



CITY COUNCIL MEETING

Monday, April 27, 2026
Community Auditorium, 1915 Main Street

Malynda Wenzl, Mayor

Mariana Valenzuela, Council President
Angel Falconer, Councilor
Donna Gustafson, Councilor

Michael Marshall, Councilor
Karen Martinez, Councilor
Brian Schimmel, Councilor

[TVCTV Livestream](#)

[Zoom Webinar](#) Meeting ID: 850 7572 2488 Passcode: 97116

5:30 - CITY COUNCIL WORK SESSIONS

No public comment will be taken. The Council will take no formal action.

Clean Water Services Rates and Fees

Gregory Robertson, Public Works Director; Joseph Gall, CWS Chief Utility Relations Officer; Kathleen Leader, CWS Chief Financial Officer

Economic Development Strategic Plan Scoping

Kim Ezell, Assistant City Manager; Miles Glowacki, Economic Development Coordinator

City Discussion Regarding Federal Activities

Jesse VanderZanden, City Manager; David Marzilli, Police Chief

7:00 - CITY COUNCIL MEETING

A. Call to Order

1. Roll Call
2. Land Acknowledgement
3. Pledge of Allegiance
4. **Recognition: Leo Cortes, 20 Years of Service**
5. **Vietnamese American Remembrance Day Proclamation**
6. **Small Business Week Proclamation**

B. Public Comment: Time provided for anyone wishing to speak to City Council on an item not on the agenda or on the agenda but not scheduled for a public hearing. Comments are limited to 2 minutes unless additional time is granted by the Presiding Officer. The public comment period shall not exceed 30 minutes unless a majority of Councilors present vote to extend the time. Zoom attendees may use the "Raise Hand" option to be called on.

C. Consent Agenda: Items considered routine, that are adopted with a single motion without discussion. Councilors may remove items prior to the motion to adopt. Any removed items are discussed and acted upon following the approval of the remaining items.

1. Building Activity Report - March 2026

D. Additions/Deletions

1. City Manager
2. Proposed by Councilors

E. 7:15 Presentations: The Council will hold questions until the end of each presentation.

1. **National League of Cities Student Delegation Report**
Maya Andrade, Annie Goff, Hazel Kiblinger, Morgan Tremblay
2. **Economic Development Commission Annual Report**
Miles Glowacki, Economic Development Coordinator; Tim Budelman, EDC Chair
3. **Economic Development Program**
Miles Glowacki, Economic Development Coordinator
4. **Washington County Cooperative Library Services IGA Update**
Colleen Winters, Library Director

F. Public Hearings, Ordinances, and Resolutions

G. 8:15 Council Communications:

1. Councilor Reports
 - a. Mariana Valenzuela (LC, CDBGPAB)
 - b. Angel Falconer (HLB, JWC, CCESC, Chamber of Commerce)
 - c. Donna Gustafson (PAC, RWPCB, WCCCA)
 - d. Michael Marshall (CFC, P&R)
 - e. Karen Martinez (FGRFPD, SCC, FGSCC)
 - f. Brian Schimmel (CCE, EDC, TVHSC)
2. City Manager's Report
3. Mayor's Report (WCCC, R1ACT, MMC, WCC&MG, WCMG, MYAC)

H. 9:00 Adjournment

Americans with Disabilities Act (ADA) Notice: The City is committed to providing equal access to public meetings. Requests for accommodation can be submitted to the City Recorder at least 48 hours before the meeting at: mwoods@forestgrove-or.gov or 503-992-3235

Clean Water Services – Rate Projections & Forecasting

Kathy Leader, Chief Financial Officer

Joseph Gall, Chief Utility Relations Officer

City of Forest Grove

April 27, 2026



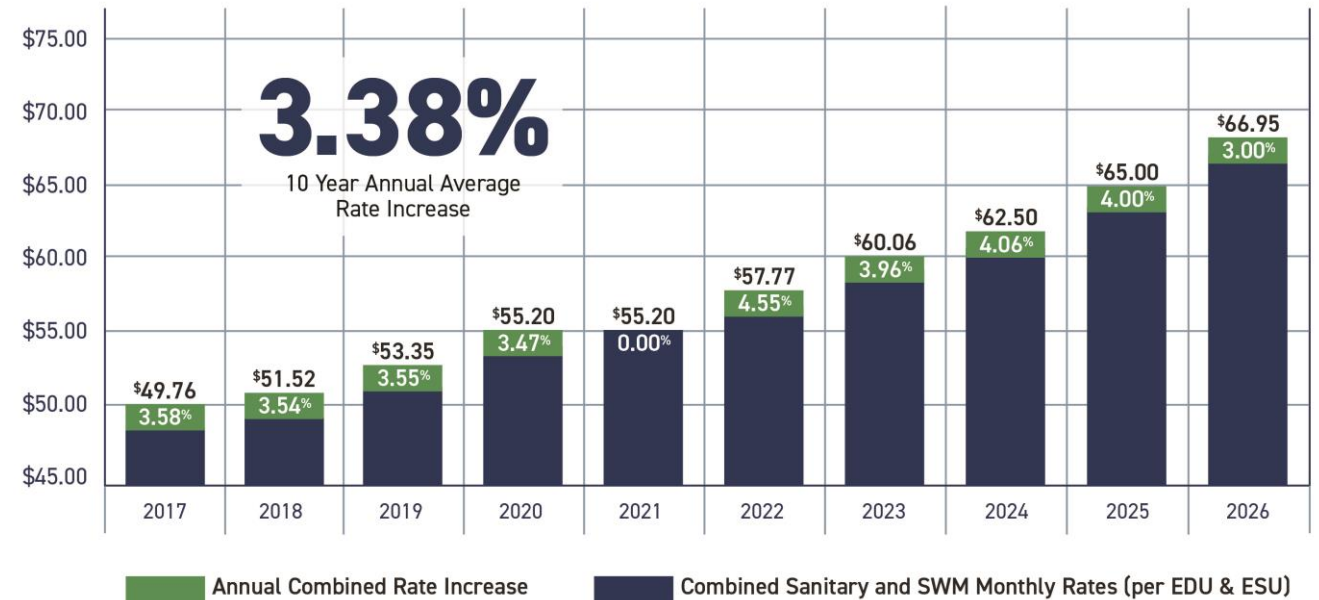
Overview

- Historical Rate Increases
- Cost of Services Study and Cost Allocation Process
- Regional and Local Services
- 10-Year Rate Forecast



History of Modest and Predictable Rate Increases

- 10-year annual rate increase averaged less than 4% due to prudent, long-term financial planning.
- New cost allocation methodology for rate development and reserve policy was adopted by the CWS Board on April 14, 2026.



10-YEAR UTILITY RATE HISTORY – Average sanitary sewer and SWM monthly rates for single family residential customers who are billed directly by CWS. Rates for customers in the seven cities that receive only regional services which set their own city rates for local services, are not reflected.

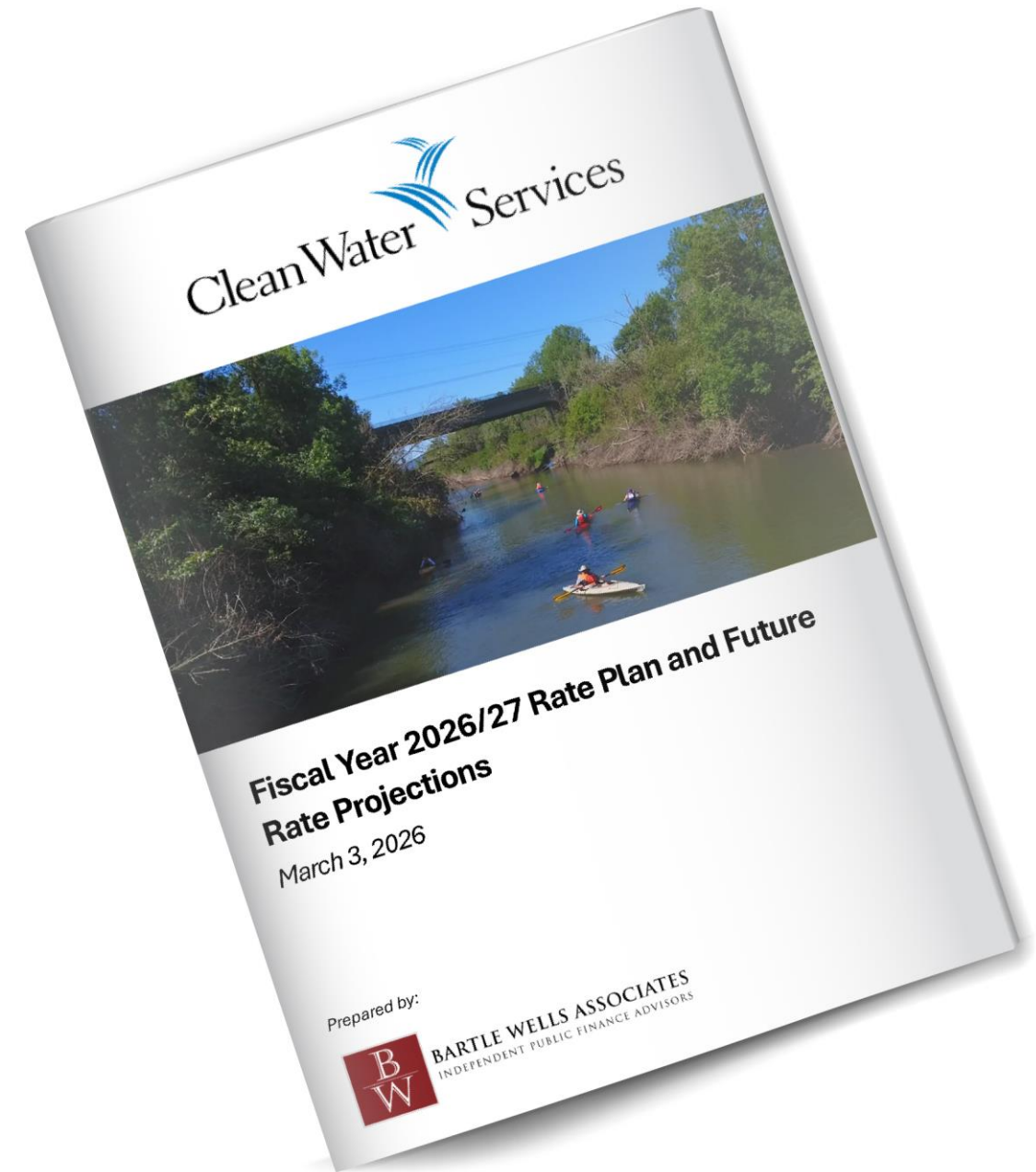
Cost of Services Study

- Request of CWS Board and Member Cities
- Internal study initiated in 2021
- Comprehensive review of cost allocation methodology was completed
 - Previous update was in 2008
- Full update completed by consultant Bartle Wells Associates in February 2026
- Revealed that Local rates charged do not fully cover Local program costs for both Sanitary Sewer and SWM services
- Provides the cost basis for long-term financial planning and rate updates

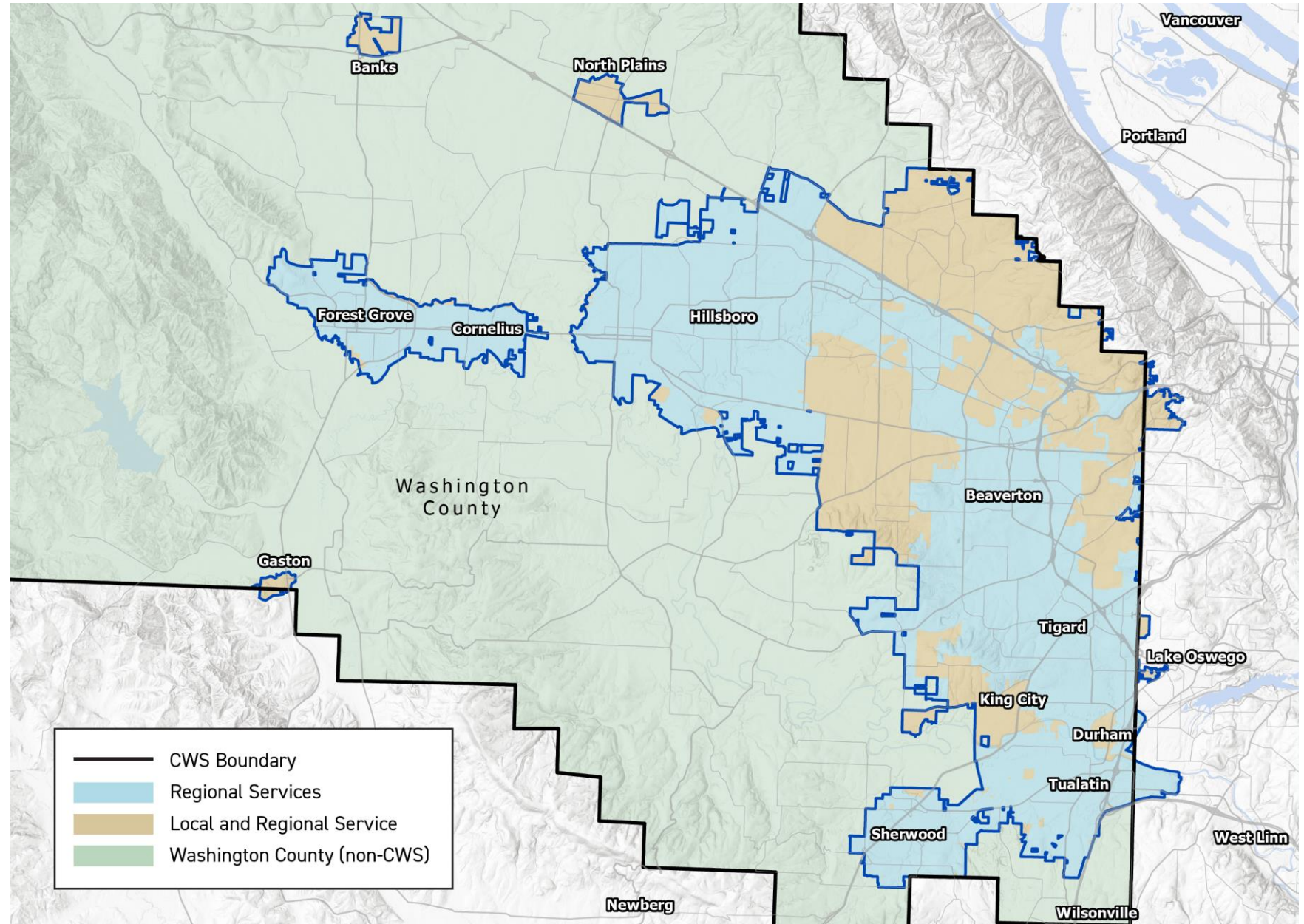
Cost of Services Study

Three main objectives:

1. Review and update how costs are allocated to Sanitary Sewer vs. SWM and Regional vs. Local
2. Prepare 10-year financial plans that will:
 - Fund operation & maintenance, debt service, and capital needs
 - Correct local service area funding deficits
 - Ensures CWS maintains sufficient reserve funds for the future
3. Calculate updated rates and evaluate impacts on customer bills



Rate Increases Vary Across Service Area



Regional Services

1. **Regional services** provided to all customers in service area
 - a. Constructing, operating, maintaining treatment plants, sewage pump stations, pressure lines
 - b. Designing, building, maintaining sewer lines 24 inches and larger
 - c. Compliance reporting, oversight for National Pollutant Discharge Elimination System (NPDES) permit, including municipal separate storm sewer system (MS4)
 - d. Maintaining minimum stream flows
 - e. Service area restoration and enhancing stream corridors



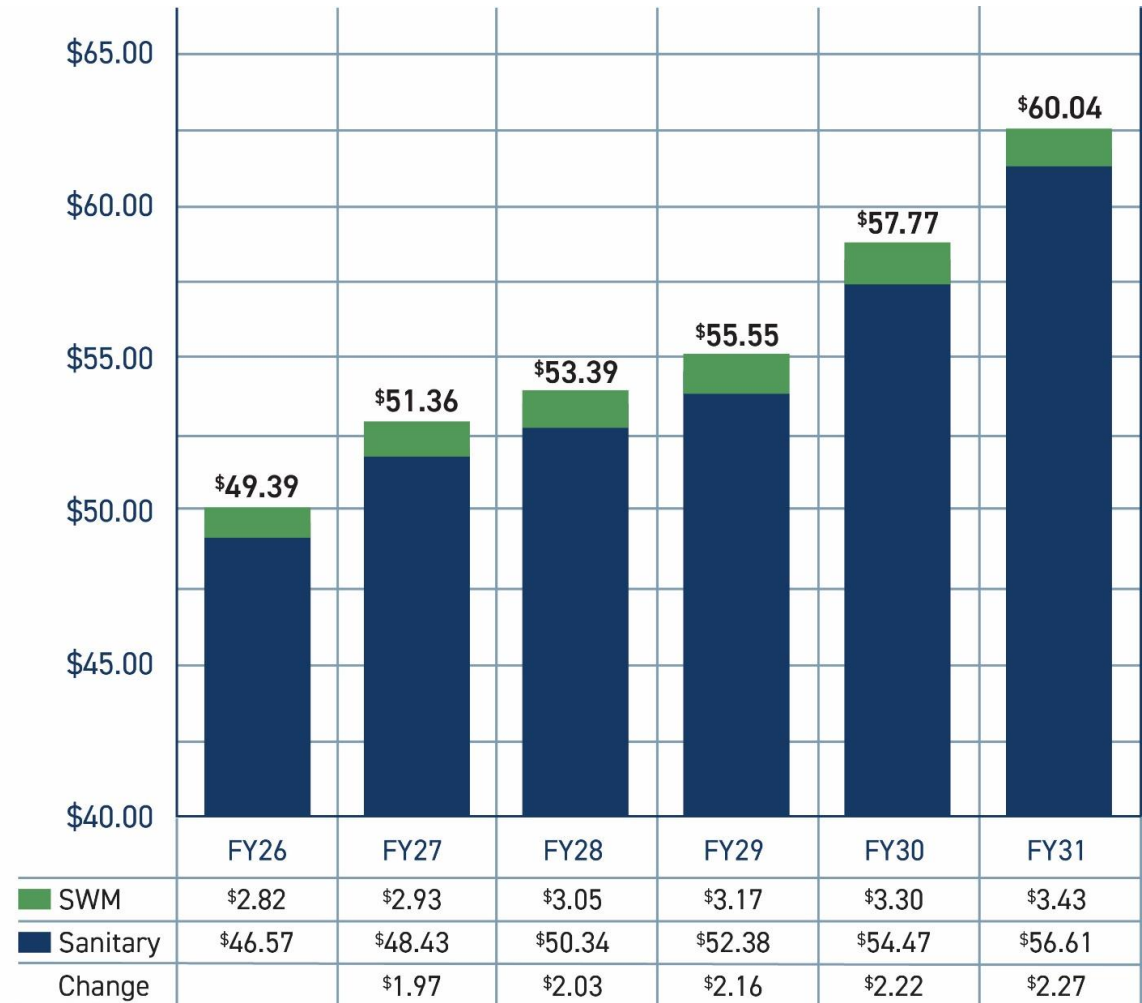
Local Services

1. **Local services** support operating and maintaining local collection system, and 24-hour response
 - a. Designing, building, maintaining, repairing sewer lines 21 inches and smaller
 - ❖ Cleaning, inspecting sewer pipes
 - b. Designing, building, maintaining, repairing local stormwater facilities
 - ❖ Sweeping streets
 - ❖ Maintaining water quality facilities
 - ❖ Cleaning catch basins, water quality manholes



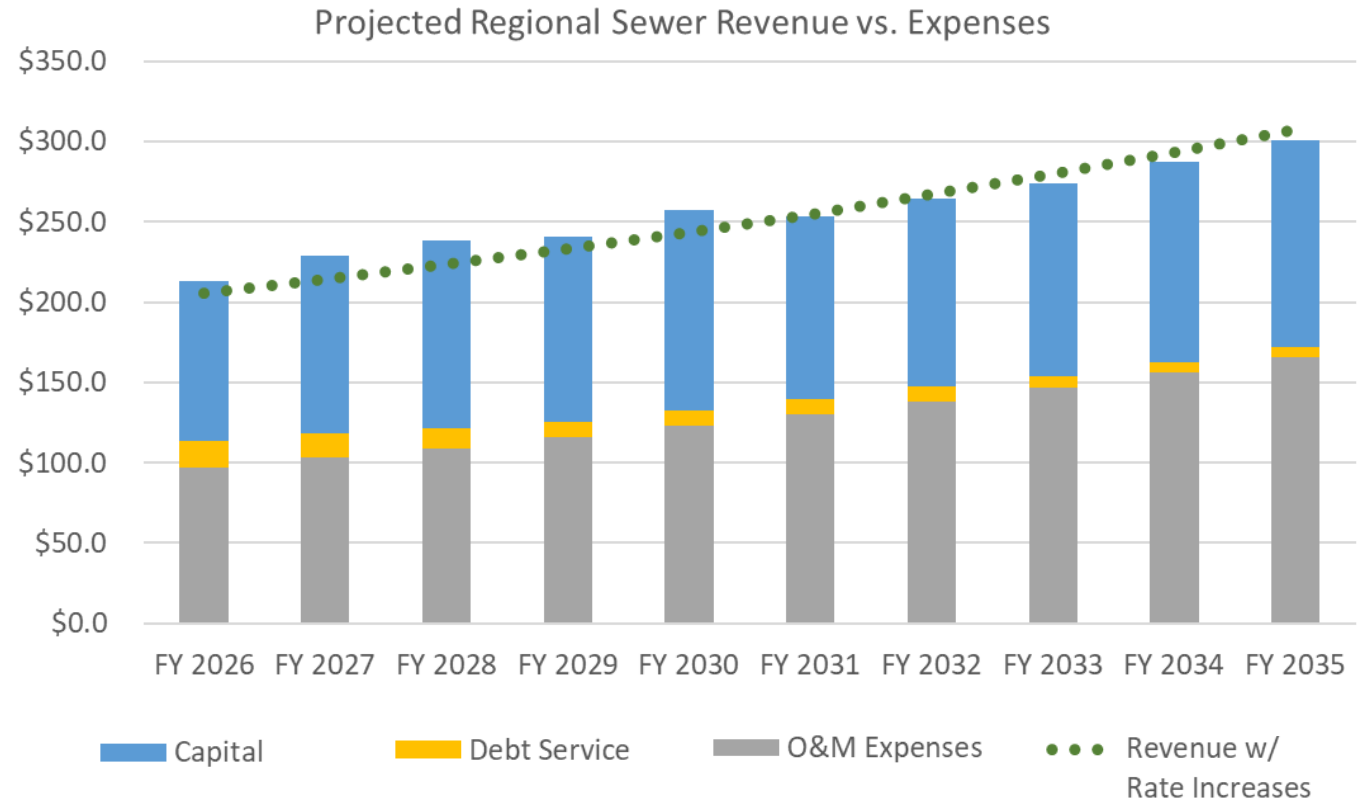
Monthly Regional CWS Bill – Five-Year Projections

- Total bill is for Regional Services for sanitary sewer and surface water management for an average residential user.
- FY27 rate is \$1.97 higher per month compared to current fiscal year (4% increase).
- Projections based upon cost of operations — capital, operating, debt, etc.



Regional Sewer Funding

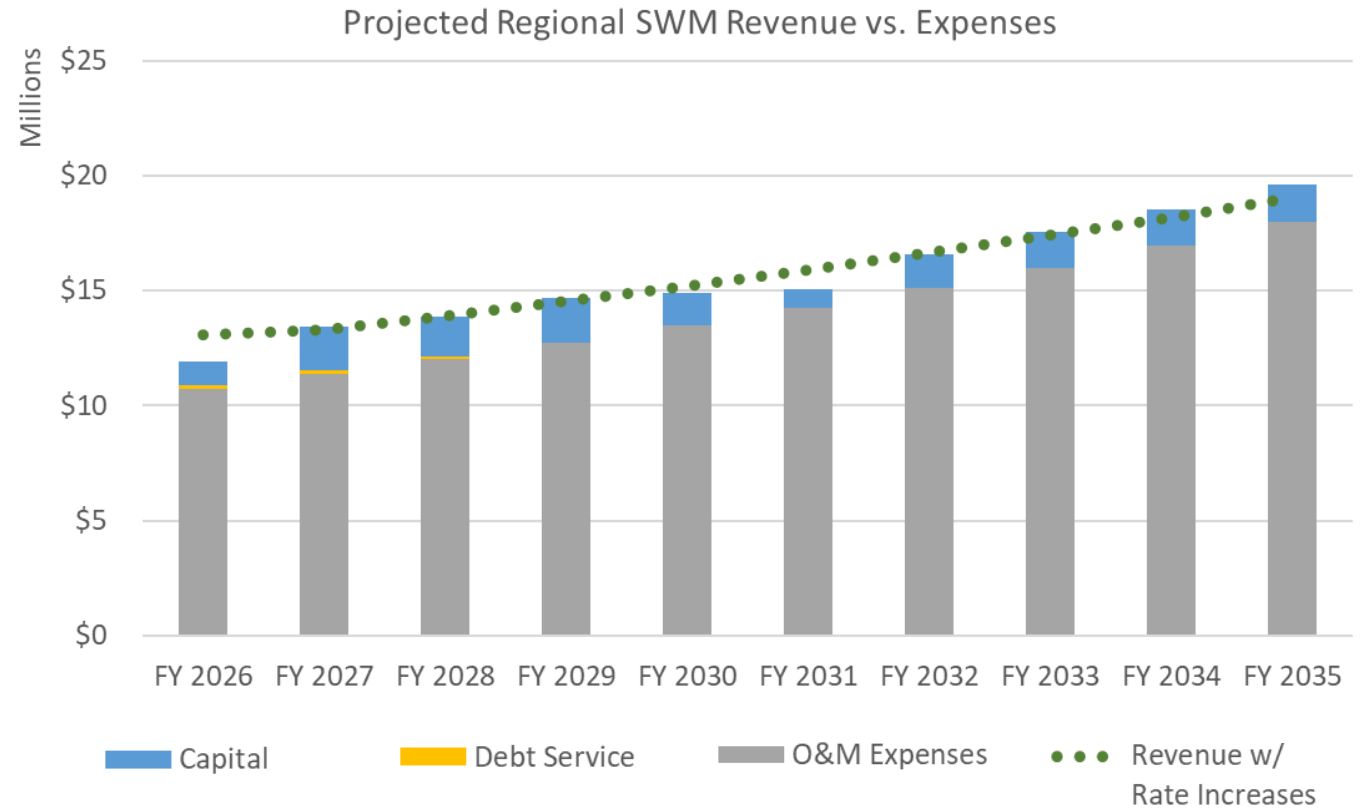
- With proposed Regional rate increase for next 10 years of 4%, rates are projected to run a slight deficit through FY30 and begin to cover costs in all years beginning in FY31.



Proposed Rate Increase	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	FY 2032	FY 2033	FY 2034	FY 2035
Regional Sewer	4.0%	4.0%	4.0%	4.0%	4.0%	4.0%	4.0%	4.0%	4.0%
Dollar Amount	\$1.86	\$1.91	\$2.04	\$2.09	\$2.14	\$2.26	\$2.35	\$2.45	\$2.55

Regional Surface Water Funding

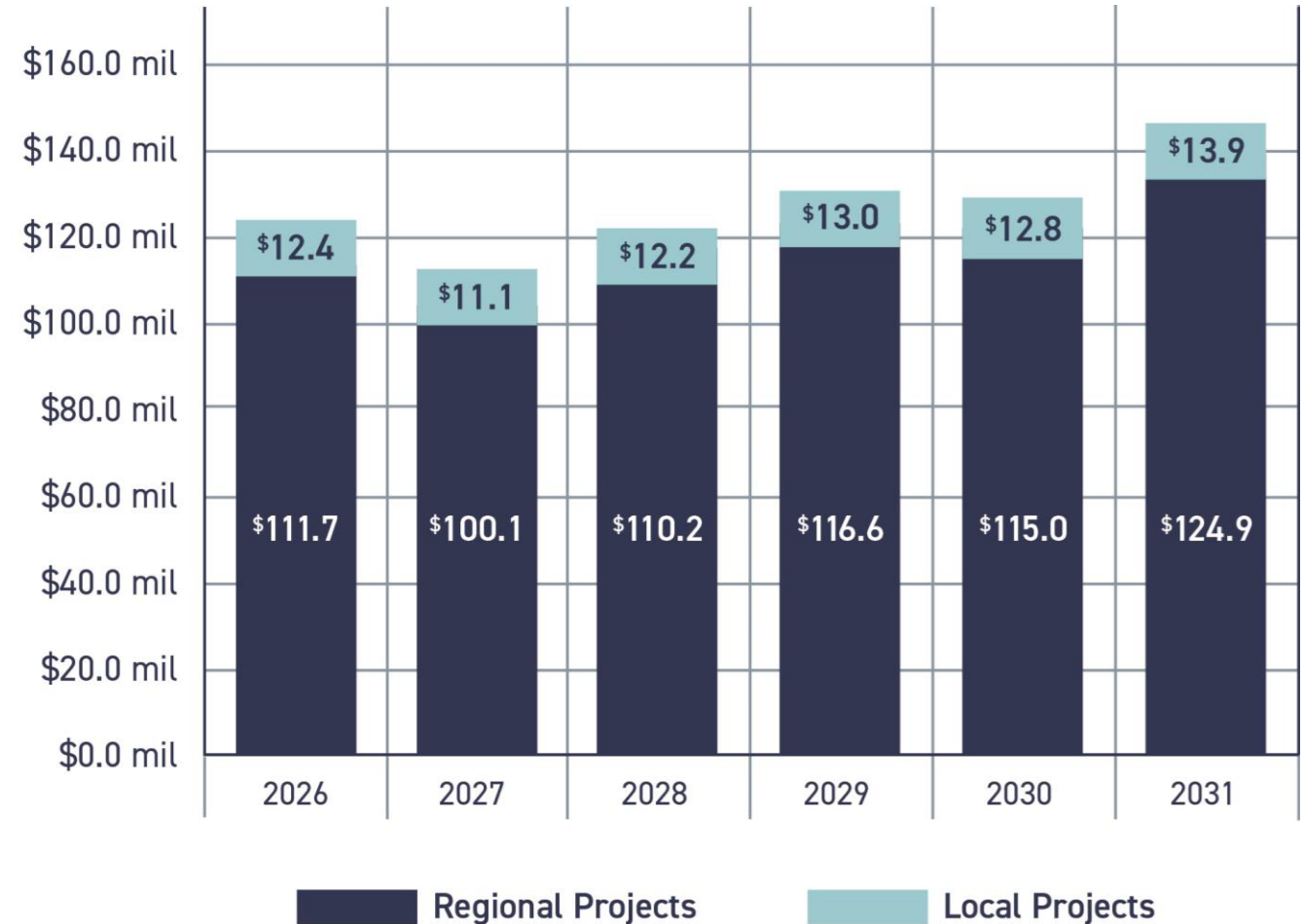
- Proposed Regional rate increase for next 10 years are 4% to cover costs in all years.



Proposed Rate Increase	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	FY 2032	FY 2033	FY 2034	FY 2035
Regional SWM	4.0%	4.0%	4.0%	4.0%	4.0%	4.0%	4.0%	4.0%	4.0%
Dollar Amount	\$0.11	\$0.12	\$0.12	\$0.13	\$0.13	\$0.14	\$0.14	\$0.15	\$0.15

Sanitary Sewer Capital Improvement Program

- Upgrades, repairs, and replacements needed to maintain safe and reliable operation.
- Current year, plus next five years of capital spending is over \$754 million — 90% Regional/10% Local.



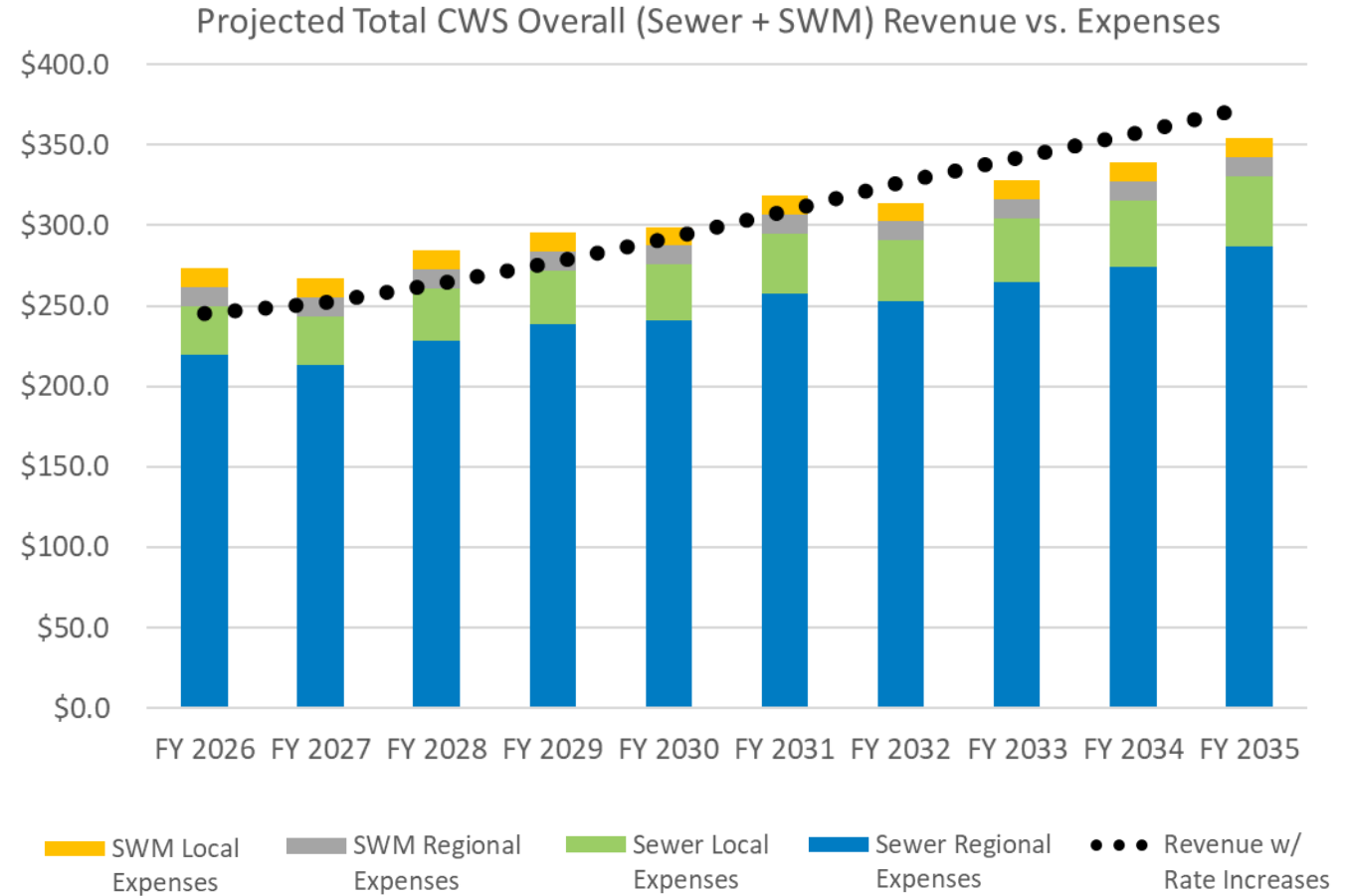
Surface Water Management Capital Improvement Program

- Upgrades, repairs, and replacements needed to maintain safe and reliable operations.
- Current year, plus next five-year capital spending is over \$11.7 million — 76% Regional/24% Local.



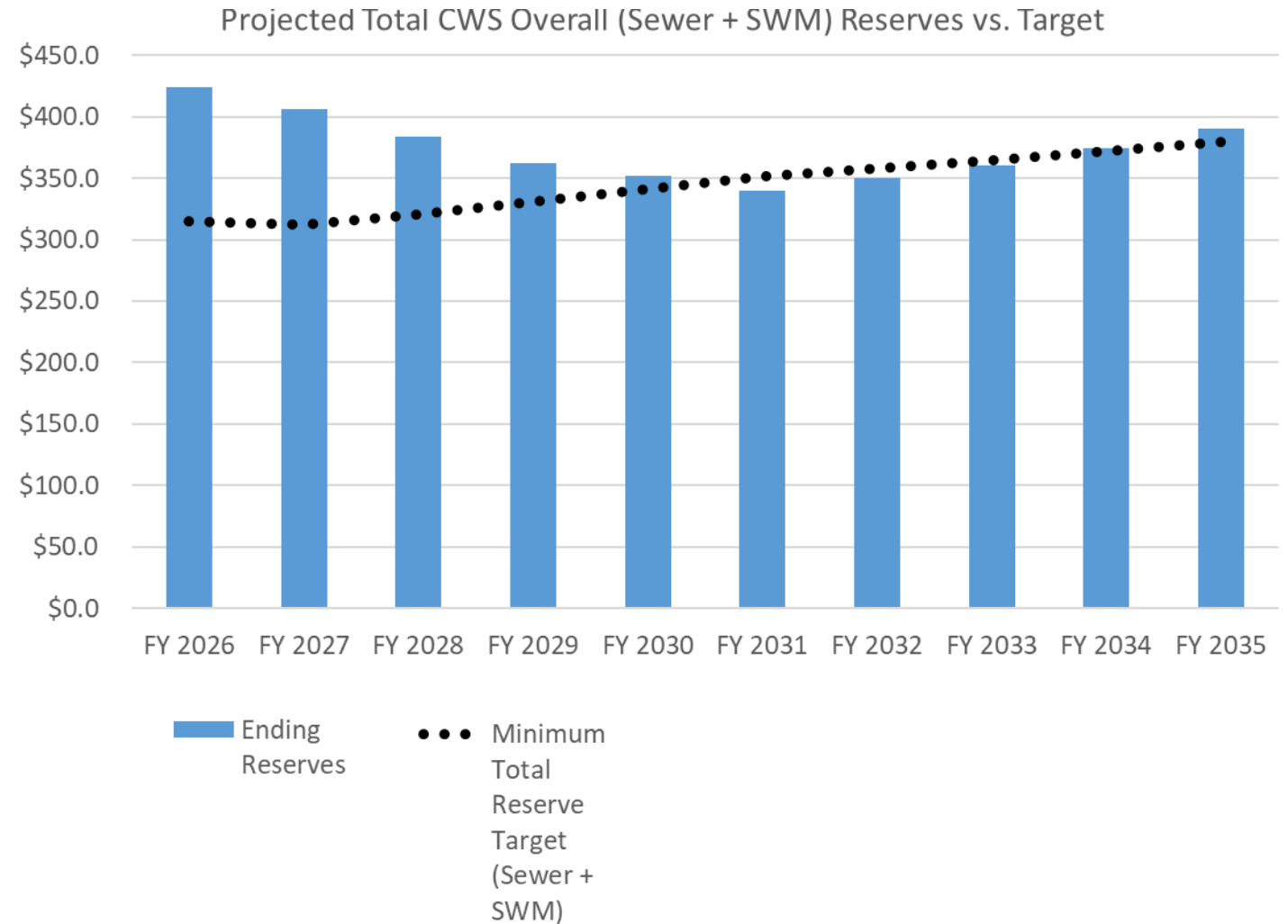
Ten-Year Financial Forecast

- Projected expenses total over \$273 million and revenues are approximately \$246 million in FY26.
- CWS will run a small deficit overall through FY31, mainly due to Local program.
- Reserve funds will be used to cover the deficit.
- If forecasted rate increases are implemented, revenues would exceed projected expenses and reserve funds will be replenished beginning in FY32.



Ten-Year Financial Forecast - Reserve Fund Targets

- Reserves will cover deficit through 2031 and begin to replenish reserves starting in 2032.



Implementation - Next Steps

- May 8, 2026 - CWS Budget Committee reviews the proposed budget and amends or approves it
- June 9, 2026 - CWS Board holds public budget hearing to consider revisions and adoption of FY27 Budget
- July 1, 2026 - Adopted budget and FY27 rates go into effect

Facility Tours

See ratepayer investment and state-of-the-art water treatment science in action with free behind-the-scenes tours of our [Durham \(Tigard\)](#) and [Rock Creek \(Hillsboro\)](#) water resource recovery facilities.

Durham Tours – [Reserve Your Spot](#)

- Saturday, May 16, 10 – 11:30 am
- Friday, June 12, 2 – 3:30 pm
- Wednesday, July 8, 10 – 11:30 am

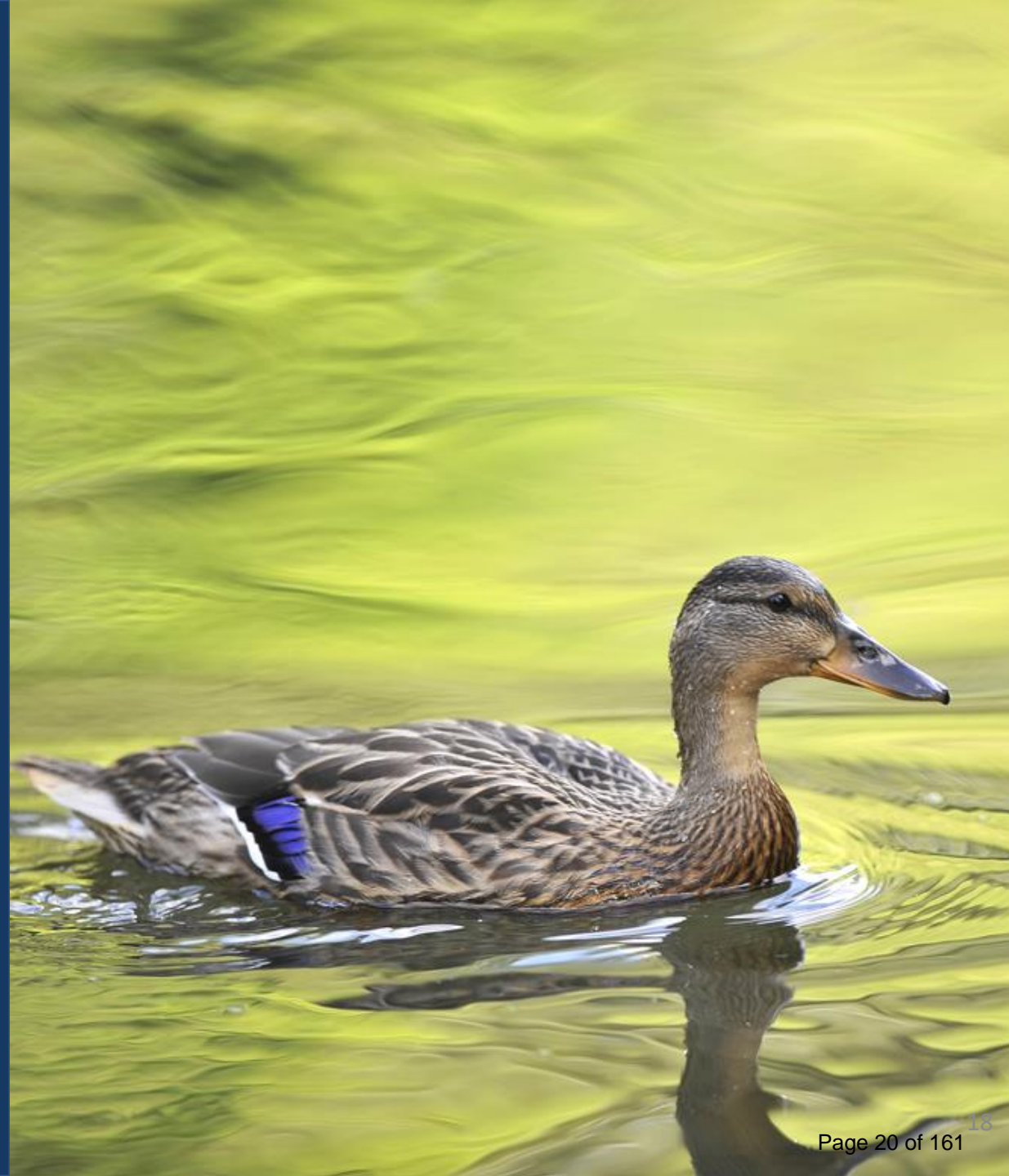
Rock Creek Tours – [Reserve Your Spot](#)

- Saturday, June 6, 1 – 2:30 pm
- Wednesday, July 15, 10 – 11:30 am
- Saturday, August 8, 10 – 11:30 am

Learn more at cleanwaterservices.org/tours >



Questions?





Economic Development Strategic Plan

Miles Glowacki | Economic Development Coordinator

Kim Ezell | Assistant City Manager

Work Session April 27, 2026

City of Forest Grove

AGENDA

Purpose

Vision 2040

Background

Project Goals & Objectives

Scope of Work

Next Steps

PURPOSE

The purpose of tonight's work session is to receive Council feedback on the scope of the City's Economic Development Strategic Plan.

VISION 2040 PLAN



2040 GOAL AREAS: ECONOMY | COMMUNITY GROWTH | COMMUNITY CONNECTION

- 1.2 Increase volume and diversity of commercial business development
- 1.3 Update the City’s Economic Development Strategic Plan
- 1.4 Increase industrial development
- 1.5 Explore the creation of an Economic Improvement District
- 1.6 Strengthen partnerships with local small businesses
- 1.7 Support workforce development programs
- 1.8 Develop a long-term vision for the Main Street Program
- 1.9 Partner with property owners to attract businesses
- 1.10 Incentive programs to support/retain small/local businesses
- 1.11 Encourage and attract more events to downtown
- 1.13 Increase wayfinding signage for downtown parking
- 1.14 Update Tourism Strategic Plan
- 2.2 Expand opportunities for affordable housing development
- 2.3 Educate landowners and/or developers on new housing options
- 2.5 Activate policies around utilizing downtown “upstairs” apartments per the Urban Renewal Plan
- 4.8 Seek ongoing community feedback on City projects and programs
- 4.10 Utilize digital and printed tools to enhance communication

An Economic Development Strategic Plan is a long-term, 5–10-year, road map that outlines how the community will grow its economy, support businesses, create jobs, and improve overall quality of life.

Why do an Economic Development Strategic Plan now?

- The last plan was completed in 2020
- Since the last strategic plan:
 - The Council adopted the 2040 Vision and the economy was a top priority
 - The City completed an Economic Opportunities Analysis
 - The business and industrial climate has changed
 - The Urban Renewal Agency and Main Street Program have become more active

PROJECT OUTCOMES

The purpose of this project is to develop a strategic, actionable, and measurable Economic Development Strategic Plan that:

- Aligns with and implements the **Forest Grove 2040 Vision** and relevant economic action items
- Identifies priority economic sectors and opportunities
- Supports local businesses, workforce development, and entrepreneurship
- Encourages equitable, sustainable, and resilient economic growth
- With community partner input, outlines economic development roles and responsibilities
- Provides clear implementation strategies, roles, timelines, and performance measures
- Serves as a practical decision-making and resource-allocation tool for the City, partners, and stakeholders
- Evaluates the feasibility of an Urban Renewal District/Area to facilitate industrial development
- Assesses economic development incentives such as enterprise zones, opportunity zones, economic improvement districts (EID), and strategic investment zones
- With community partner input, assess current workforce development programs, and provide clear recommendations for collaboration

POLICY QUESTIONS

7

Do these proposed outcomes meet the goals of the Council?

Are there any proposed outcomes the Council would like to remove?

Are there any outcomes the Council would like to add?

SCOPE OF WORK: OVERVIEW

Proposers to the RFP may suggest refinements to the scope; however, proposals should, at a minimum, address the following components

Task 1: Project Management and Coordination

Task 2: Review of Existing Plans and Conditions

Task 3: Economic and Market Analysis

Task 4: Stakeholder and Community Engagement

Task 5: Opportunity Assessment

Task 6: Urban Renewal and Redevelopment Opportunities

Task 7: Implementation Plan

Task 8: Final Plan and Adoption

SCOPE OF WORK: TASK 1

1. Project Management and Coordination

- a. Develop a detailed work plan, schedule, and communications strategy
- b. Coordinate with City staff and designated advisory bodies
- c. Set mile markers and establish clear timelines
- d. Provide regular updates and draft reviews

2. Review of Existing Plans and Conditions

- a. Review and summarize relevant documents, including but not limited to:
 - i. Forest Grove 2040 Vision (2025)
 - ii. Forest Grove Economic Opportunities Analysis (2025)
 - iii. Comprehensive Plan
 - iv. Relevant transportation, housing and land use plans
 - v. Economic Development Strategic Plan (2020)
 - vi. Business Oregon's Strategic Plan (2025)
- b. Prepare an existing conditions overview addressing:
 - i. Demographics and labor force
 - ii. Business and industry mix
 - iii. Commercial and industrial land supply
 - iv. Regional market context
 - v. Infrastructure and workforce considerations

3. Economic and Market Analysis

- a. Prepare a data-driven assessment of Forest Grove's current and future economic conditions.
 - i. Analysis of demographic, labor force, and workforce trends
 - ii. Assessment of key industry sectors, employment patterns, and economic drivers
 - iii. Evaluation of real estate and development conditions, including industrial, commercial, and mixed-use markets
 - iv. Identification of strengths, weaknesses, opportunities, and threats affecting economic development
 - v. Analysis of regional competitiveness and Forest Grove's role within the broader regional economy

4. Stakeholder and Community Engagement

- a. Design and facilitate a stakeholder engagement process that may include;
 - i. Interviews with business owners, developers, and institutions
 - ii. Workshops of focus groups with community partners
 - iii. Coordination of workforce, education, and economic development partners
- b. Work with the Economic Development Commission
- c. Document engagement outcomes and demonstrate how community input informs the strategy development
- d. Summarize key themes and insights from engagement activities

5. Opportunity Assessment

- a. Identify key economic strengths, challenges, and opportunities, not already identified in the Economic Opportunities Analysis
- b. Analyze target or emerging industry sectors consistent with the 2040 Vision
- c. Assess barriers to business attraction, retention, and expansion
- d. Evaluate regional competitiveness and partnership opportunities

6. Urban Renewal and Industrial Development Opportunities

- a. Evaluate feasibility of establishing an urban renewal area/district to facilitate industrial development.
- b. Evaluate opportunities related to the City's Urban Renewal Area and development-ready properties.
- c. Assessment of existing conditions and opportunities within the URA
- d. Evaluation of Urban Renewal tools to support the City's economic development goals
- e. Development of strategic guidance for the use of Urban Renewal investments within the context of the broader Economic Development Strategic Plan.

7. Implementation Plan

- a. Make recommendations about economic actions and policies and translate strategies into an actionable implementation framework, including:
 - i. Specific actions and programs
 - ii. Responsible parties and partners
 - iii. Phasing and timelines
 - iv. Estimated resource needs
 - v. Performance metrics and evaluation methods

8. Final Plan and Adoption

- a. Prepare a polished draft and final Economic Development Strategic Plan
- b. Present findings and recommendations to City staff, advisory bodies, and City Council
- c. Provide materials suitable for public distribution (digital & print-ready)

POLICY QUESTIONS

Does the Scope of Work meet the goals of the Council?

Are there any proposed work items the Council would like to delete?

Are there any proposed work items the Council would like to add?

NEXT STEPS

1. Finalize RFP language
2. Release the RFP
3. Review and score proposals
4. Select a consultant

Thank you!



City Discussion Regarding Federal Activities

Work Session, City Council

Dave Marzilli, Police Chief

Jesse VanderZanden, City Manager

April 27, 2026

AGENDA

Purpose

Background

Advocacy

Share-outs

PURPOSE

Provide an opportunity for Council to discuss and respond to issues relating to federal immigration enforcement.

Review and discuss state legislation regarding immigration to determine what, if any, impacts it may have on the city.

BACKGROUND: PARTNERS

Adelante Mujeres and Centro Cultural

- Rapid response and wrap around services

Forest Grove Resource Center

- Food and referral services for impacted students and families

Portland Immigration Rights Coalition

- ICE interaction training, access to services, reporting hotline

Adelante Mujeres and SOAR

- Immigration legal services and citizenship navigation

Innovation Law Lab and ACLU

- Advocacy and litigation

BACKGROUND: 2025

- Declared State of Emergency
- Appropriated \$50,000 to community non-profits to assist with impacts
- Declared Forest Grove Sanctuary City by resolution
- Sent letter to Washington County to discontinue use of FLOCK
- Public flyer on How to Identify a Forest Grove Police Officer
- Immigration Resources in all facilities
- Revamped city website

BACKGROUND: 2026

- Codified Oregon Sanctuary City into city code
- Staff training on how to respond to ICE
- Letter to Oregon Attorney General requesting legal guidance
- Public Records Request to DHS re ICE activity in Forest Grove
- Council roles & responsibilities in the Emergency Operations Plan
- Staff marked all non-public areas
- Staff produced training video and trained all employees
- Letter to Oregon Legislature regarding state legislation
- Letter to Washington County District Attorney regarding national effort “Fight Against Federal Outreach”

STATE LEGISLATION

Governor Kotek signed eight bills into law from the 2026 Legislative Short Session

- HB 4079:** **School Safety:** Directs schools, including colleges, to create alert systems for notifying parents/students of immigration enforcement on campus and requires verification of legal authority before granting access.
- HB 4111:** **Civil Case Protection:** Bars the use of immigration status as evidence in civil lawsuits and makes it illegal for employers to retaliate against workers updating their work authorization.
- HB 4114:** **Protect Your Door Act:** Allows individuals to sue federal or other law enforcement agents for \$10,000–\$100,000 if they enter private property without a warrant.
- HB 4138:** **Law Enforcement Accountability and Visibility Act:** Requires all law enforcement officers operating in Oregon to be clearly identified and bans the use of masks or face coverings, with exceptions for undercover or medical reasons.

STATE LEGISLATION

- SB 1538:** **Educational Equality:** Prohibits discrimination based on immigration status in education, requiring schools to admit all eligible students.
- SB 1570:** **Healthcare Without Fear Act:** Requires hospitals to create protocols for interactions with federal immigration enforcement, including designating safe areas.
- SB 1587:** **Data Privacy:** Restricts public agencies from sharing personal data with third parties if that data will be used for federal immigration enforcement.
- SB 1594:** **OIRA Expansion:** Directs the Office of Immigrant and Refugee Advancement (OIRA) to create model policies for responding to federal actions.

STATE LEGISLATION

- The City is in compliance with Section 1 of HB 4138 regarding identification. City policy states: “The regulation nameplate, or an authorized sewn on cloth nameplate, shall be worn at all times while in uniform. The nameplate shall display the employee's first and last name.” Further: “Whenever on duty or acting in an official capacity representing the department, employees shall display their department issued identification in a courteous manner to any person upon request and as soon as practical.”
- The City is working with Lexipol to add policy prohibiting face coverings.

STATE LEGISLATION

- Although SB 1587 states that it restricts public agencies from sharing personal data with third parties if that data will be used for federal immigration enforcement, it specifically states that it does not apply if disclosure is required under public records law or by court order, or if the information is available to the general public.
- Staff is seeking guidance from the City Attorney to determine what changes SB 1587 may require of the City.

DISCUSSION AND SHARE-OUTS



PROCLAMATION

WHEREAS, on April 30, 1975, North Vietnamese forces captured Saigon, the capital of the Republic of Vietnam, effectively ending the Vietnam War; and

WHEREAS, 300,000 soldiers from South Vietnam and 58,000 soldiers from the United States, including over 700 Oregonians, sacrificed their lives during the Vietnam War; and

WHEREAS, the 90,000 Vietnam War veterans who call Oregon home have endured hardships that left an indelible mark on their lives, families and communities; and

WHEREAS, the State of Oregon has welcomed tens of thousands of Vietnamese refugees and their families, who have shown resilience, strength and perseverance in overcoming adversity to become a vital part of our society,

WHEREAS, the Vietnamese American community in Oregon plays a crucial role in fostering cross-cultural understanding and appreciation, and has contributed significantly to the cultural, economic, academic, political, scientific and artistic landscape of our nation; and

WHEREAS, the 50th anniversary of April 30, 1975, serves as an important moment for reflection on the sacrifices made by the previous generation of Vietnamese Americans, and recognition of that day ensures that the lessons of history will continue to guide future generations toward greater peace, freedom and democracy.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF FOREST GROVE DOES HEREBY PROCLAIM APRIL 30TH, 2026, AS

VIETNAMESE AMERICAN REMEMBRANCE DAY

In Forest Grove, Oregon and urges all citizens to join in the recognition of this cultural heritage celebration.



IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the City of Forest Grove, Oregon, to be affixed this 27th day of April, 2026.

Malynda H. Wenzl, Mayor, City of Forest Grove

PROCLAMACIÓN

CONSIDERANDO QUE, el 30 de abril de 1975, las fuerzas de Vietnam del Norte capturaron Saigón, la capital de la República de Vietnam, poniendo fin de manera efectiva a la Guerra de Vietnam; y

CONSIDERANDO QUE, 300,000 soldados de Vietnam del Sur y 58,000 soldados de los Estados Unidos, incluyendo a más de 700 residentes de Oregon, sacrificaron sus vidas durante la Guerra de Vietnam; y

CONSIDERANDO QUE, los 90,000 veteranos de la Guerra de Vietnam que consideran a Oregon su hogar han soportado dificultades que dejaron una huella indeleble en sus vidas, familias y comunidades; y

CONSIDERANDO QUE, el Estado de Oregon ha acogido a decenas de miles de refugiados vietnamitas y a sus familias, quienes han demostrado resistencia, fortaleza y perseverancia al superar la adversidad para convertirse en una parte vital de nuestra sociedad: y

CONSIDERANDO QUE, la comunidad vietnamita-estadounidense en Oregon desempeña un papel crucial en el fomento del entendimiento y la apreciación intercultural, y ha contribuido significativamente al panorama cultural, económico, académico, político, científico y artístico de nuestra nación; y

CONSIDERANDO QUE, el 50.º aniversario del 30 de abril de 1975 sirve como un momento importante para la reflexión sobre los sacrificios realizados por generaciones previas de vietnamitas-estadounidenses, y que el reconocimiento de ese día garantiza que las lecciones de la historia continúen guiando a las generaciones futuras hacia una mayor paz, libertad y democracia.

POR TANTO, AHORA, EL AYUNTAMIENTO DE LA CIUDAD DE FOREST GROVE PROCLAMA POR LA PRESENTE EL 30 DE ABRIL DE 2026 COMO EL

DÍA DE LA CONMEMORACIÓN VIETNAMITA-ESTADOUNIDENSE

En Forest Grove, Oregon, e insta a todos los ciudadanos a unirse al reconocimiento de esta celebración de la herencia cultural.



EN TESTIMONIO DE LO CUAL, He suscrito la presente y he hecho que el sello de la Ciudad de Forest Grove, Oregon, se emplace en este día 27 de abril de 2026.

Malynda H. Wenzl, Alcaldesa de la Ciudad de Forest Grove



PROCLAMATION

WHEREAS, America’s strongest economic growth in almost 40 years has been driven by the resilience of our small businesses that, despite a worldwide pandemic, continue to pioneer innovative solutions to our country’s greatest challenges and create opportunities for families and workers; and

WHEREAS, small businesses remain the heartbeat of our communities and the American economy, employing more than half of our nation’s workers, inventing and innovating to launch new technologies and create new American-led industries, enriching our Main Streets, making parts and products in America to fuel our supply chains, and building our Nation’s infrastructure; and

WHEREAS, the City of Forest Grove recognizes and values the dedication and entrepreneurial spirit of small businesses that are the cornerstone of our local and state economy; and

WHEREAS, the City of Forest Grove supports and joins in this national effort to recognize and support small businesses to ensure that our community remains as vibrant tomorrow as they are today.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF FOREST GROVE DOES HEREBY PROCLAIM MAY 3 – MAY 9, 2025, AS

SMALL BUSINESS WEEK

In Forest Grove, Oregon and urges all citizens to acknowledge and celebrate the achievements made by small businesses locally and nationally.



IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the City of Forest Grove, Oregon, to be affixed this 27th day of April, 2026.

Malynda H. Wenzl, Mayor, City of Forest Grove



PROCLAMACIÓN

CONSIDERANDO QUE, el crecimiento económico más fuerte de Estados Unidos en casi 40 años ha sido impulsado por la resiliencia de nuestras pequeñas empresas que, a pesar de una pandemia mundial, continúan siendo pioneras en soluciones innovadoras para los mayores desafíos de nuestro país y crean oportunidades para familias y trabajadores; y

CONSIDERANDO QUE, las pequeñas empresas siguen siendo el latido del corazón de nuestras comunidades y la economía estadounidense, empleando a más de la mitad de los trabajadores de nuestra nación, inventando e innovando para lanzar nuevas tecnologías y crear nuevas industrias lideradas por estadounidenses, enriqueciendo nuestras calles principales, fabricando piezas y productos en Estados Unidos. para alimentar nuestras cadenas de suministro y construir la infraestructura de nuestra nación; y

CONSIDERANDO QUE, la Ciudad de Forest Grove reconoce y valora la dedicación y el espíritu empresarial de las pequeñas empresas que son la piedra angular de nuestra economía local y estatal; y

CONSIDERANDO QUE, la Ciudad de Forest Grove apoya y se une a este esfuerzo nacional para reconocer y apoyar a las pequeñas empresas para garantizar que nuestra comunidad siga siendo tan vibrante mañana como lo es hoy.

AHORA, POR LO TANTO, EL AYUNTAMIENTO DE LA CIUDAD DE FOREST GROVE POR LA PRESENTE PROCLAMA DEL 3 AL 9 DE MAYO DE 2025, COMO

SEMANA DE LA PEQUEÑA EMPRESA

En Forest Grove, Oregon, e instamos a todos los ciudadanos a reconocer y celebrar los logros obtenidos por las pequeñas empresas a nivel local y nacional



EN TESTIMONIO DE LO CUAL, he suscrito la presente y he hecho que el sello de la Ciudad de Forest Grove, Oregon, se emplace en este día 27 de abril de 2026.

Malynda Wenzl, Alcalde, Ciudad de Forest Grove



Monthly Building Activity Report March-26 2025-2026

Category	Period: March-25		Period: March-26	
	# of Permits	Value	# of Permits	Value
Man. Home Setup				
Accessory Dwelling Unit				
Res 1 & 2 Family New	27	\$9,864,913	8	\$3,578,523
SFR Addition & Alt/Repair	1	\$5,353	5	\$129,524
Mult. Fam. New				
Multi Family Alterations/Repair/Additions	1	\$100		
Group Care Facility				
Commercial New				
Commerical Addition				
Commercial Alt/Repair	1	\$1,000		
Industrial New				
Industrial Addition				
Industrial Alt/Repair	2	\$139,969		
Gov/Pub/Inst (new/add)	2	\$200,000	1	\$200,000
Mechanical Permits	40		27	
Plumbing Permits	45		22	
Signs				
Grading	1	\$0		
Demolitions				
Total	120	\$10,211,335	63	\$3,908,047

Fiscal Year-to-Date

2024-2025	2025-2026
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ECONOMIC DEVELOPMENT COMMISSION

Tim Budelman | Economic Development Commission, Chair

Miles Glowacki | Economic Development Coordinator

April 27, 2026

City of Forest Grove

AGENDA

Purpose

Vision 2040

Commission Overview

2025 Accomplishments

2026 Work Plan

Questions and Comments

PURPOSE

To provide the City Council with the Economic Development Commission's Annual Report.

VISION 2040 PLAN



2040 GOAL AREAS: ECONOMY | COMMUNITY GROWTH | COMMUNITY CONNECTION

- 1.2 Increase volume and diversity of commercial business development
- 1.3 Update the City’s Economic Development Strategic Plan
- 1.4 Increase industrial development
- 1.5 Explore the creation of an Economic Improvement District
- 1.6 Strengthen partnerships with local small businesses
- 1.7 Support workforce development programs
- 1.8 Develop a long-term vision for the Main Street Program
- 1.9 Partner with property owners to attract businesses
- 1.10 Incentive programs to support/retain small/local businesses
- 1.11 Encourage and attract more events to downtown
- 1.13 Increase wayfinding signage for downtown parking
- 1.14 Update Tourism Strategic Plan
- 1.15 Develop mural corridor/public art cultural district/celebrations
- 1.16 Explore exterior and architectural design standards to create a visual identity
- 1.17 Pursue grants to support tourism, placemaking, identity, and planning
- 2.2 Expand opportunities for affordable housing development
- 2.5 Activate policies around utilizing downtown “upstairs” apartments per the City’s Urban Renewal Plan
- 2.37 Enhance and add wayfinding signage in downtown and along arterials
- 4.5 Develop a festival street/pedestrian mall in downtown Forest Grove
- 4.8 Seek ongoing community feedback on City projects and programs
- 4.10 Utilize digital and printed tools to enhance communication

COMMISSION OVERVIEW: COMMISSIONERS

Tim Budelman, Chair

Timothy Watts, Vice-Chair

Gwyn Hilden

Mark Nakajima

Claudia Yakos

Lourdes Herencia Carrosco

Luke Miller

Kourosh Poumaderi

Council Liaison: Councilor Brian Schimmel

Staff Liaison: Miles Glowacki

COMMISSION OVERVIEW: PURPOSE

The purpose of the Economic Development Commission is to encourage broad-based community representation and to advise the City Council on public policy issues affecting Forest Grove and Council-adopted goals and objectives.

The EDC advises and makes recommendations to the City Council on economic development policy and issues that support advancing the economy and prosperity.

COMMISSION OVERVIEW: GOALS & OBJECTIVES

The EDC has established the following goals and objectives:

- Develop and promote a strategic plan.
- Provide oversight and review of economic development marketing strategies and products.
- Enhance communication and understanding of economic development strategies, and build relationships between the Forest Grove public sector, community, and business community.
- Act as a forum for sharing information on best economic development practices, current issues, and resources available to communities and businesses.
- Encourage connections and coordination with other regional, state, and national organizations working for the direct benefit of economic growth and enhancement of the Forest Grove economy.
- Respond to additional matters relating to economic development as requested by the City Council.
- Advise and make recommendations to the City Council on economic development policy.

2025 ACCOMPLISHMENTS

- Reviewed and made funding recommendations for the 2025 Building Improvement Grant Program
- Reviewed and made programmatic recommendations for the Building Improvement Grant Program
- Reviewed and offered suggestions to the Economic Development Strategic Plan scope of work
- Reviewed and offered suggestions to the Tourism Management and Marketing Request for Qualifications

2026 WORKPLAN

- Engage with the City's Economic Development Strategic Plan consultant to create, edit, and present a plan to the City Council
- Review and make recommendations on Building Improvement Grant Program and Storefront Improvement Program marketing materials
- Review the grocery store location economic analysis
- Review a boutique hotel economic analysis
- Review and make funding recommendations for the 2026 Building Improvement Grant Program
- Engage with the business community to identify opportunities and weaknesses in the Forest Grove economy

QUESTIONS OR COMMENTS?





ECONOMIC DEVELOPMENT PROGRAM

Miles Glowacki | Economic Development Coordinator

Kim Ezell | Assistant City Manager

April 27, 2026

City of Forest Grove

AGENDA

Purpose

2040 Vision

Economic Indicators

Accomplishments

Questions

PURPOSE

1

The purpose of the presentation is to inform the Council of the economic conditions of Forest Grove and highlight the Economic Development Program's achievements this year.

VISION 2040 PLAN

2



2040 GOAL AREAS: ECONOMY | COMMUNITY GROWTH | COMMUNITY CONNECTION

- 1.1 Conduct a feasibility analysis for a grocery store
- 1.2 Increase volume and diversity of commercial business development
- 1.3 Update the City’s Economic Development Strategic Plan
- 1.4 Increase industrial development
- 1.5 Explore the creation of an Economic Improvement District
- 1.6 Strengthen partnerships with local small businesses
- 1.7 Support workforce development programs
- 1.8 Develop a long-term vision for the Main Street Program
- 1.9 Partner with property owners to attract businesses
- 1.10 Incentive programs to support/retain small/local businesses
- 1.11 Encourage and attract more events to downtown
- 1.13 Increase wayfinding signage for downtown parking
- 1.14 Update Tourism Strategic Plan
- 1.17 Pursue grants to support tourism, placemaking, identity, and planning
- 2.2 Expand opportunities for affordable housing development
- 2.3 Educate landowners and/or developers on new housing options
- 2.5 Activate policies around utilizing downtown “upstairs” apartments per the Urban Renewal Plan
- 4.8 Seek ongoing community feedback on City projects and programs
- 4.10 Utilize digital and printed tools to enhance communication

FOREST GROVE ECONOMIC INDICATORS

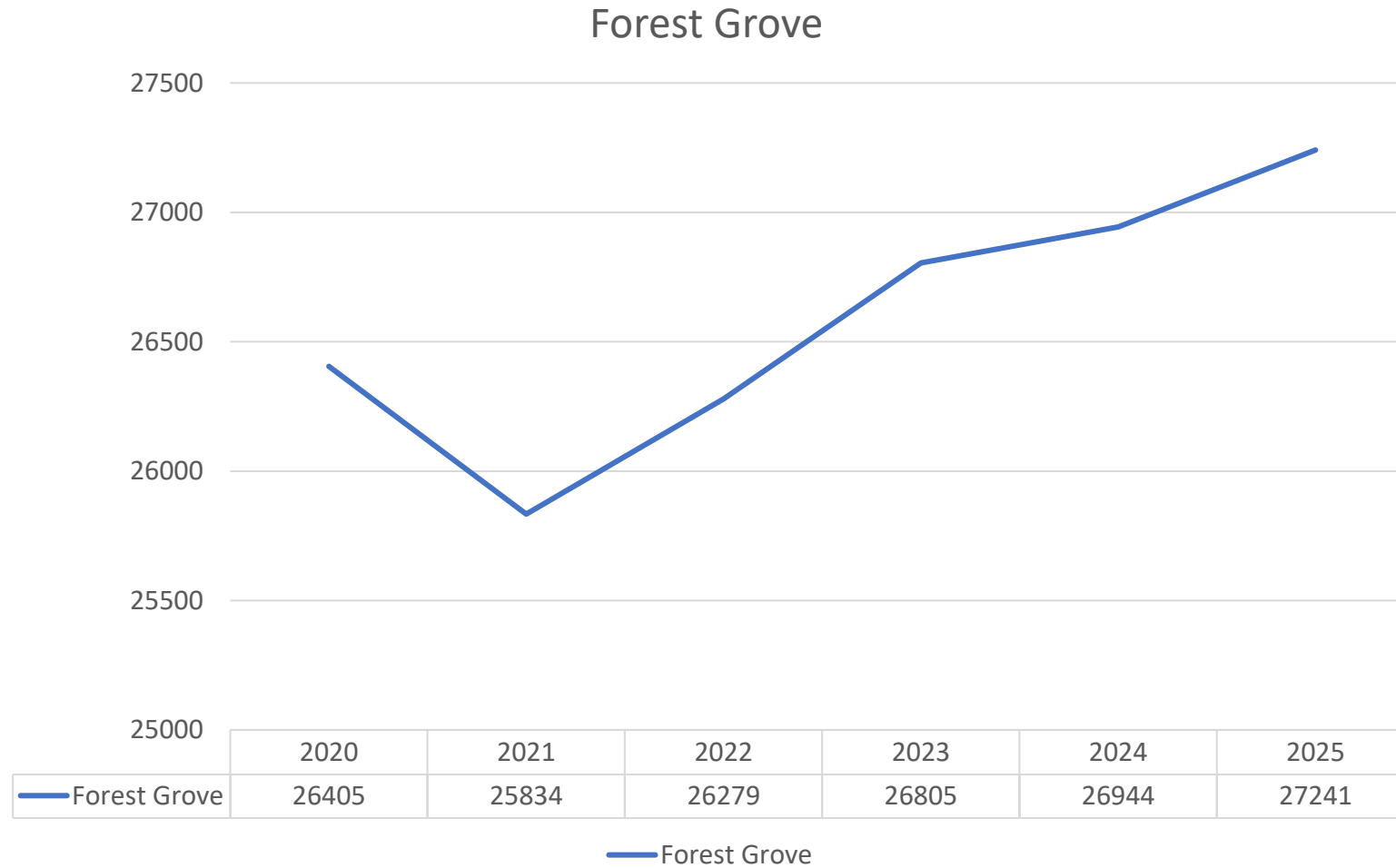
3

1. Population and growth rate
2. Unemployment rate
3. Median household income
4. Total employment
5. Forest Grove employment sectors
6. Educational attainment
7. Poverty rate
8. Forest Grove Businesses
9. Housing
10. Commercial & Industrial Vacancy

POPULATION GROWTH

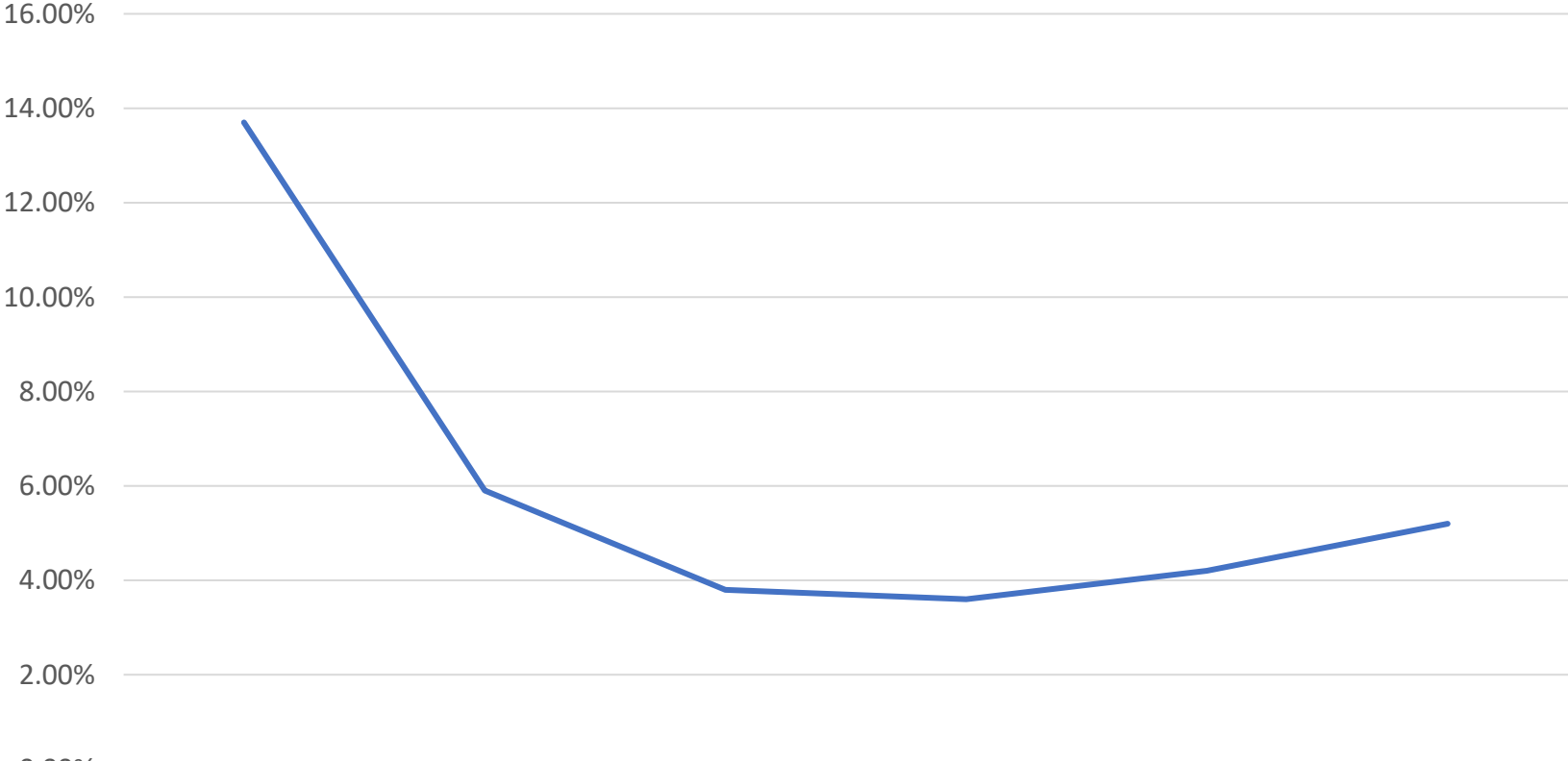
Total
Growth
Rate
3.17%

Annual
Growth
Rate .52%



UNEMPLOYMENT

Forest Grove



	2020	2021	2022	2023	2024	2026
— Forest Grove	13.70%	5.90%	3.80%	3.60%	4.20%	5.20%

— Forest Grove

MEDIAN HOUSEHOLD INCOME



The Median Household Income for Forest Grove rose to \$87,933. Forest Grove surpassed Oregon's average MHI in 2018. Forest Grove still lags Washington County as a whole.

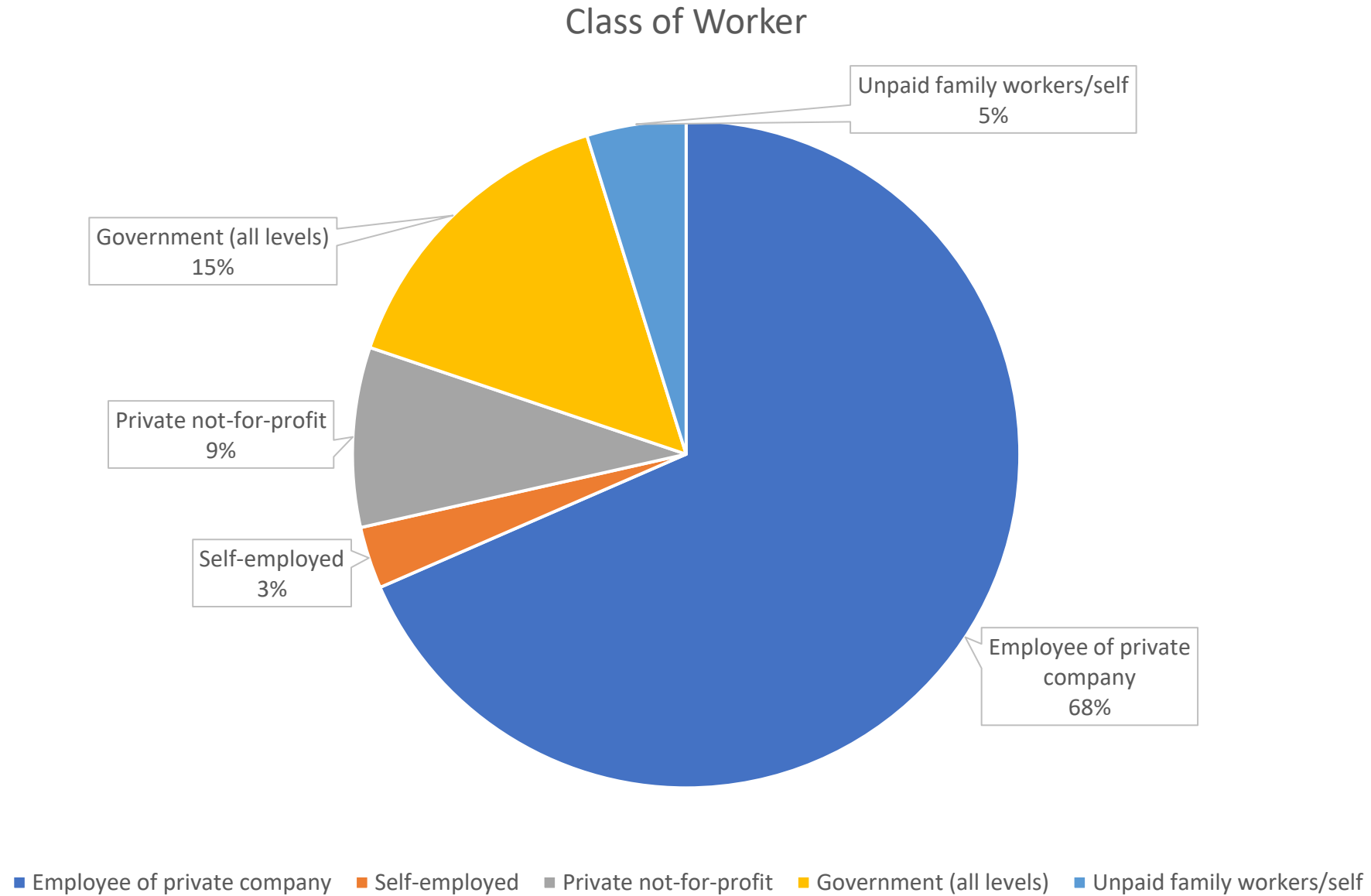
POVERTY RATE

7

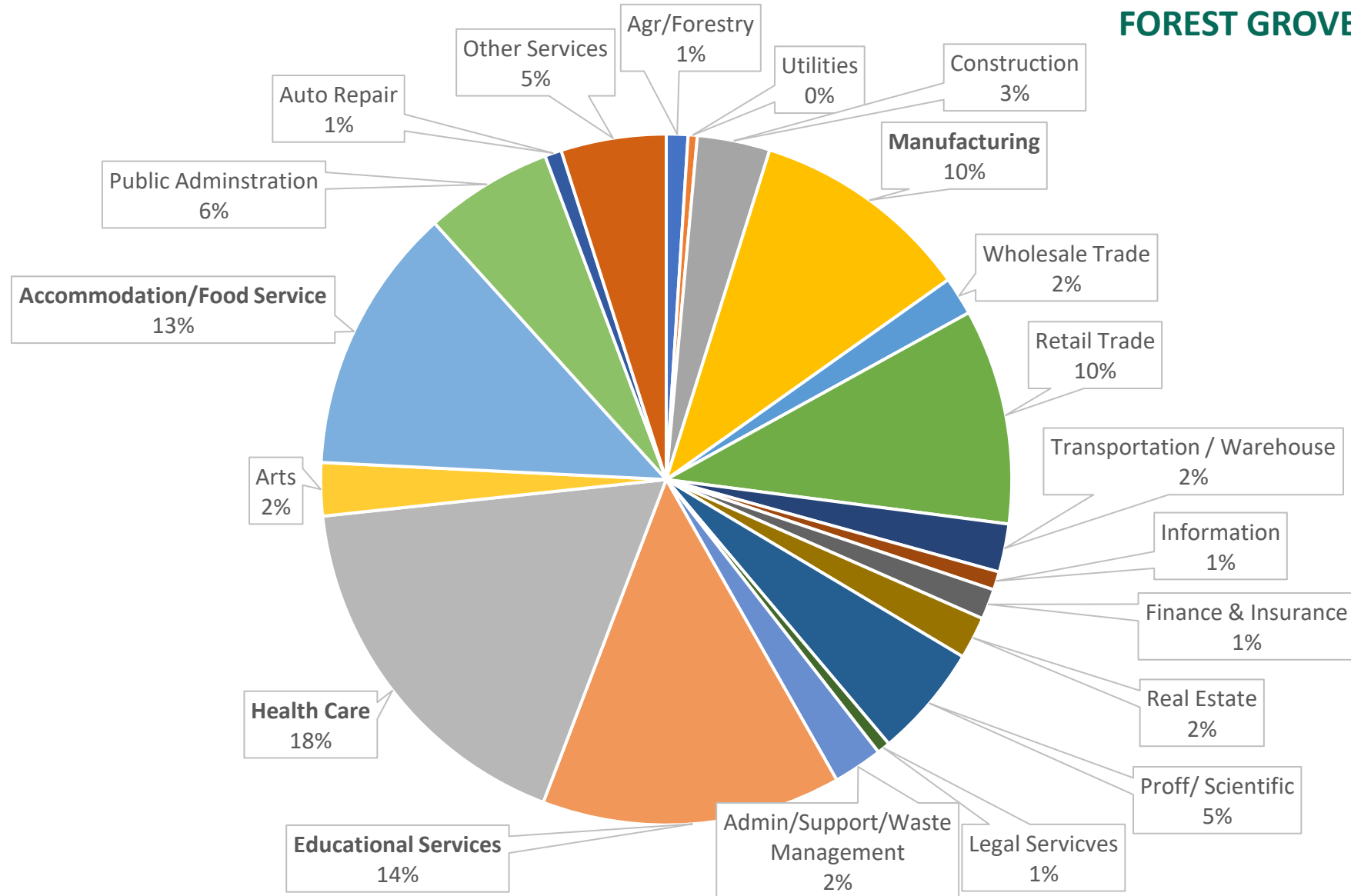
Forest Grove Poverty Rate remained in the 15.3 – 15.4% (~3,900 people) range, higher than both the national and state average. The poverty rate includes university students which tends to skewer the percentage upward for cities with universities.

Oregon Poverty Rate 11.8%

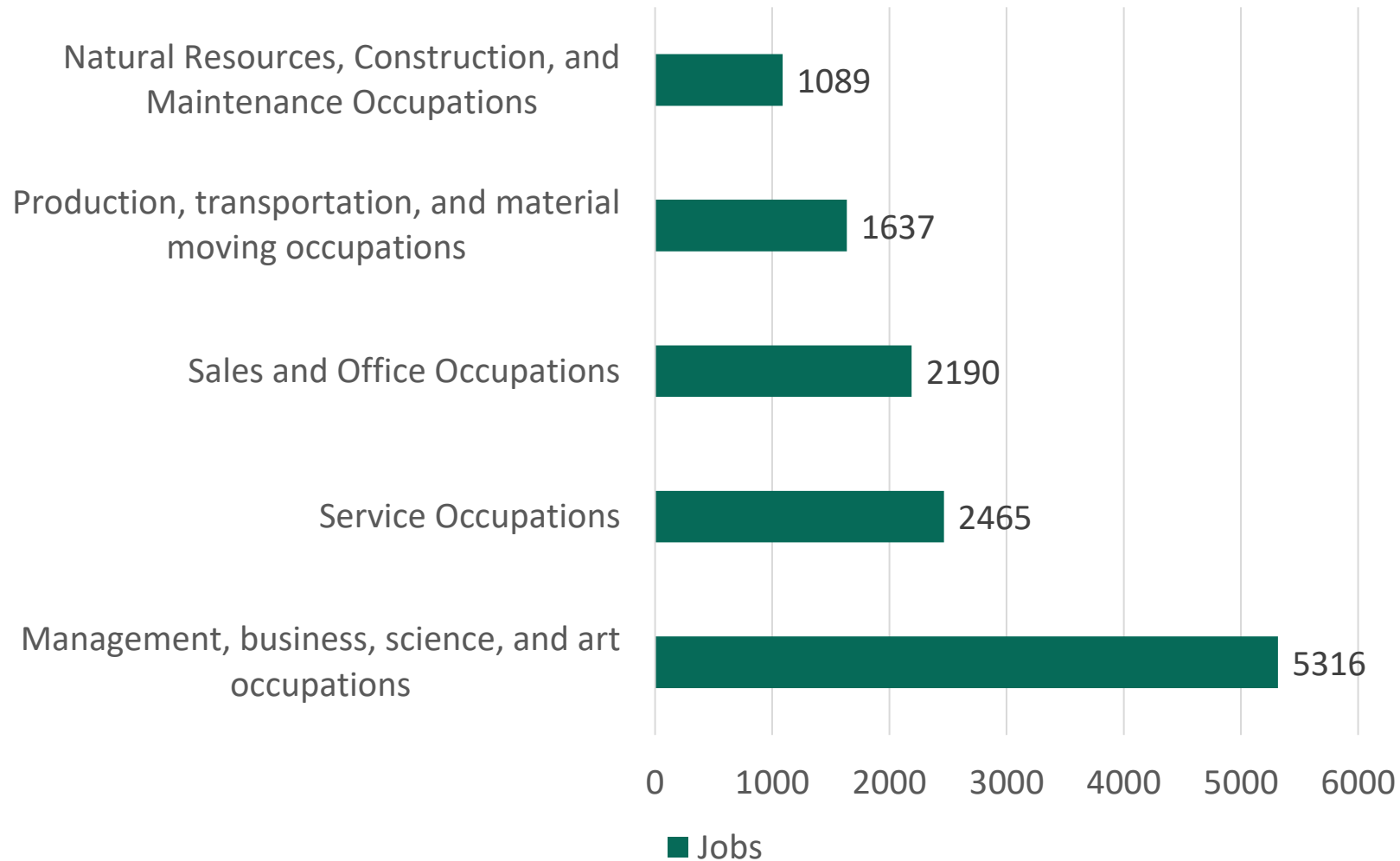
U.S. Poverty Rate 10.6%



FOREST GROVE JOBS – 6,843



Occupation for Civilian Employed Population 16+ Years

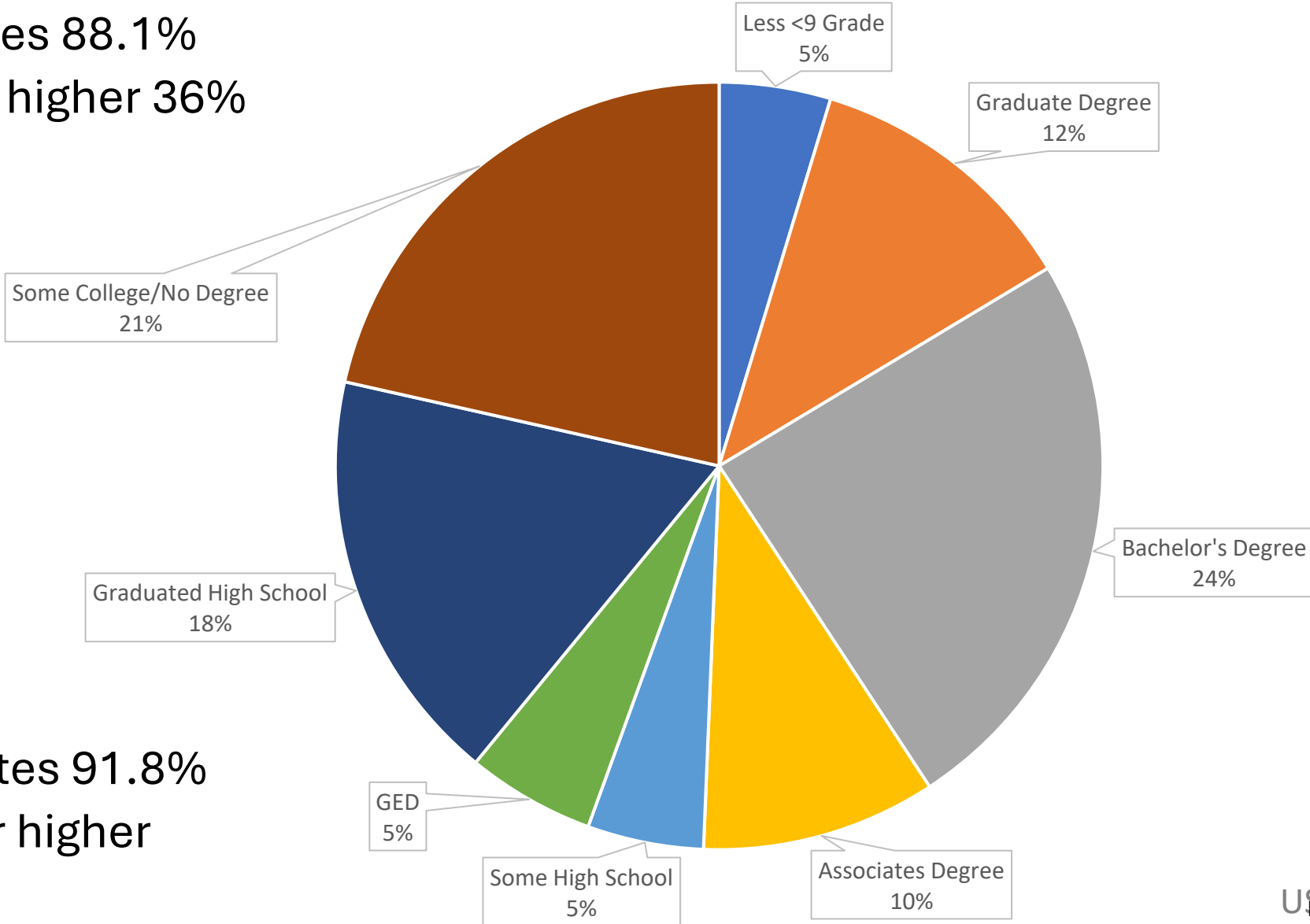


Includes employment within the City and those that commute outside the city for employment.

EDUCATIONAL ATTAINMENT

FOREST GROVE

- High School Graduates 88.1%
- Bachelor's degree or higher 36%

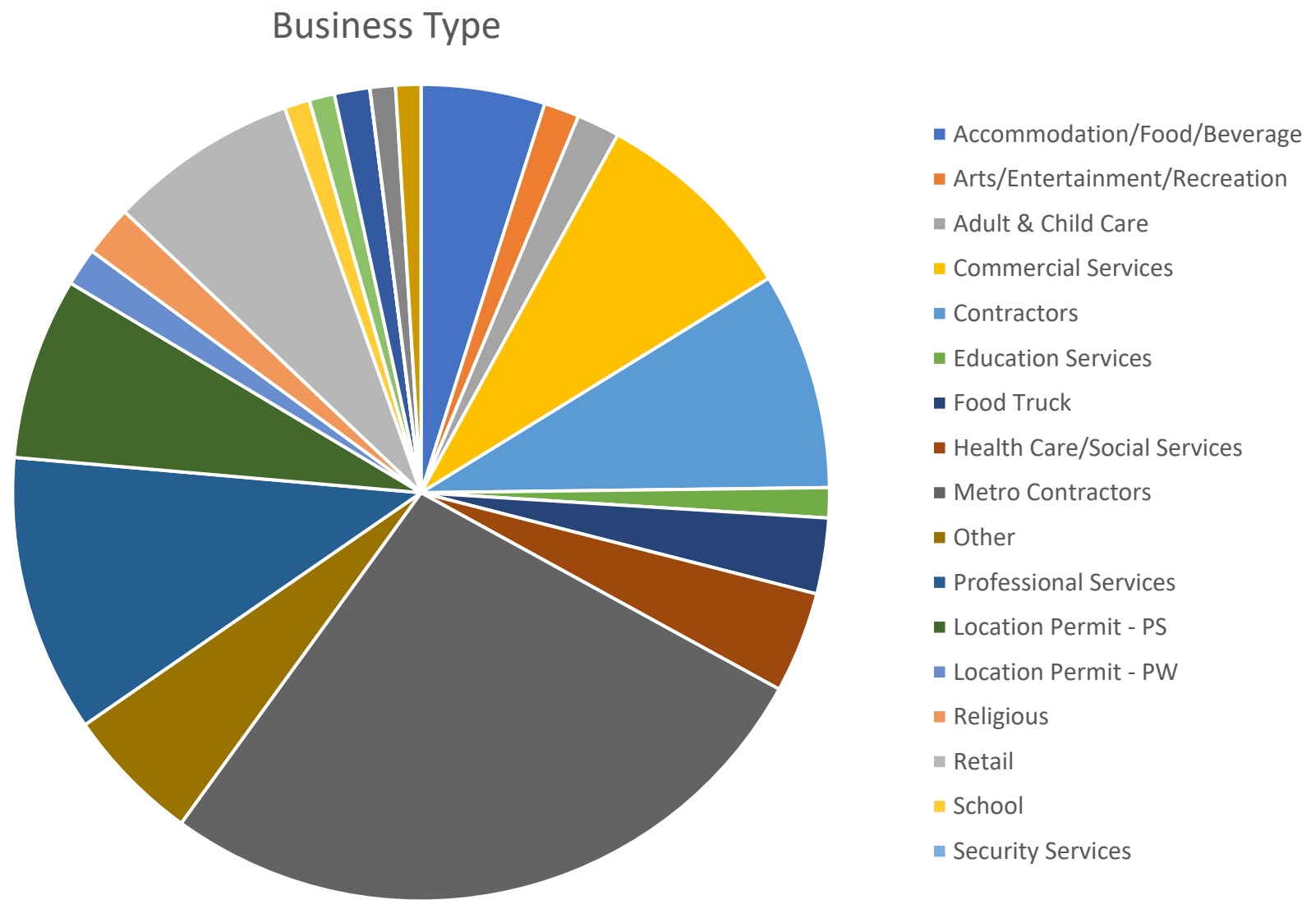


OREGON

- High School Graduates 91.8%
- Bachelor's degree or higher 36.8%

FOREST GROVE BUSINESSES

- 918 Active Business Licenses
- 628 with a Forest Grove Address



- 9,795 Housing Units
- 338 Vacant Units
- 62% owner-occupied
- Median Sale Price 2025
\$502,495



- Industrial vacancy remains near zero.
- 78 of 290 acres of 290 total industrial acreage is entitled for or under development.
- ~ 25 acres of industrial land is currently listed for sale (4 parcels).
- There are 160,000 SF under construction and 635,000 SF entitled for construction, indicating a strong demand.

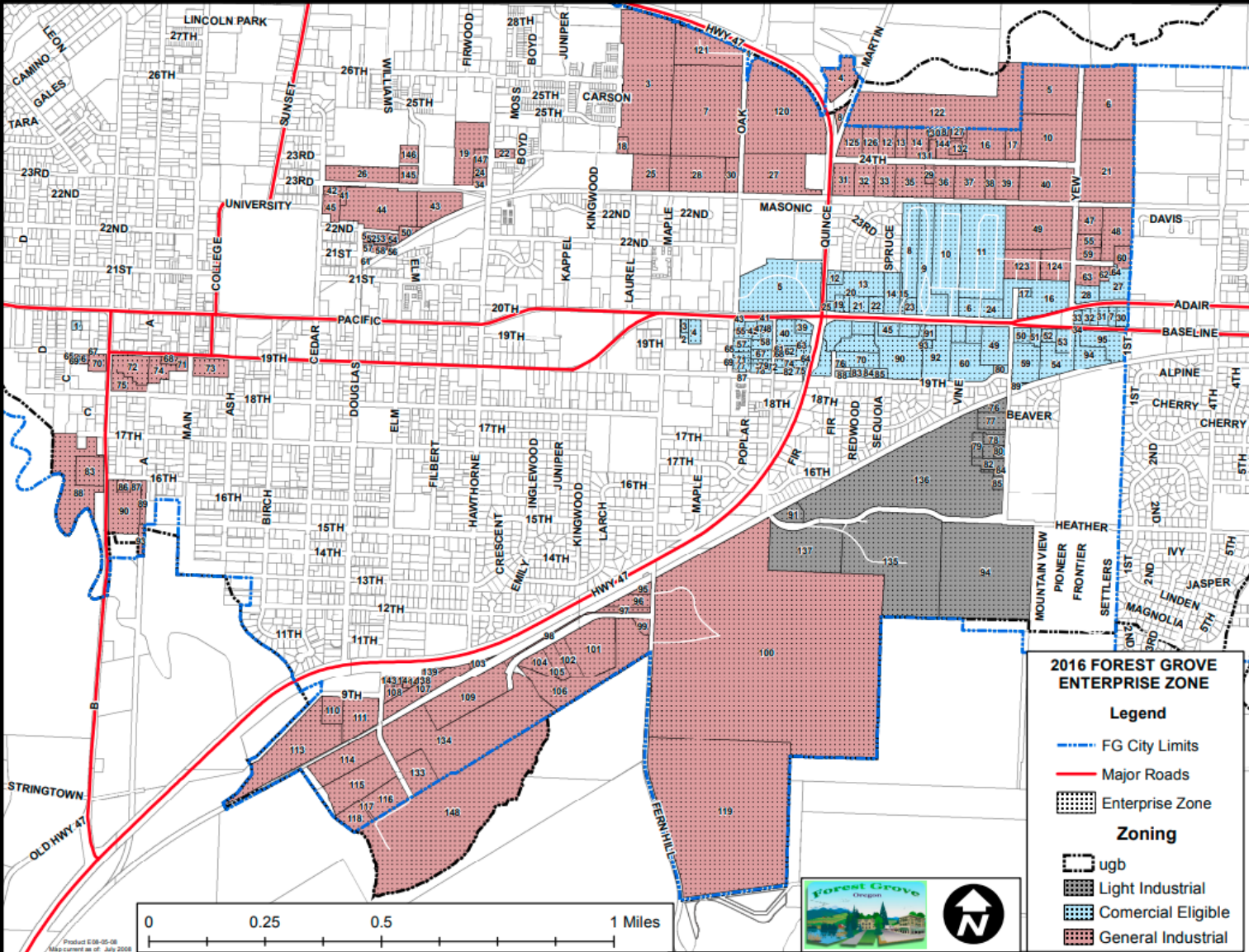


ENTERPRISE ZONE

- A property tax abatement program for industrial properties and certain hotel/motel facilities.
- Nearly all industrial properties in Forest Grove are in the Enterprise Zone.

HOW IT WORKS

In exchange for locating or expanding into an enterprise zone, eligible (generally non-retail) business firms receive a total exemption from the property taxes normally assessed on new plant and equipment for at least three years, but possibly up to five.



- Commercial vacancy remains near zero.
- Commercial development is steady with 5 acres of 62 total commercial acreage entitled for or under development.
- There are 15,000 SF under construction (all FGSD which is considered commercial/institutional).
- Approximately 50,000 entitled for construction, indicating strong demand.
- Commercial real estate remains strong with multiple sale listings for commercial sites throughout the city. Sites range from vacant fields to fully leased buildings. We anticipate strong investments coming into the City.

- Economic Development
 - Completed, presented, and adopted the City's Economic Opportunities Analysis
 - Presented on the Main Street Program
 - Tourism Event Sponsorship Awards
 - Council Work session on the Tourism Program
 - Increased the Transient Lodging Tax (TLT) by 1%
 - Implemented an updated IGA with Washington County to collect the TLT on the City's behalf
 - Secured funding for the Economic Development Strategic Plan
 - Drafted an Economic Development Strategic Plan Scope of Work

- Urban Renewal Agency
 - Completed purchase of the Woodfold lot and hired a property management company
 - Continued client relations and management of the Theatre property
 - Downtown Glow-up (tree replacement, tree trimming, replacement of damaged sidewalks, installation of lights on street trees, etc.)
 - Approved 7 Storefront Grant applications
 - Building Improvement Program – 9 applications received in 2025, 7 applications in 2026
 - Continue to make improvements to the program
 - Boutique Hotel Analysis
 - Grocery Store Analysis

Thank you to the partners that make this work possible:

- Business Oregon
- Columbia Pacific Economic Development District (ColPac)
- Economic Development Commission
- Explore Tualatin Valley
- Forest Grove Cornelius Chamber of Commerce
- Forest Grove Downtown Association
- Greater Portland Inc.
- Small Cities Consortium
- Travel Oregon
- Washington County Economic Developers Workgroup
- Westside Economic Alliance



QUESTIONS OR COMMENTS?





Library IGA Update

Colleen Winters | Library Director

Jesse VanderZanden | City Manager

Presentation: April 27, 2016

City of Forest Grove

AGENDA

Vision 2040 Plan

Purpose

Background

Next Steps

Questions

VISION 2040 PLAN



- **2040 GOAL STATEMENT:** Community Connection
- **2040 OUTCOME:** Inclusive and accessible spaces for people of all ages to gather and connect
- **2040 ACTION:** Explore and support external funding opportunities to sustain Library programs and services

PURPOSE

Update the City Council on the Washington County Cooperative Library Services (WCCLS) efforts to update the funding and governance Intergovernmental Agreements (IGA) with member libraries, including the city of Forest Grove.

BACKGROUND

- **1976:** WCCLS created. Forest Grove an initial member
- **1977:** Tualatin Library joins WCCLS
- **1996:** Garden Home joins WCCLS
- **2006:** 5-year levy passes by 57%
- **2007:** North Plains joins WCCLS
- **2010:** 5-year levy passes by 66%
- **2015:** 5-year levy passes by 69%
- **2016:** Aloha Community Library joins WCCLS
- **2020:** 5-year levy passes by 69%
- **2025:** 5-year replacement levy passes by 59%

BACKGROUND: WCCLS

- Department of Washington County
- Governed by the Board of Commissioners
 - Appropriates general funds to WCCLS every year
 - Approves the operating levy that also funds WCCLS
- Advisory bodies include:
 - Executive Board: composed of City Managers/Executive Directors who advise the Board of Commissioners, WCCLS staff, and County Administration
 - Library Leadership Group: composed of Library Directors who advise the Executive Board and WCCLS staff.
- Funded by a County General Fund transfer and a voter-approved local option levy.
 - Funding from WCCLS to member library's provides operational funding to hire staff, purchase materials and equipment, and develop programming.
 - Each city also helps fund library operations and cities are responsible for all costs associated with building construction and maintenance.

BACKGROUND: IGAS

- There are two IGAs for each member
- The IGA is updated periodically, often in conjunction with the operating levy
- The last comprehensive update was in 2016.
- The two IGAs include:
 - Cooperative Governance Agreement
 - This IGA governs how the Cooperative will govern itself including meetings, elections, members, and roles and responsibilities of the Board of Commissioners, WCCLS, Executive Board, and Library Leadership Group
 - This IGA is perpetual unless a member ceases to be a party to the Cooperative Operating Agreement or if three-quarters (3/4) of the members terminate it
 - Cooperative Operating Agreement
 - This IGA governs funding allocations, base service levels, service boundaries, information network services, insurance, and indemnification
 - This IGA is a five-year agreement and tied to the operating levy

PROPOSED REVISIONS: GOVERNANCE IGA ⁸

- Proposed revisions to the Cooperative Governance Agreement:
 - Housekeeping formatting to match Cooperative Operating Agreement
 - Added decision-making framework to clarify decision making
 - The general roles/responsibilities have not changed. Updates clarify:
 - Membership, meeting schedules, election of officers, quorum, and voting
 - Executive Board:
 - Liaison between WCCLS and governing body
 - “strategic leadership, oversight, and accountability” for WCCLS
 - Leadership Group:
 - Liaison between WCCLS and member library
 - “operational leadership and subject matter expertise” for WCCLS
 - WCCLS
 - Liaison between Board of Commissioners, County Administrator, Executive Board and Leadership Group
 - One role that is changing is WCCLS’ intention to centralize collections. The IGA references a transition but does not spell out how it will be done. WCCLS has hired a contractor to facilitate this process.

PROPOSED REVISIONS: OPERATING IGA

9

- Proposed revisions to the Cooperative Operating Agreement:
 - Updated language regarding ownership and management of information network
 - Updates term from 2022-2026 to 2026-2031
 - Adds language specifying Base Service Levels:
 - Remain open 45 hours per week, with library staff, including at least one evening and one weekend day per week. Includes exceptions for holidays, construction, etc.
 - Free public access computers with internet access
 - Must have basic use policies in place and provide annual reports to WCCLS
 - Forest Grove already provides all these services
 - Added language documenting service boundaries and service populations
 - Service boundaries based on county voter precincts, city boundaries, travel time and urban planning area agreements
 - Service boundaries cannot be used to deny access to library patrons
 - Forest Grove's service boundary remained the same

PROPOSED REVISIONS: OPERATING IGA

10

- Specifies that user fees, i.e., late fees, can be retained by the member library
- Changed the funding formula and amounts for all member libraries
 - The initial funding allocations went up for all member libraries by no less than 5%
 - Forest Grove's allocation increased 24%
 - More transparent discretion regarding County General Fund allocations
 - Existing: "In any year in which Assessed Value increases by 3% or more and the Washington County General Fund transfer to WCCLS is maintained at current levels, Contractors shall each receive an increase of 3% in the following year."
 - Proposed: "Projected County General Fund Transfers are determined through the County's annual budget process."
 - Proposed Formula: Total Projected Revenue = Local Option Levy Revenue + Projected Delinquent Local Option Levy Taxes + County General Fund Transfer

IGA PROCESS & NEXT STEPS

11

- Started in November 2025
- Facilitated by Merina+Co
- Included input surveys and multiple meetings with libraries
- Next steps:
 - County Board of Commissioners work sessions April 24
 - Review by governing bodies with feedback to WCCLS by May 1
 - Board of Commissioners work session May 12 (they had one April 14 as well)
 - Adoption by Board of Commissioners May 26
 - Adoption by member library's May 26-June 30
 - Resolution tentatively scheduled June 8
 - Funding distribution July 15

QUESTIONS and DISCUSSION



WORK SESSION

WASHINGTON COUNTY BOARD OF COMMISSIONERS

Session Date: April 14, 2026

Length of Time Requested: 45

Department(s): Cooperative Library Services

Presented by: Lisa Tattersall, Cooperative Library Services Manager

Title of Topic: **Library funding and governance process: review governance recommendations and draft agreement language**

ATTACHMENTS:

[Slide deck - review library cooperative governance recommendations and draft agreement language](#)

[Cooperative Governance Agreement](#)

[Cooperative Operating Agreement](#)

PURPOSE & DESIRED OUTCOME:

The purpose of this work session is to provide your Board with an overview of the process to develop the Cooperative Governance Agreement and the Cooperative Operating Agreement, provide an overview of significant changes and additions to the cooperative agreements, and to seek any feedback from your Board on the updated agreements.

Staff will return for a follow-up Board work session on May 12, 2026 to review any potential updates based on partner feedback, and how any Board feedback from today's work session is incorporated into the agreements.

In order to complete the signature process by June 30, 2026, staff are planning to return to your Board for the May 26, 2026 regular meeting for an action item authorizing signature of the final agreements.

POLICY QUESTIONS FOR THE BOARD TO CONSIDER:

What feedback does the Board have for staff on the draft agreements?

SUMMARY OF TOPIC:

General goal for the funding/governance process

WCCLS has convened city and non-profit leadership from the nine city partners and three non-profit libraries to develop mutually agreeable solutions for base service levels, a levy rate, funding allocation methodology, and governance improvements to support mutual accountability for the use of County funding. All partner-supported recommendations go to the Board of Commissioners for final decision-making.

About the process to draft agreements

Since November 2025, staff and city and nonprofit partner agencies have participated in a collaborative process to revise the intergovernmental agreements between partner organizations and the County as part of Phase 3 of the Funding and Governance Evaluation Project facilitated by Merina+Co (MCO). The main goals for Phase 3 were to define governance roles and responsibilities, determine a decision-making framework, and establish oversight and accountability mechanisms, as well as updating the language to reflect current practices and policies.

This process included input surveys and four collaborative work sessions to inform development of shared agreements as well as an asynchronous review process for new or revised agreement language. Throughout the asynchronous review process, Executive Board members, Policy Group members, and WCCLS were invited to review revised sections of the agreements, share information, and seek feedback from other key stakeholders within their organizations. Once Partner input was recorded, MCO reviewed and analyzed the feedback to identify themes and determine where there was alignment on proposed revisions to agreement language.

Summary of revisions to the agreements

There are two agreements: a perpetual Cooperative Governance Agreement, and a five-year Cooperative Operating Agreement. The Operating Agreement is one is in alignment with the levy funding timeline, and covers funding, services, and accountability.

- **Cooperative Governance Agreement highlights:**
 - Revised outline structure and formatting to match Cooperative Operating Agreement
 - Updated roles/responsibilities descriptions for the WCCLS Executive Board and WCCLS Library Leadership Group (formerly known as Policy Group)
 - Added role/responsibilities description for WCCLS
 - Revised language clarifying operational details of Executive Board and Library Leadership Group membership, including meeting schedules, election of officers, quorum, voting, etc.
 - Added section outlining a Collective Decision-Making framework

- **Cooperative Operating Agreement highlights:**
 - Updated language around ownership and management of the WCCLS Information Network and data protection
 - Added language specifying agreed-upon Base Service Levels for WCCLS and partners
 - Added language documenting agreed-upon Service Boundaries and Service Populations (adopted by the Board on October 28, 2025)
 - Revised language documenting the agreed-upon funding allocation methodology and clarifying allowable use of funds
 - Added language documenting agreed-upon accountability commitments

Next steps for Board engagement

- Staff will return to your Board at the work session on May 12, 2026, to present any potential updates to the agreement, based on feedback from partners, and any feedback from your Board at this April 14, 2026 work session.
- A Board action item is scheduled for May 26, 2026, to adopt the draft agreements and authorize staff to move ahead with the contract review and signature process.
- Agreements with city and nonprofit partners need to be signed by June 30, 2026 to support timeline funding allocations to partners in July 2026, the first funding allocation with the new

methodology, and the first allocation of revenue from the voter-supported November 2025 replacement local option levy for libraries.

Previous Board engagement on this topic

- July 11, 2023: [Review draft scope of RFP and seek Board input - proposed process goals](#)
- January 23, 2024: [Award contract to Merina+Co](#)
- June 11, 2024: [Review of partner engagement work to date and process deliverables and timeline](#)
- July 9, 2024: [Board Resolution and Order 24-55 to support process as laid out in June 2024 work session](#)
- November 12, 2024: [Current state assessment report delivered to Board](#)
- February 4, 2025: [Partner recommendation for base service levels, cost assessment, potential levy rates](#)
- June 10, 2025: [Board guideposts for funding formula implementation](#)
- September 9, 2025: [Update on the Library Funding and Governance Evaluation Process](#)
- September 25, 2025: [Review of process fundamentals](#)
- October 2, 2025: [Board round table discussion](#)
- October 7, 2025: [Board action item to adopt the principles of the library service boundaries and funding allocation methodology for WCCLS partner consideration](#)
- October 28, 2025: [Board action item to adopt partner recommendations for library funding methodology and service boundaries](#)



Washington County
Cooperative Library Services

Library funding and governance process: review governance recommendations and draft agreement language

April 14, 2026

Agenda

- Brief review of previous Board touchpoints, process goals, and timeline
- Review goals for the governance phase of the work and the collaborative process
- Highlights of revised agreements
- Policy question: What feedback does the Board have for staff on the agreements?



Board Supported Process Goals

Based on cooperative feedback and Board direction, staff brought back foundational process goals for Board consideration:

- Establish a common understanding of current service levels and total costs
- Establish base library service levels available for all county residents
- Evaluate and refine partner roles in providing base level service to the community
- Identify options for funding base level library services
- Establish metrics to allocate funding for partners operating libraries



Information for the public on the funding model, cooperative funding statistics, and links to Board packets at wccls.org/writing-our-future

Board Touchpoints to Date

- July 11, 2023: [Review draft scope of RFP and seek Board input](#) - proposed process goals
- *July 2023 – January 2024: Work with partners to craft RFP, score proposals, select and contract vendor*
- January 23, 2024: [Award contract to Merina+Co](#)
- June 11, 2024: [Review of partner engagement work to date and process deliverables and timeline](#)
- July 9, 2024: [Board Resolution and Order 24-55 to support process as laid out in June 2024 work session](#)
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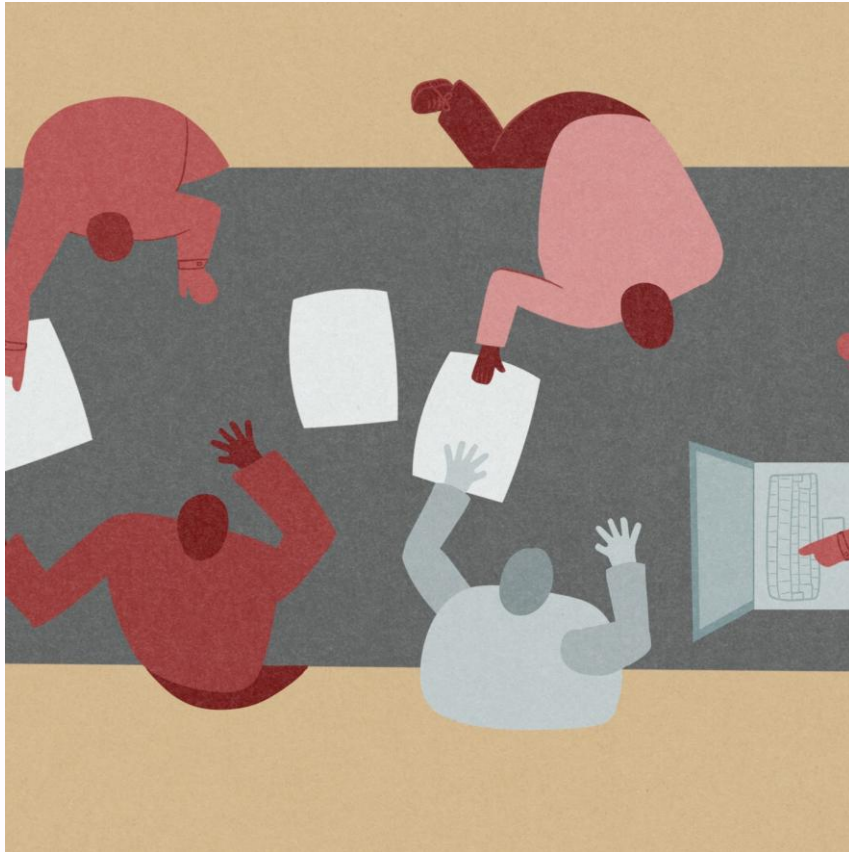


	Oct 2025	Nov 2025	Dec 2025	Jan 2026	Feb 2026	March 2026	April 2026	May 2026	June 2026	July 2026	
Levy	Ballots mailed mid-Oct	Election Day Nov. 4							Current levy expires June 30	New levy begins; in place through June 2031	
Funding & Gov Process	Board adopts funding and service boundary methodology	Governance, accountability, and IGA drafting work with partners						Board work session to review agreements April 14 Agreements also shared with partners for local review	Follow-up Board work session May 12 to review any updates based on Board or partner feedback May 26 Board action item to authorize signature	Signature process	New funding allocations to partners begin; new agreements in place
General Budget Process			Proposed allocation amounts to cities for FY26-27 budget planning	Budget preparation				Budget meetings	Budget meetings	New fiscal year begins	



Goals for the governance phase

- Define governance roles and responsibilities
- Define the decision-making process
- Establish oversight and accountability mechanisms
- Update agreements to reflect current practices and policies

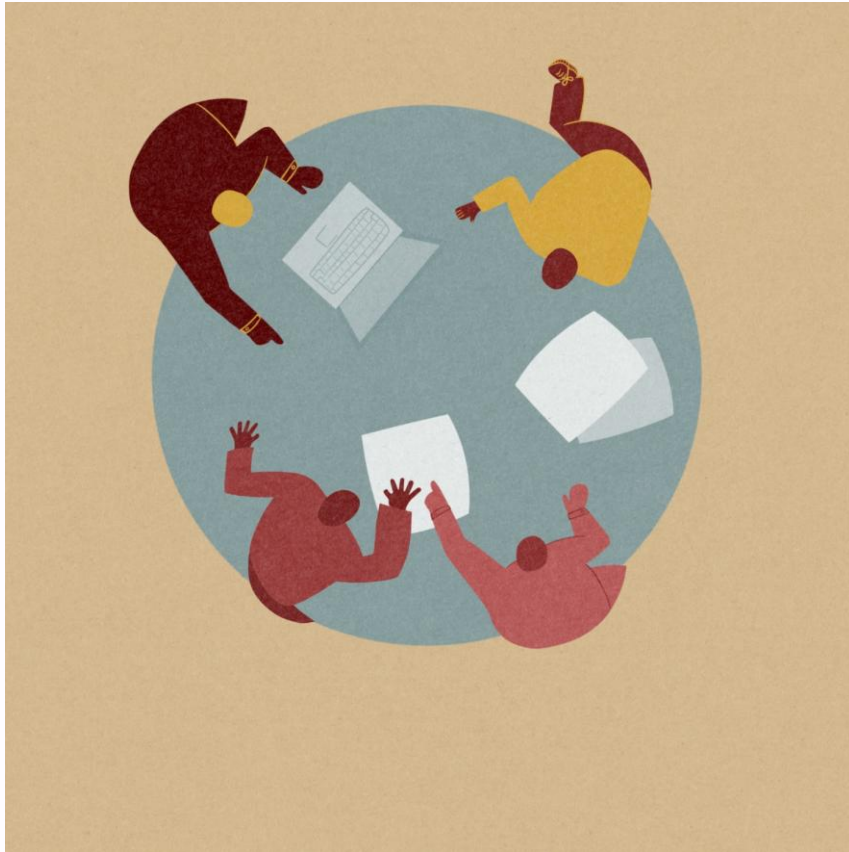


Collaborative process

To develop agreements, the process involved:

- Partner input surveys
- 4 collaborative work sessions to inform development of shared agreements
- Asynchronous review process for new or revised agreement language

Throughout the asynchronous review process, partners were invited to review revised sections of the agreements, share information, and seek feedback from other key stakeholders within their organizations. Once Partner input was recorded, Merina+Co reviewed and analyzed the feedback to identify themes and determine where there was alignment on proposed revisions to agreement language.



Revised agreements

This process resulted in two revised agreements:

- Perpetual Cooperative Governance Agreement – captures the governance roles and responsibilities, and decision making for the cooperative
- Five-year Cooperative Operating Agreement – covers funding, base service levels, accountability, network and data protection

Cooperative Governance Agreement

Sections 1 – 3: Definitions, term (perpetual), governing body (Board of County Commissioners)

Sections 4 – 5: Updated roles/responsibilities descriptions for the WCCLS Executive Board and WCCLS Library Leadership Group

Sections 4 – 5: Revised language clarifying operational details of Executive Board and Library Leadership Group membership, including meeting schedules, election of officers, quorum, voting, etc.

Section 6: Added role/responsibilities description for WCCLS

Section 7: Added section outlining a Collective Decision-Making framework

Sections 8 – 18: Terms and conditions

Cooperative Operating Agreement

Sections 1 – 2: Definitions and term (5 years)

Sections 3 – 9: Updated language around ownership and management of the WCCLS Information Network and data protection to reflect technology changes and County policy updates

Sections 10 – 13: Added language clarifying already agreed-upon Base Service Levels for WCCLS and partners

Sections 14 – 15: Added language documenting agreed-upon Service Boundaries and Service Populations (adopted by the Board on October 28, 2025), and compliance with Civil Rights Act

Section 16: Revised language documenting the agreed-upon funding allocation methodology and clarifying allowable use of funds

Section 17: Added language documenting agreed-upon accountability commitments

Sections 18 – 28: Terms and conditions



Next steps for Board engagement

Staff will return to your Board at the work session on May 12, 2026, to present any potential updates to the agreement, based on feedback from partners, and any feedback from your Board at this April 14, 2026 work session.

A Board action item is scheduled for May 26, 2026, to adopt the draft agreements and authorize staff to move ahead with the contract review and signature process.

Agreements with city and nonprofit partners need to be signed by June 30, 2026 to support timely funding distribution to partners in July 2026.

Policy Questions

What feedback does the Board have for staff on the agreements?



Thank You!

wccls.org



Washington County
Cooperative Library Services

COOPERATIVE GOVERNANCE AGREEMENT

This Agreement is made by and between Washington County, a home rule subdivision of the State of Oregon hereinafter referred to as “County,” on behalf of Washington County Cooperative Library Services, hereinafter referred to as “WCCLS,” and the cities of Banks, Beaverton, Cornelius, Forest Grove, Hillsboro, North Plains, Sherwood, Tigard, and Tualatin, and the Aloha Community Library Association, Cedar Mill Community Library Association and the Garden Home Community Library Association, hereinafter referred to as “Contractor(s).”

WITNESSETH

WHEREAS, Washington County has approved funding for county-wide library services including non-fee access by County residents to public libraries operated by Contractors; and

WHEREAS, a Cooperative Operating Agreement exists to define the method for distribution of those funds and the rights and responsibilities of WCCLS and Contractors in the provision of county-wide library services; and

WHEREAS, the Parties to this Agreement are either units of local government empowered by ORS 190.010 to enter into an intergovernmental agreement or are private non-profit agencies operating public libraries; and

WHEREAS, all Parties are desirous of providing residents of Washington County with access to public library services and Contractors are capable of providing such access and services; and

WHEREAS the participating jurisdictions now desire to enter into another Agreement to provide, among other things, an Executive Board and Library Leadership Group among the participating jurisdictions and assigning responsibilities thereto in order to serve as advisors to the County regarding the provision of county-wide library service;

NOW THEREFORE, in consideration of the mutual covenants contained herein, the Parties agree as follows:

1. DEFINITIONS. The following definitions shall be used in constructing the following phrases, terms and abbreviations in this Agreement:

1.1. Collective Decisions – Actions or recommendations that materially affect Cooperative governance, funding, or services.

1.2. Cooperative – The collective of WCCLS, participating Contractors, and governance bodies established under this agreement to provide county-wide library services.

1.3. Cooperative-wide – Refers to matters that affect the governance, operations, or coordination of the Cooperative and its participating library service providers, including WCCLS and Contractors.

1.4. County-wide – Refers to matters that affect or are intended to serve the entire population or geographic area of Washington County.

1.5. WCCLS (Washington County Cooperative Library Services) – A department of county government which exists to coordinate, contract for, and/or provide a full range of library and information services to all residents of the county.

1.6. WCCLS Executive Board – the Board established to advise the Board of County Commissioners and the WCCLS Manager on matters pertaining to the funding for Cooperative-wide library services, distribution of financial resources by WCCLS for the provision of Cooperative-wide public library services, and long-term governance and funding strategies.

1.7. WCCLS Information Network – The system that includes: the shared integrated library system software (circulation, public access catalog, cataloging, serials control and acquisitions software); the wccls.org website and its resources; other databases and e-content provided by WCCLS for member library staff or public access; wireless Internet access for the public; central site hardware and software; software, hardware, or peripheral products provided to member libraries and supported by WCCLS; and the telecommunications network linking Contractors to the system and for Internet access.

1.8. WCCLS Library Leadership Group – the group (formerly Policy Group) established to provide technical and professional support and advice to the WCCLS Executive Board, to develop and implement policies and procedures for delivery of Cooperative-wide public library services, and to advise the WCCLS Manager.

2. TERM OF AGREEMENT. This Agreement shall be in effect from July 1, 2026, and shall remain in effect perpetually thereafter, until such time as this Agreement is wholly or partially terminated pursuant to Section 11 herein.

3. GOVERNING BODY. WCCLS shall continue to be governed by the Washington County Board of County Commissioners. A WCCLS Executive Board, described below, shall be involved by the Board of County Commissioners and the Cooperative Library Services Manager in matters pertaining to the funding for cooperative-wide library services, distribution

of financial resources by WCCLS for the provision of cooperative-wide public library services, and long-term governance and funding strategies.

A WCCLS Library Leadership Group, also described below, shall provide technical and professional support and advice to the WCCLS Executive Board, to develop and implement policies and procedures for delivery of cooperative-wide public library services, and to advise the WCCLS Manager.

4. WCCLS EXECUTIVE BOARD

4.1. MEMBERSHIP. The Executive Board shall consist of twelve (12) voting Board Members (“Members”) representing the twelve current Contracting library service providers. For the cities of Banks, Beaverton, Cornelius, Forest Grove, Hillsboro, North Plains, Sherwood, Tigard, and Tualatin, the Members shall be the City Manager of those jurisdictions or their designees. For the Aloha Community Library Association, the Cedar Mill Community Library Association, and the Garden Home Community Library Association, the Members shall be representatives designated by the Contractors’ governing boards.

4.2. NON-VOTING MEMBERS. The Washington County Administrator (or designee) and WCCLS Manager shall represent county-wide services and serve as Members of the Executive Board in an ex-officio capacity. The Chair and Vice-Chair of the WCCLS Library Leadership Group shall also serve as Members of the Executive Board in an ex-officio capacity.

4.3. APPOINTMENTS TO THE WCCLS EXECUTIVE BOARD. Except as otherwise specified herein, appointments for all Contractors and the County are continuous, and Members shall serve at the pleasure of their appointing authorities.

4.4. ROLE OF THE EXECUTIVE BOARD. The Executive Board shall provide strategic leadership, oversight, and accountability for the Cooperative. Executive Board members serve as liaisons between the Cooperative and their individual organizations and governing bodies, ensuring individual accountability to the Intergovernmental Agreements (IGAs) and communicating key information about Cooperative matters to local leadership and governing bodies. The Executive Board advises and makes recommendations to the Board of County Commissioners, the County Administrator, and the WCCLS Manager on issues pertaining to Cooperative-wide funding, governance, and service delivery.

4.5. RESPONSIBILITIES OF THE EXECUTIVE BOARD.

4.5.1. Strategic Leadership, Oversight, and Accountability for the Cooperative. Executive Board members will:

4.5.1.1. Provide collective leadership for the Cooperative by developing and maintaining shared vision and priorities and providing recommendations in alignment with these shared vision and priorities.

4.5.1.2. Demonstrate accountability to requirements outlined in the IGA by reporting out on their individual organization's fulfillment of performance requirements.

4.5.1.3. Maintain oversight over Cooperative's performance by reviewing and monitoring performance reporting from all member organizations.

4.5.2. Liaisons to Local Organizations and Governing Bodies. Executive Board members will, in a timely manner:

4.5.2.1. Communicate relevant Cooperative information to local leadership and governing bodies.

4.5.2.2. Represent local priorities, perspectives, and concerns back to the full Executive Board for consideration.

4.5.3. Advisory to the Board of County Commissioners, County Administrator, and WCCLS Manager. Executive Board members will:

4.5.3.1. Review, discuss, and provide recommendations on policy considerations pertaining to Cooperative-wide funding, governance, and service delivery.

4.5.3.2. Provide input and recommendations on funding strategies for the Cooperative, including local option levy proposals or proposals for other funding alternatives.

4.5.3.3. Provide input and recommendations on long-term governance changes, such as amendments to the Cooperative Governance Agreement or proposals for alternative governance strategies.

4.6. **SCHEDULE OF MEETINGS.** The Executive Board within the first quarter of the term of the Network, Funding, and Services Intergovernmental Agreement or as soon thereafter as reasonable, shall adopt rules governing its procedures, which shall include at a minimum: 1) time and place of regular meetings; 2) the method and manner of calling special meetings; 3) the method, term, and manner of establishing committees or sub-committees; and 4) Executive Board by-laws and rules of procedure. The Executive Board shall meet as needed to adequately execute its duties and responsibilities but not fewer than four times per year. The first organizational meeting shall be a joint meeting with the WCCLS Library Leadership Group and thereafter a joint meeting shall be held as needed, to be determined by the Executive Board. All meetings of the Executive Board shall be held in accordance with Oregon Public Meeting Laws, ORS 192.610 to 192.710.

4.7. **ELECTION OF OFFICERS.** The Executive Board at its first organizational meeting or as soon thereafter as reasonable, shall elect a Chair and Vice Chair/Chair Elect. The term of each position shall be two years, with elections held at the Executive Board's first meeting of the calendar year in which terms have concluded. The Chair, or the

Vice Chair/Chair Elect in their absence, shall preside over all meetings of the Executive Board. The WCCLS Manager (or designee) shall serve as Clerk of the Board and be responsible for providing notices of meetings and keeping minutes, as required by Oregon Public Meeting Laws.

4.8. QUORUM. A majority of the Members of the Executive Board shall constitute a quorum. All decisions of the Executive Board, unless otherwise provided herein, shall require the presence of a quorum and a vote of those representatives in attendance in accordance with the decision-making structure defined within this agreement.

4.9. VOTING. Each Member of the Executive Board shall have one vote. In the event that a Member is unable to attend a meeting in which a vote is scheduled to take place, the Member may appoint a designee to attend and vote in their place. Under circumstances when neither a Member nor their designee can attend, a Member may, prior to the meeting, submit their vote to the Chair on a specific issue under signature in writing or by email that clearly identifies the sender.

4.10. ADDING OR SUBTRACTING MEMBERS. Members shall be added to the Executive Board, as needed, to represent new library service providers admitted to the Cooperative through the Cooperative Operating Agreement. Members shall be subtracted from the Executive Board at such time as a library service provider withdraws from membership in the Cooperative and ceases to be a Party to the Cooperative Operating Agreement, or when a city assumes management and fiscal responsibilities for operating a community library, or when two or more library service providers merge into one administrative entity. A library that changes its governance (EX: a city library becomes a community library, or a city or community library establishes a library district) retains its membership rights in WCCLS including membership on the Executive Board and authority to receive funds through the Cooperative Operating Agreement.

5. WCCLS LIBRARY LEADERSHIP GROUP

5.1. MEMBERSHIP. The WCCLS Library Leadership Group (“Library Leadership Group”) shall consist of twelve (12) voting Members representing the twelve (12) current contracting library service providers. These twelve Members shall be the Library Director/Manager or their designee.

5.2. NON-VOTING MEMBERS. The WCCLS Manager shall represent county-wide services and serve as a Member of the Library Leadership in an ex-officio capacity.

5.3. ROLE OF THE LIBRARY LEADERSHIP GROUP. The Library Leadership Group shall provide operational leadership and subject matter expertise for the Cooperative. Library Leadership Group members serve as liaisons between the Cooperative and their individual organization’s library staff, advisory committees, and community members, ensuring alignment with the Intergovernmental Agreements (IGAs) and Cooperative-wide policies, and communicating key information about Cooperative

matters to local staff and community members. The Library Leadership Group advises and provides recommendations to the Executive Board and the WCCLS Manager on issues pertaining to Cooperative-wide service delivery, including operational impacts, community needs, and emerging issues.

5.4. RESPONSIBILITIES OF THE LIBRARY LEADERSHIP GROUP.

5.4.1. Operational Leadership and Subject Matter Expertise for the Cooperative. The Library Leadership Group members will:

5.4.1.1. Provide leadership for the Cooperative by identifying and addressing local and Cooperative-wide needs and challenges, and by discussing, elevating, and recommending actions to address emerging trends and issues related to providing library services.

5.4.1.2. Provide operational leadership over their individual libraries, ensuring alignment with the operational requirements outlined in the IGA and supporting Cooperative-wide strategies, policies, and procedures.

5.4.1.3. Serve as subject-matter experts on the local delivery of library services in line with local priorities, strategies, and service impacts.

5.4.1.4. Develop, approve, and implement Cooperative-wide policies and procedures for the delivery of public library services.

5.4.2. Liaisons to Local Staff, Community Members, and Advisory Groups. The Library Leadership Group members will:

5.4.2.1. Communicate relevant Cooperative information to local staff, community members, and local advisory groups and library support groups.

5.4.2.2. Identify and communicate local challenges and opportunities related to day-to-day operational realities of their libraries while participating in Cooperative-wide decisions regarding service delivery.

5.4.2.3. Identify and elevate community needs and challenges while participating in Cooperative-wide decisions regarding service delivery.

5.4.3. Advisory to the Executive Board and WCCLS Manager. The Library Leadership Group will:

5.4.3.1. Review, discuss, and make recommendations for the development and implementation of shared policies and procedures for the delivery of public library services.

5.4.3.2. Collaborate with Executive Board and WCCLS in strategic planning efforts and advance agreed-upon goals and objectives.

5.4.3.3. Partner with WCCLS Manager to develop recommendations on strategies and alternatives for identifying and addressing trends, risks, emerging issues, and funding strategies for providing long-term library services.

5.5. SCHEDULE OF MEETINGS. The Library Leadership Group within the first quarter of the term of the Network, Funding and Services Intergovernmental Agreement or as soon thereafter as reasonable, shall adopt rules governing its procedures, and include at a minimum: 1) time and place of regular meetings; 2) method and manner of calling special meetings; 3) method of establishing committees or sub-committees; and 4) Library Leadership Group by-laws and rules of procedure. The Library Leadership Group shall meet monthly or as needed to execute its duties and responsibilities. The first organizational meeting shall be a joint meeting with the WCCLS Executive Board and thereafter joint meetings shall be held as needed, to be determined by the Executive Board.

5.6. ELECTION OF OFFICERS. The Library Leadership Group at its first organizational meeting or as soon thereafter as reasonable, shall elect a Chair and Vice Chair/Chair Elect. The term of the officers shall be for one year, with elections held at the Library Leadership Group's first meeting of each calendar year. The Chair, or the Vice Chair/Chair Elect in their absence, shall preside over all meetings of the Library Leadership Group.

5.7. QUORUM. A majority of the Members of the Library Leadership Group shall constitute a quorum. All decisions of the Group, unless otherwise provided herein, shall require the presence of a quorum and a vote of those representatives in attendance in accordance with the decision-making structure defined within this agreement.

5.8. VOTING. Each voting Member of the Library Leadership Group shall have one vote. Under circumstances when a Member cannot attend, they may, prior to the meeting, submit a vote to the Chair on a specific issue under signature in writing or by email that clearly identifies the sender.

5.9. ADDING OR SUBTRACTING MEMBERS. Member representatives shall be added to the Library Leadership Group, as needed, to represent new library service providers admitted to the Cooperative through the Cooperative Operating Agreement. Member representatives shall be subtracted from the Library Leadership Group at such time as a library service provider withdraws from membership in the Cooperative and ceases to be a Party to the Cooperative Operating Agreement, or when a city assumes management and fiscal responsibilities for operating a community library, or when two or more library service providers merge into one administrative entity. A library that changes its governance (EX: a city library becomes a community library, or a city or community library establishes a library district) retains its membership on the Library Leadership Group.

6. WASHINGTON COUNTY COOPERATIVE LIBRARY SERVICES (WCCLS)

6.1. ROLE OF WCCLS. WCCLS, a department of Washington County, shall distribute funding as approved by the Washington County Board of County Commissioners and provide infrastructure, subject matter expertise, leadership, and coordination in providing county-wide library services. WCCLS serves as steward of WCCLS resources, services, and infrastructure that link all Partner libraries into one Cooperative. The WCCLS Manager serves as a liaison between the Board of County Commissioners, County Administrator, Executive Board, and Library Leadership Group.

6.2. RESPONSIBILITIES OF WCCLS.

6.2.1. Funding, infrastructure, leadership, collaboration, coordination, and subject matter expertise in providing infrastructure and Cooperative-wide library services. WCCLS will:

6.2.1.1. Through the County's annual budget process, distribute funding as approved by the Board of County Commissioners to support the infrastructure and centralized services that link all libraries and support Cooperative libraries in accordance with the provisions of the Cooperative Operating Agreement.

6.2.1.2. Coordinate the transition to centralized collections management through a collaborative process with Cooperative Partners; continue to manage centralized collections.

6.2.1.3. Acquire and maintain the physical sites and equipment, obtain and manage contracts, and hire and retain staff to support infrastructure and Cooperative-wide library services.

6.2.1.4. Provide subject-matter expertise on county funding and the delivery of Cooperative-wide services.

6.2.1.5. Retain and protect personally identifiable information (PII) and other data in accordance with Washington County policy and applicable laws.

6.2.2. Steward of WCCLS resources and services that link all Partner libraries. WCCLS will:

6.2.2.1. Provide leadership, oversight, and accountability for WCCLS resources and services intended to serve the entire Cooperative.

6.2.2.2. Lead and coordinate, with input and feedback from the Executive Board and Library Leadership Group, efforts to build support for Cooperative-wide library services.

6.2.2.3. Lead and coordinate, with input and feedback from the Executive Board and Library Leadership Group, efforts to identify and pursue funding strategies to support Cooperative services, including levy proposals or proposals for other funding alternatives for Board of County Commissioners consideration.

6.2.2.4. Lead and coordinate, with input and feedback from the Executive Board and Library Leadership Group, efforts to identify and pursue long-term governance changes, such as amendments to the Cooperative Governance Agreement or proposals for alternative governance strategies for Board of County Commissioners consideration.

6.2.3. Liaison between the Board of County Commissioners, County Administrator, Executive Board, and Library Leadership Group. The WCCLS Manager will:

6.2.3.1. Communicate key information about policy proposals from the Executive Board for Board of County Commissioners' consideration.

6.2.3.2. Communicate relevant Cooperative information to the Board of County Commissioners, County Administrator, Executive Board, and Library Leadership Group.

6.2.3.3. Communicate key information about relevant Board of County Commissioners policy priorities and relevant County Administration priorities back to the Cooperative.

6.2.3.4. Collaborate with Partners to identify and address operational, policy, contractual, and fiscal challenges and opportunities related to delivery of infrastructure and services for informing Cooperative-wide decisions regarding service delivery.

6.2.3.5. Collaborate with Partners to identify and elevate county-wide community needs and challenges for informing Cooperative-wide decisions regarding service delivery.

7. COLLECTIVE DECISION-MAKING

7.1. PURPOSE AND SCOPE OF COLLECTIVE DECISION-MAKING. The Parties acknowledge that certain matters affecting the Cooperative as a whole are best considered and resolved through a coordinated and consistent decision-making process. For purposes of this Agreement, “Collective Decisions” are actions or recommendations that materially affect Cooperative governance, funding, and services. The categories of decisions considered Collective Decisions are further detailed in Attachment A “Decision-Making Matrix,” which shall be used to guide the Parties in determining the appropriate decision-making pathway.

Matters that are primarily local in nature shall remain under the authority of the individual Contractor or governing body, except where otherwise specified herein or in the Cooperative Operating Agreement. Collective Decisions shall be made using the governance structure established by this Agreement, including the WCCLS Executive Board, the WCCLS Library Leadership Group, WCCLS, and the Washington County Board of County Commissioners (BCC), each acting within the scope of its defined responsibilities.

7.2. DECISION-MAKING STRUCTURE. The Parties shall utilize the Cooperative’s established governance framework to review, consider, and make recommendations concerning Collective Decisions. This structure, comprised of the WCCLS Executive Board, the WCCLS Library Leadership Group, WCCLS, and the BCC, shall remain the basis for Cooperative decision-making for the duration of this Agreement.

7.3. VOTING MECHANISM FOR COLLECTIVE DECISIONS. Except as otherwise provided in this Agreement, Collective Decisions requiring action or recommendation by the Cooperative shall satisfy a two-thirds majority vote. Members unable to attend a meeting may cast written or electronic votes in accordance with the procedures

established for their respective bodies. Decisions requiring formal action by the BCC shall proceed as recommendations through the Cooperative's governance structure and shall be considered by the BCC in accordance with applicable laws and County procedures.

7.4. FAILURE TO ACHIEVE TWO-THIRDS MAJORITY. If the Cooperative fails to achieve the required two-thirds majority vote on a Collective Decision requiring Board of County Commissioners action, WCCLS will transmit a summary of the decision-making process, including the final vote and options considered, to the BCC.

8. AMENDMENTS. All changes, modifications, or amendments to this Agreement shall only be considered upon approval of three fourths (3/4) of the Member representatives of the Executive Board. Following a recommendation from the Executive Board, this Agreement may be changed, modified, or amended only in writing executed by all of the Parties to this Agreement.

9. SEVERABILITY. If any section, subsection, sentence, clause, phrase or portion of this Agreement is, for any reason, held invalid or unconstitutional by a court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision, and such holding shall not affect the validity of the remaining portions of this Agreement unless the result of the holding is a failure of consideration of any Party.

10. INTERPRETATION. The terms and conditions of this Agreement shall be liberally construed in accordance with the general purposes of this Agreement. This Agreement has been negotiated and prepared by the Parties with their counsel. Any ambiguities with respect to any provision of this Agreement will be construed fairly as to all Parties and not in favor nor against any Party.

11. TERMINATION. This Agreement may be terminated only pursuant to the following:

11.1. This Agreement shall terminate as to any individual Party upon that Party ceasing to be a Party to the Cooperative Operating Agreement.

11.2. This Agreement shall terminate in its entirety, as to all Parties, upon execution of a declaration signed by three-fourths (3/4) of all Parties to this Agreement terminating its effectiveness.

12. COMPLIANCE WITH LAWS. The Parties shall comply with all federal, state and local laws and ordinances applicable to the work performed under the contract including, but not limited to the following, as applicable: Title VI of the Civil Rights Act of 1964, Section V of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 (Pub L No. 101-336), ORS 659A.142 and all regulations and administrative rules established pursuant to those law,

and all other applicable requirements of federal and state civil rights and rehabilitation statutes, rules and regulations.

13. LIABILITY AND INDEMNIFICATION. Notwithstanding that actions by some or all of the Parties to this Agreement may be undertaken on behalf of the others, each Party agrees to be responsible for the consequences of any wrongful acts of the Party's employee as they affect any other Party or a person not a Party to this Agreement. Subject to the limitations of liability for public bodies set forth in the Oregon Tort Claims Act, ORS 30.260 to 30.300, and the Oregon Constitution, each Party agrees to indemnify the other Parties and each of them, and hold each and all harmless from any and all claims, actions, or suits arising out of a wrongful act of the first Party's employee done in the course and scope of this Agreement.

14. NO BENEFITS. No Party or its employees is entitled to participate in a pension plan, insurance, bonus, or similar benefits provided by any other Party.

15. NOTICE. Any Contractor shall give immediate written notice to the County of any action or suit filed or any claim made against that Party that may result in litigation and is directly related to this Agreement.

16. INSURANCE. Each Party agrees to maintain insurance or self-insurance, as applicable, in accordance with ORS 30.282. The specific types and minimum levels of insurance required of the Parties shall be as set forth in the then-current operating agreement between the parties governing the provision of library services ("Cooperative Operating Agreement").

Each Party agrees to comply with the insurance requirements established in the Cooperative Operating Agreement for so long as the Cooperative Operating Agreement remains in effect. Nonprofit Contractors shall provide certification of insurance upon request, in accordance with the Cooperative Operating Agreement.

In the event no Operating Agreement is in effect, each Party shall maintain insurance or self-insurance at levels sufficient to comply with the Oregon Tort Claims Act, including ORS 30.270 and ORS 30.282, until such time as a successor operating agreement becomes effective.

17.

18. COUNTERPARTS. This Agreement may be executed in several counterparts, each of which shall be an original, all of which shall constitute but one and the same instrument.

19. CAPTIONS. Captions and headings used in this Agreement are for convenience only and shall not be construed or interpreted so as to enlarge or diminish the rights or obligations of the Parties hereto.

DRAFT

FOR THE CONTRACTOR:

Signature

Title

Date

FOR WASHINGTON COUNTY:

Signature

Title

Washington County

APPROVED AS TO FORM:

Sr. Assistant County Counsel

ATTACHMENT A: DECISION-MAKING MATRIX

The following table provides an overview of the categories of decisions referenced in this Agreement and identifies whether they are subject to Collective Decision-Making, local decision-making, or WCCLS decision-making. This attachment is intended to guide the Parties in determining the appropriate decision-making pathway.

	Governance Decisions	Funding Decisions	Service Decisions
Collective Decisions	<ul style="list-style-type: none"> Changes to governance structure IGA revisions 	<ul style="list-style-type: none"> Levy renewal/replacement proposals Funding allocation methodology adjustments Cooperative-wide funding strategies 	<ul style="list-style-type: none"> Develop and maintain shared vision and priorities Service strategies and plans to address operational needs and emerging issues Cooperative-wide policies affecting patron experience and staff workflows Contracts for Cooperative-wide service Base service levels Cooperative-wide communications and outreach Cooperative-wide programs and initiatives
Local Decisions	<ul style="list-style-type: none"> Local board policies and advisory group roles/responsibilities 	<ul style="list-style-type: none"> Local budgeting and resource allocation Local facility or equipment maintenance and operations 	<ul style="list-style-type: none"> Local service delivery strategies and priorities Local communications and outreach Local programs and initiatives
WCCLS Decisions		<ul style="list-style-type: none"> WCCLS budgeting and resource allocation Central facility equipment or maintenance and operations 	<ul style="list-style-type: none"> Operate and maintain county-wide infrastructure Operate and maintain county-wide services

COOPERATIVE OPERATING AGREEMENT

This Cooperative Operating Agreement is made by and among Washington County, a home rule subdivision of the State of Oregon, on behalf of Washington County Cooperative Library Services, a department of Washington County, and the City of Banks, City of Beaverton, City of Cornelius, City of Forest Grove, City of Hillsboro, City of North Plains, City of Sherwood, City of Tigard, City of Tualatin, the Aloha Community Library Association, the Cedar Mill Community Library Association and the Garden Home Community Library Association.

RECITALS

A. Washington County voters approved Measure 34-345, a five-year local option levy to support countywide library services to support open hours at public libraries, WCCLS systems, and access to books and community events for all county residents;

B. The Parties to this Agreement are either units of local government empowered by ORS 190.010 to enter into an intergovernmental agreement or are private non-profit agencies operating public libraries in Washington County;

C. The Parties desire to maintain and provide residents of Washington County with access to quality public library services and Contractors can provide such access and services;

NOW, THEREFORE, the Parties agree as follows:

AGREEMENT

1. DEFINITIONS.

1.1. Agreement means this Cooperative Operating Agreement.

1.2. Assessed Value has the same meaning as set forth in ORS 308.146 or any subsequent revision or amendment thereof.

1.3. Base Service Levels means the agreed-upon service levels to be provided by WCCLS and Contractors as outlined in Sections 10 and 12.

1.4. Bibliographic Record means an entry in a bibliographic index (or a library catalog) which represents and describes a specific edition of a resource (but not a specific item). A Bibliographic Record contains the data elements necessary to help users identify that resource. A single Bibliographic Record can have multiple Item Records attached to it.

1.5. Circulation Record means any document or record, however maintained, the primary purpose of which is to provide for control of the circulation or other use of library materials by the public. May identify a specific person as having requested or obtained specific materials from a library. This is a public record exempt from disclosure under ORS 192.355.

1.6. Contractors means the City of Banks, City of Beaverton, City of Cornelius, City of Forest Grove, City of Hillsboro, City of North Plains, City of Sherwood, City of Tigard, City of Tualatin, the Aloha Community Library Association, the Cedar Mill Community Library Association, and the Garden Home Community Library Association.

1.7. County means Washington County.

1.8. Directory Services means a distributed, hierarchical database structure maintained by WCCLS that shares infrastructure information for locating, securing, managing, and organizing computer and network resources including files, users, groups, peripherals, and network devices. It provides authentication and authorization functions, as well as providing a framework for other such services.

1.9. Eligible Users means all Washington County residents; residents of any jurisdiction or special district that has entered into a reciprocal borrowing agreement with Washington County; and paying card holders, as further defined and subject to applicable Cooperative policies and procedures.

1.10. Emergency Support means actions taken to address Contractor site-wide service outage of the Integrated Library System, WCCLS Wi-Fi, online catalog, self-check kiosks' connection to the Network, automated materials handling units' connection to the Network, WCCLS website, or the Internet.

1.11. Full-Service Location means a library location that is staffed during open hours and offers a full range of services, including but not limited to, access to the collection, public access computers, in-person assistance for the public, programs and events.

1.12. Full-Time Equivalent (FTE) means a level of staffing equivalent to a full-time employee working 2,080 hours per year.

1.13. Generative AI is defined by Washington County Administrative Policy 607: Artificial Intelligence Acceptable Use Policy.

1.14. Host means any intelligent device connected to the WCCLS Information Network that is addressable by a network/transport protocol, including, but not limited to, desktop and laptop computers, network printers, mobile devices, self-check kiosks, and routers.

1.15. Inordinate Expansion means expansion of the Wi-Fi network, software license count, or Host count which exceeds typical growth. Typical growth will not exceed a 15% increase in WCCLS issued software licenses, Wi-Fi access points, or any other material or service provided by WCCLS, over the life of the Agreement.

1.16. Integrated Library System means an enterprise resource management system for a library, used to track cataloging (for example items owned), acquisitions (for example orders or invoices), circulation (for example check-in/out or hold requests), and manage administration (for example users, workstations, permissions, or settings).

1.17. Item Record means a record that allows for the location, circulation and inventory control of all items owned by a library. Item Records contain fields that indicate the unique barcode number, the shelf location of the item, its current temporary location, statistical fields used for reports, a field that helps determine circulation rules, and date fields and counters that track current and past activity. Multiple Item Records can be attached to a single Bibliographic Record.

1.18. MAN or Metropolitan Area Network means a computer network that interconnects users with computer resources across a geographic region.

1.19. Network means the WCCLS Information Network.

1.20. Network Maintenance means any process deemed necessary to sustain the WCCLS Information Network throughout its operational life cycle. This may include, but is not limited to, hardware or software component upgrades, new software or hardware installs, hardware or software replacement, and integration of cloud-based information services.

1.21. Nonprofit Corporation has the same meaning as set forth in ORS 65.001(33) or any subsequent revision or amendment thereof.

1.22. Party or Parties means the County, WCCLS, the City of Banks, City of Beaverton, City of Cornelius, City of Forest Grove, City of Hillsboro, City of North Plains, City of Sherwood, City of Tigard, City of Tualatin, the Aloha Community Library Association, the Cedar Mill Community Library Association and the Garden Home Community Library Association.

1.23. Patron Record means a document, record, or other method of storing information retained by a library that contains Personal Information and/or other information about a person, including but not limited to the person's name, address, electronic mail address or telephone number, or that identifies a person as having requested or obtained specific materials from a library. This is a public record exempt from disclosure under ORS 192.355.

1.24. Personal Information is defined in Washington County Administrative Policy 506: Personally Identifiable Information Protection Policy.

1.25. Personal Information Data Breach is defined in Washington County Administrative Policy 506: Personally Identifiable Information Protection Policy.

1.26. Regular Support means non-emergency assistance with the use of the WCCLS Network. This may include, but is not limited to, requests for new users, troubleshooting wired or wireless network connectivity for an existing host or staff member, configuration or upgrade of WCCLS licensed software, installation of a new network host, or the general use of WCCLS licensed software or services.

1.27. Safe Harbor Languages has the same meaning as set forth in Washington County's Language Assistance Administrative Policy number 207.

1.28. Service Boundary means the geographic area for which each Contractor is designated as the primary service provider for public library services within Washington County.

1.29. Service Population means the estimated populations residing within a designated Service Boundary, used to determine FY2026-2027 funding allocations and for annual statistical reporting.

1.30. User Category means a classification of Eligible Users established by WCCLS Policies and Procedures, which may be based on residency, reciprocal borrowing status, or paid membership status. 1.28. "Volunteer" means any individual, organization or contractor who performs hours of service for Parties without promise, expectation, or receipt of compensation for services rendered, during such hours.

1.31. WCCLS (Washington County Cooperative Library Services) means a department of County government that exists to coordinate, contract for, and/or provide a full range of library and information services to Eligible Users.

1.32. WCCLS Executive Board means the Board established to advise the Board of County Commissioners and the WCCLS Manager on matters pertaining to the funding for Cooperative-wide library services, distribution of financial resources by WCCLS for the provision of Cooperative-wide public library services, and long-term governance and funding strategies.

1.33. WCCLS Information Network or Network means the system that includes: the shared integrated library system software (circulation, public access catalog, cataloging, serials control and acquisitions software); the wccls.org website and its resources; other databases and e-content provided by WCCLS for member library staff or public access; wireless Internet access for the public; central site hardware

and software; software, hardware, or peripheral products provided to member libraries and supported by WCCLS; and the telecommunications network linking Contractors to the system and for Internet access.

1.34. WCCLS Library Leadership Group means the group (formerly Policy Group) established to provide technical and professional support and advice to the WCCLS Executive Board, to develop and implement policies and procedures for delivery of Cooperative-wide public library services, and to advise the WCCLS Manager.

1.35. WCCLS Policies and Procedures means, collectively, the policies and procedures adopted by the WCCLS Library Leadership Group. Such policies and procedures consist of written standards, methods, and guidelines that govern the activities of WCCLS and Contractor staff, ensure the appropriate use of shared systems, and support the Parties in providing a consistent experience for library users.

2. TERM OF AGREEMENT. This Agreement shall be in effect from July 1, 2026, through June 30, 2031, unless terminated pursuant to Section 18 of this Agreement.

3. OWNERSHIP AND MANAGEMENT OF THE WCCLS INFORMATION NETWORK. The Washington County Board of Commissioners, as the governing body of WCCLS, retains final authority for decision-making related to Network and its operation. WCCLS shall have full ownership of all Network components and shall make the system available to Contractors.

3.1. RECORDS UPON TERMINATION OF THIS AGREEMENT. Upon termination of this Agreement pursuant to either Section 2 or Section 18 herein, Item Records entered into the Integrated Library System by Contractors and the associated Bibliographic Records, shall be exported upon request. Contractor shall pay all reasonable costs associated with providing records in digital format. Patron Records will not be provided to a Contractor upon termination of this Agreement.

4. PERSONAL INFORMATION AND CONFIDENTIALITY OF DATA. All Contractors have a responsibility to safeguard Personal Information, Patron Records, and Circulation Records in their care and to report to WCCLS a Personal Information Data Breach, and/or disclosures of Patron Records and/or Circulation Records. Patron Records and Circulation Records are exempt from public disclosure pursuant to ORS 192.355(23) and also must be protected pursuant to ORS 646A.600 through 646A.628 (Oregon Consumer Information Protection Act), which is enforced by the State of Oregon, Department of Consumer and Business Services.

4.1. APPROPRIATE USE OF PERSONAL INFORMATION AND RECORDS. Except as otherwise required by law or court order, Contractors agree that they will not disclose Personal Information, Patron Records, or Circulation Records, regarding a person, item circulation, or the use of library resources and services including, but

not limited to, databases, e-content, public Internet terminal sessions, and wireless Internet access.

Contractors must not enter, upload, or process any Personal Information, Circulation or Patron Records using Generative AI tools or large-language-model services (e.g., ChatGPT, Claude, Gemini, Copilot, or similar) unless the platform has been expressly approved by WCCLS and is covered by an appropriate data-processing agreement, agreed upon separately between the Parties.

Contractors may not disclose Personal Information, Circulation Records, or Patron Records to any external platforms, vendors, partners, service providers or other entities, unless the platform has been expressly approved by WCCLS and is covered by an appropriate data-processing agreement, agreed upon separately between the Parties.

Contractors agree that only trained, authorized library staff shall have access to such Personal Information, Patron Records and/or Circulation Records in the course of operating the system. While Volunteers may have access to components of the Network, they are not authorized to access Personal Information, and/or Patron Records, and accessing such information is in violation of this Agreement. Contractors may use name and address information for library purposes only in accordance with established WCCLS Policies and Procedures and Washington County Administrative Policy 506 "Personal Information Protection Policy."

4.2. REQUESTS FOR PERSONAL INFORMATION FROM OTHER AGENCIES.

Contractors agree to forward to WCCLS all requests for Personal Information, Patron Records, and/or Circulation Records from law enforcement or other requestors in accordance with established WCCLS Policies and Procedures.

4.3. DATA BREACH. In the event of a data breach involving Patron Records, Circulation Records, or Personal Information, the Party responsible shall: (1) Notify the other Party within five business days; (2) Investigate promptly; (3) Work with WCCLS to provide statutory notices required under OCIPA within 45 days; (4) Cooperate with the other Party regarding communication, mitigation, and regulatory follow-up.

Contractors shall defend, indemnify, and hold harmless WCCLS for claims arising from the Contractor's acts, omissions, or failures related to handling Patron Records, Circulation Records or Personal Information.

5. WCCLS INFORMATION NETWORK SERVICE AVAILABILITY. Network shall be available for use twenty-four (24) hours a day except for routine or emergency Network Maintenance. WCCLS will provide Contractors with prior notice of planned Network downtime if it will affect library operations during library business hours. No liability shall be assumed by WCCLS if Network experiences downtime.

5.1. NETWORK SUPPORT SCHEDULE. WCCLS staff shall be available to provide Regular Support and Emergency Support for the Network according to this schedule:

	Regular Support Begins	Regular Support Ends	Emergency Support Begins	Emergency Support Ends
Monday – Friday	9 am	5 pm	8 am	9 pm
Saturday – Sunday	none	none	10 am	6 pm
County observed & official holidays	none	none	none	none

6. WCCLS INFORMATION NETWORK DATA RECOVERY. WCCLS will duplicate at least daily all data maintained in the Network database. WCCLS will maintain back-up data on-site and off-site so that files can be reconstructed if a system malfunction occurs that requires restoring or rebuilding data files, in whole or in part. A minimum of one weekly back-up will be stored in a location physically apart from the site of the central system in case of major disaster at the central site. The purpose of the back-up is for emergency recovery if live data or the system is damaged or destroyed and is not for archival purposes.

7. DUTIES AND RESPONSIBILITIES OF WCCLS FOR THE NETWORK. WCCLS shall:

7.1. Purchase, and coordinate licensing of the Integrated Library System, personal computer reservation, and print management software to be installed and utilized by Contractor at Full-Service Locations.

7.2. Provide software updates to Contractors for software licensed by WCCLS for installation and utilization at member libraries.

7.3. Maintain and store all electronic information and communications created, processed, or stored in the conduct of Contractor business, on systems owned or operated by WCCLS, in compliance with Washington County policy, Oregon Public Records Laws and civil litigation requirements.

7.4. Provide and maintain Directory Services to control access to the Network.

7.5. Provide private Internet Protocol (IP) subnetwork addresses and Domain Name System (DNS) resolution services for all Full-Service Locations. Contractor must utilize the WCCLS provided private IP subnetwork addresses when connecting Hosts to the Network.

7.6. Provide filtered and unfiltered Internet access to all Full-Service Locations.

7.7. Take steps to maintain security, up to and including terminating a connection between one or more Network Hosts that presents a problem or threatens security, integrity, or performance of the Network. WCCLS shall notify affected Contractors about an impending disconnection if time permits. Unless WCCLS determines that the problem or threat has resulted in a default under Section 9, WCCLS shall restore connectivity when the WCCLS staff determines that the problem is resolved, or the threat is removed.

7.8. Provide and maintain Hosts that connect Full-Service Locations to the Network. These Hosts include a service provider switch that establishes connectivity to the provided MAN, a firewall that provides access controls and encryption between locations and services on the Network, an Ethernet switch that hands off to Contractor's internal switching hardware, Wi-Fi access points, and a 15-amp uninterrupted power supply

8. DUTIES AND RESPONSIBILITIES OF CONTRACTORS FOR THE NETWORK. Contractors shall:

8.1. Provide, maintain, and administer cabling, equipment, software including operating systems and anti-malware, associated devices and Hosts within Contractor's building that are connected to the Network and not provided by WCCLS. Contractors will meet ANSI/TIA-5568-C or ISO/IEC 11801(Ed2.2) standards when installing new copper data cabling.

8.2. Provide site preparation, access, and environmental conditions necessary for optimal security and functioning of Hosts provided and maintained by WCCLS. Contractor must provide WCCLS with site and relevant data closet access within 5 business days of a request for access.

8.3. At a minimum, configure network devices that always comply with hardware, software and security requirements deemed necessary by WCCLS Network security policies. Hosts connected to the Network must be secured and supervised by Contractor staff during use. Contractor shall not allow public users to use staff Hosts. Every reasonable effort should be made so that Hosts connected to the Network shall neither cause, nor have the potential to cause, any network disruption, security breach, nor other deleterious outcome.

8.4. Be responsible for system security by limiting access to staff accounts to trained, authorized staff and Volunteers, using individually assigned user logon credentials, and following security protocols and procedures as directed by WCCLS to prevent unauthorized access. Examples may be password protection, two-factor authentication, encryption of sensitive information, and/or locking workstations when not in use. Noncompliance with this item, including shared logon credentials

for staff, is considered a breach of this agreement. Shared staff logon credentials may be deleted by WCCLS.

8.5. Contractors shall implement controls to prevent unauthorized disclosure of Personal Information, Circulation Records, and/or Patron Records as indicated in Section 5, including staff training and compliance with adopted policies and procedures.

8.6. Contractors shall use WCCLS Directory Services to access the Network.

8.7. Contractor is prohibited from:

8.7.1. Attaching wireless bridges, routers, or access points to Network.

8.7.2. Using network address translation (NAT) on Network.

8.7.3. Adding any other network extenders or repeaters to the Network.

8.8. Make every reasonable effort to protect Network equipment and data from the impacts of negligence, abuse, theft or misuse. Contractor will reimburse WCCLS for the costs of repairing and or replacing damaged equipment on or associated with Contractor's premises.

8.9. Notify WCCLS Support within no more than five business days that they have separated with an employee or Volunteer (if the volunteer had a user account), so WCCLS can disable the user account to maintain Network security. Noncompliance with this item is considered a breach of this agreement.

8.10. Provide an inventory of Network Hosts in Contractor's facility and connected to the Network upon request by WCCLS.

8.11. Conduct an inventory of licenses in use by the Contractor as requested by WCCLS.

9. DEFAULT ON AGREEMENTS RELATED TO THE WCCLS INFORMATION NETWORK.

9.1. DEFINITION OF DEFAULT. Each of the following shall constitute a default:

9.1.1. Material noncompliance with the terms of Paragraphs 3 through 9 of the Agreement or any policies or procedures adopted pursuant to this Agreement;

9.1.2. Misuse of any Network resources including, but not limited to, system operating software, hardware, or telecommunications;

9.1.3. Failure to maintain physical or system security protocols or

procedures as directed by WCCLS.

9.2. NOTIFICATION OF DEFAULT. If a Contractor or WCCLS learns of a default, WCCLS or the Contractor, respectively, shall:

9.2.1. Advise the party in writing of the alleged default and any action required to cure the default;

9.2.2. Set forth a time by which the default must be cured, a minimum of thirty (30) days.

9.3. FAILURE TO CURE DEFAULT BY CONTRACTOR. If a Contractor fails to cure the alleged default after WCCLS notifies the Contractor of the alleged default, WCCLS may, following written notice to the Contractor:

9.3.1. Prohibit Contractor from the use of the Network;

9.3.2. Take any action to cure or stop the default;

9.3.3. Recover any costs, expenses or disbursements incurred by WCCLS to cure the default;

9.3.4. Terminate this Agreement as regards the defaulting Contractor.

9.4. FAILURE TO CURE DEFAULT BY WCCLS. If WCCLS fails to cure the alleged default after Contractor notifies WCCLS of the alleged default, contractor may, following written notice to WCCLS:

9.4.1. Take any action to cure or stop the default;

9.4.2. Recover any costs, expenses of disbursements incurred by Contractor to cure the default;

9.4.3. Terminate this Agreement as regards WCCLS.

9.5. EMERGENCIES. WCCLS may lock out a Contractor from the system without notice in the event of an emergency involving, but not limited to, system damage, data breach, or the breach of security or confidentiality of the system.

10. BASE SERVICE LEVELS TO BE PROVIDED BY WCCLS. WCCLS agrees to provide the following services to Contractors and/or Eligible Users in accordance with Base Service Levels and minimum conditions for public libraries with a service population of over 2,000 as laid out in Oregon Administrative Rule 543-010-0036 or any subsequent revision or amendment thereof. WCCLS agrees to provide the following:

10.1. Collections and materials. Provide and maintain:

10.1.1. Community-focused collections comprising physical books and media in priority languages to meet local patron needs (beginning July 2027).

10.1.2. Access to interlibrary loan service facilitating interlibrary loan borrowing from and lending to libraries outside of Washington County.

10.1.3. Mail service for those who experience physical barriers to accessing in-person library services.

10.1.4. Digital collections in priority languages.

10.1.5. Digital learning tools and databases.

10.2. Community engagement and outreach. Provide and maintain:

10.2.1. A website that enables local library users to access State Library of Oregon resources and services available to all Oregon residents.

10.2.2. Countywide engagement and partnerships with community organizations and members.

10.3. Technology and infrastructure. Provide and maintain:

10.3.1. Free public wireless internet access (wi-fi).

10.3.2. Online catalog accessible 24/7 inside and outside of libraries at wccls.org and training resources to support usage of the public catalog interface.

10.3.3. Events calendar interface for the public at wccls.org.

10.3.4. Integrated Library System including maintaining bibliographic and patron data; provide training resources to Contractors to support usage of the Integrated Library System.

10.3.5. Item inventory tags, security tags and library cards for use by Contractors.

10.3.6. Circulation technology to support efficient operations, including but not limited to barcodes and radio-frequency identification (RFID) tags, routing materials, containers for materials movement, online payment system, RFID scanning software, and bulk/container check-in software.

10.3.7. The WCCLS Information Network in accordance with the agreements outlined in Section 7: Duties and Responsibilities of WCCLS for the Network.

10.4. Operations. Provide and maintain:

10.4.1. Basic policies in place and accessible online for collection management, circulation, and patron confidentiality that incorporates relevant American Library Association (ALA) professional ethical codes, rules and guidance.

10.4.2. The annual statistical report as required under Oregon Revised Statutes Chapter 357.520 and Oregon Administrative Rules Chapter 543-010-0035.

10.4.3. Courier pick-up and delivery of materials between Contractors and provision of courier connections to regional library delivery systems.

10.4.4. Facilitation of reciprocal borrowing agreements with other jurisdictions, or special districts operating libraries.

10.5. Notification of impact to Contractor operations. Except in the case of emergencies or circumstances beyond WCCLS's control, WCCLS agrees to provide as much advance notice as possible regarding planned operational changes expected to materially impact Contractor operations. In the event of unplanned or emergency changes, WCCLS shall notify Contractors as soon as practical.

11. ADDITIONAL WCCLS SUPPORT FOR CONTRACTORS. WCCLS support for any new automated or in-person or remote service points, building expansions, annexes, Inordinate Expansion of Network, or digital resources will be negotiated separately from this Agreement and a signed letter of agreement must be executed prior to WCCLS committing staff, fiscal, or equipment resources to those projects.

12. BASE SERVICE LEVELS TO BE PROVIDED BY CONTRACTORS. By receipt of funds from WCCLS, each Contractor agrees to provide library services in accordance with Base Service Levels and minimum conditions for public libraries with a service population of over 2,000 as laid out in Oregon Administrative Rule 543-010-0036 or any subsequent revision or amendment thereof. Contractors that are Nonprofit Corporations will comply with all applicable State Statutes and Rules governing Oregon Nonprofit Corporations. Contractor agrees to provide the following:

12.1. Collections and materials. Provide and maintain:

12.1.1. Local collection comprising physical books, media, and other materials (at minimum, through June 30, 2027).

12.1.2. Access to community-focused collections comprising physical books and media in priority languages to meet local patron needs provided by WCCLS (after June 30, 2027).

12.2. Community outreach and engagement. Provide and maintain:

12.2.1. A Contractor provided website that enables local library users to learn about Contractor hours, services, programs, as well as local library leadership, policies, and governance information.

12.2.2. Link to wccls.org to ensure compliance with OAR 543-010-0036, providing access to State Library of Oregon resources and services available to all Oregon residents.

12.3. Personnel. Provide and maintain:

12.3.1. Staffing levels of at least four full-time equivalents or staffing sufficient to support 45 open hours per week at each staffed library location, whichever is greater.

12.3.2. At least one full-time exempt employee.

12.3.3. Schedules to ensure paid library staff are available during all hours the library is open to the public.

12.4. Programs and services. Provide and maintain:

12.4.1. In-person services for people of all ages in response to community needs and demand.

12.4.2. Regular and consistent programming in response to community demand, including targeted programming for Early Childhood Literacy, Youth, Teens, and Adults.

12.5. Technology. Provide and maintain:

12.5.1. Staff computers, scanners, and printers.

12.5.2. Circulation technology to support efficient operations, including but not limited to barcode scanner(s), device(s) for checking materials in and out, receipt printer(s), and radio-frequency identification (RFID) pad(s).

12.5.3. Free public access computers with internet access.

12.6. Public spaces. Provide and maintain:

12.6.1. Access to buildings and the services within.

12.6.2. A minimum of 45 open hours every week (Sunday – Saturday), including at least one evening (open to at least 6 pm) and at least one weekend day (Saturday or Sunday) per week, with the following exceptions:

12.6.2.1. Buildings may be closed for state and federal holidays, and

therefore open less than 45 hours in a week with a state or federal holiday.

12.6.2.2. Buildings may be closed to provide professional development to library staff, and therefore open less than 45 hours in that week, for up to 12 non-consecutive days per fiscal year.

12.6.2.3. Building closures may be necessary due to inclement weather conditions, and facility or safety emergencies, and therefore open less than 45 hours in that week.

12.6.2.4. Should a Contractor need to temporarily close a building for more than two weeks due to a facility or safety emergency, Contractor should provide a plan to WCCLS for reopening and alternative service.

12.6.2.5. Should a Contractor need to temporarily close a building for more than four weeks due to a planned facility upgrade, Contractor will provide a plan to WCCLS for how alternative space and services will be provided by the Contractor, no less than 6 months in advance of the planned closure. Any additional support from WCCLS to support these alternative services and spaces should be mutually agreed upon and captured in a memorandum of agreement to be signed no less than 3 months before the planned closure.

12.6.2.6. Should a Contractor need to temporarily close a building for more than four weeks due to a planned facility upgrade, Contractor will provide, at minimum, 6 months' notice for other Contractors operating library buildings within adjacent service areas.

12.7. Operations. Provide and maintain:

12.7.1. Basic policies in place and accessible online that incorporates relevant American Library Association (ALA) professional ethical codes and rules.

12.7.2. The annual statistical report as required under Oregon Revised Statutes Chapter 357.520 and Oregon Administrative Rules Chapter 543-010-0035.

13. COOPERATIVE SERVICE AGREEMENTS. In addition to the Base Service Levels set forth in Section 12, each Contractor agrees to provide library services in accordance with the following Cooperative Service Agreements. Contractor agrees to:

13.1. Ensure the same level of access to materials, resources, and services for all Eligible Users within the same User Category, as established by Cooperative

policies and procedures.

13.2. Not charge Eligible Users fees for the checkout or renewal of library materials, except as expressly permitted by Cooperative policies and procedures and uniformly applied to all Eligible Users within the same User Category.

13.3. Apply all fees, limitations, and policies uniformly to Eligible Users within the same User Category. Such fees may include special service fees authorized by Cooperative policies and procedures.

13.4. Abide by Cooperative policies and procedures as agreed upon by the WCCLS Library Leadership Group.

13.5. Take full responsibility for linking item information for Contractor's holdings to Bibliographic Records in the catalog; and for meeting cataloging standards as outlined in the Policies and Procedures (up to June 30, 2027).

13.6. Only distribute library cards provided by WCCLS to library users.

13.7. Clearly identify its cooperative membership in its own public communications or publicity materials using approved WCCLS branding and membership language.

13.8. Clearly credit WCCLS when promoting resources and services provided by WCCLS using approved WCCLS branding and language.

14. **SERVICE BOUNDARIES AND SERVICE POPULATIONS.** Contractors agree to provide library services in accordance with the established Service Boundaries as set forth in EXHIBIT A "FY2026-2027 through FY2030-2031 Library Service Boundaries" and described within this section.

14.1. **ESTABLISHING SERVICE BOUNDARIES.** Service Boundaries were established by assigning County voter precincts to Contractors based on an analysis of overlap of voter precincts with existing city boundaries, travel time to Contractor libraries, and alignment with Urban Planning Area Agreements as of October 2025. A summary of the methodology used to establish Service Boundaries is included in EXHIBIT B "Library Service Boundary Methodology."

14.2. **PURPOSE OF SERVICE BOUNDARIES.** Service Boundaries will be used to define the community or populations for which each Contractor is recognized as the primary service provider for public library services. Service Boundaries define the geographic area for which each Contractor is primarily responsible for providing outreach services to clarify service responsibility and avoid duplication or gaps in outreach services. Service Boundaries will also be used for determining each Contractor's official service population for annual statistical reporting to the State Library of Oregon, and applications for state and federal library funding.

14.3. COORDINATION OF SERVICE ACROSS BOUNDARIES. Service Boundaries shall not be used to deny access to materials, resources and services for Eligible Users. Requests for specific services by schools or other community organizations located within a Service Boundary, and received by a library in a different Service Boundary, will be referred to a library within the requester's Service Boundary. Partnerships or other coordinated services may be agreed on by multiple libraries to better serve the public if the library within the requester's Service Boundary is not able to meet the need.

14.4. SERVICE POPULATIONS. Each Contractor's service population shall consist of the population residing within the defined Service Boundary, as defined within this Agreement. WCCLS shall update service population estimates on an annual basis only for the purpose of annual statistical reporting and applications for state and federal library funding. Service population estimates will be provided to Contractors in time to fulfill State Library of Oregon statistical reporting requirements.

14.5. MODIFICATIONS RESULTING FROM ANNEXATION. If during the term of this Agreement a city Contractor annexes an area within their Urban Planning Area Agreement, the previously unincorporated service area and corresponding population will be reassigned to the city Contractor. Within a two-year period of the annexation, the annexed area will fully transition to the city Contractor for library service. During the transition period, library service shall be provided in accordance with a service transition plan developed by the affected Contractors, with support from the County, and the funding distribution for affected areas will be reviewed. At the conclusion of the transition period, the annexed area shall be fully transitioned to the city Contractor for purposes of service responsibility, service population reporting, and funding.

14.6. OTHER MODIFICATIONS TO SERVICE BOUNDARIES. No other changes to Service Boundaries shall be made for the term of this Agreement.

15. COMPLIANCE WITH TITLE VI OF THE CIVIL RIGHTS ACT. No person shall be denied the benefits of or be subjected to discrimination in any program, service, or activity provided by County personnel, Contractors, or consultants on the grounds of race, color, national origin, English proficiency, age, disability, religion, marital status, familial status, sex, gender, gender identity, sexual orientation, or source of income. Contractors and subrecipients acknowledge that they are aware of federal, state, and local non-discrimination requirements. Washington County contracts and subrecipient agreements include the non-discrimination clauses required by federal statute and executive orders and their implementing regulations.

15.1. CONTRACTOR COMPLIANCE. Contractors will:

15.1.1. Post notice that free language assistance is available;

15.1.2. Use document translation and/or interpretation services upon request of the user;

15.1.3. Ensure that library card applications are available to users in Safe Harbor Languages, at a minimum printing them upon request;

15.1.4. Post notice and make interpretation services available for any public meetings related to library governance, such as library advisory boards.

15.2. WCCLS COMPLIANCE. WCCLS will:

15.2.1. Provide signage to libraries of Contractors indicating that free language assistance is available;

15.2.2. Provide access to translation and interpretation services to the libraries of Contractors who do not already have access to this service;

15.2.3. Provide library card applications in Safe Harbor Languages;

15.2.4. Work towards providing an online payment interface in Safe Harbor Languages.

16. FUNDING ALLOCATIONS. As compensation to Contractor for the services to be provided pursuant to this Agreement, WCCLS agrees to distribute funds to Contractor on the basis set forth in this section.

16.1. PURPOSE OF FUNDS. By receipt of funds from WCCLS, each Contractor agrees to expend those funds to provide library services in accordance with the established Base Service Levels and Cooperative Service Agreements. In the event that WCCLS future funding allocations are reduced to the extent that Base Service Levels cannot be met, WCCLS and Contractors will determine mutually agreeable service levels to be provided. Contractors must spend all funds received from WCCLS on library operations to fulfill Base Service Levels before expending funds on other allowable costs. Allowable costs for city Contractors include indirect costs, also known as overhead or administrative charges, and building lease costs for all Contractors. Once Base Service Levels are met, funds received from WCCLS may be used to support the development of a local fund balance as allowed per local policy or a fund balance to support up to four months of total annual Contractor expenditures for base library service, whichever is less. Funds received from WCCLS cannot be used for capital improvements including but not limited to new building construction, land acquisition, permanent improvement of buildings or building systems, or major repairs or deferred maintenance that extends the useful life of the facility. Routine building maintenance and minor repairs necessary to maintain safe, accessible and functional library facilities as well as expenditures related to furniture, fixtures, and movable equipment are allowable costs.

16.2. FUND BALANCE. The Board of County Commissioners, WCCLS and the Contractors are committed to a strategy that balances fiscal prudence with service delivery to meet community needs. WCCLS will maintain a minimum fund balance of three months of total annual expenditures. As projected annual expenditures increase, the total minimum fund balance will increase proportionately. This is an exception to Washington County’s Budget Contingency and Reserve Policy (Administrative Policy 411), which is authorized by the Board of County Commissioners, as per Section 3 of Policy 411.

16.3. FUNDING DISTRIBUTION. WCCLS shall determine the total payment to be made to each Contractor during the term of this Agreement by using the method set forth in Section 16 and based on figures set forth in EXHIBIT C “Library Funding Allocations” and EXHIBIT D “Library Funding Allocation Methodology.” Funding distributions to Contractors shall be provided through the following mechanisms.

16.3.1. LIBRARY FUNDING ALLOCATION. Library funding allocations will be determined based on the FY26-27 funding allocations determined through the Funding and Governance Project presented in EXHIBIT C “Library Funding Allocations” and adjusted annually based on the procedures outlined in Section 16.3.2.

16.3.2. REVENUE-BASED ESCALATION OR REDUCTION OF ALLOCATIONS. Escalation or reduction of annual funding allocations for Contractors and WCCLS will be determined based on the net percentage increase or decrease in total projected revenue. Should total revenue combine for a net percentage increase over the previous fiscal year, funding allocations will be increased by that net percentage increase amount. Should total revenue combine for a net percentage decrease over the previous fiscal year, funding allocations will be decreased by that net percentage decrease amount. Net percentage increase or decrease in total projected revenue will be determined in accordance with Sections 16.3.2.1 and 16.3.2.2.

16.3.2.1. TOTAL PROJECTED REVENUE. For the purpose of establishing funding allocations each year, Total Projected Revenue will be determined according to the following formula: [Projected Local Option Levy Revenue + Projected Delinquent Local Option Levy Taxes + Projected County General Fund Transfer] = Total Revenue. Projected County General Fund Transfers are determined through the County’s annual budget process.

16.3.2.2. NET PROJECTED REVENUE INCREASE OR DECREASE. Net projected increase or decrease to total revenues will be determined according to the following formula: [Total Projected Revenue – Estimated Actual Total Revenues for the Current Fiscal Year] / [Estimated Actual Total Revenue for the Current Fiscal Year]*100 =

Net Increase or Decrease to Total Projected Revenue. Estimated actual total revenue for the current fiscal year will be based on year-to-date actual revenues and financial forecasts prepared as part of the County's annual budget process.

16.3.2.3. NOTIFICATIONS OF ALLOCATIONS. WCCLS will provide Contractors with a written notice of forecasted allocation no later than January 31 annually, for the following fiscal year. The forecasted allocation will be based upon assessed value information and financial forecasts provided to the Board of County Commissioners in public meetings by Washington County staff.

16.3.3. REVENUE FROM USER FEES. Contractors and WCCLS may collect fees from users as allowed through Cooperative policy. Revenue from user fees will be retained by the Party who collects the fees. After deducting the cost for fee collection, revenue can only be used for allowable costs.

16.3.4. ADJUSTMENTS IN FUNDING DISTRIBUTIONS. No increases to funding allocations will be made in response to Contractor's opening a library service outlet prior to July 1, 2031. No decreases to funding allocations will be made in response to a Contractor's closing a library service outlet prior to July 1, 2031, as long as Contractor continues to operate one service outlet that meets Base Service Levels.

16.3.4.1. NOTIFICATION OF ADJUSTMENTS. WCCLS shall notify the Contractors in writing of any adjustments under this Section as soon as possible and no later than January 31.

16.3.5. DISTRIBUTION SCHEDULE. WCCLS shall make quarterly distributions to all Contractors on July 15, October 15, January 15, and April 15 of each fiscal year during the term of this Agreement. If any distribution date falls on a weekend or County-recognized holiday, distribution shall be made on the next business day.

17. SHARED ACCOUNTABILITY COMMITMENTS

17.1. PURPOSE OF SHARED ACCOUNTABILITY COMMITMENTS. The Parties agree that maintaining transparency, communication, and shared responsibility is essential to the effective operation of Cooperative library services. This section outlines high-level commitments related to reporting, communication, and addressing issues with the goal of reaching compliance in a collaborative manner.

17.2. SHARED REPORTING COMMITMENTS. The Parties agree to participate in a collective reporting process that supports system-wide understanding of service levels, financial stewardship, and fulfillment of responsibilities under this

Agreement. At intervals established through the Library Leadership Group and Executive Board, each Contractor and WCCLS will provide information sufficient to demonstrate compliance with agreements related to the use of library funds and delivery of Base Service Levels. The type and format of information to be shared shall be developed collectively and documented in an attachment or guidance adopted by the Library Leadership Group and Executive Board.

17.3. ONGOING COMMUNICATION. In addition to formal notice requirements for library closures laid out in Section 12.6.2, each Contractor and WCCLS agree to share information with Contractors as early as practical when local decisions or circumstances may reasonably affect Cooperative-wide services. Communications should be documented for clarity and transparency with all Contractors. This may include, but is not limited to, matters regarding fulfillment of roles and responsibilities, compliance with shared policies or local policy, and/or funding or service changes that may impact services. The intent of this communication is to support early awareness, facilitate Cooperative planning, and maintain alignment across the Cooperative.

17.4. COOPERATIVE PROCESS FOR ADDRESSING ISSUES. If questions or concerns arise regarding a Contractor's or WCCLS's current ability to meet obligations under this Agreement or Cooperative-wide policies, the Parties agree to follow a collaborative problem-solving process:

17.4.1. INITIAL DIALOGUE. The Parties affected will first meet to clarify the issue, share information, and mutually determine whether adjustments or supports are needed.

17.4.2. COLLABORATIVE REVIEW. If further review is required, the matter may be brought to the Library Leadership Group for operational problem-solving or the Executive Board for problem-solving involving funding or governance issues. Issues will be brought before the Library Leadership Group or Executive Board according to the bylaws established outside of this Agreement.

17.4.3. ESCALATION ONLY WHEN NEEDED. If the issue cannot be resolved collaboratively, it may be elevated to County Administration and, if necessary, to the Board of County Commissioners for guidance, consistent with existing governance roles.

17.4.4. DOCUMENTATION. Resolutions or next steps agreed upon by the Parties will be documented for shared understanding and future reference.

18. TERMINATION.

18.1. The County may terminate this Agreement effective the end of any fiscal year

upon sixty (60) days' written notice if, in the County's sole and reasonable discretion, continuation of the Agreement is not in the public interest or sufficient funds are not appropriated or otherwise available.

18.2. Each Contractor may terminate this Agreement effective the last day of a given fiscal year upon sixty (60) days' written notice to the County.

18.3. County and any individual Contractor may terminate participation in this Agreement separately. And individual termination shall have no bearing or effect on the Agreement between remaining Parties and County, and the Agreement shall remain in full force and effect.

18.4. Upon delivery of a notice of termination under Sections 18.1 or 18.2, this Agreement shall remain in full force and effect through the end of the applicable fiscal year. During such period, the County shall continue to provide funding and each Contractor shall continue to provide library services in accordance with this Agreement, unless the Parties agree otherwise in writing.

19. INSURANCE. Each Contractor shall maintain comprehensive general liability insurance or adequate reserves in a program of self-insurance covering personal injury and property damage for the Contractors, its employees and agents.

19.1. City Contractors agree to maintain insurance levels or self-insurance in accordance with ORS 30.282, for the duration of this Agreement at levels necessary to protect against public body liability as specified in ORS 30.269 through 30.274.

19.2. For Contractors which are Nonprofit Corporations, certification of insurance meeting the County's minimum requirements as set forth in EXHIBIT E "Insurance Requirements Summary Form," shall be provided to WCCLS, and all such insurance coverage shall name Washington County, its officers, employees and agents as additional insureds. Annual renewal certificates of insurance shall be submitted promptly to WCCLS via email to contracts@wccls.org.

20. COMPLIANCE WITH APPLICABLE LAWS. The Parties shall comply with all federal, state and local laws and ordinances applicable to the work performed under the contract including, but not limited to the following, as applicable: Title VI of the Civil Rights Act of 1964, Section V of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 (Pub L No. 101-336), ORS 659A.142 and all regulations and administrative rules established pursuant to those law, and all other applicable requirements of federal and state civil rights and rehabilitation statutes, rules and regulations.

20.1. Equal Opportunity Contractor shall not discriminate against its employees (including applicants for employment) on the basis of race, color, religion, gender, sexual orientation, national origin, disability, age, or marital status except in case

of bona fide occupational qualifications as defined and provided by applicable federal or state law. No person shall be denied or subjected to discrimination in receipt of the benefits of any services or activities made possible by or resulting from this Agreement on the grounds of race, color, religion, gender, sexual orientation, national origin, disability, age, or marital status. Any violation of this provision shall be grounds for cancellation, termination or suspension of the Agreement in whole or in part by County.

20.2. Public Contracting Statutes ORS 279B.200 through 279B.240 and 279C.500 through 279C.870, as applicable, are incorporated herein by reference. As applicable, the Contractor agrees to:

20.2.1. Make payment promptly, as due, to all persons supplying to Contractor, labor or material for the performance of the work provided for in this Agreement;

20.2.2. Pay all contributions or amounts due the Industrial Accident Fund incurred in the performance of the Agreement;

20.2.3. Not permit any lien or claim to be filed or prosecuted against the County on account of any labor or material furnished pursuant to this Agreement; and

20.2.4. Pay to the Department of Revenue all sums withheld from employees pursuant to ORS 316.167.

21. **INDEMNIFICATION AND HOLD HARMLESS.** Each party agrees to hold harmless, defend, and indemnify each other, including its officers, agents, and employees, against all claims, demands, actions and suits (including all attorney fees and costs) arising from the indemnitor's performance of this Agreement where the loss or claim is attributable to the negligent acts or omissions of that party. If the indemnifying party is a unit of local government, such indemnification shall be subject to the limitations of liability for public bodies set forth in the Oregon Tort Claims Act, ORS 30.260 to 30.302, and the Oregon Constitution. The parties agree to promptly notify the other in writing of any such claim or demand to indemnify and agree to cooperation with each other in a reasonable manner to facilitate the defense of any such claim or demand.

22. **DEBT LIMITATION.** This Agreement is expressly subject to the debt limitation of Oregon Counties set forth in Article XI, Section 10 of the Oregon Constitution, and is contingent upon appropriation of funds therefor.

23. **INDEPENDENT CONTRACTOR.** Each party is an independent contractor with respect to each other party and has no control over the work performed by the other. No party is an agent or employer of another party. No party nor its employees is entitled to participate in a pension plan, insurance, bonus, or similar benefits provided by any other

party.

24. NOTICE. Each party shall give the other immediate written notice of any action or suit filed or any claim made against that party that may result in litigation in any way related to this Agreement.

25. COUNTERPARTS. This Agreement may be executed in several counterparts, each of which shall be an original, all of which shall constitute but one and the same instrument.

26. CAPTIONS. Captions and headings used in this Agreement are for convenience only and shall not be construed or interpreted so as to enlarge or diminish the rights or obligations of the Parties hereto.

27. SEVERABILITY. If any section, subsection, sentence, clause, phrase or portion of this Agreement is, for any reason, held invalid or unconstitutional by a court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision, and such holding shall not affect the validity of the remaining portions of this Agreement unless the result of the holding is a failure of consideration of any party.

28. AMENDMENT. This Agreement may only be amended in writing and signed by all of the Parties.

SIGNATURES

For Washington County

Approved as to form:

Signature:

Name:

Title:

Date:

Signature:

Name:

Title:

Date:

For Contractor

Approved as to form:

Signature:

Name:

Title:

Date:

Signature:

Name:

Title:

Date:

DRAFT

EXHIBIT A: FY2026-2027 through FY2030-2031 Library Service Boundaries

Maps to be included in final version and reflect principles adopted by Board on October 28, 2025.

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EXHIBIT B: Library Service Boundary Methodology

Library Service Boundaries are used to define the specific geographic area for which each Partner is responsible for providing base services, as well as provide a means for calculating each Partner's service population. The methodology for establishing Service Boundaries follows the following steps:

1. **Partition the County into distinct geographic units.** 100% of the County is partitioned into distinct geographic units using Washington County Assessment & Taxation voter precincts¹ so as to align with Partner municipal boundaries.
2. **Assign each geographic unit to one or more Partners.** Each geographic unit is assigned to one or more Partner service areas according to the following decision-tree:

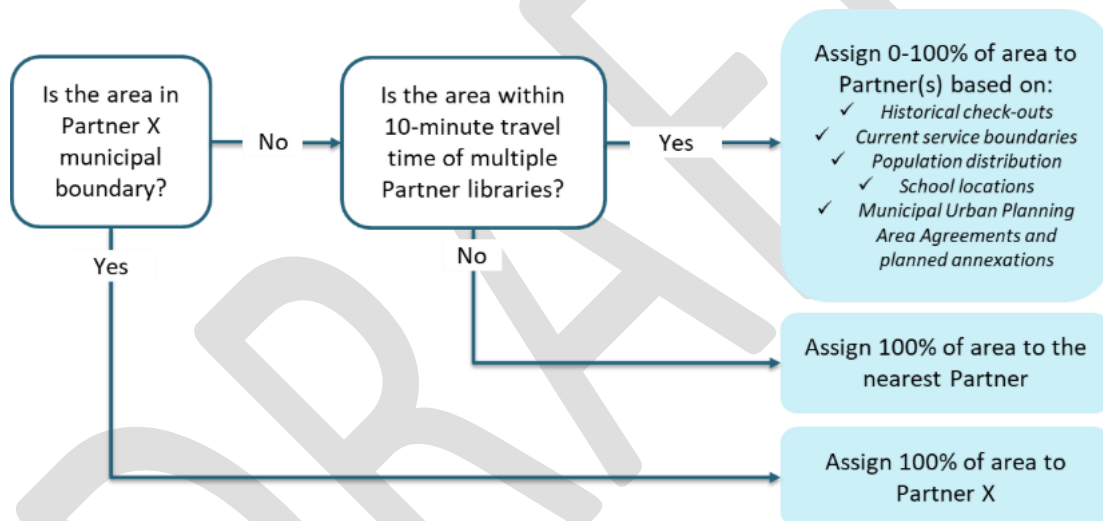


Figure 1: Decision-Tree for Allocation Geographic Units to Partner Library Services Boundaries

EXHIBIT C: FY2026-2027 Library Funding Allocations

Partner	FY26-27 Allocation
Aloha	\$1,581,151
Banks	\$512,000
Beaverton	\$7,424,000
Cedar Mill + Bethany	\$5,534,315
Cornelius	\$1,088,000
Forest Grove	\$1,231,813
Garden Home + West Slope	\$1,689,296
Hillsboro	\$6,992,000
North Plains	\$512,000
Sherwood	\$1,520,000
Tigard	\$4,526,201
Tualatin	\$2,009,850
WCCLS	\$17,000,000
<i>Total</i>	<i>\$51,620,626</i>

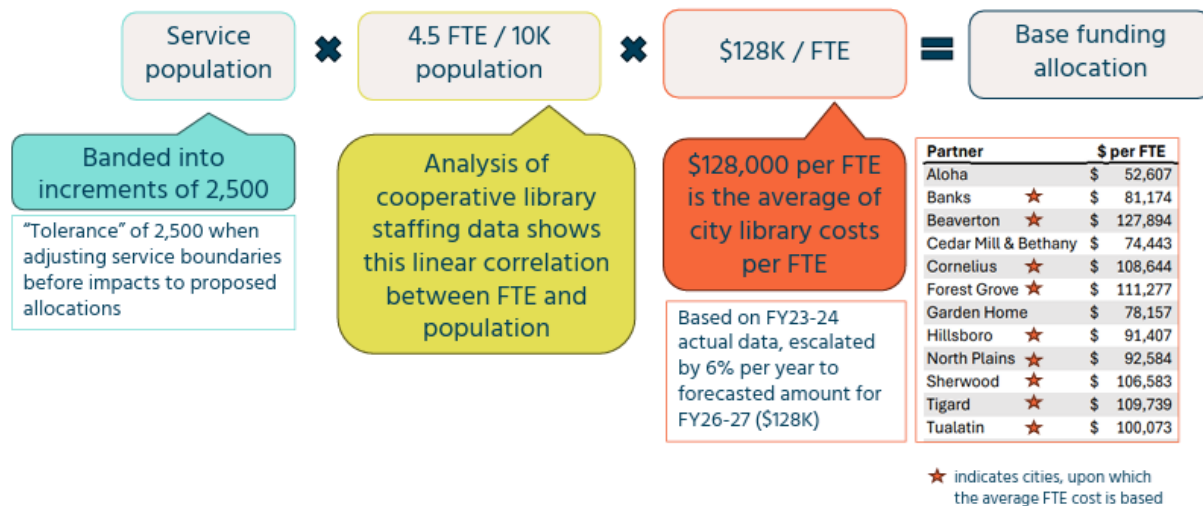
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EXHIBIT D: Library Funding Allocation Methodology

Library Funding Allocations for FY2026-2027 were determined according to a funding allocation methodology developed as part of the WCCLS Funding and Governance Project. The funding allocation methodology is intended to support base service levels in a way that acknowledges operational differences resulting from past funding levels while moving towards a more consistent level of investment in each Partner library. The methodology, outlined in the figure below, follows the following steps:

1. The population within a Partner’s service boundary is estimated¹ and rounded down to the nearest multiple of 2,500².
2. The rounded service population is used to determine the number of funding units³ allocated to each Partner as described in Figure 1.
3. The allocated funding units are multiplied by a dollar per unit⁴ to arrive at the base allocation for each Partner.
4. Non-profit Partners serving unincorporated areas of the County are allocated an additional dollar amount per facility square-foot to support the cost of maintaining library facilities.

Figure 2: Methodology for calculating Library Funding Allocations



¹ 2022 American Community Census population data

² Population intervals of 2,500 are used to reduce the funding allocation formula’s sensitivity to population estimates and stabilize funding allocations.

³ The funding units correlate to a number of full-time equivalent (FTE) units to be allocated in addition to a base allocation of 4 FTE units, the minimum requirement outlined in the base service levels. Funding units above the base 4 FTE were assigned based on additional service population above 5,000 people according to the relationship of 4.5 FTE per 10,000.

⁴ The dollar per unit was established by calculating the average costs for city Partners (\$128,000).

EXHIBIT E: Insurance Requirements

10/4/22



**WASHINGTON COUNTY
OREGON**

**ATTACHMENT C
INSURANCE REQUIREMENTS SUMMARY FORM**

Contractor shall provide insurance coverage and limits as described below. All insurance carried by Contractor must be primary to and non-contributory with any insurance, including any self-insurance carried by the County. A waiver of subrogation in favor of the County shall be required on General Liability, Worker’s Compensation and Automobile Liability coverage.

It is strongly advised that contractors give this information to their insurance agent to verify that all requirements can be met.

1. **COMMERCIAL GENERAL LIABILITY INSURANCE.** Contractor shall at all times carry a Commercial General Liability insurance policy for Bodily Injury, Property Damage, and Personal Injury. This insurance shall include contractual liability coverage for the indemnity provided under this contract. The policy shall name Washington County, its agents, officers, elected officials and employees, as an **ADDITIONAL INSURED by separate endorsement**.
 - Not Required.
 - COMMERCIAL GENERAL LIABILITY INSURANCE with limits of not less than:
 - \$500,000 / \$1,000,000
 - \$1,000,000/\$2,000,000
 - \$2,000,000 / \$4,000,000
 - Other: \$ _____ each occurrence / aggregate for Bodily Injury and Property Damage.
 - ADDITIONAL INSURED ENDORSEMENT not required.

2. **AUTOMOBILE LIABILITY INSURANCE.** Contractor shall at all times carry Automobile Liability Insurance for Bodily Injury and Property Damage for Contractor’s vehicles, whether owned, hired, or non-owned, which includes coverage for Washington County, its agents, officers, elected officials and employees.
 - Not required.
 - AUTOMOBILE LIABILITY INSURANCE with a combined single limit per accident, or the equivalent of not less than:
 - \$1,000,000
 - \$2,000,000
 - Other: \$ _____ each accident for Bodily Injury and Property Damage for Contractor’s vehicles whether owned, hired, or non-owned.
 - No requirement in excess of that required under state law.
 - Automobile Liability Additional Insured Endorsement is not required.

3. **PROFESSIONAL LIABILITY INSURANCE** Contractor shall at all times carry a Professional Liability/Errors and Omissions type insurance policy.
 - Not required.
 - PROFESSIONAL LIABILITY INSURANCE with limits of not less than:
 - \$1,000,000/\$2,000,000
 - \$1,000,000/\$3,000,000
 - \$2,000,000/\$4,000,000
 - Other: \$ _____ each occurrence (or each claim if coverage is afforded on a claims made basis)/aggregate to cover damages caused by error, omission or negligent acts related to the professional services to be provided under this contract.

EXHIBIT E: Insurance Requirements (continued)

4. **WORKERS' COMPENSATION INSURANCE.** Contractor shall comply with ORS 656.017, which requires subject employers to provide Oregon workers' compensation coverage for all their subject workers. No Workers' Compensation Insurance has been or will be obtained by the County for Contractor or Contractor's employees and subcontractors. Contractor shall provide and maintain workers' compensation coverage for its employees, officers, agents or partners as required by applicable workers' compensation laws including employers' liability with limits not less than \$500,000/ \$500,000/ \$500,000.

OTHER: \$ _____

5. **OTHER COVERAGE(S) REQUIRED**

A. **POLLUTION OR ASBESTOS LIABILITY INSURANCE** with limits of not less than

\$1,000,000

Other: \$ _____ each occurrence (or each claim if coverage is afforded on a claims made basis)

AND

\$1,000,000

Other: \$ _____ in the annual aggregate to cover damages due to Bodily Injury, Property Damage and Environmental Damage resulting from "sudden accidental" or "gradual" pollution and related cleanup costs.

B. **EMPLOYEE DISHONESTY AND MONEY AND SECURITIES** with a limit of not less than

\$ 250,000 each occurrence to cover Theft, Disappearance and Destruction of cash or negotiable securities in the care, custody or control of the contractor for County or on behalf of County clients.

C. **CYBER LIABILITY INSURANCE** with limits of not less than

\$1,000,000

Other: \$ _____ each occurrence to cover data losses caused by cyber attacks, viruses, other threats, paper transactions, crisis services and lawsuits that result from data breaches or your failure to protect sensitive information.

D. **PHYSICAL ABUSE AND MOLESTATION INSURANCE** with limits of not less than

\$1,000,000

Other \$ 500,000 each occurrence to cover actual or threatened physical abuse, mental injury, sexual molestation, or negligent employment, supervision, investigation, reporting to proper authorities or retention of any person for whom the Contractor is responsible for, including but not limited to Contractor and Contractor's employees and volunteers. Coverage can be provided by a separate policy or as an endorsement to the general or professional liability policies.

E. **PRODUCTS COMPLETED OPERATIONS HAZARD ADDITIONAL INSURED ENDORSEMENT** naming Washington County, its agents, officers, elected officials and employees with respect to liability for Bodily Injury and Property Damage.

F. **BUILDER'S RISK** \$ _____ Contractor to provide the additional coverage types and limits required on large construction projects, as outlined by the Risk Manager. The coverage requirements remain in place through the duration of the construction project. If the Builder's Risk policy renews annually during the construction project, any significant changes require County Risk

EXHIBIT E: Insurance Requirements (continued)

Manager approval prior to implementation. The County is to receive copy of new policy with the approved changes and will attach to the original contract terms. Contractor with proof of payment and cost for coverage may be reimbursed at cost with no mark-up for the Builder’s Risk coverage.

- G. **OTHER** (describe coverage and limits):
County agrees to waive Subcontractor Insurance requirements

NOTES:

Extended Reporting Coverage (“Tail Coverage”). For Professional Liability/Errors & Omissions Insurance written on a “claims made” basis and for any other required liability insurance provided on a “claims made” basis, Contractor shall provide “tail” coverage at the completion of the contract for a duration of thirty-six (36) months or continuous “claims made” liability coverage for thirty-six (36) months following contract completion. Continuous “claims made” coverage will be acceptable in lieu of “tail” coverage provided the retroactive date of the coverage is on or before the effective date of the contract.

Maximum Deductible/Retention. Any deductible or retention must be disclosed on the certificate of insurance and no deductible or retention may exceed \$25,000 without the prior written consent of the County. Contractor is responsible to pay any amounts within the deductible or retention amount.

Additional Insureds. The County, its agents, officers, elected officials and employees must be named as additional insureds with respect to Contractor’s services to be provided under this Contract. All liability insurance policies, with the exception of professional and/or workers compensation policies, must be endorsed to show this additional coverage.

Insurance Certificates. Contractor shall deliver to the County, prior to the commencement of work, a certificate of insurance evidencing all policies required by this contract including additional insured provisions afforded by the policy. This requirement can be satisfied by providing a copy of the coverage form and/or the endorsement(s). Further, it is an affirmative obligation upon the Contractor to advise the Contract Administrator within two business days of any substantive change of any insurance policy or endorsement set out herein, and failure to do so shall be construed to be a breach of this contract.

Subcontractor Insurance. Contractor shall require and verify that all of its subcontractors of any tier provide insurance coverage and limits identical to the insurance required of the Contractor under this contract, unless the requirement is expressly modified or waived by the County.