

FY2025 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, please contact me so I can make the correction. Jennifer Finch: jennifer.m.finch@dncr.nh.gov, 603-271-2060

Section 1.0 - Public Library Statistics

1.1 - State assigned identification number MUST BE UNIQUE	
1.2 - Legal Name	
1.3 - Physical Street Address	
1.4 - City	
1.5 - ZIP Code	
1.6 - Mailing Address	
1.7 - Mailing City	
1.8 - Mailing ZIP Code	
1.9 - County	
1.10 - Phone	
1.11 - Legal Service Area Boundary Change	
1.12 - Reporting Period Start Date (mm/dd/yyyy)	
1.13 - Reporting Period End Date (mm/dd/yyyy)	
1.14 - Population of the Legal Service Area	
1.15 - Number of Library Visits	
1.15a - Library Visits Reporting Method (choose one)	Annual Count / Annual Estimate (Based on Typical Week(s))
1.16 - Number of Registered Users	
1.17 - Non-Resident Fee	

Section 2.0 - Outlets

2.1 - Number of Central Libraries	
2.2 - Number of Branch Libraries	
2.3 - Number of Bookmobiles	

2.0.1 - Outlet Data

• Location	
• Area in Square Feet	
• Public Service Hours Per Year	
• Number of Weeks Open	

FY2025 Annual Report Worksheet

Section 3.0 - Services

3.0.1 - Number of Reference Transactions		
- 3.0.1a - Reference Transactions Reporting Method		Annual Count / Annual Estimate Based on Typical Week(s) / Null
3.0.2 - Programming Expenses		
3.1 – Programming	# 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		

3.2 - 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	

FY2025 Annual Report Worksheet

Section 4.0 – Holdings

4.1 - Physical Holdings

a. Print Materials	
b. Audio - Physical Units	
c. Video - Physical Units	
d. Other Circulating Physical Items	
e. TOTAL Physical Items in Collection	
f. Current Print Serial Subscriptions	

4.2 - Electronic Holdings

a. E-Books via Administrative Entity (Central Library & Any Branches)	Yes/No
b. E-Books via Collective (Cooperative, Consortium, etc.)	Yes/No
c. E-Books via State	Yes/No
d. E-Serials via Administrative Entity	Yes/No
e. E-Serials via Collective	Yes/No
f. E-Serials via State	Yes/No
g. E-Audio via Administrative Entity	Yes/No
h. E-Audio via Collective	Yes/No
i. E-Audio via State	Yes/No
j. E-Video via Administrative Entity	Yes/No
k. E-Video via Collective	Yes/No
l. E-Video via State	Yes/No
m. Research Databases via Administrative Entity	Yes/No
n. Research Databases via Collective	Yes/No
o. Research Databases via State	Yes/No
p. Online Learning Platforms via Administrative Entity	Yes/No
q. Online Learning Platforms via Collective	Yes/No
r. Online Learning Platforms via State	Yes/No

Section 5.0 - Physical Circulation

5.1 - Automatic Renewal of Physical Materials	Yes/No
5.2 - Circulation of Print Materials	
5.3 - Circulation of Audio – Physical Units	
5.4 - Circulation of Video – Physical Units	
5.5 - Circulation of Other Physical Items	
5.6 - Circulation of Children's Physical Materials (if available)	
5.7 - Circulation of Young Adult Materials (if available)	
5.8 - TOTAL Physical Item Circulation	
5.9 - Interlibrary loans Provided to Other Libraries (Outgoing)	
5.10 - Interlibrary Loans Received from Other Libraries (Incoming)	

FY2025 Annual Report Worksheet

Section 6.0 - Electronic Content Usage

6.1 - State E-Book Circulation	
6.2 - Local E-Book Circulation	
6.3 - Total E-Book Circulation	
6.4 - State Downloadable Audiobook Circulation	
6.5 - Local Downloadable Audiobook Circulation	
6.6 - Local Downloadable Music Circulation	
6.7 - Total E-Audio Circulation	
6.8 - State Downloadable Video Circulation	
6.9 - Local Downloadable Video Circulation	
6.10 - Total E-Video Circulation	
6.11 - State Electronic Magazine Circulation	
6.12 - Local Electronic Magazine Circulation	
6.13 - Total E-Serial Circulation	
6.14 - NH Downloadable Book (NHDB) Circulation	
6.15 - Circulation of Electronic Materials	
6.16 - Total Circulation (Physical & Digital)	

Section 7.0 - Revenue

7.1 - Local Government Revenue	
7.2 - State Government Revenue	
7.3 - Federal Government Revenue	
7.4 - Other Operating Revenue	
7.5 - Total Operating Revenue	
7.6 - Municipal Budget for Town/City	
7.7 - Form of Town/City Government	
7.8 - Has the library petitioned the town for money through a warrant article?	Yes/No

- 7.8.1 Warrant Articles If Yes:

a. Brief description of the subject of the warrant article	
b. Amount of Money requested	
c. What is the status?	

Section 8.0 - Capital

8.1 - Local Government Capital Revenue	
8.2 - State Government Capital Revenue	
8.3 - Federal Government Capital Revenue	
8.4 - Other Capital Revenue	
8.5 - Total Capital Revenue	
8.6 - Total Capital Expenditures	

FY2025 Annual Report Worksheet

Section 9.0 - Staff Expenditures

9.1 - Salaries & Wages Expenditures	
9.2 - Employee Benefits Expenditures	
9.3 - Total Staff Expenditures	

Section 10.0 - Collection Expenditures

10.1 - Print Materials Expenditures	
10.2 - Electronic Content Expenditures	
10.3 - Other Physical Materials Expenditures	
10.4 - Total Collection Expenditures	

Section 11.0 - Operating Expenditures

11.1 - Other Operating Expenditures	
11.2 - Total Operating Expenditures	

Section 12.0 - Paid Staff (Full-Time Equivalent)

12.1 - Hours Worked per Week - ALA-MLS Librarians	
12.2 - Hours Worked per Week - Non-ALA-MLS Librarians	
12.3 - Total Hours Worked per Week - All Librarians	
12.4 - Hours Worked per Week - All Other Paid Employees	
12.5 - ALA-MLS Librarians (FTE)	
12.6 - Non-ALA-MLS Librarians (FTE)	
12.7 - TOTAL Librarians (FTE)	
12.8 - All Other Paid Employees (FTE)	
12.9 - Total Paid Employees (FTE)	

FY2025 Annual Report Worksheet

Section 13.0 - 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)

Section 14.0 - Digital

14.1 – Number of Internet Computers Used by General Public	
14.2 - Number of Uses (Sessions) of Public Internet Computers Per Year	
14.3 - Wireless Sessions Per Year	
14.5 - Reporting Method for Wireless Sessions	
14.6 – Total Downloadable Circulation (will be auto-calculated)	
14.7 - What ILS does your library use? (Notify SDC of any changes)	
14.8 - Does the library charge overdue fines?	Yes/No