OREGON PUBLIC LIBRARY STATISTICAL REPORT

(2008 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 planning -- at the local, state, and national levels -- for improved public library services.

The report is due October 1, 2008

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

- o   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.
- o   If a question is not applicable, indicate 0 or leave the item blank if indicated. DO NOT USE "NA" for not applicable.
- o   If a question **is** applicable, but your library does not currently collect the information requested, **please use "n.c.", meaning "not collected".**
- o   If a question **is** applicable but your library had "zero" or "none" to report for the year, use "0".
- o   Do not include extra punctuation such as commas, slashes, or hard returns (enter key)

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 can help with many common questions.**

LINE-BY-LINE INSTRUCTIONS

PART 1 - GENERAL INFORMATION

Official name, mailing address, telephone, fax, email, World Wide Web Homepage Address.
Please inform the Oregon State Library if your contact information or Library Director's information changes during the year by calling Mary Mayberry at (503) 378-2525. 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

1.18-1.21 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.

1.22 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, 2008

Please report all paid library staff as numbers of full time (40 hour) equivalents (FTE's). Include all budgeted positions as of June 30, 2008 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.

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 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. Do not include state, federal, and other funds passed through local government for library use. Report these funds with 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 **EbscoHost**, and locally mounted databases, full text or not), electronic files, reference tools, scores, maps, or pictures in electronic or digital format, including 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: Be sure individual issues of bar-coded magazines are not included in the system's count of titles or physical units.

5.1-5.2 Books, serials, periodical and newspaper volumes, and government documents

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. Books packaged together as one unit (e.g., a 2-volume set) and checked out as one unit are counted as one physical unit.

Serial backfiles in print. Serials are publications issued in successive parts, usually at regular intervals, and intended to be continued indefinitely. Serials include periodicals (magazines); newspapers; annuals (reports, yearbooks, etc.); journals, memoirs, proceedings, and transactions of societies; and numbered monographic series. Government documents and reference tools are often issued as serials. Except for the current volume, count unbound serials as a volume when the library has at least half of the issues in a publisher's volume. Report the number of physical units, including duplicates. Serials packaged together as a unit (e.g., a 2-volume serial monograph) and checked out as a unit are counted as one physical unit.

Bound periodical and newspaper volumes should be counted here. Do **not** report individual issues of periodicals or newspapers as physical units here. Do not record downloadable audio books here.

5.3-5.4 Audio materials

These are materials on which sounds (only) are stored (recorded) and that can be reproduced (played back) mechanically or electronically, or both. Include records, cassettes, audio cartridges, audio discs, audio reels, talking books, and other sound recordings, such as web-based or downloaded audiobooks and MP3 files. Count downloadable audio books from Library 2 Go here.

Report the number of physical units, both physical and electronic, including duplicates. For smaller libraries, if physical unit data are not available, count the number of titles. 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. For electronic units, report only items the library has selected as part of the collection and made accessible through the library's Online Public Access Catalog (OPAC).

5.5-5.6 Video materials

These are materials on which pictures are recorded, with or without sound. Electronic playback reproduces pictures, with or without sound using a television receiver or monitor. Video formats may include tape, DVD, CD-ROM, web-based or downloaded files, etc. Count downloadable videos from Library 2 Go here.

Report the number of physical units, both physical and electronic, including duplicates. For smaller libraries, if physical unit data are not available, count the number of titles. Items packaged together as a unit (e.g., two video cassettes for one movie) and   checked out as a unit are counted as one physical unit. For electronic units, report only items the library has selected as part of the collection and made accessible through the library's Online Public Access Catalog (OPAC).

5.7-5.8 E-books

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. Report the number of physical or electronic units, including duplicates, for all outlets. E-books packaged together as a unit (e.g., multiple titles on a single e-book reader) and checked out as a unit are counted as one unit.

5.9-5.10 Licensed databases through statewide database licensing (EbscoHost)

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.

Subscriptions to individual electronic serial titles (e.g. Oregonian) are reported under **Current Electronic Serial Subscriptions**

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 EbscoHost interface, a patron can access ERIC, a business magazine database, etc.)

5.11-5.12 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. Subscriptions to individual electronic serial titles (e.g. Oregonian) are reported under **Current Electronic Serial Subscriptions.**

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 EbscoHost interface, a patron can access ERIC, a business magazine database, etc.)

Record circulating CD-ROMS in 5.21-5.22 while a national consensus on their reporting is being reached.

5.13-5.14 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. Subscriptions to individual electronic serial titles (e.g. Oregonian) are reported under **Current Electronic Serial Subscriptions**

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 EbscoHost interface, a patron can access ERIC, a business magazine database, etc.)

5.17-5.18 Current electronic serial subscriptions

Current serial subscriptions are arrangements by which, in return for a sum paid in advance, serials are provided for a specified number of issues. Report the number of electronic, electronic and other format, and digital serial subscriptions (e-serials, e-journals), including duplicates, for all outlets. Examples include periodicals (magazines), newspapers, annuals, some government documents, some reference tools, and numbered monographic series distributed in the following ways: a) via the Internet (e.g., HTML, PDF, JPEG, or compressed file formats such as zipped files), b) on CD-ROM or other portable digital carrier, c) on databases (including locally mounted databases), and d) on diskettes or magnetic tapes. Electronic serial subscriptions include serials held locally or remote resources that the library has authorization to access, including those available through statewide or consortia agreements. **Do not include subscriptions to indexing and abstracting databases that include full-text serial content (e.g., EbscoHost, OCLC FirstSearch). Subscriptions to the __Oregonian__ online are recorded here.**

5.19-5.20 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.

5.21-5.22 Other library materials

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

PART 6 - LIBRARY SERVICES

6.23 Total annual public service hours for all facilities

This is the sum of annual public service hours for all outlets.

Include the hours open for all outlets from part 1 - central, branches, bookmobiles, and books-by-mail only. For bookmobiles, report only the hours in which the bookmobile is open to the public. Do not report hours for deposit collections or similar service outlets. For Administrative Entities that offer ONLY books-by-mail service, count the hours that the outlet is staffed for service. Minor variations in scheduled public service hours need not be included, however, extensive hours closed to the public due to natural disasters or other events should be included even if the staff is scheduled to work. Be sure to subtract holidays that the library facilities were closed.

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 x 52 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). Also a branch library was open 8 hours a day, five days a week for a total of 40 hours per week, less five holidays of 8 hours each, for a total of 2,040 hours ((40 x 52) - 40). Therefore, the total public services hours for all facilities was 4,803 (i.e., the sum of the central library hours and the branch hours).

6.24 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.

6.26 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.

6.28 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."

6.29 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.

6.30 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.

6.31 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.

6.32 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.

6.33 Number of persons attending programs for adults

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

6.36 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.

6.37 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.

6.38 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).

6.39 Interlibrary loans lent to other libraries using own resource sharing 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.

6.40 Interlibrary loans lent to all other libraries outside the resource sharing 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.

6.42 Interlibrary loans borrowed from other libraries using own resource sharing 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.

6.43 Interlibrary loans borrowed from all other libraries outside the resource sharing 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.

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 ÷ 52 ÷ 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 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.

8.2 Number of Internet Terminals Used by the General Public

Number of computer terminals (PC, 'dumb terminal', etc.) whether purchased, leased or donated, used by the general public in the library.

8.3 Type of Internet connection used

Refer to your Internet service provider for this information.

8.4 Connection speed

Refer to your Internet service provider for this information.

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

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. Branch Managers do not need to be listed in Part 10.