

Library District of Clackamas County - Annual Progress Report

Gladstone Public Library

For the period: 12/1/2019 through 6/30/2020

SECTION 1: LIBRARY BOARD COMPOSITION

Service area population

<u>Question</u>		<u>Count</u>	<u>Pctq of total</u>
1.1	City population	11,880	55.4%
1.2	Unincorporated pop. Served	9,552	44.6%
1.3	TOTAL SERVICE AREA POPULATION	21,432	100.0%

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

		<u>Count</u>	<u>Pctq of total</u>
1.4	Board members living in City	0	0.0%
1.5	Board members living in unincorp. Area	0	0.0%
1.6	Vacancies	0	0.0%
1.7	TOTAL BOARD MEMBERS	0	100.0%

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

Clackamas County assumed operation of the Gladstone Library on 12/01/19. As part of an IGA between Clackamas County and the City of Gladstone, the City agreed to disband the Gladstone Library Board by November 30, 2019. During the transition of creating a new combined library board, the County worked with both communities to establish Bylaws, and then began recruiting for specific positions. The recruitment and appointments for the new library board were completed early 2021. The new Library board is comprised of proportional membership representation of the City of Gladstone, Gladstone unincorporated, and Oak Lodge 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 (12/1/19)	\$ (25,384)
2.2	Total revenue (12/1/19 - 6/30/20)	\$ 700,125
2.3	Total exp. (incl. alloc. costs & debt svc.) (12/1/19 - 6/30/20)	\$ (594,427)
2.4	Total transfers to reserve fund (12/1/19 - 6/30/20)	\$ -
2.5	Ending balance of Library Fund (6/30/20)	\$ 80,313

Revenue Detail (12/1/19 - 6/30/20)

	<u>Amount</u>
2.6	Library District revenue \$ 462,451
2.7	Operational support from City/Library Service Provider \$ -
2.8	Ready to Read grant \$ 3,049
2.9	Fines, fees, and donations \$ 2,447

Other revenues (please specify)

2.10	City of Gladstone	\$ 171,485
2.11	CARES Fema COVID-19	\$ 60,693
2.12		\$ -
2.13		\$ -
2.14		\$ -
2.15		\$ -
2.16		\$ -
2.17		\$ -
2.18	TOTAL REVENUE (should match total in 2.2)	\$ 700,125

Expenditure Detail (12/1/19 - 6/30/20)

	<u>Amount</u>
2.19	Salaries, wages, and benefits \$ (278,172)
2.20	Collection expenditures \$ (31,561)
2.21	Allocated costs \$ (23,383)
2.22	Capital expenses (not paid from Reserve Fund) \$ (240,787)
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	\$ (5,825)
2.25	Postage	\$ (2,005)
2.26	Hardware and Software	\$ (3,153)
2.27	Printing and duplicating	\$ (5,128)

2.28	Utilities	\$	(1,029)
2.29	Programs	\$	(1,095)
2.30	Other operating expenses	\$	(2,288)
2.31		\$	-
2.32		\$	-
2.33		\$	-
2.34		\$	-
2.35		\$	-
2.36		\$	-
2.37		\$	-
2.38	TOTAL EXPENSES (should match total in 2.3)	\$	(594,427)

Library Reserves (if applicable)

		<u>Amount</u>
2.39	Starting balance of Library reserves(12/1/19)	\$ -
2.40	Ending balance of Library reserves (6/30/20)	\$ -

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

N/A

2.42 Please provide a brief overview of any outstanding debt.

N/A

Allocated Cost Detail (12/1/19 - 6/30/20)

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

	<u>Allocated costs (please specify)</u>	
2.43	BCS Administration	\$ (23,383)

2.44		\$	-
2.45		\$	-
2.46		\$	-
2.47		\$	-
2.48		\$	-
2.49		\$	-
2.50		\$	-
2.51		\$	-
2.52		\$	-
2.53	TOTAL ALLOCATED COSTS (should match total in 2.21)	\$	(23,383)

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. Given that the County assumed operations on 12/1/2019, the standard majority of allocated costs will not be budgeted until FY 20/21.

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).

The Gladstone Public Library Foundation provides support for the summer reading program.



SECTION 3: SERVICE STANDARDS

Question

3.1	Library open hours per week	57
3.2	"Threshold" open hours per IGA Attachment C	40
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	5.45
3.6	"Threshold" FTE per IGA Attachment C	7.50
3.7	Total staff with an MLS	2.45
3.8	"Threshold" staff with an MLS per IGA Attachment C	0
3.9	Vols. owned (physical and digital)	150,580
3.10	"Threshold" vols. owned per IGA Attachment C	42,864
3.11	During the reporting period, did your Library Board review the most recent OLA public library standards?	No

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

N/A

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.

Clackamas County assumed operation of the Gladstone Library on 12/01/19. This report includes data from 12/01/19 through 6/30/20, beginning when the County assumed operation of the Gladstone Library. A separate report has been submitted containing data from 7/01/19 through 11/30/19, while the library was operated by the City of Gladstone. 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	Natalie Smith
5.4	Email address of LDAC Representative	nsmith_1159@yahoo.com
5.5	Name of Library Board Chair	N/A
5.6	Email address of Library Board Chair	N/A
5.7	Date of submission	6/4/2021

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

INSTRUCTIONS	
Question	Notes
1.1 to 1.3	Service area population #s are taken from BCS calculations, based on PSU population numbers, used in the preparation of the First Distribution payment.
1.4 to 1.7	Enter the number of board members (at 6/30) for each category. Totals and percentages will automatically calculate.
1.8	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.

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