



## LIBRARY BOARD AGENDA

June 26, 2024 at 6:30 PM

Wilsonville Public Library

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### PARTICIPANTS MAY ATTEND THE MEETING AT:

Library, 8200 SW Wilsonville Road, Wilsonville, Oregon

Zoom: <https://us02web.zoom.us/j/82535883540>

### TO PARTICIPATE REMOTELY OR PROVIDE PUBLIC COMMENT:

Register with Molly Muldoon:

[Muldoon@wilsonvillelibrary.org](mailto:Muldoon@wilsonvillelibrary.org) or 503-570-1593

Individuals may submit comments by 12:00 PM on the day before the meeting date via email to the address above, or may mail written comments to:

Molly Muldoon - Wilsonville Library

8200 SW Wilsonville Road, Wilsonville, OR 97070

### CALL TO ORDER

1. Roll Call

### CONSENT AGENDA

2. [Approval of Minutes: 05.22.2024](#)

### ONGOING BUSINESS / CALENDAR ITEMS

3. Director's Report
4. [LDAC](#)
5. Bingo Card Updates and Insights
6. [Review Annual Calendar](#)
7. [Strategic Plan](#)
8. Friends of the Library Report
9. Library Foundation Report

### NEW BUSINESS

### ROUND ROBIN

### ADJOURN

Library Board  
June 26, 2024

**NEXT MEETING**

Wednesday, July 24, 2024 6:30 PM

*Time frames for agenda items are not time certain (i.e. agenda items may be considered earlier than indicated). The City will endeavor to provide the following services, without cost, if requested at least 48 hours prior to the meeting by contacting Molly Muldoon, Administrative Assistant at 503-570-1593 or [Muldoon@wilsonvillelibrary.org](mailto:Muldoon@wilsonvillelibrary.org): assistive listening devices (ALD), sign language interpreter, and/or bilingual interpreter. Those who need accessibility assistance can contact the City by phone through the Federal Information Relay Service at 1-800-877-8339 for TTY/Voice communication.*

*Habr  interpretes disponibles para aqu llas personas que no hablan Ingl s, previo acuerdo. Comun quese al 503-570-1593.*

**Wilsonville Public Library**  
**LIBRARY BOARD MEETING MINUTES**  
**May 22, 2024**

**MEMBERS PRESENT:** Natalie McNown, Chair; Dick Spence, Vice-Chair; Miriam Pinoli; Gay Walker

**STAFF PRESENT:** Shasta Sasser, Library Director; Molly Muldoon, Board Secretary

Natalie McNown called the meeting to order at 6:30 p.m.

The minutes of the April 24<sup>th</sup> meeting were approved.

**ONGOING BUSINESS/CALENDAR ITEMS**

**1. Director's Report** – Shasta reported library staff attended the opening of the Heumann Center for adult transition services which sends some volunteers to the library. Signage is progressing but there's still some work to do. The refob-ing is progressing: all doors are done, we are waiting on alarm panels, and three cameras have been added. Lian Dolan is doing an author talk on June 4<sup>th</sup>, there's a history talk about Oregon State Parks June 25<sup>th</sup> and the Summer Reading Program began on June 1<sup>st</sup>. The city is migrating to Microsoft 365 so staff is cleaning up drives and files. RFID machinery will have to be replaced in the near-ish future and Network is looking into it and also potentially book lockers but it is too early to know the cost. The library is also working on getting sensory kits for patrons with the city's DEI group.

**2. Board Bingo Card**— Shasta went over the bingo card. The board decided to give themselves three months to get a bingo and will go over observations and findings at the August meeting.

**3. City Budget Committee Meetings**— Shasta gave the budget presentation to the city and it was adopted. It will go to City Council for the first June meeting. The only thing cut out was soundproofing in the Acorn Room.

**4. Summer Reading Program Overview** – Shasta shared info about this year's summer reading program. The Teen Art Contest winner's art is on the cover of the teen packet. There's a log, bingo and a science log for all ages. Kids who sign up in person get a free book and a second one when they finish their first log. They can do multiple logs but just one science and get a blackout on bingo. Youth Services Librarians are off to schools to do skits next week. There will be a kickoff party June 15<sup>th</sup> with cake, crafts, and a performance by Cello Bop.

**5. Friends of the Library Report** – Dick Spence reported the bookstore has a lot of fiction and dvds are on sale. Katie Howe has moved and Al Steiger is the President Pro Tempore.

**6. Library Foundation Report** – Dick Spence reported the Foundation discussed what they had done since their retreat and what they'd accomplished. There's a meeting on thanking donors in September. Stay Home and Read was last weekend and it went very well, with full numbers still to come in.

**ROUND ROBIN**

**Meeting adjourned at 7:24 p.m.**

**The next regular meeting is scheduled for June 26 at 6:30 p.m. on Zoom.**

Respectfully submitted,

Molly Muldoon

Board Secretary

**\*Copy available from Board Secretary**

**RESTATEMENT AND FOURTH AMENDMENT OF THE  
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~~9~~<sup>24</sup>, 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~~<sup>and</sup>

WHEREAS, the Parties hereto desire to amend the Agreement to add the Facilities related language in Attachment C; and

WHEREAS, the Agreement has been amended three times previously, in order to have an easier to reference agreement all previous amendments that remain operative (Amendments 1 and 3) are incorporated into this draft with the newly added language; and

WHEREAS, Section 3.3 of the Agreement provides for the mechanism of amendment of the Agreement to address these changes;

WHEREAS, a color coded version of this Agreement is attached to show what sections were added in each Amendment, purple for Amendment 1, Amendment 2 is omitted as inoperable after the disincorporation of the City of Damascus, and Amendment 3 language is blue. The new language added for this Fourth Amendment is red. Language removed by an amendment is included in strikethrough.

NOW, THEREFORE, the District, ~~the County~~, and ~~the Library 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.
- 1.3 District Budget Committee. State law also requires that the District constitute a Budget Committee consisting of the members of the District Board and an equal number of citizens, who may be nominated pursuant to existing County budget committee procedures. The role and responsibilities of the Budget Committee shall be as set forth in the applicable statutes.
- 1.4 District Revenue. The District has a permanent tax rate of \$0.3974 per \$1,000 of assessed value, collected from all parcels of real property in the District.
- 1.5 Distribution of Revenue. Revenues generated by the District permanent rate, including delinquent taxes, are allocated, appropriated and expended pursuant to the budget adopted by the District Board. The District Board agrees to allocate, appropriate, and distribute the funds of the District pursuant to the formula as defined on Attachment A (the "Formula") for the service areas as shown on the maps included as Attachment B ("Service Area Maps"). The Formula may be reevaluated as necessary by the Parties to this Agreement. Any change to the Formula shall occur as an amendment to this Agreement. **Tualatin Revenue. Notwithstanding the Formula as set forth in the Agreement:**
  - 1.5.1 Fifty percent (50%) of the District revenue generated by real property within Tualatin as of June 17, 2010, including delinquent taxes and any generated interest, shall be distributed to Tualatin for use in support of the Tualatin Library.

1.5.2 The remaining revenue generated by the Tualatin properties shall be distributed to the following Library Cities in support of library services:

- 50% to Lake Oswego;
- 40% to Wilsonville; and
- 10% to West Linn.

1.5.3 Revenues generated by properties that currently are within the District and subsequently annexed into Tualatin shall continue to be treated as unincorporated and within their current service area for purposes of the Formula. Any changes to the Formula shall require amendment as set forth in the Agreement.

1.5.4 For the purposes of the Agreement, Tualatin shall not be considered a Library City.

1.5.5 For the purposes of the Formula in the Agreement, the population within Tualatin as of June 17, 2010 shall not count towards the total population as utilized in the Formula.

1.6 ~~Transition Payments. The parties hereto acknowledge and agree that the District shall distribute funds to Clackamas County for the operation of the Clackamas Corner and Oak Lodge Libraries pursuant to the alternative Service Area Maps described on Attachment B until such time as the City of Happy Valley and the City of Gladstone construct facilities sufficient to serve such area. During the term of such distributions, the Parties anticipate that the County libraries will be operated in a manner consistent with the Service Standards. Upon completion of such facilities, distributions shall be made based on the indicated Service Area Maps. To the extent the annual distribution of funds to Clackamas County is greater than the annual need to operate such libraries, the District shall retain such funds in trust for the Cities of Gladstone and/or Happy Valley, respectively, for distribution at such time as such City is constructing new library facilities.~~

Transition Payments. The District shall distribute funds to Clackamas County for the operation of the Oak Lodge Library pursuant to the current Oak Lodge Service area map. To the extent the annual distribution of funds to Clackamas County is greater than the annual need to operate the Oak Lodge library, the District shall retain such funds in trust for Clackamas County for distribution at such time as the County is constructing new library facilities. No unincorporated areas assigned to, or reserves accumulated by, the Oak Lodge Library service area shall be reassigned, contributed or transferred to another Library City.

- 1.7 Library Authority. Clackamas County operates public libraries pursuant to a board order creating public libraries for all Clackamas County residents dated July 9, 1938, as amended and updated pursuant to Board Order 85-1221 dated October 31, 1985. The District has received a delegation of such authority from Clackamas County to operate as a public library for the benefit of incorporated and unincorporated residents of Clackamas County pursuant to an Intergovernmental Agreement. 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.

## **Section 2 Obligations of the Cities**

- 2.1 Use of Funds. The Library Cities will use District revenue to provide public library service, and 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. For the purposes of this Agreement, "Service Standards" shall mean (i) the standards described on Attachment C, (ii) the provision of services to all District residents on the same terms, and (iii) the proper expenditure of funds as described in this 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. It is the intention of the parties to work cooperatively in helping each city make progress in meeting the Service Standards.
- 2.2 Library Management. 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. The Library Cities will cooperate with the District Advisory Committee to assist in the review of library services to District residents.
- 2.3 Cooperation and Reporting. 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. Each Library City will provide the District with (i) copies of its annual report to the State of Oregon regarding the provision of library services, (ii) a report on its efforts to meet OLA Threshold Standards as defined on Attachment



C, and (iii) any supplemental reports that the District through both the District Advisory Committee and the District Board may require.

- 2.4 Clackamas County as Library City. The City of Gladstone and Clackamas County desire to work cooperatively in the provision of library services in the Gladstone and Oak Lodge service areas. Gladstone and the County may enter into separate agreements regarding the management of their respective libraries. All parties hereto acknowledge the intention of the Plan is to have Clackamas County, through the use of District distributions for the Oak Lodge and Gladstone service areas, accumulated reserves referred to in section 1.6 above and other non-District revenues, to construct and manage both a new Oak Lodge library and new Gladstone library, and that nothing herein shall be construed to restrict or otherwise impair such plan. Clackamas County shall be considered a "Library City" in all respects for the Oak Lodge Library service area.

### Section 3 Term and Amendment

- 3.1 Term. This Agreement shall commence on July 1, 2009 and continue until terminated as set forth herein.
- 3.2 Termination. This Agreement shall terminate upon the dissolution of the District.
- 3.3 Amendment. Except as specifically provided in Section 4.14, this Agreement may be amended at any time upon the agreement of the District and two-thirds of the Library Cities; *provided, however*, 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.
- 3.4 Changes in District Territory. The parties hereto recognize that during the term of this Agreement changes in the District territory may occur, such as (i) territory outside the District may annex into the District, (ii) territory currently in the District may withdraw by annexation into a non-participating City, or (iii) unincorporated territory currently in the District may annex into a participating City. The District shall inform the District Advisory Committee of any such changes, and the District Advisory Committee shall review the Service Area Maps and the Formula and recommend any amendments to this Agreement necessary to adjust for such changes.
- 3.5 Incorporation of a City within District Boundaries. Should an unincorporated area within the District choose to incorporate during the life

of the District, the District Advisory Committee shall make a recommendation to the District Board of whether the newly-incorporated city qualifies as a service provider as such term is generally used in this Agreement, and if so to what extent the Formula should be adjusted to allow for a distribution to such new service provider. If the newly-incorporated city does not qualify as a service provider, the District Advisory Committee shall make a recommendation to the District Board regarding the impact, if any, of the new city on the provision of library services. Any proposed changes shall be addressed as an amendment to this Agreement.

#### **Section 4 General Provisions**

- 4.1 Indemnification. Each party shall release, defend, indemnify and/or hold harmless the other, its officers, commissioners, councilors, elected officials, employees, and agents, from and against all damages, claims, injuries, costs, or judgments that may in any manner arise as a result of the party's performance under this contract, subject to Oregon Tort claims limitations.
- 4.2 Governing Law. This Agreement shall be construed and governed in all respects in accordance with laws of the State of Oregon, without giving effect to the conflict of law provisions thereof.
- 4.3 Savings. Should any portion of this Agreement or amendment there to be adjudged by a Court of appropriate final jurisdiction to be in violation of any local, state or federal law, then such portion or portions shall become null and void, and the balance of the Agreement shall remain in effect. All Parties shall immediately renegotiate any part of this Agreement found to be in such violation by the Court and to bring it into compliance with said laws.
- 4.4 Reasonable Attorney's Fees. In the event any action is brought to enforce, modify or interpret the provisions of this Agreement, the prevailing party shall be entitled to reasonable attorney's fees and costs incurred in connection with such action or on appeal or review; said amount to be set by the court before which the matter is heard.
- 4.5 Notices. Formal notices, demands and communications between the Parties shall be deemed given three (3) business days after being sent by registered or certified mail, postage prepaid, return receipt requested to the principal offices of the party hereto, or upon confirmation of receipt via facsimile, electronic transmission, or hand delivery. Such written notices, demands and communication may be sent in the same manner to such other addresses and to such other persons and entities as either party may from time to time designate by mail as provided in this section.

- 4.6 No Personal Liability. No member, official, agent, or employee of the County, the District, or any City shall be personally liable to the other or any successor in-interest thereto in the event of any default or breach by such entity.
- 4.7 No Agency. Neither anything in this Agreement nor any acts of the parties hereto shall be deemed or construed by the parties hereto, or any of them, or by any third person, to create the relationship of principal and agent, or of partnership, or of joint venture, or of any association between any of the parties to this Agreement. No party or its employees is entitled to participate in a pension plan, insurance, bonus, or similar benefits provided by any other party.
- 4.8 Entire Agreement. This Agreement integrates all of the terms and conditions mentioned herein or incidental hereto and supersedes all negotiations or previous agreements between the parties or the predecessors in interest with respect to all or any part of the subject matter hereof. All waivers of the provisions of this Agreement must be in writing by the appropriate authorities of the party granting such waiver.
- 4.9 Further Action. The parties hereto shall, without additional consideration, acknowledge, execute, and deliver from time to time such further instruments as a requesting party may reasonably require to accomplish the purposes of this Agreement.
- 4.10 Non-Waiver of Rights. The failure of a party to insist on the strict performance of any provision of this Agreement or to exercise any right, power or remedy upon a breach of any provision of this Agreement shall not constitute a waiver of any provision of this Agreement or limit the party's right thereafter to enforce any provision or exercise any right.
- 4.11 Time is of the Essence. A material consideration of the parties entering into this Agreement is that the parties will perform all obligations under this Agreement in a timely manner. Time is of the essence as to each and every provision of this Agreement.
- 4.12 Restricted Assignment. No party hereto may assign its rights, responsibilities or obligations hereunder to another party, by operation of law or otherwise, without (i) seeking and receiving an amendment of this Agreement, (ii) having said party join this Agreement on the terms, conditions and covenants herewith, and (iii) with a demonstration that such new party has the capability and durability to meet or exceed the levels of library service currently being provided by the party seeking to assign. The District Advisory Committee shall evaluate any request for assignment and make a recommendation to the District Board regarding

the granting or denial of the same based on the above criteria, including the District Advisory Committee's determination of criteria (iii) above.

- 4.13 Counterparts. This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, and such counterparts shall constitute one and the same instrument.
- 4.14 Enforcement of Terms. The Parties hereto 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. The Parties expect that to the extent there is any noncompliance or breach of this Agreement, the Parties will discuss such noncompliance or breach in the District Advisory Committee 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 of this Agreement, then the District Advisory Committee shall meet to consider an amendment to this Agreement to create incentives for compliance, including but not limited to withholding of District funds, reallocation of unincorporated residents to neighboring service areas, or other such actions as may be deemed appropriate. The Parties hereto agree that in an event of a material breach of this Agreement 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.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their duly authorized officers or representatives as of the day and year first above written.

CLACKAMAS COUNTY BOARD OF COMMISSIONERS, AS THE GOVERNING BODY OF THE LIBRARY DISTRICT OF CLACKAMAS COUNTY	CLACKAMAS COUNTY BOARD OF COMMISSIONERS, AS THE GOVERNING BODY OF CLACKAMAS COUNTY
By: _____	By: _____
Title: Chair	Title: Chair
ATTEST:	ATTEST:

THE CITY OF CANBY	THE CITY OF ESTACADA
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By: _____	By: _____
Title:	Title:
ATTEST:	ATTEST:

THE CITY OF GLADSTONE	THE CITY OF HAPPY VALLEY
By: _____	By: _____
Title:	Title:
ATTEST:	ATTEST:

THE CITY OF LAKE OSWEGO	THE CITY OF MILWAUKIE
By: _____	By: _____
Title:	Title:
ATTEST:	ATTEST:

THE CITY OF MOLALLA	THE CITY OF OREGON CITY
By: _____	By: _____
Title:	Title:
ATTEST:	ATTEST:

THE CITY OF SANDY	THE CITY OF WEST LINN
By: _____	By: _____
Title:	Title:
ATTEST:	ATTEST:

THE CITY OF WILSONVILLE

By: _____
Title:
ATTEST:

## Attachment A

1. For the purposes of this Agreement, the “Formula” shall be calculated consistent with the following concepts:

a. The District rate is \$0.3974 per \$1000 of assessed value.

b. 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.

2. The Formula has two components:

a. 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.

b. 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.

3. 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.

Below are examples of the distribution of funds based on 2008 assessed values and population figures. The spreadsheet assumes the new Gladstone/Oak Lodge and Happy Valley libraries have not yet been constructed.

**Library District  
Distribution Formula**

<i>Assessed Value 2008</i>		
Total County Assessed Value (AV)	\$32,936,836,893	100%
Less: Non-Participating City AV	<u>\$(1,239,770,249)</u>	-4%
Equals: Total Library District AV	<u><u>\$31,697,066,644</u></u>	96%
Participating Cities:	Assessed Value	
Canby	\$999,941,295	6%
Estacada	\$179,662,976	1%
Gladstone	\$635,886,719	4%
Happy Valley	\$1,508,430,197	9%
Lake Oswego	\$4,756,391,295	28%
Milwaukie	\$1,467,817,328	9%
Molalla	\$409,821,923	2%
Oregon City	\$2,002,572,357	12%
Sandy	\$551,473,814	3%
West Linn	\$2,655,549,376	16%
Wilsonville	\$1,652,437,025	10%
Total Participating Cities AV	<u><u>\$16,819,984,305</u></u>	100%
Total Library District AV	\$31,697,066,644	100%
Less: Participating Cities AV	<u>\$(16,819,984,305)</u>	-53%
Equals: Unincorporated AV in District	<u><u>\$14,877,082,339</u></u>	47%

<i>Unincorporated Population Served 2008</i>		
Canby	10,221	6%
Estacada	16,802	9%
Gladstone	8,506	5%
Happy Valley	32,373	18%
Lake Oswego	3,305	2%
Milwaukie	10,756	6%
Molalla	15,001	8%
Oregon City	28,015	15%
Sandy	22,236	12%
West Linn	5,691	3%
Wilsonville	3,421	2%
Oak Lodge	28,036	15%
	<u><u>184,363</u></u>	100%



**Example Distribution Calculation**  
**Assuming \$12 million in tax receipts**

<b>Total District Tax Receipts</b>		
Total Tax Collected	\$12,000,000	100%
City Assessed Value	\$6,367,776	53%
Unincorporated Population Served	\$5,632,224	47%

<b>City Distribution of Receipts</b>				
	<i>Assessed Value</i>	<i>Pop Served</i>	<i>Total \$</i>	<i>%</i>
Canby	\$378,562	\$312,248	\$690,810	6%
Estacada	\$68,018	\$513,295	\$581,313	5%
Gladstone	\$240,736	\$259,855	\$500,592	4%
Happy Valley	\$571,067	\$988,984	\$1,560,051	13%
Lake Oswego	\$1,800,693	\$100,967	\$1,901,660	16%
Milwaukie	\$555,692	\$328,592	\$884,284	7%
Molalla	\$155,152	\$458,275	\$613,427	5%
Oregon City	\$758,142	\$855,848	\$1,613,990	13%
Sandy	\$208,779	\$679,302	\$888,081	7%
West Linn	\$1,005,348	\$173,858	\$1,179,206	10%
Wilsonville	\$625,586	\$104,510	\$730,096	6%
Oak Lodge	\$-	\$856,490	\$856,490	7%
	<b>\$6,367,776</b>	<b>\$5,632,224</b>	<b>\$12,000,000</b>	<b>100%</b>

## **Attachment B**

Service population maps are included as Attachment B.

1. The maps divide Clackamas County into library service areas. These areas are based on distance, roads, rivers, travel patterns, etc. and are intended to define where people are most likely to receive library service, and to give a Library City the ability to meet the library threshold standards in Attachment C. Each Library City's service area has been constructed by assigning Census tracts into library service areas. Based on census data compiled every 10 years, the population in each census tract will be verified and then the total unincorporated population within each service area will be used to calculate the Formula.
- ~~2. For the continuation of library service to the citizens in the Oak Lodge and Clackamas Corner areas, the service area boundaries and population served totals will not change until the new Happy Valley Library is open and the new Gladstone/Oak Lodge Library is open. As each new facility is opened to the public, the service population will be adjusted to the new agreed-upon boundaries found in this Attachment. The population service area changes and resulting increase in payments for unincorporated population served will take place in the fiscal year following the library opening.~~

**[See attached maps]**

**Attachment C**  
Service Standards

The Parties agree that all library service providers shall strive to meet OLA Threshold Standards, with a particular emphasis on:

**STAFFING:** Provide qualified staff employed by the library as outlined in the table below:

Population Served	Threshold Staffing Level
0 - 2,499	0.5 FTE, with high school diploma
2,500 - 4,999	0.35 FTE/1,000 served. Director has B.A.
5,000 - 9,999	0.35 FTE/1,000 served. Director has B.A.
10,000 - 24,999	0.35 FTE/1,000 served. Director has MLS.
25,000 - 49,999	0.35 FTE/1,000 served. Director has MLS. 1/5 of staff has MLS.
50,000 - 499,999	0.33 FTE/1,000 served. Director has MLS. 1/5 of staff has MLS.

**MATERIALS:** Provide the number of volumes in the library’s total collection as spelled out in the table below:

Population served	Threshold Materials
<b>0 - 49,999</b>	Material collection of 5,000 items or two items per capita, whichever is greater.
<b>50,000+</b>	Material collection of two items per capita.

**ACCESS:** Provide and post open hours which fit the community's need, including evening and weekend hours, and provide the minimum standards listed in the table below:

Population served	Threshold
<b>0 - 4,999</b>	20 hours
<b>5,000 - 9,999</b>	30 hours
<b>10,000 - 24,999</b>	40 hours
<b>25,000 +</b>	50 hours

NOTE: Total staffing levels and material volumes may be constrained by current facility size limitations. The Parties understand and agree that a strategic plan that recognizes such size limitations and adjusts staff and material goals accordingly is an acceptable implementation of this standard.

**FACILITIES:** Spacious, modern facilities are essential for good library service. Library facilities should be conveniently located and easily accessible to all segments of the population. Projecting space needs based upon local library service goals, as part of the development of a library building program, is recommended as the most reliable method of planning library facilities.

### **Threshold Standards**

In order to meet threshold standards, each Oregon public library shall:

Provide a book drop when library is closed.

Provide a designated area to meet the needs of children.

Provide separate staff work area.

Provide a business telephone with a listed number.

Comply with ADA standards.

Provide sufficient parking.

Provide sufficient signs identifying the library, directing the public to the library, and within the library.

Provide a facility that is safe, secure, and well lighted.

Provide a public restroom, sufficient heating, and ventilation.

Provide facilities that are adaptable for technology.

Analyze space needs not less than every ten years, using current library facility planning materials.

# LIBRARY BOARD CALENDAR 2024-25

<p style="text-align: center;"><b>JULY (In Person)</b></p> <ul style="list-style-type: none"> <li>· Election of officers (fiscal year 2025)</li> <li>· Photos</li> <li>· New Member Introdution</li> <li>· Library Tour</li> <li>· ALA Standards Review</li> </ul>	<p style="text-align: center;"><b>AUGUST</b></p> <ul style="list-style-type: none"> <li>· OLA membership renewal</li> <li>· Banned Book Week</li> <li>· Year End Budget Review</li> <li>· Policies and Procedures</li> </ul>	<p style="text-align: center;"><b>SEPTEMBER</b></p> <ul style="list-style-type: none"> <li>· Community Survey Results</li> <li>· Review Bingo Card</li> </ul>
<p style="text-align: center;"><b>OCTOBER</b></p> <ul style="list-style-type: none"> <li>· LDAC Updates</li> <li>· New Bingo Card</li> <li>· LINCC Updates</li> </ul>	<p style="text-align: center;"><b>NOVEMBER NO MEETING</b></p>	<p style="text-align: center;"><b>DECEMBER (MEET FIRST WEEK)</b></p> <ul style="list-style-type: none"> <li>· Initial FY26 Budget Discussion</li> <li>· Annual Library Report</li> <li>· Workplans/Goals</li> </ul>
<p style="text-align: center;"><b>JANUARY (In Person)</b></p> <ul style="list-style-type: none"> <li>· FY25 Budget Half Year Update</li> <li>· Anniversary of Library 43th! (February 14, 1982)</li> </ul>	<p style="text-align: center;"><b>FEBRUARY</b></p> <ul style="list-style-type: none"> <li>· Annual Board Report Card</li> <li>· Strategic Plan</li> <li>· State Standards Review</li> </ul>	<p style="text-align: center;"><b>MARCH</b></p> <ul style="list-style-type: none"> <li>· Review/Evaluate Board functioning</li> <li>· Notify Council of expiring terms</li> <li>· Staff visitor</li> </ul>
<p style="text-align: center;"><b>APRIL</b></p> <ul style="list-style-type: none"> <li>· Review FY25 Budget</li> </ul>	<p style="text-align: center;"><b>MAY</b></p> <ul style="list-style-type: none"> <li>· Policies and Procedures</li> <li>· City Budget Committee meetings</li> <li>· SRP Program Overview</li> </ul>	<p style="text-align: center;"><b>JUNE</b></p> <ul style="list-style-type: none"> <li>· Review annual calendar</li> <li>· Strategic Plan</li> <li>· Policies and Procedures</li> </ul>

*Adopted*



# STRATEGIC PLAN 2022-2026



PREPARED BY







## MISSION

Our mission is to enrich and advance the lives of Wilsonville residents, creating opportunities for joyful discovery, lifelong learning, and community connections.

## VISION

We envision the Library bringing people and the community together to experience hope, joy, and creativity through learning and discovery.

## VALUES STATEMENT

- We are a welcoming space where services and staff reflect the diversity of the community
- We defend the sanctity of free exploration and expression by individuals
- We exist for our community. Their needs are first.
- We will evolve as our community evolves
- We are a place to learn, explore and imagine.
- We consider all residents potential beneficiaries of library services
- We create opportunities for people to build relationships.
- We honor and celebrate the achievements of our staff and volunteers.

# GOALS & STRATEGIES

## GOAL 1: ENHANCE SERVICES AND RESOURCES

### STRATEGIES:

1. Expand programs, resources, and activities for teens and 'tweens
2. Examine and analyze broad of use of collections and make changes, which could include:
  - a. expanding Spanish and other language and cultural materials
  - b. growing digital and downloadable materials and resources
3. Evaluate demand for online service delivery versus physical collections and service and redistribute budget allocations as needed
4. Expand scope of adult programming to meet the needs of varied interests and age groups
5. Establish the Library as a place to access technology not available at home
6. Create a plan to incorporate technology for meeting rooms and collaborative spaces





## GOAL 2: RAISE AWARENESS AND PROMOTION OF THE LIBRARY

### STRATEGIES:

1. Update marketing plan, especially targeting underserved audiences and non-users
2. Review use of social media to ensure messages are reaching desired audiences
3. Develop additional methods to attract new and existing users to the range of Library services
4. Improve the website to increase ease of use by all users

## GOAL 3: EXTEND ACCESS TO LIBRARY SERVICES

### STRATEGIES:

1. Deepen and extend partnerships with local schools
2. Evaluate and explore changing/adding the hours when programs, especially for younger children, are offered to better accommodate a variety of schedules
3. Explore/find options to remove or lessen the impact of library fines
4. Expand outreach to and involvement with the Latinx community
5. Broaden community partnerships, especially in the areas of social and mental health services and cultural/literary programming



## GOAL 4: IMPROVE PHYSICAL SPACES

### STRATEGIES:

1. Rework, enhance and possibly expand the teen area
2. Evaluate current public computer use and consider options for patron privacy and mobility
3. Make the outdoor space more friendly and usable, especially for children and caregivers
4. Explore options for adding small meeting rooms
5. Improve signage and wayfinding tools for patrons inside the Library
6. Designate a gender neutral bathroom(s)
7. Explore options for using unused land near parking lot
8. Identify and promote environmental sustainability within the building

## GOAL 5: INCREASE LIBRARY RESOURCES

### STRATEGIES:

1. Increase library resources through partnering with local organizations [include grants?]
2. Explore initiatives to advocate for and increase public funding
3. Determine staffing increases or changes required to meet strategic plan goals
4. Work with the Library Foundation and Friends to continue to grow private support for programs and activities

## GOAL 6: ENGAGE WITH CITY INITIATIVES INCLUDING THE EQUITY, DIVERSITY AND INCLUSION COMMITTEE AND THE ARTS, CULTURE, AND HERITAGE STRATEGY

### STRATEGIES:

1. Engage with the City's Art, Cultural and Heritage Strategy
2. Work closely with the city and county EDI Committees to develop objectives for improvement in equity, diversity, and inclusion
  - Evaluate the physical space and identify initiatives to better reflect the community
  - Review library services (collections, programs) for potential improvements
  - Ensure that Library promotion and messaging is inclusive of the community
  - Create a plan for regular training for staff in EDI issues and customer service