Coos Bay Public Library
2015 Oregon Public Library Statistical Report

CURRENT YEAR   *PREVIOUS YEAR*

Part 1 - GENERAL INFORMATION

Call 503-378-5027 early and often for help! See the FAQ at:
http://libguides.osl.state.or.us/c.php?g=273450&p=1825302.

Remember to update your library's entry in the online library directory if necessary at
http://www.oregon.gov/osl/LD/Pages/directories.aspx Definitions are linked to question numbers.

		CURRENT YEAR	*PREVIOUS YEAR*
1.1	Official name of library	Coos Bay Public Library	*Coos Bay Public Library*
1.2	Street address	525 Anderson	*525 Anderson*
1.3	City (enter the city ONLY)	Coos Bay	*Coos Bay*
1.4	Zip	97420	*97420*
1.5	Mailing address	525 Anderson	*525 Anderson*
1.6	City (enter the city ONLY)	Coos Bay	*Coos Bay*
1.7	Zip	97420	*97420*
1.8	County	Coos	*Coos*
1.9	Library's main phone number (enter number without dashes or parentheses)	(541) 269-1101	*(541) 269-1101*
1.10	Fax number (If none, leave blank)	(541) 269-7567	*(541) 269-7567*
1.11	Library email address (If none, leave blank)		
1.12	Web Address (If none, leave blank)	bay.cooslibraries.org	*bay.cooslibraries.org*
1.13	Cooperative system membership or affiliation (used only for contact purposes- does not include automation cooperatives)	CCLSD	*CCLSD*
1.14	Was there a boundary change in the legal service area in the last year? Check http://www.pdx.edu/prc/population-annexations	No	*No*
1.15	Congressional District (see www.house.gov)	4	*4*
1.16	Has the library or any of its branches moved or expanded in the last fiscal year	No	*No*
	Number of public service outlets		
1.17	Central library	1	*1*
1.18	Branches	0	*0*
1.19	Bookmobiles	0	*0*
1.20	Other public service outlets	0	*0*
1.21	Number of registered users	n.c.	*n.c.*

Part 2 - LIBRARY STAFF AS OF JUNE 30, 2015

Call 503-378-5027 early and often for help! See the FAQ at

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).

Examples: 60 hours per week of part-time work by employees in a staff category divided by the 40-hour measure equals 1.50 FTE (60/40=1.50 FTE). If a schedule varies wildly by season, use total annual hours worked divided by 2080 to calculate FTE. Use n.c. for not collected, 0 for zero or not applicable.

IMPORTANT NOTE: Report only staff paid from the library budget in Part 3. Do not report volunteers, other non-paid staff, staff paid by other agencies (e.g., Green Thumb) or temporary personnel. Do report plant operations, security, or maintenance staff if paid from the library budget.

2.1	Number of librarians with ALA/MLS	5.00	*5.00*
2.2	Number of other persons holding the title of librarian	1.00	*1.00*
2.3	Total librarians (Sum of Lines 2.1 and 2.2) (NOTE: Select the Save button to calculate this question. To change this line, you must first change one of the lines it totals.)	6.00	*6.00*
2.4	Number of all other paid staff	5.60	*5.60*
2.5	Total paid staff (Sum of Line 2.3 and 2.4) (NOTE: Select the Save button to calculate this question. To change this line, you must first change one of the lines it totals.)	11.60	*11.60*

Part 3 - LIBRARY REVENUE

Part 3 is divided into two sections. Report all operating revenue in Section A, excluding capital revenue. Report capital revenue in Section B. Call 503-378-5027 early and often for help! See the FAQ at http://libguides.osl.state.or.us/c.php?g=273450&p=1825311

SECTION A. OPERATING REVENUE

Report revenue used for operating expenditures. Include federal, state, local, or other grants. DO NOT include revenue for major capital expenditures, contributions to endowments, revenue passed through to another library, or funds unspent in a previous fiscal year (e.g. carryover).

This is a statistical count of revenue. This figure may not be the same as the annual budget, and does not need to balance with expenditures. If the city or county contributes sizeable expenses on behalf of the library, but does not show those in the library budget, the library may wish to enter matching revenue and expense for such items.

Please round to the nearest dollar. *The program will fill in dollar signs and commas; there is no need to type them.* Use n.c. for not collected, 0 for zero or not applicable.

Local government sources.

3.1	City	$0	*$0*
3.2	County	$0	*$0*
3.3	District (Library district, community college district, school district)	$1,069,669	*$987,871*
3.4	Total local government (Sum of 3.1 to 3.3) (NOTE: Select the Save button to calculate this question. To change this line, you must first change one of the lines it totals.)	$1,069,669	*$987,871*
3.5	State government sources (e.g., Ready to Read Grants. Count only the amount of Ready to Read grants funds received directly from the State Library, not those distributed through another entity.)	$2,063	*$1,910*

Federal government sources

This includes all federal government funds distributed to public libraries for expenditure by the public libraries, including federal money distributed by the state.

3.6	LSTA grants (payments received during fiscal year)	$817	*$4,536*
3.7	E-rate telecommunications discount (if issued as a check)	$0	*$0*
3.8	Other federal funds (includes any federal funds for O &C compensation)	$0	*$0*
3.9	Federal government revenue (Sum of 3.6 to 3.8) (NOTE: Select the Save button to calculate this question. To change this line, you must first change one of the lines it totals.)	$817	*$4,536*
3.10	Other operating revenue (include fines and fees, even if they are passed through to another entity, cash gifts (not endowments), private or corporate foundation funds)	$40,971	*$53,300*
3.11	Total library operating revenue (Sum of 3.4, 3.5, 3.9, 3.10) (NOTE: Select the Save button to calculate this question. To change this line, you must first change one of the lines it totals.)	$1,113,520	*$1,047,617*

SECTION B. CAPITAL REVENUE

Report all revenue to be used for major capital expenditures. Examples include funds received for a) site acquisition; b) new buildings; c) additions to or renovation of library buildings; d) furnishings, equipment, and initial book stock for new buildings, building additions, or building renovations; e) computer hardware and software used to support library operations, to link to networks, or to run information products; f) new vehicles; and g) and other one-time major projects. Exclude revenue to be used for replacement and repair of existing furnishings and equipment, regular purchase of library materials, and investments for capital appreciation.

Exclude contributions to endowments, or revenue passed through to another agency (e.g., fines), or funds unspent in the previous fiscal year (e.g., carryover). Funds transferred from one public library to another public library should be reported by the receiving library. Report federal, state, local, and other revenue to be used for major capital expenditures.

3.12	Local government capital revenue	$0	*$0*
3.13	State government capital revenue	$0	*$0*
3.14	Federal government capital revenue	$0	*$0*
3.15	Other capital revenue	$0	*$0*
3.16	Total capital revenue (Sum of Lines 3.12 - 3.15) (NOTE: Select the Save button to calculate this question. To change this line, you must first change one of the lines it totals.)	$0	*$0*

Part 4 - LIBRARY EXPENDITURES

Call 503-378-5027 early and often for help! See the FAQ at http://libguides.osl.state.or.us/c.php?g=273450&p=2052889

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

Operating expenditures are the current and recurrent costs necessary to support the provision of library services. Significant costs, especially benefits and salaries, that are paid by other taxing agencies (government agencies with the authority to levy taxes) "on behalf of" the library may be included if the information is available to the reporting agency. The library should add an equivalent amount of revenue if such costs are reported. Only such funds that are supported by expenditures documents (such as invoices, contracts, payroll records, etc.) at the point of disbursement should be included. Do not report the value of donated items as expenditures. Do not report capital expenditures under this category.

SECTION A. OPERATING EXPENDITURES

This is a statistical count of expenditures. It may not be the same as your annual budget, and does not need balance with revenue. Significant costs, especially benefits and salaries, that are paid by other taxing agencies (government agencies with the authority to levy taxes) "on behalf of" the library may be included if the information is available to the reporting agency. The library should add an equivalent amount of revenue if such costs are reported. Capital expenditures are listed on questions in Part 4, Section B. Dollar signs and commas will be filled in by the program; there is no need to type them.

4.1	Salaries and wages	$499,083	*$505,645*
4.2	Employee benefits (includes FICA at 7.65% and Workman's Comp at $.016 per hour)	$224,939	*$226,295*
4.3	Total staff expenditures (Sum of 4.1 and 4.2) (NOTE: Select the Save button to calculate this question. To change this line, you must first change one of the lines it totals.)	$724,022	*$731,940*

Library collection

This includes all operating expenditures by the library for materials purchased or leased for use by the public. It includes print materials, electronic materials, and other materials etc. If record keeping does not separate total expenditures by type of material, it is acceptable to use some reasonable methodology to estimate the relative amounts. An estimate is preferable to n.c. (not collected).

4.4	Books and other print materials	$48,980	*$50,682*
4.5	Periodicals and other serial subscriptions	$9,040	*$9,797*
4.6	Total expenditure on print materials (Sum of 4.4 and 4.5)	$58,020	*$60,479*
4.7	Electronic materials expenditures (list databases, tutor.com, and Library2Go downloadable expenses here)	$4,103	*$4,103*
4.8	Other materials expenditures (all expenditures on collection not listed above, e.g. media in physical form -DVDs, CDs, books on CD, microforms, kits, new material formats, etc.)	$10,501	*$5,777*
4.9	Total expenditures on collection (Sum of 4.6 + 4.7 + 4.8) (NOTE: Select the Save button to calculate this question. To change this line, you must first change one of the lines it totals.)	$72,624	*$70,359*
4.10	All other operating expenditures (includes binding, non-capital furniture and equipment, building maintenance, ISP fees, cataloging fees and utilities, and all items not included above)	$156,040	*$172,521*
4.11	Total library expenditures (Sum of 4.3,4.9,4.10) (NOTE: Select the Save button to calculate this question. To change this line, you must first change one of the lines it totals.)	$952,686	*$974,820*

SECTION B. CAPITAL OUTLAY

Report major capital expenditures (the acquisition of or additions to fixed assets). Examples include expenditures for a) site acquisitions; b) new buildings; c) additions to or renovation of library buildings; d) furnishings, equipment, and initial book stock for new buildings, building additions, or building renovations; e) library automation; f) new vehicles; and g) other one-time major projects. Include federal, state, local, or other revenue used for major capital expenditures. Only funds that are supported by expenditures documents (e.g., invoices, contracts, payroll records, etc.) at the point of disbursement should be included. Exclude expenditures for replacement and repair of existing furnishings and equipment, regular purchase of library materials, and investments for capital appreciation.

NOTE: Your local accounting practices may determine whether a specific item is a capital expense or an operating expense. Even if books are considered capital outlay locally, please report book expense on line 4.4.

4.12	Library construction and related expenditures (incl. building sites)	$0	*$0*
4.13	Capital equipment expenditures (e.g. new automated systems)	$0	*$0*
4.14	Other capital outlay	$0	*$0*
4.15	Total capital outlay (Sum 4.12 to 4.14) (NOTE: Select the Save button to calculate this question. To change this line, you must first change one of the lines it totals.)	$0	*$0*

Part 5 - LIBRARY COLLECTIONS

Call 503-378-5027 early and often for help! See the FAQ at
http://libguides.osl.state.or.us/c.php?g=273450&p=2053160

Report library holdings as of the end of the fiscal year, June 30.

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

Report in Section A items that have physical form. A physical unit is usually a volume, but might also be a disc, cassette, etc. Items which are packaged together as a unit, e.g. two compact discs, and are generally checked out as a unit, should be counted as one physical unit. Do not subtract withdrawn materials from the physical units added figure. The figure reported should represent the total number of materials on June 30. The State Library does not ask you to report the number of materials withdrawn as a separate data element.

Books and other print items

5.1	Number of physical units	110,071	*112,806*
5.2	Number of physical units added.	4,766	*4,533*

Audio materials

5.3	Number of physical units (cassettes, records, compact discs, etc.)	10,745	*10,386*
5.4	Number of physical units added.	665	*471*

Video materials

5.5	Number of physical units (DVDs, Blu-Ray, etc.)	8,289	*7,745*
5.6	Number of physical units added.	970	*888*

Current print serial subscriptions

5.7	Number of subscriptions	235	*172*
5.8	Number of subscriptions added.	160	*0*

Other library materials (include uncataloged paperbacks considered part of the permanent collection. Do not count paperback exchanges or checkouts of paperbacks that are not tracked.)

5.9	Number of physical units	9,868	*8,831*
5.10	Number of physical units added	294	*0*

Totals for the end of fiscal year

5.11	Number of physical units (Sum of 5.1+5.3+5.5+5.7+5.9) (NOTE: Select the Save button to calculate this question. To change this line, you must first change one of the lines it totals.)	139,208	*139,940*
5.12	Number of physical units added (Sum of 5.2+5.4+5.6+5.8+5.10) (NOTE: Select the Save button to calculate this question. To change this line, you must first change one of the lines it totals.)	6,855	*5,892*

SECTION B - DIGITAL OR DOWNLOADABLE COLLECTION

E-books

5.13	Number of units (Library2Go statewide listed here)	33,516	30,806
5.14	Number of units added (Library2Go statewide listed here)	2,710	5,045
5.15	Number of units owned locally or by consortia not part of statewide Library2Go	0	0
5.16	Number of units owned locally or by consortia added not part of statewide Library2Go	0	0
5.17	Total units of e-books (Sum of 5.13 and 5.15)	33,516	30,806
5.18	Total units of e-books added (Sum of 5.14 and 5.16)	2,710	5,045

Downloadable Audio Materials

5.19	Audio materials- downloadable units	19,082	21,575
5.20	Number of downloadable units added (Library2Go statewide listed here)	1,012	1,468
5.21	Number of downloadable units owned locally or by consortia not part of statewide Library2Go	0	0
5.22	Number of downloadable units owned locally or by consortia added not part of statewide	0	0
5.23	Total of downloadable audio units (Sum of 5.19 and 5.21)	19,082	21,575
5.24	Total of downloadable audio units added (Sum of 5.20 and 5.22)	1,012	1,468

Downloadable Video Materials

5.25	Number of downloadable units (Library2Go statewide listed here)	1,285	1,285
5.26	Number of downloadable units added (Library2Go statewide listed here)	0	0
5.27	Number of downloadable units owned locally or by consortia not part of statewide Library2Go	0	0
5.28	Number of downloadable units owned locally or by consortia locally added not part of statewide Library2Go	0	0
5.29	Total downloadable video units (Sum of 5.25 and 5.27)	1,285	1,285
5.30	Total downloadable video units added (Sum of 5.26 and 5.28)	0	0

Licensed databases through statewide database licensing (Gale and Learning Express)

5.31	Number of licensed databases	24	24
5.32	Number of licensed databases added	0	0

Licensed databases through cooperatives, consortia, or local libraries within the state or region (Freegal goes here)

5.33	Number of licensed databases	10	10
5.34	Number of licensed databases added	0	0
5.35	Electronic Collections	0	

Total licensed databases

5.36	Total licensed databases (Sum of 5.31 and 5.33) (NOTE: Select the Save button to calculate this question. To change this line, you must first change one of the lines it totals.)	34.00	34.00
5.37	Total licensed databases added (Sum of 5.32 and 5.34) (NOTE: Select the Save button to calculate this question. To change this line, you must first change one of the lines it totals.)	0	0
5.38	Total digital or downloadable units (Sum of 5.17, 5.23, 5.29)	53,883	53,700

5.39	Total digital or downloadable units added (Sum of 5.18, 5.20, 5.26, 5.32, 5.34)	3,722	*6,513*
5.40	Circulation of Electronic Materials-total annual circulation of all electronic materials	0	
5.41	Total physical and digital units (Sum of 5.11, 5.17, 5.23, 5.29)	193,091	*193,640*
5.42	Total physical and digital units added (Sum of 5.12 and 5.39)	10,577	*12,405*

Part 6 - LIBRARY SERVICES

Call 503-378-5027 early and often for help! See the FAQ at
http://libguides.osl.state.or.us/c.php?g=273450&p=2053348

Hours - Typical schedule of main library

Monday
6.1	Open	10:00 A.M.	*10:00 A.M.*
6.2	Close	7:00 P.M.	*7:00 P.M.*
6.3	Total hours open	9	*9*

Tuesday
6.4	Open	10:00 A.M.	*10:00 A.M.*
6.5	Close	7:00 P.M.	*7:00 P.M.*
6.6	Total hours open	9	*9*

Wednesday
6.7	Open	10:00 A.M.	*10:00 A.M.*
6.8	Close	7:00 P.M.	*7:00 P.M.*
6.9	Total hours open	9	*9*

Thursday
6.10	Open	10:00 A.M.	*10:00 A.M.*
6.11	Close	7:00 P.M.	*7:00 P.M.*
6.12	Total hours open	9	*9*

Friday
6.13	Open	12:00 P.M.	*12:00 P.M.*
6.14	Close	6:00 P.M.	*6:00 P.M.*
6.15	Total hours open	6	*6*

Saturday
6.16	Open	12:00 P.M.	*12:00 P.M.*
6.17	Close	6:00 P.M.	*6:00 P.M.*
6.18	Total hours open	6	*6*

Sunday
6.19	Open	Closed	*closed*
6.20	Close	Closed	*closed*
6.21	Total hours open	0	*0*

(NOTE: For libraries with branches this question refers to central library only)

6.22	Total hours in typical week (Note: for libraries with branches this question refers to central library only) (Sum of 6.3, 6.6, 6.9, 6.12, 6.15, 6.18, 6.21) (NOTE: Select the Save button to calculate this question. To change this l	48.0	*48.0*
6.23	Public service hours for main library for the fiscal year	2,370	*2,370*

6.24	Number of weeks main library is open (do not subtract for holidays)	52	*52*
6.25	Total annual public service hours for all public outlets for the fiscal year. (sum of 6.23 and 9.15 repeating)	2,370	*2,370*
6.26	Library visits (total annual attendance at all library facilities, including meeting rooms) in the fiscal year. (Please refer to instructions)	190,381	*191,966*

Circulation of library materials at all facilities for the fiscal year: (NOTE: Do not include books checked out to other libraries on interlibrary loan, or interbranch loans.)

6.27	Number of first-time circulation of adult materials (Enter n.c. here if using lines 6.34-35, if not able to separate first circulation and renewal, enter all circulation here.	179,025	*n.c.*
6.28	Number of renewals of adult materials	41,000	*n.c.*
6.29	Number of first-time circulation of young adult (YA) materials (enter n.c. here if using lines 6.34-35)	7,545	*n.c.*
6.30	Number of renewals of young adult (YA) materials	1,649	*n.c.*
6.31	Number of first-time circulation of children's materials (enter n.c. here if using lines 6.34-35)	45,342	*n.c.*
6.32	Number of renewals of children's materials	10,604	*n.c.*
6.33	Number of circulations of electronic materials (record Library2Go here). Includes downloadable e-book, e-audio and e-video that have to be "returned" to the library. Count the circulation of e-book readers with titles loaded on them as one circulation.	12,001	*8,512*
6.34	First-time circulation not separated into adult, YA or children's materials (use this blank ONLY if you do not count separate adult and children's materials circulation -Enter n.c. if using 6.27 - 6.32 instead)	n.c.	*238,408*
6.35	Renewals not separated into adult, YA or children's materials (use this blank ONLY if you do not count separate adult and children's materials circulation - Enter n.c. if using 6.27 - 6.32 instead)	n.c.	*53,860*
6.36	Total first-time circulation (adult, YA, children's materials, electronic materials and circulation not broken into material type - sum of 6.27, 6.29, 6.31, 6.33, 6.34)	243,913.00	*246,920.00*
6.37	Total renewals (adult, YA, children's materials and circulation not broken into material type - sum of 6.28, 6.30, 6.32, 6.35)	53,253.00	*53,860.00*
6.38	Total circulation of adult materials (sum of 6.27 and 6.28)	220,025.00	*0.00*
6.39	Total circulation of young adult (YA) materials (sum of 6.29 and 6.30)	9,194.00	*0.00*
6.40	Total circulation of children's materials (sum of 6.31 and 6.32)	55,946.00	*0.00*
6.41	Total circulation not separated into adult, YA or children's materials (sum of 6.33, 6.34 and 6.35)	12,001.00	*300,780.00*
6.42	Total circulation for the fiscal year. (Sum of 6.38, 6.39, 6.40, 6.41) (NOTE: Select the Save button to calculate this question. To change this line, you must first change one of the lines it totals.)	297,166.00	*300,780.00*
6.43	Total number OF reference transactions(Please estimate IF actual COUNT NOT available, exclude directional, policy questions OR circulation actions such AS placing holds.This does include individualized computer instruction AND reader	26,186	*39,880*

Programs or presentations for children sponsored by the library (Please refer to instructions. Note that the program does not have to take place in the library.)

6.44	Number of children's programs	166	*101*
6.45	Number of persons attending children's programs (adults and children)	5,145	*5,772*

Programs or presentations for young adults sponsored by the library (Please refer to instructions. Note that the program does not have to take place in the library.)

6.46	Number of young adult programs	5	*7*
6.47	Number of persons attending young adult programs (including adults and children)	56	*82*

Programs or presentations for adults sponsored by the library

6.48	Number of programs for adults	126	*111*
6.49	Number of persons attending programs for adults	2,434	*1,898*
6.50	Total number of programs (Sum 6.44, 6.46, 6.48)	297	*219*
6.51	Total program attendance (Sum 6.45, 6.47, 6.49)	7,635	*7,752*

Best practices for children's programming (Please refer to instructions)

6.52	Does your library have a summer reading program	Yes	*Yes*
6.53	Does your library provide outreach to children and/or families, childcare providers, and preschool teachers	Yes	*Yes*
6.54	Does your library provide training in early literacy for parents or childcare providers	Yes	*Yes*

Interlibrary loans lent to other libraries
(Please refer to instructions)

6.55	Interlibrary loans lent using a shared catalog or automation system (e.g. Sage, LINCC)	11,690	*44,118*
6.56	Interlibrary loans lent to all other libraries not in shared catalog or automation system	975	*3,588*
6.57	Total loans lent to other libraries (Sum of 6.55 to 6.56) (NOTE: Select the Save button to calculate this question. To change this line, you must first change one of the lines it totals.)	12,665.00	*47,706.00*

Interlibrary loans borrowed from other libraries

6.58	Interlibrary loans borrowed using a shared catalog or automation system (e.g. Sage)	9,071	*18,023*
6.59	Interlibrary loans borrowed from libraries not in shared catalog or automation	241	*458*
6.60	Total loans borrowed from other libraries (Sum of 6.58 to 6.59) (NOTE: Select the Save button to calculate this question. To change this line, you must first change one of the lines it totals.)	9,312.00	*18,481.00*

Part 7 - OTHER INFORMATION

Call 503-378-5027 early and often for help! See the FAQ at http://libguides.osl.state.or.us/statsfaq

Volunteer services to the library.

7.1	Total number of volunteers (individuals)	71	*86*
7.2	Total volunteer hours	3,606	*3,663*

Library salary schedule effective for the upcoming fiscal year

Please calculate hourly wages even if staff is paid monthly, weekly or on a salary. Please report up to two decimal places. If the library has a salary range, there is a blank for the number at low end of the range, and one for the number at the high end. If your library does not have such a position, leave the item blank. For organizations without salary ranges, leave the "Low" and "High" items blank and list a figure in the "Fixed Amount" blank. For full-time positions, divide an annual salary by 2080 to calculate the hourly equivalent. Please see the instructions. Do not include the $ symbol or commas.

7.3 Library Director, hourly salary range

A.	Low:	$34.36	*$34.24*
B.	High:	$43.84	*$43.70*
C.	Fixed Amount:		

7.4 Assistant Director, hourly salary range

A.	Low:	$24.88	*$24.79*
B.	High:	$31.75	*$31.64*
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:	$17.93	*$17.52*
B.	High:	$22.35	*$21.84*
C.	Fixed Amount:		

7.7 Entry-level Librarian, hourly salary range

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

7.8 Library Assistant (para-professional), hourly salary range

A.	Low:	$16.44	*$16.06*
B.	High:	$20.51	*$20.03*
C.	Fixed Amount:		

7.9 Library Clerk, hourly salary range

A.	Low:	$15.38	*$15.03*
B.	High:	$19.18	*$18.75*
C.	Fixed Amount:		

Library fees and fines

This section is designed for a sampling of the most common fees and fines. It is not comprehensive. Please choose the closest pull-down value to the actual amount.

7.10 Fines for Overdue Books

A.	Fines:	$0.15	*$0.15*
B.	Time period for overdue book fines:	day	*day*

7.11 Fines for overdue videos

A.	Fines:	$1.00	*$1.00*
B.	Time period for overdue video fines:	day	*day*

7.12 Fines for other overdue material -- type of material

A.	Type of material:		

B.	Fines:	$0.15	
C.	Time period for other overdue material fines:	day	

7.13 Charge for interlibrary loan

7.13	Charge:	as charged by other library / OCLC cost	*$3.00*

7.14 Charge for non-resident borrowing privileges per year

A.	Charge for individuals:		
B.	Charge for family:		
7.15	Number of circulations made without charge to non-residents	101,520	*168,774*

If the library does not have one of the groups below, leave the relevant items blank. If the groups below do not have a business address for mail, please consider using the library address as their contact address.

Library Board/District Board

7.16	Chair, Library Board or Library District for coming year	Bruce Bennett	*Bruce Bennett*
7.17	Name of Board	Coos Bay Library Board of Trustees	*Coos Bay Public Library Board of Trustees*
7.18	Board mailing address	525 Anderson	*525 Anderson*
7.19	City	Coos Bay	*Coos Bay*
7.20	Zip code	97420	*97420*
7.21	Phone number (enter number without dashes or parentheses)	(541) 269-1101	*(541) 269-1101*
7.22	President/Chair email	kabben@charter.net	*kabben@charter.net*

The questions below are optional.

Friends of Library

7.23	Name of friends organization	Friends of the Coos Bay Public Library	*Friends of the Coos Bay Public Library*
7.24	Friends mailing address	525 Anderson	*525 Anderson*
7.25	City	Coos Bay	*Coos Bay*
7.26	Zip code	97420	*97420*
7.27	Phone number (enter number without dashes or parentheses)	(541) 269-1101	*(541) 269-1101*

Library Foundation

7.28	Name of foundation	Coos Bay Public Library Foudation	*Coos Bay Public Library Foundation*
7.29	Foundation mailing address	525 Anderson	*525 Anderson*
7.30	City	Coos Bay	*Coos Bay*
7.31	Zip code	97420	*97420*
7.32	Phone number (enter number without dashes or parentheses)	(541) 269-1101	*(541) 269-1101*

Part 8 - LIBRARY TECHNOLOGY

Call 503-378-5027 early and often for help! See the FAQ at
http://libguides.osl.state.or.us/c.php?g=273450&p=2053348

8.1	Total annual number of uses (sessions) of public Internet computers *(If a computer is used for multiple purposes [Internet, word processing, etc.] and Internet users cannot be isolated, report all usage.)*	25,766	*32,662*
8.2	Total number of Internet terminals used by general public	23	*23*

8.3	Number of wireless sessions provided by library annually	12,782	*5,736*
8.4	Type of Internet connection of main library	Cable	*Cable*
8.5	Internet connection speed of main library	6.1M-10Mbps	*6.1M-10Mbps*
8.6	Do all library facilities (including branches) have a dedicated Internet connection with a connection speed over 1.5Mbps?	Yes	*Yes*
8.7	Vendor of automated system (e.g. III, Evergreen, Polaris, Sirsi/Dynix, Koha, etc.)	Koha	*Innovative Interfaces (III)*
8.8	Name of automation consortia library belongs to (e.g. Sage, CCRLS, LINCC, Linn Libraries Consortium, Lane Council of Libraries etc.)	Coos County LSD	*Coos County LSD*

Part 9 - LIBRARY FACILITIES

Call 503-378-5027 early and often for help! See the FAQ at
http://libguides.osl.state.or.us/c.php?g=273450&p=1825302

Please fill out a branch section for each branch or bookmobile. Please update your directory information if needed on the online library directory at http://www.oregon.gov/osl/LD/Pages/directories.aspx.

9.1	Square footage of main library. (NOTE: includes staff areas, enter 0 for bookmobiles)	25,872	*25,872*
9.2	Total system square footage (total of 9.1+ branch sq. ft.)	25,872	*25,872*

Note: Square footage of main library is reported in 9.1. Branch libraries are reported in 9.3-9.18 with main and branch totals in 9.2. Please contact Ann Reed at 503-378-5027 or ann.reed@state.or.us if the total 9.2 does not look right.

9.3	Name of branch
9.4	Branch street address
9.5	Branch city
9.6	Branch zip code (5 digits)
9.7	Branch phone number
9.8	Branch fax number
9.9	Branch square footage
9.10	Branch manager last name
9.11	Branch manager first name
9.12	Branch manager phone number
9.13	Branch manager phone extension
9.14	Branch manager e-mail address
9.15	Public service hours per year at this location
9.16	Number of weeks of the year this facility was open
9.17	Type of Internet connection of this facility
9.18	Internet connection speed of this facility

Part 10 - DIRECTORY INFORMATION

Call 503-378-5027 early and often for help! See the FAQ at
http://libguides.osl.state.or.us/c.php?g=273450&p=1825302.

Please update your directory information if needed on the online library directory at
http://www.oregon.gov/osl/LD/Pages/directories.aspx.

10.1	Library Director last name	Pierson	*Pierson*
10.2	Library Director first name	Samantha	*Samantha*
10.3	Director's phone number	(541) 269-1101	*(541) 269-1101*

10.4	Phone extension number	229	*229*
10.5	Director's email address	spierson@cclsd.org	*spierson@cclsd.org*

The section below is optional. Information in this section will be used in a future upgrade of the online directory. The intent is not to replace an in-house directory, but to provide contact information for people outside the library. Leave items blank if you do not wish to add an entry.

Department Contact

10.6	Department	Acquisitions
10.7	Phone number (enter number without dashes or parentheses)	(541) 269-1101
10.8	Phone extension number	225
10.6	Department	Youth Services
10.7	Phone number (enter number without dashes or parentheses)	(541) 269-1101
10.8	Phone extension number	236
10.6	Department	Reference
10.7	Phone number (enter number without dashes or parentheses)	(541) 269-1101
10.8	Phone extension number	222
10.6	Department	Technical Services
10.7	Phone number (enter number without dashes or parentheses)	(541) 269-1101
10.8	Phone extension number	224

Individual Contact (Do not list directors or branch managers)

10.9	Last name
10.10	First name
10.11	Phone number
10.12	Phone extension number
10.13	Email address
10.14	Generic job description
10.15	Additional generic job description
10.16	Actual position title

Part 11 - LIBRARY PROGRESS REPORT

Library Progress Report for past fiscal year - Optional

Please describe any major improvements to facilities, important additions to library staff or collections, significant increases in library support, new services provided, new library technology that might have been acquired, and any new initiatives to cooperate with other libraries below.

11.1	Progress report for this past year. Please report on significant developments in your library this past fiscal year.	*Response has been entered.*

Part 12 - STATE USE ONLY

The following are various codes attached at the federal level to public library data. Note that Geographic Codes are based upon U.S. Census definitions. If you suspect a code is in error, please contact the Federal Programs Coordinator at 503-378-5027.

Administrative Entity

12.1	Population served	25505	*25505*
12.2	FSCS ID	OR0114	*OR0114*

12.3	Interlibrary relationship code	ME - Fed or coop Member	*ME - Fed or coop Member*
12.4	Legal basis code	CI - City	*CI - City*
12.5	Administrative structure code	SO - Single outlet, admin in	*SO - Single outlet, admin in*
12.6	FSCS public library definition	Yes	*Yes*
12.7	Geographic code	Cl1 - City exactly	*Cl1 - City exactly*

Main Service Outlet

12.8	Name of main service outlet	Coos Bay Public Library	*Coos Bay Public Library*
12.9	FSCS ID	OR0114	*OR0114*
12.10	FSCS ID sequence number	002	*002*
12.11	Outlet type code	CE - Central	*CE - Central*

Other Service Outlets

12.12   Name of branch (from 9.3)

12.13   FSCS ID

12.14   FSCS ID sequence number

12.15   Outlet type code