
**Annual Statistical Report of
Public Library Services**

**Data Element Definitions
for FY2024**

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

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

IDENTIFICATION

This section identifies the reporting library (i.e. administrative entity). This is the agency that is legally established under local or state law to provide public library service to the population of a local jurisdiction. The reporting library may have a single outlet or it may have multiple outlets.

150 FSCS ID

This is the identification code assigned by the Institute of Museum and Library Services to the reporting library.

151 Library Code

This is the identification code assigned by the Utah State Library Division to the reporting library.

152 Name of Library

This is the legal name of the reporting library.

Street Address

153 Street Address

This is the complete street address of the reporting library. Note: Do not report a post office box or general delivery.

154 City (of street address)

This is the city or town in which the reporting library is located.

155 ZIP Code (of street address)

This is the standard five-digit postal zip code for the street address of the reporting library.

156 ZIP+4 (of street address)

This is the four-digit postal ZIP code extension for the street address of the reporting library.

Mailing Address

157 Mailing Address

This is the mailing address of the reporting library.

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- 158 City (of mailing address)**
This is the city or town of the mailing address for the reporting library.
- 159 ZIP Code (of mailing address)**
This is the standard five-digit postal ZIP code for the mailing address of the reporting library.
- 160 ZIP+4 (of mailing address)**
This is the four-digit postal ZIP code extension for the mailing address of the reporting library.
- 161 County of the Entity**
This is the county in which the headquarters of the reporting library is located.
- 162 Telephone (include area code)**
This is the telephone number of the reporting library, including area code.
- 163 Library's website address**
This is the web address of the reporting library.

GENERAL INFORMATION

- 208 Population of Legal Service Area**
The number of people in the geographical area for which a public library has been established to offer services and from which (or on behalf of which) the library derives revenue, plus any areas served under contract for which the library is the primary service provider. This figure is determined by the Utah State Library Division based on the most recent U.S. Census Bureau population estimates available. If the library establishes an agreement with another city or county to serve as the primary library for their population, contact the State Data Coordinator at the Utah State Library Division to update the official legal service area document. Report the revenue received from the contract or agreement under *Other Operating Revenue* or *Other Capital Revenue*.

Service Outlets

An outlet is a unit of an administrative entity that provides direct public library service.

- 209 Number of Central Libraries**
A central library is a single-outlet library or the library that is the operational center of a multiple-outlet library system. Usually, all processing is centralized here and the principal collections are housed here. Central library is synonymous with main library. Note: An administrative entity may report either no central library or one central library. No administrative entity may report more than one central library. Where there are several co-equal outlets, report all such outlets as branches.
- 210 Number of Branch Libraries**
A branch library is an auxiliary unit of an administrative entity which has ALL of the following: (1) separate quarters; (2) an organized collection of library materials; (3) paid staff; and (4) regularly scheduled hours for being open to the public.
- 211 Number of Bookmobiles**
A bookmobile is a traveling branch library. It consists of ALL of the following: (1) a vehicle that carries an organized collection of library materials; (2) paid staff; and (3) regularly scheduled

hours (bookmobile stops) for being open to the public. Note: Count the number of vehicles in use, not the number of stops the vehicle makes.

Paid Staff (Full-Time Equivalent)

Report figures as of the last day of the library's fiscal year. 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 equivalent (FTE)*. For example, 60 hours per week of part-time work by employees in a staff category divided by the 40-hour measure equals 1.50 FTEs.

250 FTE of Librarians with ALA-accredited master's degree

This is the full-time equivalent of librarians with master's degrees from programs of library and information studies accredited by the American Library Association.

251 Total FTE of Librarians

This is the full-time equivalent of all persons with the title of librarian who do paid work that usually requires professional training and skill in the theoretical or scientific aspects of library work, or both, as distinct from its mechanical or clerical aspect. This number also includes the FTE of librarians with ALA-accredited master's degree, reported in 250.

252 FTE of All Other Paid Staff

This is the full-time equivalent of all other employees paid from the reporting library's budget, including plant operations, security, and maintenance staff.

253 Total FTE of Paid Staff

This number is automatically calculated by adding the figures in 251 and 252.

254.1 Total Library Staff

This is the total number of library employees.

Volunteers

253.1 Number of individual volunteers who worked for the library this fiscal year

This is the number of individuals who performed voluntary (unpaid) work for the library regardless of the number of hours they worked. They may be members of the library board, a formally established group (such as a Friends group), or individuals who have volunteered their time and effort. The volunteer may work at the library on various tasks, may be running various library programs (such as literacy or story hours), or may be out in the community doing such things as delivering books to the homebound, helping with a bond election campaign, telling stories at the homeless shelter, or working on the annual book sale. Note: Report number of individuals, NOT full-time equivalent (FTE). For example, if one person volunteered 5 days, report one individual volunteer; if five different people volunteered five days each, report five individual volunteers.

253.2 Number of hours volunteers worked for the library this fiscal year

This is the total number of hours (rounded to the nearest hour) worked on the library's behalf by all individual volunteers reported in 253.1

Library Stories

What are you most proud of this year?

Share your thoughts on what the library is most proud of in the past year. We would like to hear about the achievements and services that have made a positive impact on your community.

What was your biggest challenge this year?

Reflect on the challenges the library faced in the past year. Your insights will help us better understand and address the challenges that impact your library. What do you feel was the library's greatest challenge in the last year?

OPERATING REVENUE

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

300 Local Operating Revenue

This includes all local government funds designated by the city or county for expenditure by the public library. Do not include the value of any contributed or in-kind services or the value of any gifts and donations, library fines, fees, or grants.

301 State Operating Revenue

This includes all funds distributed by the State of Utah for expenditure by the public library (for example CLEF grants, UPLIFT Continuing Education grants, and grants from other State of Utah agencies).

302 Federal Operating Revenue

This includes all federal government funds distributed for expenditure by the public library, including federal money distributed by the State Library (for example LSTA grants, Teen Literature grants, the Lenders Support Program - including the OCLC and Resource Sharing grant and other special projects).

303 Other Operating Revenue

This is all operating revenue other than that reported under local, state, and federal (300, 301, and 302). Include, for example, monetary gifts and donations received in the current year, interest, library fines, fees for library services, grants, or funds received from other cities or counties to provide service to patrons inside or outside the library's legal service area. Do not include the value of any contributed or in-kind services or the value of any non-monetary gifts and donations.

304 Total Operating Revenue

This number is automatically calculated by adding reported figures in questions 300, 301, 302, and 303, i.e. the sum of Local government revenue, State government revenue, Federal government revenue, and Other operating revenue.

OPERATING EXPENDITURES

Operating expenditures are the current and recurrent costs necessary to support the provision of library services. Do not report estimated costs as expenditures. Do not report capital expenditures under this category. Local accounting practices shall determine whether a specific item is a capital expense or an operating expense regardless of the examples in these definitions.

304.1 Local Operating Expenditures

This includes all expenditures by the public library of local government funds. Only such funds that are supported by expenditure documents (such as invoices, contracts, payroll records, etc.) at the point of disbursement should be included. Do not report the value of free items as expenditures.

304.2 State Operating Expenditures

This includes all expenditures by the public library of State of Utah government funds (CLEF grants, UPLIFT Continuing Education grants, and grants from other State of Utah agencies).

304.3 Federal Operating Expenditures

This includes all federal government funds distributed for expenditure by the public library, including federal money distributed by the State Library (for example LSTA grants, Teen Literature grants, and other special projects).

304.4 Other Operating Expenditures

This includes all expenditures by the public library of funds that did not come from local government, state government, and federal government sources. This may include expenditures of funds originating from monetary gifts, donations, interest, library fines, fees, grants, or other city or county government contracts.

304.5 Total Operating Expenditures

This number is automatically calculated by adding reported figures 304.1, 304.2, 304.3, and 304.4. This is the sum of expenditures of Local government funds, State government funds, Federal government funds, and Other operating funds. Note: This figure **MUST** match the amount in 358.

OPERATING EXPENDITURES ~ DETAIL

Operating expenditures are the current and recurrent costs necessary to support the provision of library services. Significant costs, especially benefits and salaries, that are paid by other taxing agencies (government agencies with the authority to levy taxes) "on behalf of" the library may be included if the information is available to the reporting agency. Only such funds that are supported by expenditure documents (such as invoices, contracts, payroll records, etc.) at the point of disbursement should be included. Do not report the value of free items as expenditures. Do not report estimated costs as expenditures. Do not report capital expenditures under this category. Local accounting practices shall determine whether a specific item is a capital expense or an operating expense regardless of the examples in these definitions.

Staff Expenditures

350 Salaries and Wages

This includes salaries and wages for all library staff (including plant operations, security, and

maintenance staff) for the fiscal year. Include salaries and wages before deductions but exclude employee benefits.

351 Employee Benefits

These are the benefits outside of salaries and wages paid and accruing to employees (including plant operations, security, and maintenance staff), regardless of whether the benefits or equivalent cash options are available to all employees. Include amounts for direct paid employee benefits including Social Security, retirement, medical insurance, life insurance, guaranteed disability income protection, unemployment compensation, workmen's compensation, tuition, and housing benefits.

352 Total Staff Expenditures

This number is automatically calculated by adding reported figures in 350 and 351, i.e. the sum of Salaries & Wages expenditures and Employee Benefits expenditures.

Collection Expenditures

This includes all operating expenditures from the library budget for all materials in print, audiovisual, electronic, and other formats considered part of the collection, whether purchased, leased, or licensed. Exclude charges or fees for interlibrary loans and expenditures for document delivery.

353 Print Materials

Report all operating expenditures for the following print materials: books, current serial subscriptions, government documents, and any other print acquisitions.

354 Electronic Content Expenditures

Report all operating expenditures for electronic (digital) content. Include expenditures for electronic content for which the library has acquired permanent or temporary access rights. Include fees paid to platforms that provide licensed content. Electronic content can be accessed online from an electronic device. Types of electronic content include electronic materials (e-books, e-serials, e-audio, e-video), research databases, online learning platforms, reference tools, scores, maps, and pictures in electronic or digital format.

NOTE: Expenditures for computer software used to support library operations or to link to external networks, including the Internet, are reported under Other Operating Expenditures (357).

355 Other Physical Materials Expenditures

Report all operating expenditures for other materials, such as microform, audio and video physical units, DVD, circulating portable electronic devices, and materials in new formats.

356 Total Collection Expenditures

This number is automatically calculated by adding reported figures in questions 353, 354 and 355, i.e. the sum of Print Materials, Electronic Materials – Digital Units, and Other Materials expenditures.

Other Operating Expenditures

This includes all expenditures other than those reported for Total Staff Expenditures (352) and Total Collection Expenditures (356).

357 Other Operating Expenditures

Include expenses such as binding, supplies, repair or replacement of existing furnishings and equipment; and costs of computer hardware and software used to support library operations or to link to external networks, including the Internet. Report contracts for services, such as costs of operating and maintaining physical facilities, and fees paid to a consultant, auditor, architect, attorney, etc.

Total Operating Expenditures

358 Total Operating Expenditures

This number is automatically calculated by adding figures in questions 352, 356, and 357, i.e. the sum of Total Staff Expenditures, Total Collection Expenditures, and Other Operating Expenditures. Note: This figure MUST match the amount in question 304.5

CAPITAL REVENUE

Report all revenue to be used for major capital expenditures, by source of revenue. Include funds received for (a) site acquisition; (b) new buildings; (c) additions to or renovation of library buildings; (d) furnishings, equipment, and initial collections (print, nonprint, and electronic) for new buildings, building additions, or building renovations; (e) computer hardware and software used to support library operations, to link to networks, or to run information products; (f) new vehicles; and (g) other one-time major projects. Exclude revenue to be used for replacement and repair of existing furnishings and equipment, regular purchase of library materials, and investments for capital appreciation. Exclude income passed through to another agency (e.g., fines), or funds unspent in the previous fiscal year (e.g., carryover). Funds transferred from one public library to another public library should be reported by only one of the public libraries. Report federal, state, local, and other revenue to be used for major capital expenditures in the following categories:

400 Local Capital Revenue

Report all governmental funds designated by the city or county and available to the public library for the purpose of major capital expenditures, except for state and/or federal money distributed by the city or county.

401 State Capital Revenue

Report all funds distributed to public libraries by the State of Utah for expenditure by the public libraries for the purpose of major capital expenditures, except for federal money distributed by the state. This may include revenue from the Community Library Enhancement Fund.

402 Federal Capital Revenue

Report federal governmental funds, including federal funds distributed by the city, county, or state, and grants and aid received by the library for the purpose of major capital expenditures. This may include revenue from LSTA grants.

403 Other Capital Revenue

Report private (non-governmental funds), including grants received by the library for the purpose of major capital expenditures.

404 Total Capital Revenue

This number is automatically calculated by adding reported figures in questions 400, 401, 402, and 403. This is the sum of Local Capital Revenue, State Capital Revenue, Federal Capital Revenue, and Other Capital Revenue.

CAPITAL EXPENDITURES

405 Total Capital Expenditures

Report major capital expenditures (the acquisition of or additions to fixed assets). Examples include expenditures for (a) site acquisitions; (b) new buildings; (c) additions to or renovation of library buildings; (d) furnishings, equipment, and initial book stock for new buildings, building additions, or building renovations; (e) library automation systems; (f) new vehicles; and (g) other one-time major projects. Include federal, state, local, or other revenue used for major capital expenditures. Only funds that are supported by expenditure documents (e.g., invoices, contracts, payroll records, etc.) at the point of disbursement should be included. Estimated costs are not included. Exclude expenditures for replacement and repair of existing furnishings and equipment, regular purchase of library materials, and investments for capital appreciation. Exclude contributions to endowments, or revenue passed through to another agency. Local accounting practices shall determine whether a specific item is a capital expense or an operating expense regardless of the examples in this definition.

COLLECTIONS

This section of the survey (450-460) collects data on selected types of materials. It does not cover all materials (i.e., microforms, loose sheet music, maps, and pictures) for which expenditures are reported under Print Materials Expenditures, Electronic Materials Expenditures, and Other Material Expenditures (353-355). Under this category report only items that have been purchased, leased or licensed by the library, a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available without monetary exchange. Do not include items that are permanently retained by the patron; count only items that have a set circulation period where it is available for their use. Count electronic materials at the administrative entity level; do not duplicate numbers at each branch.

450 Print Materials

Report a single figure that includes the following:

Books in print. Books are non-serial printed publications (including music scores or other bound forms of printed music, and maps) that are bound in hard or soft covers, or in loose-leaf format. Do not include unbound sheet music. Include non-serial government documents. Report the number of physical units, including duplicates. For small libraries, if volume data are not available, count the number of titles. Books packaged together as a unit (e.g., a 2-volume set) and checked out as a unit are counted as one physical unit.

452 Audio – Physical Units

These are materials circulated in a fixed, physical format on which sounds (only) are stored (recorded) and that can be reproduced (played back) mechanically, electronically, or both. Include records, audiocassettes, audio cartridges, audio discs (including audio-CD-ROMs), audio-

reels, talking books, and other sound recordings stored in a fixed, physical format. Do not include downloadable electronic audio files. Report the number of units, including duplicates. Items packaged together as a unit (e.g. two compact discs for one recorded book) and checked out as a unit are counted as one physical unit.

454 Video – Physical Units

These are materials circulated in a fixed, physical format on which moving pictures are recorded, with or without sound. Playback reproduces pictures, with or without sound, using a television receiver or computer monitor. Video formats may include tape, DVD and CD-ROM. Do not include downloadable electronic video files. Report the number of units, including duplicates. Items packaged together as a unit (e.g. four DVDs for one full season of a TV show) and checked out as a unit are counted as one physical unit.

455.1 Other Circulating Physical Items

Report a single figure that includes the following: all circulating physical items other than print books (data element 450), physical audio units (data element 452), physical video units (data element 454), and serials. These are materials in a fixed, physical format available for use outside the library. These can include a variety of item types such as Wi-Fi hotspots, sewing machines, telescopes, cake pans, tools, etc.

455.3 Total Physical Items in Collection

All circulating items in the collection. These are materials in a fixed, physical format available for use outside the library. This includes Print Materials (data element 450), Audio – physical units (data element 452), Video – physical units (data element 454), and Other Circulating Physical Items (data element 462). Report the number of units, including duplicates. Items packaged together as a unit (such as a set of cookie cutters) and checked out as a unit are counted as one physical unit.

SERVICES

501 Library Visits

This is the total number of people entering the library for whatever purpose during the reporting year. Include persons attending activities, meetings, and those persons requiring no direct staff services. Note: If an actual count of visits is unavailable, determine an annual estimate by counting visits during a typical week and multiplying the count by 52. A typical week is a time that is neither unusually busy nor unusually slow. Avoid holidays, vacation periods for key staff, or days when unusual events are taking place in the community or in the library. Choose a week in which the library is open its regular hours. Include seven consecutive calendar days, from Sunday through Saturday, or whenever the library is usually open.

501a Library Visits Reporting Method

Regarding the number of Library Visits (data element 501) entered, is this an annual count or an annual estimate based on a typical week or weeks?

502 Reference Transactions

Reference Transactions are information consultations in which library staff recommend, interpret, evaluate, and/or use information resources to help others to meet particular

information needs. Reference transactions do not include formal instruction or exchanges that provide assistance with locations, schedules, equipment, supplies, or policy statements.

(1) A reference transaction includes information and referral service, scheduled and unscheduled individual instruction and assistance in using information sources (including web sites and computer-assisted instruction).

(2) Count Readers Advisory questions as reference transactions.

(3) Information sources include (a) printed and non-printed material; (b) machine-readable databases (including computer-assisted instruction); (c) the library's own catalogs and other holdings records; (d) other libraries and institutions through communication or referral; and (e) persons both inside and outside the library.

(4) When a staff member uses information gained from previous use of information sources to answer a question, the transaction is reported as a reference transaction even if the source is not consulted again.

(5) If a contact includes both reference and directional services, it should be reported as one reference transaction.

(6) Duration should not be an element in determining whether a transaction is a reference transaction.

(7) Do not include transactions that include only a direction service such as instruction for locating staff, library users, or physical features within the library. Examples of directional transactions include, "Where is the reference librarian? Where is Susan Smith? Where is the rest room? Where are the 600s? Can you help me make a photocopy?"

Annual Count vs. Annual Estimate

If an actual count of reference transactions is unavailable, count reference transactions during a typical week or weeks, and multiply the count to represent an annual estimate. A "typical week" is a time that is neither unusually busy nor unusually slow. Avoid holidays, vacation periods for key staff, or days when unusual events are taking place in the community or in the library. Choose a week in which the library is open its regular hours.

Example: If there are four weeks sampled, multiply the totals for those four weeks by 13 to get an estimate for the full year. If the sample is down twice a year (one week at each time, two weeks total) multiple the count by 26 to get the estimated annual count

502a Reference Transactions Reporting Method

Regarding the number of Reference Transactions (data element 502) entered, is this an annual count or an annual estimate based on a typical week or weeks?

503 Number of Registered User

This is the total number people who have applied for and received an identification number or card from the public library that has established conditions under which the user may borrow library materials and gain access to other library resources. Files should have been purged within the past three (3) years.

504 Current Overdue Fine Policy

Answer <Y> or <N> to the following question: As of the beginning of the reporting period, does the library charge overdue fines to users when they fail to return physical materials on or before the date due?

NOTE: Overdue fines are monetary penalties that typically increase according to the number of days the materials are overdue. Overdue fines are not replacement costs for lost or damaged materials.

505 Automatic Renewal of Physical Materials

Answer Yes or No to the following question: “Did your library offer automatic renewal for any physical materials during the reporting period?” If unknown, report Missing.

NOTE: Patrons do not have to take any action for automatic renewals. The Integrated Library System [ILS] rules determine how/when automatic renewals occur.

Electronic Books

E-books are the digital equivalent of printed books that may be accessed online from an electronic device. E-books also include e-comics. Do not consider resources available for free in the public domain when answering the following questions.

525 E-Books via AE

Answer Yes or No to the following question: “Did the administrative entity provide access to e-books purchased solely by the administrative entity?” If unknown, report Missing.

526 E-Books via Collective

Answer Yes or No to the following question: “Did the administrative entity provide access to e-books purchased via a consortium, cooperative, or other similar group at the local, regional, or state level?” If unknown, report Missing

527 E-Books via State

Answer Yes or No to the following question: “Did the administrative entity provide access to e-books provided by the state library agency or another state agency at no or minimal cost to the administrative entity?” If unknown, report Missing.

Electronic Serials

E-serials are periodic digital publications equivalent to printed newspapers, magazines, and similar media that are viewed as entire issues rather than as single articles returned from a research query. Do not consider resources available for free in the public domain when answering the following questions.

528 E-Serials via AE

Answer Yes or No to the following question: “Did the administrative entity provide access to e-serials purchased solely by the administrative entity?” If unknown, report Missing.

529 E-Serials via Collective

Answer Yes or No to the following question: “Did the administrative entity provide access to e-serials purchased via a consortium, cooperative, or other similar group at the local, regional, or state level?” If unknown, report Missing

530 E-Serials via State

Answer Yes or No to the following question: “Did the administrative entity provide access to e-serials provided by the state library agency or another state agency at no or minimal cost to the administrative entity?” If unknown, report Missing.

Electronic Audio

E-audio are digital files of sound only (e.g., audiobooks, music) that may be accessed online from an electronic device. Do not consider resources available for free in the public domain when answering the following questions.

531 E-Audio via AE

Answer Yes or No to the following question: “Did the administrative entity provide access to e-audio purchased solely by the administrative entity?” If unknown, report Missing.

532 E-Audio via Collective

Answer Yes or No to the following question: “Did the administrative entity provide access to e-audio purchased via a consortium, cooperative, or other similar group at the local, regional, or state level?” If unknown, report Missing.

533 E-Audio via State

Answer Yes or No to the following question: “Did the administrative entity provide access to e-audio provided by the state library agency or another state agency at no or minimal cost to the administrative entity?” If unknown, report Missing.

Electronic Video

E-videos are digital files of moving visual images with or without sound (e.g., movies, television shows) that may be accessed online from an electronic device. Do not consider resources available for free in the public domain when answering the following questions.

534 E-Video via AE

Answer Yes or No to the following question: “Did the administrative entity provide access to e-videos purchased solely by the administrative entity?” If unknown, report Missing.

535 E-Video via Collective

Answer Yes or No to the following question: “Did the administrative entity provide access to e-videos purchased via a consortium, cooperative, or other similar group at the local, regional, or state level?” If unknown, report Missing.

536 E-Video via State

Answer Yes or No to the following question: “Did the administrative entity provide access to e-videos provided by the state library agency or another state agency at no or minimal cost to the administrative entity?” If unknown, report Missing.

Research Databases

Research databases are organized collections of electronic data or records (e.g., facts, abstracts, articles, bibliographic data, texts, photographs) that can be searched to retrieve information. Do not consider resources available for free when answering the following questions.

537 Research Databases via AE

Answer Yes or No to the following question: “Did the administrative entity provide access to research databases purchased solely by the administrative entity?” If unknown, report Missing.

538 Research Databases via Collective

Answer Yes or No to the following question: “Did the administrative entity provide access to research databases purchased via a consortium, cooperative, or other similar group at the local, regional, or state level?” If unknown, report Missing.

539 Research Databases via State

Answer Yes or No to the following question: “Did the administrative entity provide access to research databases provided by the state library or another entity at no or minimal cost to the administrative entity?” If unknown, report Missing.

Online Learning Platforms

Online learning platforms primarily provide instruction, tools, and resources to enhance education, lifelong learning, and skill building. Platforms may offer homework assistance, language learning, test preparation, professional development, resume assistance, hobby instruction, etc. Do not consider resources available for free when answering the following questions.

540 Online Learning Platforms via AE

Answer Yes or No to the following question: “Did the administrative entity provide access to online learning platforms purchased solely by the administrative entity?” If unknown, report Missing.

541 Online Learning Platforms via Collective

Answer Yes or No to the following question: “Did the administrative entity provide access to online learning platforms purchased via a consortium, cooperative, or other similar group at the local, regional, or state level?” If unknown, report Missing.

542 Online Learning Platforms via State

Answer Yes or No to the following question: “Did the administrative entity provide access to online learning platforms provided by the state library or another entity at no or minimal cost to the administrative entity?” If unknown, report Missing.

E-Material Circulation

Electronic (digital) materials can be accessed online from an electronic device. Types of electronic materials include e-books, e-serials, e-audio, and e-video. Only count items that require user authentication and have a limited period of use. Count all checkouts, including renewals.

545 E-book Circulation

The total circulation of e-books during the reporting period. E-books are the digital equivalent of printed books that may be accessed online from an electronic device. E-books also include e-comics.

546 E-serial Circulation

The total circulation of e-serials during the reporting period. E-serials are periodic digital publications equivalent to printed newspapers, magazines, and similar media that are viewed as entire issues rather than as single articles returned from a research query.

547 E-audio Circulation

The total circulation of e-audio during the reporting period. E-audio are digital files of sound only (e.g., audiobooks, music) that may be accessed online from an electronic device.

548 E-video Circulation

The total circulation of e-videos during the reporting period. E-videos are digital files of moving visual images (e.g., movies, television shows) with or without sound that may be accessed online from an electronic device.

Circulation

549 Circulation of Children’s Physical Materials

The total annual circulation of all children’s materials in all physical formats to all users, including renewals. Include circulation of other physical items for children (e.g., kits, games, technology). If possible, do not include materials for teens/young adults.

550 Total Circulation of Materials

This is the sum of 552 Use of Electronic Materials and 553 Physical Item Circulation (data elements #552 and #553).

552 Use of Electronic Material

This is the sum of E-book Circulation, E-serial Circulation, E-Audio Circulation, and E-video Circulation (data elements #545 and #546).

553 Physical Item Circulation

This is the total annual circulation of all physical library materials of all types, including renewals.

NOTE: Count all physical materials in all formats that are charged out for use outside the library. Interlibrary loan transactions included are only items borrowed for users. Do not include items checked out to another library.

561 Circulation of Other Physical Items

Circulation of all physical items other than print books (data element 450), physical audio units (452), physical video units (data element 454), and serials, including renewals. These are materials in a fixed, physical format available for use outside the library. These can include a variety of items types, such as Wi-Fi hotspots, sewing machines, cake pans, tools, telescopes, board games, video games, etc.

Interlibrary Loan

575 Number of Items Provided To Other Libraries

This is the total number of library materials, or copies of the materials, provided by one autonomous library to another upon request. The libraries involved in interlibrary loans are not under the same library administration. “Library administration” means Administrative Entity. Do not include items loaned between outlets within the same library administrative entity.

576 Number of Items Received From Other Libraries

This is the total number of library materials, or copies of the materials, received by one autonomous library from another upon request. The libraries involved in interlibrary loans are not under the same library administration. “Library administration” means Administrative Entity. Do not include items loaned between outlets within the same library administrative entity.

PROGRAMS

A program is any planned event which introduces the group attending to any of the broad range of library services or activities or which directly provides information to participants. Programs may cover use of the library, library services, or library tours. Programs may also provide cultural, recreational, or educational information, often designed to meet a specific social need. Examples of these types of programs include film showings, lectures, story hours, literacy, English as a second language and citizenship classes, and book discussions. Count all programs, whether held on- or off-site, that are sponsored or co-sponsored by the library. Exclude programs sponsored by other groups that use library facilities. If programs are offered as a series, count each program in the series. For example, a Summer Reading Program offered once a week for eight weeks should be counted as eight programs. Note: Exclude library activities delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, resume writing assistance, homework assistance, and mentoring activities.

600 Total Number of Synchronous Program Sessions

This is a total count of the number of synchronous (live) program sessions during the reporting period. See the Synchronous Program Sessions Definition for more detail about what counts as a program session.

- Include in-person onsite, in-person offsite, and virtual synchronous program sessions.
- Each program session should only be counted once, regardless of the number of formats in which it is presented. For example, a program session that has both in-person and virtual attendance options should be counted as a single program session.

This is the sum of:

- Number of Synchronous Program Sessions Targeted at Children Ages 0-5 (data element 601),
- Number of Synchronous Program Sessions Targeted at Children Ages 6-11 (data element 602),
- Number of Synchronous Program Sessions Targeted at Young Adults Ages 12-18 (data element 603),
- Number of Synchronous Program Sessions Targeted at Adults Age 19 or Older (data element 604), and
- Number of Synchronous General Interest Program Sessions (data element 605).

Separately, it is also the sum of:

- Number of Synchronous In-Person Onsite Program Sessions (data element 606),
- Number of Synchronous In-Person Offsite Program Sessions (data element 607), and
- Number of Synchronous Live-Virtual Program Sessions (data element 608).

601 Number of Synchronous Program Sessions Targeted at Children Ages 0-5

A program session targeted at children ages 0-5 is any planned event for which the primary audience is infants, toddlers, or preschool-age children. Examples of these types of program sessions include, but are not limited to, story hours, every child ready to read programs, musical or sing-along events, and puppet shows. Include program sessions aimed at children ages 0-5 even if adult caregivers also attend. Each program session should only be counted in one age category based on its primary target audience. This figure is a subset of the Total Number of Synchronous Program Sessions (date element 600). See Synchronous Program Session definition for more information about counting program sessions.

602 Number of Synchronous Program Sessions Targeted at Children Ages 6-11

A program session targeted at children ages 6-11 is any planned event for which the primary audience is elementary-school-age children. Examples of these types of program sessions include, but are not limited to, story hours, science events, crafting classes, and summer reading events. Include program sessions aimed at children ages 6-11 even if adult caregivers also attend with the children. Each program session should only be counted in one age category based on its primary target audience.

603 Number of Synchronous Program Sessions Targeted at Young Adults Ages 12-18

A young adult program session is any planned event for which the primary audience is young adults ages 12 to 18 years. Examples of these types of program sessions include, but are not limited to, book clubs, college prep programs, teen tech or gaming clubs, and summer reading events. Each program session should only be counted in one age category based on its primary target audience.

This figure is a subset of the Total Number of Synchronous Program Sessions (data element 600). See Synchronous Program Session definition for more information about counting program sessions. Note: The Young Adult Services Association (YALSA) defines young adults as age 12 through 18.

604 Number of Synchronous Program Sessions Targeted at Adults Age 19 or Older

An adult program session is any planned event for which the primary audience is adults age 19 or older. Examples of these types of program sessions include, but are not limited to, book discussions, citizenship classes, and lectures. Each program session should only be counted in one age category based on its primary target audience. This figure is a subset of the Total Number of Synchronous Program Sessions (data element 600). See Synchronous Program Session definition for more information about counting program sessions.

605 Number of Synchronous General Interest Sessions

A general interest program session is any planned event that is appropriate for any age group or multiple age groups. Include all-age, all-library, family, and intergenerational program sessions. Examples of these types of program sessions include, but are not limited to, family game nights, holiday events, storytelling programs, or chess clubs. Include all programs here that do not fit into the other age category elements. Each program session should only be counted in one age category based on its primary target audience; do not include program sessions here that have already been counted in earlier age category elements. Avoid including program sessions that are targeted at more than one non-adult age category (and are not targeted at adults); these should be counted in the child or young adult age category that best represents the target audience.

This figure is a subset of the Total Number of Synchronous Program Sessions (data element 600). See Synchronous Program Session definition for more information about counting program sessions.

606 Number of Synchronous In-Person Onsite Program Sessions

An in-person onsite program session is any planned event that includes an in-person attendance option and takes place at library facilities. Examples include, but are not limited to, a job skills class in the library or a nature program on the library grounds. Regardless of the number of formats in which a program session is offered, each program session should only be counted once and in one format category. Include in-person program sessions that also have a virtual attendance option and count them as a single program session.

This figure is a subset of the Total Number of Synchronous Program Sessions (data element 600). See Synchronous Program Session definition for more information about counting program sessions.

607 Number of Synchronous In-Person Offsite Program Sessions

An in-person offsite program session is any planned event that includes an in-person attendance option and takes place somewhere other than the library or the library grounds. Examples include, but are not limited to, facilitating a book club at a local nursing home, hosting a story time at a local farmer's market, or visiting a school to present about library services. Regardless of the number of formats in which a program session is offered, each program session should only be counted once and in one format category. Include in-person program sessions that also have a virtual attendance option and count them as a single program session.

This figure is a subset of the Total Number of Program Sessions (data element 600). See Synchronous Program Session definition for more information about counting program sessions.

608 Number of Synchronous Virtual Program Sessions

A synchronous (live) virtual program session is any planned event that is streamed virtually and can be viewed live as it progresses (i.e., live-streaming). Regardless of the number of formats in which a program session is offered, each program session should only be counted once and in one format category. Include virtual program sessions that are also recorded. Include program sessions hosted on Facebook Premiere that are facilitated by a staff member. Count virtual program sessions at the administrative entity level; do not duplicate numbers at each branch. Exclude program sessions that also have an in-person component; these should be counted under Number Synchronous In-Person Onsite Program Sessions or Number of Synchronous In-Person Offsite Program Sessions (data elements 606 or 607).

This figure is a subset of the Total Number of Synchronous Program Sessions (data element 600). See Synchronous Program Session definition for more information about counting program sessions.

610 Total Attendance at Synchronous Programs

This is a total count of the audience at all program sessions during the reporting period. See the Synchronous Program Sessions definition for more detail about what counts as a program session.

- Include all attendees regardless of age (e.g., count all adult attendees of children's programs in children's program attendance).
- For program sessions with both in-person and virtual attendance, combine attendee counts across formats or platforms.

This is the sum of:

- Attendance at Synchronous Programs Targeted at Children Ages 0-5 (data element 611),
- Attendance at Synchronous Programs Targeted at Children Ages 6-11 (data element 612),
- Attendance at Synchronous Programs Targeted at Young Adults Ages 12-18 (data element 613),
- Attendance at Synchronous Programs Targeted at Adults Age 19 or Older (data element 614), and
- Attendance at Synchronous General Interest Programs (data element 615).

Separately, it is also the sum of:

- Synchronous In-Person Onsite Program Attendance (data element 616),
- Synchronous In-Person Offsite Program Attendance (data element 617), and
- Synchronous Virtual Program Attendance (data element 618).

611 Attendance at Synchronous Programs Targeted at Children Ages 0-5

The count of the audience at all program sessions for which the primary audience is children ages 0 to 5 years. Please count all attendees of these program sessions regardless of age.

612 Attendance at Synchronous Programs Targeted at Children Ages 6-11

The count of the audience at all program sessions for which the primary audience is children ages 6 to 11 years. Please count all attendees of these program sessions regardless of age.

613 Attendance at Synchronous Programs Targeted at Young Adults Ages 12-18

The count of the audience at all program sessions for which the primary audience is young adults ages 12 to 18 years. Please count all attendees of these program sessions regardless of age.

This figure is a subset of the Total Attendance at Synchronous Programs (data element 610). See Total Attendance at Synchronous Programs for more information about counting program session attendance.

614 Attendance at Synchronous Programs Targeted at Adults Age 19 or Older

The count of the audience at all program sessions for which the primary audience is adults age 19 or older. Please count all attendees of these program sessions regardless of age.

This figure is a subset of the Total Attendance at Synchronous Programs (data element 610). See Total Attendance at Synchronous Programs for more information about counting program session attendance.

615 Attendance at Synchronous General Interest Programs

The count of the audience at program sessions that are appropriate for any age group or multiple age groups. Please count all attendees of these program sessions regardless of age.

This figure is a subset of the Total Attendance at Synchronous Programs (data element 610). See Total Attendance at Synchronous Programs for more information about counting program session attendance.

616 Synchronous In-Person Onsite Program Attendance

The count of in-person attendance at program sessions that take place at library facilities.

Regardless of the number of formats in which a program session is offered, each attendee should only be counted once. Each attendee should be counted in the format category in which they attended the program session.

For in-person onsite programs that also have a virtual component, exclude virtual attendance; this should be counted under Synchronous Virtual Program Attendance (data element 618). This figure is a subset of the Total Attendance at Synchronous Programs (data element 610). See Total Attendance at Synchronous Programs for more information about counting program session attendance.

617 Synchronous In-Person Offsite Program Attendance

The count of in-person attendance at program sessions that take place somewhere other than the library. Regardless of the number of formats in which a program session is offered, each attendee should only be counted once. Each attendee should be counted in the format category in which they attended the program session.

For in-person offsite programs that also have a virtual component, exclude virtual attendance; this should be counted under Synchronous Virtual Program Attendance (data element 618). This figure is a subset of the Total Attendance at Synchronous Programs (data element 610). See Total Attendance at Synchronous Programs for more information about counting program session attendance.

618 Synchronous Virtual Program Attendance

The count of live attendance at virtual program sessions. Regardless of the number of formats in which a program session is offered, each attendee or view should only be counted once. Each attendee should be counted in the format category in which they attended or viewed the program session. Count each participant device connected to a virtual program as a single attendee. For program sessions hosted on Facebook Live, YouTube Live, or similar platforms, count peak concurrent viewers. For those hosted on videoconferencing platforms, count the maximum number of non-staff participants during the session.

For virtual program sessions that are also recorded for later, on-demand, asynchronous viewing, exclude views that occur after the session has ended; these should be counted under Total Views of Asynchronous Program Presentations (data element 630). For program sessions that also have an in-person component, exclude in-person attendance; this should be counted under Synchronous In-Person Onsite Program Attendance or Synchronous In-Person Offsite Program Attendance (data elements 616 or 617).

This figure is a subset of the Total Attendance at Synchronous Programs (data element 610). See Total Attendance at Synchronous Programs for more information about counting program session attendance.

620 Total Number of Asynchronous Program Presentations

Asynchronous program presentations are recorded videos or audio of program content that are posted online for downloading or on-demand viewing (rather than livestreaming). Only include program presentations posted during the reporting period. Include live program sessions that are recorded and posted online. Count each unique video or audio recording only once regardless of the number of platforms on which it is posted. Do not duplicate numbers at each branch; count only at the administrative entity level.

630 Total Views of Asynchronous Program Presentations within 30 Days

Report the count of views or plays of asynchronous program presentations for a period of thirty (30) days after the presentation was posted, even if that period extends beyond the survey reporting period (or fiscal year). For program presentations made available via Facebook, count unique 1-minute views of each video. For other platforms, count unique views or plays of each video or audio recording.

Self-Directed Activities

A self-directed activity is provided by library staff for patrons, typically on an occasional basis, without the expectation of staff interaction while the activity is being completed. These activities can be done by the participant onsite in the library or offsite, such as at home.

Examples of self-directed activities include: “take and make” kits and crafts, or other grab-and-go activities, self-guided Story Walk, contests and scavenger hunts, social media challenges, virtual escape rooms, 1000 Books Before Kindergarten.

- 650.1 Number of Self-directed activities for ages 0-5
- 650.2 Number of Participants in activities for ages 0-5
- 650.3 Number of Self-directed activities for ages 6-11
- 650.4 Number of Participants in activities for ages 6-11
- 650.5 Number of Self-directed activities for ages 12-18
- 650.6 Number of Participants in activities for ages 12-18
- 650.7 Number of Self-directed activities for ages 19+
- 650.8 Number of Participants in activities for ages 19+
- 650.9 Number Self-directed activities for General Interest
- 650.0 Number Participants in activities for General Interest

INTERNET ACCESS

650 Number of Internet Computers Used by General Public

Report the number of the library’s Internet Computers [personal computers (PCs), laptops, and tablets], whether purchased, leased, or donated, used by the general public in the library. Do not include computers that connect to the Internet for a dedicated purpose (e.g., to access an OPAC or specific database, or to train the public) or purposes.

651 Number of Uses (sessions) of Public Internet Computers

This is the total number of uses (sessions) of the library’s Internet computers in the library during the reporting period. If the computer is used for multiple purposes (Internet access, word-processing, OPAC, etc.) and Internet uses (sessions) cannot be isolated, report all usage.

Note: This count includes only the library’s Internet computers. Do not include wifi access using non-library computers. Count each use (session) for public internet computers, regardless of the amount of time spent on the computer. For example, a user who uses the library’s public Internet computers three times a year would count as three uses (sessions). A typical week or other reliable estimate may be used to determine the annual number.

651a Reporting Method for Number of Uses of Public Internet Computers Per Year

Regarding the Number of Uses (Sessions) of Public Internet Computers per Year (data element 651) entered, is this an annual count or an annual estimate based on a typical week or weeks?

Select one of the following:

CT—Annual Count

ES—Annual Estimate Based on Typical Week(s)

652 Wireless Sessions

Report the number of wireless sessions provided by the library wireless service annually. Count one session for each time a device connects to the library's wireless network, regardless of the duration of connection. If possible, only count sessions for patron devices and exclude library devices such as routers, access points, printers, and public access computers; otherwise, if patron devices cannot be isolated, report sessions for all devices.

NOTE: If an annual count of wireless sessions is unavailable, count wireless sessions during a typical week or weeks using methods like hardware logging or network scanning, and multiply the count to represent an annual estimate. (Do not conduct visual surveys of devices in use as a method to establish a count of a typical week.) A “typical week” is a time that is neither unusually busy nor unusually slow. Avoid holiday times, vacation periods for key staff, or days when unusual events are taking place in the community or in the library. Choose a week in which the library is open its regular hours.

652a Reporting Method for Wireless Sessions

Regarding the number of Wireless Sessions (data element 652) entered, is this an annual count or an annual estimate based on a typical week or weeks of hardware logging or network scanning?

Select one of the following:

CT—Annual Count

ES—Annual Estimate Based on Typical Week(s)

655.1 Public Wi-Fi Network Availability Hours

Indicate the hours of operation for any outdoor public Wi-Fi network (e.g. M-F 8a-10p)

655.2 Total Number of Hotspots Available for Circulation

Report the total number of hotspots available for circulation at your library. Hotspots are portable devices that provide wireless internet access to your patrons. Provide an accurate count of all hotspots currently in your library's catalog.

655.3 Hotspot Circulation for Reporting Period

Report the total circulation figure for the reporting period for the hotspots offered by your library.

655.4 Library IP Address or IP Address Range

Report your library's IP address or IP address range used for public access computers and services. If your library uses a range, specify the starting and ending IP address.

Note: To find your library's IP address or IP address range, please follow these steps: 1. Contact your IT department – reach out to your library's IT department or the personnel responsible for network administration. They should have access to this information and can provide it to you. 2. Check network settings – if you have access to network settings or configurations, you may find the library's IP address or IP address range there. Look for network settings on library computers or routers. 3. Use online tools – you can use online tools or websites that provide information about the public IP address of your network.

Simply search for “what is my IP address” on a search engine while connected to the library’s network, and it will display the current public IP address.

OUTLET

700 WebPLUS Identification Number

This is the identification code assigned by PLS Web Portal. Outlets are assigned the same FSCS ID as the administrative entity to which they belong, with a unique three-digit suffix added to distinguish each outlet.

701 State Assigned Identification Number

This is the state-assigned identification code for the outlet.

702 Legal Name

This is the legal name of the outlet.

Note: Provide the legal name of the outlet. Do not use acronyms. Do not abbreviate the name unless it exceeds the PLS Web Portal field length of 60 characters. Avoid abbreviations at the beginning of the name and do not punctuate abbreviations.

703 Physical Street Address

This is the complete address of the outlet.

Note: Do not report a post office box or general delivery. For a bookmobile that operates from an administrative entity, branch, or central library, report the address of the administrative entity, branch or central library from which it operates. For a bookmobile that is itself the administrative entity, report the address where the bookmobile is parked at night.

704 City

This is the city or town in which the outlet is located.

705 Zip Code

This is the standard five-digit postal ZIP code for the street address of the outlet.

707 County of the Outlet

This is the county in which the outlet is physically located.

708 Phone Number

This is the telephone number of the outlet, including area code.

709 Outlet Type Code

An outlet is a unit of an administrative entity that provides direct public library service. Select one of the following: BM—Books-by-Mail Only. A direct mail order service which provides books and other library materials. Books-by-Mail typically serves rural residents, the disabled, the homebound, and others without access to another type of public library outlet. Requests for materials are usually received by mail and by telephone only. Only Books-by-Mail services that are housed separately from any other type of direct public service outlet (that is, central library, branches, or bookmobiles) should be coded here. BR—Branch Library. A branch library is an auxiliary unit of an administrative entity which has at least all of the following: separate

quarters; an organized collection of library materials; paid staff; and regularly scheduled hours for being open to the public. BS—Bookmobile(s). A bookmobile is a traveling branch library. It consists of at least all of the following: a truck or van that carries an organized collection of library materials; paid staff; and regularly schedule hours (bookmobile stops) for being open to the public.

Note: Each administrative entity may report either not central library or one central library. No administrative entity may report more than one central library. If you wish to identify a central library in the outlet file, identify the library with the largest collection as the central library for FSCS purposes, and report all others as branches. Where there are several coequal outlets and no principal collection, report all such outlets as branches, not central libraries.

711 Square Footage of Outlet

Provide the area, in square feet, of the public library outlet (central library or branch). Report the total area in square feet for each outlet (central library or branch) separately, This is the area on all floors enclosed by the outer walls of the library outlet. Include all areas occupied by the library outlet, including those areas off-limits to the public. Include any areas shared with another agency or agencies if the outlet has use at that area.

712 Number of Bookmobiles

The number of bookmobiles in the bookmobile outlet record.

Note: A bookmobile outlet record may include one or more bookmobiles. Complete this data element only if the record is of the type BS – Bookmobile(s) (see outlet data element #709). A bookmobile is a traveling branch library. It consists of at least the following: A truck or van that carries an organized collection of library materials; a paid staff; and regularly scheduled hours (bookmobile stops) for being open to the public. Count vehicles in use, not the number of stops the vehicle makes.

713 Public Service Hours Per Year

This is the number of annual public service hours for outlets (reported individually by central, branch, bookmobile and Books-by-Mail only).

Note: Include the **ACTUAL** hours open for public service for centrals (element #209), branches (element #211), and Books-by-Mail Only. For each bookmobile, count only the hours during which the bookmobile is open to the public. For administrative entities that offer **ONLY** books-by-mail service, count the hours that the outlet is staffed for service. Minor variations on public service hours need not be included. Extensive hours closed to the public due to natural disasters or other events should be excluded from the count.

714 Number of Weeks Open

This is the number of weeks during the year that an outlet was open to the public.

Note: Include the number of weeks open for public service for centrals (element #209), branches (element #211), and Books-by-Mail Only. For each bookmobile, count only the weeks during which the bookmobile is open to the public. For administrative entities that offer **ONLY** books-by-mail service, count the weeks that the outlet is staffed for service. The count should be based on the number of weeks that a library outlet was

open for half or more of its scheduled service hours. Extensive weeks closed to the public due to natural disasters or other events should be excluded from the count. **Do not** calculate based on total number of service hours per year at the outlet level. For example, by dividing total hours by the average hours open per week. Round to the nearest whole number of weeks. If the library was open half or more of its scheduled hours in a given week, round up to the next week. If the library was open less than half of its scheduled hours, round down.

Limited public occupancy practices can include reduced hours open, limits on the number of public members inside the physical building, appointment only on-site library use, visitor time limits, closed stacks or meeting rooms, etc.

Deleted Data Elements

The following 11 data elements have been deleted from the FY 2024 PLS data collection:

- Data Element 451, Electronic Books (EBOOK)
- Data Element 453, Audio - Downloadable Units (AUDIO_DL)
- Data Element 455, Video - Downloadable Units (VIDEO_DL)
- Data Element 456, Local/Other Cooperative Agreements (EC_LO_OT)
- Data Element 457, State (state government or state library) (EC_ST)
- Data Element 458, Total Electronic Collections (ELECCOLL)
- Data Element 551, Circulation of Children's Materials (KIDCIRCL)
- Data Element 554, Successful Retrieval of Electronic Information (ELINFO)
- Data Element 555, Electronic Content Use (ELCONT)
- Data Element 556, Total Collection Use (TOTCOLL)
- Data Element 653, Website Visits (WEBVISIT)