

Data Subcommittee of the Library District of Clackamas County Advisory Committee

Minutes - **UNAPPROVED**

September 22, 2017 @ 1:00 PM

Clackamas County Development Services Building, Rm. 119/120

ATTENDANCE

Subcommittee Members

MEMBER	LIBRARY	ATTENDANCE	NOTES
Kathleen Myron	Canby Public Library	Present	
Grover Bornefeld	Clackamas County Library - Oak Lodge	Present	
Al Matecko	Happy Valley Public Library	Present	LDAC Chair
Karol Miller	Ledding Library of Milwaukie	Present	

Others Present

NAME	NOTES
Greg Williams	Clackamas County Library Network - LDAC Liaison
Mitzi Olson	Manager, Oak Lodge Library

MINUTES

The subcommittee members and others present discussed:

- Difficulties in using and interpreting the data on the current Annual Progress Report form.
- Different kinds and categories of revenues and expenses.
- Standards, both in the IGA and current OLA standards.
- Potential revisions to the Annual Progress Report form in order to:
 - Provide a more complete and useful picture of a library's expenses, revenues, and reserves.
 - Provide sufficient detail on allocated costs.
 - Facilitate comparison of data reported by individual libraries.
 - Ensure that reported data has been reviewed both by Library Directors and local library boards.
 - Utilize data that already gets reported to the State Library of Oregon on an annual basis.

Grover B. provided an initial list of possible data elements for a revised Annual Progress Report form.

Using Grover B.'s list as a starting point, the subcommittee discussed and outlined a revised Annual Progress Report form on the whiteboard. Greg Williams was asked to create an electronic version of the revised Annual Progress Report form, and distribute it to subcommittee members for further review.

The meeting was adjourned at 3:22 PM.

Minutes submitted by Greg Williams