

TO: The Library District Board
FROM: The Library District Advisory Committee
DATE: November 10, 2011
SUBJECT: Library District Progress Report for 2010/2011

Attached you will find the following Library District Progress Report documents for 2010/2011:

1. A document that states the purpose and intention of the Library District.
2. A summary spreadsheet of Standards and if a library has met those standards.
3. Individual Library progress reports
4. A spreadsheet of internal costs or allocated costs from jurisdictions to libraries in the District.

If you have any questions or if you are interested in meeting with the Advisory Committee, please contact Doris Grolbert, (503) 650-3112, or dorisgro@co.clackamas.or.us to coordinate such an event.

Library District of Clackamas County Purpose

Official Clackamas County 2008 General Election Voters' Pamphlet
Measure 3-310

ESTABLISH A COUNTYWIDE LIBRARY SERVICE DISTRICT IN CLACKAMAS COUNTY

QUESTION: Shall District be formed for countywide libraries to restore hours and retain services; \$0.3974 per \$1000 assessed value beginning FY2009?

Creation of the Library District would do the following:

- Provide permanent and dedicated library funding;
- Allow libraries to make basic repairs and library improvements;
- Restore all libraries' ability in the Library District to purchase more books and materials; and
- Prevent reductions in services and closure of some city libraries.

The creation of a Library Service District would ensure a dedicated long-term funding source for library services, allowing libraries to retain educational resources and programs.

All of the monies shall be spent on library operations and services. An annual audit is available to the public.

The libraries of Clackamas County currently work together to provide important community services, including:

- Educating youth: Public libraries shoulder a greater proportion of this role today as school library budgets are cut.
- Fostering literacy: Libraries support literacy education efforts by providing teaching resources and space for tutoring.
- Providing information and referral services: Libraries provide information in areas of personal interest, research, business development, or to support recreational interests.
- Serving pre-school children: Libraries provide educational opportunities by supplying rotating collections of books to pre-school centers, holding weekly story hours and craft events and special programs directed at pre-school children.
- Serving the elderly and home-bound: Libraries provide rotating collections housed in retirement centers and direct loan service to home-bound, and provide large print and audio books.
- Providing cultural opportunities: Artistic, musical, and cultural experiences are held at libraries usually without fee and libraries in Clackamas County provide "Cultural Passes" so that patrons can take their children to museums and gardens free of charge.

This work is currently supported by annual payments from the County general fund to **supplement city libraries** and provide funding for County operation of three libraries serving unincorporated residents. The County also funds the Library Network allowing the libraries to connect electronically, share their collections and work together to more efficiently provide library services.

Rationale for Proposal

However, declining federal funding to counties, including Clackamas County, has created a shortfall for local programs, including libraries. Clackamas County can no longer provide **supplemental funding to city libraries** or operate the three existing county libraries. The county has announced that, barring new funding, the three county libraries will close on June 30, 2009, and county-provided supplemental funding to city libraries will be reduced by 20% per year for the next five years, ending completely in 2014.

What the New District Would Provide

The creation of a Library District would ensure a stable, dedicated, and long-term funding source for library services, allowing libraries to retain their educational resources and programs. The Library District would implement a permanent rate of \$0.3974 per \$1,000 assessed value to exclusively fund library services. A home assessed at \$200,000 would pay approximately \$79.48 per year. This dedicated funding would allow the libraries in Clackamas County to stay open and continue their programs.

- 1.1 Distribution of Revenue. Revenues generated by the District permanent rate, including delinquent taxes, are allocated, appropriated and expended pursuant to the budget adopted by the District Board. The District Board agrees to allocate, appropriate, and distribute the funds of the District pursuant to the formula as defined on Attachment A (the "Formula") for the service areas as shown on the maps included as Attachment B ("Service Area Maps"). The Formula may be reevaluated as necessary by the Parties to this Agreement. Any change to the Formula shall occur as an amendment to this Agreement.

Section 2 Obligations of the Cities

- 2.1 Use of Funds. The Library Cities will use District revenue to provide public library service, and ***shall expend the entire library revenue paid under this Agreement in accordance with the purpose for which it was provided by implementing a plan to achieve the Service Standards.*** For the purposes of this Agreement, "Service Standards" shall mean (i) the standards described on Attachment C, (ii) the provision of services to all District residents on the same terms, and (iii) the proper expenditure of funds as described in this Section 2.1. ***District funds may not be used to support general overhead or administrative costs of Cities except to the extent such overhead or administrative costs are directly related to the provision of library services and/or the operation of a public library.*** It is the intention of the parties to work cooperatively in helping each city make progress in meeting the Service Standards.

Section 4 General Provisions

4.14 Enforcement of Terms. The Parties hereto recognize that the District is relying on the good faith and commitments of the Library Cities to utilize the funding provided by the District in the promised manner. The Parties expect that to the extent there is any noncompliance or breach of this Agreement, the Parties will discuss such noncompliance or breach in the District Advisory Committee and encourage an effort towards compliance. If discussions and encouragement do not remedy the continued failure of a party to meet the Service Standards or other term of this Agreement, then the District Advisory Committee shall meet to consider an amendment to this Agreement to create incentives for compliance, including but not limited to withholding of District funds, reallocation of unincorporated residents to neighboring service areas, or other such actions as may be deemed appropriate. The Parties hereto agree that in an event of a material breach of this Agreement by one of the Parties, an amendment proposed to specifically address such breach shall require a two-thirds vote of the Library Cities, including but not limited to any amendment which would reduce the breaching City's 100% return on assessments within such City's boundaries, either via a Formula amendment or otherwise.

Attachment C

Service Standards

The Parties agree that all library service providers shall strive to meet OLA Threshold Standards, with a particular emphasis on:

STAFFING: Provide qualified staff employed by the library as outlined in the table below:

Population Served	Threshold Staffing Level
0 - 2,499	0.5 FTE, with high school diploma
2,500 - 4,999	0.35 FTE/1,000 served. Director has B.A.
5,000 - 9,999	0.35 FTE/1,000 served. Director has B.A.
10,000 - 24,999	0.35 FTE/1,000 served. Director has MLS.
25,000 - 49,999	0.35 FTE/1,000 served. Director has MLS. 1/5 of staff has MLS.
50,000 - 499,999	0.33 FTE/1,000 served. Director has MLS. 1/5 of staff has MLS.

MATERIALS: Provide the number of volumes in the library's total collection as spelled out in the table below:

Population served	Threshold Materials
0 - 49,999	Material collection of 5,000 items or two items per capita, whichever is greater.
50,000+	Material collection of two items per capita.

ACCESS: Provide and post open hours which fit the community's need, including evening and weekend hours, and provide the minimum standards listed in the table below:

Population served	Threshold
0 - 4,999	20 hours
5,000 - 9,999	30 hours
10,000 - 24,999	40 hours
25,000 +	50 hours

NOTE: Total staffing levels and material volumes may be constrained by current facility size limitations. The Parties understand and agree that a strategic plan that recognizes such size limitations and adjusts staff and material goals accordingly is an acceptable implementation of this standard.

Library District Progress Report 2010-2011

Libraries	District Population	Open Hours Per Week		Total FTE Staffing		Professional MLS Staffing		Collection Size					
		Current	Threshold	Status	Current	Threshold	Status	Current	Threshold	Status			
CA	25,112	51	50	Exceeds	10.33	8.8	Exceeds	2	2	Meets	63,771	50,224	Exceeds
CO	28,694	52	50	Exceeds	5.6	10	Below	0.6	1.1	Below	65,744	57,388	Exceeds
ES	19,652	65	40	Exceeds	7.75	6.9	Exceeds	2.75	1	Exceeds	57,105	39,304	Exceeds
GL	20,441	53	40	Exceeds	8.3	7.2	Exceeds	1.8	1	Exceeds	63,844	40,882	Exceeds
LO	38,202	65	50	Exceeds	34.62	13.4	Exceeds	12.29	6.9	Exceeds	207,709	76,404	Exceeds
MI	31,246	66	50	Exceeds	17.93	10.9	Exceeds	4.48	3.6	Exceeds	115,060	62,492	Exceeds
MO	22,668	54	40	Exceeds	5.85	7.9	Below	0	1	Below	63,945	45,336	Exceeds
OC	58,491	56	50	Exceeds	11.34	19.3	Below	3.3	2.3	Exceeds	102,423	116,982	Below
SA	24,734	56	40	Exceeds	9	8.7	Exceeds	1.3	1	Exceeds	57,127	49,468	Exceeds
SA/HO	6,245	45	30	Exceeds	2.7	2.2	Exceeds	0.8	0	Exceeds	17,553	12,490	Exceeds
TC	43,867	52	50	Exceeds	11.5	15.4	Below	1.2	2.3	Below	79,261	87,734	Below
WL	29,737	53	50	Exceeds	16.63	10.4	Exceeds	6.9	3.3	Exceeds	118,523	59,474	Exceeds
WV	20,489	61	40	Exceeds	16.2	7.2	Exceeds	4.6	1	Exceeds	124,686	40,978	Exceeds
TOTAL	369,578	729	580	Exceeds	157.75	128.3	Exceeds	42.02	26.5	Exceeds	1,136,751	739,156	Exceeds

TUL (50%)	1,533
TOTAL	371,111

This counts physical units of books, audio material, video material, and other library material. Previous years also counted magazines. According to the OLA Standards, magazines should not be included.

This count does not include, ebooks, Library2go, downloadable items, and databases. These items are included in the State Report. Oregon State statistical reports may be accessed by going to: www.oregon.gov/osl/ld/statsploregon.shtml

State Library Population Numbers for FY 10/11

Population Served for State use only

County	LO	MI	MO	OC	SA	WL	WV
CA	71,307	38,270	31,001				
ES	25,152	30,025	30,126				
GL	18,554	22,145	21,911				
	19,252	57,932					

PSU Certified July 1, 2010 as of March 31, 2011 with 2010 census data

These State population numbers were not use in Clackamas County for distribution purposes and OLA standards measurements in 2010/2011 per District agreement.

Library Name: Canby Public Library
 Service Population: 25,112
 Fiscal Year: 2010/2011

Library Service District of Clackamas County - - Annual Progress Report toward OLA Standards

<p>1. Is the library open the number of hours mandated by its population served at THRESHOLD level? Library open hours Open hours required by OLA Threshold Standards</p>	<p>Yes 51 50</p>
<p>2. Does the library staffing adhere to all of the standards for number and qualifications of staff employed as outlined in the OLA standards for THRESHOLD level for its population served? Total library FTE Total library FTE needed as per OLA Threshold Standards Total staff with an MLS Total staff required to have an MLS as per OLA Threshold Standards Library Director has an MLS?</p>	<p>Yes 10.33 8.8 2 2 Yes</p>
<p>3. Does the Library collection contain sufficient volumes to meet OLA Threshold standards for the library population served? <i>If no, please explain and note any progress toward this goal.</i> Library volumes owned Library volumes needed for Threshold Standards</p>	<p>Yes 63,771 50,224</p>
<p>4. Please report briefly on any changes or improvements to the library due to District funding. <i>Improving services to Spanish speakers, increasing programming attendance by over 50%.</i></p>	
<p>5. Does the Library provide adequate and reasonable continuing education/training for all staff? Please list annual budget for library staff continuing education here.</p>	<p>Yes \$1,500</p>
<p>6. Each year, does the library evaluate a percentage of the materials collection to consider for weeding/withdrawal based on criteria such as use, currency and condition? OLA Threshold standard percentage is 20% evaluated annually. What is your percentage (estimate)?</p>	<p>Yes 20%</p>
<p>7. Does the library have a formal written collection development policy? <i>CD policy planned for FY12</i></p>	<p>No</p>
<p>8. Does the library make available all basic core public services during all open hours? <i>Note: "basic core public services" include circulation, reference, reader's advisory to all ages, interlibrary loan, and technology assistance.</i></p>	<p>Yes</p>
<p>9. Does the Library have a written long-range strategic plan that addresses facility needs?</p>	<p>Yes</p>

Library Name: Oak Lodge Library (CO)
 Service Population: 28,694
 Fiscal Year: 2010/2011

Library Service District of Clackamas County - - Annual Progress Report toward OLA Standards

<p>1. Is the library open the number of hours mandated by its population served at THRESHOLD level?</p> <p style="text-align: right;">Library open hour Open hours required by OLA Threshold Standards</p>	<p style="text-align: center;">Yes</p> <p style="text-align: center;">52 50</p>
<p>2. Does the library staffing adhere to all of the standards for number and qualifications of staff employed as outlined in the OLA standards for THRESHOLD level for its population served? <i>In anticipation of the merge with Gladstone, we are not adding any new staff.</i></p> <p style="text-align: right;">Total library FTE Total library FTE needed as per OLA Threshold Standards</p> <p style="text-align: right;">Total staff with an MLS Total staff required to have an MLS as per OLA Threshold Standards</p> <p style="text-align: right;">Library Director has an MLS?</p>	<p style="text-align: center;">No</p> <p style="text-align: center;">5.6 10</p> <p style="text-align: center;">0.6 1.1</p> <p style="text-align: center;">No</p>
<p>3. Does the Library collection contain sufficient volumes to meet OLA Threshold standards for the library population served?</p> <p style="text-align: right;">Library volumes owned Library volumes needed for Threshold Standards</p>	<p style="text-align: center;">Yes</p> <p style="text-align: center;">65,744 57,388</p>
<p>4. Please report briefly on any changes or improvements to the library due to District funding. <i>The library continues to operate because of the District funding.</i></p>	
<p>5. Does the Library provide adequate and reasonable continuing education/training for all staff? Please list annual budget for library staff continuing education here. <i>In anticipation of the merge with Gladstone we are saving money for the construction project</i></p>	<p style="text-align: center;">No</p> <p style="text-align: center;">\$100</p>
<p>6. Each year, does the library evaluate a percentage of the materials collection to consider for weeding/withdrawal based on criteria such as use, currency and condition? OLA Threshold standard percentage is 20% evaluated annually. What is your percentage (estimate)?</p>	<p style="text-align: center;">Yes</p> <p style="text-align: center;">20%</p>
<p>7. Does the library have a formal written collection development policy?</p>	<p style="text-align: center;">Yes</p>
<p>8. Does the library make available all basic core public services during all open hours? <i>Note: "basic core public services" include circulation, reference, reader's advisory to all ages, interlibrary loan, and technology assistance.</i></p>	<p style="text-align: center;">Yes</p>
<p>9. Does the Library have a written long-range strategic plan that addresses facility needs? <i>Our facilities plan is to merge with Gladstone once their new facility is completed.</i></p>	<p style="text-align: center;">Yes</p>

Library Name: Estacada Public Library
 Service Population: 19,652
 Fiscal Year: 2010/2011

Library Service District of Clackamas County - - Annual Progress Report toward OLA Standards

<p>1. Is the library open the number of hours mandated by its population served at THRESHOLD level?</p> <p style="text-align: right;">Library open hour Open hours required by OLA Threshold Standards</p>	<p>YES 65 40</p>
<p>2. Does the library staffing adhere to all of the standards for number and qualifications of staff employed as outlined in the OLA standards for THRESHOLD level for its population served?</p> <p style="text-align: right;">Total library FTE Total library FTE needed as per OLA Threshold Standards</p> <p style="text-align: right;">Total staff with an MLS Total staff required to have an MLS as per OLA Threshold Standards</p> <p style="text-align: right;">Library Director has an MLS?</p>	<p>YES 7.75 6.9 2.75 1 YES</p>
<p>3. Does the Library collection contain sufficient volumes to meet OLA Threshold standards for the library population served?</p> <p style="text-align: right;">Library volumes owned Library volumes needed for Threshold Standards</p>	<p>YES 57,105 39,304</p>
<p>4. Please report briefly on any changes or improvements to the library due to District. <i>Increased open hours and better level of staffing</i></p>	
<p>5. Does the Library provide adequate and reasonable continuing education/training for all staff? Please list annual budget for library staff continuing education here.</p>	<p>YES \$1,800</p>
<p>6. Each year, does the library evaluate a percentage of the materials collection to consider for weeding/withdrawal based on criteria such as use, currency and condition? OLA Threshold standard percentage is 20% evaluated annually. What is your percentage (estimate)?</p>	<p>YES 15-18%</p>
<p>7. Does the library have a formal written collection development policy?</p>	<p>YES</p>
<p>8. Does the library make available all basic core public services during all open hours? <i>Note: "basic core public services" include circulation, reference, reader's advisory to all ages, interlibrary loan, and technology assistance.</i></p>	<p>YES</p>
<p>9. Does the Library have a written long-range strategic plan that addresses facility needs?</p>	<p>YES</p>

Library Name: Gladstone Public Library
 Service Population: 20,441
 Fiscal Year: 2010/2011

Library Service District of Clackamas County - - Annual Progress Report toward OLA Standards

<p>1. Is the library open the number of hours mandated by its population served at THRESHOLD level?</p> <p style="text-align: right;">Library open hour Open hours required by OLA Threshold Standards</p>	<p style="text-align: right;">Yes</p> <p style="text-align: right;">53 40</p>
<p>2. Does the library staffing adhere to all of the standards for number and qualifications of staff employed as outlined in the OLA standards for THRESHOLD level for its population served?</p> <p style="text-align: right;">Total library FTE Total library FTE needed as per OLA Threshold Standards</p> <p style="text-align: right;">Total staff with an MLS Total staff required to have an MLS as per OLA Threshold Standards</p> <p style="text-align: right;">Library Director has an MLS?</p>	<p style="text-align: right;">Yes</p> <p style="text-align: right;">8.3 7.2</p> <p style="text-align: right;">1.8 1</p> <p style="text-align: right;">Yes</p>
<p>3. Does the Library collection contain sufficient volumes to meet OLA Threshold standards for the library population served?</p> <p style="text-align: right;">Library volumes owned Library volumes needed for Threshold Standards</p>	<p style="text-align: right;">Yes</p> <p style="text-align: right;">63,844 40,882</p>
<p>4. Please report briefly on any changes or improvements to the library due to District funding. <i>We continue to enhance the collection (ie replacing worn out classics) and Juvenile NF</i></p>	
<p>5. Does the Library provide adequate and reasonable continuing education/training for all staff? Please list annual budget for library staff continuing education here. <i>Over the last year we have increased staff participation in free educational webinars which allows us to keep costs down.</i></p>	<p style="text-align: right;">Yes \$2,000</p>
<p>6. Each year, does the library evaluate a percentage of the materials collection to consider for weeding/withdrawal based on criteria such as use, currency and condition? OLA Threshold standard percentage is 20% evaluated annually. What is your percentage (estimate)?</p>	<p style="text-align: right;">Yes 35%</p>
<p>7. Does the library have a formal written collection development policy?</p>	<p style="text-align: right;">Yes</p>
<p>8. Does the library make available all basic core public services during all open hours? <i>Note: "basic core public services" include circulation, reference, reader's advisory to all ages, interlibrary loan, and technology assistance.</i></p>	<p style="text-align: right;">Yes</p>
<p>9. Does the Library have a written long-range strategic plan that addresses facility needs? <i>While the City of Gladstone has no written SP addressing the building of a new library, the City Council has identified this as a top priority for the City. The design phase is complete and the design has been approved by the Council. The Council is in an information gathering phase given the opposition to the new library project that became apparent during the design review process.</i></p>	<p style="text-align: right;">No</p>

Library Name: Lake Oswego Public Library
 Service Population: 38,202
 Fiscal Year: 2010/2011

Library Service District of Clackamas County - - Annual Progress Report toward OLA Standards

<p>1. Is the library open the number of hours mandated by its population served at THRESHOLD level?</p> <p style="text-align: right;">Library open hour Open hours required by OLA Threshold Standards</p>	<p style="text-align: right;">Yes 65 50</p>
<p>2. Does the library staffing adhere to all of the standards for number and qualifications of staff employed as outlined in the OLA standards for THRESHOLD level for its population served?</p> <p style="text-align: right;">Total library FTE Total library FTE needed as per OLA Threshold Standards</p> <p style="text-align: right;">Total staff with an MLS Total staff required to have an MLS as per OLA Threshold Standards</p> <p style="text-align: right;">Library Director has an MLS?</p>	<p style="text-align: right;">Yes 34.62 13.4 12.29 6.9 Yes</p>
<p>3. Does the Library collection contain sufficient volumes to meet OLA Threshold standards for the library population served?</p> <p style="text-align: right;">Library volumes owned Library volumes needed for Threshold Standards</p>	<p style="text-align: right;">Yes 207,709 76,404</p>
<p>4. Please report briefly on any changes or improvements to the library due to District funding.</p>	
<p>5. Does the Library provide adequate and reasonable continuing education/training for all staff? Please list annual budget for library staff continuing education here.</p>	<p style="text-align: right;">Yes \$8,300</p>
<p>6. Each year, does the library evaluate a percentage of the materials collection to consider for weeding/withdrawal based on criteria such as use, currency and condition? OLA Threshold standard percentage is 20% evaluated annually. What is your percentage (estimate)?</p>	<p style="text-align: right;">Yes 100%</p>
<p>7. Does the library have a formal written collection development policy?</p>	<p style="text-align: right;">Yes</p>
<p>8. Does the library make available all basic core public services during all open hours? <i>Note: "basic core public services" include circulation, reference, reader's advisory to all ages, interlibrary loan, and technology assistance.</i></p>	<p style="text-align: right;">Yes</p>
<p>9. Does the Library have a written long-range strategic plan that addresses facility needs? <i>If no, please explain and note any progress toward this goal.</i> <i>Although we haven't done a strategic plan per se, we have done multiple community studies that point to a need for a larger facility.</i></p>	<p style="text-align: right;">No</p>

Library Name: **Ledding Library of Milwaukie**
 Service Population: **31,246**
 Fiscal Year: **2010/2011**

Library Service District of Clackamas County - - Annual Progress Report toward OLA Standards

<p>1. Is the library open the number of hours mandated by its population served at THRESHOLD level?</p> <p style="text-align: right;">Library open hour Open hours required by OLA Threshold Standards</p>	<p>Yes 66 50</p>
<p>2. Does the library staffing adhere to all of the standards for number and qualifications of staff employed as outlined in the OLA standards for THRESHOLD level for its population served?</p> <p style="text-align: right;">Total library FTE Total library FTE needed as per OLA Threshold Standards Total staff with an MLS Total staff required to have an MLS as per OLA Threshold Standards Library Director has an MLS?</p>	<p>Yes 17.93 10.9 4.48 3.6 Yes</p>
<p>3. Does the Library collection contain sufficient volumes to meet OLA Threshold standards for the library population served?</p> <p style="text-align: right;">Library volumes owned Library volumes needed for Threshold Standards Library volumes need to serve population at the Threshold level</p>	<p>Yes 115,060 62,356</p>
<p>4. Please report briefly on any changes or improvements to the library due to District funding. During FY 2010-2011, the Ledding Library maintained the increases in staffing, programming and collection expenditures that were introduced during the previous year.</p>	
<p>5. Does the Library provide adequate and reasonable continuing education/training for all staff? Please list annual budget for library staff continuing education here.</p>	<p>Yes \$3,000</p>
<p>6. Each year, does the library evaluate a percentage of the materials collection to consider for weeding/withdrawal based on criteria such as use, currency and condition? OLA Threshold standard percentage is 20% evaluated annually. What is your percentage (estimate)?</p>	<p>Yes 50%</p>
<p>7. Does the library have a formal written collection development policy?</p>	<p>Yes</p>
<p>8. Does the library make available all basic core public services during all open hours? Note: "basic core public services" include circulation, reference, reader's advisory to all ages, interlibrary loan, and technology assistance.</p>	<p>Yes</p>
<p>9. Does the Library have a written long-range strategic plan that addresses facility needs?</p>	<p>Yes</p>

Library: Molalla Public Library
 Service Population: 22,668
 Fiscal Year: 2010/2011

Library Service District of Clackamas County - - Annual Progress Report toward OLA Standards

<p>1. Is the library open the number of hours mandated by its population served at THRESHOLD level? Library open hour Open hours required by OLA Threshold Standards</p>	<p>Yes 54 40</p>
<p>2. Does the library staffing adhere to all of the standards for number and qualifications of staff employed as outlined in the OLA standards for THRESHOLD level for its population served? Total library FTE Total library FTE needed as per OLA Threshold Standards Total staff with an MLS Total staff required to have an MLS as per OLA Threshold Standards Library Director has an MLS?</p>	<p>No 5.85 7.9 0 1 NO</p>
<p>3. Does the Library collection contain sufficient volumes to meet OLA Threshold standards for the library population served? Library volumes owned Library volumes needed for Threshold Standards</p>	<p>Yes 63,924 45,336</p>
<p>4. Please report briefly on any changes or improvements to the library due to District funding. <i>Added wireless internet access, increased programing, increased purchasing of materials.</i></p>	
<p>5. Does the Library provide adequate and reasonable continuing education/training for all staff? Please list annual budget for library staff continuing education here.</p>	<p>It's offered \$1,000</p>
<p>6. Each year, does the library evaluate a percentage of the materials collection to consider for weeding/withdrawal based on criteria such as use, currency and condition? OLA Threshold standard percentage is 20% evaluated annually. What is your percentage (estimate)?</p>	<p>Yes 25%</p>
<p>7. Does the library have a formal written collection development policy? <i>Work in Progress</i></p>	<p>NO</p>
<p>8. Does the library make available all basic core public services during all open hours? <i>Note: "basic core public services" include circulation, reference, reader's advisory to all ages, interlibrary loan, and technology assistance.</i></p>	<p>Yes</p>
<p>9. Does the Library have a written long-range strategic plan that addresses facility needs? <i>Completed in 2010</i></p>	<p>Yes</p>

Library Name: Oregon City Library
 Service Population: 58,491
 Fiscal Year: 2010/2011

Library Service District of Clackamas County - - Annual Progress Report toward OLA Standards

<p>1. Is the library open the number of hours mandated by its population served at THRESHOLD level? Library open hour Open hours required by OLA Threshold Standards</p>	<p>Yes 56 50</p>
<p>2. Does the library staffing adhere to all of the standards for number and qualifications of staff employed as outlined in the OLA standards for THRESHOLD level for its population served? <i>We are in such small building we do not have room for more staff.</i> Total library FTE Total library FTE needed as per OLA Threshold Standards Total staff with an MLS Total staff required to have an MLS as per OLA Threshold Standards Library Director has an MLS?</p>	<p>No 11.34 19.3 3.3 2.3 Yes</p>
<p>3. Does the Library collection contain sufficient volumes to meet OLA Threshold standards for the library population served? <i>We are in such small building we do not have room for more materials.</i> Library volumes owned Library volumes needed for Threshold Standards</p>	<p>No 102,423 116,982</p>
<p>4. Please report briefly on any changes or improvements to the library due to District funding. <i>We have expanded open hours from 53 to 56 this year. We are still trying to build a library. We still have a degreed library director. All of these things are possible due to the district</i></p>	
<p>5. Does the Library provide adequate and reasonable continuing education/training for all staff? Please list annual budget for library staff continuing education here.</p>	<p>Yes \$5,000</p>
<p>6. Each year, does the library evaluate a percentage of the materials collection to consider for weeding/withdrawal based on criteria such as use, currency and condition? OLA Threshold standard percentage is 20% evaluated annually. What is your percentage (estimate)?</p>	<p>Yes 50%</p>
<p>7. Does the library have a formal written collection development policy?</p>	<p>Yes</p>
<p>8. Does the library make available all basic core public services during all open hours?</p>	<p>Yes</p>
<p>9. Does the Library have a written long-range strategic plan that addresses facility needs?</p>	<p>Yes</p>

Library Name: Sandy Public Library
 Service Population: 24,734
 Fiscal Year: 2010/2011

Library Service District of Clackamas County - - Annual Progress Report toward OLA Standards

<p>1. Is the library open the number of hours mandated by its population served at THRESHOLD level?</p> <p style="text-align: right;">Library open hour Open hours required by OLA Threshold Standards</p>	<p>Yes 56 40</p>
<p>2. Does the library staffing adhere to all of the standards for number and qualifications of staff employed as outlined in the OLA standards for THRESHOLD level for its population served?</p> <p style="text-align: right;">Total library FTE Total library FTE needed as per OLA Threshold Standards</p> <p style="text-align: right;">Total staff with an MLS Total staff required to have an MLS as per OLA Threshold Standards</p> <p style="text-align: right;">Library Director has an MLS?</p>	<p>Yes</p> <p>9 8.7</p> <p>1.3 1</p> <p>Yes</p>
<p>3. Does the Library collection contain sufficient volumes to meet OLA Threshold standards for the library population served?</p> <p style="text-align: right;">Library volumes owned Library volumes needed for Threshold Standards</p>	<p>Yes</p> <p>57,127 49,468</p>
<p>4. Please report briefly on any changes or improvements to the library due to District funding. <i>We moved into temporary quarters to facilitate the ongoing renovation and expansion of our building, completion expected in early 2012.</i></p>	
<p>5. Does the Library provide adequate and reasonable continuing education/training for all staff? Please list annual budget for library staff continuing education here.</p>	<p>Yes \$2,000</p>
<p>6. Each year, does the library evaluate a percentage of the materials collection to consider for weeding/withdrawal based on criteria such as use, currency and condition? OLA Threshold standard percentage is 20% evaluated annually. What is your percentage (estimate)? <i>30% is an estimate, collections are reviewed more than annually.</i></p>	<p>Yes 30%</p>
<p>7. Does the library have a formal written collection development policy? <i>No, just well established practices.</i></p>	<p>No</p>
<p>8. Does the library make available all basic core public services during all open hours? <i>Note: "basic core public services" include circulation, reference, reader's advisory to all ages, interlibrary loan, and technology assistance.</i></p>	<p>Yes</p>
<p>9. Does the Library have a written long-range strategic plan that addresses facility needs? <i>Goals and Objectives - yes. Nothing more formal than that</i></p>	<p>No</p>

Library Name: Hoodland Branch, Sandy Public Library
 Service Population: 6,245
 Fiscal Year: 2010/2011

Library Service District of Clackamas County - - Annual Progress Report toward OLA Standards

<p>1. Is the library open the number of hours mandated by its population served at THRESHOLD level? Library open hour Open hours required by OLA Threshold Standards</p>	<p>Yes 45 30</p>
<p>2. Does the library staffing adhere to all of the standards for number and qualifications of staff employed as outlined in the OLA standards for THRESHOLD level for its population served? Total library FTE Total library FTE needed as per OLA Threshold Standards Total staff with an MLS Total staff required to have an MLS as per OLA Threshold Standards Library Director has an MLS?</p>	<p>YES 2.7 2.2 0.8 0 Yes</p>
<p>3. Does the Library collection contain sufficient volumes to meet OLA Threshold standards for the library population served? Library volumes owned Library volumes needed for Threshold Standards</p>	<p>Yes 17,553 12,420</p>
<p>4. Please report briefly on any changes or improvements to the library due to District funding. <i>Collection and staffing level enhancements</i></p>	
<p>5. Does the Library provide adequate and reasonable continuing education/training for all staff? Please list annual budget for library staff continuing education here.</p>	<p>YES \$1,000</p>
<p>6. Each year, does the library evaluate a percentage of the materials collection to consider for weeding/withdrawal based on criteria such as use, currency and condition? OLA Threshold standard percentage is 20% evaluated annually. What is your percentage (estimate)? <i>30% is an estimate, collections are reviewed more than annually.</i></p>	<p>YES 30%</p>
<p>7. Does the library have a formal written collection development policy? <i>NO, just well established practices</i></p>	<p>No</p>
<p>8. Does the library make available all basic core public services during all open hours? <i>Note: "basic core public services" include circulation, reference, reader's advisory to all ages, interlibrary loan, and technology assistance.</i></p>	<p>Yes</p>
<p>9. Does the Library have a written long-range strategic plan that addresses facility needs? <i>Goals and Objectives - yes. Nothing more formal than that.</i></p>	<p>No</p>

Library Name: Clackamas Corner Public Library (TC)
 Service Population: 43867
 Fiscal Year: 2010/2011

Library Service District of Clackamas County - - Annual Progress Report toward OLA Standards

<p>1. Is the library open the number of hours mandated by its population served at THRESHOLD level? Library open hour Open hours required by OLA Threshold Standards</p>	<p>Yes 50 52</p>
<p>2. Does the library staffing adhere to all of the standards for number and qualifications of staff employed as outlined in the OLA standards for THRESHOLD level for its population served? <i>Currently, building a larger facility - increasing staff next fiscal year</i> Total library FTE Total library FTE needed as per OLA Threshold Standards Total staff with an MLS Total staff required to have an MLS as per OLA Threshold Standards Library Director has an MLS?</p>	<p>No 11.5 15.4 1.2 2.3 No</p>
<p>3. Does the Library collection contain sufficient volumes to meet OLA Threshold standards for the library population served? <i>Insufficient space at our loction - remodeling a new location with 9000 more sq.ft. than current loction.</i> Library volumes owned Library volumes needed for Threshold Standards</p>	<p>No 79,261 87,734</p>
<p>4. Please report briefly on any changes or improvements to the library due to District funding. <i>Remodeling and expanding a County owned facility to be completed in 1/2012.</i></p>	
<p>5. Does the Library provide adequate and reasonable continuing education/training for all staff? Please list annual budget for library staff continuing education here. <i>Currently, the library is saving money for the construction project.</i></p>	<p>No \$200</p>
<p>6. Each year, does the library evaluate a percentage of the materials collection to consider for weeding/withdrawal based on criteria such as use, currency and condition? OLA Threshold standard percentage is 20% evaluated annually. What is your percentage (estimate)?</p>	<p>Yes 20%</p>
<p>7. Does the library have a formal written collection development policy?</p>	<p>Yes</p>
<p>8. Does the library make available all basic core public services during all open hours? <i>Note: "basic core public services" include circulation, reference, reader's advisory to all ages, interlibrary loan, and technology assistance.</i></p>	<p>Yes</p>
<p>9. Does the Library have a written long-range strategic plan that addresses facility needs?</p>	<p>Yes</p>

Library: West Linn Public Library
 Service Population: 29,737
 Fiscal Year: 2010/2011

Library Service District of Clackamas County - - Annual Progress Report toward OLA Standards

<p>1. Is the library open the number of hours mandated by its population served at THRESHOLD level? Library open hour Open hours required by OLA Threshold Standards</p>	<p>YES 53 50</p>
<p>2. Does the library staffing adhere to all of the standards for number and qualifications of staff employed as outlined in the OLA standards for THRESHOLD level for its population served? Total library FTE Total library FTE needed as per OLA Threshold Standards Total staff with an MLS Total staff required to have an MLS as per OLA Threshold Standards Library Director has an MLS?</p>	<p>YES 16.63 10.4 6.9 3.3 YES</p>
<p>3. Does the Library collection contain sufficient volumes to meet OLA Threshold standards for the library population served? Library volumes owned Library volumes needed for Threshold Standards</p>	<p>YES 118,523 59,474</p>
<p>4. Please report briefly on any changes or improvements to the library due to District funding. <i>Wrote and implemented a strategic plan. In the process of writing tech, staff development, and collection plans.</i></p>	
<p>5. Does the Library provide adequate and reasonable continuing education/training for all staff? Please list annual budget for library staff continuing education here.</p>	<p>YES \$2,000</p>
<p>6. Each year, does the library evaluate a percentage of the materials collection to consider for weeding/withdrawal based on criteria such as use, currency and condition? OLA Threshold standard percentage is 20% evaluated annually. What is your percentage (estimate)?</p>	<p>YES 12%</p>
<p>7. Does the library have a formal written collection development policy? <i>Draft to be presented to Board</i></p>	<p>NO</p>
<p>8. Does the library make available all basic core public services during all open hours? <i>Note: "basic core public services" include circulation, reference, reader's advisory to all ages, interlibrary loan, and technology assistance.</i></p>	<p>YES</p>
<p>9. Does the Library have a written long-range strategic plan that addresses facility needs?</p>	<p>YES</p>

Library Name: Wilsonville Public Library
 Service Population: 20,489
 Fiscal Year: 2010/2011

Library Service District of Clackamas County - - Annual Progress Report toward OLA Standards

<p>1. Is the library open the number of hours mandated by its population served at THRESHOLD level?</p> <p style="text-align: right;">Library open hour Open hours required by OLA Threshold Standards</p>	<p style="text-align: right;">Yes 61 40</p>
<p>2. Does the library staffing adhere to all of the standards for number and qualifications of staff employed as outlined in the OLA standards for THRESHOLD level for its population served?</p> <p style="text-align: right;">Total library FTE Total library FTE needed as per OLA Threshold Standards</p> <p style="text-align: right;">Total staff with an MLS Total staff required to have an MLS as per OLA Threshold Standards</p> <p style="text-align: right;">Library Director has an MLS?</p>	<p style="text-align: right;">Yes 16.2 7.2 4.6 1 Yes</p>
<p>3. Does the Library collection contain sufficient volumes to meet OLA Threshold standards for the library population served?</p> <p style="text-align: right;">Library volumes owned Library volumes needed for Threshold Standards</p>	<p style="text-align: right;">Yes 124,686 40,978</p>
<p>4. Please report briefly on any changes or improvements to the library due to District funding. <i>No additions due to Library District in FY 2011.</i></p>	
<p>5. Does the Library provide adequate and reasonable continuing education/training for all staff? Please list annual budget for library staff continuing education here. <i>No progress expected near term.</i></p>	<p style="text-align: right;">No \$1,300</p>
<p>6. Each year, does the library evaluate a percentage of the materials collection to consider for weeding/withdrawal based on criteria such as use, currency and condition? OLA Threshold standard percentage is 20% evaluated annually. What is your percentage (estimate)?</p>	<p style="text-align: right;">Yes 90%</p>
<p>7. Does the library have a formal written collection development policy?</p>	<p style="text-align: right;">Yes</p>
<p>8. Does the library make available all basic core public services during all open hours? <i>Note: "basic core public services" include circulation, reference, reader's advisory to all ages, interlibrary loan, and technology assistance.</i></p>	<p style="text-align: right;">Yes</p>
<p>9. Does the Library have a written long-range strategic plan that addresses facility needs?</p>	<p style="text-align: right;">Yes</p>

LINCC LIBRARIES FY11/12: INTERNAL SERVICE TRANSFERS AND GENERAL FUND CONTRIBUTIONS

Library	Internal services estimated and/or charged to library	Value assigned to these internal services	Operational support from General Fund	Other (non-operational) general fund cash support	Net cash operational support from city or county (after any deductions for internal services, if made)	Estimated revenue from library district (as of 8/11)	Amount deducted for internal service transfers from library district revenues
<i>Canby</i>	Admin, IT, Finance, Facilities	\$221,842	-0-	\$100,000 (last of 3 transfers to build budget float)	-0-	\$740,305	\$221,842
<i>County libraries*</i>	Admin, Finance, Facilities	\$257,494	-0-	-0-	-0-	\$2,654,640	\$257,494
<i>Estacada</i>	Admin, Finance. (Library pays for IT and facilities.)	\$21,000	-0-	-0-	-0-	\$629,904	\$21,000
<i>Gladstone</i>	None (Library pays for IT and facilities.)	Not calculated	Not to exceed \$219,719	-0-	Not to exceed \$219,719	\$531,230	-0-
<i>Lake Oswego</i>	Admin, IT, Finance, Facilities	\$590,476	\$1,100,000	-0-	\$1,100,000	\$2,090,736	-0-
<i>Ledding (Milwaukie)</i>	Admin, IT, Finance, Facilities	\$753,000	\$1,163,000	-0-	\$410,000	\$937,530	-0-
<i>Molalla</i>	Portion of city administrator and finance director's salaries. (Library pays for IT and facilities.)	\$12,665	-0-	-0-	-0-	\$664,016	\$12,665
<i>Oregon City</i>	Portion of salary for facilities staff. (Library pays for other facilities costs.)	\$11,604	-0-	\$202,029—annual alloc. for capital reserve fund	-0-	\$1,747,746	\$11,604
<i>Sandy and Hoodland</i>	None (Library pays for facilities.)	Not calculated	-0-	\$400,000 for 2011 renovation of Sandy library	-0-	\$981,790	-0-
<i>West Linn</i>	Admin (inc. Council and HR), Finance, IT, Facilities	\$738,000	\$1,100,000	-0-	\$362,000	\$1,270,717	-0-
<i>Wilsonville</i>	None (Library pays some facilities costs).	Not calculated	\$562,745	-0-	\$562,745	\$826,906	-0-

*Clackamas County's FY11-12 budget includes costs for three county-run libraries: Oak Lodge, Clackamas Corner, and the Clackamas/Sunnyside Library, which will open in the winter of 2011-12 to replace the Clackamas Corner Library.