

Washington County Cooperative Library Services (WCCLS) is a partnership between Washington County, nine cities, and three non-profit associations to deliver countywide public library service. WCCLS has five primary roles: a.) distributing the primary operational funding for countywide public library service; b.) providing the technology and logistics support to ensure equitable access to library materials and services across the county; c.) providing some services to the public that are more effectively delivered at a county level; d.) marketing and communications to drive awareness of the value that WCCLS and libraries provide to all communities within the county; and e.) identifying common goals across the Cooperative and provide training resources to ensure a consistently exceptional patron experience. WCCLS is funded by a transfer from the General Fund and a Local Option Levy.

1. **Administration (184-971005):** Administers WCCLS programs and West Slope Community Library (Fund 185). Provides fiscal management and distributes operational funding to public libraries. Convenes the WCCLS Executive Board and WCCLS Policy Group membership to coordinate countywide services. Manages contracts for reciprocal borrowing with library systems in the Portland metropolitan area.
2. **Countywide Collections (184-971010):** Manages countywide digital library collection and online learning resources. Coordinates interlibrary loan (out of county) borrowing for member libraries. Orders extra copies of popular titles (print and DVD) to keep wait times down. Provides mail delivery of library materials to people who are housebound or live in care facilities. Provides funds to purchase materials for the County Jail Library.
3. **ILS & Technical Services (184-971020):** Administers the integrated library system (ILS) and provides cataloging support for member libraries, ensuring data integrity, and acquisition support. Provides supplies such as physical library cards, barcodes, and RFID tags to libraries. Manages the public catalog interfaces. Responsible for maintaining shared Cooperative policies and procedures for using the ILS.
4. **Library & Community Initiatives (184-971025):** Supports strategic library and community initiatives to increase library participation by underserved populations. Develops and maintains partnerships with community organizations focused on the underserved, provides early literacy support and training, coordinates countywide youth services initiatives such as summer reading. Funds translation services for member libraries' communications collateral into other languages.
5. **Operations, Courier & Project Support (184-971030):** Provides technical expertise for managing complex projects, initiatives, and training programs for WCCLS and the Cooperative. Provides seven day per week sorting and delivery of materials between libraries, manages central storage of materials for member libraries, and maintains contract for Orbis courier service for ground delivery between libraries in Oregon and Washington.
6. **Marketing & Communications (184-971035):** Develops countywide public information initiatives to improve awareness of countywide library services. Promotes digital engagement with library services through email newsletters and social media. Coordinates communications activities with member libraries. Develops strategic partnerships with community organizations and corporations.
7. **Network & IT (184-971040):** Provides countywide internet access for the public in member libraries, time and print management for public internet stations, security and other key network infrastructure, and support. Provides database administration for the integrated library system and data analysis. Manages the public-facing portal to countywide resources at wccls.org and internal web infrastructure to connect the Cooperative. Provides regular and emergency network support for libraries. Manages Information Technology (IT) hardware, software, and support for all WCCLS programs and West Slope Community Library.

Cooperative Library Services 184-9710

Budget Detail

Program Description	Adopted	Modified	Proposed	Approved	Adopted	Change	
	2020-21	2020-21	2021-22	2021-22	2021-22	\$	%
Administration	\$ 40,913,517	40,913,517	42,678,487	42,678,487	42,678,487	1,764,970	4%
Countywide Collections	2,772,673	2,772,673	4,383,277	4,383,277	4,383,277	1,610,604	58%
ILS & Technical Services	1,232,936	1,232,936	1,129,609	1,129,609	1,129,609	(103,327)	-8%
Library & Community Initiatives	893,459	893,459	843,122	843,122	843,122	(50,337)	-6%
Operations, Courier & Project Support	1,107,434	1,107,434	900,959	900,959	900,959	(206,475)	-19%
Marketing & Communications	889,208	889,208	846,544	846,544	846,544	(42,664)	-5%
Network & IT	1,663,962	1,663,962	1,874,519	1,874,519	1,874,519	210,557	13%
Total	49,473,189	49,473,189	52,656,517	52,656,517	52,656,517	3,183,328	6%
by Category							
Taxes	15,171,420	15,171,420	15,818,125	15,818,125	15,818,125	646,705	4%
Intergovernmental	50,232	50,232	46,847	46,847	46,847	(3,385)	-7%
Miscellaneous	302,493	302,493	23,400	23,400	23,400	(279,093)	-92%
Operating Transfers In	22,252,588	22,252,588	23,142,692	23,142,692	23,142,692	890,104	4%
Total Revenues	37,776,733	37,776,733	39,031,064	39,031,064	39,031,064	1,254,331	3%
Personnel Services	4,555,153	4,555,153	4,779,606	4,779,606	4,779,606	224,453	5%
Materials & Services	30,904,927	30,904,927	32,637,296	32,637,296	32,637,296	1,732,369	6%
Other	3,100	3,100	3,000	3,000	3,000	(100)	-3%
Interdepartmental	497,262	497,262	740,694	740,694	740,694	243,432	49%
Operating Transfers Out	1,117,443	1,117,443	977,140	977,140	977,140	(140,303)	-13%
Capital Outlay	7,000	7,000	-	-	-	(7,000)	-100%
subtotal	37,084,885	37,084,885	39,137,736	39,137,736	39,137,736	2,052,851	6%
Contingency	12,388,304	12,388,304	13,518,781	13,518,781	13,518,781	1,130,477	9%
Total Expenditures	49,473,189	49,473,189	52,656,517	52,656,517	52,656,517	3,183,328	6%
Revenues under Expenditures	(11,696,456)	(11,696,456)	(13,625,453)	(13,625,453)	(13,625,453)	(1,928,997)	16%
Beginning Fund Balance	11,696,456	11,696,456	13,625,453	13,625,453	13,625,453	1,928,997	16%
Ending Fund Balance \$	-	-	-	-	-	-	
FTE's	36.00	36.00	36.50	36.50	36.50	0.50	1%

Budget Analysis:

Revenues increase \$1,254,331 (3%). Expenditures, excluding Contingency, increase \$2,052,851 (6%). Contingency increases \$1,130,477 (9%). Beginning fund balance increases \$1,928,997 (16%).

The local option levy tax revenue increases by 4% due to projected increases in assessed value. Miscellaneous revenues decrease by 92% due primarily to no investment interest income and eliminating overdue fines from the fee schedule. Transfer from the General Fund increases by 4% per the May 2020 levy proposal.

Personnel services increase due primarily to salaries, retirement costs, and health benefits. Total full-time equivalent (FTE) increased from 36 to 36.50 FTE by discontinuing a 0.50 FTE Graphic Designer position and requesting 1.00 FTE Senior Client Services Technician position to support increased demand for service.

Materials and Services increase by 6% primarily due to the rapid growth in patron demand for digital collections, driven in part by the pandemic. Partner libraries are receiving a 3% annual operational increase, as approved by the Board, through their intergovernmental agreements that expire June 2022.

Interfund expenditures increase is due primarily to an increase in the County Cost Allocation Plan. The Griffin Oaks office and warehouse lease and utilities will transition from WCCLS management to management by Facilities & Parks Services, resulting in a 49% increase in County Cost Allocation Plan expenditures. This transition enhances departmental staff time efficiencies and reduces overall costs.

Funds are transferring to West Slope Community Library (WSCL) (Fund 185) for ongoing operational needs. Additional funding was transferred to WSCL in the prior fiscal year for one-time public service area and staff work room improvements.

Contingency funds will be strategically deployed over the current five-year levy that ends in June 2026. WCCLS is working with partner cities and nonprofits in calendar year 2021 to update intergovernmental agreements, determine the investments needed to support rapidly growing demand for digital content, and for libraries to maintain current service levels, as per our levy commitment to voters through June 2026. The fund balance target for this levy cycle will be part of these discussions.