

Clackamas County Library Advisory Board
Meeting Agenda
July 28, 2025
5:30 pm
Gladstone Library
525 Portland Avenue
Gladstone, OR

<https://clackamascounty.zoom.us/j/89078898118?pwd=bHhCMYacLW28WaZyUll09aM9sdiTXL.1>

Passcode: 323700

Webinar ID: 890 7889 8118

Topic	Time	Information Discussion Decision	Lead
Library Board meeting call to order	5:30 pm		Debrah
Reports/Discussion items:			
a) Director's Report	5:35 pm	Information	Mitzi
b) Friends/Foundation update	6:00 pm	Information	Debrah/Mitzi
c) LDAC update	6:10 pm	Information	Grover/Natalie
d) NCPRD update	6:20 pm	Information	Grover
e) City update	6:30 pm	Information	Maria
f) County update	6:40 pm	Information	Paul Savas
g) Public Comment (3 minute limit)	6:50 pm	Information	Debrah
Adjourn	7:00 pm		Debrah
Next meeting: September 22, 2025			

Clackamas County Policy

Name of Policy	Cost Recovery for Fines, Fees, and Revenue Agreements	Policy #	FIN- 1.100
Policy Owner Name	Elizabeth Comfort	Effective Date	Dec 3, 2024
Policy Owner Position	Finance Director	Approved Date	Dec 3, 2024
Approved By	Board of County Commissioners	Next Review Date	December, 2027

I. PURPOSE AND SCOPE

The purpose of this policy is to set forth long-term financially sustainable practices for cost recovery and preservation of the County's discretionary funds.

This policy applies to all County departments, Districts, and Elected Officials.

II. AUTHORITY

ORS 203.035 authorizes the Board of County Commissioners to promulgate policies for the management and operation of Clackamas County Government.

III. GENERAL POLICY

It is the general policy of Clackamas County to recover costs to the extent legally possible for all services or programs provided. Recovery may come from fees, fines, revenue agreements, or other revenue generating arrangements for which fees may be charged.

IV. DEFINITIONS

- a. Cost recovery – Refers to the requirement for the organization to ensure that regular resources are not used to subsidize programs.
- b. CPI – Consumer Price Index West Region Size A.
- c. Direct costs – Costs that are directly attributed to the delivery of a program or service.
- d. GFOA – Government Finance Officers Association of the United States and Canada.
- e. Indirect costs – Costs (such as administration and overhead) that are indirectly linked to the delivery of a program or service and should be recovered through cost recovery.
- f. Methodology – a rate based on a system-wide cost per unit, where the cost associated with meeting future growth needs are divided by the projected growth in a plan area.
- g. Program – a suite of services provided by county staff or contractors.
- h. Public good – a service, or program, provided for the benefit and/or well-being of the public despite the inability to recover costs for the service provision or program.
- i. Overhead – Overhead includes costs such as payroll processing, accounting services, computer usage, rent (of county owned properties) that is not directly attributable to a service or program.

V. POLICY GUIDELINES

a. Rate Increases

The Board of County Commissioners sets rates annually by resolution. Unless otherwise approved by the Board for specific programs or services, fees and fines will automatically increase up to 3% consistent with the current amount of the Consumer Price Index for the

Western United States (CPI). If the CPI increases more than 3%, the Board of County Commissioners shall decide whether to increase fees/fines accordingly.

1. Requests to Increase Fees/Fines above the Board authorized Percentage

Only the Board has the authority to grant an exception to increase fees/fines more than the Board's authorized increase. Instances in which the Board will consider exceptions are as follows:

a.) Fees Outside of the County's Control: Instances where the County has no control over rate setting, such as fees/fines established by the State of Oregon or the County has entered into a legally enforceable agreement that cannot be renegotiated.

b.) Inability to increase fees will result in significant reduction or the elimination of services.

2. Requests to Increase Fees/Fines below the Board authorized Percentage

Department may request to keep their fees/fines flat or less than the Board authorized percentage for programs or services that are provided for the Public Good.

b. New Programs/Services:

When proposing new programs or services, departments are required to seek approval from the Board of all proposed services, their full costs (both direct and indirect), proposed rate structure and corresponding anticipated revenues, including fees. The analysis must include a comparison of rates for similar services charged by neighboring jurisdictions and consideration of alternate service delivery options.

c. Rate Development:

Cost recovery development should reflect the true and full cost of providing the program or service, with the intent to achieve full cost recovery. This includes both direct and indirect costs, including materials, labor, cost of fee collection, charges for the use of capital facilities and/or equipment, program and department administration and overhead.

Certain rates, including monthly utility charges, are established with the goal of achieving full cost recovery in the present while also considering future full cost recovery requirements with the goal of keeping annual rate adjustments to a minimum. Also, bond covenants may require the collection of revenues beyond operating and debt service costs. These factors may result in going beyond full cost recovery.

d. Periodic Reviews and Changes:

Departments are required to review rates no less frequently than biannually (unless otherwise specified in approved model/plan) for the impact of inflation, cost increases, adequacy of cost recovery, service demand and competition (as applicable). The analysis must include a comparison of rates for similar services charged by neighboring jurisdictions and consideration of alternate service delivery options.

VI. PROCESS AND PROCEDURES

a. Requests to change fees approved by the Board:

Requests to increase fees above the Board approved percentage shall be submitted to the Board for approval. Requests must include legal mandates, if applicable, three-year funding history including rate history, regional fees, and CPI.

Requests to keep fees flat or less than the Board approved percentage shall be submitted to the Board of Commissioners for approval.

b. Requests for approval for fees/fines for new programs or services

Requests to establish fee/fines for new programs or services must be submitted to the Board for approval. Requests must include legal mandates, if applicable, three year funding history (if available) and regional fees. The Board may approve such requests outside of the annual rate resolution.

VII. ACCESS TO POLICY

PowerDMS

VIII. ADDENDA

Clackamas County Code, Appendix A: Fees Clackamas County Code, Appendix B: Fines

<https://dochub.clackamas.us/documents/drupal/bb8f8bb1-d3b8-4ad4-a964-a0f538008c85>

This policy conforms to the guidance found in the following source publication: GFOA Best Practice on Establishing Government Charges and Fees <https://www.gfoa.org/materials/establishing-government-charges-and-fees>

Actions on this Policy:

Original Policy effective date:

December 2024

Amended Policy effective dates:

Draft Clackamas County Oak Lodge and Gladstone Libraries Lost and Found Policy

Purpose:

To ensure the proper handling, storage, and disposal of lost and found items at the library in a manner that is secure, respectful, and consistent.

Policy Guidelines:

1. Collection and Reporting:

- All found items should be turned in to the library's front desk.
- Staff will record the date, and where it was found.

2. Storage:

- Items will be stored in a secure location accessible only to authorized staff.
- Perishable or potentially hazardous items (e.g., food, hygiene products, sharp objects) will be discarded immediately for health and safety reasons.

3. Claiming Lost Items:

- Patrons must provide a description of the lost item to claim it.
- Valid identification may be required before releasing valuable items (e.g., wallets, phones, ID cards).
- The library reserves the right to deny a claim if the description does not match or if ownership cannot be confirmed.

4. Retention Period:

- Items will be held for **30 days**.
- After the retention period, unclaimed items will be:
 - Donated to charity,
 - Disposed of, or
 - Given to the local authorities, depending on the nature of the item.

5. Special Items:

- **Valuables** (phones, wallets, jewelry): Held securely and may be turned over to local law enforcement after a shorter period.

6. Confidentiality and Privacy:

- Staff must respect the privacy of lost items and shall not open bags, wallets, or containers unless necessary to identify the owner.
- Personal information found on items will be protected in accordance with privacy laws and library policy.

Unattended Minor Policy

June 9, 2025

Clackamas County's Oak Lodge and Gladstone Libraries welcome and encourages library use by children. Providing quality materials and services to young people is one of our primary responsibilities. Parents and guardians are advised, however, that the library is a busy, public place and that they are responsible for monitoring and regulating their children's behavior, safety, and welfare while on library premises. Although it is a library priority to provide a safe and appropriate environment for visitors of all ages, the library staff is not responsible for providing long- or short-term care for unattended children.

Unattended Minors During Opening Hours

Per Oregon Revised Statutes (ORS) 163.545, parents, legal guardians, and caregivers must adequately supervise children less than 10 years of age. Adequate supervision is defined as having a parent/guardian or assigned caregiver in the immediate vicinity (within sight and conversational distance). Children 10 and older may use the library unattended provided that they refrain from prohibited conduct in Ordinance No. 05-3013. Caregivers who choose to leave a child unattended must first ensure that the child is capable of proper library behavior and of observing library expectations for appropriate use of library materials. Caregivers who neglect to provide proper supervision of their child and regulate disruptive behavior may be asked to leave the library with their child. Parents/legal guardians will be held responsible for damage to library property caused by their children. Library staff members are mandatory reporters and are required by law to report suspected child abuse to state agencies or local law enforcement.

Truancy

Under Oregon law, generally children and teens between the ages of 6 and 18 must attend a full-time school. If a school aged child is at the library on a school day during regular school hours, the student may be asked to show written proof excusing the student from school on that day. Library staff reserves the right to report instances to parents and/or local schools.

Unattended Minors at Closing

If the building is closing and children have not been picked up, a reasonable attempt will be made to locate the responsible party. If no responsible party is found, the police shall be called to take custody of the child.

Access to the Children's Area and Programs

Adults in the Children's Room must be using the room's materials or be accompanied by a child. Adults and teens not fitting this description will be asked to leave the area. Children's programs are held for the instruction and enjoyment of children and their caregivers. Adults attending programs without children are not allowed without prior authorization from library staff.

Access to the Teen Area and Programs

Adults in the Teen Room can briefly browse the room's materials or enter to briefly visit with a teen or talk to library staff. All other adults or children may be asked to leave the area. Teen programs are held for the instruction and enjoyment of teens. Adults and younger children are not allowed at teen programs without prior authorization from library staff.