

**Lincoln County Library District**  
**2018 Oregon Public Library Statistical Report**

**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 LINCOLN COUNTY LIBRARY DISTRICT

1.2 Street address 1247 NW GROVE, #2

1.3 City (enter the city ONLY) NEWPORT

**Federal:** The county was not filled in last year's survey form.

1.4 Zip 97365

1.5 Mailing address PO BOX 2027

1.6 City (enter the city ONLY) NEWPORT

1.7 Zip 97365

1.8 County Lincoln

1.9 Library's main phone number (enter number without dashes or parentheses) (541) 265-3066

1.10 Cooperative system membership or affiliation LCLD

1.11 Was there a boundary change in the legal service area in the last year? No

1.12 Congressional District 5

1.13 Has the library or any of its branches moved or expanded in the last fiscal year No

Number of public service outlets		
1.14	Central library	1
1.15	Branches	1
1.16	Bookmobiles	0
1.17	Other public service outlets	0
1.18	Number of registered users	2,191

**Federal:** Same as previous year.

## Part 2 - LIBRARY STAFF AS OF JUNE 30, 2018

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	2.00
2.2	Number of other persons holding the title of librarian	0.00
2.3	Total librarians in FTE (Sum of Lines 2.1 and 2.2)	2.00
2.4	Number of all other paid staff	2.65
2.5	Total paid staff in FTE (Sum of Lines 2.3 and 2.4)	4.65

## 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	\$0
3.2	County	\$0

3.3 District (Library district, community college district, school district) \$303,563

3.4 Total local government (Sum of 3.1 - 3.3) \$303,563

**Federal:** This is the amount for local government revenue less pass through monies as instructed.

3.5 State government sources \$39,758

Federal government sources

3.6 LSTA grants \$0

3.7 E-rate telecommunications discount \$0

3.8 Other federal funds \$0

3.9 Federal government revenue (Sum of 3.6 - 3.8) \$0

3.10 Other operating revenue \$4,655

**Federal:** I am unsure where miscellaneous funds should be reported, so just added them in here.

**State:** I am unsure where miscellaneous funds should be reported, so just added them in here.

3.11 Total library operating revenue (Sum of 3.4, 3.5, 3.9, 3.10) \$347,976

SECTION B. CAPITAL REVENUE

3.12 Local government capital revenue 0

3.13 State government capital revenue 0

3.14 Federal government capital revenue 0

3.15 Other capital revenue 0

3.16 Total capital revenue (Sum of 3.12 - 3.15) \$0

#### 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	\$215,207
4.2	Employee benefits	\$98,792
4.3	Total staff expenditures (Sum of 4.1 and 4.2)	\$313,999

##### Library collection

4.4	Books and other print materials	\$8,463
4.5	Periodicals and other serial subscriptions	\$2,616
4.6	Total expenditure on print materials (Sum of 4.4 and 4.5)	\$11,079

**State:** I ran a report for cost of holdings by material type added between July 1, 2017 and June 30, 2018.

4.7	Electronic materials expenditures	\$6,098
4.8	Other materials expenditures	\$4,180

**State:** I ran a report for cost of holdings by material type added between July 1, 2017 and June 30, 2018.

4.9	Total expenditures on collection (Sum of 4.6 + 4.7 + 4.8)	\$21,357
4.10	All other operating expenditures	\$174,304
4.11	Total library expenditures (Sum of 4.3 + 4.9 + 4.10)	\$509,660

##### SECTION B. CAPITAL OUTLAY

4.12	Library construction and related expenditures (incl. building sites)	\$422
4.13	Capital equipment expenditures (e.g. new automated systems)	0

4.14	Other capital outlay	0
4.15	Total capital outlay (Sum 4.12 - 4.14)	\$422

**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	19,500
5.2	Number of physical units added.	539

Audio materials

5.3	Number of physical units (cassettes, records, compact discs, etc.)	973
5.4	Number of physical units added.	13

Video materials

5.5	Number of physical units	2,603
5.6	Number of physical units added.	247

Current print serial subscriptions

5.7	Number of subscriptions	32
5.8	Number of subscriptions added.	0

Other library materials

5.9	Number of physical units	52
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5.10 Number of physical units added. 0

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) 23,160

5.12 Total number of physical units added (Sum of 5.2 + 5.4 + 5.6 + 5.8 + 5.10) 799

## SECTION B - DIGITAL OR DOWNLOADABLE COLLECTION

### E-books

5.13 Number of e-book units in Library2Go 45,061  
*(Enter 0 if your library is not a member)*

5.14 Number of e-book units added in Library2Go 5,554  
*(Enter 0 if your library is not a member)*

5.15 Number of e-book units owned locally or by consortia that are not part of Library2Go 4,771

5.16 Number of e-book units owned locally or by consortia added that are not part of Library2Go 0

5.17 Total units of e-books (Sum of 5.13 and 5.15) 49,832

5.18 Total units of e-books added (Sum of 5.14 and 5.16) 5,554

### Downloadable Audio Materials

5.19 Number of downloadable audiobook units in Library2Go 27,310  
*(Enter 0 if your library is not a member)*

5.20 Number of downloadable audiobook units added in Library2Go 3,943  
*(Enter 0 if your library is not a member)*

5.21	Number of downloadable audiobook units owned locally or by consortia that are not part of Library2Go	0
5.22	Number of downloadable audiobook units owned locally or by consortia added that are not part of Library2Go	0
5.23	Total downloadable audiobook materials (Sum of 5.19 and 5.21)	27,310
5.24	Total units of downloadable audiobook materials added (Sum of 5.20 and 5.22)	3,943
Downloadable Video Materials		
5.25	Number of downloadable units in Library2Go	0
5.26	Number of downloadable units added in Library2Go	0
5.27	Number of downloadable units owned locally or by consortia that are not part of Library2Go	0
5.28	Number of downloadable units owned locally or by consortia locally added that are not part of Library2Go	0
5.29	Total downloadable video units (Sum of 5.25 and 5.27)	0
5.30	Total downloadable video units added (Sum of 5.26 and 5.28)	0
5.31	Total digital or downloadable units (Sum of 5.17, 5.23, 5.29)	77,142
5.32	Total digital or downloadable units added (Sum of 5.18, 5.24, 5.30)	9,497

5.33	Total physical and digital units (Sum of 5.11 and 5.31)	100,302
5.34	Total physical and digital units added (Sum of 5.12 and 5.32)	10,296

Electronic Collections

5.35	Number of Statewide electronic collections (formerly databases)	23
5.36	Number of Statewide electronic collections (formerly databases) added	0
5.37	Number of Local or Local Consortial electronic collections (formerly databases)	4
5.38	Number of Local or Local Consortial electronic collections (formerly databases) added	0

Total licensed databases

5.39	Total electronic collections (formerly databases) (Sum of 5.35 and 5.37)	27.00
5.40	Total electronic collections (formerly databases) added (Sum of 5.36 and 5.38)	0

**Part 6 - LIBRARY SERVICES**

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

6.1	In a typical week, total hours open M-F (open to 5:00 pm)	64
6.2	In a typical week, total hours open M-F (5:00pm to close)	5
6.3	In a typical week, total hours open Saturday-Sunday (open to 5:00 pm)	7



6.4	In a typical week, total hours open Saturday-Sunday (5:00 pm to close)	1
6.5	Total hours in typical week (Sum of 6.1 - 6.4)	77.0
6.6	Number of weeks main library is open	52
6.7	Total annual public service hours for main library	2,540
6.8	Total annual public service hours for all public outlets for the fiscal year. (Sum of 6.7 and 9.12)	4,292
6.9	Library visits (total annual attendance at all library facilities)	9,267
6.10	Successful retrievals from the statewide electronic collections (formerly databases)	33
6.11	Successful retrievals from purchased local or local consortial electronic collections (formerly databases)	n.c.
6.12	Total of Successful retrievals of electronic information (Sum of 6.10 and 6.11)	33.00
Circulation of library materials at all facilities for the fiscal year		
6.13	Number of first-time circulation of adult materials	7,575
6.14	Number of renewals of adult materials	746
6.15	Number of first-time circulation of young adult (YA) materials	527
6.16	Number of renewals of young adult (YA) materials	69
6.17	Number of first-time circulation of children's materials	2,264

6.18	Number of renewals of children's materials	264
6.19	First-time circulation not separated into adult, YA or children's materials	0
6.20	Renewals not separated into adult, YA or children's materials	0
6.21	Total first-time circulation (sum of 6.13, 6.15, 6.17, 6.19)	10,366
6.22	Total renewals (sum of 6.14, 6.16, 6.18, 6.20)	1,079
6.23	Total circulation of adult materials (Sum of 6.13 and 6.14)	8,321
6.24	Total circulation of young adult (YA) materials (Sum of 6.15 and 6.16)	596
6.25	Total circulation of children's materials (Sum of 6.17 and 6.18)	2,528
6.26	Total circulation not separated into adult, YA or children's materials (Sum of 6.19 - 6.20)	0
6.27	Total physical item circulation (Sum of 6.23 - 6.26)	11,445
6.28	Number of circulations of Library2Go electronic materials	614
6.29	Number of circulations of local and/or other electronic materials (record local e-books and e-audio here)	0
6.30	Total number of circulations of electronic materials (Sum of 6.28 and 6.29)	614
6.31	Total circulation of physical and electronic materials	12,059

(Sum of 6.27 + 6.30)

6.32	Electronic Content Use (Sum of 6.12 + 6.30)	647
6.33	Total Collection Use (Sum of 6.12 + 6.27 + 6.30)	12,092
6.34	Total number of reference transactions	634
Programs or presentations sponsored by the library		
6.35	Number of children's programs	120
6.36	Number of persons attending children's programs (adults and children)	878
6.37	Number of young adult programs	n.c.
6.38	Number of persons attending young adult programs	n.c.
6.39	Number of programs for adults	44
6.40	Number of persons attending programs for adults	435
6.41	Total number of programs (Sum 6.35 + 6.37 + 6.39)	164
6.42	Total program attendance (Sum 6.36 + 6.38 + 6.40)	1,313

Best practices for children's programming

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

Interlibrary loans and borrowings		
6.46	Interlibrary loans lent using a shared catalog or integrated library system	1,006
6.47	Interlibrary loans lent to all other libraries not in shared catalog or integrated library system	1,387
6.48	Total loans lent to other libraries (Sum of 6.46 + 6.47)	2,393
6.49	Interlibrary loans borrowed using a shared catalog or integrated library system	612
6.50	Interlibrary loans borrowed from libraries not in shared catalog or integrated library system	937
6.51	Total loans borrowed from other libraries (Sum of 6.49 + 6.50)	1,549

**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)	97
7.2	Total volunteer hours	209

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:
- B. High:
- C. Fixed Amount: \$44.37

**7.4 Assistant Director, hourly salary range**

- A. Low:
  
- B. High:
  
- C. Fixed Amount:

**7.5 Department Head, hourly salary range**

- A. Low:
  
- B. High:
  
- C. Fixed Amount:

**7.6 Senior Librarian, hourly salary range**

- A. Low:
  
- B. High:
  
- C. Fixed Amount: \$34.00

**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: \$16.61
  
- B. High: \$23.63
  
- C. Fixed Amount:

**7.9 Library Clerk, hourly salary range**

- A. Low:
- B. High:
- C. Fixed Amount: \$21.37

Library fees and fines

**7.10 Fines for Overdue Books**

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

**7.11 Fines for overdue videos**

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

**7.12 Fines for other overdue material -- type of material**

- A. Type of material:
- B. Fines:
- C. Time period for other overdue material fines:

7.13 Charge for interlibrary loan \$0.00

**7.14 Charge for non-resident borrowing privileges per year**

- A. Charge for individuals: \$45.00
- B. Charge for family: \$45.00

7.15 Number of circulations made without charge to non-residents 2

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

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

### Part 8 - LIBRARY TECHNOLOGY

8.1	Total annual number of uses (sessions) of public Internet computers	4,422
8.2	Total number of Internet terminals used by general public	6
8.3	Number of wireless sessions provided by library annually	n.c.
8.4	Type of Internet connection at main library	Cable
8.5	Internet speed at main library	11M-100Mbps
8.6	Name of consortium that provides an integrated library system, if applicable. (e.g. Sage, CCRLS, Coastal Resource Sharing Network, LINCC, etc.)	Chinook Library Network
8.7	Vendor of integrated library system (ILS)	Koha
8.8	Number of library website visits	n.c.

### Part 9 - LIBRARY FACILITIES

9.1	Square footage of main library. (NOTE: includes staff areas, enter 0 for bookmobiles)	825
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9.2 Total system square footage (total of 9.1 + 9.11) 3,825

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

NOTE: Questions 9.3 through 9.11 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](mailto:ross.fuqua@state.or.us).

9.3 FSCS ID OR0134

9.4 FSCS ID sequence number 3

9.5 Name of branch Siletz Public Library

9.6 Branch street address 255 S Gaither / P.O. Box 130

9.7 Branch city Siletz

9.8 Branch zip code (5 digits) 97380

9.9 Branch phone number (541) 444-2855

9.10 Outlet type code BR

9.11 Branch square footage 3,000

9.12 Public service hours per year at this location 1,752

9.13 Number of weeks of the year this facility was open 52

9.14 Type of Internet connection of this facility DSL

9.15 Internet connection speed of this facility 11M-100Mbps

## Part 10

10.1 I have reviewed and, if needed, updated the library directory information on the online directory at Yes



**Part 11 - LIBRARY PROGRESS REPORT**

**Library Progress Report for past fiscal year - Optional**

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

Business as usual. Most of the district funding goes directly to city libraries in Lincoln County to support contracted library services for district residents. This year, LCLD provided courier service between county libraries 5 days per week; provided interlibrary loan services for two county libraries; contracted for hosting and administering integrated library platform for 4 city libraries and 3 community college libraries through ByWater Solutions using open source Koha platform; provided catalog maintenance and original cataloging as needed.

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

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

**Part 12 - STATE USE ONLY**

Administrative Entity

12.1 Population served 22760

**Federal:** Service population for district member libraries was recalculated using a different method than in previous years.

12.2 FSCS ID OR0134

12.3 Interlibrary relationship code HQ

12.4 Legal basis code LD

12.5 Administrative structure code MA

12.6 FSCS public library definition Yes

12.7 Geographic code CO2

Main Service Outlet

12.8 Name of main service outlet LINCOLN COUNTY LIBRARY DISTRICT

12.9 FSCS ID OR0134

12.10 FSCS ID sequence number 002

12.11 Outlet type code CE

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

12.12 Name Jane Cothron

12.13 Phone Number (541) 265-3066

12.14 Email jcothron@lincolncolibrarydist.org