



# CLACKAMAS COUNTY LIBRARY SERVICE DISTRICT **ADOPTED BUDGET**



**FISCAL YEAR  
2021-2022**

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*This cover features one of four graphics that are featured on Business & Community Services' Library Network courier vehicles. The graphics, which promote safety and library services, were developed in cooperation with, and support from, Clackamas County Department of Transportation and Development's Safe Communities program.*

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## **CLACKAMAS COUNTY LIBRARY SERVICE DISTRICT**

**FISCAL YEAR 2021/2022  
Adopted Budget**

### **BUDGET COMMITTEE**

#### **Board of County Commissioners**

**Tootie Smith, Chair  
Sonya Fischer, Commissioner  
Paul Savas, Commissioner  
Martha Schrader, Commissioner  
Mark Shull, Commissioner**

#### **Citizens**

**Nick Dierckman  
Daniel Cannain  
Karin Morey  
Susan Nielsen  
Marisa Soltz**

### **LIBRARY DISTRICT ADVISORY COMMITTEE**

**Megan Chuinard (Wilsonville)  
G. Jeffrey Bornefeld (Oak Lodge)  
Kathleen Draine (Sandy/Hoodland)  
Natalie Smith (Gladstone)  
Robin Chedister (Milwaukie)  
Vacant (Molalla)**

**Jacquie Siewert-Schade (Lake Oswego)  
Vacant (West Linn)  
Connie Redmond (Estacada)  
Denise Fonseca (Canby)  
Al Matecko (Happy Valley)  
Nick Dierckman (Oregon City)**

**Clackamas County Administrator/Library District Budget Officer  
Gary Schmidt**

**Business & Community Services Interim Director  
Sarah Eckman  
Business & Community Services Deputy Director  
Allegra Willhite**

**Prepared by:  
Business & Community Services  
Tracy Grambusch, Financial Analyst**

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## OFFICE OF THE COUNTY ADMINISTRATOR

PUBLIC SERVICES BUILDING  
2051 KAEN ROAD | OREGON CITY, OR 97045

May 24, 2021

Residents of the Library District of Clackamas County  
Budget Committee Members  
Board of County Commissioners  
Acting as the Governing Body of the Library District of Clackamas County

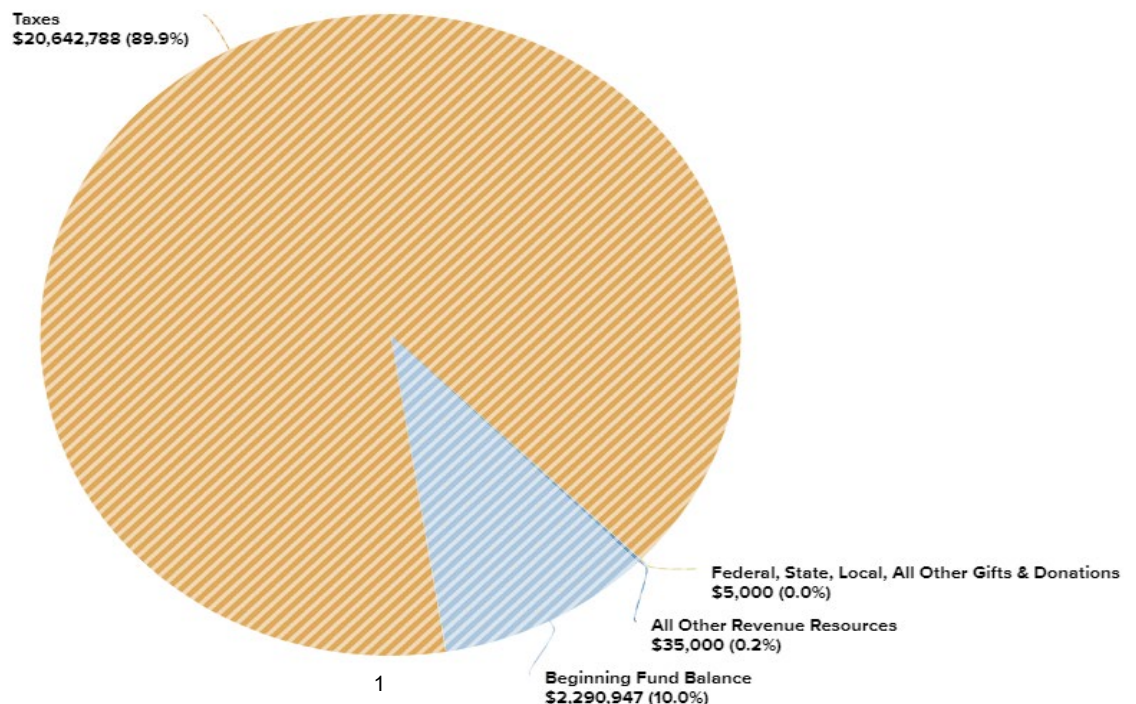
### Introduction

I am pleased to present the Library District proposed budget in the amount of **\$22,973,735** for fiscal year 2021/2022 for consideration by the budget committee. The budget was prepared in compliance with Oregon Budget Law and is balanced with resources matching projected annual requirements.

The Library District Fund was established in 2008 when voters approved a countywide Library District for Clackamas County. The permanent rate approved by voters in November 2008 was 0.3974 dollars per thousand of assessed value. The District functions as a fiscal agent by distributing property tax revenues raised by the District's permanent rate to participating local governments who operate libraries within Clackamas County. These funds will be used in fiscal year 2021/2022 for the operations and support of the Clackamas County Oak Lodge Library and twelve city-operated libraries: Canby, Estacada, Gladstone (operated by Clackamas County), Happy Valley, Lake Oswego, Milwaukie, Molalla, Oregon City, Sandy (including a branch at Hoodland), Tualatin, West Linn and Wilsonville. The City of Johnson City is the only area in Clackamas County that is not part of the Library District.

### Revenues

The proposed budget of **\$22,973,735** includes taxes of \$20,642,788, federal, state, local, all other gifts & donations of \$5,000, a fund balance at the end of fiscal year 2020/2021 of \$2,290,947, and all other revenue resources of \$35,000 as displayed below:



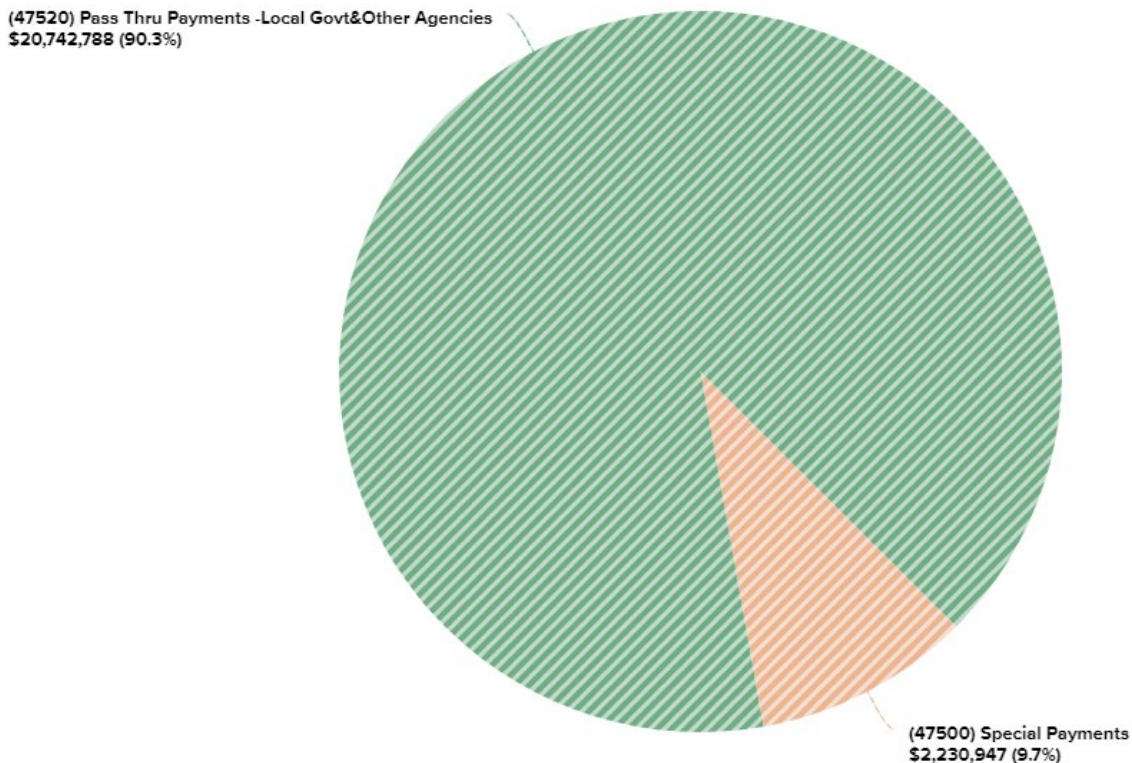
## Expenditures

As part of the original Library District ballot measure, the Board of County Commissioners indicated to voters that no Library District administration costs would be charged against this fund and that all tax revenue collected would go directly to support libraries. Therefore, the county is responsible for all necessary administrative expenditures related to the Library District. All funds collected in the Library Service District Fund will be distributed to public libraries within Clackamas County for the support of library services, except those required to be held in trust per the Cooperative Intergovernmental Agreement between the Library District of Clackamas County and Member Cities (Master IGA). The county's Business & Community Services department is responsible for administration of the Library District and provides staff support to the Library District Advisory Committee.

There are no other taxes imposed by the District; there is no operating budget and the District has no staff. The expenditures in the proposed budget include Payments to Local Governments in the amount of \$20,742,788 and represent the distributions to the county-operated Oak Lodge and Gladstone libraries and the remaining distributions to the twelve city-operated libraries. The Other Special Payments amount of \$2,230,947 represents the amount held in trust per the Master IGA, which mandates that to the extent the annual distribution of funds to the Oak Lodge Library is greater than the annual need to operate the library, the District is required to retain such funds in trust.

The mechanism by which the funds are collected by the Library District and distributed to each Library is called the "distribution formula." Please see the next page for a more detailed description of the formula.

The chart below displays the proposed budgeted expenditures in the amount of **\$22,973,735**:



## **Formula**

The distribution formula by which the Library District funds are divided out to each Library is outlined in the Master IGA and is based on two factors:

- The first factor of the formula is *assessed value*. Each participating city and jurisdiction that operates a library located in Clackamas County receives a proportionate share based on assessed value.
- The second factor of the formula is *unincorporated population* and each participating city and jurisdiction that operates a library located in Clackamas County receives a proportionate share based on the percentage of unincorporated residents served by each library as established by the Library Service Area boundaries.

Prior year delinquencies, tax interest, and penalties are distributed to each Library based on the previous year's distribution formula.

The Master IGA stipulates that the population in each census tract will be verified every 10 years, and an updated total unincorporated population within each Library Service Area will be used in the distribution formula. This update ensures that the distribution of funds is reflective of the most current census data. The 2010 Census data was incorporated into the distribution formula in fiscal year 2012/2013 and resulted in adjustments to the distribution formula and changes in the amount of projected property tax revenue for the libraries. The ultimate impact was a drop in revenue for several cities and increases in revenue for others. Cities with large unincorporated areas saw the largest drop in projected revenues. The 2020 census update is currently underway and we will update the distribution formula once the census is complete and the new population data is available.

Since a portion of the City of Tualatin is within the boundaries of the Library District, the city receives 50% of the annual District revenue generated in the city for use in support of the Tualatin Library. The remaining 50% is split between the three District libraries most likely to serve Tualatin patrons, namely Lake Oswego, Wilsonville, and West Linn.

Following is the fiscal year 2021/2022 estimate of taxes allocated to each city and county Library receiving District distributions.

<b>Library Name</b>	<b>Total Estimated Distribution - Property Taxes</b>
Canby	\$ 1,007,316
Estacada	880,852
Gladstone	823,836
Happy Valley	3,116,152
Lake Oswego	3,312,372
Milwaukie	1,863,889
Molalla	997,863
Oregon City	2,497,563
Sandy	1,147,324
Hoodland	271,278
Tualatin	107,431
West Linn	1,761,145
Wilsonville	1,458,004
Oak Lodge	1,497,763
<b>Total</b>	<b>\$ 20,742,788</b>



### **Activity highlights**

The original Library District Master IGA contemplated the eventual closure of the Oak Lodge Library, and the construction of a single library facility in the City of Gladstone that would serve residents of both the City of Gladstone and the Oak Lodge Library Service Areas. Several factors, however, complicated the implementation of this "single facility" solution, including local election results, community concerns, and legal proceedings.

In FY 17-18, Clackamas County and the City of Gladstone entered into a Settlement Agreement which contemplates the construction of two new libraries, one located within the City of Gladstone, and one located in unincorporated Clackamas County within the Oak Lodge Library service area. The Concord Task Force voted unanimously that the Concord School property was a suitable location for the new Oak Lodge Library. Both the Concord/Oak Lodge Library project and the Gladstone Library project have a dedicated task force of community volunteers providing input on the design process. The task force will continue reviewing project design during the current schematic design phase.

Over the next year we will move forward with the next phases of the project which include design development, construction documents, and permitting and bidding. Construction is planned to begin in spring of 2022 and we are estimating an 18-month construction process. If all goes as planned, we anticipate construction to be complete sometime in the spring of 2023.

Business and Community Services, at the direction of the Board and in close consultation with the Library District Advisory Committee (LDAC), has been supporting the formation of a multi-jurisdictional Task Force to evaluate and make recommendations related to Library District services, funding, and administration. Due to the COVID-19 pandemic, the Library District Task Force was not able to meet in FY 20-21. Business and Community Services staff are completing outreach to stakeholders to help facilitate next steps.

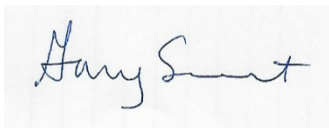
### **Acknowledgements**

I want to acknowledge county staff's effort in creating this proposed budget. I also want to acknowledge and thank the Library District Advisory Committee, the Board of County Commissioners and the residents of the District for their engagement and continued dedication to the Clackamas County Library Service District.

As always, I want to thank the Budget Committee for assuming this important task on behalf of our community. The time you take to receive and review the budget and attend the meetings is very much appreciated.

We respectfully request that the Budget Committee approve this budget for fiscal year 2021/2022.

Respectfully submitted,

A handwritten signature in blue ink that reads "Gary Schmidt". The signature is written in a cursive, flowing style.

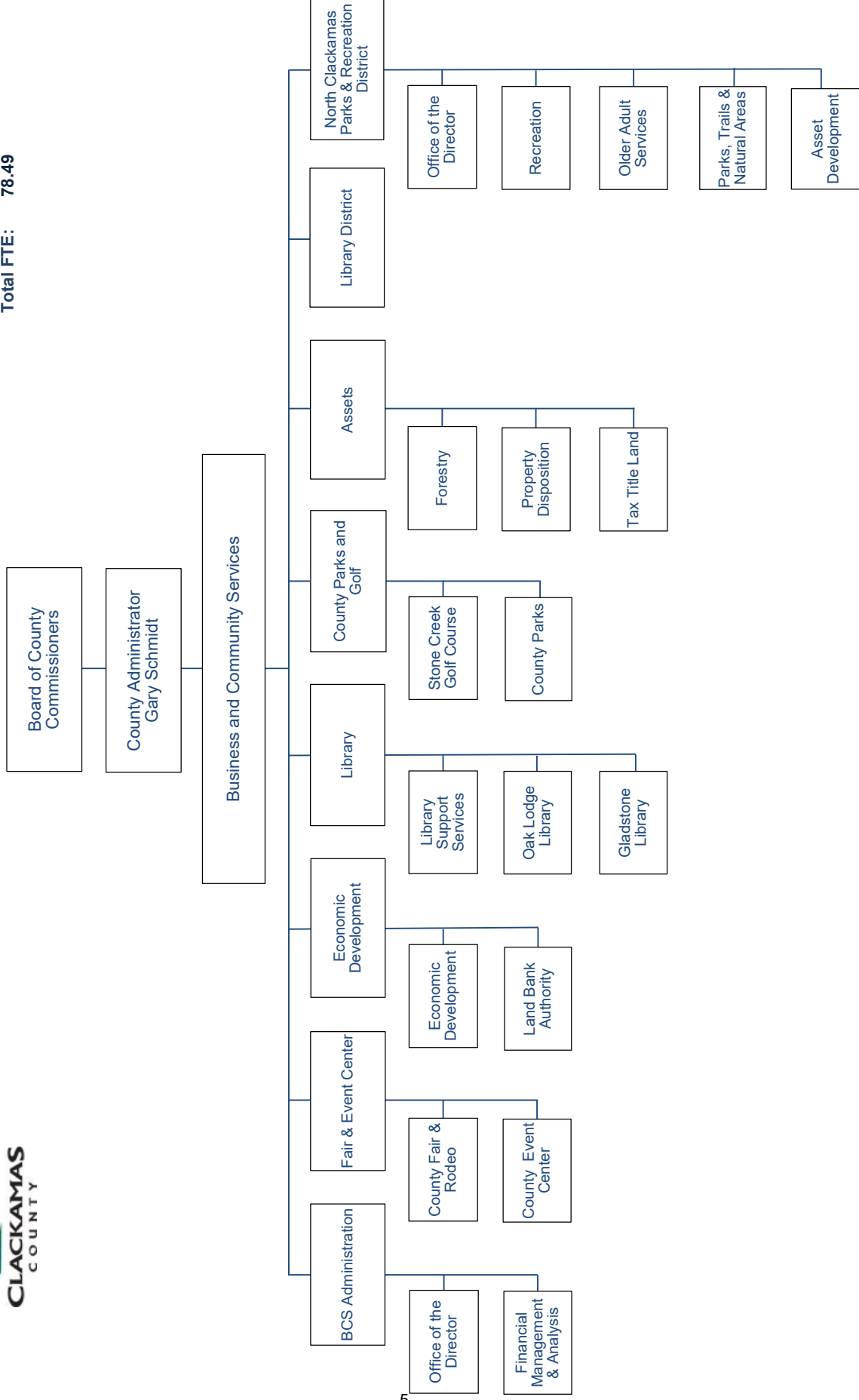
Gary Schmidt  
County Administrator  
Library District Budget Officer



# Business & Community Services

Fiscal Year 2021-2022

Total FTE: 78.49





# Business and Community Services

## Department Budget Summary by Fund

Line of Business	FY 21-22	FY 21-22	FY 21-22	FY 21-22
Program	FTE	Library Service District Fund 110	Total Proposed Budget	General Fund Support Included in Adopted Budget
Library				
Library Service District	-	22,973,735	22,973,735	
<b>FY 21-22 Budget</b>	-	\$ 22,973,735	\$ 22,973,735	\$ -
<b>FY 20-21 Budget</b>		\$ 23,162,315	\$ 23,162,315	\$ -
<b>\$ Increase (Decrease)</b>		\$ (188,580)	\$ (188,580)	\$ -
<b>% Increase ( Decrease)</b>		-0.81%	-0.81%	0.00%
<b>FY 20-21 FTE</b>	0.00			



## Library

### Line of Business Purpose Statement

The purpose of the Library Line of Business is to provide access to informational, recreational, community, cultural, and support services to library patrons so they can develop into lifelong learners and readers, satisfy intellectual curiosity, and strengthen communities.

### Business and Community Services

Sarah Eckman - Interim Director

Allegra Willhite - Deputy Director

FTE 22.00

Total Library Line of Business Adopted \$37,408,622

General Fund Support \$2,457,474

#### Library

Sarah Eckman  
Interim Director

Allegra Willhite  
Deputy Director

Total Adopted  
\$37,408,622

Gen Fund \$ 2,457,474

#### Library Support Services

Kathryn Kohl  
Manager

FTE 12.00  
Total Adopted  
\$7,434,485

Gen Fund \$ 2,457,474

#### Oak Lodge Library

Mitzi Olson  
Manager

FTE 5.25  
Total Adopted  
\$3,889,712

Gen Fund \$ -

#### Gladstone Library

Mitzi Olson  
Manager

FTE 4.75  
Total Adopted  
\$3,110,690

Gen Fund \$ -

#### Library District

Sarah Eckman  
Interim Director  
Allegra Willhite  
Deputy Director

FTE 0.00  
Total Adopted  
\$22,973,735

Gen Fund \$ -



## Library

### Library Service District



#### Purpose Statement

The purpose of the Library District program is to provide financial analysis, funds disbursement, and administrative support services to Library District residents, members of governing and advisory bodies, and participating local governments so they can receive information and funding which supports the provision of library services to all residents of the Clackamas County Library District.

#### Performance Narrative Statement

The Library District program proposes a budget of \$22,973,735, a continuation of the current funding level. These resources will serve the more than 400,000 residents of Clackamas County and funds will be distributed to the 12 city libraries and 1 county library within the established timeframes. In addition, the library district estimates will be provided to the cities within established timeframes. Reaching these targets will allow Clackamas County libraries to efficiently and effectively provide library services to their patrons.

#### Key Performance Measures

		FY 18-19 Actual	FY 19-20 Actual	FY 20-21 Target	FY 20-21 Actual as of 12/31/2020	FY 21-22 Target
 Result	Percentage of District distribution estimates provided within established timeframes*	100%	100%	100%	0%	100%
 Result	Percentage of District distributions processed within established timeframes**	100%	100%	100%	0%	100%

\* Estimate is prepared by February 15th of each year.

\*\* First distribution is prepared by January 30th of each year, final distribution is processed by June 30th of each year.

Program includes:

Mandated Services ☐ Y

Shared Services ☐ N

Grant Funding ☐ N

Explain all "Yes" boxes below

For help with shared services, see AOC Shared State-County Services page on intranet

If grant funding, include length of grant and any match requirement (w/funding source)

Explanation: The *Library District program* is a **mandated service** that was established in 2008 when voters approved a countywide Library District for Clackamas County. The permanent rate approved by voters in November 2008 was 0.3974 dollars per thousand of assessed value. The District functions as a fiscal agent by distributing property tax revenues raised by the District's permanent rate to participating local governments who operate libraries within Clackamas County. These funds are used for the operations and support of the Clackamas County Oak Lodge Library and 12 city-operated libraries: Canby, Estacada, Gladstone (operated by Clackamas County), Happy Valley, Lake Oswego, Milwaukie, Molalla, Oregon City, Sandy (including a branch at Hoodland), Tualatin, West Linn and Wilsonville. The City of Johnson City is the only area in Clackamas County that is not part of the Library District.



Budget Summary

	FY 18-19 Actual	FY 19-20 Actual	FY 20-21 Amended Budget	FY 20-21 Projected Year End	FY 21-22 Adopted Budget	Chg from Prior Yr Budget	% Chg from Prior Yr Budget
<b>Beginning Balance</b>	<b>2,806,457</b>	<b>2,997,438</b>	<b>2,970,947</b>	<b>3,048,013</b>	<b>2,290,947</b>	<b>(680,000)</b>	<b>-22.9%</b>
Taxes	19,334,947	19,723,528	20,156,368	20,156,368	20,642,788	<b>486,420</b>	<b>2.4%</b>
Federal, State Local, All Other Gifts & Donations	22,292	3,658	-	14,079	5,000	<b>5,000</b>	<b>n/a</b>
Miscellaneous	183,787	139,162	35,000	35,255	35,000	-	<b>0%</b>
<b>Operating Revenue</b>	<b>19,541,026</b>	<b>19,866,348</b>	<b>20,191,368</b>	<b>20,205,702</b>	<b>20,682,788</b>	<b>491,420</b>	<b>2.4%</b>
<b>Total Rev - Including Beginning Balance</b>	<b>22,347,483</b>	<b>22,863,786</b>	<b>23,162,315</b>	<b>23,253,715</b>	<b>22,973,735</b>	<b>(188,580)</b>	<b>-0.8%</b>
Special Payments	19,350,045	19,815,773	23,162,315	20,962,768	22,973,735	<b>(188,580)</b>	<b>-0.8%</b>
<b>Total Exp - Including Special Categories</b>	<b>19,350,045</b>	<b>19,815,773</b>	<b>23,162,315</b>	<b>20,962,768</b>	<b>22,973,735</b>	<b>(188,580)</b>	<b>-0.8%</b>

Significant Issues and Changes

Business and Community Services, at the direction of the Board and in close consultation with the Library District Advisory Committee (LDAC), has been supporting the formation and work of a multi-jurisdictional Task Force to evaluate and make recommendations related to Library District services, funding, and administration. Due to the COVID-19 pandemic, the Library District Task Force was not able to meet in FY 20-21. Business and Community Services staff are completing outreach to stakeholders to help facilitate next steps.

Due to the Settlement Agreement, designated one-time funds were transferred to the Gladstone and Oak Lodge libraries to support the construction of the new library facilities, resulting in a decrease in beginning balance from FY 20-21 to FY 21-22. We are estimating a lower than usual property tax increase due to economic uncertainty as a result of the COVID-19 pandemic.

**Department: Business and Community Services**  
**Fund: 210 Library Service District of Clackamas County**  
**Program: 500503 Library District**

Explain/describe source or use of funds for each listed category in sufficient detail to enable reader to understand and evaluate.

**REVENUE DETAIL**

<b>Beginning Fund Balance</b> (anticipated July 1, 2021)	
Externally Restricted - due to Library District cities/county library	60,000
Externally Restricted - held in trust per the IGA for Oak Lodge Library	2,230,947
Internally Assigned -	0
Not Assigned -	0
	<u>2,290,947</u>
<b>General Fund Support</b>	<u>0</u>
	<u>0</u>

**EXPENSE DETAIL-** Explain significant outlays for each category below. Not necessary to itemize all.

**Travel / Training / Mileage (all types)**

10

**Professional and Contracted Services (all types)** Indicate with asterisk (\*) if service provided by another County dept and specify provider

**Capital Outlay**

**OTHER SIGNIFICANT ITEMS OF AT LEAST \$25,000 REQUIRING EXPLANATION - (REVENUE OR EXPENSE)** No personal services or allocated costs

**Revenue**

**Expense**

Special Payments - Oak Lodge/Gladstone - Line #47500	2,230,947
Special Payments - Pass Thru Payment - Local Govt & Other Agencies - Oak Lodge - Line #47520	1,497,762
Special Payments - Pass Thru Payment - Local Govt & Other Agencies - Gladstone - Line #47520	823,836
Special Payments - Pass Thru Payment - Local Govt & Other Agencies - City Libraries - Line #47520	18,421,190

**Total Expenditures**

<u>22,973,735</u>
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## Clackamas County Library District Distribution Formula

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### Distribution of Revenue

All tax funds collected in the Library District are distributed to the libraries within Clackamas County. The County pays all administrative expenditures related to the Library District and the County's Business & Community Services department manages the administration of the property tax distribution formula and provides staff support to the Library District Board and Library District Advisory Committee.

The mechanism by which the Library District funds are divided out to each Library is outlined in an Intergovernmental Agreement and called the "distribution formula." The formula is based on two factors:

- The first factor of the formula is *assessed value* and each participating city and jurisdiction that operates a library located in Clackamas County receives a proportionate share based on their city's assessed value.
- The second factor of the formula is *unincorporated population* and each participating city and jurisdiction that operates a library located in Clackamas County receives a proportionate share based on the percentage of unincorporated residents served by each library as established by the Library Service Area boundaries.

Prior year delinquencies, tax interest, and penalties are distributed to each Library based on the previous year's distribution formula.

Following is the fiscal year 2021/2022 estimate of taxes allocated to each City and County Library participating in the Library District.



**Clackamas County Library District  
FY 2021-2022 Estimate\***

<b>Total Current Year Tax Receipts</b>	<b>\$20,397,788</b>	<b>100.00%</b>	<b>Prior Year</b>
City Assessed Value	\$11,004,607	53.95%	\$186,128
Unincorporated Population Served	\$9,393,181	46.05%	\$158,873

**FY 2021/2022 Estimate**  
21,242,276 (2020/2021 Taxes imposed)  
X 2.7% (Rate from Assessors 1.19.2021)  
= 573,541  
+21,242,276  
+21,815,817  
X 93.5% (Assessors Collection rate)  
**=20,397,788**

Prior Year Fund Balance	\$60,000
Interest Earned	\$35,000
Delinquent Tax & Interest/Penalties	\$250,000
<b>Total</b>	<b>\$345,000</b>
<b>Total Library District Revenues</b>	<b>\$20,742,788</b>

	Assessed Value	Unincorporated Population Served	Assessed Value Prior Interest & Delinquent Tax	Unincorporated Prior Interest & Delinquent Tax	Tualatin Distribution	Total Distribution	%
Canby	\$612,957	\$377,606	\$10,367	\$6,387		\$1,007,316	4.86%
Estacada	\$148,562	\$717,639	\$2,513	\$12,138		\$880,852	4.25%
Gladstone	\$368,654	\$441,480	\$6,235	\$7,467		\$823,836	3.97%
Happy Valley	\$1,265,530	\$1,798,794	\$21,405	\$30,424		\$3,116,152	15.01%
Lake Oswego	\$2,921,723	\$282,735	\$49,417	\$4,782	\$53,716	\$3,312,372	15.97%
Milwaukie	\$855,058	\$977,830	\$14,462	\$16,539		\$1,863,889	8.99%
Molalla	\$260,809	\$720,457	\$4,411	\$12,186		\$997,863	4.81%
Oregon City	\$1,280,936	\$1,175,087	\$21,665	\$19,875		\$2,497,563	12.04%
Sandy	\$366,453	\$761,787	\$6,198	\$12,885		\$1,147,323	5.53%
Hoodland	\$0	\$266,766	\$0	\$4,512		\$271,278	1.31%
**Tualatin	\$211,288	\$0	\$3,574	\$0	-\$107,431	\$107,431	0.52%
West Linn	\$1,536,243	\$185,046	\$25,983	\$3,130	\$10,743	\$1,761,145	8.49%
Wilsonville	\$1,176,392	\$215,104	\$19,897	\$3,638	\$42,972	\$1,458,004	7.03%
*Oak Lodge	\$0	\$1,472,851	\$0	\$24,911		\$1,497,762	7.22%
<b>Total</b>	<b>\$11,004,607</b>	<b>\$9,393,181</b>	<b>\$186,128</b>	<b>\$158,873</b>	<b>\$0</b>	<b>\$20,742,788</b>	<b>100.00%</b>

** Tualatin Assessed Value & Prior Year Distribution	Assessed Value	Prior Year, Interest and Delinquent Tax	Total
Tualatin	50%	\$105,644	\$1,787
Lake Oswego	25%	\$52,822	\$893
Wilsonville	20%	\$42,258	\$715
West Linn	5%	\$10,564	\$179
<b>Total</b>	<b>100%</b>	<b>\$211,288</b>	<b>\$3,574</b>

\* Fiscal Year 2021/2022 budget estimate is based on data from the Fiscal Year 2020/2021 Distribution Formula.

\*\* A portion of the city of Tualatin's library district revenue is split between nearby city libraries per IGA.

**ACCRUAL ACCOUNTING.** The basis of accounting under which revenues are recorded when they are earned (whether or not cash is received at that time) and expenditures are recorded when goods and services are received (whether or not cash disbursements are made at that time).

**AD VALOREM.** A tax imposed on the taxable value of property.

**ADOPTED BUDGET.** The financial plan adopted by the Board of County Commissioners (BCC), which forms the basis for appropriations.

**ANNEXATION.** The incorporation of land into an existing District with a resulting change in the boundaries of that district.

**APPROPRIATION.** Authorization from the BCC to spend money within a specified dollar limit for an approved purpose.

**APPROVED BUDGET.** The budget recommended by the Budget Committee to the BCC for adoption.

**ASSESS.** To establish an official property value for taxation purposes.

**ASSESSED VALUATION (AV).** The value given to real and personal property to establish a basis for levying taxes.

**BALLOT MEASURE 47.** In November 1996, voters passed a tax limitation initiative, which was referred to as Ballot Measure 47. The Measure's provisions included: a tax rollback for property taxes; a cap of 3% on property tax increases in future years; a requirement that special elections for property tax increase measures must be approved by 50% of all registered voters, as opposed to a simple majority in general elections. Due to several complexities regarding implementation, the legislature instead proposed Ballot Measure 50. Ballot Measure 47 was replaced by Ballot Measure 50 in May 1997.

**BALLOT MEASURE 50.** In May 1997 voters replaced Ballot Measure 47 with Ballot Measure 50. The measure fundamentally changed the structure of property taxes in Oregon, moving from the tax base system to a permanent tax rate. Measure 50 has the same financial impact as Measure 47, with the benefit of simplified implementation.

**BUDGET.** The District's financial plan for a period of one year. By statute, the budget must include a statement of actual revenues and expenditures for each of the last two years. Revenues and expenditures for the current and forthcoming year are estimated.

**BUDGET COMMITTEE.** Budget reviewing committee, consisting of the BCC and five citizens appointed by the BCC, which is responsible to approve the District's Proposed Budget after a budget deliberation meeting and public hearing.

**BUDGET MESSAGE.** A message prepared by the District Director explaining the annual proposed budget and identifying budget impacts and changes. Also known as Letter of Transmittal.

**BUDGET PROCESS.** The process of translating, planning and programming decisions into specific financial plans.

**CASH BASIS OF ACCOUNTING.** The method of accounting that records revenues only when they are actually received and expenditures only when cash is paid.

**CASH MANAGEMENT.** The process of managing monies for the District to ensure operating cash availability and safe investment of idle cash.

**ANNUAL FINANCIAL REPORT (AFR).** The official annual financial report of the District prepared in conformity with GAAP. The annual report is audited by an independent auditing firm.

**CURRENT REVENUES.** Those revenues received within the present fiscal year.

**EXPENDITURE.** An outlay, which is chargeable for a specific period, usually one fiscal year. Examples include payments to other governments and organizations.

**FISCAL YEAR.** A 12-month period to which the annual budget applies. At the end of the period, the District determines its financial position. The Fiscal Year is July 1 through June 30 for local governments in Oregon.

**FULL ACCRUAL.** The basis of accounting under which transactions and events are recognized as

revenues or expenses when they occur, regardless of the timing of related cash flows.

**FUND.** An independent accounting entity whose revenues and expenditures are balanced and segregated to record a specific set of activities.

**FUND BALANCE.** The excess of the assets of a fund over its liabilities and reserves except in the case of funds subject to budgetary accounting where, prior to the end of a fiscal period, it represents the excess of the fund's assets and estimated revenues for the period over its liabilities, reserves and appropriations for the period.

**FY.** See FISCAL YEAR.

**GAAP.** Generally Accepted Accounting Principles. Uniform minimum standards and guidelines for financial accounting and reporting. They govern the form and content of the financial statements of the District.

**GASB.** Governmental Accounting Standards Board. The authoritative accounting and financial standard setting body for governmental entities.

**LETTER OF TRANSMITTAL.** See BUDGET MESSAGE.

**LINE ITEM.** An expenditure description at the most detailed level. Objects of expenditure are broken down into specific items.

**LOCAL BUDGET LAW.** Oregon Revised Statute (ORS) 294.305 to 294.565 constitute Local Budget Law in Oregon. Local Budget Law has several purposes: 1) It establishes standard procedures for preparing, presenting, and administering the District's budget; 2) It offers a way of outlining the programs and services provided by the District and the fiscal policy used to carry them out; 3) It provides a method for estimating revenues, expenditures, and proposed tax levies; and 4) It encourages citizen involvement in the preparation of the budget before formal adoption.

**MODIFIED ACCRUAL ACCOUNTING.** The basis of accounting under which revenues are recorded when they become both measurable and available to finance expenditures of the current period. Expenditures are recorded when

the related fund liability is incurred, except for inventories, prepaid insurance, accumulated unpaid employee benefits and debt-service on long-term debt.

**ORS.** Oregon Revised Statutes.

**PROPOSED BUDGET.** The budget proposed by the District Director to the Budget Committee for review and approval.

**REQUIREMENT.** The total of all expenditures within a fund, including operating expenditures, transfers to other funds, contingency and unappropriated fund balance.

**RESERVE.** A portion of a fund that is restricted for a specific purpose.

**RESOURCES.** The total amount available for appropriation within a fund. Resources generally include anticipated revenues, interfund transfers and beginning fund balance.

**REVENUE.** Income received by the District in support of the government's program of services to the community. The receipts and receivables for an organizational unit of the District derived from taxes, but excluding beginning balance and transfers.

**SUPPLEMENTAL BUDGET.** A budget prepared to meet unexpected needs or to spend revenues not anticipated at the time the regular budget was adopted. It cannot be used to authorize a tax levy.

**TAX.** Compulsory charge levied by a government to finance services performed for the common benefit.

**TAX BASE.** The authority to permanently levy a dollar amount annually as approved by a majority of voters in May or November of an even numbered year is called a tax base. Once established, a local government may levy up to a full amount of its tax base authority without another vote of the people.

**TAX RATE.** The amount of tax stated in terms of a unit of tax for each \$1,000 of assessed value of taxable property. The tax rate for the Library Service District is permanently set at a \$0.3974 per thousand of dollars of assessed valuation.

**TRANSFERS.** Amounts transferred from one fund to finance activities in another fund. Transfers are shown as a requirement in the originating fund and a resource in the receiving fund.

**UNAPPROPRIATED      ENDING      FUND  
BALANCE.** An amount set aside in the budget to be used as a cash carryover to the next year's budget to provide needed cash flow until other money is received. No expenditures can be made from the Unappropriated Ending Fund Balance during the fiscal year in which it is budgeted.

## FORM LB-1

## NOTICE OF BUDGET HEARING

A public meeting of the Clackamas County Board of Commissioners (BCC) will be held on June 16, 2021 at 10:00 a.m. The purpose of this meeting is to discuss the budget for the fiscal year beginning July 1, 2021, as approved by the Library Service District Budget Committee. During the ongoing coronavirus pandemic, the BCC is maintaining public awareness efforts. While social distancing practices are occurring, the BCC is holding meetings virtually, via Zoom, and in-person, in the Public Service Building, located at 2051 Kaen Road, Oregon City. There is a limit of twelve (12) spaces available in the main room and an overflow room is also available. All residents are invited to join and provide public comments live by going to the following link: <https://clackamascounty.zoom.us/j/93170699228>. Alternatively, anyone can email a comment to [ClackCoNews@clackamas.us](mailto:ClackCoNews@clackamas.us) to be admitted into the record during the Citizen Communication portion of the meeting. Be sure to include your name and area when you email. A summary of the budget is presented below. A copy of the budget may be inspected online at <https://www.clackamas.us/budget/>. This budget is for an annual budget period. This budget was prepared on a basis of accounting that is the same as the preceding year.

Contact: Allegra Willhite

Telephone: 503.201.4132

Email: [awillhite@clackamas.us](mailto:awillhite@clackamas.us)

FINANCIAL SUMMARY - RESOURCES			
TOTAL OF ALL FUNDS	Actual Amount 2019-2020	Adopted Budget This Year 2020-2021	Approved Budget Next Year 2021-2022
Beginning Fund Balance/Net Working Capital	2,997,438	2,970,947	2,290,947
Fees, Licenses, Permits, Fines, Assessments & Other Service Charges	0	0	0
Federal, State & all Other Grants, Gifts, Allocations & Donations	3,658	0	5,000
Revenue from Bonds and Other Debt	0	0	0
Interfund Transfers / Internal Service Reimbursements	0	0	0
All Other Resources Except Current Year Property Taxes	455,431	285,000	280,000
Current Year Property Taxes Estimated to be Received	19,407,259	19,906,368	20,397,788
<b>Total Resources</b>	<b>22,863,786</b>	<b>23,162,315</b>	<b>22,973,735</b>

FINANCIAL SUMMARY - REQUIREMENTS BY OBJECT CLASSIFICATION			
Personnel Services	0	0	0
Materials and Services	0	0	0
Capital Outlay	0	0	0
Debt Service	0	0	0
Interfund Transfers	0	0	0
Contingencies	0	0	0
Special Payments	19,815,773	23,162,315	22,973,735
Unappropriated Ending Balance and Reserved for Future Expenditure	3,048,013	0	0
<b>Total Requirements</b>	<b>22,863,786</b>	<b>23,162,315</b>	<b>22,973,735</b>

FINANCIAL SUMMARY - REQUIREMENTS AND FULL-TIME EQUIVALENT EMPLOYEES (FTE) BY ORGANIZATIONAL UNIT OR PROGRAM *			
Name of Organizational Unit or Program			
FTE for that unit or program			
Clackamas County Library Service District	22,863,786	23,162,315	22,973,735
FTE	0	0	0
<b>Total Requirements</b>	<b>22,863,786</b>	<b>23,162,315</b>	<b>22,973,735</b>
<b>Total FTE</b>	<b>0</b>	<b>0</b>	<b>0</b>

STATEMENT OF CHANGES IN ACTIVITIES and SOURCES OF FINANCING *	
A new chart of accounts was implemented in FY 21-22 for uniformity and consistency between Clackamas County and its component units. Overall changes include a reduction in number of accounts and merging/closure of funds. Prior years' actuals were mapped to the new chart of accounts. The unappropriated ending balance represents the amount held in trust per an Intergovernmental Agreement (IGA) between the Library Service District and the library cities. Based on the IGA and to the extent the annual distribution of funds to the Oak Lodge Library is greater than the annual need to operate the library, the District is required to retain such funds.	

PROPERTY TAX LEVIES			
	Rate or Amount Imposed 2019-2020	Rate or Amount Imposed This Year 2020-2021	Rate or Amount Approved Next Year 2021-2022
Permanent Rate Levy (rate limit .3974 per \$1,000)	.3974	.3974	.3974
Local Option Levy			
Levy For General Obligation Bonds			

STATEMENT OF INDEBTEDNESS		
LONG TERM DEBT	Estimated Debt Outstanding on July 1.	Estimated Debt Authorized, But Not Incurred on July 1
General Obligation Bonds	\$0	\$0
Other Bonds	\$0	\$0
Other Borrowings	\$0	\$0
<b>Total</b>	<b>\$0</b>	<b>\$0</b>

\* If more space is needed to complete any section of this form, insert lines (rows) on this sheet. You may delete blank lines.

# Notice of Property Tax and Certification of Intent to Impose a Tax, Fee, Assessment or Charge on Property

To assessor of Clackamas County

**FORM LB-50**  
**2021-2022**

- Be sure to read instructions in the Notice of Property Tax Levy Forms and Instruction booklet

☐ Check here if this is an amended form.

The Library Service District has the responsibility and authority to place the following property tax, fee, charge or assessment on the tax roll of Clackamas County. The property tax, fee, charge or assessment is categorized as stated by this form.

<u>150 Beavercreek Rd</u>	<u>Oregon City</u>	<u>OR</u>	<u>97045</u>	<u>July 7, 2021</u>
Mailing Address of District	City	State	ZIP code	Date
<u>Allegra Willhite</u>	<u>Deputy Director</u>	<u>503-201-4132</u>	<u>awillhite@clackamas.us</u>	
Contact Person	Title	Daytime Telephone	Contact Person E-Mail	

**CERTIFICATION** - You **must** check one box if your district is subject to Local Budget Law.

- ☒ The tax rate or levy amounts certified in Part I are within the tax rate or levy amounts approved by the budget committee.
- ☐ The tax rate or levy amounts certified in Part I were changed by the governing body and republished as required in ORS 294.456.

## PART I: TAXES TO BE IMPOSED

		Subject to General Government Limits	
		Rate -or- Dollar Amount	
1. Rate per \$1,000 or Total dollar amount levied (within permanent rate limit) . . .	1	0.3974	
2. Local option operating tax . . . . .	2		
3. Local option capital project tax . . . . .	3		
4. City of Portland Levy for pension and disability obligations . . . . .	4		
5a. Levy for bonded indebtedness from bonds approved by voters <b>prior</b> to October 6, 2001 . . . . .	5a.		<b>Excluded from Measure 5 Limits</b> Dollar Amount of Bond Levy
5b. Levy for bonded indebtedness from bonds approved by voters <b>on or after</b> October 6, 2001 . . . . .	5b.		
5c. Total levy for bonded indebtedness not subject to Measure 5 or Measure 50 (total of 5a + 5b) . . . . .	5c.	0	

## PART II: RATE LIMIT CERTIFICATION

6. Permanent rate limit in dollars and cents per \$1,000 . . . . .	6	
7. Election date when your <b>new district</b> received voter approval for your permanent rate limit . . . . .	7	0.3974
8. <b>Estimated</b> permanent rate limit for newly <b>merged/consolidated district</b> . . . . .	8	

**PART III: SCHEDULE OF LOCAL OPTION TAXES** - Enter all local option taxes on this schedule. If there are more than two taxes, attach a sheet showing the information for each.

Purpose (operating, capital project, or mixed)	Date voters approved local option ballot measure	First tax year levied	Final tax year to be levied	Tax amount -or- rate authorized per year by voters

## Part IV. SPECIAL ASSESSMENTS, FEES AND CHARGES\*

Description	ORS Authority**	Subject to General Government Limitation	Excluded from Measure 5 Limitation
1			
2			

\*If fees, charges, or assessments will be imposed on specific property within your district, you must attach a complete listing of properties, by assessor's account number, to which fees, charges, or assessments will be imposed. Show the fees, charges, or assessments uniformly imposed on the properties. If these amounts are not uniform, show the amount imposed on each property.

\*\*The ORS authority for putting these assessments on the roll must be completed if you have an entry in Part IV.



June 16, 2021

Board of County Commissioners  
Clackamas County

Members of the Board:

Approval of a Resolution for the Library Service District of Clackamas County  
Adopting a 2021/2022 Fiscal Year Budget, Making Appropriations and  
Imposing and Categorizing Taxes for the Period of July 1, 2021 through June 30, 2022

<b>Purpose/Outcomes</b>	Approval of a resolution to adopt 2021/2022 Fiscal Year (FY) budget for the Library Service District of Clackamas County.
<b>Dollar Amount and Fiscal Impact</b>	Library Service District budget in the amount of \$22,973,735 for FY 2021/2022.
<b>Funding Source</b>	Property taxes
<b>Duration</b>	July 1, 2021 through June 30, 2022
<b>Previous Board Action/Review</b>	May 24, 2021 – Library Service District Budget Committee approved the FY 2021/2022 budget as presented.
<b>Strategic Plan Alignment</b>	<p>Approving this resolution supports the Board's goal to Build public trust through good government by adopting a sound and sustainable Library District budget.</p> <p>The resolution supports the Business and Community Services – Library District goal of providing Library District distribution estimates within established timeframes as having the budget adopted sets the basis for the distributions.</p>
<b>Counsel Review</b>	<ol style="list-style-type: none"><li>1. <i>Date of Counsel review: May 26, 2021</i></li><li>2. <i>Initials of County Counsel performing review: ARN</i></li></ol>
<b>Procurement Review</b>	<ol style="list-style-type: none"><li>1. <i>Was this item process through procurement? No</i></li><li>2. <i>If no, provide brief explanation: Budget Adoption. Not a procurement item.</i></li></ol>
<b>Contact Person</b>	<i>Sarah Eckman, Interim Director, Business &amp; Community Services, 503-742-4303.</i>
<b>Contract No.</b>	N/A

**BACKGROUND:**

The attached resolution adopts the Library Service District of Clackamas County budget as published and approved by the Budget Committee, and in accordance with the state budget law, to make appropriations and to impose and categorize taxes for the 2021/2022 fiscal year.

This resolution will establish a budget for the Library Service District of Clackamas County in the amount of **\$22,973,735**.

**RECOMMENDATION:**

Staff respectfully recommends adoption of the attached resolution as presented.

**ATTACHMENTS:**

1. Resolution No. \_\_ Adopting a 2021/2022 Fiscal Year Budget, Making Appropriations, Imposing and Categorizing Taxes for the Period of July 1, 2021 through June 30, 2022.

Respectfully submitted,



Sarah Eckman  
BCS Interim Director



**BEFORE THE BOARD OF COUNTY COMMISSIONERS  
OF CLACKAMAS COUNTY, STATE OF OREGON**

A Resolution of the Board of County  
Commissioners Acting As The Governing  
Body of the Clackamas County Library  
Service District In The Matter of Adopting a  
2021/2022 Fiscal Year Budget, Making  
Appropriations, Imposing and Categorizing  
Taxes for the Period of July 1, 2021 Through  
June 30, 2022

Resolution No. 2021-39

**Whereas**, the proposed expenditures and resources constituting the budget for the Library Service District of Clackamas County for the period of July 1, 2021 through June 30, 2022, inclusive, have been prepared, published, and approved by the Budget Committee, and that the matters discussed at the public hearing were taken into consideration, as provided by statute; and,

**Whereas**, in accordance with ORS 294.438 the notice of the public hearing and a financial summary was published in the Clackamas Review on June 9, 2021; and,

**Whereas**, ORS 294.456 requires Districts to make appropriations, impose and categorize the tax levy when adopting the budget.

**NOW THEREFORE, the Clackamas County Board of County Commissioners, acting as the governing body of the Clackamas County Library Service District, resolves as follows:**

The budget is hereby adopted for the fiscal year 2021/2022 in the amount of \$22,973,735. The budget appropriation categories are established as follows:

**General Fund**

Special Payments \$ 22,973,735

Total \$ 22,973,735

The following ad valorem property taxes are hereby imposed for tax year 2021/2022 upon the assessed value of all taxable property within the District and categorized for purposes of Article XI section 11b as subject to General Government Limitations:

At the rate of \$0.3974 per \$1,000 of assessed value for permanent rate tax.

**DATED** this 16<sup>th</sup> Day of June, 2021

**CLACKAMAS COUNTY BOARD OF COUNTY COMMISSIONERS**

Acting as the governing body of the  
Library Service District of Clackamas County



\_\_\_\_\_  
Tootie Smith, Chair



\_\_\_\_\_  
Recording Secretary