

## 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 Name: Canby Library  
 Service Population: 23,087  
 Fiscal Year: 2012/2013

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          51          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          9.2          8.08          2          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          State and local downloadable          Total          Library volumes needed for Threshold Standards</p>	<p>YES          64,233          47,305          111,538          46,174</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>\$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          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?</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: Estacada Library  
 Service Population: 16,447  
 Fiscal Year: 2012/2013

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          55          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          8.57          5.75          2          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          State and local downloadable          Total          Library volumes needed for Threshold Standards</p>	<p>YES          52,442          47,305          99,747          32,894</p>
<p>4. Please report briefly on any changes or improvements to the library due to District.  <i>Increase of \$15,600 from district over last fiscal year.</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          \$2,595</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?</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: Gladstone Public Library  
 Service Population: 19,985  
 Fiscal Year: 2012/2013

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          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?          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          6.38          7          1          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          State and local downloadable          Total          Library volumes needed for Threshold Standards</p>	<p>YES          52,917          47,305          100,222          39,970</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?</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: 5123  
 Fiscal Year: 2012/2013

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 hour          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          1.79          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          State and local downloadable          Total          Library volumes needed for Threshold Standards</p>	<p>18,504          47,305          65,809          10,246</p>
<p>4. Please report briefly on any changes or improvements to the library due to District.  <i>A new facility is being planned. Possible move in Summer 2014</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          \$1,250</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?</p>	<p>Yes</p>
<p>9. Does the Library have a written long-range strategic plan that addresses facility needs?  <i>Yes -- planning for new facility</i></p>	<p>Yes</p>

Library Name: Lake Oswego Library  
 Service Population: 39,538  
 Fiscal Year: 2012/2013

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          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?          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          33.13          13.8          11.95          6.6          YES</p>
<p>3. Does the Library collection contain sufficient volumes to meet OLA Threshold standards for the library population served?          Library volumes owned          State and local downloadable          Total          Library volumes needed for Threshold Standards</p>	<p>258,437          47,305          305,742          79,076</p>
<p>4. Please report briefly on any changes or improvements to the library due to District.</p>	<p>No changes</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          \$9,300</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>100%</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?</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: Ledding Library of Milwaukie  
 Service Population: 39,126  
 Fiscal Year: 2012/2013

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          18.05          13.69          5.55          3.7          YES</p>
<p>3. Does the Library collection contain sufficient volumes to meet OLA Threshold standards for the library population served?          Library volumes owned          State and local downloadable          Total          Library volumes needed for Threshold Standards</p>	<p>YES          114,411          47,305          161,716          78,252</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>No          \$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          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?</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 : 21,868  
 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 59          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 6.72          Total library FTE needed as per OLA Threshold Standards 7.65          Total staff with an MLS 0          Total staff required to have an MLS as per OLA Threshold Standards 1          Library Director has an MLS? NO</p>	<p>NO</p>
<p>3. Does the Library collection contain sufficient volumes to meet OLA Threshold standards for the library population served?          Library volumes owned 64,737          State and local downloadable 47,305          Total 112,042          Library volumes needed for Threshold Standards 43,736</p>	<p>YES</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: Oak Lodge Library  
 Service Population: 28,288  
 Fiscal Year: 2012/2013

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          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?  <i>Improved MLS staffing. Working with Gladstone on the future of OL, so not increasing staffing at this time.</i>          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          6.67          9.9          1.26          1.13          NO</p>
<p>3. Does the Library collection contain sufficient volumes to meet OLA Threshold standards for the library population served?  <i>Weeding heavily and eliminating out of date materials.</i>          Library volumes owned          State and local downloadable          Total          Library volumes needed for Threshold Standards</p>	<p>YES          60,844          47,305          108,149          56,576</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.</p>	<p>Yes          \$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          100%</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?</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: 54,853  
 Fiscal Year: 2012/2013

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          18.1          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          State and local downloadable          Total          Library volumes needed for Threshold Standards</p>	<p>NO          100,781          47,305          148,086          109,706</p>
<p>4. Please report briefly on any changes or improvements to the library due to District.  <i>We continue to increase the number of programs we offer to the public, particularly for children and teens. We started a very popular film series. We celebrated the 100th anniversary of the Carnegie building. At the same time, the City Commission of Oregon City designated the site of the Carnegie Building and Park as the future home of an expanded library building. Efforts began immediately to build this addition.</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?</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: 24,386  
 Fiscal Year: 2012/2013

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 hour          Open hours required by OLA Threshold Standards</p>	<p>Yes          56          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          9.6          8.53          1.3          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          State and local downloadable          Total          Library volumes needed for Threshold Standards</p>	<p>57,023          47,305          104,328          48,772</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>Yes          \$3,750</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?</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: Sunnyside Library  
 Service Population: 49,478  
 Fiscal Year: 2012/2013

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          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?  <i>Slowly increasing staffing as we grow our services, insuring that both are sustainable long term.</i>          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          14          17.3          3.84          2.8          NO</p>
<p>3. Does the Library collection contain sufficient volumes to meet OLA Threshold standards for the library population served?  <i>Added 16,959 items to the collection and continue weeding worn materials.</i>          Library volumes owned          State and local downloadable          Total          Library volumes needed for Threshold Standards</p>	<p>91,437          47,305          138,742          98,956</p>
<p>4. Please report briefly on any changes or improvements to the library due to District.  <i>We are updating our collection and increasing programs for both youth and adults</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          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?</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: West Linn Library  
 Service Population: 28,811  
 Fiscal Year: 2012/2013

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>YES          15.63          10          7          3.1          YES</p>
<p>3. Does the Library collection contain sufficient volumes to meet OLA Threshold standards for the library population served?          Library volumes owned          State and local downloadable          Total          Library volumes needed for Threshold Standards</p>	<p>YES          114,592          47,305          161,897          57,622</p>
<p>4. Please report briefly on any changes or improvements to the library due to District.  <i>Roof Repairs and increased parking.</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          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?</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: 22,356  
 Fiscal Year: 2012/2013

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;">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 8 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 State and local downloadable Total Library volumes needed for Threshold Standards</p>	<p style="text-align: right;">129,000 47,305 176,305 44,712</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 \$1,550</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?</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>

## 2012-2013 Library District Progress Chart

Libraries	District Population	Open Hours Per Week		Total FTE Staffing		Professional MLS Staffing		Collection Size					
		Current	Threshold	Status	Current	Threshold	Status	Current	Threshold	Status			
CA	23,087	51	40	Exceeds	9.2	8.8	Exceeds	2	1	Exceeds	64,233	46,174	Exceeds
CO	28,288	54	50	Exceeds	6.67	9.9	Below	1.26	1.13	Exceeds	60,844	56,576	Exceeds
ES	16,447	50	40	Exceeds	8.57	5.75	Exceeds	2	1	Exceeds	52,442	32,894	Exceeds
GL	19,985	53	40	Exceeds	6.38	7	Below	1	1	Meets	52,917	39,970	Exceeds
LO	39,538	65	50	Exceeds	33.13	13.8	Exceeds	11.95	6.6	Exceeds	258,437	79,076	Exceeds
MI	39,126	66	50	Exceeds	18.05	13.69	Exceeds	5.55	3.7	Exceeds	114,411	78,252	Exceeds
MO	21,868	54	40	Exceeds	6.72	7.65	Below	0	1	Below	64,737	43,736	Exceeds
OC	54,853	56	50	Exceeds	11.34	18.1	Below	3.3	2.3	Exceeds	100,781	109,706	Below
SA	24,386	56	50	Exceeds	9.6	8.53	Exceeds	1.3	1	Exceeds	57,023	48,772	Exceeds
SAHO	5,123	45	30	Exceeds	2.4	1.79	Exceeds	0.7	0	Exceeds	18,504	10,246	Exceeds
TC	49,478	54	50	Exceeds	14	17.3	Below	3.84	2.8	Exceeds	91,437	98,956	Below
WL	28,811	56	50	Exceeds	15.63	10	Exceeds	7	3.1	Exceeds	114,592	57,622	Exceeds
WV	22,356	61	40	Exceeds	16.26	7.8	Exceeds	4	1	Exceeds	129,000	44,712	Exceeds
<b>TOTAL</b>	<b>373,346</b>	<b>721</b>	<b>580</b>	<b>Exceeds</b>	<b>157.95</b>	<b>130.11</b>	<b>Exceeds</b>	<b>43.9</b>	<b>25.63</b>	<b>Exceeds</b>	<b>1,179,358</b>	<b>746,692</b>	<b>Exceeds</b>

Population not included:

Tualatin                    2,869  
 Johnson City                565

Collection Size does not include downloadable items

Statewide Library2go collection: 47,164

Local purchased Library2go collection: 149

Libraries	District Population	Open Hours Per Week 10-11			District Population	Open Hours Per Week 11-12			District Population	Open Hours Per Week 12-13		
		Current	Threshold	Status		Current	Threshold	Status		Current	Threshold	Status
CA	25,112	51	50	Exceeds	25,112	51	50	Exceeds	23,087	51	40	Exceeds
CO	28,694	52	50	Exceeds	28,694	52	50	Exceeds	28,288	54	50	Exceeds
ES	19,652	65	40	Exceeds	19,652	50	40	Exceeds	16,447	50	40	Exceeds
GL	20,441	53	40	Exceeds	20,567	53	40	Exceeds	19,985	53	40	Exceeds
LO	38,202	65	50	Exceeds	37,433	65	50	Exceeds	39,538	65	50	Exceeds
MI	31,246	66	50	Exceeds	33,288	66	50	Exceeds	39,126	66	50	Exceeds
MO	22,668	54	40	Exceeds	22,668	54	40	Exceeds	21,868	54	40	Exceeds
OC	58,491	56	50	Exceeds	58,491	56	50	Exceeds	54,853	56	50	Exceeds
SA	24,734	56	40	Exceeds	24,734	56	40	Exceeds	24,386	56	50	Exceeds
SA/HO	6,245	45	30	Exceeds	6,245	45	30	Exceeds	5,123	45	30	Exceeds
TC	43,867	52	50	Exceeds	51,689	52	50	Exceeds	49,478	54	50	Exceeds
WL	29,737	53	50	Exceeds	29,584	53	50	Exceeds	28,811	56	50	Exceeds
WV	20,489	61	40	Exceeds	19,876	61	40	Exceeds	22,356	61	40	Exceeds
<b>TOTAL</b>	<b>369,578</b>	<b>729</b>	<b>580</b>	<b>Exceeds</b>	<b>378,033</b>	<b>714</b>	<b>580</b>	<b>Exceeds</b>	<b>373,346</b>	<b>721</b>	<b>580</b>	<b>Exceeds</b>

Libraries	District Population	Total FTE Staffing 10-11			District Population	Total FTE Staffing 11-12			District Population	Total FTE Staffing 12-13		
		Current	Threshold	Status		Current	Threshold	Status		Current	Threshold	Status
CA	25,112	10.33	8.8	Exceeds	25,112	9.15	8.8	Exceeds	23,087	9.2	8.8	Exceeds
CO	28,694	5.6	10	Below	28,694	7.38	10	Below	28,288	6.67	9.9	Below
ES	19,652	7.75	6.9	Exceeds	19,652	8.44	6.9	Exceeds	16,447	8.57	5.75	Exceeds
GL	20,441	8.3	7.2	Exceeds	20,567	8.4	7.2	Exceeds	19,985	6.38	7	Below
LO	38,202	34.62	13.4	Exceeds	37,433	34.12	13.1	Exceeds	39,538	33.13	13.8	Exceeds
MI	31,246	17.93	10.9	Exceeds	33,288	18.7	10.9	Exceeds	39,126	18.05	13.69	Exceeds
MO	22,668	5.85	7.9	Below	22,668	6.72	7.9	Below	21,868	6.72	7.65	Below
OC	58,491	11.34	19.3	Below	58,491	11.34	19.3	Below	54,853	11.34	18.1	Below
SA	24,734	9	8.7	Exceeds	24,734	9.4	8.7	Exceeds	24,386	9.6	8.53	Exceeds
SA/HO	6,245	2.7	2.2	Exceeds	6,245	2.4	2.2	Exceeds	5,123	2.4	1.79	Exceeds
TC	43,867	11.5	15.4	Below	51,689	11.94	17	Below	49,478	14	17.3	Below
WL	29,737	16.63	10.4	Exceeds	29,584	16.63	9.1	Exceeds	28,811	15.63	10	Exceeds
WV	20,489	16.2	7.2	Exceeds	19,876	16.2	7	Exceeds	22,356	16.26	7.8	Exceeds
<b>TOTAL</b>	<b>369,578</b>	<b>157.75</b>	<b>128.3</b>	<b>Exceeds</b>	<b>378,033</b>	<b>160.82</b>	<b>128.1</b>	<b>Exceeds</b>	<b>373,346</b>	<b>157.95</b>	<b>130.11</b>	<b>Exceeds</b>

Libraries	District Population	Professional MLS Staffing 10-11			District Population	Professional MLS Staffing 11-12			District Population	Professional MLS Staffing 12-13		
		Current	Threshold	Status		Current	Threshold	Status		Current	Threshold	Status
CA	25,112	2	2	Meets	25,112	2	1.7	Exceeds	23,087	2	1	Exceeds
CO	28,694	0.6	1.1	Below	28,694	0.46	1.47	Below	28,288	1.26	1.13	Exceeds
ES	19,652	2.75	1	Exceeds	19,652	2.75	1	Exceeds	16,447	2	1	Exceeds
GL	20,441	1.8	1	Exceeds	20,567	1.8	1	Exceeds	19,985	1	1	Meets
LO	38,202	12.29	6.9	Exceeds	37,433	11.45	7	Exceeds	39,538	11.95	6.6	Exceeds
MI	31,246	4.48	3.6	Exceeds	33,288	5.15	3.6	Exceeds	39,126	5.55	3.7	Exceeds
MO	22,668	0	1	Below	22,668	0	1	Below	21,868	0	1	Below
OC	58,491	3.3	2.3	Exceeds	58,491	3.3	2.3	Exceeds	54,853	3.3	2.3	Exceeds
SA	24,734	1.3	1	Exceeds	24,734	1.3	1	Exceeds	24,386	1.3	1	Exceeds
SAHO	6,245	0.8	0	Exceeds	6,245	0.8	0	Exceeds	5,123	0.7	0	Exceeds
TC	43,867	1.2	2.3	Below	51,689	1.2	2.3	Below	49,478	3.84	2.8	Exceeds
WL	29,737	6.9	3.3	Exceeds	29,584	8	3.2	Exceeds	28,811	7	3.1	Exceeds
WV	20,489	4.6	1	Exceeds	19,876	4	1	Exceeds	22,356	4	1	Exceeds
<b>TOTAL</b>	<b>369,578</b>	<b>42.02</b>	<b>26.5</b>	<b>Exceeds</b>	<b>378,033</b>	<b>42.21</b>	<b>26.57</b>	<b>Exceeds</b>	<b>373,346</b>	<b>43.9</b>	<b>25.63</b>	<b>Exceeds</b>

Libraries	District Population	Collection Size 10-11			District Population	Collection Size 11-12			District Population	Collection Size 12-13		
		Current	Threshold	Status		Current	Threshold	Status		Current	Threshold	Status
CA	25,112	63,771	50,224	Exceeds	25,112	63,241	50,224	Exceeds	23,087	64,233	46,174	Exceeds
CO	28,694	65,744	57,388	Exceeds	28,694	64,579	57,388	Exceeds	28,288	60,844	56,576	Exceeds
ES	19,652	57,105	39,304	Exceeds	19,652	54,850	39,304	Exceeds	16,447	52,442	32,894	Exceeds
GL	20,441	63,844	40,882	Exceeds	20,567	64,588	40,882	Exceeds	19,985	52,917	39,970	Exceeds
LO	38,202	207,709	76,404	Exceeds	37,433	262,087	74,866	Exceeds	39,538	258,437	79,076	Exceeds
MI	31,246	115,060	62,492	Exceeds	33,288	121,917	62,492	Exceeds	39,126	114,411	78,252	Exceeds
MO	22,668	63,945	45,336	Exceeds	22,668	64,447	45,336	Exceeds	21,868	64,737	43,736	Exceeds
OC	58,491	102,423	116,982	Below	58,491	102,423	116,982	Below	54,853	100,781	109,706	Below
SA	24,734	57,127	49,468	Exceeds	24,734	59,916	49,468	Exceeds	24,386	57,023	48,772	Exceeds
SAHO	6,245	17,553	12,490	Exceeds	6,245	18,437	12,490	Exceeds	5,123	18,504	10,246	Exceeds
TC	43,867	79,261	87,734	Below	51,689	79,574	103,378	Below	49,478	91,437	98,956	Below
WL	29,737	118,523	59,474	Exceeds	29,584	116,282	53,028	Exceeds	28,811	114,592	57,622	Exceeds
WV	20,489	124,686	40,978	Exceeds	19,876	129,000	39,757	Exceeds	22,356	129,000	44,712	Exceeds
<b>TOTAL</b>	<b>369,578</b>	<b>1,136,751</b>	<b>739,156</b>	<b>Exceeds</b>	<b>378,033</b>	<b>1,201,341</b>	<b>745,595</b>	<b>Exceeds</b>	<b>373,346</b>	<b>1,179,358</b>	<b>746,692</b>	<b>Exceeds</b>

LINCC LIBRARIES FY13/14: INTERNAL SERVICE TRANSFERS AND GENERAL FUND CONTRIBUTIONS

Library	Internal services estimated and/or 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 2/13)	Net amount deducted for internal service transfers from library district revenues
<i>Canby</i>	Admin, IT, Finance, Facilities	\$147,678	\$70,000	-0-	-0-	\$711,418	\$77,678
<i>Oak Lodge Sunnyside</i>	Admin, Finance, Facilities	\$81,012 \$150,542	-0-	-0-	-0-	\$1,064,928 \$2,014,752	\$81,012 \$150,542
<i>Estacada</i>	Admin, Finance. (Library pays for IT and facilities.)	\$25,542	-0-	-0-	-0-	\$597,501	\$25,542
<i>Gladstone</i>	None ( Library pays for janitorial services and facilities.)	Not calculated	\$169,248	-0-	\$169,248	\$594,735	-0-
<i>Lake Oswego</i>	Admin, IT, Finance, Facilities	\$585,000	\$1,518,000	-0-	\$933,000	\$2,415,186	-0-
<i>Ledding (Milwaukie)</i>	Admin, IT, Finance, Facilities	\$710,000	\$936,000	-0-	\$226,000	\$1,364,497	-0-
<i>Molalla</i>	Portion of city administrator and finance director's salaries. (Library pays for IT and facilities.)	\$53,139	-0-	-0-	-0-	\$696,196	\$53,139
<i>Oregon City</i>	Portion of salary for facilities staff. (Library pays for other facilities costs.)	\$23,371	-0-	\$208,090 for capital reserve fund	-0-	\$1,770,416	\$23,371
<i>Sandy and Hoodland</i>	Admin, IT, Finance, Facilities	\$148,944	\$148,944	-0-	-0-	\$996,758	-0-
<i>West Linn</i>	Admin (inc. Council and HR), Finance, IT, Facilities	\$774,000	\$935,000	-0-	\$161,000	\$1,333,876	-0-
<i>Wilsonville</i>	None (Library pays some facilities costs.)	Not calculated	\$604,164	-0-	\$604,164	\$961,720	-0-