

Library District of Clackamas County - Annual Progress Report

Oak Lodge Library

For the period: 7/1/2018 through 6/30/2019

SECTION 1: LIBRARY BOARD COMPOSITION

Service area population

<u>Question</u>		<u>Count</u>	<u>Pctg of total</u>
1.1	City population	0	
1.2	Unincorporated pop. Served	31,323	100.0%
1.3	TOTAL SERVICE AREA POPULATION	31,323	100.0%

Library Board composition (as of 6/30/2019)

		<u>Count</u>	<u>Pctg of total</u>
1.4	Board members living in City		
1.5	Board members living in unicorp. Area	5	100.0%
1.6	Vacancies	0	0.0%
1.7	TOTAL BOARD MEMBERS	5	100.0%

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

The Oak Lodge service area population is 100% unincorporated.

SECTION 2: FINANCIAL DATA

City budget cycle	Annual
If biennial, this report covers	

Library Fund Balances

<u>Question</u>		<u>Amount</u>
2.1	Starting balance of Library Fund (7/1/18)	\$ 446,327
2.2	Total revenue (7/1/18 - 6/30/19)	\$ 1,530,433
2.3	Total exp. (incl. alloc. costs & debt svc.) (7/1/18 - 6/30/19)	\$ (1,051,328)
2.4	Total transfers to reserve fund (7/1/18 - 6/30/19)	\$ (173,430)
2.5	Ending balance of Library Fund (6/30/19)	\$ 752,002

Revenue Detail (7/1/18 - 6/30/19)

		<u>Amount</u>
2.6	Library District revenue	\$ 1,427,585
2.7	Operational support from City/Library Service Provider	\$ -
2.8	Ready to Read grant	\$ 5,713
2.9	Fines, fees, and donations	\$ 50,910

Other revenues (please specify)

2.10	Revenue from NCPRD for project manager	\$ 46,224
2.11		\$ -
2.12		\$ -
2.13		\$ -
2.14		\$ -
2.15		\$ -
2.16		\$ -
2.17		\$ -
2.18	TOTAL REVENUE (should match total in 2.2)	\$ 1,530,433

Expenditure Detail (7/1/18 - 6/30/19)

		<u>Amount</u>
2.19	Salaries, wages, and benefits	\$ (599,000)
2.20	Collection expenditures	\$ (111,671)
2.21	Allocated costs	\$ (166,475)
2.22	Capital expenses (not paid from Reserve Fund)	\$ (6,581)
2.23	Debt service (principal & interest)	\$ -

Other expenses not included above - please breakdown by significant categories (e.g., contracted services, office supplies & equipment, utilities)

2.24	General office supplies	\$ (6,104)
2.25	Homebound	\$ (8,755)
2.26	Hardware and Software purchases	\$ (4,117)
2.27	Ready to Read Grant	\$ (5,750)

2.28	Security services	\$	(28,291)
2.29	Contracted services	\$	(5,996)
2.30	Telephone	\$	(8,134)
2.31	Printing and duplicating	\$	(3,023)
2.32	Insurance	\$	(4,359)
2.33	Rent	\$	(81,588)
2.34	Program	\$	(6,147)
2.35	Training	\$	(2,474)
2.36	Other operating expenses	\$	(2,864)
2.37		\$	-
2.38	TOTAL EXPENSES (should match total in 2.3)	\$	(1,051,328)

Library Reserves (if applicable)

		<u>Amount</u>
2.39	Starting balance of Library reserves(7/1/18)	\$ 2,737,517
2.40	Ending balance of Library reserves (6/30/19)	\$ 2,910,947

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

The reserves are from unused operational funds including fines, fees, donations, and Library District funds.

2.42 Please provide a brief overview of any outstanding debt.

N/A

Allocated Cost Detail (7/1/18 - 6/30/19)

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

	<u>Allocated costs (please specify)</u>	
2.43	Finance	\$ (9,899)

2.44	Technology	\$	(1,816)
2.45	Building Maintenance	\$	(66,217)
2.46	Public governmental	\$	(1,349)
2.47	Purchasing Services	\$	(15,652)
2.48	County Courier and Mail room	\$	(1,688)
2.49	Personnel Administration	\$	(7,512)
2.50	County Administration	\$	(2,532)
2.51	Utilities and trash	\$	(19,893)
2.52	BCS Administration	\$	(39,917)
2.53	TOTAL ALLOCATED COSTS (should match total in 2.21)	\$	(166,475)

2.54 Please provide a brief description of the methodology used to determine cost allocations.

Clackamas County uses cost driver methodology when calculating allocated costs for the library. ?
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2.55 If the Library Board has any concerns about allocated costs, please explain.

The Library Board expressed concern about Building Maintenance allocation given the building is leased. The figure was reduced after review. ?
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2.56 Please provide information about the role and support that you receive from community organizations (such as Friends and Foundations).

We have a Friends organization that provides financial support for the Library. ?
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SECTION 3: SERVICE STANDARDS

Question

3.1	Library open hours per week	57
3.2	"Threshold" open hours per IGA Attachment C	50
3.3	Does the Library Director have an MLS degree?	Yes
3.4	"Threshold" Director degree per IGA Attachment C	MLS
3.5	Total Library FTE	6.79
3.6	"Threshold" FTE per IGA Attachment C	10.96
3.7	Total staff with an MLS	2.9
3.8	"Threshold" staff with an MLS per IGA Attachment C	2.19
3.9	Vols. owned (physical and digital)	146,405
3.10	"Threshold" vols. owned per IGA Attachment C	62,646
3.11	During the reporting period, did your Library Board review the most recent OLA public library standards?	Yes

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

Information no longer available.

3.13 Does your library currently have a strategic plan? No
If so, please attach to your email when sending in your responses.

SECTION 4: ADDITIONAL COMMENTS

Question

- 4.1 If there is any additional information you would like to provide as part of the library's Annual Progress Report, please include it here.

Submitted draft report subject to review and approval by LDAC representative or library board chair.

SECTION 5: CERTIFICATION

By submitting this form electronically, the submitter certifies that this report has been jointly prepared, reviewed, and approved by the LDAC Representative, Library Board Chair (if different), and Library Director.

Question

5.1	Name of Library Director	Mitzi Olson
5.2	Email address of Library Director	molson@clackamas.us
5.3	Name of LDAC Representative	Grover Bornefeld
5.4	Email address of LDAC Representative	citizengjb@gmail.com
5.5	Name of Library Board Chair	Grover Bornefeld
5.6	Email address of Library Board Chair	citizengjb@gmail.com
5.7	Date of submission	6/2/2021

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

INSTRUCTIONS	
Question	Notes
1.1 to 1.3	Service area population #s are taken from BCS calculations, based on PSU population numbers, used in the preparation of the First Distribution payment.
1.4 to 1.7	Enter the number of board members (at 6/30) for each category. Totals and percentages will automatically calculate.
1.8	Section 2.4 of the Capital IGA states "the City shall provide for fair representation of served library patrons on the City's library board, including patrons from unincorporated Clackamas County." If the Library Board is not proportionally representative of the library service area please include a description of your strategy for fulfilling the requirement.

GLOSSARY OF TERMS	
Service Area:	The service area maps referred to in Section 1 of the Library District IGA can be found at: https://www.clackamas.us/librarydistrict/maps.html
Other Expenses:	A breakdown of significant categories (e.g., professional services, office supplies & equipment, utilities); smaller expenses should be included in a miscellaneous category.
Total transfers to reserve fund:	Transfers of funds to "Library Reserves." In a previous fiscal year (16/17), the only library reporting in this category was Happy Valley.
Library Reserves:	Library reserves are reserves tracked separately from the library fund. In the previous fiscal year (16/17), the only libraries reporting in this category were Happy Valley and Oak Lodge.
OLA Public Library Standards	https://www.olaweb.org/pld-standards
Operational Support	Any revenue or transfers from other City funds/sources; if a City provides support this will frequently be a transfer from the General Fund.
"Directly Related to the Provision of Library Services"	From Library District IGA, Section 2.1 (Use of Funds): "District funds may not be used to support general overhead or administrative costs of Cities except to the extent such overhead or administrative costs are directly related to the provision of library services and/or the operation of a public library."