

Library District of Clackamas County  
Progress Report  
2011-2012

## Library District of Clackamas County Purpose

Official Clackamas County 2008 General Election Voters' Pamphlet  
Measure 3-310

ESTABLISH A COUNTYWIDE LIBRARY SERVICE DISTRICT IN CLACKAMAS COUNTY

QUESTION: Shall District be formed for countywide libraries to restore hours and retain services; \$0.3974 per \$1000 assessed value beginning FY2009?

Creation of the Library District would do the following:

- Provide permanent and dedicated library funding;
- Allow libraries to make basic repairs and library improvements;
- Restore all libraries' ability in the Library District to purchase more books and materials; and
- Prevent reductions in services and closure of some city libraries.

The creation of a Library Service District would ensure a dedicated long-term funding source for library services, allowing libraries to retain educational resources and programs.

*All of the monies shall be spent on library operations and services.* An annual audit is available to the public.

The libraries of Clackamas County currently work together to provide important community services, including:

- Educating youth: Public libraries shoulder a greater proportion of this role today as school library budgets are cut.
- Fostering literacy: Libraries support literacy education efforts by providing teaching resources and space for tutoring.
- Providing information and referral services: Libraries provide information in areas of personal interest, research, business development, or to support recreational interests.
- Serving pre-school children: Libraries provide educational opportunities by supplying rotating collections of books to pre-school centers, holding weekly story hours and craft events and special programs directed at pre-school children.
- Serving the elderly and home-bound: Libraries provide rotating collections housed in retirement centers and direct loan service to home-bound, and provide large print and audio books.
- Providing cultural opportunities: Artistic, musical, and cultural experiences are held at libraries usually without fee and libraries in Clackamas County provide "Cultural Passes" so that patrons can take their children to museums and gardens free of charge.

This work is currently supported by annual payments from the County general fund to *supplement city libraries* and provide funding for County operation of three libraries serving unincorporated residents. The County also funds the Library Network allowing the libraries to connect electronically, share their collections and work together to more efficiently provide library services.

### Rationale for Proposal

However, declining federal funding to counties, including Clackamas County, has created a shortfall for local programs, including libraries. Clackamas County can no longer provide *supplemental funding to city libraries* or operate the three existing county libraries. The county has announced that, barring new funding, the three county libraries will close on June 30, 2009, and county-provided supplemental funding to city libraries will be reduced by 20% per year for the next five years, ending completely in 2014.

### What the New District Would Provide

The creation of a Library District would ensure a stable, dedicated, and long-term funding source for library services, allowing libraries to retain their educational resources and programs. The Library District would implement a permanent rate of \$0.3974 per \$1,000 assessed value to exclusively fund library services. A home assessed at \$200,000 would pay approximately \$79.48 per year. This dedicated funding would allow the libraries in Clackamas County to stay open and continue their programs.

- 1.1 Distribution of Revenue. Revenues generated by the District permanent rate, including delinquent taxes, are allocated, appropriated and expended pursuant to the budget adopted by the District Board. The District Board agrees to allocate, appropriate, and distribute the funds of the District pursuant to the formula as defined on Attachment A (the "Formula") for the service areas as shown on the maps included as Attachment B ("Service Area Maps"). The Formula may be reevaluated as necessary by the Parties to this Agreement. Any change to the Formula shall occur as an amendment to this Agreement.

## Section 2      Obligations of the Cities

- 2.1 Use of Funds. The Library Cities will use District revenue to provide public library service, and *shall expend the entire library revenue paid under this Agreement in accordance with the purpose for which it was provided by implementing a plan to achieve the Service Standards*. For the purposes of this Agreement, "Service Standards" shall mean (i) the standards described on Attachment C, (ii) the provision of services to all District residents on the same terms, and (iii) the proper expenditure of funds as described in this Section 2.1. *District funds may not be used to support general overhead or administrative costs of Cities except to the extent such overhead or administrative costs are directly related to the provision of library services and/or the operation of a public library*. It is the intention of the parties to work cooperatively in helping each city make progress in meeting the Service Standards.

## Section 4      General Provisions

4.14 Enforcement of Terms. The Parties hereto recognize that the District is relying on the good faith and commitments of the Library Cities to utilize the funding provided by the District in the promised manner. The Parties expect that to the extent there is any noncompliance or breach of this Agreement, the Parties will discuss such noncompliance or breach in the District Advisory Committee and encourage an effort towards compliance. If discussions and encouragement do not remedy the continued failure of a party to meet the Service Standards or other term of this Agreement, then the District Advisory Committee shall meet to consider an amendment to this Agreement to create incentives for compliance, including but not limited to withholding of District funds, reallocation of unincorporated residents to neighboring service areas, or other such actions as may be deemed appropriate. The Parties hereto agree that in an event of a material breach of this Agreement by one of the Parties, an amendment proposed to specifically address such breach shall require a two-thirds vote of the Library Cities, including but not limited to any amendment which would reduce the breaching City's 100% return on assessments within such City's boundaries, either via a Formula amendment or otherwise.

**Attachment C**

Service Standards

The Parties agree that all library service providers shall strive to meet OLA Threshold Standards, with a particular emphasis on:

**STAFFING:** Provide qualified staff employed by the library as outlined in the table below:

Population Served	Threshold Staffing Level
0 - 2,499	0.5 FTE, with high school diploma
2,500 - 4,999	0.35 FTE/1,000 served. Director has B.A.
5,000 - 9,999	0.35 FTE/1,000 served. Director has B.A.
10,000 - 24,999	0.35 FTE/1,000 served. Director has MLS.
25,000 - 49,999	0.35 FTE/1,000 served. Director has MLS. 1/5 of staff has MLS.
50,000 - 499,999	0.33 FTE/1,000 served. Director has MLS. 1/5 of staff has MLS.

**MATERIALS:** Provide the number of volumes in the library's total collection as spelled out in the table below:

Population served	Threshold Materials
0 - 49,999	Material collection of 5,000 items or two items per capita, whichever is greater.
50,000+	Material collection of two items per capita.

**ACCESS:** Provide and post open hours which fit the community's need, including evening and weekend hours, and provide the minimum standards listed in the table below:

Population served	Threshold
0 - 4,999	20 hours
5,000 - 9,999	30 hours
10,000 - 24,999	40 hours
25,000 +	50 hours

NOTE: Total staffing levels and material volumes may be constrained by current facility size limitations. The Parties understand and agree that a strategic plan that recognizes such size limitations and adjusts staff and material goals accordingly is an acceptable implementation of this standard.

Library District Progress Report 2011-2012

Libraries	District Population	Open Hours Per Week			Total FTE Staffing			Professional MLS Staffing			Collection Size		
		Current	Threshold	Status	Current	Threshold	Status	Current	Threshold	Status	Current	Threshold	Status
CA	25,112	51	50	Exceeds	9.15	8.8	Exceeds	2	1.7	Exceeds	63,241	50,224	Exceeds
CO	28,694	52	50	Exceeds	7.38	10	Below	0.46	1.47	Below	64,579	57,388	Exceeds
ES	19,652	50	40	Exceeds	8.44	6.9	Exceeds	2.75	1	Exceeds	54,850	39,304	Exceeds
GL	20,567	53	40	Exceeds	8.4	7.2	Exceeds	1.8	1	Exceeds	64,588	40,882	Exceeds
LO	37,433	65	50	Exceeds	34.12	13.1	Exceeds	11.45	7	Exceeds	262,087	74,866	Exceeds
MI	33,288	66	50	Exceeds	18.7	10.9	Exceeds	5.15	3.6	Exceeds	121,917	62,492	Exceeds
MO	22,668	54	40	Exceeds	6.72	7.9	Below	0	1	Below	64,447	45,336	Exceeds
OC	58,491	56	50	Exceeds	11.34	19.3	Below	3.3	2.3	Exceeds	102,423	116,982	Below
SA	24,734	56	40	Exceeds	9.4	8.7	Exceeds	1.3	1	Exceeds	59,916	49,468	Exceeds
SA/HO	6,245	45	30	Exceeds	2.4	2.2	Exceeds	0.8	0	Exceeds	18,437	12,490	Exceeds
TC	51,689	52	50	Exceeds	11.94	17	Below	1.2	2.3	Below	79,574	103,378	Below
WL	29,584	53	50	Exceeds	16.63	9.1	Exceeds	8	3.2	Exceeds	116,282	53,028	Exceeds
WV	19,876	61	40	Exceeds	16.2	7	Exceeds	4	1	Exceeds	129,000	39,757	Exceeds
<b>TOTAL</b>	<b>378,033</b>	<b>714</b>	<b>580</b>	<b>Exceeds</b>	<b>160.82</b>	<b>128.1</b>	<b>Exceeds</b>	<b>42.21</b>	<b>26.57</b>	<b>Exceeds</b>	<b>1,201,341</b>	<b>745,595</b>	<b>Exceeds</b>

Population not included:

Tualatin 3,061  
 Johnson City 680

Library Name: Canby Library  
 Service Population: 25,112  
 Fiscal Year: 2011/2012

Library Service District of Clackamas County - - Annual Progress Report toward OLA Standards

<p>1. Is the library open the number of hours mandated by its population served at THRESHOLD level?</p> <p style="text-align: right;">Library open hours Open hours required by OLA Threshold Standards</p>	<p>YES 51 50</p>
<p>2. Does the library staffing adhere to all of the standards for number and qualifications of staff employed as outlined in the OLA standards for THRESHOLD level for its population served?</p> <p style="text-align: right;">Total library FTE Total library FTE needed as per OLA Threshold Standards</p> <p style="text-align: right;">Total staff with an MLS Total staff required to have an MLS as per OLA Threshold Standards</p> <p style="text-align: right;">Library Director has an MLS?</p>	<p>YES 9.15 8.79 2 1.76 YES</p>
<p>3. Does the Library collection contain sufficient volumes to meet OLA Threshold standards for the library population served?</p> <p style="text-align: right;">Library volumes owned Library volumes needed for Threshold Standards</p>	<p>YES 63,241 50,224</p>
<p>4. Please report briefly on any changes or improvements to the library due to District.  <i>Increased open hours and better level of staffing; increased programming attendance, Spanish language outreach.</i></p>	
<p>5. Does the Library provide adequate and reasonable continuing education/training for all staff?        Please list annual budget for library staff continuing education here.</p>	<p>\$2,000</p>
<p>6. Each year, does the library evaluate a percentage of the materials collection to consider for weeding/withdrawal based on criteria such as use, currency and condition?        OLA Threshold standard percentage is 20% evaluated annually. What is your percentage (estimate)?</p>	<p>YES 20%</p>
<p>7. Does the library have a formal written collection development policy?</p>	<p>NO</p>
<p>8. Does the library make available all basic core public services during all open hours?  <i>Note: "basic core public services" include circulation, reference, reader's advisory to all ages, interlibrary loan, and technology assistance.</i></p>	<p>YES</p>
<p>9. Does the Library have a written long-range strategic plan that addresses facility needs?</p>	<p>YES</p>

Library Name: Estacada Library  
 Service Population: 19,652  
 Fiscal Year: 2011/2012

Library Service District of Clackamas County - - Annual Progress Report toward OLA Standards

<p>1. Is the library open the number of hours mandated by its population served at THRESHOLD level?          Library open hours          Open hours required by OLA Threshold Standards</p>	<p>YES          50          40</p>
<p>2. Does the library staffing adhere to all of the standards for number and qualifications of staff employed as outlined in the OLA standards for THRESHOLD level for its population served?          Total library FTE          Total library FTE needed as per OLA Threshold Standards          Total staff with an MLS          Total staff required to have an MLS as per OLA Threshold Standards          Library Director has an MLS?</p>	<p>YES          8.44          6.9          2.75          1          YES</p>
<p>3. Does the Library collection contain sufficient volumes to meet OLA Threshold standards for the library population served?          Library volumes owned          Library volumes needed for Threshold Standards</p>	<p>YES          54,850          39,304</p>
<p>4. Please report briefly on any changes or improvements to the library due to District.  <i>Lost funding for FY 2012-13 by approx. \$62,000 due to population changes.</i></p>	
<p>5. Does the Library provide adequate and reasonable continuing education/training for all staff?          Please list annual budget for library staff continuing education here.</p>	<p>YES          \$1,800</p>
<p>6. Each year, does the library evaluate a percentage of the materials collection to consider for weeding/withdrawal based on criteria such as use, currency and condition?          OLA Threshold standard percentage is 20% evaluated annually. What is your percentage (estimate)?</p>	<p>YES          15%-18%</p>
<p>7. Does the library have a formal written collection development policy?</p>	<p>YES</p>
<p>8. Does the library make available all basic core public services during all open hours?  <i>Note: "basic core public services" include circulation, reference, reader's advisory to all ages, interlibrary loan, and technology assistance.</i></p>	<p>YES</p>
<p>9. Does the Library have a written long-range strategic plan that addresses facility needs?</p>	

Library Name: Gladstone Public Library  
 Service Population: 20,567  
 Fiscal Year: 2011/2012

Library Service District of Clackamas County - - Annual Progress Report toward OLA Standards

<p>1. Is the library open the number of hours mandated by its population served at THRESHOLD level?</p> <p style="text-align: right;">Library open hours Open hours required by OLA Threshold Standards</p>	<p>YES 53 40</p>
<p>2. Does the library staffing adhere to all of the standards for number and qualifications of staff employed as outlined in the OLA standards for THRESHOLD level for its population served?</p> <p style="text-align: right;">Total library FTE Total library FTE needed as per OLA Threshold Standards</p> <p style="text-align: right;">Total staff with an MLS Total staff required to have an MLS as per OLA Threshold Standards</p> <p style="text-align: right;">Library Director has an MLS?</p>	<p>YES 8.4 7.2 1.8 1.7 YES</p>
<p>3. Does the Library collection contain sufficient volumes to meet OLA Threshold standards for the library population served?</p> <p style="text-align: right;">Library volumes owned Library volumes needed for Threshold Standards</p>	<p>YES 64,588 40,882</p>
<p>4. Please report briefly on any changes or improvements to the library due to District. <i>Added two self-check workstations.</i></p>	
<p>5. Does the Library provide adequate and reasonable continuing education/training for all staff? Please list annual budget for library staff continuing education here.</p>	<p>YES \$2,000</p>
<p>6. Each year, does the library evaluate a percentage of the materials collection to consider for weeding/withdrawal based on criteria such as use, currency and condition? OLA Threshold standard percentage is 20% evaluated annually. What is your percentage (estimate)?</p>	<p>YES 20%</p>
<p>7. Does the library have a formal written collection development policy?</p>	<p>YES</p>
<p>8. Does the library make available all basic core public services during all open hours? <i>Note: "basic core public services" include circulation, reference, reader's advisory to all ages, interlibrary loan, and technology assistance.</i></p>	<p>YES</p>
<p>9. Does the Library have a written long-range strategic plan that addresses facility needs?</p>	<p>YES</p>

Library Name: Lake Oswego Library (L0)  
 Service Population: 37,433  
 Fiscal Year: 2011/2012

Library Service District of Clackamas County - - Annual Progress Report toward OLA Standards

<p>1. Is the library open the number of hours mandated by its population served at THRESHOLD level?</p> <p style="text-align: right;">Library open hours Open hours required by OLA Threshold Standards</p>	<p style="text-align: right;">65 50</p>
<p>2. Does the library staffing adhere to all of the standards for number and qualifications of staff employed as outlined in the OLA standards for THRESHOLD level for its population served?</p> <p style="text-align: right;">Total library FTE Total library FTE needed as per OLA Threshold Standards</p> <p style="text-align: right;">Total staff with an MLS Total staff required to have an MLS as per OLA Threshold Standards</p> <p style="text-align: right;">Library Director has an MLS?</p>	<p style="text-align: right;">YES 35.12 13.1 11.45 7 YES</p>
<p>3. Does the Library collection contain sufficient volumes to meet OLA Threshold standards for the library population served?</p> <p style="text-align: right;">Library volumes owned Library volumes needed for Threshold Standards</p>	<p style="text-align: right;">262,087 74,866</p>
<p>4. Please report briefly on any changes or improvements to the library due to District.</p>	<p style="text-align: center;"><i>No changes</i></p>
<p>5. Does the Library provide adequate and reasonable continuing education/training for all staff? Please list annual budget for library staff continuing education here.</p>	<p style="text-align: right;">YES \$14,000</p>
<p>6. Each year, does the library evaluate a percentage of the materials collection to consider for weeding/withdrawal based on criteria such as use, currency and condition? OLA Threshold standard percentage is 20% evaluated annually. What is your percentage (estimate)?</p>	<p style="text-align: right;">100%</p>
<p>7. Does the library have a formal written collection development policy?</p>	<p style="text-align: right;">YES</p>
<p>8. Does the library make available all basic core public services during all open hours? <i>Note: "basic core public services" include circulation, reference, reader's advisory to all ages, interlibrary loan, and technology assistance.</i></p>	<p style="text-align: right;">YES</p>
<p>9. Does the Library have a written long-range strategic plan that addresses facility needs?</p>	<p style="text-align: right;">YES</p>

Library Name: Ledding Library of Milwaukie  
 Service Population: 33,288  
 Fiscal Year: 2011/2012

Library Service District of Clackamas County - - Annual Progress Report toward OLA Standards

<p>1. Is the library open the number of hours mandated by its population served at THRESHOLD level?          Library open hours          Open hours required by OLA Threshold Standards</p>	<p>YES          66          50</p>
<p>2. Does the library staffing adhere to all of the standards for number and qualifications of staff employed as outlined in the OLA standards for THRESHOLD level for its population served?          Total library FTE          Total library FTE needed as per OLA Threshold Standards          Total staff with an MLS          Total staff required to have an MLS as per OLA Threshold Standards          Library Director has an MLS?</p>	<p>YES          18.7          10.9          5.15          3.6          YES</p>
<p>3. Does the Library collection contain sufficient volumes to meet OLA Threshold standards for the library population served?          Library volumes owned          Library volumes needed for Threshold Standards</p>	<p>YES          121,917          62,356</p>
<p>4. Please report briefly on any changes or improvements to the library due to District.  <i>Able to sustain the 66 hours we are opened and our level of staffing.</i></p>	
<p>5. Does the Library provide adequate and reasonable continuing education/training for all staff?          Please list annual budget for library staff continuing education here.</p>	<p>YES          \$3,000</p>
<p>6. Each year, does the library evaluate a percentage of the materials collection to consider for weeding/withdrawal based on criteria such as use, currency and condition?          OLA Threshold standard percentage is 20% evaluated annually. What is your percentage (estimate)?</p>	<p>YES          50%</p>
<p>7. Does the library have a formal written collection development policy?</p>	<p>YES</p>
<p>8. Does the library make available all basic core public services during all open hours?  <i>Note: "basic core public services" include circulation, reference, reader's advisory to all ages, interlibrary loan, and technology assistance.</i></p>	<p>YES</p>
<p>9. Does the Library have a written long-range strategic plan that addresses facility needs?</p>	<p>YES</p>

Library Name : Molalla Public Library  
 Service Population : 22,668  
 Fiscal Year: 2011/2012

Library Service District of Clackamas County - - Annual Progress Report toward OLA Standards

<p>1. Is the library open the number of hours mandated by its population served at THRESHOLD level?          Library open hours          Open hours required by OLA Threshold Standards</p>	<p>YES          54          40</p>
<p>2. Does the library staffing adhere to all of the standards for number and qualifications of staff employed as outlined in the OLA standards for THRESHOLD level for its population served?          Total library FTE          Total library FTE needed as per OLA Threshold Standards          Total staff with an MLS          Total staff required to have an MLS as per OLA Threshold Standards          Library Director has an MLS?</p>	<p>NO          6.72          7.9          0          1          NO</p>
<p>3. Does the Library collection contain sufficient volumes to meet OLA Threshold standards for the library population served?          Library volumes owned          Library volumes needed for Threshold Standards</p>	<p>YES          64,447          45,336</p>
<p>4. Please report briefly on any changes or improvements to the library due to District.  <i>Increased open hours and better level of staffing.</i></p>	
<p>5. Does the Library provide adequate and reasonable continuing education/training for all staff?          Please list annual budget for library staff continuing education here.</p>	<p>YES          \$1,000</p>
<p>6. Each year, does the library evaluate a percentage of the materials collection to consider for weeding/withdrawal based on criteria such as use, currency and condition?          OLA Threshold standard percentage is 20% evaluated annually. What is your percentage (estimate)?</p>	<p>YES          25%</p>
<p>7. Does the library have a formal written collection development policy?</p>	<p>YES</p>
<p>8. Does the library make available all basic core public services during all open hours?  <i>Note: "basic core public services" include circulation, reference, reader's advisory to all ages, interlibrary loan, and technology assistance.</i></p>	<p>YES</p>
<p>9. Does the Library have a written long-range strategic plan that addresses facility needs?</p>	<p>YES</p>

Library Name: Oregon City Library  
 Service Population: 58,491  
 Fiscal Year: 2011/2012

Library Service District of Clackamas County - - Annual Progress Report toward OLA Standards

<p>1. Is the library open the number of hours mandated by its population served at THRESHOLD level?          Library open hours          Open hours required by OLA Threshold Standards</p>	<p>YES          56          50</p>
<p>2. Does the library staffing adhere to all of the standards for number and qualifications of staff employed as outlined in the OLA standards for THRESHOLD level for its population served?          Total library FTE          Total library FTE needed as per OLA Threshold Standards          Total staff with an MLS          Total staff required to have an MLS as per OLA Threshold Standards          Library Director has an MLS?</p>	<p>NO          11.34          19.3          3.3          2.3          YES</p>
<p>3. Does the Library collection contain sufficient volumes to meet OLA Threshold standards for the library population served?          Library volumes owned          Library volumes needed for Threshold Standards</p>	<p>NO          102,180          116,982</p>
<p>4. Please report briefly on any changes or improvements to the library due to District.  <i>We greatly increased the number of programs we offered this year, particularly for children and teens.</i></p>	
<p>5. Does the Library provide adequate and reasonable continuing education/training for all staff?          Please list annual budget for library staff continuing education here.</p>	<p>YES          \$5,000</p>
<p>6. Each year, does the library evaluate a percentage of the materials collection to consider for weeding/withdrawal based on criteria such as use, currency and condition?          OLA Threshold standard percentage is 20% evaluated annually. What is your percentage (estimate)?</p>	<p>YES          30%</p>
<p>7. Does the library have a formal written collection development policy?</p>	<p>YES</p>
<p>8. Does the library make available all basic core public services during all open hours?  <i>Note: "basic core public services" include circulation, reference, reader's advisory to all ages, interlibrary loan, and technology assistance.</i></p>	<p>YES</p>
<p>9. Does the Library have a written long-range strategic plan that addresses facility needs?</p>	<p>YES</p>

Library Name: Oak Lodge Library  
 Service Population: 28,694  
 Fiscal Year: 2011/2012

Library Service District of Clackamas County - - Annual Progress Report toward OLA Standards

<p>1. Is the library open the number of hours mandated by its population served at THRESHOLD level?          Library open hours          Open hours required by OLA Threshold Standards</p>	<p>YES          52          50</p>
<p>2. Does the library staffing adhere to all of the standards for number and qualifications of staff employed as outlined in the OLA standards for THRESHOLD level for its population served?          Total library FTE          Total library FTE needed as per OLA Threshold Standards          Total staff with an MLS          Total staff required to have an MLS as per OLA Threshold Standards          Library Director has an MLS?</p>	<p>NO          7.38          10          0.46          1.47          NO</p>
<p>3. Does the Library collection contain sufficient volumes to meet OLA Threshold standards for the library population served?          Library volumes owned          Library volumes needed for Threshold Standards</p>	<p>YES          64,579          57,388</p>
<p>4. Please report briefly on any changes or improvements to the library due to District.  <i>We are working with Gladstone on merging the two facilities into a new library in Gladstone.</i></p>	
<p>5. Does the Library provide adequate and reasonable continuing education/training for all staff?          Please list annual budget for library staff continuing education here.  <i>In 2012-13, we will be providing opportunities to library staff.</i></p>	<p>NO          \$200</p>
<p>6. Each year, does the library evaluate a percentage of the materials collection to consider for weeding/withdrawal based on criteria such as use, currency and condition?          OLA Threshold standard percentage is 20% evaluated annually. What is your percentage (estimate)?</p>	<p>YES          30%</p>
<p>7. Does the library have a formal written collection development policy?</p>	<p>YES</p>
<p>8. Does the library make available all basic core public services during all open hours?  <i>Note: "basic core public services" include circulation, reference, reader's advisory to all ages, interlibrary loan, and technology assistance.</i></p>	<p>YES</p>
<p>9. Does the Library have a written long-range strategic plan that addresses facility needs?</p>	<p>YES</p>

Library Name: Sandy Public Library  
 Service Population: 24,734  
 Fiscal Year: 2011/2012

Library Service District of Clackamas County - - Annual Progress Report toward OLA Standards

<p>1. Is the library open the number of hours mandated by its population served at THRESHOLD level?          Library open hours 56          Open hours required by OLA Threshold Standards 40</p>	<p>YES</p>
<p>2. Does the library staffing adhere to all of the standards for number and qualifications of staff employed as outlined in the OLA standards for THRESHOLD level for its population served?          Total library FTE 9.4          Total library FTE needed as per OLA Threshold Standards 8.66          Total staff with an MLS 1.3          Total staff required to have an MLS as per OLA Threshold Standards 1          Library Director has an MLS? YES</p>	<p>YES</p>
<p>3. Does the Library collection contain sufficient volumes to meet OLA Threshold standards for the library population served?          Library volumes owned 59,916          Library volumes needed for Threshold Standards 49,468</p>	<p>YES</p>
<p>4. Please report briefly on any changes or improvements to the library due to District.  <i>We moved into our newly renovated building. We are offering a meeting room and various public technology classes.</i></p>	
<p>5. Does the Library provide adequate and reasonable continuing education/training for all staff?          Please list annual budget for library staff continuing education here.</p>	<p>YES          \$1,750</p>
<p>6. Each year, does the library evaluate a percentage of the materials collection to consider for weeding/withdrawal based on criteria such as use, currency and condition?          OLA threshold standard percentage is 20% evaluated annually. What is your percentage (estimated)?</p>	<p>YES          30%</p>
<p>7. Does the library have a formal written collection development policy?</p>	<p>NO</p>
<p>8. Does the library make available all basic core public services during all open hours?  <i>Note: "basic core public services" include circulation, reference, reader's advisory to all ages, interlibrary loan, and technology assistance.</i></p>	<p>YES</p>
<p>9. Does the Library have a written long-range strategic plan that addresses facility needs?</p>	<p>YES</p>

Library Name: Hoodland Branch: Sandy Public Library  
 Service Population: 6,425  
 Fiscal Year: 2011/2012

Library Service District of Clackamas County - - Annual Progress Report toward OLA Standards

<p>1. Is the library open the number of hours mandated by its population served at THRESHOLD level?          Library open hours          Open hours required by OLA Threshold Standards</p>	<p>YES          45          30</p>
<p>2. Does the library staffing adhere to all of the standards for number and qualifications of staff employed as outlined in the OLA standards for THRESHOLD level for its population served?          Total library FTE          Total library FTE needed as per OLA Threshold Standards          Total staff with an MLS          Total staff required to have an MLS as per OLA Threshold Standards          Library Director has an MLS?</p>	<p>YES          2.4          2.2          0.7          0          YES</p>
<p>3. Does the Library collection contain sufficient volumes to meet OLA Threshold standards for the library population served?          Library volumes owned          Library volumes needed for Threshold Standards</p>	<p>YES          18,437          12,850</p>
<p>4. Please report briefly on any changes or improvements to the library due to District.          A new facility is being planned. Hopefully we can move in Summer 2013.</p>	
<p>5. Does the Library provide adequate and reasonable continuing education/training for all staff?          Please list annual budget for library staff continuing education here.</p>	<p>YES          \$750</p>
<p>6. Each year, does the library evaluate a percentage of the materials collection to consider for weeding/withdrawal based on criteria such as use, currency and condition?          OLA Threshold standard percentage is 20% evaluated annually. What is your percentage (estimate)?</p>	<p>YES          30%</p>
<p>7. Does the library have a formal written collection development policy?</p>	<p>NO</p>
<p>8. Does the library make available all basic core public services during all open hours?          Note: "basic core public services" include circulation, reference, reader's advisory to all ages, interlibrary loan, and technology assistance.</p>	<p>YES</p>
<p>9. Does the Library have a written long-range strategic plan that addresses facility needs?          Planning a new facility</p>	<p>YES</p>

Library Name: Sunnyside Library  
 Service Population: 51,689  
 Fiscal Year: 2011/2012

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<p>1. Is the library open the number of hours mandated by its population served at THRESHOLD level?          Library open hours          Open hours required by OLA Threshold Standards</p>	<p>YES          52          50</p>
<p>2. Does the library staffing adhere to all of the standards for number and qualifications of staff employed as outlined in the OLA standards for THRESHOLD level for its population served?          Total library FTE          Total library FTE needed as per OLA Threshold Standards          Total staff with an MLS          Total staff required to have an MLS as per OLA Threshold Standards          Library Director has an MLS?</p>	<p>NO          11.94          18          2.31          2.4          NO</p>
<p>3. Does the Library collection contain sufficient volumes to meet OLA Threshold standards for the library population served?          Library volumes owned          Library volumes needed for Threshold Standards</p>	<p>NO          79,574          103,378</p>
<p>4. Please report briefly on any changes or improvements to the library due to District.  <i>With stable operating funding, it was possible to remodel and expand a County facility and move to the center of our service population enabling the library to focus on improving the collection and services in 12/13.</i></p>	
<p>5. Does the Library provide adequate and reasonable continuing education/training for all staff?          Please list annual budget for library staff continuing education here.  <i>In 2012-13, we will be providing oportunities to library staff.</i></p>	<p>NO          \$300</p>
<p>6. Each year, does the library evaluate a percentage of the materials collection to consider for weeding/withdrawal based on criteria such as use, currency and condition?          OLA Threshold standard percentage is 20% evaluated annually. What is your percentage (estimate)?</p>	<p>YES          70%</p>
<p>7. Does the library have a formal written collection development policy?</p>	<p>YES</p>
<p>8. Does the library make available all basic core public services during all open hours?  <i>Note: "basic core public services" include circulation, reference, reader's advisory to all ages, interlibrary loan, and technology assistance.</i></p>	<p>YES</p>
<p>9. Does the Library have a written long-range strategic plan that addresses facility needs?</p>	<p>NO</p>

Library Name: West Linn Library  
 Service Population: 29,584  
 Fiscal Year: 2011/2012

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<p>1. Is the library open the number of hours mandated by its population served at THRESHOLD level?</p> <p style="text-align: right;">Library open hours Open hours required by OLA Threshold Standards</p>	<p>YES 53 50</p>
<p>2. Does the library staffing adhere to all of the standards for number and qualifications of staff employed as outlined in the OLA standards for THRESHOLD level for its population served?</p> <p style="text-align: right;">Total library FTE Total library FTE needed as per OLA Threshold Standards</p> <p style="text-align: right;">Total staff with an MLS Total staff required to have an MLS as per OLA Threshold Standards</p> <p style="text-align: right;">Library Director has an MLS?</p>	<p>YES 16.63 9.1 8 3.2 YES</p>
<p>3. Does the Library collection contain sufficient volumes to meet OLA Threshold standards for the library population served?</p> <p style="text-align: right;">Library volumes owned Library volumes needed for Threshold Standards</p>	<p>YES 116,282 53,028</p>
<p>4. Please report briefly on any changes or improvements to the library due to District. <i>Increased open hours and better level of staffing</i></p>	<p>N/A</p>
<p>5. Does the Library provide adequate and reasonable continuing education/training for all staff? Please list annual budget for library staff continuing education here.</p>	<p>YES \$2,500</p>
<p>6. Each year, does the library evaluate a percentage of the materials collection to consider for weeding/withdrawal based on criteria such as use, currency and condition? OLA Threshold standard percentage is 20% evaluated annually. What is your percentage (estimate)?</p>	<p>YES 70%</p>
<p>7. Does the library have a formal written collection development policy?</p>	<p>YES</p>
<p>8. Does the library make available all basic core public services during all open hours? <i>Note: "basic core public services" include circulation, reference, reader's advisory to all ages, interlibrary loan, and technology assistance.</i></p>	<p>YES</p>
<p>9. Does the Library have a written long-range strategic plan that addresses facility needs?</p>	<p>YES</p>

Library Name: Wilsonville  
 Service Population: 19,876  
 Fiscal Year: 2011/2012

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<p>1. Is the library open the number of hours mandated by its population served at THRESHOLD level?</p> <p style="text-align: right;">Library open hours Open hours required by OLA Threshold Standards</p>	<p style="text-align: right;">61 40</p>
<p>2. Does the library staffing adhere to all of the standards for number and qualifications of staff employed as outlined in the OLA standards for THRESHOLD level for its population served?</p> <p style="text-align: right;">Total library FTE Total library FTE needed as per OLA Threshold Standards</p> <p style="text-align: right;">Total staff with an MLS Total staff required to have an MLS as per OLA Threshold Standards</p> <p style="text-align: right;">Library Director has an MLS?</p>	<p style="text-align: right;">16.26 7 4 1 Y</p>
<p>3. Does the Library collection contain sufficient volumes to meet OLA Threshold standards for the library population served?</p> <p style="text-align: right;">Library volumes owned Library volumes needed for Threshold Standards</p>	<p style="text-align: right;">129,000 40,000</p>
<p>4. Please report briefly on any changes or improvements to the library due to District.</p>	
<p>5. Does the Library provide adequate and reasonable continuing education/training for all staff? Please list annual budget for library staff continuing education here.</p>	<p style="text-align: right;">Probably not \$1,330</p>
<p>6. Each year, does the library evaluate a percentage of the materials collection to consider for weeding/withdrawal based on criteria such as use, currency and condition? OLA Threshold standard percentage is 20% evaluated annually. What is your percentage (estimate)?</p>	<p style="text-align: right;">YES 70%</p>
<p>7. Does the library have a formal written collection development policy?</p>	<p style="text-align: right;">YES</p>
<p>8. Does the library make available all basic core public services during all open hours? <i>Note: "basic core public services" include circulation, reference, reader's advisory to all ages, interlibrary loan, and technology assistance.</i></p>	<p style="text-align: right;">YES</p>
<p>9. Does the Library have a written long-range strategic plan that addresses facility needs?</p>	<p style="text-align: right;">YES</p>

LINCC LIBRARIES FY12/13: INTERNAL SERVICE TRANSFERS AND GENERAL FUND CONTRIBUTIONS (as of 10/12)

services estimated charged to library	Value assigned to these internal services	Operational support from General Fund	Other (non-operational) general fund cash support	Net cash operational support from city or county (after any deductions for internal services, if made)	Estimated revenue from library district (as of 1/12)	Net amount deducted for internal service transfers from library district revenues
T, Finance, Facilities	\$156,403	\$70,000	-0-	-0-	\$696,730	\$86,403
Finance, Facilities, IT,	\$269,767	-0-	-0-	-0-	\$2,998,873	\$269,767
Finance. (Library pays for facilities.)	\$26,000	-0-	-0-	-0-	\$581,890	\$26,000
Library pays for IT, and facilities.)	Not calculated	Not to exceed \$220,000	-0-	Not to exceed \$220,000	\$581,705	-0-
T, Finance, Facilities	\$565,000	\$1,532,000	-0-	\$967,000	\$2,288,469	-0-
T, Finance, Facilities	\$710,000	\$823,000	-0-	\$113,000	\$1,319,578	-0-
of city administrator and director's salaries. (Library pays for IT and facilities.)	\$53,139	-0-	-0-	-0-	\$681,215	\$53,139
of salary for facilities (Library pays for other costs.)	\$11,604	-0-	\$202,029—annual alloc. for capital reserve fund	-0-	\$1,720,913	\$11,604
Library pays for facilities,	Not calculated	-0-	-0-	-0-	\$973,794	-0-
nc. Council and HR), IT, Facilities	\$738,000	\$1,100,000	-0-	\$362,000	\$1,295,962	-0-
Library pays some facilities	Not calculated	\$511,569	-0-	\$511,569	\$922,311	-0-