



Lincoln County Library District Board
Work Session & Regular Meeting
Tuesday December 14, 2021
132 NE 15th and online
10:00 a.m.
Newport, OR 97365

Board Work Session #4 Funding Model Review		Agenda Attached
Agenda		
Call Regular Meeting to Order		President
Approval of the Agenda		President
Topic	Lead	Purpose Outcome
Public Comment	President	Anyone may speak at this time
Minutes Board Meeting November 9, 2021	President	Approval
Reports		
Board Reports	Board Members	Information
Director's Report	Director	Information
Financial Report	Director	Acceptance
Old Business		
Funding Model Review Next Steps	Director	Decision
New Business		
SDAO Conference Planning	Director	Decision
2021-2022 Library Reimbursement	Director	Approval
Good of the Order		Information
Next District Board Meeting January 11, 2022		Information
Adjourn	President	Motion

Lincoln County Library District

Board Virtual Work Session #4 on Funding Model Review

December 14, 2021, 10 a.m. - noon

Topic	Time	Lead	Purpose/ Outcome
Welcome and Introductions Project Purpose & Objectives	10 mins	MaryKay	Consider the two funding models that are in alignment with the Board's underlying district funding principles
Where we left off:	10 mins	MaryKay	Board request to run the numbers in the two models, to apply the elements to achieve the Board's funding objectives, recommend the optimum model and ways to mitigate negative impacts.
Population Source and Basis	15 mins	MaryKay	Explanation of how the population numbers were chosen
Funding Models presentation	40 mins with a break	Summer	Present the two models with numbers
Findings – Conclusions– Recommendations – Remedies	30 mins	Ruth	Analysis of the models and recommendations from the Project Team
Next steps & Meeting Evaluation	15 mins	Ruth	Clarify Staff Intermediate Work
Adjourn			

Lincoln County Library District Board
Notes from 11/9/2021 Board Work Session on funding model

MaryKay Dahlgreen, Brian Fodness, Carla Clark, Virginia Tardaewether, Chris Boyle, Kirsten Brodbeck-Kenney, Jane Cothron, Sue Bennett, Ruth Metz, Erin McCusker

MaryKay reviewed the purpose and objectives of the funding model review and the objectives of this meeting.

MaryKay shared a website that provides an overview of public library services in Oregon based on the Annual Statistical Report that is done by every public library in Oregon.

<https://public.tableau.com>

She shared the state law and rules that define what a public library is in the State of Oregon.

She reviewed the Oregon Library Association's Public Library Division's Public Library Standards. And she confirmed that these do guide the member and partner libraries.

Recommendation: Add standards to requirements to receive funding from the District

Erin shared statistics - a very healthy library system is shown by the statistics - outreach and programming and lots of circulation.

Ruth reviewed the Board's Values that are guiding the process and what the project team is working with as guides.

Ruth reviewed the three main parameters for a service model - dynamic to meet the purposes of the District; the "library as place" is fundamental; and "library services" as referenced in ORS 357 are continually evolving.

Ruth reviewed the funding model parameters. Consistency with the District formation legislative authority. Adequate funding of District for centralized and administrative services. Enables the objectives of the Board's strategic direction for library development. The member jurisdictions and non-member jurisdictions would be differentiated. Focused on bringing the full range and standard of service to District residents. The formula has objectives it meets. The member and partner recipients of District funds are contractually accountable.

Ruth reviewed the funding formula parameters - Formula elements

Ruth asked Board to look at slides again,

Under service model parameters - suggested that library services definition needs to be reviewed and updated regularly as times changed. Also look at library as place - is this only building or library as place is about services. Suggestion for a Board review and input from

library directors. Ongoing discussion about this - Can be talking proactively at the Board level about this.

On Funding Model Parameters - what happens to the District if all of the Lincoln County is annexed into a city? What happens in Siletz when there is a local agency?
Do we have processes in place to deal with these kinds of changes?

Formula parameters? Would like standardized statistical data collection so that we are talking apples to apples and the Board can then act in a way that is fair and equitable.
Also need to be able to figure out how people are using libraries -

Areas are assigned to a specific jurisdiction. What is the service area of each library? Not going to separate out the city populations for this model. Assigning areas is a bit messy.
Population designations will be assigned to certain libraries based on use flows as known.

UCSLD model - funds the District, funds the member libraries with a base that is made up of board designated elements and a population/per capita amount to the members and partners.

Alternative model - funds the District and then has several funding points that align with the Board's values and parameters and the strategic direction.

Both are principled the same way:

Allocation

Resident focused

Does the Board agree with the "Before the Fact" vs "After the Fact approach? YES!

Does the Board agree that it funds a District headquarters? YES!

Does the Board like that there is a member libraries' base? YES! Would like to increase if the member library meets more OLA standards

Does the Board agree with the element of member libraries' local revenue incentive? YES!
Waldport has local city revenue coming into the library and Siletz does not. This element would incentivize Siletz to come in with their own money - Give Waldport a flat amount acknowledging that their city is funding them as well as using District funds.

Does the Board agree with the element of member and partner libraries' site base? Perhaps, because it reminds the city council that it is a requirement to be a legally recognized public library in the State of Oregon. Acknowledges that each jurisdiction is running a physical site.

Does the Board agree with the member and partner district-area per capita? YES!
Can run in both ways - for the per capita, can use the full city population and unincorporated and provide population funding that way or running it with just the unincorporated.

Question about using zip code area - MK said that the zip code areas can subtract the city population and get the district area population.

Ask the librarians what they think about the philosophy of what the District is working toward?

Feels like the formula options align with the legislative intent of the District

Board would like to see formula options with all of the elements - run in varying ways.

Get a formula aligned with what the District direction is - There are ways to ease the transition.

Project Team will run the formula in various ways and see what the outcomes are, discuss the potential effects and how to mitigate them.

Process has been really good - I like it. It's been great, thank you.



Lincoln County Library District

Funding Model Review

LCLD Board Work Session #3

Virtual via Zoom

November 9, 2021

Lincoln County, OR

Project Objectives

The ultimate project purpose is for the Board to decide on a fund use structure and methods that best align with the legislative intent and purposes of the District.

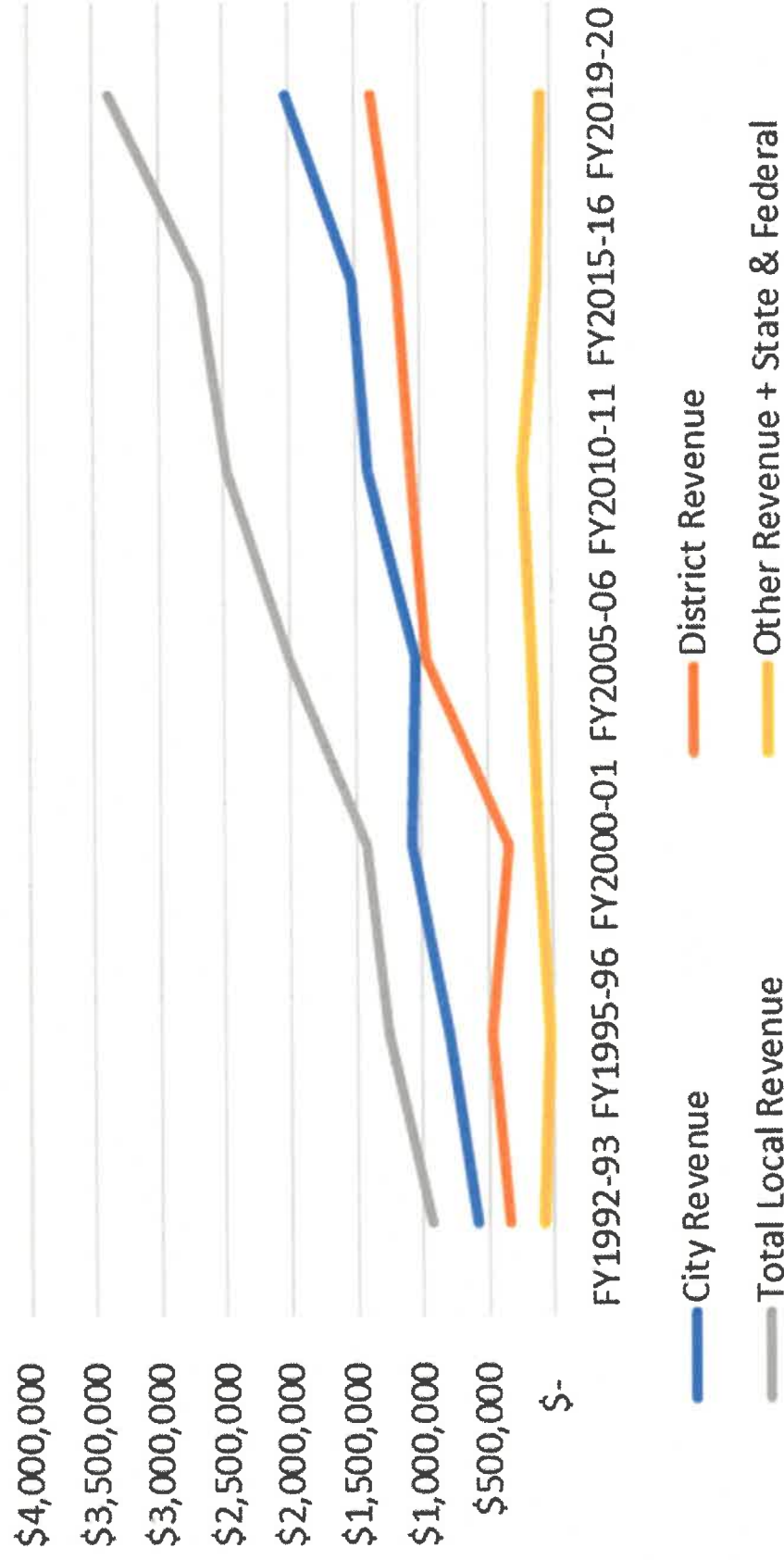
1. Understand the legislative intent of the District formation and its purposes.
2. Establish the principles and values the Board wants incorporated into funding options analyses.
3. Identify the optimal funding methods and/or formulae to support the intent, principles and values.
4. Understand how various scenarios will impact the District members, partners, and providers.
5. Ensure that future funding structure and methods most effectively enable the legislative intent and purposes of the District.

Agenda

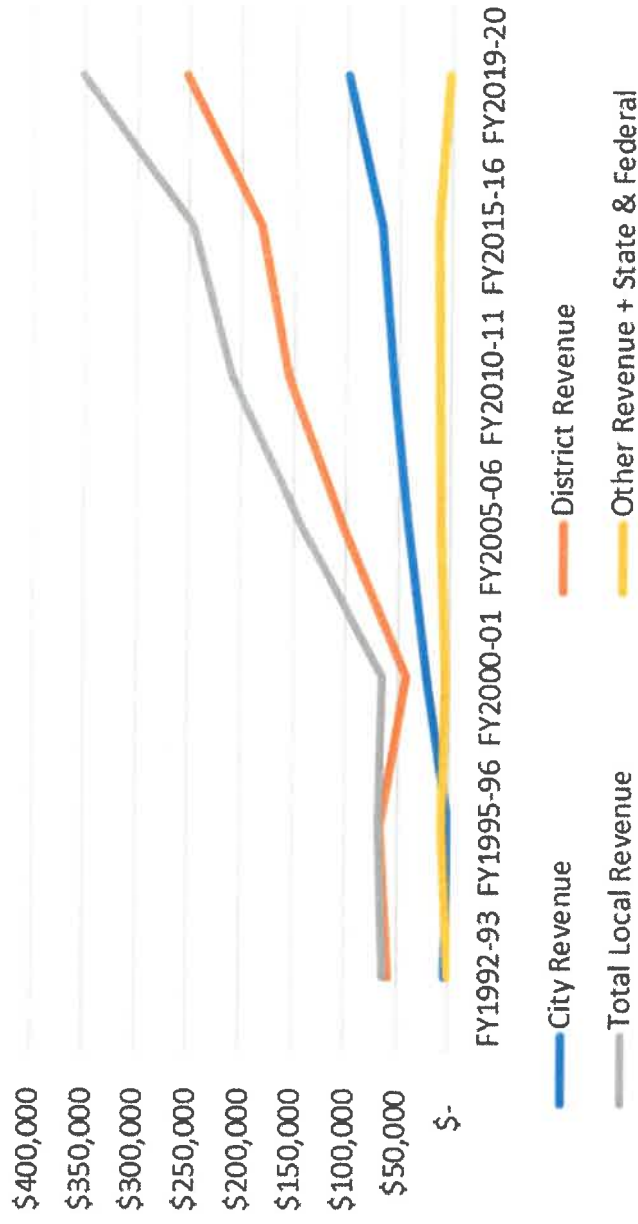
Topic	Time	Lead	Purpose/ Outcome
Welcome and Introductions Meeting Purpose & Objectives	10 mins	MaryKay	Consider Alternative funding models that are in alignment with the Board's underlying district funding principles
Statistics about LCLD over time: <ul style="list-style-type: none"> • Benefits of being part of the District over time • Public service transactions - public library services 	30 mins	Mary Kay	Answering the questions from the last meeting
Funding Model Concepts: Comparison & Clarification	60 mins including a 10 minute stretch break	Ruth MaryKay Erin	What elements to include in an alternative formula? Do they align with Board Values and Criteria?
Next steps & Meeting Evaluation Board Work Session #4 - December 14, 2021	20 mins	Ruth	Recommended alternative formula
Adjourn			

Benefits of District

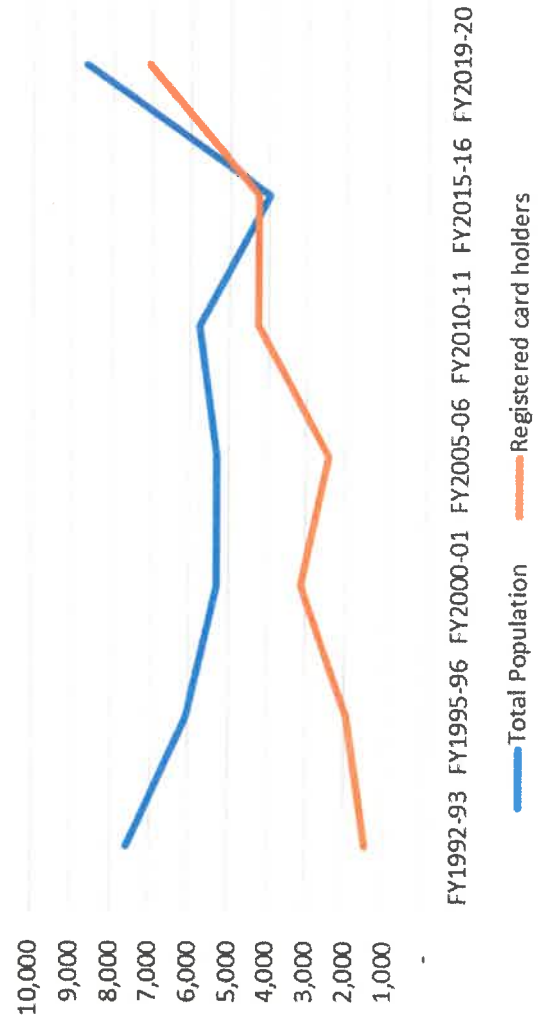
Revenue for LCLD Libraries



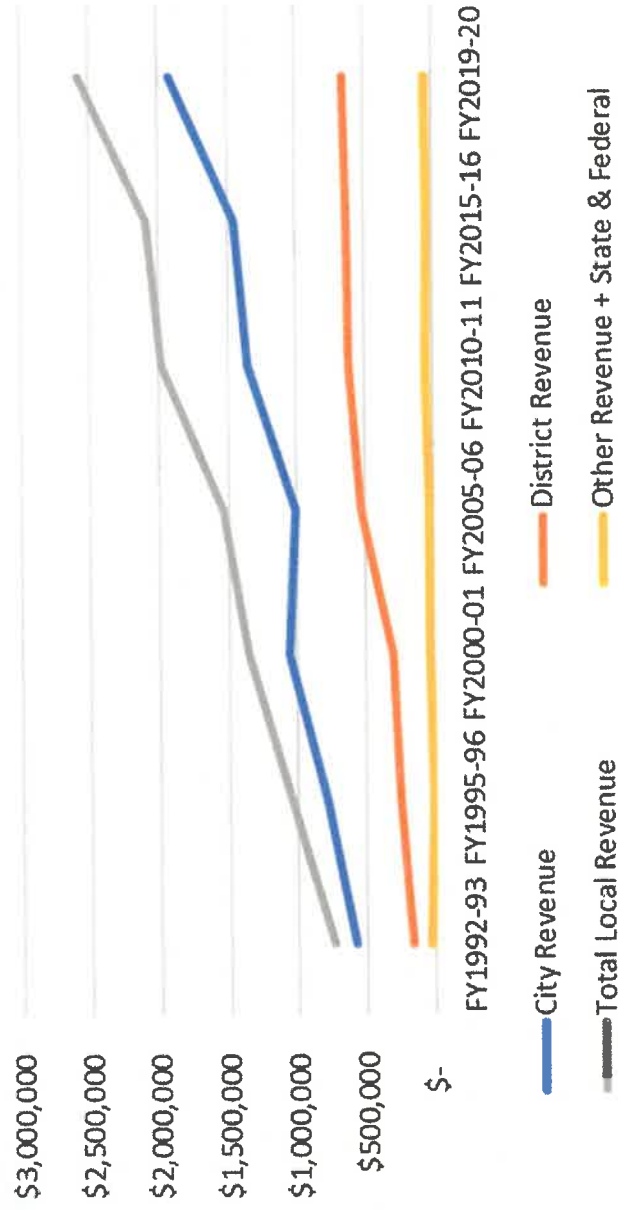
Member Libraries - Revenue Sources



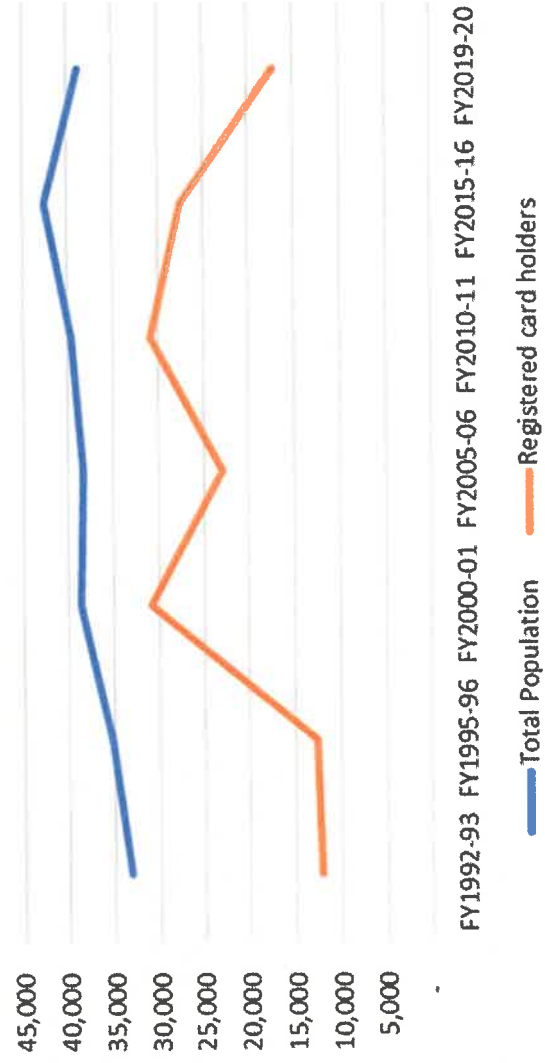
Member Libraries - Population & Card Holders



Partner Libraries - Revenue Sources



Partner Libraries - Population & Card Holders



Public Service Transactions

	Total Physical & Downloadable Units	Total circulation of adult materials	Total circulation of young adult (YA) materials	Total circulation of children's materials	Total circulation All Formats	Total ILLs loaned	Total ILLs borrowed
Driftwood	189,371	89,288	3,134	20,413	125,729	20,792	15,170
Newport	177,328	131,775	5,954	29,451	187,834	20,136	25,522
Siletz	115,745	4,191	146	2,459	7,492	296	56
Toledo	129,392	28,776	526	9,084	42,243	2,619	2,509
Waldport	123,458	42,146	501	9,335	57,260	1,093	3,531
Total	735,294	296,176	10,261	70,742	420,558	44,936	46,788

Public Service Transactions

	Total Licensed Databases	Total successful retrievals from all databases	Reference Transactions	Programs All Ages	Program Attendance	Outreach Programs - yes/no
Driftwood	26	662	3,036	115	2,339	Yes
Newport	33	21,985	11,899	388	13,833	Yes
Siletz	24	7	474	172	1,284	Yes
Toledo	27	266	2,166	85	3,360	Yes
Waldport	27	57	4,176	306	4,750	Yes
Total	137	22,977	21,751	1,066	25,566	

The Board's Values

- The Board has fiduciary responsibility for providing library services to residents of the District service area.
- The service model and funding will be directed toward enabling equitable service to the residents of the District.
- Allocation of funds will be equitable and fair.
 - Equitable means the quality of being fair and impartial.
 - Fair means just or appropriate in the circumstances.
- It is not sustainable for the Board to use district funds to restore lost municipal funding to partner libraries and therefore it cannot be a policy of the Board.
- There should be an understanding built and sustained over time between the district administration and the funding recipients about the nature and purpose of the District, Board, and funds.

Service Model Parameters

The service model for the District can and should be dynamic to meet the purposes of the District.

“Library as place” is fundamental to providing District library service.

“Library Services” as referenced in ORS 357 are constantly evolving in nature and in form and manner of delivery. Library services typically are defined by professional and industry standards that include public library statistics gathered at the State and Federal level and by the Oregon Library Association Standards.

Funding Model Parameters

Is consistent with the District formation legislative authority and purpose which is to provide library services to the residents of the District service area.

Adequately fund centralized and District administrative functions to fund objectives.

Enables the objectives of the Board's strategic direction for library development, such as in the current and future strategic plans and initiatives of the Board.

Differentiates member jurisdictions from non-member jurisdictions and service providers.

Is directed toward bringing the full range and standard of service to residents throughout the District service area.

Delineates the objectives of any formula or combination of formulas.

Member and partner recipients of District funds are contractually accountable for using the funds in the interests of the District.

Funding Formula Parameters

Funding objectives are clearly identified and then attached to a formula element that is expected to achieve the objective.

Formula elements can be explained to support specific funding model objectives, such as:

- Provides incentives for member jurisdictions to grow local funding levels
- Provides a base amount to help members meet OLA standards
- Provides funds for partners that serve district-area residents
- Provides "library as place" allotment

Allocates funds to partner libraries in fair proportion.

Is based on clear, concrete, factual, impartial, and calculable numbers from reliable sources.

Can be applied consistently and administered routinely and mechanically by District staff.

Can be tuned or changed to improve the alignment of funding with the formula objectives and evolving circumstances.

Funding Model Comparison



UCSLD Funding Model Comparison

COMPARED TO NOW:

STRUCTURE ELEMENTS:

- District headquarters
- Member libraries' Base
 - Personnel
 - Collections
 - Operations & Maintenance
- Member and Partner libraries' Population

- "Before the Fact" vs "After the Fact" Approach

- Base and Population for Members and Population for Partners
- LCLED distribution formula based on output: Operating budgets + Circulation
- Meets all Board Values/Parameters especially: District resident oriented
- Meets all Formula Parameters, especially 4 & 5: Impartially and reliably calculable
- Major Effect: Rebalances Members' and Partners' share of revenue

Alternative Funding Model

Comparison

STRUCTURE ELEMENTS:

- District headquarters
- Member libraries' base
- Member libraries' local revenue incentive
- Member and Partner libraries' site base
- Member and Partner district-area per capita

COMPARED TO NOW:

- "Before the Fact" vs "After the Fact" Approach
 - Alternative: base and per capita
 - LCLED distribution formula based on output: Operating budgets + Circulation
- Meets all Board Values/Parameters especially: District resident oriented
- Meets all Formula Parameters, especially 4 & 5: Impartially and reliably calculable
- Major Effect: Rebalances Members' and Partners' share of revenue

Summary: Framework for Funding Model

Recommending an Alternative Formula to Staff

1. What elements to include in an alternative formula?
2. Do they align with Board Values and Parameters?

Next Steps

1. Final Work Session – December 14 – 10 AM – Will review formula numbers and discuss effects
2. Other?

Work Session Wrap-up

- What worked for you in this session, what would have been better?
- Final remarks?

Thank you for your time



Minutes
Lincoln County Library District
Board Meeting
November 9, 2021
132 NE 15th Newport, OR and Zoom
12:00 p.m.

ATTENDANCE—BOARD

Brian Fodness
Chris Boyle
Virginia Tardaewether
Carla Clark

ATTENDANCE—STAFF

MaryKay Dahlgreen, District Director

CALL TO ORDER

Board President Brian Fodness called the Regular Board Meeting to order at 12:20 p.m.

CALL THE ROLL AND ESTABLISH QUORUM

Quorum was established.

APPROVAL OF AGENDA

PUBLIC COMMENT

APPROVAL OF MEETING MINUTES

MaryKay made a correction to the time the meeting ended from 2:50 p.m. to 12:50 p.m. Chris moved and Carla seconded approval of the Regular Board minutes of October 19, 2021. Passed unanimously.

BOARD MEMBER REPORTS

DIRECTOR'S REPORT

Discussions have started about the Lincoln County Reads 2022.

MaryKay was on the conference committee for the REFORMA national conference which was held November 4-7, 2021. It was a success.

MaryKay reported on holiday closures for Veteran's Day and Thanksgiving.

FINANCIAL REPORT

First report from new bookkeeper, Marina. Virginia moved and Chris seconded that the financial report be accepted. Vote to accept was unanimous.

OLD BUSINESS

Funding Model Review Next Steps

Nothing was brought up in the work session that would require a vote at this point.

NEW BUSINESS

GOOD OF THE ORDER

NEXT DISTRICT BOARD MEETING

The Board agreed that the next regular meeting would be combined with a work session on the funding model project. It was agreed that the regular meeting be held on December 14, 2021 after the work session which will start at 10:00 a.m.

ADJOURNMENT

Meeting adjourned at 12:30 p.m.



Library Director's Report December 2021

General Updates

We had our first planning meeting for Lincoln County Reads 2022. There will be a representative for each library in Lincoln County. Next steps will be to select the book.

On November 18, 2021 I was on the radio show, Newport Today, with Laura Kimberly from the Newport Public Library. We talked about activities in our libraries and services we all provide.

On November 29, 2021 I participated in a town hall meeting about the State Library of Oregon Five Year Plan for Library Services and Technology Act Funds.

We received a \$1000 general purpose grant from the Oregon Community Foundation.

The 2021 Ready to Read Grant report was completed and submitted to the State Library of Oregon. LCLD used our funds to pay for virtual summer reading program performances.

I spoke with David Ulbricht from SDAO about obtaining financing to purchase our current location. He will do some research and provide us with information on financing possibilities. He has also offered to come to the January 2022 meeting to speak with the Board.

On December 1, 2021 I attended the Driftwood Library Board meeting via zoom to talk about LCLD services and gave an overview of the Board philosophy behind the funding model work currently taking place.

On December 8, 2021 I had a conversation and shared resources with Naomi Steenson from the Yachats Library Commission about their plan to hire a part time library director.

On December 9, 2021 Mary Markland from the Guin Library at HMSC hosted our directors group for a tour of the Library and the new Marine Studies Building, including the Innovation Lab.

Upcoming

December 15, 2021 Grinch Storytime for Shangri La Leap program.

December 16, 2021 First Advisory Board meeting for ILS Feasibility Study.

December 24, 2021 Christmas Holiday CLOSED

December 31, 2021 New Years Holiday CLOSED

Lincoln County Library District
Statement of Revenues and Expenditures - Cash Basis
November and FYID 21/22

	Current Period Actual	Year to Date Actual	Bennial to Date	Biennial Budget
Revenues				
4000 Revenues				
4010 Library Services and Technology Reading Grant				\$ 15,000.00
4020 Chinook Library Network				\$ 44,000.00
4030 Dolly Parton Imagination Library				\$ 10,000.00
4050 Lincoln County Law Library		\$ 12,828.90	\$ 12,828.90	\$ 26,000.00
4060 Previously Levied Taxes	\$ 21,028.40	\$ 31,299.53	\$ 31,299.53	\$ 80,000.00
4070 Ready to Read Grant				\$ 9,000.00
4080 Siletz				
4081 Siletz-Carry-over				
4082 Siletz-City of Siletz				\$ 2,000.00
4083 Siletz-Interest				\$ 100.00
4084 Siletz-Miscellaneous	\$ 322.19	\$ 8,141.19	\$ 8,141.19	\$ 5,000.00
4090 State Forestry		\$ 7,034.66	\$ 7,034.66	\$ 30,000.00
4104 Property Tax Revenue 20/21	\$ 1,721.98	\$ 35,910.57	\$ 35,910.57	
4105 Property Tax Revenue 21/22				\$ 1,407,691.50
4106 Property Tax Revenue 22/23				\$ 1,407,691.50
4800 Interest Income	\$ 11.38	\$ 54.18	\$ 54.18	\$ 2,000.00
4900 Miscellaneous Income	\$ 2,741.86	\$ 13,656.86	\$ 13,656.86	\$ 10,000.00
Total 4000 Revenues	\$ 25,825.81	\$ 108,925.89	\$ 108,925.89	\$ 3,048,483.00
Services				
Available Cash On Hand				\$ 400,000.00
Total Revenues	\$ 25,825.81	\$ 108,925.89	\$ 108,925.89	\$ 3,448,483.00
Expenditures				
5000 Personnel Services				
5100 Salaries and Wages	\$ 24,013.86	\$ 119,200.02	\$ 119,200.02	\$ 610,640.00
5200 Payroll Taxes	\$ 2,628.78	\$ 10,846.42	\$ 10,846.42	\$ 60,000.00
5250 Payroll Fees	\$ 186.26	\$ 1,004.80	\$ 1,004.80	\$ 4,632.00
Total 5000 Personnel Services	\$ 26,828.90	\$ 131,051.24	\$ 131,051.24	\$ 675,272.00
5300 Employee Benefits				
5305 Health Benefits	\$ 1,445.10	\$ 7,225.50	\$ 7,225.50	\$ 36,684.00
5310 Retirement Benefits		\$ 3,959.68	\$ 3,959.68	\$ 23,736.00
Total 5300 Employee Benefits	\$ 1,445.10	\$ 11,185.18	\$ 11,185.18	\$ 60,420.00
6000 Materials and Services				
6010 Professional Services				
6011 Accounting Services	\$ 450.00	\$ 7,150.00	\$ 7,150.00	\$ 30,000.00
6012 Legal Services			\$ -	\$ 2,000.00
6013 IT Services			\$ -	\$ 3,000.00
6014 General Services	\$ 5,531.25	\$ 5,531.25	\$ 5,531.25	
6015 Misc. Services			\$ -	\$ 30,000.00
Total 6010 Professional Services	\$ 5,981.25	\$ 12,681.25	\$ 12,681.25	\$ 65,000.00
6030 General Office Expenses				

Lincoln County Library District
Statement of Revenues and Expenditures - Cash Basis
November and FYTD 21/22

	Current Period Actual	Year to Date Actual	Bennial to Date	Biennial Budget
Revenues				
6031 Office Supplies	\$ 23.88	\$ 91.93	\$ 91.93	\$ 5,000.00
6032 Office Equipment			\$ -	\$ 5,000.00
6033 Online Expenses	\$ 206.00	\$ 1,333.57	\$ 1,333.57	\$ 7,000.00
6036 ByWater Solutions			\$ -	\$ 44,000.00
6040 Copier Lease	\$ 224.00	\$ 1,005.26	\$ 1,005.26	\$ 7,000.00
6050 Mileage			\$ -	\$ 5,000.00
6055 Orbis Cascade Alliance Courier		\$ 4,038.00	\$ 4,038.00	
6056 OCAC - LCLD			\$ -	\$ 10,000.00
6060 Postage	\$ 76.58	\$ 109.72	\$ 109.72	\$ 5,000.00
6065 Professional Materials		\$ 221.77	\$ 221.77	\$ 3,000.00
6070 Public Relations	\$ 100.00	\$ 500.00	\$ 500.00	\$ 5,000.00
6075 Rent and Utilities			\$ -	
6076 Electricity		\$ 144.42	\$ 144.42	\$ 4,000.00
6077 Maintenance and Supplies	\$ 60.00	\$ 252.08	\$ 252.08	\$ 4,000.00
6078 Gas			\$ -	
6079 Rent		\$ 7,800.00	\$ 7,800.00	\$ 34,000.00
6080 Telephone and Internet	\$ 134.97	\$ 667.25	\$ 667.25	\$ 4,000.00
6081 LCLD Garbage		\$ 111.60	\$ 111.60	\$ 1,000.00
6082 LCLD Water		\$ 297.08	\$ 297.08	\$ 4,000.00
6100 Supplies			\$ -	
6105 Vans			\$ -	
6106 Fuel	\$ 258.06	\$ 1,204.96	\$ 1,204.96	\$ 6,000.00
6107 Maintenance			\$ -	\$ 4,000.00
6108 Supplies		\$ 53.09	\$ 53.09	\$ 3,000.00
Total 6030 General Office Expenses	\$ 1,083.49	\$ 17,830.73	\$ 17,830.73	\$ 160,000.00
6300 Travel/Training/Membership				
6310 Membership Fees	\$ 255.00	\$ 1,114.37	\$ 1,114.37	\$ 10,000.00
6320 Registration/Training/Travel			\$ -	
6321 Registration			\$ -	
6322 Travel/Meals/Housing		\$ 555.00	\$ 555.00	\$ 10,000.00
Total 6300 Travel/Training/Membership	\$ 255.00	\$ 1,737.41	\$ 1,737.41	\$ 30,000.00
6400 Operating Fees/Insurance				
6401 Misc. Fees				\$ 1,500.00
6410 Business Insurance				\$ 15,000.00
6420 Election Fees				\$ 5,000.00
6430 Legal Notices		\$ 540.00	\$ 540.00	\$ 3,500.00
Total Operating Fees/Insurance	\$ -	\$ 540.00	\$ 540.00	\$ 25,000.00
6500 Reimbursement/Library Development				
6505 Contracted Library Services				\$ 1,970,768.00
6510 Cataloging/Interlibrary Loan/Reference				
6511 OCLC	\$ 3,778.17	\$ 20,207.54	\$ 20,207.54	\$ 150,000.00
Total 6510 Cataloging/Interlibrary Loan/Reference	\$ 3,778.17	\$ 20,207.54	\$ 20,207.54	\$ 2,120,768.00
6520 Library Development				

Lincoln County Library District
Statement of Revenues and Expenditures - Cash Basis
November and FY10 21/22

	Current Period Actual	Year to Date Actual	Bennial to Date	Biennial Budget
Revenues				
6521 Support Local Libraries			\$ -	\$ 10,000.00
6523 Special Projects (Dolly Parton Imag. Library)			\$ -	\$ 9,000.00
6524 Summer Reading Programs		\$ 561.55	\$ 561.55	\$ 19,000.00
Total 6521 Support Local Libraries		\$ 561.55	\$ 561.55	\$ 19,000.00
6525 Online Databases				
6526 Library2Go (Overdrive)		\$ 4,997.77	\$ 4,997.77	\$ 9,000.00
6527 Mango Languages				\$ 400.00
6528 ProQuest (Heritage Quest)				\$ 4,000.00
6529 Misc. Databases				
Total 6525 Online Databases	\$ -	\$ 4,997.77	\$ 4,997.77	\$ 13,400.00
6550 Siletz				
6551 Materials, Supplies and Services	\$ 88.74	\$ 5,140.06	\$ 5,140.06	\$ 2,000.00
6554 Siletz Electricity	\$ 172.66	\$ 950.42	\$ 950.42	\$ 4,000.00
6555 Siletz Collection Development	\$ 563.72	\$ 2,189.99	\$ 2,189.99	\$ 8,000.00
6556 Siletz Water/Sewer	\$ 96.00	\$ 384.00	\$ 384.00	\$ 2,400.00
6557 Siletz Copier Lease	\$ 40.00	\$ 424.00	\$ 424.00	\$ 3,000.00
6558 Siletz Internet and Phone	\$ 163.61	\$ 815.85	\$ 815.85	\$ 3,000.00
6559 Siletz Gas	\$ 40.42	\$ 118.20	\$ 118.20	\$ 2,000.00
6560 Siletz Alarm	\$ 85.17	\$ 455.17	\$ 455.17	\$ 700.00
6561 Siletz Programming	\$ 133.01	\$ 174.52	\$ 174.52	\$ 1,820.00
6562 Siletz Repair & Maintenance	\$ 75.00	\$ 1,281.43	\$ 1,281.43	\$ 4,000.00
6563 Siletz Useful		\$ 2,614.00	\$ 2,614.00	
Total 6550 Siletz	\$ 1,458.33	\$ 14,547.64	\$ 14,547.64	\$ 30,920.00
Total 6520 Library Development	\$ 1,458.33	\$ 20,106.96	\$ 20,106.96	\$ 194,320.00
6600 Library Reimbursement				
Lincoln City				
Newport				
Toledo				
Waldport				
Total Library Reimbursement				
6700 Bank Charges & Fees	\$ 25.95	\$ 158.10	\$ 158.10	
Total 6000 Materials and Services	\$ 12,582.19	\$ 73,261.99	\$ 73,261.99	
Uncategorized Expense				
7000 Capital Outlay				
7010 Office Furniture and Equipment				
7011 Van Replacement				\$ 10,000.00
7020 Van				
Total 7000 Capital Outlay				
Operating Contingency				
Unappropriated Ending Balance				\$ 166,157.00
Total Expenditures	\$ 40,856.19	\$ 215,498.41	\$ 215,498.41	\$ 3,463,483.00

MEMO

To: MaryKay Dahlgreen, District Librarian
Lincoln County Library District

From: Kirsten Brodbeck-Kenney
Director, Driftwood Public Library (Lincoln City)

Date: December 7, 2021

Subject: Annual Report to Lincoln County Library District on Library Standards

Attached is Driftwood Public Library's "2021 Oregon Public Library Statistical Report." Driftwood Public Library meets or exceeds the requirements for Essential service in all categories of the Oregon Library Association Standards for Public Libraries. This memo and the attachment serve to meet our contractual requirements with the Lincoln County Library District.

During the 2020-21 fiscal year, circulation to LCLD patrons was 18,164. Our total circulation for the year was 54,421.

A. Library Governance - Essential

Driftwood Public Library meets the Essential standard level for services and leadership. The library also meets the Essential level for policies and procedures.

B. Staff - Enhanced

DPL meets Exemplary standards for Human Resources. The library meets the Essential level for Diversity and Community Engagement. The library meets the Enhanced level for Staff Duties and Responsibilities. The library also meets the Exemplary level for Staff Development and Learning.

C. Materials - Enhanced

DPL readily meets the Exemplary level for Collection Management, and the Enhanced level for Community Access to the Collection. Further attention and resources directed at adult basic skills and English Language Learner materials would bring this score to Exemplary overall.

D. Services and Programs Standards – Exemplary

DPL's services and programs meet all Exemplary standards in this category.

E. Technology - Enhanced

DPL meets the Enhanced level in terms of Technology Access and Assistance. The library meets the Enhanced level in the Community Needs category; in order to do better, the library needs to increase its assistive technology resources and increase staff training in recognizing and serving patrons with disabilities. DPL meets the Exemplary level for Community Engagement in Technology Decisions. We meet the Exemplary level for Technology Resource Management.

F. Community Engagement and Advocacy - Exemplary

The library meets the Enhanced level for Community Engagement; policies pertaining to library partnerships would bring this score up. The library meets the Exemplary level for Advocacy.

G. Facilities - Enhanced

DPL meets the Enhanced level in the Community Anchor category. The library also meets the Exemplary level in terms of Design. A facilities plan to accompany the library's Long Range Plan is needed in order to meet the standards for Assessment and Planning.

Notes About Driftwood Public Library

The DPL building was closed to the public from March 2020 until mid-June 2021. During this closure, the library provided checkouts via curbside service, as well as electronic materials access and other virtual services and programming. The library served 8,138 individuals curbside, and issued 223 new cards through our "Closure Card" program (allowing patrons to sign up for a library card online).

30

2021 Oregon Public Library Statistical Report

DRIFTWOOD PUBLIC LIBRARY

Kirsten Brodbeck-Kenney
801 SW Hwy 101 #201
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O: 541-996-2277

Kirsten Brodbeck-Kenney

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O: 541-996-1251

Application Form

Part 1 - General Information (& Patrons)

Please find instructions and definitions here.

Question 118 Registered Users*

Please report the number of registered patrons at your library as of June 30.

15338

Question 119 Registered Users Added*

Please report the number of new patrons added during this past fiscal year.

261

Registered Users notes

If either 118 or 119 had a significant change from the previous year, please provide a brief explanation.

Part 2 - Staff & Volunteers

Please find instructions and definitions here.

Question 201 Librarians with ALA MLS*

2

Question 202 Other persons holding title of librarian*

0

Question 204 All other paid staff*

7

Staffing notes

If your library's staffing has changed significantly from the previous year, please briefly explain the change.

Question 206 Total number of volunteers*

20

Question 207 Total volunteer hours*

832

Question 208 Library Board or District Board*

Advisory board (appointed)

Question 209 Friends of the Library*

Yes

Question 210 Library Foundation*

Yes

Part 3 - Revenue

Please find instructions and definitions here.

Question 301 City Revenue*

\$825,146.00

Question 302 County Revenue*

\$0.00

Question 303 District Revenue*

\$246,293.00

Question 305 State Revenue*

\$0.00

Question 306 LSTA and CARES Act Grant Revenue*

Include any CARES Act grant funding received by the State Library of Oregon here. Report CARES Act funds received from other sources in 308.

\$9,003.00

Question 307 Did your library participate in E-Rate*

Did your library take advantage of discounted telecommunications services through the federal E-Rate Program during this fiscal year?

No

Question 308 Other Federal Revenue*

\$0.00

Question 310 Other Operating Revenue*

\$6,774.00

Operating Revenue notes

If any of your library's Operating Revenue categories (301 - 310) have changed significantly from the previous year, please briefly explain the change. Alternately, if your City, County, or District Revenue (301 - 303) has *not changed* at all from the previous year, please explain.

Question 312 Local Capital Revenue*

\$0.00

Question 313 State Capital Revenue*

\$0.00

Question 314 Federal Capital Revenue*

\$0.00

Question 315 Other Capital Revenue*

\$0.00

Capital Revenue notes

If any of your library's Capital Revenue categories (312 - 315) have changed significantly from the previous year, please briefly explain the change.

Part 4 - Expenditures

Please find instructions and definitions here.

Question 401 Salaries and Wages Expenditures*

\$506,379.00

Question 402 Employee Benefits Expenditures*

\$327,331.00

Question 404 Books and Print Materials Expenditures*

\$75,600.00

Question 405 Periodicals Expenditures*

\$200.00

Question 407 Electronic Materials Expenditures*

\$11,200.00

Question 408 Other Materials Expenditures*

\$0.00

Question 410a All Other Operating Expenditures*

\$152,229.00

Question 410b Internal service charges

For municipal and county-based libraries *only*. Please tell us what typical internal service charges (if any) are included in the amount reported in 410 (All Other Operating Expenditures). These services may be provided inclusively by your city or county. Please select all that apply:

Facilities
Human Resources
Information Technology
other

Operating Expenditures notes

If any of your library's Operating Expenditure categories (401 - 410) have changed significantly from the previous year, please briefly explain the change. Alternately, if any of these categories have *not changed at all* from the previous year, please explain.

Question 412 Library Construction Expenditures*

\$0.00

Question 413 Capital Equipment Expenditures*

\$0.00

Question 414 Other Capital Expenditures*

\$0.00

Capital Expenditures notes

If any of your library's Capital Expenditure categories have changed significantly from the previous year, please briefly explain the change.

Part 5 - Collections

Please find instructions and definitions here.

Question 501 Print Items*

82475

Question 502 Print Items Added*

5849

Question 503 Physical Audio Items*

4916

Question 504 Physical Audio Items Added*

247

Question 505 Physical Video Items*

9156

Question 506 Physical Video Items Added*

977

Question 507 Other Physical Library Materials*

Report a single figure that includes the following: all circulating physical items *other* than print books (501) physical audio units (503), physical video units (505), and serials. These are materials in a fixed, physical format available for use outside the library. These can include a variety of items types, such as wi-fi hotspots, sewing machines, cake pans, tools, puppets, toys, kits, fishing rods, GPS units, telescopes, etc. Report uncataloged paperbacks that are tracked and treated as part of the permanent collection here. Do not count paperback exchanges, microforms, loose sheet music, maps, or pictures.

20

Question 508 Other Physical Library Materials Added*

Number of other circulating physical items (see 507) added between July 1 and June 30.

0

Physical Collections notes

If any of your library's physical collections categories (501 - 508) have changed significantly from the previous year, please briefly explain the change. Alternately, if any of these categories have *not changed at all* from the previous year, please explain.

Question 511 Ebook units in Library2Go*

If your library is a member of the Oregon Digital Library Consortium (ODLC)/Library2Go, please enter **72,697** here. If your library is not a member, please enter 0.

73216

Question 512 Ebook Units Added to Library2Go*

If your library is a member of the Oregon Digital Library Consortium (ODLC)/Library2Go, please enter **7,998** here. If your library is not a member, please enter 0.

8289

Question 513 Ebook Units Owned or Licensed Locally other than Library2Go Collection*

0

Question 514 Ebook Units Added Owned or Licensed Locally*

0

Question 517 Digital Audiobook Units in Library2Go*

If your library is a member of the Oregon Digital Library Consortium (ODLC)/Library2Go, please enter **34,214** here. If your library is not a member, please enter 0.

34476

Question 518 Digital Audiobook Units Added in Library2Go*

If your library is a member of the Oregon Digital Library Consortium (ODLC)/Library2Go, please enter **4,292** here. If your library is not a member, please enter 0.

4457

Question 519 Digital Audiobook Units Owned or Licensed Locally*

0

Question 520 Digital Audiobook Units Added Owned or Licensed Locally*

0

Question 525 Digital Video Units Owned or Licensed Locally*

0

Question 526 Digital Video Units Added, Owned or Licensed Locally*

0

Question 533 Number of Spanish language items*

Please enter the number of items in your library's collection that are in Spanish.

2229

Question 534 Items in other languages

Please check all that apply for items in the library's collection which are in languages *other than* English or Spanish.

French

Question 535 Databases Licensed Locally or by local consortium*

1

Question 536 Databases Added Licensed Locally or by local consortium*

0

Digital Collections notes

If any of your library's digital collections statistics (511 - 536) have changed significantly from the previous year, please briefly explain the change. Alternately, if any of these categories have *not changed at all* from the previous year, please explain.

Currently, we only maintain one non-SDLC database.

Part 6 - Circulation & Collection Use

Please find instructions and definitions here.

Question 602 Successful Retrievals from Local Databases*

72

Question 610 First time Circulation of Adult Materials*

22485

Question 611 Renewals of Adult Materials*

22086

Question 612 First time Circulation of Young Adult Materials*

670

Question 613 Renewals of Young Adult Materials*

598

Question 614 First time Circulation of Childrens Materials*

4562

Question 615 Renewals of Childrens Materials*

4015

Question 616 First time Circulation of Other library materials*

Circulation of all physical items *other* than print books, physical audio units, physical video units, and serials. These are materials in a fixed, physical format available for use outside the library. These can include a variety of items types, such as wi-fi hotspots, sewing machines, cake pans, tools, telescopes, board games, video games, etc.

48

Question 617 Renewals of Other library materials*

Count renewals of Other library materials (as defined above in 616).

64

Question 618 First time Circulation of Materials not separated into above categories*

0

Question 619 Renewals of Materials not separated into above categories*

0

Question 630 Circulation of Library2Go Materials*

12734

Question 631 Circulation of Locally Owned or Licensed eContent*

2309

Circulation and Database Usage notes

If any of your library's circulation or database usage has changed significantly from the previous year, please briefly explain the change.

Circulation is down due to the COVID-19 pandemic beginning in March 2020.

Question 650 ILLs Loaned to Libraries within Resource Sharing System*

25029

Question 651 ILLs Loaned to All Other Libraries*

359

Question 653 ILLs Borrowed from Libraries within Resource Sharing System*
24056

Question 654 ILLs Borrowed from All Other Libraries*
112

Question 660 Circulations Made to Non Residents without Charge*
18244

ILL notes

If any of your library's interlibrary loan statistics have changed significantly from the previous year, please briefly explain the change.

DPL did not lend or receive any items via ILL during the first half of the fiscal year, due to COVID-19.

Part 7 - Programs & Other Services

Please find instructions and definitions here.

Question 701 Reference Transactions*
2551

Question 701b Reference Transactions Reporting Method*
Actual count (we track each transaction as it happens)

Question 703 Children's Programs*
6

Question 704 Children's Program Attendance*
162

Question 705 Young Adults' Programs*
0

Question 706 Young Adults' Programs Attendance*
0

Question 707 Number of Programs for Adults or Multi Generational Audiences*

22

Question 708 Number of Programs for Adults or Multi Generational Audiences Attendance*

152

Question 711 Meeting Room Usage

0

Question 712 Does your library provide a Summer Reading Program*

Yes

Part 7B - [OPTIONAL] Expanded Programs Questions

Please find instructions and definitions here.

Question 751 Live Program Sessions for Children Ages 0 to 5

A program session targeted at children ages 0-5 is any planned event for which the primary audience is infants, toddlers, or preschool-age children. Examples of these types of program sessions include, but are not limited to, story hours, every child ready to read programs, musical or sing-along events, and puppet shows. Include program sessions aimed at children ages 0-5 even if adult caregivers also attend. Each program session should only be counted in one age category based on its primary target audience.

0

Question 752 Attendance at Live Programs for Children Ages 0 to 5

The count of the audience at all program sessions for which the primary audience is children ages 0 to 5 years. Please count all attendees of these program sessions regardless of age.

0

Question 753 Live Program Sessions for Children Ages 6 to 11

A program session targeted at children ages 6-11 is any planned event for which the primary audience is elementary-school-age children. Examples of these types of program sessions include, but are not limited to, story hours, science events, crafting classes, and summer reading events. Include program sessions aimed at children ages 6-11 even if adult caregivers also attend with the children. Each program session should only be counted in one age category based on its primary target audience.

10

Question 754 Attendance at Live Programs for Children Ages 6 to 11

The count of the audience at all program sessions for which the primary audience is children ages 6 to 11 years. Please count all attendees of these program sessions regardless of age.

0

Question 755 Live Program Sessions for Young Adults Ages 12 to 18

A young adult program session is any planned event for which the primary audience is young adults ages 12 to 18 years. Examples of these types of program sessions include, but are not limited to, book clubs, college prep programs, teen tech or gaming clubs, and summer reading events. Each program session should only be counted in one age category based on its primary target audience. Note: The Young Adult Library Services Association (YALSA) defines young adults as age 12 through 18.

0

Question 756 Attendance at Live Programs for Young Adults Ages 12 to 18

The count of the audience at all program sessions for which the primary audience is young adults ages 12 to 18 years. Please count all attendees of these program sessions regardless of age.

0

Question 757 Live Program Sessions for Adults Age 19 or Older

An adult program session is any planned event for which the primary audience is adults age 19 or older. Examples of these types of program sessions include, but are not limited to, book discussions, citizenship classes, and lectures. Each program session should only be counted in one age category based on its primary target audience.

0

Question 758 Attendance at Live Programs for Adults Age 19 or Older

The count of the audience at all program sessions for which the primary audience is adults age 19 or older. Please count all attendees of these program sessions regardless of age.

0

Question 759 Live General Interest Program Sessions

A general interest program session is any planned event that is appropriate for any age group or multiple age groups. Include all-age, all-library, family, and intergenerational program sessions. Examples of these types of program sessions include, but are not limited to, family game nights, holiday events, storytelling programs, or chess clubs. Include all programs here that do not fit into the other age category elements. Each program session should only be counted in one age category based on its primary target audience; do not include program sessions here that have already been counted in earlier age category elements. Avoid including program sessions that are targeted at more than one non-adult age category (and are not targeted at adults); these should be counted in the child or young adult age category that best represents the target audience.

0

Question 760 Attendance at Live General Interest Programs

The count of the audience at program sessions that are appropriate for any age group or multiple age groups. Please count all attendees of these program sessions regardless of age.

0

Question 761 Number of Live, In Person, Onsite Program Sessions

An in-person onsite program session is any planned event that includes an in-person attendance option and takes place at library facilities. Examples include, but are not limited to, a job skills class in the library or a nature program on the library grounds. Regardless of the number of formats in which a program session is offered, each program session should only be counted once and in one format category. Include in-person program sessions that also have a virtual attendance option and count them as a single program session.

0

Question 762 Live, In Person, Onsite Program Attendance

The count of in-person attendance at program sessions that take place at library facilities. Regardless of the number of formats in which a program session is offered, each attendee should only be counted once. Each attendee should be counted in the format category in which they attended the program session. For in-person, onsite programs that also have a virtual component, exclude virtual attendance; this should be counted under 766 - Live, Virtual Program Attendance.

0

Question 763 Number of Live, In Person, Offsite Program Sessions

An in-person offsite program session is any planned event that includes an in-person attendance option and takes place somewhere other than the library or the library grounds. Examples include, but are not limited to, facilitating a book club at a local nursing home, hosting a storytime at a local farmer's market, or visiting a school to present about library services. Regardless of the number of formats in which a program session is offered, each program session should only be counted once and in one format category. Include in-person program sessions that also have a virtual attendance option and count them as a single program session.

0

Question 764 Live, In Person, Offsite Program Attendance

The count of in-person attendance at program sessions that take place somewhere other than the library. Regardless of the number of formats in which a program session is offered, each attendee should only be counted once. Each attendee should be counted in the format category in which they attended the program session. For in-person offsite programs that also have a virtual component, exclude virtual attendance; this should be counted under 766 - Live, Virtual Program Attendance.

0

Question 765 Number of Live, Virtual Program Sessions

A synchronous (live) virtual program session is any planned event that is streamed virtually and can be viewed live as it progresses (i.e., live-streaming). Regardless of the number of formats in which a program session is offered, each program session should only be counted once and in one format category. Include virtual program sessions that are also recorded. Include program sessions hosted on Facebook Premiere that are facilitated by a staff member. Count virtual program sessions at the administrative entity level; do not duplicate numbers at each

branch. Exclude program sessions that also have an in-person component; these should be counted under Number of Live, In-Person, Onsite Program Sessions or Number of Live, In-Person, Offsite Program Sessions.

28

Question 766 Live, Virtual Program Attendance

The count of live attendance at virtual program sessions. Regardless of the number of formats in which a program session is offered, each attendee or view should only be counted once. Each attendee should be counted in the format category in which they attended or viewed the program session. Count each participant device connected to a virtual program as a single attendee. For program sessions hosted on Facebook Live, YouTube Live, or similar platforms, count peak concurrent viewers. For those hosted on videoconferencing platforms, count the maximum number of non-staff participants during the session.

314

Question 767 Total Number of Recorded Program Presentations

An asynchronous program presentation is any recording of program content that cannot be viewed live as it unfolds (i.e., on-demand streaming). Only include program presentations posted during the reporting period. Regardless of the number of platforms on which a presentation is posted, count each unique presentation only once. Include program sessions hosted on Facebook Premiere that are not facilitated by a staff member. Count asynchronous program presentations at the administrative entity level; do not duplicate numbers at each branch. Include recordings of synchronous program sessions that were available for asynchronous viewing after the session ended.

41

Question 768 Total Views of Recorded Program Presentations within 7 Days

The count of views of asynchronous program presentations for a period of seven (7) days after the presentation was posted, even if that period extends beyond the survey reporting period (or fiscal year). For program presentations made available via Facebook, count unique 1-minute views of each video. For those made available via other platforms, count unique views of each video. For program presentations that are recordings of live, virtual program sessions, exclude live attendance numbers here; these should be counted under 761 - Live, In-Person, Onsite Program Attendance; 763 - Live, In-Person, Offsite Program Attendance; or 765 - Live, Virtual Program Attendance.

5693

Part 8 - Technology & Facilities

Please find instructions and definitions here.

Question 801 Number of Sessions of Public Internet Computers and Devices*

392

Question 801b Reporting Method for total number of Internet computer sessions*

Actual count (we track each use as it happens)

Question 802 Number of Public Internet Computers and Devices*

Updated definition! Report the number of the library's Internet computers (including personal computers (PCs), laptops, tablets, and other devices), whether purchased, leased, or donated, used by the general public in the library. Do not include computers that connect to the Internet for a dedicated purpose other than general Internet use (e.g., to access an OPAC or specific database, or to train the public).

16

Question 803 Tell us about your library WiFi*

Please choose the option which best describes your library's wireless Internet signal for patrons.

Wi-Fi extends outside building (left on through evening hours after library closes)

Wireless Internet notes

If you chose 'other situation' above, please share more details.

Question 804 Wireless Sessions*

Updated definition! Report the number of wireless sessions provided by the library wireless service annually. Count one session for each time a device connects to the library's wireless network, regardless of the duration of connection. If possible, only count sessions for patron devices and exclude library devices such as routers, access points, printers, and public access computers; otherwise, if patron devices cannot be isolated, report sessions for all devices.

22968

Question 804b Reporting Method for Wireless Sessions*

Estimate (we use a sampling method)

PLEASE be sure to enter **Internet Download (805)** and **Upload (806) Speeds** in the correct fields. We've swapped the order of these questions this year to mirror the order that the NDT tool will display your speeds.

Question 805 Internet Download Speed*

Please report internet **download** speed at your library (if your library has multiple branches, please report speeds at your main/central library here).

To achieve the most accurate results, please run the speed test when your library is closed to the public and network traffic (including staff computers & devices) is at a minimum. Use this [Network Diagnostic Tool \(NDT\)](#) from the [Measurement Lab](#). The tool takes approximately 30-60 seconds to run, and displays both upload and download speed results in megabits/second (to 2 decimal points) once the test is complete.

290.41

Question 806 Internet Upload Speed*

Please report internet **upload** speed at your library (if your library has multiple branches, please report speeds at your main/central library here).

To achieve the most accurate results, please run the speed test when your library is closed to the public and network traffic (including staff computers & devices) is at a minimum. Use this [Network Diagnostic Tool \(NDT\)](#) from

the [Measurement Lab](#). The tool takes approximately 30-60 seconds to run, and displays both upload and download speed results in megabits/second (to 2 decimal points).once the test is complete.

229.54

Question 807 Name of Shared ILS Consortium*

Oceanbooks

Question 808 Name of Integrated Library System product*

Innovative Interfaces (III)

Question 809 Website Visits*

43856

Question 810 Scheduled Weekday Open Hours*

Report the number of hours from open to 5:00pm, Monday through Friday, your library is open on a typical week.

35

Question 811 Scheduled Weeknight Open Hours*

Report the number of hours from 5:00pm to close, Monday through Friday, your library is open on a typical week.

11

Question 812 Scheduled Weekend Daytime Open Hours*

Report the number of hours from open to 5:00pm, Saturday and Sunday, your library is open on a typical week.

11

Question 813 Scheduled Weekend Evening Open Hours*

Report the number of hours from 5:00pm to close, Saturday and Sunday, your library is open on a typical week.

1

Question 815 Number of Weeks Library Was Open*

52

Question 816 Total Number of Open Hours*

Report the actual/total number of hours from July 1, 2020 through June 30, 2021 your libraries was open to the public. For libraries with multiple branches, please report only open hours for the central or main branch.

1069

Question 817 Library Visits*

Please report the total number of visits to all branches here.

8138

Question 817b Library Visits Reporting Method*

Actual count (we track each visit as it happens)

Question 821 Date of Building Original Construction*

Please enter the year your library building was completed, as stated by the building permit or a historical record. If your library has multiple outlets, report for the main library here. If unknown, enter 0000.

1984

Question 822 Date of Most Recent Structural Remodel of Building*

Enter the year only for the date of your library's most recent structural remodel.

A structural remodel involves more significant improvements than a cosmetic renovation. Generally, it includes moving walls and changing the property's floor plan, changes are significant enough to alter building facts such as the number of rooms, the addition of an elevator, increases of greater than 10% to the square footage, etc.

If unknown, enter 0000.

2009

Part 9 - Fines, Fees, & Salary Survey

Please find instructions and definitions here.

Question 901 Overdue Daily Fine for Adult Materials*

\$0.00 - We don't charge late fees

Question 902 Overdue Daily Fine for Children's Materials*

\$0.00 - We don't charge late fees

Question 903 Overdue Daily Fine for Other Materials*

\$1.00

Question 904 Notes on fines

Overdue fees for Inter-Library Loan materials are \$1/day.

Question 905 Fee for Interlibrary Loans*

\$0.00

Question 906 Annual fee for nonresident patrons*

Please report the annual fee for individual non-resident to get a library card at your library.

\$50.00

Question 907 Annual fee for nonresident households*

Please report the annual fee for a non-resident household card, if offered.

\$50.00

Question 950 Director Hourly Salary Low

\$40.00

Question 951 Director Hourly Salary High

\$43.26

Question 952 Supervisory Librarian Hourly Salary Low

\$30.00

Question 953 Supervisory Librarian Hourly Salary High

\$35.95

Question 954 Non Supervisory Librarian Hourly Salary Low

\$27.35

Question 955 Non Supervisory Librarian Hourly Salary High

\$34.90

Question 956 Library Assistant Hourly Salary Low

\$18.00

Question 957 Library Assistant Hourly Salary High

\$21.00

Question 958 Library Clerk Hourly Salary Low

\$12.50

Question 959 Library Clerk Hourly Salary High
\$13.00

Part 10 - Policies

Please find instructions and definitions here.

Question 1009 Link to Statewide Gale Resources
<https://driftwoodlib.org/resources.php>

Question 1010 Link to Statewide LearningExpress Library Resources
<https://driftwoodlib.org/resources.php>

Question 1011 Link to Library Collection Management Policy
<https://driftwoodlib.org/policies.php>

Question 1012 Link to Library Circulation Policy
<https://driftwoodlib.org/policies.php>

Question 1013 Link to Library Patron Confidentiality Policy
<https://driftwoodlib.org/policies.php>

COVID-19 Questions

Please find instructions and definitions here.

CV01 - Closed Outlets Due to COVID-19*
Yes

CV02 - Public Services During COVID-19*
Yes

CV05 - Electronic Library Cards Issues During COVID-19*
Yes

CV06 - Reference Service During COVID-19*
Yes

CV07 - Curbside Service During COVID-19

Yes

CV11 - External Wi-Fi Access During COVID-19*

Yes

CV12 - External Wi-Fi Access Increased During COVID-19*

Yes

CV13 - Staff Re-assigned During COVID-19*

No

CV14 - Number of Weeks Library was Closed Due to COVID-19*

49

CV15 - Number of Weeks Library had Limited Occupancy Due to COVID-19*

3

CV16 - Other information about pandemic services?***Reporting Burden***

For multi-branch systems and/or libraries with bookmobiles: please remember to report your branch-level data using the custom Google Sheet (a link to this sheet has been emailed to you).

Time Burden*

Please report the estimated burden of time (in hours) spent at your library collecting and reporting this data. Please include all staff and/or volunteer time for individuals involved.

30

File Attachment Summary

Applicant File Uploads

No files were uploaded

4

2021 Oregon Public Library Statistical Report

Waldport Public Library

Sue Bennett
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Waldport, OR 97394

sbennett@waldportlibrary.org
O: 541-563-5880

Sue Bennett

sbennett@waldportlibrary.org
O: 541-563-5880

Application Form

Part 1 - General Information (& Patrons)

Please find instructions and definitions here.

Question 118 Registered Users*

Please report the number of registered patrons at your library as of June 30.

4890

Question 119 Registered Users Added*

Please report the number of new patrons added during this past fiscal year.

170

Registered Users notes

If either 118 or 119 had a significant change from the previous year, please provide a brief explanation.

Part 2 - Staff & Volunteers

Please find instructions and definitions here.

Question 201 Librarians with ALA MLS*

1

Question 202 Other persons holding title of librarian*

0

Question 204 All other paid staff*

4

Staffing notes

If your library's staffing has changed significantly from the previous year, please briefly explain the change.

Question 206 Total number of volunteers*

6

Question 207 Total volunteer hours*

268

Question 208 Library Board or District Board*

Advisory board (appointed)

Question 209 Friends of the Library*

Yes

Question 210 Library Foundation*

Yes

Part 3 - Revenue

Please find instructions and definitions here.

Question 301 City Revenue*

\$95,183.00

Question 302 County Revenue*

\$0.00

Question 303 District Revenue*

\$195,408.00

Question 305 State Revenue*

\$0.00

Question 306 LSTA and CARES Act Grant Revenue*

Include any CARES Act grant funding received by the State Library of Oregon here. Report CARES Act funds received from other sources in 308.

\$4,240.00

Question 307 Did your library participate in E-Rate*

Did your library take advantage of discounted telecommunications services through the federal E-Rate Program during this fiscal year?

No

Question 308 Other Federal Revenue*

\$3,092.00

Question 310 Other Operating Revenue*

\$0.00

Operating Revenue notes

If any of your library's Operating Revenue categories (301 - 310) have changed significantly from the previous year, please briefly explain the change. Alternately, if your City, County, or District Revenue (301 - 303) has *not changed* at all from the previous year, please explain.

Question 312 Local Capital Revenue*

\$0.00

Question 313 State Capital Revenue*

\$0.00

Question 314 Federal Capital Revenue*

\$0.00

Question 315 Other Capital Revenue*

\$0.00

Capital Revenue notes

If any of your library's Capital Revenue categories (312 - 315) have changed significantly from the previous year, please briefly explain the change.

Part 4 - Expenditures

Please find instructions and definitions here.

Question 401 Salaries and Wages Expenditures*

\$161,378.00

Question 402 Employee Benefits Expenditures*

\$58,338.00

Question 404 Books and Print Materials Expenditures*

\$10,632.00

Question 405 Periodicals Expenditures*

\$3,752.00

Question 407 Electronic Materials Expenditures*
\$0.00**Question 408 Other Materials Expenditures***
\$2,000.00**Question 410a All Other Operating Expenditures***
\$42,971.00**Question 410b Internal service charges**

For municipal and county-based libraries *only*. Please tell us what typical internal service charges (if any) are included in the amount reported in 410 (All Other Operating Expenditures). These services may be provided inclusively by your city or county. Please select all that apply:

Operating Expenditures notes

If any of your library's Operating Expenditure categories (401 - 410) have changed significantly from the previous year, please briefly explain the change. Alternately, if any of these categories have ***not changed at all*** from the previous year, please explain.

Question 412 Library Construction Expenditures*
\$0.00**Question 413 Capital Equipment Expenditures***
\$0.00**Question 414 Other Capital Expenditures***
\$0.00**Capital Expenditures notes**

If any of your library's Capital Expenditure categories have changed significantly from the previous year, please briefly explain the change.

Part 5 - Collections

Please find instructions and definitions here.

Question 501 Print Items*
21802**Question 502 Print Items Added***
728

Question 503 Physical Audio Items*

1955

Question 504 Physical Audio Items Added*

70

Question 505 Physical Video Items*

2611

Question 506 Physical Video Items Added*

134

Question 507 Other Physical Library Materials*

Report a single figure that includes the following: all circulating physical items *other* than print books (501) physical audio units (503), physical video units (505), and serials. These are materials in a fixed, physical format available for use outside the library. These can include a variety of items types, such as wi-fi hotspots, sewing machines, cake pans, tools, puppets, toys, kits, fishing rods, GPS units, telescopes, etc. Report uncataloged paperbacks that are tracked and treated as part of the permanent collection here. Do not count paperback exchanges, microforms, loose sheet music, maps, or pictures.

67

Question 508 Other Physical Library Materials Added*

Number of other circulating physical items (see 507) added between July 1 and June 30.

12

Physical Collections notes

If any of your library's physical collections categories (501 - 508) have changed significantly from the previous year, please briefly explain the change. Alternately, if any of these categories have *not changed at all* from the previous year, please explain.

Question 511 Ebook units in Library2Go*

If your library is a member of the Oregon Digital Library Consortium (ODLC)/Library2Go, please enter **72,697** here. If your library is not a member, please enter 0.

72697

Question 512 Ebook Units Added to Library2Go*

If your library is a member of the Oregon Digital Library Consortium (ODLC)/Library2Go, please enter **7,998** here. If your library is not a member, please enter 0.

7988

Question 513 Ebook Units Owned or Licensed Locally other than Library2Go Collection*

40

Question 514 Ebook Units Added Owned or Licensed Locally*

0

Question 517 Digital Audiobook Units in Library2Go*

If your library is a member of the Oregon Digital Library Consortium (ODLC)/Library2Go, please enter **34,214** here. If your library is not a member, please enter 0.

32214

Question 518 Digital Audiobook Units Added in Library2Go*

If your library is a member of the Oregon Digital Library Consortium (ODLC)/Library2Go, please enter **4,292** here. If your library is not a member, please enter 0.

4292

Question 519 Digital Audiobook Units Owned or Licensed Locally*

10

Question 520 Digital Audiobook Units Added Owned or Licensed Locally*

10

Question 525 Digital Video Units Owned or Licensed Locally*

0

Question 526 Digital Video Units Added, Owned or Licensed Locally*

0

Question 533 Number of Spanish language items*

Please enter the number of items in your library's collection that are in Spanish.

129

Question 534 Items in other languages

Please check all that apply for items in the library's collection which are in languages *other than* English or Spanish.

German

Question 535 Databases Licensed Locally or by local consortium*

3

Question 536 Databases Added Licensed Locally or by local consortium*

0

Digital Collections notes

If any of your library's digital collections statistics (511 - 536) have changed significantly from the previous year, please briefly explain the change. Alternately, if any of these categories have ***not changed at all*** from the previous year, please explain.

Part 6 - Circulation & Collection Use

Please find instructions and definitions here.

Question 602 Successful Retrievals from Local Databases*

45

Question 610 First time Circulation of Adult Materials*

20389

Question 611 Renewals of Adult Materials*

5826

Question 612 First time Circulation of Young Adult Materials*

266

Question 613 Renewals of Young Adult Materials*

104

Question 614 First time Circulation of Childrens Materials*

5703

Question 615 Renewals of Childrens Materials*

2129

Question 616 First time Circulation of Other library materials*

Circulation of all physical items *other* than print books, physical audio units, physical video units, and serials. These are materials in a fixed, physical format available for use outside the library. These can include a variety of items types, such as wi-fi hotspots, sewing machines, cake pans, tools, telescopes, board games, video games, etc.

26

Question 617 Renewals of Other library materials*

Count renewals of Other library materials (as defined above in 616).

18

Question 618 First time Circulation of Materials not separated into above categories*

0

Question 619 Renewals of Materials not separated into above categories*

0

Question 630 Circulation of Library2Go Materials*

6085

Question 631 Circulation of Locally Owned or Licensed eContent*

0

Circulation and Database Usage notes

If any of your library's circulation or database usage has changed significantly from the previous year, please briefly explain the change.

Circulation is down considerably due to Covid

Question 650 ILLs Loaned to Libraries within Resource Sharing System*

889

Question 651 ILLs Loaned to All Other Libraries*

329

Question 653 ILLs Borrowed from Libraries within Resource Sharing System*

3098

Question 654 ILLs Borrowed from All Other Libraries*

207

Question 660 Circulations Made to Non Residents without Charge*

678

ILL notes

If any of your library's interlibrary loan statistics have changed significantly from the previous year, please briefly explain the change.

Due to covid the numbers were down.

Part 7 - Programs & Other Services

Please find instructions and definitions here.

Question 701 Reference Transactions*

0

Question 701b Reference Transactions Reporting Method*

N/A (we do not track reference transactions)

Question 703 Children's Programs*

165

Question 704 Children's Program Attendance*

1874

Question 705 Young Adults' Programs*

11

Question 706 Young Adults' Programs Attendance*

29

Question 707 Number of Programs for Adults or Multi Generational Audiences*

4

Question 708 Number of Programs for Adults or Multi Generational Audiences Attendance*

49

Question 711 Meeting Room Usage

12

Question 712 Does your library provide a Summer Reading Program*

Yes

Part 7B - [OPTIONAL] Expanded Programs Questions

Please find instructions and definitions here.

Question 751 Live Program Sessions for Children Ages 0 to 5

A program session targeted at children ages 0-5 is any planned event for which the primary audience is infants, toddlers, or preschool-age children. Examples of these types of program sessions include, but are not limited to, story hours, every child ready to read programs, musical or sing-along events, and puppet shows. Include program sessions aimed at children ages 0-5 even if adult caregivers also attend. Each program session should only be counted in one age category based on its primary target audience.

Question 752 Attendance at Live Programs for Children Ages 0 to 5

The count of the audience at all program sessions for which the primary audience is children ages 0 to 5 years. Please count all attendees of these program sessions regardless of age.

Question 753 Live Program Sessions for Children Ages 6 to 11

A program session targeted at children ages 6-11 is any planned event for which the primary audience is elementary-school-age children. Examples of these types of program sessions include, but are not limited to, story hours, science events, crafting classes, and summer reading events. Include program sessions aimed at children ages 6-11 even if adult caregivers also attend with the children. Each program session should only be counted in one age category based on its primary target audience.

Question 754 Attendance at Live Programs for Children Ages 6 to 11

The count of the audience at all program sessions for which the primary audience is children ages 6 to 11 years. Please count all attendees of these program sessions regardless of age.

Question 755 Live Program Sessions for Young Adults Ages 12 to 18

A young adult program session is any planned event for which the primary audience is young adults ages 12 to 18 years. Examples of these types of program sessions include, but are not limited to, book clubs, college prep programs, teen tech or gaming clubs, and summer reading events. Each program session should only be counted in one age category based on its primary target audience. Note: The Young Adult Library Services Association (YALSA) defines young adults as age 12 through 18.

Question 756 Attendance at Live Programs for Young Adults Ages 12 to 18

The count of the audience at all program sessions for which the primary audience is young adults ages 12 to 18 years. Please count all attendees of these program sessions regardless of age.

Question 757 Live Program Sessions for Adults Age 19 or Older

An adult program session is any planned event for which the primary audience is adults age 19 or older. Examples of these types of program sessions include, but are not limited to, book discussions, citizenship classes, and lectures. Each program session should only be counted in one age category based on its primary target audience.

Question 758 Attendance at Live Programs for Adults Age 19 or Older

The count of the audience at all program sessions for which the primary audience is adults age 19 or older. Please count all attendees of these program sessions regardless of age.

Question 759 Live General Interest Program Sessions

A general interest program session is any planned event that is appropriate for any age group or multiple age groups. Include all-age, all-library, family, and intergenerational program sessions. Examples of these types of program sessions include, but are not limited to, family game nights, holiday events, storytelling programs, or chess clubs. Include all programs here that do not fit into the other age category elements. Each program session should only be counted in one age category based on its primary target audience; do not include program sessions here that have already been counted in earlier age category elements. Avoid including program sessions that are targeted at more than one non-adult age category (and are not targeted at adults); these should be counted in the child or young adult age category that best represents the target audience.

Question 760 Attendance at Live General Interest Programs

The count of the audience at program sessions that are appropriate for any age group or multiple age groups. Please count all attendees of these program sessions regardless of age.

Question 761 Number of Live, In Person, Onsite Program Sessions

An in-person onsite program session is any planned event that includes an in-person attendance option and takes place at library facilities. Examples include, but are not limited to, a job skills class in the library or a nature program on the library grounds. Regardless of the number of formats in which a program session is offered, each program session should only be counted once and in one format category. Include in-person program sessions that also have a virtual attendance option and count them as a single program session.

Question 762 Live, In Person, Onsite Program Attendance

The count of in-person attendance at program sessions that take place at library facilities. Regardless of the number of formats in which a program session is offered, each attendee should only be counted once. Each attendee should be counted in the format category in which they attended the program session. For in-person, onsite programs that also have a virtual component, exclude virtual attendance; this should be counted under 766 - Live, Virtual Program Attendance.

Question 763 Number of Live, In Person, Offsite Program Sessions

An in-person offsite program session is any planned event that includes an in-person attendance option and takes place somewhere other than the library or the library grounds. Examples include, but are not limited to, facilitating a book club at a local nursing home, hosting a storytime at a local farmer's market, or visiting a school to present about library services. Regardless of the number of formats in which a program session is offered, each program session should only be counted once and in one format category. Include in-person program sessions that also have a virtual attendance option and count them as a single program session.

Question 764 Live, In Person, Offsite Program Attendance

The count of in-person attendance at program sessions that take place somewhere other than the library. Regardless of the number of formats in which a program session is offered, each attendee should only be counted once. Each attendee should be counted in the format category in which they attended the program session. For in-person offsite programs that also have a virtual component, exclude virtual attendance; this should be counted under 766 - Live, Virtual Program Attendance.

Question 765 Number of Live, Virtual Program Sessions

A synchronous (live) virtual program session is any planned event that is streamed virtually and can be viewed live as it progresses (i.e., live-streaming). Regardless of the number of formats in which a program session is offered, each program session should only be counted once and in one format category. Include virtual program sessions that are also recorded. Include program sessions hosted on Facebook Premiere that are facilitated by a staff member. Count virtual program sessions at the administrative entity level; do not duplicate numbers at each

branch. Exclude program sessions that also have an in-person component; these should be counted under Number of Live, In-Person, Onsite Program Sessions or Number of Live, In-Person, Offsite Program Sessions.

Question 766 Live, Virtual Program Attendance

The count of live attendance at virtual program sessions. Regardless of the number of formats in which a program session is offered, each attendee or view should only be counted once. Each attendee should be counted in the format category in which they attended or viewed the program session. Count each participant device connected to a virtual program as a single attendee. For program sessions hosted on Facebook Live, YouTube Live, or similar platforms, count peak concurrent viewers. For those hosted on videoconferencing platforms, count the maximum number of non-staff participants during the session.

Question 767 Total Number of Recorded Program Presentations

An asynchronous program presentation is any recording of program content that cannot be viewed live as it unfolds (i.e., on-demand streaming). Only include program presentations posted during the reporting period. Regardless of the number of platforms on which a presentation is posted, count each unique presentation only once. Include program sessions hosted on Facebook Premiere that are not facilitated by a staff member. Count asynchronous program presentations at the administrative entity level; do not duplicate numbers at each branch. Include recordings of synchronous program sessions that were available for asynchronous viewing after the session ended.

Question 768 Total Views of Recorded Program Presentations within 7 Days

The count of views of asynchronous program presentations for a period of seven (7) days after the presentation was posted, even if that period extends beyond the survey reporting period (or fiscal year). For program presentations made available via Facebook, count unique 1-minute views of each video. For those made available via other platforms, count unique views of each video. For program presentations that are recordings of live, virtual program sessions, exclude live attendance numbers here; these should be counted under 761 - Live, In-Person, Onsite Program Attendance; 763 - Live, In-Person, Offsite Program Attendance; or 765 - Live, Virtual Program Attendance.

Part 8 - Technology & Facilities

Please find instructions and definitions here.

Question 801 Number of Sessions of Public Internet Computers and Devices*

5156

Question 801b Reporting Method for total number of Internet computer sessions*

Actual count (we track each use as it happens)

Question 802 Number of Public Internet Computers and Devices*

Updated definition! Report the number of the library's Internet computers (including personal computers (PCs), laptops, tablets, and other devices), whether purchased, leased, or donated, used by the general public in the library. Do not include computers that connect to the Internet for a dedicated purpose other than general Internet use (e.g., to access an OPAC or specific database, or to train the public).

9

Question 803 Tell us about your library WiFi*

Please choose the option which best describes your library's wireless Internet signal for patrons.

Wi-Fi extends outside building (left on through evening hours after library closes)

Wireless Internet notes

If you chose 'other situation' above, please share more details.

Question 804 Wireless Sessions*

Updated definition! Report the number of wireless sessions provided by the library wireless service annually.

Count one session for each time a device connects to the library's wireless network, regardless of the duration of connection. If possible, only count sessions for patron devices and exclude library devices such as routers, access points, printers, and public access computers; otherwise, if patron devices cannot be isolated, report sessions for all devices.

6954

Question 804b Reporting Method for Wireless Sessions*

Actual County (we track each session as it happens)

PLEASE be sure to enter **Internet Download (805)** and **Upload (806) Speeds** in the correct fields. We've swapped the order of these questions this year to mirror the order that the NDT tool will display your speeds.

Question 805 Internet Download Speed*

Please report internet **download** speed at your library (if your library has multiple branches, please report speeds at your main/central library here).

To achieve the most accurate results, please run the speed test when your library is closed to the public and network traffic (including staff computers & devices) is at a minimum. Use this [Network Diagnostic Tool \(NDT\)](#) from the [Measurement Lab](#). The tool takes approximately 30-60 seconds to run, and displays both upload and download speed results in megabits/second (to 2 decimal points).once the test is complete.

9.30

Question 806 Internet Upload Speed*

Please report internet **upload** speed at your library (if your library has multiple branches, please report speeds at your main/central library here).

To achieve the most accurate results, please run the speed test when your library is closed to the public and network traffic (including staff computers & devices) is at a minimum. Use this [Network Diagnostic Tool \(NDT\)](#) from the [Measurement Lab](#). The tool takes approximately 30-60 seconds to run, and displays both upload and download speed results in megabits/second (to 2 decimal points).once the test is complete.

8.74

Question 807 Name of Shared ILS Consortium*

Chinook Library Network

Question 808 Name of Integrated Library System product*

Koha

Question 809 Website Visits*

8256

Question 810 Scheduled Weekday Open Hours*

Report the number of hours from open to 5:00pm, Monday through Friday, your library is open on a typical week.

35

Question 811 Scheduled Weeknight Open Hours*

Report the number of hours from 5:00pm to close, Monday through Friday, your library is open on a typical week.

0

Question 812 Scheduled Weekend Daytime Open Hours*

Report the number of hours from open to 5:00pm, Saturday and Sunday, your library is open on a typical week.

6

Question 813 Scheduled Weekend Evening Open Hours*

Report the number of hours from 5:00pm to close, Saturday and Sunday, your library is open on a typical week.

0

Question 815 Number of Weeks Library Was Open*

12

Question 816 Total Number of Open Hours*Report the actual/total number of hours from July 1, 2020 through June 30, 2021 your libraries was open to the public. For libraries with multiple branches, please report only open hours for the central or main branch.

2100

Question 817 Library Visits*

Please report the total number of visits to all branches here.

1000

Question 817b Library Visits Reporting Method*

N/A (we do not track visits)

Question 821 Date of Building Original Construction*

Please enter the year your library building was completed, as stated by the building permit or a historical record. If your library has multiple outlets, report for the main library here. If unknown, enter 0000.

1914

Question 822 Date of Most Recent Structural Remodel of Building*

Enter the year only for the date of your library's most recent structural remodel.

A structural remodel involves more significant improvements than a cosmetic renovation. Generally, it includes moving walls and changing the property's floor plan, changes are significant enough to alter building facts such as the number of rooms, the addition of an elevator, increases of greater than 10% to the square footage, etc.

If unknown, enter 0000.

2010

Part 9 - Fines, Fees, & Salary Survey

Please find instructions and definitions here.

Question 901 Overdue Daily Fine for Adult Materials*

\$0.00 - We don't charge late fees

Question 902 Overdue Daily Fine for Children's Materials*

\$0.00 - We don't charge late fees

Question 903 Overdue Daily Fine for Other Materials*

\$0.00 - We don't charge late fees

Question 904 Notes on fines

Only charge replacement fees

Question 905 Fee for Interlibrary Loans*

\$1.00

Question 906 Annual fee for nonresident patrons*

Please report the annual fee for individual non-resident to get a library card at your library.

\$45.00

Question 907 Annual fee for nonresident households*

Please report the annual fee for a non-resident household card, if offered.

\$45.00

Question 950 Director Hourly Salary Low

\$24.00

Question 951 Director Hourly Salary High

\$28.50

Question 952 Supervisory Librarian Hourly Salary Low

Question 953 Supervisory Librarian Hourly Salary High

Question 954 Non Supervisory Librarian Hourly Salary Low

Question 955 Non Supervisory Librarian Hourly Salary High

Question 956 Library Assistant Hourly Salary Low

\$15.00

Question 957 Library Assistant Hourly Salary High

\$17.00

Question 958 Library Clerk Hourly Salary Low

Question 959 Library Clerk Hourly Salary High

Part 10 - Policies

Please find instructions and definitions here.

Question 1009 Link to Statewide Gale Resources

<https://www.waldportlibrary.org/eshelf-research>

Question 1010 Link to Statewide LearningExpress Library Resources

<https://www.waldportlibrary.org/eshelf-research/learning-express>

Question 1011 Link to Library Collection Management Policy

<https://www.waldportlibrary.org/wpl-policies-2021-1.pdf>

Question 1012 Link to Library Circulation Policy

<https://www.waldportlibrary.org/wpl-policies-2021-1.pdf>

Question 1013 Link to Library Patron Confidentiality Policy

<https://www.waldportlibrary.org/wpl-policies-2021-1.pdf>

COVID-19 Questions

Please find instructions and definitions here.

CV01 - Closed Outlets Due to COVID-19*

Yes

CV02 - Public Services During COVID-19*

Yes

CV05 - Electronic Library Cards Issues During COVID-19*

Yes

CV06 - Reference Service During COVID-19*

Yes

CV07 - Curbside Service During COVID-19

Yes

CV11 - External Wi-Fi Access During COVID-19*

Yes

CV12 - External Wi-Fi Access Increased During COVID-19*

Yes

CV13 - Staff Re-assigned During COVID-19*

No

CV14 - Number of Weeks Library was Closed Due to COVID-19*

24

CV15 - Number of Weeks Library had Limited Occupancy Due to COVID-19*

4

CV16 - Other information about pandemic services?

We offered drive up service and curb side service during the time the building was closed. We also offered online programming and take-n-makes.

Reporting Burden

For multi-branch systems and/or libraries with bookmobiles: please remember to report your branch-level data using the custom Google Sheet (a link to this sheet has been emailed to you).

Time Burden*

Please report the estimated burden of time (in hours) spent at your library collecting and reporting this data. Please include all staff and/or volunteer time for individuals involved.

4

File Attachment Summary

Applicant File Uploads

No files were uploaded