

The information in this document is taken from 2019-2020 Annual Progress Reports (APRs) prepared and submitted by individual Library Service Providers. This consolidated data is provided as a convenience; in the event of any discrepancy between an individual Library Service Provider's APR and the data on this spreadsheet, the APR prepared by the Library Service Provider should be considered correct.

With the exception of data for the Oak Lodge Public Library and Gladstone Public Library, Clackamas County has not reviewed, evaluated, or validated any of the APR data submitted by Library Service Providers.

SECTION 1 - LIBRARY BOARD

Annual Progress Report for LDAC - FY 2019-2020

SECTION 1 - LIBRARY BOARD

CONSOLIDATED APR DATA (FY 19/20)

| LIBRARY | LIB CODE | 1.1 City Pop. | | 1.2 Uninc. Pop. | | 1.3 Total Svc. Area Pop. | 1.4 Board Mbrs - City | | 1.5 Board Mbrs - Uninc. | | 1.6 Board Mbrs - Vac. | |
|--|----------|------------------|------------|--------------------|------------|-----------------------------|--------------------------|------------|----------------------------|------------|--------------------------|------------|
| | | # | % of total | # | % of total | # | # | % of total | # | % of total | # | % of total |
| Canby Public Library | CA | 16,800 | 67.3% | 8,159 | 32.7% | 24,959 | 5 | 71.4% | 2 | 28.6% | 0 | 0.0% |
| Estacada Public Library | ES | 3,400 | 18.0% | 15,517 | 82.0% | 18,917 | 2 | 40.0% | 3 | 60.0% | 0 | 0.0% |
| Gladstone Public Library (7/1/2019 - 11/30/2019) Operated by the City of Gladstone | GL | 11,880 | 55.4% | 9,552 | 44.6% | 21,432 | 6 | 85.7% | 1 | 14.3% | 0 | 0.0% |
| Gladstone Public Library (12/1/2019 - 6/30/2020) Operated by Clackamas County | GL | 11,880 | 55.4% | 9,552 | 44.6% | 21,432 | | | | | | |
| Happy Valley Public Library | TC | 20,945 | 35.0% | 38,886 | 65.0% | 59,831 | 4 | 57.1% | 3 | 42.9% | 0 | 0.0% |
| Lake Oswego Public Library | LO | 35,645 | 85.4% | 6,112 | 14.6% | 41,757 | 7 | 100.0% | | | | |
| Ledding Library of Milwaukie | MI | 20,525 | 49.3% | 21,142 | 50.7% | 41,667 | 7 | 77.8% | 2 | 22.2% | 0 | 0.0% |
| Molalla Public Library | MO | 9,625 | 38.2% | 15,569 | 61.8% | 25,194 | 3 | 60.0% | 2 | 40.0% | | |
| Oak Lodge Public Library | CO | - | | 31,858 | 100.0% | 31,858 | | | 5 | 100.0% | 0 | 0.0% |
| Oregon City Public Library | OC | 34,860 | 57.8% | 25,401 | 42.2% | 60,261 | 5 | 71.4% | 2 | 28.6% | 0 | 0.0% |
| Sandy and Hoodland Public Libraries | SA/HO | 10,990 | 33.1% | 22,241 | 66.9% | 33,231 | 3 | 42.9% | 3 | 42.9% | 1 | 14.3% |
| West Linn Public Library | WL | 25,830 | 86.6% | 3,998 | 13.4% | 29,828 | 6 | 85.7% | 1 | 14.3% | 0 | 0.0% |
| Wilsonville Public Library | WV | 22,345 | 82.7% | 4,660 | 17.3% | 27,005 | 4 | 80.0% | 1 | 20.0% | 0 | 0.0% |

Annual Progress Report for LDAC - FY 2019-2020

SECTION 1 - LIBRARY BOARD

CONSOLIDATED APR DATA (FY 19/20)

| LIBRARY | LIB CODE | 1.7 Total Board Mbrs. # | 1.8 Add'l. Comments re: Service Area Population or Board Composition Desc |
|--|----------|-------------------------------|---|
| Canby Public Library | CA | 7 | 5 members living in City limits, 2 living outside of City limits. There is also a non-voting highschool representative and a City Council liaison that attends each meeting. |
| Estacada Public Library | ES | 5 | None |
| Gladstone Public Library (7/1/2019 - 11/30/2019) Operated by the City of Gladstone | GL | 7 | Clackamas County assumed operations of the Gladstone Library on 12/01/19. This report includes data from 7/1/2019 through 11/30/2019 while under the management of the City of Gladstone. A separate report has been submitted containing data from 12/1/19 through 6/30/20 while under the management of the County. As part of an IGA between the County and the City, 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 the positions. The recruitment and appointments for the new library board were completed early 2021. |
| Gladstone Public Library (12/1/2019 - 6/30/2020) Operated by Clackamas County | GL | 0 | 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. |
| Happy Valley Public Library | TC | 7 | Composition of the Board is decided by the City of Happy Valley. |
| Lake Oswego Public Library | LO | 7 | Qualifications. Any interested person may be appointed to the Library Advisory Board. No less than a majority of the members of the Library Advisory Board shall be residents of the City of Lake Oswego. Any members not residing in the City shall reside within the City's Urban Services Boundary. |
| Ledding Library of Milwaukie | MI | 9 | We added two teen members to our board, part of a pilot program for the city, inviting teens to join city boards and committees. This pilot program ends 6/30/2022. |
| Molalla Public Library | MO | 5 | We strive to have a board comprised of both in City and unincorporated area residents. Our service area is |
| Oak Lodge Public Library | CO | 5 | The Oak Lodge service area population is 100% unincorporated. |
| Oregon City Public Library | OC | 7 | Oregon City Municipal Code 2.44.030 specifies that the Library Board "shall be comprised as follows: four members shall be residents of the city; two members shall be residents of that area comprising postal zip codes 97045 and 97004 which are outside the boundary of the city, and one member shall be an "at large" member selected without consideration as to residence within the above described areas." Our Library Board meets these requirements. |
| Sandy and Hoodland Public Libraries | SA/HO | 7 | vacancy in unincorporated area |
| West Linn Public Library | WL | 7 | |
| Wilsonville Public Library | WV | 5 | |

The information in this document is taken from 2019-2020 Annual Progress Reports (APRs) prepared and submitted by individual Library Service Providers. This consolidated data is provided as a convenience; in the event of any discrepancy between an individual Library Service Provider's APR and the data on this spreadsheet, the APR prepared by the Library Service Provider should be considered correct.

With the exception of data for the Oak Lodge Public Library and Gladstone Public Library, Clackamas County has not reviewed, evaluated, or validated any of the APR data submitted by Library Service Providers.

SECTION 1 - FINANCIAL DATA

Annual Progress Report for LDAC - FY 2019-2020

SECTION 1 - FINANCIAL DATA

CONSOLIDATED APR DATA (FY 19/20)

| LIBRARY | LIB CODE | BUDGET CYCLE | BIENNIUM YEAR | 2.1 Lib Fund Start Bal \$ | 2.2 Lib Fund Tot Rev \$ | 2.3 Lib Fund Total Exp. \$ | 2.4 Lib Fund Xfer Rsrv \$ | 2.5 Lib Fund End Bal \$ | 2.6 Lib Dist Rev \$ | 2.7 City Op Support \$ | 2.8 Ready to Read \$ | 2.9 Fines/Fees/Don \$ |
|--|----------|--------------|---------------|---------------------------------|-------------------------------|----------------------------------|---------------------------------|-------------------------------|---------------------------|------------------------------|----------------------------|-----------------------------|
| Canby Public Library | CA | Annual | | \$ 74,450 | \$ 1,070,289 | \$ (1,101,990) | \$ - | \$ 42,749 | \$ 951,933 | \$ 75,000 | \$ 3,629 | \$ 36,920 |
| Estacada Public Library | ES | Annual | | \$ 201,850 | \$ 874,945 | \$ (830,048) | \$ - | \$ 246,747 | \$ 834,861 | \$ - | \$ 5,072 | \$ 13,274 |
| Gladstone Public Library (7/1/2019 - 11/30/2019) Operated by the City of Gladstone | GL | N/A | N/A | \$ - | \$ 330,678 | \$ (375,524) | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 24,971 |
| Gladstone Public Library (12/1/2019 - 6/30/2020) Operated by Clackamas County | GL | Annual | | \$ 25,384 | \$ 700,125 | \$ (594,427) | \$ - | \$ - | \$ 462,451 | \$ - | \$ 3,049 | \$ 2,447 |
| Happy Valley Public Library | TC | Annual | | \$ 4,954,813 | \$ 3,123,617 | \$ (2,523,763) | \$ (700,000) | \$ 5,449,057 | \$ 2,970,705 | \$ - | \$ 8,383 | \$ 144,529 |
| Lake Oswego Public Library | LO | Biennial | Year 1 | \$ 1,616,015 | \$ 4,836,512 | \$ (4,754,057) | \$ - | \$ 1,698,469 | \$ 3,129,490 | \$ 1,611,000 | \$ 6,408 | \$ 54,777 |
| Ledding Library of Milwaukie | MI | Biennial | Year 2 | \$ 5,107,000 | \$ 2,799,797 | \$ (7,271,884) | \$ - | \$ 634,749 | \$ 1,793,946 | \$ 819,153 | \$ 5,962 | \$ 28,070 |
| Molalla Public Library | MO | Annual | | \$ 1,782,847 | \$ 980,169 | \$ (889,074) | \$ (91,094) | \$ 1,873,941 | \$ 955,867 | \$ - | \$ 4,304 | \$ 13,833 |
| Oak Lodge Public Library | CO | Annual | | \$ 752,002 | \$ 1,573,044 | \$ (1,259,573) | \$ - | \$ 1,065,473 | \$ 1,438,841 | \$ - | \$ 5,975 | \$ 11,459 |
| Oregon City Public Library | OC | Biennial | Year 1 | \$ 2,912,984 | \$ 2,761,128 | \$ (2,241,344) | \$ (20,000) | \$ 3,412,768 | \$ 2,392,951 | \$ 150,000 | \$ 8,776 | \$ 59,965 |
| Sandy and Hoodland Public Libraries | SA/HO | Biennial | Year 1 | \$ 87,579 | \$ 1,712,248 | \$ (1,592,621) | \$ - | \$ 119,629 | \$ 1,353,691 | \$ 169,500 | \$ 5,169 | \$ 96,309 |
| West Linn Public Library | WL | Biennial | Year 1 | \$ 555,358 | \$ 2,780,710 | \$ (2,624,821) | \$ - | \$ 711,247 | \$ 1,706,582 | \$ 1,032,143 | \$ 4,338 | \$ 26,297 |
| Wilsonville Public Library | WV | Annual | | \$ - | \$ 1,993,835 | \$ (1,978,835) | \$ - | \$ - | \$ 1,391,106 | \$ 518,514 | \$ - | \$ - |

Annual Progress Report for LDAC - FY 2019-2020

SECTION 1 - FINANCIAL DATA

CONSOLIDATED APR DATA (FY 19/20)

| LIBRARY | LIB CODE | 2.10 Other Rev 1 | | 2.11 Other Rev 2 | | 2.12 Other Rev 3 | | 2.13 Other Rev 4 | | 2.14 Other Rev 5 | | 2.15 Other Rev 6 | |
|---|----------|---------------------------------------|------------|--------------------------------|------------|-------------------------------------|-----------|---------------------|-----------|---------------------|-----------|---------------------|----------|
| | | Desc | \$ | Desc | \$ | Desc | \$ | Desc | \$ | Desc | \$ | Desc | \$ |
| Canby Public Library | CA | Library of things grant | \$ 2,807 | | \$ - | | \$ - | | \$ - | | \$ - | | \$ - |
| Estacada Public Library | ES | Interest on Investments | \$ 3,941 | Miscellaneous Revenue | \$ 2,384 | Used Book Sales | \$ 876 | Grants | \$ 14,537 | | \$ - | | \$ - |
| Gladstone Public Library (7/1/2019 - 11/30/2019) Operated by the City of Gladstone | GL | | \$ - | | \$ - | | \$ - | | \$ - | | \$ - | | \$ - |
| Gladstone Public Library (12/1/2019 - 6/30/2020) Operated by Clackamas County | GL | City of Gladstone | \$ 171,485 | CARES Fema COVID-19 | \$ 60,693 | | \$ - | | \$ - | | \$ - | | \$ - |
| Happy Valley Public Library | TC | Revenue categories not detailed | \$ - | | \$ - | | \$ - | | \$ - | | \$ - | | \$ - |
| Lake Oswego Public Library | LD | Library Endowment Transfer | \$ 26,988 | Library of Things county grant | \$ 2,104 | Federal Grant COVID | \$ 5,745 | | \$ - | | \$ - | | \$ - |
| Ledding Library of Milwaukie | MI | County Grant/Library of Things | \$ 7,276 | Interest income | \$ 11,309 | Recovered expenditures | \$ 3,260 | Energy Trust | \$ 52,821 | Foundation | \$ 76,000 | Celebrate Milwaukie | \$ 2,000 |
| Molalla Public Library | MO | Grants - CRF COVID-19 | \$ 6,165 | | \$ - | | \$ - | | \$ - | | \$ - | | \$ - |
| Oak Lodge Public Library | CO | LN general fund support for Homebound | \$ 15,000 | Cares Fema COVID 19 | \$ 101,769 | | \$ - | | \$ - | | \$ - | | \$ - |
| Oregon City Public Library | OC | Federal Grants (CARES) | \$ 70,749 | County SSW funds (LOT) | \$ 8,741 | Investment Earnings & Realized Gain | \$ 66,515 | Misc. Charges | \$ 3,431 | | \$ - | | \$ - |
| Sandy and Hoodland Public Libraries | SA/HO | starting balance | \$ 87,579 | | \$ - | | \$ - | | \$ - | | \$ - | | \$ - |
| West Linn Public Library | WL | County LoT Grant | \$ 1,500 | Interest | \$ 6,754 | Printing | \$ 3,096 | | \$ - | | \$ - | | \$ - |
| Wilsonville Public Library | WV | Other Operating Revenue | \$ 84,215 | | \$ - | | \$ - | | \$ - | | \$ - | | \$ - |

Annual Progress Report for LDAC - FY 2019-2020

SECTION 1 - FINANCIAL DATA

CONSOLIDATED APR DATA (FY 19/20)

| LIBRARY | LIB CODE | 2.16 Other Rev 7 | | 2.17 Other Rev 8 | | 2.18 Total Rev | 2.19 Sal/Wage/Ben | 2.20 Coll Exp | 2.21 Alloa Cost | 2.22 Capital Exp (not fr. Rsvr) | 2.23 Debt Service |
|--|----------|---------------------|------|---------------------|------|-------------------|----------------------|------------------|--------------------|------------------------------------|----------------------|
| | | Desc | \$ | Desc | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| Canby Public Library | CA | | \$ - | | \$ - | \$ 1,070,289 | \$ (741,226) | \$ (65,648) | \$ (219,299) | \$ - | \$ - |
| Estacada Public Library | ES | | \$ - | | \$ - | \$ 874,945 | \$ (646,094) | \$ (48,432) | \$ (16,065) | \$ (12,200) | \$ - |
| Gladstone Public Library (7/1/2019 - 11/30/2019) Operated by the City of Gladstone | GL | | \$ - | | \$ - | \$ - | \$ (193,301) | \$ (30,064) | \$ - | \$ - | \$ - |
| Gladstone Public Library (12/1/2019 - 6/30/2020) Operated by Clackamas County | GL | | \$ - | | \$ - | \$ 700,125 | \$ (278,172) | \$ (31,561) | \$ (23,383) | \$ (240,787) | \$ - |
| Happy Valley Public Library | TC | | \$ - | | \$ - | \$ 3,123,617 | \$ (1,576,345) | \$ (268,383) | \$ (484,000) | \$ - | \$ - |
| Lake Oswego Public Library | LO | | \$ - | | \$ - | \$ 4,836,512 | \$ (3,086,216) | \$ (437,975) | \$ (632,000) | \$ (53,896) | \$ - |
| Ledding Library of Milwaukie | MI | | \$ - | | \$ - | \$ 2,799,797 | \$ (1,649,664) | \$ (175,888) | \$ (1,012,000) | \$ (4,261,863) | \$ - |
| Molalla Public Library | MO | | \$ - | | \$ - | \$ 980,169 | \$ (548,284) | \$ (115,152) | \$ (70,451) | \$ - | \$ - |
| Oak Lodge Public Library | CO | | \$ - | | \$ - | \$ 1,573,044 | \$ (672,947) | \$ (74,545) | \$ (141,092) | \$ (201,848) | \$ - |
| Oregon City Public Library | OC | | \$ - | | \$ - | \$ 2,761,128 | \$ (1,344,124) | \$ (195,842) | \$ (45,700) | \$ - | \$ (415,371) |
| Sandy and Hoodland Public Libraries | SA/HO | | \$ - | | \$ - | \$ 1,712,248 | \$ (1,122,895) | \$ (113,517) | \$ (170,686) | \$ - | \$ (45,937) |
| West Linn Public Library | WL | | \$ - | | \$ - | \$ 2,780,710 | \$ (1,546,689) | \$ (161,118) | \$ (854,000) | \$ (1,300) | \$ - |
| Wilsonville Public Library | WV | | \$ - | | \$ - | \$ 1,993,835 | \$ (1,648,363) | \$ (178,249) | \$ - | \$ - | \$ - |

Annual Progress Report for LDAC - FY 2019-2020

SECTION 1 - FINANCIAL DATA

CONSOLIDATED APR DATA (FY 19/20)

| LIBRARY | LIB CODE | 2.24 Other Exp 1 | | 2.25 Other Exp 2 | | 2.26 Other Exp 3 | | 2.27 Other Exp 4 | | 2.28 Other Exp 5 | | 2.29 Other Exp 6 | |
|---|----------|-------------------------|--------------|----------------------------------|--------------|---|-------------|-----------------------------|-------------|--------------------------------|-------------|---------------------------------|-------------|
| | | Desc | \$ | Desc | \$ | Desc | \$ | Desc | \$ | Desc | \$ | Desc | \$ |
| Canby Public Library | CA | Programming | \$ (15,946) | Summer Reading Program | \$ (3,629) | Supplies & Services | \$ (23,761) | LINCC Consortium | \$ (32,069) | Training | \$ (412) | | \$ - |
| Estacada Public Library | ES | Supplies | \$ (6,862) | Adult, Child & Other Programming | \$ (6,150) | Insurance | \$ (9,850) | Legal & Accounting | \$ (1,575) | Ready to Read Program | \$ (3,865) | Contracted Services | \$ (31,910) |
| Gladstone Public Library (7/1/2019 - 11/30/2019) Operated by the City of Gladstone | GL | | \$ (146,871) | | \$ (5,288) | | \$ - | | \$ - | | \$ - | | \$ - |
| Gladstone Public Library (12/1/2019 - 6/30/2020) Operated by Clackamas County | GL | General office supplies | \$ (5,825) | Postage | \$ (2,005) | Hardware and Software | \$ (3,153) | Printing and duplicating | \$ (5,128) | Utilities | \$ (1,029) | Programs | \$ (1,095) |
| Happy Valley Public Library | TC | Supplies | \$ (10,621) | Ready 2 Read Grant | \$ (5,750) | Programs | \$ (17,358) | Professional Development | \$ (1,446) | Media Processing | \$ (13,777) | Utilities | \$ (30,371) |
| Lake Oswego Public Library | LO | | \$ - | Office Supplies | \$ (25,852) | Printing and Postage | \$ (5,432) | Misc Communication | \$ (1,122) | Development and Training | \$ (11,176) | Professional Technical Services | \$ (9,377) |
| Ledding Library of Milwaukie | MI | Education/ Training | \$ (653) | Pod Rental | \$ (126,012) | Programs | \$ (2,146) | Ready To Read | \$ (5,913) | Supplies | \$ (37,745) | | \$ - |
| Molalla Public Library | MO | Utilities | \$ (16,290) | Maintenance | \$ (33,854) | Staff Training | \$ (2,323) | Insurance/Liability | \$ (12,668) | Custodian | \$ (19,065) | Supplies | \$ (19,158) |
| Oak Lodge Public Library | CO | General office supplies | \$ (11,325) | Homebound | \$ (10,784) | Hardware and Software | \$ (9,419) | Ready to Read | \$ (4,365) | Contracted Services (Security) | \$ (16,118) | Telephone | \$ (9,153) |
| Oregon City Public Library | OC | Facility Maint. | \$ (115,698) | Programming | \$ (38,320) | Technology (Hardware, Software, Maint.) | \$ (36,789) | Technical Services Supplies | \$ (19,901) | Telephone | \$ (5,827) | Equipment | \$ (5,724) |
| Sandy and Hoodland Public Libraries | SA/HO | supplies | \$ (18,498) | postage | \$ (120) | printing | \$ (545) | repairs and maintenance | \$ (3,524) | marketing | \$ (714) | training | \$ (1,100) |
| West Linn Public Library | WL | Programs | \$ (10,357) | Memberships/Training | \$ (4,697) | Office Supplies & Equipment | \$ (25,384) | Insurance | \$ (20,000) | Contracted Services | \$ (1,276) | | \$ - |
| Wilsonville Public Library | WV | Operating Expenditures | \$ (152,223) | | \$ - | | \$ - | | \$ - | | \$ - | | \$ - |

Annual Progress Report for LDAC - FY 2019-2020

SECTION 1 - FINANCIAL DATA

CONSOLIDATED APR DATA (FY 19/20)

| LIBRARY | LIB CODE | 2.30 Other Exp 7 | | 2.31 Other Exp 8 | | 2.32 Other Exp 9 | | 2.33 Other Exp 10 | | 2.34 Other Exp 11 | | 2.35 Other Exp 12 | |
|--|----------|--------------------------|-------------|-------------------------------|--------------|--------------------------------------|--------------|------------------------|-------------|------------------------|-------------|-------------------------|-------------|
| | | Desc | \$ | Desc | \$ | Desc | \$ | Desc | \$ | Desc | \$ | Desc | \$ |
| Canby Public Library | CA | | \$ - | | \$ - | | \$ - | | \$ - | | \$ - | | \$ - |
| Estacada Public Library | ES | Utilities | \$ (22,001) | Telephone | \$ (4,641) | Postage | \$ (72) | Advertising & Printing | \$ (200) | Training/Dues & Travel | \$ (1,601) | Equipment & Maintenance | \$ (2,542) |
| Gladstone Public Library (7/1/2019 - 11/30/2019) Operated by the City of Gladstone | GL | | \$ - | | \$ - | | \$ - | | \$ - | | \$ - | | \$ - |
| Gladstone Public Library (12/1/2019 - 6/30/2020) Operated by Clackamas County | GL | Other operating expenses | \$ (2,288) | | \$ - | | \$ - | | \$ - | | \$ - | | \$ - |
| Happy Valley Public Library | TC | Rep and Maint. | \$ (9,015) | Facility and Office Contracts | \$ (106,697) | | \$ - | | \$ - | | \$ - | | \$ - |
| Lake Oswego Public Library | LO | | \$ - | Repairs and Maintenance | \$ (361,565) | Materials, Furnishings, and Supplies | \$ (124,106) | Misc Charges | \$ (5,340) | | \$ - | | \$ - |
| Ledding Library of Milwaukie | MI | | \$ - | | \$ - | | \$ - | | \$ - | | \$ - | | \$ - |
| Molalla Public Library | MO | Furniture & Equipment | \$ (1,429) | Programming | \$ (23,266) | Copier | \$ (5,556) | Equipment | \$ (18,568) | | \$ - | | \$ - |
| Oak Lodge Public Library | CO | Printing and duplicating | \$ (3,013) | Insurance | \$ (4,829) | Rent | \$ (83,323) | Training | \$ (1,719) | Program | \$ (7,688) | Postage | \$ (2,488) |
| Oregon City Public Library | OC | Training / Professional | \$ (3,962) | Office Supplies & Printing | \$ (3,325) | Legal & Other Contracted | \$ (2,818) | Postage | \$ (1,226) | Credit Card Discount | \$ (806) | Misc. | \$ (5,912) |
| Sandy and Hoodland Public Libraries | SA/HO | contractual services | \$ (27,592) | rent (Hoodland) | \$ (23,691) | utilities | \$ (20,894) | professional services | \$ (11,845) | programs | \$ (12,407) | equipment | \$ (18,656) |
| West Linn Public Library | WL | | \$ - | | \$ - | | \$ - | | \$ - | | \$ - | | \$ - |
| Wilsonville Public Library | WV | | \$ - | | \$ - | | \$ - | | \$ - | | \$ - | | \$ - |

Annual Progress Report for LDAC - FY 2019-2020

SECTION 1 - FINANCIAL DATA

CONSOLIDATED APR DATA (FY 19/20)

| LIBRARY | LIB CODE | 2.36 Other Exp 13 | | 2.37 Other Exp 14 | | 2.38 Total Exp | 2.39 Rsrv fund start bal | 2.40 Rsrv fun end bal | 2.41 Rsrv activity overview |
|--|----------|--------------------------|-------------|----------------------|------------|-------------------|-----------------------------|--------------------------|---|
| | | Desc | \$ | Desc | \$ | \$ | \$ | \$ | Desc |
| Canby Public Library | CA | | \$ - | | \$ - | \$ (1,101,990) | \$ - | \$ - | N/A |
| Estacada Public Library | ES | Facility Maintenance | \$ (13,525) | Miscellaneous | \$ (2,462) | \$ (830,048) | \$ 16,094 | \$ - | Interest income. |
| Gladstone Public Library (7/1/2019 - 11/30/2019) Operated by the City of Gladstone | GL | | \$ - | | \$ - | \$ (375,524) | \$ - | \$ - | N/A |
| Gladstone Public Library (12/1/2019 - 6/30/2020) Operated by Clackamas County | GL | | \$ - | | \$ - | \$ (594,427) | \$ - | \$ - | N/A |
| Happy Valley Public Library | TC | | \$ - | | \$ - | \$ (2,523,763) | \$ 3,613,988 | \$ - | The changes to the Library Reserve Fund are based on budgeted transfer amounts. The revenues are derived from the Library Fund and the expenses are for the future purchase of large dollar items both maintenance and capital according to the equipment replacement schedule which is reviewed annually. |
| Lake Oswego Public Library | LO | | \$ - | | \$ - | \$ (4,754,057) | \$ 500,000 | \$ - | |
| Ledding Library of Milwaukie | MI | | \$ - | | \$ - | \$ (7,271,884) | \$ - | \$ - | |
| Molalla Public Library | MO | | \$ - | | \$ - | \$ (886,064) | \$ 1,782,847 | \$ - | |
| Oak Lodge Public Library | CO | Other operating expenses | \$ (4,916) | | \$ - | \$ (1,259,573) | \$ 2,910,947 | \$ - | The reserves are from unused operational funds including fines, fees, donations, homebound support, Cares Fema, and Library District revenue. |
| Oregon City Public Library | OC | | \$ - | | \$ - | \$ (2,241,344) | \$ 687,458 | \$ - | In order to ensure adequate cash on hand to finance library operations prior to receipt of tax revenue, and to ensure ability to make debt service payments, the City has established a target reserve amount for the Library Fund. The target reserve is equal to 7 months' worth of budgeted expenses + 1 year's debt service payment + 10% contingency. For FY 19/20, the target reserve would have been approximately \$1,942,114. The Library Fund ending fund balance exceeded this target. Funds in the Community Facilities Fund are intended to allow the City to invest in public facilities to serve the community. Library capital reserves are transferred to this fund. |
| Sandy and Hoodland Public Libraries | SA/HO | | \$ - | | \$ - | \$ (1,592,621) | \$ - | \$ - | |
| West Linn Public Library | WL | | \$ - | | \$ - | \$ (2,624,821) | \$ - | \$ - | 2.5 Ending balance does not carry over completely. City Finance department sets beginning fund balance each year. |
| Wilsonville Public Library | WV | | \$ - | | \$ - | \$ (1,978,835) | \$ - | \$ - | |

Annual Progress Report for LDAC - FY 2019-2020

SECTION 1 - FINANCIAL DATA

CONSOLIDATED APR DATA (FY 19/20)

| LIBRARY | LIB CODE | 2.42 Outstanding debt overview Desc | 2.43 Allocated costs 1 | | 2.44 Allocated costs 2 | | 2.45 Allocated costs 3 | | 2.46 Allocated costs 4 | |
|--|----------|--|---------------------------|-------------|---------------------------|--------------|---------------------------|--------------|---------------------------|--------------|
| | | | Desc | \$ | Desc | \$ | Desc | \$ | Desc | \$ |
| Canby Public Library | CA | N/A | Facilities | \$ (52,958) | Tech Services | \$ (29,634) | Admin Overhead | \$ (136,707) | | \$ - |
| Estacada Public Library | ES | n/a | Supplies | \$ (212) | Contractual Services | \$ (987) | Utilities | \$ (680) | Phone | \$ (144) |
| Gladstone Public Library (7/1/2019 - 11/30/2019) Operated by the City of Gladstone | GL | N/A | | \$ - | | \$ - | | \$ - | | \$ - |
| Gladstone Public Library (12/1/2019 - 6/30/2020) Operated by Clackamas County | GL | N/A | BCS Administratio | \$ (23,383) | | \$ - | | \$ - | | \$ - |
| Happy Valley Public Library | TC | N/A | Finance General | \$ (59,377) | Finance Payroll | \$ (41,615) | Human Resources | \$ (68,027) | Recorder | \$ (29,386) |
| Lake Oswego Public Library | LO | | City Manager's Of | \$ (44,000) | Human Resources | \$ (74,000) | Facilities Management | \$ (121,000) | Finance | \$ (95,000) |
| Ledding Library of Milwaukie | MI | Capital Revenue/Expense. This is not considered Library Reserve balances. We took in \$130,821; spent \$4,261,863 | City Council | \$ (14,000) | City Manager | \$ (129,000) | City Attorney | \$ (33,000) | Facilities Management | \$ (147,000) |
| Molalla Public Library | MO | | | \$ - | | \$ - | | \$ - | | \$ - |
| Oak Lodge Public Library | CO | N/A | Finance | \$ (10,045) | Technology | \$ (3,568) | Building Maintenance | \$ (40,000) | Public governmental | \$ (3,183) |
| Oregon City Public Library | OC | At June 30, 2020, the outstanding debt on Library General Obligation Bonds (Issued January 7, 2015, interest rate at 3.08%) was \$4,666,574. | Human Resources | \$ (37,500) | Information Technology | \$ (4,200) | GIS | \$ (4,000) | | \$ - |
| Sandy and Hoodland Public Libraries | SA/HO | Sandy Library - \$45,937 in debt service covered by City support. Principal \$27,894. Interest \$18,043. | admin | \$ (41,623) | legal | \$ (17,343) | finance | \$ (58,099) | IT | \$ (41,190) |
| West Linn Public Library | WL | n/a | City Council | \$ (45,000) | City Management | \$ (141,000) | Economic Development | \$ (36,000) | Human Resources | \$ (98,000) |
| Wilsonville Public Library | WV | | | \$ - | | \$ - | | \$ - | | \$ - |

Annual Progress Report for LDAC - FY 2019-2020

SECTION 1 - FINANCIAL DATA

CONSOLIDATED APR DATA (FY 19/20)

| LIBRARY | LIB CODE | 2.47 Allocated costs 5 | | 2.48 Allocated costs 6 | | 2.49 Allocated costs 7 | | 2.50 Allocated costs 8 | | 2.51 Allocated costs 9 | | 2.52 Allocated costs 10 | | 2.53 Total Alloc Cost |
|--|----------|---------------------------|--------------|---------------------------|--------------|---|--------------|--|-------------|---------------------------|--------------|---|--------------|--------------------------|
| | | Desc | \$ | Desc | \$ | Desc | \$ | Desc | \$ | Desc | \$ | Desc | \$ | \$ |
| Canby Public Library | CA | | \$ - | | \$ - | | \$ - | | \$ - | | \$ - | | \$ - | \$ (219,299) |
| Estacada Public Library | ES | Personnel | \$ (14,042) | | \$ - | | \$ - | | \$ - | | \$ - | | \$ - | \$ (16,065) |
| Gladstone Public Library (7/1/2019 - 11/30/2019) Operated by the City of Gladstone | GL | | \$ - | | \$ - | | \$ - | | \$ - | | \$ - | | \$ - | \$ - |
| Gladstone Public Library (12/1/2019 - 6/30/2020) Operated by Clackamas County | GL | | \$ - | | \$ - | | \$ - | | \$ - | | \$ - | | \$ - | \$ (23,383) |
| Happy Valley Public Library | TC | Legal | \$ (4,868) | IT | \$ (59,056) | General Administration/Cit y Management | \$ (221,671) | | \$ - | | \$ - | | \$ - | \$ (484,000) |
| Lake Oswego Public Library | LO | Information Technology | \$ (221,000) | City Attorney's Office | \$ (21,000) | Risk Management | \$ (56,000) | | \$ - | | \$ - | | \$ - | \$ (632,000) |
| Ledding Library of Milwaukie | MI | Finance | \$ (51,000) | Human Resources | \$ (46,000) | Information Technology | \$ (121,000) | Records & Information Management | \$ (51,000) | Non- Departmental | \$ (109,000) | Transfers (Building Project FY 2019) | \$ (311,000) | \$ (1,012,000) |
| Molalla Public Library | MQ | | \$ - | | \$ - | | \$ - | | \$ - | | \$ - | | \$ (70,451) | \$ (70,451) |
| Oak Lodge Public Library | CO | Purchasing services | \$ (13,338) | Courier and mail | \$ (1,788) | Personnel administration | \$ (8,830) | County Administration | \$ (2,542) | Utilities | \$ (19,234) | BCS Administration | \$ (38,564) | \$ (141,092) |
| Oregon City Public Library | OC | | \$ - | | \$ - | | \$ - | | \$ - | | \$ - | | \$ - | \$ (45,700) |
| Sandy and Hoodland Public Libraries | SA/HO | non-departmental | \$ (12,431) | | \$ - | | \$ - | | \$ - | | \$ - | | \$ - | \$ (170,686) |
| West Linn Public Library | WL | Finance | \$ (58,000) | Information Technology | \$ (371,000) | City Facilities | \$ (58,000) | Non-department | \$ (47,000) | | \$ - | | \$ - | \$ (854,000) |
| Wilsonville Public Library | WV | | \$ - | | \$ - | | \$ - | | \$ - | | \$ - | | \$ - | \$ - |

Annual Progress Report for LDAC - FY 2019-2020

SECTION 1 - FINANCIAL DATA

CONSOLIDATED APR DATA (FY 19/20)

| LIBRARY | LIB CODE | 2.54 Alloc Method Desc | 2.55 Lib Brd Concerns about Alloc Costs Desc | 2.56 Role/Support Rcvd from Comm Orgs Desc |
|--|----------|--|---|---|
| Canby Public Library | CA | Facilities - Costs are allocated to departments/ funds on a per square foot basis Tech Services - Costs are allocated to departments/funds on a per computer and work order basis Admin OH - Costs are allocated based on FTE count and on a % of budgeted operating expense (personnel services + materials and services; capital outlay is excluded to promote consistency from year to year) | | |
| Estacada Public Library | ES | Personal Services: The amount of time spent by City Hall personnel on library business determines this percentage. All other expenses: the library is charged 3%. | none | Friends of Estacada Public Library provide between \$14,500 and \$15K annually for library needs, programming, collection, etc... |
| Gladstone Public Library (7/1/2019 - 11/30/2019) Operated by the City of Gladstone | GL | While the City of Gladstone provides operational support to the Library including human resources, finance, legal, payroll, public works, etc., the City does not have a formal method to determine cost allocations. | N/A | The Gladstone Public Library Foundation provides support for the summer reading program. |
| Gladstone Public Library (12/1/2019 - 6/30/2020) Operated by Clackamas County | GL | 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. | N/A | The Gladstone Public Library Foundation provides support for the summer reading program. |
| Happy Valley Public Library | TC | The City uses the CostTree software program to calculate cost allocations. Use of metrics such as FTE, Expenditures by Department, and approximation of effort are used to split the Administrative Cost Centers across all of the applicable Departments and Funds. | No Concerns. The Allocated Costs on this report were unanimously approved by the Library Board at the 1/25/2022 Library Board Meeting. | The Friends pay for the Summer Reading performers and Concerts in the Park and provide other help or purchases as requested. |
| Lake Oswego Public Library | LO | Administrative cost allocations metrics determined by the City of Lake Oswego Finance Department | | Lake Oswego Public Library receives support from the Friends of the Lake Oswego Public Library. The Friends pay directly for programs and specified materials. Their revenue is generated through donations and sales at their used bookstore and memberships. |
| Ledding Library of Milwaukie | MI | Activity Based (ABC) that identifies overhead and/or indirect activities in an organization and assigns the cost of each activity to the other departments according to the actual consumption and utilization for the purposes of allocation. | The city gives more than they bill for allocated costs, plus contributed heavily in the building of the new library, so no concerns. | The Ledding Library Foundation contributed \$76,000 to the building project. The Friends of Ledding Library contributed \$38,750 to support Summer Reading, programs for both Children and Adults, Lucky Day collection, replacement of classic books, and other necessities. |
| Molalla Public Library | MO | The library's percentage of the budget was 11.85%. The City assessed the full cost allocation amount and returned 20% or more to the fund as an operational contribution. The City of Molalla uses a percentage of the budget to determine cost allocation needs. The actual costs are varied as the monthly assessment is based on actual expenditures not budget estimations. | The Library Board has no concerns. | During the 19-20 fiscal year, we received nominal support from the Friends for program supplies. The local Rotary Club donated money for the purchase of children's books. |
| Oak Lodge Public Library | CO | Clackamas County uses cost driver methodology when calculating allocated costs for the library. | N/A | We have a Friends organization that provides financial support for the Library. |
| Oregon City Public Library | OC | When charged, allocated costs are generally based on FTE counts. | | The Friends of the Oregon City Public Library and the Oregon City Library Foundation are active supporters of the Oregon City Library. Their support is absolutely vital in helping the Library to deliver outstanding programs, collections, services, and facilities to the residents of the Oregon City Library service area. During the reporting period, the Foundation provided financial and operational support for the Dolly Parton Imagination Library. The Friends supported numerous endeavors, including Summer Reading, Library Programming, and contributing to transportation costs to allow more school children to visit the library. |
| Sandy and Hoodland Public Libraries | SA/HO | Allocated based on a combination of staff and operating budget of direct service programs. Half of City Hall costs (utilities, etc.) allocated only to departments in city hall; half allocated to all direct service programs | In June 2020, the Board began a detailed review of allocated costs with the City Finance Director. The discussions resulted in recalibrated formulas that will reduce certain allocations, going forward. In the 21-23 biennia, the net burden of allocated costs (after taking into account City support from its General Fund) will drop to approx. 1.7% of total Library Revenue vs. 3% in 19/20. In addition, the City will now explicitly note in its budgets that the Sandy Library debt service is an obligation of the City's General Fund. | Friends of Sandy Library gave 9 months of support during this fiscal year. (Library closed in March 2020 due to the pandemic) Approximately \$9375. About half of this is recorded in the library budget through donations. Hoodland Friends gave \$1480 to support 90% of the programming at Hoodland. About half of this is recorded in the library budget through donations. |
| West Linn Public Library | WL | Activity-Based Costing (ABC) is a costing model that identifies indirect activities (i.e., the departments in the General Fund) of an organization and allocates these costs to the other departments according to the actual consumption and utilization. The end result is that each function outside of the General Fund reflects the full operating costs of running that function - both direct costs and these allocated indirect costs. | n/a | Our Library Foundation raises funds for the Library's collections, programs, and facilities. They manage the Book Nook, West Linn's only book store. And, they run the Dolly Parton Imagination Library program for infants and children in West Linn. |
| Wilsonville Public Library | WV | | | The Friends and Foundation provide supplement funds. |

The information in this document is taken from 2019-2020 Annual Progress Reports (APRs) prepared and submitted by individual Library Service Providers. This consolidated data is provided as a convenience; in the event of any discrepancy between an individual Library Service Provider's APR and the data on this spreadsheet, the APR prepared by the Library Service Provider should be considered correct.

With the exception of data for the Oak Lodge Public Library and Gladstone Public Library, Clackamas County has not reviewed, evaluated, or validated any of the APR data submitted by Library Service Providers.

SECTION 1 - SERVICE STANDARDS

Annual Progress Report for LDAC - FY 2019-2020

SECTION 1 - SERVICE STANDARDS

CONSOLIDATED APR DATA (FY 19/20)

| LIBRARY | LIB CODE | 3.1 Hours open / wk # | 3.2 Thresh Hours # | 3.3 Dir MLS Desc | 3.4 Thresh Dir Degree Desc | 3.5 Total FTE # |
|--|-----------------|--------------------------------------|-----------------------------------|---------------------------------|---|--------------------------------|
| Canby Public Library | CA | 54 | 40 | Yes | MLS | 9.2 |
| Estacada Public Library | ES | 20 | 40 | Yes | MLS | 7.25 |
| Gladstone Public Library (7/1/2019 - 11/30/2019) Operated by the City of Gladstone | GL | 57 | 40 | YES | MLS | 5.45 |
| Gladstone Public Library (12/1/2019 - 6/30/2020) Operated by Clackamas County | GL | 57 | 40 | Yes | MLS | 5.45 |
| Happy Valley Public Library | TC | 62 | 50 | No | MLS | 16.28 |
| Lake Oswego Public Library | LO | 65 | 50 | Yes | MLS | 33.7 |
| Ledding Library of Milwaukie | MI | 66 | 50 | Yes | MLS | 16.15 |
| Molalla Public Library | MO | 59 | 50 | Yes | MLS | 7.75 |
| Oak Lodge Public Library | CO | 57 | 50 | Yes | MLS | 7.27 |
| Oregon City Public Library | OC | 58 | 50 | Yes | MLS | 16.15 |
| Sandy and Hoodland Public Libraries | SA/HO | 92 | 50 | yes | MLS | 13.34 |
| West Linn Public Library | WL | 56 | 50 | Yes | MLS | 17.04 |
| Wilsonville Public Library | WV | 61 | 50 | Yes | MLS | 16.36 |

Annual Progress Report for LDAC - FY 2019-2020

SECTION 1 - SERVICE STANDARDS

CONSOLIDATED APR DATA (FY 19/20)

| LIBRARY | LIB CODE | 3.6 Thresh FTE # | 3.7 Staff w/ MLS # | 3.8 Thresh Staff w/ MLS # | 3.9 Vols Owned # | 3.10 Thresh Vols Owned # |
|--|-----------------|---------------------------------|-----------------------------------|--|---------------------------------|---|
| Canby Public Library | CA | 8.74 | 3 | 0 | 166,914 | 49,918 |
| Estacada Public Library | ES | 6.62 | 3 | 0 | 48,321 | 37,834 |
| Gladstone Public Library (7/1/2019 - 11/30/2019) Operated by the City of Gladstone | GL | 7.5 | 2.45 | 0 | 42,675 | 42,864 |
| Gladstone Public Library (12/1/2019 - 6/30/2020) Operated by Clackamas County | GL | 5.45 | 2.45 | 0 | 150,580 | 42,864 |
| Happy Valley Public Library | TC | 19.74 | 6 | 3.95 | 101,671 | 119,662 |
| | | | | | | |
| | | | | | | |
| Lake Oswego Public Library | LO | 15.13 | 13.74 | 3.03 | 293,304 | 86,438 |
| Ledding Library of Milwaukie | MI | 14.47 | 6.5 | 2.89 | 88,238 | 82,676 |
| Molalla Public Library | MO | 8.82 | 1 | 1.76 | 60,440 | 50,388 |
| Oak Lodge Public Library | CO | 11.15 | 3.05 | 2.23 | 164,014 | 63,716 |
| Oregon City Public Library | OC | 19.89 | 6 | 3.98 | 168,944 | 120,522 |
| Sandy and Hoodland Public Libraries | SA/HO | 11.63 | 3.75 | 2.33 | 155,231 | 66,462 |
| | | | | | | |
| West Linn Public Library | WL | 10.54 | 6.5 | 2.11 | 233,694 | 60,242 |
| Wilsonville Public Library | WV | 9.86 | 5.63 | 1.97 | 217,463 | 56,350 |

Annual Progress Report for LDAC - FY 2019-2020

SECTION 1 - SERVICE STANDARDS

CONSOLIDATED APR DATA (FY 19/20)

| LIBRARY | LIB CODE | 3.11 Discuss OLA standards? Y/N | 3.12 Findings/outcomes of review of standards Desc | 3.13 Strategic Plan Y/N |
|--|-----------------|--|--|--|
| Canby Public Library | CA | Unknown | N/A | Yes |
| Estacada Public Library | ES | No | N/A | No |
| Gladstone Public Library (7/1/2019 - 11/30/2019) Operated by the City of Gladstone | GL | No | N/A | No |
| Gladstone Public Library (12/1/2019 - 6/30/2020) Operated by Clackamas County | GL | No | N/A | No |
| Happy Valley Public Library | TC | No | | Yes |
| Lake Oswego Public Library | LO | Partially | Board members received the full OLA Public Library Standards document (dated 2018) and were asked to review it. The library director and board members discussed the first section, titled Minimum Requirements for Oregon Public Libraries, in a board meeting. We intended to review the entire document in subsequent meetings, but didn't get back to it due to the onset of the pandemic. However, our brief review found that we are meeting minimum requirements, and in many categories, exceeding them. | In process, estimated 2022 |
| Ledding Library of Milwaukie | MI | No | We did not review the OLA standards this year, having done so in-depth in previous years. | No |
| Molalla Public Library | MO | No | | No |
| Oak Lodge Public Library | CO | Yes | | No |
| Oregon City Public Library | OC | No | | Yes |
| Sandy and Hoodland Public Libraries | SA/HO | yes | | Yes |
| West Linn Public Library | WL | Yes | They had no concerns, as we exceed standards. | Yes |
| Wilsonville Public Library | WV | NO | | In development |

The information in this document is taken from 2019-2020 Annual Progress Reports (APRs) prepared and submitted by individual Library Service Providers. This consolidated data is provided as a convenience; in the event of any discrepancy between an individual Library Service Provider's APR and the data on this spreadsheet, the APR prepared by the Library Service Provider should be considered correct.

With the exception of data for the Oak Lodge Public Library and Gladstone Public Library, Clackamas County has not reviewed, evaluated, or validated any of the APR data submitted by Library Service Providers.

SECTION 1 - ADDITIONAL COMMENTS

Annual Progress Report for LDAC - FY 2019-2020

SECTION 1 - ADDITIONAL COMMENTS

CONSOLIDATED APR DATA (FY 19/20)

| LIBRARY | LIB CODE | 4.1 Add'l Info Desc |
|--|----------|---|
| Canby Public Library | CA | |
| Estacada Public Library | ES | Library did not have regular hours during this period because of COVID. We offered holds pickup, which accounts for the low # of open hours. |
| Gladstone Public Library (7/1/2019 - 11/30/2019) Operated by the City of Gladstone | GL | Information provided in Section 1 (Library Board) and Section 2 (Financial Data) furnished by the City of Gladstone. This report includes data from 7/01/19 through 11/30/19, prior to the County assuming operation of the Gladstone Library. Submitted draft report subject to review and approval by LDAC representative or library board chair. |
| Gladstone Public Library (12/1/2019 - 6/30/2020) Operated by Clackamas County | GL | 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. |
| Happy Valley Public Library | TC | |
| Lake Oswego Public Library | LO | |
| Ledding Library of Milwaukie | MI | Construction of the new library was completed in October 2019. We moved from our temporary location into the new building December 2019. New library opened early January 2020. Ledding Library closed mid-March in response to the increase of Covid-19 cases as the state shut down for the pandemic. |
| Molalla Public Library | MO | The pandemic changed library services. We mailed items to patrons starting March 24. In late April, we started curbside service nine hours a week. We created Grab and Go craft kits for all ages. Five full time staff members kept coming to the library Monday-Friday to answer phones and email, post to social media, and assist patrons as much as possible. The library's public wi-fi remained on and available to patrons seven days a week. |
| Oak Lodge Public Library | CO | Submitted draft report subject to review and approval by LDAC representative or library board chair. |
| Oregon City Public Library | OC | Other notable events during the reporting period include: <ul style="list-style-type: none"> • A new Library Director (Greg Williams) was welcomed at the end of January, 2020. • In mid-March, 2020, the COVID-19 pandemic started, resulting in significant disruption of library operations and services for the remainder of the reporting period (and the next fiscal year as well). |
| Sandy and Hoodland Public Libraries | SA/HO | Due to the COVID-19 pandemic, Sandy and Hoodland Libraries closed to the public on March 16th. Sandy and Hoodland were the first libraries in the metro area to offer curbside service, starting Wednesday April 15th. Also in April we started offering virtual asynchronous storytimes, crafts, and early literacy activities. Our book clubs, protography group, and knitting club turned into virtual programs, and we offered additional programs virtually. Five staff members started driving Meals on Wheels to help with this essential service to the community. During the pandemic, ebook and eaudiobook use increased for Sandy and Hoodland by about 58%. Sandy and Hoodland gave an additional \$7500 towards these resources. |
| West Linn Public Library | WL | 5.3 LDAC Rep: Was Aeris Estep through 2020. Next rep TBD. |
| Wilsonville Public Library | WV | |

The information in this document is taken from 2019-2020 Annual Progress Reports (APRs) prepared and submitted by individual Library Service Providers. This consolidated data is provided as a convenience; in the event of any discrepancy between an individual Library Service Provider's APR and the data on this spreadsheet, the APR prepared by the Library Service Provider should be considered correct.

With the exception of data for the Oak Lodge Public Library and Gladstone Public Library, Clackamas County has not reviewed, evaluated, or validated any of the APR data submitted by Library Service Providers.

SECTION 1 - CERTIFICATION

Annual Progress Report for LDAC - FY 2019-2020

SECTION 1 - CERTIFICATION

CONSOLIDATED APR DATA (FY 19/20)

| LIBRARY | LIB CODE | 5.1 Lib Dir Name Desc | 5.2 Lib Dir Email Desc | 5.3 LDAC Rep Name Desc | 5.4 LDAC Rep Email Desc |
|--|-----------------|--------------------------------------|--|---------------------------------------|--|
| Canby Public Library | CA | Irene Green | greeni@canbyoregon.gov | Densie Fonseca | laughingkids@yahoo.com |
| Estacada Public Library | ES | Michele Kinnamon | michelek@lincc.org | Connie Redmond | mredmond452@gmail.com |
| Gladstone Public Library (7/1/2019 - 11/30/2019) Operated by the City of Gladstone | GL | Mitzi Olson | molson@clackamas.us | Natalie Smith | nsmith_1159@yahoo.com |
| Gladstone Public Library (12/1/2019 - 6/30/2020) Operated by Clackamas County | GL | Mitzi Olson | molson@clackamas.us | Natalie Smith | nsmith_1159@yahoo.com |
| Happy Valley Public Library | TC | Doris Grolbert | dorisg@happyvalleyor.gov | Al Matecko | alanmatecko@gmail.com |
| Lake Oswego Public Library | LO | Melissa Kelly | kelly@lakeoswego.city | Jacque Siewert-Schade | lillysgirl42@gmail.com |
| Ledding Library of Milwaukie | MI | Katie Newell | newellk@milwaukieoregon.gov | Robin Chedister | robin.chedister@gmail.com |
| Molalla Public Library | MO | Diana Hadley | dhadley@lincc.org | None | None |
| Oak Lodge Public Library | CO | Mitzi Olson | molson@clackamas.us | Grover Bornefeld | citizengjb@gmail.com |
| Oregon City Public Library | OC | Greg Williams | gwilliams@orcitey.org | Nick Dierckman | ndierckman@gmail.com |
| Sandy and Hoodland Public Libraries | SA/HO | Sarah McIntyre | smcintyre@ci.sandy.or.us | Kathleen Draine | kdraineor@aol.com |
| West Linn Public Library | WL | Doug Erickson | derickson@westlinnoregon.gov | Aeric Estep (through 2020) | |
| Wilsonville Public Library | WV | Patrick Duke | duke@wilsonvillelibrary.org | Megan Chuinard | |

Annual Progress Report for LDAC - FY 2019-2020

SECTION 1 - CERTIFICATION

CONSOLIDATED APR DATA (FY 19/20)

| LIBRARY | LIB CODE | 5.5 Bd Chair Name Desc | 5.6 Bd Chair Email Desc | 5.7 Submit Date Date |
|--|-----------------|---------------------------------------|--|-------------------------------------|
| Canby Public Library | CA | Carol Palmer | carolpalmer24@gmail.com | 6/1/2021 |
| Estacada Public Library | ES | Connie Redmond | mredmond452@gmail.com | 10/25/2022 |
| Gladstone Public Library (7/1/2019 - 11/30/2019) Operated by the City of Gladstone | GL | Gary Bokowski | garybhome@gmail.com | 12/6/2021 |
| Gladstone Public Library (12/1/2019 - 6/30/2020) Operated by Clackamas County | GL | N/A | N/A | 6/4/2021 |
| Happy Valley Public Library | TC | Al Matecko | alanmatecko@gmail.com | 1/25/2022 |
| Lake Oswego Public Library | LO | Sherry Swackhamer | swack2010@gmail.com | 2/2/2022 |
| Ledding Library of Milwaukie | MI | Jess Stetson | jessica.r.stetson@gmail.com | 2/1/2022 |
| Molalla Public Library | MO | Tina Teel | tinateel@molalla.net | 3/16/2022 |
| Oak Lodge Public Library | CO | Grover Bornefeld | citizengjb@gmail.com | 6/2/2021 |
| Oregon City Public Library | OC | David Goldberg | influx6499@comcast.net | 12/6/2021 |
| Sandy and Hoodland Public Libraries | SA/HO | Jeri McMahan | acmehomemt@gmail.com | 2/4/2022 |
| West Linn Public Library | WL | Janet Dalgaard | | 1/13/2022 |
| Wilsonville Public Library | WV | Megan Chuinard | megan.a.chuinard@gmail.com | 12/4/2021 |

The information in this document is taken from 2020-2021 Annual Progress Reports (APRs) prepared and submitted by individual Library Service Providers. This consolidated data is provided as a convenience; in the event of any discrepancy between an individual Library Service Provider's APR and the data on this spreadsheet, the APR prepared by the Library Service Provider should be considered correct.

With the exception of data for the Oak Lodge Public Library and Gladstone Public Library, Clackamas County has not reviewed, evaluated, or validated any of the APR data submitted by Library Service Providers.

SECTION 1 - LIBRARY BOARD

Annual Progress Report for LDAC - FY 2020-2021

SECTION 1 - LIBRARY BOARD

CONSOLIDATED APR DATA (FY 20/21)

| LIBRARY | LIB CODE | <p style="text-align: center;">1.8 Add'l. Comments re: Service Area Population or Board Composition <i>Desc</i></p> |
|-------------------------------------|----------|--|
| Canby Public Library | CA | The Canby Public Library Advisory Board also includes one non-voting high school student member. |
| Estacada Public Library | ES | None |
| Gladstone Public Library | GL | 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, 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. |
| Happy Valley Public Library | TC | The composition of the Library Board is decided by the City of Happy Valley. |
| Lake Oswego Public Library | LO | Qualifications. Any interested person may be appointed to the Library Advisory Board. No less than a majority of the members of the Library Advisory Board shall be residents of the City of Lake Oswego. Any members not residing in the City shall reside within the City's Urban Services Boundary. |
| Ledding Library of Milwaukie | MI | |
| Molalla Public Library | MO | We strive to have a board comprised of both in City and unincorporated area residents. Our service area is large and rural. The library's board and team continually brainstorm ways to reach and engage all those in our service area. |
| Oak Lodge Public Library | CO | 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, 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. |
| Oregon City Public Library | OC | Oregon City Municipal Code 2.44.030 specifies that the Library Board "shall be comprised as follows: four members shall be residents of the city; two members shall be residents of that area comprising postal zip codes 97045 and 97004 which are outside the boundary of the city, and one member shall be an "at large" member selected without consideration as to residence within the above described areas." Our Library Board meets these requirements. Our "at large" member is our current LDAC representative, sits on the Library District budget committee, and has an excellent understanding of and sensitivity to the needs and concerns of unincorporated residents. |
| Sandy and Hoodland Public Libraries | SA/HO | |
| West Linn Public Library | WL | |
| Wilsonville Public Library | WV | |

Annual Progress Report for LDAC for FY 2020-2021

SECTION 2 - FINANCIAL DATA

CONSOLIDATED APR DATA (FY 20/21)

| LIBRARY | LIB CODE | BUDGET CYCLE | BIENNIUM YEAR | 2.1 Lib Fund Start Bal \$ | 2.2 Lib Fund Tot Rev \$ | 2.3 Lib Fund Total Exp. \$ | 2.4 Lib Fund Xfer Rsrv \$ | 2.5 Lib Fund End Bal \$ | 2.6 Lib Dist Rev \$ | 2.7 City Op Support \$ | 2.8 Ready to Read \$ | 2.9 Fines/Fees/Don \$ |
|-------------------------------------|----------|--------------|---------------|---------------------------------|-------------------------------|----------------------------------|---------------------------------|-------------------------------|---------------------------|------------------------------|----------------------------|-----------------------------|
| Canby Public Library | CA | Annual | | \$ 42,749 | \$ 1,668,352 | \$ (1,640,329) | \$ - | \$ 70,771 | \$ 1,012,389 | \$ 642,687 | \$ 3,612 | \$ 9,664 |
| Estacada Public Library | ES | Annual | | \$ 246,747 | \$ 914,390 | \$ (790,579) | \$ - | \$ 370,558 | \$ 885,353 | \$ - | \$ 4,108 | \$ 1,595 |
| Gladstone Public Library | GL | Annual | | \$ 80,313 | \$ 1,290,296 | \$ (984,806) | \$ - | \$ 385,803 | \$ 828,352 | \$ 200,000 | \$ 3,019 | \$ 393 |
| Happy Valley Public Library | TC | Annual | | \$ 1,247,473 | \$ 3,178,865 | \$ (2,587,329) | \$ (500,000) | \$ 1,359,146 | \$ 3,132,511 | \$ - | \$ 8,401 | \$ 37,953 |
| Lake Oswego Public Library | LO | Biennial | Year 2 | \$ 1,698,469 | \$ 5,137,201 | \$ (4,406,911) | \$ - | \$ 1,631,469 | \$ 3,329,025 | \$ 1,668,000 | \$ 6,466 | \$ 44,378 |
| Ledding Library of Milwaukie | MI | Biennial | Year 1 | \$ 634,749 | \$ 2,851,494 | \$ (2,677,069) | \$ - | \$ 809,174 | \$ 1,874,093 | \$ 963,000 | \$ 5,898 | \$ 3,334 |
| Molalla Public Library | MO | Annual | | \$ 1,873,941 | \$ 1,008,952 | \$ (801,284) | \$ (84,231) | \$ 1,977,378 | \$ 1,003,215 | \$ - | \$ 4,304 | \$ 1,433 |
| Oak Lodge Public Library | CO | Annual | | \$ 1,065,473 | \$ 1,546,051 | \$ (1,375,233) | \$ - | \$ 1,236,291 | \$ 1,505,893 | \$ - | \$ 5,911 | \$ 565 |
| Oregon City Public Library | OC | Biennial | Year 2 | \$ 3,412,768 | \$ 2,755,906 | \$ (2,330,216) | \$ (20,000) | \$ 3,818,458 | \$ 2,510,966 | \$ 150,000 | \$ 8,784 | \$ 1,503 |
| Sandy and Hoodland Public Libraries | SA/HO | Biennial | Year 2 | \$ - | \$ 1,620,124 | \$ (1,543,941) | \$ - | \$ 81,191 | \$ 1,426,076 | \$ 169,500 | \$ 5,757 | \$ 18,790 |
| West Linn Public Library | WL | Biennial | Year 2 | \$ 723,187 | \$ 2,872,935 | \$ (2,789,558) | \$ - | \$ 806,564 | \$ 1,771,081 | \$ 1,097,554 | \$ 4,300 | \$ - |
| Wilsonville Public Library | WV | Annual | | \$ - | \$ 2,027,405 | \$ (2,027,405) | \$ - | \$ - | \$ 1,465,703 | \$ 540,111 | \$ 4,367 | \$ 17,224 |

Annual Progress Report for LDAC for FY 2020-2021

SECTION 2 - FINANCIAL DATA

CONSOLIDATED APR DATA (FY 20/21)

| LIBRARY | LIB CODE | 2.16 Other Rev 7 | | 2.17 Other Rev 8 | | 2.18 Total Rev \$ | 2.19 Sal/Wage/Ben \$ | 2.20 Coll Exp \$ | 2.21 Alloc Cost \$ | 2.22 Capital Exp (not fr. Rsrv) \$ | 2.23 Debt Service \$ |
|-------------------------------------|----------|---------------------|------|---------------------|------|-------------------------|----------------------------|------------------------|--------------------------|--|----------------------------|
| | | Desc | \$ | Desc | \$ | | | | | | |
| Canby Public Library | CA | | \$ - | | \$ - | \$ 1,668,352 | \$ (783,658) | \$ (780,173) | \$ (76,498) | \$ - | \$ - |
| Estacada Public Library | ES | | \$ - | | \$ - | \$ 914,389 | \$ (605,916) | \$ (48,110) | \$ (18,118) | \$ - | \$ - |
| Gladstone Public Library | GL | | \$ - | | \$ - | \$ 1,290,296 | \$ (571,508) | \$ (78,754) | \$ (34,255) | \$ (257,000) | \$ - |
| Happy Valley Public Library | TC | | \$ - | | \$ - | \$ 3,178,865 | \$ (1,659,993) | \$ (220,006) | \$ (500,000) | \$ - | \$ - |
| Lake Oswego Public Library | LO | | \$ - | | \$ - | \$ 5,137,201 | \$ (3,024,815) | \$ (383,014) | \$ (654,000) | \$ - | \$ - |
| Leddng Library of Milwaukie | MI | | \$ - | | \$ - | \$ 2,851,494 | \$ (1,667,912) | \$ (158,213) | \$ (780,000) | \$ - | \$ - |
| Molalla Public Library | MO | | \$ - | | \$ - | \$ 1,008,952 | \$ (483,784) | \$ (101,373) | \$ (94,343) | \$ - | \$ - |
| Oak Lodge Public Library | CO | | \$ - | | \$ - | \$ 1,546,051 | \$ (588,716) | \$ (94,573) | \$ (144,713) | \$ (400,116) | \$ - |
| Oregon City Public Library | OC | | \$ - | | \$ - | \$ 2,755,906 | \$ (1,425,680) | \$ (191,086) | \$ (46,100) | \$ - | \$ (415,370) |
| Sandy and Hoodland Public Libraries | SA/HO | | \$ - | | \$ - | \$ 1,620,123 | \$ (1,107,775) | \$ (90,478) | \$ (170,686) | \$ - | \$ (45,937) |
| West Linn Public Library | WL | | \$ - | | \$ - | \$ 2,872,935 | \$ (1,621,775) | \$ (165,717) | \$ (871,000) | \$ - | \$ - |
| Wilsonville Public Library | WV | | \$ - | | \$ - | \$ 2,027,405 | \$ (1,690,978) | \$ (191,371) | \$ - | \$ - | \$ - |

Annual Progress Report for LDAC for FY 2020-2021

SECTION 2 - FINANCIAL DATA

CONSOLIDATED APR DATA (FY 20/21)

| LIBRARY | LIB CODE | 2.30 Other Exp 7 | | 2.31 Other Exp 8 | | 2.32 Other Exp 9 | | 2.33 Other Exp 10 | | 2.34 Other Exp 11 | | 2.35 Other Exp 12 | |
|-------------------------------------|----------|---------------------------------|--------------|----------------------------|--------------|--------------------------------------|-------------|----------------------|-------------|--------------------------|-------------|----------------------|------------|
| | | Desc | \$ | Desc | \$ | Desc | \$ | Desc | \$ | Desc | \$ | Desc | \$ |
| Canby Public Library | CA | | \$ - | | \$ - | | \$ - | | \$ - | | \$ - | | \$ - |
| Estacada Public Library | ES | Equipment | \$ (12,400) | Facility Maintenance | \$ (2,598) | Insurance | \$ (10,307) | Accounting & Legal | \$ (1,529) | Miscellaneous | \$ (10,998) | | \$ - |
| Gladstone Public Library | GL | Insurance | \$ (598) | Training | \$ (106) | Programming | \$ (121) | Postage | \$ (689) | Other operating expenses | \$ (1,533) | | \$ - |
| Happy Valley Public Library | TC | Facility and Office Contracts | \$ (108,159) | Ready to Read | \$ (7,459) | | \$ - | | \$ - | | \$ - | | \$ - |
| Lake Oswego Public Library | LO | | \$ - | Repairs and Maintenance | \$ (225,157) | Materials, Furnishings, and Supplies | \$ (66,892) | Misc Charges | \$ (92) | | \$ - | | \$ - |
| Ledding Library of Milwaukie | MI | | \$ - | | \$ - | | \$ - | | \$ - | | \$ - | | \$ - |
| Molalla Public Library | MO | SUPPLIES | \$ (14,820) | FURNITURE | \$ (1,475) | COPIER | \$ (5,162) | PROGRAMS | \$ (23,749) | EQUIPMENT | \$ (4,259) | | \$ - |
| Oak Lodge Public Library | CO | Printing and duplicating | \$ (3,642) | Insurance | \$ (4,632) | Rent | \$ (84,888) | Training | \$ (306) | Programming | \$ (101) | Postage | \$ (714) |
| Oregon City Public Library | OC | Training / Professional | \$ (779) | Office Supplies & Printing | \$ (8,432) | Legal & Other Contracted | \$ (1,972) | Postage | \$ (2,591) | Credit Card Discount | \$ - | Misc. | \$ (1,127) |
| Sandy and Hoodland Public Libraries | SA/HO | computer equipment and software | \$ (16,252) | programs | \$ (8,924) | marketing | \$ (360) | | \$ - | | \$ - | | \$ - |
| West Linn Public Library | WL | | \$ - | | \$ - | | \$ - | | \$ - | | \$ - | | \$ - |
| Wilsonville Public Library | WV | | \$ - | | \$ - | | \$ - | | \$ - | | \$ - | | \$ - |

Annual Progress Report for LDAC for FY 2020-2021

SECTION 2 - FINANCIAL DATA

CONSOLIDATED APR DATA (FY 20/21)

| LIBRARY | LIB CODE | 2.42 Outstanding debt overview Desc | 2.43 Allocated costs 1 | | 2.44 Allocated costs 2 | | 2.45 Allocated costs 3 | | 2.46 Allocated costs 4 | |
|-------------------------------------|----------|--|------------------------------|-------------|---------------------------|--------------|---------------------------|-------------|---------------------------|--------------|
| | | | Desc | \$ | Desc | \$ | Desc | \$ | Desc | \$ |
| Canby Public Library | CA | N/A | Facilities (building maint.) | \$ (56,507) | Tech Services (IT) | \$ (19,991) | | \$ - | | \$ - |
| Estacada Public Library | ES | None | Supplies | \$ (208) | Contractual Services | \$ (1,239) | Utilities & Phone | \$ (822) | Personnel | \$ (15,849) |
| Gladstone Public Library | GL | N/A | BCS administration | \$ (34,255) | | \$ - | | \$ - | | \$ - |
| Happy Valley Public Library | TC | | Payroll | \$ (41,912) | Human Resources | \$ (68,501) | Recorder | \$ (31,226) | Legal | \$ (4,868) |
| Lake Oswego Public Library | LO | | | \$ - | City Manager's Office | \$ (48,000) | Human Resources | \$ (76,000) | Facilities Management | \$ (124,000) |
| Ledding Library of Milwaukie | MI | We do not have an outstanding debt. | City Council | \$ (20,000) | City Manager | \$ (160,000) | City Attorney | \$ (32,000) | Facilities Management | \$ (252,000) |
| Molalla Public Library | MO | N/A | | \$ - | | \$ - | | \$ - | | \$ - |
| Oak Lodge Public Library | CO | N/A | Finance | \$ (10,045) | Technology | \$ (7,279) | Building maintenance | \$ (40,000) | Public governmental | \$ (3,183) |
| Oregon City Public Library | OC | At June 30, 2021, the outstanding debt on Library General Obligation Bonds (Issued January 7, 2015, interest rate at 3.08%) was \$4,394,934. | Human Resources | \$ (37,500) | Information Technology | \$ (4,400) | GIS | \$ (4,200) | | \$ - |
| Sandy and Hoodland Public Libraries | SA/HO | Sandy Library - \$45,937 in debt service covered by City support. Principal \$28,688. Interest \$17,249. | administration | \$ (41,623) | legal | \$ (17,343) | finance | \$ (58,099) | IT | \$ (41,190) |
| West Linn Public Library | WL | n/a | City Council | \$ (46,000) | City Management | \$ (146,000) | Economic Development | \$ (38,000) | Human Resources | \$ (101,000) |
| Wilsonville Public Library | WV | | | \$ - | | \$ - | | \$ - | | \$ - |

Annual Progress Report for LDAC for FY 2020-2021

SECTION 2 - FINANCIAL DATA

CONSOLIDATED APR DATA (FY 20/21)

| LIBRARY | LIB CODE | 2.54 Alloc Method Desc | 2.55 Lib Brd Concerns about Alloc Costs Desc | 2.56 Role/Support Rcvd from Comm Orgs Desc |
|-------------------------------------|----------|--|---|---|
| Canby Public Library | CA | Facilities (square footage type allocation) Tech Services (equipment count and hours spent) | NA | The Canby Public Library does not receive funds on a routine basis from the Canby Public Library Foundation. The Canby Public Library does receive funds from the Friends of the Canby Public Library on an annual basis. The amount, based on years prior, typically amounts to \$18k-\$20k. |
| Estacada Public Library | ES | Personal Services: The amount of time spent by City Hall personnel on library business determines this percentage. All other expenses: the library is charge 3%. | None | Friends of Estacada Public Library provides approximately \$14,500 annually. |
| Gladstone Public Library | GL | Clackamas County uses cost driver methodology when calculating allocated costs for the library. | N/A | The Gladstone Library Foundation provides financial support to the library. |
| Happy Valley Public Library | TC | The City uses Cost Tree Software to calculate cost allocations. Use of metrics such as FTE, Expenditures by Department, and approximation of effort are used to split the Administrative Cost Centers across all of the applicable Departments and Funds. | The Library Board has no concerns. The allocated cost on this report were unanimously approved by the Library Board at the // Library Board meeting. | The Friends pay for the Summer Reading performers and Concerts in the Park and provide other help or purchases as requested. |
| Lake Oswego Public Library | LO | Administrative cost allocation metrics determined by the City of Lake Oswego Finance Department. | No concerns. | Lake Oswego Public Library receives additional support from the Friends of the Lake Oswego Public Library. The Friends pay directly for programs and specified materials. Their revenue is generated through donations and sales at their used bookstore, and memberships. |
| Ledding Library of Milwaukie | MI | Activity-Based (ABC) that identifies overhead and/or indirect activities in an organization and assigns the cost of each activity to the other departments according to the actual consumption and utilization for the purposes of allocation. | The city gives more than they bill for allocated costs, plus they did not lay off any staff during the pandemic closures, so no concerns. | The Friends of Ledding Library contributed \$33,750 to support Summer Reading give away of books, Lucky Day collection, Library of Things collection, materials representing multicultural authors and topics, start of the Seed Library. |
| Molalla Public Library | MO | The library's percentage of the budget was 11.85%. The City assessed the full cost allocation amount and returned 20% or more to the fund as an operational contribution. The City of Molalla uses a percentage of the budget to determine cost allocation needs. The actual costs are varied as the monthly assessment is based on actual expenditures not budget estimations. This was a pandemic year, so costs were higher due to needing more direction and City resources. | The Library Board has no concerns about allocated costs. | The Friends group provides nominal support to library programs. They are a very small group and not able to function as they would have liked during the pandemic. |
| Oak Lodge Public Library | CO | Clackamas County uses cost driver methodology when calculating allocated costs for the library. | N/A | We have a Friends' organization that provides financial support for the Library. |
| Oregon City Public Library | OC | When charged, allocated costs are generally based on FTE counts. | | The Friends of the Oregon City Public Library and the Oregon City Library Foundation are active supporters of the Oregon City Library. Their support is absolutely vital in helping the Library to deliver outstanding programs, collections, services, and facilities to the residents of the Oregon City Library service area. During the reporting period, the Foundation provided financial and operational support for the Dolly Parton Imagination Library. Because of the impact of the COVID-19 pandemic on the Friends' cash flow, and the impact of COVID on Library programming, fewer financial requests were made of the Friends during this reporting period. |
| Sandy and Hoodland Public Libraries | SA/HO | Allocated based on a combination of staff and operating budget of direct service programs. Half of City Hall costs (utilities, etc.) allocated only to departments in city hall; half allocated to all direct service programs. | In June 2020, the Board began a detailed review of allocated costs with the City Finance Director. The discussions resulted in recalibrated formulas that will reduce certain allocations, going forward. In the 21-23 biennia, the net burden of allocated costs (after taking into account City support from its General Fund) will drop to approx. 1.7% of total Library Revenue vs. 3% in 20/21. In addition, the City will now explicitly note in its budgets that the Sandy Library debt service is an obligation of the City's General Fund. | We requested \$1418 in funds for the 2nd quarter. At the end of 2nd quarter, we were informed that the FoSL would no longer be dispersing money to the library, and each July we would receive a disbursement directly from the Oregon Community Foundation (OCF). These disbursements are expected to be over \$16,000/year (FoSL had previously pledged the library up to \$12,5000/year). In the future these funds will be recorded in the library budget in the donations revenue line. We did not request any funds from Hoodland Friends since we hadn't resumed programming. Hoodland Friends support 90% of the programming at Hoodland. About half of this is recorded in the library budget through donations. |
| West Linn Public Library | WL | Activity-Based Costing (ABC) is a costing model that identifies indirect activities (i.e., the departments in the General Fund) of an organization and allocates these costs to the other departments according to the actual consumption and utilization. The end result is that each function outside of the General Fund reflects the full operating costs of running that function - both direct costs and these allocated indirect costs. | n/a | Our Library Foundation raises funds for the Library's collections, programs, and facilities. They manage the Book Nook, West Linn's only book store. They also run the Dolly Parton Imagination Library program for infants and children in West Linn. |
| Wilsonville Public Library | WV | | | The Wilsonville Friends of the Library and the Wilsonville Public Library Foundation provide funds for programming. |

Annual Progress Report for LDAC for FY 2020-2021

SECTION 3 - SERVICE STANDARDS

CONSOLIDATED APR DATA (FY 20/21)

| LIBRARY | LIB CODE | 3.1 Hours open / wk # | 3.2 Thresh Hours # | 3.3 Dir MLS Desc | 3.4 Thresh Dir Degree Desc |
|-------------------------------------|-----------------|--------------------------------------|-----------------------------------|---------------------------------|---|
| Canby Public Library | CA | 0 | 50 | Yes | MLS |
| Estacada Public Library | ES | 20 | 40 | yes | MLS |
| Gladstone Public Library | GL | 58 | 40 | Yes | MLS |
| Happy Valley Public Library | TC | 62 | 50 | No | MLS |
| Lake Oswego Public Library | LO | 54 | 50 | Yes | MLS |
| Ledding Library of Milwaukie | MI | 62 | 50 | yes | MLS |
| Molalla Public Library | MO | 16 | 50 | YES | MLS |
| Oak Lodge Public Library | CO | 58 | 50 | Yes | MLS |
| Oregon City Public Library | OC | 58 (sched) / 21 (avg. COVID actual) | 50 | Yes | MLS |
| Sandy and Hoodland Public Libraries | SA/HO | 46 | 50 | yes | MLS |
| West Linn Public Library | WL | 56 | 50 | Yes | MLS |
| Wilsonville Public Library | WV | 61 | 50 | Yes | MLS |

Annual Progress Report for LDAC for FY 2020-2021

SECTION 3 - SERVICE STANDARDS

CONSOLIDATED APR DATA (FY 20/21)

| LIBRARY | LIB CODE | 3.9 Vols Owned # | 3.10 Thresh Vols Owned # | 3.11 Discuss OLA standards? Y/N |
|-------------------------------------|-----------------|---------------------------------|---|--|
| Canby Public Library | CA | 61,062 | 50,232 | Unknown |
| Estacada Public Library | ES | 46,491 | 38,510 | Yes |
| Gladstone Public Library | GL | 171,864 | 42,930 | Yes |
| Happy Valley Public Library | TC | 228,731 | 121,236 | No |
| Lake Oswego Public Library | LO | 260,287 | 60 | Partially |
| Ledding Library of Milwaukie | MI | 214,533 | 82,676 | No |
| Molalla Public Library | MO | 78,319 | 50,934 | NO |
| Oak Lodge Public Library | CO | 190,520 | 63,770 | Yes |
| Oregon City Public Library | OC | 212,386 | 121,984 | No |
| Sandy and Hoodland Public Libraries | SA/HO | 168,068 | 66,670 | yes |
| West Linn Public Library | WL | 247,532 | 59,812 | Yes |
| Wilsonville Public Library | WV | 233,121 | 54,788 | Unknown |

The information in this document is taken from 2020-2021 Annual Progress Reports (APRs) prepared and submitted by individual Library Service Providers. This consolidated data is provided as a convenience; in the event of any discrepancy between an individual Library Service Provider's APR and the data on this spreadsheet, the APR prepared by the Library Service Provider should be considered correct.

With the exception of data for the Oak Lodge Public Library and Gladstone Public Library, Clackamas County has not reviewed, evaluated, or validated any of the APR data submitted by Library Service Providers.

SECTION 1 - ADDITIONAL COMMENTS

The information in this document is taken from 2020-2021 Annual Progress Reports (APRs) prepared and submitted by individual Library Service Providers. This consolidated data is provided as a convenience; in the event of any discrepancy between an individual Library Service Provider's APR and the data on this spreadsheet, the APR prepared by the Library Service Provider should be considered correct.

With the exception of data for the Oak Lodge Public Library and Gladstone Public Library, Clackamas County has not reviewed, evaluated, or validated any of the APR data submitted by Library Service Providers.

SECTION 1 - CERTIFICATION

Annual Progress Report for LDAC for FY 2020-2021

SECTION 5 - CERTIFICATION

CONSOLIDATED APR DATA (FY 20/21)

| LIBRARY | LIB CODE | 5.5 Bd Chair Name Desc | 5.6 Bd Chair Email Desc | 5.7 Submit Date Date |
|-------------------------------------|-----------------|---------------------------------------|--|--|
| Canby Public Library | CA | Carol Palmer | carolpalmer24@gmail.com | 10/26/2022 |
| Estacada Public Library | ES | Connie Redmond | mredmond452@gmail.com | Oct. 25, 2022 |
| Gladstone Public Library | GL | Debrah Bokowski | libraryamigo@gmail.com | 10/17/2022 |
| Happy Valley Public Library | TC | Al Matecko | alanmatecko@gmail.com | 10/12/2022 (approved by lib board 4/25/22) |
| Lake Oswego Public Library | LO | Kent Watson | kent@bookdimensions.org | 10/24/2022 |
| Ledding Library of Milwaukie | MI | Jess Stetson | jessica.r.stetson@gmail.com | 3/20/2022 |
| Molalla Public Library | MO | Tina Teel | tinateel@canby.com | 10/12/2022 |
| Oak Lodge Public Library | CO | Debrah Bokowski | libraryamigo@gmail.com | 10/17/2022 |
| Oregon City Public Library | OC | David Goldberg | | 10/7/22 (approved by lib board 4/13/22) |
| Sandy and Hoodland Public Libraries | SA/HO | Jeri McMahan | acmehomemt@gmail.com | 4/1/2022 |
| West Linn Public Library | WL | Janet Dalgaard | | 2/9/2022 |
| Wilsonville Public Library | WV | Rich Dougal | rich.dougal@gmail.com | 3/11/2022 |

The information in this document is taken from 2020-2021 Annual Progress Reports (APRs) prepared and submitted by individual Library Service Providers. This consolidated data is provided as a convenience; in the event of any discrepancy between an individual Library Service Provider's APR and the data on this spreadsheet, the APR prepared by the Library Service Provider should be considered correct.

With the exception of data for the Oak Lodge Public Library and Gladstone Public Library, Clackamas County has not reviewed, evaluated, or validated any of the APR data submitted by Library Service Providers.

SECTION 1 - LIBRARY BOARD

Annual Progress Report for LDAC - FY 2020-2021

SECTION 1 - LIBRARY BOARD

CONSOLIDATED APR DATA (FY 20/21)

| LIBRARY | LIB CODE | 1.1 City Pop. | | 1.2 Uninc. Pop. | | 1.3 Total Svc. Area Pop. | 1.4 Board Mbrs - City | | 1.5 Board Mbrs - Uninc. | | 1.6 Board Mbrs - Vac. | | 1.7 Total Board Mbrs. |
|-------------------------------------|----------|------------------|------------|--------------------|------------|-----------------------------|--------------------------|------------|----------------------------|------------|--------------------------|------------|--------------------------|
| | | # | % of total | # | % of total | # | # | % of total | # | % of total | # | % of total | # |
| Canby Public Library | CA | 16,950 | 67.5% | 8,166 | 32.5% | 25,116 | 5 | 71.4% | 2 | 28.6% | 0 | 0.0% | 7 |
| Estacada Public Library | ES | 3,725 | 19.3% | 15,530 | 80.7% | 19,255 | 2 | 40.0% | 3 | 60.0% | 0 | 0.0% | 5 |
| Gladstone Public Library | GL | 11,905 | 55.5% | 9,560 | 44.5% | 21,465 | 1 | 20.0% | 4 | 80.0% | 0 | 0.0% | 5 |
| Happy Valley Public Library | TC | 21,700 | 35.8% | 38,918 | 64.2% | 60,618 | 3 | 60.0% | 2 | 40.0% | 0 | 0.0% | 5 |
| Lake Oswego Public Library | LO | 36,545 | 85.7% | 6,117 | 14.3% | 42,662 | 7 | 100.0% | 0 | 0.0% | | | 7 |
| Ledding Library of Milwaukie | MI | 20,535 | 49.3% | 21,160 | 50.7% | 41,695 | 7 | 77.8% | 2 | 22.2% | 0 | 0.0% | 9 |
| Motalla Public Library | MO | 9,885 | 38.8% | 15,582 | 61.2% | 25,467 | 3 | 60.0% | 2 | 40.0% | 0 | 0.0% | 5 |
| Oak Lodge Public Library | CO | - | | 31,885 | 100.0% | 31,885 | 1 | 20.0% | 4 | 80.0% | 0 | 0.0% | 5 |
| Oregon City Public Library | OC | 35,570 | 58.3% | 25,422 | 41.7% | 60,992 | 5 | 71.4% | 2 | 28.6% | 0 | 0.0% | 7 |
| Sandy and Hoodland Public Libraries | SA/HO | 11,075 | 33.2% | 22,260 | 66.8% | 33,335 | 3 | 42.9% | 4 | 57.1% | 0 | 0.0% | 7 |
| West Linn Public Library | WL | 25,905 | 86.6% | 4,001 | 13.4% | 29,906 | 6 | 85.7% | 1 | 14.3% | 0 | 0.0% | 7 |
| Wilsonville Public Library | WV | 22,730 | 83.0% | 4,664 | 17.0% | 27,394 | 4 | 80.0% | 1 | 20.0% | 0 | 0.0% | 5 |

Annual Progress Report for LDAC - FY 2020-2021

SECTION 1 - LIBRARY BOARD

CONSOLIDATED APR DATA (FY 20/21)

| LIBRARY | LIB CODE | <p style="text-align: center;">1.8 Add'l. Comments re: Service Area Population or Board Composition <i>Desc</i></p> |
|-------------------------------------|----------|--|
| Canby Public Library | CA | The Canby Public Library Advisory Board also includes one non-voting high school student member. |
| Estacada Public Library | ES | None |
| Gladstone Public Library | GL | 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, 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. |
| Happy Valley Public Library | TC | The composition of the Library Board is decided by the City of Happy Valley. |
| Lake Oswego Public Library | LO | Qualifications. Any interested person may be appointed to the Library Advisory Board. No less than a majority of the members of the Library Advisory Board shall be residents of the City of Lake Oswego. Any members not residing in the City shall reside within the City's Urban Services Boundary. |
| Ledding Library of Milwaukie | MI | |
| Molalla Public Library | MO | We strive to have a board comprised of both in City and unincorporated area residents. Our service area is large and rural. The library's board and team continually brainstorms ways to reach and engage all those in our service area. |
| Oak Lodge Public Library | CO | 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, 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. |
| Oregon City Public Library | OC | Oregon City Municipal Code 2.44.030 specifies that the Library Board "shall be comprised as follows: four members shall be residents of the city; two members shall be residents of that area comprising postal zip codes 97045 and 97004 which are outside the boundary of the city, and one member shall be an "at large" member selected without consideration as to residence within the above described areas." Our Library Board meets these requirements. Our "at large" member is our current LDAC representative, sits on the Library District budget committee, and has an excellent understanding of and sensitivity to the needs and concerns of unincorporated residents. |
| Sandy and Hoodland Public Libraries | SA/HO | |
| West Linn Public Library | WL | |
| Wilsonville Public Library | WV | |

The information in this document is taken from 2020-2021 Annual Progress Reports (APRs) prepared and submitted by individual Library Service Providers. This consolidated data is provided as a convenience; in the event of any discrepancy between an individual Library Service Provider's APR and the data on this spreadsheet, the APR prepared by the Library Service Provider should be considered correct.

With the exception of data for the Oak Lodge Public Library and Gladstone Public Library, Clackamas County has not reviewed, evaluated, or validated any of the APR data submitted by Library Service Providers.

SECTION 1 - FINANCIAL DATA

Annual Progress Report for LDAC for FY 2020-2021

SECTION 2 - FINANCIAL DATA

CONSOLIDATED APR DATA (FY 20/21)

| LIBRARY | LIB CODE | BUDGET CYCLE | BIENNIUM YEAR | 2.1 Lib Fund Start Bal \$ | 2.2 Lib Fund Tot Rev \$ | 2.3 Lib Fund Total Exp. \$ | 2.4 Lib Fund Xfer Rsrv \$ | 2.5 Lib Fund End Bal \$ | 2.6 Lib Dist Rev \$ | 2.7 City Op Support \$ | 2.8 Ready to Read \$ | 2.9 Fines/Fees/Don \$ |
|-------------------------------------|----------|--------------|---------------|---------------------------------|-------------------------------|----------------------------------|---------------------------------|-------------------------------|---------------------------|------------------------------|----------------------------|-----------------------------|
| Canby Public Library | CA | Annual | | \$ 42,749 | \$ 1,668,352 | \$ (1,640,329) | \$ - | \$ 70,771 | \$ 1,012,389 | \$ 642,687 | \$ 3,612 | \$ 9,664 |
| Estacada Public Library | ES | Annual | | \$ 246,747 | \$ 914,390 | \$ (790,579) | \$ - | \$ 370,558 | \$ 885,353 | \$ - | \$ 4,108 | \$ 1,595 |
| Gladstone Public Library | GL | Annual | | \$ 80,313 | \$ 1,290,296 | \$ (984,806) | \$ - | \$ 385,803 | \$ 828,352 | \$ 200,000 | \$ 3,019 | \$ 393 |
| Happy Valley Public Library | TC | Annual | | \$ 1,247,473 | \$ 3,178,865 | \$ (2,587,329) | \$ (500,000) | \$ 1,359,146 | \$ 3,132,511 | \$ - | \$ 8,401 | \$ 37,953 |
| Lake Oswego Public Library | LO | Biennial | Year 2 | \$ 1,698,469 | \$ 5,137,201 | \$ (4,406,911) | \$ - | \$ 1,631,469 | \$ 3,329,025 | \$ 1,668,000 | \$ 6,466 | \$ 44,378 |
| Ledding Library of Milwaukie | MI | Biennial | Year 1 | \$ 634,749 | \$ 2,851,494 | \$ (2,677,069) | \$ - | \$ 809,174 | \$ 1,874,093 | \$ 963,000 | \$ 5,898 | \$ 3,334 |
| Molalla Public Library | MO | Annual | | \$ 1,873,941 | \$ 1,008,952 | \$ (801,284) | \$ (84,231) | \$ 1,977,378 | \$ 1,003,215 | \$ - | \$ 4,304 | \$ 1,433 |
| Oak Lodge Public Library | CO | Annual | | \$ 1,065,473 | \$ 1,546,051 | \$ (1,375,233) | \$ - | \$ 1,236,291 | \$ 1,505,893 | \$ - | \$ 5,911 | \$ 565 |
| Oregon City Public Library | OC | Biennial | Year 2 | \$ 3,412,768 | \$ 2,755,906 | \$ (2,330,216) | \$ (20,000) | \$ 3,818,458 | \$ 2,510,966 | \$ 150,000 | \$ 8,784 | \$ 1,503 |
| Sandy and Hoodland Public Libraries | SA/HO | Biennial | Year 2 | \$ - | \$ 1,620,124 | \$ (1,543,941) | \$ - | \$ 81,191 | \$ 1,426,076 | \$ 169,500 | \$ 5,757 | \$ 18,790 |
| West Linn Public Library | WL | Biennial | Year 2 | \$ 723,187 | \$ 2,872,935 | \$ (2,789,558) | \$ - | \$ 806,564 | \$ 1,771,081 | \$ 1,097,554 | \$ 4,300 | \$ - |
| Wilsonville Public Library | WV | Annual | | \$ - | \$ 2,027,405 | \$ (2,027,405) | \$ - | \$ - | \$ 1,465,703 | \$ 540,111 | \$ 4,367 | \$ 17,224 |

Annual Progress Report for LDAC for FY 2020-2021

SECTION 2 - FINANCIAL DATA

CONSOLIDATED APR DATA (FY 20/21)

| LIBRARY | LIB CODE | 2.10 Other Rev 1 | | 2.11 Other Rev 2 | | 2.12 Other Rev 3 | | 2.13 Other Rev 4 | | 2.14 Other Rev 5 | | 2.15 Other Rev 6 | |
|-------------------------------------|----------|---------------------------------------|------------|-------------------------------------|-----------|---------------------|-----------|------------------------------|----------|---------------------|------|---------------------|------|
| | | Desc | \$ | Desc | \$ | Desc | \$ | Desc | \$ | Desc | \$ | Desc | \$ |
| Canby Public Library | CA | | \$ - | | \$ - | | \$ - | | \$ - | | \$ - | | \$ - |
| Estacada Public Library | ES | Interest | \$ 1,852 | Miscellaneous | \$ 11,779 | Used Book Sales | \$ 20 | Friends of the Library Grant | \$ 9,683 | | \$ - | | \$ - |
| Gladstone Public Library | GL | General fund transfer from LN | \$ 250,000 | Cares Fema COVID 19 grant | \$ 8,532 | | | | \$ - | | \$ - | | \$ - |
| Happy Valley Public Library | TC | | \$ - | | \$ - | | \$ - | | \$ - | | \$ - | | \$ - |
| Lake Oswego Public Library | LO | Library Endow | \$ 27,399 | Federal Grant COVID | \$ 61,933 | | \$ - | | \$ - | | \$ - | | \$ - |
| Ledding Library of Milwaukie | MI | ALA/PLA grant | \$ 2,000 | Energy Trust | \$ 3,150 | Copies | \$ 19 | | \$ - | | \$ - | | \$ - |
| Molalla Public Library | MO | | \$ - | | \$ - | | \$ - | | \$ - | | \$ - | | \$ - |
| Oak Lodge Public Library | CO | LN general fund support for homebound | \$ 15,000 | NCPRD Reimbursement | \$ 6,355 | Cares Fema COVID 19 | \$ 12,327 | | \$ - | | \$ - | | \$ - |
| Oregon City Public Library | OC | Federal Grants (CARES) | \$ 59,345 | Investment Earnings & Realized Gain | \$ 22,788 | Misc. Charges | \$ 2,520 | | \$ - | | \$ - | | \$ - |
| Sandy and Hoodland Public Libraries | SA/HO | | \$ - | | \$ - | | \$ - | | \$ - | | \$ - | | \$ - |
| West Linn Public Library | WL | Copies | \$ - | | \$ - | | \$ - | | \$ - | | \$ - | | \$ - |
| Wilsonville Public Library | WV | | \$ - | | \$ - | | \$ - | | \$ - | | \$ - | | \$ - |

Annual Progress Report for LDAC for FY 2020-2021

SECTION 2 - FINANCIAL DATA

CONSOLIDATED APR DATA (FY 20/21)

| LIBRARY | LIB CODE | 2.16 Other Rev 7 | | 2.17 Other Rev 8 | | 2.18 Total Rev \$ | 2.19 Sal/Wage/Ben \$ | 2.20 Coll Exp \$ | 2.21 Alloc Cost \$ | 2.22 Capital Exp (not fr. Rsrv) \$ | 2.23 Debt Service \$ |
|-------------------------------------|----------|---------------------|------|---------------------|------|-------------------------|----------------------------|------------------------|--------------------------|--|----------------------------|
| | | Desc | \$ | Desc | \$ | | | | | | |
| Canby Public Library | CA | | \$ - | | \$ - | \$ 1,668,352 | \$ (783,658) | \$ (780,173) | \$ (76,498) | \$ - | \$ - |
| Estacada Public Library | ES | | \$ - | | \$ - | \$ 914,389 | \$ (605,916) | \$ (48,110) | \$ (18,118) | \$ - | \$ - |
| Gladstone Public Library | GL | | \$ - | | \$ - | \$ 1,290,296 | \$ (571,508) | \$ (78,754) | \$ (34,255) | \$ (257,000) | \$ - |
| Happy Valley Public Library | TC | | \$ - | | \$ - | \$ 3,178,865 | \$ (1,659,993) | \$ (220,006) | \$ (500,000) | \$ - | \$ - |
| Lake Oswego Public Library | LO | | \$ - | | \$ - | \$ 5,137,201 | \$ (3,024,815) | \$ (383,014) | \$ (654,000) | \$ - | \$ - |
| Ledding Library of Milwaukie | MI | | \$ - | | \$ - | \$ 2,851,494 | \$ (1,667,912) | \$ (158,213) | \$ (780,000) | \$ - | \$ - |
| Molalla Public Library | MO | | \$ - | | \$ - | \$ 1,008,952 | \$ (483,784) | \$ (101,373) | \$ (94,343) | \$ - | \$ - |
| Oak Lodge Public Library | CO | | \$ - | | \$ - | \$ 1,546,051 | \$ (588,716) | \$ (94,573) | \$ (144,713) | \$ (400,116) | \$ - |
| Oregon City Public Library | OC | | \$ - | | \$ - | \$ 2,755,906 | \$ (1,425,680) | \$ (191,086) | \$ (46,100) | \$ - | \$ (415,370) |
| Sandy and Hoodland Public Libraries | SA/HO | | \$ - | | \$ - | \$ 1,620,123 | \$ (1,107,775) | \$ (90,478) | \$ (170,686) | \$ - | \$ (45,937) |
| West Linn Public Library | WL | | \$ - | | \$ - | \$ 2,872,935 | \$ (1,621,775) | \$ (165,717) | \$ (871,000) | \$ - | \$ - |
| Wilsonville Public Library | WV | | \$ - | | \$ - | \$ 2,027,405 | \$ (1,690,978) | \$ (191,371) | \$ - | \$ - | \$ - |

Annual Progress Report for LDAC for FY 2020-2021

SECTION 2 - FINANCIAL DATA

CONSOLIDATED APR DATA (FY 20/21)

| LIBRARY | LIB CODE | 2.24 Other Exp 1 | | 2.25 Other Exp 2 | | 2.26 Other Exp 3 | | 2.27 Other Exp 4 | | 2.28 Other Exp 5 | | 2.29 Other Exp 6 | |
|-------------------------------------|----------|-----------------------------------|--------------|-----------------------|-------------|---|-------------|--|-------------|--------------------------|-------------|---------------------------------|-------------|
| | | Desc | \$ | Desc | \$ | Desc | \$ | Desc | \$ | Desc | \$ | Desc | \$ |
| Canby Public Library | CA | | \$ - | | \$ - | | \$ - | | \$ - | | \$ - | | \$ - |
| Estacada Public Library | ES | Supplies | \$ (6,728) | Programming | \$ (6,664) | Contractual Services | \$ (40,071) | Utilities & Telephone | \$ (26,567) | Postage & Printing | \$ (202) | Training & Travel | \$ (373) |
| Gladstone Public Library | GL | General office supplies | \$ (6,169) | Hardware and software | \$ (10,275) | Ready to Read | \$ (4,846) | Contracted services | \$ (3,217) | Telephone | \$ (5,580) | Printing and duplicating | \$ (10,155) |
| Happy Valley Public Library | TC | Supplies | \$ (13,697) | Programs | \$ (19,793) | Prof. Development | \$ (2,315) | Media Processing | \$ (9,072) | Utilities | \$ (35,749) | Repair and Maintenance | \$ (11,086) |
| Lake Oswego Public Library | LO | | \$ - | Office Supplies | \$ (20,581) | Printing and Postage | \$ (8,368) | Misc Communication | \$ (1,123) | Development and Training | \$ (6,970) | Professional Technical Services | \$ (15,900) |
| Ledding Library of Milwaukie | MI | Supplies | \$ (19,368) | Ready to Read grant | \$ (5,936) | Education/ Training | \$ (1,424) | Program | \$ (434) | Interest adjustment | \$ (43,785) | | \$ - |
| Molalla Public Library | MO | UTILITIES | \$ (14,026) | MAINTENANCE | \$ (23,092) | TRAINING | \$ (2,728) | POSTAGE | \$ (310) | INSURANCE/ LIABILITY | \$ (16,634) | CUSTODIAN | \$ (15,529) |
| Oak Lodge Public Library | OO | General office supplies | \$ (9,694) | Homebound | \$ (15,095) | Hardware and software | \$ (10,123) | Ready to Read | \$ (4,043) | Contracted services | \$ (374) | Telephone | \$ (10,712) |
| Oregon City Public Library | OC | Facility Maint. | \$ (115,211) | Programming | \$ (26,358) | Technology (Hardware, Software, Maint.) | \$ (61,486) | Tech. Services Supplies / Materials Processing | \$ (20,989) | Telephone | \$ (4,226) | Equipment | \$ (8,810) |
| Sandy and Hoodland Public Libraries | SA/HO | supplies | \$ (13,585) | training | \$ (3,021) | maintenance | \$ (38,746) | Hoodland building rent | \$ (19,855) | utilities | \$ (18,717) | insurance | \$ (9,606) |
| West Linn Public Library | WL | Programs | \$ (18,398) | Memberships/ Training | \$ (2,868) | Office Supplies/ Equipment | \$ (81,321) | Insurance | \$ (25,000) | Contracted Services | \$ (1,035) | Bank Charges | \$ (2,443) |
| Wilsonville Public Library | WV | Other (utilities, services, etc.) | \$ (126,515) | Programs | \$ (18,541) | | \$ - | | \$ - | | \$ - | | \$ - |

Annual Progress Report for LDAC for FY 2020-2021

SECTION 2 - FINANCIAL DATA

CONSOLIDATED APR DATA (FY 20/21)

| LIBRARY | LIB CODE | 2.30 Other Exp 7 | | 2.31 Other Exp 8 | | 2.32 Other Exp 9 | | 2.33 Other Exp 10 | | 2.34 Other Exp 11 | | 2.35 Other Exp 12 | |
|-------------------------------------|----------|---------------------------------|--------------|----------------------------|--------------|--------------------------------------|-------------|----------------------|-------------|--------------------------|-------------|----------------------|------------|
| | | Desc | \$ | Desc | \$ | Desc | \$ | Desc | \$ | Desc | \$ | Desc | \$ |
| Canby Public Library | CA | | \$ - | | \$ - | | \$ - | | \$ - | | \$ - | | \$ - |
| Estacada Public Library | ES | Equipment | \$ (12,400) | Facility Maintenance | \$ (2,598) | Insurance | \$ (10,307) | Accounting & Legal | \$ (1,529) | Miscellaneous | \$ (10,998) | | \$ - |
| Gladstone Public Library | GL | Insurance | \$ (598) | Training | \$ (106) | Programming | \$ (121) | Postage | \$ (689) | Other operating expenses | \$ (1,533) | | \$ - |
| Happy Valley Public Library | TC | Facility and Office Contracts | \$ (108,159) | Ready to Read | \$ (7,459) | | \$ - | | \$ - | | \$ - | | \$ - |
| Lake Oswego Public Library | LO | | \$ - | Repairs and Maintenance | \$ (225,157) | Materials, Furnishings, and Supplies | \$ (66,892) | Misc Charges | \$ (92) | | \$ - | | \$ - |
| Ledding Library of Milwaukie | MI | | \$ - | | \$ - | | \$ - | | \$ - | | \$ - | | \$ - |
| Molalla Public Library | MO | SUPPLIES | \$ (14,820) | FURNITURE | \$ (1,475) | COPIER | \$ (5,162) | PROGRAMS | \$ (23,749) | EQUIPMENT | \$ (4,259) | | \$ - |
| Oak Lodge Public Library | CO | Printing and duplicating | \$ (3,642) | Insurance | \$ (4,632) | Rent | \$ (84,888) | Training | \$ (306) | Programming | \$ (101) | Postage | \$ (714) |
| Oregon City Public Library | OC | Training / Professional | \$ (779) | Office Supplies & Printing | \$ (8,432) | Legal & Other Contracted | \$ (1,972) | Postage | \$ (2,591) | Credit Card Discount | \$ - | Misc. | \$ (1,127) |
| Sandy and Hoodland Public Libraries | SA/HO | computer equipment and software | \$ (16,252) | programs | \$ (8,924) | marketing | \$ (360) | | \$ - | | \$ - | | \$ - |
| West Linn Public Library | WL | | \$ - | | \$ - | | \$ - | | \$ - | | \$ - | | \$ - |
| Wilsonville Public Library | WV | | \$ - | | \$ - | | \$ - | | \$ - | | \$ - | | \$ - |

Annual Progress Report for LDAC for FY 2020-2021

SECTION 2 - FINANCIAL DATA

CONSOLIDATED APR DATA (FY 20/21)

| LIBRARY | LIB CODE | 2.36 Other Exp 13 | | 2.37 Other Exp 14 | | 2.38 Total Exp | 2.39 Rsrv fund start bal | 2.40 Rsrv fun end bal | 2.41 Rsrv activity overview |
|-------------------------------------|----------|--------------------------|------------|----------------------|------|-------------------|-----------------------------|--------------------------|--|
| | | Desc | \$ | Desc | \$ | \$ | \$ | \$ | Desc |
| Canby Public Library | CA | | \$ - | | \$ - | \$ (1,640,329) | \$ - | \$ - | N/A |
| Estacada Public Library | ES | | \$ - | | \$ - | \$ (790,579) | \$ 16,430 | \$ - | Interest income. |
| Gladstone Public Library | GL | | \$ - | | \$ - | \$ (984,806) | \$ - | \$ - | The Gladstone Library does not have a reserve account. |
| Happy Valley Public Library | TC | | \$ - | | \$ - | \$ (2,587,329) | \$ 4,201,584 | \$ - | Happy Valley plans for future expenses. Each item we know will need to be replaced, such as roof, AC equipment, etc. is put on a reserve list. From there the City sets aside library funds each year over the life of those assets. This way we don't get hit with a bill we cannot pay. We are also exploring options for programming space as requested by our service population. |
| Lake Oswego Public Library | LO | | \$ - | | \$ - | \$ (4,406,911) | \$ 500,000 | \$ - | |
| Ledding Library of Milwaukie | MI | | \$ - | | \$ - | \$ (2,677,069) | \$ - | \$ - | |
| Molalla Public Library | MO | | \$ - | | \$ - | \$ (801,284) | \$ 1,873,941 | \$ - | The County paid out the Capital Funds which were allocated to each Library City when the district was formed. This was not expected nor anticipated. Thus, the ending balance of the 20/21 FY is larger than projected. The City is working on a plan to utilize these funds for a new facility as expected by the County. Also, this was a pandemic year, so expenditures were not as much overall due to smaller staff, fewer open hours, and fewer programs, creating a larger reserve than usual. |
| Oak Lodge Public Library | CO | Other operating expenses | \$ (2,790) | | \$ - | \$ (1,375,233) | \$ 2,910,947 | \$ - | The reserves are from unused operational funds including fines, fees, donations, homebound support, Cares Fema, and Library District revenue. |
| Oregon City Public Library | OC | | \$ - | | \$ - | \$ (2,330,216) | \$ 703,564 | \$ - | In order to ensure adequate cash on hand to finance library operations prior to receipt of tax revenue, and to ensure ability to make debt service payments, the City has established a target reserve amount for the Library Fund. The target reserve is equal to 7 months' worth of budgeted expenses + 1 year's debt service payment + 10% contingency. For FY 20/21, the target reserve would have been approximately \$1,942,000. The Library Fund ending fund balance exceeded this target. Funds in the Community Facilities Fund are intended to allow the City to invest in public facilities to serve the community. Library capital reserves are transferred to this fund. |
| Sandy and Hoodland Public Libraries | SA/HO | | \$ - | | \$ - | \$ (1,543,942) | \$ - | \$ - | |
| West Linn Public Library | WL | | \$ - | | \$ - | \$ (2,789,558) | \$ - | \$ - | 2.5 Ending balance does not carry over completely. City Finance department sets beginning fund balance each year. |
| Wilsonville Public Library | WV | | \$ - | | \$ - | \$ (2,027,405) | \$ - | \$ - | |

Annual Progress Report for LDAC for FY 2020-2021

SECTION 2 - FINANCIAL DATA

CONSOLIDATED APR DATA (FY 20/21)

| LIBRARY | LIB CODE | 2.42 Outstanding debt overview Desc | 2.43 Allocated costs 1 | | 2.44 Allocated costs 2 | | 2.45 Allocated costs 3 | | 2.46 Allocated costs 4 | |
|-------------------------------------|----------|--|------------------------------|-------------|---------------------------|--------------|---------------------------|-------------|---------------------------|--------------|
| | | | Desc | \$ | Desc | \$ | Desc | \$ | Desc | \$ |
| Canby Public Library | CA | N/A | Facilities (building maint.) | \$ (56,507) | Tech Services (IT) | \$ (19,991) | | \$ - | | \$ - |
| Estacada Public Library | ES | None | Supplies | \$ (208) | Contractual Services | \$ (1,239) | Utilities & Phone | \$ (822) | Personnel | \$ (15,849) |
| Gladstone Public Library | GL | N/A | BCS administration | \$ (34,255) | | \$ - | | \$ - | | \$ - |
| Happy Valley Public Library | TC | | Payroll | \$ (41,912) | Human Resources | \$ (68,501) | Recorder | \$ (31,226) | Legal | \$ (4,868) |
| Lake Oswego Public Library | LO | | | \$ - | City Manager's Office | \$ (48,000) | Human Resources | \$ (76,000) | Facilities Management | \$ (124,000) |
| Ledding Library of Milwaukie | MI | We do not have an outstanding debt. | City Council | \$ (20,000) | City Manager | \$ (160,000) | City Attorney | \$ (32,000) | Facilities Management | \$ (252,000) |
| Molalla Public Library | MO | N/A | | \$ - | | \$ - | | \$ - | | \$ - |
| Oak Lodge Public Library | CO | N/A | Finance | \$ (10,045) | Technology | \$ (7,279) | Building maintenance | \$ (40,000) | Public governmental | \$ (3,183) |
| Oregon City Public Library | OC | At June 30, 2021, the outstanding debt on Library General Obligation Bonds (Issued January 7, 2015, interest rate at 3.08%) was \$4,394,934. | Human Resources | \$ (37,500) | Information Technology | \$ (4,400) | GIS | \$ (4,200) | | \$ - |
| Sandy and Hoodland Public Libraries | SA/HO | Sandy Library - \$45,937 in debt service covered by City support. Principal \$28,688. Interest \$17,249. | administration | \$ (41,623) | legal | \$ (17,343) | finance | \$ (58,099) | IT | \$ (41,190) |
| West Linn Public Library | WL | n/a | City Council | \$ (46,000) | City Management | \$ (146,000) | Economic Development | \$ (38,000) | Human Resources | \$ (101,000) |
| Wilsonville Public Library | WV | | | \$ - | | \$ - | | \$ - | | \$ - |

Annual Progress Report for LDAC for FY 2020-2021

SECTION 2 - FINANCIAL DATA

CONSOLIDATED APR DATA (FY 20/21)

| LIBRARY | LIB CODE | 2.47 Allocated costs 5 | | 2.48 Allocated costs 6 | | 2.49 Allocated costs 7 | | 2.50 Allocated costs 8 | | 2.51 Allocated costs 9 | | 2.52 Allocated costs 10 | | 2.53 Total Alloc Cost |
|-------------------------------------|----------|---------------------------------|--------------|---------------------------|--------------|-------------------------------|--------------|-----------------------------|-------------|---------------------------|--------------|----------------------------|-------------|--------------------------|
| | | Desc | \$ | Desc | \$ | Desc | \$ | Desc | \$ | Desc | \$ | Desc | \$ | \$ |
| Canby Public Library | CA | | \$ - | | \$ - | | \$ - | | \$ - | | \$ - | | \$ - | \$ (76,498) |
| Estacada Public Library | ES | | \$ - | | \$ - | | \$ - | | \$ - | | \$ - | | \$ - | \$ (18,118) |
| Gladstone Public Library | GL | | \$ - | | \$ - | | \$ - | | \$ - | | \$ - | | \$ - | \$ (34,255) |
| Happy Valley Public Library | TC | IT | \$ (59,478) | Finance | \$ (59,783) | General Admin/City Management | \$ (234,232) | | \$ - | | \$ - | | \$ - | \$ (500,000) |
| Lake Oswego Public Library | LO | Finance | \$ (101,000) | Information Technology | \$ (227,000) | City Attorney's Office | \$ (21,000) | Risk Management | \$ (57,000) | | \$ - | | \$ - | \$ (654,000) |
| Ledding Library of Milwaukie | MI | Finance (includes bank charges) | \$ (42,000) | Human Resources | \$ (55,000) | Information Technology | \$ (123,000) | Office of the City Recorder | \$ (54,000) | Non-Departmental | \$ (115,000) | Adjustment to Actual | \$ (73,000) | \$ (926,000) |
| Molalla Public Library | MO | | \$ - | | \$ - | | \$ - | | \$ - | | \$ - | | \$ - | \$ (94,343) |
| Oak Lodge Public Library | OO | Purchasing services | \$ (13,338) | Courier and mail | \$ (1,788) | Personnel administration | \$ (8,830) | County administration | \$ (2,542) | Utilities | \$ (19,379) | BCS administration | \$ (38,329) | \$ (144,713) |
| Oregon City Public Library | OC | | \$ - | | \$ - | | \$ - | | \$ - | | \$ - | | \$ - | \$ (46,100) |
| Sandy and Hoodland Public Libraries | SA/HO | non-departmental | \$ (12,432) | | \$ - | | \$ - | | \$ - | | \$ - | | \$ - | \$ (170,686) |
| West Linn Public Library | WL | Finance | \$ (63,000) | Information Technology | \$ (368,000) | City Facilities | \$ (59,000) | Non-department | \$ (50,000) | | \$ - | | \$ - | \$ (871,000) |
| Wilsonville Public Library | WV | | \$ - | | \$ - | | \$ - | | \$ - | | \$ - | | \$ - | \$ - |

Annual Progress Report for LDAC for FY 2020-2021

SECTION 2 - FINANCIAL DATA

CONSOLIDATED APR DATA (FY 20/21)

| LIBRARY | LIB CODE | 2.54 Alloc Method Desc | 2.55 Lib Brd Concerns about Alloc Costs Desc | 2.56 Role/Support Rcvd from Comm Orgs Desc |
|-------------------------------------|----------|--|---|---|
| Canby Public Library | CA | Facilities (square footage type allocation) Tech Services (equipment count and hours spent) | NA | The Canby Public Library does not receive funds on a routine basis from the Canby Public Library Foundation. The Canby Public Library does receive funds from the Friends of the Canby Public Library on an annual basis. The amount, based on years prior, typically amounts to \$18k-\$20k. |
| Estacada Public Library | ES | Personal Services: The amount of time spent by City Hall personnel on library business determines this percentage. All other expenses: the library is charge 3% | None | Friends of Estacada Public Library provides approximately \$14,500 annually. |
| Gladstone Public Library | GL | Clackamas County uses cost driver methodology when calculating allocated costs for the library. | N/A | The Gladstone Library Foundation provides financial support to the library. |
| Happy Valley Public Library | TC | The City uses Cost Tree Software to calculate cost allocations. Use of metrics such as FTE, Expenditures by Department, and approximation of effort are used to split the Administrative Cost Centers across all of the applicable Departments and Funds. | The Library Board has no concerns. The allocated cost on this report were unanimously approved by the Library Board at the // Library Board meeting. | The Friends pay for the Summer Reading performers and Concerts in the Park and provide other help or purchases as requested. |
| Lake Oswego Public Library | LO | Administrative cost allocation metrics determined by the City of Lake Oswego Finance Department | No concerns | Lake Oswego Public Library receives additional support from the Friends of the Lake Oswego Public Library. The Friends pay directly for programs and specified materials. Their revenue is generated through donations and sales at their used bookstore, and memberships. |
| Ledding Library of Milwaukie | MI | Activity Based (ABC) that identifies overhead and/or indirect activities in an organization and assigns the cost of each activity to the other departments according to the actual consumption and utilization for the purposes of allocation. | The city gives more than they bill for allocated costs, plus they did not lay off any staff during the pandemic closures, so no concerns. | The Friends of Ledding Library contributed \$33,750 to support Summer Reading give away of books, Lucky Day collection, Library of Things collection, materials representing multicultural authors and topics, start of the Seed Library. |
| Molalla Public Library | MO | The library's percentage of the budget was 11.85%. The City assessed the full cost allocation amount and returned 70% or more to the fund as an operational contribution. The City of Molalla uses a percentage of the budget to determine cost allocation needs. The actual costs are varied as the monthly assessment is based on actual expenditures not budget estimations. This was a pandemic year, so costs were higher due to needing more direction and City resources. | The Library Board has no concerns about allocated costs. | The Friends group provides nominal support to library programs. They are a very small group and not able to function as they would have liked during the pandemic. |
| Oak Lodge Public Library | CO | Clackamas County uses cost driver methodology when calculating allocated costs for the library. | N/A | We have a Friends' organization that provides financial support for the library. |
| Oregon City Public Library | OC | When charged, allocated costs are generally based on FTE counts. | | The Friends of the Oregon City Public Library and the Oregon City Library Foundation are active supporters of the Oregon City Library. Their support is absolutely vital in helping the library to deliver outstanding programs, collections, services, and facilities to the residents of the Oregon City Library service area. During the reporting period, the Foundation provided financial and operational support for the Dolly Parton Imagination Library. Because of the impact of the COVID-19 pandemic on the Friends' cash flow, and the impact of COVID on library programming, fewer financial requests were made of the Friends during this reporting period. |
| Sandy and Hoodland Public Libraries | SA/HO | Allocated based on a combination of staff and operating budget of direct service programs. Half of City Hall costs (utilities, etc.) allocated only to departments in city hall; half allocated to all direct service programs. | In June 2020, the Board began a detailed review of allocated costs with the City Finance Director. The discussions resulted in recalibrated formulas that will reduce certain allocations, going forward. In the 21-23 biennia, the net burden of allocated costs (after taking into account City support from its General Fund) will drop to approx. 1.7% of total Library Revenue vs. 3% in 20/21. In addition, the City will now explicitly note in its budgets that the Sandy Library debt service is an obligation of the City's General Fund. | We requested \$1418 in funds for the 2nd quarter. At the end of 2nd quarter, we were informed that the FoSL would no longer be dispersing money to the library, and each July we would receive a disbursement directly from the Oregon Community Foundation (OCF). These disbursements are expected to be over \$16,000/year (FoSL had previously pledged the library up to \$12,5000/year). In the future these funds will be recorded in the library budget in the donations revenue line. We did not request any funds from Hoodland Friends since we hadn't resumed programming. Hoodland Friends support 90% of the programming at Hoodland. About half of this is recorded in the library budget through donations. |
| West Linn Public Library | WL | Activity-Based Costing (ABC) is a costing model that identifies indirect activities (i.e., the departments in the General Fund) of an organization and allocates these costs to the other departments according to the actual consumption and utilization. The end result is that each function outside of the General Fund reflects the full operating costs of running that function - both direct costs and these allocated indirect costs. | n/a | Our Library Foundation raises funds for the Library's collections, programs, and facilities. They manage the Book Nook, West Linn's only book store. They also run the Dolly Parton Imagination Library program for infants and children in West Linn. |
| Wilsonville Public Library | WV | | | The Wilsonville Friends of the Library and the Wilsonville Public Library Foundation provide funds for programming. |

The information in this document is taken from 2020-2021 Annual Progress Reports (APRs) prepared and submitted by individual Library Service Providers. This consolidated data is provided as a convenience; in the event of any discrepancy between an individual Library Service Provider's APR and the data on this spreadsheet, the APR prepared by the Library Service Provider should be considered correct.

With the exception of data for the Oak Lodge Public Library and Gladstone Public Library, Clackamas County has not reviewed, evaluated, or validated any of the APR data submitted by Library Service Providers.

SECTION 1 - SERVICE STANDARDS

Annual Progress Report for LDAC for FY 2020-2021

SECTION 3 - SERVICE STANDARDS

CONSOLIDATED APR DATA (FY 20/21)

| LIBRARY | LIB CODE | 3.1 Hours open / wk # | 3.2 Thresh Hours # | 3.3 Dir MLS Desc | 3.4 Thresh Dir Degree Desc |
|-------------------------------------|-----------------|--------------------------------------|-----------------------------------|---------------------------------|---|
| Canby Public Library | CA | 0 | 50 | Yes | MLS |
| Estacada Public Library | ES | 20 | 40 | yes | MLS |
| Gladstone Public Library | GL | 58 | 40 | Yes | MLS |
| Happy Valley Public Library | TC | 62 | 50 | No | MLS |
| Lake Oswego Public Library | LO | 54 | 50 | Yes | MLS |
| Ledding Library of Milwaukie | MI | 62 | 50 | yes | MLS |
| Molalla Public Library | MO | 16 | 50 | YES | MLS |
| Oak Lodge Public Library | CO | 58 | 50 | Yes | MLS |
| Oregon City Public Library | OC | 58 (sched) / 21 (avg. COVID actual) | 50 | Yes | MLS |
| Sandy and Hoodland Public Libraries | SA/HO | 46 | 50 | yes | MLS |
| West Linn Public Library | WL | 56 | 50 | Yes | MLS |
| Wilsonville Public Library | WV | 61 | 50 | Yes | MLS |

Annual Progress Report for LDAC for FY 2020-2021

SECTION 3 - SERVICE STANDARDS

CONSOLIDATED APR DATA (FY 20/21)

| LIBRARY | LIB CODE | 3.5 Total FTE # | 3.6 Thresh FTE # | 3.7 Staff w/ MLS # | 3.8 Thresh Staff w/ MLS # |
|-------------------------------------|-----------------|--------------------------------|---------------------------------|-----------------------------------|--|
| Canby Public Library | CA | 9.2 | 8.79 | 3 | 1.76 |
| Estacada Public Library | ES | 7.25 | 6.74 | 3 | 0 |
| Gladstone Public Library | GL | 5.44 | 7.51 | 2.42 | 0 |
| Happy Valley Public Library | TC | 16.63 | 20 | 6 | 4 |
| Lake Oswego Public Library | LO | 33.7 | 14.93 | 13.74 | 2.99 |
| Ledding Library of Milwaukie | MI | 17.3 | 14.47 | 7.5 | 2.89 |
| Molalla Public Library | MO | 8.2 | 8.91 | 2 | 1.78 |
| Oak Lodge Public Library | CO | 6.45 | 11.16 | 2.67 | 2.23 |
| Oregon City Public Library | OC | 16.15 | 20.13 | 6 | 4.03 |
| Sandy and Hoodland Public Libraries | SA/HO | 11.65 | 11.67 | 4 | 2.33 |
| West Linn Public Library | WL | 16.79 | 10.47 | 6.5 | 2.09 |
| Wilsonville Public Library | WV | 16.36 | 9.59 | 6.73 | 1.92 |

Annual Progress Report for LDAC for FY 2020-2021

SECTION 3 - SERVICE STANDARDS

CONSOLIDATED APR DATA (FY 20/21)

| LIBRARY | LIB CODE | 3.9 Vols Owned # | 3.10 Thresh Vols Owned # | 3.11 Discuss OLA standards? Y/N |
|-------------------------------------|-----------------|---------------------------------|---|--|
| Canby Public Library | CA | 61,062 | 50,232 | Unknown |
| Estacada Public Library | ES | 46,491 | 38,510 | Yes |
| Gladstone Public Library | GL | 171,864 | 42,930 | Yes |
| Happy Valley Public Library | TC | 228,731 | 121,236 | No |
| Lake Oswego Public Library | LO | 260,287 | 60 | Partially |
| Ledding Library of Milwaukie | MI | 214,533 | 82,676 | No |
| Molalla Public Library | MO | 78,319 | 50,934 | NO |
| Oak Lodge Public Library | CO | 190,520 | 63,770 | Yes |
| Oregon City Public Library | OC | 212,386 | 121,984 | No |
| Sandy and Hoodland Public Libraries | SA/HO | 168,068 | 66,670 | yes |
| West Linn Public Library | WL | 247,532 | 59,812 | Yes |
| Wilsonville Public Library | WV | 233,121 | 54,788 | Unknown |

Annual Progress Report for LDAC for FY 2020-2021

SECTION 3 - SERVICE STANDARDS

CONSOLIDATED APR DATA (FY 20/21)

| LIBRARY | LIB CODE | 3.12 Findings/outcomes of review of standards Desc | 3.13 Strategic Plan Y/N |
|-------------------------------------|-----------------|--|--|
| Canby Public Library | CA | | Yes |
| Estacada Public Library | ES | The Library board was pleased that the library met or exceeded the majority of the service standards and had plan for improvement in some areas. | NO |
| Gladstone Public Library | GL | N/A | No |
| Happy Valley Public Library | TC | | Yes |
| Lake Oswego Public Library | LO | In 2020, Board members received the OLA Public Library Standards (publication dated 2018), but due to the onset of the pandemic we did not have the capacity to discuss them in board meetings in the 20-21 reporting period. However, reviews found that we are meeting minimum requirements, and in many categories, exceeding them. | No |
| Ledding Library of Milwaukie | MI | | No |
| Molalla Public Library | MO | NOTE: THIS REPORTING PERIOD WAS DURING THE PANDEMIC. NORMAL OPERATION STANDARDS WERE NOT POSSIBLE TO MAINTAIN. | NO |
| Oak Lodge Public Library | CO | N/A | No |
| Oregon City Public Library | OC | | Yes |
| Sandy and Hoodland Public Libraries | SA/HO | | yes |
| West Linn Public Library | WL | They had no concerns, as we exceeded standards. | Yes |
| Wilsonville Public Library | WV | | No |

The information in this document is taken from 2020-2021 Annual Progress Reports (APRs) prepared and submitted by individual Library Service Providers. This consolidated data is provided as a convenience; in the event of any discrepancy between an individual Library Service Provider's APR and the data on this spreadsheet, the APR prepared by the Library Service Provider should be considered correct.

With the exception of data for the Oak Lodge Public Library and Gladstone Public Library, Clackamas County has not reviewed, evaluated, or validated any of the APR data submitted by Library Service Providers.

SECTION 1 - ADDITIONAL COMMENTS

Annual Progress Report for LDAC for FY 2020-2021

SECTION 4 - ADDITIONAL COMMENTS

CONSOLIDATED APR DATA (FY 20/21)

| LIBRARY | LIB CODE | 4.1 Add'l Info Desc |
|-------------------------------------|----------|---|
| Canby Public Library | CA | Due to response to the COVID-19 pandemic, services over the course of FY 20-21 were limited to curbside pick up only with the exception of a very brief late Spring reopening, only to close again. |
| Estacada Public Library | ES | Library did not have regular hours during this period because of COVID. We offered holds pickup, which accounts for the low # of open hours. |
| Gladstone Public Library | GL | Submitted draft report subject to review and approval by LDAC representative or Library Board chair. |
| Happy Valley Public Library | TC | |
| Lake Oswego Public Library | LO | We are working toward a strategic plan, estimated completion in 2023. |
| Ledding Library of Milwaukie | MI | The Ledding Library remained closed for the majority of FY2021. We still provided service to our patrons with curbside pick-up of materials, increased funding to provide more eMaterials and databases, online story times, grab-and-go craft bags, outdoor free lunch program for kids with the North Clackamas School District. |
| Molalla Public Library | MO | The pandemic continued to change and shape library services. We continued curbside service and expanded the hours for it. We opened our doors to the public less than one year after closing them, offering patrons both curbside and in person materials pick up. Library staff continued Grab and Go craft kits for all ages. Our part time furloughed staff were recalled in stages as we gradually increased our open hours. Library staff maintained a constant and consistent social media presence. The library's public wi-fi remained on and available to patrons seven days a week. |
| Oak Lodge Public Library | CO | Submitted draft report subject to review and approval by LDAC representative or Library Board chair. |
| Oregon City Public Library | OC | The COVID-19 pandemic made this reporting year one of the most challenging in the Library's history. With constantly-evolving public health guidelines, and the development and implementation of multiple new service models, Library staff was challenged like never before to innovate entirely new ways to serve the community during a time of unprecedented crisis. Staff are to be commended for the dedication, creativity, and flexibility they showed in the creation of numerous online programs, expansion of digital offerings, and the incremental, phased restoration of in-person services. |
| Sandy and Hoodland Public Libraries | SA/HO | Sandy and Hoodland Libraries were open limited hours through July 6, 2021 because of the pandemic. We opened our new full hours on July 7, 2021 - Sandy Library is open 52 hours, Hoodland Library is open 35 hours for a total of 87 hours. |
| West Linn Public Library | WL | 5.3 LDAC Rep: Was Aeric Estep through 2020. Next rep TBD. |
| Wilsonville Public Library | WV | |

The information in this document is taken from 2020-2021 Annual Progress Reports (APRs) prepared and submitted by individual Library Service Providers. This consolidated data is provided as a convenience; in the event of any discrepancy between an individual Library Service Provider's APR and the data on this spreadsheet, the APR prepared by the Library Service Provider should be considered correct.

With the exception of data for the Oak Lodge Public Library and Gladstone Public Library, Clackamas County has not reviewed, evaluated, or validated any of the APR data submitted by Library Service Providers.

SECTION 1 - CERTIFICATION

Annual Progress Report for LDAC for FY 2020-2021

SECTION 5 - CERTIFICATION

CONSOLIDATED APR DATA (FY 20/21)

| LIBRARY | LIB CODE | 5.1 Lib Dir Name Desc | 5.2 Lib Dir Email Desc | 5.3 LDAC Rep Name Desc | 5.4 LDAC Rep Email Desc |
|-------------------------------------|-----------------|--------------------------------------|--|---------------------------------------|--|
| Canby Public Library | CA | Irene Green/Danny Smith | smithd@canbyoregon.gov | Kathleen Myron | myrons@canby.com |
| Estacada Public Library | ES | Michele Kinnamon | michelek@lincc.org | Connie Redmond | mredmond452@gmail.com |
| Gladstone Public Library | GL | Mitzi Olson | molson@clackamas.us | Natalie Smith | nsmith_1159@yahoo.com |
| Happy Valley Public Library | TC | Doris Grolbert | dorisg@happyvalleyor.gov | Al Matecko | alanmatecko@gmail.com |
| Lake Oswego Public Library | LO | Melissa Kelly | kelly@lakeoswego.city | Mark Pontarelli | letswego@gmail.com |
| Ledding Library of Milwaukie | MI | Katie Newell | newellk@milwaukieoregon.gov | Robin Chedister | robin.chedister@gmail.com |
| Molalla Public Library | MO | Diana Hadley | dhadley@lincc.org | | |
| Oak Lodge Public Library | CO | Mitzi Olson | molson@clackamas.us | Grover Bornefeld | citizengjb@gmail.com |
| Oregon City Public Library | OC | Greg Williams | gwilliams@orcitey.org | Nick Dierckman | |
| Sandy and Hoodland Public Libraries | SA/HO | Sarah McIntyre | smcintyre@ci.sandy.or.us | Kathleen Draine | kdraineor@aol.com |
| West Linn Public Library | WL | Doug Erickson | derickson@westlinnoregon.gov | Aeric Estep (through 2020) | |
| Wilsonville Public Library | WV | Shasta Sasser | sasser@wilsonvillelibrary.org | Megan Chuinard | megan.a.chuinard@gmail.com |

Annual Progress Report for LDAC for FY 2020-2021

SECTION 5 - CERTIFICATION

CONSOLIDATED APR DATA (FY 20/21)

| LIBRARY | LIB CODE | 5.5 Bd Chair Name Desc | 5.6 Bd Chair Email Desc | 5.7 Submit Date Date |
|-------------------------------------|-----------------|---------------------------------------|--|--|
| Canby Public Library | CA | Carol Palmer | carolpalmer24@gmail.com | 10/26/2022 |
| Estacada Public Library | ES | Connie Redmond | mredmond452@gmail.com | Oct. 25, 2022 |
| Gladstone Public Library | GL | Debrah Bokowski | libraryamigo@gmail.com | 10/17/2022 |
| Happy Valley Public Library | TC | Al Matecko | alanmatecko@gmail.com | 10/12/2022 (approved by lib board 4/25/22) |
| Lake Oswego Public Library | LO | Kent Watson | kent@bookdimensions.org | 10/24/2022 |
| Ledding Library of Milwaukie | MI | Jess Stetson | jessica.r.stetson@gmail.com | 3/20/2022 |
| Molalla Public Library | MO | Tina Teel | tinateel@canby.com | 10/12/2022 |
| Oak Lodge Public Library | CO | Debrah Bokowski | libraryamigo@gmail.com | 10/17/2022 |
| Oregon City Public Library | OC | David Goldberg | | 10/7/22 (approved by lib board 4/13/22) |
| Sandy and Hoodland Public Libraries | SA/HO | Jeri McMahan | acmehomemt@gmail.com | 4/1/2022 |
| West Linn Public Library | WL | Janet Dalgaard | | 2/9/2022 |
| Wilsonville Public Library | WV | Rich Dougal | rich.dougal@gmail.com | 3/11/2022 |