

**ACCOUNTING CLERK:**

Performs varied bookkeeping tasks and related clerical tasks. Responsible for maintaining journals and ledgers involving a variety of accounts.

**ACCOUNTING TECHNICIAN:**

Performs advanced bookkeeping, payroll, examines accounts payable for accuracy and adherence to library procedures, allocating and summarizing changes.

**ADMINISTRATIVE ENTITY:**

An autonomous library agency with its own governance and funding, legally established under local or state law to provide public library service to the population of a local jurisdiction. The administrative entity may have a single outlet, or it may have more than one outlet.

**ADULT LIBRARY PROGRAM(S) [ATTENDANCE]:**

Any planned event, sponsored by the library, for which the primary audience is adults (persons 19 years and older) and which introduces the group attending to any of the broad range of library services or activities for adults or which directly provides information to participants. Examples of these types of programs include film showings, lectures and citizenship classes. ATTENDANCE is the count of the audience at all programs, sponsored by the library, for which the primary audience is adults (persons 19 years and older). This includes children and young adults who attend programs intended primarily for adults. *See: Library Programs, Children's Library Programs, Young Adult Library Programs*

**ADULT MATERIALS [CIRCULATION OF]:**

The total annual circulation of all adult material in all formats to all users, no matter who borrows them. It includes renewals. *See: Circulation, Children's Materials [Circulation of]*

**ANNUAL COUNT:**

A method of reporting the Number of Library Visits or Reference Transactions. This is the count of actual Visits or Reference Transactions. *Annual Estimate Based on Typical Week(s)*

**ANNUAL ESTIMATE BASED ON TYPICAL WEEK(S):**

A method of reporting the Number of Library Visits or Reference Transactions. This is an annual estimate based on the count of actual Visits or Reference Transactions for a typical week or weeks multiplied by the number needed to equate to 52 weeks. *Annual Count*

**ANNUAL PUBLIC SERVICE HOURS:**

*See: Public Service Hours*

**ANNUAL VOLUNTEER HOURS:**

*See: Volunteer Hours*

**ASSESSED VALUATIONS:**

This is the total assessed value of property within the library's legal service area's geographic boundaries. It is the aggregate valuation of the property subject to taxation by the taxing district from which the library derives its revenue. Figures are based on the Washington State Department of Revenue publication: Property Tax Statistics. *See: Junior Taxing District, Local Cents per \$1000, Regular Levy Rate, Senior Taxing District*

**ASSISTANT DIRECTOR OF MANAGEMENT SERVICES:**

Performs administrative work involving advanced budgeting and financial duties, library insurance, planning, evaluation of facilities management and making recommendations to the board.

**ASSISTANT DIRECTOR OF PUBLIC SERVICES:**

Performs administrative work involving planning organizing and coordinating the delivery of public service system-wide, evaluation of library public service programs and making recommendations to the board.

**AUDIO MATERIALS:**

These are materials that the library has selected as part of its collection on which sounds (only) are stored (recorded) and that can be reproduced (played back) mechanically or electronically, or both. *See: Collection, Audio Materials (Physical Units), Audio Materials (Downloadable Units)*

**AUDIO MATERIALS (DOWNLOADABLE UNITS):**

These are downloadable electronic files on which sounds (only) are stored (recorded) and that can be reproduced (played back) electronically. All units, including duplicates are counted. *See: Collection, Audio Materials, Audio Materials (Physical Units)*

**AUDIO MATERIALS (PHYSICAL UNITS):**

These are audio materials circulated in a fixed, physical format. It includes records, audiocassettes, audio cartridges, audio discs (including audio-CD-ROMs), audio-reels, talking books, and other sound recordings stored in a fixed, physical format. It does not include downloadable electronic audio files. All units, including duplicates are counted. *See: Collection, Audio Materials, Audio Materials (Downloadable Units)*

**AUTO RENEWALS:**

Situation where checkouts are automatically renewed (usually for physical items such as books or DVDs). A service the library provides on borrower accounts for eligible collection items (as defined by the library). *See: Renewals*

**AUTOMATED SYSTEMS MANAGER:**

*See: Manager Automated Systems*

**BENEFIT EXPENDITURES:**

These are the funds spent on benefits outside of salaries and wages paid and accruing to employees (including plant operations, security, and maintenance staff), regardless of whether the benefits or equivalent cash options are available to all employees. This includes amounts for direct paid employee benefits such as: Social Security, retirement, medical insurance, life insurance, guaranteed disability income protection, unemployment compensation, workmen's compensation, tuition, and housing benefits. *See: Personnel Expenditures, Salary Expenditures*

**BOOK (PRINT MATERIAL) EXPENDITURES:**

These are the funds spent on acquiring books, defined as non-serial printed publications (including music and maps) that are bound in hard or soft covers, or in loose-leaf format, including non-serial government documents *See: Collection Expenditures, Print Material Expenditures, Non Book Print Material Expenditures*

**BOOKMOBILE DRIVER:**

Drives a mobile service unit and delivers public services from the mobile unit.

**BOOKMOBILE(S):**

These are traveling branch libraries, consisting of at least all of the following: a truck or van that carries an organized collection of library materials; paid staff; and regularly scheduled hours (bookmobile stops) for being open to the public. The number of vehicles in use, not the number of stops the vehicle makes, are counted. *See: Administrative Entity, Service Outlet, Branch Library, Central Branch*

**BRANCH LIBRARY(IES):**

These are auxiliary units having at least all of the following: separate quarters; an organized collection of library materials; paid staff; and regularly scheduled hours for being open to the public. *See: Administrative Entity, Service Outlet, Bookmobile, Central Branch*

**BUILDING (CAPITAL) EXPENDITURES:**

These are the funds spent on new or remodeled library buildings. *See: Capital Expenditures, Furniture and Equipment Expenditures, Land Expenditures, Other Capital Expenditures*

**CAPITAL EXPENDITURES:**

These are the funds spent on the acquisition of or additions to fixed assets. Examples include expenditures for site acquisitions; new buildings; building additions, or building renovations; furnishings; equipment; and initial book stock for new buildings, building additions, or building renovations; library automation systems; new vehicles; and other one-time major projects. Include federal, state, local, or other revenue used for major capital expenditures. This does not include funds spent on replacement and repair of existing furnishings and equipment, regular purchase of library materials, investments for capital appreciation; contributions to endowments, or revenue passed through to another agency (e.g., fines). *See: Expenditures, Total Expenditures, Building Expenditures, Furniture and Equipment Expenditures, Land Expenditures, Other Capital Expenditures, Operating Expenditures, Capital Revenue*

**CAPITAL REVENUE:**

This is all revenue to be used for major capital expenditures. Examples include funds received for site acquisition; new buildings; additions to or renovation of library buildings, building additions, or building renovations; furnishings, equipment, and initial collections (print, non-print, and electronic) for new buildings; computer hardware and software used to support library operations, to link to networks, or to run information products; new vehicles; and other one-time major projects. This does not include revenue to be used for replacement and repair of existing furnishings and equipment, regular purchase of library materials, and investments for capital appreciation; revenue passed through to another agency (e.g., fines), or funds unspent in the previous fiscal year (e.g., carryover). *See: Revenue, Total Revenue, Federal Capital Revenue, Local Capital Revenue, Other Capital Revenue, State Capital Revenue, Operating Revenue, Capital Expenditures*

**CENTRAL (OR ONLY) BRANCH:**

A single outlet library or the library which is the operational center of a multiple-outlet library. Usually all processing is centralized here and the principal collections are housed here. Synonymous with main library. Both multiple outlet library systems with a main library that serves as the operational center for the entire system (where processing is centralized and principal collections are housed) and single outlet libraries are considered to have "Central or only Branch" structures. Multiple outlet library systems where there are only co-equal outlets and no principal collection, do not have such a structure. *See: Administrative Entity, Service Outlet, Bookmobile, Branch Library*

**CHILDREN'S LIBRARY PROGRAM(S) [ATTENDANCE]:**

Any planned event, sponsored by the library, for which the primary audience is children (generally, 11 and under) and which introduces the group attending to any of the broad range of library services or activities for children or which directly provides information to participants. Children's programs may cover use of the library, library services, or library tours. Children's programs may also provide cultural, recreational, or educational information, often designed to meet a specific social need. Examples of these types of programs include story hours and summer reading events. ATTENDANCE is the count of the audience at all programs sponsored by the library for which the primary audience is children (generally, 11 and under). This includes adults and young adults who attend programs intended primarily for children. *See: Library Programs, Adult Library Programs, Young Adult Library Programs*

**CHILDREN'S MATERIALS [CIRCULATION OF]:**

The total annual circulation of all children's materials (generally, those targeting persons aged 14 and under) in all formats to all users, no matter who borrows them. It includes renewals. *See: Circulation, Adult Materials [Circulation of]*

**CIRCULATION:**

Refers to library materials, including renewals, charged out for use outside of the library, including Interlibrary Loan Transactions where the library directly checks out the material to a patron. It does not include items checked out to another library. *See: Total Circulation, Adult Materials [Circulation of], Children's Materials [Circulation of], Renewals*

**CITY MAINTENANCE AMOUNT:**

This is the amount that the city provides in addition to the library's budget. These are city funds which are NOT included in the library's budget. *See: City Maintenance of Library Building*

**CITY MAINTENANCE OF LIBRARY BUILDING:**

This is a situation wherein a municipality is responsible for the maintenance of the library building and, therefore, no costs associated with building maintenance are included in the library's regular budget report. *See: City Maintenance Amount*

**CLOSED OUTLETS DUE TO COVID-19:**

This answers the question: "Were any of the library's outlets physically closed to the public for any period of time due to the Coronavirus (COVID- 19) pandemic?" An outlet is considered physically closed when the public cannot access any library buildings or bookmobiles, regardless of staff access. A building can be physically closed but still offer virtual, Wi-Fi, or "curbside" services outside the building. *See: Number of Weeks an Outlet Closed Due to COVID-19*

**COLLECTION:**

This is the count of items that have been purchased, leased or licensed by the library, a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Items freely available without monetary exchange are not included. The count does not include items that are permanently retained by the patron; only counted are items that have a set circulation period where it is available for patron use. *See: Print Materials, E-Books, Audio Materials, Video Materials, Other Materials*

**COLLECTION DEVELOPMENT COORDINATOR:**

Responsible for the planning, coordination and control of acquisitions, by gift or purchase of all library materials, and the processing of the acquisitions.

**COLLECTION EXPENDITURES:**

These are the funds spent on acquiring print, microform, electronic, and other format materials considered part of the collection, whether purchased, leased, or licensed. This does not include charges or fees for interlibrary loans and costs associated with document delivery. *See: Operating Expenditures, Electronic Materials Expenditures, Other Materials Expenditures, Print Material Expenditures*

**COMPUTER INFORMATION PROFESSIONAL:**

Provides professional services involving the integration of information applications into the operation of the library and electronic access to information. This is the mid-range position between automated systems manager and computer technician.

**COMPUTER OPERATOR:**

Performs skilled technical work involving operation of the computer system and related peripheral devices.

**COMPUTERS:**

This includes all computers in use by either staff or the public regardless of their purpose. It includes both text-based and GUI (Graphical User Interface) machines, Windows, Linux, and Macintosh computers. They are usually connected to a computer network. Uses include, but are not limited to: library catalog terminals, reference desk machines, circulation stations, word processors, internet terminals, etc. *See: Public Computers, Staff Computers, Internet Computers*

**CONTRACTING ENTITIES (LOCAL OPERATING) REVENUE:**

This is revenue from contract fees paid to the library by entities contracting for library services. *See: Contract, Local Operating Revenue, Local Jurisdiction Revenue, Other Local Revenue, Timber Tax Revenue*

**COOPERATIVE ARRANGEMENTS:**

*See: Library Cooperative Arrangements*

**COOPERATIVE ORGANIZATIONS:**

*See: Library Cooperative Organizations*

**CURRENT PRINT SERIAL SUBSCRIPTIONS:**

These are current print serial subscriptions (arrangements by which, in return for a sum paid in advance, serials are provided for a specified number of issues), including duplicates, for all libraries. Examples of serials are periodicals (magazines), newspapers, annuals, some government documents, some reference tools, and numbered monographic series.

**CUSTODIAN:**

Performs work in connection with the maintenance and care of library facilities on assigned shifts. This position is responsible for the routine cleaning operations: sweeping, mopping, dumping trash, etc.

**DATABASE (ELECTRONIC MATERIALS) EXPENDITURES:**

These are the funds used to acquire either temporary or permanent access rights to licensed databases (electronic collections) through payment by the library (directly or through a cooperative agreement within the state or region) or by formal agreement with the State Library. *See: Electronic Collections, Collection Expenditures, Electronic Materials Expenditures, Non Database Expenditures*

**DATABASE(S):**

*See: Electronic Collections*

**DELIVERY DRIVER:**

Performs work of routine nature in the transportation and delivery of library materials, equipment, supplies, and mail to the agency locations.

**DEPARTMENT MANAGER:**

*See: Manager Department*

**DEPOSITORY:**

*See: Federal or State Depository*

**DIRECTOR MLS:**

Performs management of library. MLS Directors are librarians with master's degrees from programs of library and information studies accredited by the American Library Association.

**DIRECTOR NON-MLS:**

Performs management of library. Non-MLS Directors do not hold master's degrees from programs of library and information studies accredited by the American Library Association.

**E-BOOKS:**

Digital documents (including those digitized by the library), licensed or not, where searchable text is prevalent, and which can be seen as analogous to a printed book (monograph). Includes non-serial government documents. E-books are loaned to users on portable devices (e-book readers) or by transmitting the contents to the user's personal computer for a limited time. Includes e-books held locally and remote e-books for which permanent or temporary access rights have been acquired. All units, including duplicates are counted. *See: Collection*

**ELECTRONIC CONTENT USE:**

This includes all Circulation of Electronic Materials and Electronic Information Retrievals (Electronic Collection/Database Use). *See: Electronic Materials [Circulation of], Electronic Information Retrievals*

**ELECTRONIC INFORMATION RETRIEVALS (ELECTRONIC COLLECTION/DATABASE USE):**

The number of full-content units or descriptive records examined, downloaded, or otherwise supplied to user, from online library resources that require user authentication, but do not have a circulation period. Examining documents is defined as having the full text of a digital document or electronic resource downloaded or fully displayed. Some electronic services do not require downloading as simply viewing documents is normally sufficient for user needs. Include use both inside and outside the library. Do not include use of the OPAC or website. *See: Electronic Collection(s), Electronic Content Use, Total Collection Use*

**ELECTRONIC LIBRARY CARDS ISSUED BEFORE COVID-19:**

This answers the question: "Did the library allow users to complete registration for library cards online without having to come to the library before the Coronavirus (COVID-19) pandemic?" Online library cards provide users access to electronic collection materials and databases without having to be physically present at a library outlet to register for the card. *See: Registered Users*

**ELECTRONIC LIBRARY CARDS ISSUED DURING COVID-19:**

This answers the question: "Did the library allow users to complete registration for library cards online without having to come to the library during the Coronavirus (COVID-19) pandemic?" Online library cards provide users access to electronic collection materials and databases without having to be physically present at a library outlet to register for the card. *See: Registered Users*

**ELECTRONIC MATERIALS [CIRCULATION OF]:**

Electronic Materials are materials that are distributed digitally online and can be accessed via a computer, the Internet, or a portable device such as an e-book reader. Types of electronic materials include e-books and downloadable electronic video and audio files. The total annual circulation of all electronic library materials of all types, including renewals. Includes circulation only for items that require user authentication, and have a limited period of use. It does not include use of databases. *See: Circulation, Total Circulation, Physical Materials [Circulation of], Electronic Content Use*

**ELECTRONIC MATERIALS ADDED DUE TO COVID-19:**

This answers the question: "Did the library add or increase access to electronic collection materials due to the Coronavirus (COVID-19) pandemic?" Online library cards provide users access to electronic collection materials and databases without having to be physically present at a library outlet to register for the card.

**ELECTRONIC MATERIALS EXPENDITURES:**

These are the funds spent on acquiring electronic (digital) materials. Types of electronic materials include e-books, audio and video downloadables, e-serials (including journals), government documents, databases/electronic collections (including locally mounted, full text or not), electronic files, reference tools, scores, maps, or pictures in electronic or digital format, including materials digitized by the library. Electronic Materials can be distributed on magnetic tape, diskettes, computer software, CD-ROM, or other portable digital carrier, and can be accessed via a computer, via access to the Internet, or by using an e-book reader. This includes expenditures for materials held locally and for remote materials for which permanent or temporary access rights have been acquired, e.g. database licenses. It does not include expenditures for computer software used to support library operations or to link to external networks, including the Internet (outlays which are reported under Other Operating Expenditures). *See: Collection Expenditures, Database Expenditures, Non Database Electronic Materials Expenditures*

**EXPENDITURES:**

These are decreases in net financial resources, i.e., dollars disbursed. *See: Total Expenditures, Capital Expenditures, Operating Expenditures*

**EXTERNAL WIFI ACCESS ADDED DURING COVID-19:**

This answers the question: "Did the library intentionally provide Wi-Fi Internet access to users outside the building at one or more outlets during the Coronavirus (COVID-19) pandemic?" Includes "parking lot access," bookmobiles or other mobile facilities with Wi-Fi capabilities.

**EXTERNAL WIFI ACCESS BEFORE COVID-19:**

This answers the question: "Did the library provide Wi-Fi Internet access to users outside the building at one or more outlets before the Coronavirus (COVID-19) pandemic?" Includes "parking lot access," bookmobiles or other mobile facilities with Wi-Fi capabilities.

**EXTERNAL WIFI ACCESS INCREASED DURING COVID-19:**

This answers the question: "Did the library increase access to Wi-Fi Internet access to users outside the building at one or more outlets during the Coronavirus (COVID-19) pandemic?" Includes "parking lot access," bookmobiles or other mobile facilities with Wi-Fi capabilities. Increasing access could mean removing restrictions on sign-in authorizations, expanding router reach, leaving Wi-Fi service on 24 hours, installing or moving access points to promote or improve external access, etc.

**FACILITIES SUPERVISOR:**

Performs supervisory and skilled work in the trades in connection with the overall maintenance and cleaning of library facilities.

**FEDERAL CAPITAL REVENUE:**

This includes all 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. *See: Capital Revenue, Local Capital Revenue, Other Capital Revenue, State Capital Revenue*

**FEDERAL OPERATING REVENUE:**

This includes all federal government revenue distributed to public libraries for expenditure by the public libraries, including federal money distributed by the state. *See: Operating Revenue, LSTA Revenue, Other Federal Revenue, Local Operating Revenue, Other Operating Revenue, State Operating Revenue*

**FEDERAL OR STATE DEPOSITORY:**

These are designated recipient libraries of either or both government documents distributed under the Federal Depository Library Program or state government agencies.

**FILTERING:**

Internet filtering is blocking technology used on computers to restrict access to particular content on the web. It may be a software solution, a hardware solution, or some combination of the two.

**FTEs:**

*See: Staff FTEs*

**FURNITURE AND EQUIPMENT (CAPITAL) EXPENDITURES:**

These are funds spent on furnishings, initial book stock, equipment, and computers for new or renovated/expanded facilities. This generally excludes funds spent on maintenance and replacement of existing furniture and equipment. *See: Capital Expenditures, Building Expenditures, Land Expenditures, Other Capital Expenditures*

**GRAPHIC TECHNICIAN:**

Performs technical implementation of graphic designs for forms, publications and displays through the application of judgment based on knowledge and expertise.

**HOLDINGS:**

*See: Collection*

**INTERLIBRARY LOAN ITEMS PROVIDED:**

These are library materials, or copies of the materials, provided by one autonomous library to another (i.e. the libraries involved are not under the same library administration) upon request. *See: Interlibrary Loan Items Received, Interlibrary Loan Items Received per 1000 Circulation, Net Lending Rate, Shared Catalog*

**INTERLIBRARY LOAN ITEMS RECEIVED:**

These are library materials, or copies of the materials, received by one autonomous library from another (i.e. the libraries involved are not under the same library administration) upon request. *See: Interlibrary Loan Items Provided, Interlibrary Loan Items Received per 1000 Circulation, Net Lending Rate, Shared Catalog*

**INTERLIBRARY LOAN ITEMS RECEIVED PER 1000 CIRCULATION:**

This output measure relates the number of materials borrowed from other libraries to the number of materials circulated to Registered Users. It is the number of Interlibrary Loan Items Received divided by Total Circulation multiplied by 1,000. *See: Circulation, Interlibrary Loan Items Received, Interlibrary Loan Items Provided, Net Lending Rate*

**INTERNET COMPUTERS:**

These are computers available in the library for connecting to the internet. They may be purchased, leased or donated. *See: Computers, Public Internet Computers, Staff Internet Computers, Total Internet Computers*

**INVESTMENT PER READER:**

This output measure relates the funds spent on acquiring materials considered part of the collection to the number of materials circulated to Registered Users. It is Total Collection Expenditures divided by Total Circulation. See: *Circulation, Collection Expenditures*

**JUNIOR TAXING DISTRICT:**

In general property tax terms, this refers to a taxing district other than a state, county, county road district, city, town, port district, or public utility district. Examples include library, fire, and hospital districts. A library that functions under a municipal or county government structure, deriving its local revenue from a county, city or incorporated town's budget, is not a Junior Taxing District. See: *Assessed Valuations, Local Cents per \$1000, Regular Levy Rate, Senior Taxing District*

**LAND (CAPITAL) EXPENDITURES:**

These are funds spent on the acquisition of land. See: *Capital Expenditures, Building Expenditures, Furniture and Equipment Expenditures, Other Capital Expenditures*

**LAPTOP LAB(S) [COMPUTERS]:**

These are mobile labs consisting of laptop computers and peripherals used to hold classes and trainings. They can be used both inside and outside of the library. COMPUTERS is the count of laptop computers that are part of a laptop lab and not counted elsewhere.

**LEGAL SERVICE AREA BOUNDARY CHANGE:**

This occurs, for example, when a municipality annexes land, when one municipality in a county becomes either an independent city or its own county necessitating its exclusion from the first county's geography, or when an administrative entity contracts to provide public library service for some additional geographic area other than the geographic area for which it was established (e.g., a municipal library contracts to serve county residents). See: *Administrative Entity*

**LIBRARIAN 1:**

Serves the public in reference, acquisitions, cataloging, networking and/or branch operations, all of which require extensive subject, technical knowledge and expertise. Entry level to three years experience. MLS required.

**LIBRARIAN 2:**

Locates information for library patrons or helps users locate the information. Answers questions and gives instruction about the use of the library. May select materials for a designated portion of the collection or general collection. May use computers to conduct database searches. Three years experience preferred. MLS required.

**LIBRARIANS:**

Persons with the title of librarian, regardless of whether they hold a Master's from an ALA accredited program or not, 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. See: *MLS Librarians, Non-MLS Librarians, Other Staff, Staff FTEs, Total FTEs, Population to Staff Ratio*

**LIBRARY ASSISTANT 1 AND 2:**

Performs moderately complex library operations in dealing with the public, assists with patron use of computer equipment, the charge and discharge of materials, the basic level of service delivery.

**LIBRARY ASSOCIATE:**

Performs work involving networking, cataloging, mending, acquisition, reference, the use of indexes and other resources in assisting patrons locate information.

**LIBRARY ASSOCIATE SENIOR:**

Performs advanced work in the area of acquisitions, cataloging, networking, reference, and in assisting patrons locate information, etc. May be assigned specific area of interest (i.e. children's services). May supervise.

**LIBRARY ASSOCIATE SUPERVISORY:**

Performs management work wherein the employee is responsible for the operation of a division/department or branch of the library, in planning and organizing programs and delivery of services.

**LIBRARY AUTOMATED SYSTEM:**

A library is automated if its public access catalog, circulation, cataloging, acquisitions, serials, etc. operations are managed and accessible electronically through computerized means. A Library Automated System generally consists of a number of modules (separate software programs) used as tools to perform the various data processing functions related to managing a library's collection and services.

**LIBRARY BUILDING (OTHER OPERATING) EXPENDITURES:**

These are the funds, from the library's budget, spent on the operation and maintenance of physical facilities. *See: Other Operating Expenditures, Miscellaneous Expenditures, Technology Expenditures, City Maintains Building, City Maintenance Amount*

**LIBRARY COOPERATIVE ARRANGEMENTS:**

These are the types of arrangements the library is engaged in with their cooperative partners, including, but not limited to the following joint ventures: Collection/Catalog, Facility, Purchasing, Reference Services, Telecom Services, and Training, etc. *See: Library Cooperative, Library Cooperative Organizations*

**LIBRARY COOPERATIVE ORGANIZATIONS:**

These are the partner organizations the library works with, including, but not limited to the following: Academic Libraries, Club Libraries, Community Centers, K-12 Schools, Medical Libraries, Museums, Non-Profit Organizations, Public Libraries, and Tribal groups, etc. *See: Library Cooperative, Library Cooperative Arrangements*

**LIBRARY COOPERATIVE(S):**

Generally speaking, a cooperative is a network of independent member organizations who have agreed to cooperate in their efforts to locate, deliver and share resources to provide quality information services. Often cooperative organizations are connected through such means as shared facilities, collection materials, telecommunications equipment, automated systems, etc. *See: Library Cooperative Arrangements, Library Cooperative Organizations*

**LIBRARY PROGRAM(S) [ATTENDANCE]:**

A program is any planned event which introduces the group attending to any of the broad range of library services or activities or which directly provides information to participants. Programs may cover use of the library, library services, or library tours. Programs may also provide cultural, recreational, or educational information, often designed to meet a specific social need. Examples of these types of programs include film showings, lectures, story hours, literacy, English as a second language, citizenship classes, and book discussions. This includes programs held off-site that are sponsored or co-sponsored by the library, but excludes programs sponsored by other groups that use library facilities. Each program in a series is counted as a separate program. For example, a film series offered once a week for eight weeks is counted as eight programs. Library activities delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, resume writing assistance, homework assistance, and mentoring activities are not considered programs under this definition. ATTENDANCE is the count of the audience at all programs sponsored by the library for the year. *See: Adult Library Programs, Children's Library Programs, Young Adult Library Programs*

**LIVE VIRTUAL PROGRAMS DURING COVID-19:**

This answers the question: "Did the library provide live, virtual programs via the Internet during the Coronavirus (COVID-19) pandemic?" Live, virtual programs are conducted via a Web conferencing or Webinar platform such as Facebook, YouTube, or Zoom, during which a library staff member (or other party sponsored by the library) is presenting to or interacting with an audience in real-time. *See: Library Programs*

**LOCAL & OTHER COOPERATIVELY ELECTRONIC COLLECTIONS:**

These are Electronic Collections paid for directly by the Library or acquired by the Library through cooperative or consortial agreements within the state or region. This count does not include the Electronic Collections acquired through the Statewide Database Licensing Project. *See: Electronic Collections, Statewide Project Electronic Collections, Database Licensing Expenditures*

**LOCAL CAPITAL REVENUE:**

This includes all governmental funds designated by the community, district, or region and available to the public library for the purpose of major capital expenditures. This does not include state and/or federal money distributed by the local government. *See: Capital Revenue, Federal Capital Revenue, Other Capital Revenue, State Capital Revenue*

**LOCAL CENTS PER \$1000:**

Applies to libraries whose budget is derived from Senior Taxing Districts. This is the revenue expressed in dollars per \$1000 of assessed valuation a library collects from its local government. It is comparable to a library district's regular levy rate (those libraries that are themselves Junior Taxing Districts). For example, a rate of \$1.00 means that for every \$1,000 of assessed value \$1.00 in revenue is generated. Given a rate of \$1.00, property assessed at \$100,000 amounts to \$100 per annum in local revenue for the library. It is Local Jurisdiction Revenue divided by Assessed Municipal Valuations multiplied by 1000. *See: Assessed Valuations, Junior Taxing District, Regular Levy Rate, Senior Taxing District*

**LOCAL JURISDICTION (OPERATING) REVENUE:**

This is revenue the library has received from its local city, county, district, or region that are generated through property taxes or other general taxes. *See: Local Operating Revenue, Contracting Entities Revenue, Other Local Revenue, Timber Tax Revenue*

**LOCAL OPERATING REVENUE:**

This includes all local government revenue designated by the community, district, or region and available for expenditure by the public library. It 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, it also does not include state, federal, and other funds passed through local government for library use. Significant funding provided by other local government agencies with the authority to levy taxes "on behalf of" the library may also have been included if the information was available to the reporting agency and if such funds were supported by documentation (such as certified budgets, payroll records, etc.). *See: Operating Revenue, Contracting Entities Revenue, Local Jurisdiction Revenue, Other Local Operating Revenue, Timber Tax Revenue, Federal Operating Revenue, Other Operating Revenue, State Operating Revenue*

**LSTA (FEDERAL OPERATING) REVENUE:**

This is revenue in the form of grants awarded by the Washington State Library. These grants are funded with Library Services and Technology Act (LSTA) monies provided by the Institute of Museum and Library Services (IMLS). *See: Federal Operating Revenue, Other Federal Revenue*

**MAIN BRANCH MANAGER:**

*See: Manager Main Branch*

**MAINTENANCE WORKER:**

Performs skilled work in the trades in connection with the physical maintenance and repair of library buildings and grounds on an assigned shift.

**MANAGER AUTOMATED SYSTEMS:**

Manages the library's automated systems for circulation control, online catalog, cataloging interface, etc. May advise other departments on general automation issues. May oversee Circulation Department. MLS required.

**MANAGER DEPARTMENT:**

Manages the operation of a department within the library organization, such as a Reference Department, Readers' Service Department. MLS required.

**MANAGER MAIN BRANCH:**

Performs management work wherein the employee is responsible for the coordination, planning and delivery of public services to the main library, for studying services, facilities and programs and for recommending changes.

**MANAGING LIBRARIAN - LARGE BRANCH:**

Manages branch with 5-9 staff, including manager. MLS required.

**MANAGING LIBRARIAN - MEDIUM BRANCH:**

Manages branch with 3-4 FTE staff, including manager. MLS required.

**MANAGING LIBRARIAN - SMALL BRANCH:**

Manages branch with 1-2 FTE staff.

**MANAGING LIBRARIAN - VERY LARGE BRANCH:**

Manages branch with 10 or more FTE staff, including manager. MLS required.

**MISCELLANEOUS (OTHER OPERATING) EXPENDITURES:**

This is all operating expenditures other than that reported as Staff, Collection, Technology, and Library Building Operating Expenditures. Examples include funds spent on binding, supplies, repair or replacement of existing furnishings and equipment; fees and usage costs associated with such services as electronic document delivery; contracts for services, and fees paid to a consultant, auditor, architect, attorney, etc. *See: Other Operating Expenditures, Library Building Expenditures, Technology Expenditures*

**MLS LIBRARIANS:**

These are Librarian FTEs (including Library Directors, Associate and Assistant Directors) with Master's degrees from programs of library and information studies accredited by the American Library Association. *See: Librarians, Non-MLS Librarians, Other Staff, Staff FTEs, Total FTEs*

**NET LENDING RATE:**

This output measure relates the number of materials provided to other libraries through interlibrary loan (ILL) to the number of materials borrowed from other libraries also through interlibrary loan. It is Interlibrary Loan Items Provided divided by Interlibrary Loan Items Received. The ILL net lending rate indicates the ratio of items loaned to items borrowed. *See: Interlibrary Loan Items Provided, Interlibrary Loan Items Received, Interlibrary Loan Items Received per 1000 Circulation*

**NETWORK ADMINISTRATOR WITH DEGREE OR CERTIFICATION:**

Responsible for the maintenance and operation of the library's computer network. Holds either a degree in Computer Science or related field, or one or more high level administrator certifications from a major vendor such as Microsoft or Cisco.

**NETWORK ADMINISTRATOR WITHOUT DEGREE OR CERTIFICATION:**

Responsible for the maintenance and operation of the library's computer network. Does not hold any of the following: a degree in Computer Science or related field, an administrator certification from a major vendor such as Microsoft or Cisco.

**NON BOOK (PRINT MATERIAL) EXPENDITURES:**

These are the funds spent on acquiring non book print materials such as: serial back files, current serial subscriptions, serialized government documents, etc. *See: Collection Expenditures, Print Material Expenditures, Book Material Expenditures*

**NON DATABASE (ELECTRONIC MATERIALS) EXPENDITURES:**

This includes all other collection expenditures for electronic (digital) materials, not already reported as Database Licensing Expenditures. Includes expenditures for these types of electronic materials: e-books, audio and video downloadables, e-serials (including journals), electronic files, government documents, reference tools, scores, maps, or pictures in electronic or digital format, including materials digitized by the library. Electronic materials can be distributed on magnetic tape, diskettes, computer software, CD-ROM, or other portable digital carrier, and can be accessed via a computer, through the internet, or by using an e-book reader. Includes expenditures for materials held locally and for remote electronic materials for which permanent or temporary access rights have been acquired. This does not include expenditures for computer software used to support library operations or to link to external networks, including the internet, which are reported under Technology Expenditures. *See: Collection Expenditures, Electronic Materials Expenditures, Database Expenditures*

**NON-MLS LIBRARIANS:**

This is the staff FTE count of employees with the title of Librarian (including Library Directors, Associate and Assistant Directors), but who do not hold a Master's degree from programs of library and information studies accredited by the American Library Association. *See: Librarians, MLS Librarians, Other Staff, Staff FTEs, Total FTEs, Population to Staff Ratio*

**NON-RESIDENT REGISTERED USERS [FEE]:**

This is a patron who is neither a legal resident nor a property owner within the library's service area. It includes reciprocal users. Non-Resident Registered Users Fee is the amount it costs for an individual non-resident Registered User to purchase a library card or account for the year. *See: Registered Users, Resident Registered Users*

**NUMBER OF WEEKS AN OUTLET CLOSED DUE TO COVID-19:**

This is the number of weeks during the year that due to the Coronavirus (COVID-19) pandemic, an outlet building was physically closed and the public could not enter, when it otherwise would have been open. An outlet is considered physically closed when the public cannot access any library buildings or bookmobiles, regardless of staff access. A building can be physically closed but still offer virtual, Wi-Fi, or "curbside" services outside the building. *See: Closed Outlets Due to COVID-19*

**NUMBER OF WEEKS AN OUTLET HAD LIMITED OCCUPANCY DUE TO COVID-19:**

This is the number of weeks during the year that an outlet implemented limited public occupancy practices for in-person services at the library building in response to the Coronavirus (COVID-19) pandemic. Limited public occupancy practices can include reduced hours open, limits on the number of public members inside the physical building, appointment only on-site library use, visitor time limits, closed stacks or meeting rooms, etc.

**OPAC [LOG-INS]:**

Online Public Access Catalog. OPAC LOG-INS are the annual number of patron sessions to the library's online public access catalog.

**OPERATING EXPENDITURES:**

These are the current and recurrent costs necessary to support the provision of library services. Significant costs, especially benefits and salaries, that are paid by other taxing agencies (government agencies with the authority to levy taxes) "on behalf of" the library may be included if the information is available to the reporting agency. This includes only such funds that are supported by expenditure documents (such as invoices, contracts, payroll records, etc.). This does not include the value of free items, estimated costs and capital expenditures. These are the actual, not estimated, funds spent on the provision of library services. Examples include expenditures for library materials, staffing, employee benefits, supplies, repair and replacement of existing furnishings and equipment, contracts for services, and the operation and maintenance of physical facilities. *See: Expenditures, Total Expenditures, Collection Expenditures, Other Operating Expenditures, Personnel Expenditures, Capital Expenditures, Operating Revenue*

**OPERATING REVENUE:**

This is all federal, state, local, and other revenue to be used for operating expenditures. Examples include funds received for library materials, staffing, employee benefits, supplies, repair and replacement of existing furnishings and equipment, contracts for services, and the operation and maintenance of physical facilities. This does not include revenue for major capital expenditures, contributions to endowments, revenue passed through to another agency (e.g., fines), or funds unspent in the previous fiscal year (e.g., carryover). *See: Revenue, Total Revenue, Federal Operating Revenue, Local Operating Revenue, Other Operating Revenue, State Operating Revenue, Capital Revenue, Operating Expenditures*

**OTHER CAPITAL EXPENDITURES:**

Any funds spent on acquiring or supplementing fixed assets not already included under Building Expenditures, Furniture and Equipment Expenditures, and Land Expenditures. *See: Capital Expenditures, Building Expenditures, Furniture and Equipment Expenditures, Land Expenditures*

**OTHER CAPITAL REVENUE:**

This includes all private (non-governmental funds), including grants received by the library for the purpose of major capital expenditures. *See: Capital Revenue, Federal Capital Revenue, Local Capital Revenue, State Capital Revenue*

**OTHER FEDERAL (OPERATING) REVENUE:**

This is revenue from any grant programs funded by federal government sources other than LSTA grants received and administered through the Washington State Library. *See: Federal Operating Revenue, LSTA Revenue*

**OTHER LOCAL (OPERATING) REVENUE:**

This is revenue the library has received from taxes paid on private leases of public property (leasehold excise tax) and any other non-property and non-timber tax generated local funds received by the library. *See: Local Operating Revenue, Contracting Entities Revenue, Local Jurisdiction Revenue, Timber Tax Revenue*

**OTHER MATERIALS:**

This includes all holdings acquired and catalogued other than print materials, e-books, audio materials, and video materials. Examples include, but are not limited to: microform, scores, maps, pictures, etc. *See: Collection, Audio Materials, E-Books, Print Materials, Video Materials*

**OTHER MATERIALS EXPENDITURES:**

These are the funds spent acquiring materials, other than those in print and electronic format. Examples include microform, audio and video physical units, DVDs, and materials in new formats. *See: Collection Expenditures, Print Material Expenditures, Electronic Materials Expenditures*

**OTHER OPERATING EXPENDITURES:**

This includes all expenditures other than those for staff salaries, wages and benefits, and the acquisition of collection materials. Technology and library building maintenance expenditures are represented here. Examples include funds spent on binding, supplies, repair or replacement of existing furnishings and equipment; costs of computer hardware and software used to support library operations or to link to external networks, including the Internet; usage costs associated with such services as electronic document delivery; contracts for services, such as costs of operating and maintaining physical facilities; and fees paid to a consultant, auditor, architect, attorney, etc. *See: Operating Expenditures, Library Building Expenditures, Miscellaneous Operating Expenditures, Technology Expenditures*

**OTHER OPERATING REVENUE:**

This is all operating revenue other than that reported as Local, State or Federal Operating Revenue. Examples include monetary gifts and donations received in the current year, interest, library fines, fees for library services, or grants. This does not include the value of any contributed or in-kind services or the value of any non-monetary gifts and donations. *See: Operating Revenue, Federal Operating Revenue, Local Operating Revenue, State Operating Revenue*

**OTHER SERVICE OUTLET:**

*See: Service Outlet*

**OTHER STAFF:**

This is the staff FTE count of all employees not holding the title of librarian (or Library Director, Associate and Assistant Directors, etc.). Count all employees paid from the reporting unit budget, including plant operations, security, maintenance, clerical, circulation, and other support FTEs. This does not include independent contractors providing services to the library. *See: Librarians, MLS Librarians, Non-MLS Librarians, Staff FTEs, Total FTEs*

**OUTLET TYPE:**

*See: Bookmobile, Branch Library, Central Branch*

**OUTSIDE SERVICE DURING COVID-19:**

This answers the question: "Did the library provide 'outside' service for circulation of physical materials at one or more outlets during the Coronavirus (COVID-19) pandemic?" Includes any contactless or minimal contact provision of circulation items. Similar terms could include curbside, vestibule, or porch pickups, delivery (mail or drop-off), drive-thru, etc.

**PAGE:**

Performs hourly manual library and messenger work. Sorts, moves, shelves, locates and retrieves library materials.

**PER 1000 CAPITA:**

This output measure relates the data element to the service population. It is the total count divided by the population of the library's legal service area multiplied by 1000. The ratio indicates the per 1000 person in service population average for the data element. It applies to the following: Public Internet Computers, Library Program Attendance, Library Programs.

**PER 1000 CIRCULATION:**

*See: Interlibrary Loan Items Borrowed per 1000 Circulation*

**PER CAPITA:**

This output measure relates the data element to the service population. It is the total count divided by the population of the library's legal service area. The ratio indicates the per person in the service population average for the data element. It applies to the following: Attendance, Capital Expenditures, Circulation, Collection Expenditures, Federal Operating Revenue, Library Collection, Local Operating Revenue, Operating Expenditures, Other Operating Expenditures, Personnel Expenditures, Print Materials, Reference Transactions, Registered Users, State Operating Revenue, and Total Expenditures.

**PERCENTAGE OF CHANGE:**

This output measure indicates change over time. It is the difference between the current year's count and the previous year's count divided by the previous year's count. It applies to the following: Collection Expenditures, Federal Operating Revenue, Local Operating Revenue, Operating Expenditures, Operating Revenue, Other Operating Expenditures, Other Operating Revenue, Personnel Expenditures, Population, and State Operating Revenue.

**PERCENTAGE OF TIME PUBLIC INTERNET COMPUTERS IN USE:**

*See: Public Internet Computers*

**PERSONNEL ANALYST:**

Performs professional work in public personnel administration. Responsible for the application of professional skills and knowledge to personnel matters.

**PERSONNEL DIRECTOR:**

Responsible for all or a combination of the following: employee relations, counseling, recruiting, interviewing, hiring, and compliance with local, state, and federal personnel regulations. May also have responsibility for, or participate in, staff training.

**PERSONNEL EXPENDITURES:**

This includes salaries, wages and employee benefits for all library staff (including plant operations, security, and maintenance staff) for the fiscal year. *See: Operating Expenditures, Benefits Expenditures, Salary Expenditures*

**PERSONNEL SPECIALIST:**

Provides specialized technical work in public personnel administration. Responsible for the application of technical knowledge to personnel problems.

**PHYSICAL MATERIALS [CIRCULATION OF]:**

The total annual circulation of all physical library materials of all types, including renewals charged out for use outside the library. Includes only Interlibrary loan transactions borrowed for users, i.e. where the library directly checks out the material to a patron. Does not include items loaned to another library. *See: Circulation, Total Circulation, Electronic Materials [Circulation of]*

**POPULATION:**

This is the count of people in the geographic area for which a public library has been established to offer services and from which (or on behalf of which) the library derives revenue, plus any areas served under contract for which the library is the primary service provider, i.e. its legal service area. Figures are based on the State of Washington, Office of Financial Management publication, Population Trends.

**POPULATION TO STAFF RATIO:**

This output measure relates the library's legal service area population to its level of staffing. It is service Population divided by Total FTEs. This ratio indicates the average number of people in the service area for each staff FTE. *See: Population, Total FTEs*

**PRESS OPERATOR:**

Responsible for the operation of an offset printing machine, preparation of printing materials prior to printing process and light maintenance of machine.

**PRINT MATERIALS:**

Includes Books in print and non-serial government documents. Books are non-serial printed publications (including music scores or other bound forms of printed music and maps) that are bound in hard or soft covers, or in loose-leaf format. Do not include unbound sheet music. All units, including duplicates are counted. *See: Collection*

**PRINT MATERIALS EXPENDITURES:**

These are the funds spent on acquiring print materials. This includes books, current serial subscriptions, government documents, and any other print acquisitions (including music and maps). *See: Collection Expenditures, Book Material Expenditures, Non Book Print Material Expenditures, Print Materials*

**PUBLIC COMPUTERS:**

These are computers used by the general public, although staff may also use them. *See: Computers, Staff Computers*

**PUBLIC INFORMATION OFFICER:**

Performs management technical/professional work requiring initiative, imagination and commitment to the overall goals and objectives of the organization. This class serves as the primary consultant to the administration/management in matters of communication and community relations.

**PUBLIC INTERNET COMPUTERS [% OF TIME IN USE, NUMBER OF USES (SESSIONS)]:**

These are computers with access to the internet used by the general public. % OF TIME IN USE is the total number of hours per week Internet Computers are actually in use divided by the total number of hours per week they are available for use (usually the hours the library is open). NUMBER OF USES (SESSIONS) is the total number of uses (sessions) of the library's Internet computers in the library for the year. In cases where the computer is used for multiple purposes (internet access, word-processing, OPAC, etc.) and internet sessions cannot be isolated, all usage is reported. *See: Computers, Internet Computers, Staff Internet Computers*

**PUBLIC SERVICE HOURS [BRANCH, (ACTUAL)]:**

The number of service hours the library is open to the public during the year. Administrative entity counts consist of the sum of hours for all principal outlets (the central or main library, plus all branch libraries and bookmobiles) combined. Branch Public Service Hours are the actual annual public service hours for a particular outlet (reported individually by central library, branch library, and bookmobile). For bookmobiles, only the hours during which the bookmobile is open to the public are counted. This count might not have included minor variations in public service hours, but should have excluded extensive hours closed to the public due to natural disasters or other events.

**PUBLIC SERVICES DURING COVID-19:**

This answers the question: "Did library staff continue to provide services to the public during any portion of the period when the building was physically closed to the public due to the Coronavirus (COVID-19) pandemic?" Services to the public can include activities such as: answering calls, emails, or texts with answers to information requests from the public; hosting virtual programming or recorded content; offering "curbside," delivery (mail or drop-off), or drive-thru circulation of physical materials; managing IT services to ensure external Wi-Fi access; and providing other types of online and electronic services, regardless of the location of library staff when they provided services (i.e., working from home or in the building that was closed to the public).

**REASON FOR CLOSURE:**

Reasons the library outlet may have been open less than 52 week during the year include: weather or natural disasters, new construction or renovation, relocation, and budget issues, etc.

**RECORDINGS OF PROGRAM CONTENT DURING COVID-19:**

This answers the question: "Did the library create and provide recordings of program content via the Internet during the Coronavirus (COVID- 19) pandemic?" Recordings of program content include video or audio recordings created by a library staff person (or other party sponsored by the library) and posted to a video or audio hosting platform for the audience to view or listen to on-demand. Do not include promotional or marketing content.

**REFERENCE SERVICE DURING COVID-19:**

This answers the question: "Did the library provide reference service via the Internet or telephone when the building was physically closed to the public during the Coronavirus (COVID-19) pandemic?" Include references service provided via email, chat, and text. *See: Reference Transactions*

**REFERENCE TRANSACTIONS:**

Reference Transactions are information consultations in which library staff recommend, interpret, evaluate, and/or use information resources to help others to meet particular information needs. Reference transactions do not include formal instruction or exchanges that provide assistance with locations, schedules, equipment, supplies, or policy statements. *See: Traditional (Non-Virtual) Reference Transactions, Virtual Reference Transactions, Annual Count, Annual Estimate Based on Typical Week(s)*

**REGISTERED USERS:**

Active library users who have applied for and received an identification number or card from the public library that has established conditions under which the user may borrow library materials or gain access to other library resources. Consists of both Resident and Non-Resident (including Reciprocal) Registered Users. *See: Non-Resident Registered Users, Resident Registered Users*

**REGULAR LEVY RATE:**

This is the library district's property tax rate expressed in dollars per \$1000 of assessed valuation (for those libraries that are themselves Junior Taxing Districts). For example, a rate of \$1.00 means that for every \$1,000 of assessed value, \$1.00 in property taxes is owed. Given a levy rate of \$1.00, property assessed at \$100,000 generates \$100 in property taxes per annum. Levy Rates are based on data taken from the Department of Revenue publication: Property Tax Statistics. In cases where the library system receives revenue from multiple taxing districts with varying levy rates, the weighted average levy rate was calculated. *See: Assessed Valuations, Junior Taxing District, Local Cents per \$1000, Senior Taxing District*

**REMODEL YEAR:**

A structural remodel involves more significant improvements than a cosmetic renovation. Generally, it includes moving walls and changing the property's floor plan, changes are significant enough to alter building facts such as the number of rooms, the addition of an elevator, increases of greater than 10% to the square footage, etc *See: Year Built*

**RENEWALS:**

Renewals are extensions of the loan period for charged library materials. *See: Circulation*

**RESIDENT REGISTERED USERS:**

This is a patron who resides or owns property within the library's legal service area, it does not include reciprocal users. *See: Registered Users, Non-Resident Registered Users*

**REVENUE:**

These are actual receipts and receivables of a governmental unit. It does not include budgeted income or income carried over from previous years. *See: Total Revenue, Capital Revenue, Operating Revenue*

**SALARY EXPENDITURES:**

These are the funds spent on salaries and wages for all library staff (including plant operations, security, and maintenance staff) for the fiscal year. This includes salaries and wages before deductions, but excludes employee benefits. *See: Personnel Expenditures, Benefits Expenditures*

**SECRETARY:**

Performs difficult and varied work in providing secretarial services to administrators or management.

**SECRETARY ADMINISTRATIVE:**

Performs secretarial work for the principal administrative officials, responsible for confidential records, minutes, and correspondence.

**SENIOR TAXING DISTRICT:**

Generally a county, city or incorporated town. A library that functions under this government structure derives its local revenue from a city, town or county's budget. *See: Assessed Valuations, Junior Taxing District, Local Cents per \$1000, Regular Levy Rate*

**SERVICE OUTLET(S) [OTHER]:**

A unit of an administrative entity that provides direct public library service. The principal service outlets are: Central Libraries, Branch Libraries and Bookmobiles. Other (minor) Service Outlets include: nursing homes, jails, day care centers, or other organizations and institutions, generally lacking paid staff and/or regular hours, but with a small and frequently rotated collection of library materials. *See: Administrative Entity, Bookmobile, Branch Library, Central Branch*

**SHARED CATALOG:**

Cooperative endeavor whereby participating libraries pool their resources together to acquire a library automated system and/or a consortial arrangement of cooperating libraries sharing a single bibliographic database. *See: Interlibrary Loan Items Provided, Interlibrary Loan Items Received, Library Automated System*

**SQUARE FOOTAGE [OF BRANCH, OF SYSTEM]:**

This is the area, in square feet, of the public library. It is the area on all floors enclosed by the outer walls of the library. It includes all areas occupied by the library, including those areas off-limits to the public and any area shared with another agency or agencies if the library has use of that area. Square Footage of BRANCH: is the square footage of a particular public library building (i.e. the central library or branch library). Square Footage of SYSTEM: is the combined square footage of the public library system, including the central library and all branch libraries, administrative buildings, agency shared areas, and other areas off-limits to the public. *See: Administrative Entity*

**STAFF COMPUTERS:**

These are computers used exclusively by staff (reference desks, circulation stations, workrooms, server rooms, etc.). *See: Computers, Public Computers*

**STAFF FTES (FULL-TIME EQUIVALENT EMPLOYEES):**

A unit of measurement for full-time employment equal to 40 hours per week. For example, 60 combined hours per week of part-time work by multiple employees in a staff category divided by the 40-hour standard measure for a work week equals 1.5 FTEs. *See: Total FTEs, Librarians, MLS Librarians, Non-MLS Librarians, Other Staff, Population to Staff Ratio*

**STAFF INTERNET COMPUTERS:**

These are computers with access to the internet used exclusively by staff. *See: Computers, Internet Computers, Public Internet Computers*

**STAFF RE-ASSIGNED DURING COVID-19:**

This answers the question: "Did library staff work for other government agencies or nonprofit organizations instead of, or in addition to, their normal duties during the Coronavirus (COVID-19) pandemic?" Include reassignments to other government agencies (e.g., to process unemployment claims), as well as other activities such as the use of library staff to distribute school lunches and other materials. Volunteering during work hours would count but volunteering off hours would not.

**STATE CAPITAL REVENUE:**

This includes all funds distributed to the public library by state government for expenditure by the public library for the purpose of major capital expenditures. This does not include federal money distributed by the state. *See: Capital Revenue, Federal Capital Revenue, Local Capital Revenue, Other Capital Revenue*

**STATE OPERATING REVENUE:**

This includes all state government revenue distributed to the public library for expenditure by the public library. This includes funds from such sources as penal fines, license fees and mineral rights, but excludes federal money distributed by the state. It does not include federal LSTA grants from the State Library. *See: Operating Revenue, Federal Operating Revenue, Local Operating Revenue, Other Operating Revenue*

**STATEWIDE PROJECT ELECTRONIC COLLECTIONS:**

These are the Electronic Collections acquired through the Washington State Library's Statewide Database Licensing Project. *See: Electronic Collections, Local & Other Cooperatively Electronic Collections, Database Licensing Expenditures*

**SUMMER READING PROGRAM ATTENDANCE:**

These are special programs and materials offered to patrons by public libraries during the summer months to promote reading, discovery of literature and use of the library. They often involve the use of incentive materials and awards to encourage participation. The count of attendance at these programs is included as part of the overall count for Program Attendance. *See: Library Programs*

**SUPERINTENDENT OF MAINTENANCE:**

Performs responsible management work in connection with facilities maintenance, repair and development of library owned facilities and properties. An employee in this class is responsible for estimates, coordination of trades, planning of maintenance programs and overall management of maintenance operations.

**TECHNOLOGY (OTHER OPERATING) EXPENDITURES:**

These are the costs associated with computer hardware and software used to support library operations or to link to external networks, including the Internet. It includes expenditures for equipment used to run information service products when that expenditure can be separated from the price of the product, and all fees and usage costs associated with internet access, telecom and ISP charges. New Library Automation Systems are reported as Capital Expenditures, however, yearly costs associated with maintaining Automation Systems are included here. *See: Other Operating Expenditures, Library Building Expenditures, Miscellaneous Expenditures*

**TIMBER TAX (LOCAL OPERATING) REVENUE:**

Revenue which the library has received from the taxes paid on timber harvested within a district. *See: Local Operating Revenue, Contracting Entities Revenue, Local Jurisdiction Revenue, Other Local Revenue*

**TOTAL CIRCULATION:**

This is the total annual circulation of all library materials of all types (both Physical and Electronic Materials), including renewals, charged out for use outside of the library. This includes Interlibrary Loan Transactions where the library directly checks out the material to a patron, it does not include items checked out to another library. *See: Circulation, Physical Materials [Circulation of], Electronic Materials [Circulation of], Total Collection Use, Branch Circulation, Interlibrary Loan Items Borrowed per 1000 Circulation, Investment per Reader, Turnover Rate*

**TOTAL COLLECTION USE:**

This includes Total Circulation (of both Physical and Electronic Materials) and Electronic Information Retrievals (Electronic Collection/Database Use). *See: Total Circulation, Electronic Information Retrievals (Electronic Collection/Database Use)*

**TOTAL EXPENDITURES:**

This includes all capital and operating expenditures. *See: Expenditures, Capital Expenditures, Operating Expenditures*

**TOTAL FTES:**

This is the count of all Librarian (MLS and Non-MLS) and Non-Librarian (Other Staff) FTEs. *See: Staff FTEs, Librarians, MLS Librarians, Non-MLS Librarians, Other Staff, Population to Staff Ratio*

**TOTAL INTERNET COMPUTERS:**

This is the count of all Public Internet Computers and Staff Internet Computers. *See: Computers, Internet Computers, Public Internet Computers, Staff Internet Computers*

**TOTAL REVENUE:**

This includes all capital and operating revenue. *See: Revenue, Capital Revenue, Operating Revenue*

**TRADITIONAL (NON-VIRTUAL) REFERENCE TRANSACTIONS:**

This is a reference transaction conducted in person, by phone, by fax or by mail. *See: Reference Transactions, Virtual Reference Transactions*

**TRAINING COORDINATOR:**

Responsible for planning, developing, and implementing online and in-person training programs for library employees, includes such activities as conducting needs assessments, designing courses, presenting training and contracting with consultants/vendors and tracking employee trainings. Either provides district supervision and/or is part of the Administrative Team.

**TURNOVER RATE:**

This output measure relates the number of circulation transactions to the size of the collection. It is Circulation divided by Library Circulation. It measures the activity of the library's collection, indicating the number of times each piece of the collection would have circulated during the year if circulation had been spread evenly throughout the collection. *See: Circulation, Collection*

**USER LIST PURGED WITHIN PAST THREE YEARS?:**

Situation where the library deletes card holder accounts and patron records, determined to be obsolete, from the system. Three years of inactivity is a common period used to make such a determination. *See: Registered Users*

**VIDEO MATERIALS:**

These are materials that the library has selected as part of its collection 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 or video-enabled mobile device. *See: Collection, Video Materials, Video Materials (Downloadable Units), Video Materials (Physical Units)*

**VIDEO MATERIALS (DOWNLOADABLE UNITS):**

These are downloadable electronic files on which moving pictures are recorded, with or without sound. All units, including duplicates are counted. *See: Collection, Video Materials, Video Materials (Physical Units)*

**VIDEO MATERIALS (PHYSICAL UNITS):**

These are video materials circulated in a fixed, physical format. Formats may include tape, DVD and CD-ROM. It does not include downloadable electronic video files. All units, including duplicates are counted. *See: Collection, Video Materials, Video Materials (Downloadable Units)*

**VIRTUAL REFERENCE TRANSACTIONS:**

These are reference transactions conducted via email, library website or other networked-based medium designed to support virtual reference, including electronic reference. *See: Reference Transactions, Traditional (Non-Virtual) Reference Transactions*

**VISITS:**

This is the total number of persons entering the library for whatever purpose during the year. This includes persons attending activities, meetings, and those persons requiring no staff services. *See: Annual Count, Annual Estimate Based on Typical Week(s)*

**VOLUNTEER HOURS:**

These are the total hours worked by all library volunteers for the year.

**WEB ADDRESS:**

This is the location (URL) of the library's web site on the internet.

**WEBSITE VISITS:**

Visits represent the annual number of sessions initiated by all users from inside or outside the library to the library website. The library website consists of all webpages under the library's domain. A website "visit" or "session" occurs when a user connects to the library's website for any length of time or purpose, regardless of the number of pages or elements viewed. Usage of library social media accounts (e.g., Facebook, Twitter, etc.) should not be reported here.

**WEEKLY OPEN DAYS:**

These are the days the outlet is open in any given week, even if the library is only open seasonally on that day.  
*See: Weekly Open Hours*

**WEEKLY OPEN HOURS:**

This is the average public service hours per week that the outlet is open to the public. *See: Weekly Open Days*

**WEEKS OPEN:**

This is the actual number of weeks during the year that an outlet was 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.

**WI-FI:**

This refers to wireless local area networks (WLANs), a technology based on IEEE 802.11 specifications. It enables patrons, using compatible computers and handheld devices to connect wirelessly to the internet. This is intended to refer only to internal connections and is not to be confused with how the library receives internet access to the building from any external wireless connection such as from satellite, microwave, cellular, spread spectrum, or laser technologies.

**YEAR BUILT:**

The year the library building was built, as stated by the building permit or a historical record. *See: Remodel Year*

**YOUNG ADULT LIBRARY PROGRAM(S) [ATTENDANCE]:**

Any planned event, sponsored by the library, for which the primary audience is young adults (12 through 18 years, including 18 year olds) and which introduces the group of young adults attending to any of the broad range of library services or activities for young adults or which directly provides information to participants. Young adult programs may cover use of the library, library services, or library tours. Young adult programs may also provide cultural, recreational, or education information, often designed to meet a specific social need. Examples of these types of programs include book clubs and summer reading events. ATTENDANCE is the count of the audience at all programs, sponsored by the library, for which the primary audience is young adults (12 through 18 years, including 18 year olds). This includes children and adults who attend programs intended primarily for young adults. *See: Library Programs, Children's Library Programs, Adult Library Programs*