

FY 2025–2026 ANNUAL REPORT OF KENTUCKY PUBLIC LIBRARIES

Deadline for submitting this form is August 27. Please send the completed Authorization Page located at [Authorization2026.pdf](#) to:

Sarah French / KDLA / PO Box 537 / Frankfort, KY 40602

Item #	Name	Description
A1	County	This is the county in which the administrative entity is located.
A2	Estimated Population	This population figure is the most recent official state population available from the Kentucky State Data Center. The figure is not editable.
A3	Library Name	This is the legal name of the administrative entity. Note: Provide the name of the public library. Do not use acronyms. Do not abbreviate the name unless it exceeds 60 characters. Avoid abbreviations at the beginning of the name and do not punctuate abbreviations. DO NOT USE ALL CAPS.
A4	Street Address	This is the complete street address of the administrative entity. Note: Do not report a post office box or general delivery.
A5	City	This is the city or town in which the administrative entity is located.
A6	Zip Code	This is the standard five–digit postal zip code for the street address of the administrative entity.
A8	Mailing Address	This is the mailing address of the administrative entity.
A9	City	This is the city or town of the mailing address for the administrative entity.
A10	Zip Code	This is the standard five–digit postal zip code for the mailing address of the administrative entity.
A12	Phone	This is the telephone number of the administrative entity, including area code. Note: Report telephone number without spacing or punctuation.
A14	Real	Real Tax Rate expressed as per \$100, i.e., 5.63
A15	Personal	Personal Tax Rate expressed as per \$100, i.e., 5.63
A16	Motor Vehicle/ Watercraft	Motor Vehicle and Watercraft Tax Rate expressed as per \$100, i.e., 5.63
B1	Library Tax	This includes all tax receipts designated by the community, district, or region and available for expenditure by the public library. Do not include state, federal, and other funds passed through local government for library use. Report these funds with state government revenue or federal government revenue, as appropriate.
B2	Other	This includes all non–tax receipts designated by the community, district, or region and available 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. Do not include state, federal, and other funds

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		passed through local government for library use. Report these funds with state government revenue or federal government revenue, as appropriate.
B3	Local Government Revenue Total (B1 +B2):	This includes all local government funds designated by the community, district, or region and available for expenditure by the public library. Does not include the value of any contributed or in-kind services or the value of any gifts and donations, library fines, fees, or grants. Does not include state, federal, and other funds passed through local government for library use. Report these funds with state government revenue or federal government revenue, as appropriate.
B5	Construction Debt–Assistance Grant	The amount received in a Construction Debt–Assistance Grant
B6	Other State Government Revenue	This includes all state revenue other than the following grants: State Aid, and Construction Debt–Assistance. Do not include State Government Capital Revenue. This is reported in item C40b.
B7	State Government Revenue Total (sumB5 through B6)	These are all funds distributed to public libraries by state government for expenditure by the public libraries, except for federal money distributed by the state. This includes funds from such sources as penal fines, license fees, and mineral rights. Note: If operating revenue from consolidated taxes is the result of state legislation, the revenue should be reported under state revenue (even though the revenue may be from multiple sources.)
B12	Other Federal Government Revenue	This includes all federal revenue other than the previously listed grants. Do not include Federal Government Capital Revenue. This is reported in item C40c.
B13	Federal Government Revenue Total (B12)	This includes all federal government funds distributed to public libraries for expenditure by the public libraries, including federal money distributed by the State.
B14	Other Operating Revenue	This is all operating revenue other than that reported under local, state, and federal. Include, for example, monetary gifts and donations received in the current year, interest, library fines, fees for library services, or grants. Do not include the value of any contributed or in-kind services or the value of any non-monetary gifts and donations.
B15	Total Operating Revenue (B3 + B7 +B13 + B14):	This is the sum of local government revenue, state government revenue, federal government revenue, and other operating revenue.

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C1	Print Materials	Report all operating expenditures for the following print materials: books, serial back files, current serial subscriptions, government documents, and any other print acquisitions.
C2	Electronic Content	Report all operating expenditures for electronic (digital, non-physical) 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 Operating Expenditures for Electronic Access (C36).
C3	Audiovisual Materials	Report all operating expenditures for physical A/V materials such as microform, audio, video, DVD, and materials in new formats. Include the amount paid to any regional cooperative.
C5	Other Physical Materials	Report all operating expenditures for other materials not already accounted for in C1 (Print Materials), C2 (Electronic Content), and C3 (physical Audiovisual Materials).
C6	Collection Expenditures Total (C1 through C5)	[Read-only data; C1+C2+C3+C5]
C7	Library Director	Enter the salary of the library director. If two or more directors were paid during the current fiscal year include the sum of the amounts paid to all of them. Report salaries and wages before deductions but exclude employee benefits. Record the director's salary regardless of the source of the funds.
C7a	Years as Director at Current Library (ex:1.5)	The number of years working as director at current library.
C8	Other Library Personnel	Enter the salaries of all library personnel other than the library director. Report salaries and wages before deductions but exclude employee benefits.
C10	Salary Expenditures Total (C7 + C8)	[Read-only data; C7+C8]

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C11	Required Fringe Benefits	This includes the employer's share of Social Security, Medicare, Worker's Compensation, Unemployment Insurance and other required employee benefits. Include plant operations, security and maintenance staff.
C12	Retirement (Employer's Share)	Enter the total amount of the library's share of all employees' retirement payments. Include plant operations, security and maintenance staff.
C13	Medical Insurance (Employer's Share)	Medical Insurance (Employer's Share) Enter the total amount of the library's share of all employees' medical insurance payments. Do not list Medicare on this line. Include plant operations, security and maintenance staff.
C14	Other	This includes the amount paid for other employee benefits not listed above. May include amounts for life insurance, medical insurance, tuition, housing benefits, etc. Include plant operations, security and maintenance staff.
C15	Fringe Benefits Total (C11 + C12 + C13 +C14):	[Read-only data; C11 + C12 + C13 + C14]
C16	Total Staff Expenditures (C10 +C15)	[Read-only data; C10 + C15]
C17	Building Repair and Maintenance	Enter the total amount spent on repairing the library facility and grounds. Include repairs of plumbing; replacement and repair of air conditioning and heating equipment, windows, doors, floors, roofs and ceilings; painting and refinishing of facility, interior and exterior; planting of trees or shrubs; repair of parking lot. Also include wiring of established library for computers and adding communications cable for networks. Include the total amount expended on cleaning supplies for which the library pays, contracted cleaning services, lawn maintenance by non-library personnel, service contracts for copiers, typewriters, and other equipment, rent for the buildings. Do not include computer maintenance expenses.
C20	Office Supplies, Program Supplies, Postage	Enter the amount paid for all office supplies and program supplies for children and adults, and postage costs.
C21	Insurance	Enter the total amount paid for all insurance except bookmobile, health, worker's compensation and unemployment insurance. Include errors and omissions insurance.

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C22	Public Relations	Enter the total amount expended for public relations. Include the cost of printing newsletters, brochures, bookmarks, etc.
C23	Utilities	Enter the total amount paid for all utilities. Include electric, telephone (voice line, etc.), DO NOT include the costs of bibliographic utilities.
C24	Professional Fees (include professional membership fees)	Enter the amount paid for services such as legal fees, accounting and bookkeeping services, landscape design, interior design, architectural design, and other professional fees. Include Professional Membership Fees, for example ALA, KLA, KPLA.
C25	Audit Fee	Enter total amount of audit fees paid.
C26	Fiscal Year that Audit Covers	List the fiscal year that the audit covers.
C28	Repair and Replacement of Furnishings	Enter the total amount expended to repair or replace carpet, drapes, shelving and furniture. Include the cost of new furniture for use in a facility which is not new or newly expanded.
C29	Other	Enter the total amount expended for general operating which is not included in the other categories.
C30	Specify	Specify what costs are covered in the previous line, C29. DO NOT ENTER DOLLAR AMOUNTS ON THIS LINE
C33	Total Other Operating Expenditures (C17 + C20 + C21 + C22 + C23 + C24 + C25 + C28 + C29)	[Read-only data; sum of item #s C17 + C20 + C21 + C22 + C23 + C24 + C25 + C28 + C29]
C34	Bookmobile/Extended Services	Enter the amount spent on operating the vehicle. Include the cost of gas, oil, lightbulbs, tires, washing, waxing, etc. Also include repair costs, insurance, and any other additional vehicle expenses. Do not include the cost of materials, program supplies, or staff time.
C35	Continuing Education	This includes tuition, registration, travel, and dues paid by the library for staff and trustees. Do not include costs paid by library staff or trustees which were not reimbursed by the library.
C36	Operating Expenditures for Electronic Access	Operating Expenditures for Electronic Access Include computer hardware and software used to support library operations, whether purchased or leased, mainframe and microcomputer. Include expenditures on maintenance. Include expenditures for equipment used to run information service products when that

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		expenditure can be separated from the price of the product. Report expenditures for services provided by national, regional, and local bibliographic utilities, networks, consortia and commercial services. Report all fees and usage costs associated with such services as OCLC FirstSearch or electronic document delivery.
C37	Total Operating Expenditures (C6 +C16 + C33 + C34 +C54 + C36):	Total Operating Expenditures [Read-only data; sum of item #s C6 + C16 + C33 +C34 + C54 + C36]
C38	Capital Outlay 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 (e.g., fines). Funds transferred from one public library to another public library
C39	Debt Service	The cash used in the repayment of interest and principal on a debt. This includes outstanding loans or outstanding interest on bonds or the principal of maturing bonds that count towards the library's debt service.
C40a	Local – 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.
C40b	State – 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.
C40c	Federal – 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

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C40d	Other – Capital Revenue	Report private (non–governmental funds), including grants received by the library for the purpose of major capital expenditures.
C40	Total Capital Revenue (C38a through C38d)	This is the sum of Local Government Capital Revenue, State Government Capital Revenue, Federal Government Capital Revenue, and Other Capital Revenue (data elements C38a through C38d). Note: The amounts reported for Total Capital Revenue and Total Capital Expenditures are not expected to be equal.
C41	Income from loans, bond issues, or other income not reported elsewhere	List income from loans, bond issues, or other income not reported elsewhere. Do not include the Construction Debt–Assistance Grant. That is recorded as Item B5.
E1	Branch Library Name	This is the name of the branch.
E2	Street Address	This is the complete street address of the branch. Note: Do not report a post office box or general delivery.
E3	City	This is the city or town in which the branch is located.
E4	Zip Code	This is the standard five–digit postal zip code for the street address of the branch.
E6	Phone	This is the telephone number of the branch.
E8	Square Footage	This is the area on all floors enclosed by the outer walls of the library. Include all areas occupied by the branch library, including those areas off–limits to the public. Include any areas shared with another agency or agencies if the outlet has use of that area.
E11	Number of Meetings Held	Enter the number of meetings which were held in the meeting room. Do not include use of the room for library programs or service or other use by library boards or staff.
E12	Library Visits	This is the total number of people entering the branch library for whatever purpose during the year. Note: If an actual count of visits is unavailable, determine an annual estimate by counting visits during a typical week in October and multiplying the count by 52. 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 the library. Choose a

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		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). Count only physical visits, not electronic or cyber visits.
E13	Number of Registered Users	Enter the number of current registered users if separate statistics are kept for branches. A registered user 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. (Output Measures for Public Libraries, 2nd edition). Note: Files should have been purged within the past three (3) years. Include the count of Digital Access Cards if this is available.
E14	Number of Uses [Sessions] of Public Internet Computers Per Year	Report the total number of uses (sessions) of the library's 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 uses (sessions) 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 uses (sessions). Note: This count includes only the library's Internet computers. Do not include WIFI access using nonlibrary computers. The number of uses (sessions) may be counted manually, using registration logs. Count each use (session) for public internet computers, regardless of the amount of time spent on the computer. A use (session) on the library's public internet computer(s) three times a year would count as three uses (sessions). Software such as "Historian" can also be used to track the number of uses (sessions) at each public internet computer. If the data element is collected as a weekly figure, multiply that figure by 52 to annualize it.
E15	Reference Transactions	Reference Transactions are information consultations in which library staff recommend, interpret, evaluate, and/or use information resources to help others to meet information needs. Reference transactions do not include formal instruction or exchanges that assist with locations, schedules, equipment, supplies, or policy statements. NOTES: A reference transaction includes information and referral service, scheduled and unscheduled individual instruction and assistance in using information sources (including websites and computer-assisted instruction). Count Readers Advisory questions as reference transactions.

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		Information sources include (a) printed and nonprinted 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. 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. If a contact includes both reference and directional services, it should be reported as one reference transaction. Duration should not be an element in determining whether a transaction is a reference transaction. Do not include transactions that include only a directional service, such as instruction for locating staff, library users, or physical features within the library. Examples of directional transactions include: <i>Where is the reference librarian? Where is Susan Smith? Where is the restroom? Where are the 600s? Can you help me make a photocopy?</i> Annual Count vs. Annual Estimate If an annual 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 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. 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 done twice a year (one week at each time, two weeks total) multiply the count by 26 to get the estimated annual count.
720	Total Number of Meeting Spaces Available to the Public	Total Number of Meeting Spaces Available to the Public
721	Number of Reservable Meeting Spaces Available to the Public	Number of Reservable Meeting Spaces Available to the Public
722	Number of Times Members of the Public Reserved Meeting Spaces	Number of Times Members of the Public Reserved Meeting Spaces

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E16a	Sunday – Daily Hours Open to the Public	Sunday – Daily Hours Open to the Public
E16b	Monday – Daily Hours Open to the Public	Monday – Daily Hours Open to the Public
E16c	Tuesday – Daily Hours Open to the Public	Tuesday – Daily Hours Open to the Public
E16d	Wednesday – Daily Hours Open to the Public	Wednesday – Daily Hours Open to the Public
E16e	Thursday – Daily Hours Open to the Public	Thursday – Daily Hours Open to the Public
E16f	Friday – Daily Hours Open to the Public	Friday – Daily Hours Open to the Public
E16g	Saturday – Daily Hours Open to the Public	Saturday – Daily Hours Open to the Public
E17.3	Number of Weeks Branch Library is Open	This is the number of weeks during the year that the branch was open to the public. The count should be based on the number of weeks that the branch 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.
E17	Total Weekly Hours Branch Open to the Public (E16a + E16b+ E16c + E16d +E16e + E16f + E16g)	Total Hours Branches are Open to the Public Sum of Hours fields in item 16 foreach day of week.
E18	Number of Branches	Number of Branches
E19	Total Annual Hours Branch Open (E17 *E17.3)	E17 * E17.3

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F1	Vehicle Year, Make, and Model	Enter the year, make and model of the outreach vehicle.
F2	Owner of Vehicle	Is vehicle owned by state or locally?
F3	Number of Stops in an Average Week	Record the number of stops this outreach vehicle makes in a typical week.
G1	License Number	Enter the vehicle's license number.
G3	Vehicle Year, Make, and Model	Bookmobile's Vehicle Year, Make, and Model
G4	Owner of Vehicle	Is the vehicle owned by state or locally?
G5	Bookmobile Visits (number of people entering the bookmobile)	This is the total number of people entering the bookmobile for whatever purpose during the year. Note: If an actual count of visits is unavailable, determine an annual estimate by counting visits during a typical week in October and multiplying the count by 52. 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 the bookmobile. Choose a week in which the bookmobile is open its regular hours. Include seven consecutive calendar days, from Sunday through Saturday (or whenever the library is usually open).
G6	Number of Registered Users	Enter the number of current registered users if separate statistics are kept for bookmobiles. A registered user 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. (Output Measures for Public Libraries, 2nd edition). Note: Files should have been purged within the past three (3) years. Include the count of Digital Access Cards if this is available.
G7	Number of Uses [Sessions] of Public Internet Computers Per Year	Report the total number of uses (sessions) of the library's 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 uses (sessions) cannot be isolated, report all usage. A typical week or other reliable estimate may

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		be used to determine the annual number. Sign-up forms or Web-log tracking software also may provide a reliable count of uses (sessions). Note: This count includes only the library's Internet computers. Do not include WIFI access using nonlibrary computers. The number of uses (sessions) may be counted manually, using registration logs. Count each use (session) for public internet computers, regardless of the amount of time spent on the computer. A use (session) on the library's public internet computer(s) three times a year would count as three uses (sessions). Software such as Historian can also be used to track the number of uses (sessions) at each public internet computer. If the data element is collected as a weekly figure, multiply that figure by 52 to annualize it.
G8	Reference Transactions	Reference Transactions are information consultations in which library staff recommend, interpret, evaluate, and/or use information resources to help others to meet information needs. Reference transactions do not include formal instruction or exchanges that help with locations, schedules, equipment, supplies, or policy statements. NOTES: A reference transaction includes information and referral service, scheduled and unscheduled individual instruction and assistance in using information sources (including websites and computer-assisted instruction). Count Readers Advisory questions as reference transactions. Information sources include (a) printed and nonprinted 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. 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. If a contact includes both reference and directional services, it should be reported as one reference transaction. Duration should not be an element in determining whether a transaction is a reference transaction. Do not include transactions that include only a directional service, such as instruction for locating staff, library users, or physical features within the library. Examples of directional transactions include: <i>Where is the reference librarian? Where is Susan Smith? Where is the restroom? Where are the 600s? Can you help me make a photocopy?</i>

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		Annual Count vs. Annual Estimate If an annual 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 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. 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 done twice a year (one week at each time, two weeks total) multiply the count by 26 to get the estimated annual count.
G9	Hours on the Road Per Week (but not serving patrons)	Hours on the Road Per Week (but not serving patrons)
G9a	Sunday – Daily Hours Open to the Public	Sunday – Daily Hours Open to the Public
G9b	Monday – Daily Hours Open to the Public	Monday – Daily Hours Open to the Public
G9c	Tuesday – Daily Hours Open to the Public	Tuesday – Daily Hours Open to the Public
G9d	Wednesday – Daily Hours Open to the Public	Wednesday – Daily Hours Open to the Public
G9e	Thursday – Daily Hours Open to the Public	Thursday – Daily Hours Open to the Public
G9f	Friday – Daily Hours Open to the Public	Friday – Daily Hours Open to the Public
G9g	Saturday – Daily Hours Open to the Public	Saturday – Daily Hours Open to the Public
(G9.1)	Metro Status Code (hidden)	Prefilled; responses from spreadsheet
(G9.2)	Outlet Type Code (hidden)	Prefilled; responses will be ‘BS’ for all.

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G9.3	Number of Weeks Bookmobile is Open	This is the number of weeks during the year that the bookmobile was open to the public. Count only the weeks during which the bookmobile is open to the public. 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 bookmobile 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.
G10	Total Weekly Hours Bookmobile Open to the Public (G9a +G9b + G9c + G9d +G9e + G9f + G9g)	[Read-only data; Sum of Hours field on line G9, for each day of the week.]
G11	Number of Bookmobiles	Number of Bookmobiles
G12	Total Annual Hours Bookmobile Open (G9.3 * G10)	$G9.3 * G10$
H1	Library Name	This is the name of the main library.
H2	Street Address	This is the complete street address of the main library. Note: Do not report a post office box or general delivery.
H3	City	This is the city or town in which the main library is located.
H4	Zip Code	This is the standard five-digit postal zip code for the street address of the main library.
H6	Phone	Enter the telephone number of the main library.
H8	Square Footage	This is the area on all floors enclosed by the outer walls of the library. Include all areas occupied by the main library, including those areas off-limits to the public. Include any areas shared with another agency or agencies if the outlet has use of that area.

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H11	Number of Meetings Held	Enter the number of meetings which were held in the meeting room. Do not include use of the room for library programs or service or other use by library boards or staff.
H12	Library Visits	This is the total number of people entering the main library for whatever purpose during the year. Note: If an actual count of visits is unavailable, determine an annual estimate by counting visits during a typical week in October and multiplying the count by 52. 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 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). Count only physical visits, not electronic or cyber visits.
H12a	Library Visits Reporting Method	Regarding the number of Library Visits (data element #H12) 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)
H13	Number of Registered Users	Enter the number of current registered users. A registered user 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. (Output Measures for Public Libraries, 2nd edition). Note: Files should have been purged within the past three (3) years. Include the count of Digital Access Cards if this is available.
H14	Number of Uses [Sessions] of Public Internet Computers Per Year	Report the total number of uses (sessions) of the library's 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 uses (sessions) 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 uses (sessions). Note: This count includes only the library's Internet computers. Do not include WIFI access using nonlibrary computers. The number of uses (sessions) may be counted manually, using registration logs. Count each use (session) for public internet computers, regardless of the amount of time spent on the computer. A use (session) on the library's public internet computer(s) three times a year

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		would count as three uses (sessions). Software such as “Historian” can also be used to track the number of uses (sessions) at each public internet computer. If the data element is collected as a weekly figure, multiply that figure by 52 to annualize it.
H14a	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 #H14) 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)
H15	Reference Transactions	Reference Transactions are information consultations in which library staff recommend, interpret, evaluate, and/or use information resources to help others to meet information needs. Reference transactions do not include formal instruction or exchanges that assist with locations, schedules, equipment, supplies, or policy statements. NOTES: A reference transaction includes information and referral service, scheduled and unscheduled individual instruction and assistance in using information sources (including websites and computer–assisted instruction). Count Readers Advisory questions as reference transactions. Information sources include (a) printed and nonprinted 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. 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. If a contact includes both reference and directional services, it should be reported as one reference transaction. Duration should not be an element in determining whether a transaction is a reference transaction. Do not include transactions that include only a directional service, such as instruction for locating staff, library users, or physical features within the library. Examples of directional transactions include: <i>Where is the reference librarian? Where is Susan Smith? Where is the restroom? Where are the 600s? Can you help me make a photocopy?</i> Annual Count vs. Annual Estimate If an annual count of reference transactions is unavailable, count reference transactions during a typical week or weeks,

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		and multiply the count to represent an annual estimate. 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. 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 done twice a year (one week at each time, two weeks total) multiply the count by 26 to get the estimated annual count.
H15a	Reference Transactions Reporting Method	Regarding the number of Reference Transactions (data element #H15) 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)
H16a	Sunday – Daily Hours Open to the Public	Sunday – Daily Hours Open to the Public
H16b	Monday – Daily Hours Open to the Public	Monday – Daily Hours Open to the Public
H16c	Tuesday – Daily Hours Open to the Public	Tuesday – Daily Hours Open to the Public
H16d	Wednesday – Daily Hours Open to the Public	Wednesday – Daily Hours Open to the Public
H16e	Thursday – Daily Hours Open to the Public	Thursday – Daily Hours Open to the Public
H16f	Friday – Daily Hours Open to the Public	Friday – Daily Hours Open to the Public
H16g	Saturday – Daily Hours Open to the Public	Saturday – Daily Hours Open to the Public
H17	Total Hours Open to the Public (H16a + H16b + H1c + H16d + H16e + H16f + H16g)	[Read-only data; sum of Hours field in line H16 for each day of week.]
H18	Number of Weeks Main Library is Open	This is the number of weeks during the year that the main library was open to the public. The count should be based on the number of weeks that the main library 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

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		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.
H20	As of the end of the reporting period, does the library charge overdue fines to any users when they fail to return physical print materials by the date due?	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.
H21	Did your library offer automatic renewal for any physical materials during the reporting period?	Note: Patrons do not have to take any action for automatic renewals. The Integrated Library System (ILS) rules determine how/when automatic renewals occur.
I1	Main Library (from H8)	[Read-only data; from H8]
I2	Branch Libraries (sum of E8 branch data)	[Read-only data; sum of E8 for all branches.]
I3	Total (I1 + I2)	[Read-only data; sum of I1+I2]
I10	Main Library (from H11)	[Read-only data; from H11]
I11	Branch Libraries (sum of E11 branch data)	[Read-only data; sum of E11 for all branches.]
I12	Total (I10 + I11)	[Read-only data; sum of I10+I11]
I13	Main Library (from H12)	[Read-only data; from H12]
I14	Branch Libraries (sum of E12 branch data)	[Read-only data; sum of E12 for all branches.]
I15	Bookmobiles (sum of G5 bookmobile data)	[Read-only data; sum of G5 for all bookmobiles.]

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I16	Total (I13 + I14 +I15)	[Read-only data; sum of I13+I14+I15]
I17	Main Library (from H13)	[Read-only data; from H13]
I18	Branch Libraries (sum of E13 branch data)	[Read-only data; sum of E13 for all branches.]
I19	Bookmobiles (sum of G6 bookmobile data)	[Read-only data; sum of G6 for all bookmobiles.]
I20	Total (I17 + I18 +I19)	[Read-only data; sum of I17+I18+I19]
I21	Main Library (from H14)	[Read-only data; from H14]
I22	Branch Libraries (sum of E14 branch data)	[Read-only data; sum of E14 for all branches.]
I23	Bookmobiles (sum of G7 bookmobile data)	[Read-only data; sum of G7 for all bookmobiles.]
I24	Total (I21 + I22 +I23)	[Read-only data; sum of I21+I22+I23]
I25	Main Library (from H15)	[Read-only data; from H15]
I26	Branch Libraries (sum of E15 branch data)	[Read-only data; sum of E15 for all branches.]
I27	Bookmobiles (sum of G8 bookmobile data)	[Read-only data; sum of G8 for all bookmobiles.]
I28	Total (I25 + I26 +I27)	[Read-only data; sum of I25+I26+I27]
I29	Main Library (H17 * H18)	[Read-only data; sum of H17 * H18]
I30	Branch Libraries (sum of all E19)	[Read-only data; sum of all E19]

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I31	Bookmobiles (sum of all G12)	[Read-only data; sum of all G12]
I32	Total (I29 + I30 +I31)	[Read-only data; (sum of I29+I30+I31) Calculation is used to arrive at an annual total.]
J1	Number of Librarians with an ALA accredited Master's Degree in Library Science	Librarians with master's degrees from programs of library and information studies accredited by the American Library Association.
J2	Librarians without an ALA Accredited Master's Degree in Library Science	People 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. Do not include librarians with an ALA accredited Master's Degree in Library Science – That belongs in #J1.
J3	Total Librarians (J1 +J2):	[Read-only data; sum of J1 + J2]
J4	All Other Paid Staff	This includes all other FTE employees paid from the reporting unit budget, including plant operations, security, and maintenance staff.
J5	Total Paid Employees (J3 + J4):	[Read-only data; sum of J3 + J4]
J6	Number of Volunteers	Report the number of individual volunteers working at your library during the reporting year regardless of the number of hours they worked. Volunteers include individuals, board members, members of the Friends of the Library group, Teen Advisory group members, and any other support groups.
J7	Number of Volunteer Hours	Report annual totals or estimates. Report the number of hours volunteers work at your library by all volunteers for the reporting year.
K1	Adult Books (overage 18)	Report adult physical units. Adults are defined as over age 18. Books which are packaged together as units and are generally checked out as a unit should be counted as one physical unit. Books are non-periodical printed publications bound in hard or soft covers, or in loose-leaf format.
K2	Young Adult Books (ages 12 to 18)	Report young adult physical units. Young adults are defined as between the ages 12and 18. Books which are packaged together as a unit and are generally checked out as a unit should be counted as one physical unit. Books are non-periodical printed publications bound in hard or soft covers, or in loose-leaf format.

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K3	Children's Books (under age 12)	Report young children's physical units. Children are defined as under age 12. Books which are packaged together as units and are generally checked out as a unit should be counted as one physical unit. Books are non-periodical printed publications bound in hard or soft covers, or in loose-leaf format.
K4	Total (K1 + K2 + K3)	[Read-only data; sum of K1+K2+K3]
K5	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 audiocassettes for one recorded book) and checked out as a unit are counted as one physical unit.
K6	Video – Physical Units	These are materials circulated in a fixed, physical format on which moving pictures are recorded, with or without sound. Electronic 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. two audiocassettes for one recorded book) and checked out as a unit are counted as one physical unit.
K7	Other Material in Collection	List other material in the collection. This includes material other than books, e-books, audio and video downloadable and physical units, and print serial subscriptions.
K8	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.
K9	Book/Serial Volumes (K4 + K8)	[Read-only data; sum of K4+K8]

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K10	Did the administrative entity provide access to e –books purchased solely by the administrative entity?	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. Administrative entity refers to the library.
K11	Did the administrative entity provide access to e –books purchased solely by the administrative entity?	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. Administrative entity refers to the library.
K12	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?	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. Administrative entity refers to the library.
K13	Did the administrative entity provide access to e –serials purchased solely by the administrative entity?	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. Administrative entity refers to the library.
K14	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?	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. Administrative entity refers to the library.
K15	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?	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. Administrative entity refers to the library.
K16	Did the administrative entity provide access to e –audio purchased solely by the administrative entity?	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. Administrative entity refers to the library.
K17	Did the administrative entity provide access to e –audio purchased via a consortium,	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

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	cooperative, or other similar group at the local, regional, or state level?	available for free in the public domain when answering the following questions. Administrative entity refers to the library.
K18	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?	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. Administrative entity refers to the library.
K19	Did the administrative entity provide access to e –videos purchased solely by the administrative entity?	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. Administrative entity refers to the library.
K20	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?	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. Administrative entity refers to the library.
K21	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?	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. Administrative entity refers to the library.
K22	Did the administrative entity provide access to research databases purchased solely by the administrative entity?	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. Administrative entity refers to the library.
K23	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?	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. Administrative entity refers to the library.
K24	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?	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. Administrative entity refers to the library.

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K25	Did the administrative entity provide access to online learning platforms purchased solely by the administrative entity?	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. Administrative entity refers to the library.
K26	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?	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. Administrative entity refers to the library.
K27	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?	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. Administrative entity refers to the library.
L1	Main Library	Adult Book Enter the total number of adult books circulated at the main library in the main library column. Enter the total number of adult books circulated at all branches in the all branches column. Enter the total number of adult books circulated at the bookmobile or extension alternative in the bookmobile/outreach column. Field for Total is read-only data, sum of main library + all branches + bookmobile/outreach. Adults are over the age of 18.
L2	All Branches	Adult Book Enter the total number of adult books circulated at the main library in the main library column. Enter the total number of adult books circulated at all branches in the all branches column. Enter the total number of adult books circulated at the bookmobile or extension alternative in the bookmobile/outreach column. Field for Total is read-only data, sum of main library + all branches + bookmobile/outreach. Adults are over the age of 18.
L3	Bookmobile/Outreach	Adult Book Enter the total number of adult books circulated at the main library in the main library column. Enter the total number of adult books

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		circulated at all branches in the all branches column. Enter the total number of adult books circulated at the bookmobile or extension alternative in the bookmobile/outreach column. Field for Total is read-only data, sum of main library + all branches + bookmobile/outreach. Adults are over the age of 18.
L4	Total (L1 + L2 + L3)	Adult Book Enter the total number of adult books circulated at the main library in the main library column. Enter the total number of adult books circulated at all branches in the all branches column. Enter the total number of adult books circulated at the bookmobile or extension alternative in the bookmobile/outreach column. Field for Total is read-only data, sum of main library + all branches + bookmobile/outreach. Adults are over the age of 18.
L5	Main Library	Young Adult Book Enter the total number of young adult books circulated at the main library in the main library column. Enter the total number of young adult books circulated at all branches in the all branches column. Enter the total number of young adult books circulated at the bookmobile or extension alternative in the bookmobile/outreach column. Field for Total is read-only data, sum of main library + all branches + bookmobile/outreach. Young adults are between age 12 and 18.
L6	All Branches	Young Adult Book Enter the total number of young adult books circulated at the main library in the main library column. Enter the total number of young adult books circulated at all branches in the all branches column. Enter the total number of young adult books circulated at the bookmobile or extension alternative in the bookmobile/outreach column. Field for Total is read-only data, sum of main library + all branches + bookmobile/outreach. Young adults are between age 12 and 18.
L7	Bookmobile/Outreach	Young Adult Book Enter the total number of young adult books circulated at the main library in the main library column. Enter the total number of young adult books circulated at all branches in the all branches column. Enter the total number of young adult books circulated at the bookmobile or extension alternative in the bookmobile/outreach column. Field for Total is read-only data, sum of main library + all branches + bookmobile/outreach. Young adults are between age 12 and 18.

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L8	Total (L5 + L6+ L7)	Young Adult Book Enter the total number of young adult books circulated at the main library in the main library column. Enter the total number of young adult books circulated at all branches in the all branches column. Enter the total number of young adult books circulated at the bookmobile or extension alternative in the bookmobile/outreach column. Field for Total is read-only data, sum of main library + all branches + bookmobile/outreach. Young adults are between age 12 and 18.
L9	Main Library	Children's Books Enter the total number of children's books circulated at the main library in the main library column. Enter the total number of children's books circulated at all branches in the all branches column. Enter the total number of children's books circulated at the bookmobile or extension alternative in the bookmobile/outreach column. Field for Total is read-only data, sum of main library + all branches + bookmobile/outreach. Children are under age 12.
L10	All Branches	Children's Books Enter the total number of children's books circulated at the main library in the main library column. Enter the total number of children's books circulated at all branches in the all branches column. Enter the total number of children's books circulated at the bookmobile or extension alternative in the bookmobile/outreach column. Field for Total is read-only data, sum of main library + all branches + bookmobile/outreach. Children are under age 12.
L11	Bookmobile/Outreach	Children's Books Enter the total number of children's books circulated at the main library in the main library column. Enter the total number of children's books circulated at all branches in the all branches column. Enter the total number of children's books circulated at the bookmobile or extension alternative in the bookmobile/outreach column. Field for Total is read-only data, sum of main library + all branches + bookmobile/outreach. Children are under age 12.
L12	Total (L9 + L10+L11)	Children's Books Enter the total number of children's books circulated at the main library in the main library column. Enter the total number of children's books circulated at all branches in the all branches column. Enter the total number of children's books circulated at the bookmobile or extension alternative in the bookmobile/outreach column. Field for Total is read-only data, sum of main library + all branches + bookmobile/outreach. Children are under age 12.

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L13	Main Library (L1 +L5 + L9)	Read-only data; sum of lines L1 + L5 + L9 for each field: Main.
L14	All Branches (L2 +L6 + L10)	Read-only data; sum of lines L2 + L6 + L10 for each field: Branches.
L15	Bookmobile/Outreach (L3 + L7 + L11)	Read-only data; sum of lines L3 + L7 + L11 for each field: Bookmobile/Outreach.
L16	Total (L4 + L8 + L12)	Read-only data; sum of lines L4 + L8 + L12 for each field: Total.
L21	Main Library	Audio Books Enter the total number of audio books circulated at the main library in the main library column. Enter the total number of audio books circulated at all branches in the branches column. Enter the total number of audio books circulated at the bookmobile or extension alternative in the bookmobile/outreach column. Field for Total is read-only data, sum of main library + all branches + bookmobile/outreach.
L22	All Branches	Audio Books Enter the total number of audio books circulated at the main library in the main library column. Enter the total number of audio books circulated at all branches in the branches column. Enter the total number of audio books circulated at the bookmobile or extension alternative in the bookmobile/outreach column. Field for Total is read-only data, sum of main library + all branches + bookmobile/outreach.
L23	Bookmobile/Outreach	Audio Books Enter the total number of audio books circulated at the main library in the main library column. Enter the total number of audio books circulated at all branches in the branches column. Enter the total number of audio books circulated at the bookmobile or extension alternative in the bookmobile/outreach column. Field for Total is read-only data, sum of main library + all branches + bookmobile/outreach.
L24	Total (L21 + L22 +L23)	Audio Books Enter the total number of audio books circulated at the main library in the main library column. Enter the total number of audio books circulated at all branches in the branches column. Enter the total number of audio books circulated at the bookmobile or extension alternative in the bookmobile/outreach column. Field for Total is read-only data, sum of main library + all branches + bookmobile/outreach.

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L25	Main Library	Other Audio Enter the total number of other audio materials circulated at the main library in the main library column. Enter the total number of other audio materials circulated at all branches in the all branches column. Enter the total number of other audio materials circulated at the bookmobile or extension alternative in the bookmobile/outreach column. Field for Total is read-only data, sum of main library+ all branches + bookmobile/outreach.
L26	All Branches	Other Audio Enter the total number of other audio materials circulated at the main library in the main library column. Enter the total number of other audio materials circulated at all branches in the all branches column. Enter the total number of other audio materials circulated at the bookmobile or extension alternative in the bookmobile/outreach column. Field for Total is read-only data, sum of main library+ all branches + bookmobile/outreach.
L27	Bookmobile/Outreach	Other Audio Enter the total number of other audio materials circulated at the main library in the main library column. Enter the total number of other audio materials circulated at all branches in the all branches column. Enter the total number of other audio materials circulated at the bookmobile or extension alternative in the bookmobile/outreach column. Field for Total is read-only data, sum of main library+ all branches + bookmobile/outreach.
L28	Total (L25 + L26 +L27)	Other Audio Enter the total number of other audio materials circulated at the main library in the main library column. Enter the total number of other audio materials circulated at all branches in the all branches column. Enter the total number of other audio materials circulated at the bookmobile or extension alternative in the bookmobile/outreach column. Field for Total is read-only data, sum of main library+ all branches + bookmobile/outreach.
L29	Main Library	Videos Enter the total number of videos circulated at the main library in the main library column. Enter the total number of videos circulated at all branches in the all branches column. Enter the total number of videos circulated at the bookmobile or extension alternative in the bookmobile/outreach column. Field for Total is read-only data, sum of main library + all branches + bookmobile/outreach.
L30	All Branches	Videos Enter the total number of videos circulated at the main library in the main library column. Enter the total number of videos circulated at all branches in the all branches column. Enter the total number of videos

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		circulated at the bookmobile or extension alternative in the bookmobile/outreach column. Field for Total is read-only data, sum of main library + all branches + bookmobile/outreach.
L31	Bookmobile/Outreach	Videos Enter the total number of videos circulated at the main library in the main library column. Enter the total number of videos circulated at all branches in the all branches column. Enter the total number of videos circulated at the bookmobile or extension alternative in the bookmobile/outreach column. Field for Total is read-only data, sum of main library + all branches + bookmobile/outreach.
L32	Total (L29 + L30 +L31)	Videos Enter the total number of videos circulated at the main library in the main library column. Enter the total number of videos circulated at all branches in the all branches column. Enter the total number of videos circulated at the bookmobile or extension alternative in the bookmobile/outreach column. Field for Total is read-only data, sum of main library + all branches + bookmobile/outreach.
L33	Main Library	Other Audiovisual Enter the total number of other audiovisual materials circulated at the main library in the main library column. Enter the total number of other audiovisual materials circulated at all branches in the all branches column. Enter the total number of other audiovisual materials circulated at the bookmobile or extension alternative in the bookmobile/extension column. Field for Total is read-only data, sum of main library + all branches + bookmobile/extension.
L34	All Branches	Other Audiovisual Enter the total number of other audiovisual materials circulated at the main library in the main library column. Enter the total number of other audiovisual materials circulated at all branches in the all branches column. Enter the total number of other audiovisual materials circulated at the bookmobile or extension alternative in the bookmobile/outreach column. Field for Total is read-only data, sum of main library+ all branches + bookmobile/outreach.
L35	Bookmobile/Outreach	Other Audiovisual Enter the total number of other audiovisual materials circulated at the main library in the main library column. Enter the total number of other audiovisual materials circulated at all branches in the all branches column. Enter the total number of other audiovisual materials circulated at the bookmobile or extension alternative in the bookmobile/outreach column. Field for Total is read-

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		only data, sum of main library+ all branches + bookmobile/outreach.
L36	Total (L33 + L34 +L35)	Other Audiovisual Enter the total number of other audiovisual materials circulated at the main library in the main library column. Enter the total number of other audiovisual materials circulated at all branches in the all branches column. Enter the total number of other audiovisual materials circulated at the bookmobile or extension alternative in the bookmobile/outreach column. Field for Total is read–only data, sum of main library+ all branches + bookmobile/outreach.
L37	Main Library (L21 +L25 + L29 + L33)	Read–only data; sum of lines L22 through L34 for each field: Main, Branches, Bookmobile/Outreach, Total
L38	All Branches (L22 +L26 + L30 + L34)	Read–only data; sum of lines L22 through L34 for each field: Main, Branches, Bookmobile/Outreach, Total
L39	Bookmobile/Outreach (L23 + L27 + L31 +L35)	Read–only data; sum of lines L23 through L35 for each field: Main, Branches, Bookmobile/Outreach, Total
L40	Total (L24 + L28 +L32 + L36)	Read–only data; sum of lines L24 through L36 for each field: Main, Branches, Bookmobile/Outreach, Total
L41	Main Library	Enter the total number of other printed materials (magazines, newspapers, vertical file materials) circulated at the main library in the main library field. Enter the total number of other printed materials (magazines, newspapers, vertical file materials) circulated at all branches in the all branches field. Enter the total number of other printed materials (magazines, newspapers, vertical file materials) circulated at the bookmobile in the bookmobile/outreach field. Field for Total is read–only data, sum of main library + all branches + bookmobile/outreach. Also, include circulated non–print material that does not belong in any of the previous categories. Examples include games, paintings, toys, etc.
L42	All Branches	Enter the total number of other printed materials (magazines, newspapers, vertical file materials) circulated at the main library in the main library field. Enter the total number of other printed materials (magazines, newspapers, vertical file materials) circulated at all branches in the all branches field. Enter the total number of other printed materials

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		(magazines, newspapers, vertical file materials) circulated at the bookmobile in the bookmobile/outreach field. Field for Total is read-only data, sum of main library + all branches + bookmobile/outreach. Also, include circulated non-print material that does not belong in any of the previous categories. Examples include games, paintings, toys, etc.
L43	Bookmobile/Outreach	Enter the total number of other printed materials (magazines, newspapers, vertical file materials) circulated at the main library in the main library field. Enter the total number of other printed materials (magazines, newspapers, vertical file materials) circulated at all branches in the all branches field. Enter the total number of other printed materials (magazines, newspapers, vertical file materials) circulated at the bookmobile in the bookmobile/outreach field. Field for Total is read-only data, sum of main library + all branches + bookmobile/outreach. Also, include circulated non-print material that does not belong in any of the previous categories. Examples include games, paintings, toys, etc.
L44	Total (L41 + L42 + L43)	Enter the total number of other printed materials (magazines, newspapers, vertical file materials) circulated at the main library in the main library field. Enter the total number of other printed materials (magazines, newspapers, vertical file materials) circulated at all branches in the all branches field. Enter the total number of other printed materials (magazines, newspapers, vertical file materials) circulated at the bookmobile in the bookmobile/outreach field. Field for Total is read-only data, sum of main library + all branches + bookmobile/outreach. Also, include circulated non-print material that does not belong in any of the previous categories. Examples include games, paintings, toys, etc.
L45	Main Library (L13 + L37 + L41)	Total Circulation Read-only data; sum for each field: Main, Branches, Bookmobile/Outreach, Total.
L46	All Branches (L14 + L38 + L42)	Total Circulation Read-only data; sum for each field: Main, Branches, Bookmobile/Outreach, Total.
L47	Bookmobile/Outreach (L15 + L39 + L43)	Total Circulation Read-only data; sum for each field: Main, Branches, Bookmobile/Outreach, Total.

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L48	Main Library	The total annual circulation of all children's materials in all physical formats to all users, including renewals. This includes books and audiovisual material already counted in previous fields. Include circulation of other physical items for children (e.g. kits, games, technology). If possible, do not include materials for teens/young adults.
L49	All Branches	The total annual circulation of all children's materials in all physical formats to all users, including renewals. This includes books and audiovisual material already counted in previous fields. Include circulation of other physical items for children (e.g. kits, games, technology). If possible, do not include materials for teens/young adults.
L50	Bookmobile/Outreach	The total annual circulation of all children's materials in all physical formats to all users, including renewals. This includes books and audiovisual material already counted in previous fields. Include circulation of other physical items for children (e.g. kits, games, technology). If possible, do not include materials for teens/young adults.
L51	Total Circulation of Children's Physical Material (L48 + L49+ L50)	Read-only data; sum of lines L48 through L50 for each field: Main, Branches, Bookmobile/Outreach, Total
L52	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.
L53	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.
L54	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.
L55	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.
L56	Electronic Circulation Total (L52 + L53 +L54 + L55)	Read-only data; sum of lines L52 through L55.
L57	Physical Circulation Total (L16 + L40+ _L44)	Read-only data; sum of lines L16, L40 and L44.

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L58	Total Circulation (L56+ L57)	Read-only data; sum of lines L56 and L57.
N1	Print	ILL – Print and Nonprint These are library materials, or copies of the materials, provided by one library to another upon request. The libraries involved in interlibrary loans are not under the same library administration. These data are reported as annual figures. Enter the number of books and other print material loaned to all other libraries in the loaned to field. Enter the number of nonprint materials loaned to all other libraries in the loaned to field. Total is read-only sum. Enter the number of books and other print material borrowed from all other libraries in the borrowed from field. Enter the number of nonprint materials borrowed from all other libraries in the borrowed from field. Total is read-only sum.
N2	Nonprint	ILL – Print and Nonprint These are library materials, or copies of the materials, provided by one library to another upon request. The libraries involved in interlibrary loans are not under the same library administration. These data are reported as annual figures. Enter the number of books and other print material loaned to all other libraries in the loaned to field. Enter the number of nonprint materials loaned to all other libraries in the loaned to field. Total is read-only sum. Enter the number of books and other print material borrowed from all other libraries in the borrowed from field. Enter the number of nonprint materials borrowed from all other libraries in the borrowed from field. Total is read-only sum.
N3	Total (N1 + N2):	These are 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. These data are reported as annual figures.
N4	Print	ILL – Print and Nonprint These are library materials, or copies of the materials, provided by one library to another upon request. The libraries involved in interlibrary loans are not under the same library administration. These data are reported as annual figures. Enter the number of books and other print material loaned to all other libraries in the loaned to field. Enter the number of nonprint materials loaned to all other libraries in the loaned to field. Total is read-only sum. Enter the number of books and other print material borrowed from all other libraries in the borrowed from field. Enter the number of nonprint

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		materials borrowed from all other libraries in the borrowed from field. Total is read-only sum.
N5	Nonprint	ILL – Print and Nonprint These are library materials, or copies of the materials, provided by one library to another upon request. The libraries involved in interlibrary loans are not under the same library administration. These data are reported as annual figures. Enter the number of books and other print material loaned to all other libraries in the loaned to field. Enter the number of nonprint materials loaned to all other libraries in the loaned to field. Total is read-only sum. Enter the number of books and other print material borrowed from all other libraries in the borrowed from field. Enter the number of nonprint materials borrowed from all other libraries in the borrowed from field. Total is read-only sum.
N6	Total (N4 + N5):	These are 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. These data are reported as annual figures. Reminder: “library administration” means Administrative Entity (not anything broader). Do not include items loaned between outlets within the same library administrative entity.
O1	Number of Programs Targeted at Infants, Toddlers, and Preschoolers (under age 6)	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.
O2	Number of Programs Targeted at Elementary Schoolchildren (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.

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O3	Number of Programs 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.
O4	Number of Programs Targeted at Adults (age 19 and older)	An adult program session is any planned event for which the primary audience is adults aged 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.
O5	Number of Programs Targeted at Multiple Age Levels	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.
O6	Total Number of Synchronous (Live) Onsite Program Sessions	The sum of O1 + O2 + O3 + O4 + O5
O7	Number of Programs Targeted at Infants, Toddlers, and Preschoolers (under age 6)	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 storytime 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.

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O8	Number of Programs Targeted at Elementary Schoolchildren (ages 6-11)	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 storytime 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.
O9	Number of Programs Targeted at Young Adults (ages 12-18)	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 storytime 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.
O10	Number of Programs Targeted at Adults (age 19 and older)	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 storytime 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.
O11	Number of Programs Targeted at Multiple Age Levels	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 storytime 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

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		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.
O12	Total Number of Synchronous (Live) Offsite Program Sessions	The sum of O7 + O8 + O9 + O10 + O11
O13	Number of Programs Targeted at Infants, Toddlers, and Preschoolers (under age 6)	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 of Synchronous In-Person Onsite Program Sessions or Number of Synchronous In-Person Offsite Program Sessions (data elements O1–O5 or O7–O11).
O14	Number of Programs Targeted at Elementary Schoolchildren (ages 6-11)	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 of Synchronous In-Person Onsite Program Sessions or Number of Synchronous In-Person Offsite Program Sessions (data elements O1–O5 or O7–O11).
O15	Number of Programs Targeted at Young Adults (ages 12-18)	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

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		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 of Synchronous In-Person Onsite Program Sessions or Number of Synchronous In-Person Offsite Program Sessions (data elements O1–O5 or O7–O11).
O16	Number of Programs Targeted at Adults (age 19 and older)	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 of Synchronous In-Person Onsite Program Sessions or Number of Synchronous In-Person Offsite Program Sessions (data elements O1–O5 or O7–O11).
O17	Number of Programs Targeted at Multiple Age Levels	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 of Synchronous In-Person Onsite Program Sessions or Number of Synchronous In-Person Offsite Program Sessions (data elements O1–O5 or O7–O11).
O18	Total Number of Synchronous (Live) Virtual Program Sessions	The sum of O13 + O14 + O15 + O16 + O17

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O19	Attendance at Programs Targeted at Infants, Toddlers, and Preschoolers (under age 6)	The count of the audience at all program sessions for which the primary audience is children aged 0 to 5 years. Please count all attendees of these program sessions regardless of age.
O20	Attendance at Programs Targeted at Elementary School Children (ages 6-11)	The count of the audience at all program sessions for which the primary audience is children aged 6 to 11 years. Please count all attendees of these program sessions regardless of age.
O21	Attendance at 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 aged 12 to 18 years. Please count all attendees of these program sessions regardless of age.
O22	Attendance at Programs Targeted at Adults (age 19 and older)	The count of the audience at all program sessions for which the primary audience is adults aged 19 or older. Please count all attendees of these program sessions regardless of age.
O23	Attendance at Programs Targeted at Multiple Age Levels	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.
O24	Total Attendance at Synchronous (Live) Onsite Programs	The sum of O19 + O20 + O21 + O22 + O23
O25	Attendance at Programs Targeted at Infants, Toddlers, and Preschoolers (under age 6)	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 elements O31–O35).
O26	Attendance at Programs Targeted at Elementary Schoolchildren (ages 6–12)	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 elements O31–O35).
O27	Attendance at Programs Targeted at Young Adults (ages 12 to 18)	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

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		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 elements O31–O35).
O28	Attendance at Programs Targeted at Adults (age 19 and older)	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 elements O31–O35).
O29	Attendance at Programs Targeted at Multiple Age Levels	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 elements O31–O35).
O30	Total Attendance at Synchronous (Live) Offsite Programs	The sum of O25 + O26 + O27 + O28 + O29
O31	Attendance at Programs Targeted at Infants, Toddlers, and Preschoolers (under age 6)	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

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		should be counted under Total Views of Asynchronous Program Presentations (data element O38). 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 O19–O29).
O32	Attendance at Programs Targeted at Elementary Schoolchildren (ages 6–12)	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 O38). 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 O19–O29).
O33	Attendance at Programs Targeted at Young Adults (ages 12 to 18)	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 O38). For

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		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 O19–O29).
O34	Attendance at Programs Targeted at Adults (age 19 and older)	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 O38). 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 O19–O29).
O35	Attendance at Programs Targeted at Multiple Age Levels	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 O38). For program sessions that also have an in-person component, exclude in-person attendance; this should

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		be counted under Synchronous In–Person Onsite Program Attendance or Synchronous In–Person Offsite Program Attendance (data elements O19–O29).
O36	Total Synchronous (Live) Virtual Program Attendance	The sum of O31 + O32 + O33 + O34 + O35
O37	Total Number of Recorded 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.
O38	Total Views of Recorded Program Presentations within 30 Days	Report the 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.
P1	Self–Directed Activities (Passive Programs), Children (under age 12) Number of Programs	A Self–directed Activity is a planned, independent activity available for a definite period which introduces participating individuals to any of the broad range of library services or activities which directly provide information to participants. Activities differ from programs in that activities are unstructured and depend on the participation of the attendee to create the experience, rather than a structured presentation offered by librarian to a group at a set time. Examples of these types of passive activities include DIY stations, craft/activity bags, make and take activity kits, and <i>Do Science at Home STEAM Kits</i> . This does not include informal services such as homework help. Count all activities, whether held on– or off–site, that are sponsored or co–sponsored by the library. Exclude activities sponsored by other groups that use library facilities.
P2	Self–Directed Activities (Passive Programs), Children	A Self–directed Activity is a planned, independent activity available for a definite period which introduces participating individuals to any of the broad

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	(under age 12) Number of Participants	range of library services or activities which directly provide information to participants. Activities differ from programs in that activities are unstructured and depend on the participation of the attendee to create the experience, rather than a structured presentation offered by librarian to a group at a set time. Examples of these types of passive activities include DIY stations, craft/activity bags, make and take activity kits, and Do Science at Home STEAM Kits. This does not include informal services such as homework help. Count all activities, whether held on– or off–site, that are sponsored or co–sponsored by the library. Exclude activities sponsored by other groups that use library facilities.
P3	Self-Directed Activities (Passive Programs), Young Adult (ages 12 to 18) Number of Programs	A Self-directed Activity is a planned, independent activity available for a definite period which introduces participating individuals to any of the broad range of library services or activities which directly provide information to participants. Activities differ from programs in that activities are unstructured and depend on the participation of the attendee to create the experience, rather than a structured presentation offered by librarian to a group at a set time. Examples of these types of passive activities include DIY stations, craft/activity bags, make and take activity kits, and Do Science at Home STEAM Kits. This does not include informal services such as homework help. Count all activities, whether held on– or off–site, that are sponsored or co–sponsored by the library. Exclude activities sponsored by other groups that use library facilities.
P4	Self-Directed Activities (Passive Programs), Young Adult (ages 12 to 18) Number of Participants	A Self-directed Activity is a planned, independent activity available for a definite period which introduces participating individuals to any of the broad range of library services or activities which directly provide information to participants. Activities differ from programs in that activities are unstructured and depend on the participation of the attendee to create the experience, rather than a structured presentation offered by librarian to a group at a set time. Examples of these types of passive activities include DIY stations, craft/activity bags, make and take activity kits, and <i>Do Science at Home STEAM Kits</i>. This does not include informal services such as homework help.

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		Count all activities, whether held on– or off–site, that are sponsored or co–sponsored by the library. Exclude activities sponsored by other groups that use library facilities.
P5	Self-Directed Activities (Passive Programs), Other (all ages) Number of Programs	A Self-directed Activity is a planned, independent activity available for a definite period which introduces participating individuals to any of the broad range of library services or activities which directly provide information to participants. Activities differ from programs in that activities are unstructured and depend on the participation of the attendee to create the experience, rather than a structured presentation offered by librarian to a group at a set time. Examples of these types of passive activities include DIY stations, craft/activity bags, make and take activity kits, and Do Science at Home STEAM Kits. This does not include informal services such as homework help. Count all activities, whether held on– or off–site, that are sponsored or co–sponsored by the library. Exclude activities sponsored by other groups that use library facilities.
P6	Self-Directed Activities (Passive Programs), Other (all ages) Number of Participants	A Self-directed Activity is a planned, independent activity available for a definite period which introduces participating individuals to any of the broad range of library services or activities which directly provide information to participants. Activities differ from programs in that activities are unstructured and depend on the participation of the attendee to create the experience, rather than a structured presentation offered by librarian to a group at a set time. Examples of these types of passive activities include DIY stations, craft/activity bags, make and take activity kits, and Do Science at Home STEAM Kits. This does not include informal services such as homework help. Count all activities, whether held on– or off–site, that are sponsored or co–sponsored by the library. Exclude activities sponsored by other groups that use library facilities.
P7	Total Number of Self-Directed Activities (P1 + P3 + P5)	A Self-directed Activity is a planned, independent activity available for a definite period which introduces participating individuals to any of the broad range of library services or activities which directly provide information to participants. Activities differ from programs in that activities are unstructured and depend on the participation of the attendee to create

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		the experience, rather than a structured presentation offered by librarian to a group at a set time. Examples of these types of passive activities include DIY stations, craft/activity bags, make and take activity kits, and Do Science at Home STEAM Kits. This does not include informal services such as homework help. Count all activities, whether held on- or off-site, that are sponsored or co-sponsored by the library. Exclude activities sponsored by other groups that use library facilities.
P8	Total Participants in Self-Directed Activities (P2 + P4 +P6)	A Self-directed Activity is a planned, independent activity available for a definite period which introduces participating individuals to any of the broad range of library services or activities which directly provide information to participants. Activities differ from programs in that activities are unstructured and depend on the participation of the attendee to create the experience, rather than a structured presentation offered by librarian to a group at a set time. Examples of these types of passive activities include DIY stations, craft/activity bags, make and take activity kits, and Do Science at Home STEAM Kits. This does not include informal services such as homework help. Count all activities, whether held on- or off-site, that are sponsored or co-sponsored by the library. Exclude activities sponsored by other groups that use library facilities.
Q1	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 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.
Q2	Number of People Formally Trained by Staff to Use Electronic Resources	Enter the number of people given formal training (scheduled sessions) by staff to use electronic resources in the library. Informal assistance is not included in this total. Do not include training for the library staff.
Q3	Does the library provide wireless internet access (Wi-Fi) for patrons?	A wireless network that lets library users make a connection to the internet using a laptop computer or PDA.
Q4	Wireless Sessions –Annually	Report the number of wireless sessions provided by the library wireless service annually. Count one session each time a device connects to the library's wireless network, regardless of the duration of

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		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 atypical 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.
Q4a	Wireless Sessions –Annually	Regarding the number of Wireless Sessions (data element #Q4) 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)
Q5	Website Visits –Annually	Report the number of sessions initiated by all users from inside or outside the library to the library website. In Google Analytics: Audience/Overview/Sessions
R1	Number of Intellectual Freedom Challenges	A challenge is an attempt to remove or restrict materials, based upon the objections of an individual person or a group. Record the number of incidents, not the number of titles.
S1	Describe significant events, changes, or improvements to your library's facilities, programs, or collections during this past fiscal year. Include a statement describing any new property acquired by the library by any means – purchase, gifts, bequests, etc.	Describe significant events, changes, or improvements to your library’s facilities, programs, or collections during this past fiscal year. Include a statement describing any new property acquired by the library by any means – purchase, gifts, bequests, etc.

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