

## INSTRUCTIONS

New Hampshire State Library  
New Hampshire Public Library Annual Report  
FY2006  
Bibliostat Collect

**DUE DATE: MAY 22, 2007**

The statistics collected in this report are used to compile and publish the annual *New Hampshire Public Library Statistics*. This report covers the fiscal year of either July 2005-June 2006 or January-December 2006, depending on your library's practice. Selected data are reported to the National Center for Education Statistics (NCES) through the Federal-State Cooperative System (FSCS) which creates a composite report on public libraries in the United States. The following instructions ensure comparable data from all U.S. public libraries.

All items are defined and explained below. If these instructions are not clear, or you need more explanation of an item, please contact Sue Palmatier or Tom Ladd at 1-800-462-1726 or at [spalmatier@library.state.nh.us](mailto:spalmatier@library.state.nh.us) or [tladd@library.state.nh.us](mailto:tladd@library.state.nh.us).

## GENERAL DIRECTIONS

- A. **ALL QUESTIONS MUST BE ANSWERED OR BIBLIOSTAT COLLECT WILL NOT ACCEPT THE FORM. Do not provide a blank space as a response.** Enter either "0" (zero) or "none". Enter "n/a" only if a question is not applicable. "Not applicable" means that you do not collect the data or do not have access to it.
- B. **DO NOT** use commas when entering numeric values; the program will insert commas in the proper location.
- C. Round figures for all dollar responses. **DO NOT** provide cents. Provide hourly rates for personnel data. **DO NOT** provide annual salaries. Divide annual salaries by hours worked per year to determine an hourly rate.
- D. **DO NOT** use punctuation when entering telephone numbers; the program will automatically format the number.

- E. **TOTALS.** For questions where a formula is given and the question is written in red (and the box is gray), the program automatically adds the figures and enters the total. If the figure does not agree with your calculations, the program **will not** allow you to change the figure. Check each question related to the formula and make sure you have not accidentally entered the wrong figure or transposed a number. Please recheck all your calculations.
  
- F. Provide real data whenever possible. You may estimate if necessary. **DO NOT GUESS.**
  
- G. **DEFINITIONS.** To review a definition while completing the form, click on the number of the question and the definition will be displayed.
  
- H. **ADD GROUP and REMOVE GROUP boxes.** Clicking on the **ADD GROUP** box at the end of a question will provide additional lines to enter multiple sets of data such as more staff than allowed for on the original form. Clicking on the **REMOVE GROUP** box at the end of a section will delete **all** of the data lines association with that section of any question.
  
- I. **NOTES.** If you need to make a note for yourself, for the State Library, or to respond to an **EDIT CHECK**, click on the notepad to the right of the question. When the **NOTE box** appears, click on Local, State, or Federal and then click in the box in order to type the note. After typing the note, click on OK.

You may place notes in each of the three categories, but you must click on the desired heading before entering a note.

**Edit checks** are the result of parameters established by FSCS. Please read the edit check carefully and respond to the question being asked.

- J. **PRE-FILLED ANSWERS.** The information pre-filled was entered on previous reports by your library or by the State Library. Please do not delete information unless it is incorrect. **FSCS codes should never be altered.** If you question a code that has been entered for you, call 1-800-462-1726 and discuss the options with Sue Palmatier or Tom Ladd before changing that code.
  
- K. **HELP.** If you need help with Bibliostat Collect, please don't hesitate to call Sue Palmatier or Tom Ladd or a service representative at Informata, the company that provides the program.

**NEW HAMPSHIRE STATE LIBRARY ~ 1-800-462-1726**

or [spalmatier@library.state.nh.us](mailto:spalmatier@library.state.nh.us) or [tladd@library.state.nh.us](mailto:tladd@library.state.nh.us)

**INFORMATATA ~ 1-866-785-9935**

## **DEFINITIONS AND DETAILED INSTRUCTIONS**

### **IDENTIFICATION**

Information in this section will be used to identify the library and to ensure the data reported for the library are listed correctly in the *New Hampshire Public Library Statistics*.

1. **Location.** The city or town in which the main library is physically located. This is NOT an address.
2. **Legal Name of Library.** The actual name of your library (for example: Weeks Memorial Library).
3. **Librarian Name and Title.** **The name of the person hired to be responsible for operating the library. If the director position is vacant** at the time of filing this report, provide the name and title for the acting or interim director and label as such. Indicate the title your library board has chosen for this position (for example: Director, Head Librarian, Library Director).
4. **Date Library Legally Established.** The date that any type of funds was established for a public library. The funds can be municipal funds, private funds, or endowment funds. **DO NOT** provide the date your library was built.
5. **Library Telephone Number.** The telephone number of the main library. If your library does not have a telephone, list an alternate contact telephone number and indicate whose number it is.

6. **Library Fax Number.** The FAX number of the main library, if applicable.
  
7. **Internet Address.** The **e-mail address** to be used to contact the library director. If your library has a **web site** accessible over the Internet, please include the address (the URL) for the **Internet Home Page**. If the library administrative entity does not have a web site at this time, enter n/a. **If a branch has a separate web address, please include it with the branch information.** If your library's address begins with "www", PLEASE include it; all web addresses are tested for accuracy.
  
8. **Address of Library.** Provide the complete street address for the PHYSICAL location of the library. If there is no street address, list the closest intersection. **DO NOT** provide a P.O. Box for the physical address. Report a post office box or general delivery address **only** if the mailing address is different from the street address.
  
9. **Legal Service Boundaries.** Please note whether or not the legal service area boundaries have changed in the past year.
  
10. **Library Cooperative.** Mark ALL New Hampshire library cooperatives your library belongs to and/or participates in.
  
11. **Dates for this Annual Report.** Provide the inclusive fiscal-year dates for which this annual report is filed: July 2005-June 2006, or January-December 2006.
  
12. **Contracting to Receive Library Services.** Contracts are written documents and specify services to be received and the amount of annual expenditure on such services.
  
13. **Contracting to Provide Library Services.** Contracts are written documents and specify services to be provided and the amount of annual income for such services.
  
14. **Combined Public and School Library.** Report YES if your library shares the same physical space as a school library.

## **SERVICE HOURS**

Service outlets that are **NOT OPEN TO THE PUBLIC** are **NOT** to be reported as public service outlets. Service must be provided on a regular basis throughout the year or seasonally. Enter **Closed** if library is closed during this time.

15a. **TOTAL Hours Open in a Typical Week.** These are the **TOTAL** weekly public service hours for **ALL** service outlets combined.

15b. **TOTAL [bold] Hours Open per Year.** These are the **TOTAL** annual public service hours for **ALL** service outlets combined.

16. **Sunday Hours.** Indicate only whether your library is open on Sundays; **DO NOT** give the number of hours open.

## SERVICE OUTLETS AND LIBRARY VISITS

### 17. Library Visits

a. Count the total number of persons entering the library for whatever purpose during the year. *Include* persons attending activities or meetings, and those requiring no staff services. **NOTE:** If an actual count is unavailable, determine an annual estimate by counting visits during a typical week in April or October and multiplying the count by 52. A “typical week” is a time that is neither unusually busy nor unusually slow. Avoid school vacations, holiday times, vacation periods for key staff, or days when unusual events are taking place in the community or 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).

b. **Automated Counter.** If your library has an electronic counter installed at its main entrance, report YES.

18. **Bookmobiles.** These are trucks or vans specially equipped to carry books and other library materials; they serve as traveling branches. Count the number of vehicles in use, NOT the number of stops the vehicle makes. **DO NOT** count bookmobiles as branch libraries.

19. **Branch Libraries.** A branch library is an auxiliary unit of an Administrative Entity which has at least all of the following: 1) separate quarters; 2) an organized collection of library materials, 3) paid staff, and 4) regularly scheduled hours open to the public.

- a. Enter the number of branch libraries.
  
  - b. List branch library names, telephone numbers, and addresses.
  
  - c. Enter the Internet address of the branch library if it differs from that of the central library.
20. **Other Service Outlets.** Enter the number of other service outlets. Examples are outlets in senior citizen centers, day care centers, jails, or other organizations or institutions, where you place small and frequently changed collections of books and other library materials.

## REGISTERED BORROWERS

- 21a. **Resident Borrowers.** Report the number of registered borrowers' cards in force as of the last day of the reporting year. Count borrowers as "resident" if they reside within your legal service area. If your library issues special cards to businesses, schoolteachers, etc., within your community, count these as resident borrowers.
- 21c. **Number of Registered Borrowers.** A registered borrower is a library user who has 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. The borrower may be a resident or non-resident. **NOTE:** Files should have been purged within the past three (3) years
22. **Non-Resident Borrowers.** If your library charges library card fees to any person living outside your legal service area, complete this section. Provide the current information for your non-resident fee schedule and how many non-resident cards were purchased during the year. If cards are purchased for any portion of a year (such as summer cards), count each purchase as 1 card. If your library charges a non-resident fee but does not issue cards, count the number of persons who paid the fee. If your library does not lend to non-residents, enter n/a.

## CHILDREN AND YOUNG ADULTS

For questions 23-28, "children" are to be considered persons 14 years or younger.

23. **Total Number of Children's Program in Year.** A children's program is any planned event for which the primary audience is children and which introduces the group of children attending to any of the broad range of library services or activities for children or which directly provides information to participants. Children's programs may cover use of the library, library services, or library tours. Children's programs may also provide cultural, recreational, or educational information, often designed to meet a specific social need. Examples of these types of programs include story hours and summer reading events.

Count all children's programs, whether held on- or off-site that are sponsored or co-sponsored by the library.

Do not include children's programs sponsored by other groups that use library facilities.

If children's programs are offered as a series, count each program in the series. For example, a story hour offered once a week, 48 weeks a year, should be counted as 48 programs.

Exclude library activities for children delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, homework assistance, and mentoring activities.

24. **Total Number of Young Adult Programs in Year.** "Young adult" is an age defined by your library. "Program" is as defined for children's programs in the previous question. If a program is for children and young adults together, count it in children's programs. **DO NOT** count joint programs as two programs. If you do not count young adult programs separately from children's programs, enter n/a.

25. **Children's Program Attendance.** The count of the audience at all programs intended primarily for persons 14 years or younger. Include ALL persons who attend, whether adults or children.

26. **Young Adult Program Attendance.** The count of the audience at all programs for which the primary audience is young adults. "Young adult" is an age defined by your library. If a program is for children and young adults together, or you do not differentiate, count the attendance at each program **ONLY ONCE**, in Children's Program Attendance.

27. **Children's Holdings.** The count of all library materials in all formats that have been cataloged, classified, and/or otherwise made ready for use by persons 14 years or younger. Count items, not titles. Include an estimate of unprocessed paperbacks. **DO NOT** report children's periodicals, whether cataloged or uncataloged. If this count is not taken in your library, enter n/a.

28. **Children's Materials Expenditures.** Include all expenditures for materials purchased or leased for use by persons 14 years or younger. Report the amount actually spent, NOT the budget, for all materials in all formats. If this expenditure is not itemized in your library budget, enter n/a.

## REFERENCE TRANSACTIONS

29. **Number of Reference Transactions.** Definition: A reference transaction is an information contact which involves knowledge, use, recommendation, interpretation, or instruction in the use of one or

more information sources by a member of the library staff. It **INCLUDES** information and referral services.

DO NOT count directional transactions or questions of rules or policies. Examples of directional transactions are: "Where are the children's books?" and "I'm looking for a book with a call number 031." An example of a question of rules or policies is: "Are you open on Sundays?"

**NOTE:** If an actual reference transaction count for the year is unavailable, count the reference transactions during a typical week in October and multiply that figure by 52. A "typical week" is a time that is neither unusually busy nor unusually slow. Avoid school vacations, holiday times, vacation periods for key staff, and 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 calendar days from Sunday through Saturday, or whenever the library is usually open.

## RESOURCES OWNED

For each category, report the number of physical units (items) acquired as part of the collection and cataloged, whether purchased, leased, licensed, or donated as gifts. Complete every box; **DO NOT leave a box blank**. Enter "0" (zero) for none. If the exact number is unknown, enter an estimate. Items that are packaged together (e.g., two compact discs or two videocassettes), and which are generally checked out as a unit, should be counted as one physical unit. Items which are packaged together but can be used separately (e.g., a book and a tape) should be counted as separate items.

**HELD AT THE END OF LAST YEAR.** The number of volumes owned by the library at the **START** of the reporting year.

**HELD AT THE END OF THIS YEAR [THE REPORTING YEAR].** The total number of volumes held at the **END** of last year, **minus** the number withdrawn during the year, **plus** the number added during the year.

30. **Books in Print.** Books are non-periodical printed publications bound in hard or soft covers, or in loose-leaf format. Report the number of **physical units**, including duplicates. **INCLUDE** government documents arranged by SuDocs classification. **EXCLUDE** periodicals, books-on-tape, and microforms.

31. **Serial Backfiles in Print.** Serials are publications issued in successive parts, usually at regular intervals, that are intended to be continued indefinitely. Serials include periodicals (magazines); newspapers; annuals (reports, yearbooks, etc.); journals, memoirs, proceedings, and transactions of societies; and numbered monographic series. Government documents and reference tools are often issued as serials. **EXCEPT FOR THE CURRENT VOLUME**, count unbound serials as a volume when the library has at least half of the issues in a publisher's volume. Report the number of **physical units**, including duplicates. However, serials packaged together as a unit (e.g., a 2-volume serial

monograph) and checked out as a unit are counted as one physical unit. EXCLUDE pamphlets. For smaller libraries, if volume data are not available, count the number of titles.

32. **TOTAL Print Materials.** (Sum of lines 30 and 31)
33. **Electronic Books (E-books).** E-books are digital documents (including those digitized by the library), licensed or not, where searchable text is prevalent, and which can be seen in analogy to a printed book (monograph). INCLUDE no-serial government documents. E-books are loaned to users on portable devices (e-book readers) or by transmitting the contents to the user's personal computer for a limited time. INCLUDE e-books held locally and remote e-books for which permanent or temporary access rights have been acquired. Report the number of **physical or electronic units**, including duplicates, for all outlets. E-books packaged together as a unit (e.g., multiple titles on a single e-book reader) and checked out as a unit are counted as one unit. For smaller libraries, if volume data are not available, count the number of titles. **NOTE:** Under this category, report only items the library has selected as part of its collection and made accessible through the library's own catalog.
34. **Audios.** Audios are materials on which sounds (only) are stored (recorded) and can be reproduced (played back) mechanically or electronically or both. INCLUDE records, audiocassettes, audio cartridges, audio discs (including audio CD-ROMs), audio-reels, talking books, and other sound recordings. Report the number of **physical units**, including duplicates. Items packaged together as a unit (e.g., two audiocassettes for one recorded book) and checked out as a unit are counted as one physical unit. For smaller libraries, if physical unit data are not available, count the number of titles.
35. **Videos.** Videos are materials on which moving pictures are recorded, with or without sound. Electronic playback reproduces pictures, with or without sound, using a television receiver or monitor. Video formats may include tape, DVD, CD-ROM, etc. Report the number of **physical units**, including duplicates. Items packaged together as a unit (e.g., two videocassettes for one movie) and checked out as a unit are counted as one physical unit. For smaller libraries, if physical unit data are not available, count the number of titles.
36. **Licensed Databases.** Report the number of licensed databases (including locally mounted or remote, full-text or not) for which temporary or permanent access rights have been acquired through payment by the library, or by formal agreement with the State Library or a cooperative agreement within the state or region. A database is a collection of electronically stored data or unit records (facts, bibliographic data, abstracts, texts) with a common user interface and software for the retrieval and manipulation of the data.  
**NOTE:** The data or records are usually collected with a particular intent and relate to a defined topic. A database may be issued on CD-ROM, diskette, or other direct access method, or as a computer file accessed via dial-up methods or via the Internet. Subscriptions to individual electronic serial titles are reported under Current Electronic Serial Subscriptions (line 38), **NOT** here. Each database is counted individually even if access to several databases is supported through the same vendor interface (e.g., ProQuest or OCLC FirstSearch).  
**Report** the number of licensed databases acquired through payment or formal agreement, by **source of access:** Local, state, or other cooperative or consortium agreement.

37. **Current Print Serial Subscriptions.** Report the number of **current** print serial subscriptions, including duplicates, for all outlets. Examples of serials are periodicals (magazines), newspapers, annuals, some government documents, some reference tools, and numbered monographic series. Count **titles**, not physical units (e.g., two current subscriptions to *Yankee* count as two titles, although you may have six issues, or physical units, at the moment).
38. **Current Electronic Serial Subscriptions.** Report the number of **current** electronic, electronic-and-other-format, and digital serial subscriptions (e-serials, e-journals), including duplicates, for all outlets. Examples include periodicals (magazines), newspapers, annuals, some government documents, some reference tools, and numbered monographic series **distributed in the following ways:** (a) via the Internet (e.g., HTML, PDF, JPEG, or compressed file formats such as zipped files; (b) on CD-ROM or other portable digital carrier; (c) on databases (including locally mounted databases); and (d) on diskettes or magnetic tapes. Electronic serial subscriptions include **serials held locally or remote resources** that the library has **authorization to access**, including those available through statewide or consortia agreements (e.g., through NHAIS). **EXCLUDE** subscriptions to indexing and abstracting databases that include full-text serials content (e.g., EBSCOhost, ProQuest, OCLC FirstSearch). **"NOTE:** The **State Library does not provide access to any electronic serials**, so unless your own library subscribes electronically, the answer is 0 (zero)."

## USE OF RESOURCES

39. **Number of Adult Materials Loaned.** Report all adult and young adults materials, in all formats, checked out to patrons of your library, branches, bookmobiles, or other outlets. **INCLUDE** renewals; interlibrary loans received from other libraries and then loaned to your patrons; bulk loan materials; and reciprocal borrowing transactions. **EXCLUDE** items loaned to another library.
40. **Number of Children's Materials Loaned.** Report all children's materials in all formats – intended for patrons 14 and younger – checked out to **ANY** patrons of your library, branches, bookmobiles, or other outlets. **INCLUDE** renewals; interlibrary loans received from other libraries and then loaned to your patrons; bulk loan materials; and reciprocal borrowing transactions. **EXCLUDE** items loaned to another library. **NOTE:** Children's materials are those which are intended for use by persons 14 and younger, regardless of the age of the person who checks out the materials.
41. **TOTAL Number of Materials Loaned.** (**Sum** of lines 39 and 40) This is the **total circulation** figure for your library for the reporting year.
42. **Reciprocal Borrowing.** Reciprocal borrowing is the loaning of materials directly to cardholders from other libraries. **THESE ARE NOT INTERLIBRARY LOANS.** Reciprocal borrowing takes place in person. Report YES if your library participates in reciprocal borrowing. Also report the number of materials loaned to reciprocal borrowers.

43. **Number of Interlibrary Loans Lent to Other Libraries.** These are library materials, or copies of library materials, **lent** by your library to another library upon request during the reporting year. Transactions between branches of the same library organization should not be counted here.
44. **Number of Interlibrary Loans Borrowed from Other Libraries.** These are library materials, or copies of library materials, **borrowed** by your library from another library upon your request during the reporting year. Transactions between branches of the same library organization should not be counted here.
45. **Loan Periods.** Report the number of days that items in your general collection are loaned to regular patrons. Any portion of a day counts as a day. If a collection is non-circulating, report "0" (zero). If loan periods are different for your adult and children's materials, report children's loan periods separately. Enter **N/A** if **Children's Loan Periods** do not apply.

## OPERATING REVENUE BY SOURCE

**Report as whole dollars only; omit cents. If your library does not have an item in its budget, enter n/a. Report only revenue received and used for operating expenditures. EXCLUDE contributions to endowments, carry-over funds from the previous year, funds spent by others "on behalf of" the library, revenue passed through to another agency, revenue budgeted but never received, and the value of any contributed or in-kind services.**

46. **Local Government Revenue.** This includes all tax and non-tax receipts received from the municipality of the public library and available for expenditure by the public library. EXCLUDE income from tax anticipation warrants. EXCLUDE the value of any contributed or in-kind services and the value of any gifts, donations, fines, or fees. In-kind is the provision of services by another agency in place of some cash support (e.g., if the town pays the electricity for the library, but not out of the library's budget, the value of the electricity is **not** counted as revenue).
47. **State Government Revenue.** Report all funds received by your library from the State of New Hampshire. EXCLUDE federal funds distributed by the state (see line 48). INCLUDE income received from the N.H. State Library through the "Kids, Books & the Arts" (KBA) grant program to fund Summer Reading Program activities. INCLUDE income received from the New Hampshire Land and Community Heritage Investment Program (LCHIP).
48. **Federal Government Revenue.** INCLUDE funds received directly from the federal government (e.g., E-rate funds) as well as federal funds distributed by the state (e.g., LSTA grants).
49. **Trust/Endowment Funds.** Report interest ONLY, not principal.

50. **Other Operating Revenue.** Report all operating revenue **other than** that reported in lines 46, 47, 48, and 49. **INCLUDE**, for example, fines, fees, donations (including cash from the Friends group), bequests, interest, and dividends. **EXCLUDE** the value of any contributed services or the value of in-kind gifts and donations. **EXCLUDE** any amount drawn from the principal of a trust fund.
51. **TOTAL Operating Revenue.** (Sum of lines 46 through 50)

## **OPERATING EXPENDITURES BY CATEGORY**

**Report as whole dollars only; omit cents. If your library does not have an item in your budget, enter n/a. Operating expenditures are the current and recurrent costs necessary to support the provision of library services. INCLUDE all expenditures regardless of the source of funds. INCLUDE expenditures paid by other taxing agencies "on behalf of" your library if the information is available to your library and the expenditures are supported by documents such as invoices, contracts, or payroll records (e.g., if the town pays for the library's electricity and has paper or electronic records to prove it, include the amount expended on the library's behalf). DO NOT estimate such expenditures.**

### **Staff Expenditures**

52. **Salaries & Wages Expenditures.** This is the sum of the salaries and wages for all library staff, (including maintenance, security, and plant operations staff) for the reporting year. Report salaries and wages **before** deductions, but **EXCLUDE** employee ("fringe") benefits.
53. **Employee Benefits Expenditures.** This is the sum of benefits outside of salaries and wages paid to employees. Report fringe benefits paid and accruing to all library staff (including maintenance, security, and plant operations staff), regardless of whether the benefits or equivalent cash options are available to all employees. **INCLUDE** amounts for direct paid employee benefits such as Social Security, retirement, medical insurance, life insurance, guaranteed disability income protection, unemployment compensation, workers' compensation, tuition, and housing benefits. **INCLUDE both** library-paid and municipality-paid benefits. **NOTE: If this figure cannot be separated from Salaries and Wages, enter n/a and explain.**  
**PLEASE BE AWARE THAT IF YOU MUST USE N/A FOR EMPLOYEE BENEFITS, YOUR TOTAL STAFF EXPENDITURES WILL ALSO BE SHOWN AS N/A AND WILL NOT COUNT AS PART OF YOUR BUDGET IN STATE OR FEDERAL STATISTICAL COMPILATIONS.**
54. **TOTAL Staff Expenditures.** (Sum of lines 52 and 53)

## Collection Expenditures

Report all operating expenditures from the library budget for materials in print, microform, electronic, and other formats that are considered part of the collection, whether they are **purchased, leased, or licensed**. EXCLUDE charges or fees for interlibrary loans and expenditures for document delivery.

55. **Print Materials Expenditures.** Report expenditures for the following print materials: books, serial backfiles, current serial subscriptions, government documents, and any other print acquisitions.
56. **Electronic Materials Expenditures.** Report all operating expenditures for electronic (digital) materials. Types of electronic materials INCLUDE e-books, e-serials (including journals), government documents, databases (including locally mounted, whether full text or not), electronic files, reference tools, scores, maps, or pictures in electronic or digital format, including materials digitized by your library.

Electronic materials can be distributed on magnetic tape, diskettes, computer software, CD-ROM, or other portable digital carrier, and can be accessed via a computer, via access to the Internet, or by using an e-book reader.

INCLUDE expenditures for materials held locally **and** for remote electronic materials for which **permanent or temporary access rights** have been acquired. INCLUDE expenditures for database licenses. **NOTE:** This definition is based on ISO 2789.

57. **Other Materials Expenditures.** Report all operating expenditures for other materials, such as microform, audio, video, DVD, framed artwork, puppets, and materials in new forms. INCLUDE expenditures for non-print materials purchased or leased for use by the public.
58. **TOTAL Collection Expenditures.** (Sum of lines 55, 56, and 57)
59. **Other Operating Expenditures.** Report all operating expenditures for items not covered in lines 55 through 57. INCLUDE expenditures for library and general office supplies, processing costs, binding, repair or replacement of existing furnishings and equipment, and costs incurred in the operation and maintenance of physical facilities (e.g., utilities, rent, and contracts for such services) and fees paid to a consultant, auditor, architect, attorney, etc.". **NOTE: INCLUDE here the amount reported on line 77 (Internet Telecommunications Expenditures). Report the purchase of fixed assets on line 66 only.**

60. **TOTAL Operating Expenditures.** (Sum of lines 54, 58, and 59) **NOTE: Lines 51 and 60 need not agree, but line 60 should be equal to or less than line 51.** If your library actually spent more than can be accounted for under Operating Revenue, please explain in the Note section (e.g., if you had to withdraw principal from a trust fund). Click on the notepad display to the right of question 60; when the Note box appears, click on "State" and enter your explanation; then click on "Federal" and enter the same explanation. When you're done, click OK.

## CAPITAL

Report all revenue to be used for major capital expenditures. 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, non-print, 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. INCLUDE money from warrant articles, bond issues, and withdrawals from capital reserve funds. Report federal, state, local, and other revenue to be used for major capital expenditures in the following categories:

61. **Local Government Capital Revenue.** Report all governmental funds designated by the community, district, or region and available to the public library for the purpose of major capital expenditures, except for state and/or federal money distributed by the local government.
62. **State Government Capital Revenue.** Report all funds distributed to public libraries by state government for expenditure by the public libraries for the purpose of major capital expenditures, except for federal money distributed by the state.
63. **Federal Government Capital Revenue.** Report federal governmental funds, including federal funds distributed by the state or locality, and grants and aid, received by the library for the purpose of major capital expenditures.
64. **Other Capital Revenue.** Report private (non-governmental funds), including grants received by the library for the purpose of major capital expenditures.
65. **Total Capital Revenue.** This is the sum of Local Government Capital Revenue, State Government Capital Revenue, Federal Government Capital Revenue, and Other Capital Revenue.

**Note:** The amounts reported for Total Capital Revenue and Total Capital Expenditures are not expected to be equal.

66. **Capital Expenditures.** Report major capital **expenditures** – i.e., **funds used for** the acquisition of or additions to fixed assets. INCLUDE, for example, 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 actually 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. EXCLUDE estimated costs. 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. Funds transferred from one public library to another should be reported by only one of the public libraries.  
**NOTE: Lines 65 and 66 need not agree.**

## PERSONNEL DATA

Report all employees paid with library funds to do library work or to maintain the library building for the main library, all branches, bookmobiles, and other service outlets. **INCLUDE all positions funded in the library's budget, whether those positions are filled or not.**

67. **Staff Data on Four (4) Different Groups of Employees.** Staff data are separated into Groups A, B, C, and D employees. Group A employees are librarians, with or without an MLS; INCLUDE any persons classified as "librarians" in your library, whether or not they have academic degrees. Group B employees are clerical and technical staff. Group C employees are pages and shelvers. Group D employees are building maintenance employees.

**Group A.** Provide the requested data elements for each position title for librarians at your library. If you have more than one person with the same position title, list each position separately.

**Group B.** Provide total hours worked weekly for all Group B employees. Enter minimum and maximum hourly rates for this employee group. Convert annual salary to hourly rate by dividing the annual salary by the annual hours worked.

**Group C.** Provide total hours worked weekly for all Group C employees. Enter minimum and maximum hourly rates for this employee group. Convert annual salary to hourly rate by dividing the annual salary by the annual hours worked.

**Group D.** Provide total hours worked weekly for all Group D employees. Enter minimum and maximum hourly rates for this employee group. Convert annual salary to hourly rate by dividing the annual salary by the annual hours worked.

68. **Full-time Hours in Your Library.** Report the weekly hours considered full-time employment in your library.

69. **Number of Volunteers.** Report the total number of individual volunteers working at your library during the reporting year, regardless of the number of hours they worked.
70. **Volunteer Hours.** Report the number of hours volunteered in a **typical week** at your library by all volunteers.
71. **Staff Benefits Data.** List **only** those titles in your library for which employees receive benefits. Indicate each benefit category that applies for the corresponding position title. In the last column, enter the number of days of annual leave to which the employee currently in a position is entitled by length of service or other criterion, regardless of whether the employee uses the leave. Make sure that any Group A position titles here correspond to those in Group A, line 67.
- 71A **ALA-MLS.** Librarians with master's degrees from programs of library and information studies accredited by the American Library Association.
- 71B **Total Librarians.** 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 data element also includes ALA-MLS
- 71C **All Other Paid Staff.** This includes all other FTE employees paid from the reporting unit budget, including plant operations, security, and maintenance staff.
- 71D **Total Paid Employees.** This is the sum of Total Librarians and All Other Paid Staff

## TECHNOLOGY

72. **Number of Computers in the Library.** Indicate the number and type of computers available in your library **whether connected to the Internet or not.** Of all the computers in your library, indicate how many of those are for public use.
73. **Local Area Network (LAN).** Report YES if there is any type of local area network operating in your library. A local area network comprises a computer server with any number of workstations in various configurations. Examples of LANs are Windows NT networks, Novell Networks, and Peer-to-Peer networks.

74. **Online Public Access Catalog (OPAC).** Report YES if your patrons can access your catalog on a computer in your library.
75. **Integrated Library System (ILS).** Report YES if your library has an automated circulation system, also called an Integrated Library System (ILS). Please name the vendor of your ILS.
76. **Automated System Internet Address.** Report YES if the public can access your OPAC from the Internet. Please provide the URL of your automated system.
77. **Internet Telecommunications Expenditures.** Report all expenditures associated with **Internet** communications. EXCLUDE voice or stand-alone fax communications. If the actual price is not available, please estimate expenditures. **NOTE: This figure must also be reported as part of Other Operating Expenditures, line 59.**
78. **Automated Network System Affiliation.** Check the appropriate New Hampshire network affiliation.
79. **Internet Access.** Report YES if the library provides Internet access to one or more of the following services: the World Wide Web (www), telnet, gopher, file transfer protocol (ftp), or a community network. Report NO if the library only has access to electronic mail (e-mail).
- 80a. **Internet Computers Used by the Public.** Report the number of Internet computers (personal computers (PCs) and laptops), whether purchased, leased, or donated, used by the general public in the library.
- 80b. **Number of Users of Public Internet Computers Per Year.** Report the total number of individuals that have used Internet computers in the library during the last year. If the computer is used for multiple purposes (Internet access, word-processing, OPAC, etc.) and Internet users cannot be isolated, report all usage. A typical week or other reliable estimate may be used to determine the annual number. Sign-up forms or Web-log tracking software also may provide a reliable count of users.
81. **Connectivity.** Check all means that your library uses to connect to the Internet for either children or adults. Enter **N/A** if line does not apply.
82. **Internet Instruction.** Report YES if your library provides workshops or classes to patrons on the use of the Internet. INCLUDE only group sessions given at specified times. EXCLUDE one-on-one instruction or online tutorials.

83. **Internet Access Policy.** Report YES if your library Board of Trustees has adopted a policy for using the Internet; this is sometimes referred to as an “Acceptable Use Policy.”
84. **Internet Filter.** Provide the name of any Internet filter used on your Internet computers, and indicate which computer(s) the filter is on.
- 85a. **Does your library get e-rate funds?.** Please note that if you receive true E-rate funds, your answer to line 84 (filtering) must be YES.
- 85b. **Is this POTS money only?.** POTS means Plain Old Telephone Service. You **NEED NOT FILTER** to receive POTS money.

## ADDITIONAL INFORMATION

86. **ADA Accessibility.** Report YES if your entire library collection is handicapped accessible according to the requirements of the Americans with Disabilities Act. Report NO if only your meeting room is ADA accessible.
87. **Square Footage of Main Library.** Report the total square footage of the main library building.
88. **Square Footage of Branch Library.** Report the total square footage of the branch library building, if applicable.
89. **Total Number of Adult Library Programs in Year.** An Adult library 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, and is not classified as a Children’s or Young Adult program. Any program may be counted in only one category.

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 film series 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.

90. **Total number of library programs.** Is a sum of Children's, Young Adult, and Adult Programs reported above.
91. **Adult Program Attendance.** Report the total number of people who attended all programs for which the primary audience was adults.
92. **Total Program attendance.** Sum of questions 25, 26, and 91.
- 93a. **Meeting Room Use for Library Functions.** Report the number of **times** the library's meeting room(s) was/were used for library-sponsored programs or meetings (for example: storytimes, performances, Board of Trustee meetings, book discussion groups, etc). **DO NOT report the number of people at these meetings.**
- 93b. **Meeting Room Use for Library Functions.** Count the **TOTAL** number of times library-sponsored programs were held at any site other than the library or library grounds.
94. **Library programs were held off site.** Report the number of **times** the library's meeting room(s) was/were used for non-library-sponsored programs or meetings. **DO NOT report the number of people at these meetings.**
95. **Warrant Articles.** If your library was involved in a warrant article during the reporting year, please provide the type of or reason for the article. Also, provide the date of the vote on the article, whether it passed or failed, and its effective date.
96. **Major Contributions.** Report the total amount of major **monetary** contributions which your library received during the reporting year, regardless of the source. A major contribution is defined as a single donation or bequest worth at least \$1000. **DO NOT** report the number of contributions or contributors.
97. **Acquisition of Real Property.** Report whether your library acquired real property (land or buildings) during the reporting year. Indicate how the property was acquired and provide a description of it (e.g., a 10,000-square-foot warehouse adjacent to the present library building).

98. **Adoption of Empowering Legislation.**

- a. Report whether your **town meeting** has adopted and not rescinded the provisions of RSA 202-A:4-c permitting the Board of Trustees to accept unanticipated funds. **INCLUDE** the month and year of adoption.
- b. Report whether your **town meeting** has adopted and not rescinded the provisions of RSA 202-A:4-d permitting the Board of Trustees to accept gifts of personal property. **INCLUDE** the month and year of adoption. Report whether the town meeting also adopted the provision that a public hearing must be held for gifts valued over \$5000.
- c. Report whether your **town meeting or city** has adopted and not rescinded the provisions of RSA 202-A:11 permitting the library to retain money received from income-generating equipment. **INCLUDE** the month and year of adoption.