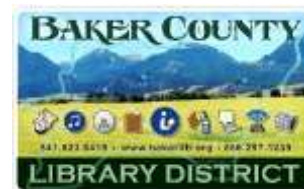# Baker County Library District
Board of Directors
Regular Meeting Agenda
Monday, Oct 8, 2018, 6:00 – 8:00 pm
Riverside Meeting Room, Baker County Public Library
2400 Resort St, Baker City
Gary Dielman, President

I.	**CALL TO ORDER**		Dielman
II.	**Consent agenda (ACTION)**		Dielman
	a. Additions/deletions from the agenda		
	b. Minutes of previous meeting		
III.	**Conflicts or potential conflicts of interest**		Dielman
IV.	**Open forum for general public, comments & communications**		Dielman

In the interests of time and to allow as many members of the public an opportunity to speak, the board asks guests to limit remarks to five (5) minutes if speaking on behalf of an individual, or ten (10) minutes if speaking on behalf of a group or organization.

V.	**REPORTS**		
	a. Director		Stokes
	b. Finance		Hawes
VI.	**OLD BUSINESS**		
	a. None		
VII.	**NEW BUSINESS**		
	a. Authorize Tax Anticipation Note loan (**ACTION**)		Stokes
	b. Film & photography policy (**ACTION**)		Stokes
	c. Report on OSL Public Library Statistics		Stokes
	d. Report on OLA Public Library Standards - Part I		Stokes
	e. Report on PERS Employer Incentive Fund		Stokes
	f. Appointing replacement board member (**ACTION**)		Stokes
VIII.	**Agenda items for next regular meeting:** <mark>Oct 8, 2018</mark>		President-elect
IX.	**ADJOURNMENT**		President-elect

The times of all agenda items except open forum are approximate and are subject to change. Other matters may be discussed as deemed appropriate by the Board. If necessary, Executive Session may be held in accordance with the following. Topics marked with an asterisk* are scheduled for the current meeting's executive session.

ORS 192.660 (2) (d) Labor Negotiations	ORS 192.660 (2) (e, j) Property
ORS 192.660 (2) (h) Legal Rights	ORS 192.660 (2) (a, b, i) Personnel

The Board of Directors meets on the 2nd Monday each month from 6.00 to 8.00p in the Riverside Meeting Room at 2400 Resort Street, Baker City, Oregon. Sign language interpretation for the hearing impaired is available if at least 48 hours notice is given.

Call To Order	Kyra Rohner-Ingram, Vice-President called the meeting to order at 6:04. The meeting was held in the Riverside Meeting Room. Present at the meeting were Kyra **Rohner-Ingram**, Nellie **Forrester** and Della **Steele**, Directors**;** Perry **Stokes**, Library Director and Christine **Hawes**, Business Manager.
Consent Agenda	Rohner-Ingram asked if there were any changes to the consent agenda. There were no changes to either the agenda or the minutes. **Steele moved to approve the Consent Agenda as presented; Forrester seconded; the motion passed unanimous**.
Conflicts or Potential Conflicts of Interest	Rohner-Ingram asked for any potential conflicts of interest. There were none.
Open Forum for general public	Rohner-Ingram asked if there were any comments. There were none.
REPORTS: Director	Stokes gave the Director's Report: *Grants* – Stokes stated he submitted a grant request to the Leo Adler Community Foundation for $30,000 to help with the cost of a new roof layer on the Baker branch and avoid district need to go into short term debt for operations. *Personnel* – Stokes stated he continues to be pleased with employment of high school age students to perform shelving duties (Job title: Library Page) at the Baker branch. This gives valuable work experience to teens and they are doing excellent work. The positions are temporary, with terms ending about 3 months after a student graduates. This year, one Page hired last year has elected to move from Sunday circulation desk duties to shelving. One new student was hired for shelving. The two shelvers are in similar classes at school and reportedly working well together, communicating and covering for one another. The Sunday desk shift is now being covered by Nola Huey, the recently promoted operations manager. *Programs & Services* – The *piano* has new casters on the legs that allow for it to be moved much easier. Stokes believes this will eliminate the legs breaking when the piano is moved. He has found another moving cradle option if problems continue, but it would be significantly more costly at about $700.

The *bicycle repair station* has been in place about two weeks. It is getting a lot of use. Stokes reviewed security camera coverage for the area to make sure the camera view was adequate and was amazed at the amount of repair station users. Staff report that public comments have been very positive.

New *Book-A-Room software* is now being used for meeting and study room reservations. This replaces the prior method of making reservations on printed sign-up sheets in a binder. Using a digital booking tool enables users to check availability and make reservation requests online at any time. It is a more time-consuming process both for users and staff but provides the ability to confirm reservations and should eliminate the duplicate booking and misunderstanding problems that occurred occasionally, as well as significant staff time to create the binder calendar sheets.

Stokes reported that information-gathering is in progress for the *"Odor Fee"* proposal. Staff are logging use of the StinkBoss unit to "repair" significantly stinky returned items; most commonly these have pungent smoke or pet smell. Results will be given in a future report. He also purchased the spray product Betty Palmer recommended; it is working great as a supplemental treatment so far.

Staff Training – The all staff training day is usually on Columbus Day/Indigenous Peoples' Day. This year the library will be open that day as a regular business day and staff training is moved to the following Monday, October 15. This alleviates having both staff training and a board meeting on the same day, which makes for an arduous day for Stokes.

Finance	Hawes passed out financial reports and check packets for signatures.
	The **General Fund** did not receive tax turnovers during September which is in keeping with prior years. In **Personnel Services**, you will note there are no wages shown in September. This is due to the fact that September 1 was a Saturday so paychecks were dated Friday, August 31 according to the District's policy. Total wages paid out for September 1st wages was $45,886.38 compared to August 1st wages of $47,895.71. In Payroll Benefits, a check was written to Special Districts $510.95 for FY2017-18 workers comp final invoice that will be accrued into last year. In total,

Personnel Services is a little high at 28.4% spent for year-to-date. This is primarily due to severance wages that will be accrued into last fiscal year and likewise does not have a corresponding budget number in this fiscal year. Looking at *Materials & Services*, the book budget expenses for the month show primarily purchases and periodical subscriptions ordered through VISA. The General fund total due to VISA is $3,741.49. We haven't received the September Ingram statement; it will be paid on the next check run. In Building & Grounds, VISA also included Saris Cycling $100.20 to replace decals and touch up paint for the new Bicycle Repair Station needed after installation and tools of $475.55 for facilities. In Computer Maintenance, the VISA also included two Carbonite subscriptions of $71.99 each for Tech and Business Manager computer backups. Checks written include Open DNS $1,064.80 for annual subscription for the Internet filter (computer system maintenance); Commercial Tire $1,120.60 for 2 tires purchased in August (bookmobile maintenance) and Mike Bork Auto $608.14 for bookmobile repairs and maintenance in August. Checks also included Oregon Government Ethics $475.12 annual fee (association dues) and Demco $508.39 for book cover materials (library supplies). The Utility budget is currently under budget going into winter, which is customary. The Telecommunications budget is also currently under budget, although looking at individual lines, the vendors that are paid monthly are on target.

Other Funds received a grant of $738.75 from Bikes For Baker group who wanted to support the Bicycle Repair Station. The Friends have also approved $1,100 for this project. An invoice has been submitted to the Friends for reimbursement. Stokes purchased the equipment by VISA for $1,838.75. The check written to VISA of $1,919.02 also included the monthly Amazon shipping expense of $80.27.

The Tax Anticipation Note (TAN) is in progress. Perry and I met with the Baker City US Bank manager and loan officer (via telephone conference call), to go over the terms of the loan. We anticipate receiving the approval for the funds in a couple weeks.   The current cash balances are given on both the General Fund and Other Funds financial report. General Fund will borrow from Other Funds to operate in September and first of October. The TAN will cover October and the first of November until tax revenues come in.

Sage Fund has had no income year-to-date due to membership billings going out usually in October. The cash balance is holding strong at

	$113,881 currently available. Sage wrote 7 checks totaling $2,167.26 for courier expenses and one large check to Orbis Cascade of $3,306.25 for a new courier drop site at BMCC. There were no further questions. The checks were signed and check lists initialed for approval for all three funds.
OLD BUSINESS	None
NEW BUSINESS: Filling Board Vacancy	Stokes said that Nellie Forrester has declared an intent to resign as of the October board meeting. She has recruited Frances Vaughan of Halfway to replace her for the remainder of her position. She feels that Frances will make a great addition to the board. Stokes gave some background on Vaughan. She will be at the October meeting. Stokes shared a Letter of Resignation from Nellie and a copy of ORS 198.320 statute giving guidelines on "filling of vacancies on governing bodies of certain districts". The statute says that a vacant position can be filled by appointment by those remaining on the board. The group discussed possible options. Dielman said that he called to talk with Frances; he supports her appointment. Rohner-Ingram thanked Nellie for her service. Adding that she will be missed. Nellie talked about the changes she has seen in the library over the years. She is proud to have been a part of all that was accomplished, but at age 94 travel is getting harder and family is concerned about her safety, particularly having to drive from Halfway in winter. Stokes said that the person appointed will fill the position through next June and would run in the May election if interested in continuing.
New Policy – Film & Photography	Stokes said that he has a new policy idea covering Film & Photography in the library or on its grounds. He has researched policies that are available and has examples of policies other libraries are using. He went over points of interest and invited board input on the potential policy. The primary impetus for such establishing a policy is a scenario recently experience at the Bend library. It was approached by a political candidate who wanted to use the grounds for a photo shoot. The library was concerned about use the library image, name or identifying features which could imply a political endorsement of a candidate. Commercial use for documentary or educational purposes is generally allowed, sometimes with a fee to reimburse the library for extra staffing. Many

	model policies prohibit media use and interviews that are not directly related to library matters.

Stokes said that BCLD has had a few production companies film scenes for documentaries or reality shows here. No payment was required. Stokes did stay after hours for one shoot and felt it was beneficial to public relations for library use in general. One of the most important policy elements, he feels, would be requiring Proof of Insurance would be a good thing for liability purposes.

Stokes said that for tonight he is hoping to get survey preferences; what board members like or dislike about the policy models provided. He handed out a summary of topics addressed by those examples that other libraries have in place.

Discussion ensued. Rohner-Ingram said that if minors are photographed, parental consent is required. Stokes supported allowing portrait photography, since it is also good PR and not connected to politics. Rohner-Ingram made a few points of concern. She suggested the policy should be more generic at this point. She suggested distinguishing between commercial and amateur use. She also suggested using a release when it's for commercial purposes.

Stokes reviewed the library's policy about non-commercial use with the Director given discretion to make exceptions. He said recently a business that will soon open in the community was used library space to announce job opportunities, interview applicants, and orient new employees. As the business will be employing several people and did not yet have space of its own due to construction, he felt granting the use supported economic development in our community. The group agreed.

Discussion moved to fees. Stokes asked if we should charge a facility use fee for commercial filming or photography. Rohner-Ingram liked the example that charged based on the scope of the project. She suggested leaving the fees open to discretion for now. The policy can be modified and tightened up if needed. |
| | Rohner-Ingram asked if there were any other comments. Stokes said that he is working on the State Library Statistic Report that is due October 1st. He will report on that next month. |

	Rohner-Ingram asked if there were any other items for the next meeting. There were no suggestions.
Next Meeting Date	The next regular Board meeting will be September 8, 2018 at 6:00pm.
Adjourn	The meeting was adjourned at 7:03 pm. Respectfully submitted, Perry Stokes, Secretary to the Board PS/ch

PHOTOGRAPHY, RECORDING AND FILMING POLICY

Policy Statement

Baker County Library District provides library services to enhance community opportunities for education, recreation, and cultural and civic engagement. Photography and filming, as described in this policy, is allowed to the extent that it does not interfere with the provision of library services and is consistent with the library's mission statement and code of conduct.

Definitions

The terms "photograph" or "photography", "recording" or "filming" are used generally and refer to any method including photography, filming, video or any other process of still or moving image or audiovisual capturing in any method used now or in the future.

- Baker County Library District shall include the following:
- Main Library (Baker City) and property
- Buildings and property designated as Branch libraries
- Buildings and locations designated as interim libraries or program locations
- Bookmobiles and kiosks
- All other property and facilities assigned to or owned by the library

Amateur and Non-commercial Photography or Filming

Casual amateur photography by patrons and visitors wanting a memento of their visit is permitted in library facilities so long as additional equipment such as lighting is not used. Such activity must not capture identifiable likenesses of individuals without their written permission. Individuals who photograph or film must honor requests from Library users and staff who do not want to be included in photos or film.

General Policy Regarding Permission

Permission is not required for photographing/filming/recording in public areas if no tripods, lights or other specialized equipment is used. However, there may be designated areas in library locations and/or exhibition areas or other areas or events where photographing is prohibited.

For all other photographing/filming/recording, requests for permission must generally be made at least 24 hours prior. Permission should be requested on weekdays between 9 a.m. and 5 p.m. when the Library Director or designate Person In Charge is normally available.

Approvals of Requests

PHOTOGRAPHY, RECORDING AND FILMING POLICY

The DIRECTOR, or her/his designee is authorized to grant permission to photograph/film/record the interior of library buildings, setting the conditions under which the photographing may take place, or to deny permission.

Factors Considered for Approval

The DIRECTOR, or her/his designee will consider and act upon requests for permission to photograph considering:

- The public interest
- Statutory requirements
- The library's interest
- Issues of confidentiality
- The amount of time each project will require
- The need to maintain impartiality among competing photographers
- Any other purpose that the DIRECTOR, or her/his designee deems to be in the interest of the Baker County Library District

Exterior Photography

Photographing the exteriors of library buildings does not require permission; photography may not impede the ingress or egress of visitors or staff to or from any library building.

Media Requests

While the Baker County Library District has an open-door policy for news media photographers and reporters whose stories directly involve the library's programs, resources, collections, and services, obtaining advance permission is extremely important to:

- Protect the safety and privacy of those using library facilities and resources
- Ensure library business is conducted without disruption
- Ensure that the library's users are not disturbed

Media representatives must obtain approval from the DIRECTOR, or her/his designee, and must be accompanied by a member of the BCLD staff during all photographing.

Documentary-Type Photography for publication or broadcast

The Library permits photography of its premises and activities when the use of the photographs involves the library directly, i.e. books, articles, or videos about the library itself, the library's position in the region as a tourist or learning destination, or as part of a piece used to describe our city's environs. Authorization must be obtained in advance from the Library Director.

PHOTOGRAPHY, RECORDING AND FILMING POLICY

Nonprofit, Academic or Research Projects

Photographers working on nonprofit, academic, or research projects must secure authorization in advance to avoid disrupting library operations.

Research photography of the library's materials and resources is permitted within certain limitations. Using library facilities as interview venues for unrelated stories as well as photographing library users for opinion polls or "person on the street" interviews is prohibited without prior approval from the DIRECTOR or her/his designee.

Researchers and journalists are responsible for obtaining their own permissions when photographing copyrighted material in the library. Additional permissions must be obtained from the Baker County Library District to photograph materials or items in special collections because of complex copyright issues in these areas. Discussing what advanced authorizations are required with the Library Director can expedite this process.

Commercial Photography

Library buildings may not be used as setting for a creative film or videotape, advertisements, fashion shoots or for any other photography which will be used for commercial purposes without the prior approval from the DIRECTOR, or her/his designee. The production company shall compensate the library for staffing expenses necessary to open, secure, and monitor library premises during a shoot. Insurance documentation and fees will be negotiated based on project scope.

Library Photography or Filming:

Occasionally Baker County Library District staff may elect to photograph or film Library programs and/or events. The Library reserves the right to include these images in brochures, flyers, web pages, news releases or other promotional materials, as well as make them available to media outlets and event participants. When names or images are used by the Library for publicity or other Library-related uses, the Library obtains patron permission or allows patrons to "opt out" of having their image taken.

Movie and Music Industry

The library may permit use of its facilities by the movie or music industry for film projects where a library setting is called for, if the project does not interfere with the mission of Baker County Library District, is in accordance with the rest of this policy and does not advertise or promote commercial products. Filming may not be related to political campaigns or to partisan issues, because the Baker County Library District wishes to avoid any appearance, no matter how slight, of impropriety or impression of political preference. These projects must be approved and coordinated at least 24 hours in advance with the Library Director. The

PHOTOGRAPHY, RECORDING AND FILMING POLICY

production company shall compensate the library for staffing expenses necessary to open, secure, and monitor library premises during a shoot. Insurance documentation and fees will be negotiated based on project scope.

Library Liability for Injuries

Permission to photograph/film/record does not release the persons or groups involved from liability for injuries to persons or property that result from their activities on library property.

Photography for Groups and Non-Library Events in the meeting facilities

Groups arranging meetings in library meeting facilities may arrange for photographers and news media during their event. Photography for such events is restricted to the space reserved by the group and may not take place in other areas of the library.

Photographic Releases

Photographers filming or photographing on library premises have sole responsibility for gaining all necessary releases and permissions from persons who can be identified in any photography. The library undertakes no responsibility for obtaining these releases.

Insurance Documentation

An insurance certificate to the value of $1 million covering the duration of the film shoot, naming Baker County Library District as the beneficiary and also include a cross liability/severability of interest clause which is defined as follows:

> The Insurance as is afforded by this policy shall apply in respect to any claim or action brought against any one Insured by any other Insured. The coverage shall apply in the same manner and to the same extent as though a separate policy had been issued to each Insured. Any breach of a condition of the policy by any Insured shall not affect the protection given by the policy to any other insured. The inclusion herein of more than one Insured shall not operate to increase the limit of liability under this policy.

Photography Logistics

The library's DIRECTOR and/or designee may terminate any session that appears to be disruptive to library operations, compromising to public safety or security of people, buildings, or collections, or damaging to the library public image.

Adopted by the Library Board of Directors:

PHOTOGRAPHY, RECORDING AND FILMING POLICY

Models:
Carnegie Library of Pittsburgh
https://www.carnegielibrary.org/about/policies/film-and-photography/
Hartford Public Library
https://www.HPL ct.org/library-policies/photographypolicy
Nashville Public Library
https://library.nashville.org/about/policies/filming-and-photography-policy

Baker County Library District
2018 Oregon Public Library Statistical Report

CURRENT YEAR   *PREVIOUS YEAR*

Part 1 - GENERAL INFORMATION

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

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

		CURRENT YEAR	PREVIOUS YEAR
1.1	Official name of library	BAKER COUNTY LIBRARY DISTRICT	*BAKER COUNTY LIBRARY DISTRICT*
1.2	Street address	2400 RESORT ST	*2400 RESORT ST*
1.3	City (enter the city ONLY)	BAKER CITY	*BAKER CITY*
1.4	Zip	97814	*97814*
1.5	Mailing address	2400 RESORT ST	*2400 RESORT ST*
1.6	City (enter the city ONLY)	BAKER CITY	*BAKER CITY*
1.7	Zip	97814	*97814*
1.8	County	Baker	*BAKER*
1.9	Library's main phone number (enter number without dashes or parentheses)	(541) 523-6419	*(541) 523-6419*
1.10	Cooperative system membership or affiliation	NONE	*NONE*
1.11	Was there a boundary change in the legal service area in the last year?	No	*No*
1.12	Congressional District	2	*2*
1.13	Has the library or any of its branches moved or expanded in the last fiscal year	No	*No*
Number of public service outlets			
1.14	Central library	1	*1*
1.15	Branches	5	*5*
1.16	Bookmobiles	1	*1*
1.17	Other public service outlets	2	*2*
1.18	Number of registered users	9,226	*10,227*

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	2.45	*2.00*
2.2	Number of other persons holding the title of librarian	0.83	*0.83*

2.3	Total librarians in FTE (Sum of Lines 2.1 and 2.2)	3.28	*2.83*
2.4	Number of all other paid staff	11.42	*11.26*
2.5	Total paid staff in FTE (Sum of Lines 2.3 and 2.4)	14.70	*14.09*

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	*$0*
3.2	County	$0	*$0*
3.3	District (Library district, community college district, school district)	$1,035,968	*$1,014,020*
3.4	Total local government (Sum of 3.1 - 3.3)	$1,035,968	*$1,014,020*
3.5	State government sources	$7,412	*$6,922*

Federal government sources

3.6	LSTA grants	$0	*$15,364*
3.7	E-rate telecommunications discount	$6,437	*$5,424*
3.8	Other federal funds	$0	*$0*
3.9	Federal government revenue (Sum of 3.6 - 3.8)	$6,437	*$20,788*
3.10	Other operating revenue	$99,268	*$51,517*
3.11	Total library operating revenue (Sum of 3.4, 3.5, 3.9, 3.10)	$1,149,085	*$1,093,247*

SECTION B. CAPITAL REVENUE

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 3.12 - 3.15)	$0	*$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	$559,678	*$507,474*
4.2	Employee benefits	$211,794	*$190,209*
4.3	Total staff expenditures (Sum of 4.1 and 4.2)	$771,472	*$697,683*

Library collection

4.4	Books and other print materials	$53,553	*$62,173*
4.5	Periodicals and other serial subscriptions	$12,079	*$13,031*
4.6	Total expenditure on print materials (Sum of 4.4 and 4.5)	$65,632	*$75,204*
4.7	Electronic materials expenditures	$12,769	*$10,448*

4.8	Other materials expenditures	$13,138	*$14,150*
4.9	Total expenditures on collection (Sum of 4.6 + 4.7 + 4.8)	$91,539	*$99,802*
4.10	All other operating expenditures	$297,053	*$215,335*
4.11	Total library expenditures (Sum of 4.3 + 4.9 + 4.10)	$1,160,064	*$1,012,820*

SECTION B. CAPITAL OUTLAY

4.12	Library construction and related expenditures (incl. building sites)	$0	*$70,314*
4.13	Capital equipment expenditures (e.g. new automated systems)	$0	*$0*
4.14	Other capital outlay	$0	*$0*
4.15	Total capital outlay (Sum 4.12 - 4.14)	$0	*$70,314*

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	115,527	*119,521*
5.2	Number of physical units added.	3,801	*5,105*

Audio materials

5.3	Number of physical units (cassettes, records, compact discs, etc.)	6,057	*6,008*
5.4	Number of physical units added.	174	*382*

Video materials

5.5	Number of physical units	12,716	*14,079*
5.6	Number of physical units added.	1,222	*1,419*

Current print serial subscriptions

5.7	Number of subscriptions	308	*336*
5.8	Number of subscriptions added.	5	*9*

Other library materials

5.9	Number of physical units	29,767	*24,482*
5.10	Number of physical units added.	4,265	*1,922*

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)	164,375	*164,426*
5.12	Total number of physical units added (Sum of 5.2 + 5.4 + 5.6 + 5.8 + 5.10)	9,467	*8,837*

SECTION B - DIGITAL OR DOWNLOADABLE COLLECTION

E-books

5.13	Number of e-book units in Library2Go	45,061	*42,148*

(Enter 0 if your library is not a member)

5.14	Number of e-book units added in Library2Go	5,554	*6,309*

(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	768	*768*
5.16	Number of e-book units owned locally or by consortia added that are not part of Library2Go	0	*0*
5.17	Total units of e-books (Sum of 5.13 and 5.15)	45,829	*42,916*
5.18	Total units of e-books added (Sum of 5.14 and 5.16)	5,554	*6,309*

Downloadable Audio Materials

5.19	Number of downloadable audiobook units in Library2Go	27,310	*23,280*

(Enter 0 if your library is not a member)

5.20	Number of downloadable audiobook units added in Library2Go	3,943	*2,508*

(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	*0*
5.22	Number of downloadable audiobook units owned locally or by consortia added that are not part of Library2Go	0	*0*
5.23	Total downloadable audiobook materials (Sum of 5.19 and 5.21)	27,310	*23,280*
5.24	Total units of downloadable audiobook materials added (Sum of 5.20 and 5.22)	3,943	*2,508*

Downloadable Video Materials

5.25	Number of downloadable units in Library2Go	0	*0*
5.26	Number of downloadable units added in Library2Go	0	*0*
5.27	Number of downloadable units owned locally or by consortia that are not part of Library2Go	0	*0*
5.28	Number of downloadable units owned locally or by consortia locally added that are not part of Library2Go	0	*0*
5.29	Total downloadable video units (Sum of 5.25 and 5.27)	0	*0*
5.30	Total downloadable video units added (Sum of 5.26 and 5.28)	0	*0*
5.31	Total digital or downloadable units (Sum of 5.17, 5.23, 5.29)	73,139	*66,196*
5.32	Total digital or downloadable units added (Sum of 5.18, 5.24, 5.30)	9,497	*8,817*
5.33	Total physical and digital units (Sum of 5.11 and 5.31)	237,514	*230,622*

5.34	Total physical and digital units added (Sum of 5.12 and 5.32)	18,964	*17,654*

Electronic Collections

5.35	Number of Statewide electronic collections (formerly databases)	24	*24*
5.36	Number of Statewide electronic collections (formerly databases) added	0	*0*
5.37	Number of Local or Local Consortial electronic collections (formerly databases)	9	*9*
5.38	Number of Local or Local Consortial electronic collections (formerly databases) added	0	*0*

Total licensed databases

5.39	Total electronic collections (formerly databases) (Sum of 5.35 and 5.37)	33.00	*33*
5.40	Total electronic collections (formerly databases) added (Sum of 5.36 and 5.38)	0	*0*

Part 6 - LIBRARY SERVICES

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

6.1	In a typical week, total hours open M-F (open to 5:00 pm)	40	*40*
6.2	In a typical week, total hours open M-F (5:00pm to close)	9	*9*
6.3	In a typical week, total hours open Saturday-Sunday (open to 5:00 pm)	10	*10*
6.4	In a typical week, total hours open Saturday-Sunday (5:00 pm to close)	0	*0*
6.5	Total hours in typical week (Sum of 6.1 - 6.4)	59.0	*59.0*
6.6	Number of weeks main library is open	52	*52*
6.7	Total annual public service hours for main library	2,959	*2,942*
6.8	Total annual public service hours for all public outlets for the fiscal year. (Sum of 6.7 and 9.12)	7,014	*6,995*
6.9	Library visits (total annual attendance at all library facilities)	129,569	*146,994*
6.10	Successful retrievals from the statewide electronic collections (formerly databases)	16	*171*
6.11	Successful retrievals from purchased local or local consortial electronic collections (formerly databases)	17,315	*6,515*
6.12	Total of Successful retrievals of electronic information (Sum of 6.10 and 6.11)	17,331.00	*6,686*

Circulation of library materials at all facilities for the fiscal year

6.13	Number of first-time circulation of adult materials	41,064	*47,317*
6.14	Number of renewals of adult materials	9,099	*10,463*

6.15	Number of first-time circulation of young adult (YA) materials	2,592	*3,183*
6.16	Number of renewals of young adult (YA) materials	859	*849*
6.17	Number of first-time circulation of children's materials	26,538	*31,564*
6.18	Number of renewals of children's materials	5,406	*6,006*
6.19	First-time circulation not separated into adult, YA or children's materials	46,824	*48,389*
6.20	Renewals not separated into adult, YA or children's materials	3,751	*2,949*
6.21	Total first-time circulation (sum of 6.13, 6.15, 6.17, 6.19)	117,018	*130,453*
6.22	Total renewals (sum of 6.14, 6.16, 6.18, 6.20)	19,115	*20,267*
6.23	Total circulation of adult materials (Sum of 6.13 and 6.14)	50,163	*57,780*
6.24	Total circulation of young adult (YA) materials (Sum of 6.15 and 6.16)	3,451	*4,032*
6.25	Total circulation of children's materials (Sum of 6.17 and 6.18)	31,944	*37,570*
6.26	Total circulation not separated into adult, YA or children's materials (Sum of 6.19 - 6.20)	50,575	*51,338*
6.27	Total physical item circulation (Sum of 6.23 - 6.26)	136,133	*150,720*
6.28	Number of circulations of Library2Go electronic materials	10,034	*7,370*
6.29	Number of circulations of local and/or other electronic materials (record local e-books and e-audio here)	0	*0*
6.30	Total number of circulations of electronic materials (Sum of 6.28 and 6.29)	10,034	*7,370*
6.31	Total circulation of physical and electronic materials (Sum of 6.27 + 6.30)	146,167	*158,090*
6.32	Electronic Content Use (Sum of 6.12 + 6.30)	27,365	*14,056*
6.33	Total Collection Use (Sum of 6.12 + 6.27 + 6.30)	163,498	*164,776*
6.34	Total number of reference transactions	5,772	*6,227*

Programs or presentations sponsored by the library

6.35	Number of children's programs	183	*347*
6.36	Number of persons attending children's programs (adults and children)	2,728	*4,760*
6.37	Number of young adult programs	23	*31*
6.38	Number of persons attending young adult programs	375	*503*
6.39	Number of programs for adults	9	*13*
6.40	Number of persons attending programs for adults	159	*429*
6.41	Total number of programs (Sum 6.35 + 6.37 +	215	*391*

	6.39)		
6.42	Total program attendance (Sum 6.36 + 6.38 + 6.40)	3,262	*5,692*

Best practices for children's programming

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

Interlibrary loans and borrowings

6.46	Interlibrary loans lent using a shared catalog or integrated library system	8,246	*7,517*
6.47	Interlibrary loans lent to all other libraries not in shared catalog or integrated library system	0	*0*
6.48	Total loans lent to other libraries (Sum of 6.46 + 6.47)	8,246	*7,517*
6.49	Interlibrary loans borrowed using a shared catalog or integrated library system	6,390	*7,583*
6.50	Interlibrary loans borrowed from libraries not in shared catalog or integrated library system	54	*91*
6.51	Total loans borrowed from other libraries (Sum of 6.49 + 6.50)	6,444	*7,674*

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)	105	*111*
7.2	Total volunteer hours	3,545	*4,445*

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:	36.23,36.23	*$35.52*

7.4 Assistant Director, hourly salary range

A.	Low:	18.86,	*$18.49*
B.	High:	20.79,	*$20.39*
C.	Fixed Amount:	,	

7.5 Department Head, hourly salary range

A.	Low:	15.52,	*$15.21*
B.	High:	24.07,	*$23.60*
C.	Fixed Amount:	,	

7.6 Senior Librarian, hourly salary range

A.	Low:		*$15.97*
B.	High:	19.8,	*$19.41*
C.	Fixed Amount:	,	

7.7 Entry-level Librarian, hourly salary range

A.	Low:	15.52,	*$15.21*
B.	High:	18.86,	*$18.49*
C.	Fixed Amount:	,	

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

A.	Low:	14.07,	*$11.92*
B.	High:	17.96,	*$15.97*
C.	Fixed Amount:	,	

7.9 Library Clerk, hourly salary range

A.	Low:	10.92,	*$10.81*
B.	High:	13.94,	*$13.80*
C.	Fixed Amount:	,	

Library fees and fines

7.10 Fines for Overdue Books

A.	Fines:	$0.20	*$0.20*
B.	Time period for overdue book fines:	day	*day*

7.11 Fines for overdue videos

A.	Fines:	$0.20	*$0.20*
B.	Time period for overdue video fines:	day	*day*

7.12 Fines for other overdue material -- type of material

A.	Type of material:	childrens' materials	*childrens' materials*
B.	Fines:	$0.10	*$0.10*
C.	Time period for other overdue material fines:	day	*day*
7.13	Charge for interlibrary loan	as charged by other library / OCLC cost	*as charged by other library / OCLC cost*

7.14 Charge for non-resident borrowing privileges per year

A.	Charge for individuals:	$60.00	*$60.00*
B.	Charge for family:	$60.00	*$60.00*
7.15	Number of circulations made without charge to non-residents	6,390	*7,517*

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

7.16	Does your library have a library board?	Yes	*Yes*
7.17	Does your library have a Friends of the Library group?	Yes	*Yes*
7.18	Does your library have a Library Foundation?	Yes	*Yes*
7.19	Are you using the Public Library Standards published by the Oregon Library Association?	Yes	*No, but plan to do so in the next year*

Part 8 - LIBRARY TECHNOLOGY

8.1	Total annual number of uses (sessions) of public Internet computers	21,816	*28,735*
8.2	Total number of Internet terminals used by general public	52	*64*
8.3	Number of wireless sessions provided by library annually	N/A	*29,277*
8.4	Type of Internet connection at main library	Fiber Optic	*Fiber Optic*
8.5	Internet speed at main library	101M-200Mbps	*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.)	Sage	*Sage*
8.7	Vendor of integrated library system (ILS)	Evergreen	*Evergreen*
8.8	Number of library website visits	N/A	

Part 9 - LIBRARY FACILITIES

9.1	Square footage of main library. (NOTE: includes staff areas, enter 0 for bookmobiles)	18,253	*18,253*
9.2	Total system square footage (total of 9.1 + 9.11)	26,879	*26,879*

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.

9.3	FSCS ID	OR0046	*OR0046*
9.4	FSCS ID sequence number	7	*7*
9.5	Name of branch	Baker County Library Bookmobile	*Richland Branch Library*
9.6	Branch street address	2400 RESORT ST	*42008 Moody Rd*
9.7	Branch city	Baker City	*Richland*
9.8	Branch zip code (5 digits)	97814	*97870*
9.9	Branch phone number	(503) 988-5123	*(541) 893-6088*
9.10	Outlet type code	BS	*BS*
9.11	Branch square footage	n.c.	*1,800*
9.12	Public service hours per year at this location	253	*735*
9.13	Number of weeks of the year this facility was open	44	*52*
9.14	Type of Internet connection of this facility	Wireless	*DSL*
9.15	Internet connection speed of this facility	6.1M-10Mbps	*11M-100Mbps*
9.3	FSCS ID	OR0046	*OR0046*
9.4	FSCS ID sequence number	3	*3*
9.5	Name of branch	Haines Branch Library	*Haines Branch Library*
9.6	Branch street address	818 Cole St	*818 Cole St*
9.7	Branch city	Haines	*Haines*
9.8	Branch zip code (5 digits)	97833	*97833*
9.9	Branch phone number	(541) 856-3309	*(541) 856-3309*

9.10	Outlet type code	BR	*BR*
9.11	Branch square footage	2,400	*2,400*
9.12	Public service hours per year at this location	764	*767*
9.13	Number of weeks of the year this facility was open	52	*52*
9.14	Type of Internet connection of this facility	DSL	*DSL*
9.15	Internet connection speed of this facility	11M-100Mbps	*11M-100Mbps*
9.3	FSCS ID	OR0046	*OR0046*
9.4	FSCS ID sequence number	4	*4*
9.5	Name of branch	Halfway Branch Library	*Halfway Branch Library*
9.6	Branch street address	260 Gover Ln	*260 Gover Ln*
9.7	Branch city	Halfway	*Halfway*
9.8	Branch zip code (5 digits)	97834	*97834*
9.9	Branch phone number	(541) 742-5279	*(541) 742-5279*
9.10	Outlet type code	BR	*BR*
9.11	Branch square footage	2,500	*2,500*
9.12	Public service hours per year at this location	764	*764*
9.13	Number of weeks of the year this facility was open	52	*52*
9.14	Type of Internet connection of this facility	DSL	*Fiber Optic*
9.15	Internet connection speed of this facility	11M-100Mbps	*11M-100Mbps*
9.3	FSCS ID	OR0046	*OR0046*
9.4	FSCS ID sequence number	5	*5*
9.5	Name of branch	Huntington Branch Library	*Huntington Branch Library*
9.6	Branch street address	55 E JEFFERSON	*55 E JEFFERSON*
9.7	Branch city	Huntington	*Huntington*
9.8	Branch zip code (5 digits)	97907	*97907*
9.9	Branch phone number	(541) 869-2440	*(541) 869-2440*
9.10	Outlet type code	BR	*BR*
9.11	Branch square footage	1,219	*1,219*
9.12	Public service hours per year at this location	767	*767*
9.13	Number of weeks of the year this facility was open	52	*52*
9.14	Type of Internet connection of this facility	Other	*DSL*
9.15	Internet connection speed of this facility	1.6M-3.0Mbps	*6.1M-10Mbps*
9.3	FSCS ID	OR0046	*OR0046*
9.4	FSCS ID sequence number	6	*6*
9.5	Name of branch	Richland Branch Library	*Sumpter Branch Library*
9.6	Branch street address	42008 Moody Rd	*245 S Mill St*
9.7	Branch city	Richland	*Sumpter*
9.8	Branch zip code (5 digits)	97870	*97877*
9.9	Branch phone number	(541) 893-6088	*(541) 894-2253*

9.10	Outlet type code	BR	*BR*
9.11	Branch square footage	1,800	*707*
9.12	Public service hours per year at this location	740	*767*
9.13	Number of weeks of the year this facility was open	52	*52*
9.14	Type of Internet connection of this facility	DSL	*DSL*
9.15	Internet connection speed of this facility	11M-100Mbps	*6.1M-10Mbps*
9.3	FSCS ID	OR0046	*OR0046*
9.4	FSCS ID sequence number	8	*8*
9.5	Name of branch	Sumpter Branch Library	*Baker County Library Bookmobile*
9.6	Branch street address	245 S Mill St	*2400 RESORT ST*
9.7	Branch city	Sumpter	*Baker City*
9.8	Branch zip code (5 digits)	97877	*97814*
9.9	Branch phone number	(541) 894-2253	*(503) 988-5123*
9.10	Outlet type code	BR	*BR*
9.11	Branch square footage	707	*n.c.*
9.12	Public service hours per year at this location	767	*253*
9.13	Number of weeks of the year this facility was open	52	*44*
9.14	Type of Internet connection of this facility	DSL	
9.15	Internet connection speed of this facility	6.1M-10Mbps	

Part 10

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

Part 11 - LIBRARY PROGRESS REPORT

Library Progress Report for past fiscal year - Optional

11.1	Progress report for this past year. Please report on significant developments in your library this past fiscal year.	Jul 2017 Additional high school student Library Page hired to assist with donations processing at Baker branch. Large cottonwood tree at corner of Resort & Campbell street in Baker removed due to rot and insect damage, other large trees pruned for health and safety. Outdoor shed constructed for storage of gardening	*Response has been entered.*

tools & equipment at Baker branch. Aug 2017 ADA ramp at Huntington repaired. Makers' Kits begin circulating at Baker branch. Libraries closed half day on 8/21/17 for total solar eclipse. Over 4,000 eclipse viewers sold by Friends of Library group. Began digitization of payroll records. Began weeding of print magazine subscriptions and VHS tapes. Sep 2017 Robotics Club launched. Library Board passes resolution to recognize Indigenous People's Day. Insurance settlement reached for soffit damage from winter 2016-17. Cleanout and repairs made to gutters & drainage system at Baker branch. Voicemail module acquired for Baker phone system. Oct 2017 IT Assistant earned drone pilot certification. Drone acquired for building inspection and contract use by other local agencies. New drain installed in south parking lot at Baker branch. Nov 2017 Installation of UniFi network management equipment begins for all branches. New handrail installed at Baker front entrance. Dec 2017 Bike rack installed at

Huntington branch. New flat screen monitors acquired, one wall-mount in StoryTime room, one mobile cart unit for meeting room at Baker branch. Contract awarded for emergency repair work to soffits damaged by severe winter of 2016-17. Jan 2018 Roof repairs completed at Haines branch from winter 2016-17 damage. Feb 2018 Digital archive project partnership with Oregon and Washington State Libraries, testing concept of using Washington Rural Heritage CONTENTdm platform to host photo archive. Launch of new preschool activity bags. Primary emergency roof & soffit repairs completed at Baker branch, some exterior work postponed for warmer weather. Mar 2018 New steel outdoor litter bins and public bench at riverside installed at Baker branch. Fax machine at Baker branch upgraded. Apr 2018 Launch of Dolly Parton Imagination Library program courtesy of local electric utility and foundation sponsorship. Teen Room remodeled with new carpet, shelving, and

furniture at Baker branch. Completion of install of new security camera sets at all branches. Launch of Teen Room circulating tablets at Baker branch. May 2018 Bubbling fountain installed at front entrance of Baker branch. Launch of Digital Media Lab equipment in Archive Room at Baker branch. Acquired VR Experience computer system to develop as public program. District organization chart revised. Jun 2018 Longtime administrative staff retires with 30 years of service.

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

11.2a	Report to governing body	Yes	Yes
11.2b	Report to advisory groups	Yes	Yes
11.2c	Inform Friends groups and Foundations	Yes	Yes
11.2d	Manage resources (staff time, hours, collections)	Yes	Yes
11.2e	Inform strategic plan	Yes	Yes
11.2f	Establish quantitative measures of success	Yes	Yes
11.2g	Compare our library to peer libraries	Yes	Yes
11.2h	Identify usage and resource trends of the library	Yes	Yes
11.2i	Other: please specify		

Part 12 - STATE USE ONLY

Administrative Entity

12.1	Population served	16750	*16,510*
12.2	FSCS ID	OR0046	*OR0046*
12.3	Interlibrary relationship code	ME	*ME*
12.4	Legal basis code	LD	*LD*
12.5	Administrative structure code	MO	*MO*
12.6	FSCS public library definition	Yes	*Yes*
12.7	Geographic code	CO1	*CO1*

Main Service Outlet

12.8	Name of main service outlet	BAKER COUNTY	*BAKER COUNTY*

		LIBRARY DISTRICT	*LIBRARY DISTRICT*
12.9	FSCS ID	OR0046	*OR0046*
12.10	FSCS ID sequence number	002	*002*
12.11	Outlet type code	CE	*CE*

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

12.12	Name	Perry Stokes	*Perry Stokes*
12.13	Phone Number	(541) 523-6419	*(541) 523-6419*
12.14	Email	director@bakerlib.org	*director@bakerlib.org*

BAKER COUNTY LIBRARY DISTRICT   STATISTICAL REPORT SUMMARY BY YEAR

	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	% Chg	2018	% Chg
Pop.						16,185	16,185	16,215	16,210	16,280	16,280	16,450	16,510	0.4%	16,750	1.5%
Registered users	12,369	12,363	12,979	12,950	9,500	7,139	11,394	12,497	12,713	10,840	11,634	9,910	10,227	3.2%	9,226	-9.8%
Registered users per capita						44.11%	70.40%	77.07%	78.43%	66.58%	71.46%	60.24%	61.94%	2.8%	55.08%	-11.1%
Total staff	10.6	11.44	13.4	13.0	12.8	11.1	13.4	15.8	13.9	14.5	13.9	14.1	14.1		14.6	
Librarians with ALA/MLS (FTE)													2.0		2.5	
Others with librarian title (FTE)													0.8		0.8	
Total librarians													2.8		3.3	
Other paid staff													11.3		11.4	
Total paid staff													14.1		14.7	
BUDGET																
Local revenue									919,944	922,847	925,214	975,943	1,014,020	3.9%	1,035,968	2.2%
State revenue									5,838	6,564	7,045	6,773	6,922	2.2%	7,412	7.1%
Federal revenue - E-rate									5,505	4,470	5,782	4,347	20,788	378.2%	6,437	-69.0%
Other operating revenue									90,558	36,631	29,976	26,834	51,517	92.0%	99,268	92.7%
Total Operating Revenue	587,275	597,837	644,952	826,548	837,547	883,492	916,253	918,872	1,021,845	970,512	968,017	1,013,897	1,093,247	7.8%	1,149,085	5.1%
Salaries & wages	264,400	267,951	308,000	376,840	395,715	390,126	419,999	445,184	463,550	471,238	445,567	493,423	507,474	2.8%	559,678	10.3%
Benefits	76,115	101,641	98,260	132,053	139,488	143,016	155,158	164,030	175,561	184,766	175,076	193,934	190,209	-1.9%	211,794	11.3%
Personnel TOTAL	340,515	369,592	406,260	508,893	535,203	533,142	575,157	609,214	639,111	656,004	620,643	687,357	697,683	1.5%	771,472	10.6%
Books & print	51,418	38,725	29,056	44,331	46,547	48,145	60,926	58,297	55,571	61,041	56,913	55,486	62,173	12.1%	53,553	-13.9%
Periodicals & serials	9,456	11,181	10,646	13,873	13,659	13,276	13,354	13,516	12,216	13,075	13,003	13,970	13,031	-6.7%	12,079	-7.3%
TOTAL PRINT	60,874	49,906	39,702	58,204	60,206	61,421	74,280	71,813	67,787	74,116	69,916	69,456	75,204	8.3%	65,632	-12.7%
Electronic	6,478	7,845	9,926	10,293	13,336	10,388	4,959	7,472	9,885	8,145	10,392	10,733	10,448	-2.7%	12,769	22.2%
Other A/V	6,620	7,237	6,252	5,241	8,174	14,250	20,710	19,806	19,304	18,207	20,042	16,084	14,150	-12.0%	13,138	-7.2%
TOTAL COLLECTION $	73,972	64,988	55,880	73,738	81,716	86,059	99,949	99,091	96,976	100,468	100,350	96,273	99,802	3.7%	91,539	-8.3%
Other operating	153,881	135,177	161,574	172,607	169,464	273,417	196,919	189,649	184,899	185,213	197,823	204,140	215,335	5.5%	297,053	37.9%
TOTAL EXPENDITURES	568,368	569,757	623,714	755,238	786,383	892,618	872,025	897,954	920,986	941,685	918,816	987,770	1,012,820	2.5%	1,160,064	14.5%
Construction	127,652	126,736	2,234	4,183	0	0	0	0	0	0	0	0	70,314		0	
Capital equipment / other		14,000		17,500	0	0	0	0	0	0	0	0	0		0	
TOTAL CAPITAL OUTLAY	127,652	140,736	2,234	21,683	0	0	0	0	0	0	0	0	70,314		0	

	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	% Chg	2018	% Chg
COLLECTIONS																
PHYSICAL																
Books & Print	117,115	109,742	113,598	107,559	113,316	112,723	113,332	112,228	113,553	117,103	116,333	118,178	119,521	1.1%	115,527	-3.3%
Books added	5,526	4,697	3,765	5,560	5,220	4,537	4,479	4,909	4,628	4,715	2,846	4,075	5,105	25.3%	3,801	-25.5%
Audio	2,911	3,401	3,442	8,802	12,384	4,080	4,905	5,368	5,880	5,723	5,855	6,090	6,008	-1.3%	6,057	0.8%
Audio added	272	407	419	2,619	3,474	167	376	772	540	343	236	253	382	51.0%	174	-54.5%
Video	3,932	5,219	5,543	7,452	7,623	8,168	9,599	11,112	11,601	12,396	13,366	13,466	14,079	4.6%	12,716	-9.7%
Video added	363	1,143	324	2,066	1,026	1,049	1,152	1,996	1,441	1,152	1,229	936	1,419	51.6%	1,222	-13.9%
Print serial subscriptions	328	338	349	379	373	328	356	411	365	366	362	365	336	-7.9%	308	-8.3%
subscriptions added	21	26	11	33	5	8	31	5	0	6	10	8	9	12.5%	5	-44.4%
Other physical units		200	250	250			192	19,363	19,805	22,756	22,906	24,138	24,482	1.4%	29,767	21.6%
Other physical units added		10	50	8			41	2,444	2,729	3,775	150	1,326	1,922	44.9%	4,265	121.9%
TOTAL PHYSICAL UNITS	124,317	118,900	123,182	124,442	133,696	125,299	128,384	148,482	151,204	158,344	158,822	162,237	164,426	1.3%	164,375	0.0%
TOTAL PHYSICAL UNITS ADDED	6,184	6,283	4,569	10,286	9,725	5,761	6,079	10,126	9,338	9,991	4,471	6,598	8,837	33.9%	9,467	7.1%
(added less other)	6,161	6,247	4,508	10,245	9,720	5,753	6,007	7,677	6,609	6,210	4,311	5,264	6,906		5,197	-24.7%
DIGITAL																
E-books																
Units owned by consortium				10	10	7,453	12,293	30,174	25,761	30,806	33,516	22,263	42,148	89.3%	45,061	6.9%
Units added				10		7,359	4,290	17,882	4,948	5,045	2,710	2,594	6,309	143.2%	5,554	-12.0%
Units owned locally												768	768		768	
Units added												758	0		0	
Total E-Books												23,031	42,916		45,829	6.8%
Digital Audio																
Titles						11,550	15,525	10,261				10,338				
Titles added						3,027	3,608	1,695				669				
Units								19,065	20,107	21,575	19,082		23,280		27,310	17.3%
Units added								3,540	1,240	1,468	1,012		2,508		3,943	57.2%
Digital Video																
Titles						1,617	1,288	1,273								
Titles added						392	209	0								
Units								1,288	1,288	1,285	1,285					
Units added									0		0					
Licensed Databases																
Statewide	26	26	26	27	27	22	24	23	24	24	24	24	24	0.0%	24	0.0%

	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	% Chg	2018	% Chg
Local	4	8	8	7	10	8	10	10	10	9	10	10	9	-10.0%	9	0.0%
Added	2		2	0	3				0		1	0	0		0	
TOTAL LICENSED DATABASES		34	34	34	37	30	34	33	34	33	34	34	33	-2.9%	33	0.0%
TOTAL DIGITAL																
TOTAL DIGITAL / DOWNLOADABLE UNITS											52,598	33,369	66,196	98.4%	77,139	16.5%
TOTAL DIGITAL / DOWNLOADABLE UNITS ADDED											3,723	4,021	8,817	119.3%	9,497	7.7%
TOTAL PHYSICAL + DIGITAL UNITS	*121,158*	*124,317*	*118,935*	123,217	*124,488*	133,744	*145,948*	157,517	*199,042*	198,394	211,420	195,606	230,622	17.9%	237,514	3.0%
TOTAL PHYSICAL + DIGITAL ADDED	*4,465*	6,184	*6,285*	4,570	*10,298*	9,728	*16,561*	14,187	*31,550*	15,526	8,194	10,619	17,654	66.2%	18,964	7.4%

CIRCULATION

	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	% Chg	2018	% Chg
Adult	119,434	110,246	108,457	98,336	106,518	115,039	122,015	125,643	128,494	134,998	130,132	110,484	95,706	-13.4%	87,888	-8.2%
YA									3,474	4,869	3,954	3,310	3,183	-3.8%	2,592	-18.6%
Child	24,220	18,964	17,625	17,128	22,270	29,830	30,972	27,610	27,561	27,410	31,667	35,302	31,564	-10.6%	26,538	-15.9%
Non-separated	0	0	0	0	0	0	0	0	0	0	0	56,308	48,389		46,824	
Physical CIRC TOTAL	**143,654**	**129,210**	**126,082**	**115,464**	**128,788**	**144,869**	**149,053**	**153,253**	**159,529**	**167,277**	**165,753**	**149,096**	**130,453**	-12.5%	**117,018**	-10.3%
Digital CIRC TOTAL									5,121	5,503	7,085	7,106	7,472	7,370	-1.4%	10,034	36.1%
Circ per capita						9	9	10	10	11	0			#DIV/0!		
ILL lend - Sage		817	1,128	1,257	1,551	2,157	2,482	2,944	4,343	4,921	4,949	6,648	7,173	7,517	4.8%	8,246	9.7%
ILL lend - NonSage		1	4	0					126	3	0	5	0	0	#DIV/0!	0	
TOTAL ILL LENT	**818**	**1,132**	**1,257**	**1,551**	**2,157**	**2,482**	**2,944**	**4,469**	**4,924**	**4,949**	**6,653**	**7,173**	**7,517**	4.8%	**8,246**	9.7%
ILL borrow - Sage		994	846	1,201	1,665	1,882	2,735	3,304	4,309	5,247	5,786	5,996	8,281	7,583	-8.4%	6,390	-15.7%
ILL borrow - NonSage		192	91	77	47	149	126	181	134	125	93	71	105	91	-13.3%	54	-40.7%
TOTAL ILL BORROWED	**1,186**	**937**	**1,278**	**1,712**	**2,031**	**2,861**	**3,485**	**4,443**	**5,372**	**5,879**	**6,067**	**8,386**	**7,674**	-8.5%	**6,444**	-16.0%
TOTAL CIRC	138,356	129,210	126,082	115,464	128,788	144,869	152,987	158,374	165,032	174,362	172,859	164,954	145,497	-11.8%	133,496	-8.2%

	2013	2014	2015	2016	2017	% Chg	2018	% Chg
VISITS	184,677	168,012	151,217	143,656	146,994	2.3%	129,569	-11.9%
Visits per capita	11	10	9	9	9	2.0%	8	-13.1%
		-9.0%	-10.0%	-5.0%	2.3%		-11.9%	

PROGRAMS

	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	% Chg	2018	% Chg
Children programs	667	803	801	820	634	591	618	261	227	368	361	223	347	55.6%	183	-47.3%
Children program attendance	5,305	7,802	10,272	12,500	5,828	5,004	6,347	5,794	6,148	5,763	9,242	6,061	4,760	-21.5%	2,728	-42.7%
Young Adult programs					6	5	0	0	4	7	17	17	31	82.4%	23	-25.8%
Young Adult program attendance					29	19	0	0	53	88	285	264	503	90.5%	375	-25.4%
Adult programs	4	13	8	14	41	27	18	25	11	4	16	17	13	-23.5%	9	-30.8%

	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	% Chg	2018	% Chg
Adult program attendance	115	238	136	419	620	391	468	441	302	115	311	257	429	66.9%	159	-62.9%
TOTAL PROGRAMS	**671**	**816**	**809**	**834**	**681**	**623**	**636**	**286**	**242**	**379**	**394**	**257**	**391**	52.1%	**215**	-45.0%
PROGRAM ATTENDANCE	**5,420**	**8,040**	**10,408**	**12,919**	**6,477**	**5,414**	**6,815**	**6,235**	**6,503**	**5,966**	**9,838**	**6,624**	**5,692**	-14.1%	**3,262**	-42.7%
Program attendance per capita						0.33	0.42	0.38	0.40	0.37	0.60	0.40	0.34	-14.4%	0.19	-43.5%
TECHNOLOGY																
PUBLIC COMPUTER USE (sessions) n.c.		36,851	37,956	41,000	46,909	**53,538**	**55,722**	**57,523**	**47,288**	**39,390**	**34,558**	**31,907**	**28,735**	-9.9%	**21,816**	-24.1%
PUBLIC COMPUTER USE (hours)					13,971	**22,512**	**28,307**	**25,431**	**22,433**	**21,250**	**18,609**	**16,936**	**14,733**	-13.0%	**13,494**	-8.4%
Average Session length (min)					24	25	27	27	31	35	36	32	30	-6.3%	37	23.3%
Users					2,199	3,124	3,739	3,718	2,925	2,769	2,605	2,583	2,050		1,770	-13.7%
Visitors					2,058	3,358	4,366	3,170	1,828	1,635	1,812	2,055	1,499		1,954	30.4%
Unique Users													**3,440**		**3,326**	-3.3%
Users with 1 session													1,541		1,632	5.9%
Users with 2 sessions													584		607	3.9%
Users with 3 sessions													291		291	0.0%
Users with 4 sessions													179		134	-25.1%
Users with 5+ sessions													845		662	-21.7%
Public Internet Terminal use per capita						3	3	4	3	2	2	2	2	-10.3%	1	-25.2%
WiFi use										3,900	22,349	23,904	29,277	22.5%	NA	
Volunteers		18	21	36	55	69	72	117	109	101	102	115	115	111	-3.5%	105	-5.4%
Volunteer hours		3,438	3,453	3,066	1,660	1,633	1,742	2,448	2,402	2,030	2,093	2,709	3,717	4,445	19.6%	3,545	-20.2%

OREGON
LIBRARY
ASSOCIATION

PLD
Public Library Division

Public Library Standards

September 17, 2018

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Introduction

The Public Library Division (PLD) of the Oregon Library Association (OLA), in association with the State Library of Oregon, has assumed responsibility for the maintenance of the Standards for Oregon Public Libraries (Standards) and therefore has regularly convened committees of library professionals from small, medium, and large public libraries across Oregon to continually update the Standards.

Under the direction and leadership of the Executive Board of the Public Library Division of the Oregon Library Association, the 2017-18 Standards Committee created this document to assess and guide the development of quality library service for all Oregonians. It is the intention of the committee to provide a relevant and useful tool for library professionals, boards of directors, and other library stakeholders to not only manage the resources entrusted to them under state law, but also to provide assistance in strategic planning regardless of the current level of services offered.

The Standards Committee recognizes the diversity of libraries across the state and developed these Standards to allow for the strength this diversity creates, and the adaptability it requires. By meeting these Standards, a library establishes a baseline from which it can strive for excellence. To better support innovation in library services, the Standards establish a starting point that library boards and staff can use to direct local long-range planning efforts.

The Standards Committee reviews the standards annually and encourages feedback from library directors and managers. The committee also invites Oregon librarians to apply to serve on the Standards Committee. To offer feedback or apply, please contact the Public Library Division of OLA.

How to Use These Standards

As an aid in planning, the Standards checklists provide the means by which library stakeholders can discuss and determine how a library addresses or should address each standard category.

Additionally, the Public Library Division has determined 11 minimum requirements for a public library in the state of Oregon (see the next section, "Minimum Requirements"). The goal is to provide a consistent level of service to fulfill at least the basic role of a public library. These proposed minimums may be implemented in the future as Oregon Administrative Rules as part of updating the legal definition of a "public library" according to Oregon Revised Statutes (ORS) 357.400 (3)[1].

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[1] ORS 357.400, https://www.oregonlegislature.gov/bills_laws/ors/ors357.html or https://www.oregonlaws.org/ors/357.400

These Standards are not intended to be a one-size-fits-all set of elements that all libraries must meet. Some libraries now plan and carry out activities that exceed many or all of those listed, while others may be constrained by resources or circumstances in ways that make achieving many of the basic ones difficult. Every community is different. What is important is that the director, staff, board, and community constantly review where you are, where you want to be, and what it will take to get there. These checklists are intended to provide guidance for that journey.

Process

The Public Library Division recognizes that there are many ways to achieve excellence. The Standards listed are a means, and not necessarily an end. The format of this document is designed to help you clarify when you have met a Standard with the use of Indicators and Attributes.

Section
    Standard
        Indicator
            Attribute
            Attribute
            Attribute
        Indicator
            Attribute
            Attribute
            Attribute
    Standard
        Indicator
            Attribute
            Attribute
            Attribute
        Indicator
            Attribute
            Attribute
            Attribute

In each section, the **standard** states the ultimate **outcome** or condition for the work being done that is expected when most or all of the indicators exist. For example, "The community has access to free library services and is confident in the effective leadership of the library, including the library's commitment to intellectual freedom for community members." The standard typically indicates **why** a library would take on a set of activities, and typically reflects a benefit to library patrons or the wider community.

The **indicator** is **evidence** that the standard is being met. When most or all of the indicators are true, the outcome stated by the standard will be realized. For example, "The community is confident that its library is overseen by a library board and staff who are responsible public officials and stewards." The indicator often specifies **what** is witnessed as a result of a set of activities.

The **attribute** is one of the tangible **activities** that lead to an indicator being true. When most or all of the attributes are performed, the indicator is witnessed. "The library board of directors meets regularly and has adopted written bylaws or governance policies." The attribute typically is **how** an initiative is being carried out, and is typically measurable or otherwise verifiable.

Additionally, each attribute is categorized by achievement levels:

- **Essential**: the basic level; library programs, services, and other aspects are adequate to meet the needs of its community.
- **Enhanced**: this level recognizes programs, services, and other aspects of a public library that stand out compared to their peers.
- **Exemplary**: this level recognizes public libraries for being state and national leaders.

Achievement of attributes in the three levels prove the extent to which that particular standard is being met. For each attribute simply check the Yes or No box if your library meets that attribute. For the purposes of assessment and planning, there is no "grade." However, **every library should strive to meet most, if not all, the Essential attributes for each Indicator for each Standard.**

For example, here's how one library might complete the checklist from Section 4, Services and Programs Standard:

Indicator: The library provides services free of charge to everyone, as defined by written policies.	Y	N
Essential		
• The library offers services that include a circulating collection, public technology, and programming for all ages.	Y	
• The library provides services that meet the needs of the community's demographics including special populations.	Y	
Enhanced		
• The library facilitates or serves as custodian of local history.		N

Exemplary		
• The library provides notary services.		N
• The library provides resources and services to support local economic development.	Y	

Review the items marked No, and determine whether these are attributes that would be appropriate and beneficial to add, as dictated by your strategic plan, available resources, and the needs of your patrons and the community.

Each indicator can have a list of essential (always), enhanced and exemplary attributes (sometimes). For those indicators which do not have enhanced or exemplary attributes listed, feel free to use those spaces for your library's examples of current or future goals.

This Standards document includes an appendix with a glossary of terms and list of resources for further research.

Minimum requirements for Oregon public libraries

The Public Library Division has determined the following minimum requirements for a legally established public library in the state of Oregon. The goal is for all libraries to provide a consistent level of service, fulfilling at least the basic role of a public library.

The current legal definition of a public library according to ORS 357.400 (3)[2] (https://www.oregonlaws.org/ors/357.400):

> "Public library" or "public library system" means a public agency responsible for providing and making accessible to all residents of a local government unit library and information services suitable to persons of all ages.

Please note that OLA is looking to update the definition of a "public library." If the definition is successfully updated, these proposed minimums may be introduced in the 2019 legislative session as Oregon Administrative Rules.

STANDARD: The library provides these basic services free of charge to everyone in their service area.

Requirement	Y	N
1. The library provides a physical material collection in one or more of the following ways:		
• Books	X	
• Media	X	
2. The library is open a minimum of 20 hours per week.	X	
3. The library abides by the American Library Association (ALA) Code of Ethics and other relevant ethics codes, rules, or guidelines of the library's governing unit(s) that apply to the organization and its representatives. (See Appendix B for the ALA Code of Ethics[3]).	X	
4. The library offers free public internet access.	X	
5. The library offers free public wireless internet access (wi-fi).	X	
6. The library offers at least one public access computer.	X	
7. The library has a website which connects to free services from the State Library of Oregon.	X	
8. The library dedicates a .50 full-time equivalent (FTE) staff member exclusively to library functions during operating hours.	X	

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[2] ORS 357.400, www.oregonlegislature.gov/bills_laws/ors/ors357.html or www.oregonlaws.org/ors/357.400
[3] ALA Code of Ethics, www.ala.org/united/sites/ala.org.united/files/content/trustees/orgtools/policies/ALA-code-of-ethics.pdf

9. The library has basic policies in place for:		
• Collection management	X	
• Circulation	X	
• Patron confidentiality	X	
10. The library provide basic services for:		
• Reference	X	
• Youth services	X	
11. The library has a dedicated space compliant with the Americans with Disabilities Act (ADA)[4] to make materials and services accessible for people with disabilities.	X	

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[4] Information and Technical Assistance on the Americans with Disabilities Act, www.ada.gov

1. Governance Standards

The OLA Public Library Division Governance Standards ensure that each Oregon public library is legally established and managed in a way that provides transparency and accountability to the taxpayers. Governance standards also ensure that Oregon public libraries are responsive to the community served, with policies and procedures adopted to establish competent library management and lawful employment practices.

1.1 Services and Leadership

STANDARD: The community has access to free public library services and is confident in the effective leadership of the library, including the library's commitment to intellectual freedom for community members.

Indicator: The community has access to a legally established public library.	Y	N
Essential		
• The library meets the minimum establishment standards to be a public library in Oregon.	X	
Enhanced		
•		
Exemplary		
•		

Indicator: Community members can safely exercise their intellectual freedom rights in the library, as granted to them by the Bill of Rights to the U.S. Constitution and Article I of the Oregon Constitution.	Y	N
Essential		
• In addition to the American Library Association (ALA) Code of Ethics, the library adopts the Library Bill of Rights, Statement on Confidentiality of Library Records, and Free Access to Minors Statement.	?	
• The library espouses its commitment to intellectual freedom and free speech in its collection management and confidentiality/privacy policies.	X	
Enhanced		
•		
Exemplary		
•		

Indicator: The community is confident that its library is overseen by a library board and staff who are responsible public officials and stewards.	Y	N
Essential		
• The library board of directors meets regularly and has adopted written bylaws or governance policies.	X	
• Management staff and the board are familiar with the sections of ORS 357 that pertain to public libraries.	X	
• The board and staff are trained annually in relevant state and local laws for public officials, including government ethics, public records, public meetings, and contracting.	X	
• The board relies on the director for day-to-day management of the library.	X	
• The board is involved in the development of the library's strategic plan.	X	
• The library provides an orientation for new board members and continuing education support for all board members.	X	
Enhanced		
• Board members participate in continuing education activities directly related to libraries, such as conferences and webinars.	X	
• The board helps select the library director, either as hiring agents or advisors, and may provide input regarding the individual's performance according to applicable local, state, and federal regulations.	X	
Exemplary		
• The library budgets funds for continuing education for board members.		X

Indicator: The community is informed about the library board's actions and community members' perspectives are considered in the decision-making process.	Y	N
Essential		
• Board meetings are noticed to local media, on the library website, and in the library building, as prescribed by Public Records Law[5].	X	
• Board meeting minutes and agendas are made available on the library's website and upon request, in print.	X	
• Board meetings include a designated public comment period.	X	
• Contact information for the board is made available on the library's website.	X	
• Board meeting packets and supplementary information are available in print upon request.	X	
Enhanced		
• Board meeting packets and supplementary information are made freely available on the library's website.	X	
Exemplary		
•		

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[5] Oregon Department of Justice, Public Records and Meeting Law, https://www.doj.state.or.us/oregon-department-of-justice/public-records/public-records-and-meetings-law/

Indicator: The community understands the role of the library and its plans for the future.	Y	N
Essential		
• The library has a written mission statement.	?	
• The library has a written strategic plan that is updated at least once every five years.		?
• The library has a written technology plan that is updated at least once every three years.	X	
Enhanced		
•		
Exemplary		
•		

1.2 Policies and Procedures

STANDARD: Community members consistently experience efficient, effective, and courteous library services which are managed by clear and accessible library policies.

Note: The ALA Library Policy Development guide includes suggestions and samples of library policies[6].

Indicator: The public and staff go about their library business using established, easy-to-understand rules as outlined in policies adopted by the library governing board.	Y	N
Essential		
• The library has adopted circulation policies.	X	
• The library has adopted collection management policies.	X	
• The library has adopted confidentiality and privacy policies.	X	
• The library has adopted library services policies.	?	
• The library has adopted business services policies.		X
• The library has adopted human resources policies.	X	
• The library has adopted facilities policies.		X
• The library has adopted patron behavior policies.	X	
• The library has adopted meeting spaces policies as applicable.	X	
Enhanced		
•		
Exemplary		
•		

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[6] ALA Library Policy Development, http://libguides.ala.org/librarypolicy

Indicator: The community can easily access information about library policies.	Y	N
Essential		
• Library policies are made freely available on the library's website and in print, upon request.	X	
Enhanced		
• Library policies are made freely available in multiple languages, as appropriate for the community.		X
Exemplary		
•		

2. Staff Standards

Public libraries are thriving learning centers, community gathering places, and places of play and discovery. Library staff members create and maintain programs and services integral to the mission of the public library in relation to its community. The OLA Public Library Division Staff Standards support the processes and resources necessary to provide equitable, consistent, and quality service in a manner sustainable for the future.

Library staff members, regardless of degree or position, must possess the depth and breadth of knowledge necessary to provide quality service. To ensure service of the highest quality, libraries must provide all staff with the education, training, and support necessary to identify and meet the needs of their patrons and community, including demographic changes in their service area.

2.1 Human Resources

STANDARD: The community is served by library professionals with the skills, knowledge, and abilities to provide uncompromising access to information in service to the public and social wellness.

Indicator: The library maintains a staff of well-qualified professionals and paraprofessionals with the skills, knowledge, and abilities to serve the community as outlined in the library's mission, goals, and strategic plan.	Y	N
Essential		
• The library employs a paid director possessing a Master of Library Science degree from an ALA-accredited institution or who has equivalent training or education.	X	
• The library employs a sufficient number of paid staff members who are present during all library service hours to provide services central to the library's mission and goals.	X	
• The library provides staff with continued training opportunities and the support necessary to identify and meet the needs of their patrons and community.	X	
• The library maintains, supports, and funds an annual staff development plan.		?
• Library volunteers enhance the general level of library service but do not replace the services provided by paid library staff.	X	
Enhanced		
• The library organizes a group of teen volunteers on a teen advisory board that advises on services and collections for teens.		X
Exemplary		
•		

Indicator: The library maintains and adheres to accessible, well-defined, and consistent written policies governing the training, performance, and recognition of all staff in order to provide a clear and transparent organizational environment.	Y	N
Essential		
• The library maintains contemporary job descriptions for all classifications and provides regular job performance evaluations for all staff.	X	
• Job descriptions include a defined salary range and benefits package for each job description. Salary and benefits are comparable to the average for similar library staff positions in similarly sized library service areas and/or for similar positions within local governmental agencies.	X	
• All written policies related to effective personnel management are consistent with policies of any governing bodies.	X	
• Library policies and procedures address the work and contributions of non-employees and volunteers.	X	
• The library selects volunteers through a defined hiring process which may include a background check.	X	
• The library matches volunteers to the specific needs of the library.	X	
Enhanced		
• All staff members receive salary and benefit packages which are within the top 25 percent for comparable position in the same jurisdiction or in similar local government bodies		X
Exemplary		
• All staff members receive salary and benefit packages which are within the top five percent for comparable position in the same jurisdiction or in similar local government bodies.		X
• The library maintains a succession plan for all professional library positions.		X

Indicator: The library provides trained staff to facilitate a professional level of public services to all ages in the following areas: • Reference services • Youth services • Readers' advisory • Community outreach • Event programming • Services in languages other than English • Technology support during all library service hours • Collection management	Y	N
Essential		
• The library provides trained staff to facilitate a professional level of public services in at least five of the eight listed services.	X	

Enhanced		
• The library provides trained staff to facilitate a professional level of public services in at least seven of the eight listed services.		X
Exemplary		
• The library provides trained staff to facilitate a professional level of public services in all eight of the eight listed services.		X

2.2 Diversity and Community Engagement

STANDARD: All community members feel welcome and represented in their library with staff, programming, and collections which meet their diverse needs and wants.

Indicator: The library targets and actively reaches out to minority populations through programming, collection development, outreach, and education.	Y	N
Essential		
• The library's strategic plan includes specific goals for surveying community diversity.		?
• The library's strategic plan articulates a method for reflecting the demographic, ethnic, and social diversity of its community and regularly reviews and evaluates the linguistic, ethnic, and cultural diversity of its community.		X
• The library uses diversity assessment in developing services and programs to meet the needs of minority populations.		X
• The library provides diversity training to staff.		X
• Diversity training is reflected in all staff development plans.		X
• If more than 10 percent of the community speaks a language other than English in the home, the library responds by adding staff or volunteers capable of speaking with and culturally engaging with those patrons in their primary language.		X
Enhanced		
• If more than five percent of the community speaks a language other than English in the home, the library responds by adding staff or volunteers capable of speaking with and culturally engaging with those patrons in their primary language.		X
• Trained staff members deliver culturally and socially relevant services for new immigrants in their primary language(s).		X
• In response to library needs assessment, staff members develop outreach programs to address the current and projected needs of their minority communities.		X

Exemplary		
• If more than one percent of the community speaks a language other than English in the home, the library responds by adding staff or volunteers capable of speaking with and culturally engaging with those patrons in their primary language.		X
• Trained, professional librarians deliver culturally and socially relevant services for new immigrants in their primary language(s).		X

Indicator: Library staff and supporters are active and engaged participants in the community and in community organizations.	Y	N
Essential		
• To advocate for the library, Friends of the Library groups, the library foundation, boards of directors, volunteers, non-employees, and other library partners are well-trained in the mission, goals, and strategic plan of the library.	?	
Enhanced		
• The library encourages, supports, and allows time for staff participation in community organizations and groups as outlined in the staff development plan.	X	
Exemplary		
• The library provides funds for staff participation in community organizations and groups as outlined in the staff development plan.	X	

2.3 Staff Duties and Responsibilities

STANDARD: The community benefits from the efforts of qualified and dedicated library professionals committed to the discipline of library science to maintain libraries that support learning, community engagement, and cultural expression.

Indicator: The library offers professional, relevant library services and collections that meet community needs and expectations.	Y	N
Essential		
• Qualified staff members oversee the collections, programs, outreach, and services for children, teens, and adults.	X	
• Qualified staff members oversee technical matters such as (but not limited to) information technology, cataloging, and finances. These staff members may be employed by the library directly or work closely with the library through a parent agency like local government.	X	
Enhanced		
• Professional librarians oversee the collections, programs, outreach and services for children, teens and adults. Professionals are defined as holding a Master of Library Science from an American Library Association accredited institution, or its equivalent in education and experience.	?	

	Y	N
• Professional librarians deliver at least 50 percent of the collections, programs, outreach, and services for children, teens, and adults.		X
• Professional librarians oversee technical matters such as (but not limited to) information technology, cataloging and finances. These staff members may be employed by the library directly or work closely with the library through a parent agency like local government.	X	
• A staff member coordinates and oversees public relations and marketing for the library, including the use of social media and other emerging communication media.	X	
Exemplary		
• A dedicated library staff member, who possess formal training in marketing and communication, is given the primary focus of coordinating and overseeing public relations and marketing for the library, including the use of social media and other emerging communications media.	?	
• Professional librarians deliver at least 75 percent of the collections, programs, outreach, and services for children, teens, and adults.	X	

2.4 Staff Development and Learning

STANDARD: Library staff members adapt competently to the community's ever-changing needs and interests, including technological advances as well as professional and government trends.

Indicator: Library staff members are educated, engaged, and capable of adapting to community needs.	Y	N
Essential		
• The library provides the resources and technological tools necessary for professional education and development.	X	
• The library supports staff participation in continuing education programs and self-education. This support is provided in the form of time allotted for training, learning, and teaching.	X	
• With their supervisors, all employees set annual goals in accordance with the staff development plan for personal and professional development.		X
Enhanced		
• Financial support is provided for educational opportunities that incur fees and travel-related expenses.	X	
Exemplary		
• The library generously funds professional development, publication, convention attendance, classes, and other continuing educational opportunities as part of the library's strategic plan.		X

Indicator: Library staff are engaged in professional library organizations.	Y	N
Essential		
•		
Enhanced		
• The library supports staff memberships in state and national professional organizations.	X	
• Professional librarians and management staff have the opportunity to participate in activities that support and develop the Oregon library community.	X	
• Library staff members "give back" by sharing their education and professional experiences with the Oregon library community.	X	•
Exemplary		
•		

3. Materials Standards

Providing access to books and other materials and information resources is integral to the public library. The OLA Public Library Division Materials Standards address the importance of developing a collection of materials that is reflective of and responsive to the community which the library serves. In addition to outlining a strategic approach to all steps related to material acquisition, access, and assessment, the Materials Standards also acknowledge the need for a dynamic approach to technology as it affects library collections. Beyond the need to provide access to both print and electronic resources as appropriate for the community served, these standards embrace the value added by collaboration and cooperation, from allowing for material requests from members of the community to engaging in resource sharing.

3.1 Collection Management

STANDARD: The library will obtain, organize, and make conveniently available to all the people of the community educational, recreational, and informational materials in convenient forms, including print, non-print, and electronic.

Indicator: The library adopts a collection management plan.	Y	N
Essential		
• The collection management plan includes policies and procedures for materials selection.	X	
• The collection management plan includes policies and procedures for materials removal.	?	
• The collection management plan includes policies and procedures for reconsideration of materials.	X	
• The collection management plan includes policies and procedures for materials preservation.	?	
• The collection management plan includes policies and procedures for donations of books and other materials.	?	
• The collection management plan includes policies and procedures for special collections.	?	
• The collection management plan is reviewed at least every three years.		X
Enhanced		
• Contracts with primary collection vendors are reviewed at least once every three years		X

Exemplary		
•		

Indicator: The library provides a curated, up-to-date, and diverse collection.	Y	N
Essential		
• The collection is contemporary.	?	
• The collection is dynamic.	?	
• The collection reflects the community's needs.	?	
• The collection reflects the community's interests.	?	
• The collection reflects the community's standards.	?	
• The collection reflects the community's diversity.	?	
• The collection represents a wide variety of viewpoints.	X	
• The collection is available onsite in physical and digital formats.	X	
• The collection is available remotely in physical and digital formats.	X	
Enhanced		
•		
Exemplary		
•		

Indicator: The library collects data and analyzes statistics to inform collection development and management and to assess collection performance.	Y	N
Essential		
• Statistics track materials for different ages (youth, adult, teen).	X	
Enhanced		
• Circulation statistics track collection activity by branch.	X	
• Circulation statistics track collection activity by turnover rates.	?	
• Circulation statistics track collection activity by collection.	X	
Exemplary		
• Trends are identified by using three to five years of statistics.		?
• Statistics are used to make data-driven decisions for collection development.	X	
• Statistics are shared regularly with stakeholders.	X	

3.2 Community Access to the Collection

STANDARD: The community has access to books and other items in the library collection in a variety of formats, subjects, and viewpoints.

Indicator: The library has a digital catalog of its materials.	Y	N
Essential		
• The digital catalog is easily accessible onsite and offsite by patrons.	X	
• The digital catalog is kept up-to-date.	X	
• The digital catalog is maintained using existing national cataloging standards.	?	
Enhanced		
• The digital catalog is mobile-friendly.		X
• The digital catalog includes book covers or cover art.	X	
Exemplary		
• The digital catalog offers patron recommendations.		X
• The digital catalog provides predictive results.		X

Indicator: All users have access to all materials.	Y	N
Essential		
• New materials are made accessible to the public in a timely manner.	X	
• The library orders new materials regularly throughout the year.	X	
• The library provides interlibrary loan services.	X	
• Through its website and other sources, the library provides access to electronic resources purchased by the state.	X	
• Checking out materials is made as simple as possible for patrons.	X	
• The library provides easy and accessible ways for patrons to give feedback on collections.	X	
• If more than 10 percent of the library community speaks a language other than English in the home, the library responds by purchasing a significant amount of culturally appropriate materials in that language in a variety of formats.	?	
Enhanced		
• The library provides access to online databases as appropriate to meet the needs of the community.	X	
• The library provides adult basic skills materials and English Language Learner (ELL) materials for a wide variety of reading levels.	?	
• If more than five percent of the library community speaks a language other than English in the home, the library responds by purchasing a significant amount of culturally appropriate materials in that language in a variety of formats.	?	

• Libraries housing local history and archival collections follow the best practices of the Society of American Archivists[7].	?	
• The library provides access to federal, state, and local government documents appropriate to the community.	X	
• The library provides access to special collections appropriate to the community.	X	
• The library participates in a resource-sharing consortia.	X	
Exemplary		
•		

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[7] Society of American Archivists, https://www2.archivists.org/

4. Services and Programs Standards

These OLA Public Library Division Services and Programs Standards dictate that library offerings are free of charge to everyone in the library's service area. Alternate methods of delivery of service are explored and provided for diverse populations including people with disabilities and those unable to come to the library facility.

4.1 Services

STANDARD: Whenever the library is open to the public, the library provides services free of charge to patrons in its service area.

Indicator: The library provides services free of charge to everyone, as defined by written policies.	Y	N
Essential		
• The library offers services that include a circulating collection, public technology, and programming for all ages.	X	
• The library provides services that meet the needs of the community's demographics including special populations.	X	
Enhanced		
• The library facilitates or serves as custodian of local history.	X	
Exemplary		
• The library provides notary services.		X
• The library provides resources and services to support local economic development.	X	

Indicator: The library provides services to patrons of all ages and levels of literacy.	Y	N
Essential		
• Library services are available in person or by telephone all hours the library is open to the public.	X	
• The library provides reference services.	X	
• The library provides readers' advisory services.	X	
Enhanced		
• Library services are available through digital means all hours the library is open to the public.	X	
Exemplary		
• Library services are available outside of the library building.		X

Indicator: The library provides trained staff members who offer assistance to the public in the use of technology, circulation, and access to materials.	Y	N
Essential		
• These services are available in person or by telephone all hours the library is open to the public.	X	
Enhanced		
• These services are available through digital means all hours the library is open to the public.	X	
• The library ensures effective communication with persons with disabilities at all service points by providing staff with training, adaptive equipment and software, and by making materials available in alternative formats.	?	
Exemplary		
•		

Indicator: The library encourages/invites the community to make use of library space.	Y	N
Essential		
• The library has access to a public meeting space which is governed by a written policy.	X	
Enhanced		
• The library has a public meeting and community space.	?	
• The library has a procedure for members of the public to reserve a meeting room.	X	
Exemplary		
• The library provides a variety of meeting rooms and community spaces based on local need.	X	

Indicator: The library invites patrons to provide written feedback on the library and its services.	Y	N
Essential		
• The library provides comment cards at customer touchpoints.		X [1]
• The library solicits feedback via the library website.	X	
Enhanced		
• The library evaluates patron satisfaction with services on a regular basis.		X
Exemplary		
• The library conducts outcome-based surveys on its services annually.		X

4.2 Programs

STANDARD: The library develops and hosts educational, recreational, and cultural programs designed to best meet the diverse needs and interests of their individual communities.

Indicator: The library provides free educational and cultural programs to all ages.	Y	N
Essential		
• The library offers summer reading programs for children and young adults.	X	
• The library provides programs that enhance lifelong learning for all community members.	X	
• The library provides current information about agencies and organizations that connect programs of interest to the patrons.	X	
Enhanced		
• The library offers summer reading programs for adults.		X
• The library offers programs outside the library building.	X	
Exemplary		
• The library collaborates with community organizations, schools, and other educational institutions to provide community programs.	X	

Indicator: The library provides early literacy programming.	Y	N
Essential		
• The library offers regular storytimes for children.	X	
• The library provides current information regarding children's, adult and/or family literacy programs.	X	
Enhanced		
• The library provides space for, or referrals to, other agencies to teach literacy classes.	X	
Exemplary		
•		

Indicator: The library invites patrons to provide feedback on its programs.	Y	N
Essential		
• The library provides comment cards at customer touchpoints.		X [1]
• The library solicits feedback via the library website.	X	
Enhanced		
• The library evaluates patron satisfaction with programs on a regular basis.		X
Exemplary		
• The library conducts outcome-based surveys on its programs annually.		X

5. Technology Standards

The OLA Public Library Division Technology Standards address the use of technology to connect the library to the community, helping community members gain value from their use of technology, and managing technology infrastructure in the library organization.

These standards are broad enough to account for rapidly changing library technology programs and services while yet guiding libraries to a higher level of technological achievement.

These standards are based on the benchmark framework of the Edge Initiative[8] for public libraries. The more detailed Edge Initiative assessment is recommended for best technology practices in public libraries.

5.1 Technology Access and Assistance

STANDARD: Community members have access to software and online information at the library so they can use the digital resources they need and want, increasing the level of digital literacy in the community.

Indicator: The library provides technology training and/or one-on-one assistance to the public.	Y	N
Essential		
• The library offers training or one-on-one assistance in basic computer skills.	X	
• The library offers training or one-on-one assistance in business productivity software like word processing, spreadsheets, and presentations.	X	
• The library offers training or one-on-one assistance in Internet search techniques.	X	
• The library offers training or one-on-one assistance in online privacy and security issues.	X	
• The library offers training or one-on-one assistance in using online library resources.	X	
Enhanced		
• The library offers training or one-on-one assistance in social media.	X	
• The library offers training or one-on-one assistance in multimedia applications (including photo, video, audio).	X	
• The library offers training or one-on-one assistance in patron-owned devices (like tablets and smartphones).	X	
• The library offers technology training or one-on-one assistance in languages other than English in at least one location.		X

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[8] Edge Initiative, www.libraryedge.org

Exemplary		
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Indicator: The library provides access to relevant digital content.	Y	N
Essential		
• The library's online catalog can be accessed onsite and remotely.	X	
• Statewide databases can be accessed through the library's website.	X	
Enhanced		
• The library provides mobile-friendly access to the website and catalog.		?
Exemplary		
•		

Indicator: The library enables community members to create their own digital content.	Y	N
Essential		
• The library offers access to business productivity software (including word processing, spreadsheets, presentations).	X	
• The library offers access to a printer and photocopier.	X	
Enhanced		
• The library offers access to a color printer and color photocopier.	X	
Exemplary		
• The library offers access to photo editing software.	X	
• The library offers access to audio recording and editing software.	X	
• The library offers access to video recording and editing software.	X	
• The library offers access to web design software.	X	

5.2 Digital Content for Community Needs

STANDARD: The library provides curated online content to meet community members' demand for critical information needs.

Indicator: The library provides technology resources to meet community members' job-seeking and entrepreneurial needs.	Y	N
Essential		
• The library selects and organizes online resources for job seeking, employment skill-building, or professional certification.		X
• The library selects and organizes online resources for small business development.		X
Enhanced		
• The library offers access to online career testing preparation tools through its website and/or through career testing software.	X	

	Y	N
• The library selects and organizes online guides and instructions for identifying, finding, and using online small business development resources.		X
Exemplary		
• The library regularly organizes or hosts classes that help patrons learn to use online job-seeking and career development sites and tools, or provides one-on-one instruction as requested.		X
• The library regularly organizes or hosts classes that help patrons learn to use small business development resources or provides one-on-one instruction as requested.		X

Indicator: The library provides technology resources to meet community members' need for online government and legal information services and assistance.	Y	N
Essential		
• The library selects and organizes online links to local, state, and federal government resources.	X	
Enhanced		
• The library selects and organizes online guides and instructions for identifying, finding, and using online government resources		X
Exemplary		
• The library regularly organizes or hosts a classes for patrons on navigating online government resources or provides one-on-one instruction as requested.		X

Indicator: The library provides technology resources to meet community members' need for educational support.	Y	N
Essential		
• Early literacy games, web-based read-along programs, and/or electronic toys or tablets are available at the library and through the library website.	X	
• The library selects, organizes, and maintains online resources related to homework help, research, and information literacy for students.	X	
Enhanced		
• The library selects and organizes online guides and instructions for identifying, finding, and using online resources about college selection and financial aid.	X	
Exemplary		
• The library organizes or hosts a class for patrons on using or navigating online educational resources at least quarterly or provides one-on-one instruction as requested.		X

Indicator: The library provides technology resources to meet community members' need for reliable health and wellness information.	Y	N
Essential		
• The library offers access to medical or general health and wellness databases though its website.	X	
Enhanced		
• The library selects and organizes online guides and instructions for identifying and finding health and wellness resources.	X	
Exemplary		
• The library organizes or hosts a class for patrons on using or navigating online health and wellness resources at least quarterly or provides one-on-one instruction as requested.		X

Indicator: The library accommodates users with disabilities.	Y	N
Essential		
• At least one public terminal with assistive technology (like screen readers, magnification, high-contrast keyboards and displays) is available for use by persons with visual disabilities .	X	
Enhanced		
• The library website is compliant with World Wide Web Consortium (W3C)[9] disability accessibility standards as evidenced by the use of an online validation service.		X
Exemplary		
• Staff members are provided with training at least annually for recognizing and serving patrons with disabilities.		X

5.3 Community Engagement in Technology Decisions and Access

STANDARD: Libraries are a valuable community resource and a strategic partner in helping people and communities maximize their access, inclusion, and innovation in technology resources and services.

Indicator: The library makes strategic decisions based on community priorities for digital inclusion and innovation.	Y	N
Essential		
• Library leaders or staff attend a regular meeting of local elected governing bodies (like the, city council, county board of supervisors, town council) that exist within their legal service area at least once annually.		X
• The library conducts an analysis of the social and economic conditions of the community to support decision-making related to technology.		X

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[9] World Wide Web Consortium (W3C), www.w3.org

	Y	N
• The library assesses (via survey, focus group, forum, etc.) the community's technology needs at least once every two years.		X
Enhanced		
• The library surveys patrons annually about public technology use and outcomes.		X
• Digital inclusion and technology goals are included in the strategic plan.		X
Exemplary		
• In languages other than English, the library assesses (via survey, focus group, forum, etc.) the community's technology needs at least once every two years.		X
• The library assesses (via survey, focus group, forum, etc.) the community's technology needs for people with disabilities at least once every two years.		X

Indicator: The library builds strategic relationships with community partners to maximize public access technology resources and services provided to the community.	Y	N
Essential		
• The library engages in resource-sharing partnerships to benefit the library and its patrons.	X	
Enhanced		
• The library partners with local organizations to offer technology training in the library.		X
• The library partners with local organizations to offer technology training off-site.		X
Exemplary		
• The library collaborates on grant or other funding opportunities with a community organization to maximize public access technology resources and services.		X

Indicator: The library supports continuous improvement in public access technology services internally and by sharing expertise and best practices with other providers locally, regionally, and nationally.	Y	N
Essential		
• Existing resources (like TechSoup, WebJunction, Edge) are used to help improve library technology management.	X	
• The library supports staff development through technology programs offered by vendors, the state library, or other organizations.	X	
Enhanced		
• Training resources and curricula are shared with other libraries or community-based organizations.		X
• Network management policies and practices are shared with other libraries or community-based organizations.	X	

Exemplary		
• The library has a collection of technology devices available for staff development and programming purposes.		X
• Library has technology devices available for checkout by patrons.	X	

5.4 Technology Resource Management

STANDARD: Libraries manage resources so that members of the community who need or want access can get it regardless of ability, skill, or personal technology owned.

Indicator: The library provides staff, technology, and processes to support community access to technology and information resources.	Y	N
Essential		
• The library develops and adopts a technology plan.		X
• The library integrates public access technology into planning and processes.	X	
• The library has some staff/volunteers with technology expertise to help patrons achieve their goals.	X	
• The library provides adaptive technology tools for people with disabilities.	X	
• The library has enough devices and sufficient dedicated bandwidth to accommodate user demand.	X	
• The library maintains current catalog holdings and patron information in an automated, integrated system.	X	
• The library provides free public access to the Internet through a dedicated high-speed (as fast as is available locally) connection.	X	
Enhanced		
• The technology plan is reviewed and updated as needed, annually.		X
• The library has sufficient staff with technology expertise to help patrons achieve their goals.	X	
• The library ensures staff members are trained and kept up to date, using competencies standards, on technology used and offered in their library.	X	
Exemplary		
• The library has sufficient staff with technology expertise to maintain technology.	X	
• The library teaches and practices network and patron privacy protections.		X
• The library manages its technology resources to maximize quality by monitoring systems and minimizing out-of-service devices.	X	
• The library evaluates and updates major technology at least every five years.	X	

6. Community Engagement and Advocacy Standards

Community engagement involves the participation of the library in the work of its community as well as the participation of community members in the work of the library. Advocacy is the promotion of library initiatives like funding measures and capital campaigns.

These OLA Public Library Division Community Engagement and Advocacy Standards address the importance of library participation in the community for its transformation and growth as well as community member involvement in the libraries to develop effective community champions for library sustainability and growth initiatives.

6.1 Community Engagement

STANDARD: The community is strengthened through the active facilitation or participation by the library in efforts to gather input, engage in meaningful discussions, and act in partnership to support communitywide growth and transformation.

Indicator: Libraries are active participants in their community.	Y	N
Essential		
• The library participates in community initiatives in a support or leadership role.		?
• Library staff members participate as an active member, leader, and supporter of community groups.	X	
• Library staff can identify community initiatives and community partners.		X
• The library partners with community organizations.	X	
Enhanced		
• The library convenes, initiates, or hosts community meetings involving multiple stakeholders to address community issues.		X
• Library staff members are embedded in community commissions, boards, neighborhood groups, and organizations.	X	
• Verbal cooperative agreements exist between the library and community partners.		?

Exemplary		
• The library has established and adopted a library partnership policy.		X
• Written cooperative agreements exist between the library and community partners.		X

Indicator: Community members are actively involved in the library.	Y	N
Essential		
• Library staff and volunteers participate in community long-range planning so that library priorities are communicated and represented.		X
• Community volunteers are recruited for support as defined by the library's written volunteer policy.		X
• A library staff person is responsible for volunteer coordination and training.	X	
• Positive relationships exist with the local Friends of the Library groups and library foundations.	?	
• Clear distinction about the responsibilities of the Friends of the Library group and the library foundation exist, and funds raised by these groups are separate and not mingled with the library's normal operating expenses.	X	
• The library responds to community feedback in a timely fashion.	X	
Enhanced		
•		
Exemplary		
•		

Indicator: The library provides broad access to information about library services, opportunities, and challenges.	Y	N
Essential		
• The library collects statistics and conducts research such as customer surveys, community studies, citizen surveys, and other means appropriate to evaluate library services and resources.		X
• The library provides information and training to all library staff regarding the impact of marketing on the library's image and community relations.		X
• The library maintains a current website with promotional messages, program and resource news, and easy access to the library's print and digital collections.	X	
Enhanced		
• The library collects, organizes, and provides information about community groups, initiatives, and issues.		X
• The library regularly provides informational materials and updates on library services to the community.		X
• The library works with local businesses and organizations to cross-promote services and community benefits.		X
• The library has created a communications procedures and protocols manual to respond to community crises or disasters, including plans with emergency agencies to leverage the library as a communications hub during and immediately after a disaster.		X
• The library publishes an annual plan to communicate the library's brand, value, and impact on the community.		X
• The library allocates funds to support the communications, marketing, and public relations plan. This may include a dedicated budget for print and digital advertising; promotional materials, support, and staffing for community events; and marketing supplies.		X
• The library participates in statewide or national campaigns that seek to increase public awareness of libraries.	X	
Exemplary		
• The library employs a communications staff member.		X

6.2 Advocacy

STANDARD: Community members are aware of the library's activities. They value, actively support, and engage in library initiatives.

Indicator: Staff and community members have the tools and support to effectively advocate for the library.	Y	N
Essential		
• Library staff and community members advocate for improved library service at the local, state, and federal level.		?
• The library is transparent about its specific funding sources (tax revenue, donations and grants, fees and fines) and services provided in order to foster better understanding of how public funds benefit the community.	X	
• Library staff members are informed of OLA and ALA legislative issues and promote those issues whenever possible.	X	
• Library staff members are familiar with the most current OLA legislative agenda.		X
• The library cultivates relationships with elected officials at all levels of government.	X	
• The library invites elected officials and community leaders to library events and programs.		X
• The library develops key messages for staff, volunteers, and community partners.		X
Enhanced		
• The library provides resources and encouragement to staff and supporters to ensure they can be successful advocates.		?
• The library provides legal and state election law training to staff and supporters.		X
• Library staff and supporters attend events, hearings, and programs where public policy that affects the community is reviewed and discussed.		X
• Library staff, volunteers, and community partners support OLA Legislative Day with calls, mail, and representation as allowed by law.		X

Exemplary		
• Training in advocacy skills for the benefit of the library is offered to staff, board, Friends of the Library groups, library foundation, and volunteers.		X

7. Facilities Standards

As a community commons, library facilities should provide the physical space where Oregonians can connect to people, ideas, and information. Library facilities should be welcoming, comfortable, efficient, and allow for flexibility of space, service, growth, and community priorities. Each library should consider and reflect its own unique community. OLA encourages library leaders to consider excellence in facilities by looking at best practices and the facilities of those libraries that succeed at providing, meeting, and surpassing community needs. These OLA Public Library District Facilities Standards address the library facilities as a community anchor, library design, and facilities assessment and long-term planning.

Please note: Some topics relating to facilities are addressed in other sections of this Standards document, such as Governance and Technology. Please see those sections to ensure all aspect of a facilities review occurs.

7.1 Community Anchor

STANDARD: The community recognizes the library as a cultural hub and a symbol of civic pride.

Indicator: Community members think of the library as a central community gathering place.	Y	N
Essential		
• Community and cultural activities take place in the library.	X	
Enhanced		
• The library is a cultural partner in the community.	X	
• The library is a civic partner in the community.	X	
Exemplary		
•		

Indicator: The library continually assesses community perception of the facility.	Y	N
Essential		
• With input from the community, public perception of the library facility is regularly assessed.		X

Enhanced		
• The library conducts an annual survey which assesses community satisfaction of the library facility.		X
Exemplary		
•		

7.2 Design

STANDARD*:* Library patron and staff activities and functions are comfortable, clear, accommodating, and well-supported by the library building design.

Note: For trends and statistics about public library new construction, addition, and renovation projects, see "Year in Architecture 2016: Public Library Data"[10] in the Library Journal.

Indicator: Design supports the functions of the library with a plan for growth and incorporates current best practices for public libraries*.*	Y	N
Essential		
• The entrance is clearly visible with identifying signage.	X	
• The library provides access to electrical outlets.	X	
• The library provides the power supply to support current technology.	X	
• The library provides a materials return location during hours the library is closed.	X	
• The library provides dedicated space for children's, teen, and adult use and collections.	X	
• Dedicated funding exists for building maintenance.	X	
• Signs in the community direct people to the library.	X	*need more

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[10] Library Journal: "Year in Architecture 2016: Public Library Data,"
http://lj.libraryjournal.com/2016/11/buildings/year-in-architecture-2016-public-library-data

	Y	N
• Library is sized and designed appropriately to the geographic and demographic population the library will serve.	X	
Enhanced		
• Usage statistics are maintained and compared to space allocations in order to plan library facilities to meet current needs of the community.		X
• The library provides a convenient, well-lit, ADA-accessible materials return location during hours the library is closed		X
• The library provides a well-lit exterior with signage that clearly identifies the building from the street.	?	
• The library maintains sufficient, well-lit parking located near or adjacent to the facility.	X	
Exemplary		
• Indoor material returns include fire mitigation features.		X
• Lighting levels comply with standards issued by the illuminating Engineering Society of North America[11].	?	

Indicator: Design supports staff functions.	Y	N
Essential		
• The library space includes storage areas for equipment and supplies.	?	*need more
• The library provides a private area for breastfeeding staff[12].		X
Enhanced		
• The library provides separate areas for staff workspaces.	?	
Exemplary		
• The library provides separate spaces for staff breaks.	X	

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[11] Illuminating Engineering Society of North America, https://ihsmarkit.com/products/iesna-standards.html
[12] Oregon Health Authority, Breastfeeding,
https://public.health.oregon.gov/HealthyPeopleFamilies/Babies/Breastfeeding/Pages/Laws.aspx

Indicator: The library is designed to be welcoming to a diverse population for a variety of services.	Y	N
Essential		
• Library spaces are readily accessible by everyone in accordance with written policies	X	
• The library ensures access to its resources and services for patrons with disabilities in compliance with ADA[13].	X	
Enhanced		
• The library provides suitable equipment, furniture, and spaces to meet the needs of adults in the community.	?	
• The library provides suitable equipment, furniture, and spaces to meet the needs of teens in the community.	?	
• The library provides suitable equipment, furniture, and spaces to meet the needs of children in the community.	?	
• The library provides suitable equipment, furniture, and spaces to meet the needs of people with disabilities in the community.	?	
Exemplary		
• The library provides story time space.	X	
• The library provides study areas.	X	
• The library provides public meeting space.	X	
• The library provides quiet space.	X	
• The library provides space for public computing.		
• The library provides seating space.	X	
• The library provides space for programs and events.	X	

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[13] Information and Technical Assistance on the Americans with Disabilities Act, www.ada.gov

Indicator: The library provides an interior that reflects best practices in library user experience.	Y	N
Essential		
• Space is provided for patron-staff interaction	X	
• The library provides an interior that allows self-directed use of the library through layout and signage.	X	
Enhanced		
• The library provides signage in multiple languages as appropriate for the community.		X
Exemplary		
• The professional expertise of a library planner and/or library architect is sought for any new construction or major remodeling.		

7.3 Assessment and Planning

STANDARD: The library provides for ongoing maintenance and future growth of the library facilities.

Indicator: The library has a long-range facilities plan.	Y	N
Essential		
• The library's long-range facilities plan includes maintenance	X	
• The library's long-range facilities plan includes a plan for replacement of equipment and furniture.		X
• The library's long-range facilities plan is reviewed every five years.		X
Enhanced		
• The library's long-range facilities plan is reviewed and analyzed every three years using community input and analysis.		X
• The library's long-range facilities plan plans for growth in the community, growth of library services and programs, and growth of the facilities themselves.		X
• Planning for capital improvement takes place on an ongoing basis.		X

• The library continually evaluates options and plans for incorporation of technological changes into the building.	X	
Exemplary		
•		

Oregon Public Libraries Facilities Square Foot per Capita Tables

Oregon State Libraries' Square Foot/Capita Average 2003--2014
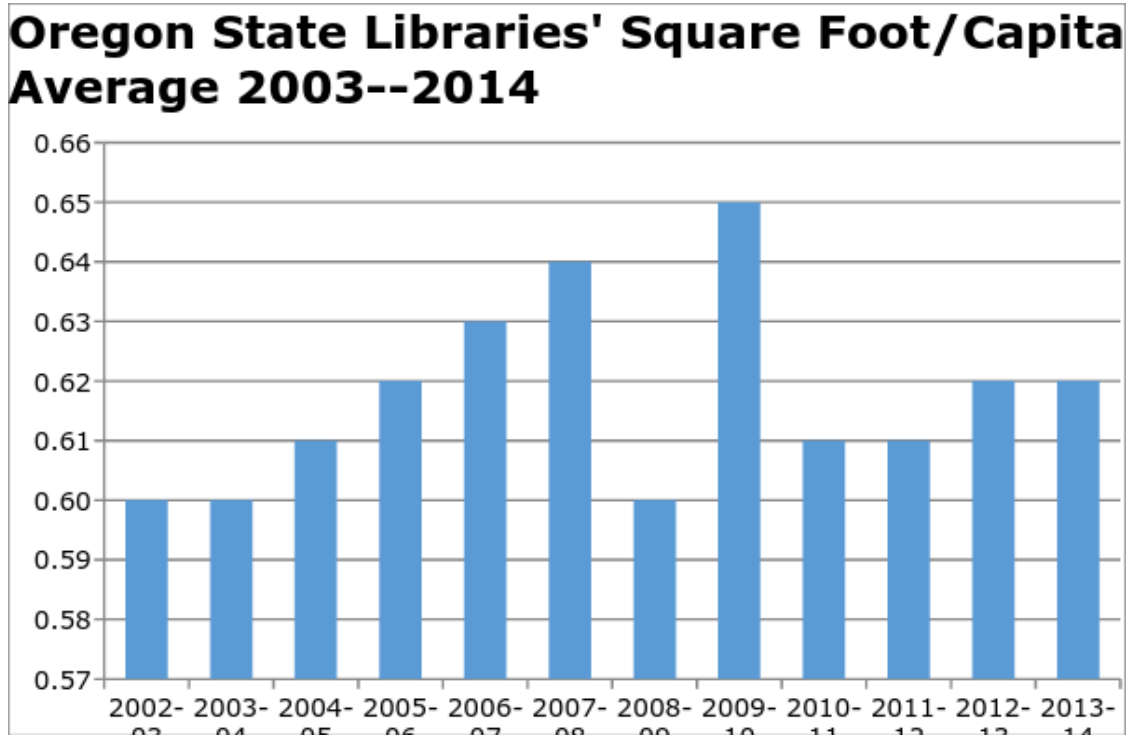
Oregon Public Libraries Facility Square Foot/Capita 2011—2012				
Population	**Mean**	**Median**	**High**	**Low**
Over 100,000	0.56	0.54	0.89	0.37
50,000—99,999	0.52	0.42	0.97	0.09
25,000—49,999	0.88	0.79	2.09	0.39
10,000—24,999	0.85	0.83	1.71	0.24
5,000—9,999	0.81	0.62	2.11	0.16
1,000—4,999	1.29	1.00	4.45	0.34
Under 1,000	3.13	2.44	13.01	0.83
Statewide	0.61	0.87	13.01	0.09

Appendix A: Glossary

ADA Americans with Disabilities Act. The federal law that ensures protections and accessibility provisions for people with disabilities.

advocacy The promotion of library initiatives like funding measures and capital campaigns.

attribute One of the tangible activities that lead to an indicator being true. When most or all of the attributes are performed, the indicator is witnessed. The attribute typically is how an initiative is being carried out, and is typically measurable or otherwise verifiable.

collection The curated set of books, media, digital resources, and other materials available for circulation or reference in a library.

collection management The discipline of selecting, acquiring, and weeding the books, media, digital resources, and other materials in the library's catalog to maintain a relevant and up-to-date collection that serves the library's patrons.

community engagement The participation of the library in the work of its community as well as the participation of community members in the work of the library.

Edge The set of tools public libraries can use to evaluate their public technology offerings against a national set of technology benchmarks.

enhanced achievement The intermediate level of library programs, services, and other aspects of a public library that stand out compared to its peers.

essential achievement The basic level of library programs, services, and other aspects of a public library which adequately meet the needs of its community.

exemplary achievement The high level of accomplishment which represents leadership on the state and national level of library programs, services, and other aspects of a public library.

indicator Evidence that a standard is being met. When most or all of the indicators are true, the outcome stated by the standard will be realized. The indicator often specifies what is witnessed as a result of a set of activities.

integrated library system (ILS) The digital catalog of a library's collection and patron information in an automated computer system.

interlibrary loan service (ILL) The service of allowing borrowing privileges across multiple library systems.

materials   See *collection*.

professional development   Staff training that provides for staff staying current with trends and professional growth.

programming   The offerings of programs, workshops, and other events by the library.

public access technology   The services and resources that offer technology access to library patrons. Example include public access computers, lendable mobile devices, high-speed Internet access (wi-fi) at the library.

reconsideration of materials   The practice of responding to patron requests to reclassify or remove a book or other item in the library collection.

standard   The ultimate outcome or condition of library services, programs, and operations; used to assess and develop a baseline of quality library service.

World Wide Web Consortium (W3C)   The international community that develops open standards to ensure the long-term growth of the worldwide web.

Appendix B: Code of Ethics of the American Library Association

As members of the American Library Association, we recognize the importance of codifying and making known to the profession and to the general public the ethical principles that guide the work of librarians, other professionals providing information services, library trustees and library staffs.

Ethical dilemmas occur when values are in conflict. The American Library Association Code of Ethics states the values to which we are committed, and embodies the ethical responsibilities of the profession in this changing information environment.

We significantly influence or control the selection, organization, preservation, and dissemination of information. In a political system grounded in an informed citizenry, we are members of a profession explicitly committed to intellectual freedom and the freedom of access to information. We have a special obligation to ensure the free flow of information and ideas to present and future generations.

The principles of this Code are expressed in broad statements to guide ethical decision making. These statements provide a framework; they cannot and do not dictate conduct to cover particular situations.

I.   We provide the highest level of service to all library users through appropriate and usefully organized resources; equitable service policies; equitable access; and accurate, unbiased, and courteous responses to all requests.

II.   We uphold the principles of intellectual freedom and resist all efforts to censor library resources.

III.   We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted.

IV.   We recognize and respect intellectual property rights.

V.   We treat co-workers and other colleagues with respect, fairness and good faith, and advocate conditions of employment that safeguard the rights and welfare of all employees of our institutions.

VI.   We do not advance private interests at the expense of library users, colleagues, or our employing institutions.

VII.   We distinguish between our personal convictions and professional duties and do not allow our personal beliefs to interfere with fair representation of the aims of our institutions or the provision of access to their information resources.

VIII.   We strive for excellence in the profession by maintaining and enhancing our own knowledge and skills, by encouraging the professional development of co-workers, and by fostering the aspirations of potential members of the profession.

Adopted June 28, 1995, by the ALA Council[14]

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[14] Code of Ethics of the American Library Association:
www.ala.org/united/sites/ala.org.united/files/content/trustees/orgtools/policies/ALA-code-of-ethics.pdf

Appendix C: References and Resources

Introduction
Oregon Revised Statutes (ORS) 357.400 (3)
www.oregonlegislature.gov/bills_laws/ors/ors357.html
www.oregonlaws.org/ors/357.400

Minimum Requirements
Oregon Revised Statutes (ORS) 357.400 (3)
www.oregonlegislature.gov/bills_laws/ors/ors357.html
www.oregonlaws.org/ors/357.400

ALA Code of Ethics
www.ala.org/united/sites/ala.org.united/files/content/trustees/orgtools/policies/ALA-code-of-ethics.pdf

Information and Technical Assistance on the Americans with Disabilities Act, www.ada.gov

Governance
Public Records Law, ORS Chapter 192, Records, Public Reports and Meetings
www.oregonlegislature.gov/bills_laws/ors/ors192.html

Oregon Department of Justice, Public Records and Meeting Law
www.doj.state.or.us/oregon-department-of-justice/public-records/public-records-and-meetings-law/

OregonLaws.org, Policy Concerning Public Records
www.oregonlaws.org/ors/192.001

ALA Library Policy Development
http://libguides.ala.org/librarypolicy

Materials
Society of American Archivists, www2.archivists.org/

Technology
Edge Initiative, www.libraryedge.org

World Wide Web Consortium (W3C), www.w3.org

Facilities

Library Journal: "Year in Architecture 2016: Public Library Data,"
http://lj.libraryjournal.com/2016/11/buildings/year-in-architecture-2016-public-library-data

Illuminating Engineering Society of North America, https://ihsmarkit.com/products/iesna-standards.html

Oregon Health Authority, Breastfeeding,
https://public.health.oregon.gov/HealthyPeopleFamilies/Babies/Breastfeeding/Pages/Laws.aspx

Information and Technical Assistance on the Americans with Disabilities Act, www.ada.gov

Appendix B

Code of Ethics of the American Library Association:
www.ala.org/united/sites/ala.org.united/files/content/trustees/orgtools/policies/ALA-code-of-ethics.pdf

Acknowledgments

Ensuring that the Public Library Standards document reflects current best practices for public libraries and is well-organized and easy to use is a commitment made by OLA's Public Library Division to Oregon's public libraries. This assurance is possible because of the hard work of several people, whose passion for public libraries is evidenced through their dedication to improving the Standards.

Continuity through different versions of the Standards is possible because of the wonderful people at the State Library of Oregon and several past and current members of the Public Library Division who all want to see that the very best document possible gets into the hands of Oregon library directors.

PLD gratefully acknowledges MaryKay Dahlgreen, Darci Hanning, Karen Muller, Maureen Cole, Kate Lasky, Pam North, Hillary Ostlund, Denise Holmes, Janelle Youngblood, Emily David, and Adrienne Doman-Calkins.

Employers weighing benefits of PERS liability payments

Claire Withycombe/Capital Press   Monday, March 19, 2018

2 Comments

Legislation created incentives for public employers to pay down their pension debts, but it's unclear if the benefit outweighs other uses for limited cash.

CAPITAL BUREAU - Legislation passed in the recent session created incentives for public employers to pay down their pension debts, but it's unclear if the benefit outweighs other uses for limited cash.

SALEM — It's not yet clear how many of the state's public employers will use a new state program meant to address the state's public pension debt.

A little time, and a lot of math, stand between now and the answer.

Oregon has an unfunded public pension liability of about $25.3 billion. Gov. Kate Brown has been seeking ways to pay down that debt, largely benefits already earned by retirees that can't legally be altered.

A bill requested by Brown and passed by lawmakers in the recently concluded legislative session, Senate Bill 1566, established a special incentive fund. Qualifying public employers are to receive a match of 25 percent of a one time, lump-sum payment they make toward their share of the $25.3 billion liability.

The bill also created a separate School Districts Unfunded Liability Fund, which will distribute money to a new account to help school districts offset growing PERS costs.

Both are funded by one-time revenue sources expected to generate about $140 million — $25 million for the match and $115 million for the school fund.

Rob Bovett, legal counsel for the Association of Oregon Counties, says many counties are interested in the match program, though he has yet to hear of any who have decided whether to use it or not.

Bovett says the 25 percent match makes a difference in the face of skyrocketing percentage of payroll that public employers devote to PERS costs.

A D V E R T I S I N G | Continue reading below

"With six years of really dramatic employer rate increases, there is going to be a significant loss of public services, and this is a way to stem the tide," Bovett said.

It will also take some time for school districts to figure out whether the matching program will work for them, says Jim Green, executive director of the Oregon School Boards Association.

For a small or medium-sized district, the program could help to temper those dramatic rate increases from year to year — say, instead of leaping from 26 percent of payroll to 33 percent, they might go from 26 to 30 percent.

"It's not just pure math," Green said. "It's also, what could we do in our district if we had that money that goes to that PERS increase?"

Under the new bill, public employers that want to get the matching funds would have to contribute a minimum of $25,000.

That will mean that employers will also have to evaluate whether making the contribution to the matching fund is worth the cost of the contribution, Green said.

Green rattled off a list of potential needs that $25,000 could help pay for, especially in a small school district: a new part-time special education aide, career and technical education programming, a new school bus or roof.

"At each and every turn we need to do what will have a bigger impact on students," Green said.

Public employers will know more about whether the program suits them once PERS rates are set later this year, and more still in mid-2019, when the state's next two-year budget will be finalized.

And in the meantime, the PERS board still has to go through a rulemaking process, which is expected to lay out more details, including how the special school districts liability fund is distributed among districts.

While it's a good initial step, Green says, tackling the debt in the long run is going to require a lot more than the roughly $140 million Senate Bill 1566 has laid out.

"It's a lot of money, but as I've said before, this problem has a lot more zeroes behind it," Green said.

SB 1566: Reducing Oregon PERS Liabilities with the Employer Incentive Fund

April 16, 2018

By Jason W. Douthit

The Oregon Legislature and Governor Kate Brown are banking on increased state income tax revenues (due to recent changes in the Internal Revenue Code) to incentivize PERS participating public employers to contribute to PERS. Under SB 1566, signed by Governor Brown on April 10, 2018, participating public employers may have an opportunity to deposit at least $25,000 into a PERS side account and receive up to a 25% matching contribution from the soon-to-be-created Employer Incentive Fund ("EIF"). PERS side accounts track deposits that exceed an employer's required PERS contribution. Each employer's deposit and matching contribution will be credited against that employer's unfunded PERS liability, whereas required contributions to the PERS general fund are used to fund the PERS liabilities of all employers.

The Public Employees Retirement Board ("PERB") will begin accepting applications from employers for the match once it has determined that the EIF is sufficiently funded to begin distributing the match. For the first 180 days, applications will be accepted only from employers whose unfunded PERS liability exceeds two times the employer's payroll for PERS members. After the initial 180-day period, PERB will accept applications from all PERS participating public employers. No applications will be accepted after December 31, 2019. Employers who wish to take advantage of the match should consider applying early, as SB 1566 states that PERB will approve applications "in the order in which the applications are submitted" and "continue approving applications as long as moneys in the [EIF] are available." Matching payments from the EIF will continue until the fund is depleted. If not depleted by January 2, 2025, the EIF will be abolished and any remaining proceeds transferred to Oregon's General Fund.

Employers must commit to a minimum deposit of $25,000 and employers may not borrow funds in order to satisfy their commitment. Deposits must be completed by July 1, 2023. The maximum match is 25% of the amount deposited, though the maximum match that may be reserved is the greater of $300,000 or five percent of an employer's unfunded PERS liability. Employers who deposit $10 million or more may elect to offset PERS contributions otherwise required by the employer over a period of six, 10, 16 or 20 years.

SB 1566 does not say exactly how much may be made available for funding the EIF. Employers interested in the Employer Incentive Fund and matching contributions should submit their applications as early as possible to reduce the possibility of the EIF being depleted before their application is approved. If you have any questions about SB 1566 or the application process, please contact Jason Douthit at Bullard Law.

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The Labor and Employment attorneys of Bullard Law represent employers throughout Oregon, Washington and the Pacific Northwest, including Portland, Beaverton, Eugene, Medford, Bend, Hillsboro, Roseburg, Vancouver, and Multnomah, Washington, Clackamas and Clark Counties.

2017 ORS 198.320[1]
Filling of vacancies on governing bodies of certain districts

(1) Except as otherwise provided by law, a vacancy in an elected office in the membership of the governing body of a district shall be filled by appointment by a majority of the remaining members of the governing body. If a majority of the membership of the governing body is vacant or if a majority cannot agree, the vacancies shall be filled promptly by the county court of the county in which the administrative office of the district is located.

(2) This subsection applies to districts defined in ORS 255.012 ("District" defined) which have a regular district election on a date specified in ORS 255.335 (Regular district election). The period of service of a person appointed under subsection (1) of this section shall expire June 30 next following the next regular district election at which a successor is elected. The successor shall be elected to serve the remainder, if any, of the term for which the appointment was made. If the term for which the appointment was made expires June 30 after the election of the successor, the successor shall be elected to a full term. In either case the successor shall take office July 1 next following the election.

(3) This subsection applies to districts not included in subsection (2) of this section. The period of service of a person appointed under subsection (1) of this section shall expire on the day before the first Monday in January of the year next following the election at which a successor is elected. The successor shall be elected to serve the remainder, if any, of the term for which the appointment was made. If the term for which the appointment was made expires on the day before the first Monday in January after the election of a successor, the successor shall be elected to a full term. In either case, the successor shall take office on the first Monday in January of the year next following the election. [1969 c.669 §2; 1981 c.173 §1; 1983 c.350 §2]

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[1] Legislative Counsel Committee, *CHAPTER 198—Special Districts Generally*, https://www.-oregonlegislature.gov/bills_laws/ors/ors198.html (2017) (last accessed Mar. 30, 2018).