

2009 Oregon Public Library Statistical Report

Part 1 - General Information

Call 503-378-5027 early and often for help! See the [FAQ](http://libdev.plinkit.org/faqs-for-state-statistical-reports) at (<http://libdev.plinkit.org/faqs-for-state-statistical-reports>)

- 1.1 Official name of library
 - 1.2 Street address
 - 1.3 City (enter the city ONLY)
 - 1.4 Zip
 - 1.5 Zip+4
(see <http://www.usps.com/zip4/>)
 - 1.6 Mailing address
 - 1.7 City (enter the city ONLY)
 - 1.8 Zip
 - 1.9 Zip+4
 - 1.10 County
 - 1.11 Library's main phone number (enter number without dashes or parentheses)
 - 1.12 Fax number (If none, leave blank)
 - 1.13 Library email address (If none, leave blank)
 - 1.14 Web Address (If none, leave blank)
 - 1.15 Cooperative system membership or affiliation (used only for contact purposes)
 - 1.16 Was there a boundary change in the legal service area in the last year?
 - 1.17 Congressional District (see www.house.gov)
 - 1.18 Has the library or any of its branches moved in the last fiscal year
- Number of public service outlets
- 1.19 Central library
 - 1.20 Branches
 - 1.21 Bookmobiles
 - 1.22 Other public service outlets
 - 1.23 Number of registered borrowers

Part 2 - Library Staff as of June 30, 2009

Call 503-378-5027 early and often for help! See the [FAQ](http://libdev.plinkit.org/faqs-for-state-statistical-reports) at (<http://libdev.plinkit.org/faqs-for-state-statistical-reports>)

Report the number of paid Full Time Equivalent (FTE) staff only as it was on the last day of the fiscal year. Full time is 40 hours per week. Include all positions funded in the library's budget whether those positions were filled or not. Use n.c. for not collected, 0 for zero or not applicable.

Example: A clerk who works 10 hours a week normally is .25 FTE. ($10 \div 40 = .25$) Round to two decimal places.

- 2.1 Number of librarians with ALA/MLS
- 2.2 Number of other persons holding the title of librarian
- 2.3 **Total librarians (Sum of Lines 2.1 and 2.2) (NOTE: Select the Save button to calculate this question. To change this line, you must first change one of the lines it totals.)**
- 2.4 Number of all other paid staff
- 2.5 **Total paid staff (Sum of Line 2.3 and 2.4) (NOTE: Select the Save button to calculate this question. To change this line, you must first change one of the lines it totals.)**

Question 2.6 is a measure for the LSTA Five-Year Plan, and is a count of the number of bodies, not FTE

Number of paid library staff who participated in some form of library education (class, workshop, tutorial, etc.) in

- 2.6 the last fiscal year, whether by physical or electronic means

Part 3 - Library Revenue for 2008-2009

Part 3 is divided into two sections. Report all operating revenue in Section A, excluding capital revenue. Report capital revenue in Section B. Call 503-378-5027 early and often for help! See the [FAQ](http://libdev.plinkit.org/faqs-for-state-statistical-reports) at (<http://libdev.plinkit.org/faqs-for-state-statistical-reports>) SECTION A. OPERATING REVENUE

This is a statistical count of revenue. This figure may not be the same as the annual budget, and does not need to balance with expenditures. Please round to the nearest dollar. ***The program will fill in dollar signs and commas; there is no need to type them.*** DO NOT COUNT revenue carried over from previous years, revenue passed through to another library, or revenue used for major capital expenditures. Use n.c. for not collected, 0 for zero or not applicable.

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 to 3.3) (NOTE: Select the Save button to calculate this question. To change this line, you must first change one of the lines it totals.)**
3.5 State government sources (e.g., Ready to Read Grants. Count only the amount of Ready to Read grants funds received directly from the State Library, not those distributed through another entity.)

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 LSTA grants
3.7 E-rate telecommunications discount
3.8 Other federal funds
3.9 **Federal government revenue (Sum of 3.6 to 3.8) (NOTE: Select the Save button to calculate this question. To change this line, you must first change one of the lines it totals.)**
3.10 Other operating revenue (include fines and fees, even if they are passed through to another entity)
3.11 **Total library operating revenue (Sum of 3.4, 3.5, 3.9, 3.10) (NOTE: Select the Save button to calculate this question. To change this line, you must first change one of the lines it totals.)**

SECTION B. CAPITAL REVENUE

Report all revenue to be used for major capital expenditures. Examples include funds received for a) site acquisition; 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) 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 contributions to endowments, or 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.

- 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 Lines 3.12 - 3.15) (NOTE: Select the Save button to calculate this question. To change this line, you must first change one of the lines it totals.)**

Part 4 - Library Expenditures in 2008-2009

Call 503-378-5027 early and often for help! See the [FAQ](http://libdev.plinkit.org/faqs-for-state-statistical-reports) at (<http://libdev.plinkit.org/faqs-for-state-statistical-reports>) 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.

SECTION A. OPERATING EXPENDITURES

This is a statistical count of expenditures. It may not be the same as your annual budget, and does not need balance with revenue. Capital expenditures are listed on questions in Part 4, Section B. Dollar signs and commas will be filled in by the program; there is no need to type them.

- 4.1 Salaries and wages
- 4.2 Employee benefits (includes FICA at 7.65% and Workman's Comp at \$.014 per hour)
- 4.3 **Total staff expenditures (Sum of 4.1 and 4.2) (NOTE: Select the Save button to calculate this question. To change this line, you must first change one of the lines it totals.)**

Library collection

This includes all expenditures for materials purchased or leased for use by the public. It includes print materials, electronic materials, and other materials etc. 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).

- 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 Total electronic materials expenditures (list EbscoHost & data CDs, and Library 2 Go downloadable audio book expense here)
- 4.8 Audio-visual materials (DVDs, books-on-tape, audiocassettes, videocassettes, etc.)
- 4.9 Other materials (all expenditures on collection not listed above, e.g. microform, kits, new material formats, etc.)
- 4.10 **Total expenditure on other materials (Sum of 4.8 to 4.9)**
- 4.11 **Total expenditures on collection (Sum of 4.6 + 4.7 + 4.10) (NOTE: Select the Save button to calculate this question. To change this line, you must first change one of the lines it totals.)**
- 4.12 All other operating expenditures (includes binding, non-capital furniture and equipment, building maintenance, ISP fees, cataloging fees, and all items not included above)
- 4.13 **Total library expenditures (Sum of 4.3,4.11,4.12) (NOTE: Select the Save button to calculate this question. To change this line, you must first change one of the lines it totals.)**

SECTION B. 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.

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.

- 4.14 Library construction and related expenditures (incl. building sites)
- 4.15 Capital equipment expenditures (e.g. new automated systems)
- 4.16 Other capital outlay

- 4.17 Total capital outlay (Sum 4.14 to 4.16) (NOTE: Select the Save button to calculate this question. To change this line, you must first change one of the lines it totals.)

Part 5 - Library Collections

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Library collections at end of the fiscal year

Items that are packaged together as a unit (e.g. 2 video cassettes) and are generally checked out as a unit, should be counted as one physical unit.

Books, print serials, periodical and newspaper volumes, and gov't. documents (cataloged only)

5.1 Number of physical units

5.2 Number of physical units added.

Audio materials (cassettes, records, compact discs, Library 2 Go audio books, etc.)

5.3 Number of physical or electronic units

5.4 Number of physical or electronic units added.

Video materials (videocassettes, DVDs, Library 2 Go videos, etc.)

5.5 Number of physical or electronic units

5.6 Number of physical or electronic units added.

E-books

5.7 Number of physical or electronic units

5.8 Number of physical or electronic units added.

Licensed databases through statewide database licensing (EbscoHost)

This item is locked and will be fixed at the state level.

5.9 Number of licensed databases

5.10 Number of licensed databases added

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

5.11 Number of licensed databases

5.12 Number of licensed databases added

Local licensed databases (exclude circulating CD-ROMS)

5.13 Number of licensed databases

5.14 Number of licensed databases added

Total licensed databases

5.15 Total licensed databases (Sum of 5.9, 5.11 and 5.13) (NOTE: Select the Save button to calculate this question. To change this line, you must first change one of the lines it totals.)

5.16 Total licensed databases added (Sum of 5.10, 5.12 and 5.14) (NOTE: Select the Save button to calculate this question. To change this line, you must first change one of the lines it totals.)

Current electronic serial subscriptions (e.g. Oregonian via statewide database licensing)

5.17 Number of licensed e-serials

5.18 Number of licensed e-serials added

Current print serial subscriptions

5.19 Number of subscriptions

5.20 Number of subscriptions added.

Other library materials (include uncataloged paperbacks)

5.21 Number of physical units

5.22 Number of physical units added

Totals for the end of fiscal year

5.23 Number of physical units or licenses (Sum of 5.1, 5.3, 5.5, 5.7, 5.15, 5.17, 5.19, 5.21) (NOTE: Select the Save button to calculate this question. To change this line, you must first change one of the lines it totals.)

- 5.24 Number of physical units or licenses added (Sum of 5.2, 5.4, 5.6, 5.8, 5.16, 5.18, 5.20, 5.22) (NOTE: Select the Save button to calculate this question. To change this line, you must first change one of the lines it totals.)

Part 6 - Library Services

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Public service hours in a typical week. (NOTE: For libraries with branches this question refers to central library only)

Monday

- 6.1 Open
6.2 Close
6.3 Total hours open

Tuesday

- 6.4 Open
6.5 Close
6.6 Total hours open

Wednesday

- 6.7 Open
6.8 Close
6.9 Total hours open

Thursday

- 6.10 Open
6.11 Close
6.12 Total hours open

Friday

- 6.13 Open
6.14 Close
6.15 Total hours open

Saturday

- 6.16 Open
6.17 Close
6.18 Total hours open

Sunday

- 6.19 Open
6.20 Close
6.21 Total hours open

(NOTE: For libraries with branches this question refers to central library only)

- 6.22 Total hours in typical week (Note: for libraries with branches this question refers to central library only) (Sum of 6.3, 6.6, 6.9, 6.12, 6.15, 6.18, 6.21) (NOTE: Select the Save button to calculate this question. To change this line, you must first change one of the lines it totals.)

- 6.23 Total annual public service hours for all facilities for the fiscal year. (Add all the hours open for the central library, branches, bookmobiles. Please refer to instructions)

- 6.24 Library visits (total annual attendance at all library facilities, including meeting rooms) in the fiscal year. (Please refer to instructions)

Circulation of library materials at all facilities for the fiscal year: (NOTE: Do not include books loaned to other libraries on interlibrary loan, or interbranch loans.)

- 6.25 Number of adult materials circulated (enter n.c. here if using line 6.27)

- 6.26 Number of children's materials circulated (enter n.c. here if using line 6.27)

Circulation not separated into adult or children's materials (use this blank ONLY if you do not count separate adult

- 6.27 and children's materials circulation - Enter n.c. if using 6.25 and 6.26 instead)
- 6.28 **Total circulation for the fiscal year. (Sum of 6.25, 6.26 and 6.27) (NOTE: Select the Save button to calculate this question. To change this line, you must first change one of the lines it totals.)**
- 6.29 Total number of reference transactions (Please estimate if actual count not available, exclude directional or policy questions or questions about equipment use. Please refer to instructions)
- Programs or presentations for children sponsored by the library (Please refer to instructions. Note that the program does not have to take place in the library.)
- 6.30 Number of children's programs
- 6.31 Number of persons attending children's programs (adults and children)
- Programs or presentations for young adults sponsored by the library (Please refer to instructions. Note that the program does not have to take place in the library.)
- 6.32 Number of young adult programs
- 6.33 Number of persons attending young adult programs (including adults and children)
- Programs or presentations for adults sponsored by the library
- 6.34 Number of programs for adults
- 6.35 Number of persons attending programs for adults
- 6.36 **Total number of programs (Sum 6.30, 6.32, 6.34)**
- 6.37 **Total program attendance (Sum 6.31, 6.33, 6.35)**
- Best practices for children's programming (Please refer to instructions)
- 6.38 Does your library have a summer reading program
- 6.39 Does your library provide outreach to children and/or families, childcare providers, and preschool teachers
- 6.40 Does your library provide training in early literacy for parents or childcare providers
- Interlibrary loans lent to other libraries
(Please refer to instructions)
- 6.41 Number transacted using a shared catalog or automation system
- 6.42 Number made to all other libraries not in shared catalog or automation system
- 6.43 **Total loans to other libraries (Sum of 6.41 to 6.42) (NOTE: Select the Save button to calculate this question. To change this line, you must first change one of the lines it totals.)**
- Interlibrary loans borrowed from other libraries
- 6.44 Number transacted using a shared catalog or automation system
- 6.45 Number made to all other libraries not in shared catalog or automation system
- 6.46 **Total loans from other libraries (Sum of 6.44 to 6.45) (NOTE: Select the Save button to calculate this question. To change this line, you must first change one of the lines it totals.)**

Part 7 - Other Information

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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

Please calculate hourly wages even if staff is paid monthly, weekly or on a salary. Please report up to two decimal places. If the library has a salary range, there is a blank for the number at low end of the range, and one for the number at the high end. If your library does not have such a position, leave the item blank. For organizations without salary ranges, leave the "Low" and "High" items blank and list a figure in the "Fixed Amount" blank. For full-time positions, divide an annual salary by 2080 to calculate the hourly equivalent. Please see the instructions. Do not include the \$ symbol or commas.

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

This section is designed for a sampling of the most common fees and fines. It is not comprehensive. Please choose the closest pull-down value to the actual amount.

7.10 Fines for Overdue Books

- A. Fines:
- B. Time period for overdue book fines:

7.11 Fines for overdue videos

- A. Fines:
- B. Time period for overdue video fines:

7.12 Fines 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

- 7.13 Charge:

7.14 Charge for non-resident borrowing privileges per year

- A. Charge for individuals:
- B. Charge for family:

Number of circulations made without charge to non-residents in 2008-2009, either as a result of library

- 7.15 participation in a federation or cooperative system, or as a result of other agreements between libraries, or for any other reason

If the library does not have one of the groups below, leave the relevant items blank. If the groups below do not have a business address for mail, please consider using the library address as their contact address.

Library Board/District Board

- 7.16 Chair, Library Board or Library District for coming year
7.17 Name of Board
7.18 Board mailing address
7.19 City
7.20 Zip code
7.21 Phone number (enter number without dashes or parentheses)
7.22 President/Chair email

The questions below are optional.

Friends of Library

- 7.23 Name of friends organization
7.24 Friends mailing address
7.25 City
7.26 Zip code
7.27 Phone number (enter number without dashes or parentheses)

Library Foundation

- 7.28 Name of foundation
7.29 Foundation mailing address
7.30 City
7.31 Zip code
7.32 Phone number (enter number without dashes or parentheses)

Part 8 - Library Technology

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NOTE: If your library has branches, please answer the following questions as they apply to your entire library system, not as they might apply to individual facilities.

* NOTE that this is a count of warm bodies in seats, not unduplicated users.

- 8.1 Annual number of users of public Internet computers (*If a computer is used for multiple purposes [Internet, word processing, etc.] and Internet users cannot be isolated, report all usage*)
8.2 Number of Internet terminals used by general public
8.3 Type of Internet connection
8.4 Internet connection speed
8.5 Do **all** library facilities (including branches) have a dedicated Internet connection with a connection speed over 1.5Mbps?

Part 9 - Library Facilities

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Please fill out a branch section for each branch in your library.

- 9.1 Square footage of main library. (NOTE: includes staff areas)
9.2 **Total system square footage (total of 9.1+ branch sq. ft.)**

>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.

- 9.3 Name of branch
- 9.4 Branch street address
- 9.5 Branch city
- 9.6 Branch zip code (5 digits)
- 9.7 Branch zip + 4
- 9.8 Branch phone number
- 9.9 Branch fax number
- 9.10 Branch square footage
- 9.11 Branch manager last name
- 9.12 Branch manager first name
- 9.13 Branch manager phone number
- 9.14 Branch manager phone extension
- 9.15 Branch manager e-mail address

Part 10 - Directory Information

Call 503-378-5027 early and often for help! See the [FAQ](http://libdev.plinkit.org/faqs-for-state-statistical-reports) at (<http://libdev.plinkit.org/faqs-for-state-statistical-reports>)

- 10.1 Library Director last name
- 10.2 Library Director first name
- 10.3 Director's phone number
- 10.4 Phone extension number
- 10.5 Director's email address

The section below is optional. Information in this section will be used in a Web-based searchable directory. It may not appear in the printed directory. The intent is not to replace an in-house directory, but to provide contact information for people outside the library. Leave items blank if you do not wish to add an entry.

Department Contact

- 10.6 Department
- 10.7 Phone number (enter number without dashes or parentheses)
- 10.8 Phone extension number

Individual Contact (Do not list directors or branch managers)

- 10.9 Last name
- 10.10 First name
- 10.11 Phone number
- 10.12 Phone extension number
- 10.13 Email address
- 10.14 Generic job description
- 10.15 Additional generic job description
- 10.16 Actual position title

Part 11 - Library Progress Report

Library Progress Report for past fiscal year - Optional

Please report on significant developments in your library this past fiscal year.

Please describe any major improvements to facilities, important additions to library staff or collections, significant increases in library support, new services provided, new library technology that might have been acquired, and any new initiatives to cooperate with other libraries.

Please submit your library progress report with any additional information that you would like to share with the Oregon State Library by e-mail to ann.reed@state.or.us or mail directly to Library Development at the Oregon State Library, 250 Winter St NE, Salem, OR 97301-3950. Do not submit Part 11 to Bibliostat.