

**Statistical Annual Report of  
Public Library Services**

**Data Collection Form  
for FY2018**

**Cities: July 1 – June 30  
Counties: January 1 – December 31**

| IDENTIFICATION |                                |            |
|----------------|--------------------------------|------------|
| 150            | FSCS ID                        | PRE-FILLED |
| 151            | Library Code                   | PRE-FILLED |
| 152            | Name of Library                | PRE-FILLED |
| 153            | Street Address                 | PRE-FILLED |
| 154            | City (of street address)       | PRE-FILLED |
| 155            | ZIP Code (of street address)   | PRE-FILLED |
| 156            | ZIP+4 (of street address)      | PRE-FILLED |
| 157            | Mailing Address                | PRE-FILLED |
| 158            | City (of mailing address)      | PRE-FILLED |
| 159            | ZIP Code (of mailing address)  | PRE-FILLED |
| 160            | ZIP+4 (of mailing address)     | PRE-FILLED |
| 161            | County of the Entity           | PRE-FILLED |
| 162            | Telephone (include area code)  | PRE-FILLED |
| 163            | Library's main website address | PRE-FILLED |

| GENERAL INFORMATION |                                  |            |
|---------------------|----------------------------------|------------|
| 208                 | Population of Legal Service Area | PRE-FILLED |

Service Outlets

|     |                             |            |
|-----|-----------------------------|------------|
| 209 | Number of Central Libraries | PRE-FILLED |
| 210 | Number of Branch Libraries  | PRE-FILLED |
| 211 | Number of Bookmobiles       | PRE-FILLED |

Paid Staff

|     |   |  |
|-----|---|--|
| 250 | FTE of Librarians with ALA-accredited master's degree |  |
| 251 | Total FTE of Librarians                               |  |
| 252 | FTE of All Other Paid Staff                           |  |
| 253 | Total FTE of Paid Staff (total of 251 + 252)          |  |

Volunteers

|       |  |  |
|-------|--|--|
| 253.1 | Number of individuals who worked for the library this fiscal year  |  |
| 253.2 | Number of hours volunteers worked for the library this fiscal year |  |

| OPERATING REVENUE |         |  |
|-------------------|---------|--|
| 300               | Local   |  |
| 301               | State   |  |
| 302               | Federal |  |
| 303               | Other   |  |
| 304               | Total   |  |

| OPERATING EXPENDITURES |         |                        |
|------------------------|---------|------------------------|
| 304.1                  | Local   |                        |
| 304.2                  | State   |                        |
| 304.3                  | Federal |                        |
| 304.4                  | Other   |                        |
| 304.5                  | Total   | <b>MUST MATCH #358</b> |

| OPERATING EXPENDITURES - DETAIL |  |  |
|---------------------------------|--|--|
|---------------------------------|--|--|

Staff Expenditures

|     |                          |  |
|-----|--------------------------|--|
| 350 | Salaries and Wages       |  |
| 351 | Employee Benefits        |  |
| 352 | Total Staff Expenditures |  |

Collection Expenditures

|     |                                      |  |
|-----|--------------------------------------|--|
| 353 | Print Materials                      |  |
| 354 | Electronic Materials – Digital Units |  |
| 355 | Other Materials                      |  |
| 356 | Total Collection Expenditures        |  |

Other Operating Expenditures

|     |                              |  |
|-----|------------------------------|--|
| 357 | Other Operating Expenditures |  |
|-----|------------------------------|--|

Total Operating Expenditures

|     |                              |                          |
|-----|------------------------------|--------------------------|
| 358 | Total Operating Expenditures | <b>MUST MATCH #304.5</b> |
|-----|------------------------------|--------------------------|

| CAPITAL REVENUE |         |  |
|-----------------|---------|--|
| 400             | Local   |  |
| 401             | State   |  |
| 402             | Federal |  |
| 403             | Other   |  |
| 404             | Total   |  |

| CAPITAL EXPENDITURES |       |  |
|----------------------|-------|--|
|                      |       |  |
| 405                  | Total |  |



**COLLECTIONS**

|       |  |  |
|-------|--|--|
| 450   | Print Materials  |  |
| 451   | Electronic Books (e-Books)   |  |
| 452   | Audio – Physical Units   |  |
| 453   | Audio – Downloadable Units   |  |
| 454   | Video – Physical Units   |  |
| 455   | Video – Downloadable Units   |  |
| 455.1 | Other Materials  |  |
| 455.3 | Total Library Collection – Physical Items (total of 450 + 452 + 454 + 455.1) |  |
| 455.4 | Total Library Collection – Downloadable Items (total of 451 + 453 + 455)     |  |

## Electronic Collections

|     |   |  |
|-----|---|--|
| 456 | Local/Other cooperative agreements                |  |
| 457 | State (state government or state library)         |  |
| 458 | Total Electronic Collections (total of 456 + 457) |  |

## Current Serial Subscriptions

|     |  |  |
|-----|--|--|
| 460 | Number of Current Print Serial Subscriptions |  |
|-----|--|--|

**SERVICES**

|       |   |  |
|-------|---|--|
| 500   | Public Service Hours Per Year (all outlets)         |  |
| 500.1 | Weekly Scheduled Public Service Hours (all outlets) |  |
| 501   | Library Visits                                      |  |
| 502   | Reference Transactions                              |  |
| 503   | Number of registered users                          |  |

## Circulation

|     |   |  |
|-----|---|--|
| 550 | Total Circulation of Materials (total of 552 + 553) |  |
| 551 | Circulation of Children's Materials                 |  |
| 552 | Electronic Material Circulation                     |  |
| 553 | Physical Item Circulation                           |  |
| 554 | Successful Retrieval of Electronic Information      |  |
| 555 | Electronic Content Use (total of 552 + 554)         |  |
| 556 | Total Collection Use (total of 552 + 553 + 554)     |  |

## Interlibrary Loan

|     |   |  |
|-----|---|--|
| 575 | Number of Items Provided To Other Libraries   |  |
| 576 | Number of Items Received From Other Libraries |  |

**PROGRAMS**

|     |                                      |  |
|-----|--------------------------------------|--|
| 600 | Total Number of Library Programs     |  |
| 601 | Number of Children's Programs        |  |
| 602 | Number of Young Adult Programs       |  |
| 603 | Total Attendance at Library Programs |  |
| 604 | Attendance at Children's Programs    |  |
| 605 | Attendance at Young Adult Programs   |  |

**INTERNET ACCESS**

|     |  |  |
|-----|--|--|
| 650 | Number of Internet Computers for the General Public          |  |
| 651 | Number of Uses (sessions) of Public Internet Computers       |  |
| 652 | Number of Times (sessions) Patrons Used the Wireless Network |  |
| 653 | Website Visits   |  |