Access – Open hours.

Following the initial reports, LDAC representatives discussed the need for budget information, including allocated costs. An ad-hoc subcommittee was formed in 2017 to revise the APR.

Library Directors have been concerned about the time required to complete a more detailed report when information is already available in the annual State Library statistical report and city budgets. There has also been continuous debate about the effectiveness of comparing allocated costs between cities as budgeting approaches vary.

The current version of the progress report was first submitted (for FY 16/17) in September 2018.

Information included in the Annual Progress Report

2010-2016:

- Open hours.
- Staffing (FTE & MLS requirements).
- Collection size.
- Notes on changes or improvements "due to district funding."
- Continuing education for staff (Y/N and budget).
- Weeding (Y/N).
- Collection development policy (Y/N).
- Basic services available during all open hours (Y/N).
- Strategic plan (Y/N).

2017 onward:

- Library Board:
 - City population.
 - Unincorporated population.
 - City residents on library board.
 - Unincorp residents on library board.
 - Vacancies on board.
- Financial Data:

- Beginning fund balance.
- Total revenue:
 - District revenue.
 - Operational support from city.
 - Ready to Read grant.
 - Fines, fees, and donations.
 - Other (detailed).
 - Notes on role and support from community organizations (such as Friends and Foundations).
- Total expenses:
 - Salaries, wages, and benefits.
 - Collections.
 - Allocated costs (detailed & description of methodology; also space for concerns from board).
 - Capital expenses (not paid from reserve funds).
 - Debt service (incl. brief overview of any outstanding debt).
 - Other (detailed).
- Total transfers to reserve fund:
 - Starting balance.
 - Ending balance.
 - Notes on reserve changes.
- Service Standards:
 - Open hours.
 - Staffing (FTE & MLS requirements).
 - Collection size.
 - Did library board review most recent OLA standards (Y/N plus notes).
 - Strategic plan (Y/N).
- Additional Comments.
- Certification:
 - Library Director
 - LDAC Rep
 - Library Board Chair

Wherever you go, there's a **LIBRARY...** get there **SAFELY.**



Library Task Force



Meeting #2

Thursday June 26, 2025

Meeting 2 Purpose

- Review the Task Force schedule and purpose
- Enhance understanding on topics identified in meeting one and allow for further questions from Task Force
- Identify opportunities, barriers, and bridges to overcoming obstacles related to securing a sustainable and equitable Clackamas County Library District for generations to come

Finance 101 – Rick Peterson, Library Network Mgr.

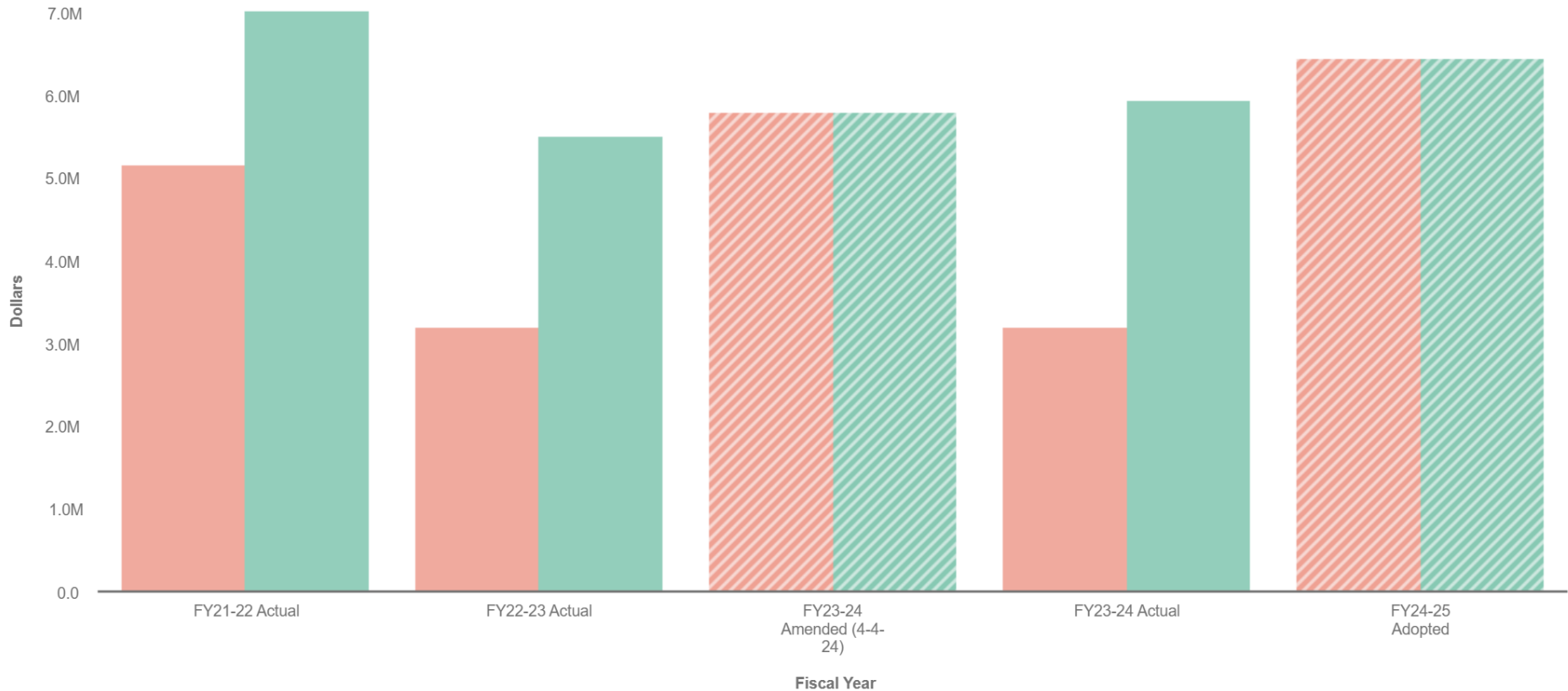
- See “Library Network Budget” document – packet page 2
- The County is required to fund and operate the library network (Capital IGAs Section 1.5, Measure 3-310)
- Currently, the library network is 100% supported by County General Fund

Finance 101 – Rick Peterson, Library Network Mgr.

Library Network Budget

Peach - expenses; green - revenues; solid years are actuals, hatched years are budgets

Visualization



IGA 101 – Jeff Munns, Asst. County Counsel

- Designates the Board of County Commissioners as the governing body
- Establishes the Library District Advisory Committee
- Defines the Service Areas
- Defines the revenue distribution formula
- Amended by agreement between the District Board and two-thirds of the Library Cities

IGA 101 – Jeff Munns, Asst. County Counsel

- IGA allows use of Library District funds for administrative costs to run the library
- O&M versus capital not defined in IGA
- A capital expense normally involves a large, long-term investment in assets like property, equipment, or technology, while operations and maintenance covers the ongoing costs of running those assets and the library

Allowable Uses – Gary Schmidt, Dist. Administrator Supported by City Manager Dan Huff



Current Library Board Compositions

LIBRARY	City Pop.		Uninc. Pop.		Total Pop.		Board Mbrs - City		Board Mbrs - Uninc.			Total Mbrs.
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Capital contribution IGA, Section 2.4: “Library Board Representation. The City shall provide for fair representation of served library patrons on the City’s library board, including patrons from unincorporated Clackamas County.

Questions / Break

- Questions?
- 10-minute break

Workshop: Exploring Issues and Opportunities

The Task Force will be asked to identify opportunities, barriers and bridges to overcoming obstacles related to securing a sustainable and equitable Clackamas County Library District.

Workshop Agenda

10 min. Individual Activity [Complete Worksheet]

10 min. Discoveries [Round Robin]

15 min. Team Activity [Break into 3 Groups]

- Identify common themes for strategic action.
- Share ideas for overcoming hurdles to success.
- Who should lead these actions based on governance model?

Team: Identify Facilitator, Recorder and Reporter

12 min. Team Reports [4 minutes each]

3 min. Identifying Alignment

Summary / Next Steps

- Summary: Identifying Themes, Opportunities, and Outliers
- Meeting #3