Oregon City Public Library
2017 Oregon Public Library Statistical Report

		CURRENT YEAR	*PREVIOUS YEAR*

Part 1 - GENERAL INFORMATION

Please refer to the General Instructions accompanying this document for specific instructions for each question or line.

For lines that calculate a summary of previous lines, select the Save button to save the answer. If you need to change a summary line you must first change one of the previous lines it totals.

		CURRENT YEAR	*PREVIOUS YEAR*
1.1	Official name of library	Oregon City Public Library	*Oregon City Public Library*
1.2	Street address	606 John Adams	*606 John Adams*
1.3	City (enter the city ONLY)	Oregon City	*Oregon City*
1.4	Zip	97045	*97045*
1.5	Mailing address	606 John Adams	*606 John Adams*
1.6	City (enter the city ONLY)	Oregon City	*Oregon City*
1.7	Zip	97045	*97045*
1.8	County	Clackamas	*Clackamas*
1.9	Library's main phone number (enter number without dashes or parentheses)	(503) 657-8269	*(503) 657-8269*
1.10	Cooperative system membership or affiliation	LINCC	*LINCC*
1.11	Was there a boundary change in the legal service area in the last year?	No	*No*
1.12	Congressional District	5	*5*
1.13	Has the library or any of its branches moved or expanded in the last fiscal year	Yes	*No*

Number of public service outlets

		CURRENT YEAR	*PREVIOUS YEAR*
1.14	Central library	1	*1*
1.15	Branches	0	*0*
1.16	Bookmobiles	0	*0*
1.17	Other public service outlets	0	*0*
1.18	Number of registered users	19,169	*19,145*

Part 2 - LIBRARY STAFF AS OF JUNE 30, 2017

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

		CURRENT YEAR	*PREVIOUS YEAR*
2.1	Number of librarians with ALA/MLS	4.30	*4.30*
2.2	Number of other persons holding the title of librarian	0.00	*0.00*
2.3	Total librarians in FTE (Sum of Lines 2.1 and 2.2)	4.30	*4.30*
2.4	Number of all other paid staff	10.60	*8.00*
2.5	Total paid staff in FTE (Sum of Lines 2.3 and 2.4)	14.90	*12.30*

Part 3 - LIBRARY REVENUE

Part 3 is divided into two sections. Report all operating revenue in Section A and report capital revenue in Section B.

Local government sources

3.1	City	$200,000	*$200,000*
3.2	County	$0	*$0*
3.3	District (Library district, community college district, school district)	$2,110,002	*$2,020,406*
3.4	Total local government (Sum of 3.1 - 3.3)	$2,310,002	*$2,220,406*
3.5	State government sources	$8,234	*$8,137*

Federal government sources

3.6	LSTA grants	$0	*$0*
3.7	E-rate telecommunications discount	$0	*$0*
3.8	Other federal funds	$0	*$0*
3.9	Federal government revenue (Sum of 3.6 - 3.8)	$0	*$0*
3.10	Other operating revenue	$66,731	*$39,250*
3.11	Total library operating revenue (Sum of 3.4, 3.5, 3.9, 3.10)	$2,384,967	*$2,267,793*

SECTION B. CAPITAL REVENUE

3.12	Local government capital revenue	$296,536	*$60,000*
3.13	State government capital revenue	$0	*$0*
3.14	Federal government capital revenue	$0	*$0*
3.15	Other capital revenue	$13,757	*$58,839*
3.16	Total capital revenue (Sum of 3.12 - 3.15)	$310,293	*$118,839*

Part 4 - LIBRARY EXPENDITURES

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

SECTION A. OPERATING EXPENDITURES

4.1	Salaries and wages	$780,715	*$673,515*
4.2	Employee benefits	$340,919	*$306,237*
4.3	Total staff expenditures (Sum of 4.1 and 4.2)	$1,121,634	*$979,752*

Library collection

4.4	Books and other print materials	$78,330	*$28,473*
4.5	Periodicals and other serial subscriptions	$8,000	*$5,196*
4.6	Total expenditure on print materials (Sum of 4.4 and 4.5)	$86,330	*$33,669*
4.7	Electronic materials expenditures	$34,727	*$32,174*
4.8	Other materials expenditures	$32,252	*$17,528*
4.9	Total expenditures on collection (Sum of 4.6 + 4.7 + 4.8)	$153,309	*$83,371*
4.10	All other operating expenditures	$626,425	*$86,528*
4.11	Total library expenditures (Sum of 4.3 + 4.9 + 4.10)	$1,901,368	*$1,149,651*

SECTION B. CAPITAL OUTLAY

4.12	Library construction and related expenditures (incl. building sites)	$2,585,465	*$6,853,782*

4.13	Capital equipment expenditures (e.g. new automated systems)	$0	*$0*
4.14	Other capital outlay	$0	*$0*
4.15	Total capital outlay (Sum 4.12 - 4.14)	$2,585,465	*$6,853,782*

Part 5 - LIBRARY COLLECTIONS

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

SECTION A - PHYSICAL COLLECTION

Books and other print items

5.1	Number of physical units	27,846	*71,222*
5.2	Number of physical units added.	1,063	*2,951*

Audio materials

5.3	Number of physical units (cassettes, records, compact discs, etc.)	4,888	*6,010*
5.4	Number of physical units added.	72	*312*

Video materials

5.5	Number of physical units	7,723	*7,775*
5.6	Number of physical units added.	123	*647*

Current print serial subscriptions

5.7	Number of subscriptions	174	*209*
5.8	Number of subscriptions added.	6	*12*

Other library materials

5.9	Number of physical units	342	*453*
5.10	Number of physical units added	8	*11*

Totals for the end of fiscal year

5.11	Total number of physical units (Sum of 5.1 + 5.3 + 5.5 + 5.7 + 5.9)	40,973	*85,669*
5.12	Total number of physical units added (Sum of 5.2 + 5.4 + 5.6 + 5.8 + 5.10)	1,272	*3,933*

SECTION B - DIGITAL OR DOWNLOADABLE COLLECTION

E-books

5.13	Number of units in Library2Go	42,148	*39,532*
5.14	Number of units added in Library2Go	6,309	*5,576*
5.15	Number of units owned locally or by consortia that are not part of Library2Go	3,923	*3,102*
5.16	Number of units owned locally or by consortia added that are not part of Library2Go	1,801	*1,850*
5.17	Total units of e-books (Sum of 5.13 and 5.15)	46,071	*42,634*
5.18	Total units of e-books added (Sum of 5.14 and 5.16)	8,110	*7,426*

Downloadable Audio Materials

5.19	Number of downloadable audio units in Library2Go	23,280	*20,631*
5.20	Number of downloadable units added in Library2Go	2,508	*1,585*

5.21	Number of downloadable units owned locally or by consortia that are not part of Library2Go	1,609	*942*
5.22	Number of downloadable units owned locally or by consortia added that are not part of Library2Go	665	*568*
5.23	Total downloadable audio materials (Sum of 5.19 and 5.21)	24,889	*21,573*
5.24	Total units of downloadable audio materials added (Sum of 5.20 and 5.22)	3,173	*2,153*

Downloadable Video Materials

5.25	Number of downloadable units in Library2Go	0	*0*
5.26	Number of downloadable units added in Library2Go	0	*0*
5.27	Number of downloadable units owned locally or by consortia that are not part of Library2Go	0	*0*
5.28	Number of downloadable units owned locally or by consortia locally added that are not part of Library2Go	0	*0*
5.29	Total downloadable video units (Sum of 5.25 and 5.27)	0	*0*
5.30	Total downloadable video units added (Sum of 5.26 and 5.28)	0	*0*
5.31	Total digital or downloadable units (Sum of 5.17, 5.23, 5.29)	70,960	*64,207*
5.32	Total digital or downloadable units added (Sum of 5.18, 5.24, 5.30)	11,283	*9,579*
5.33	Total physical and digital units (Sum of 5.11 and 5.31)	111,933	*149,876*
5.34	Total physical and digital units added (Sum of 5.12 and 5.32)	12,555	*13,512*

Electronic Collections

5.35	Number of Statewide electronic collections (formerly databases)	24	*24*
5.36	Number of Statewide electronic collections (formerly databases) added	0	*0*
5.37	Number of Local or Local Consortial electronic collections (formerly databases)	11	*11*
5.38	Number of Local or Local Consortial electronic collections (formerly databases) added	0	*0*

Total licensed databases

5.39	Total electronic collections (formerly databases) (Sum of 5.35 and 5.37)	35.00	*35.00*
5.40	Total electronic collections (formerly databases) added (Sum of 5.36 and 5.38)	0	*0*

Part 6 - LIBRARY SERVICES

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

6.1	In a typical week, total hours open M-F (open to 5:00 pm)	35	*35*
6.2	In a typical week, total hours open M-F (5:00pm to close)	8	*8*

#	Description		
6.3	In a typical week, total hours open Saturday-Sunday (open to 5:00 pm)	12	*12*
6.4	In a typical week, total hours open Saturday-Sunday (5:00 pm to close)	1	*1*
6.5	Total hours in typical week (Sum of 6.1 - 6.4)	56.0	*56.0*
6.6	Number of weeks main library is open	52	*52*
6.7	Total annual public service hours for main library	2,824	*2,824*
6.8	Total annual public service hours for all public outlets for the fiscal year. (Sum of 6.7 and 9.9)	2,824	*2,824*
6.9	Library visits (total annual attendance at all library facilities)	320,869	*177,474*
6.10	Successful retrievals from the statewide electronic collections (formerly databases)	1,408	*25956*
6.11	Successful retrievals from purchased local or local consortial electronic collections (formerly databases)	21,248	
6.12	Total of Successful retrievals of electronic information (Sum of 6.10 and 6.11)	22,656.00	

Circulation of library materials at all facilities for the fiscal year

#	Description		
6.13	Number of first-time circulation of adult materials	148,576	*163,053*
6.14	Number of renewals of adult materials	78,167	*82,684*
6.15	Number of first-time circulation of young adult (YA) materials	9,513	*10,134*
6.16	Number of renewals of young adult (YA) materials	7,361	*7,018*
6.17	Number of first-time circulation of children's materials	102,740	*86,172*
6.18	Number of renewals of children's materials	51,284	*50,093*
6.19	First-time circulation not separated into adult, YA or children's materials	0	*n.c.*
6.20	Renewals not separated into adult, YA or children's materials	0	*n.c.*
6.21	Total first-time circulation (sum of 6.13, 6.15, 6.17, 6.19)	260,829	*259,359*
6.22	Total renewals (sum of 6.14, 6.16, 6.18, 6.20)	136,812	*139,795*
6.23	Total circulation of adult materials (Sum of 6.13 and 6.14)	226,743	*245,737*
6.24	Total circulation of young adult (YA) materials (Sum of 6.15 and 6.16)	16,874	*17,152*
6.25	Total circulation of children's materials (Sum of 6.17 and 6.18)	154,024	*136,265*
6.26	Total circulation not separated into adult, YA or children's materials (Sum of 6.19 - 6.20)	0	*0*
6.27	Total physical item circulation (Sum of 6.23 - 6.26)	397,641	*568,851*
6.28	Number of circulations of electronic materials (record Library2Go here)	26,980	*24,642*
6.29	Number of circulations of electronic materials (record local e-books and e-audio)	4,197	
6.30	Total number of circulations of electronic materials (Sum of 6.28 and 6.29)	31,177.00	

6.31	Total circulation of physical and electronic materials (Sum of 6.27 + 6.30)	428,818	*593,493*
6.32	Electronic Content Use (Sum of 6.30 + 6.12)	53,833	*50,598*
6.33	Total Collection Use (Sum of 6.30 + 6.27 + 6.12)	451,474	*619,449*
6.34	Total number of reference transactions	9,696	*11,598*

Programs or presentations sponsored by the library

6.35	Number of children's programs	308	*286*
6.36	Number of persons attending children's programs (adults and children)	10,865	*5,614*
6.37	Number of young adult programs	14	*19*
6.38	Number of persons attending young adult programs	669	*489*
6.39	Number of programs for adults	78	*41*
6.40	Number of persons attending programs for adults	1,217	*2,129*
6.41	Total number of programs (Sum 6.35 + 6.37 + 6.39)	400	*346*
6.42	Total program attendance (Sum 6.36 + 6.38 + 6.40)	12,751	*8,232*

Best practices for children's programming

6.43	Does your library have a summer reading program?	Yes	*Yes*
6.44	Does your library provide outreach to children and/or families, childcare providers, and preschool teachers?	Yes	*Yes*
6.45	Does your library provide training in early literacy for parents or childcare providers , and preschool teachers?	No	*No*

Interlibrary loans and borrowings

6.46	Interlibrary loans lent using a shared catalog or integrated library system	90,499	*75,257*
6.47	Interlibrary loans lent to all other libraries not in shared catalog or integrated library system	160	*117*
6.48	Total loans lent to other libraries (Sum of 6.46 + 6.47)	90,659	*75,374*
6.49	Interlibrary loans borrowed using a shared catalog or integrated library system	152,937	*169,216*
6.50	Interlibrary loans borrowed from libraries not in shared catalog or integrated library system	462	*481*
6.51	Total loans borrowed from other libraries (Sum of 6.49 + 6.50)	153,399	*169,697*

Part 7 - OTHER INFORMATION

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

Volunteer services to the library.

7.1	Total number of volunteers (individuals)	25	
7.2	Total volunteer hours	3,966	*1,692*

Library salary schedule effective for the upcoming fiscal year

7.3 Library Director, hourly salary range (Do not enter symbols or commas, just numbers)

A.	Low:	$47.30	*$47.30*
B.	High:	$63.10	*$63.10*
C.	Fixed Amount:		

7.4 Assistant Director, hourly salary range

A.	Low:		*$32.94*
B.	High:		*$45.48*
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:	$25.49	*$24.25*
B.	High:	$35.12	*$33.41*
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:	$18.54	*$17.60*
B.	High:	$28.84	*$27.44*
C.	Fixed Amount:		

7.9 Library Clerk, hourly salary range

A.	Low:	$15.91	*$16.40*
B.	High:	$15.91	*$22.62*
C.	Fixed Amount:		

Library fees and fines

7.10 Fines for Overdue Books

A.	Fines:	$0.25	*$0.25*
B.	Time period for overdue book fines:	day	*day*

7.11 Fines for overdue videos

A.	Fines:	$0.25	*$0.25*
B.	Time period for overdue video fines:	day	*day*

7.12 Fines for other overdue material -- type of material

A.	Type of material:		
B.	Fines:	$0.25	*$0.25*
C.	Time period for other overdue material fines:	day	*day*

7.13	Charge for interlibrary loan	$1.00	*$1.00*

7.14 Charge for non-resident borrowing privileges per year

A.	Charge for individuals:	$95.00	*$95.00*
B.	Charge for family:	$95.00	*$95.00*

7.15	Number of circulations made without charge to non-residents	213,417	*209,303*

Friends of the Library, Library or District Board, and/or Library Foundation

7.16	Does your library have a library board?	Yes	*Yes*

7.17	Does your library have a Friends of the Library group?	Yes	*Yes*
7.18	Does your library have a Library Foundation?	Yes	*Yes*
7.19	Are you using the Public Library Standards published by the Oregon Library Association?	Yes	*Yes*

Part 8 - LIBRARY TECHNOLOGY

8.1	Total annual number of uses (sessions) of public Internet computers	18,709	*16,502*
8.2	Total number of Internet terminals used by general public	12	*7*
8.3	Number of wireless sessions provided by library annually	24,657	*13,496*
8.4	Type of Internet connection at main library	Fiber Optic	*Cable*
8.5	Internet speed at main library	Greater than 201Mbps	*11M-100Mbps*
8.6	Name of automation consortia library belongs to	LINCC	*LINCC*
8.7	Vendor of integrated library system (ILS)	Sirsi/Dynix	*Sirsi/Dynix*

Part 9 - LIBRARY FACILITIES

9.1	Square footage of main library. (NOTE: includes staff areas, enter 0 for bookmobiles)	21,000	*5,000*
9.2	Total system square footage (total of 9.1 + 9.8)	21,000	*5,000*

Please fill out a branch section for each branch or bookmobile.

9.3	Name of branch
9.4	Branch street address
9.5	Branch city
9.6	Branch zip code (5 digits)
9.7	Branch phone number
9.8	Branch square footage
9.9	Public service hours per year at this location
9.10	Number of weeks of the year this facility was open
9.11	Type of Internet connection of this facility
9.12	Internet connection speed of this facility

Part 10

10.1	I have reviewed and, if needed, updated the library directory information on the online directory at www.oregon.gov/osl/LD/Pages/directories.aspx.	Yes	*Yes*

Part 11 - LIBRARY PROGRESS REPORT
Library Progress Report for past fiscal year - Optional

This year Oregon City Library

11.1	Progress report for this past year. Please report on significant developments in your library this past fiscal year.	achieved a landmark goal with the completion of a 14,000 square foot addition to a 5,000 square foot 104 year old Carnegie. The addition opened in July 2016 and the renovated Carnegie opened in October 2016 to much fanfare and sense of accomplishment. Citizens love it; it is beautiful; and we are all so happy. Steps towards RFID went on this year, further updating our systems. Because of that and because of moving, our collection is tiny but it is growing again and looks really great on our new shelves. This was a banner year for Oregon City and we are so proud of what our City has accomplished with the support of the Friends, the Foundation, the Library Board, the staff, and citizens.	*Response has been entered.*

How does your library use the annual report data? Please indicate all that apply:

11.2a	Report to governing body	No	No
11.2b	Report to advisory groups	Yes	Yes
11.2c	Inform Friends groups and Foundations	No	No
11.2d	Manage resources (staff time, hours, collections)	Yes	No
11.2e	Inform strategic plan	Yes	Yes
11.2f	Establish quantitative measures of success	No	No
11.2g	Compare our library to peer libraries	Yes	Yes
11.2h	Identify usage and resource trends of the library	Yes	Yes
11.2i	Other: please specify		*n/a*

Part 12 - STATE USE ONLY

Administrative Entity

12.1	Population served	56622	*56622*
12.2	FSCS ID	OR0056	*OR0056*
12.3	Interlibrary relationship code	ME - Fed or coop Member	*ME - Fed or coop Member*
12.4	Legal basis code	LD - Library District	*LD - Library District*
12.5	Administrative structure code	SO - Single outlet, admin in	*SO - Single outlet, admin in*
12.6	FSCS public library definition	Yes	*Yes*
12.7	Geographic code	Cl2 - City nearly	*Cl2 - City nearly*

Main Service Outlet

12.8	Name of main service outlet	OREGON CITY PUBLIC LIBRARY	*OREGON CITY PUBLIC LIBRARY*
12.9	FSCS ID	OR0056	*OR0056*
12.10	FSCS ID sequence number	2	*2*
12.11	Outlet type code	CE	*CE*

Other Service Outlets

12.12   Name of branch (from 9.3)

12.13   FSCS ID

12.14   FSCS ID sequence number

12.15   Outlet type code

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

12.16	Name	Maureen Cole
12.17	Phone Number	(503) 657-8269
12.18	Email	mcole@orcity.org