Revised Programs Section – Annual Report 2022

Programs (O1 – O38)

PROGRAM SESSIONS

The Number of Synchronous (Live) Onsite Program Sessions

O1 Number of Programs Targeted at Infants, Toddlers, and Preschoolers (under age 6)

O2 Number of Programs Targeted at Elementary School Children (ages 6-12)

O3 Number of Programs Targeted at Young Adults (ages 12 to 18)

O4 Number of Programs Targeted at Adults (age 19 and older)

O5 Number of Programs Targeted at Multiple Age Levels

O6 Total Number of Synchronous (Live) Onsite Program Sessions (O1+O2+O3+O4+O5)

The Number of Synchronous (Live) Offsite Program Sessions

O7 Number of Programs Targeted at Infants, Toddlers, and Preschoolers (under age 6)

O8 Number of Programs Targeted at Elementary School Children (ages 6-12)

O9 Number of Programs Targeted at Young Adults (ages 12 to 18)

O10 Number of Programs Targeted at Adults (age 19 and older)

O11 Number of Programs Targeted at Multiple Age Levels

O12 Total Number of Synchronous (Live) Offsite Program Sessions (O7+O8+O9+O10+O11)

The Number of Synchronous (Live) Virtual Program Sessions

O13 Number of Programs Targeted at Infants, Toddlers, and Preschoolers (under age 6)

O14 Number of Programs Targeted at Elementary School Children (ages 6-12)

O15 Number of Programs Targeted at Young Adults (ages 12 to 18)

O16 Number of Programs Targeted at Adults (age 19 and older)

O17 Number of Programs Targeted at Multiple Age Levels

O18 Total Number of Synchronous (Live) Virtual Program Sessions (O13+O14+O15+O16+O17)

PROGRAM ATTENDANCE

Attendance at Synchronous (Live) Onsite Programs

O19 Attendance at Programs Targeted at Infants, Toddlers, and Preschoolers (under age 6)

O20 Attendance at Programs Targeted at Elementary School Children (ages 6-12)

O21 Attendance at Programs Targeted at Young Adults (ages 12 to 18)

O22 Attendance at Programs Targeted at Adults (age 19 and older)

O23 Attendance at Programs Targeted at Multiple Age Levels

O24 Total Attendance at Synchronous (Live) Onsite Programs (O19+O20+O21+O22+O23)

Attendance at Synchronous (Live) Offsite Programs

O25 Attendance at Programs Targeted at Infants, Toddlers, and Preschoolers (under age 6)

O26 Attendance at Programs Targeted at Elementary School Children (ages 6-12)

O27 Attendance at Programs Targeted at Young Adults (ages 12 to 18)

O28 Attendance at Programs Targeted at Adults (age 19 and older)

O29 Attendance at Programs Targeted at Multiple Age Levels

O30 Total Attendance at Synchronous (Live) Offsite Programs (O25+O26+O27+O28+O29)

Synchronous (Live) Virtual Program Attendance

O31 Attendance at Programs Targeted at Infants, Toddlers, and Preschoolers (under age 6)

O32 Attendance at Programs Targeted at Elementary School Children (ages 6-12)

O33 Attendance at Programs Targeted at Young Adults (ages 12 to 18)

O34 Attendance at Programs Targeted at Adults (age 19 and older)

O35 Attendance at Programs Targeted at Multiple Age Levels

O36 Total Synchronous (Live) Virtual Program Attendance (O31+O32+O33+O34+O35)

O37 Total Number of Recorded Program Presentations

O38 Total Views of Recorded Program Presentations within 7 Days

This is the long note linked from the top of program section:

Synchronous Program Sessions
A synchronous (live) program session is any planned event which introduces the group attending to library services or which provides information to participants.
Program sessions may cover use of the library, library services, or library tours. Program sessions may also provide cultural, recreational, or educational information. Examples of these types of program sessions include, but are not limited to, film showings, lectures, story hours, literacy programs, citizenship classes, and book discussions

Include	Exclude
All program sessions that are sponsored or co-sponsored by the library. For a program session to be sponsored or co-sponsored by the library, the library must contribute financial resources or staff time toward the program session. For a program session that is part of a larger community event (such as a farmer's market or festival), it is not necessary for the library to also sponsor or organize the larger event.	Program sessions sponsored by other groups that use library facilities. For example, do not include a homeschooling group hosting a speaker in a meeting room without facilitation from library staff.
Both on-site and off-site program sessions. For example, include a storytime at a farmer's market or a presentation to a school group about library resources conducted at a school.	Offsite outreach efforts that do not otherwise meet the definition of a program session. For example, do not include having a library card signup booth at a farmer's market.
Live-streamed virtual (synchronous) program sessions that are sponsored or co-sponsored by the library.	Recorded (asynchronous) presentations of program content; these should be counted in Total Number of Asynchronous Program Presentations (data element O37). Programming that is shared on the library's website or social media that is not sponsored or co-sponsored by the library. For example, do not include sharing a video from an author's website of him or her reading a book.
Program sessions with attendance of zero or one if they were intended for a group.	Activities delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, homework assistance, and mentoring activities.
	Passive or self-directed activities that do not occur at a scheduled time. For example, do not include leaving an art project or puzzle on a table for participants to complete.

DEFINITIONS

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 School Children (ages 6-12)

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.

O3 Number of Programs Targeted at Young Adults (ages 12 to 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 age 19 or older. Examples of these types of program sessions include, but are not limited to, book discussions, citizenship classes, and lectures. Each program session should only be counted in one age category based on its primary target audience.

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

O8 Number of Programs Targeted at Elementary School Children (ages 6-12)

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 to 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 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 School Children (ages 6-12)

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 to 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 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

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 ages 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 6-12)

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

O21 Attendance at Programs Targeted at Young Adults (ages 12 to 18)

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

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 age 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 School Children (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 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 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 School Children (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 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 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

An asynchronous program presentation is any recording of program content that cannot be viewed live as it unfolds (i.e., on-demand streaming). Only include program presentations posted during the reporting period. Regardless of the number of platforms on which a presentation is posted, count each unique presentation only once. Include program sessions hosted on Facebook Premiere that are not facilitated by a staff member. Count asynchronous program presentations at the administrative entity level; do not duplicate numbers at each branch. Include recordings of synchronous program sessions that were available for asynchronous viewing after the session ended.

O38 Total Views of Recorded Program Presentations within 7 Days

The count of views of asynchronous program presentations for a period of seven (7) 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 those made available via other platforms, count unique views of each video.

For program presentations that are recordings of synchronous virtual program sessions, exclude synchronous attendance; these should be counted under Synchronous In-Person Onsite Program Attendance, Synchronous In-Person Offsite Program Attendance, or Synchronous Virtual Program Attendance (data elements O19-O36).