

## Library District of Clackamas County - Annual Progress Report

### Oak Lodge Library

*For the period: 7/1/2019 through 6/30/2020*

#### SECTION 1: LIBRARY BOARD COMPOSITION

##### Service area population

| <u>Question</u> |                                      | <u>Count</u>  | <u>Pctg of total</u> |
|-----------------|--------------------------------------|---------------|----------------------|
| 1.1             | City population                      | 0             |                      |
| 1.2             | Unincorporated pop. Served           | 31,858        | 100.0%               |
| 1.3             | <b>TOTAL SERVICE AREA POPULATION</b> | <b>31,858</b> | <b>100.0%</b>        |

##### Library Board composition (as of 6/30/2020)

|     |                                       | <u>Count</u> | <u>Pctg of total</u> |
|-----|---------------------------------------|--------------|----------------------|
| 1.4 | Board members living in City          |              |                      |
| 1.5 | Board members living in unicorp. Area | 5            | 100.0%               |
| 1.6 | Vacancies                             | 0            | 0.0%                 |
| 1.7 | <b>TOTAL BOARD MEMBERS</b>            | <b>5</b>     | <b>100.0%</b>        |

- 1.8 Please provide any additional information below about your service area population or your board composition:

The Oak Lodge service area population is 100% unincorporated.

**SECTION 2: FINANCIAL DATA**

|                                 |        |
|---------------------------------|--------|
| City budget cycle               | Annual |
| If biennial, this report covers |        |

Library Fund Balances

| <u>Question</u> |  | <u>Amount</u>  |
|-----------------|--|----------------|
| 2.1             | Starting balance of Library Fund (7/1/19)                      | \$ 752,002     |
| 2.2             | Total revenue (7/1/19 - 6/30/20)                               | \$ 1,573,044   |
| 2.3             | Total exp. (incl. alloc. costs & debt svc.) (7/1/19 - 6/30/20) | \$ (1,259,573) |
| 2.4             | Total transfers to reserve fund (7/1/19 - 6/30/20)             | \$ -           |
| 2.5             | Ending balance of Library Fund (6/30/20)                       | \$ 1,065,473   |

Revenue Detail (7/1/19 - 6/30/20)

|  | <u>Amount</u> |
|--|---------------|
| 2.6 Library District revenue                               | \$ 1,438,841  |
| 2.7 Operational support from City/Library Service Provider | \$ -          |
| 2.8 Ready to Read grant                                    | \$ 5,975      |
| 2.9 Fines, fees, and donations                             | \$ 11,459     |

*Other revenues (please specify)*

|             |  |                     |
|-------------|--|---------------------|
| 2.10        | LN general fund support for Homebound            | \$ 15,000           |
| 2.11        | Cares Fema COVID-19                              | \$ 101,769          |
| 2.12        |  | \$ -                |
| 2.13        |  | \$ -                |
| 2.14        |  | \$ -                |
| 2.15        |  | \$ -                |
| 2.16        |  | \$ -                |
| 2.17        |  | \$ -                |
| <b>2.18</b> | <b>TOTAL REVENUE (should match total in 2.2)</b> | <b>\$ 1,573,044</b> |

Expenditure Detail (7/1/19 - 6/30/20)

|      | <u>Amount</u>                                 |              |
|------|---|--------------|
| 2.19 | Salaries, wages, and benefits                 | \$ (672,947) |
| 2.20 | Collection expenditures                       | \$ (74,545)  |
| 2.21 | Allocated costs                               | \$ (141,092) |
| 2.22 | Capital expenses (not paid from Reserve Fund) | \$ (201,848) |
| 2.23 | Debt service (principal & interest)           | \$ -         |

*Other expenses not included above - please breakdown by significant categories (e.g., contracted services, office supplies & equipment, utilities)*

|      |                         |             |
|------|-------------------------|-------------|
| 2.24 | General office supplies | \$ (11,325) |
| 2.25 | Homebound               | \$ (10,784) |
| 2.26 | Hardware and Software   | \$ (9,419)  |
| 2.27 | Ready to Read           | \$ (4,365)  |

|             |   |           |                    |
|-------------|---|-----------|--------------------|
| 2.28        | Contracted Services (Security)                    | \$        | (16,118)           |
| 2.29        | Telephone   | \$        | (9,153)            |
| 2.30        | Printing and duplicating                          | \$        | (3,013)            |
| 2.31        | Insurance   | \$        | (4,829)            |
| 2.32        | Rent  | \$        | (83,323)           |
| 2.33        | Training  | \$        | (1,719)            |
| 2.34        | Program   | \$        | (7,688)            |
| 2.35        | Postage   | \$        | (2,488)            |
| 2.36        | Other operating expenses                          | \$        | (4,916)            |
| 2.37        |   | \$        | -                  |
| <b>2.38</b> | <b>TOTAL EXPENSES (should match total in 2.3)</b> | <b>\$</b> | <b>(1,259,573)</b> |

Library Reserves (if applicable)

|      |  | <u>Amount</u> |
|------|--|---------------|
| 2.39 | Starting balance of Library reserves(7/1/19) | \$ 2,910,947  |
| 2.40 | Ending balance of Library reserves (6/30/20) | \$ 2,910,947  |

2.41 Please provide a brief overview of changes to/from the Library Reserve balances and the source and use of those funds:

The reserves are from unused operational funds including fines, fees, donations, homebound support, Cares Fema, and Library District revenue.

2.42 Please provide a brief overview of any outstanding debt.

N/A

Allocated Cost Detail (7/1/19 - 6/30/20)

Please designate allocated costs using your City's defined categories.

|      | <u>Allocated costs (please specify)</u> |             |
|------|---|-------------|
| 2.43 | Finance                                 | \$ (10,045) |

|             |   |           |                  |
|-------------|---|-----------|------------------|
| 2.44        | Technology  | \$        | (3,568)          |
| 2.45        | Building Maintenance                                      | \$        | (40,000)         |
| 2.46        | Public governmental                                       | \$        | (3,183)          |
| 2.47        | Purchasing services                                       | \$        | (13,338)         |
| 2.48        | Courier and mail  | \$        | (1,788)          |
| 2.49        | Personnel administration                                  | \$        | (8,830)          |
| 2.50        | County Administration                                     | \$        | (2,542)          |
| 2.51        | Utilities   | \$        | (19,234)         |
| 2.52        | BCS Administration  | \$        | (38,564)         |
| <b>2.53</b> | <b>TOTAL ALLOCATED COSTS (should match total in 2.21)</b> | <b>\$</b> | <b>(141,092)</b> |

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

Clackamas County uses cost driver methodology when calculating allocated costs for the library. ☒  
 ☒  
 ☒  
 ☒  
 ☒  
 ☒  
 ☒

2.55 If the Library Board has any concerns about allocated costs, please explain.

N/A

2.56 Please provide information about the role and support that you receive from community organizations (such as Friends and Foundations).

We have a Friends organization that provides financial support for the Library.



**SECTION 3: SERVICE STANDARDS**

Question

|      |  |         |
|------|--|---------|
| 3.1  | Library open hours per week  | 57      |
| 3.2  | "Threshold" open hours per IGA Attachment C  | 50      |
| 3.3  | Does the Library Director have an MLS degree?  | Yes     |
| 3.4  | "Threshold" Director degree per IGA Attachment C   | MLS     |
| 3.5  | Total Library FTE  | 7.27    |
| 3.6  | "Threshold" FTE per IGA Attachment C   | 11.15   |
| 3.7  | Total staff with an MLS  | 3.05    |
| 3.8  | "Threshold" staff with an MLS per IGA Attachment C   | 2.23    |
| 3.9  | Vols. owned (physical and digital)   | 164,014 |
| 3.10 | "Threshold" vols. owned per IGA Attachment C   | 63,716  |
| 3.11 | During the reporting period, did your Library Board review the most recent OLA public library standards? | Yes     |

3.12 If your Library Board did review OLA standards, please share any findings/outcomes of this review.

3.13 Does your library currently have a strategic plan? No  
*If so, please attach to your email when sending in your responses.*

**SECTION 4: ADDITIONAL COMMENTS**

Question

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

Submitted draft report subject to review and approval by LDAC representative or library board chair.

**SECTION 5: CERTIFICATION**

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

Question

|     |                                      |                      |
|-----|--------------------------------------|----------------------|
| 5.1 | Name of Library Director             | Mitzi Olson          |
| 5.2 | Email address of Library Director    | molson@clackamas.us  |
| 5.3 | Name of LDAC Representative          | Grover Bornefeld     |
| 5.4 | Email address of LDAC Representative | citizengjb@gmail.com |
| 5.5 | Name of Library Board Chair          | Grover Bornefeld     |
| 5.6 | Email address of Library Board Chair | citizengjb@gmail.com |
| 5.7 | Date of submission                   | 6/2/2021             |

*Please email the completed form (in Excel format), along with a copy of your strategic plan (if applicable) to **kkohl@lincc.org***



| <b>INSTRUCTIONS</b> |   |
|---------------------|---|
| <b>Question</b>     | <b>Notes</b>  |
| <b>1.1 to 1.3</b>   | Service area population #s are taken from BCS calculations, based on PSU population numbers, used in the preparation of the First Distribution payment.   |
| <b>1.4 to 1.7</b>   | Enter the number of board members (at 6/30) for each category. Totals and percentages will automatically calculate.   |
| <b>1.8</b>          | Section 2.4 of the Capital IGA states "the City shall provide for fair representation of served library patrons on the City's library board, including patrons from unincorporated Clackamas County." If the Library Board is not proportionally representative of the library service area please include a description of your strategy for fulfilling the requirement. |

| <b>GLOSSARY OF TERMS</b>                                       |  |
|--|--|
| <b>Service Area:</b>   | The service area maps referred to in Section 1 of the Library District IGA can be found at: <a href="https://www.clackamas.us/librarydistrict/maps.html">https://www.clackamas.us/librarydistrict/maps.html</a>  |
| <b>Other Expenses:</b>   | A breakdown of significant categories (e.g., professional services, office supplies & equipment, utilities); smaller expenses should be included in a miscellaneous category.  |
| <b>Total transfers to reserve fund:</b>                        | Transfers of funds to "Library Reserves." In a previous fiscal year (16/17), the only library reporting in this category was Happy Valley.   |
| <b>Library Reserves:</b>                                       | Library reserves are reserves tracked separately from the library fund. In a previous fiscal year (16/17), the only libraries reporting in this category were Happy Valley and Oak Lodge.  |
| <b>OLA Public Library Standards</b>                            | <a href="https://www.olaweb.org/pld-standards">https://www.olaweb.org/pld-standards</a>  |
| <b>Operational Support</b>                                     | Any revenue or transfers from other City funds/sources; if a City provides support this will frequently be a transfer from the General Fund.   |
| <b>"Directly Related to the Provision of Library Services"</b> | From Library District IGA, Section 2.1 (Use of Funds): "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." |