

RESOLUTION NO. 2025/26-25
City of Dayton, Oregon

**A Resolution Approving Amendment #3 to the Current Intergovernmental Agreement
between Chemeketa Community College and the City of Dayton for the Chemeketa
Cooperative Regional Library Service (CCRLS).**

WHEREAS in 2008-2009, the City of Dayton entered into a 5-year Intergovernmental Agreement with Chemeketa Community College for the Chemeketa Cooperative Regional Library Service (CCRLS), hereafter called "Agreement"; and

WHEREAS Chemeketa Community College renewed the Agreement in 2012-2013 for another 5-year Agreement with an annual payment amounts update; and

WHEREAS Chemeketa Community College renewed the Agreement in 2018-2019 for another 5-year Agreement with annual payment amounts update that expires on June 30, 2023; and

WHEREAS Chemeketa Community College renewed the Agreement in 2022-2023 for another 5-year Agreement with annual payment amounts update that expires on June 30, 2028.

Therefore, the City of Dayton resolves as follows:

- 1) THAT** the City Manager and appropriate staff are hereby authorized to execute Amendment #3 to the Intergovernmental Agreement with CCRLS (attached hereto as Exhibit A and by this reference incorporated herein); and
- 2) THAT** this resolution shall become effective immediately upon adoption.

Adopted on this 15th day of June 2026.

In Favor: Hildebrandt, Mackin, Pederson, Teichroew, Wilkins

Opposed:

Absent: Hover, Frank

Abstained:

Drew Hildebrandt, Council President

Date Signed

ATTESTED BY:

Rocio Vargas, City Recorder

Date of Enactment

Attachment - Exhibit A



Chemeketa Cooperative
Regional Library Service

Procurement Services – 4000 Lancaster Drive NE, Salem, OR 97305

Library Participation in Chemeketa Cooperative Regional Library Services (CCRLS)
Intergovernmental Agreement #10698200, Amendment #03

Purpose: Replace Attachment A, Add 10698203 Exhibit 1, Add 10698203 Exhibit 2, and Add CCRLS Policy REIMB Exhibits.

This Agreement is by and between Chemeketa Community College through its Chemeketa Cooperative Regional Library Services (CCRLS), hereafter known as “College,” and the City of Dayton, Oregon, by and through its Mary Gilkey City Library, hereafter known as “CCRLS Member Library,” both herein referred to individually and collectively as “Party” or “Parties.”

- 1) **10698202 Attachment A** is deleted in its entirety and replaced by **10698203 Attachment A** attached hereto and incorporated herein by this reference.
- 2) Add **10698203 Exhibit 1 FY2026-2027 Formula-Based Compensation Schedule** is attached hereto and incorporated herein by this reference.
- 3) Add **10698203 Exhibit 2 FY2026-2027 Collection Support Compensation Schedule** is attached hereto and incorporated herein by this reference.
- 4) The following CCRLS Policy REIMB Exhibits are attached hereto and incorporated herein by this reference:
 - a) Exhibit A – CCRLS Policy REIMB-001 Formula-base Reimbursement
 - b) Exhibit B – CCRLS Policy REIMB-002 Collection Support Reimbursement
 - c) Exhibit C – CCRLS Policy REIMB-003 Lost & Damaged Material Reimbursement
 - d) Exhibit D – CCRLS Policy REIMB-005 Mileage Reimbursement
- 5) This amendment is effective July 1, 2026.

Signatures on next page

Signatures

Parties concur that all other terms and conditions of the original Agreement, and the terms and conditions of any Amendment to the original agreement, shall remain in effect.

In witness whereof, the parties hereto have caused this agreement to be executed on the date set forth below, effective as of the date set forth herein.

College

(Signature) (Date)
Doug Yancey
Executive Director, Chemeketa Cooperative
Regional Library Services (CCRLS)

CCRLS Member Library

Signature of Library Director (Date)
Cyndi Park, Library Director
Name/Title (Typed or Printed)

Signature of Authorized Entity Signer (Date)
Jeremy Caudle, City Manager
Name/Title (Typed or Printed)

The College is an equal opportunity/affirmative action employer and educational institution committed to an environment free of discrimination and harassment. Questions regarding sexual harassment, gender-based discrimination and sexual misconduct policies or wish to file a complaint contact the Title IX coordinator at 503.365.4723. For questions about equal employment opportunity and/or affirmative action, contact 503.399.2537. To request this publication in an alternative format, please call 503.399.5192.



Chemeketa Cooperative Regional Library Service

10698203 Attachment A – Statement of Work/Consideration

1) Statement of Work

a) Under this agreement CCRLS Member Library shall:

- i) Provide at least the basic level of service to nonresidents within the College District and to nonresident staff currently employed with the College. Basic level of service is defined as ten checkouts and ten holds per person at a time, utilizing individual rather than household cards; Basic level of service also includes access to currently licensed electronic resources provided by the College;
- ii) Provide free borrowing privileges to card holding residents/patrons of other CCRLS Member Libraries and all currently registered College students who present a valid library card;
- iii) Ensure that in no case shall card-holding residents of the College District receive less than the basic level of service from CCRLS Member Library;
- iv) CCRLS Member Library may, at its sole discretion, elect to provide services to persons incarcerated in county, state, or federal jail or prison facilities. CCRLS Member Library may, at its sole discretion, elect not to allow its owned materials to be circulated to such facilities;
- v) Notify each current non-resident cardholder within its geographic zone at least 30 days prior to instituting a fee for service above the basic level. No advance notification is necessary for fee increases;
- vi) Provide reference and information services to patrons of the participating libraries of the CCRLS District in cooperation with the College and other participating libraries;
- vii) Share local basic circulating collections with other CCRLS Member Libraries as determined appropriate by Polk, Yamhill and Marion Library Association (PYM) and CCRLS Advisory Council. Nothing in this agreement shall require the CCRLS Member Library to share the portions of its collection that it deems private and for local use only;
- viii) Provide daily fulfillment of loan/hold requests from other CCRLS Member Libraries, originating both within the shared ILS and from other resource sharing systems adopted by CCRLS, on days the CCRLS courier runs;
- ix) Provide for the regular participation of the library director in meetings of the PYM and as may be necessary in meetings of the CCRLS Advisory Council. The College depends on member participation. Regular participation shall be defined as attendance by the library director at each meeting, unless excused. CCRLS Member Library director's attendance at the September meeting of the PYM Association is highly encouraged. Library directors will have private secure email for communicating confidential College information. Directors will provide a chain of command to allow coverage in their absence;
- x) Provide for the regular participation of library staff at subcommittee meetings and training events provided by vendors and/or College;
- xi) Assume full responsibility for the accuracy of data at its entry into the integrated library system, and for updating that data accurately to reflect library holdings. Such data includes, but is not limited to, ISBN, Barcode number, library location, volume number, call number, copy number, type of material, status, etc.;
- xii) Take reasonable measures to protect equipment in CCRLS Member Library's possession from abuse, theft, and misuse. CCRLS Member Library shall, while in possession of the computer system hardware, including peripheral devices, repair or replace as necessary any such items which are lost, physically damaged, or destroyed as a result of fire, theft, vandalism or other sudden and unforeseen occurrence which would be a peril insurable under a standard form electronic data processing property insurance policy; provided that CCRLS Member Library shall have no obligation under this paragraph with respect to loss resulting from defect in the computer system itself, or from the acts of vandals gaining access to the computer system programs; or data accessed externally and not by the application of physical force to the tangible components of the system; and, provided further, that the CCRLS Member Library shall not be liable under this agreement for any consequential damages incident to any loss under this section;

- xiii) Prepare, provide, and maintain the furniture and physical location for installation of allocated hardware and equipment in its library. This responsibility includes network, cable installation, electrical power, and environment, all meeting industry, manufacturer, and vendor specifications;
 - xiv) CCRLS Member Library may purchase equipment and software to expand and enhance its own operations; provided that, if any such equipment and software will be linked to the integrated library system or the College telecommunications network, the College shall be notified ahead of time and such equipment and software is to be acceptable to the College as compatible with the integrated library system and the College telecommunications network. The College shall not be responsible for maintenance of CCRLS Member Library equipment but will configure and ensure the College network connectivity. CCRLS Member Library shall not connect or install any such equipment or software without the review and written approval of the College after at least 90 days prior to notice by CCRLS Member Library. If such equipment or software would access College data and the equipment or software makes use of generative artificial intelligence ("GenAI"), the College's Artificial Intelligence Subcommittee of the College's Technology Governance Committee must approve the use of the equipment or software before it can access any College data. The College may remove non-approved equipment from the network at the College's discretion. To facilitate this approval, it is recommended that CCRLS Member Library includes the College in the examination and selection process. The College cannot be responsible for making equipment and software work if this process is not followed. Any computer device connected to the College network must have approved anti-virus security software and a current, secure Operating System. CCRLS Member Library will not alter College network or workstation equipment within their building without communication or direction from the College;
 - xv) Provide library staff possessing minimum level of technical ability and skill, with available phone access, to provide an onsite interface with College technical staff; and
 - xvi) Notify College of any desired reductions to the number of CCRLS Member Library software licenses held through group software purchases, at least three months prior to renewal.
- b) Under this agreement College shall:
- i) Provide for the fiscal and administrative management of the CCRLS
 - (1) Maintain the following:
 - (a) The Chemeketa Cooperative Regional Library Advisory Council hereinafter referred to as the CCRLS Advisory Council, through which recommendations on policies of the Service can be expressed. The present membership of the CCRLS Advisory Council shall be updated as needed and sent electronically for inclusion to all Library Directors and posted on the College website; and
 - (b) An ongoing liaison with Polk, Yamhill, and Marion Library Association (PYM) (or their executive committee) through which recommendations on procedures and their implementation can be expressed.
 - (2) Provide operation and maintenance of the College integrated library system and related platforms, including:
 - (a) Maintain bibliographic, circulation, and borrower data in an integrated library system. Design, applications, enhancements of, and major changes of operation to the integrated library system shall be subject to review by the PYM Technology Committee;
 - (b) Manage the College integrated library system under the terms of this agreement and other applicable agreements with vendors and participating library so that CCRLS Member Library has access to its bibliographic, circulation, and borrower records during library business hours and at other times as agreed upon between the CCRLS Member Library Director and the CCRLS Executive Director or their designee. The management responsibility for the integrated library system includes the obligation of the College to monitor, evaluate, and create as needed entries for new materials and retrospective conversion of cataloging of old materials to maintain the highest quality bibliographic MARC database;
 - (c) Acquire and provide for effective maintenance and support of all essential present and future, central and remote integrated library system equipment at its own expense; and provide for secure installation and housing for integrated library system except such integrated library system equipment as is acquired by CCRLS Member Library for installation at its library, or as otherwise provided in Attachment A 1)a)xiv) of this agreement;
 - (d) Coordinate and assume cost for installation of telecommunications equipment and lines needed at CCRLS Member Library's central and branch libraries for use with integrated library system. Parties agree that College does not control, and therefore cannot warrant, the telecommunication networks used to communicate data from

a remote site, nor does this agreement cover maintenance of telecommunication lines;

- (e) Acquire and furnish to CCRLS Member Library, at College's direct cost, select supplies related to collection and patron management in the integrated library system. Specifically, library card stock, item barcodes and RFID tags;
- (f) Provide at CCRLS Member Library's request, specialized reports not regularly generated by the integrated library system;
- (g) Coordinate all service, support, equipment purchases and maintenance necessary to the proper operation of integrated library system and enforce rules and standards for use of integrated library system by CCRLS Member Library. CCRLS Member Library shall enter, retrieve, modify, and delete data in and from integrated library system in accordance with those rules and standards;
- (h) Maintain agreements for hardware maintenance and software support with current provider of library automation service(s). The College shall provide reasonable approved maintenance and support for integrated library system hardware and software not provided by automation vendor. The College shall provide reasonable prior notice to CCRLS Member Library when system operation must be suspended for operational or maintenance requirements. The College shall exercise its best efforts to schedule such periods of suspension during hours when CCRLS Member Library's libraries are closed. Except for suspension of operation for necessary system maintenance or because security of the College integrated library system is compromised or damaged, College shall not "lock out" CCRLS Member Library terminals from integrated library system;
- (i) Provide one or more dedicated telephone lines to serve the system, and related telecommunication equipment as provided in the agreement with the vendor for the integrated library system, and pay all related installation, acquisition, maintenance, and use cost;
- (j) Except for equipment and software purchased by CCRLS Member Library under Attachment A 1) a) xiv), all integrated library system hardware, software, and other capital equipment shall remain the property of the College, and CCRLS Member Library shall have no claim thereto other than the right to use thereof under this agreement;
- (k) Facilitate interlibrary loan (ILL) opportunities for member libraries, excluding Chemeketa Community College Library which manages its own ILL services. CCRLS will use the OCLC ILL network exclusively. CCRLS will coordinate lending and borrowing requests with the help of CCRLS Member Library staff, as workflows dictate. CCRLS Member Library staff will serve as the primary point-of-contact for patrons and their borrowing requests. CCRLS will be responsible for shipping costs incurred by lending requests. CCRLS Member Library will be responsible for shipping costs incurred by borrowing requests;
- (l) Contract for hosting maintenance and backup of the College integrated library system data. In the event of system malfunction or loss of data, the College shall promptly arrange for restoration of the most recently backed up data to the system once it is again functioning. No liability is assumed by the College if the integrated library system experiences down time or loss of data that cannot be recovered;
- (m) Facilitate integrated library system training for CCRLS Member Library staff as deemed necessary. The College shall provide access to integrated library system user documentation for CCRLS Member Library's staff. All other training of CCRLS Member Library staff shall be the responsibility of CCRLS Member Library;
- (n) While providing computer network access to the College integrated library system, repair or replace as necessary any such items which are lost, physically damaged, or destroyed as a result of fire, theft, vandalism, or other sudden and unforeseen occurrence which would be a peril insurable under a standard form electronic data processing property insurance policy; provided that CCRLS Member Library shall have no obligation under this paragraph with the acts of vandals gaining access to the computer system, programs, or data tangible components of the system; and, provided further, that CCRLS Member Library shall not be liable under this agreement for any consequential damages incident to any loss covered under this section;
- (o) Provide personnel for the operation of the integrated library system. "Operation" includes: use of supplied software to generate reports, notices, lists, and similar documents and files; preparation and sending of overdue notices, hold notices, reports, billings, and other specified documents produced for routine system operation by the vendor(s) of the system and its installation, maintenance, or support of software, or the maintenance, repair or replacement of hardware or firmware;

- (p) Through its governing board, retain final authority over the policies and decisions relating to budget, operating procedures, system design, participation by other libraries, and other like issues of a general policy nature affecting their operation of College and integrated library system. The board, however, shall not take such actions without the recommendation of the CCRLS Advisory Council;
 - (q) In serving card-holding College District nonresident patrons, abide by each CCRLS Member Library's rules and procedures regarding borrowing privileges. In no case shall card-holding residents of the College District receive less than the basic level of service from College;
 - (r) Provide a quarterly financial report to the CCRLS Advisory Council that includes revenue and expense information for the quarter and year to date, compared to a) current year budget and b) prior year for the same period. The report will be made available to CCRLS Member Library;
 - (s) Provide regular courier service between the participating libraries;
 - (t) At the College's sole discretion, may coordinate group purchasing of College related equipment, software and supplies, as needed, to assist CCRLS Member Library. Charges for purchased supplies, equipment, services, maintenance contracts, delivery charges, postage, etc., will be billed to CCRLS Member Library at direct cost and payable to the College;
 - (u) Coordinate group purchasing of computer access and print management software licenses from a recognized vendor; and
 - (v) Coordinate group purchasing of such College related services on behalf of member libraries including, but not limited to Debt Collect, ORBIS, and Cascade Alliance Courier. The College will invoice CCRLS Member Library annually or quarterly for the cost of Debt Collect on a usage basis.
- (3) Electronic Payments for Fines, Lost Book Charges, or Other Charges
- (a) Collect and process electronic payments for fines, lost book charges, or other charges owed to CCRLS Member Library. The College recognizes that CCRLS Member Library may adopt payment options which are not processed through the College's PayPal account and that College has no opportunity or obligation to service those transactions;
 - (b) Process charges that are paid only through the shared integrated library system operated by College;
 - (c) The College shall not be financially responsible to refund corrected charges to a library patron. Any dispute of charges is the responsibility of CCRLS Member Library to resolve with the patron. Deductions from the merchant banking account will be deducted from the next regular payment to the associated CCRLS Member Library;
 - (d) Compile and calculate monthly charges. However, payment to CCRLS Member Library will be made on a quarterly basis. In the event the amount due to CCRLS Member Library is less than \$15, the payment may be held for the next quarterly payment;
 - (e) Make payment to CCRLS Member Library in the amount paid on their behalf, minus merchant services for the period. Associated fees will be distributed on a pro-rata basis to each library based on the percentage of total funds collected that month and total fees that month;
 - (f) College shall be credited payments for unidentified charges, or for items, which College has previously reimbursed CCRLS Member Library;
 - (g) College shall acknowledge responsibility only for the amount of any correction without penalty;
 - (h) College shall, at all times during the term of this agreement, comply with Oregon Revised Statutes Chapter 295 and shall deposit any fines, fees, charges, or other payments collected pursuant to this agreement in an institution included in the Oregon State Treasurer's list of Qualified Depositories for Public Funds; and
 - (i) College shall, at all times during the term of this agreement, be able to demonstrate that the integrated library system and that of any acquirer, third party provider or processor that is used in providing services pursuant to this agreement, comply with Payment Card Industry Data Security Standards.

2) Consideration

- a) College will compensate CCRLS Member Library:
 - i) In the amount shown in Exhibit 1 – Compensation Schedule for formula-based reimbursement, as defined and expressed in CCRLS Policy REIMB-001 Formula-based Reimbursement. The current version of Policy REIMB-001 is attached as Exhibit A. Any policies referenced in this Agreement are subject to change in accordance with CCRLS and College governance procedures. Any changes to the Policy will supersede the attached version of the Policy. Payments shall be made in four equal installments at the end of each fiscal year quarter as provided herein; and
 - ii) In the amount shown in Exhibit 2 – Compensation Schedule for collection support reimbursement, as defined and expressed in CCRLS Policy REIMB-002 Collection Support Reimbursement. The current version of Policy REIMB-002 is attached as Exhibit B. Any policies referenced in this Agreement are subject to change in accordance with CCRLS and College governance procedures. Any changes to the Policy will supersede the attached version of the Policy. Payments shall be made quarterly as provided herein; and Payments shall be made quarterly as provided herein; and
 - iii) Per the circumstances described in CCRLS Policy REIMB-003 Lost & Damaged Material Reimbursement. The current version of Policy REIMB-003 is attached as Exhibit C. Any policies referenced in this Agreement are subject to change in accordance with CCRLS and College governance procedures. Any changes to the Policy will supersede the attached version of the Policy. Payments shall be made annually; and
 - iv) Per the circumstances described in CCRLS Policy REIMB-005 Mileage Reimbursement. The current version of Policy REIMB-005 is attached as Exhibit D. Any policies referenced in this Agreement are subject to change in accordance with CCRLS and College governance procedures. Any changes to the Policy will supersede the attached version of the Policy. Payments shall be made biannually.
- b) City of Newberg Only:
 - i) In consideration for participation in the College system and in lieu of taxes, since the CCRLS Member Library is outside the area taxed to provide this service, the CCRLS Member Library shall pay to the College the sum shown in Exhibit 1 on or before December 15 of each year; and
 - ii) In the interest of expanding library access to an unserved population, College will permit the City of Newberg to issue CCRLS basic library cards to applicants who reside in that portion of Yamhill County that is within the boundaries of the Portland Community College district, including the City of Dundee.
- c) The College will invoice CCRLS Member Library for services and licenses provided through group purchases quarterly or annually as more specifically described in 1)b)i)(2). (Including but not limited to §u, v, w) and fees described in 1)b)i)(3); and
- d) Payments made or invoices issued under this agreement, either for full or partial payment, shall reference the College contract number written herein.



10698203 Exhibit 1
FY 2026–2027 Formula Based Reimbursement Compensation Schedule
(Distributed Quarterly, July 1, 2026 – June 30, 2027)

Formula Based Reimbursement to CCRLS Participating Entity Library by College

Library	Annual Reimbursement	Quarterly Distribution
Amity Public Library	\$8,796.00	\$2,199.00
Chemeketa Community College Library	\$3,635.00	\$908.75
Confederated Tribes of Grand Ronde Tribal Library	\$1,157.00	\$289.25
Dallas Public Library	\$121,335.00	\$30,333.75
Dayton Library (Mary Gilkey City Library)	\$9,152.00	\$2,288.00
Independence Public Library	\$56,675.00	\$14,168.75
Jefferson Public Library	\$23,087.00	\$5,771.75
Lyons Public Library	\$12,664.00	\$3,166.00
McMinnville Public Library	\$213,216.00	\$53,304.00
Monmouth Public Library	\$60,057.00	\$15,014.25
Mt. Angel Public Library	\$29,178.00	\$7,294.50
Newberg Public Library	\$183,886.00	\$45,971.50
Salem Public Library	\$814,105.00	\$203,526.25
Sheridan Public Library	\$16,173.00	\$4,043.25
Silver Falls Library District	\$96,725.00	\$24,181.25
Stayton Public Library	\$123,544.00	\$30,886.00
Willamina Public Library	\$13,855.00	\$3,463.75
Woodburn Public Library	\$121,756.00	\$30,439.00

Participation Payment to College (City of Newberg Only): The participation payment to College by the City of Newberg for fiscal year 2026-2027 shall be \$212,287.17.



10698203 Exhibit 2
FY 2026–2027 Collection Support Compensation Schedule
(Distributed Annually, July 1, 2026 – June 30, 2027)

Collection Support Reimbursement to CCRLS Participating Entity Library by College

Library	Annual Reimbursement	Quarterly Distribution
Amity Public Library	\$5,550.00	\$1,387.50
Chemeketa Community College Library	\$4,500.00	\$1,125.00
Confederated Tribes of Grand Ronde Tribal Library	\$5,550.00	\$1,387.50
Dallas Public Library	\$4,500.00	\$1,125.00
Dayton Library (Mary Gilkey City Library)	\$5,550.00	\$1,387.50
Independence Public Library	\$4,725.00	\$1,181.25
Jefferson Public Library	\$5,100.00	\$1,275.00
Lyons Public Library	\$5,550.00	\$1,387.50
McMinnville Public Library	\$4,725.00	\$1,181.25
Monmouth Public Library	\$4,725.00	\$1,181.25
Mt. Angel Public Library	\$5,100.00	\$1,275.00
Newberg Public Library	\$4,500.00	\$1,125.00
Salem Public Library	\$4,500.00	\$1,125.00
Sheridan Public Library	\$5,550.00	\$1,387.50
Silver Falls Library District	\$4,500.00	\$1,125.00
Stayton Public Library	\$5,100.00	\$1,275.00
Willamina Public Library	\$5,550.00	\$1,387.50
Woodburn Public Library	\$4,725.00	\$1,181.25



Chemeketa Cooperative Regional Library Service

10698203 Exhibit A Formula-based Reimbursement

Policy No. REIMB-001

Type of Policy: Reimbursement

External Requirement for Review: Not applicable

Compliance Reporting: Not applicable

Policy Owner: CCRLS

Policy Contact: CCRLS Director

Action Summary

Date (Month/Year)	Agent	Description
December 2024	CCRLS Director	Existing practice codified as policy expression.
January 2025	PYM Library Association	Approved policy. Referred to the CCRLS Advisory Council.
March 2025	CCRLS Advisory Council	Reviewed & approved policy.

Reason for Policy

Formula-based reimbursement (FBR) was conceived as a means by which CCRLS could financially offset the impact of serving *basic patrons* and those of other *member libraries*, at a given member library location. Collectively, these are referred to as *reimbursable patrons*.

Policy Statement

CCRLS member libraries will be reimbursed annually for providing service to the patron groups defined in this policy. Reimbursements will be issued on a quarterly basis, with payments disbursed near the end of each quarter in September, December, March, and June.

The *FBR reimbursement account* is re-calculated during each CCRLS budget planning cycle. The formula for distributing these funds is based upon the *assessed value* of the member library's service area and the number of circulation transactions at that library by reimbursable patrons. It is a 50/50 formula, with each factor weighed equally.

Reimbursement payments for each new *fiscal year* are determined during the budget planning cycle for that year. For example: Reimbursement payments for FY 2024-2025 are determined in Fall/Winter 2023, using circulation data from FY 2022-2023 and current assessed value figures.

Stakeholders & Responsibilities

CCRLS Director: Calculates FBR reimbursement funds and distribution for each new fiscal year. Reviews with PYM Library Directors & CCRLS Advisory Council as part of the proposed budget.

PYM Directors: Reviews proposed FBR and inputs (circulation reports & assessed value figures).

CCRLS Council: Reviews proposed FBR.

Chemeketa Community College Board of Education: Adopts recommended budget. Does not generally review FBR specifics.

Enforcement

Member library contracts must be signed and returned to CCRLS before a member library will receive any formula-based reimbursement payments.

Procedures

Maintained internally by CCRLS Administration. Details available to stakeholders upon request.

Forms

None.

Frequently Asked Questions

None.

Related Information

Assessed values (source documents):

- Marion County - *Summary of Tax Roll*
- Linn County - *Summary of Assessment and Tax Roll*
- Polk County - *Tax Assessments*
- Yamhill County – *District Values*

Definitions

Assessed Value	Sourced directly and specifically from Marion, Linn, Polk, & Yamhill County assessor reports (most recent). No internal calculations are performed.
Basic Patron	Those residing within the CCRLS service area, but outside of the tax boundaries of an established member library.
FBR Reimbursement account	Dedicated funds which increase each year by the same percentage as estimated CCRLS tax revenue growth. These funds are distributed among member libraries per an established formula. For example: If the current FY reimbursement account is \$1,770,370 and tax revenue for the upcoming FY is expected to increase by 3.93%, the account will be set at \$1,839,930 in the upcoming FY.
Fiscal Year	July 1 through June 30.
Home Library	The library which issues a card and/or is denoted in the patron account.
Member Library	A fully recognized CCRLS member library, operating under a current contract.
Reimbursable Patron	Two classes of reimbursable patrons are recognized: Local reimbursable: Basic patrons served at their <i>home library</i>. Non-local reimbursable: Basic and select non-Basic patron types served at a library other than their home library. (<i>Local Option, Out-of-District</i> and <i>Passport</i> patron types are excluded.)
Service	Measured in circulation transactions (checkouts and renewals) at a given library. These transactions are sourced from the integrated library system currently used by CCRLS, as well as the system used by Chemeketa Community College Library. The data used is that of the most recent full fiscal year.



Chemeketa Cooperative Regional Library Service

10698203 Exhibit B Collection Support Reimbursements

Policy No. REIMB-002

Type of Policy: Reimbursement

External Requirement for Review: Not applicable

Compliance Reporting: Not applicable

Policy Owner: CCRLS

Policy Contact: CCRLS Director

Action Summary

Date (Month/Year)	Agent	Description
Oct 2025	CCRLS Director	Policy draft finalized.
Nov 2025	PYM Library Association	Approved policy draft. Referred to the CCRLS Advisory Council.
Nov 2025	CCRLS Advisory Council	Reviewed & approved policy.

Reason for Policy

This reimbursement replaces the long-standing practice of *net lending* reimbursements. It is designed to support reciprocal sharing within the cooperative by helping member libraries build better collections for all patrons, full & basic.

Policy Statement

Calculation of funds

The level of annual funding for this reimbursement was sourced from historical net lending averages – expenditures & budgeted amounts. This is conceived as a static funding level (i.e. no automatic growth factor).

Method of distribution

Distribution of funds will be indexed against each member library's annual expenditure on print materials, as reported to the State Library of Oregon (question 406 in the annual report). This is conceptually appropriate, relies on figures reported by member libraries each year, and provides a potential benchmark for tracking the actual benefit of this support. Two member libraries do not report expenditure information to SLO – *Chemeketa Community College Library* & *Confederated Tribes of Grand Ronde Tribal Library*. Those numbers will be self-reported to CCRLS each year.

During its annual budget planning period, CCRLS will obtain materials expenditures reported for the previous fiscal year. Those numbers will be percent-ranked. Quartile groups will be determined from this ranking. Each quartile group will be assigned a percentage of available funds, divided evenly among the members of that group. Distribution will be weighted in a manner which favors the lower quartile groups (i.e. smaller budgets).

Reimbursement schedule

Reimbursements described in this policy will be issued annually, distributed quarterly.

Enforcement

Regional library contracts must be signed and returned to CCRLS before a member library can receive the reimbursement described in this policy.

Stakeholders & Responsibilities

CCRLS staff: calculate reimbursement distribution annually and incorporate into the proposed budget; coordinate reimbursements through College AP.

CCRLS Advisory Council: review annual allocations for reimbursements as part of the budget approval process; review & discuss policy, as needed.

PYM directors: review annual reimbursement distribution for accuracy; review annual allocations for reimbursements as part of the budget approval process; review & discuss policy, as needed.

Procedures

Curated by CCRLS Administration. Details available to stakeholders upon request.

Forms & Reports

Collection Support Reimbursement Distribution Report – produced annually by the CCRLS director and presented as part of the budget approval process.

Frequently Asked Questions

None.

Definitions

Basic Patron	Those residing within the CCRLS service area, but outside of the tax boundaries of an established member library.
Full Patron	Those residing within the tax boundaries of an established member library. Pays both local & CCRLS tax.
Member Library	A fully recognized CCRLS member library, operating under a current contract.
Net Lending	The practice of reimbursing libraries which loan more items than they borrow, per an established rate.
PYM	Polk, Yamhill, Marion Library Association
SLO	State Library of Oregon



Chemeketa Cooperative Regional Library Service

10698203 Exhibit C Lost & Damaged Material Reimbursement

Policy No. REIMB-003

Type of Policy: Reimbursement

External Requirement for Review: Not applicable

Compliance Reporting: Not applicable

Policy Owner: CCRLS

Policy Contact: CCRLS Director

Action Summary

Date (Month/Year)	Agent	Description
April 2025	CCRLS Director	Policy draft finalized.
May 2025	PYM Library Association	Approved policy draft. Referred to the CCRLS Advisory Council.
May 2025	CCRLS Advisory Council	Reviewed & approved policy.
April 2026	PYM Library Association	Approved language updates proposed by CCRLS. Referred to the CCRLS Advisory Council.
May 2026	CCRLS Advisory Council	Approved language updates proposed by CCRLS and approved by PYM Library Association.

Reason for Policy

Discussed reimbursements offset the financial impact of materials loss among member library collections, under specific conditions and circumstances.

Policy Statement

Items long overdue & assumed lost

Member libraries will be reimbursed for items lost by Basic patrons, excluding those who have paid to upgrade their account to full privileges. Items checked out and not returned within 12-24 months of the assumed lost date qualify for reimbursement. Any bills in the integrated library system (ILS) related to such items will be forgiven upon reimbursement.

Items long in transit

Member libraries will be reimbursed for items which have been in transit for longer than 24 months, as defined by the system.

Context: *Items initially inherit a status of 'in transit' during return processing and/or hold fulfillment at member libraries. They retain this designation during handling and transport by the CCRLS courier. Once delivered, they continue in this status until properly received and checked in at the destination library. Thus, an item can remain in an in-transit status due to loss, misplacement, or incorrect processing during any of those phases, and not necessarily due to courier handling alone.*

Member libraries are to make every effort to find and recover in-transit items which may have been processed incorrectly. Those which remain in-transit for longer than 24 months are assumed to be truly lost. This policy acknowledges that transport via the CCRLS courier could have been a contributing factor, and they are therefore eligible for reimbursement. Scenarios in which the CCRLS courier is not an active factor do not qualify for reimbursement (i.e. items lost in transit between in-house collections, library branches, and library bookmobile operations).

CCRLS courier-damaged items

Member libraries will be reimbursed for items which have been obviously damaged during transport & handling via the CCRLS courier. Member library staff will report suspected courier-damaged items through an established procedure and send those items to the CCRLS office for review. CCRLS courier staff will assess the damaged items and may request additional details from the reporting library. Ultimately, CCRLS will determine

which items are reimbursable, based on the nature of damage and circumstances reported.

Items lost and/or damaged via Interlibrary Loan (ILL)

Items from member library collections which are loaned externally and subsequently lost and/or damaged will be reimbursed by CCRLS. Conversely, CCRLS member libraries which borrow externally are exclusively responsible for any items lost and/or damaged by their patrons. CCRLS does not mediate the billing activity of ILL borrowing transactions. Member libraries must work directly with the external owning agency.

Reimbursement values

Member libraries are responsible for maintaining accurate item values in the ILS. Reimbursement values are derived from price information in system item records, when present. Items which lack a replacement value in their associated item record (i.e. the price field is \$0.00 or otherwise null) will be reimbursed at \$10 per item.

Ineligible items

Item types which are ineligible for reimbursement include the following: art, equipment, kits/totes/backpacks (anything bundled together), hotspots, cultural passes, items from *Library of Things* collections, stuffed animals, puzzles, Chromebooks, laptops, iPads, pre-loaded tablets (i.e., Launchpads), puppets, games, and other items over \$75. Under certain circumstances CCRLS reserves the right to deny reimbursement for other items at their discretion.

Recovery efforts

Items long overdue and assumed lost to Basic patrons will receive standard treatment for overdue and billing notices, as configured in the ILS. Patrons are notified during this period, according to their system-specified contact method, and have an opportunity to return items. Member libraries are encouraged to conduct shelf-checks for items lost under these circumstances but are under no specific obligation or timeline to do so.

Member libraries must conduct regular searches for in-transit items which were not processed correctly. CCRLS will provide reports to facilitate this effort, if necessary. Library staff may benefit from the use of CCRLS-provided RFID inventory devices. Such

searches should occur on a regular basis. CCRLS reserves the right to search specifically for items in this status at member library locations.

Ownership of reimbursed/returned items

Member libraries will retain ownership (as designated in the system) of reimbursed items. If/when an item is returned after having been lost/reimbursed, the owning library may choose to either reinstate or discard it, as appropriate to their needs at that time. Any reimbursement funds associated with that item stay with the library, as paid.

Chemeketa Community College (CCC) Library

The CCC Library is eligible for the reimbursements described in this policy, with one exception. Because it coordinates its own interlibrary loan service to borrow & lend outside of the cooperative, material loss related to that service will not be reimbursed by CCRLS.

Also worth noting is that CCC Library operates on a different ILS from other member libraries. As such, procedures for identifying & reporting long overdue/assumed lost, lost-in-transit and courier-damaged items may vary.

Reimbursement schedule

Reimbursements related to the circumstances described in this policy will be issued annually.

Enforcement

Regional library contracts must be signed and returned to CCRLS before a member library can receive the reimbursements described in this policy.

Stakeholders & Responsibilities

CCRLS staff: create annual budget estimates for all reimbursements; produce, manage & distribute system reports used for policy-related procedures; review items for possible courier damage; search for long in-transit items at member library locations as necessary; coordinate billing for ILL lending; coordinate reimbursements through College AP.

CCRLS Advisory Council: review annual allocations for reimbursements as part of the budget approval process; review & discuss policy, as needed.

PYM directors: review annual reimbursements for accuracy; review annual allocations for reimbursements as part of the budget approval process; review & discuss policy, as needed.

PYM committee: review & discuss related procedures, as needed.

PYM library staff: implement adopted procedures; conduct regular searches for long in-transit items.

Procedures & Forms

- Reimbursement procedures for items lost by Basic patrons
- Reimbursement procedures for long in-transit items
- Reimbursement procedures for items lost and/or damaged via Interlibrary Loan (ILL) lending
- Procedures for recovery efforts - searching for long in-transit items
- Procedures for reporting CCRLS courier-damaged items
- Reimbursement procedures for items lost through borrowing/lending process with CCC Library

Frequently Asked Questions

None.

Definitions

PYM	Polk, Yamhill, Marion Library Association
Member Library	A fully recognized CCRLS member library, operating under a current contract.
Basic Patron	Those residing within the CCRLS service area, but outside of the tax boundaries of an established member library. Includes CARE patrons, excludes fee-paying Basic patrons.



Chemeketa Cooperative

Regional Library Service

10698203 Exhibit D Mileage Reimbursement

Policy No. REIMB-005

Type of Policy: Reimbursement

External Requirement for Review: Not applicable

Compliance Reporting: Not applicable

Policy Owner: CCRLS

Policy Contact: CCRLS Director

Action Summary

Date (Month/Year)	Agent	Description
Feb 2026	CCRLS Director	Policy draft finalized.
Mar 2026	PYM Library Association	Approved policy draft. Referred to the CCRLS Advisory Council.
Mar 2026	CCRLS Advisory Council	Reviewed & approved policy.

Reason for Policy

Mileage reimbursement was conceived to encourage regular attendance at in-person Polk, Yamhill, Marion Counties (PYM) Library Association meetings, Chemeketa Cooperative Regional Library Service (CCRLS) Advisory Council meetings, subcommittee meetings, and training events presented or arranged by CCRLS.

Policy Statement

Reimbursement will be per current College rates, and will be based on a roundtrip from the participating library or home address of CCRLS Council lay members to meeting/training.

Only one staff member from each library is permitted to request mileage reimbursement. In instances where multiple staff members from the same participating library seek reimbursement for the same meeting or training, the total mileage reimbursement shall be apportioned equally among them.

Events qualifying for mileage reimbursement include:

- PYM Library Association, PYM subcommittee, PYM ad-hoc committee and/or workgroup meetings
- CCRLS Advisory Council meetings. Council lay members are also eligible to receive mileage reimbursement for visiting public libraries in an official representative capacity.
- CCRLS-sponsored meetings and training.

Attendance at professional development events organized by CCRLS but delivered by external parties shall not qualify for mileage reimbursement. Furthermore, individuals serving in a volunteer capacity are ineligible for any reimbursement.

Reimbursement Frequency & Schedule

Unless otherwise specified, reimbursements described in this policy will be issued biannually. For mileage accrued between July and December, the reimbursement will be distributed in January, and for mileage accrued between January and June, the reimbursement will be distributed in July of the next fiscal year. The fiscal year spans July 1 through June 30. For instance, mileage incurred in September 2025 will be reimbursed in January 2026, whereas mileage incurred in February 2026 will be reimbursed in July 2026.

Mileage reimbursements shall be disbursed monthly to CCRLS Advisory Council lay members who visit public libraries in an official representative capacity.

Stakeholders

PYM Library Association members (Library Directors and Managers); member library employees; conveners of PYM subcommittees, ad-hoc committees, and/or workgroups; CCRLS Advisory Council members; CCRLS Administration; and the Chemeketa Community College Accounts Payable Office.

Procedures

Maintained internally by CCRLS Administration. Details available to stakeholders upon request.

Forms

- Attendance & Mileage Form
- Mileage Reimbursement Registration Form
- Council Library Visit Mileage Reimbursement Form

Frequently Asked Questions

None.

Responsibilities

CCRLS Administration will:

- Ensure that an Attendance & Mileage Form is provided for each eligible event.
- Collect Attendance & Mileage Forms after eligible events and record and track mileage for each in-person attendee requesting reimbursement.
- Ensure that each person requesting reimbursement completes a Mileage Reimbursement Registration Form and submit the Mileage Reimbursement Registration Form on their behalf to Chemeketa Community College Accounts Payable before the first payment is issued.
- Submit mileage reimbursement requests to Chemeketa Community College Accounts Payable biannually, in January for July through December mileage, and in July for January through June mileage.
- Regularly review and update all mileage reimbursement related forms and ensure they are posted to the appropriate SharePoint site.

PYM subcommittee, ad-hoc committee, and/or workgroup chair or convener will:

- Provide CCRLS Administration with an annual meeting schedule before the first meeting of every fiscal year (July-June) and ensure changes to this schedule are communicated to CCRLS Administration.
- Communicate to CCRLS Administration the date, time, and location of all scheduled in-person meetings.
- Request an Attendance & Mileage Form from CCRLS Administration or download and print one from the document library in the Forms folder on the Library Support SharePoint site before each in-person meeting.
- Ensure all members in attendance sign the Attendance & Mileage Form and indicate they want reimbursement for mileage by entering a Y or Yes in the last column on the form.
- Submit the Attendance & Mileage Form to CCRLS Administration following each meeting, either by email or through the library courier.

PYM Library Association members, member library employees, CCRLS Council members will:

- Sign the Attendance & Mileage Form provided at in-person meetings or training and indicate on the form that a reimbursement for mileage is requested by entering a Y or Yes in the last column.
- Complete a Mileage Reimbursement Registration Form before the first payment is issued and submit the form to CCRLS Administration by email or via the library courier for processing. This form can be downloaded from the document library in the Forms folder on the Library Support SharePoint site or requested from CCRLS Administration.
- Inform Chemeketa Accounts Payable of any changes in contact and bank information by email accountspayable@chemeketa.edu before payment is issued.

CCRLS Advisory Council lay members seeking mileage reimbursement for official library visits shall complete and submit a Library Visit Mileage Reimbursement Form to CCRLS Administration. This form may be obtained from the CCRLS Advisory Council SharePoint document library under Mileage Reimbursement Templates or requested directly from CCRLS. Additionally, Council members must register for payment in accordance with the procedures outlined above.

Enforcement

All attendees requesting mileage reimbursement must complete and sign the Attendance & Mileage Form at the event and ensure a Mileage Reimbursement Registration Form is on file with Chemeketa Accounts Payable. Payment and contact details must be up to date before reimbursement can be issued.

Related Information

- PYM Library Association Bylaws, Article VI, Section 1
- Library Participation in Chemeketa Cooperative Regional Library Services (CCRLS) Intergovernmental Agreement, Attachment A. Statement of Work/Consideration, 1), a), x), or Stayton Public Library only: 1), a), viii).

Definitions

Biannually	Occurring twice a year.
CCRLS Council Lay Member	CCRLS Council members who are elected to sit on the CCRLS Council; three from Polk, Yamhill, and Marion counties, and a fourth appointed from as a Rural representative from any of the counties and who resides outside of the boundaries of any of the CCRLS member libraries. Lay members provide a community perspective and reaction to the functioning, decisions and proposals of CCRLS.
Member Library	A fully recognized CCRLS member library, operating under a current contract.
PYM	Polk, Yamhill, and Marion counties.