

Oregon City Public Library
2019 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.

1.1	Official name of library	OREGON CITY PUBLIC LIBRARY	<i>OREGON CITY PUBLIC LIBRARY</i>
1.2	Street address	606 JOHN ADAMS	<i>606 JOHN ADAMS</i>
1.3	City (enter the city ONLY)	OREGON CITY	<i>OREGON CITY</i>
1.4	Zip	97045	<i>97045</i>
1.5	Mailing address	606 JOHN ADAMS	<i>606 JOHN ADAMS</i>
1.6	City (enter the city ONLY)	OREGON CITY	<i>OREGON CITY</i>
1.7	Zip	97045	<i>97045</i>
1.8	County	Clackamas	<i>Clackamas</i>
1.9	Library's main phone number (enter number without dashes or parentheses)	(503) 657-8269	<i>(503) 657-8269</i>
1.10	District or Cooperative Membership	LINCC	<i>LINCC</i>

1.11	Was there a boundary change in the legal service area in the last year?	No	<i>No</i>
1.12	Congressional District	5	<i>5</i>
1.13	Has the library or any of its branches moved or expanded in the last fiscal year	No	<i>No</i>
Number of public service outlets			
1.14	Central library	1	<i>1</i>
1.15	Branches	0	<i>0</i>
1.16	Bookmobiles	0	<i>0</i>
1.17	Other public service outlets	0	<i>0</i>
1.18	Number of registered users	20,072	<i>19,424</i>
1.19	Number of registered users added	3,266	

Part 2 - LIBRARY STAFF AS OF JUNE 30, 2019

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).

2.1	Number of librarians with ALA/MLS	4.00	<i>4.30</i>
2.2	Number of other persons holding the title of librarian	0.00	<i>0.00</i>
2.3	Total librarians in FTE (Sum of Lines 2.1 and 2.2)	4.00	<i>4.30</i>

2.4	Number of all other paid staff	10.63	<i>10.60</i>
2.5	Total paid staff in FTE (Sum of Lines 2.3 and 2.4)	14.63	<i>14.90</i>

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	\$150,000	<i>\$150,000</i>
3.2	County	\$0	<i>\$0</i>
3.3	District (Library district, community college district, school district)	\$2,365,269	<i>\$2,198,861</i>
3.4	Total local government (Sum of 3.1 - 3.3)	\$2,515,269	<i>\$2,348,861</i>
3.5	State government sources	\$8,484	<i>\$8,529</i>

Federal government sources

3.6	LSTA grants	\$0	<i>\$0</i>
3.7	E-rate telecommunications discount	\$0	<i>\$0</i>
3.8	Other federal funds	\$0	<i>\$0</i>
3.9	Federal government revenue (Sum of 3.6 - 3.8)	\$0	<i>\$0</i>
3.10	Other operating revenue	\$154,460	<i>\$137,829</i>

3.11	Total library operating revenue (Sum of 3.4, 3.5, 3.9, 3.10)	\$2,678,213	<i>\$2,495,219</i>
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SECTION B. CAPITAL REVENUE

3.12	Local government capital revenue	\$0	<i>\$0</i>
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3.13	State government capital revenue	\$0	<i>\$0</i>
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3.14	Federal government capital revenue	\$0	<i>\$0</i>
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3.15	Other capital revenue	\$0	<i>\$0</i>
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3.16	Total capital revenue (Sum of 3.12 - 3.15)	\$0	<i>\$0</i>
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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	\$774,582	<i>\$788,422</i>
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4.2	Employee benefits	\$408,901	<i>\$399,895</i>
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4.3	Total staff expenditures (Sum of 4.1 and 4.2)	\$1,183,483	<i>\$1,188,317</i>
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Library collection

4.4	Books and other print materials	\$107,406	<i>\$102,087</i>
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4.5	Periodicals and other serial subscriptions	\$6,562	<i>\$6,090</i>
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4.6	Total expenditure on print materials (Sum of 4.4 and 4.5)	\$113,968	<i>\$108,177</i>
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4.7	Electronic materials expenditures	\$47,387	<i>\$41,862</i>
4.8	Other materials expenditures	\$42,061	<i>\$40,121</i>
4.9	Total expenditures on collection (Sum of 4.6 + 4.7 + 4.8)	\$203,416	<i>\$190,160</i>
4.10	All other operating expenditures	\$668,767	<i>\$641,707</i>
4.11	Total library expenditures (Sum of 4.3 + 4.9 + 4.10)	\$2,055,666	<i>\$2,020,184</i>

SECTION B. CAPITAL OUTLAY

4.12	Library construction and related expenditures (incl. building sites)	\$0	<i>\$37,096</i>
4.13	Capital equipment expenditures (e.g. new automated systems)	\$0	<i>\$19,417</i>
4.14	Other capital outlay	\$76,871	<i>\$0</i>
4.15	Total capital outlay (Sum 4.12 - 4.14)	\$76,871	<i>\$56,513</i>

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	39,196	<i>34,661</i>
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5.2	Number of physical units added.	9,180	9,942
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Audio materials

5.3	Number of physical units (cassettes, records, compact discs, etc.)	5,929	5,470
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5.4	Number of physical units added.	620	838
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Video materials

5.5	Number of physical units	8,794	8,633
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5.6	Number of physical units added.	938	1,548
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Current print serial subscriptions

5.7	Number of subscriptions	201	174
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5.8	Number of subscriptions added.	27	6
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Other library materials

5.9	Number of physical units	528	457
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5.10	Number of physical units added.	155	153
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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)	54,648	49,395
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5.12	Total number of physical units added (Sum of 5.2 + 5.4 + 5.6 + 5.8 + 5.10)	10,920	12,487
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SECTION B - DIGITAL OR DOWNLOADABLE COLLECTION

E-books

5.13	Number of e-book units in Library2Go <i>(Enter 0 if your library is not a member)</i>	47,875	45,061
5.14	Number of e-book units added in Library2Go <i>(Enter 0 if your library is not a member)</i>	6,887	5,554
5.15	Number of e-book units owned locally or by consortia that are not part of Library2Go <i>Enter OverDrive Advantage titles here)</i>	5,921	5,050
5.16	Number of e-book units owned locally or by consortia added that are not part of Library2Go <i>Enter OverDrive Advantage titles here)</i>	2,485	1,617
5.17	Total units of e-books (Sum of 5.13 and 5.15)	54,359	50,111
5.18	Total units of e-books added (Sum of 5.14 and 5.16)	9,372	7,171

Digital Audio Materials

5.19	Number of digital audiobook units in Library2Go <i>(Enter 0 if your library is not a member)</i>	31,816	27,310
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5.20	Number of digital audiobook units added in Library2Go <i>(Enter 0 if your library is not a member)</i>	6,445	3,943
5.21	Number of digital audiobook units owned locally or by consortia that are not part of Library2Go	3,190	2,369
5.22	Number of digital audiobook units owned locally or by consortia added that are not part of Library2Go	790	748
5.23	Total digital audiobook units (Sum of 5.19 and 5.21)	30,992	29,679
5.24	Total units of digital audiobook units added (Sum of 5.20 and 5.22)	3,235	4,691
Digital Video Materials			
5.27	Number of digital video units owned locally or by consortia that are not part of Library2Go	0	0
5.28	Number of digital video units owned locally or by consortia locally added that are not part of Library2Go	0	0
5.29	Total digital video units (Sum of 5.25 and 5.27)	0	0
5.30	Total digital video units added (Sum of 5.26 and 5.28)	0	0
5.31	Total digital (downloadable and/or streaming) units (Sum of 5.17, 5.23, 5.29)	85,351	79,790
5.32	Total digital or (downloadable and/or streaming) units added (Sum of 5.18, 5.24, 5.30)	12,607	11,862
5.33	Total physical and digital units (Sum of 5.11 and 5.31)	139,999	129,185

5.34	Total physical and digital units added (Sum of 5.12 and 5.32)	23,527	24,349
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Electronic Collections

5.35	Number of Statewide electronic collections (formerly databases)	24	23
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5.36	Number of Statewide electronic collections (formerly databases) added	02	0
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5.37	Number of Local or Local Consortial electronic collections (formerly databases)	11	11
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5.38	Number of Local or Local Consortial electronic collections (formerly databases) added	0	0
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Total licensed databases

5.39	Total electronic collections (formerly databases) (Sum of 5.35 and 5.37)	35.00	34.00
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5.40	Total electronic collections (formerly databases) added (Sum of 5.36 and 5.38)	2	0
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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
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6.2	In a typical week, total hours open M-F (5:00pm to close)	8	8
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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	2,806	2,824
6.8	Total annual public service hours for all public outlets for the fiscal year. (Sum of 6.7 and 9.16)	2,806	2,824
6.9	Library visits (total annual attendance at all library facilities)	437,950	420,932
6.10	Successful retrievals from the statewide electronic collections (formerly databases)	2,211	1,270
6.11	Successful retrievals from purchased local or local consortial electronic collections (formerly databases)	19,266	20,275
6.12	Total of Successful retrievals of electronic information (Sum of 6.10 and 6.11)	21,477.00	21,545.00
Circulation of library materials at all facilities for the fiscal year			
6.13	Number of first-time circulation of adult materials	190,897	192,671
6.14	Number of renewals of adult materials	86,619	85,784
6.15	Number of first-time circulation of young adult (YA) materials	12,724	13,850

6.16	Number of renewals of young adult (YA) materials	7,947	8,884
6.17	Number of first-time circulation of children's materials	141,601	138,350
6.18	Number of renewals of children's materials	56,259	56,501
6.19	First-time circulation not separated into adult, YA or children's materials	0	0
6.20	Renewals not separated into adult, YA or children's materials	0	0
6.21	Total first-time circulation (sum of 6.13, 6.15, 6.17, 6.19)	345,222	344,871
6.22	Total renewals (sum of 6.14, 6.16, 6.18, 6.20)	150,825	151,169
6.23	Total circulation of adult materials (Sum of 6.13 and 6.14)	277,516	278,455
6.24	Total circulation of young adult (YA) materials (Sum of 6.15 and 6.16)	20,671	22,734
6.25	Total circulation of children's materials (Sum of 6.17 and 6.18)	197,860	194,851
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)	496,047	496,040
6.28	Number of circulations of Library2Go electronic materials	35,331	31,092
6.29	Number of circulations of local and/or other electronic materials (record local e-books and e-audio here)	12,604	8,105
6.30	Total number of circulations of electronic materials (Sum of 6.28 and 6.29)	51,339	39,197

6.31	Total circulation of physical and electronic materials (Sum of 6.27 + 6.30)	547,386	535,237
6.32	Electronic Content Use (Sum of 6.12 + 6.30)	72,816	60,742
6.33	Total Collection Use (Sum of 6.12 + 6.27 + 6.30)	568,863	556,782
6.34	Total number of reference transactions	12,073	10,252
Programs or presentations sponsored by the library			
6.35	Number of children's programs	356	391
6.36	Number of persons attending children's programs (adults and children)	18,516	15,294
6.37	Number of young adult programs	29	22
6.38	Number of persons attending young adult programs	348	166
6.39	Number of programs for adults or multi-generational audiences	176	165
6.40	Number of persons attending programs for adults or multi-generational audiences	2,419	2,910
6.41	Total number of programs (Sum 6.35 + 6.37 + 6.39)	561	578
6.42	Total program attendance (Sum 6.36 + 6.38 + 6.40)	21,283	18,370
6.43	Meeting room usage (total number of meetings/events <u>not</u> sponsored by library)	1,421	

Interlibrary loans and borrowings

6.44	Interlibrary loans lent using a shared catalog or integrated library system	116,602	<i>98,260</i>
6.45	Interlibrary loans lent to all other libraries not in shared catalog or integrated library system	304	<i>238</i>
6.46	Total loans lent to other libraries (Sum of 6.44 + 6.45)	116,906	<i>98,498</i>
6.47	Interlibrary loans borrowed using a shared catalog or integrated library system	165,085	<i>171,501</i>
6.48	Interlibrary loans borrowed from libraries not in shared catalog or integrated library system	515	<i>376</i>
6.49	Total loans borrowed from other libraries (Sum of 6.47 + 6.48)	165,600	<i>171,877</i>

Best practices for children's programming

6.50	Does your library have a summer reading program?	Yes	<i>Yes</i>
6.51	Does your library provide outreach to children and/or families, childcare providers, and preschool teachers?	Yes	<i>Yes</i>
6.52	Does your library provide training in early literacy for parents or childcare providers, and preschool teachers?	No	<i>No</i>

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)	57	32
7.2	Total volunteer hours	5,632	4,376

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:	\$47.76	\$47.54
B.	High:	\$59.64	\$65.65
C.	Fixed Amount:		

7.4 Assistant Director, hourly salary range

A.	Low:	\$33.32	\$32.38
B.	High:	\$41.60	\$44.69
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:	\$26.01	\$26.01
B.	High:	\$35.84	\$35.84

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:	\$18.89	<i>\$18.89</i>
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B. High:	\$29.42	<i>\$29.42</i>
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C. Fixed Amount:

7.9 Library Clerk, hourly salary range

A. Low:

B. High:

C. Fixed Amount:

Library fees and fines

7.10 Fines for Overdue Books

A. Fines:	\$0.25	<i>\$0.25</i>
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B. Time period for overdue book fines:	day	<i>day</i>
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7.11 Fines for overdue videos

A.	Fines:	\$0.25	<i>\$0.25</i>
B.	Time period for overdue video fines:	day	<i>day</i>

7.12 Fines for other overdue material -- type of material

A.	Type of material:	other	<i>other</i>
B.	Fines:	\$0.25	<i>\$0.25</i>
C.	Time period for other overdue material fines:	day	<i>day</i>

7.13	Charge for interlibrary loan	\$0.00	<i>\$0.00</i>
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7.14 Charge for non-resident borrowing privileges per year

A.	Charge for individuals:	\$95.00	<i>\$95.00</i>
B.	Charge for family:	\$95.00	<i>\$95.00</i>

7.15	Number of circulations made without charge to non-residents	296,047	<i>273,702</i>
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Friends of the Library, Library or District Board, and/or Library Foundation

7.16	Does your library have a library board?	Yes	<i>Yes</i>
7.17	Does your library have a Friends of the Library group?	Yes	<i>Yes</i>
7.18	Does your library have a Library Foundation?	Yes	<i>Yes</i>
7.19	Are you using the current Public Library Standards published by the Oregon Library Association?	Yes	<i>Yes</i>

Part 8 - LIBRARY TECHNOLOGY

8.1	Total annual number of uses (sessions) of public Internet computers	21,753	21,696
8.2	Total number of Internet terminals used by general public	15	15
8.3	Does your library provide wireless internet for your visitors?	Yes	
8.4	Number of wireless sessions provided by library annually	28,444	31,916
8.5	Upload speed of Internet at main library	382.45	Greater than 201Mbps
8.6	Download speed of Internet at main library	413.92	
8.7	Name of shared ILS consortium (if applicable) (Coastline, Oceanbooks, ROCC, Scappoose/St. Helens)	LINCC	LINCC
8.8	Vendor of integrated library system (ILS)	Sirsi/Dynix	Sirsi/Dynix
8.9	Number of library website visits	215,376	73,465

Part 9 - LIBRARY FACILITIES

9.1	Square footage of main library. (NOTE: includes staff areas, enter 0 for bookmobiles)	21,000	21,000
9.2	Total system square footage (total of 9.1 + 9.15)	21,000	21,000

Main Service Outlet

9.3	Name of main service outlet	OREGON CITY PUBLIC LIBRARY	<i>OREGON CITY PUBLIC LIBRARY</i>
9.4	FSCS ID	OR0056	<i>OR0056</i>
9.5	FSCS ID sequence number	002	<i>002</i>
9.6	Outlet type code	CE	<i>CE</i>
	Does library have multiple service outlets (Branches or Bookmobiles)?	No	
	YES - check the box and answer questions 9.16 - 9.19		
	NO - Skip to Part 10.		

For Part 9, please fill out a new group for each branch or bookmobile.

NOTE: Questions 9.7 through 9.15 are prefilled for you and locked. If there is a need for a change, please contact Ross Fuqua, Data & Federal Programs Consultant at ross.fuqua@state.or.us.

- 9.7 FSCS ID
- 9.8 FSCS ID sequence number
- 9.9 Name of branch
- 9.10 Branch street address
- 9.11 Branch city
- 9.12 Branch zip code (5 digits)
- 9.13 Branch phone number

- 9.14 Outlet type code
- 9.15 Branch square footage
- 9.16 Public service hours per year at this location
- 9.17 Number of weeks of the year this facility was open
- 9.18 Upload speed of Internet at this facility
- 9.19 Download speed of Internet at this facility

Part 10 - CONTACT INFORMATION and ADMINISTRATIVE DETAILS

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|------|--------------------------------|-------|-------|
| 10.1 | Population served | 60261 | 59585 |
| 10.6 | FSCS public library definition | Yes | Yes |

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

- | | | | |
|-------|---|-------------------|--------------------------|
| 10.8 | Name | Maureen Cole | <i>Maureen Cole</i> |
| 10.9 | Phone Number | (503) 657-8269 | <i>(503) 657-8269</i> |
| 10.10 | Email | mcole@orccity.org | <i>mcole@orccity.org</i> |
| 10.11 | Estimated time burden to complete survey (in hours) | 8 | |