

# ANNUAL REPORT INSTRUCTIONS Fiscal Year 2007


**Non-System:** The annual report is due Wednesday August 15, 2007

**System & Branches:** The annual report is due Monday October 1, 2007


The annual report is accessed through the Internet using the following url:

<http://www.odl.state.ok.us/plrep>


Your **login and password** information is on the enclosed letter on ODL stationary. Please read the enclosed *ODL Web Reporting Instructions*. The web-based online report should be finalized and submitted to ODL **by midnight** on August 15<sup>th</sup> non-system or October 1<sup>st</sup> system. Access to the report online will be temporarily turned off August 16<sup>th</sup> for non-system libraries and October 2<sup>nd</sup> for system & branches to preserve the integrity of the data submitted. Once the report is approved by ODL, your access will be restored.

Please keep a printed copy of the report for your files. There are **2 options** for **PRINTING**. You may print using the PDF  button in the upper right corner. This will allow you to print the report in 3 sections – Annual Report data, Board data, and Staff data. The other option is to print each page using your browser's print function. If using this method, be sure to click your cursor in the report on the right hand frame before printing.

To **SAVE** the data you must click on the  button on each page in each section.

If you are only reviewing your report and not making changes, press **NEXT** 

**Please double-check the completed report before FINALIZING.** The online report form does not recognize if you meant to put a zero in or just accidentally left it blank. Please double-check your Yes/No answers too. There are a few fields which require an answer but many of the fields will accept zero or no answer. Once finalized, your ODL Consultant will receive an email saying your report is ready for review and approval.

Before you **COMPLETE**  each section of the report you will be asked if the figures are **estimates**. If you say YES all figures in that section are **estimates**, ODL may call the person completing this form to find out exactly which numbers are estimates and why.

The annual report covers fiscal year 2007, starting on July 1, 2006 and ending on June 30, 2007. You may view approved 2000, 2001, 2002, 2003, 2004, 2005 and 2006 annual reports online by clicking on the FY:  box in the upper right hand corner and selecting the year you want.

**All numbers should be rounded off to the nearest dollar.**

**If you have any questions, call the Office of Library Development at 1-800-522-8116 or 405-522-3321.**


## BEGINNING THE REPORT

Access the Internet and type in the following url: <http://www.odl.state.ok.us/plrep>

Login

Password





At **Login** and **Password** type in **exactly** what was mailed to you in your letter – capitalization and spacing are important.

You should now be at the  section with **Welcome: and your library name and type of library** at the top of the right hand frame.



Welcome: **CHELSEA PUBLIC LIBRARY**


Type: **Public**

### Assistance

- Your Annual Report is due: **Wednesday, August 15, 2007**
- [How the Online Report Works <<MUST READ !!!](#)
-  To **SAVE** the data you must click  on **each page**.
- On the **BOARD** and **STAFF** pages, if you select only one board or staff member, be sure to click  to save changes for that individual.
- After each session, you should log off the site by clicking the **LOG OFF** button located in the upper right corner of your screen.
- Throughout the program, click  to get help on the adjacent item.
- For telephone assistance call: [1/800/522-8116](tel:18005228116) or [522-3321](tel:5223321) within the metropolitan Oklahoma City area.

Please read **How the Online Report Works <<MUST READ!!!** – it is critical to understanding how to input data in the online annual report form.

Please  whenever you leave the annual report web site. If you do not  it leaves the session **OPEN** which will eventually make it difficult for others and you to get back into the web site. The web site will automatically Log you Off if **NO input** is received after 20 minutes.

In the left-hand frame you will see a series of rectangular buttons like . Each button will take you to a particular **section** of the annual report. You may fill out each section in any order. **It is recommended that you fill out the financial sections in order - State Aid, Income, Expenditures, Carryover and Capital Income/Expenditures due to automatic calculations.**

These instructions are written in order of the **SECTIONS** on the left-hand frame.

- ▶ **ASSISTANCE**
- ▶ Library Data
- ▶ State Aid
- ▶ Income
- ▶ Expenditures
- ▶ Carryover
- ▶ Capital Income
- ▶ Capital Expenditures
- ▶ Holdings
- ▶ Schedule Of Hours
- ▶ Reference/Circulation
- ▶ Borrowers
- ▶ Programs/Interlibrary
- ▶ CE/Internet
- ▶ Salaries/Benefits
- ▶ Equipment
- ▶ Policies/Catalog
- ▶ Planning
- ▶ Board Data/Roster
- ▶ Staff Roster
- ▶ Survey
- ▶ **FINALIZE REPORT**

## ***LIBRARY DATA AND DEMOGRAPHICS***

### ***Page 1 of 2***

Please review the data that is already filled out from last year's report – name of library, county, mailing address, street address, city, zip, phone, fax, toll-free number, director's e-mail address and library web page address. **Make any changes necessary. There are 3 fields you cannot change: Library Name, Population, and County Service Area.** If you have a new *Library Name*, please type it in the Notes field. *Population* is derived from the US Census <http://factfinder.census.gov> most current estimates – 2005 for city and 2006 for county. If you would like to know more about the population estimates, please contact Cathy Van Hoy. *County Service Area* also comes from the US Census and is the total square mile area of the county – land and water.

Do you have meeting rooms? Yes/No. These rooms are part of the library building and may or may not be administered by the library.

Do you serve all customers in your county without charging? Yes/No. Answer this question for the current FY07 (7/06-6/07) or the upcoming FY08. If the answer is NO, please tell us **who** you charge, **how much** and the **time frame** which the use charge covers – one time, annually, 3 years, etc.

**Page 2 of 2 (Library Data)**

Please review name of library director, number of branches, number of bookmobiles and number of public service outlets.

Person Completing Form: must be filled in.

**Non-System Only:** City Manager or Mayor: The appointed/elected official who is considered “head” of the city.

Branch libraries: Branch libraries have all of the following: (1) separate quarters, (2) a permanent basic collection of books, (3) an established paid position and (4) a regular schedule for opening to the public. They are, however, administered from a central unit.

Bookmobiles in use: A bookmobile is a truck or van especially equipped to carry library materials and serves as a traveling branch library. Report the number of vehicles in use.

Other public service outlets: Count the number of collections in nursing homes, jails, etc.

Square footage for library purposes: Only space actually used by the library should be included. If the library shares space in a building with other agencies, only the area occupied by the library should be measured. Check what reported last year if unsure.

Housed in a building owned or maintained by local government or the system: A public library is open to the public on a regular schedule in a building that is owned and/or maintained by a local government entity according to the Rules and Regulations for State Aid Grants to Public Libraries Definition of a Public Library #5.

Renovation, expansion or new construction: If you answer "Yes" to this question, the **Capital Income and Capital Expenditures** information should be reported. Only report projects completed by June 30, 2007.

These **2 Questions** are in reference to the owned or maintained question above.

Total Amount Spent on building maintenance and/or rent: Please give a dollar estimate if you do not have an exact amount.

Building Maintenance and/or rent paid by: select City, County, System or Other and explain Other if selected.

US/State Districts: *Contact your county election board to verify your districts.*

US Congressional District: select one District 1-5. If a **system** select the **HQ District**. Each branch report has this question so we will collect all system districts from the branch reports.

Oklahoma House District:

Oklahoma Senate District: To select more than one district if necessary, click ONCE on the first district, hold down the **Ctrl** key, scroll to next district and click ONCE. Continue to hold the Ctrl key until all districts are selected. If a **system** please **select all applicable districts**.

## **State Aid**

State aid: Money received in FY2007 by public libraries that complied with *ODL's Rules and Regulations for State Aid Grants to Public Libraries* and qualified for state aid based on the FY2006 annual report. State aid does not have to be encumbered until July 31, 2007. However, it is easier to expend all state aid by June 30th, because then you will not have to list it on next year's FY08 Annual Report as carryover income and also report it as expenditure in FY08.

Indicate what you **purchased** with your state aid - Books, NonBook, Equipment, Programs, Continuing Education, Staff, Technology and Other. Please fill out all fields/blanks that are relevant – quantity, cost, description. **The online report will NOT let you input a cost, quantity, or a total without a number of AND cost, etc. – it automatically zeroes out if only one is filled in.**

**Don't forget** you need to report how you spent your state aid in **2 places** – on the State Aid section and on the Expenditures section. ODL asks for more specifics on the state aid page so we can **report exactly how state aid was spent to the state legislature.**

In the **Comments** section, the text box has room for over 100 characters. **Comments are critical to your legislator and your funding.** ODL shares your comments to "tell-the-story" of state aid appropriations. ODL believes the legislature wants to know specifically how state aid and/or the statewide databases have helped your library. If you wish to comment on state construction grant funds, please do so here. However, **please report state construction grant funds on the Capital Income section.**

## **INCOME**

### **Page 1 of 3**

Income: Definition: Money received for the regular, ongoing operation of the library, which includes personnel, library materials, supplies and utilities.

City Funds: The amount **budgeted** to the library for FY2007 by the community, district or region of the public library. Do **NOT** include the value of any contributed or in-kind services, **any capital income**, any supplemental or emergency funding allocated to the library by the city or town during FY2007 and the value of any gifts, donations, fines or fees.

County Funds: Any money allocated to the library by the county board of commissioners for countywide library services. If you are a school/public library, the amount of funding from the school district should be entered on this line.

### **Page 2 of 3 (Income)**

State grants: Funds received from state agencies including **ODL's Literacy Office**, the Arts & Humanities Council or the state Departments of Agriculture or Commerce, etc. This does **NOT** include **LSTA** grants administered by **ODL**.

LSTA grants: List all LSTA (**grants from ODL**) funds. The wi-fi grant would go here. List each grant separately, identifying the grant and the funds received. Though not technically LSTA, please report any **Gates** funds here. Please report any state construction grants received under Capital Income – State Grants.

### **Page 3 of 3 (Income)**

Income Totals: **Please review totals for local funds, state aid, state grants and LSTA grants.** These figures automatically come from what you input in the previous pages.

Other federal income: **ERATE** funds – if your library received a reimbursement check because of the Erate and the money went into the library budget **in addition to** city funds already allocated, report it here or under Capital Income – Erate, depending on how you spent the funds. Other examples of federal funding are Federal Department of Education literacy grants or grants from the National Endowment for the Humanities. Only actual **money** received by the library should be reported. Therefore, do **NOT** report Job Corps, VISTA or similar programs if another agency pays their salaries.

Other City: Any supplemental or emergency funding allocated to the library by the city.

Other collected: Report income such as gifts, donations, fines, fees, copying and fax receipts, etc., if funds received are for library use (not if these funds go into the city general fund.) Include **Friends money** given to the library to purchase something. Do **NOT** include Friends money if the Friends purchase “something” and give the purchased item(s) to the library. Report foundation and gift funds received for building projects and other major one-time expenses under **Capital**. If the foundation and gift funds are used as part of your operating budget for books, utilities, programs, etc., report funds here as other collected Income and also under Expenditures.

## ***EXPENDITURES - OPERATING***

### ***Don't forget to include state aid expenditures***

Operating Expenditures: Costs necessary to provide library service, including personnel, library materials, binding, supplies, repair or replacement of existing furnishings and equipment, utilities and other expenses necessary to operate and maintain the physical

facilities. Expenditures represent the actual amount of money **spent** by the library during FY2007, July 1, 2006 – June 30, 2007.

Salaries and Wages: This amount should be the salaries and wages for all library staff including plant operation, security and maintenance staff for FY07 if paid from the library budget. Include salaries and wages before deductions, but exclude "employee benefits." Do not include the salaries of Job Corps, VISTA or similar workers if their salaries are paid by another agency.

Employee Benefits: Benefits paid and accruing to employees in addition to salaries and wages and regardless of whether the benefits or equivalent cash options are available to all employees. These benefits may include FICA, Social Security, retirement, medical insurance, life insurance, guaranteed disability income protection, unemployment compensation, workman's compensation, tuition and housing benefits.

Books: The amount of the budget spent on adult/young adult and juvenile non-periodical printed publications bound in hard or soft covers or in loose-leaf format. Juvenile books are only those books which are "E" or "J" or are part of the juvenile collection. **Young Adult** books should be counted as **Adult** books. **E-books** are reported as electronic materials.

Serials: Subscription costs paid by the library for hardcopy periodicals, magazines, newspapers, annuals, yearbooks, proceedings and transactions of societies.

Microforms: Microfiche and microfilm.

Audio-Visual Materials: In plain English, books-on-tape or CD, music cassettes or CDs and videos on tape or DVD. The Federal-State Cooperative System for Public Libraries is voting on including **downloadables**. If your library provides downloadables, you may include it either here or under electronic materials until we have a national definition.

Electronic Materials: Library materials, whether purchased or leased, such as CD/DVDs, magnetic tapes and/or discs. **Electronic books** are reported here. Funds spent on **databases** like Novelist, HeritageQuest or on **electronic serials** like *American Indian Quarterly* should be reported here. Examples are reference tools and serials on CD, DVD, or downloaded files; locally-mounted databases; U.S. Census data tapes. The data can be accessed by computer, Internet, or e-book reader. Include equipment expenditures that are inseparably bundled into the price of the product. **Exclude** bibliographic records used to manage the collection (**automation** system) and computer **software used only by staff**.

Other Materials: Include all expenditures for **circulating** materials not reported above. These may include multimedia kits, games, toys, art prints and sculpture.

Other Operating Expenditures: Examples = post office boxes, utilities, building insurance, travel, postage, paper, printer ink, book covers, etc. if paid for out of the library budget.

Furniture and Equipment: Include expenditures for all furniture and equipment purchased during FY07 if they are **NOT capital** expenditures. As a rule of thumb, if the furniture/equipment are purchased with a special, one-time appropriation specifically for the furniture/equipment, it is a capital expenditure and should be reported as Capital Income/Expenditures. If the furniture/equipment are purchased using the library's

**regular operating** funds, it is an operating expense and should be reported here. This may include microform, audiovisual and computer related equipment. **E-book readers** are included here.

Electronic Access: Include expenditures for services provided by bibliographic utilities, networks, consortia and commercial services. Report all fees and usage costs associated with such services as OCLC, **internet service providers** (ex: OneNet), telecommunication costs used only for internet access or electronic document delivery. **Include** computer hardware/software (**automation** system) used to support library operations, whether purchased or leased, **ONLY** if this is an operating expenditure. If your computer hardware/software is a one-time capital income/expenditure, report it as Capital Income/Expenditures.

## **CARRYOVER INCOME**

Carryover Income: Income received **last fiscal year FY06 July 1, 2005 – June 30, 2006** that you **did not spend** during the fiscal year 2006. Look at last year's online report FY2006 and report **what the library kept** as **Carryover Income**. **If you spent this Carryover Income this year, don't forget to report how you spent it on the Expenditures page.**

For example: You receive your **FY06** state aid of \$3500. The check arrived in January **2006** and you spend \$500 by June 30, **2006**. Your library had \$5,000 of unexpended funds (listed on your 2006 online report as This Year's Carryover) at the end of June 30, **2006**, and the **library kept** (or "carried over") \$3000 in state aid and returned \$2,000 to the city. Report the \$3000 state aid funds on **this year's report** under Carryover Income – State Grants. Also report the \$3000 as an Expenditure on this year's report – possibly under salary if spent on hiring someone to help with Summer Reading; possibly some of it was used to buy a maintenance agreement (Electronic Access), etc.

This Year's Carryover: is calculated for you. This Year's Carryover equals what the library keeps + what the library returns to the city. You will report **what the library kept as Carryover Income on your FY08 report.**

For example: You received this year's **FY07** state aid of \$5000 January 2007. You spend \$4000 on books by June 30, 2007. You will report the \$5000 in the separate State Aid section. Then you will report on the Expenditure section \$4000 spent on Books. On this year's report FY07, your This Year's Carryover should have at least the \$1000 unexpended state aid funds listed and \$1000 of **carryover kept by the library**. Next year on your **FY08's Carryover** section you would list \$1000 under Carryover Income – State Grants and report how you spent the FY07 \$1000 of "carried over" state aid on the FY08 Expenditures page.

### **Non-System Only:**

Carryover kept by the library: Income received in FY2007 that was **not spent** in FY07 and the library is allowed to spend in FY2008 (7/1/07 – 6/30/08.)

Carryover returned to the city: Budgeted operating income received in FY2007 that was not spent in FY2007 and the library must return to the city/county – the library is **NOT** allowed to "carryover" that money and spend it in FY2008.

Maintenance of Effort (MOE): The amount of next year's income that must be matched or exceeded by the city/county (local funds) in FY2008, July 1, 2007 – June 30, 2008. This figure is calculated by subtracting funds that the **library returned to the city** from this year's budgeted Income – Total Local Funds. A **MOE Note field** has been added to allow the library or ODL to give an explanation for why the MOE was not matched. If the MOE amount is lower, the library will need to write an appeal letter explaining why.

Rules and Regulations for State Aid Grants to Public Libraries C4. Local government must continue to expend an amount for library service, i.e., operating expenditures, not less than that of the preceding fiscal year, as reported on the Annual Report for Public Libraries.

P2. If a city or county has less total income for the most recent fiscal year as compared to the immediate past fiscal year, exemption to Eligibility Regulation C4 may be made. The Oklahoma Department of Libraries will supply forms for city or county officials to certify that the library's budget sustained no greater reduction than the total percentage reduction of income of the city or county budget. At such time as the city or county budget increases, the library budget must receive not less than the percentage increase as the total budget.

## **CAPITAL INCOME**

Capital Income: Non-recurring income used for the acquisition of or additions to fixed assets such as building sites, new buildings, building additions or renovations, new equipment, furnishings for new or expanded buildings, new computers, automation and new vehicles.

Bond Issue and/or City Funds: Income received from a city or county bond issue approved by the electorate or an appropriation of city funds for a specific capital improvement. Annual city appropriations for normal library operation and services should not be included.

Erate: Income (**cash**) received due to the Erate. Do **not** count **discounted** bills. This money was then spent as a Capital Expenditure. If spent on general operating costs, report under Income – Other federal income and Expenditures.

State Grants: List any construction funds received through ODL's state construction grant program. Other funds may have come from state REAP, etc.

Report foundation and gift funds received for building projects and other major one-time expenses under Capital. **If** the funds are used as part of your **operating budget** for books, utilities, programs, etc., report foundation/gift funds under Income - Other Collected and as Expenditure.

Other Grants: Grants from local or national companies and foundations.

Donations: Gifts and donations, such as Friends funds or bequests from estates.

Capital Carryover from Last Year: The difference between Total Capital Income and Total Capital Expenditures as reported on your FY06 Annual Report. Figure is automatically inserted from the previous year's annual report.

Other Income: Any other funds that do not fall into the previous categories; for example,

interest earned on capital fund accounts.

## ***CAPITAL EXPENDITURES***

Buildings - New: Include funds for the acquisition of or additions to fixed assets such as building sites, new buildings and building additions, furnishings and shelving for new or expanded buildings and initial book stock.

Buildings - Renovation or Restoration: Report funds for remodeling buildings, including attached fixtures such as carpet, lighting, painting and air conditioning, and new furnishings and shelving not reported as an operating expense.

Motor Vehicles: The purchase of a bookmobile or vehicle to be owned by the library and used by staff on library business.

Major Computer/Software/Equipment Installations: Major purchases of equipment and/or computer hardware and software purchased with non-recurring funds. This does **NOT** include maintenance and repair of computer hardware, updates of software programs or computer equipment purchased within the library's annual operating budget.

Erate: Report Erate expenses here if Erate funds were spent as Capital (one time expense.)

## ***LIBRARY HOLDINGS***

**Systems:** Report the total holdings systemwide.

Units and Titles: When reporting the number of **units**, count the total number of items in each category. When reporting the number of **titles**, count all the unique titles owned by the library. EX: if you have **four copies** of Ramona by Beverly Cleary, you would **report 4 units but 1 title** for that book. The number of titles is seldom larger than the number of units.

### ***Printed Materials***

Bound - Books and Serial Volumes: Report the total of all **cataloged** printed books plus the number of volumes of bound magazines. Count unbound magazines as one unit for each year. If necessary estimate the number of titles held by multiplying the total number of units by 0.9. For **Added** FY07 Units, include **cataloged new** books only during FY07 plus bound volumes of magazines added each year. Do not count any books you already had which you are just now cataloging into your automation (retrospective conversion.) For **Discards** include cataloged books and bound magazines discarded during FY07.

Unbound - Current Serial Subscriptions: Hardcopy only, not electronic. Unless you subscribe to two or more copies of a periodical or newspaper, the number of units and titles will be identical. Titles in this case means unique subscriptions – you subscribe to 75 unique magazine titles **but** you get 15 copies of *Time* and *Newsweek* – one for each branch. Units = 103 (75 + 14 *Time* + 14 *Newsweek*); Titles = 75. Added and Discarded refers to the number of **subscriptions or unique titles**.



**Electronic Materials:** Please provide estimates for e-books, e-serials and licensed databases if you do not collect this information.

E-Books: E-books are digital documents, licensed or not, which can be seen like a printed book. Include e-books held locally and remote e-books for which permanent or temporary access rights have been acquired. E-books packed as a unit – multiple titles on a single e-book reader - and checked out as a unit are counted as one unit. If the e-book reader has 10 titles on it, count all ten titles.

E-Serials: Report the number of electronic serial **subscriptions** for which payment has been made. Examples include magazines, newspapers, reference tools and government documents. Access to this information may be via Internet, CD, diskettes or magnetic tape. Do NOT include statewide services such as EBSCO or SIRS.

Databases: A database is a collection of electronically stored data accessed with software. Typically the data is collected on a defined topic and can be issued on CD/DVD, diskette or via the Internet. Report the number of databases, locally mounted or remote, full-text or not, for which temporary or permanent access rights have been acquired. Report the number of database licenses – subscription or one-time purchase. Each database is counted individually even if access to several databases is supported through the same vendor interface. EX: EBSCO is the vendor interface and provides numerous databases such as Medline, Business Source Elite, MasterFile Premier, etc. and each database should be counted individually. Do not include the statewide databases such as EBSCO, BIP, etc.

Number of databases: Out of the total number of databases reported above, tell us how many are paid for through your budget and/or through a consortium.

\_\_\_ Databases purchased by your library

\_\_\_ by other coop agreement

(23) by State Library (Read Only)

Audio Materials: In plain English, books-on-tape or CD and music cassettes or CDs. whether purchased or leased. The Federal-State Cooperative System for Public Libraries is voting on including downloadables. If your library provides downloadables, you should include it here until we have a national definition.

Video Materials: Report the number of VHS & DVD video units and titles whether purchased or leased. The Federal-State Cooperative System for Public Libraries is voting on including downloadables. If your library provides video downloadables, you may include it here until we have a national definition.

## **LIBRARY HOURS**

Page 1 of 3

The following statement will appear at the top of the Hours page based on the 2005/2006 legal census population estimates we have for your city, county or system.

**According to your population, state aid grant regulations require** that your library is open XX hours a week, including at least X hours after 5 p.m. each week and X hours on Saturday.

Total Number of Hours Library Open: This should be the **minimum** number of hours per week the library is open during the year. For example, if your library is open 52 hours when school is in session (open 4 hours on Sunday) but only open 48 hours in the summer, report 48 hours.

Total Number of Hours Open Annually: This is automatically calculated - Hrs Wk X 52.

Total Number of **Systemwide** Hours: Include the hours for central, administrative, branches, and bookmobiles.

Total Number of **Systemwide** Hours Open Annually: This is automatically calculated – SYS Hrs Wk X 52.

Number of Hours After 5:00 p.m. **Monday – Friday** only: This should be the **maximum** number of hours per week the library is open after 5:00 p.m. Monday – Friday.

Total Number of **Systemwide** Hours After 5:00 p.m. **Monday – Friday** only: Include the hours for central, administrative, branches, and bookmobiles.

Number of Hours **Sat and Sun**: This should be the **maximum** number of hours per week the library is open Saturday and Sunday. For example, if your library is open 52 hours when school is in session (open 8 hours on Saturday and 4 hours on Sunday for 12 hrs) but is only open 48 hours in the summer with no Sunday hours, report 12 hours Sat/Sun not 8.

Total Number of **Systemwide** Hours **Sat and Sun**: Include the hours for central, administrative, branches, and bookmobiles.

Number of Days Closed for Holidays: The number of days the library or system was scheduled closed for holidays. **This does not include time closed for staff training, emergencies, weather, etc.**

#### Page 2 of 3 (Hours)

Schedule of Hours: Input hours as follows 9:00am or 6:30pm - **am and pm are required** and immediately follow the numbers with no spaces. Periods 2 and 3 are used to accurately reflect library hours open. For example, if your library is open from 9:00am to 9:00pm on Mondays, but closes for the lunch and dinner hours, the schedule should read:

	Period 1	Period 2	Period 3
Mon:	9:00am - 12:00pm	1:00pm - 5:00pm	6:00pm - 9:00pm

#### Page 3 of 3 (Hours)

Summer Hours: Report any changes in hours open here if necessary.

## **REFERENCE/CIRCULATION**

Free Library Service: The library offers free library service if residents of the community can obtain library cards and use the library services without charge. Overdue fines, copying fees, etc. can be charged. **To receive percentage of county population and county square mileage state aid, free library service must be offered countywide.**

Number of Reference Transactions WEEKLY: This is the number of transactions **per week**, not per year. If you do not regularly keep a record of your reference questions, select a typical week without special library promotions or community events and count the number of questions during that week. **Do not count "directional questions"**, such as helping to locate staff members, restrooms, etc., or assisting the patrons in using machines. Count all questions that involve the *"knowledge, use, recommendations, interpretation or instruction in the use of one or more information sources by a member of the library staff."* If you help someone find information on the Internet, that is a reference question. If you help someone print from the Internet, that is a "directional" question. Reference questions per capita is computed by the program = weekly transactions times 52 divided by legal population.

**Systems:** Total reference questions asked per week **systemwide.**

Report circulation for your library. If you do not keep a separate count of adult and juvenile circulation, please **estimate** the totals for adult and juvenile. The program will NOT let you submit only a Total – this figure is calculated from adult and juvenile. Circulation per capita is computed by the program = total circ divided by legal population.

**Systems:** Total adult and juvenile circulation **systemwide.**

## **BORROWERS**

Number of Registered Borrowers: If you do not keep separate records for adult and juvenile cards, **estimate** the number of adult and juvenile cards. The program will **NOT** let you submit only a Total – this figure is calculated from adult and juvenile.

**Systems:** Total number of borrowers **systemwide.**

Family Cards: One card for every member of the family rather than one card per person. If you do not have family cards, put zero here.

Re-Register?: Borrower information should be updated at least once every 3 years. Answer YES or NO. If No, please explain how records are kept current.

## **PROGRAMS/INTERLIBRARY LOANS**

**Programs:** Programs & presentations sponsored/co-sponsored by the library whether **held at the library or elsewhere.** Plus count as a program an event in which the "library is the primary contributor in the planning/presentation." This includes programs, book reviews, **radio talks, Lions Club presentations**, etc., not actually sponsored by the library but where the library provides the content.

**On System report, report systemwide totals; each branch will also report branch numbers.**

Summer Children's Reading Program: **NOT** this summer but last summer, the Summer of **2006**. Adults attending children's programs should **NOT** be included in the attendance.

Other Programs for Children: Report the number of programs and total attendance for all **non-Summer Reading** children's programs in **FY2007**. Do **not** include July/August 2006 Summer Reading programs. Again, adults attending the programs should **NOT** be counted.

Adult Programs: Report the number of programs and total attendance for adult programs during 7/06-6/07 **FY2007**.

**\*\*\*Summer Teen Reading Program:** **NOT** this summer but last summer, the Summer of **2006**. Adults attending teen programs should **NOT** be included in the attendance.

Teen Programs: Report the number of programs and total attendance for teen programs during 7/06-6/07 **FY2007**. Do **not** include July/August 2006.

Program attendance per capita is automatically calculated = total divided by legal population.

### **Interlibrary Loan:**

**Systems:** Total ILL **systemwide**

Loans TO Other Libraries: The number of volumes (books, materials, etc.) loaned and unique periodical or paper information faxed or mailed to other libraries.

Borrowed FROM Other Libraries: The number of volumes (books, materials, etc.) received from other libraries and the number of unique periodical or paper information faxed or mailed to your library for your library's customers.

Belong to an ILL Network: OCLC and OLTN (statewide ILL through Autographics) "belonging" means libraries offer the service of **borrowing** materials from other libraries and **loaning** their materials to other libraries through interlibrary loan (ILL). Submission of your **catalog records** to the network is implied.

### ***CE/INTERNET***

**Continuing Education (CE):** CE activities include attendance at workshops, programs, certification classes; enrollment in short, quarter or semester length courses; and attendance at library association conferences. These activities do not have to be sponsored by library-related associations or institutions but should be relevant to work content of staff and board. **Physical attendance is implied.**

**Systems:** Total number of staff, board and CE events attended **systemwide**.

Number of Staff: Report the number of staff that went to at least one CE event. If a staff

member went to 3 different CE events, this staff person is only **counted once**.

Number of Board: Report number of board that went to at least one CE event. If a board member went to 2 different CE events, this board member is only **counted once**.

Total CE's: Report **total number of DIFFERENT** CE events attended by staff and/or board. For example, if 5 staff and/or board went to the same CE event (e.g. OLA conference,) it counts as 1 CE activity.

### **Electronic Services and Internet Use:**

Does your library provide access to electronic services (e.g. bibliographic and full-text databases, multi-media products)?: Yes or No. For example: EBSCO is a full-text database.

Does the library have Internet access?: Yes or No

**Number of users annually:** Report or estimate how many people have used Internet computers in the library during the year.

Number of Headquarters/Main Internet stations: Report the number of internet access points at the main library **or the system's administrative unit** for the staff and the public. If a staff computer is also shared with the public, report it ONCE as Shared.

Number of **Systemwide** Internet stations: Report the number of internet access points **systemwide** for the staff and for the public.

Internet Access is via: dialup and dedicated are the 2 choices. Dialup is using a regular telephone line and a modem. A dedicated connection is always on – NO "dialing" into your internet service provider to connect.

Does your library provide Wi-Fi access: Yes or No. This is Internet access through a wireless connection.

Type of Connection: Choices are 56K, Cable, DSL, T1, 155 MBPS, 1GBPS, 100 MB, 10 MB, Other. Please choose the option closest to your situation, for example if you have 56K frame relay please select 56K and Dedicated above. If you select OTHER, please specify.

Does your library use an Internet filter – Yes or No. If Yes, please type in the filter's name.

Does your library have a web page: Yes or No.

Update When: How often do you update your site: daily, weekly, monthly, quarterly.

Which Software: What product do you use for your web site – Dreamweaver, FrontPage, Other.

Hosted Where: Where is your web site housed - computer space (Hosting is the business of

housing, serving, and maintaining files for a web site): At the Library, the City's web site, ISP (internet service provider like OneNet,) ODL or Other.

## **SALARIES**

Beginning Reference Librarian's Annual Salary: Enter the current ANNUAL starting salary for a reference librarian, **system branch manager**, assistant director or if a one-person library, what the beginning salary would be for your position. Please **estimate** if unsure.

Director's Current Annual Salary: Enter the current ANNUAL salary for the director or **branch manager**.

Director's Hours Per Week: Enter the number of hours for which the director is **paid**. If the director is paid an annual salary and not hourly, please report 40 hours for fulltime.

**Non-System & Branch only:** Director's Salary at \$5.15 per/hr: This is an automatic feature which uses the hourly figure reported above to calculate that the Director is paid annually at least minimum wage for the hours worked.

Staff Benefits Categories: Please select either YES or NO **if** the director and the staff have the **option** of the following benefits - Health Insurance, Paid Vacation, Paid Sick Leave, and Retirement. If you are a one-person library, please enter NO for all staff.

Other Salaries: If your library has any of the following positions, please give us the current annual salary for: Assistant Director, Information Technology Director, Department Head (if you have many, please give us an average) and Selector.

## **EQUIPMENT**

Select **Yes** or **No** for equipment owned by the library.

Number of microcomputers: Computers with CPU's - **not** dumb terminals, thin clients or **OPACs**. OPAC stands for Online Public Access Catalog. If the computer only accesses your automated catalog, consider it an OPAC.

Which automation system: Please select one of the vendor options. If Other is selected, ODL will call you for the vendor name.

Some libraries only have ONE part of automation – circulation or catalog. This is why ODL asks for Circulation System and Public Access Catalog separately.

Windows-based: choose from pictures on the screen and/or use a mouse to select options.

Number of OPACs only: **OPAC** stands for Online Public Access Catalog. OPACs are dumb terminals or thin clients that can **ONLY** be used with your automation system – no other computing can be done from this computer.

## ***POLICIES/CATALOG***

Select **Yes** or **No** for the following questions.

Library's Hours Conveyed: Various methods to publicize the library's hours include signs, newspaper articles, public service announcements on radio or television, appearances before community groups or events, and listing in the telephone directory.

Friends of the Library Group: Just for your information, if your library does have a Friends group or wants to start a Friends group, association with the statewide FOLIO (Friends Of the Library In Oklahoma) is very helpful. Contact ODL for more information on FOLIO or check out their web site at [www.okfriends.net](http://www.okfriends.net).

Friends of the Library Contact Name and Address: Please include the First and Last Name, the Street Address (mailing), City, Zip Code and an email address if possible.

Sponsor/Partner with Local Literacy Program: Please indicate if your library is working with a local literacy group. Contact ODL for more information on Literacy programs or check out their web site at [www.odl.state.ok.us/literacy](http://www.odl.state.ok.us/literacy)

Literacy Contact Name and Address: Please include the First and Last Name, the Street Address (mailing), City, Zip Code and an email address if possible.

Written Statement of Purpose: Often referred to as a **mission statement**.

Board Approval: The board should approve all policies which govern library use.

Materials Selection Policy: Another term for this is **collection development policy**. The policy should also include a procedure for customer comments on materials.

**\*\*\*Federal Minimum Wage:** Employees must be paid the minimum wage of \$5.15 per hour beginning September 1, 1998 for all hours worked. **By August 2006, minimum wage will be \$5.85, May 2008 \$6.50, and \$7.25 May 2009** due to new federal legislation.

Fair Labor Standards Act: In addition to minimum wage, the Fair Labor Standards Act includes such key provisions as child labor regulations, record keeping and overtime.

Collection Evaluated and Maintained: Regular evaluation of the collection is scheduled to add necessary materials and delete unneeded and outdated materials.

**Automated Selection/Processing?** (Yes/No) A company that assists the library with online ordering, collection development, standing orders, MARC records and/or shelf ready materials (spine labels, book jackets, etc.)

**If Yes, Which One(s)?** Select all that you use - Baker & Taylor, Brodart, BWI, Ingram, Other. To select more than one company, click ONCE on the first company, **hold down** the **Ctrl** key, scroll to next company and click ONCE. Continue to hold the Ctrl key until all companies are selected.

Is Catalog available on the Internet? Which means, can someone use the Internet from anywhere in the world to look at **just your library catalog** – not the statewide catalog.

Is the Collection Fully Cataloged: The State Aid Rules *Definition of a Public Library #4 Library Materials* stipulate that by 1996 all library collections will be fully cataloged. For card catalogs, this will require author and title cards for each hardcover book and additional subject cards for non-fiction books, using Dewey or LC numbers and standard subject headings, such as found in Sears or LC. For automated catalogs, public access terminals with author, title and subject records are required, with MARC records recommended. **If your collection is not yet fully cataloged, please describe the current status.**

## **PLANNING**

Long Range Planning: The State Aid Rules require all **systems** and libraries serving communities **10,000 population and over** to have a written long range plan **updated every three years**. The written plan and **updates** must be submitted to ODL. The process of long range planning involves setting priorities, evaluating services and responding to community needs.

Rules and Regulations for State Aid Grants to Public Libraries C12. Libraries serving a population of 10,000 or more must have submitted to the Oklahoma Department of Libraries a long range plan written or updated within the last 3 years. This document must address future directions of the library for services and resources, and must be approved by the local library board.

Methods: *Planning for Results* is the latest format developed by the Public Library Association; *Planning and Role Setting* is the previous format developed by PLA.

Technology Plan: Answer Yes or No and give the dates your plan covers. To receive federal Erate funds a library must have a current technology plan approved by ODL that is no older than 3 years.

ERATE – Please give us your 10 digit FCC# ex: 0011701333 (applied for at <http://www.fcc.gov>.) If a **system** give us the **HQ number if you have multiple FCC#'s**. We also need your Employee Identification Number or Tax Identification Number (number can be gotten from your city ex: 73-6005411.)

## **BOARD DATA/ROSTER**

Page 1 of 2

Board Data: Please **double check that all the data that carried over from last year is correct**. Make changes in dates, times, etc. as necessary.

Board Meetings: The board must meet at least quarterly. And a reminder – if your library has a **web site**, you must have Board information on your web site as per OK law 74-3106.2.


## Board Members

Open the **Select One** window. You have 3 choices – **Add to Board**, **Display ALL** and display **All with Blank Term Expired**. Each Board member's **TERM ENDS** must be entered **annually**. Use the format of **month and year for terms – Sept 2009 or 5/07**. Names are listed in alphabetical order by how they were originally input. If you submitted the names John Smith and Cathy Wright, the names will be in order by **Cathy** Wright then **John** Smith. If you submitted Wright, Cathy and Smith, John, the names will be in order by **Smith** then **Wright**.

Use **Display All** to delete members, change address, renew term dates, etc. **If you make any changes to any of the current board when in Display All, you must insert Term Ends for ALL board before the program allows you to Save.**

To add a **Vacant** position, select **Add to Board** and type in Vacant under name, type in position title and term ends date. Don't forget to click the **add** **Add This Member** button in the lower right corner.

If deleting a member don't forget to check the **delete** *Delete This Member:*  **box** in the lower right corner.

If you select just **one** board member by **name** and make changes or delete just that individual, don't forget to click on the **Update this Entry**  button in the lower left corner. Only this will **save** your changes.

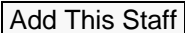
**If you make changes and don't click Save , all changes will be lost.**

## Staff Roster


Open the **Select One** window. You have 4 choices – **Add to Staff**, **Display ALL**, display **All with Blank CE** and display **All with Blank Type**. Each Staff member's **CE** attendance Yes or No must be entered **annually**. State aid rules require any staff member except security, plant operation or maintenance that works 20 hours + to attend at least **ONE** continuing education activity during the fiscal year. **Physical attendance is implied**. Names are listed in alphabetical order by how they were originally input. If you input the names John Smith and Cathy Wright, the names will be in order by **Cathy** Wright then **John** Smith. If you input Wright, Cathy and Smith, John, the names will be in order by **Smith** then **Wright**.

Rules and Regulations for State Aid Grants to Public Libraries C6. All personnel who work more than 20 hours a week must attend at least one continuing education program each year offered by the Oklahoma Department of Libraries, or approved by the Oklahoma Department of Libraries from institutions of higher education, vo-tech schools or library associations. Staff in library systems or public libraries serving over 25,000 may meet this requirement with in-house training. Personnel are exempt if they have been employed at the library less than one year.

Use **Display All** to delete staff members, change job titles, indicate CE attendance, etc. **If you make any changes to any of the current staff in Display All, you must insert CE Attendance for ALL staff before the program allows you to Save.**

To add a **Vacant** position, select **Add to Staff** and type in Vacant under name and indicate the job title. Don't forget to click the **add**  **button** in the right corner.

If deleting a staff member don't forget to check the **delete** *Delete This Staff Member:*  **box** in the lower right corner.

If you select just one staff member by **name** and make changes or delete just that individual, don't forget to click on the **Update this Entry**  **button** in the lower left corner. This will **save** your changes.

**If you make changes and don't click Save , all changes will be lost.**

Staff definition: List all current paid staff members with their **titles** and include **Vacant** positions.

Type: Following are the definitions from FSCS (federal statistics) for MLS, Librarian and Other.

MLS: Master's degree in Library Information Studies/ Science, etc.

Librarian: Persons who do paid work that requires training and skill in library work distinct from mechanical or clerical aspect. In plain English, if you are the library director or a reference/children's librarian without an MLIS, consider these positions Librarian.

Other: This includes all other paid staff including clerical, plant operations, security and maintenance. In plain English, if the staff's main responsibility is checkout, shelving, or exclusively computer technician, cleaning, etc., consider these positions Other.

Certification – Please indicate Yes or No if Certified as a Public Librarian through the joint OLA/ODL program. If Yes, please indicate at what **Level** (I-VII) you are certified and what **Year** (ex: 1998) you first became certified. You can find this information on your certificate.

Indicate level of Education for each employee using the dropdown menu: Some College, College Graduate, High School graduate or GED, Masters in Library (from an ALA accredited program), Not a High School Grad or GED (such as a student worker), Other Masters

Hired This FY: Default No for staff listed last year / Default Yes for any **Added** Staff. Please review the Yes or No default, especially for new staff hires who have not been to CE during the FY07.

Report Hours Worked per Week (on a regular basis). If not a year-round employee, pro-rate the hours on an annual basis. For example: someone working 20 hours a week during the summer months is equivalent to an employee working 5 hours a week year-round. (20 hrs wk for 12 weeks = 240 hours. Divide 240 by the number of weeks in a year (52) and get 4.6 – round up to 5 hours.)

## ***SURVEY RESPONSES***

Enter this year's performance measure statistic. You will be unable to change performance measure statistics for previous year's surveys.




Policy Review: Libraries serving **populations of under 5,000 with city names beginning with M-Z** should report this information. According to state aid rules the written statement of purpose and the collection development policy must be reviewed and approved by the library board. Policies that may also be reviewed include general operating policy, Internet policy, service area, interlibrary loan policy, etc.

Library Visits per capita: Libraries serving **between 5,000 – 25,000 population** should report this statistic. Enter the per capita figure rounded to one decimal point (ex: 13.6) If you do not have a door counter, add up the number of persons who came into the library during one week and multiply this number by 52 (number of weeks in the year.) Then add the number of people who attended all programs during the year and divide by the latest Census population estimate for your city, county or system.

Title and Author/Subject Fill Rates: Libraries serving **populations of over 25,000 and Systems** should report this information from the fill rate survey. Enter Titles sought, Titles filled, Author/Subjects sought, Author/Subjects filled. PSA is number of titles/author/subject filled divided by number sought = % of found

Age and Condition of collection: Libraries serving **populations under 5,000 with city names beginning with A to L** should report this information from the age and condition survey. Enter Total number of items included in survey (including any not found.) Report number of items in Excellent, Good, and Poor conditions. Items that are not found should be reported on the Other line. Report Age of items in range brackets: under 5 yrs., 6-10 yrs., 11-25 yrs., and 26 yrs. and up. Report as Other, items not found, no date on item, etc. PSA is number of items in excellent condition or less than 5 years old divided by total = % of excellent/<5yrs.

### ***REVIEW all COMPLETED SECTIONS and FINALIZE report***

When all sections are **COMPLETED**  (have a red X next to the section button), please review your report. When done with your review, press the **FINALIZE**  **button** and ODL will receive an email message that your library has completed the report and submitted it for state aid APPROVAL. Your regional Consultant will contact you if there are any questions. When your report is APPROVED  by your Consultant you will receive an email saying your report is approved. Once your report has been Approved, no changes can be made to the report except by ODL.

### ***USING THE STATISTICS***

ODL reports these statistics to the Federal-State Cooperative System for Public Libraries for inclusion in national public library statistical reports. FSCS data can be found at: <http://nces.ed.gov/surveys/libraries>

Annual report statistics for Oklahoma public libraries from 2000 - 2006 can be found at: <http://www.odl.state.ok.us/servlibs/annualrep/index.asp> 2007 statistics available by 1/2008

For assistance contact your Consultant 800.522.8116 or Cathy Van Hoy [cvanhoy@oltn.odl.state.ok.us](mailto:cvanhoy@oltn.odl.state.ok.us)