

Library District of Clackamas County - Progress Report (FY 2017/2018)

Library Name:

SECTION 1: LIBRARY BOARD COMPOSITION

Service area population (at June 30)

	(#)	(%)
1.1 City residents		
1.2 Unincorporated residents		
1.3 TOTAL SERVICE POPULATION		100.0%

Library Board Composition (at June 30)

	(#)	(%)
1.4 Board members living in City		
1.5 Board members living in unincorporated area		
1.6 Vacancies		
1.7 TOTAL BOARD MEMBERS		100.0%

1.8 – If you’d like to provide any additional information about your service area population or your board composition, please do so below.

SECTION 2: FINANCIAL DATA

Library Fund Balances

	(\$)
2.1 Starting Balance of Library Fund – July 1	
2.2 Total Revenue (July 1 – June 30)	
2.3 Total Expenses (July 1 – June 30)	
2.4 Ending Balance of Library Fund – June 30	

Revenue Detail (actuals from 7/1 – 6/30)

	(\$)
2.5 Library District revenue	
2.6 Operational Support from City (State Report 3.1)	
2.7 Ready to Read Grant (State Report 3.5)	
2.8 LSTA Grants (State Report 3.6)	
2.9 E-rate Telecom Discount (State Report 3.7)	
2.10 Other Federal Funds (State Report 3.8)	
2.11 Federal Government Revenue (State Report 3.9)	
2.12 Fines, Fees, and Donations (State Report 3.10)	
2.13 Capital Revenue (State Report 3.16)	
2.14 Friends of the Library (if not included in 2.12)	
2.15 Revenue from reserves/contingencies	
2.16 Other revenue (please specify)	
2.17 Other revenue (please specify)	
2.18 Other revenue (please specify)	
2.19 TOTAL REVENUE (should match amount reported in question 2.2)	

Expense Detail (actuals from 7/1 – 6/30)

	(\$)
2.20 Salaries, Wages, and Benefits (State Report 4.3)	
2.21 Collection Expenditures Total (State Report 4.9)	
2.22 All Other Operating Expenditures (State Report 4.10)	
2.23 <i>Of the amount in 2.22, how much is for allocated costs?</i>	
2.24 Capital Expense Total (State Report 4.15)	
2.25 Contributions to reserves/contingencies	
2.26 Other expenses (please specify)	
2.27 Other expenses (please specify)	
2.28 Other expenses (please specify)	
2.29 TOTAL EXPENSES (should match amount reported in question 2.3)	

2.29 - If any District funds were used for non-operational purposes, please provide an explanation below.

Allocated Cost Detail (actuals from 7/1 – 6/30)

- If the amount reported for question 2.6 (Operational Support from City) is greater than or equal to the amount reported in question 2.23 (Allocated Costs), you may leave this section blank.
- If the amount reported for question 2.6 (Operational Support from City) is less than the amount reported in question 2.23 (Allocated Costs), please provide the information requested below.
 - Please assign allocated costs to the most applicable category. Use the ‘Other allocation’ category as necessary.

	(\$)
2.30 Finance	
2.31 Information Technology	
2.32 Facilities	
2.33 Human Resources	
2.34 Purchasing	
2.35 Legal	
2.36 Administration	
2.37 Utilities	
2.38 Other allocation (please specify)	
2.39 Other allocation (please specify)	
2.40 Other allocation (please specify)	
2.41 Other allocation (please specify)	
2.42 Other allocation (please specify)	
2.43 TOTAL ALLOCATED COSTS (should match amount reported in question 2.23)	

2.44 - Please provide a brief description of the methodology/methodologies used to determine cost allocations.

2.45 - Are all allocated costs directly related to the provision of library services and/or the operation of a public library? If no, please explain.

2.46 – If you’d like to provide any additional information regarding library financial data, please do so below.

SECTION 3: SERVICE STANDARDS

- 3.1 Library open hours per week
- 3.2 "Threshold" open hours per IGA Attachment C
- 3.3 Does the Library Director have an MLS degree?
- 3.4 Total Library FTE (State Report 2.5)
- 3.5 "Threshold" FTE per IGA Attachment C
- 3.6 Total staff with an MLS (State Report 2.1)
- 3.7 "Threshold" staff with an MLS per IGA Attachment C
- 3.8 Volumes owned (physical and digital, State Report 5.33)
- 3.9 "Threshold" volumes owned per IGA Attachment C
- 3.10 Does your library meet all "Essential" standards in the most recent OLA Standards for Oregon Public Libraries?

YES / NO
YES / NO

3.11 – Please describe any areas in which your library does not meet “Essential” standards per the most recent OLA Standards for Public Libraries.

3.12 – If you’d like to provide any additional information relating to service standards, please do so below.

SECTION 4: ADDITIONAL COMMENTS

4.1 - Please provide any additional comments or information.

SECTION 5: SUBMISSION

By submitting this report online, you certify that this report has been jointly prepared, reviewed, and approved by the Library Director and the Chair of the Library Board.

5.1	Name of submitter	
5.2	Email address of submitter	
5.3	Date of submission	
5.4	Name of Library Director	
5.5	Email address of Library Director	
5.6	Name of Library Board Chair	
5.7	Email address of Library Board Chair	