

16201 SE McLoughlin Blvd. | Oak Grove, OR 97267

AGENDA

Board of Trustees Meeting

February 27, 2020

5:30 PM

Clackamas County Library

Oak Lodge Branch

16201 SE McLoughlin Blvd.

Oak Grove, OR 97267

- I. Call to Order**
- II. Public comment (3 minutes)**
- III. Approve minutes**
- IV. Public Governmental Affair Report**
- V. Member Report**
 - Grover Bornefeld – Clackamas County Library Board of Trustees**
 - Leslie Shirk – Library Board Calendar**
- VI. Library Report**
 - State OLA Standards old and new**
 - Dates to add to ongoing Library Board calendar**
 - Status of merge**
 - Library District Distribution estimates for FY 19/20**
- VII. Old Business**
 - 1. Update on Concord Property and Library Planning Task Force Design Work shop**
 - 2. Update on Library District Task Force**
 - a. Input, recommendations, and feedback**
 - b. Additional members from Oak Lodge for Subcommittees**
 - 3. Formation of new combined Library Board**
 - a. Job descriptions**
 - b. Configurations**
 - c. Style of Minutes**
 - d. Bylaws**

- 4. Discussion concerning strategic plan**
- 5. Future conversation**
 - a. Library patron input**
 - b. Outreach**
 - c. Update on Friends, and Seed Library**
 - d. New Business**

VIII. New Business

IX. Additional Agenda Items

X. Announcements

Gladstone Library Board meeting – March 3, 2020

Concord Property and Library Planning Task Force meeting – April 1, 2020

Gladstone Community Library Planning Task Force meeting – April 1, 2020

LDAC meeting – April 13, 2020

XI. Next meeting: March 26, 2020

XII. Adjournment

16201 SE McLoughlin Blvd. | Oak Grove, OR 97267

**Clackamas County Library
Board of Trustees**

**Oak Lodge Public Library
16201 SE McLoughlin Blvd.
Oak Grove, OR 97267**

**Minutes - Unapproved
January 23, 2020**

Attendance

Voting members

| Members | Attendance | Notes |
|-----------------------|------------|------------|
| Grover J. Bornefeld | Present | Chair |
| Doug Jones | Present | Vice Chair |
| Leslie Shirk | Present | |
| Jan Lindstrom Valerio | Present | |
| Chaunda Wild | Present | |

Others present

| Name | Notes |
|-------------|---------------------|
| Mitzi Olson | BCS Library Manager |

Call to Order: The meeting was called to order at 5:31 p.m.

Minutes:

Doug Jones made a motion to postpone the discussion concerning changes to the September 26, 2019 minutes until the next meeting so that other members could obtain a copy and have time to review the proposed changes. Grover Bornefeld seconded the motion. All members approved the motion.

Member Report:

Leslie Shirk put together a list of dates that she would like to add to an ongoing calendar for the Library Board. Mitzi agreed to provide the dates requested. Grover asked when the LDAC annual report would be completed. Mitzi will check into the status of the revised form.

Library Report:

Mitzi talked about the differences in the public internet policies between the Oak Lodge and Gladstone Library. Oak Lodge staff has been strict with the current two hour maximum per person per day. Gladstone staff has been accustomed to repeatedly extending time allowed on the public computers past the maximum two hours that is directed in their past policy.

Mitzi asked the group to consider a change in the policy to increase the maximum number of time allowed per person per day that would apply to both library locations. Mitzi talked about the need to bring the two Library Boards together to make a decision to align the policies between the two libraries.

Old Business:

The group had a discussion about the direction of the County concerning minimizing meeting minutes to summarize discussions and highlight action items only.

The group discussed regular meeting times in the future. The group agreed to change the monthly meeting time to the fourth Thursday of every month beginning at 5:30 pm.

The members discussed making recommendations concerning the formation details of the new combined Library Board to the BCC.

New Business:

Chaunda Wild moved to modify the current Public Internet Policy from a maximum of two hours per person per day to a maximum of three hours per person per day. The members agreed to monitor the consequences of this change and to revisit the decision after the two Library Boards are combined.

Grover Bornefeld asked if the Clackamas County Library Board of Trustees needs insurance.

Grover Bornefeld talked about the Library Board goal written in the Bylaws, specifically involving area residents in library services and activities. Grover discussed that he felt the Library Board and staff were not doing enough to involve local residents. Leslie talked about the need for a strategic plan to help prioritize and initiate goals of the group. Jan Lindstrom Valerio talked about mailing an additional survey.

The members discussed having a space in the new library dedicated to local history.

Announcements:

Friends' Donuts for Donations - February 2, 2020

Library District Task Force meeting – January 24, 2020

LDAC meeting – January 27, 2020

Gladstone Library Board meeting – February 4, 2020

Gladstone Community Library Planning Task Force Design Workshop – February 19, 2020

Concord Property and Library Planning Task Force Design Workshop – February 20, 2020

Next Meeting: February 27, 2020

Adjournment: 7:02 pm

Respectfully submitted,

Mitzi Olson

16201 SE McLoughlin Blvd. | Oak Grove, OR 97267

**Clackamas County Library
Board of Trustees**

**Oak Lodge Public Library
16201 SE McLoughlin Blvd.
Oak Grove, OR 97267**

**Minutes - Unapproved
November 5, 2019**

Attendance

Voting members

| Members | Attendance | Notes |
|-----------------------|------------------|------------|
| Grover J. Bornefeld | Present | Chair |
| Doug Jones | Absent (excused) | Vice Chair |
| Leslie Shirk | Present | |
| Jan Lindstrom Valerio | Present | |
| Chaunda Wild | | |

Others present

| Name | Notes |
|----------------|---------------------|
| Greg Williams | BCS Deputy Director |
| Laura Zentner | BCS Director |
| Kristina Wells | BCS Librarian |
| Mitzi Olson | BCS Library Manager |

Call to Order: The meeting was called to order at 5:00 p.m.

Minutes:

Leslie Shirk moved to approve the minutes of the September 26, 2019 meeting. Chaunda Wild seconded the motion. All members present voted to approve the minutes. Grover Bornefeld arrived after the vote had already been taken and convinced the other members to rescind the approval of the September 26, 2019 minutes. Grover moved to rescind and postpone the approval of the September minutes until the next meeting. Jan seconded the motion. All present members approved the motion.

Library Report:

None.

Library Board of Trustees' Minutes November 5, 2019

Old Business:

None.

New Business:

Grover Bornefeld moved to implement a public comment period of three minutes at the beginning of future meeting agendas. Chaunda Wild seconded the motion. All members present approved of the motion.

Greg Williams talked about the history of the settlement agreement between Clackamas County and the City of Gladstone, and the process surrounding the draft of the Intergovernmental Agreement (IGA) that directs the transfer of operations, transfer of employees, and construction of two new libraries. Greg presented the unsigned IGA to the members for feedback that would be passed along to the Board of County Commissioners (Board) at the Policy Session scheduled for November 14, 2019, when the Board is scheduled to formally approve and execute the IGA. Greg Williams clarified that the IGA report will be presented to the Board on November 12th at the Policy Session with no opportunity for public comments. The IGA will be presented for approval to the Board at the Business Meeting on November 14, 2019. Opportunity for public comments will be available at the Business Meeting. Greg explained that there are actually two different IGAs, with the main contract dealing with the transfer of operations, construction, issuance of debt, and transfer of employees. The second IGA deals specifically with the use of the current Gladstone Library facility. Greg answered questions concerning the IGAs.

Greg Williams listened to the feedback and recounted the following comments to be presented to the BCC at the Policy session on November 14, 2019.

1. Clackamas County Library Board of Trustees' (Library Board) advocates that there will be proportional representation from all service areas on the member selection committee for the newly formed, combined Oak Lodge and Gladstone Library Board; and
2. The Library Board has concerns that the Oak Lodge Library reserves above and beyond the date of the Settlement Agreement (October 12, 2017) should be designated for Oak Lodge Library specifically, and not shared with the Gladstone Library. However, in light of the County's commitment to cover the gap in construction costs, the Library Board will concede on this point.

The members discussed the formal appointment recommendations for the Library District Task Force. Jan Lindstrom Valerio moved to recommend that Grover Bornefeld and Mitzi Olson represent the Oak Lodge Library on the main Task Force and ask that the Library Board be delegated the authority to make appointments to the various subcommittees. Chaunda Wild seconded the motion. All members present approved the motion. It was also agreed that when the Library Board is combined, there will be a contingency that representatives from each service area will be considered to serve on subcommittees.

The members decided to begin meeting monthly moving forward. The group decided to send a Doodle poll to decide on a January meeting date.

Announcements:

Oak Lodge and Gladstone Community Project Open House – November 16, 2019
Gladstone Library Board meeting – December 1, 2019

Staff Training for both Libraries (libraries closed to public) – December 28, 2019
Gladstone Community Library Planning Task Force – December 18, 2019
Concord Property and Library Planning Task Force – December 18, 2019
Library District Task Force meeting – January 24, 2020
Library District Advisory Committee meeting – January 27, 2020

Next Meeting: To be determined

Adjournment: 6:20 pm

Respectfully submitted,

Mitzi Olson

16201 SE McLoughlin Blvd. | Oak Grove, OR 97267

**Clackamas County Library
Board of Trustees**

**Oak Lodge Public Library
16201 SE McLoughlin Blvd.
Oak Grove, OR 97267**

Minutes for the Meeting of September 26, 2019

Members Present: Grover Bornefeld, Chair; Doug Jones, Vice Chair; Jan Lindstrom Valerio; Leslie Shirk; and Chaunda Wild

Members Not Present: None

Staff Present: Mitzi Olson, Oak Lodge and Gladstone Library Director

Guests: Greg Williams, BCS Deputy Director; Margaret Bertalan; Natalie Smith; Chips Janger

Call to Order: The meeting was called to order at 5:30 p.m.

Minutes:

None.

Chairperson's Report:

Grover Bornefeld talked about the formation details of the Library District Task Force and the need to make a recommendation concerning the Library Board's recommended appointments to the Board of County Commissioners (BCC). Grover discussed that there will be a main Task Force that will meet quarterly to plan subcommittee work, and review and evaluate reports from the three standing subcommittees: Library Services, Library Funding, and District Governance. The Library Services Subcommittee will meet monthly for approximately three months to investigate library services needed now and in the future. The Library Funding Subcommittee will meet monthly for approximately three months to investigate current and future funding options for the District. The District Governance Subcommittee will also meet monthly for about three months to explore possible governance changes to benefit current and future needs of the Library District. Grover mentioned the Oak Lodge Library can have up to two member appointments to the Task Force, and two additional members on each subcommittee. Grover suggested handling this member appointment recommendation at the next Library Board meeting.

Grover Bornefeld and Chips Jangers engaged in a spirited exchange concerning the Concord Property and Library Planning Task Force meetings. Chips voiced concerns that Library issues were being buried in the larger project and that no progress was being made.

Grover Bornefeld talked about the Board Order that states the Library Board will be consulted prior to entering into contracts between the County Library and cities for library services. Grover asked Greg Williams when the Intergovernmental Agreement (IGA) between the City of Gladstone and Clackamas County will be available for the Library Board to review. Greg discussed that the IGA is currently in draft status and will not be available until a week before it is presented to the Board of County Commissioners and the Gladstone City Council on November 12th. Grover asked Mitzi Olson to put together a Doodle poll to schedule a meeting to review the IGA.

Grover Bornefeld talked about the composition of member representation for the new combined Library Board. The new Library Board will have representatives from both the Oak Lodge and Gladstone Library service areas. Grover talked about making sure that the Oak Lodge and Gladstone unincorporated areas are fully represented, as well as members from the City of Gladstone. Grover talked about using the United States governmental set-up of one member per city (one Gladstone and one for Oak Lodge), then based on population (two additional for Gladstone using population of 21,800, and three additional for Oak Lodge using population of approximately 30,000). This would be a total of four members for Oak Lodge and three members for Gladstone, totaling seven members altogether. Natalie Smith discussed that she felt the board should consist of the same number of representatives from each library, regardless of population. Several Library Board members disagreed with her viewpoint.

The members reviewed the budget details for the construction project, as well as the final FY 18/19 budget actuals for both libraries. Mitzi Olson mentioned that the two projects are in the same fund, but have been assigned different department codes so that the accounting of the two libraries are separate. The members asked specific questions about the accounting details. Grover Bornefeld asked where the Oak Lodge reserves are currently being held. Greg Williams stated that the Oak Lodge reserves are currently being held in the Library District fund. Grover asked for a current total for the reserves. Greg Williams replied that he thought the figure was around \$2.8M, and would verify this amount. Grover stated repeatedly that he felt that County staff was withholding accounting information from the Library Board. Mitzi Olson stated that she did not agree with Grover's assessment.

Grover Bornefeld talked about the Library Board hosting a Spring outreach event to gather patron input. Grover talked about the need to have more involvement from our patrons. Grover complained that the Library staff does not promote library-related events to his satisfaction. Mitzi Olson disagreed with Grover's statement.

Library Director's Report:

Mitzi Olson discussed that the Opsis master planning contract for the Concord community center, park, Oak Lodge Library, and Gladstone Library was approved the day of the meeting (September 26th) by the Board of County Commissioners.

Old Business:

None.

New Business:

None

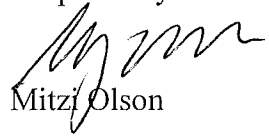
Announcements:

Joint Concord Property and Library Planning Task Force and Gladstone Community Library Planning Task Force meeting – October 2, 2019 at 6:30 pm

Next Meeting: To be determined

Adjournment: 7:45 pm

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Mitzi Olson', written in a cursive style.

Mitzi Olson

Dates



Olson, Mitzi

Fri 1/24/2020 10:15 AM

To: C. Wild <wildlady001@gmail.com>; Doug Jones <dougj321@gmail.com>; Jeffrey Bornefeld <citizengjb@gmail.com>; Leslie Shirk <ldshirk@comcast.net>; Jan Lindstrom Valerio <lindstromvalerio@gmail.com>;

Hello, all.

Leslie asked that I gather the following dates so that they can be added to an ongoing calendar for the Library Board.

Please let me know if you have questions.

1. State Annual Report due in October;
2. LDAC Annual Report: Report not available for completion;
3. Summer Reading planning begins around December. Programs start mid June and end mid august. Programs take place on Thursdays;

4. Term Expirations:

| | |
|---------|----------|
| Grover | 7/1/2023 |
| Doug | 7/1/2022 |
| Leslie | 7/1/2021 |
| Jan | 7/1/2022 |
| Chaunda | 7/1/2023 |

I will plan on providing a new Roster at our next meeting.

5. Budget will be ready for review April/early May. There are multiple steps involved, but not ready for your review until this time.
6. County Budget review takes place at the end of May, typically after Memorial weekend.

Mitzi

CLACKAMAS COUNTY LIBRARY BOARD OF TRUSTEES

| BOARD MEMBER | CONTACT INFORMATION | TERM EXPIRES |
|---|---|---------------|
| G. Jeffrey Bornefeld 4308 SE Boardman Jennings Lodge, OR 97267 | (503) 622-3568 (home) (408) 396-4782 (cell) email: citizenjb@gmail.com | July 1, 2023 |
| Doug Jones 14664 SE Raintree Court Oak Grove, OR 97267 | (503) 503-504-8974 (home) email: dougj321@gmail.com | July 1, 2022 |
| Leslie Shirk 2728 SE Laurelwood Drive Oak Grove, OR 97267 | (503) 654-7098 (home) email: ldshirk@comcast.net | July 1, 2021 |
| Jan Lindstrom Valerio 2911 SE Laurelwood Drive Oak Grove, OR 97267 | (917) 576-1632 (cell) email: lindstromvalerio@gmail.com | July, 1, 2022 |
| Chaunda Wild 2633 SE Tarbell Avenue Oak Grove, OR 97267 | (503) 659-9783 (home) email: wildlady001@gmail.com | July 1, 2023 |
| Mitzi Olson Clackamas County Library 16201 SE McLoughlin Blvd. Oak Grove, Oregon 97267 | (503) 655-8570 (work) (503) 724-4569 (cell) email: molson@clackamas.us | Manager |

July 1, 2019

**Clackamas County Library District
Fiscal Year 2019 - 2020 Distribution Formula**

| | | | |
|--|---------------------|----------------|-------------------|
| Total Current Year Tax Receipts | \$18,072,239 | 100.00% | Prior Year |
| City Assessed Value | \$9,704,792 | 53.70% | \$175,610 |
| Unincorporated Population Served | \$8,367,447 | 46.30% | \$153,248 |

| | |
|--|---------------------|
| Prior Year Fund Balance | \$86,491 |
| Interest Earned | \$27,229 |
| Delinquent Tax & Interest/Penalties | \$215,138 |
| Total | \$328,858 |
| Total Library District Revenues | \$18,401,097 |

| | Assessed Value | Unincorporated Population Served | Assessed Value Prior Interest & Delinquent Tax | Unincorporated Prior Interest & Delinquent Tax | Tualatin Distribution | Total Distribution | % |
|--------------|--------------------|----------------------------------|--|--|-----------------------|---------------------|----------------|
| Canby | \$531,823 | \$336,371 | \$9,623 | \$6,161 | | \$883,978 | 4.80% |
| Estacada | \$122,280 | \$639,273 | \$2,037 | \$11,708 | | \$775,299 | 4.22% |
| Gladstone | \$329,963 | \$393,270 | \$6,041 | \$7,203 | | \$736,477 | 4.00% |
| Happy Valley | \$1,107,317 | \$1,602,366 | \$19,703 | \$29,332 | | \$2,758,718 | 14.99% |
| Lake Oswego | \$2,555,272 | \$251,860 | \$46,607 | \$4,613 | \$47,673 | \$2,906,025 | 15.79% |
| Milwaukie | \$764,738 | \$871,051 | \$14,049 | \$15,953 | | \$1,665,791 | 9.05% |
| Molalla | \$230,004 | \$641,783 | \$4,092 | \$11,754 | | \$887,633 | 4.82% |
| Oregon City | \$1,135,461 | \$1,046,768 | \$20,669 | \$19,171 | | \$2,222,069 | 12.08% |
| Sandy | \$318,317 | \$678,600 | \$5,707 | \$12,428 | | \$1,015,053 | 5.52% |
| Hoodland | \$0 | \$237,635 | \$0 | \$4,352 | | \$241,988 | 1.32% |
| Tualatin | \$187,302 | \$0 | \$3,389 | \$0 | -\$95,346 | \$95,346 | 0.52% |
| West Linn | \$1,381,962 | \$164,839 | \$25,323 | \$3,019 | \$9,535 | \$1,584,678 | 8.61% |
| Wilsonville | \$1,040,354 | \$191,615 | \$18,369 | \$3,509 | \$38,138 | \$1,291,985 | 7.02% |
| *Oak Lodge | \$0 | \$1,312,016 | \$0 | \$24,045 | | \$1,336,060 | 7.26% |
| Total | \$9,704,792 | \$8,367,447 | \$175,610 | \$153,248 | \$0 | \$18,401,097 | 100.00% |

| Tualatin Assessed Value & Prior Year Distribution | Assessed Value | Prior Year, Interest and Delinquent Tax | Total |
|---|----------------|---|----------------|
| Tualatin | 50% | \$93,651 | \$1,695 |
| Lake Oswego | 25% | \$46,826 | \$847 |
| Wilsonville | 20% | \$37,460 | \$678 |
| West Linn | 5% | \$9,365 | \$169 |
| Total | 100% | \$187,302 | \$3,389 |

Calculated Final Distribution Amount \$ 18,401,097.00
Oak Lodge Undistributed Revenue \$ -
Actual 1st Distribution Amount \$ 18,401,097.00

*** Oak Lodge Distribution Calculated for FY 19/20**

| | |
|--|------|
| Oak Lodge 1st Distribution Payment January 30, 2019 | \$ - |
| Oak Lodge Final Distribution Payment June 30, 2019 | \$ - |
| Oak Lodge Undistributed revenue for FY 18/19 per IGA | \$ - |

**Clackamas County Library District
Fiscal Year 2019 - 2020 Distribution Formula
Library City Assessed Value Percentage**

November 6, 2019

| Participating Cities Assessed Value | | |
|--|-------------------------|----------------|
| Canby | \$1,500,145,428 | 5.48% |
| Estacada | \$345,350,686 | 1.26% |
| Gladstone | \$929,320,382 | 3.40% |
| Happy Valley | \$3,122,678,304 | 11.41% |
| Lake Oswego | \$7,207,796,436 | 26.33% |
| Milwaukie | \$2,158,504,915 | 7.88% |
| Molalla | \$647,966,399 | 2.37% |
| Oregon City | \$3,203,382,496 | 11.70% |
| Sandy | \$898,782,562 | 3.28% |
| Tualatin | \$528,984,543 | 1.93% |
| West Linn | \$3,899,056,914 | 14.24% |
| Wilsonville | \$2,934,645,817 | 10.72% |
| Total | \$27,376,614,882 | 100.00% |

| | | |
|---|-------------------------|----------------|
| Total Library District AV | \$50,977,502,550 | 100.00% |
| Less: Participation Cities AV | \$27,376,614,882 | 53.70% |
| Equals : Unincorporated AV in District | \$23,600,887,668 | 46.30% |

Note:

1) Per Library IGA Attachment A

Assessed Value will be established annually based on the County Assessed Value reported for the Library District.

Clackamas County Library District
Fiscal Year 2019 - 2020 Distribution Formula
Unincorporated Population Percentage

PSU April 2019

Updated August 13, 2019

| Unincorporated Population Served by Maps | | | | |
|--|-------------------------|-----------------|----------------------------------|------------------------------------|
| | Service Area Population | City Population | Unincorporated Population Served | Percentage of Total Unincorp. Pop. |
| Clackamas County | | | | |
| Canby | 24,959 | 16,800 | 8,159 | 4.02% |
| Estacada | 18,917 | 3,400 | 15,517 | 7.64% |
| Gladstone | 21,432 | 11,880 | 9,552 | 4.70% |
| Happy Valley | 59,831 | 20,945 | 38,886 | 19.15% |
| Lake Oswego | 41,757 | 35,645 | 6,112 | 3.01% |
| Milwaukie | 41,667 | 20,525 | 21,142 | 10.41% |
| Molalla | 25,194 | 9,625 | 15,569 | 7.67% |
| Oregon City | 60,261 | 34,860 | 25,401 | 12.51% |
| Sandy | 27,462 | 10,990 | 16,472 | 8.11% |
| Hoodland | 5,769 | 0 | 5,769 | 2.84% |
| West Linn | 29,828 | 25,830 | 3,998 | 1.97% |
| Wilsonville | 27,005 | 22,345 | 4,660 | 2.29% |
| Oak Lodge | 31,858 | 0 | 31,858 | 15.68% |
| Total | 415,940 | 212,845 | 203,095 | 100.00% |

| Population out of Library District | |
|------------------------------------|--------------|
| Johnson City | 560 |
| Tualatin | 2,925 |
| Total | 3,485 |

| Unincorporated City Population | |
|--------------------------------|--------------|
| Barlow | 135 |
| Damascus | 0 |
| Portland | 770 |
| Rivergrove | 470 |
| Total | 1,375 |

| | |
|---------------------------------|----------------|
| Clackamas County Unincorporated | 201,720 |
| Clackamas County City | 217,705 |
| Total Clackamas County | 419,425 |

| Formula Check | |
|---------------|----------------|
| | 203,095 |
| | 212,845 |
| | 415,940 |

Note:

1) Per Library IGA Attachment A

Unincorporated Population Served is based on Unincorporated Population Percentage Rate using the "Service Area Maps". The Percentage Rate will only change if there is a change due to the following:

- a) City Annexation
- b) Service Area Map Change
- c) Census update

**Clackamas County Library District
Fiscal Year 2018 - 2019 Distribution Formula
Unincorporated Population Percentage**

PSU April 2018

Updated August 7, 2018

| Unincorporated Population Served by Maps | | | | |
|--|-------------------------|-----------------|----------------------------------|------------------------------------|
| | Service Area Population | City Population | Unincorporated Population Served | Percentage of Total Unincorp. Pop. |
| Clackamas County | | | | |
| Canby | 24,681 | 16,660 | 8,021 | 4.02% |
| Estacada | 18,536 | 3,280 | 15,256 | 7.64% |
| Gladstone | 21,231 | 11,840 | 9,391 | 4.70% |
| Happy Valley | 58,219 | 19,985 | 38,234 | 19.14% |
| Lake Oswego | 40,930 | 34,920 | 6,010 | 3.01% |
| Milwaukie | 41,338 | 20,550 | 20,788 | 10.41% |
| Molalla | 24,917 | 9,610 | 15,307 | 7.67% |
| Oregon City | 59,585 | 34,610 | 24,975 | 12.51% |
| Sandy | 27,050 | 10,855 | 16,195 | 8.11% |
| Hoodland | 5,671 | 0 | 5,671 | 2.84% |
| West Linn | 29,626 | 25,695 | 3,931 | 1.97% |
| Wilsonville | 26,417 | 21,835 | 4,582 | 2.29% |
| Oak Lodge | 31,323 | 0 | 31,323 | 15.69% |
| Total | 409,524 | 209,840 | 199,684 | 100.00% |

Population out of Library District

| | |
|--------------|--------------|
| Johnson City | 565 |
| Tualatin | 2,911 |
| Total | 3,476 |

Unincorporated City Population

| | |
|--------------|--------------|
| Barlow | 135 |
| Damascus | 0 |
| Portland | 770 |
| Rivergrove | 464 |
| Total | 1,369 |

| | |
|---------------------------------|----------------|
| Clackamas County Unincorporated | 198,315 |
| Clackamas County City | 214,685 |
| Total Clackamas County | 413,000 |

Formula Check

| |
|----------------|
| 199,684 |
| 209,840 |
| 409,524 |

Note:

1) Per Library IGA Attachment A

Unincorporated Population Served is based on Unincorporated Population Percentage Rate using the "Service Area Maps". The Percentage Rate will only change if there is a change due to the following:

- a) City Annexation
- b) Service Area Map Change
- c) Census update

Public Internet Policy

Revised January 23, 2020

The Internet, as an information resource, enables the library to provide access to information beyond the confines of its own collection. It allows access to ideas, information and commentary from around the globe. However, the Internet is an unregulated medium. As such, it offers access to material that is personally, professionally, and culturally enriching to individuals of all ages. It also enables access to some material that may be offensive, disturbing and/or illegal.

The library upholds and affirms the right of each individual to have access to constitutionally protected material. The library also affirms the right and responsibility of parents to determine and monitor their children's use of library materials and resources. The library cannot control or monitor material that may be accessible from Internet sources. Parents are encouraged to work closely with their children in selecting material and Internet sites that are consistent with personal and family values and boundaries. Children are encouraged to talk with their parents about using the Internet.

COMPUTER AND INTERNET USE RULES AND PROCEDURES

1. The Internet station(s) will be available on a first-come, first-served basis.
2. There may be 15 and 60 minute stations. Users may sign-up for only one session at a time and may not sign-up for additional time until they have completed their session.
3. Users can have no more than 3 hours per day per person.

Misuse of the computer will result in the loss of computer privileges.

USERS MAY NOT:

- Alter or damage software, change configurations or settings, or attempt unauthorized entry into any computer system.
- Install any software or damage any library equipment.
- Send harassing messages, or harass others.
- Violate copyright laws or software licensing agreements.
- Violate other users' right to privacy or interfere with others' accessing and viewing material.
- Engage in any activity which is disruptive to other library users.
- Violate Federal, State, or local laws or regulations.
- Display any picture, or image of a person, or image of a person, or portion of a human body that depicts nudity, sexual conduct or other image prohibited by ORS 167.080. Our terminals are visible to minors.