

Adopted:

Clackamas County Library Advisory Board Bylaws

ARTICLE I

NAME. The name of this board shall be the Clackamas County Library Advisory Board (Advisory Board), formerly known as Clackamas County Library Board of Trustees.

ARTICLE II

PURPOSE. The purpose of the Advisory Board is to serve the residents within the Oak Lodge Library and Gladstone Library Service Areas of the Clackamas County Library District in matters concerning library services, policies, and library-related issues in general.

DUTIES. The duties of the Advisory Board are as follows:

- a. Make recommendations concerning the library to the Library Manager and Board of County Commissioners (BCC).
- b. Recommend annual adoption of the proposed budget to the Budget Committee.
- c. Recommend appointment of prospective members to the BCC.
- d. Reconsideration of materials.
- e. Assist in the development of short and long-term goals for the provision of library services to the community.
- f. Represent the needs, interests, and desires of library users from the service areas.

ARTICLE III

MEMBERSHIP. The Advisory Board shall consist of five (5) regular members. Membership shall be as representative as possible of the geographic and demographic populations of the service area. All members must be residents of either the Oak Lodge Library or Gladstone Library Service Areas. Membership shall not be limited by race, creed, color, sex, age, heritage, national origin or income. Alternate members are not required if there are an insufficient number of applicants for these positions.

- a. The representation of the Advisory Board will be as follows:

- I. Three regular members must reside within the Oak Lodge Library service area, one regular member must reside within the City of Gladstone boundary, and one regular member must reside in the unincorporated portion of the Gladstone Library service area.
 - II. One alternate member must reside within the Oak Lodge Library Service Area, and one alternate member must reside within the Gladstone Service Area. The alternate members will only vote if they are standing in for an absent member.
 - III. Two non-voting ex-officio members that shall be elected officials, one from the Gladstone City Council, and the other from the BCC.
- b. Two regular Library Board members will be appointed to the Library District Advisory Committee. One member will represent the Oak Lodge Service Area and the other member will represent the Gladstone Service Area. Alternates from each service area may also be designated.
 - c. If the City of Gladstone forms a separate City governed library advisory committee, the Advisory Board regular member representing the City of Gladstone will Chair the committee. This member will report the discussions and activities of the City library advisory committee to the Advisory Board.

TERM. Members shall have an appointment term of four (4) years which shall expire on June 30. Expiration dates for the terms shall be staggered so that no more than two of the members' terms will expire in any year. For this purpose, membership terms may initially be staggered for less than four (4) years. Members may seek reappointment for a maximum of two consecutive terms. Reappointment may be made after an interval of one year. Current members seeking a new term on the Advisory Board shall submit an application at least ninety (90) days prior to the expiration of their current term.

APPOINTMENT. Member vacancy occurs when a member dies, resigns, is removed, or has more than three (3) unexcused absences from meetings within a twelve-month period. Recruitments are managed by Clackamas County with the Advisory Board performing the review of applications, interviews, and appointment recommendations to the BCC. Final appointments are made by the BCC. If available, an alternate member will stand in for votes until the new member has been appointed.

ARTICLE IV

OFFICERS. The officers and staffing of the Advisory Board shall include the following:

- a. Chairperson. The Chairperson shall preside over all meetings of the Advisory Board, appoint committee heads and have the responsibility of the performance of such duties as prescribed in these bylaws. The Chairperson shall act as an ex-officio member of all committees.
- b. Vice-Chairperson: The Vice-Chairperson shall aid the Chairperson and perform the duties of the Chairperson in his/her absence or disability.
 1. One officer shall be drawn from the Oak Lodge Library Service Area, and the other shall be drawn from the Gladstone Library Service Area. The Chairperson and the Vice-Chairperson shall jointly establish the agenda for the Advisory Board meetings.
- c. Secretary: The library manager or director shall serve as Secretary to the Advisory Board. The Secretary shall keep accurate records of all meetings of the Advisory Board. The Secretary may appoint a designee to keep the records of its action. The minutes shall be made available to any member or the public as required by the Oregon Public Records and Meetings Law. The Secretary shall handle all correspondence of the Advisory Board. The Secretary shall be responsible to maintain the membership registry required by these bylaws. The Secretary will be a County employee that is not an official member of the Board and shall therefore have no voting rights. The only functions of the Secretary will be as described above. (ORS 357.470).

REPORTING TO PGA. The Advisory Board shall provide the County Public and Government Affairs Department with a current list of officers.

SELECTION OF OFFICERS. The first election shall be held at the first meeting of the Advisory Board each July. Members shall assume their duties immediately upon election to office. All members are eligible for election to officer positions. Proxy votes shall not be allowed. (ORS 357.470).

TERM OF OFFICE. The term of office for all officers shall be two (2) years in succession, however, the officer shall continue to serve until a successor is elected or appointed to that office. The election or appointment of an officer does not extend the term of appointment to the Advisory Board if first elected to office in the final year of membership as described above in Article III: Term.

VACANCY OF OFFICER. A vacancy occurs when an officer dies, resigns, is removed, or has more than three (3) unexcused absences from meetings within a twelve-month period. A vacancy shall be filled by appointment by the BCC. The person appointed to fill the vacancy shall serve the remainder of the unexpired term and until a successor is

elected or appointed to that office, unless the term of person appointed expires in accordance with Article III: Term.

ARTICLE V

MEETINGS. Meetings of the Advisory Board shall be held in accordance with the Oregon Public Meetings Laws. Meetings shall be held no less than twice per year and shall alternate between branch locations.

The Chairperson may call special meetings at any time with the concurrence of another board member or at the request of any three (3) board members of the Advisory Board. The time and location shall be determined by the Advisory Board. Notice of all meetings shall be provided as required by ORS 192.640 of the Oregon Public Meetings Law. Minutes of all meetings shall be kept and shall be available for public inspection as required by ORS 192.650 of the Oregon Public Meetings Law. A copy of all meeting minutes shall be provided to the County Public and Government Relations Office.

QUORUM and VOTING. A quorum shall be present at a meeting in order for the Advisory Board to transact business. A quorum consists of a majority of all regular or alternate members eligible to vote, not just those present. A vacancy on the board does not affect the quorum requirements. The Advisory Board can take official action only with the affirmative vote of a majority of all members.

RECORDS. All records of the Advisory Board shall be subject to disclosure except as allowed by exemptions of the Oregon Public Records Law.

ARTICLE VI

BOARD PROCEDURE. The principles of parliamentary rules of procedures such as Robert's Rules of Order shall govern proceedings at any meeting of the Advisory Board. The Chair shall be guided by these principles in deciding any procedural questions. The Chair's decision on procedural matters may be overruled by a majority of the members voting on the question. The Advisory Board may establish a more detailed hearing procedure to provide for an orderly process for holding a public hearing. All meetings shall comply with the Oregon Public Meetings Law.

ARTICLE VII

COMMITTEES. The Advisory Board may create committees as required to promote the purposes and objectives of the Advisory Board. A chairperson for each committee shall be selected by the Advisory Board Chairperson.

ARTICLE VIII

AMENDMENTS. These Bylaws may be amended. Proposed amendments shall be submitted to the County Counsel for approval. Upon approval of the County Counsel, the proposed amendments shall be approved by the members of the Advisory Board. However, the amendments shall not be in effect until approved by the BCC and that approval has been communicated back to the Chairperson. Amended Bylaws shall supersede all previous Bylaws and become the governing rules for the Advisory Board.

DRAFT

Clackamas County
Financial Management System
Statement of Encumbrances and Expenditures

Fund: 212 To 212
 DeptID: 7634 To 7635
 Program: 00 To 99999

Business Unit: CLACK
 Budget Period: 2020

Report ID: GL001Z
 Run Date: 10/14/2020
 Run Time: 11:16:46 AM
 Page 1 of 4

As of Accounting Period: 12 - June

<u>Account</u>	<u>Appropriation</u>	<u>Encumbered</u>	<u>Expenditures</u>	<u>Avail. Balance</u>	<u>PCT Used</u>
FUND: 212 Library Fund					
DEPT: 7634 BCS Oak Lodge Library					
PROGRAM: 00 None					
<u>Personal Services</u>					
411100 Regular Full Time Employees	339,139.00	0.00	248,966.76	90,172.24	73.41
413000 Temporary Workers	224,138.00	0.00	137,883.29	86,254.71	61.52
414030 Overtime	0.00	0.00	135.37	(135.37)	0.00
414050 Vacation Sell-Back	3,222.00	0.00	2,179.92	1,042.08	67.66
415000 Fringe Benefits	347,187.00	0.00	189,034.78	158,152.22	54.45
415020 Worker Compensation	997.00	0.00	997.00	0.00	100.00
415030 Unemployment	25,000.00	0.00	1,632.72	23,367.28	6.53
Total Personal Services	939,683.00	0.00	580,829.84	358,853.16	61.81
<u>Materials & Services</u>					
421100 General Office Supplies	7,000.00	0.00	8,312.11	(1,312.11)	118.74
421110 Postage	300.00	0.00	2,487.65	(2,187.65)	829.21
421112 Home Bound	15,000.00	0.00	10,784.30	4,215.70	71.90
421120 Book Processing Supplies	3,000.00	0.00	504.62	2,495.38	16.82
422400 Food	0.00	0.00	720.21	(720.21)	0.00
422910 Miscellaneous Meeting Expense	0.00	0.00	42.82	(42.82)	0.00
425310 Small Software Purchases	3,000.00	0.00	2,142.48	857.52	71.42
425320 Small Hardware Purchases	3,000.00	0.00	6,686.64	(3,686.64)	222.89
431000 Professional Services	0.00	0.00	170.00	(170.00)	0.00
431050 Library Expense - State Aid	5,713.00	0.00	4,364.74	1,348.26	76.40
431420 Legal Fees	5,000.00	0.00	0.00	5,000.00	0.00
431900 Contracted Services	60,500.00	0.00	16,118.43	44,381.57	26.64
431918 Internal County Contracted Svc	88,962.00	0.00	40,269.06	48,692.94	45.27
432100 Telephone	9,000.00	0.00	9,152.54	(152.54)	101.69
433100 Travel & Per Diem (NO MILEAGE)	500.00	0.00	0.00	500.00	0.00
433110 Mileage Reimbursement	2,000.00	0.00	923.75	1,076.25	46.19
434100 Printing & Duplicating Service	3,500.00	(0.00)	3,013.47	486.53	86.10
435180 Casualty Insurance	4,829.00	0.00	4,829.00	0.00	100.00
437260 Office Furn & Equip Non-Capita	5,000.00	0.00	850.18	4,149.82	17.00
438110 Office Rental	90,000.00	0.00	83,323.02	6,676.98	92.58
439200 Training & Staff Development	3,000.00	0.00	1,718.78	1,281.22	57.29
439420 Book Purchases	160,000.00	4,962.28	74,545.27	80,492.45	46.59
450005 Miscellaneous Program Expense	7,000.00	0.00	7,687.92	(687.92)	109.83
Total Materials & Services	476,304.00	4,962.28	278,646.99	192,694.73	58.50
<u>Cost Allocation Charges</u>					
478101 Finance Allocated Costs	10,045.00	0.00	10,045.00	0.00	100.00
478102 Technology Services Alloc Cost	3,568.00	0.00	3,568.00	0.00	100.00
478103 Building Maintenance Allocated	40,000.00	0.00	40,000.00	0.00	100.00
478104 PGR Allocated Costs	3,183.00	0.00	3,183.00	0.00	100.00
478106 Purchasing Services Allocated	13,338.00	0.00	13,338.00	0.00	100.00
478107 County Courier Allocated Cost	1,405.00	0.00	1,405.00	0.00	100.00
478111 Personnel Administration Alloc	8,830.00	0.00	8,830.00	0.00	100.00
478112 County Administration Allocate	2,542.00	0.00	2,542.00	0.00	100.00
478117 Mailroom Overhead	383.00	0.00	383.00	0.00	100.00
478201 Electric Utility Allocation	17,625.00	0.00	17,625.00	0.00	100.00
478202 Natural Gas Utility Allocation	1,609.00	0.00	1,609.00	0.00	100.00

Clackamas County
Financial Management System
Statement of Encumbrances and Expenditures

Fund: 212 To 212
 DeptID: 7634 To 7635
 Program: 00 To 99999

Business Unit: CLACK
 Budget Period: 2020

Report ID: GL001Z
 Run Date: 10/14/2020
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 Page 2 of 4

As of Accounting Period: 12 - June

<u>Account</u>	<u>Appropriation</u>	<u>Encumbered</u>	<u>Expenditures</u>	<u>Avail. Balance</u>	<u>PCT Used</u>
Total Cost Allocation Charges	102,528.00	0.00	102,528.00	0.00	100.00
<u>Capital Expenditures</u>					
481160 Planning	392,960.00	0.00	44,873.82	348,086.18	11.42
481180 Design	200,000.00	0.00	156,974.54	43,025.46	78.49
Total Capital Expenditures	592,960.00	0.00	201,848.36	391,111.64	34.04
<u>Reserve - Future Expenditures</u>					
499001 Contingency	227,608.00	0.00	0.00	227,608.00	0.00
Total Reserve - Future Expenditures	227,608.00	0.00	0.00	227,608.00	0.00
Total PROG 00	2,339,083.00	4,962.28	1,163,853.19	1,170,267.53	49.76
PROGRAM: 00132 COVID-19 CARES FEMA Eligible					
<u>Personal Services</u>					
411100 Regular Full Time Employees	0.00	0.00	28,927.48	(28,927.48)	0.00
413000 Temporary Workers	0.00	0.00	22,668.80	(22,668.80)	0.00
414030 Overtime	0.00	0.00	(16.52)	16.52	0.00
415000 Fringe Benefits	0.00	0.00	40,537.22	(40,537.22)	0.00
Total Personal Services	0.00	0.00	92,116.98	(92,116.98)	0.00
<u>Materials & Services</u>					
421100 General Office Supplies	0.00	0.00	3,013.30	(3,013.30)	0.00
425320 Small Hardware Purchases	0.00	0.00	590.00	(590.00)	0.00
Total Materials & Services	0.00	0.00	3,603.30	(3,603.30)	0.00
Total PROG 00132	0.00	0.00	95,720.28	(95,720.28)	0.00
Total DEPT 7634	2,339,083.00	4,962.28	1,259,573.47	1,074,547.25	53.85

Clackamas County
Financial Management System
Statement of Encumbrances and Expenditures

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FUND: 212 Library Fund					
DEPT: 7635 Gladstone Library					
PROGRAM: 00 None					
<u>Personal Services</u>					
411100 Regular Full Time Employees	270,477.00	0.00	139,679.90	130,797.10	51.64
413000 Temporary Workers	98,308.00	0.00	287.83	98,020.17	0.29
414030 Overtime	0.00	0.00	191.73	(191.73)	0.00
414050 Vacation Sell-Back	2,252.00	0.00	936.05	1,315.95	41.57
415000 Fringe Benefits	274,703.00	0.00	84,304.80	190,398.20	30.69
Total Personal Services	645,740.00	0.00	225,400.31	420,339.69	34.91
<u>Materials & Services</u>					
421100 General Office Supplies	5,500.00	0.00	3,229.92	2,270.08	58.73
421110 Postage	200.00	0.00	2,004.90	(1,804.90)	1002.44
421112 Home Bound	1,500.00	0.00	0.00	1,500.00	0.00
421120 Book Processing Supplies	1,000.00	0.00	157.03	842.97	15.70
422400 Food	0.00	0.00	270.41	(270.41)	0.00
422910 Miscellaneous Meeting Expense	0.00	0.00	11.66	(11.66)	0.00
425310 Small Software Purchases	0.00	0.00	1,747.22	(1,747.22)	0.00
425320 Small Hardware Purchases	4,000.00	0.00	816.00	3,184.00	20.40
431050 Library Expense - State Aid	2,944.00	0.00	0.00	2,944.00	0.00
431420 Legal Fees	1,000.00	0.00	0.00	1,000.00	0.00
431900 Contracted Services	0.00	0.00	408.85	(408.85)	0.00
431918 Internal County Contracted Svc	84,988.00	0.00	23,383.27	61,604.73	27.51
432100 Telephone	700.00	0.00	0.00	700.00	0.00
433100 Travel & Per Diem (NO MILEAGE)	500.00	0.00	0.00	500.00	0.00
433110 Mileage Reimbursement	1,000.00	0.00	263.81	736.19	26.38
434100 Printing & Duplicating Service	9,500.00	0.00	5,128.02	4,371.98	53.98
436000 Utilities	0.00	0.00	1,028.96	(1,028.96)	0.00
438110 Office Rental	25,000.00	0.00	0.00	25,000.00	0.00
439200 Training & Staff Development	3,000.00	0.00	1,176.10	1,823.90	39.20
439420 Book Purchases	117,500.00	5,663.47	31,561.30	80,275.23	26.86
450005 Miscellaneous Program Expense	12,000.00	0.00	1,094.98	10,905.02	9.12
Total Materials & Services	270,332.00	5,663.47	72,282.43	192,386.10	26.74
<u>Capital Expenditures</u>					
481160 Planning	51,037.00	0.00	80,794.84	(29,757.84)	158.31
481180 Design	0.00	(0.00)	156,974.46	(156,974.46)	0.00
482300 Building Improvements	0.00	0.00	3,017.54	(3,017.54)	0.00
Total Capital Expenditures	51,037.00	(0.00)	240,786.84	(189,749.84)	471.79
<u>Reserve - Future Expenditures</u>					
499001 Contingency	37,477.00	0.00	0.00	37,477.00	0.00
Total Reserve - Future Expenditures	37,477.00	0.00	0.00	37,477.00	0.00
Total PROG 00	1,004,586.00	5,663.47	538,469.58	460,452.95	53.60

PROGRAM: 00132 COVID-19 CARES FEMA Eligible

Personal Services

Clackamas County
Financial Management System
Statement of Encumbrances and Expenditures

Fund: 212 To 212
 DeptID: 7634 To 7635
 Program: 00 To 99999

Business Unit: CLACK
 Budget Period: 2020

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As of Accounting Period: 12 - June

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411100 Regular Full Time Employees	0.00	0.00	28,901.14	(28,901.14)	0.00
414030 Overtime	0.00	0.00	(16.52)	16.52	0.00
415000 Fringe Benefits	0.00	0.00	23,886.88	(23,886.88)	0.00
Total Personal Services	0.00	0.00	52,771.50	(52,771.50)	0.00
<u>Materials & Services</u>					
421100 General Office Supplies	0.00	0.00	2,595.56	(2,595.56)	0.00
425320 Small Hardware Purchases	0.00	0.00	589.99	(589.99)	0.00
Total Materials & Services	0.00	0.00	3,185.55	(3,185.55)	0.00
Total PROG 00132	0.00	0.00	55,957.05	(55,957.05)	0.00
Total DEPT 7635	1,004,586.00	5,663.47	594,426.63	404,495.90	59.17
Total FUND 212	3,343,669.00	10,625.75	1,854,000.10	1,479,043.15	55.45
Report Total	3,343,669.00	10,625.75	1,854,000.10	1,479,043.15	55.45

Clackamas County
July 1, 2019 through June 30, 2020
Oak Lodge Library - 212-7634

Report Date: 10/06/2020

	Budget 2019/2020 A	Actual 6/30/2020 B	Difference D = B - A	% Difference E = B/A
RESOURCES				
Beginning Balance	\$ 752,002	\$ 752,002	\$ -	100%
<u>Current Resources</u>				
Grant Revenue	1,425,977	1,450,062	24,085	102%
Charges for Services	148,504	17,640	(130,864)	12%
Fines	12,000	8,547	(3,453)	71%
Misc Revenue	600	273	(327)	45%
Other Financing Sources	-	-	-	0%
Subtotal Current Resources	1,587,081	1,476,522	(110,559)	93%
Interfund Transfers	-	-	-	0%
TOTAL RESOURCES	\$ 2,339,083	\$ 2,228,524	\$ (110,559)	95%
REQUIREMENTS				
Personnel Services	939,683	672,947	(266,736)	72%
Material & Services	578,832	384,778	(194,054)	66%
Capital Expenditures	592,960	201,848	(391,112)	0%
Subtotal BCS	2,111,475	1,259,573	(851,902)	60%
Special Payments	-	-	-	0%
Contingency	227,608	-	(227,608)	0%
Ending Fund Balance	-	968,950	968,950	0%
TOTAL REQUIREMENTS	\$ 2,339,083	\$ 2,228,524	\$ (110,559)	95%

Clackamas County
July 1, 2019 through June 30, 2020
Gladstone - 212-7635

Report Date: 10/06/2020

	Budget 2019/2020 A	Actual 6/30/2020 B	Difference D = B - A	% Difference E = B/A
RESOURCES				
Beginning Balance	\$ (25,384)	\$ (25,384)	\$ (0)	100%
<u>Current Resources</u>				
Grant Revenue	814,770	469,031	(345,739)	58%
Charges for Services	1,000	645	(355)	65%
Fines	9,000	1,775	(7,225)	20%
Misc Revenue	205,200	171,512	(33,688)	84%
Other Financing Sources	-	-	-	0%
Subtotal Current Resources	1,029,970	642,963	(387,007)	62%
Interfund Transfers	-	-	-	0%
TOTAL RESOURCES	\$ 1,004,586	\$ 617,578	\$ (387,008)	61%
REQUIREMENTS				
Personnel Services	645,740	278,172	(367,568)	43%
Material & Services	270,332	75,468	(194,864)	28%
Capital Expenditures	51,037	240,787	189,750	472%
Subtotal BCS	967,109	594,427	(372,682)	61%
Special Payments	-	-	-	0%
Contingency	37,477	-	(37,477)	0%
Ending Fund Balance	-	23,152	23,152	0%
TOTAL REQUIREMENTS	\$ 1,004,586	\$ 617,578	\$ (387,008)	61%

Grambusch, Tracy:
Includes Gladstone current building
Improvements of \$3,017.54. The rest
are project expenses.

PROJECT COSTS - FY 2019-2020 SUMMARY

	<u>Oak Lodge</u>	<u>Gladstone</u>	<u>Total</u>
Capital Planning			
Staff Support	44,873.82	44,989.11	\$ 89,862.93
Contracts	-	35,805.73	\$ 35,805.73
Capital Design	156,974.54	156,974.46	\$ 313,949.00
Total	<u>\$ 201,848.36</u>	<u>\$ 237,769.30</u>	<u>\$ 439,617.66</u>

PROJECT COSTS - FY 2019-2020 DETAIL

Year	Journal Date	Account	Account	Dept	Project	Project	Amount	Journal ID	Descr	Journal Line	Supplier Name	
2020	10/17/2019	Planning	481160	BCS Oak Lodge Library	7634	Oak Lodge Library Building	64075	8,129.23	0001712863	TRANSFER OF FUNDS TO NCPRD FOR CONCORD PROJ MGR 20-008	OPSIS ARCHITECTURE LLP	
2020	12/31/2019	Planning	481160	BCS Oak Lodge Library	7634	Oak Lodge Library Building	64075	14,797.50	0001758932	20-027 BCS COUNTY LIBRARY: CON	OPSIS ARCHITECTURE LLP	
2020	3/31/2020	Planning	481160	BCS Oak Lodge Library	7634	Oak Lodge Library Building	64075	8,996.33	0001758933	20-030 BCS COUNTY LIBRARY: CON	OPSIS ARCHITECTURE LLP	
2020	6/30/2020	Planning	481160	BCS Oak Lodge Library	7634	Oak Lodge Library Building	64075	12,954.76	0001758658	20-036 BCS COUNTY LIBRARY: CON	OPSIS ARCHITECTURE LLP	
							44,873.82					
							Subtotal Planning Costs					
2020	1/7/2020	Design	481180	BCS Oak Lodge Library	7634	Oak Lodge Library Building	64075	431.13	AP01716347	#2019-32 NCPRD Concord Propert	OPSIS ARCHITECTURE LLP	
2020	1/9/2020	Design	481180	BCS Oak Lodge Library	7634	Oak Lodge Library Building	64075	36,009.25	AP01718262	#2019-32 NCPRD Concord Propert	OPSIS ARCHITECTURE LLP	
2020	1/14/2020	Design	481180	BCS Oak Lodge Library	7634	Oak Lodge Library Building	64075	16,144.94	AP01718963	#2019-32 NCPRD Concord Propert	OPSIS ARCHITECTURE LLP	
2020	2/20/2020	Design	481180	BCS Oak Lodge Library	7634	Oak Lodge Library Building	64075	27.02	AP01728798	#2019-32 NCPRD Concord Propert	OPSIS ARCHITECTURE LLP	
2020	2/20/2020	Design	481180	BCS Oak Lodge Library	7634	Oak Lodge Library Building	64075	19,285.44	AP01728798	#2019-32 NCPRD Concord Propert	OPSIS ARCHITECTURE LLP	
2020	3/18/2020	Design	481180	BCS Oak Lodge Library	7634	Oak Lodge Library Building	64075	20,974.29	AP01735576	#2019-32 NCPRD Concord Propert	OPSIS ARCHITECTURE LLP	
2020	3/26/2020	Design	481180	BCS Oak Lodge Library	7634	Oak Lodge Library Building	64075	17,625.26	AP01737107	#2019-32 NCPRD Concord Propert	OPSIS ARCHITECTURE LLP	
2020	4/15/2020	Design	481180	BCS Oak Lodge Library	7634	Oak Lodge Library Building	64075	1,014.73	AP01741501	#2019-32 NCPRD Concord Propert	OPSIS ARCHITECTURE LLP	
2020	5/7/2020	Design	481180	BCS Oak Lodge Library	7634	Oak Lodge Library Building	64075	19,274.00	AP01745414	#2019-32 NCPRD Concord Propert	OPSIS ARCHITECTURE LLP	
2020	6/25/2020	Design	481180	BCS Oak Lodge Library	7634	Oak Lodge Library Building	64075	13,301.82	AP01755390	#2019-32 NCPRD Concord Propert	OPSIS ARCHITECTURE LLP	
2020	6/30/2020	Design	481180	BCS Oak Lodge Library	7634	Oak Lodge Library Building	64075	6,401.33	AP01761059	#2019-32 NCPRD Concord Propert	OPSIS ARCHITECTURE LLP	
2020	6/30/2020	Design	481180	BCS Oak Lodge Library	7634	Oak Lodge Library Building	64075	6,485.33	AP01761059	#2019-32 NCPRD Concord Propert	OPSIS ARCHITECTURE LLP	
							156,974.54					
							Subtotal Design Costs					
							Total Oak Lodge					
2020	8/28/2019	Planning	481160	Gladstone Library	7635	Gladstone Library Building	64076	5,964.21	AP01683398	Gladstone City Hall - Environm	PBS ENGINEERING & ENVIRONMENTAL INCA	
2020	10/17/2019	Planning	481160	Gladstone Library	7635	Gladstone Library Building	64076	8,129.22	0001712863	TRANSFER OF FUNDS TO NCPRD FOR CONCORD PROJ MGR 20-008	PBS ENGINEERING & ENVIRONMENTAL INCA	
2020	12/31/2019	Planning	481160	Gladstone Library	7635	Gladstone Library Building	64076	14,793.50	0001758932	20-027 BCS COUNTY LIBRARY: CON	PBS ENGINEERING & ENVIRONMENTAL INCA	
2020	1/14/2020	Planning	481160	Gladstone Library	7635	Gladstone Library Building	64076	401.25	AP01718963	Phase II Environmental Site As	PBS ENGINEERING & ENVIRONMENTAL INCA	
2020	1/14/2020	Planning	481160	Gladstone Library	7635	Gladstone Library Building	64076	915.00	AP01718963	Gladstone City Hall - Environm	PBS ENGINEERING & ENVIRONMENTAL INCA	
2020	1/28/2020	Planning	481160	Gladstone Library	7635	Gladstone Library Building	64076	1,485.00	AP01722352	Preliminary Geotechnical Consu	GEOTECHNICAL RESOURCES INCA	
2020	2/20/2020	Planning	481160	Gladstone Library	7635	Gladstone Library Building	64076	11,035.00	AP01728798	Land Surveying services for GI	OTAK INC	
2020	2/20/2020	Planning	481160	Gladstone Library	7635	Gladstone Library Building	64076	11,590.09	AP01728798	Phase II Environmental Site As	PBS ENGINEERING & ENVIRONMENTAL INCA	
2020	3/31/2020	Planning	481160	Gladstone Library	7635	Gladstone Library Building	64076	9,111.63	0001758933	20-030 BCS COUNTY LIBRARY: CON	PBS ENGINEERING & ENVIRONMENTAL INCA	
2020	4/20/2020	Planning	481160	Gladstone Library	7635	Gladstone Library Building	64076	254.68	AP01741736	Expense Distribution	OREGON STATE ENVIRONMENTAL QUALITY	
2020	5/28/2020	Planning	481160	Gladstone Library	7635	Gladstone Library Building	64076	488.75	AP01749974	Phase II Environmental Site As	PBS ENGINEERING & ENVIRONMENTAL INCA	
2020	5/28/2020	Planning	481160	Gladstone Library	7635	Gladstone Library Building	64076	3,671.75	AP01749974	Phase II Environmental Site As	PBS ENGINEERING & ENVIRONMENTAL INCA	
2020	6/30/2020	Planning	481160	Gladstone Library	7635	Gladstone Library Building	64076	12,954.76	0001758658	20-036 BCS COUNTY LIBRARY: CON	PBS ENGINEERING & ENVIRONMENTAL INCA	
							80,794.84					
							Subtotal Planning Costs					
2020	1/7/2020	Design	481180	Gladstone Library	7635	Gladstone Library Building	64076	431.13	AP01716347	#2019-32 NCPRD Concord Propert	OPSIS ARCHITECTURE LLP	
2020	1/9/2020	Design	481180	Gladstone Library	7635	Gladstone Library Building	64076	36,009.25	AP01718262	#2019-32 NCPRD Concord Propert	OPSIS ARCHITECTURE LLP	
2020	1/14/2020	Design	481180	Gladstone Library	7635	Gladstone Library Building	64076	16,144.93	AP01718963	#2019-32 NCPRD Concord Propert	OPSIS ARCHITECTURE LLP	
2020	2/20/2020	Design	481180	Gladstone Library	7635	Gladstone Library Building	64076	27.02	AP01728798	#2019-32 NCPRD Concord Propert	OPSIS ARCHITECTURE LLP	
2020	2/20/2020	Design	481180	Gladstone Library	7635	Gladstone Library Building	64076	19,285.43	AP01728798	#2019-32 NCPRD Concord Propert	OPSIS ARCHITECTURE LLP	
2020	3/18/2020	Design	481180	Gladstone Library	7635	Gladstone Library Building	64076	20,974.27	AP01735576	#2019-32 NCPRD Concord Propert	OPSIS ARCHITECTURE LLP	
2020	3/26/2020	Design	481180	Gladstone Library	7635	Gladstone Library Building	64076	17,625.26	AP01737107	#2019-32 NCPRD Concord Propert	OPSIS ARCHITECTURE LLP	
2020	4/15/2020	Design	481180	Gladstone Library	7635	Gladstone Library Building	64076	1,014.73	AP01741501	#2019-32 NCPRD Concord Propert	OPSIS ARCHITECTURE LLP	
2020	5/7/2020	Design	481180	Gladstone Library	7635	Gladstone Library Building	64076	19,273.98	AP01745414	#2019-32 NCPRD Concord Propert	OPSIS ARCHITECTURE LLP	
2020	6/25/2020	Design	481180	Gladstone Library	7635	Gladstone Library Building	64076	13,301.82	AP01755390	#2019-32 NCPRD Concord Propert	OPSIS ARCHITECTURE LLP	
2020	6/30/2020	Design	481180	Gladstone Library	7635	Gladstone Library Building	64076	6,401.32	AP01761059	#2019-32 NCPRD Concord Propert	OPSIS ARCHITECTURE LLP	
2020	6/30/2020	Design	481180	Gladstone Library	7635	Gladstone Library Building	64076	6,485.32	AP01761059	#2019-32 NCPRD Concord Propert	OPSIS ARCHITECTURE LLP	
							156,974.46					
							Subtotal Design Costs					
							Total Gladstone					
							Total Oak Lodge & Gladstone					
							439,617.66					

**Clackamas County
Financial Management System
Revenue Comparison Report**

Report ID: GL002Z

Fund: 212 To 212
DeptID: 7634 To 7635
Program: 00 To 99999

Business Unit: CLACK
Budget Period: 2020
As of Accounting Period: 12 - June

Run Date: 10/14/2020
Run Time: 10:47:51 AM
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<u>Account</u>	<u>Estimated Revenue</u>	<u>Collections YTD</u>	<u>Balance</u>	<u>PCT Collected</u>
FUND: 212 Library Fund				
DEPT: 7634 BCS Oak Lodge Library				
PROGRAM: 00 None				
<u>Fund Bal End Prior Year</u>				
302001 Fund Bal at end of Prior Year	752,002.00	752,002.00	0.00	100.00
Total Fund Bal End Prior Year	752,002.00	752,002.00	0.00	100.00
<u>Grant Revenue</u>				
332242 Oregon State Library	5,713.00	5,975.00	262.00	104.59
333205 Library District Revenues	1,420,264.00	1,438,841.00	18,577.00	101.31
Total Grant Revenue	1,425,977.00	1,444,816.00	18,839.00	101.32
<u>Charges for Services</u>				
341510 Copies Of Documents	2,200.00	2,639.73	439.73	119.99
341821 Intradepartmental Revenue	15,000.00	15,000.00	0.00	100.00
341843 Revenue From NCPRD	131,304.00	0.00	-131,304.00	0.00
Total Charges for Services	148,504.00	17,639.73	-130,864.27	11.88
<u>Fines</u>				
351300 Library Fines	12,000.00	8,547.04	-3,452.96	71.23
Total Fines	12,000.00	8,547.04	-3,452.96	71.23
<u>Misc Revenue</u>				
367000 Contributions & Donations	600.00	272.69	-327.31	45.45
Total Misc Revenue	600.00	272.69	-327.31	45.45
Total PROGRAM 00	2,339,083.00	2,223,277.46	-115,805.54	95.05
PROGRAM: 00132 COVID-19 CARES FEMA Eligible				
<u>Grant Revenue</u>				
331001 Federal Revenue	0.00	5,246.41	5,246.41	0.00
Total Grant Revenue	0.00	5,246.41	5,246.41	0.00
Total PROGRAM 00132	0.00	5,246.41	5,246.41	0.00
Total DEPT 7634	2,339,083.00	2,228,523.87	-110,559.13	95.27

**Clackamas County
Financial Management System
Revenue Comparison Report**

Report ID: GL002Z

Fund: 212 To 212
DeptID: 7634 To 7635
Program: 00 To 99999

Business Unit: CLACK
Budget Period: 2020
As of Accounting Period: 12 - June

Run Date: 10/14/2020
Run Time: 10:47:51 AM
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<u>Account</u>	<u>Estimated Revenue</u>	<u>Collections YTD</u>	<u>Balance</u>	<u>PCT Collected</u>
FUND: 212 Library Fund				
DEPT: 7635 Gladstone Library				
PROGRAM: 00 None				
<u>Fund Bal End Prior Year</u>				
302001 Fund Bal at end of Prior Year	-25,384.00	-25,384.46	-0.46	100.00
Total Fund Bal End Prior Year	-25,384.00	-25,384.46	-0.46	100.00
<u>Grant Revenue</u>				
332242 Oregon State Library	2,944.00	3,049.00	105.00	103.57
333205 Library District Revenues	811,826.00	462,451.00	-349,375.00	56.96
Total Grant Revenue	814,770.00	465,500.00	-349,270.00	57.13
<u>Charges for Services</u>				
341510 Copies Of Documents	1,000.00	645.05	-354.95	64.50
Total Charges for Services	1,000.00	645.05	-354.95	64.50
<u>Fines</u>				
351300 Library Fines	9,000.00	1,774.60	-7,225.40	19.72
Total Fines	9,000.00	1,774.60	-7,225.40	19.72
<u>Misc Revenue</u>				
367000 Contributions & Donations	5,200.00	27.05	-5,172.95	0.52
369900 Other Reimbursements	200,000.00	171,485.03	-28,514.97	85.74
Total Misc Revenue	205,200.00	171,512.08	-33,687.92	83.58
Total PROGRAM 00	1,004,586.00	614,047.27	-390,538.73	61.12
PROGRAM: 00132 COVID-19 CARES FEMA Eligible				
<u>Grant Revenue</u>				
331001 Federal Revenue	0.00	3,531.04	3,531.04	0.00
Total Grant Revenue	0.00	3,531.04	3,531.04	0.00
Total PROGRAM 00132	0.00	3,531.04	3,531.04	0.00
Total DEPT 7635	1,004,586.00	617,578.31	-387,007.69	61.48
Total FUND 212	3,343,669.00	2,846,102.18	-497,566.82	85.12
Report Total	3,343,669.00	2,846,102.18	-497,566.82	85.12