

**Statistical Annual Report of
Public Library Services**

**Data Collection Form
FY2020**

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

Please note that all new or modified data elements appear in **red text**.

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)	
254.1	Total Library Staff	

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	MUST MATCH #358

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

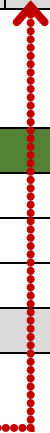
357	Other Operating Expenditures	
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Total Operating Expenditures

358	Total Operating Expenditures	MUST MATCH #304.5
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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)	

SERVICES		
501	Library Visits	
501a	Library Visits Reporting Method	
502	Reference Transactions	
502a	Reference Transactions Reporting Method	
503	Number of Registered Users	
510	Closed Outlets Due to Covid-19	
511	Public Services During Covid-19	
512	Electronic Materials Added Due to Covid-19	
513	Electronic Library Cards Issued Before Covid-19	
514	Electronic Library Cards Issued During Covid-19	
515	Reference Service During Covid-19	
516	Outside Service During Covid-19	
517	Live Virtual Programs During Covid-19	
518	Recordings of Program Content During Covid-19	
519	External Wi-Fi Access Before Covid-19	
520	External Wi-Fi Access Added During Covid-19	
521	External Wi-Fi Access Increased During Covid-19	
522	Staff Re-Assigned During Covid-19	

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	

Virtual Programming

600.1	Total Number of Live Virtual Programs	
600.2	Total Number of Live Virtual Children's Programs	
600.3	Total Number of Live Virtual Young Adult Programs	
600.4	Total Live Virtual Attendance	
600.5	Attendance at Live Virtual Children's Programs	
600.6	Attendance at Live Virtual Young Adult Programs	
600.7	Total Recordings of Program Content	
600.8	Total Views of Recorded Program Content	
600.9	Total On-Demand Views of Live Virtual 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	
652.1	Public Wi-Fi Network Availability Hours	
652.2	Guest Wi-Fi Network SSID	
653	Website Visits	

OUTLET

700	WebPLUS Identification Number	
701	State Assigned Identification Number	
702	Legal Name	
703	Physical Street Address	
704	City	
705	ZIP Code	
707	County of the Outlet	
708	Phone Number	
709	Outlet Type Code	
711	Square Footage of Outlet	
712	Number of Bookmobiles	
713	Public Service Hours Per Year	
714	Number of Weeks Open	
715	Number of Weeks an Outlet Closed Due to Covid-19	
716	Number of Weeks an Outlet Had Limited Occupancy Due to Covid-19	