

**COLLECTION PERIOD 1/1/20-12/31/20**

**REPORT DUE DATE – 4/1/2021**

This report form enables Ohio public libraries to report annual data to the State Library of Ohio in accordance with Sec. 3375.02(C) and Sec. 3375.35 of the Ohio Revised Code.

For questions please contact Kirstin Krumsee [kkrumsee@library.ohio.gov](mailto:kkrumsee@library.ohio.gov), 614-644-6916 or 800-686-1532.

**Library Information #1.1 – #1.30**

**1.1** This is the identification code assigned to the administrative entity.

**1.2** This is the state-assigned identification code for the administrative entity.

**1.3** If your library receives funding support (either through PLF or a tax levy) from a County(ies) other than listed in 2.6, please name the County(ies) here.

**1.4** This is the legal name of the administrative entity.

**Note:** Provide the name of the public library. Do not use acronyms. Do not abbreviate the name unless it exceeds 60 characters. Do not punctuate abbreviations.

**1.5** This is the complete street address of the administrative entity.

**Note:** Do not report a post office box.

**1.6** This is the city or town in which the administrative entity is located.

**1.7** This is the standard five-digit postal zip code for the street address of the administrative entity.

**1.8** The mailing address for the library if it is different from the street address (i.e. PO Box number).

**1.9** This is the city or town in which the administrative entity is located.

**1.10** This is the standard five-digit postal zip code for the street address of the administrative entity.

**1.11** This is the Ohio county in which the headquarters of the administrative entity is located.

**1.12** This is the telephone number of the administrative entity, including area code.

**Note:** Report telephone number without spacing or punctuation.

**1.13** This is the phone number for the library director's office.

**1.14** Report the best method to reach someone in authority in the event of an after-hours emergency. **This information is for The State Library and OPLIN's use only and will not be published.**

**1.15** This is the general fax number for the administrative entity.

**1.16** This is the general email address for the administrative entity.

**1.17** This is the Web address or url for the library's website or blog.

**1.18** Select one of the following:

**HQ – Headquarters of a Federation or Cooperative** – The library or entity that provides the physical space and staff who manage, coordinate or administer the programs of the federation or cooperative.

**Note:** Agencies that serve other libraries rather than the public should not be reported to PLSC.

**ME – Member of a Federation or Cooperative** – An autonomous library joined by formal or informal agreement(s) with (a) other autonomous libraries in the same state to perform various services cooperatively, such as resource sharing, communications, etc., and (b) libraries that are part of national, multi-state or statewide library federations or cooperatives. (Do not include OCLC.) Do not include multiple-outlet administrative entities (e.g. libraries with branches that have the word "system" in their legal name) if the entity does not have an agreement with another autonomous library.

**NO – Not a Member of a Federation or Cooperative**

**1.19** This is the type of local government structure within which the entity functions. It reflects the state or local law which authorizes the library.

Select one of the following:

**CC – City/County** - A multi-jurisdictional entity that is operated jointly by a county and a city.

**CI – Municipal Government (city, town or village)** – A municipal government authorized in a state's constitution and statutes and established to provide general government for a specific concentration of population in a defined area.

**CO – County/Parish** – An organized local government authorized in a state's constitution and statutes and established to provide general government.

**LD – Library District** - This is a local entity other than a county, municipality, township, or school district that is authorized by the state law to establish and operate a public library as defined by PLSC. It has sufficient administrative and fiscal autonomy to qualify as a separate government. Fiscal autonomy requires support from local taxation dedicated to library purposes (e.g., a library tax).

**MJ – Multi-jurisdictional** – An entity operated jointly by two or more units of local government under an intergovernmental agreement which creates a jointly appointed board or similar means of joint governance; to be distinguished from a library which contracts to serve other jurisdictions and from special library districts.

**Note:** Please put city/county combinations under “CC” rather than under Multi-jurisdictional.

**NL—Native American Tribal Government** - An organized local government authorized and established to provide general government to residents of a Native American reservation.

**Note:** Include native Alaskan villages in this category.

**NP—Non-profit Association or Agency** - An entity privately controlled but meeting the statutory definition of a public library in a given state; includes association libraries.

**SD— School District** - An organized local entity providing public elementary, secondary, and/or higher education which, under state law, has sufficient administrative and fiscal autonomy to Qualify as a separate government. Excludes "dependent public school systems" of county, municipal, township, or state governments.

**OT—Other.**

**1.20 Administrative Structure Code:** This code identifies an autonomous library entity (administrative entity) that has its own governance and funding. An administrative entity is the agency that is legally established under local or state law to provide public library service to the population of a local jurisdiction. The administrative entity may have a single outlet, or it may have more than one outlet. Select one of the following:

**MA** —Administrative Entity with Multiple Direct Service Outlets where Administrative Offices are Separate. An administrative entity that serves the public directly with two or more service outlets, including some combination of one central library, branch(es), bookmobile(s), and/or books-by mail only. The administrative offices are separate from the direct service outlets and do not provide direct library services.

**MO** —Administrative Entity with Multiple Direct Service Outlets where Administrative Offices are Not Separate. An administrative entity that serves the public directly with two or more service outlets, including some combination of one central library, branch(es), bookmobile(s), and/or books-by-mail only.

**SO** —Administrative Entity with a Single Direct Service Outlet. An administrative entity that serves the public directly with one central library, books-by-mail only, or one bookmobile.

**1.21 Does this Library meet all the criteria of the PLSC (Yes or No)** A public library is an entity that is established under state enabling laws or regulation to serve a community, district, or region, and that provides at least the following:

- An organized collection of printed or other library materials, or a combination thereof;
- Paid staff;
- An established schedule in which services of the staff are available to the public;
- The facilities necessary to support such a collection, staff, and schedule; and
- Is supported in whole or in part with public funds.

**1.22 Geographic Code:** Choose among the following types of readily available Census geography, one code that either exactly or most nearly describes the geographic area for which the 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.

**Note:** The Population of Legal Service Area (1.24) should be reflected in the geographic code selected. For further clarification of municipal government, county/parish, and school district, refer to definition under Legal Basis Code (1.19). For further clarification of metropolitan area, see Metropolitan Status Code “NC—Metropolitan Area, but Not Within Central City Limits”.

**CI1**—Municipal Government (city, town or village) (exactly)  
**CI2** —Municipal Government (city, town or village) (most nearly)  
**CO1** —County/Parish (exactly)  
**CO2** —County/Parish (most nearly)  
**MA1** —Metropolitan Area (exactly)  
**MA2** —Metropolitan Area (most nearly)  
**MC1** —Multi-County (exactly)  
**MC2** —Multi-County (most nearly)  
**SD1** —School District (exactly)  
**SD2** —School District (most nearly)  
**OTH** —Other

**1.23 Legal Service Boundary Change:** Did the administrative entity’s legal service area change since last year? (Yes or No)

**Note:** Changes are likely to result, 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).

**1.24 Population of Legal Service Area:** This section will be pre-populated based on a review done by The State Library of Ohio **using the 2010 Census**. If you feel this field is incorrect, please email Kirstin Krumsee, [kkrumsee@library.ohio.gov](mailto:kkrumsee@library.ohio.gov) with your preferred number and a reference for indicating where the number was derived.

**NUMBER OF REGISTERED USERS** – A registered user is a library user who has applied for and received a library card from the library that establishes the conditions under which the user may borrow materials or gain access to other library resources. Note: files should have been purged within the last three years.

**1.25 Adults:** Indicate the total number of registered borrowers who are adults.

**1.26 Children:** Indicate the total number of registered borrowers who are children.

**1.27 TOTAL Registered Users** (1.25 + 1.26)

**1.28** If you opened or closed a branch (either permanent or temporary) in 2020, please answer yes and send this information to [kkrumsee@library.ohio.gov](mailto:kkrumsee@library.ohio.gov).

**1.29** If you opened or closed a bookmobile in 2020, please answer yes and send the information to the [kkrumsee@library.ohio.gov](mailto:kkrumsee@library.ohio.gov).

**1.30** If your library's Name or address changed in 2020, please answer yes and send the information to [kkrumsee@library.ohio.gov](mailto:kkrumsee@library.ohio.gov)

## **Public Service Outlets #2.1 - 2.33**

### **TYPE OF PUBLIC SERVICE OUTLET**

**Note: Each public service outlet administered by your library should be reported as one and only one type of outlet. Do not report any single unit twice. Service units (such as administrative offices or outreach staging centers) that are not open to the public are not reported as public service outlets.**

**2.1 FSCS ID and SEQ** This is the identification code assigned. Outlets are assigned the same FSCS ID as the administrative entity to which they belong, with a unique three-digit suffix added to distinguish each outlet.

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

**2.3 Street Address:** This is the street address or other address of branch. NOTE: Do not report a post office box.

**2.4 City:** This is the city where the branch is located.

**2.5 Zip Code:** This is the zip code of the branch.

**2.6 County of the Outlet:** This is the county in which the outlet is physically located.

**2.7 Local Phone:** The direct phone number for the branch including area code.

**2.8 Toll Free Phone:** This is a toll free number for the branch, if applicable.

**2.9 Outlet Type Code:** An outlet is a unit of an administrative entity that provides direct public library service. Select one of the following:

**BM—Books-by-Mail Only.** A direct mail order service which provides books and other library materials. Books-by-mail typically serves rural residents, the disabled, the homebound, and others without access to another type of public library outlet. Requests for materials are usually received by mail and by telephone only. Only books-by-mail services that are housed separately from any other type of direct public service outlet (that is, central library, branches, or bookmobiles) should be coded here.

**CE – Central Library.** This is one type of single outlet library (SO) or the library which is the operational center of a multiple-outlet library (MO or MA). Usually all processing is centralized here and the principal collections are housed here. Synonymous with “Main Library”. Some libraries may have an administrative center that is separate from the principal collections and is not open to the public. This type of building is not reported here.

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

**BR – Branch Library.** A branch library is an auxiliary unit of an administrative entity which has at least all of the following:

1. Separate quarters;
2. An organized collection of library materials;
3. Paid staff; and
4. Regularly scheduled hours for being open to the public a minimum of 15 hours per week.

**BS – Bookmobile(s).** A bookmobile is a traveling branch library. It consists of at least all of the following:

1. A truck or van that carries an organized collection of library materials;
2. A paid staff; and
3. Regularly scheduled hours (bookmobile stops) for being open to the public.

**Note:** A separate outlet record may be created for each bookmobile

**2.10 Metropolitan Status Code:** Select one of the following. Bookmobiles should report the code which best describes their primary service area.

CC – Central City. The largest central city and, in some cases up to two additional central cities are included in the title of the Metropolitan Area; there also are central cities that are not included in a Metropolitan Area title. A Metropolitan Area central city does not include any part of that city that extends outside the Metropolitan Area boundary.

NC – Metropolitan Area, but Not Within Central City Limits. A large population nucleus, together with adjacent communities that have a high degree of economic and social integration with that nucleus. Some Metropolitan Areas are defined around two or more nuclei. Each Metropolitan Area must contain a place with a minimum population of 50,000 or a Census Bureau-defined urbanized area and a total Metropolitan Area population of at least 100,00. A Metropolitan Area comprises one or more central counties. (Independent cities are considered county equivalents.) A Metropolitan Area may also include one or more outlying counties that have close economic and social relationships with the central county. An outlying county must have a specified level of commuting to the central counties and also must meet certain standards regarding metropolitan character, such as population density, urban population, and population growth.

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

**2.12 Number of Bookmobiles in the Outlet Record** The number of bookmobiles in the bookmobile outlet record (This should be in 2.9).

**2.13 Public Service Hours per Week (actual hours):** This is the number of annual public service hours for outlets (reported individually by central, branch, bookmobile and Books-by-Mail Only).

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

**2.14 Annual Public Service Hours** (2.13 x 52 Weeks)

**2.15a.i Number of Weeks a Library is Open (actual weeks)**

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

Note: Include the number of weeks open for public service for Centrals, Branches, Bookmobiles and Books-by-Mail Only.

For each bookmobile, count only the weeks during which the bookmobile is open to the public. For administrative entities that offer ONLY books-by-mail service, count the weeks that the outlet is staffed for service. The count should be based on the number of weeks that a library outlet was open for half or more of its scheduled service hours. Extensive weeks closed to the public due to natural disasters or other events should be excluded from the count. Round to the nearest whole number of weeks. If the library was open half or more of its scheduled hours in a given week, round up to the next week. If the library was open less than half of its scheduled hours, round down.

**Note:** A library building is only open if doors are unlocked and patrons may enter the building. A building offering only curbside pick-up of library materials would not be considered open.

#### **2.15a.ii 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.

NOTE: Round to the nearest whole number. If building did not close to the public due to the pandemic, enter zero. The sum of data elements 2.15a.i and 2.15a.ii should equal or be fewer than 52 weeks.

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.

#### **2.15b 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.

NOTE: Round to the nearest whole number. If building did not have a limited occupancy or similar practice due to the pandemic, enter zero. Weeks can be counted in both data elements 2.15a.i and 2.15b (that is, a library was open to the public and implementing limited occupancy practices in the same week). Data element 2.15b should not be greater than data element 2.15a.i.

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.

**2.16 Name of Librarian:** This is the name of the person in charge of the outlet.

**2.17 Librarian Email:** This is the email for the person in charge of the outlet.

**This section has been revised based on a change in Data Elements collected at the National Level**

**2.18 Number of Bookmobile Stops per Week:** This includes school stops (Do not include stops that are made in the summer only.) as well as senior centers, villages or other rural community stops, etc.

**PACS**

**2.19 Report the number of the library's *Internet* computers, (PCs and laptops), whether purchased, leased, or donated, used by the general public in the library.**

**Note:** If patrons can only use a PC if they are enrolled in a particular class, then that PC wouldn't be included in the count, since it's not truly available to the general public i.e. computer labs, Training rooms, etc.

**Note:** Please count the number of workstations that were in place on December 31, 2020.

**2.20 Total Number of Computer Workstations at this Outlet (for any purpose).**

Report the total number of computer workstations, whether purchased, leased, or donated, used by any person (including staff) for any purpose at this location. Do not include servers or any other computer not used as a workstation.

**2.21 Number of Uses of Public Internet Computers per year.** Report the total number of uses (sessions) for Internet computers in the library during the last year. If the computer is used for multiple purposes (Internet access, word-processing, OPAC, etc.) and Internet uses (sessions) cannot be isolated, report all usage. A typical week or other reliable estimate may be used to determine the annual number. Sign-up forms or Web-log tracking software also may provide a reliable count of uses (sessions).

**Note:** The number of uses (sessions) may be counted manually, using registration logs. Count each use (session) for public Internet computers, regardless of the amount of time spent on the computer. A use (session) on the library's public internet computer(s) three times a year would count as three uses (sessions). Software such as "Historian" can also be used to track the number of uses (sessions) at each public Internet computer. If the data element is collected as a weekly figure, multiply that figure by 52 to annualize it.

**INTERNET**

**2.22 Type of Internet Connection at this Outlet.** Choose the type of data communications circuit used to connect this location to the Internet. Contact <http://support.oplin.org> for explanations of the choices.

**2.23 Monthly Cost to the Library of Internet Connection at this Outlet?** Report the approximate total monthly cost, AFTER E-rate discounts are applied, paid by the library system for Internet connectivity at this location. (Cost would be \$0 for OPLIN-provided connections.)

**2.24 Wireless Sessions Per Year** Report the number of wireless sessions provided by the library wireless service annually. **Note:** This includes services used in the parking lot, etc.

## **TOTAL NUMBER OF ABOVE PER ADMINISTRATIVE ENTITY**

2.25 Number of Central Outlets

2.26 Number of Branch Outlets: A branch library is an auxiliary unit of an administrative entity which has at least all of the following: Separate quarters; An organized collection of library materials; Paid staff; and Regularly scheduled hours for being open to the public.

2.27 Number of Bookmobiles: A bookmobile is a traveling branch library. It consists of at least all of the following: A truck or van that carries an organized collection of library materials; Paid staff; and Regularly scheduled hours (bookmobile stops) for being open to the public. Note: Count the number of vehicles in use, not the number of stops the vehicle makes.

2.28 Number of Hours Outlets Open per week

2.29 Number of Annual Public Service Hours

2.30 Total Number of Internet Computers, personal computers (PCs) and laptops used by General Public

2.31 Total Annual Number of Uses of Public Internet Computers per year:

Report the total number of uses (sessions) of the library's Internet computers in the library during the last year. If the computer is used for multiple purposes (Internet access, word-processing, OPAC, etc.) and Internet uses (sessions) cannot be isolated, report all usage. A typical week or other reliable estimate may be used to determine the annual number. Sign-up forms or Web-log tracking software also may provide a reliable count of uses (sessions).

Note: This count includes only the library's Internet computers. Do not include wifi access using nonlibrary computers. The number of uses (sessions) may be counted manually, using registration logs. Count each use (session) for public internet computers, regardless of the amount of time spent on the computer. A use (session) on the library's public internet computer(s) three times a year would count as three uses (sessions). Software such as "Historian" can also be used to track the number of uses (sessions) at each public internet computer. If the data element is collected as a weekly figure, multiply that figure by 52 to annualize it.

2.32 Wireless Sessions per Year

2.33 Number of Bookmobile Stops per week

## FULL-TIME EQUIVALENT

5.1-5.18

### PLEASE READ THESE INSTRUCTIONS!

How to Report Hours (FTE's):

Report figures as of the last day of the fiscal year. Include ALL positions funded in the library's budget whether those positions are filled or not. To ensure comparable data, 40 hours per week has been set as the measure of full-time employment (FTE). For example, 60 hours per week of part-time work by employees in a staff category divided by the 40 hour measure equals 1.5 FTEs. Do not include volunteers or Contractual employees. Each position's hours are to be reported ONLY ONCE in the appropriate field. If they meet the definition of a librarian by this definition....

...does 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,

please put their weekly hours in either "ALA/MLS Librarian" or "Non-MLS Librarian" respectively. If their responsibilities do not meet the definition of a librarian, please put their hours in "Other Staff". The software will divide the total number of hours worked by 40 and enter respectively the number of FTE's in 5.14-5.18.

You will notice, we are asking you to report Librarians and Support positions based on the responsibilities of the position and not the title. Because of this you may find the same position in 2 categories. S2 includes a position with requires specific training, S3: more expertise than entry level, S4: entry level.

### ***Administrative Positions:***

Please report your Director, Assistant Director and Fiscal Officer's Actual Salary as of 12/31/20.

**DIRECTOR** Person with the working title of director or head of the library system. (Enter # of hrs worked per week up to 40)

**ASSISTANT DIRECTOR** Person with the working title of assistant to the director or head librarian. (Enter # of hrs worked per week *up to 40*)

**FISCAL OFFICER** Person with the actual title of "Fiscal Officer" or other title that is responsible for the library's finances, fiscal reporting of the operation. There can be only one Fiscal Officer per library system. This position is **NOT** included with "other librarians". (Enter # of hrs worked per week *up to 40*)

***Librarians (meets the definition above)***

**MLS LIBRARIAN** Supervises Staff (Enter # of hrs worked per week up to 40)

**MLS LIBRARIAN** Does not supervise staff (enter # of hrs worked per week)

**NON MLS LIBRARIAN** Supervises Staff (Enter # of hrs worked per week up to 40)

**NON MLS LIBRARIAN** Does not supervise staff (enter # of hrs worked per week)

### ***Support Positions***

**S1** A Non-Librarian position that may supervise one or more. Such as: Department Heads, Specialist Position, IT Director, Facilities Manager, Marketing etc.

**S2** Person who performs paraprofessional tasks which require library specific training including, but not limited to, circulation, cataloging, interlibrary loan, or reference. Such as: This could include Administrative Assistants, Library Assistants

**S3** Person who performs clerical/mechanical tasks which require less training than assistants/technicians but more expertise than entry level: duties may include, but are not limited to, checking materials in and out, sorting, shipping and receiving library materials. Such as: Information Desk Employee, Receptionist, Library Clerk, Accounting Clerk

**S4** Person who shelves materials, etc. This position would be an entry level duties and would include positions such as: Page, Information Desk Employee, Receptionist

**S5** Person responsible for library equipment, technology Infrastructure, website, etc. Please note: IT management should be reported as S1.

**S6** A non-contractual person responsible for maintaining the library facility; may include Custodian, Maintenance Workers, Groundskeepers, or Security Guards. Please Note: Facilities Manager or equivalent should be reported as S1

**5.1** Report ACTUAL number of staff in each position.

**5.2** Enter the Total number of Hrs per Week for ALA/MLS Librarians in above position.

**5.3** Enter the Total number of Hrs per Week for Non-ALA/MLS Librarians in above position.

**5.4** Total Librarian Hours (5.2 + 5.3) \*not printed...auto sum

**5.5** Enter the Total number of Hrs per Week for All Other/Support Staff in above position.

**5.6** Total Staff Hours (5.4 + 5.5) \*not printed...auto sum

**5.7** Education: Please choose the best choice from the drop down menu \*not printed

**5.8** Experience: Please report the number of years (using 2 decimal pts, it. .25, .50 etc.) you have been in this position at this library

**5.9 Annual Salary:** Please report annual salary as of 12/31/20

**5.10 & 5.11 Low Hourly Rate:** If you have a scale, please put the lowest and highest HOURLY wage. If you do not have a scale, please report in the lowest and highest HOURLY wage for the employees which are described in the position description. If there is only one employee in a position, report the same hourly wage in both low and high.

**5.12 Scale –** Do you have a pay scale for this position? Yes or No

### ***Totals***

**5.13 Total Number of Staff** (Total of 5.1)

**5.14 Total # of FTE's reported as ALA/MLS Librarians** (Total of 5.2 / 40)

**5.15 Total # of FTE's reported as Non-ALA/MLS Librarians** (Total of 5.3 / 40)

**5.16 Total # of FTE's reported as Librarians** (Total of 5.14 + 5.15)

**5.17 Total # of FTE's reported as All Other/Support Staff** (Total of 5.5 / 40)

**5.18 Total # of FTE's at the Library** (5.16 + 5.17)

### **Administrative Staff Only #6.1 - #6.6**

Please enter the following information for each of the following: Director, Executive Director, Interim Director, Assistant Director, Fiscal Officer, Business Manager, Technology Contact (the person responsible for management of library information technology) and the Reference Contact (the person authorized to handle issues related to statewide electronic information databases (Ohio Web Library). If you do not have an employee in this position please leave this position blank

**6.1 Title of Administrative Staff employee.**

**6.2 Position Name** (if 6.1 is "Other").

**6.3 Name of Administrative Staff employee.**

**6.4 Email Address of Administrative Staff employee.**

### **Library Collection #7.1 – #7.14**

This section of the survey collects data on selected types of materials. It does not cover all materials (i.e., microform, scores, maps, and pictures) for which expenditures are reported under Print Materials Expenditures, Electronic Materials expenditures, and Other Materials expenditures. Under this category report only items the library has acquired as part of the collection and catalogued, whether purchased, leased, licensed, or donated as gifts.

There are constantly new digital products on the market. Many of these products have new and unique models of delivering service to patrons. The State Library of Ohio has examined a number of these new products carefully and has put together this for you to reference when reporting statistics for some of these new products.

When determining how to report these new products on the market, the State Library takes a number of factors into consideration. This includes the licensing model, the look and feel of a digital product as an analogy to a physical material, the manner in which patrons interact with the material, how reports for the product are calculated, how the items are purchased by the library, and the scope and subject matter of the online collection.

If you have a digital product and are unsure how to report it, please contact Anne Kennedy at [akennedy@library.ohio.gov](mailto:akennedy@library.ohio.gov)

<b>Product</b>	<b>Count Collection as</b>	<b>Count as Circulation?</b>
<b>Overdrive</b>	Separate statistics into Downloadable Video (7.4), Downloadable Recordings (both Audiobooks and Music) (7.5), and eBooks (7.7) and report as appropriate	Yes
<b>Freegal and Freeding</b>	Report as Local Database (7.9)	<b>No</b>
<b>Hoopla (Midwest Tapes)</b>	Report as Downloadable Video titles (7.3)	Yes
<b>Zinio (Recorded Books)</b>	Report as eBooks (7.7)	Yes
<b>One-Click (Recorded Books)</b>	Report as Downloadable Recordings (both Audiobooks and Music) (7.6)	Yes
<b>3M Cloud Library</b>	Report as eBooks (7.7)	Yes
<b>Axis 360 (Baker and Taylor)</b>	Separate statistics into Downloadable Recordings (both Audiobooks and Music) (7.6), and eBooks (7.7) and report as appropriate.	Yes
<b>Ed2Go</b>	<b>NA</b> Counted as a program: Ed2Go should be counted as 1	<b>No</b>

	program and the patrons who use the service should be counted as attendees to the program	
<b>Freedom Flix/ TrueFlix/BookFlix</b>	Report as Local Database (7.9)	<b>No</b>
<b>Tumble Books</b>	Report as Local Database (7.9)	<b>No</b>

## Section 7 LIBRARY COLLECTION

This section of the survey collects data on selected types of materials.

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

**7.1** Report a single figure that includes the following:

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

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

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

State Note: Also included in this category are physical items with the sole purpose of playing video, such as the Playaway View.

**7.4** These are downloadable electronic files on which moving pictures are recorded, with or without sound. Electronic playback reproduces pictures, with or without sound, using a television receiver, computer monitor or video-enabled mobile device. Video – Downloadable Units may be loaned to users on portable devices or by transmitting the contents to the user’s personal computer for a limited time. Include Video-Downloadable Units held locally and remote Video – Downloadable Units for which permanent or temporary access rights have been acquired.

Report the number of units. Report only items that have been purchased, leased or licensed by the library, a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available without monetary exchange. Do not include items that are permanently retained by the patron; count only items that have a set circulation period where it is available for their use. Count electronic materials at the administrative entity level; do not duplicate numbers at each branch.

NOTE: For purposes of this survey, units are defined as “units of acquisition or purchase”. The “unit” is determined by considering whether the item is restricted to a finite number of simultaneous users or an unlimited number of simultaneous users.

Finite simultaneous use: units of acquisition or purchase is based on the number of simultaneous usages acquired (equivalent to purchasing multiple copies of a single title). For example, if a library acquires a title with rights to a single user at a time, then that item is counted as 1 “unit”; if the library acquires rights to a single title for 10 simultaneous users, then that item is counted as 10 “units”

Unlimited simultaneous use: units of acquisition or purchase is based on the number of titles acquired. For example, if a library acquires a collection of 100 books with unlimited simultaneous users, then that collection would be counted as 100 “units”.

**7.5** These are materials on which sounds (only) are stored (recorded) and that can be reproduced (played back) mechanically, electronically or both. Include records, audiocassettes, audio cartridges, audio discs (including audio-CD-ROMs), audio-reels, talking books, Playaways and other sound recordings. Report the number of physical units, including duplicates. For smaller libraries, if physical unit data are not available, count the number of titles. Items packaged together as a unit (e.g., two audiocassettes for one recorded book) and checked out as a unit are counted as one physical unit.

**7.6** These are downloadable electronic files on which sounds (only) are stored (recorded) and that can be reproduced (played back) electronically. Audio – Downloadable Units may be loaned to users on portable devices or by transmitting the contents to the user’s personal computer for a limited time. Include Audio – Downloadable Units held locally and remote Audio – Downloadable Units for which permanent or temporary access rights have been acquired.

Report the number of units. Report only items that have been purchased, leased or licensed by the library, a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available without monetary exchange. Do not include items that are permanently retained by the patron; count only items that have a set circulation period where it is available for their use. Count electronic materials at the administrative entity level; do not duplicate at each branch.

NOTE: For purposes of this survey, units are defined as “units of acquisition or purchase”. The “unit” is determined by considering whether the item is restricted to a finite number of simultaneous users or an unlimited number of simultaneous users.

Finite simultaneous use: units of acquisition or purchase is based on the number of simultaneous usages acquired (equivalent to purchasing multiple copies of a single title). For example, if a library acquires a title with rights to a single user at a time, then that item is counted as 1 “unit”; if the library acquires rights to a single title for 10 simultaneous users, then that item is counted as 10 “units”

Unlimited simultaneous use: units of acquisition or purchase is based on the number of titles acquired. For example, if a library acquires a collection of 100 books with unlimited simultaneous users, then that collection would be counted as 100 “units”.

**7.7** E-books are digital documents (including those digitized by the library), licensed or not, where searchable text is prevalent, and which can be seen in analogy to a printed book (monograph). E-books are loaned to users on portable devices (e-book readers) or by transmitting the contents to the user's personal computer for a limited time. Include e-books held locally and remote e-books for which permanent or temporary access rights have been acquired. Report the number of electronic units, including duplicates, for all outlets. Do not duplicate unit count for each branch. For smaller libraries, if volume data are not available, the number of titles may be counted. E-books packaged together as a unit (e.g., multiple titles on a single e-book reader) and checked out as a unit are counted as one unit.

Report the number of units. Report only items that have been purchased, leased or licensed by the library, a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available without monetary exchange. Do not include items that are permanently retained by the patron; count only items that have a set circulation period where it is available for their use. Count electronic materials at the administrative entity level; do not duplicate numbers at each branch.

NOTE: For purposes of this survey, units are defined as “units of acquisition or purchase.” The “unit” is determined by considering whether the item is restricted to a finite number of simultaneous users or an unlimited number of simultaneous users.

Finite simultaneous use: units of acquisition or purchase is based on the number of simultaneous usages acquired (equivalent to purchasing multiple copies of a single title). For example, if a library acquires a title with rights to a single user at a time, then that

item is counted as 1 “unit”; if the library acquires rights to a single title for 10 simultaneous users, then that item is counted as 10 “units” For smaller libraries if volume data are not available, the number of titles may be counted.

Unlimited simultaneous use: units of acquisition or purchase is based on the number of titles acquired. For example, if a library acquires a collection of 100 books with unlimited simultaneous users, then that collection would be counted as 100 “units”.

**7.8** These are physical materials, games, and programs for use on a computer. These are items for loan to customers or that are checked out for use in the library. Do not count computer software already loaded on library computers. Report the number of physical units held at the end of the year, including duplicates.

### **ELECTRONIC COLLECTIONS (formerly databases)**

Report the Number of electronic collections.

An electronic collection is a collection of electronically stored data or unit records (facts, bibliographic data, abstracts, texts, photographs, music, video, etc.) with a common user interface and software for the retrieval and use of the data. An electronic collection may be organized, curated and electronically shared by the library, or rights may be provided by a third party vendor. An electronic collection may be funded by the library, or provided through cooperative agreement with other libraries, or through the State Library. Do not include electronic collections that are provided by third parties and freely linked to on the web.

**Electronic Collections do not have a circulation period**, and may be retained by the patron. Remote access to the collection may or may not require authentication. Unit records may or may not be included in the library’s catalog; the library may or may not select individual titles. Include electronic collections that are available online or are locally hosted in the library.

The data records are usually collected with a particular intent and relate to a defined topic.

Report the number of electronic collections acquired through curations, payment or formal agreement, by source of access.

**7.9** This would be databases purchased by your library and Other cooperative agreements (ex: consortia, regionals) within state or region.

**7.10** This would be databases purchased by your State.

**7.11** This is the sum of Local, State and Other licensed databases.

### **Library Transactions #8.1 – 8.24**

**8.1** These are library materials, or copies of the materials, provided by one autonomous library to another upon request. The libraries involved in interlibrary loans are not under the same library administration. "Library administration" means Administrative Entity (not anything broader). Do not include items loaned between outlets within the same library administrative entity. These data are reported as annual figures.

**8.2** These are library materials, or copies of the materials, received by one autonomous library from another upon request. The libraries involved in interlibrary loans are not under the same library administration. "Library administration" means Administrative Entity (not anything broader). Do not include items loaned between outlets within the same library administrative entity. These data are reported as annual figures.

**8.3** This is the total number of persons entering the library for whatever purpose during the week. If an actual count of visits is unavailable, determine an estimate by counting visits during a "typical" week. A "typical week" is a time that is neither unusually busy nor unusually slow. Avoid holiday times, vacation periods for key staff, or days when unusual events are taking place in the community or the library. We recommend October. Choose a week in which the library is open its regular hours. Include seven consecutive calendar days, from Sunday through Saturday (or whenever the library is usually open).

Due to the nature of 2020, this value will be reported as N/A

**8.4** This is the sum of 8.3 x 52 to obtain the "Annual" attendance in the library.

**8.5** A reference transaction is an information contact which involves the knowledge, use, recommendations, interpretation, or instruction in the use of one or more information sources by a member of the library staff. It includes information and referral services. Information sources include printed and non-printed materials, machine-readable databases, catalogs and other holdings records, and, through communication or referral, other libraries and institutions and people inside and outside the library. The request may come in person, by phone, by fax, or by mail, electronic mail, or through live or networked electronic reference service from an adult, or a child. Count Readers Advisory questions as reference transactions.

Due to the nature of 2020, this value will be reported as N/A

When a staff member uses information gained from previous use of information sources to answer a question, the transaction is reported as a reference transaction even if the source is not consulted again. If a contact includes both reference and directional services, it should be reported as one reference transaction. Duration should not be an element in determining whether a transaction is a reference transaction.

NOTE: It is essential that libraries do not include directional transactions in the report of reference transactions. Directional transactions include giving instruction for locating staff, library users, or physical features within the library. Examples of directional transactions are "*Where are the children's books?*" and "*I'm looking for a book with the call number 811.2G.*" An example of a question of rules or policies is "*Are you open until 9:00 tonight?*"

**Note:** If an annual count of reference transactions is unavailable, please determine an estimate using the same guidelines given in Question 8.3.

**8.6** This is the answer of question 8.5 x 52 to obtain the “Annual” number of reference transactions.

**8.7** Do you offer computer training?

**8.8** Do you offer meeting rooms for public use, with or without charge?

**8.9** Number of visits to your library’s website

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

Count all children’s programs, whether held on- or off-site, that are sponsored or co-sponsored by the library. Do not include children’s programs sponsored by other groups that use library facilities. If children’s programs are offered as a series, count each program in the series. For example, a story hour offered once a week, 48 weeks a year, should be counted as 48 programs. Exclude library activities for children delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, homework assistance, and mentoring activities. This figure is a subset of the Total Number of Library Programs data element.

**Note:** Children’s age is defined as 11 years and under.

**8.11** A **live** young adult program is any planned event for which the primary audience is young adults 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 educational information, often designed to meet a specific social need. Example of these types of programs includes book clubs and summer reading events.

Count all young adult programs, whether held on- or off-site, that are sponsored or co-sponsored by the library. Do not include young adult programs sponsored by other groups that use library facilities. If young adult programs are offered as a series, count each program in the series. For example, a book club offered every two weeks, 24 weeks a year, should be counted as 24 programs. Exclude library activities for young adults 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. This figure is a subset of the Total Number of Library Programs data element.

**Note:** Young Adult is defined as 12 through 18 years. The Young Adult Services Association (YASLA) defines young adults as age 12 through 18.

**8.12** A **live** adult program is any planned event for which the primary audience is adults (defined as 19 years and older) and introduces the group of adults attending to any of the broad range of library services or activities for adults or which directly provides information to participants. Adult programs may cover use of the library, library services, or library tours. Adult 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, literacy, English as a Second Language, citizenship classes, and book discussions.

Count all programs, whether held on- or off-site, that are sponsored or co-sponsored by the library. Exclude programs sponsored by other groups that use library facilities. If programs are offered as a series, count each program in the series. For example, a film series offered once a week for eight weeks should be counted as eight programs. Note: Exclude library activities delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, resume writing assistance, homework assistance, and mentoring activities.

**8.13** This is the total number of all **live** library programs. (8.9+8.10+8.11)

**8.14** The count of the audience at all **live** programs for which the primary audience is children 11 years and under. Include adults who attend programs intended primarily for children.

**Note:** Do not count attendance at library activities for children that are 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.

See data element 8.9 for the definition of a children's library program.

**8.15** The count of the audience at all **live** programs for which the primary audience is young adults 12 to 18 years and includes 18 year olds. Include adults who attend programs intended primarily for young adults.

**Note:** Do not count attendance at library activities for young adults that are 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.

See data element 8.10 for the definition of a young adult library program.

**8.16** The count of the audience at all **live** programs for which the primary audience is adults 19 years and older. Include young adults who attend programs intended primarily for adults.

**Note:** Do not count attendance at library activities for adults that are 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.

See data element 8.11 for the definition of an adult library program.

**8.17** This is the Total **live** library Program Attendance (8.13+8.14+8.15).

**8.18** Answer “yes” if the library offers training specifically for the GED or Ohio High School Equivalence test.

### **8.19 Physical Item Circulation**

The total annual circulation of all physical library materials of all types, including renewals.

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

**8.19a Total Adult Circulation:** The total annual circulation of all adult’s materials in all formats to all users, including renewals.

**8.19b Total Juvenile Circulation:** The total annual circulation of all children’s materials in all formats to all users, including renewals.

### **8.20 Use of Electronic Material**

Electronic Materials are materials that are distributed digitally 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. Electronic Materials packaged together as a unit and checked out as a unit are counted as one use. Include circulation only for items that require a user authentication, and have a limited period of use.

**8.21 Total Circulation:** The total annual circulation of all library materials (both physical and downloadable). (8.20a + 8.20b)

### **8.22 a Successful Retrieval of Electronic Information from Statewide Databases**

Definition: The number of full-content units or descriptive records examined, downloaded, or otherwise supplied to user, from statewide (Ohio Web Library) 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. [based on NISO Standard Z39.7 (2013) #7.7, p. 43]

### **8.22 b Successful Retrieval of Electronic Information from Local Databases**

Successful retrieval of Electronic Information from local databases.

Definition: The number of full-content units or descriptive records examined, downloaded, or otherwise supplied to user, from locally purchased 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. [based on NISO Standard Z39.7 (2013) #7.7, p. 43]

## **8.22 c Total Successful Retrieval of Electronic Information**

### **8.23 Electronic Content Use (8.19 + 8.21)**

### **8.24 Total Collection Use (Total of 8.18, 8.19 and 8.21)**

#### **Automation #9.1 – 9.2**

**9.1** Provide the vendor name of the ILS system used by the library. Examples include Innovative Interface, Polaris, TLC, etc. This is the name of the ILS vendor, not a consortium (such as SEO or CLC) to which your library may belong.

**9.2** Provide the ILS system software currently in use. Example: Horizon 7.0.

#### **Revenue/Receipts #10.1 – 10.51**

**10.1** Public Library Fund revenues for general operations of the library district. This should be your TOTAL Public Library Fund...do not separate out Debt Service Revenue.

**10.2** Taxes levied by the taxing authority for the benefit of the public library district on the assessed valuation of real property or personal tangible property located within the library district. This should be a TOTAL of ALL Property Taxes ...do not separate out Debt Service Revenue.

**10.3** Monies received from the Auditor of State for Homestead and Rollback Exemption revenue and tangible personal property tax reimbursement.

**10.4** Total Tax Revenue (10.1 + 10.2 + 10.3).

**10.5** Monies received from the State of Ohio for both restricted and unrestricted grants to the library district.

**10.6** Monies received from the Federal Government for both restricted and unrestricted grants to the library district.

**10.7** Monies received from any city, county or other local government agency for both restricted and unrestricted grants to the library district.

**10.8** Monies received from any other sources for both restricted and unrestricted grants to the library district.

**10.9** Total Revenue from Grants (10.5 + 10.6 + 10.7 + 10.8).

**10.10** Monies received from overdue fines, lost material charges, rental and usage income, professional services rendered, revenue or commissions from coin-operated machines, parking lot charges, classes and seminar fees.

**10.11** Interest received on Checking accounts, Money Market accounts, Savings accounts, and StarOhio, U.S. Treasury bills, notes, Certificates of Deposit or other

interest-bearing obligations. Also included are dividends on investments, gains or loss on the sale of investments, etc.

**10.12** Monies received from services provided to other libraries or entities on a contractual basis. Examples: computer services, reference service, interlibrary loan services, homebound service, consulting, printing, etc.

**10.13** Monies received as gifts, bequests, donations and endowments from philanthropic foundations, private individuals or private organizations. The money can be Restricted or Unrestricted.

**10.14** Monies received for sale of surplus property, sale of supplies purchased for resale, rental of real property, refunds and reimbursements.

**10.15** Total Other Operating Revenue (10.10 + 10.11 + 10.12 + 10.13 + 10.14)

**10.16** Total Operating Revenue (10.4 + 10.9 + 10.15)

**10.17** Monies transferred in from another fund for permanent financing or advanced for the purpose of temporary financing. An advance must be repaid to the originating fund.

**10.18 - 10.22** Capital Revenue – State, Federal, Local and Other Grants and their Total

**10.23 – 10.25** Capital Revenue – Contributions/Gifts/Donations/Endowments, Investment Earnings, Miscellaneous

**10.26** Capital Revenue – Total Capital Revenue (10.22 + 10.23 + 10.24 + 10.25)

**10.27** Capital Revenue – Transfers In

**10.28 – 10.32** Special Revenue – State, Federal, Local and Other Grants and their Total

**10.33 – 10.37** Special Revenue – Fines/Fees, Investment Earnings, Services Provided, Contributions/Gifts/Donations, Miscellaneous

**10.38** Total Other Special Revenue (10.33 + 10.34 + 10.35 + 10.36 + 10.37)

**10.39** Special Revenue – Total Special Revenue (10.32 + 10.38)

**10.40** Special Revenue – Transfers In

**10.41 - 10.46** Revenue Totals

**Expenditures #11.1 – 11.54**

**Operating expenditures are the current and recurrent costs necessary to support the provision of library services. Only such funds that are supported by expenditure documents (such as invoices, contracts, payroll records, etc.) at the point of disbursement should be included. Do not report the value of free items as expenditures. Do not report estimated costs as expenditures.**

**11.1** All payments reported as employee earnings to the federal, state, and local governments. Examples are: payment for time worked, sick leave, vacation leave, holiday leave, military leave, etc.

**11.2** Employer share of Ohio Public Employees Retirement System.

**11.3** Employer share of any health, dental, vision, disability, unemployment, Bureau of Worker's Compensation and other insurances.

**11.4** Employer cost of Employee Assistance Programs, health and wellness programs, staff development programs, employee membership dues, tuition reimbursement, etc.

**11.5** Total Salaries and Benefit (11.1 + 11.2 + 11.3 + 11.4).

**11.6** Expendable supplies and materials that are normally used by the library staff for the operation of the library. These include such office supplies as paper, toner, pens, staplers, etc. Property maintenance supplies used by the building department such as brooms, light bulbs, towels, tissue, mops, rags, soap, etc.

**11.7** Travel and meeting expenses for staff and trustees, communications, printing and publicity, property maintenance, repair and security services, insurance for property, rents and leases, utilities, professional services, library material control services, vehicle maintenance and gas, etc.

**11.8** Report all operating expenditures for books and pamphlets, government documents and any other print acquisitions, not including current serials (reported in 11.10)

**11.9** Report all operating expenditures for electronic (digital) materials. Types of electronic materials include e-books, audio and video downloadables, e-serials (including journals), government documents, databases (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. Include expenditures for materials held locally and for remote materials for which permanent or temporary access rights have been acquired. Include expenditures for database licenses. [Note: Based on ISO 2789 definition.]

Note: Expenditures for computer software used to support library operations or to link to external networks, including the Internet, are reported under 11.11 .

**11.10** Report all operating expenditures for newspapers and magazines.

- 11.11** Report all operating expenditures for Videos, Music CD's, DVD's.
- 11.12** Inter-library loan fees/charges, library material repair and restoration, all other such as games and toys, special learning kits, maps, etc.
- 11.13** Total Library Materials (11.8 + 11.9 + 11.10 + 11.11 + 11.12).
- 11.14** Dues and memberships for the organization, taxes, and assessments, judgments and findings, refunds and reimbursements and other miscellaneous expenses.
- 11.15** Total Other Operating Expenditures (11.6 + 11.7 + 11.14).
- 11.16** Desks, chairs, shelving units, communication systems, etc.
- 11.17** Computers, servers, peripherals, software.
- 11.18** Bookmobiles, delivery vans, etc.
- 11.19** Cost of land, easements, new landscaping, sidewalks, retaining walls, etc.
- 11.20** Purchasing or constructing new buildings, costs associated with direct renovation, modification and upgrading of existing facilities by outside firms and individuals.
- 11.21** Total Capital (11.16 + 11.17 + 11.18 + 11.19 + 11.20).
- 11.22** Total Operating Expenses (11.5 + 11.13 + 11.15).
- 11.23** Monies transferred from one fund to another fund for the purpose of temporary or permanent financing.
- 11.24** Expenses deducted by the County Auditor before proceeds are received.
- 11.25** Portion of the debt repayment expense that is applied to principal.
- 11.26** Portion of the debt repayment expense that is applied to interest.
- 11.27** Expenses such as bond counsel, underwriting, research and other professional fees paid when issuing debt.
- 11.28** Total Debt Service Expenditures (11.24 + 11.25 + 11.26 + 11.27).
- 11.29** Total Debt Service Expenditures - Transfers Out - Monies transferred from one fund to another fund for the purpose of temporary or permanent financing.
- 11.30** Capital Expenditure – See travel and meeting expenses for staff and trustees, communications, printing and publicity, property maintenance, repair and security services, insurance for property, rents and leases, utilities, professional services, library material control services, vehicle maintenance and gas, etc.

**11.31** Capital Expenditure – Desks, chairs, shelving units, communication systems, etc.

**11.32** Capital Expenditure – Computers, servers, peripherals, software.

**11.33** Capital Expenditure - Bookmobiles, delivery vans, etc.

**11.34** Capital Expenditure – Cost of land, easements, new landscaping, sidewalks, retaining walls, etc.

**11.35** Capital Expenditure – Purchasing or constructing new buildings, costs associated with direct renovation, modification and upgrading of existing facilities by outside firms and individuals.

**11.36** Capital Expenditure – Dues and memberships for the organization, taxes, and assessments, judgments and findings, refunds and reimbursements and other miscellaneous expenses.

**11.37** Total Capital Expenditures (11.30 + 11.31 + 11.32 + 11.33 + 11.34 + 11.35 + 11.36).

**11.38** Capital Expenditures Transfers Out – Monies transferred from one fund to another fund for the purpose of temporary or permanent financing.

**11.39** Special Revenue Expenditures – All payments reported as employee earnings to the federal, state, and local governments. Examples are: payment for time worked, sick leave, vacation leave, holiday leave, military leave, etc.

**11.40** Special Revenue Expenditures – Supplies - Expendable supplies and materials that are normally used by the library staff for the operation of the library. These include such office supplies as paper, toner, pens, staplers, etc. Property maintenance supplies used by the building department such as brooms, light bulbs, towels, tissue, mops, rags, soap, etc.

**11.41** Special Revenue Expenditures – Contracted Services - Travel and meeting expenses for staff and trustees, communications, printing and publicity, property maintenance, repair and security services, insurance for property, rents and leases, utilities, professional services, library material control services, vehicle maintenance and gas, etc.

**11.42** Special Revenue Expenditures – Dues and memberships for the organization, taxes, and assessments, judgments and findings, refunds and reimbursements and other miscellaneous expenses.

**11.43** Total Other Special Expenditures (11.39 + 11.40 + 11.41 + 11.42).

**11.44** Special Revenue Expenditures – See 11.8 - 11.12 for Library Materials assistance.

**11.45** Special Revenue Expenditures – Furniture - Desks, chairs, shelving units, communication systems, etc.

**11.46** Special Revenue Expenditure – Computers, servers, peripherals, software.

**11.47** Total Special Revenue Expenditures (11.43 + 11.44 + 11.45 + 11.46).

**11.48** Special Revenue Expenditures Transfers Out – Monies transferred from one fund to another fund for the purpose of temporary or permanent financing.

**11.49 - 11.54** Total Expenditures Summaries.

### **Trustees #12.1 – 12.6**

**Please report CURRENT information in this section.**

**12.1** This is the full name of the Board President.

**12.2** This is the street address of the Board President.

**12.3** This is the 2nd address line.

**12.4** This is the city or town in which the Board President's residence is located.

**12.5** This is the standard five-digit postal zip code for the street address of the Board President.

**12.6** This is the year the Board President's term expires.

### **Youth Services Special Topics #13.1-13.6**

How many individuals participated in your 2020 SRP?

#### **Other Youth Service Activities**

Note that Libraries count SRP participation in various ways: completion of an activity/goal, etc. Please provide the number of unique individuals who participated in your SRP, using your library's method of counting participation.

**13.5** If your library operates a homework help center or otherwise provides formal, scheduled homework assistance services, report the number of homework assistance transactions you provide to individuals in a typical week.

**13.6** If your library participates in any program intended to provide prepared meals/snacks at no cost to the recipients in the summer months, including the

USDA/Ohio Dept of Education Summer Food Service Program, report the number of meals and/or snacks you provided during the reporting period.

**13.7** If your library participates as a feeding site throughout the school year through any program intended to provide prepared meals/snacks at no cost to the recipients, report the number of meals and/or snacks you provided during the reporting period.

### **Recorded Programs Special Topics**

**Number of Recorded Programs:** Report total recorded programs. Do not include programs that were originally streamed live and then made available as recordings.

**Recorded program attendance:** Report total views of recorded programs. Include views of originally live-streamed programs for as long as the recording was available during the calendar year. Do not include views from the original live stream. Please use the longest available engagement for each program to establish program attendance.

**Note:** These programs do not meet the current federal definition of a program and will not be included in total programs.

### **Special Topics**

#### **Does your library circulate wi-fi hotspots?**

Please answer yes or no to indicate whether your library circulated wi-fi hotspots for use outside of the library.

#### **Circulation of wi-fi hotspots**

The total annual circulation of all wireless hotspots.

#### **Does your library offer a makerspace for public use?**

Please answer yes or no to indicate whether your library offers a makerspace. A makerspace is a designated place in the library where members of the public can work independently or collaboratively to make things. It is a space for creation, not consumption. Makerspaces often focus on electronics, robotics, woodworking, sewing, laser cutting, 3D printing, etc.

#### **What non-traditional items do you circulate?**

If your library circulated non-traditional materials *other than wi-fi hotspots* for use outside the library, please list them. Possible examples of equipment include, but are not limited to: bicycles, tablets, telescopes, musical instruments, cake pans, museum passes, tools, etc.

#### **What's something your library did this year that you're proud of?**

Tell us something your library did in 2020 that you're proud of. This is your chance to gloat a little about your library. We want to be able to share not just the numbers, but the stories of what Ohio's libraries are doing. We may share these in reports or use them as jumping off points for articles in Ohio Libraries Quarterly or when speaking with legislators. We don't always hear about the great things you're doing, but we'd like to!

#### **Does your library charge fines for late materials?**

Please answer yes or no to indicate whether your library charged late fees for overdue materials as of December 31, 2020. If you transitioned to no late fees in 2020, please select yes.

### **How did your library plan for and promote the 2020 Census?**

Many libraries across Ohio took great steps to encourage members of their communities to fill out the 2020 Census. Please share some of the activities your library engaged in.

### **Recorded Programming**

**Number of Recorded Programs** – These are programs that were never offered to patrons live. These programs include content produced for YouTube, Facebook, etc. If content was published to more than one platform, please only count it as one program. Only report data for programming created and produced by the library.

**Virtual Program Recorded Views** – Report the number of views of recorded library created online programming. Recorded views can be for content that was intended for live audiences and then archived for future viewing or for content that was never offered to patrons live. **Do not include live views in this count.** Please use video engagement lengths longer than 30 seconds in determining what counts as a view.

### **COVID-19 Specific Questions**

#### **Closed Outlets Due to COVID-19**

Answer Yes or No to the following 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?”*

NOTE: 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.

#### **Public Services During COVID-19**

Answer Yes or No to the following 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?”*

NOTE: 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).

#### **Electronic Materials Added Due to COVID-19**

Answer Yes or No to the following question:

*“Did the library add or increase access to electronic collection materials due to the Coronavirus (COVID-19) pandemic?”*

NOTE: Adding or increasing materials can include

- increasing the concurrent or monthly borrowing limits for electronic materials,
- increasing the number of electronic materials and holdings, or
- otherwise augmenting the public’s ability to use electronic materials.

These materials can include those the library did not pay for itself, such as those provided through the state library administrative agency, library consortium, or vendor at no cost in response to the pandemic.

Types of electronic materials include e-books, audio and video downloadables, e-serials (including journals), government documents, databases (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.

### **Digital Library Cards Issued Before COVID-19**

Answer Yes or No to the following 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?”*

**Note:** Digital 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. Refer to the definition of Number of Registered Users.

### **Electronic Library Cards Issued During COVID-19:**

Answer Yes or No to the following 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?”*

NOTE: 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. Refer to the definition of Number of Registered Users.

### **Reference Service During COVID-19**

Answer Yes or No to the following 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?”*

NOTE: Refer to the definition of Reference Transactions. Include reference service provided via email, chat, and text.

### **Outside Service During COVID-19**

Answer Yes or No to the following question:

*“Did the library provide ‘outside’ service for circulation of physical materials at one or more outlets during the Coronavirus (COVID-19) pandemic?”*

NOTE: 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.

### **Live Virtual Programs During COVID-19**

Answer Yes or No to the following question:

*“Did the library provide live, virtual programs via the Internet during the Coronavirus (COVID-19) pandemic?”*

NOTE: Live, virtual programs (see definition of Total Number of Library 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.

### **Recordings of Program Content During COVID-19**

Answer Yes or No to the following question:

*“Did the library create and provide recordings of program content via the Internet during the Coronavirus (COVID-19) pandemic?”*

NOTE: 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.

### **External WiFi Access Before COVID-19**

Answer Yes or No to the following 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?”*

NOTE: Includes “parking lot access,” bookmobiles or other mobile facilities with Wi-Fi capabilities.

### **External WiFi Access Added During COVID-19**

Answer Yes or No to the following 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?”*

NOTE: Includes “parking lot access,” bookmobiles or other mobile facilities with Wi-Fi capabilities.

### **External WiFi Access Increased During COVID-19**

Answer Yes or No to the following 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?”*

NOTE: 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.

### **Staff Re-Assigned During COVID-19**

Answer Yes or No to the following 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?”*

NOTE: 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.

**What services (if any) that your library implemented during the COVID-19 pandemic are you planning to continue offering in the future?**

Let us know the services your library added during the pandemic to support your patrons that you're planning to continue offering going forward. We may use these responses to develop new statewide and national question in the future.