



**To: Members of the District Board of the Library District of Clackamas County
Members of the District Advisory Board, Library District of Clackamas County**

From: Pat Duke, Chair of Library District Advisory Board (LDAC)

Re: Annual reports from Library District Member Libraries

December 13, 2010

The LDAC regrets the unfortunate arrival of the severe wintry weather on November 22, 2010 that forced the cancellation of our annual meeting.

Each Library Member had prepared a one-page summary of their progress towards meeting OLA threshold standards as specified in Section 2.3 of the Library District IGA.

In addition each member had planned a brief 3 minutes presentation of the highlights of their past year FY 2009-2010 – the first year of the new Library District funding.

Joanna Rood, Library Network Manager was also prepared to discuss and distribute Excel spreadsheets that summarized the results of the 11 different reports in several key areas and a similar report that detailed when each library was on these same standards in FY 2006-2007 (before the District).

Enclosed please find copies of the Member Library Annual Reports and the summary spreadsheets. Joanna has retained the copies of the FY 09-10 OLA State Library reports submitted by the libraries and if any Board member wishes to review this data it is available in summarized form at the Oregon State Library at the following site:

<http://oregon.gov/OSL/LD/statsploregon.shtml>.

The FY 2009-2010 data should be posted shortly, but prior years back to FY 1992-1993 are available now.

Our next scheduled LDAC meeting is Thursday February 10 at 5:30 pm at the Library Network office. On behalf of the LDAC, I would like to extend an invitation to any District Board Member to attend this meeting informally and meet the advisory Board. Otherwise, LDAC will plan to present its FY 10-11 Annual Reports to the Board in November 2011.

Sincerely,

Patrick Duke

duke@wilsonvillelibrary.org

503-570-1590

16239 SE McLoughlin Blvd, Suite 208 Oak Grove OR 97267

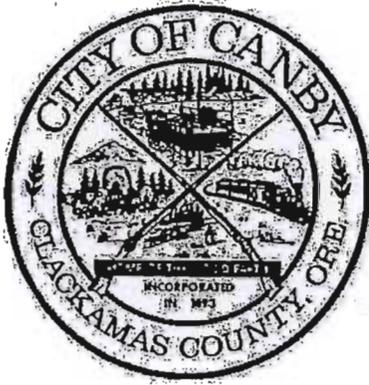
Member Libraries:

Canby • Clackamas Corner • Estacada • Gladstone • Hoodland • Lake Oswego • Milwaukie • Molalla
Oak Lodge • Oregon City • Sandy • West Linn • Wilsonville

2006-2007 - BEFORE the District	"Does this library meet the OLA THRESHOLD Standard of measure?"													
	2006-2007			2006-2007			2006-2007			2006-2007				
	Service Population	Open Hours per week	Total FTE Staffing	Professional MLS Staffing	Collection Size	Building Size	Current	Threshold	Status	Current	Threshold	Status		
Canby Public Library	22,236	40	7.1	1.0	64,401	11,000	44,472	Exceeds	64,401	44,472	Exceeds	11,000	19,060	Below
Estacada Public Library	18,395	40	6.5	1.0	59,242	12,000	36,790	Exceeds	59,242	36,790	Exceeds	12,000	14,861	Below
Gladstone Public Library	20,470	40	6.3	1.0	65,270	5,100	40,940	Meets	65,270	40,940	Exceeds	5,100	15,507	Below
Lake Oswego Public Library	43,584	50	34.2	6.8	202,881	27,100	87,168	Exceeds	202,881	87,168	Exceeds	27,100	28,360	Below
Ledding Library of Milwaukie	30,450	50	14.0	2.8	111,558	12,250	60,900	Exceeds	111,558	60,900	Exceeds	12,250	23,705	Below
Molalla Public Library	20,816	40	4.9	1.0	58,079	10,000	41,632	Below	58,079	41,632	Exceeds	10,000	17,173	Below
Oregon City Public Library	53,568	50	8.4	1.7	120,494	6,000	107,136	Below	120,494	107,136	Exceeds	6,000	43,667	Below
Sandy Public Library	22,445	40	6.2	1.0	57,184	9,500	44,890	Below	57,184	44,890	Exceeds	9,500	18,574	Below
West Linn Public Library	26,019	50	16.2	3.2	113,300	27,150	52,038	Exceeds	113,300	52,038	Exceeds	27,150	22,444	Exceeds
Wilsonville Public Library	24,646	40	12.0	1.0	115,452	28,677	49,292	Exceeds	115,452	49,292	Exceeds	28,677	15,023	Exceeds
TOTAL City Libraries	282,629	440	115.7	20.5	967,861	148,777	565,258	Exceeds	967,861	565,258	Exceeds	148,777	218,374	Below
<i>Oak Lodge Branch</i>	27,268	50	3.3	0.4	73,380	8,722	54,536	Below	73,380	54,536	Exceeds	8,722	21,692	Below
<i>Clackamas Corner Branch</i>	51,430	50	5.0	1.0	82,567	7,790	102,860	Below	82,567	102,860	Below	7,790	27,179	Below
<i>Hoodland Branch</i>	5,713	30	2.0	0.0	18,298	1,800	11,426	Exceeds	18,298	11,426	Exceeds	1,800	4,730	Below
Total County Library	84,411	100	10.3	1.7	174,245	16,512	168,822	Below	174,245	168,822	Exceeds	16,512	48,871	Below
Total - ALL LIBRARIES	367,040	540	126	22	1,142,106	165,289	734,080	Exceeds	1,142,106	734,080	Exceeds	165,289	267,245	Below
Library Network Office			7											
total LINCC Network	367,040	540	133	22	1,142,106	165,289	734,080	Exceeds	1,142,106	734,080	Exceeds	165,289	267,245	Below
NOTES:	"Exceeds" indicates that the library exceeds the OLA standard for a library of its size in a particular category.													
	"Meets" indicates that the library exactly meets the OLA standard for a library of its size in a particular category.													
	"Below" indicates that the library falls below the OLA standard for a library of its size in a particular category.													
12/9/2010	"1" in MLS staffing Threshold column means that the Library Director should have the MLS degree													

	"Does this library meet the OLA THRESHOLD Standard of measure?"															
	2010			2010			2010			2010						
	Service Population	Open Hours per week	Total FTE Staffing	Professional M.L.S Staffing	Collection Size	Building Size	Current	Threshold	Status	Current	Threshold	Status				
Canby Public Library	25,066	43.0	8.5	1.0	66,678	19,060	8.5	8.8	1.0	50,132	11,000	Below	Exceeds	11,000	19,060	Below
Estacada Public Library	19,541	65.0	7.3	2.8	40,210	14,861	7.3	6.8	1.0	39,082	12,000	Exceeds	Exceeds	12,000	14,861	Below
Gladstone Public Library	20,391	53.0	7.3	7.1	65,521	15,507	7.3	7.1	1.0	40,782	5,100	Exceeds	Meets	5,100	15,507	Below
Lake Oswego Public Library	37,302	65.0	33.9	13.1	229,316	28,360	33.9	13.1	6.8	74,604	27,100	Exceeds	Exceeds	27,100	28,360	Below
Ledding Library of Milwaukie	31,178	66.0	17.9	10.9	118,122	23,705	17.9	10.9	3.6	62,356	12,250	Exceeds	Exceeds	12,250	23,705	Below
Molalla Public Library	22,583	54.0	6.2	7.9	58,294	17,173	6.2	7.9	1.0	45,166	10,000	Exceeds	Below	10,000	17,173	Below
Oregon City Public Library	58,061	50.0	10.6	20.3	103,134	43,667	10.6	20.3	2.1	116,122	6,000	Exceeds	Exceeds	6,000	43,667	Below
Sandy Public Library	24,426	56.0	9.0	8.5	61,205	18,574	9.0	8.5	1.0	48,852	9,500	Exceeds	Exceeds	9,500	18,574	Below
Hoodland Branch	6,210	45.0	2.7	2.2	19,598	4,730	2.7	2.2	0.0	12,420	1,800	Exceeds	Exceeds	1,800	4,730	Below
West Linn Public Library	29,518	53.0	16.5	10.3	118,033	22,444	16.5	10.3	3.3	59,036	27,150	Exceeds	Exceeds	27,150	22,444	Exceeds
Wilsonville Public Library	19,754	61.0	16.2	6.9	121,351	15,023	16.2	6.9	1.0	39,508	28,677	Exceeds	Exceeds	28,677	15,023	Exceeds
TOTAL City Libraries	294,030	611.0	136.0	102.9	1,001,462	223,104	136.0	102.9	21.8	588,060	150,577	Exceeds	Exceeds	150,577	223,104	Below
Oak Lodge Library	28,529	52	7.1	10.0	67,380	21,692	7.1	10.0	1.4	57,058	8,722	Exceeds	Below	8,722	21,692	Below
Clackamas Corner Library	43,556	52	10.0	15.2	72,765	27,179	10.0	15.2	2.0	87,112	7,790	Below	Below	7,790	27,179	Below
Total County Library	72,085	104	17.1	25.2	140,145	48,871	17.1	25.2	3.4	144,170	16,512	Below	Below	16,512	48,871	Below
Total - ALL LIBRARIES	366,115	715	153.1	128.1	1,141,607	271,975	153.1	128.1	25.2	732,230	167,089	Exceeds	Exceeds	167,089	271,975	Below
Library Network Office			10				10									
total LINCC Network	366,115	715	163	128.1	1,141,607	271,975	163	128.1	43	732,230	167,089	Exceeds	Exceeds	167,089	271,975	Below
NOTES:	NB: Canby has just edged into the "25,000 and over" population category by 66 people, so minimum standard increased to 50 hrs. Previous level was 40 hrs.															
12/9/2010	The Oregon City Library is in a temporary much smaller facility and the two County Libraries are in a transition period. These situations affect all standards above.															
	"Exceeds" indicates that the library exceeds the OLA standard for a library of its size in a particular category.															
	"Meets" indicates that the library exactly meets the OLA standard for a library of its size in a particular category.															
	"Below" indicates that the library falls below the OLA standard for a library of its size in a particular category.															
	"1" in "MLS staffing, Threshold" column means that the Library Director should have the MLS degree															

Library Name: Canby	Date submitted: 9/8/10
Please fill out this form, print and send as a cover sheet with your State Library Report to Network Office	
<u>Clackamas County - Library Service District - Annual Progress Report toward OLA Standards</u>	
OLA standards - non-quantitative standards	
Enter yes/no in box below	
1. Is the library open the number of hours mandated by its population served at THRESHOLD level? <i>If no, please explain and note any progress toward this goal.</i>	N see attached memo
Library open hours as per State Library Report	43
Open hours required by OLA Threshold Standards for 25066 population served	50
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>If any standards as listed below are not yet met, please explain and note any progress toward this goal.</i>	N see attached memo
total library FTE as per FY 10 State Library Report	8.51
total library FTE needed as per OLA Threshold standards for 25066 population served	8.8
total staff with an MLS as per State Library Report	1
total staff required to have an MLS as per OLA Threshold Standards for 25,088 population served	1.8
Library Director has an MLS?	YES
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>	Y
Current Library volumes owned as per State Library Report	66,678
25,066	50,132
4. Please report briefly on any changes or improvements to the library due to District funding in FY ____, <i>examples: library facility improvements, new collections; new programming, new staff and their functions etc.</i>	See attached
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>If no, please explain and note any progress toward this goal.</i>	Y \$1,500
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>If no, please explain and note any progress toward this goal.</i>	Y 20%
7. Does the library have a formal written collection development policy? <i>If no, please explain and note any progress toward this goal.</i> <i>Collection Development policy planned for FY11.</i>	N
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> <i>If no, please explain and note any progress toward this goal.</i>	Y
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>	Y



City of Canby

Canby Public Library

DATE: April 27, 2010

FROM: Penny Hummel

RE: Notes on proposed Canby Public Library Budget, FY10-11

When the Clackamas County library district was created, a major goal was to ensure that all member libraries could reach the threshold (minimum) standards established by the Oregon Library Association (OLA) with regard to staffing, materials, and open hours. Happily, the district support we've received this first year has allowed us to make significant gains, including:

- Hiring a qualified (Master's of Library Science), fulltime library director;
- Increasing staffing so that the library's open hours could increase from 28 hours a week to 43 hours a week;
- Increasing the books and materials budget from \$25,000 to \$84,035.

After years of underfunding, we are now well positioned to begin the process of rebuilding the library's infrastructure so that, in time, we can fully meet community needs, as well as achieve the level of excellence that is consistent with the city's larger goals. To do so, we should not only strive to meet the OLA's threshold standards, but also work towards achieving the levels beyond that (defined by OLA as "adequate" and "excellent.") Within this context, I have prepared the library's budget for FY11.

Revenue projections

Although it is always challenging to accurately predict revenues in the first year of a new funding stream, in Canby's case the estimate for library district revenues for FY09-10 (\$700,000) proved to be very accurate. For FY10-11, we expect a one-time, \$71,000 increase in district revenue, resulting from first-time collection of delinquent **taxes** from FY10. Beyond FY11, we can expect to see a stable but relatively flat increase of approximately 3% each year.

Reaching standards for public library service

OLA's standards are calibrated to the population served by the library in question. Canby Public Library's FY10-11 service population of 25,066 includes both residents within the city limits as well as the

We will also add a small number of needed staff hours for circulation, shelving and vacation coverage. These staff increases will bring the library's FTE to 9.45 FTE, which successfully meets the OLA threshold standard.

- Materials and services (beyond the collection): \$80,061. This covers building maintenance, utilities and other ongoing overhead expenses, as well as resources to upgrade the library's print and online communications and support preliminary planning for the new library.

In summary, the new fiscal year offers us an important opportunity to build upon our work this last year. Thankful for the support of the many voters who said "Yes!" to the new library district in 2008, we continue to look ahead to the opening of our new library. In addition to walls, a roof and other furnishings, this new library of the future will contain the improved staffing, collections, services and programming that are carefully being assembled today. Each component that we hope to expand next year (with the Council's approval) will help nurture the additional community support needed to make the new library a reality.

Library Name: Clackamas County Library	Date submitted: Oct. 2010
Please fill out this form, print and send as a cover sheet with your State Library Report to Network Office	
Clackamas County - Library Service District - Annual Progress Report toward OLA Standards	Enter yes/no in box below
OLA standards - non-quantitative standards	
1. Is the library open the number of hours mandated by its population served at THRESHOLD level?	Yes
<i>If no, please explain and note any progress toward this goal.</i>	
Library open hours as per State Library Report	52
Open hours required by OLA Threshold Standards for 28,529 & 43,556 population served	50
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?	No
<i>If any standards as listed below are not yet met, please explain and note any progress toward this goal.</i>	
total library FTE as per FY 2010 State Library Report	17.11
total library FTE needed as per OLA Threshold standards for 28,529 & 43,556 population served	25.2
total staff with an MLS as per State Library Report	1.81
total staff required to have an MLS as per OLA Threshold Standards for 28,529 & 43,556 population served	5
Library Director has an MLS?	No
<i>The County Library has modestly increased staff. Our current focus is on the two capital projects.</i>	
3. Does the Library collection contain sufficient volumes to meet OLA Threshold standards for the library population served?	Yes
<i>If no, please explain and note any progress toward this goal.</i>	
Current Library volumes owned as per State Library Report	159,743
Library volumes needed to serve 28,529 & 43,556 population at the Threshold level	144,170
4. Please report briefly on any changes or improvements to the library due to District funding in FY 2010. <i>examples: library facility improvements, new collections; new programming, new staff and their functions etc.</i>	
<i>Oak Lodge and Clackamas Corner Libraries are now open 7 days a week and have increased hours. We are evaluating the collection and have increased material expenditures. The County is working with Gladstone on the merge of Oak Lodge and Gladstone libraries into a new facility. We are also working on the remodel and expansion of the Sunnyside Village Community Center as the future home of Clackamas Corner Library increasing the current size from 7,700 sq. ft. to about 17,000 sq. ft.</i>	
5. Does the Library provide adequate and reasonable continuing education/training for all staff?	No
Please list annual budget for library staff continuing education here.	\$
<i>If no, please explain and note any progress toward this goal.</i>	
<i>Currently, in-house staff training is provided as we learn Symphony. As opportunities arise for continuing education, we offer training to staff. In 2011/12, we will budget specifically for training.</i>	
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?	Yes
OLA Threshold standard percentage is 20% evaluated annually. What is your percentage (estimate)?	20%
<i>If no, please explain and note any progress toward this goal.</i>	
7. Does the library have a formal written collection development policy?	Yes
<i>If no, please explain and note any progress toward this goal.</i>	
8. Does the library make available all basic core public services during all open hours?	Yes
<i>Note: "basic core public services" include circulation, reference, reader's advisory to all ages, interlibrary loan, and technology assistance.</i>	
<i>If no, please explain and note any progress toward this goal.</i>	
9. Does the Library have a written long-range strategic plan that addresses facility needs?	Yes
<i>If no, please explain and note any progress toward this goal.</i>	

Estacada Public Library	Date submitted: 10-7-2010
Please fill out this form, print and send as a cover sheet with your State Library Report to Network Office	
<u>Clackamas County - Library Service District - Annual Progress Report toward OLA Standards</u>	
1. Is the library open the number of hours mandated by its population served at THRESHOLD level?	Enter yes/no in box below YES
If no, please explain and note any progress toward this goal.	Library open hours as per State Library Report Open hours required by OLA Threshold Standards for 22,583 population served 65 40
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?	YES
If any standards as listed below are not yet met, please explain and note any progress toward this goal.	total library FTE as per FY 09-10 State Library Report 7.25 7.9 2.75 1 YES
3. Does the Library collection contain sufficient volumes to meet OLA Threshold standards for the library population served?	YES
If no, please explain and note any progress toward this goal.	Current Library volumes owned as per State Library Report 40,210 45,166
4. Please report briefly on any changes or improvements to the library due to District funding in FY ____.	Increased open hours and better level of staffing
examples: library facility improvements, new collections, new programming, new staff and their functions etc.	
5. Does the Library provide adequate and reasonable continuing education/training for all staff?	YES
Please list annual budget for library staff continuing education here.	\$ 1,800.00
If no, please explain and note any progress toward this goal.	
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?	YES
OLA Threshold standard percentage is 20% evaluated annually. What is your percentage (estimate)?	15-18%
If no, please explain and note any progress toward this goal.	
7. Does the library have a formal written collection development policy?	YES
If no, please explain and note any progress toward this goal.	
8. Does the library make available all basic core public services during all open hours?	YES
Note: "basic core public services" include circulation, reference, reader's advisory to all ages, interlibrary loan, and technology assistance.	
If no, please explain and note any progress toward this goal.	
9. Does the Library have a written long-range strategic plan that addresses facility needs?	YES
If no, please explain and note any progress toward this goal.	

Gladstone Public Library	Date submitted: 9-28-2010
Please fill out this form, print and send as a cover sheet with your State Library Report to Network Office	
Clackamas County - Library Service District - Annual Progress Report toward OLA Standards	
OLA standards - non-quantitative standards	
1. Is the library open the number of hours mandated by its population served at THRESHOLD level?	Enter yes/no in box below YES
<i>If no, please explain and note any progress toward this goal.</i>	
Library open hours as per State Library Report	53
Open hours required by OLA Threshold Standards for 20,391 population served	40
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?	YES
<i>If any standards as listed below are not yet met, please explain and note any progress toward this goal.</i>	
total library FTE as per FY 09-10 State Library Report	7.25
total library FTE needed as per OLA Threshold standards for 20,391 population served	7.1
total staff with an MLS as per State Library Report	0
total staff required to have an MLS as per OLA Threshold Standards for 20,391 population served	N/A 1
Library Director has an MLS?	YES
3. Does the Library collection contain sufficient volumes to meet OLA Threshold standards for the library population served?	YES
<i>If no, please explain and note any progress toward this goal.</i>	
Current Library volumes owned as per State Library Report	65,521
Library volumes need to serve 20,391 population at the Threshold level	40,782
4. Please report briefly on any changes or improvements to the library due to District funding in FY09-10.	Replaced & upgraded public access computers, added new database, funds set aside in Library Building Reserve
5. Does the Library provide adequate and reasonable continuing education/training for all staff? Please list annual budget for library staff continuing education here.	NO \$2,000
<i>If no, please explain and note any progress toward this goal.</i>	
	Will increase over time
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?	YES
OLA Threshold standard percentage is 20% evaluated annually. What is your percentage (estimate)?	25-30%
<i>If no, please explain and note any progress toward this goal.</i>	
7. Does the library have a formal written collection development policy?	YES
<i>If no, please explain and note any progress toward this goal.</i>	
8. Does the library make available all basic core public services during all open hours?	YES
<i>Note: "basic core public services" include circulation, reference, reader's advisory to all ages, interlibrary loan, and technology assistance.</i>	
<i>If no, please explain and note any progress toward this goal.</i>	
9. Does the Library have a written long-range strategic plan that addresses facility needs?	NO
While the City of Gladstone does not have a written SP addressing facility needs, a new library in Gladstone that will serve the Gladstone and Oak Lodge service areas is a City priority. We are currently in the design phase.	

Lake Oswego Public Library	10-6 2010
Clackamas County - Library Service District - Annual Progress Report toward OLA Standards	Enter yes/no
OLA standards - non-quantitative standards	in box below
1. Is the library open the number of hours mandated by its population served at THRESHOLD level?	YES
<i>If no, please explain and note any progress toward this goal.</i>	
Library open hours as per State Library Report	65
Open hours required by OLA Threshold Standards for 37,302 population served	50
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?	YES
<i>If any standards as listed below are not yet met, please explain and note any progress toward this goal.</i>	
total library FTE as per FY 09-10 State Library Report	33.88
total library FTE needed as per OLA Threshold standards for 37,302 population served	13.1
total staff with an MLS as per State Library Report	11.12
total staff required to have an MLS as per OLA Threshold Standards for 37,302 population served	2.6
Library Director has an MLS?	YES
3. Does the Library collection contain sufficient volumes to meet OLA Threshold standards for the library population served?	YES
<i>If no, please explain and note any progress toward this goal.</i>	
Current Library volumes owned as per State Library Report	229,316
Library volumes need to serve 37,302 population at the Threshold level	74,604
4. Please report briefly on any changes or improvements to the library due to District funding in FY ____. <i>examples: library facility improvements, new collections; new programming, new staff and their functions etc.</i>	City Council put aside \$900,000 for future use in FY 09-10. No changes this year.
5. Does the Library provide adequate and reasonable continuing education/training for all staff?	YES
Please list annual budget for library staff continuing education here.	\$9,300
<i>If no, please explain and note any progress toward this goal.</i>	
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?	YES
OLA Threshold standard percentage is 20% evaluated annually. What is your percentage (estimate)?	70%
<i>If no, please explain and note any progress toward this goal.</i>	
7. Does the library have a formal written collection development policy?	YES
<i>If no, please explain and note any progress toward this goal.</i>	
8. Does the library make available all basic core public services during all open hours?	YES
<i>Note: "basic core public services" include circulation, reference, reader's advisory to all ages, interlibrary loan, and technology assistance.</i>	
<i>If no, please explain and note any progress toward this goal.</i>	
9. Does the Library have a written long-range strategic plan that addresses facility needs?	A proposal for a new 60,000 sq.ft. Library has been presented to the LO City Council.
<i>If no, please explain and note any progress toward this goal.</i>	

Library Name: Ledding Library of Milwaukee	Date submitted: August 31, 2010
Please fill out this form, print and send as a cover sheet with your State Library Report to Network Office	
Clackamas County - Library Service District - Annual Progress Report toward OLA Standards	Enter yes/no in box below
1. Is the library open the number of hours mandated by its population served at THRESHOLD level? <i>If no, please explain and note any progress toward this goal.</i>	Yes 66 hours per week 50 hours per week
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>If any standards as listed below are not yet met, please explain and note any progress toward this goal.</i>	Yes
total library FTE needed as per OLA Threshold Standards for 31,178 population served	17.93
total staff with an MLS as per State Library Report	10.9
total staff required to have an MLS as per OLA Threshold Standards for 31,178 population served	4.48
Library Director has an MLS?	2.2 Yes
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>	Yes
Current Library volumes owned as per State Library Report	118,122
Library volumes need to serve 31,178 population at the Threshold level	62,356
4. Please report briefly on any changes or improvements to the library due to District funding in FY2010. <i>examples: library facility improvements, new collections, new programming, new staff and their functions etc.</i>	Using Library District Funding, the Ledding Library added over 4 FTE, enabling the library to be open 66 hours per week (up from 52 hours per week). 1 children's program per week was added. Budgets for collections were maintained despite reductions in city contribution.
5. Does the Library provide adequate and reasonable continuing education/training for all staff? <i>Please list annual budget for library staff continuing education here.</i> <i>If no, please explain and note any progress toward this goal.</i>	Yes \$3,000
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? <i>OLA Threshold standard percentage is 20% evaluated annually. What is your percentage (estimate)?</i> <i>If no, please explain and note any progress toward this goal.</i>	Yes 50%
7. Does the library have a formal written collection development policy? <i>If no, please explain and note any progress toward this goal.</i>	Yes
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> <i>If no, please explain and note any progress toward this goal.</i>	Yes
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>	Yes

LDAC Library Progress Report Form
Explanation of answers
FY 2009-2010

2. The staffing level at OCPL at 10.64 is below the OLA standard of 19.2 for the size of population in our service area. However, we have made progress towards the standard. This year we hired a fulltime, in-house, professional library director for the first time in several years. Maureen Cole began work on August 31, 2009. In addition, even with the loss by retirement of a fulltime library manager, staff increased from 7.86 to 10.64. Part of this is the reflection of an incorrect reporting of degreed librarians in 2008-2009, which should have been above 2.0, but the other portion is a reflection of additional hours to existing staff.

According to OLA standards, 20% of our staff, or 3.8 FTE should be degreed, professional librarians. Right now we are at 3.44 FTE. Although we have additional MLS holders on staff, only there are only three professional positions. One is the library director, which as noted, was just filled starting August 31, 2009. The other position is library manager. The other position is in the reference department. We have an almost full time person, plus several part-time people whose hours add up to 1.44. This is more professional FTW than we have had in some time. Although this probably will not increase while we are in our current and smaller location, this will definitely increase when we have more space for collections, programs, and offices.

3. Library collection: At 103,134, the OCPL collection is under the threshold standard of 116,122 for a service area our size. This year our collection actually grew smaller instead of growing. Much of this was completely intentional. First of all, serious weeding had not been done for years, so although the collection was large enough to meet standards last year, it was made up of a lot of older and outdated materials. This year we were able to give some attention to weeding and address the standard which addresses that. However, because we knew that we would be moving, we purposefully did not purchase items in the numbers needed to make up for this loss. We did not want to move more materials than necessary and we knew that our new, temporary location would be smaller and could only house so many materials. Now that we have moved, we are once again purchasing as much as our temporary location will hold. However, our collection will not get up to the threshold level until we move into a larger building.

4. Changes or improvements to the library due to District funding:

The importance of the District and District funds cannot be understated in any terms. The District ensured that Oregon City Public Library had a future. Up until the creation of the District, it was very possible that the Library could have closed its doors. However, with the passage of the District, hope returned in the form of funding which translated to increased hours, increased staffing and much more.

Immediately upon the start of the District operation on July 1, 2009, hours at OCPL were increased from 35 to 50 per week. Staff increased along with this to cover service desks during those times. Further, it was finally possible to hire an in-house, professional library director who started work on August 31, 2009. The materials budget was increased. And OCPL started thinking about a new facility once again. Discussion began with the School District about the possible purchase of Eastham School as a future library in December 2009 shortly after the OCPL learned that it would have to leave its leased space. A contract has been signed and the library is currently in the due diligence phase with rezoning to follow.

Library Name: Sandy Public Library	Date submitted: 10/11/2010
Please fill out this form, print and send as a cover sheet with your State Library Report to Network Office	
<u>Clackamas County - Library Service District - Annual Progress Report toward OLA Standards</u>	Enter yes/no in box below
OLA standards - non-quantitative standards	
1. Is the library open the number of hours mandated by its population served at THRESHOLD level?	Yes
<i>If no, please explain and note any progress toward this goal.</i>	
Library open hours as per State Library Report	56
Open hours required by OLA Threshold Standards for 24,426 population served	40
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?	Yes
<i>If any standards as listed below are not yet met, please explain and note any progress toward this goal.</i>	
total library FTE as per FY 2010 State Library Report	9
total library FTE needed as per OLA Threshold standards for 24,426 population served	8.5
total staff with an MLS as per State Library Report	125
total staff required to have an MLS as per OLA Threshold Standards for 24,426 population served	N/A
Library Director has an MLS?	Yes
3. Does the Library collection contain sufficient volumes to meet OLA Threshold standards for the library population served?	Yes
<i>If no, please explain and note any progress toward this goal.</i>	
Current Library volumes owned as per State Library Report	61,205
Library volumes need to serve 24,426 population at the Threshold level	48,852
4. Please report briefly on any changes or improvements to the library due to District funding in FY10. <i>examples: library facility improvements, new collections; new programming, new staff and their functions etc.</i>	New Children's Librarian, New IT staff, New Programs, new branch library with increased hours and programs, plans to expand library are proceeding
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>If no, please explain and note any progress toward this goal.</i>	Yes \$3,800
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?	Yes
OLA Threshold standard percentage is 20% evaluated annually. What is your percentage (estimate)?	We continually update our collection, weeding and replacing. We have not formalized the process, so I can't say what percentage is evaluated.
<i>If no, please explain and note any progress toward this goal.</i>	It is a goal written into our strategic plan for 2009 - 2014
7. Does the library have a formal written collection development policy?	No
<i>If no, please explain and note any progress toward this goal.</i>	It is a goal written into our strategic plan for 2009 - 2014
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> <i>If no, please explain and note any progress toward this goal.</i>	Yes
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>	Yes

Sandy Public Library:

Hours and Staffing:

Prior to the District, Sandy was one of the few libraries open seven days a week – greatly exceeding OLA threshold requirements even then. But we had done so with a very lean staff – below Threshold requirements. District funding has allowed us to increase staffing – first, by hiring a full time Children’s Librarian, with an MLS, to oversee the Children’s and Teen Collections and programs at the Sandy and the Hoodland Libraries, and by increasing circulation staffing at Sandy, enabling better customer service at our circulation and reference desks.

We have improved our local IT support – making us more current and more responsive in our public computer and wireless services.

The increased staffing has also permitted us to evaluate our collection more consistently, even though Sandy had been one of the more regular “weeder” in the LINCC system, due to space constrictions. While we don’t have a written weeding policy, I can confirm that at least 40% of the Sandy collection is evaluated each year – if not more.

Programs:

One of our goals has also been to increase the number of programs we offer not only for children but also for adults -- and we started working on that goal in the fall of 2009.

Construction Program:

We are well underway on the planning for the expansion and renovation of the Sandy Library – we will be ready to proceed with construction in mid-2011, on schedule with the IGA’s capital contribution schedule. Our architects are currently working with a Construction Manager, evaluating design drawings and working toward a set of construction drawings that will probably be bid in Spring 2011. With the expansion, we will finally gain a long needed community room.

Library Name: Hoodland Public Library Date submitted: 10/11/2010

Please fill out this form, print and send as a cover sheet with your State Library Report to Network Office
 Clackamas County - Library Service District - Annual Progress Report toward OLA Standards

OLA standards - non-quantitative standards		Enter yes/no in box below
1. Is the library open the number of hours mandated by its population served at THRESHOLD level? If no, please explain and note any progress toward this goal.		Yes
Library open hours as per State Library Report		45
Open hours required by OLA Threshold Standards for 6,210 population served		30
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? If any standards as listed below are not yet met, please explain and note any progress toward this goal.		Y or N
total library FTE as per FY10 State Library Report		2.65
total library FTE needed as per OLA Threshold standards for 6,210 population served		2.2
total staff with an MLS as per State Library Report		0.75
total staff required to have an MLS as per OLA Threshold Standards for 6,210 population served		n/a
Library Director has an MLS?		Yes
3. Does the Library collection contain sufficient volumes to meet OLA Threshold standards for the library population served? If no, please explain and note any progress toward this goal.		Yes
Current Library volumes owned as per State Library Report		19598
Library volumes need to serve 6,210 population at the Threshold level		12420
4. Please report briefly on any changes or improvements to the library due to District funding in FY10. examples: library facility improvements, new collections; new programming, new staff and their functions etc.		New Children's Librarian, Open more hours, New administration, More computers, collection upgrade, New IT staff, New Programs
5. Does the Library provide adequate and reasonable continuing education/training for all staff? Please list annual budget for library staff continuing education here. If no, please explain and note any progress toward this goal.		Yes \$1,750.00
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)? If no, please explain and note any progress toward this goal.		Yes We conitually update our collection, weeding and replacing. We have not formalized the process, so I can't say what percentage is evaluated. It is a goal written into our strategic plan for 2009 - 2014
7. Does the library have a formal written collection development policy? If no, please explain and note any progress toward this goal.		No It is a goal written into our strategic plan for 2009 - 2014
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. If no, please explain and note any progress toward this goal.		Yes
9. Does the Library have a written long-range strategic plan that addresses facility needs? If no, please explain and note any progress toward this goal.		Yes

HOODLAND Library:

The Hoodland Branch in Welches had been operated by the County prior to the District; Sandy agreed to assume operation of the Hoodland branch as part of the District configuration. Hoodland, sadly, had suffered from the diminishing funding the County branches bore starting in mid-2005.

Now, however, the Hoodland Branch has come back to life – blossoming with the District's funding:

Hours: it is now open six days a week, greatly exceeding the OLA Threshold hours.

Facilities: have been spruced up: some patching and repainting revived a tired space; a newly installed art display system improves the presentation of exhibits provided by the Clackamas Art Alliance. Significantly, the number of public access computers has doubled – and we will probably increase that number further by next summer as space reconfiguration allows.

Children's Storytimes are now available weekly.

Collection: this aged collection has been revitalized significantly. New book purchasing skyrocketed and dated/dormant books have been eliminated. The public regularly comments on how pleased they are with the new book selection. Our goal is to create a pertinent and current collection for that community. Again, while no written policy exists on weeding, more than 50% of the Hoodland collection has received serious scrutiny since July 2009 – and the balance will be evaluated before the completion of this fiscal year.

Simply stated, the east end Libraries vibrantly manifest the benefits of stable and sufficient funding. Thank you.

WEST LINN PUBLIC LIBRARY	Date submitted: 11-1-2010
Please fill out this form, print and send as a cover sheet with your State Library Report to Network Office	
Clackamas County - Library Service District - Annual Progress Report toward OLA Standards	
OLA standards - non-quantitative standards	
1. Is the library open the number of hours mandated by its population served at THRESHOLD level?	Enter yes/no in box below
<i>If no, please explain and note any progress toward this goal.</i>	YES
Library open hours as per State Library Report	53
Open hours required by OLA Threshold Standards for 29,518 population served	50
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?	YES
<i>If any standards as listed below are not yet met, please explain and note any progress toward this goal.</i>	
total library FTE as per FY 09-10 State Library Report	16.45
total library FTE needed as per OLA Threshold standards for 29,518 population served	10.3
total staff with an MLS as per State Library Report	6.6
total staff required to have an MLS as per OLA Threshold Standards for 29,518 population served	2.1
Library Director has an MLS?	YES
3. Does the Library collection contain sufficient volumes to meet OLA Threshold standards for the library population served?	YES
<i>If no, please explain and note any progress toward this goal.</i>	
Current Library volumes owned as per State Library Report	118,033
Library volumes need to serve 29,518 population at the Threshold level	59,036
4. Please report briefly on any changes or improvements to the library due to District funding in FY09/10. <i>examples: library facility improvements, new collections; new programming, new staff and their functions etc.</i>	Collection more reflective of needs and wants of the residents with the additional funds. Ability to replace time sensitive materials.
5. Does the Library provide adequate and reasonable continuing education/training for all staff? Please list annual budget for library staff continuing education here.	YES
<i>If no, please explain and note any progress toward this goal.</i>	\$ 2,000.00
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?	YES
OLA Threshold standard percentage is 20% evaluated annually. What is your percentage (estimate)?	25%
<i>If no, please explain and note any progress toward this goal.</i>	
7. Does the library have a formal written collection development policy?	NO
<i>If no, please explain and note any progress toward this goal.</i>	In progress
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>	YES
<i>If no, please explain and note any progress toward this goal.</i>	
9. Does the Library have a written long-range strategic plan that addresses facility needs?	NO
<i>If no, please explain and note any progress toward this goal.</i>	Completion date 2/1011

Wilsonville Public Library	Date submitted: 9-28-2010
Please fill out this form, print and send as a cover sheet with your State Library Report to Network Office	
Clackamas County - Library Service District - Annual Progress Report toward OLA Standards	Enter yes/no in box below
OLA standards - non-quantitative standards	
1. Is the library open the number of hours mandated by its population served at THRESHOLD level? <i>If no, please explain and note any progress toward this goal.</i>	YES
Library open hours as per State Library Report	61
Open hours required by OLA Threshold Standards for 19754 population served	40
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>If any standards as listed below are not yet met, please explain and note any progress toward this goal.</i>	YES
total library FTE as per FY 09-10 State Library Report	16.2
total library FTE needed as per OLA Threshold standards for 19754 population served	6.9
total staff with an MLS as per State Library Report	4.65
total staff required to have an MLS as per OLA Threshold Standards for 19,754 population served	N/A
Library Director has an MLS?	YES
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>	YES
Current Library volumes owned as per State Library Report	121,351
Library volumes need to serve 19754 population at the Threshold level	40,000
4. Please report briefly on any changes or improvements to the library due to District funding in FY10. <i>examples: library facility improvements, new collections; new programming, new staff and their functions etc.</i>	Increased open hours to 61 hours per wk. Added 4 FTE, including new Children's Reference Librarian. Added 60K to Collections budget. Created replacement schedule for public computers. Added Adult and Children's programming..
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>If no, please explain and note any progress toward this goal.</i>	NO \$ 1,250.00 Will increase over time.
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>If no, please explain and note any progress toward this goal.</i>	YES 80-90% Adult Coll, 25% Childrens
7. Does the library have a formal written collection development policy? <i>If no, please explain and note any progress toward this goal.</i>	YES
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> <i>If no, please explain and note any progress toward this goal.</i>	YES
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>	YES