

RESOLUTION NO. 765

**A RESOLUTION TO ADOPT THE LIBRARY INFORMATION NETWORK OF CLACKAMAS COUNTY (L.I.N.C.C.) CHARTER AND APPOINT A REPRESENTATIVE TO SERVE ON THE LIBRARY NETWORK INTERGOVERNMENTAL BOARD (L.N.I.B.)**

WHEREAS, the City of Wilsonville is currently a participant in the Clackamas County cooperative library network; and

WHEREAS, the Transition Committee, established by the Clackamas County Board of Commissioners and by the Councils of each City providing public library services in the county, has made recommendations on matters concerning the future operation of the Network; and

WHEREAS, these recommendations provide for a Charter, to be known as the Library Information Network of Clackamas County (L.I.N.C.C.) Charter, to replace the Memorandum of Understanding adopted by Clackamas County on July 26, 1984; and

WHEREAS, the L.I.N.C.C. Charter provides for the replacement of the Citizen Policy Board, established in 1977, by a Library Network Intergovernmental Board (L.N.I.B.), with one representative from Clackamas County and one representative from each of the cities in the county that provide public library services; and

WHEREAS, the L.I.N.C.C. Charter provides that L.N.I.B. shall act as the recognized advisory board to the Clackamas County Board of Commissioners, and to City governments in the county, on county-wide library issues, and that L.N.I.B. shall function as the decision making body concerning issues and priorities related to Network programs and services, operating policies and service levels, in accordance with the terms and conditions described in the L.I.N.C.C. Charter.

NOW, THEREFORE, THE CITY OF WILSONVILLE, OREGON, RESOLVES AS FOLLOWS:

1. Library Information Network of Clackamas County (L.I.N.C.C.) Charter:

The City of Wilsonville agrees to adopt and sign the L.I.N.C.C. Charter, a copy of which is attached and incorporated as part of this resolution; and

2. Participation in Library Network Intergovernmental Board (L.N.B.):

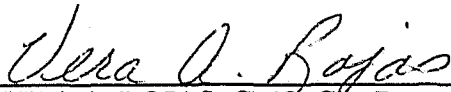
The City of Wilsonville agrees to participate as a member of the Library Network Intergovernmental Board (L.N.I.B.), in accordance with the terms and conditions described in the L.I.N.C.C. Charter, and to appoint a representative to serve on L.N.I.B.

ADOPTED by the City Council of the City of Wilsonville at a regular meeting thereof this 19th day of March, 1990, and filed with the Wilsonville City Recorder this same date.



ROBERT M. DANT, Presiding Officer

ATTEST:



VERA A. ROJAS, CMC, City Recorder

SUMMARY OF VOTES:

|                    |               |
|--------------------|---------------|
| Mayor Ludlow       | <u>ABSENT</u> |
| Councilor Edwards  | <u>ABSENT</u> |
| Councilor Chandler | <u>AYE</u>    |
| Councilor Clarke   | <u>AYE</u>    |
| Councilor Dant     | <u>AYE</u>    |



City of  
**WILSONVILLE**  
in OREGON

30000 SW Town Center Loop E • PO Box 220  
Wilsonville, OR 97070  
(503) 682-1011

**TO: HONORABLE MAYOR AND COUNCILORS**  
**FROM: DEE THOM, ADMINISTRATIVE ASSISTANT**  
**THROUGH: PETE WALL, CITY MANAGER**  
**DATE: MARCH 14, 1990**  
**SUBJECT: RESOLUTION CB-R-436-90**

A handwritten signature in cursive script, appearing to read "Dee Thom", is written to the right of the "FROM:" line of the memo.

Enclosed in your packet is Resolution CB-R-436-90 approving a Charter redefining and renaming the Clackamas County Library Network and establishing a new advisory board. The new library network will be named Library Information Network of Clackamas County (LINCC). The Library Network Intergovernmental Board (LNIB) is the advisory board and will consist of five appointed representative; four from the cities and one from the county.

This new charter is a result of a consultant's study, recommendations from a county Citizens Policy Board for Libraries and numerous meetings attended by representatives from the cities and county. Clackamas County Commission adopted the Charter on March 1, 1990. It is now before the cities for their adoption.

The Council, upon their consideration and approval of Resolution CB-R-436-90, may appoint a representative to serve on the advisory board, LNIB.

**RECOMMENDATION:**

I recommend the Council adopt Resolution CB-R-436-90 to approve the LINCC Charter and appoint Pete Wall, City Manager, or his designee, to serve as the city's representative on LNIB Advisory Board.

djt:vr

# LIBRARY INFORMATION NETWORK OF CLACKAMAS COUNTY (LINCC)

## CHARTER

### **PREAMBLE**

The Cooperative Library Network of Clackamas County was established after voters approved a three year county-wide serial levy of \$900,000 in 1977. Since that time, the Network has been funded by serial levies. The current levy expires in June 1991.

A Memorandum of Understanding for Library Services, adopted by the Clackamas County Board of Commissioners on July 26, 1984, defined the composition of the Cooperative Library Network of Clackamas County. In this Memorandum, the Network consisted of the Clackamas County Board of Commissioners - BCC (the governing body with all fiscal and contracting authority); the Citizen Policy Board - CPB (eleven members appointed by the BCC to represent cities, school districts and educational institutions participating in the Network, and citizens residing in unincorporated areas of the county); the Council of Librarians - COL; the Automation Users Board - AUB; and miscellaneous library Friends groups. Currently, there are thirty nine autonomous public, school, academic and special libraries who cooperate and work together, through the Network, to provide a level of service to its patrons that no library could afford individually.

This Charter redefines the basis for these cooperative efforts, provides a new name for the Network - the Library Information Network of Clackamas County (LINCC), and describes the roles, relationships and responsibilities of those persons and entities involved in the provision of county-wide library Network services.

### **NAME**

The name of the Network is the Library Information Network of Clackamas County (LINCC).

### **TERMS AND DEFINITIONS**

As used in this Charter, the following terms and definitions shall have the meaning given below:

"Base Refund" - Amounts paid to cities out of funds collected through the serial levy to offset double taxation of city taxpayers for library support.

"Commissioners" - BCC - The Board of County Commissioners of Clackamas County.

"Equalization Grants" - Amounts paid on behalf of a member of the Network (usually the County Library) to other members (usually cities) to reflect the usage of a member's library facilities by people who do not live within the boundaries of the jurisdiction providing the service. Allocation formulas for the distribution of Equalization grants are determined from time to time by LNIB and ratified by the BCC.

"General Services Administration" - GSA - The Department in Clackamas County government, or its successor, that administers the County's relationship with the Network.

"Levy Distribution" - The allocation of property taxes collected on a county-wide basis for library services and distributed among the County and those cities in the county that are providing public library services.

"Library Information Network Automated System" - LINAS - The name given to the Network's automated library circulation and on-line catalog system.

"Library Network Administrator" - The person hired to provide professional staff support to BCC and LNIB in the operation of the Network.

"Library Network Intergovernmental Board" - LNIB - The recognized advisory board to the County and city governments in the county on county-wide library issues, and the decision making body relating to Tier I Library Services, Network programs, operational policies and service levels.

"Network" - LINCC - The Library Information Network of Clackamas County consists of those public, school, academic and special libraries in Clackamas County that, either as members or associate members, receive Tier I Library Services through the Network.

"Tier I Library Services" - Services provided to LINCC members and associate members by LNIB, the Network Administrator and Network staff. These services are county-wide in benefit, e.g. the automated library circulation and on-line catalog system, courier services, administration, database management services, public relations, and coordinated planning for the development of library services in Clackamas County and in the region.

"Tier II Library Services" - Functions, activities and programs offered by each local library that are in addition to the Tier I Services provided by the Network.

## MISSION AND PURPOSE

The Network's mission is to facilitate the provision of high quality library services to the residents of Clackamas County in the most efficient and cost-effective manner possible.

## MEMBERSHIP IN THE NETWORK

The Library Information Network of Clackamas County (LINCC) is open to all library service providers in the county.

There are two types of membership in the Network:

"Members" - The Clackamas County Library and city libraries in Clackamas County. Members are represented on LNIB.

"Associate Members" - Entities that provide library services in an educational, academic or special setting and who participate in Network programs under terms and conditions established from time to time by LNIB.

Subject to approval by LNIB, libraries may join as full members or associate members by notifying the chairperson of LNIB of their intent.

## GOVERNANCE

All fiscal and contracting authority for the Network is exercised through Clackamas County. As such, all County policies and procedures regarding Civil Service and personnel, legal, financial, purchasing and other applicable County regulations must be complied with in the provision of Network services.

LNIB will function as the recognized advisory board to the BCC and to City governments in the county on county-wide library issues, and as the decision making body relating to Tier I Library Services, Network programs, operational policies and service levels.

## MEMBERSHIP OF LNIB

The membership of LNIB shall consist of one representative or alternate appointed by Clackamas County and one representative or alternate appointed by each city in the Network that provides public library services. A representative's term of office shall be determined by each appointing entity. The intent is to assure that the County and each participating city have representation in the making of Network policy.

The Citizen Policy Board for Library Network Services shall terminate, and the LNIB, herein established, shall become effective

upon execution of this charter and appointment of representatives by at least six members of LNIB.

#### **BYLAWS**

LNIB shall adopt and may amend bylaws, that will include requirements for attendance of representatives, procedures for selection of officers (which shall include a chairperson and may include other officers as considered necessary by LNIB), procedures for calling regular and special meetings (which shall include giving adequate public notice), requirements for quorum and voting, establishment of standing committees, and such other matters as LNIB deems appropriate.

LNIB shall adopt its initial set of bylaws by majority vote of its total membership. Copies of the bylaws and any amendments subsequently made, shall be forwarded to the Board of County Commissioners and the City Councils of participating cities.

#### **RESPONSIBILITIES OF LNIB**

LNIB is chartered to engage in the following tasks:

- A) Promote communication, resource and information sharing and database management among all libraries in Clackamas County.
- B) Coordinate inter- and intra-regional cooperative library efforts, including cooperative applications of automation and other technological opportunities of potential benefit to libraries.
- C) Encourage continuing education and training programs for the Clackamas County library community.
- D) Develop and promote a long range plan for the delivery of library services in Clackamas County to encourage the avoidance of unnecessary duplication and promote cost-effective coordination of library service delivery.
- E) Develop and recommend equitable methods for the funding of public library services and facilities for the residents of Clackamas County.

#### **Relating to Tier I Library Services:**

LNIB shall establish Tier I Services and service levels and Network policies that are consistent with the basic mission and purpose of the Network. In conformance with law, ordinances and

other agreements, the Network Administrator will implement LNIB's service delivery decisions and Network policies with appropriate program activities.

LNIB may establish or recognize standing or ad hoc committees to serve as advisory bodies to LNIB. These committees may be made up of LNIB representatives, or of representatives of members or associate members of the Network, in any combination.

Relating to Network Administration:

The Library Network Administrator provides advice and assistance to LNIB in the development of Network policy, programs, and budgets, and in the planning and effective implementation of Network services and cooperative activities.

The Network Administrator is a county employee, subject to the law, ordinances, standards and procedures of the County. General supervision of the Network Administrator, including hiring, termination and performance evaluation, is the responsibility of the County's General Service Administration (GSA). LNIB shall participate in all hiring, termination and evaluation procedures for the Library Network Administrator.

The Network Administrator has the authority and responsibility for the following tasks and other duties as assigned:

- A) Operating and administering the Network's automation system.
- B) Accounting for Levy, Grant and all other Network revenues and disbursements.
- C) Preparing and administering the Network budget in conformance with budget preparation, administration and purchasing procedures established by the County.
- D) Providing appropriate coordination, as needed, among Network membership, committees and decision making bodies.
- E) Acting as the official spokesperson for the Network in relations with the press, other libraries and networks, utilities and vendors, public agencies and the public generally.
- F) Developing and implementing, with the membership, effective public relations programs for the Network.
- G) Preparing grant proposals on behalf of the Network when directed to do so by LNIB, and



administering any grants the Network may receive.

- H) Supervising and administering Network staff in conformance with all applicable County personnel procedures.
- I) Focusing the attention of the library community and political entities in the county on the advantages of a coordinated approach to facility planning and development.
- J) Preparing an Annual Report on Network activities and issues, which LNIB will present to the membership and the general public.

Relating to the Board of County Commissioners:

To encourage the efficient and effective performance of the Network, LNIB shall, as appropriate, recommend that the County, on behalf of the Network:

- A) Enter into contracts or agreements with one or more member agencies for the provision of Network services.
- B) Enter into contracts or agreements with the cities, schools and/or other agencies for the purchase, lease, exchange or sale of equipment and/or for the provision of services.
- C) Enter into contracts with vendors for the provision of both equipment and services to support the Network's automated circulation and catalog system or any other Network service.

Relating to the Budget and Finance:

LNIB shall develop and recommend to the BCC:

- A) An annual budget and work plan for Network operations in Fiscal Year 1990-91 and for each fiscal year thereafter, to be adopted in accordance with the County's budgeting procedures.
- B) Appropriate sources and allocation of funding, developed through consensus among the membership, for the support of the Network's budget when the current two-year serial levy expires on June 30, 1991.

1. If no subsequent serial levy is proposed, LNIB shall recommend to the BCC sources and allocation of funding to support the Network budget, including any recommended reimbursements to cities.
  2. If a subsequent library levy is proposed, LNIB shall recommend to the BCC the levy amount and its allocation.
- C) Approaches to capital financing that will encourage the siting and construction of library facilities in a manner that maximizes the efficient and effective delivery of library services throughout the county.
- D) Distribution formulas that assure equity and fair treatment among all county taxpayers.
- E) Appropriate disposition and/or distribution of Network assets.

#### LOCAL RIGHTS RESERVED

Each participating member of LNIB reserves the right:

- A) To determine the level of local library services made available to its patrons;
- B) To provide for the maintenance and administration of its local library, and
- C) To fund the Tier II Services offered by its library at levels its elected officials and constituents are willing to support.

All locally generated funds are to be used at the discretion of the individual member agency.

Each library service provider agrees to participate, through LNIB, in the regional planning process and further agrees to consider, in local service decisions, the recommendations and advice of LNIB on matters affecting county-wide library service delivery, facility planning and siting. However, each participating member reserves the right to implement its own short and longer term planning decisions affecting the delivery of library services within its jurisdictional boundaries.

**AUTHORITY**

ORS 190.003 to 190.110, relating to intergovernmental cooperation, the general laws and Constitution of the State of Oregon and the laws and charters of the participating units of local governments, establish the legal basis for public library service providers to engage in the activities proposed by this Charter.

**TERMINATION OF REPRESENTATION OF LNIB**

Any member of LNIB may voluntarily withdraw from LNIB and thereby terminate its rights, responsibilities, obligations and liabilities under this charter at any time upon written notice to the LNIB chairperson. LNIB may also be terminated at any time by mutual agreement of a majority of members, subject to contractual obligations in existence at said time.

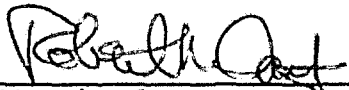
**TERMINATION OF NETWORK PARTICIPATION**

Any member or associate member of LINCC may voluntarily terminate its membership in the Network upon 30 days written notice to the chairperson of LNIB. Members who withdraw from the Network would automatically forfeit all access to Network services with the exception of LINAS computer service. LINCC may also be terminated at any time by mutual agreement of a majority of the parties, subject to contractual obligations in existence at said time.

Participation in LNIB or LINCC is not a prerequisite to receiving "Base Refund".

Signed this 21<sup>st</sup> day of March 1990

By representatives of County and Cities providing Library Services in Clackamas County.

 City of Wilsonville  
Authorized Representative County or City  
Councilor as Presiding Officer  
Title

LNIB REPRESENTATIVE APPOINTMENT SHEET

Date of this appointment March 19, 1990

The City/County of Wilsonville appoints the following official representative to serve on the LNIB Advisory:

Name Pete Wall

Address for mail contact PO Box 220

Wilsonville OR 97070

Day-time phone (503) 682-1011