

ADMINISTRATIVE ENTITY:

This refers to the autonomous library agency, one with its own governance and funding, 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.

ADULT CIRCULATION:

This is the annual circulation of all adult materials in all formats to all users. It is a count of adult materials circulated, including renewals, no matter who borrows them. See: Circulation, Children's Circulation

ADULT LIBRARY PROGRAM ATTENDANCE:

This is the count of the audience at all programs, sponsored by the library, for which the primary audience is adults (those over 18). This includes children and young adults who attend programs intended primarily for adults. See: Library Programs, Children's Program Attendance

ADULT LIBRARY PROGRAMS:

Any planned event, sponsored by the library, for which the primary audience is adults (those over 18) and which 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. Examples of these types of programs include film showings, lectures and citizenship classes. See: Library Programs, Children's Library Programs

ANNEXED:

This is the type of relationship that exists between a branch library and its administrative entity when the city or unincorporated area has voted to annex to the library administrative entity to provide library service to its residents. See: Contract

ANNUAL ATTENDANCE:

See: Attendance

ANNUAL PUBLIC SERVICE HOURS:

See: Public Service Hours

ANNUAL REFERENCE TRANSACTIONS:

See: Reference Transactions

ASSESSED VALUATIONS:

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

ATTENDANCE:

This is the total number of persons entering the library for whatever purpose during the year. This includes persons attending activities, meetings, and those persons requiring no staff services.

AUDIO MATERIALS:

This includes materials on which sounds (only) are stored (recorded) and that can be reproduced (played back) mechanically or electronically, or both. For example: records, audiocassettes, audiocartridges, audiodiscs, audioreels, talking books, and other sound recordings. See: Library Holdings, Books and Serials, Electronic Format Materials, Other Materials, Video Materials

BENEFITS EXPENDITURES:

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

BOOKMOBILE(S):

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

BOOKS AND SERIALS:

BOOKS are non-periodical printed publications bound in hard or soft covers, or in loose-leaf-format. SERIALS are publications issued in successive parts, usually at regular intervals, and as a rule intended to be continued indefinitely. Serials include periodicals (magazines), newspapers, annuals (reports, yearbooks, etc.), memoirs, proceedings, and transactions of societies. Except for the current year's volume, unbound serials are counted as a volume when the library has at least half of the issues in a publisher's volume. See: Library Holdings, Audio Materials, Electronic Format Materials, Other Materials, Video Materials

BRANCH CIRCULATION:

This is the branch library's total annual circulation. See: Circulation

BRANCH HOLDINGS:

This is the count of all items the branch library has acquired as part of the collection and catalogued, whether purchased, leased, licensed, or donated as gifts. See: Library Holdings, Audio Materials, Books and Serials, Electronic Format Materials, Other Materials, Video Materials

BRANCH LIBRARY, BRANCH(ES):

These are auxiliary units having at least all of the following: separate quarters; an organized collection of library materials; paid staff; and regularly scheduled hours for being open to the public. See: Outlet, Bookmobiles, Central Branches, Other Service Outlets, Total Outlets

BUILDING(S) EXPENDITURES:

These are the funds spent on site acquisition, new buildings, and/or additions to or renovation of library buildings. See: Capital Expenditures, Furniture and Equipment Expenditures, Land Expenditures, Other Capital Outlay

CAPITAL EXPENDITURES:

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

CAPITAL INCOME:

This is all revenue to be used for major capital expenditures. Examples include funds received for site acquisition; new buildings; additions to or renovation of library buildings; furnishings, equipment, and initial book stock for new buildings, building additions, or building renovations; library automation systems; new vehicles; and other one-time major projects. This does not include revenue to be used for replacement and repair of existing furnishings and equipment, regular purchase of library materials, and investments for capital appreciation; contributions to endowments, revenue passed through to another agency (e.g., fines), or funds unspent in the previous fiscal year (e.g., carryover). See: Total Income, Operating Income, Capital Expenditures

CENTRAL BRANCH(ES):

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

CHILDREN'S CIRCULATION:

This is the annual circulation of all children's materials in all formats to all users. It is a count of children's materials circulated, including renewals, no matter who borrows them. See: Circulation, Adult Circulation

CHILDREN'S LIBRARY PROGRAM ATTENDANCE:

This is the count of the audience at all programs sponsored by the library for which the primary audience is children (generally, those aged 14 and under). This includes adults and young adults who attend programs intended primarily for children. See: Library Programs, Adult Program Attendance

CHILDREN'S LIBRARY PROGRAMS:

Any planned event, sponsored by the library, for which the primary audience is children (generally, those aged 14 and under) 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. Examples of these types of programs include story hours and summer reading events. See: Library Programs, Adult Library Programs

CIRCULATION:

This is the total annual circulation of all library materials of all types, including renewals, charged out for use outside of the library. This includes Interlibrary Loan Transactions which are items borrowed for users, but excludes items checked out to another library. See: Adult Circulation, Children's Circulation, Branch Circulation, Interlibrary Loan Items Borrowed per 1000 Circulation, Investment per Reader, Turnover Rate

CITY MAINTAINS BUILDING:

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

CITY MAINTENANCE AMOUNT:

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

COLLECTION EXPENDITURES:

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

COMMERCIAL DATABASE EXPENDITURES:

Funds spent on commercial database licensing. These expenditures are included under Electronic Access Expenditures. See: Electronic Access Expenditures

COMMERCIAL DATABASE SEARCHES:

Unique query submissions to a database. Typically a search is recorded each time a search form is sent/submitted to the server. Subsequent activities to review or browse among the records retrieved or the process of isolating the correct single item desired do not represent additional searches, unless the parameters defining the retrieval set are modified.

COMMERCIAL DATABASE(S) [EXPENDITURES, SEARC

These are collections of electronically stored data or unit records (facts, bibliographic data, abstracts, texts) with a common user interface and software for the retrieval and manipulation of the data. The data or records are usually collected with a particular intent and relate to a defined topic. A database may be issued on CD-ROM, diskette, or other direct access method, or as a computer file accessed via dial-up methods or via the Internet. This includes services, available through subscription, lease, license, consortia membership or agreement from such vendors as Gale, ProQuest, and EBSCO Host, but excludes services for other electronic serial databases such as Project MUSE, OCLC ECO Project, NetLibrary. See: Online Database Subscriptions

CONTRACT:

This is the type of relationship that exists between a branch library and its administrative entity when the City or unincorporated area contracts with the library administrative entity to provide library service to its residents. See: Annexed

CONTRACT CITIES:

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

COOPERATIVE ARRANGEMENTS:

See: Library Cooperative Arrangements

CURRENT PRINT SUBSCRIPTIONS:

This is the count of arrangements by which, in return for a sum paid in advance, serials in print format, including duplicates, are provided for a specified number of issues. Examples of serials are periodicals (magazines), newspapers, annuals, some government documents, some reference tools, and numbered monographic series. See: Online Database Subscriptions

ELECTRONIC ACCESS EXPENDITURES:

These are the funds spent on accessing electronic materials and services. This includes computer hardware and software used to support library operations, maintenance costs, and equipment used to run information service products when that expenditure can not be separated from the price of the product. It includes funds spent on licensing commercial databases. See: Other Operating Expenditures, Library Building Maintenance Expenditures, Miscellaneous Expenditures

ELECTRONIC FORMAT EXPENDITURES:

Funds spent on acquiring electronic format materials considered part of the collection, whether purchased, leased, or licensed. See: Collection Expenditures, Other Format Expenditures, Print Expenditures

ELECTRONIC FORMAT MATERIAL(S) [EXPENDITURES]

This includes materials such as CD-ROMs, magnetic tapes, and magnetic disks that are designed to be processed by a computer or similar machine. For example: U.S. Census data tapes; locally-mounted databases; reference tools; and serials on CD-ROM, tape or floppy disk. See: Library Holdings, Audio Materials, Books and Serials, Other Materials, Video Materials

ELECTRONIC RESOURCE USERS PER WEEK:

is a count of the number of members of the public using electronic resources in the library in a typical week. It excludes staff usage. A user, who uses the library's electronic resources three times a week would count as three customers, regardless of the amount of time spent on the computer.

ELECTRONIC RESOURCE(S) [USERS PER WEEK]:

This includes, but is not limited to: the Internet (WWW, email, Telnet), online indexes, CD-ROM reference materials, software, and the online catalog.

ELECTRONIC SERVICES:

This includes services such as bibliographic and full-text databases, multi-media products, provided, either in the library or by remote access to the library, due to subscription, lease, license, consortial membership or agreement. Full-text serial subscriptions and electronic databases received by the library or an organization associated with the library are included under this definition, Internet Access is not.

E-RATE DISCOUNTS:

These are federally discounted telecommunication services, also known as Universal Service Discounts. The discounted services available under E-Rate are officially categorized as Telecommunication Services (e.g., local and long distance voice services, Cellular/PCS services, paging services, ISDN and/or T1 services, and videoconferencing links), Internet Access (services provided by Internet service providers), and Internal Connections (e.g., new or upgraded LANs, LAN maintenance, new or upgraded telephone systems, telephone system maintenance, and Internet routers).

EXPENDITURES:

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

FEDERAL INCOME:

See: Federal Operating Income

FEDERAL OPERATING INCOME:

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

FEDERAL OR STATE DEPOSITORY LIBRARY:

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

FTEs:

See: Staff FTEs

FURNITURE AND EQUIPMENT EXPENDITURES:

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

GUI WORKSTATIONS:

These are workstations capable of graphical user interface, e.g., Windows, Macintosh, even if they are only used for text-based applications. See: Workstations, Text-based Workstations

HOLDINGS:

See: Library Holdings

HOURS:

This is the average public service hours per week that the branch/outlet is open to the public. See: Weekly Open Times

INCOME:

These are cash receipts and receivables of a governmental unit. See: Total Income, Capital Income, Operating Income

INTERLIBRARY LOAN ITEMS BORROWED:

This is the annual count of 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. See: Interlibrary Loan Items Borrowed per 1000 Circulation, Interlibrary Loan Items Loaned, Net Lending Rate

INTERLIBRARY LOAN ITEMS BORROWED PER 1000 CI

This output measure relates the number of materials borrowed from other libraries to the number of materials from the local collection circulated to borrowers. It is the number of Interlibrary Loan Items Borrowed divided by the Total Circulation multiplied by 1,000. See: Circulation, Interlibrary Loan Items Borrowed, Interlibrary Loan Items Loaned, Net Lending Rate

INTERLIBRARY LOAN ITEMS LOANED:

This is the annual count of 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. See: Interlibrary Loan Items Borrowed, Interlibrary Loan Items Borrowed per 1000 Circulation, Net Lending Rate

INTERNAL CONNECTS:

See: E-Rate Discounts

INTERNET ACCESS:

See: E-Rate Discounts

INTERNET ACCESS TERMINALS:

This is the count of computer terminals (PC, 'dumb terminal', etc.) available in the library for connecting to the Internet. See: Public Internet Access Terminals, Staff Internet Access Terminals

INVESTMENT PER READER:

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

JUNIOR TAXING DISTRICT:

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

LAND EXPENDITURES:

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

LIBRARIANS:

Persons with the title of librarian, regardless of whether they hold a Master's from an ALA accredited program or not, who do paid work that usually requires professional training and skill in the theoretical or scientific aspects of library work, or both, as distinct from its mechanical or clerical aspect. See: Staff FTEs, MLS Librarians, Non-MLS Librarians, Other Staff, Total FTEs, Population to Staff Ratio

LIBRARY AUTOMATION:

A library's system is automated if its public access catalog, circulation, cataloging, acquisitions, serials, etc. operations are managed and accessible electronically through computerized means.

LIBRARY BUILDING MAINTENANCE EXPENDITURES:

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

LIBRARY COOPERATIVE ARRANGEMENTS:

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

LIBRARY COOPERATIVE ORGANIZATIONS:

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

LIBRARY HOLDINGS:

This is the count of materials the library has acquired as part of the collection and catalogued, whether purchased, leased, licensed, or donated as gifts. See: Audio Materials, Books and Serials, Electronic Format Materials, Other Materials

LIBRARY PROGRAM ATTENDANCE:

This is the count of the audience at all programs sponsored by the library. See: Library Programs, Adult Program Attendance, Children's Program Attendance

LIBRARY PROGRAMS:

A program is any planned event which introduces the group attending to any of the broad range of library services or activities or which directly provides information to participants. Programs may cover use of the library, library services, or library tours. Programs may also provide cultural, recreational, or educational information, often designed to meet a specific social need. Examples of these types of programs include film showings; lectures; story hours; summer reading events; literacy, English as a second language, and citizenship classes; and book discussions. This includes programs held off-site that are sponsored or co-sponsored by the library, but excludes programs sponsored by other groups that use library facilities. See: Adult Library Programs, Children's Library Programs, Young Adult Library Programs

LOCAL CENTS PER \$1000:

This is the revenue expressed in dollars per \$1000 of assessed valuation a municipal library collects from its local government. It is comparable to a library district's regular levy rate. For example, a rate of \$1.00 for every \$1,000 of assessed value generates \$1.00 in revenue. Given a rate of \$1.00, property assessed at \$100,000 amounts to \$100 in local revenue for the library. It is Local Jurisdiction Income divided by Assessed Municipal Valuations multiplied by 1000. See: Assessed Valuations, Junior Taxing District, Municipalities, Regular Levy Rate

LOCAL INCOME:

See: Local Operating Income

LOCAL JURISDICTION INCOME:

This is revenue the library has received from its local city, district, or region that are generated through property tax and other general taxes. See: Local Operating Income, Contract Cities, Other Local Operating Income, Timber Tax

LOCAL OPERATING INCOME:

This includes all local government revenue designated by the community, district, or region and available for expenditure by the public library. It does not include the value of any contributed or in-kind services or the value of any gifts and donations, library fines, fees, or grants. See: Operating Income, Contract Cities, Local Jurisdiction, Other Local Operating Income, Timber Tax, Federal Operating Income, Other Operating Income, State Operating Income

LSTA INCOME:

This is revenue in the form of grants from the Washington State Library. These grants are funded with Library Services and Technology Act (LSTA) from the Institute of Museum and Library Services. See: Federal Operating Income, Other Federal Operating Income

MISCELLANEOUS EXPENDITURES:

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

MLS LIBRARIANS:

This is the count of Librarian FTEs with Master's degrees from programs of library and information studies accredited by the American Library Association. See: Librarians, Non-MLS Librarians, Other Staff, Total FTEs, Population to Staff Ratio

MUNICIPALITIES:

A city or incorporated town as opposed to a Junior Taxing District. A library that functions under a municipal government structure derives its local income from a city or town's budget. Assessed Valuation data was obtained from the Washington State Department of Revenue. See: Assessed Valuations, Junior Taxing District, Local Cents per \$1000, Regular Levy Rate

NET LENDING RATE:

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

NON-MLS LIBRARIANS:

This is the count of Librarian FTEs who do not have Master's degrees from programs of library and information studies accredited by the American Library Association. See: Librarians, MLS Librarians, Other Staff, Total FTEs, Population to Staff Ratio

NON-RESIDENT BORROWERS [FEE]:

This is a patron who is neither a legal resident nor a property owner within the library's service area. It includes reciprocal borrowers. Non-Resident Borrowers Fee is the amount a non-resident borrower's library card or account costs. See: Registered Borrowers

ONLINE DATABASE SUBSCRIPTIONS:

This is the count of licensed databases including locally mounted or remote, full-text or not, for which temporary or permanent access rights have been acquired. Each licensed database product is counted individually even if access to several licensed database products is supported through the same interface (e.g., ProQuest, OCLC FirstSearch). See: Commercial Databases, Current Print Subscriptions

ONLINE SERVICE (WEB) VISITS:

This is the count of virtual visits to networked library resources. A visit occurs when a user connects to a networked library resource for any length of time or purpose (regardless of the number of pages or elements viewed). Examples of a networked library resource include a library OPAC or a library web page. In the case of a user visit to a library web site, a user who looks at 16 pages and 54 graphic images registers one visit on the web server.

OPAC [HOLDS, LOG-INS, RENEWALS]:

Online Public Access Catalog. OPAC Holds are the annual number of patron holds placed on items in the library collection through electronic means. OPAC Log-ins are the annual number of patron sessions to the library's online public access catalog. OPAC Renewals are the annual number of patron renewals placed on items in the library collection through electronic means.

OPERATING EXPENDITURES:

These are the actual, not estimated, funds spent on the provision of library services. Examples include expenditures for library materials, staffing, employee benefits, supplies, repair and replacement of existing furnishings and equipment, contracts for services, and the operation and maintenance of physical facilities. See: Total Expenditures, Collection Expenditures, Other Operating Expenditures, Personnel Expenditures, Capital Expenditures, Operating Income

OPERATING INCOME:

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

OTHER CAPITAL OUTLAY:

Any funds spent on fixed assets for new or expanded facilities, other than for acquisitions of or additions to buildings, furniture, equipment, and land. See: Capital Expenditures, Building Expenditures, Furniture and Equipment Expenditures, Land Expenditures

OTHER FEDERAL OPERATING INCOME:

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

OTHER FORMAT EXPENDITURES:

These are the funds spent acquiring materials, other than those in print and electronic format. Examples include microform, audio, video, DVD. See: Collection Expenditures, Electronic Format Expenditures, Print Expenditures

OTHER INCOME:

See: Other Operating Income

OTHER LOCAL OPERATING INCOME:

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

OTHER MATERIALS:

This includes all holdings acquired and catalogued other than books and serials, audio, video, and electronic format materials. Examples include, but are not limited to: government documents, maps, kits, etc. See: Library Holdings, Audio Materials, Books and Serials, Electronic Format Materials, Video Materials

OTHER OPERATING EXPENDITURES:

This includes all expenditures other than those for staff and collection. Technology and library building maintenance expenditures are represented here. Examples include funds spent on computer hardware and software used to support library operations or to link to external networks such as the Internet; the operation and maintenance of physical facilities; binding; supplies; repair or replacement of existing furnishings and equipment; contracts for services, including fees paid to a consultant, auditor, architect, attorney, etc. See: Operating Expenditures, Commercial Database Expenditures, Electronic Access Expenditures, Library Building Maintenance Expenditures, Miscellaneous Expenditures, Collection Expenditures, Personnel Expenditures, Capital Expenditures

OTHER OPERATING INCOME:

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

OTHER SERVICE OUTLETS:

This is the count of all service outlets other than Bookmobiles, Branches and Central Libraries. Examples include nursing homes, jails, day care centers, or other organizations and institutions with small and frequently changed collections of books and other library materials. See: Outlet, Bookmobiles, Branches, Central Branches, Total Outlets

OTHER STAFF:

This is the count of all Non-Librarian FTE's, staff who do not hold the title of librarian. Count all employees paid from the reporting unit budget, including plant operations, security, maintenance, clerical, circulation, and other support FTEs. Does not include independent contractors providing services to the library. See: Staff FTEs, Librarians, MLS Librarians, Non-MLS Librarians, Total FTEs, Population to Staff Ratio

OUTLET [TYPES]:

This is a unit of an administrative entity that provides direct public library service. There are four federally defined Outlet Types: Books-by-Mail (Only), Branch Library, Bookmobile, and Central Library. See: Bookmobiles, Branches, Central Branches, Other Service Outlets, Total Outlets

PER 1000 CAPITA:

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

PER CAPITA:

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

PERCENTAGE OF CHANGE:

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

PERCENTAGE OF TIME PUBLIC ACCESS WORKSTATIONS

This output measure expresses public usage of Internet workstations as a percentage of total availability. It is an estimate of the number of hours per week the terminals are in use divided by the number of hours per week the library is open. For example, in a library which is open 60 hours a week and the terminal(s) are in use 40 hours a week, the percentage of use is 67% (40 divided by 60). See: Internet Access Terminals

PERSONNEL EXPENDITURES:

These are all the funds spent on and accruing to employees, including salaries, wages, and benefits. See: Operating Expenditures, Benefits Expenditures, Salary Expenditures, Collection Expenditures, Other Operating Expenditures, Capital Expenditures

POPULATION:

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

POPULATION TO STAFF RATIO:

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

PRINT EXPENDITURES:

These are the funds spent on acquiring print materials. This includes books, serial back files, current serial subscriptions, government documents, and any other print acquisitions. See: Collection Expenditures, Electronic Format Expenditures, Other Format Expenditures

PUBLIC INTERNET ACCESS TERMINALS:

This is the count of internet access terminals used by the general public. See: Internet Access Terminals, Staff Internet Access Terminals

PUBLIC SERVICE HOURS:

This is the combined sum of hours that a public library (including all its central, branch, and bookmobile outlets) are open to the public during the year.

PUBLIC WORKSTATIONS:

This is the count of workstations used by the general public. See: Workstations, Staff Workstations

REFERENCE TRANSACTIONS:

This is the total number of reference transactions for the year. A reference transaction is an information contact which involves the knowledge, use, recommendation, 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 holding records, and through communication or referral, other libraries and institutions and people inside and outside of the library. The request may come from an adult, a young adult, or a child. This does not include directional transactions or questions of rules or policies, such as "Where are the children's books?" or "Are you open until 9:00 tonight?"

REGISTERED BORROWERS:

This is an active library user who has applied for and received an identification number, account, or card from the public library which establishes the conditions under which the user may borrow materials. This does not include reciprocal borrowers. See: Non-Resident Borrowers

REGULAR LEVY RATE:

This is the library district's property tax rate expressed in dollars per \$1000 of assessed valuation. For example, a rate of \$1.00 means that for every \$1,000 of assessed value \$1.00 in property taxes is owed. Given a levy rate of \$1.00, property assessed at \$100,000 would owe \$100 in property taxes. In cases where the library system receives income from multiple taxing districts with varying levy rates, the weighted average levy rate was calculated. See: Assessed Valuations, Junior Taxing District, Local Cents per \$1000, Municipalities

SALARIES (PERSONNEL EXPENDITURES):

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

SERVICE OUTLETS:

See: Outlet

SQUARE FOOTAGE [OF OUTLET, OF SYSTEM]:

This is the area, in square feet, of the public library. It is the area on all floors enclosed by the outer walls of the library. It includes all areas occupied by the library, including those areas off-limits to the public. Square Footage of Outlet: is the square footage of a particular public library outlet (i.e., central or branch). Square Footage of System: is the square footage of the public library system, including main and branch library outlets, administrative buildings, and other areas off-limits to the public.

STAFF FTES (FULL-TIME EQUIVALENT EMPLOYEES):

A unit of measurement for full-time employment equal to 40 hours per week. 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. See: Total FTEs, Librarians, MLS Librarians, Non-MLS Librarians, Other Staff, Population to Staff Ratio

STAFF INTERNET ACCESS TERMINALS:

This is the count of internet access terminals used exclusively by staff only. See: Internet Access Terminals, Public Internet Access Terminals

STAFF WORKSTATIONS:

This is the count of workstations used exclusively by staff only. See: Workstations, Public Workstations

STATE INCOME:

See: State Operating Income

STATE OPERATING INCOME:

This includes all state government revenue distributed to public libraries for expenditure by the public libraries. This includes funds from such sources as penal fines, license fees and mineral rights, but excludes federal money distributed by the state. See: Operating Income, Federal Operating Income, Local Operating Income, Other Operating Income

SUBSCRIPTIONS:

See: Current Print Subscriptions, Online Database Subscriptions

TELECOM:

See: E-Rate Discounts

TELECOMMUNICATION CONNECTIONS:

This is the count of computers accessing the Internet via a particular connection method, including but not limited to: Cable Modem, Dedicated, Dial-up, Frame Relay, ISDN, Wireless, xDSL

TEXT-BASED WORKSTATIONS:

These are workstations that are ONLY capable of text-based access, i.e., library catalog, DOS applications.
See: Workstations, GUI Workstations

TIMBER TAX INCOME:

Revenue which the library has received from the taxes paid on timber harvested within a district. See: Local Operating Income, Contract Cities, Local Jurisdiction, Other Local Operating Income

TOTAL EXPENDITURES:

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

TOTAL FTES:

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

TOTAL INCOME:

This includes all capital and operating income. See: Income, Capital Income, Operating Income

TOTAL OUTLETS:

This is the count of all library outlets, including those units without paid staff or regular hours. See: Outlet, Bookmobiles, Branch Library, Central Branches, Other Service Outlets

TURNOVER RATE:

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

VIDEO MATERIALS:

This includes materials on which moving pictures are recorded, with or without sound. Electronic playback reproduces pictures, with or without sound, using a television receiver or monitor. Video formats may include tape, DVD, CD-ROM, etc. See: Library Holdings, Audio Materials, Books and Serials, Electronic Format Materials, Other Materials

WEB ADDRESS:

This is the location of the library's web site on the Internet.

WEEKLY OPEN TIMES:

These are the days the library is open in any given week, even if the library is only open seasonally on that day.

WORKSTATIONS:

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