

FY2022 Annual Report Form

Public Library Statistics

State assigned identification number MUST BE UNIQUE	
Legal Name	
Physical Street Address	
City	
ZIP Code	
Mailing Address	
Mailing City	
Mailing ZIP Code	
County	
Phone	
Legal Service Area Boundary Change	
Reporting Period Start Date (mm/dd/yyyy)	
Reporting Period End Date (mm/dd/yyyy)	
Population of the Legal Service Area	
Library Visits	
- Library Visits Reporting Method (choose one)	Annual Count -or- Annual Estimate Based on Typical Week(s)
Number of Registered Users	
Non-Resident Fee	

Outlets

Number of Central Libraries	
Number of Branch Libraries	
Number of Bookmobiles	

Outlet Data

• Location	
• Area in Square Feet	
• Public Service Hours Per Year	
• Number of Weeks an Outlet Was Open With No Occupancy Limits	
• Number of Weeks an Outlet Closed Due to COVID-19	
• Number of Weeks an Outlet Had Limited Occupancy Due to COVID-19	
• Number of Weeks Open	

Services

Reference Transactions	
- Reference Transactions Reporting Method	Annual Count / Annual Estimate Based on Typical Week(s) / Null

Programming Expenses		
	No. of Programs:	Attendance:
-Onsite Programs-		
Children's Programs Age 0-5 (Include SRP)		
Children's Programs Age 6-11 (Include SRP)		
Young Adult Programs Age 12-18 (Include SRP)		
Adult Programs Age 19- (Include SRP)		
General Interest Programs – All ages (Include SRP)		
TOTAL Onsite Library Programs		
-Offsite Programs-		
Children's Programs Age 0-5 (Include SRP)		
Children's Programs Age 6-11 (Include SRP)		
Young Adult Programs Age 12-18 (Include SRP)		
Adult Programs Age 19- (Include SRP)		
General Interest Programs – All ages (Include SRP)		
TOTAL Offsite Library Programs		
-Live-Virtual Programs-		
Children's Programs Age 0-5 (Include SRP)		
Children's Programs Age 6-11 (Include SRP)		
Young Adult Programs Age 12-18 (Include SRP)		
Adult Programs Age 19- (Include SRP)		
General Interest Programs – All ages (Include SRP)		
TOTAL Live-Virtual Library Programs		
-Other Programs-		
Passive Programs		
Prerecorded Programs		
Prerecorded Program Views within 30 days		








- Summer Reading Program

• Attendance of Summer Reading Programs for Children	
• Attendance of Summer Reading Programs for Young Adults	
• Attendance of Summer Reading Programs for Adults	
• Total Attendance for Summer Reading Program	


Physical Holdings

Print Materials - Books	
Audio - Physical Units	
Video - Physical Units	
Other Circulating Physical Items	
TOTAL Physical Items in Collection	
Current Print Serial Subscriptions	



Electronic Holdings









	State Electronic Books (E-Books)	
	Local Electronic Books (E-Books)	
	TOTAL Electronic Books (E-Books)	
	State Downloadable Audiobooks	
	Local Downloadable Audiobooks	
	TOTAL Downloadable Audiobooks	
	Local Downloadable Music	
	Audio - Downloadable Units	
	State Downloadable Video	
	Local Downloadable Video	
	Video - Downloadable Units	
	State Electronic Collections – Ancestry (Library Edition)	
	State Electronic Collections – Heritage Quest Online	
	State Electronic Collections - EBSCO	
	TOTAL State Electronic Collections	
	Local Electronic Collections	
	TOTAL Electronic Collections	
	State Electronic Magazines (E-Serials)	
	Local Digital Magazines (E-Serials)	
	Total Electronic Books (E-Books & E-Serials)	

Physical Circulation


	- Circulation of Children's Materials	
	- Circulation of Young Adult Materials	
	Circulation of Print Materials	
	Circulation of Audio – Physical Units	
	Circulation of Video – Physical Units	
	Circulation of Other Physical Items	
	TOTAL Physical Item Circulation	
	Interlibrary Loans Provided To Other Libraries (Outgoing)	
	Interlibrary Loans Received From Other Libraries (Incoming)	

Electronic Content Usage

	State E-Book Circulation	
	Local E-Book Circulation	
	Total E-Book Circulation	
	State Downloadable Audiobook Circulation	
	Local Downloadable Audiobook Circulation	
	Total Downloadable Audiobook Circulation	
	Local Downloadable Music Circulation	
	State Downloadable Video Circulation	

	Local Downloadable Video Circulation	
	Total Downloadable Video Circulation	
	State Electronic Magazine Circulation	
	Local Electronic Magazine Circulation	
	Total Electronic Magazine Circulation	
	NH Downloadable Book Circulation	
	Circulation of Electronic Materials	
	Total Circulation (Physical & Digital)	
	State Database Usage - Ancestry (Library Edition)	
	State Database Usage - Heritage Quest Online	
	State Database Usage - EBSCO	
	Local Electronic Collection Usage	
	Successful Retrieval of Electronic Information	
	Electronic Content Use	
	Total Collection Use	


Revenue

	Local Government Revenue	
	State Government Revenue	
	Federal Government Revenue	
	Other Operating Revenue	
	Total Operating Revenue	
	Municipal Budget for Town/City	
	Form of Town/City Government	
	Has the library petitioned the town for money through a warrant article?	Yes/No

- Warrant Articles If Yes:

• Brief description of the subject of the warrant article	
• Amount of Money requested	
• What is the status?	

Capital

	Local Government Capital Revenue	
	State Government Capital Revenue	
	Federal Government Capital Revenue	
	Other Capital Revenue	
	Total Capital Revenue	
	Total Capital Expenditures	

Staff Expenditures



Salaries & Wages Expenditures	
Employee Benefits Expenditures	
Total Staff Expenditures	

Collection Expenditures



Print Materials Expenditures	
Electronic Materials Expenditures	
Other Materials Expenditures	
Total Collection Expenditures	

Operating Expenditures



Other Operating Expenditures	
Total Operating Expenditures	

Paid Staff (Full-Time Equivalent)



Hours Worked per Week - ALA-MLS Librarians	
Hours Worked per Week - Non-ALA-MLS Librarians	
Total Hours Worked per Week - All Librarians	
Hours Worked per Week - All Other Paid Employees	
ALA-MLS Librarians (FTE)	
Non-ALA-MLS Librarian (FTE)	
TOTAL Librarians (FTE)	
All Other Paid Employees (FTE)	
Total Paid Employees (FTE)	

Staff Salary & Benefits

Position	(see guide for list)
<ul style="list-style-type: none"> Position Other please specify 	If Other:
Education	(see guide for list)
<ul style="list-style-type: none"> Education Other please specify 	If Other:
Years in Position	
Hours/Week	
Hourly Wage (\$/hr)	
<ul style="list-style-type: none"> Min. Salary Range (\$/hr) 	
<ul style="list-style-type: none"> Max. Salary Range (\$/hr) 	


Number of Vacation Days	
Benefits Included: Health Insurance	(select 'Yes' if offered)
Benefits Included: Dental Insurance	(select 'Yes' if offered)
Benefits Included: Pension or Retirement Plan	(select 'Yes' if offered)
Benefits Included: Disability Insurance	(select 'Yes' if offered)
Benefits Included: Paid Sick Leave	(select 'Yes' if offered)
Benefits Included: Paid Holidays	(select 'Yes' if offered)
Benefits Included: Paid Vacation	(select 'Yes' if offered)

Digital

Internet Computers Used by General Public	
Number of Uses (Sessions) of Public Internet Computers Per Year	
Wireless Sessions Per Year	
Library Website Visits	
What ILS does your library use?	

Key:

 = Read Only Value

 = Summation/Calculated Value