| QUESTION | NOTES |
|---|---|
| 1.1 to 1.3 | Service area population #s are taken from the "Library Service Distirct - First Distribution Payment (FY 2016/2017)" memo dated 1/24/2017. |
| 1.4 to 1.7 | Enter the number of board members (at 6/30) for each category.  Totals and percentages will automatically calculate. |
| 2.30 to 2.45 | If operational support from the City is equal to or greater than the total amount of allocated costs, these questions can be left blank. |
| 3.8 | If Attachment C indicates that a portion of staff should have MLS degrees, the calculation is based on the total number of threshhold FTEs calculated in 3.6. |

# Library District of Clackamas County - Annual Progress Report

## Oregon City Public Library

*For the period:     7/1/2016     through     6/30/2017*

**SECTION 1: LIBRARY BOARD COMPOSITION**

### *Service area population*

| Question | | Count | Pctg of total |
|---|---|---|---|
| 1.1 | City population | 33,940 | 58.7% |
| 1.2 | Unincorporated pop. served | 23,920 | 41.3% |
| 1.3 | **TOTAL SERVICE AREA POPULATION** | **57,860** | **100.0%** |

### *Library Board composition (at 6/30/2017)*

| | | Count | Pctg of total |
|---|---|---|---|
| 1.4 | Board members living in City | 4 | 57.1% |
| 1.5 | Board members living in unicorp. area | 3 | 42.9% |
| 1.6 | Vacancies | 0 | 0.0% |
| 1.7 | **TOTAL BOARD MEMBERS** | **7** | **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.

In our by-laws, the Board composition requires 4 in-city members, 2 non-city members and one at-large member. In the board active as of June 30, 2017, the at-large member  lived outside of the city.

### SECTION 2: FINANCIAL DATA

#### *Library Fund Balances*

| *Question* | | *Amount* |
|---|---|---|
| 2.1 | Starting balance of Library Fund (7/1/16) | $                     - |
| 2.2 | Total revenue (7/1/16 - 6/30/17) | $                     - |
| 2.3 | Total expenses (7/1/16 - 6/30/17) | $                     - |
| 2.4 | Ending balance of Library Fund (6/30/17) | $                     - |

#### *Revenue Detail (7/1/16 - 6/30/17)*

| | | *Amount* |
|---|---|---|
| 2.5 | Library district revenue | $          2,110,002 |
| 2.6 | Operational support from City (State Report 3.1) | $             200,000 |
| 2.7 | Ready to Read grant (State Report 3.5) | $                 8,234 |
| 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) | $               66,731 |
| 2.13 | Capital revenue (State Report 3.16) | $             310,293 |
| 2.14 | Friends of the Library (if not included in 2.12) | $                     - |
| 2.15 | Revenue from reserves/contingencies | $                     - |
| | *Other revenues (please specify)* | |
| 2.16 | | $                     - |
| 2.17 | | $                     - |
| 2.18 | | $                     - |
| **2.19** | **TOTAL REVENUE (should match total in 2.2)** | **$          2,695,260** |

#### *Expense Detail (7/1/16 - 6/30/17)*

| | | *Amount* |
|---|---|---|
| 2.20 | Salaries, wages, and benefits (State Report 4.3) | $          1,121,634 |
| 2.21 | Collection expenditures total (State Report 4.9) | $             153,309 |
| 2.22 | All other operating expenditures (State Report 4.10) | $             626,425 |
| 2.23 | *How much of 2.22 is for allocated costs?* | $                 5,000 |
| 2.24 | Capital expense total (State Report 4.15) | $          2,585,465 |
| 2.25 | Contributions to reserves/contingencies | $                     - |
| | *Other expenses (please specify)* | |
| 2.26 | | $                     - |
| 2.27 | | $                     - |
| 2.28 | | $                     - |
| **2.29** | **TOTAL EXPENSES (should match total in 2.3)** | **$          4,486,833** |

2.30     If any District funds were used for non-operational purposes, please explain.

The annual bond payment is about $400,000. The City contributes $200,000, which covers half of the cost of the bond repayment. Therefore, another $200,000 comes from District funding.

*Allocated Cost Detail (7/1/16 - 6/30/17)*

|  | *Amount* |
|---|---|
| *Operational support from City (Question 2.6)* | *$          200,000* |
| *Allocated costs (Question 2.23)* | *$              5,000* |

**Since City operational support is greater than or equal to allocated costs,
you may skip questions 2.31 to 2.46**

*Please assign allocated costs to the most applicable category.
Use the 'Other allocation' category as necessary.*

| | | |
|---|---|---|
| 2.31 | Finance | $                          - |
| 2.32 | Information Technology | $                  5,000 |
| 2.33 | Facilities | $                          - |
| 2.34 | Human resources | $                          - |
| 2.35 | Purchasing | $                          - |
| 2.36 | Legal | $                          - |
| 2.37 | Administration | $                          - |
| 2.38 | Utilities | $                          - |

*Other allocated costs (please specify)*

| | | |
|---|---|---|
| 2.39 | | |
| 2.40 | | $                          - |
| 2.41 | | $                          - |
| 2.42 | | $                          - |
| 2.43 | | $                          - |
| **2.44** | **TOTAL ALLOCATED COSTS (should match total in 2.23)** | **$                  5,000** |

2.45     Please provide a brief description of the methodology used to determine cost allocations.

This amount is based on IT's estimate of work orders / hours needed for each department as a percentage of their budget.

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

yes, these costs are for IT services directly related to the provision of library service or support of library staff

2.47     If you'd like to provide any additional information regarding library financial data, please do so below.

**SECTION 3: SERVICE STANDARDS**

*Question*

| | | |
|---|---:|:---:|
| 3.1 | Library open hours per week | 56 |
| 3.2 | "Threshold" open hours per IGA Attachment C | 50 |
| 3.3 | Does the Library Director have an MLS degree? | yes |
| 3.4 | "Threshold" Director degree per IGA Attachment C | MLS |
| 3.5 | Total Library FTE (State Report 2.5) | 14.9 |
| 3.6 | "Threshold" FTE per IGA Attachment C | 19.09 |
| 3.7 | Total staff with an MLS (State Report 2.1) | 4.3 |
| 3.8 | "Threshold" staff with an MLS per IGA Attachment C | 3.82 |
| 3.9 | Vols. owned (physical and digital, State Report 5.33) | 111,933 |
| 3.10 | "Threshold" vols. owned per IGA Attachment C | 115,720 |
| 3.11 | Does your library meet all "Essential" standards in the most recent OLA Standards for Oregon Public Libraries? | |

3.12    Please describe any areas in which your library does not meet "Essential" standards per the most recent OLA Standards for Public Libraries.

> Our collection still needs to grow and we are working on that. The Foundation has pledged $50,000 to more books this year and we are working with our vendor on selection of those items. Staffing will continue to be a challenge, which is why we have put the Automated Materials Handler (AMH) in place.

3.13    If you'd like to provide any additional information relating to service standards, please do so below.

> The Standards are aspirational in every sense-by not only the library district but by the State Library. There is no requirement by the State Library that Standards be met. Having said that, as one of the people involved in the revision of the Standards, I encourage their use as a tool for improvement. However, they are meant to be a tool and not an absolute measuring stick. It is expected that each community determine what priorities are most important to them. Further, the way the Standards are right now, there is no clear guideline of when a library has 'met' an area in the Standards. Is it 8 out of 10 checkmarks or just a majority? It was never meant to be that a library had to check yes on every single box. This is another thing the

<u>*Question*</u>

4.1     If there is any additional information you would like to provide as part of the library's Annual Progress Report, please include it here.

The Oregon City Library added at 14,000 square foot addition to it's historic Carnegie Library, which was fully opened on October 15, 2016. This addition has made a world of difference to the kind, size, and number of library services we now provide. Our monthly foot traffic has gone as high as 41,000. Granted that was summer, but the new library is well loved in its community and is providing much better service now that it has a beautiful facility with amazing spaces.

*By submitting this from electronically, the submitter certifies that this report has been jointly prepared, reviewed, and approved by the LDAC Representative, Library Board Chair (if different), and Library Director.*

<u>*Question*</u>

| | | |
|---|---|---|
| 5.1 | Name of Library Director | Maureen Cole |
| 5.2 | Email address of Library Director | mcole@orcity.org |
| 5.3 | Name of LDAC Representative | Don Wright |
| 5.4 | Email address of LDAC Representative | |
| 5.5 | Name of Library Board Chair | |
| 5.6 | Email address of Library Board Chair | |
| 5.7 | Date of submission | |

*Please email the completed form (in Excel format) to  **gwilliams@lincc.org***