2019 Oregon Public Library Statistical Report

Please refer to the general instructions accompanying this document for specific instructions for each question or line. For lines that calculate a summary of previous lines, select the Save button to save the answer. If you need to change a summary line you must first change one of the previous lines it totals. Many fields a pre-filled for you and locked. If you need to make changes to a locked data field, please contact Ross Fuqua at ross.fuqua@state.or.us.

Part 1 - GENERAL INFORMATION

1.1 Official name of library
1.2 Street address
1.3 City (enter the city ONLY)
1.4 Zip
1.5 Mailing address
1.6 City (enter the city ONLY)
1.7 Zip
1.8 County
1.9 Library's main phone number (enter numbers only)
1.10 District or Cooperative membership or affiliation
1.11 Boundary change in legal service area in the last year?
1.12 Oregon Congressional District
1.13 Have any branches moved or expanded in the last year?

Number of public service outlets
1.14 Central library
1.15 Branches
1.16 Bookmobiles
1.17 Other public service outlets
1.18 Number of registered users
1.19 Number of new registered users in the last year

Part 2 - LIBRARY STAFF AS OF JUNE 30, 2019

Report figures as of June 30 of this year. Include all positions funded in the library's budget whether those positions are filled or not. To ensure comparable data, 40 hours per week has been set as the measure of full-time employment (FTE).

2.1 Number of librarians with ALA/MLS
2.2 Number of other persons holding the title of librarian
2.3 Total librarians in FTE (Sum of Lines 2.1 and 2.2)
2.4 Number of all other paid staff
2.5 Total paid staff in FTE (Sum of Lines 2.3 and 2.4)
Part 3 - LIBRARY REVENUE
Part 3 is divided into two sections. Report all operating revenue in Section A and report capital revenue in Section B.

SECTION A. OPERATING REVENUE

Local Government Sources
3.1 City __________________________
3.2 County __________________________
3.3 District (Library district, community college district, school district) __________________________
3.4 Total local government (Sum of 3.1 - 3.3) __________________________

State Sources (include Ready to Read grant funds here)
3.5 State government sources

Federal government sources
3.6 LSTA grants __________________________
3.7 E-rate telecommunications discount __________________________
3.8 Other federal funds __________________________
3.9 Federal government revenue (Sum of 3.6 - 3.8) __________________________
3.10 Other operating revenue __________________________
3.11 Total library operating revenue (Sum of 3.4, 3.5, 3.9, 3.10) __________________________

SECTION B. CAPITAL REVENUE
3.12 Local government capital revenue __________________________
3.13 State government capital revenue __________________________
3.14 Federal government capital revenue __________________________
3.15 Other capital revenue __________________________
3.16 Total capital revenue (Sum of 3.12 - 3.15) __________________________

Part 4 - LIBRARY EXPENDITURES
Part 4 is divided into two sections. Report all standard operating expenses in Section A and report capital outlay in Section B.

SECTION A. OPERATING EXPENDITURES

4.1 Salaries and wages __________________________
4.2 Employee benefits __________________________
4.3 Total staff expenditures (Sum of 4.1 and 4.2) __________________________

Library collection
4.4 Books and other print materials __________________________
4.5 Periodicals and other serial subscriptions __________________________
4.6 Total expenditure on print materials (Sum of 4.4 and 4.5) __________________________
4.7 Electronic materials expenditures __________________________
4.8 Other materials expenditures __________________________
4.9 Total expenditures on collection (Sum of 4.6 + 4.7 + 4.8) __________________________
4.10 All other operating expenditures __________________________
SECTION B. CAPITAL EXPENDITURES

4.12 Library construction and related expenditures (incl. building sites) ________________
4.13 Capital equipment expenditures (e.g. new automated systems) ________________
4.14 Other capital outlay ____________________________
4.15 Total capital outlay (Sum 4.12 - 4.14) ____________________________

Part 5 - LIBRARY COLLECTIONS
This section of the survey collects data on selected types of materials. It does not cover all materials (i.e. microform, scores, pictures, etc.) for which expenditures are reported under Part 4. Under this category report only items the library has acquired as part of the collection and cataloged, whether purchased, leased, licensed, or donated as gifts.

SECTION A - PHYSICAL COLLECTION

Books and other print items
5.1 Number of physical units ____________________________
5.2 Number of physical units added ____________________________

Audio materials
5.3 Number of physical units (cassettes, compact discs, etc.) ____________________________
5.4 Number of physical units added ____________________________

Video materials
5.5 Number of physical units ____________________________
5.6 Number of physical units added ____________________________

Current print serial subscriptions
5.7 Number of subscriptions ____________________________
5.8 Number of subscriptions added ____________________________

Other library materials
5.9 Number of physical units ____________________________
5.10 Number of physical units added ____________________________
5.11 Total number of physical units (Sum of 5.1+5.3+5.5+5.7+5.9) ____________________________
5.12 Total number of physical units added (Sum of 5.2+5.4+5.6+5.8+5.10) ____________________________

SECTION B - DIGITAL OR DOWNLOADABLE COLLECTION

E-books
5.13 Number of e-book units in Library2Go ____________________________
(Enter 0 if your library is not a member)
5.14 Number of e-book units added in Library2Go ____________________________
(Enter 0 if your library is not a member)
5.15 Number of e-book units owned locally or by local consortia (not Library2Go) _________
5.16 Number of e-book units owned locally or by local consortia added ____________________________
5.17 Total units of e-books (Sum of 5.13+5.15) ____________________________
5.18 Total units of e-books added (Sum of 5.14+5.16) ____________________________
### Digital Audio Materials

5.19 Number of digital audiobook units in Library2Go ____________________________
   *(Enter 0 if your library is not a member)*

5.20 Number of digital audiobook units added in Library2Go ____________________________
   *(Enter 0 if your library is not a member)*

5.21 Number of digital audiobook units owned locally or by local consortia that are not part of Library2Go ____________________________

5.22 Number of digital audiobook units owned locally or by local consortia added that are not part of Library2Go ____________________________

5.23 Total digital audiobook materials (Sum of 5.19+5.21) ____________________________

5.24 Total units of digital audiobook materials added (Sum of 5.20+5.22) ____________________________

### Digital Video Materials

5.25 Number of digital units in Library2Go ____________________________

5.26 Number of digital units added in Library2Go ____________________________

5.27 Number of digital units owned locally or by local consortia that are not part of Library2Go ____________________________

5.28 Number of digital units owned locally or by local consortia added that are not part of Library2Go ____________________________

5.29 Total digital video units (Sum of 5.25+5.27) ____________________________

5.30 Total digital video units added (Sum of 5.26+5.28) ____________________________

5.31 Total digital units (Sum of 5.17+5.23+5.29) ____________________________

5.32 Total digital units added (Sum of 5.18+5.24+5.30) ____________________________

5.33 Total physical and digital units (Sum of 5.11+5.31) ____________________________

5.34 Total physical and digital units added (Sum of 5.12+5.32) ____________________________

### Electronic Collections (Databases)

5.35 Number of Statewide electronic collections (databases) ____________________________

5.36 Number of Statewide electronic collections (databases) added ____________________________

5.37 Number of Local or Local Consortial electronic collections ____________________________

5.38 Number of Local or Local Consortial electronic collections added ____________________________

5.39 Total electronic collections (Sum of 5.35+5.37) ____________________________

5.40 Total electronic collections added (Sum of 5.36+5.38) ____________________________

### Part 6 - LIBRARY SERVICES

This section you will record hours open, successful retrievals from databases, circulation of materials, number of and attendance at library programs, and interlibrary loan usage.

6.1 In a typical week, total hours open M-F (open to 5:00 pm) ____________________________

6.2 In a typical week, total hours open M-F (5:00 pm to close) ____________________________

6.3 In a typical week, total hours open Saturday-Sunday (open to 5:00 pm) ____________________________

6.4 In a typical week, total hours open Saturday-Sunday (5:00 pm to close) ____________________________

6.5 Total hours in typical week (Sum of 6.1+6.2+6.3+6.4) ____________________________

6.6 Number of weeks main library is open ____________________________

6.7 Total annual public service hours for main library ____________________________

6.8 Total annual public service hours for all public outlets for the fiscal year (Sum of 6.7+9.9) ____________________________
<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>6.9</td>
<td>Library visits (total annual attendance at all library facilities)</td>
</tr>
<tr>
<td>6.10</td>
<td>Successful retrievals from the statewide electronic collections</td>
</tr>
<tr>
<td>6.11</td>
<td>Successful retrievals from purchased local or local consortial electronic collections</td>
</tr>
<tr>
<td>6.12</td>
<td>Total of Successful retrievals of electronic information (Sum of 6.10+6.11)</td>
</tr>
</tbody>
</table>

**Circulation of library materials at all facilities for the fiscal year**

<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>6.13</td>
<td>Number of first-time circulation of adult materials</td>
</tr>
<tr>
<td>6.14</td>
<td>Number of renewals of adult materials</td>
</tr>
<tr>
<td>6.15</td>
<td>Number of first-time circulation of young adult (YA) materials</td>
</tr>
<tr>
<td>6.16</td>
<td>Number of renewals of young adult (YA) materials</td>
</tr>
<tr>
<td>6.17</td>
<td>Number of first-time circulation of children's materials</td>
</tr>
<tr>
<td>6.18</td>
<td>Number of renewals of children's materials</td>
</tr>
<tr>
<td>6.19</td>
<td>First-time circulation not separated into adult, YA or children's materials</td>
</tr>
<tr>
<td>6.20</td>
<td>Renewals not separated into adult, YA or children's materials</td>
</tr>
<tr>
<td>6.21</td>
<td>Total first-time circulation (Sum of 6.13+6.15+6.17+6.19)</td>
</tr>
<tr>
<td>6.22</td>
<td>Total renewals (Sum of 6.14+6.16+6.18+6.20)</td>
</tr>
<tr>
<td>6.23</td>
<td>Total circulation of adult materials (Sum of 6.13+6.14)</td>
</tr>
<tr>
<td>6.24</td>
<td>Total circulation of young adult (YA) materials (Sum of 6.15+6.16)</td>
</tr>
<tr>
<td>6.25</td>
<td>Total circulation of children's materials (Sum of 6.17+6.18)</td>
</tr>
<tr>
<td>6.26</td>
<td>Total circulation not separated into adult, YA or children's materials</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>6.27</td>
<td>Total physical item circulation (Sum of 6.23+6.24+6.25+6.26)</td>
</tr>
<tr>
<td>6.28</td>
<td>Number of circulations of Library2Go electronic materials</td>
</tr>
<tr>
<td>6.29</td>
<td>Number of circulations of local and/or other electronic materials</td>
</tr>
</tbody>
</table>

(record local e-books and e-audiobooks here)

<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>6.30</td>
<td>Total number of circulations of electronic materials (Sum of 6.28+6.29)</td>
</tr>
<tr>
<td>6.31</td>
<td>Total circulation of physical and electronic materials (Sum of 6.27+6.30)</td>
</tr>
<tr>
<td>6.32</td>
<td>Electronic Content Use (Sum of 6.12+6.30)</td>
</tr>
<tr>
<td>6.33</td>
<td>Total Collection Use (Sum of 6.12+6.27+6.30)</td>
</tr>
<tr>
<td>6.34</td>
<td>Total number of reference transactions</td>
</tr>
</tbody>
</table>

**Programs or presentations sponsored by the library**

<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>6.35</td>
<td>Number of children's programs</td>
</tr>
<tr>
<td>6.36</td>
<td>Number of persons attending children's programs (adults and children)</td>
</tr>
<tr>
<td>6.37</td>
<td>Number of young adult programs</td>
</tr>
<tr>
<td>6.38</td>
<td>Number of persons attending young adult programs</td>
</tr>
<tr>
<td>6.39</td>
<td>Number of programs for adults or multiple generations</td>
</tr>
<tr>
<td>6.40</td>
<td>Number of persons attending programs for adults or multiple generations</td>
</tr>
<tr>
<td>6.41</td>
<td>Total number of programs (Sum 6.35+6.37+6.39)</td>
</tr>
<tr>
<td>6.42</td>
<td>Total program attendance (Sum 6.36+6.38+6.40)</td>
</tr>
<tr>
<td>6.43</td>
<td>Meeting room usage (non-library sponsored meetings or events)</td>
</tr>
</tbody>
</table>

**Best practices for children's programming**

<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>6.44</td>
<td>Does your library have a summer reading program?</td>
</tr>
<tr>
<td>6.45</td>
<td>Does your library provide outreach to children and/or families, childcare providers, and preschool teachers?</td>
</tr>
<tr>
<td>6.46</td>
<td>Does your library provide training in early literacy for parents or childcare providers, and preschool teachers?</td>
</tr>
</tbody>
</table>
**Interlibrary loans and borrowings**

- 6.47 Interlibrary loans lent using a shared catalog or integrated library system
- 6.48 Interlibrary loans lent to all other libraries not in shared catalog or integrated library system
- 6.49 Total loans lent to other libraries (Sum of 6.47+6.48)
- 6.50 Interlibrary loans borrowed using a shared catalog or integrated library system
- 6.51 Interlibrary loans borrowed from libraries not in shared catalog or integrated library system
- 6.52 Total loans borrowed from other libraries (Sum of 6.50+6.51)

**Part 7 – SALARIES, FINES, & OTHER INFORMATION**

In this section you will report the number of volunteers and volunteer hours, salaries of library staff, library fees and fines and charges for interlibrary loans and non-resident borrowing privileges, and the use of the public library standards.

**Volunteer services to the library**

- 7.1 Total number of volunteers (individuals)
- 7.2 Total volunteer hours

**Library salary schedule effective for the upcoming fiscal year**

Note: Do not enter symbols or commas, just numbers.

- 7.3 Library Director, hourly salary range
  - A. Low:
  - B. High:
  - C. Fixed Amount:
- 7.4 Assistant Director, hourly salary range
  - A. Low:
  - B. High:
  - C. Fixed Amount:
- 7.5 Department Head, hourly salary range
  - A. Low:
  - B. High:
  - C. Fixed Amount:
- 7.6 Senior Librarian, hourly salary range
  - A. Low:
  - B. High:
  - C. Fixed Amount:
- 7.7 Entry-level Librarian, hourly salary range
  - A. Low:
  - B. High:
  - C. Fixed Amount:
- 7.8 Library Assistant (para-professional), hourly salary range
  - A. Low:
  - B. High:
  - C. Fixed Amount:
7.9 Library Clerk, hourly salary range
A. Low: ____________________________
B. High: ____________________________
C. Fixed Amount: ____________________________

Library fees and fines
7.10 Fines for Overdue Books
A. Fine amount: ____________________________
B. Time period for overdue book fines: ____________________________
7.11 Fines for overdue videos
A. Fine amount: ____________________________
B. Time period for overdue video fines: ____________________________
7.12 Fine amount for other overdue material -- type of material
A. Type of material: ____________________________
B. Fines: ____________________________
C. Time period for other overdue material fines: ____________________________

7.13 Charge for interlibrary loan
7.14 Charge for non-resident borrowing privileges per year
A. Charge for individuals: ____________________________
B. Charge for family/household: ____________________________

7.15 Number of circulations made without charge to non-residents ____________________________

Friends of the Library, Library or District Board, and/or Library Foundation
7.16 Does your library have a library board? ____________________________
7.17 Does your library have a Friends of the Library group? ____________________________
7.18 Does your library have a Library Foundation? ____________________________
7.19 Are you using the Public Library Standards published by the Oregon Library Association? ____________________________

Part 8 - LIBRARY TECHNOLOGY

8.1 Total annual number of uses (sessions) of public Internet computers ____________________________
8.2 Total number of Internet terminals used by general public ____________________________
8.3 Does your library provide wireless Internet for the public? ____________________________
8.4 Number of wireless sessions provided by library annually ____________________________
8.5 Upload speed of Internet at main library ____________________________
8.6 Download speed of Internet at main library ____________________________
8.7 Name of consortium that provides an integrated library system, if applicable. (e.g. Sage, CCRLS, Coastal Resource Sharing Network, LINCC, etc.) ____________________________
8.8 Vendor of integrated library system (ILS) ____________________________
8.9 Number of library website visits ____________________________
**Part 9 - LIBRARY FACILITIES**

9.1 Square footage of main library. (NOTE: includes staff areas, enter 0 for bookmobiles) ____

9.2 Total system square footage (total of 9.1+9.11) ____________________________

9.3 Name of main service outlet

9.4 FSCS ID

9.5 FSCS ID sequence number

9.6 Outlet type code

For 9.7 through 9.19, please answer this group for each branch or bookmobile

9.7 FSCS ID

9.8 FSCS ID sequence Branch street address

9.9 Name of branch

9.10 Branch street address

9.11 Branch city

9.12 Branch zip code (5 digits)

9.13 Branch phone number

9.14 Outlet type code

9.15 Branch square footage

9.16 Public service hours per year at this location

9.17 Number of weeks of the year this facility was open

9.18 Upload speed of Internet at this facility

9.19 Download speed of Internet at this facility

**Part 10 – CONTACT INFORMATION AND OTHER ADDITIONAL ADMINISTRATIVE DETAILS**

Most of this data will be completed by the State Library, including Population Served.

10.1 Population served

10.2 FSCS ID

10.3 Interlibrary relationship code

10.4 Legal basis code

10.5 Administrative structure code

10.6 FSCS public library definition

10.7 Geographic code

**Contact Information**

Please enter the name, phone, and email of the primary contact for the Public Library Statistical Report at your library.

10.8 Name

10.9 Phone Number

10.10 Email

10.11 Estimated time burden to complete survey (in hours) ____________________________