

OREGON PUBLIC LIBRARY STATISTICAL REPORT (2011 rev.)

GENERAL INSTRUCTIONS

ORS 357.520 requires all public libraries in Oregon to "make an annual report to the State Library and to the [library] governing body on a form supplied by the State Library." The Oregon Public Library Statistical Report is designed to meet this legal requirement. More importantly, it is designed to gather information about public libraries in Oregon that can be used in advocacy and planning -- at the local, state, and national levels -- for improved public library services.

The report is due October 1, 2011

Please read the following instructions carefully and answer all the questions applicable to your library. Either report an actual number or:

- If you can estimate the answer to a question for which you do not have an exact figure, please do so and include a state note explaining that the figure is an estimate.
- If a question is not applicable, indicate 0 or leave the item blank if indicated. **DO NOT USE "NA"** for not applicable.
- If a question is applicable, but your library does not currently collect the information requested, please use "n.c.", meaning "not collected".
- If a question is applicable, but your library had "zero" or "none" to report for the year, use "0".
- Do not include extra punctuation such as commas, slashes, or hard returns (enter key)

Some items are prefilled. Please correct as needed, but if the information has not changed, you do not have to reenter the data.

Consolidated county library systems and libraries with branches or other service outlets should send in one report which combines statistics for all service outlets.

The Library Development staff at the State Library wishes to assist you by answering your questions and offering whatever help you may need in completing your report. Please call **503-378-5027** or email ann.reed@state.or.us to reach Ann Reed, Federal Programs Coordinator.

The Frequently Asked Questions website at ([http://libdev.plinkit.org/faqs-for-state-statistical-reports.](http://libdev.plinkit.org/faqs-for-state-statistical-reports)) can help with many common questions.

LINE-BY-LINE INSTRUCTIONS

PART 1 - GENERAL INFORMATION

Please update your listing in the online Oregon Library Directory at <http://libdir.osl.state.or.us/>. Enter phone numbers as a string of digits - the program will supply dashes, etc. If the information is correct, there is no need to type over it.

1.1 Official name of library

If the library has officially changed its name, please contact Library Development Services at 503-378-2525 and mail a copy of the recent ordinance or resolution of the library's governing body establishing the new name.

1.2 Street Address

This is the complete street address of the administrative entity. NOTE: Do not report a post office box or general delivery.

1.10 County

This is the county in which the headquarters of the library is located.

1.13 Library email address

This is a generic email address to contact the library.

1.16 Legal service area boundary change

Answer Yes to this question if there has been any change to the administrative entity's legal service area boundaries during the past year. Changes are likely to result, for example, when a municipality annexes land, when one municipality in a county becomes either an independent city or its own county necessitating its exclusion from the first county's geography, or when an administrative entity contracts to provide public library service for some additional geographic area other than the geographic area for which it was established (e.g., a municipal library contracts to serve county residents).

Check the Population Research Center's Quarterly Supplement of Annexations at:

<http://www.pdx.edu/prc/annualorpopulation.html>

1.18 Has the library or any of its branches moved in the last fiscal year

Please indicate yes or no if the main library or any of the branches moved to a new address in the previous fiscal year. Double check that square footages are updated in section 9.

1.19-1.22 Number of public service outlets

A central library is a single-facility library, or the library which is the operational center of a multiple-outlet library. Usually all processing is centralized here and the principal collections are housed here. Synonymous with main library.

A branch library is an auxiliary facility with separate quarters from the central library, a permanent organized collection of books, paid staff, and a regular schedule of public service hours. Books by mail should be listed in Other public service outlets. Outreach services do not count as a branch.

A bookmobile is a traveling branch library. It consists of a truck or van that carries an organized collection of library materials, paid staff, and regularly scheduled hours for being open to the public. (**NOTE:** Count vehicles, not stops).

Other public service outlets might include deposit collections in nursing homes, prisons, etc. These are to be counted only if part of the library's collection is maintained at these locations on a continuing basis. If you have a bookmobile, it should have a branch record of its own in section 9.

1.23 Number of registered borrowers

A registered borrower is a library user who has applied for and received an identification number or card from the public library that has established conditions under which the user may borrow library materials and gain access to other library resources.

IMPORTANT NOTE: If your library has not purged its file of registered borrowers within the past three years to remove persons who, for whatever reasons, are no longer library users, report an estimate and add a state note explaining that the figure is an estimate.

PART 2 - LIBRARY STAFF AS OF JUNE 30, 2011

Please report all paid library staff as numbers of full time (40 hour) equivalents (FTE's). Include all budgeted positions as of June 30, 2011 regardless of any staff vacancies. To compute FTE, take the number of hours worked per week by each paid employee and divide it by 40. Thus, a person who works 35 hours per week is .875 FTE ($35 \div 40 = .875$). Report the sum of the FTE's under each category.

IMPORTANT NOTE: Report only staff paid from the library budget in Part 2. Do not report volunteers, other non-paid staff, staff paid by other agencies (e.g., Green Thumb) or temporary personnel. Do report plant operations, security, or maintenance staff if paid from the library budget.

2.1 Number of librarians with ALA/MLS

Librarians with master's degrees from programs of library and information studies accredited by the American Library Association. These individuals do paid work that usually requires professional training and skill in the theoretical or scientific aspects of library work, or both, as distinct from its mechanical or clerical aspect. Do not count staff doing clerical work who happen to have an MLS.

2.2 Number of other persons holding the title of librarian

Persons with the title of librarian who do paid work that usually requires professional

training and skill in the theoretical or scientific aspects of library work, or both, as distinct from its mechanical or clerical aspect.

2.4 Number of all other paid staff

This includes all other FTE employees paid from the reporting unit budget, including plant operations, security, and maintenance staff.

2.6 Number of paid library staff who participated in some form of library education (class, workshop, tutorial, etc.) in the last fiscal year, whether by physical or electronic means

Number of staff individuals who have had formal or informal library education in the past fiscal year. This includes attending BCR telecast or program via computer, reading works on library science, attending workshops, etc. This is a count of bodies, not FTE.

PART 3 - LIBRARY REVENUE

3.1-3.4 Local government sources

This includes all local government funds designated by the community, district or region and available for expenditure by the public library. Do not include the value of any contributed or in-kind services or the value of any gifts and donations, library fines, fees, or grants. Include amounts kept by the local government that are used to pay significant expenses on the library's behalf.

Include receipts from government sources in compensation for services to non-residents. Revenue may not be the same as the library's budget, and does not have to balance with expenditures.

IMPORTANT NOTE: Do not include carryover funds that were already reported last year. Report state, federal, and other funds passed through local government for library use under state government revenue or federal government revenue, as appropriate. Do not include contributions to endowments or building funds.

3.5 State government sources

These are all funds distributed to public libraries by State government for expenditure by the public libraries, except for federal money distributed by the State. Include Ready to Read Grants here. Report only the amount of Ready to Read grants received directly from the state.

3.6-3.9 Federal government sources

This includes all federal government funds distributed to public libraries for expenditure by the public libraries, including federal money distributed by the state.

3.6 Report the amount of LSTA grant and other federal grant funds claimed and received by the end of the fiscal year.

3.7 Include any E-rate telecommunications discount received that was included in the library's operating revenue and received by the end of the fiscal year.

3.10 Other operating revenue

This is all operating revenue other than that reported on the local, state, and federal lines. Include, for example, non-capital monetary gifts and donations received in the fiscal year, interest from endowment funds that is to be used for library operations, library fines, fees for library services, or grants from private sources. Count fines and fees even if the revenue is passed through to a different unit of government.

IMPORTANT NOTE: Do not include the value of any contributed or in-kind services or the value of any non-monetary gifts and donations. Do not include contributions to endowments or revenue earned by Friends groups or Foundations.

3.12-3.16 Capital Revenue

Report all revenue to be used for major capital expenditures, by source of revenue. Include funds received for a) site acquisition; b) new buildings; c) additions to or renovation of library buildings; d) furnishings, equipment, and initial collections (print, nonprint, and electric) for new buildings, building additions, or building renovations; e) computer hardware and software used to support library operations, to link to networks, or to run information products; f) new vehicles; and g) and other one-time major projects. Exclude revenue to be used for replacement and repair of existing furnishings and equipment, regular purchase of library materials, and investments for capital appreciation. Exclude revenue passed through to another agency (e.g., fines), or funds unspent in the previous fiscal year (e.g., carryover). Funds transferred from one public library to another public library should be reported by the receiving library. Report federal, state, local, and other revenue to be used for major capital expenditures in the following categories:

NOTE: Capital revenue does not need to balance with capital expenditures.

3.12 Local Government Capital Revenue

Report all governmental funds designated by the community, district, or region and available to the public library for the purpose of major capital expenditures, except for state and/or federal money distributed by the local government.

3.13 State Government Capital Revenue

Report all funds distributed to public libraries by state government for expenditure by the public libraries for the purpose of major capital expenditures, except for federal money distributed by the state. Oregon Cultural Trust funds used for capital purposes are reported here.

3.14 Federal Government Capital Revenue

Report federal governmental funds, including federal funds distributed by the state or locality, and grants and aid, received by the library for the purpose of major capital expenditures.

3.15 Other Capital Revenue

Report private (non-governmental funds), including grants received by the library for the purpose of major capital expenditures. For example, this would be funds from the Collins Foundation, Ford Family Foundation, Meyer Memorial Trust, and the Oregon Community Foundation.

PART 4 - LIBRARY EXPENDITURES

Part 4 is divided into two sections. Report all standard operating expenses in Section A, excluding capital outlay. Report capital outlay in Section B.

Operating expenditures are the current and recurrent costs necessary to support the provision of library services. Significant costs, especially benefits and salaries, that are paid by other taxing agencies (government agencies with the authority to levy taxes) "on behalf of" the library may be included if the information is available to the reporting agency. Only such funds that are supported by expenditures documents (such as invoices, contracts, payroll records, etc.) at the point of disbursement should be included. Do not report the value of donated items as expenditures. Do not report capital expenditures under this category.

4.1 Salaries and wages

Include salaries and wages for all library staff (including plant operations, security, and maintenance staff) for the fiscal year. Include the salaries and wages before deductions but exclude employee benefits.

4.2 Employee benefits

These are the benefits outside of salaries and wages paid and accruing to employees (including plant operations, security, and maintenance staff), regardless of whether the benefits or equivalent cash options are available to all employees. Include amounts for direct paid employee benefits including Social Security and Medicare (FICA), retirement, medical insurance, life insurance, guaranteed disability revenue protection, unemployment compensation, workmen's compensation, tuition, and housing benefits.

NOTE: Legally, an employer must pay FICA and workmen's compensation. FICA is calculated by multiplying the gross salary by 7.65%. Workmen's compensation is calculated at 1.4 cents per hour worked.

4.4-4.11 Library Collections

This includes all expenditures from the library budget for all materials in print, microform, electronic, and other formats considered part of the collection, whether purchased, leased, or licensed. If record keeping does not separate total expenditures by type of material, it is acceptable to use some reasonable methodology to estimate the relative amounts. An estimate is preferable to n.c. (not collected). Exclude charges or fees for interlibrary loans and expenditures for document delivery.

4.4 Books and other print materials

Report all operating expenditures for the following print materials: books, government documents, and any other print acquisitions (i.e. maps). Include expenditures for book leasing plans (e.g., McNaughton), and other pre-processing costs included in the price of materials.

4.5 Periodicals and other serial subscriptions

A serial is a publication issued in successive parts, usually at regular intervals (e.g., newspapers, annual reports, yearbooks, proceedings, etc.) Report all operating expenditures for serial back files and current serial subscriptions here. Do not report the value of donated subscriptions.

4.7 Electronic format materials

Report all operating expenditures for electronic (digital) materials. Types of electronic materials include e-books, e-serials (including journals), government documents, databases (including Gale, and locally mounted databases, full text or not), electronic files, reference tools, scores, maps, or pictures in electronic or digital format, Library-2-go downloadable audio and video materials, and materials digitized by the library. Electronic materials can be distributed on magnetic tape, diskettes, computer software, CD-ROM, or other portable digital carrier, and can be accessed via a computer, via access to the Internet, or by using an e-book reader. Include expenditures for materials held locally and for remote electronic materials for which permanent or temporary access rights have been acquired. Include expenditures for licensed databases. Include the cost of downloadable audio or video files here, such as Library 2 Go.

4.9 Other materials expenditures

Report all operating expenditures for other materials such as microform, kits, puppets, and new materials formats.

4.11 Total expenditures on collection

If your library does not keep separate track of expenditures for different types of library materials, provide a best estimate and attach a state note indicating the amounts are estimated. This is the sum of all expenditures for print materials, electronic materials, and other materials.

4.12 All other operating expenditures

This includes all expenditures other than those reported for staff expenditures and collection expenditures. Note: Include expenses such as binding, supplies, repair or replacement of existing furnishings and equipment; and costs of computer hardware and software used to support library operations or to link to external networks, including the Internet. Report contracts for services, such as costs of operating and maintaining physical facilities, and fees paid to a consultant, auditor, architect, attorney, etc.

NOTE: Include significant costs that are paid by other agencies on behalf of the library if such information is available.

4.14-4.17 Capital outlay

Report major capital expenditures (the acquisition of or additions to fixed assets). Examples include expenditures for a) site acquisitions; b) new buildings; c) additions to or renovation of library buildings; d) furnishings, equipment, and initial book stock for new buildings, building additions, or building renovations; e) computer hardware and software used to support library operations, to link to networks, or to run information products; f) new vehicles; and g) other one-time major projects. Include federal, state, local, or other revenue used for major capital expenditures. Only funds that are supported by expenditures documents (e.g., invoices, contracts, payroll records, etc.) at the point of disbursement should be included. Exclude expenditures for replacement and repair of existing furnishings and equipment, regular purchase of library materials, and investments for capital appreciation.

IMPORTANT NOTE: Your local accounting practices may determine whether a specific item is a capital expense or an operating expense. Even if books are considered capital outlay locally, please report book expense on line 4.4.

PART 5 - LIBRARY COLLECTIONS

Report library holdings as of the end of the fiscal year.

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 4.4 and 4.5. 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. A physical unit is usually a volume, but might also be a reel, disc, cassette, etc. Items which are packaged together as a unit, e.g. two compact discs, and are generally checked out as a unit, should be counted as one physical unit.

Physical units added includes all materials added during the fiscal year.

IMPORTANT NOTE: Do not subtract withdrawn materials from the physical units added figure. The figure reported should represent the total number of materials added in each of the categories. The State Library does not ask you to report the number of materials withdrawn as a separate data element.

If a library has recently automated, and has more accurate counts of units than those reported in the past, please report these updated figures in Part 5.

IMPORTANT NOTE: Do not include individual issues of bar-coded magazines in the system's count of titles or physical units.

5.1 Books in print

Books are non-serial printed publications (including music and maps) that are bound in hard or soft covers, or in loose-leaf format. Include non-serial government documents. Report the number of physical units, including duplicates. For smaller libraries, if volume

data are not available, count the number of titles. Books packaged together as a unit (e.g., a 2-volume set) and checked out as a unit are counted as one physical unit.

5.3 Audio – physical units

These are materials circulated in a fixed, physical format on which sounds (only) are stored (recorded) and that can be reproduced (played back) mechanically, electronically, or both. Include records, audiocassettes, audio cartridges, audio discs (including audio-CD-ROMs), audio-reels, talking books, and other sound recordings stored in a fixed, physical format. Do not include downloadable electronic audio files. Report the number of units, including duplicates. Items packaged together as a unit (e.g. two audiocassettes for one recorded book) and checked out as a unit are counted as one physical unit.

5.5 Audio – downloadable titles (list Library2go here, as long as titles are either in the library catalog, or patrons can find through the library website)

These are downloadable electronic files on which sounds (only) are stored (recorded) and that can be reproduced (played back) electronically. Report the number of titles.

5.7 Video – physical units

These are materials circulated in a fixed, physical format on which moving pictures are recorded, with or without sound. Electronic playback reproduces pictures, with or without sound, using a television receiver or computer monitor. Video formats may include tape, DVD and CD-ROM. Do not include downloadable electronic video files. Report the number of units, including duplicates. Items packaged together as a unit (e.g. two VHS tapes for one movie) and checked out as a unit are counted as one physical unit.

5.9 Video – downloadable titles (list Library2go here, as long as titles are either in the library catalog, or patrons can find through the library website)

These are downloadable electronic files on which moving pictures are recorded, with or without sound. Electronic playback reproduces pictures, with or without sound, using a television receiver, computer monitor or video-enabled mobile device.

Report the number of titles.

5.11 E-books (list Library2go here, as long as titles are either in the library catalog, or patrons can find through the library website)

E-books are digital documents (including those digitized by the library), licensed or not, where searchable text is prevalent, and which can be seen in analogy to a printed book (monograph). Include non-serial government documents. E-books are loaned to users on portable devices (e-book readers) or by transmitting the contents to the user's personal computer for a limited time. Include e-books held locally and remote e-books for which permanent or temporary access rights have been acquired.

5.13-5.14 Licensed databases through statewide database licensing (Gale)

Report the number of licensed databases, full-text or not, for which temporary or permanent access rights have been acquired through formal agreement with the State

Library. The number of databases will be determined by the State Library from the vendor contract.

A database is a collection of electronically stored data or unit records (facts, bibliographic data, abstracts, texts) with a common user interface and software for the retrieval and manipulation of the data.

Each licensed database product is counted individually even if access to several licensed database products is supported through the same interface (e.g. via a Gale interface, a patron can access ERIC, a business magazine database, etc.)

5.15-5.16 Licensed databases through other cooperative agreements (or consortia) within the state or region

Report the number of licensed databases, including locally mounted or remote, full-text or not, for which temporary or permanent access rights have been acquired through payment subsidized by a formal cooperative agreement within the state or region. An example would be a genealogy database funded by an automation cooperative for the cooperative members.

A database is a collection of electronically stored data or unit records (facts, bibliographic data, abstracts, texts) with a common user interface and software for the retrieval and manipulation of the data.

NOTE: The data or records are usually collected with a particular intent and relate to a defined topic. A database may be issued on CD-ROM, diskette, or other direct access method, or as a computer file accessed via dial-up methods or via the Internet. Each licensed database product is counted individually even if access to several licensed database products is supported through the same interface (e.g. via the Gale interface, a patron can access ERIC, a business magazine database, etc.)

5.17-5.18 Local licensed databases

Report the number of licensed databases, including locally mounted or remote, full-text or not, for which temporary or permanent access rights have been acquired through payment by the library and are not part of state or cooperative subsidized or funded projects.

A database is a collection of electronically stored data or unit records (facts, bibliographic data, abstracts, texts) with a common user interface and software for the retrieval and manipulation of the data.

NOTE: The data or records are usually collected with a particular intent and relate to a defined topic. A database may be issued on CD-ROM, diskette, or other direct access method, or as a computer file accessed via dial-up methods or via the Internet. Each licensed database product is counted individually even if access to several licensed

database products is supported through the same interface (e.g. via the Gale interface, a patron can access ERIC, a business magazine database, etc.)

5.21-5.22 Current print serial subscriptions

Report the number of current print serial subscriptions, including duplicates, for all outlets. Examples of serials are periodicals (magazines), newspapers, annuals, some government documents, some reference tools, and numbered monographic series.

Report paid and gift subscriptions. Do not report individual issues. The total number of subscriptions, including duplicates, should be reported under number of subscriptions. These are print subscriptions only; not microform, electronic, or digital subscriptions.

5.23-5.24 Other library materials

Include all materials not reported on other Lines in Part 5. Report uncataloged paperbacks here.

PART 6 - LIBRARY SERVICES

6.23 Public service hours for main library for the fiscal year.

This is the number of annual public service hours for the main library. If a library is a cooperative that runs a branch, bookmobile, or books-by-mail operation and does NOT have a central library, indicate 0. The annual public service hours for branches is listed in section 9. Include the **actual** hours open for public service for central or main library. Minor variations in public service hours need not be included. Extensive hours closed to the public due to natural disasters or other events should be excluded from the count. **EXAMPLE:** The central library for Library C was open 9 hours a day, six days a week for a total of 54 hours per week ($54 \times 52 \text{ weeks} = 2,808$), less five days of 9 hours each which were library holidays, for a total of 2,763 hours ($2,808 - 45 = 2,763$).

6.24 Number of weeks main library is open

This is the number of weeks during the year that the main library was open to the public.

NOTE: Include the number of weeks open for the main library. The count should be based on the number of weeks that a library outlet was open for half or more of its scheduled service hours. Extensive weeks closed to the public due to natural disasters or other events should be excluded from the count. **Do not** calculate based on total number of service hours per year at the outlet level. For example, by dividing total hours by 52 (weeks). Round to the nearest whole number of weeks. If the library was open half or more of its scheduled hours in a given week, round up to the next week. If the library was open less than half of its scheduled hours, round down.

6.25 This is the sum of annual public service hours for all outlets. (sum of 6.23 and hours from section 9)

This is the total number of annual public service hours for outlets (reported individually by central, branch, bookmobile and Books-by-Mail Only).

NOTE: Include the **actual** hours open for public service for main library, branches, and bookmobiles, and Books-by-Mail Only. For each bookmobile, count only the hours during which the bookmobile is open to the public. For administrative entities that offer **ONLY** books-by-mail service, count the hours that the outlet is staffed for service. Minor variations in public service hours need not be included. Extensive hours closed to the public due to natural disasters or other events should be excluded from the count.

6.26 Library visits (total annual attendance at all library facilities)

Report the total number of persons entering all library facilities for whatever purpose during the fiscal year. Include persons attending activities, meetings, and using the library, even those persons requiring no staff service. If annual counts are available, please report them. Otherwise provide an annual estimate based on a count taken during a typical week, preferably in October. Choose a week in which the library is open its regular hours. Avoid holiday times, vacation periods for key staff, or days when unusual events are taking place in the community or in the library. Include seven consecutive calendar days, from Sunday through Saturday. Multiply the count of library visits during the typical week by 52 weeks.

6.28 Circulation of children's materials

The total annual circulation of all children's materials in all formats to all users. It includes renewals.

NOTE: Output Measures for Public Library Service to Children (ALA, 1992) defines children as persons age 14 and under. Count young adult materials in with children's circulation.

6.30 Total circulation for the fiscal year

The total annual circulation of all library materials of all types, including renewals. Include interlibrary library loans received from other libraries and checked out to your users. Do not include books loaned to other libraries on interlibrary loan, or interbranch loans. Do not count in-house circulation. Report adult's and children's materials circulation separately if your local circulation procedures can differentiate the two. If your local procedures do not differentiate, mark "n.c." on the lines for adult and children's circulation, and report the total circulation on the line for "Circulation not separated into adult's or children's materials." See the FAQ at <http://libdev.plinkit.org/faqs-for-state-statistical-reports>.

6.31 Total number of reference transactions

A reference transaction is defined as an information contact which involves the knowledge, use, recommendation, interpretation, or instruction in the use of one or more information sources by library staff. It includes information and referral services. Information sources include printed and non-printed materials, machine-readable databases, catalogs and other holdings records, and through communication or referral, other libraries and institutions and people inside and outside the library. The request may come in person, by phone, by fax, mail, or by electronic-mail, or through live or networked electronic reference service from an adult, a young adult, or a child.

Do not count directional questions or questions of rules or policies. (EXAMPLE: "Where is the card catalog?" and "I'm looking for a book with call number 811.2G" or "What is the check-out period for videocassettes?" and "When is storytime?")

It does include general assistance in book selection ("Do you have any good books on fly fishing in Oregon?").

It does include instructing patrons in the use of the computer, or internet resources.

Please report on the total number of transactions handled by library staff, as opposed to the total number of questions answered. Include reference transactions that were initiated in your library but that you referred to L-net or another library. See the Frequently Asked Questions website at <http://libdev.plinkit.org/faqs-for-state-statistical-reports>.

NOTE: If an actual count of reference transactions is unavailable, provide an annual estimate based on a count taken during a typical week, preferably in October and multiply the count by 52. A "typical week" is a time that is neither unusually busy nor unusually slow. Avoid holiday times, vacation periods for key staff, or days when unusual events are taking place in the community or in the library. Choose a week in which the library is open its regular hours. Include seven consecutive calendar days, from Sunday through Saturday.

6.32 Number of children's programs

A children's program is any planned event for which the primary audience is children and which introduces the group of children attending to any of the broad range of library services or activities for children or which directly provides information to participants. Children's programs may cover use of the library, library services, or library tours. Children's programs may also provide cultural, recreational, or educational information, often designed to meet a specific social need. Examples of these types of programs include story hours and summer reading events.

Count all children's programs, whether held on- or off-site, that are sponsored or co-sponsored by the library. Do not include children's programs sponsored by other groups that use library facilities. If children's programs are offered as a series, count each program in the series. For example, a story hour offered once a week, 48 weeks a year, should be counted as 48 programs. Exclude library activities for children delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, homework assistance, and mentoring activities.

NOTE: The National Center for Education Statistics (NCES): *Children and Young Adults Defined (Services and Resources for Children and Young Adults in Public Libraries* [August 1995, NCES 95357]) defines children as persons age 11 and under.

6.33 Number of persons attending programs for children

The count of the audience at all programs for which the primary audience is children 14 years and under. Include adults who attend programs intended primarily for children.

NOTE: Do not count attendance at library activities for children that are delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, homework assistance, and mentoring activities. The one-to-one services are counted under reference.

6.34 Number of young adult programs

A young adult program is any planned event for which the primary audience is young adult and which introduces the group of young adults attending to any of the broad range of library services or activities for young adults or which directly provides information to participants. Young adult programs may cover use of the library, library services, or library tours. Young adult programs may also provide cultural, recreational, or educational information, often designed to meet a specific social need. Examples of these types of programs include book clubs and summer reading events.

Count all young adult programs, whether held on- or off-site, that are sponsored or co-sponsored by the library. Do not include young adult programs sponsored by other groups that use library facilities. If young adult programs are offered as a series, count each program in the series. For example, a book club offered every two weeks, 24 weeks a year, should be counted as 24 programs. Exclude library activities for young adults delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, homework assistance, and mentoring activities.

NOTE: Young Adult age is defined as 12 through 18 years and includes 18 year olds.

6.35 Number of persons attending young adult programs (including adults and children)

The count of the audience at all programs for which the primary audience is young adults 12 through 18 years and includes 18 year olds. Include adults* who attend programs intended primarily for young adults.

NOTE: Do not count attendance at library activities for young adults that are delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, homework assistance, and mentoring activities.

* Please count all patrons that attend the young adult program regardless of age.

6.36 Programs or presentations for adults sponsored by the library

A program is any planned event which introduces the group attending to any of the broad range of library services or activities or which directly provides information to participants. Programs may cover use of the library, library services, or library tours. Programs may also provide cultural, recreational, or educational information, often designed to meet a specific social need. Examples of these types of programs include film showings; lectures; literacy, English as a second language, and citizenship classes; and book discussions.

Count all programs intended for adult or general audiences, whether held on- or off-site, that are sponsored or co-sponsored by the library. Exclude programs sponsored by other groups that use library facilities.

If programs are offered as a series, count each program in the series. For example, a film series offered once a week for eight weeks should be counted as eight programs.

NOTE: Exclude library activities delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, resume writing assistance, and mentoring activities. Activities delivered on a one-to-one basis should be counted as reference.

6.37 Number of persons attending programs for adults

This is a total count of the audience at all library programs during the reporting period.

6.40 Does your library have a summer reading program

The library provides special programs and/or activities during the summer to encourage children and teens to read during their school vacation.

6.41 Does your library provide outreach to children and/or families, childcare providers, and preschool teachers

The library provides youth services away from the library to people who have a difficult time getting to the library. Just going out into the community to distribute information about programs, services, or materials people can get if they go to the library is not considered outreach.

6.42 Does your library provide training in early literacy for parents childcare providers, and preschool teachers

The library provides direct training about early literacy to adults that care for children 5 years old and younger. (NOTE: This is beyond early literacy message directed at parents during storytime, and distributing early literacy information).

6.43 Number transacted using a shared catalog or automation system

These are library materials, or copies of the materials, provided by one autonomous library to another upon request. The libraries involved in interlibrary loans are not under the same library administration. These data are reported as annual figures.

Report loans to libraries involved in a shared automation system, even if the loan request was initiated directly by a patron using the shared automation system.

This definition does not encompass direct loans made to users of other libraries through reciprocal borrowing agreements.

6.44 Number made to all other libraries not in shared catalog or automation system

These are library materials, or copies of the materials, provided by one autonomous library to another upon request. The libraries involved in interlibrary loans are not under

the same library administration and do not share an automation system. These data are reported as annual figures.

Report loans to in-state, out-of-state and special libraries that are not in a shared automated system with the reporting library.

6.46 Number transacted using a shared catalog or automation system

These are library materials, or copies of the materials, borrowed by one autonomous library from another upon request. The libraries involved in interlibrary loans are not under the same library administration. These data are reported as annual figure.

Report loans to libraries involved in a shared automation system, even if the loan request was initiated directly by a patron using a shared automated system.

6.47 Number made to all other libraries not in shared catalog or automation system

These are library materials, or copies of the materials, borrowed by one autonomous library from another upon request. The libraries involved in interlibrary loans are not under the same library administration and do not share a catalog. These data are reported as annual figure.

Report loans to in-state, out-of-state and special libraries that are not in a shared automated system with the reporting library.

PART 7 - OTHER INFORMATION

7.1-7.2 Volunteer services to the library

On line 7.1 report the total number of individuals who volunteered their services to the library during the year, even if they only worked a brief period of time. Exclude volunteers for other organizations' projects. Exclude Board members performing work for the Board. On Line 7.2 report the combined number of hours that all of the individuals worked during the year.

7.3-7.9 Library salary schedule effective for the upcoming fiscal year

Hourly Wage

Please report the hourly wage range or fixed amount for the positions listed. Please report up to two decimal places. For salaried employees, approximate an hourly wage using the following formula: Annual Salary ÷ Number of Weeks Paid Per Year ÷ Scheduled Hours Per Week = Hourly Equivalent.

EXAMPLE: Starting librarians are paid \$21,300 per year to work 35 hours per week with two weeks paid vacation. Their hourly equivalent pay is $(\$21,300 \div 52) \div 35 = \11.70

Make the "best fit" of your library's position classification scheme into the positions listed. A library director is the person responsible for managing the day to day operations

of the library. An assistant director is someone who, in addition to other duties, may handle some of the responsibilities of the library director. A department head is a librarian who supervises a major library department (e.g., Head of Children's Services, Head of Technical Services, Head of the Reference Department). A senior librarian is a librarian with several years experience, and possibly some supervisory responsibilities. An entry-level librarian is a librarian with little or no professional experience. A library assistant is a person assigned paraprofessional responsibilities that require some specialized training or experience. A library clerk is a person assigned responsibilities that require little or no specialized training or experience.

In order to make this data searchable, there are three input blanks. Do not use all three. If reporting a range, use blanks A, "Low" and B, "High". For organizations without salary ranges, leave the "Low" and "High" items blank and list a figure in the "Fixed Amount" blank. Do not include the \$ symbol or commas, as the program will fill these in.

7.10-7.14 Library fees and fines in the fiscal year

This section is not an exhaustive reporting of fee and fine structures, just a sampling of those used most often. Choose the nearest value from the pull-down menus for fee/fine amount, and time period.

7.15 Number of circulations made without charge to non-residents

Report the number of items circulated directly to non-residents (those persons who do not live within the boundaries of the library's governing body). These direct loans may be facilitated by means of reciprocal borrowing agreements with other libraries, by means of a cooperative library system arrangement, or a county-wide federation of libraries, or because of free access policies at the library. Do include loans made to non-residents even when a reciprocal borrowing agreement or direct loan agreement returns a payment to your library for serving non-residents. Do not include items loaned when a user fee or library card fee is paid directly to your library by a non-resident. Do not include items loaned to other libraries on interlibrary loan.

7.16-7.22 Library Board/ District Board

Please list the contact information for the Chair of the library board or district board for the new fiscal year. If the group does not have a business address for mail, please consider using the library address as their contact address.

7.23-7.27 Friends of the Library

Please list the contact information for the Friends of the Library for the new fiscal year. If the group does not have a business address for mail, please consider using the library address as their contact address.

7.28-7.32 Library Foundation

Please list the contact information for the library foundation for the new fiscal year. If the group does not have a business address for mail, please consider using the library address as their contact address.

Part 8 - LIBRARY TECHNOLOGY

NOTE: "Electronic resources" or "electronic services" is not synonymous with the Internet.

8.1 Total annual number of users of public Internet computers

Report the total number of individuals that have used Internet computers in the library during the last year. If the computer is used for multiple purposes (Internet access, word-processing, OPAC, etc.) and Internet users cannot be isolated, report all usage. A typical week or other reliable estimate may be used to determine the annual number. Sign-up forms or Web-log tracking software also may provide a reliable count of users. Do not include staff use of these resources.

NOTE: Count each user that uses electronic resources, regardless of the amount of time spent on the computer. A user who uses the public internet computers three times a year would count as three customers. If the data element is collected as a weekly figure, that figure should be multiplied by 52 to annualize it. This is a warm body count. If one person uses three sessions, count as three people.

8.2 Total annual number of users of public Internet computers

Report the number of the library's Internet computers [personal computers (PCs) and laptops], whether purchased, leased or donated, used by the general public in the library.

8.3 Type of Internet connection of main library

Refer to your Internet service provider for this information. Report for main library or headquarters of a cooperative. Branches and other facilities will report this information in section 9.

8.4 Internet connection speed of main library

Refer to your Internet service provider for this information. Report for main library or headquarters of a cooperative. Branches and other facilities will report this information in section 9.

8.6 Vendor of automated system (e.g. III, Evergreen, Polaris, Dynix, Athena, etc.)

Please indicate the brand of the automated catalog or ILS your library uses.

8.7 Version number of automated system software

Please indicate the version number of the brand of software your library uses. The system administrator will have this information.

8.8 Name of automation consortia library belongs to (e.g. Sage, Coastal Resource Sharing Network, LINCC, etc.)

If your library belongs to an automation consortium, please indicate which one. Otherwise, leave this blank.

Part 9 - LIBRARY FACILITIES / BRANCH DIRECTORY

9.1 Square footage of main library

Provide the area, in square feet, of the main library. This is the area on all floors enclosed by the outer walls of the library outlet. Include all area occupied by the library, including those areas off-limits to the public. Include any areas shared with another agency or agencies if the library has use of that area.

9.3-9.9 Branch Directory

Please correct pre-filled data as needed. NOTE: If the library does not have branches, leave the item blank. Do not relist the main library if it is listed in section 1. Please also update library information in the online directory at: <http://libdir.osl.state.or.us/>

9.10 Square footage of branch library

Provide the area, in square feet, of the branch library. This is the area on all floors enclosed by the outer walls of the library outlet. Include all area occupied by the library, including those areas off-limits to the public. Include any areas shared with another agency or agencies if the library has use of that area.

9.11-9.15 Branch Manager

These fields have been added to include Branch Managers in a searchable directory with a later release. Branch Managers do not need to be listed in Part 10.

9.16 Public service hours per year at this location

This is the number of annual public service hours for branches and bookmobiles

NOTE: Include the actual hours open for public service for this branch or bookmobile. For each bookmobile, count only the hours during which the bookmobile is open to the public. Extensive hours closed to the public due to natural disasters or other events should be excluded from the count.

9.17 Number of weeks of the year this facility was open

This is the number of weeks during the year that this facility was open to the public.

NOTE: Include the number of weeks open for public service for Centrals (data element #209), Branches (data element #210), Bookmobiles (data element #211), and Books-by-Mail Only. For each bookmobile, count only the weeks during which the bookmobile is open to the public. For administrative entities that offer ONLY books-by-mail service, count the weeks that the outlet is staffed for service. The count should be based on the number of weeks that a library outlet was open for half or more of its scheduled service hours. Extensive weeks closed to the public due to natural disasters or other events should be excluded from the count. Do not calculate based on total number of service hours per year at the outlet level. For example, by dividing total hours by 52 (weeks). Round to the nearest whole number of weeks. If the library was open half or more of its scheduled hours in a given week, round up to the next week. If the library was open less than half of its scheduled hours, round down.

9.18 Type of internet connection of this facility

Refer to your Internet service provider for this information. Report for branch library or bookmobile.

9.19 Internet connection speed

Refer to your Internet service provider for this information. Report for branch library or bookmobile.

Part 12 - STATE USE ONLY

These are various indicators used to sort data for various purposes at the Federal level. If you have any questions, please contact the Federal Programs Coordinator at (503) 378-5027 or ann.reed@state.or.us.

Administrative Entity

12.4 Interlibrary relationship code

Select one of the following:

HQ—Headquarters of a Federation or Cooperative. The library or entity that provides the physical space and staff who manage, coordinate, or administer the programs of the federation or cooperative.

ME—Member of a Federation or Cooperative. An autonomous library joined by formal or informal agreement(s) with (a) other autonomous libraries in the same state to perform various services cooperatively, such as resource sharing, communications, etc., and (b) libraries that are part of national, multi-state or statewide library federations or cooperatives. (Do not include OCLC.) Do not include multiple-outlet administrative entities (e.g., libraries with branches and that have the word "system" in their legal name) if the entity does not have an agreement with another autonomous library.

NO—Not a Member of a Federation or Cooperative.

12.5 Legal basis code

The legal basis is the type of local government structure within which the entity functions. It reflects the state or local law, which authorizes the library.

Select one of the following:

CC—City/County. A multi-jurisdictional entity that is operated jointly by a county and a city.

CI—Municipal Government (city, town or village). A municipal government is an organized local government authorized in a state's constitution and statutes and established to provide general government for a specific concentration of population in a defined area.

CO—County/Parish. An organized local government authorized in a state’s constitution and statutes and established to provide general government.

LD—Library District. A library district is a local entity other than a county, municipality, township, or school district that is authorized by state law to establish and operate a public library as defined by FSCS. It has sufficient administrative and fiscal autonomy to qualify as a separate government. Fiscal autonomy requires support from local taxation dedicated to library purposes (e.g., a library tax).

MJ—Multi-jurisdictional. An entity operated jointly by two or more units of local government under an intergovernmental agreement which creates a jointly appointed board or similar means of joint governance; to be distinguished from a library which contracts to serve other jurisdictions and from special library districts.

Note: Please put city/county combinations under ‘CC’, rather than under Multi-jurisdictional.

NL—Native American Tribal Government. An organized local government authorized and established to provide general government to residents of a Native American reservation.

NP—Non-profit Association or Agency. An entity privately controlled but meeting the statutory definition of a public library in a given state; includes association libraries.

SD—School District. An organized local entity providing public elementary, secondary, and/or higher education which, under state law, has sufficient administrative and fiscal autonomy to qualify as a separate government. Excludes "dependent public school systems" of county, municipal, township, or state governments.

OT—Other.

12.6 Administrative structure code

This code identifies an autonomous library entity (administrative entity) that has its own governance and funding.

An administrative entity is the agency that is legally established under local or state law to provide public library service to the population of a local jurisdiction. The administrative entity may have a single outlet, or it may have more than one outlet.

Select one of the following:

MA—Administrative Entity with Multiple Direct Service Outlets where Administrative Offices are separate.

An administrative entity that serves the public directly with two or more service outlets, including some combination of one central library, branch(es), bookmobile(s), and/or

books-by-mail only. The administrative offices are separate from the direct service outlets and do not provide direct library services.

MO—Administrative Entity with Multiple Direct Service Outlets where Administrative Offices are Not Separate.

An administrative entity that serves the public directly with two or more service outlets, including some combination of one central library, branch(es), bookmobile(s), and/or books-by-mail only.

SO—Administrative Entity with a Single Direct Service Outlet.

An administrative entity that serves the public directly with one central library, books-by-mail only, or one bookmobile.

12.7 FSCS public library definition

Answer <Y>es or <N>o to the following question: “Does this public library meet all the criteria of the FSCS public library definition?”

A public library is an entity that is established under state enabling laws or regulations to serve a community, district, or region, and that provides at least the following:

1. An organized collection of printed or other library materials, or a combination thereof;
2. Paid staff;
3. An established schedule in which services of the staff are available to the public;
4. The facilities necessary to support such a collection, staff, and schedule; and
5. Is supported in whole or in part with public funds.

Note: If the library meets all of the requirements of this definition, respond with a es. If the library does not meet one or more of the requirements, respond with a o.

12.8 Geographic code

Choose from among the following types of readily available Census geography, one code that either exactly or most nearly describes the geographic area for which the public library has been established to offer services and from which (or on behalf of which) the library derives revenue, plus any areas served under contract for which the library is the primary service provider.

Note: The Population of Legal Service Area should be reflected in the geographic code selected. For further clarification of municipal government, county/parish, and school district, refer to definitions under Legal Basis Code. For further clarification of metropolitan area, see Metropolitan Status Code “NC—Metropolitan Area, but Not Within Central City Limits”—Outlet Data Element Definitions).

CI1—Municipal Government (city, town or village) (exactly)
CI2—Municipal Government (city, town or village) (most nearly)
CO1—County/Parish (exactly)
CO2—County/Parish (most nearly)
MA1—Metropolitan Area (exactly)
MA2—Metropolitan Area (most nearly)
MC1—Multi-County (exactly)
MC2—Multi-County (most nearly)
SD1—School District (exactly)
SD2—School District (most nearly)
OTH—Other

Service Outlets (repeating)

12.11 Outlet type code

An outlet is a unit of an administrative entity that provides direct public library service.

Select one of the following:

BM—Books-by-Mail Only.

A direct mail order service which provides books and other library materials. Books-by-mail typically serves rural residents, the disabled, the homebound, and others without access to another type of public library outlet. Requests for materials are usually received by mail and by telephone only. Only books-by-mail services that are housed separately from any other type of direct public service outlet (that is, central library, branches, or bookmobiles) should be coded here.

BR—Branch Library.

A branch library is an auxiliary unit of an administrative entity which has at least all of the following:

1. Separate quarters;
2. An organized collection of library materials;
3. Paid staff; and
4. Regularly scheduled hours for being open to the public.

BS—Bookmobile(s).

A bookmobile is a traveling branch library. It consists of at least all of the following:

1. A truck or van that carries an organized collection of library materials;
2. A paid staff; and
3. Regularly scheduled hours (bookmobile stops) for being open to the public.

Note: A separate outlet record may be created for each bookmobile. You may wish to create separate outlet records for individual bookmobiles if (1) they have different addresses and/or (2) they have different Metropolitan Status Codes. Alternatively, a bookmobile outlet record may include more than one bookmobile.

CE—Central Library.

This is one type of single outlet library (SO) or the library which is the operational center of a multiple-outlet library (MO or MA). Usually all processing is centralized here and the principal collections are housed here. Synonymous with main library.

Note: Each administrative entity may report either no central library or one central library. No administrative entity may report more than one central library. If you wish to identify a central library in the outlet file, identify the library with the largest collection as the central library for FSCS purposes, and report all others as branches. Where there are several co-equal outlets and no principal collection, report all such outlets as branches, not central libraries.