

Oklahoma  
Department of Libraries Annual Report 2023  
Definitions  
A. LIBRARY DATA

A1

Library Name

This is the legal name of the Library.

A2

County

This is the county where the Library is physically located.

A4

Mailing Address

This is the address where the Library receives its mail.

A5

Zip Code of Mailing Address

This is the standard five–digit postal zip code where the Library receives its mail.

A6

Street Address

This is the complete physical street address for the Library. Note: Do not report a post office box or general delivery.

A7

City

This is the city or town where the Library is located.

A8

Zip Code of Street Address

This is the standard five–digit postal zip code for the street address of the Library.

A9

Phone Number

This is the telephone number of the Library including area code. Report telephone number without spacing or punctuation. From state aid rules User Services [405:25–1–3(2)] Libraries must have a telephone located in the library with a listed number.

A10

Fax Number

This is the telephone number of the Library's fax machine. Report without spacing or punctuation.

A12

Director or Branch Head Email Address

This is the email address for the Director or Branch Head.

A13

Library Website Address

Please give the full url with either "www" or "http://" If no website, please enter N/A.

A14

Legal Service Area Population

ODL provides – The number 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. For systems this is all county(s) population. For Branches, please indicate your own self-defined service area if you have done this.

Note: The determination of this population figure shall be the responsibility of the state library agency. This population is based on the most recent official US Census population estimates.

A14a

County(s) Population

ODL provides – From the latest US Census population estimates for the county or counties the library or system serves.

A15

County(s) Square Mileage Area

ODL provides – Derived from the latest US Census figures for the county or counties the library or system serves.

A16

Do You Serve All Customers in Your County Without Charging

Yes or No. The Library serves all population that resides in the county without charging.

A18

Director Certifies this Information is Correct

Name of Director. Filling in this field certifies that the Library Director is certifying that all information is correct.

A18a

Hired as Director When?

Please give the month (if possible) and year the director began their position as director. Ex: 10/2018

A19/A19a

Person Completing Report

Include the first and last name of the person responsible for filling out this report and their email address.

A20

City Manager or Mayor

Please indicate which when you give the name such as Donna Jones, City Manager or Dwayne Wayne, Mayor. Systems input N/A.

A20a

City Manager or Mayor Mailing Address

Street address or PO Box with Zip Code for the official named in A20. Systems input N/A. Systems will report this information for their Board Chair.

A20b

City Manager or Mayor Email Address

Email address for the official named in A20. Systems input N/A. Systems will report this information for their Board Chair.

A20c

City Manager or Mayor Phone Number

Phone number with area code (10 digits) for the official named in A20. Systems input N/A. Systems will report this information for their Board Chair.

A21

Number of Branches Open to the Public

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

A22

Number of Bookmobiles

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. Paid staff; and
3. 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. Please report annual bookmobile hours in J13.

A25

Do you have meeting rooms?

Yes or No

A32

U.S. Congressional District

ODL provides

A33

Oklahoma House District

ODL provides

A34

Oklahoma Senate District

ODL provides

## B. STATE AID

Don't forget you need to report how you spent your state aid in 2 places – on the State Aid section and on the Expenditures section. We ask for more specifics on the state aid page so we can report exactly how state aid was spent to the state legislature.

This is only the amount of state aid you spent – not the total you may have spent. For example you spent \$2000 on summer reading programs but only used \$500 in state aid. Report the \$500 in B39 and report the whole \$2000 as part of Miscellaneous in D23.

### Federal Definition of Age Groups

Children are birth – 11

Young Adults/Teens are ages 12–17

Adults are age 18 and up

If there is not a Young Adult category for the item then the federal definition says count them as Adults  
B

### State Aid Amount

Auto filled from grand total B52 / cannot manually input.

### State Aid distributed by ODL as of June 30

This is prefilled and lock with data from ODL's financial claim records. This will include all state aid checks from FY2022 July 1 – June 30.

B7

### Total Book Costs

The price paid for all hard copy print books for all ages.

B15

### Database Cost

How much state aid was spent on databases. Also report in section D18.

B19

Ebook Cost

How much state aid was spent on Ebooks. Also report in section D18.

B34

Total Technology Costs

How much state aid was spent on automation, internet, networking, computers, software, etc. etc.

B37

Total Equipment/Furniture Costs

How much state aid was spent on equipment such as printers, scanners, etc and any furniture purchases.

B39

Total Children Program Cost Paid for with State Aid

How much state aid was spent on children's programs. Also report in section D23.

B41

Total Adult/Teen Program Cost Paid for with State Aid

How much state aid was spent on adult/teen programs. Also report in section D23.

B42

Total Program Costs

(Sum of B39 + B41)

B48

Specify Other Expenses

Examples are Summer Reading presenters or prizes, utilities, building insurance, postage, office supplies, paper, printer ink, book covers, etc.

B51

## Total Other Expenses

How much state aid was spent on Other as detailed in B48. Also report in section D23.

B52

## Total State Aid Expenses

(Sum of B7 + B15 + B19 + B34 + B37 + B42 + B51) auto calc

B53

## Comments to Legislature on State Aid Value

Comments are critical to your legislator and your funding. ODL shares your comments to “tell-the-story” of state aid appropriations. ODL believes the legislature wants to know specifically how state aid and/or the statewide databases have helped your library.

## C. INCOME

Money received for the regular, ongoing operation of the library, which includes personnel, library materials, supplies and utilities.

C1

### City Funds

The amount budgeted to the library for FY2022 July 1 – June 30, by the community, district or region of the public library. Do NOT include the value of any contributed or in-kind services, any capital income, any supplemental or emergency funding allocated to the library by the city or town during FY2022, the value of any gifts, and donations, fines or fees. From state aid rule Administration and Finance [405:25–1–3(3)] Libraries must receive operating income from local government sources, i.e., town, city or county. A public library is primarily supported by either municipal funds or a direct library levy on a permanent basis.

C2

### County Funds

Any money allocated to the library by the county board of commissioners for countywide library services. If you are a school/public library, the amount of funding from the school district should be entered here. Do NOT include the value of any contributed or in-kind services, any capital income, any supplemental or emergency funding allocated to the library by the county during FY2022, the value of any gifts, and donations, fines or fees. From state aid rule Administration and Finance [405:25–1–3(3)] Libraries must receive operating income from local government sources, i.e., town, city or county. A public library is primarily supported by either municipal funds or a direct library levy on a permanent basis.

C3

Total Local Funds

(Sum C1 + C2) auto calc

State Grants

C4

Description of Grants

Name of grant(s) and from whom the grant was received.

C5

Total State Grants

Funds received from state agencies including ODL's Literacy Office, OK Arts & Humanities Council or OK Departments of Agriculture or Commerce, etc. This does NOT include LSTA grants administered by ODL.

LSTA Grants

C7

Description of Grant

Name of grant and from what ODL department the grant was received.

C8

Total LSTA Grants

List all IMLS LSTA (grants from ODL) funds including CARES and ARPA.

C10

Local Funds

Auto fill from C3

C11

State Aid

Auto fill from B52

C12

## State Grants

Auto fill from C5

C12a

Total State Funds

Sum of C11 + C12 for IMLS reporting.

C13

## LSTA Grants

Auto fill from C8

C14

## Other Federal

ERATE funds – If your library received a reimbursement check because of the Erate and the money went into the library budget in addition to city funds already allocated, report it here. Other examples of federal funding are Federal Department of Education literacy grants or grants from the National Endowment for the Humanities. Only actual money received by the library should be reported. Therefore, do NOT report Job Corps, VISTA or similar programs if another agency pays their salaries.

C14a

Total Federal Funds

Sum of C13 + C14 for IMLS reporting auto calc.

C15

## Other City/County

Any supplemental or emergency funding allocated to the library by the city or county that is not a capital expense. If unsure the library will continue to receive this funding, report the funds here not in C1 or C2 as regular operating income.

C16

## Other Collected

Report income such as gifts, donations, fines, fees, copying and fax receipts, etc., if funds received are for library use (not if these funds go into the city general fund.) Include Friends money given to the library to purchase something. Do NOT include Friends money if the Friends purchase “something” and

give the purchased item(s) to the library. Report foundation and gift funds received for building projects and other major one-time expenses under Capital G5. If the foundation and gift funds are used as part of your operating budget for books, utilities, programs, etc., report funds here as Income and also under Expenditures.

C17

Carryover (Sum of E4)

This is income you were able to keep from last year's city/county funds. This number is auto-filled from your Unspent Funds Kept by Library (E4) from last year's annual report.

C17a

Total Other Operating Funds

Sum of C15 + C16 + C17 for IMLS reporting.

C18

Total Income

(Sum of C10 to C17a) auto calc

#### D. EXPENDITURES

Federal Definition of Age Groups

Children are birth to age 11

Young Adults/Teens are ages 12–17

Adults are age 18 and up

If there is not a Young Adult category for the item then the federal definition says count them as Adults  
D1

Staff Salaries

This amount should be the salaries for all library staff including plant operation, security and maintenance staff if paid from the library budget. Include salaries before deductions, but exclude "employee benefits." Do not include the salaries of Job Corps, VISTA or similar workers if their salaries are paid by another agency.

D2

Benefits & Taxes

Benefits paid and accruing to employees in addition to salaries regardless of whether the benefits or equivalent cash options are available to all employees. These benefits may include FICA, Social Security,

retirement, medical insurance, life insurance, guaranteed disability income protection, unemployment compensation, workman's compensation, tuition and housing benefits.

D3

Total Wages and Benefits

(Sum of D1 + D2) auto calc

D4

Adult Books

Young Adult books should be counted as Adult books with the federal definition of Young Adult as ages 12–17. E–books are reported as electronic materials D16 below.

D5

Juvenile Books

Physical books purchased for ages birth to 11. E–books are reported as electronic materials D17 below.

D6

Total Books

(Sum of D4 + D5) auto calc

D9

Total Serials

Subscription costs paid by the library for hardcopy periodicals, magazines, newspapers, annuals, yearbooks, etc. All ages.

D10

Total Print Materials

(Sum of D6 + D9) auto calc for IMLS reporting.

D15

Total Audio–Visual

Books–on–tape or CD, music CDs and videos on tape or DVD. All ages. Do not include downloadable electronic audio/video – this is reported under D18 adult electronic materials.

D18

Total Electronic Materials

Electronic books, music, video, magazines, and databases are reported here. Examples are Overdrive, Ancestry.com, Freegal, and Flipster just to name a few. The data can be accessed by computer, Internet, or e-book reader. Include equipment expenditures that are inseparably bundled into the price of the product.

D21

Total Other Materials

This is items that you check out that don't fit the other collection categories. Include microfilm here. Include all expenditures for circulating materials not reported above. These may include multimedia kits, games, toys, tools, fishing poles, cameras, wifi hotspots, etc.

D21a

Total Other Materials

(Sum of D15 + D21) auto calc IMLS report.

D22

Total Collection

(Sum of D10 + D18 + D21a) auto calc

D23

Total Miscellaneous

Examples of other expenses are office supplies, summer reading presenters, trinkets for SRP, Legos, makerspace materials, post office boxes, utilities, building insurance, travel, postage, paper, printer ink, book covers, furniture, equipment, etc. If not reported under salary (D3) or collection (D22,) include it here.

D27

Total Expenditures

(Sum of D3 + D22 + D23) auto calc

E. MAINTENANCE OF EFFORT

E1

+Total Income

Auto-filled from calculated amount C18

E2

-Total Expenses

Auto-filled from calculated amount D27

E3

Unspent Funds

Auto-filled from calculated Total Income C18 minus Total Expenditures D27

E4

Unspent Funds Kept by Library

Non–City/County funds such as state aid, foundation grants, bequests. etc. received in FY2022 that was not spent in FY2022 and the library will “carryover” that money and spend it in coming years.

E5

Unspent City/County Funds Returned to City/County

Budgeted income received in FY2022 that was not spent in FY2022 and the library must return to the city/county. This amount will be deducted from C3 Total Local Funds to determine your Maintenance of Effort E6.

E6

Maintenance of Effort (MOE)

The amount of income that must be matched or exceeded by the city/county (local funds) next year in FY2023 July 1, 2022 – June 30, 2023. This figure is calculated by subtracting city funds that the library returned to the city (E5) from C3 Total Local Funds. If the amount is lower, the library will need to write an appeal letter explaining why. From state aid rule Administration and Finance [405:25–1–3(3)] Local government must continue to expend an amount for library service, i.e., operating expenditures, not less than that of the preceding fiscal year, as reported on the Annual Report for Public Libraries. Public library systems organized under 65 O.S. Sections 151–161 and Sections 551–561, Sections 4–101–107.1 and Sections 4–201–206 may not reduce their millage levy.

E6a

MOE Note

Please give a preliminary explanation for why the MOE is lower and contact your Consultant.

## G. CAPITAL INCOME

### G1

#### Bonds/Appropriations

Income received from a city or county bond issue approved by the electorate or an appropriation of city/system library funds for a specific capital improvement. Annual city appropriations for normal library operation and services should not be included. Please report any ad valorem funds used for construction or remodeling here if project was completed by June 30.

### G2

#### Federal

Funds received from Federal sources. This money was then spent as a Capital Expenditure. If spent on general operating costs, report under Income—Other Federal C14 Income and Expenditures.

### G3

#### State Grants

List any construction funds received through state funds. One example is the state REAP Rural Economic Action Plan program.

### G6

#### Other Income

If funding does not seem to fit in any of the above categories, please include here and provide an explanation in the State Note field.

### G7

#### Total Capital Income

(Sum of G1 + G2 + G3 + G6)

## CAPITAL EXPENDITURES

### G8

#### Buildings New

Include funds for the acquisition of or additions to fixed assets such as building sites, new buildings and building additions, furnishings and shelving for new or expanded buildings and initial book stock. Please report ad valorem funds used for construction/remodeling here if project was completed by June 30.

G9

Buildings Remodeled

Report funds for remodeling buildings, including attached fixtures such as carpet, lighting, painting and air conditioning, and new furnishings and shelving not reported as an operating expense.

G10

Other Capital Expenditures

If expenditure does not seem to fit in any of the above categories, please include here and provide an explanation in the State Note field.

G11

Total Capital Expenditures

(G8 + G9 + G10) auto calc

## I. COLLECTION

Federal Definition of Age Groups

Children – birth to age 11

Young Adults/Teens are ages 12–17

Adults are age 18 and up

If there is not a Young Adult category for the item then the federal definition says count them as Adults Systemwide will no longer be reported separately. Please report all figures as systemwide.

From state aid rule User Services [405:25–1–3(2)] A public library shall have a collection of materials (e.g., books, periodicals, audio–visual materials, etc.) that is circulated to the community and Administration and Finance [405:25–1–3(3)] Libraries will evaluate, deselect and maintain their collections ensuring that their collections include up–to–date and useful materials and report the figures to its library board and to the Oklahoma Department of Libraries.

Books

I1 Adult

Physical Units

Age 12 and up. Report the total of all cataloged printed books plus the number of volumes of bound magazines. If necessary estimate the number of titles held by multiplying the total number of units by 0.9.

I2 Juvenile

Physical Units

Age 0–11. Report the total of all cataloged printed books plus the number of volumes of bound magazines. If necessary estimate the number of titles held by multiplying the total number of units by 0.9.

I3

Total Print Physical Units

(Sum I1 + I2) auto calc

I9

Total Print Added

Please give an estimate as to the number of units added – all ages. From state aid rule Administration and Finance [405:25–1–3(3)] Libraries will evaluate, deselect and maintain their collections.

I12

Total Print Physical Units Discarded

Please give an estimate as to the number of units discarded – all ages. From state aid rule Administration and Finance [405:25–1–3(3)] Libraries will evaluate, deselect and maintain their collections.

I21 (units)

E–Books

E–books are digital documents, licensed or not, which can be seen like a printed book. Include e–books held locally and remote e–books for which permanent or temporary access rights have been acquired. E–books packed as a unit – multiple titles on a single e–book reader – and checked out as a unit are counted as one unit. Check with Overdrive or your ebook vendor if unsure.

I27 (you/coop purchased) – I28 (ODL auto input)

Databases

A database is a collection of electronically stored data accessed with software. Typically the data is collected on a defined topic and is available via the Internet. Report the number of databases, locally

mounted or remote, full-text or not, for which temporary or permanent access rights have been acquired. Report the number of database licenses – subscription or one-time purchase. Each database is counted individually even if access to several databases is supported through the same vendor interface. EX: EBSCO is the vendor interface and provides numerous databases such as Medline, Business Source Elite, MasterFile Premier, etc. and each database should be counted individually. Only count databases paid for by the library or through a consortia agreement; do not include the statewide databases (EBSCO/Britannica) we have calculated them in I28 State Databases.

I29

#### Name of Licensed Databases or Webpage Link

If you purchase multiple databases, please just provide the link or url to your database list on your website. A database is a collection of electronically stored data accessed with software. Typically the data is collected on a defined topic is available via the Internet. Report the name(s) of databases, locally mounted or remote, full-text or not, for which temporary or permanent access rights have been acquired. Each database is counted individually even if access to several databases is supported through the same vendor interface. EX: EBSCO is the vendor interface and provides numerous databases such as Medline, Business Source Elite, MasterFile Premier, etc. and each database should be named individually. Only name databases paid for by the library or through a consortia agreement; do not include the statewide databases.

I30

#### Sum DB/Electronic Collections

(Sum of I27 + I28) auto calc

I35

#### Audio Physical Units

Number of Adult and Juvenile audio recordings – Books-on-tape or CD, music CDs.

I39

#### Downloadable Audio Units

These are downloadable electronic files on which sounds (only) are stored and that can be played back electronically. Report the number of titles. Report only items the library has selected as part of the collection/catalog including Overdrive consortia audios.

I40

#### Video Physical Units

Number of Adult and Juvenile videos on tape or DVD.

I44

#### Downloadable Video Units

These are downloadable electronic files on which moving pictures (video) are recorded. Electronic playback reproduces pictures using a television receiver, computer monitor or video-enabled mobile device. Report the number of titles. Report only items the library has selected as part of the collection/catalog including Overdrive consortia videos.

I45

#### Other Physical Circulating Items

Report a single figure that includes materials that are in a fixed, physical format (no books, audio, video, serials) available for use outside the library. These can include a variety of items types, such as wi-fi hotspots, sewing machines, cake pans, tools, etc. Report the number of units, including duplicates. Items packaged together as a unit (such as a set of cookie cutters) and checked out as a unit are counted as one physical unit.

I46

#### Total Physical Items in Collection (auto calc) (Sum of I3 + I35 + I40 + I45)

All circulating physical items in the collection. These are materials in a fixed, physical format available for use outside the library. This includes Print Materials (I3) Audio – physical units (I35), Video – physical units (I40) and Other Circulating Physical Items (I45).

### J. OUTLET DATA

J1 – J2

PLSCKEY and PLSC\_SEQ

This is the identification code assigned by IMLS. Outlets are assigned the same PLSCKEY as the administrative entity to which they belong, with a three-digit suffix added to distinguish each outlet.

J3

LIBID

This is the state-assigned identification code for the outlet.

J4

Outlet Name

This is the official name of the outlet (main library, branch library or bookmobile).

J5

Street Address

This is the complete street address or physical location of the outlet.

Note: Do not report a post office box or general delivery. For a bookmobile that operates from an administrative entity, branch, or central library, report the address of the administrative entity, branch or central library from which it operates.

J6

City

This is the city or town in which the outlet is located.

J7

Zip

This is the five–digit postal zip code for the street address of the outlet.

J8

County

County where the branch is physically located.

J9

Phone

This is the telephone number of the branch Library including area code. Report telephone number without spacing or punctuation.

J10

Outlet Type Code

Supplied by the State Library. Do not change unless adding a new outlet. An outlet is a unit of an administrative entity that provides direct public library service – what we call a branch or bookmobile.

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.

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.

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. You may wish to create separate outlet records for individual bookmobiles if (1) they have different addresses and/or (2) they have different Metropolitan Status Codes. Alternatively, a bookmobile outlet record may include more than one bookmobile.

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.

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 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.

J11

#### Square Footage

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. This is a critical figure for Category 2 Erate requests. Please measure if unsure. Bookmobiles are coded -3 for no square footage.

J12

#### Number of Bookmobiles in Outlet Record

The number of bookmobiles in the bookmobile outlet record. Note: A bookmobile outlet record may include one or more bookmobiles. Complete this data element only if the outlet record is of the type: 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 (stops) for being open to the public.
- Count vehicles in use, not the number of stops the vehicle makes.

J13

#### Public Service Hours Per Year (Annual)

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, and 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.

J14

#### Number of Weeks a Library is Open

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. Do not calculate based on total number of service hours per year at the outlet level—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.

#### K. SCHEDULE OF HOURS

Please report all figures as systemwide.

From state aid rules User Services [405:25-1-3(2)]

Cities and towns under 2,000 population will be open 15 hours a week. The schedule will include at least two hours after 5 p.m. each week.

Cities and towns with at least 2,000 but less than 5,000 people will be open 30 hours a week. The schedule will include at least two hours after 5 p.m. each week and weekend hours are recommended.

Cities with at least 5,000 but less than 10,000 people, will be open 35 hours a week. The schedule will include at least four hours after 5 p.m. each week and three weekend hours.

Cities with at least 10,000, but less than 25,000 people, will be open 50 hours a week. The schedule will include at least eight hours after 5 p.m. each week and four weekend hours.

Cities with 25,000 people or more will be open 60 hours a week. The schedule will include a minimum of five weekend hours.

K1

#### Hours Open per Week

This should be the Maximum number of hours per week the library is open during the year. For systems this is the total of all branch hours. For example, if your library is open 52 hours when school is in session (open 4 hours on Sunday) but only open 48 hours in the summer, report 48 hours.

K2

Hours after 5pm – M–F

This should be the maximum number of hours per week the library or main central system library is open after 5:00 p.m. Monday – Friday.

K3

Hours SAT, SUN

This should be the maximum number of hours per week the library or main central system library is open Saturday and Sunday. For example, if your library is open 52 hours when school is in session (open 8 hours on Saturday and 4 hours on Sunday for 12 hrs) but is only open 48 hours in the summer with no Sunday hours, report 12 hours Sat/Sun not 8 Sat summer only.

K4

Days Closed for Holidays

Total number of official days closed.

K5

Weeks Open per Year

This is the number of weeks open to the public. This will normally be 52 unless you are closed for construction, natural disaster, etc.

K6

Total Number of Hours Open Annually

This is automatically calculated Hours per Week x Weeks Open Per Year.

[Click Here to complete Daily Hours](#)  
You must click on the Here to bring up this separate schedule window  
Use the TAB key through all fields to auto calculate

REGULAR HOURS

Days of Week

Opening Time

Closing Time

Monday

Ka.

Kb.

Tuesday

Kc.

Kd.

Wednesday

Ke.

Kf.

Thursday

Kg.

Kh.

Friday

Ki.

Kj.

Saturday

Kk.

Kl.

Sunday

Km.

Kn.

Total Regular Library Hours Open per Week

Total Regular Hours Library Open after 5:00 p.m. M–F

Total Regular Hours Library Open Saturday and Sunday

## L. REFERENCE/CIRCULATION/ILL

\*Systemwide will no longer be reported separately. Please report all figures as systemwide.

### L1

#### Is Library Service Free?

The library offers free library service if residents of the community can obtain library cards and use the library services without charge. Overdue fines, copying fees, etc. can be charged. To receive percentage of city and county population and square mileage state aid funds, free library service must be offered countywide. From state aid rules User Services [405:25-1-3(2)] Libraries must provide free library service

### L2

#### Total Reference Transactions Week / Systemwide

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. A reference transaction includes information and referral service as well as unscheduled individual instruction and assistance in using information sources (including web sites and computer-assisted instruction). Count Readers Advisory questions as reference transactions. Information sources include (a) printed and non-printed material; (b) machine-readable databases (including computer-assisted instruction); (c) the library's own catalogs and other holdings records; (d) other libraries and institutions through communication or referral; and (e) persons both inside and outside the library. 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. A "typical week" is a time that is neither unusually busy nor unusually slow. Avoid holiday times, vacation periods for key staff, or days when unusual events are taking place in the community or in the library. Choose a week in which the library is open its regular hours.

When a staff member uses information gained from previous use of information sources or knowledge (ex: that you just checked out the only copy of the book they want) to answer a question, the transaction is reported as a reference transaction even if the source is not consulted again.

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 include, "Where is the director? Where is the rest room? Where are the new books? Can you help me make a photocopy?"

### L2b

#### Annual Reference Transactions

Please provide the total number of reference transactions for the fiscal year July 1 – June 30.

L2c

Regarding the number of annual reference transactions you entered, is this a count or estimate?

Regarding the number of Annual Reference Transactions you entered in L2b, is this an annual count or an annual estimate based on a typical week or weeks? Choose one

L4

Adult Circulation PHYSICAL

The total adult circulation of all library materials of all types, including renewals. This used to include electronic materials circulation. But this is NOW just PHYSICAL materials circulation since we have a separate circulation for electronic circulation L8. Adult and teen materials are items for those over the age of 12. Note: Count all materials in all physical 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. Systemwide From state aid rule User Services [405:25-1-3(2)] A public library shall have a collection of materials (e.g., books, periodicals, audio-visual materials, etc.) that is circulated to the community.

L5

Juvenile Circulation PHYSICAL

The total juvenile circulation of all library materials of all types, including renewals. This used to include electronic materials circulation. But this is NOW just PHYSICAL materials circulation since we have a separate circulation for electronic circulation L8. Children's materials are items for those under the age of 12. Note: Count all materials in all physical 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. Systemwide From state aid rule User Services [405:25-1-3(2)] A public library shall have a collection of materials (e.g., books, periodicals, audio-visual materials, etc.) that is circulated to the community.

L5a

Total Physical Circulation

(Sum L4 + L5) auto calc

L6

Total (Physical and Electronic) Circulation (Sum of L5a + L8)

The total annual circulation of all library materials of all types, including renewals. This includes your electronic materials circulation. Note: Count all 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.

L6a

Total (Physical & Electronic) Juvenile Circulation – (sum of L5 +L8a)

The total annual circulation of all juvenile (under age 12) library materials of all types, including renewals. This includes your juvenile electronic materials circulation.

L8

Circulation of Electronic Materials

The total annual circulation of all electronic materials – Adult and Juvenile. Examples are e–books and downloadable electronic video and audio files. Please report juvenile electronic circulation below in L8a. 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. 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.

L8a

Circulation of Children's Electronic Materials

The total annual circulation of all juvenile electronic materials. Examples are e–books and downloadable electronic video and audio files. This is needed to accurately report to the feds your physical L5 and electronic L8a circulation for a total circulation of juvenile materials (under age 12.)

L9

Successful Retrieval of Electronic Information

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. This is normally NOT number of searches or hits. Some electronic services do not require downloading as simply viewing documents is normally sufficient for user needs.

L10

Total Electronic Content Use (Sum L8 + L9)

Total ecirc of ematerials + use of electronic information (Sum L8 + L9) auto calc.

L11

Total Collection Use

Total physical and electronic circulation plus retrieval of electronic information (Sum L6 + L9) auto calc.

L12

### Circulation of Other Physical Items

Circulation of all other physical items (no books, audio, video, serials) available for use outside the library including renewals. These are materials in a fixed, physical format that can include a variety of items types, such as wi-fi hotspots, sewing machines, cake pans, tools, telescopes, board games, video games, etc.

L13

### Annual Library Visits

This is the total number of persons entering the library for whatever purpose during the year. If you do not have a door counter, add up the number of persons who came into the library during one week and multiply this number by 52 (number of weeks in the year.) Then add the number of people who attended all programs during the year. Please take into account the number of reported annual internet users too but don't overinflate for an estimated grand total. Systems report Systemwide From state aid rule Administration and Finance [405:25-1-3(3)] Libraries shall provide annual library visits each year on the annual report to the Oklahoma Department of Libraries.

L13a

Regarding the number of Library Visits entered, is this a count or estimate?

Regarding the number of annual library visits you entered, is this an: annual count or an annual estimate based on a typical week or weeks. Choose One

L13b

### Door Counter

Yes or No – Does the library have a door counter.

### INTERLIBRARY LOAN

L14

### Loans TO Other Libraries

The number of volumes (books, materials, etc.) loaned and unique periodical or paper information faxed or mailed to other libraries. Only count the loan once; renewals of the same loan are not counted. From the state aid rule User Services [405:25-1-3(2)] The library shall offer interlibrary loan to customers and participate in interlibrary loan networks or consortia to borrow materials not held in the library upon request for customers. Moved to L16 – Libraries shall promote the service to customers through promotional materials and/or signs in the library and on its website to make customers aware of the service.

L15

Borrowed FROM Other Libraries

The number of volumes (books, materials, etc.) received from other libraries and the number of unique periodical or paper information faxed or mailed to your library for your library's customers. Only count the borrowing once; renewals are not counted. From the state aid rule User Services [405:25-1-3(2)] The library shall offer interlibrary loan to customers and participate in interlibrary loan networks or consortia to borrow materials not held in the library upon request for customers. Libraries shall promote the service to customers through promotional materials and/or signs in the library and on its website to make customers aware of the service.

L16

Promotion of Interlibrary Loan

Yes or No – From the state aid rule User Services [405:25-1-3(2)] Libraries shall promote the service to customers through promotional materials and/or signs in the library and on its website to make customers aware of the service.

M. BORROWERS

M1

Adult Registered Borrowers

Ages 12 and over who have a library card and/or access to check out the collection. Do not include guest cards for internet use.

M2

Juvenile Registered Borrowers

Ages 11 and under who have a library card and/or access to check out the collection.

M3

Total Registered Borrowers

(Sum M1 + M2) auto calc

M4

Number of Family Cards

One card for every member of the family rather than one card per person. If you do not have family cards, put zero here. If you do have family cards, please give me your best guess as to how many adults and how many children on average are members of this card in the State Note Field. Ex: Typically a family card would be 2 adults and 2 children ON AVERAGE – of course, you may know your major family cards are one adult and 4 children (2–6 kids would average 4.) Call if unsure.

M5

Re-Register?

Borrower information should be updated at least once every 3 years. Answer YES or NO.

M6

If No, please explain

If No, please explain how records are kept current.

O. INTERNET USE

O5

Does your library have internet access

Yes or No From the state aid rule User Services [405:25–1–3(2)] All libraries and branches must provide Internet access to the public.

O6

Number of Internet Users Annually

Report how many people access the Internet using library computers. Do not include staff use.

O6a

Uses of Public Internet Computers Reporting Method

Regarding the Number of Uses (Sessions) of Public Internet Computers per Year (O6) entered, is this an annual count or an annual estimate based on a typical week or weeks?

O7

Number of Public Internet Stations

Report number of public computers with Internet Access. From the state aid rule User Services [405:25–1–3(2)] All libraries and branches must provide Internet access to the public.

O8

Number of Staff Internet Stations

Report number of staff computers with Internet Access.

O10

Total Internet Computers

(Sum O7 + O8) auto calc

O11

Internet have WIFI?

Yes or No. This is Internet access through a wireless connection. Wireless is not a connection speed.

O12

Annual Wireless Sessions

Report the number of wireless sessions provided by the library's wireless service annually. If possible, only count sessions for patron devices and exclude library devices such as routers, access points, printers, and public access computers; otherwise, if patron devices cannot be isolated, report sessions for all devices.

NOTE: If an annual count of wireless sessions is unavailable, count wireless sessions during a typical week or weeks using methods like hardware logging or network scanning, and multiply the count to represent an annual estimate. (Do not conduct visual surveys of devices in use as a method to establish a count of 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 in the library. Choose a week in which the library is open its regular hours.

O12a

Reporting Method for Wireless Sessions

Regarding the number of Wireless Sessions (O12) entered, is this an annual count or an annual estimate based on a typical week or weeks of hardware logging or network scanning?

Select one of the following:

CT—Annual Count

ES—Annual Estimate Based on Typical Week(s)

O13

Type of Connection

Please select from the drop down list your connection speed/type. If you have two Internet connections, please select your public access connection speed. Systems input Main Library or Administrative Office. If select Other, fill out O14.

O14

Other (internet connection)

Input the specific speed or type of Internet connection if not input in O13.

O15

Does your library use an internet filter?

Yes or No.

O16

Name of Filter

Examples are Cybersitter, Bess, CleanFeed, DansGuardian, SafeSquid, SurfControl, Websense, SonicWALL, ZoneAlarm, N2H2, Open DNS.

O17

Name of Internet Service Provider

Report your Internet provider; systems report main library.

O21

Does your library have a Website

Yes or No. If you have a website, please report the address in A13

O21a

Annual 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.

P. SALARIES AND BENEFITS

P1

Beginning Librarian's Annual Salary

Enter the current ANNUAL starting salary for a reference librarian, branch manager, assistant director or if a one-person library, what the beginning salary would be for your position.

P2

Director's or Branch Librarian's Current Annual Salary

Director's / Branch Manager's annual salary.

P3

Director's Hourly Wage

If salaried, please indicate based on a 40hr work week (FTE) the hourly salary.

P4

Director's or Branch Librarian's Hours Per Week

Enter the number of hours for which the director is paid. If the director is paid an annual salary and not hourly, please report 40 hours for fulltime.

P5

Director's Salary FLSA

Auto calc to verify minimum wage is paid for hours worked.  $(P2/52)/P4$

P6 – P13

Benefits

Please select either YES or NO IF the director and the staff have the option – they do not have to actually have them. For a one-person library, enter NO for all staff. If you answered Yes, please input in the State Note field the minimum number of hours per week the employee works to receive benefits.

P14 – P18

Other Annual Salaries

Please provide the base annual salary for the positions listed.

Q. EQUIPMENT

Q1

Scanner

Yes or No. A device that scans documents and converts them into digital data usually a pdf or picture (jpg) format.

Q2

Microfilm/Fiche Reader/Printer

Yes or No

Q3

How Many WiFi Netbooks, Laptops, Tablets Available for In-House Public Checkout?

In State Note field indicate type of device and number of – such as 4 laptops, 1 iPad, etc.

Q3a

How Many WiFi Netbooks, Laptops, Tablets Available for Home Public Checkout?

In State Note field indicate type of device and number of – such as 4 laptops, 1 iPad, etc.

Q3b

How Many WiFi Hotspots Available for Home Checkout

A device that serves as a link between nearby Wi-Fi devices and a cellular internet data network.

Q5

AWE Computers

In the state note field please indicate what type(s) of AWE computer(s) you have – Early Literacy Station: Ages 2–8, AfterSchool Edge: Ages 6–12, LiteracyGO Tablet: Ages 2–5.

Q7

Automation System

Yes or No

Q8

Which Automation System

Select from list. If your ILS is not listed, please specify the brand name of your automation in Q9.

Q9

Specify Other

If your ILS is not listed, please specify the brand name of your automation.

## R. POLICIES/CATALOG

R1

Librarys Hours Conveyed to Community

Various methods to publicize the library's hours include signs, newspaper articles, public service announcements on radio or television, appearances before community groups or events, and listing in the telephone directory.

R2

Friends of Library Group

Yes or No. If your library does have a Friends group or wants to start a Friends group, association with the statewide FOLIO (Friends Of the Library In Oklahoma) is very helpful. Contact ODL for more information on FOLIO or check out their web site <http://www.okfriends.net/> .

R3

Friends Contact Name and Phone/Email

Contact information for your Friends group.

R4

If No, Has Library Ever Had Friends

Yes or No

R5

Local Literacy Program

Yes or No. Please indicate if your library is working with a local literacy group. Contact ODL for more information on Literacy programs <https://libraries.ok.gov/literacy/> .

R6

#### Literacy Contact Name and Phone/Email

Contact information for your Literacy group.

R7

#### Written Statement of Purpose

Yes or No. Often referred to as a mission statement. This is a state aid requirement. Administration and Finance [405:25-1-3(3)] Libraries must have a written statement of purpose.

R8

#### Year Last Reviewed

Your statement needs to be reviewed every 4 years according to state aid rules. Administration and Finance [405:25-1-3(3)] The board shall review all required policies within a four year cycle as determined by the Oklahoma Department of Libraries and shall report all current policies to the Oklahoma Department of Libraries.

R9

#### Board Approved Policies

Yes or No. This is a state aid rule. Administration and Finance [405:25-1-3(3)] The board shall approve the policies by which the library operates.

R10

#### Written Materials Selection Policy

Another term for this is collection development policy. The policy should also include a procedure for customer comments on materials. This is a state aid rule Administration and Finance [405:25-1-3(3)] The board shall approve the policies by which the library operates. The board shall review all required policies within a four year cycle as determined by Oklahoma Department of Libraries and shall report all current policies to Oklahoma Department of Libraries. Required policies are:

(iii) Library Materials selection policy

R10a

#### Circulation/ILL Policy

Yes/No From state aid rule Administration and Finance [405:25-1-3(3)] The board shall approve the policies by which the library operates. The board shall review all required policies within a four year cycle as determined by Oklahoma Department of Libraries and shall report all current policies to Oklahoma Department of Libraries. Required policies are:

(ii) Circulation policy which shall include interlibrary loan

The library shall offer interlibrary loan to customers and participate in interlibrary loan networks or consortia to borrow materials not held in the library upon request for customers. Libraries shall promote the service to customers through posting signs in library and on its website and making customers aware of the service.

R10b

#### Internet Use Policy

Yes/No From state aid rule Administration and Finance [405:25-1-3(3)] The board shall approve the policies by which the library operates. The board shall review all required policies within a four year cycle as determined by Oklahoma Department of Libraries and shall report all current policies to Oklahoma Department of Libraries. Required policies are:

(iv) Internet use policy

R11

#### Year the 3 Required Policies Were Last Reviewed

From state aid rule Administration and Finance [405:25-1-3(3)] The board shall approve the policies by which the library operates. The board shall review all required policies within a four year cycle as determined by Oklahoma Department of Libraries and shall report all current policies to Oklahoma Department of Libraries.

Required policies are:

(ii) Circulation policy which shall include interlibrary loan

(iii) Library Materials selection policy

(iv) Internet use policy

R11a

#### Current Overdue Fine Policy

Yes or No As of the end of the reporting period, does the library charge overdue fines to any users when they fail to return physical print materials by the date due? If you do not charge overdues for children's materials but you do for adult, please answer Yes. This first year of asking the question is to determine only those who don't charge overdues at all for print materials. In the future, IMLS may ask for details by age category – Young Children, Children/Youth, Adults, Seniors. NOTE: Overdue fines are monetary penalties that typically increase according to the number of days the materials are overdue. Overdue fines are not replacement costs for lost or damaged materials.

R12

#### Minimum Wage Paid at Least \$7.25 an hr

Yes or No From state aid rule Administration and Finance [405:25-1-3(3)] Libraries must have paid permanent employees who are employees of the town, city, county or system. Town, city, county or system must pay said employees at least the federally required minimum wage and meet the requirements of the Fair Labor Standard Act.

R13

#### Fair Labor Act Observed

Yes or No. In addition to minimum wage, the Fair Labor Standards Act includes such key provisions as child labor regulations, record keeping and overtime. From state aid rule Administration and Finance [405:25-1-3(3)] Town, city, county or system must pay said employees at least the federally required minimum wage and meet the requirements of the Fair Labor Standard Act.

R14

#### Collection Evaluated and Maintained

Yes or No. This is a state aid rule Administration and Finance [405:25-1-3(3)] Libraries will evaluate, deselect and maintain their collections ensuring that their collections include up-to-date and useful materials and report the figures to its library board and to the Oklahoma Department of Libraries.

R16

#### Is Catalog Available on the Internet

Yes or No.

R17

#### Is Collection Fully Cataloged

Yes or No. For automated catalogs, public access terminals with author, title and subject records are required, with MARC records recommended. Consider your collection fully cataloged if purchased items are cataloged – do not worry about a few weeks worth of backlog. From state aid rule Administration and Finance [405:25-1-3(3)] Libraries must provide bibliographic access to their collections.

R18

If No, Describe Extent

Tell us what is not cataloged.

#### S. PLANNING

S1

#### Does Library have a Long Range Plan

Yes or No The State Aid Rules Administration and Finance [405:25-1-3(3)] require all systems and libraries serving communities 10,000 population and over to have a written long range plan updated every three years. The written plan and updates must be submitted to ODL.

S2

If Yes, Year Ending

The State Aid Rules Administration and Finance [405:25–1–3(3)] require all systems and libraries serving communities 10,000 population and over to have a written long range plan updated every three years. The written plan and updates must be submitted to ODL.

S3

Year Ending

The State Aid Rules Administration and Finance [405:25–1–3(3)] require all systems and libraries serving communities 10,000 population and over to have a written long range plan updated every three years. The written plan and updates must be submitted to ODL.

S3a

Latest Plan on File at ODL for 10,000 population Plus

Prefilled and Locked by ODL. If this is not correct, please contact your Consultant.

## T. BOARD MEETINGS

T1 – T12

January to December

Check the months the board meets.

Months the Board meets (Check all months when the board meets)

State aid rule Administration and Finance [405:25–1–3(3)] Libraries must have a board of trustees appointed by the city and or county government officials which holds regularly scheduled meetings at least quarterly and all libraries must file annually a list of trustees, terms of office and meeting times with the Oklahoma Department of Libraries.

T13

Board Meeting Time

Am or PM

T14

Week

Which week in the month 1st–5th

T15

Day

Which day of the week Sun–Sat

T16

Frequency

Bimonthly, Monthly, Quarterly

T17

Number of Board Members

Please input filled positions only.

U. STAFF

U1

Total Filled Library Positions (systemwide)

Total number of people that are paid from the library budget. Please do not include vacant positions. Ex: I have 1 director (40 hrs), 3 librarians (1@ 40 hrs and 2@ 29 hrs) and 2 circulation staff (20 hrs each), 2 shelvers (15 hrs each) and 1 vacant (15 hr) shelving position. I have a total of 8 positions (1 + 3 + 2 + 2).

U2

Library Vacancies (positions)

Total number of unfilled positions for people paid from the library budget. Ex In U1 above I have 1 vacancy. If this vacant position is not budgeted which means you can't fill the position, do not count.

U3

Total FTEs

(Sum U6 + U7 + U8) auto calc

U6

Librarian FTEs

Persons with the title of librarian who do paid work that usually requires professional training and skill in the theoretical or scientific aspects of library work, or both, as distinct from its mechanical or clerical aspect. In my opinion, if your circulation staff also answers reference questions and provides reader's advisory or assists with children's programming, I would count them as librarians. Report figures as of the last day of the fiscal year June 30, 2022. 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 1.50 FTEs – round to 2 decimals please. (Ex: 1 director without an MLS (40 hrs), 3 librarians (1@ 40 hrs and 2@ 29 hrs) and 2 exclusively circulation staff (20 hrs each), 2 shelvers (15 hrs each) and 1 vacant (15 hr) shelving position. Librarian FTEs would be  $40+40+29+29 = 138$  hrs divided by  $40 = 3.45$  FTE.

U7

MLS FTEs

Librarians with master's degrees from programs of library and information studies accredited by the American Library Association. Report figures as of the last day of the fiscal year June 30, 2022. 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: a salaried director has an MLS works 100 hrs a week which in the statistical world counts as only one 40hr FTE divided by  $40 = 1$  FTE.

U8

Other FTEs

All Other Paid Staff – This includes all other FTE employees paid from the reporting unit budget, including plant operations, security, IT, fiscal, shelvers, and maintenance staff. Report figures as of the last day of the fiscal year June 30, 2022. Include all positions funded in the library's budget whether those positions are filled or not. Ex: 1 director (40 hrs), 3 librarians (1@ 40 hrs / 2@ 29 hrs) and 2 exclusively circulation staff (20 hrs each), 2 shelvers (15 hrs each) and 1 vacant (15 hr) shelving position. Other would be  $20+20+15+15+15 = 85$  hrs divided by  $40 = 2.13$  FTE.

U9

Total MLS and Librarians

(Sum of U6+U7) auto calc. IMLS field – the feds want to know how many staff have a library Master's degree and the grand total of all MLS and Librarians. This field was added to make it easier to report this figure to IMLS.

V. DETAILED PROGRAMS (V1–V50)

Synchronous Program Sessions

A synchronous (live) program session is any planned event which introduces the group physically attending or virtually attending as a live event (streaming) to library services or which provides information to participants.

Program sessions may cover use of the library, library services, or library tours. Program sessions may also provide cultural, recreational, or educational information. Examples of these types of program sessions include, but are not limited to, film showings, lectures, story hours, literacy programs, citizenship classes, and book discussions.

This spreadsheet explains how to find the statistics needed to report attendance and views of virtual programming.

<https://docs.google.com/spreadsheets/d/1anwLWUsfqduw1LSiNiH553leNDzDnrfiVwdkE8x0a4Y/edit#gid=742595251>

#### Include

All program sessions that are sponsored or co-sponsored by the library. For a program session to be sponsored or co-sponsored by the library, the library must contribute financial resources or staff time toward the program session. For a program session that is part of a larger community event (such as a farmer's market or festival), it is not necessary for the library to also sponsor or organize the larger event.

Both on-site and off-site program sessions. For example, include a storytime at a farmer's market or a presentation to a school group about library resources conducted at a school.

Live-streamed virtual (synchronous) program sessions that are sponsored or co-sponsored by the library.

#### Exclude

Programming that is shared on the library's website or social media that is not sponsored or co-sponsored by the library. For example, do not include sharing a video from an author's website of him or her reading a book.

Program sessions sponsored by other groups that use library facilities. For example, do not include a homeschooling group hosting a speaker in a meeting room without facilitation from library staff.

Offsite outreach efforts that do not otherwise meet the definition of a program session. For example, do not include having a library card signup booth at a farmer's market.

Recorded (asynchronous) presentations of program content; these should be counted in Total Number of Asynchronous Program Presentations (data element 620).

Program sessions with attendance of zero or one if they were intended for a group.

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

Passive or self-directed activities that do not occur at a scheduled time. For example, do not include leaving an art project or puzzle on a table for participants to complete.

There are 3 Types of live (synchronous) programs – onsite, offsite, and live virtual (streaming)

There are 5 Age Categories within each type of synchronous programming

1. Children (Ages 0–5)
2. Children (Ages 6–11)
3. YA/Teens (Ages 12–18)
4. Adults (Ages 19+)
5. General/Family/All Ages

1. Onsite – An in-person onsite program session is any planned event that includes an in-person attendance option and takes place at library facilities. Examples include, but are not limited to, a job skills class in the library or a nature program on the library grounds. Regardless of the number of formats in which a program session is offered, each program session should only be counted once and in one format category. Include in-person program sessions that also have a virtual attendance option and count them as a single program session.

2. Offsite – An in-person offsite program session is any planned event that includes an in-person attendance option and takes place somewhere other than the library or the library grounds. Examples include, but are not limited to, facilitating a book club at a local nursing home, hosting a storytime at a local farmer's market, or visiting a school to present about library services. Regardless of the number of formats in which a program session is offered, each program session should only be counted once and in one format category. Include in-person program sessions that also have a virtual attendance option and count them as a single program session.

3. Live Virtual – A synchronous (live) virtual program session is any planned event that is streamed virtually and can be viewed live as it progresses (i.e., live-streaming). Regardless of the number of formats in which a program session is offered, each program session should only be counted once and in one format category. Exclude program sessions that also have an in-person component; these should be counted under Number Synchronous In-Person Onsite Program Sessions or Number of Synchronous In-Person Offsite Program Sessions. Include virtual program sessions that are also recorded. Include program sessions hosted on Facebook Premiere that are facilitated by a staff member. Count virtual program sessions at the administrative entity level; do not duplicate numbers at each branch.

Children (Ages 0–5)

V1 # In-Person Onsite Children's Programs (ages 0–5)

V2 In-Person Onsite Children's Program Attendance (ages 0–5)

V3 # In-Person Offsite Children's Programs (ages 0–5)

V4 In-Person Offsite Children's Program Attendance (ages 0–5)

V5 # Live Virtual Children's Programs (ages 0–5)

V6 Live Virtual Children's Program Attendance (ages 0–5)

V7 Number of Synchronous Program Sessions Targeted at Children Ages 0–5 (sum = V1+V3+V5)

A program session targeted at children ages 0–5 is any planned event for which the primary audience is infants, toddlers, or preschool-age children. Examples of these types of program sessions include, but are not limited to, story hours, every child ready to read programs, musical or sing-along events, and

puppet shows. Include program sessions aimed at children ages 0–5 even if adult caregivers also attend. Each program session should only be counted in one age category based on its primary target audience.

V8 Attendance at Synchronous Programs Targeted at Children Ages 0–5 (sum = V2+V4+V6)

The count of the audience at all program sessions for which the primary audience is children ages 0 to 5 years. Please count all attendees of these program sessions regardless of age.

Children (Ages 6–11)

V9 # In–Person Onsite Children's Programs (ages 6–11)

V10 In–Person Onsite Children's Program Attendance (ages 6–11)

V11 # In–Person Offsite Children's Programs (ages 6–11)

V12 In–Person Offsite Children's Program Attendance (ages 6–11)

V13 # Live Virtual Children's Programs (ages 6–11)

V14 Live Virtual Children's Program Attendance (ages 6–11)

V15 Number of Synchronous Program Sessions Targeted at Children Ages 6–11 (sum=V9+V11+V13)

A program session targeted at children ages 6–11 is any planned event for which the primary audience is elementary–school–age children. Examples of these types of program sessions include, but are not limited to, story hours, science events, crafting classes, and summer reading events. Include program sessions aimed at children ages 6–11 even if adult caregivers also attend with the children. Each program session should only be counted in one age category based on its primary target audience.

V16 Attendance at Synchronous Programs Targeted at Children Ages 6–11 (sum=V10+V12+V14)

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

YA/Teens (Ages 12–18)

V17 # In–Person Onsite YA Programs (ages 12–18)

V18 In–Person Onsite YA Program Attendance (ages 12–18)

V19 # In–Person Offsite YA Programs (ages 12–18)

V20 In–Person Offsite YA Program Attendance (ages 12–18)

V21 # Live Virtual YA Programs (ages 12–18)

V22 Live Virtual YA Program Attendance (ages 12–18)

V23 Number of Synchronous Program Sessions Targeted at Young Adults Ages 12–18

(sum=V17+V19+V21)

A young adult program session is any planned event for which the primary audience is young adults ages 12 to 18 years. Examples of these types of program sessions include, but are not limited to, book clubs, college prep programs, teen tech or gaming clubs, and summer reading events. Each program session should only be counted in one age category based on its primary target audience.

V24 Attendance at Synchronous Programs Targeted at Young Adults Ages 12–18 (sum=V18+V20+V22)

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

#### Adults (Ages 19+)

V25 # In-Person Onsite Adult Programs (ages 19+)

V26 In-Person Onsite Adult Program Attendance (ages 19+)

V27 # In-Person Offsite Adult Programs (ages 19+)

V28 In-Person Offsite Adult Program Attendance (ages 19+)

V29 # Live Virtual Adult Programs (ages 19+)

V30 Live Virtual Adult Program Attendance (ages 19+)

V31 Number of Synchronous Program Sessions Targeted at Adults Age 19 or Older (sum=V25+V27+V29)  
An adult program session is any planned event for which the primary audience is adults ages 19 or older. Examples of these types of program sessions include, but are not limited to, book discussions, citizenship classes, and lectures. Each program session should only be counted in one age category based on its primary target audience.

V32 Attendance at Synchronous Programs Targeted at Adults Age 19 or Older (sum=V26+V28+V30)  
The count of the audience at all program sessions for which the primary audience is adults ages 19 or older. Please count all attendees of these program sessions regardless of age.

#### General/Family/All Ages

V33 # In-Person Onsite General Programs

V34 In-Person Onsite General Program Attendance

V35 # In-Person Offsite General Programs

V36 In-Person Offsite General Program Attendance

V37 # Live Virtual General Programs

V38 Live Virtual General Program Attendance

V39 Number of Synchronous General Interest Program Sessions (sum=V33+V35+V37)

A general interest program session is any planned event that is appropriate for any age group or multiple age groups. Include all-age, all-library, family, and intergenerational program sessions. Examples of these types of program sessions include, but are not limited to, family game nights, holiday events, storytelling programs, or chess clubs. Include all programs here that do not fit into the other age category elements. Each program session should only be counted in one age category based on its primary target audience; do not include program sessions here that have already been counted in earlier age category elements.

V40 Attendance at Synchronous General Interest Programs (sum=V34+V36+V38)

The count of the audience at program sessions that are appropriate for any age group or multiple age groups. Please count all attendees of these program sessions regardless of age.

## Totals of All Programs/Attendance

V41 # In-Person Onsite Programs (sum=V1 +V9 +V17 +V25 +V33)

V42 In-Person Onsite Program Attendance (sum= V2 +V10 +V18 +V26 +V34)

V43 # In-Person Offsite Programs (sum=V3 +V11+V19+V27+V35)

V44 In-Person Offsite Program Attendance (sum=V4+V12+V20+V28+V36)

V45 # Live Virtual Programs (sum=V5+V13+V21+V29+V37)

V46 Live Virtual Program Attendance (sum=V6+V14+V22+V30+V38)

V47 Total Number of Synchronous Program Sessions (sum=V41+V43+V45)

This is a total count of the number of synchronous (live) program sessions during the reporting period. See the Synchronous Program Sessions definition for more detail about what counts as a program session.

If programs are offered as a series, count each program session in the series. For example, a film series offered once a week for eight weeks should be counted as eight sessions.

Include in-person onsite, in-person offsite, and virtual synchronous program sessions.

Each program session should only be counted once, regardless of the number of formats in which it is presented. For example, a program session that has both in-person and virtual attendance options should be counted as a single program session.

This is the sum of:

Number of Synchronous Program Sessions Targeted at Children Ages 0–5

Number of Synchronous Program Sessions Targeted at Children Ages 6–11

Number of Synchronous Program Sessions Targeted at Young Adults Ages 12–18

Number of Synchronous Program Sessions Targeted at Adults Ages 19 or Older

Number of Synchronous General Interest Program Sessions

V48 Total Attendance at Synchronous Programs (sum=V42+V44+V46)

This is a total count of the audience at all program sessions during the reporting period. See the Synchronous Program Sessions definition for more detail about what counts as a program session.

Include all attendees regardless of age (e.g., count all adult attendees of children's programs in children's program attendance).

For program sessions with both in-person and virtual attendance, combine attendee counts across formats or platforms.

This is the sum of:

Attendance at Synchronous Programs Targeted at Children Ages 0–5

Attendance at Synchronous Programs Targeted at Children Ages 6–11

Attendance at Synchronous Programs Targeted at Young Adults Ages 12–18

Attendance at Synchronous Programs Targeted at Adults Age 19 or Older

Attendance at Synchronous General Interest Programs

## Totals of All Asynchronous (not live) Prerecorded Programs/ Views

### V49 # Prerecorded (on-demand) Programs

An asynchronous program presentation is any recording of program content that cannot be viewed live as it unfolds. For example, if you record a live in-person program but no one can see this program unless they are physically in the room at the time, then you post the recording for viewing, that is asynchronous. Only include program presentations posted during the reporting period. Regardless of the number of platforms on which a presentation is posted, count each unique presentation only once. Include program sessions hosted on Facebook Premiere that are not facilitated by a staff member. Count asynchronous program presentations at the administrative entity level; do not duplicate numbers at each branch. Include recordings of synchronous program sessions that were available for asynchronous viewing after the session ended.

### V50 Views of Prerecorded Programs within 30 days

The count of views of asynchronous program presentations for a period of thirty (30) days after the presentation was posted, even if that period extends beyond the survey reporting period (or fiscal year). For program presentations made available via Facebook, count unique 1-minute views of each video. For those made available via other platforms, count unique views of each video. For program presentations that are recordings of synchronous virtual program sessions, exclude synchronous attendance; these should be counted under Synchronous In-Person Onsite Program Attendance, Synchronous In-Person Offsite Program Attendance, or Synchronous Virtual Program Attendance.

## Board Roster

For the Board Chair we require the address, zip code and phone number as well as the Position and Term Ends. Last Name; First Name; Address; City; Zip Code; Home Phone; Business Phone; Email Address; Position; Term Ends – Position and Term Ends are state aid requirements. Board members should have defined terms of service. From the state aid rule Administration and Finance [405:25-1-3(3)] Libraries must have a board of trustees appointed by the city and or county government officials which holds regularly scheduled meetings at least quarterly and all libraries must file annually a list of trustees, terms of office and meeting times with the Oklahoma Department of Libraries.

## Staff Roster

Library Name: Systems and Lawton/Duncan please input branch location before each staff name.

Last Name: First Name:

Title: – Unique to your organization – Circulation Clerk, Library Assistant 2, Youth Programmer, etc. Only state aid required to identify Director or CEO

Type: select one:

Following are the definitions from the Public Library Survey (federal statistics):

MLS: Master's degree in Library Information Studies/ Science from an ALA accredited program. From state aid rule Administration and Finance [405:25-1-3(3)] Libraries that are a department of municipal government in cities serving a population of 25,000 or more must employ a director with a Master's Degree in Library and Information Science from a library school accredited by the American Library

Association or an alternate degree as follows. A comparable master's degree in business, education, school library media, or public administration, with a minimum of five years of prior supervisory library experience shall also be acceptable. For those with an alternate degree but without prior experience working in a library, the director shall complete the Institute in Public Librarianship Certification Program within two years of employment as director.

Librarian: Persons who do paid work that requires training and skill in library work distinct from mechanical or purely clerical aspect. In plain English, if you are the library director or a reference/children's librarian without an MLIS, consider these positions Librarian. If your Circ clerk also does children's storytime or answers reference questions, this is a Librarian.

Other: This includes all other paid staff including clerical, plant operations, security and maintenance. In plain English, if the staff's main responsibility is checkout, shelving, or exclusively computer technician, cleaning, etc., consider these positions Other.

Education: Indicate level of Education for each employee using the dropdown menu: Only a state aid rule for Director or CEO.

Some College

College Graduate

High School graduate or GED

Masters in Library (from an ALA accredited program)

Not a High School Grad or GED (such as a student worker)

Other Masters

Attended Continuing Education? – Yes or No. From the state aid rule Administration and Finance [405:25–1–3(3)] All library directors and all personnel who work more than twenty (20) hours a week must attend at least one continuing education program each year. Staff in library systems or public libraries serving over 25,000 may meet this requirement with in–house training. Personnel are exempt if they have been employed at the library less than one year.

Hired this FY – Yes or No – If the employee did not attend CE but was hired this year, you get a “pass” on the state aid rule for attending CE.

Hours per Week – Report Hours Worked per Week (on a regular basis). If not a year–round employee, pro–rate the hours on an annual basis. For example: someone working 20 hours a week during the summer months is equivalent to an employee working 5 hours a week year–round. (20 hrs wk for 12 weeks = 240 hours. Divide 240 by the number of weeks in a year (52) and get 4.6 – round up to 5 hours.)

FTE – Full Time Equivalent (which is considered 40 hrs) number of hours worked a week divided by 40. An FTE is the hours worked by one employee on a full–time basis. The concept is used to convert the hours worked by several part–time employees into the hours worked by full–time employees.

SURVEY Internet speed test

Administration and Finance [405:25–1–3(3)] Libraries shall submit performance measures to the Oklahoma Department of Libraries on a schedule as determined by the Oklahoma Department of Libraries. This year we asked that you run a speed test on one computer and the wireless four times on a weekday and four times on a weekend then take the average to report. Choose megabits per second (Mbps) or gigabits per second (Gbps) from the dropdown menu.