FY2024 Annual Report Worksheet

Note: The fields shown in gray will be prefilled to assist libraries in completing the survey and can only be changed by the State Library. Once you begin entering your data, if you see something in one of the grayed-out fields that is incorrect, contact me so I can make the correction. Jennifer Finch: jennifer.m.finch@dncr.nh.gov

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	
Number of 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	

FY2024 Annual Report Worksheet

Services

	Annual Count / Annual Estimate Based on Typical Week(s) / Null
Number of Reference Transactions	
- **Reference Transactions Reporting Method**	
Total Programming Expenses	

	# 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		
Number of 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**	

FY2024 Annual Report Worksheet

Physical Holdings

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

Electronic Holdings

E-Books via Administrative Entity (Central Library & Any Branches)	**Yes/No**
E-Books via Collective (Cooperative, Consortium, etc.)	**Yes/No**
E-Books via State	**Yes/No**
E-Serials via Administrative Entity	**Yes/No**
E-Serials via Collective	**Yes/No**
E-Serials via State	**Yes/No**
E-Audio via Administrative Entity	**Yes/No**
E-Audio via Collective	**Yes/No**
E-Audio via State	**Yes/No**
E-Video via Administrative Entity	**Yes/No**
E-Video via Collective	**Yes/No**
E-Video via State	**Yes/No**
Research Databases via Administrative Entity	**Yes/No**
Research Databases via Collective	**Yes/No**
Research Databases via State	**Yes/No**
Online Learning Platforms via Administrative Entity	**Yes/No**
Online Learning Platforms via Collective	**Yes/No**
Online Learning Platforms via State	**Yes/No**

Physical Circulation

Automatic Renewal of Physical Materials	**Yes/No**
Circulation of Print Materials	
Circulation of Audio – Physical Units	
Circulation of Video – Physical Units	
Circulation of Other Physical Items	
- Circulation of Children's Physical Materials	
- Circulation of Young Adult Materials	
TOTAL Physical Item Circulation	
Interlibrary loans Provided To Other Libraries (Outgoing)	
Interlibrary Loans Received From Other Libraries (Incoming)	

FY2024 Annual Report Worksheet

Electronic Content Usage

State E-Book Circulation	
Local E-Book Circulation	
Total E-Book Circulation	
State Downloadable Audiobook Circulation	
Local Downloadable Audiobook Circulation	
Local Downloadable Music Circulation	
Total Downloadable E-Audio Circulation	
State Downloadable Video Circulation	
Local Downloadable Video Circulation	
Total Downloadable E-Video Circulation	
State Electronic Magazine Circulation	
Local Electronic Magazine Circulation	
Total E-Serial Circulation	
NH Downloadable Book Circulation	
Circulation of Electronic Materials	
Total Circulation (Physical & Digital)	

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	

FY2024 Annual Report Worksheet

Staff Expenditures

Salaries & Wages Expenditures	
Employee Benefits Expenditures	
Total Staff Expenditures	

Collection Expenditures

Print Materials Expenditures	
Electronic Content Expenditures	
Other Physical 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 Librarians (FTE)	
TOTAL Librarians (FTE)	
All Other Paid Employees (FTE)	
Total Paid Employees (FTE)	

FY2024 Annual Report Worksheet

Staff Salary & Benefits

Position	(see guide for list)
• **Position Other please specify** If Other:	
Education	(see guide for list)
• **Education Other please specify** If Other:	
Years in Position	
Hours/Week	
Hourly Wage ($/hr)	
• **Min. Salary Range ($/hr)**	
• **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	
Reporting Method for Wireless Sessions	
What ILS does your library use?	
Does the library charge overdue fines?	**Yes/No**