

**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) or young adults, but not children. This includes children 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) or young adults, but not children, 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 ELECTRONIC RESOURCE USERS:**

*See: Electronic Resource Users*

**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 REVENUE:**

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 collections (print, non-print, and electronic) for new buildings, building additions, or building renovations; computer hardware and software used to support library operations, to link to networks, or to run information products; 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; revenue passed through to another agency (e.g., fines), or funds unspent in the previous fiscal year (e.g., carryover). *See: Total Income, Federal Capital Income, Local Capital Income, Other Capital Income, State Capital 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 literacy. *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:**

These are the funds spent on commercial database licensing. These expenditures are included under Electronic Format 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, SEARCH]**

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 ENTITIES:**

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

**COOPERATIVE ARRANGEMENTS:**

*See: Library Cooperative Arrangements*

**DEDICATED IT STAFF:**

This is a situation wherein the library has one or more employees on staff with designated Information Technology duties and responsibilities written into their job description or title.

**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:**

These are the funds spent on acquiring electronic (digital) materials considered part of the collection, whether purchased, leased, or licensed and held locally or remotely. Includes funds spent on database licenses, but not funds spent on computer software used to support library operations or to link to external networks, including the Internet (these funds are reported under Other Operating Expenditures). *See: Collection Expenditures, Other Format Expenditures, Print Expenditures*

**ELECTRONIC FORMAT MATERIAL(S) [EXPENDITURES]**

This includes materials such as ebooks, e-serials (including journals), government documents, databases (including locally mounted, full text or not), electronic files, reference tools, scores, maps, or pictures in electronic or digital format, including materials digitized by the library. Electronic materials can be distributed on magnetic tape, diskettes, computer software, CD-ROM, or other portable digital carrier, and can be accessed via a computer, via access to the Internet, or by using an e-book reader. *See: Library Holdings, Audio Materials, Books and Serials, Other Materials, Video Materials*

**ELECTRONIC RESOURCE USERS:**

Count each user that uses electronic resources, regardless of the amount of time spent on the computer. A user who uses the library's electronic resources three times a year would count as three customers. The number of users may be counted manually, using registration logs. Software such as "Historian" can also be used to track the number of users at each public terminal. If the data element is collected as a weekly figure, multiply that figure by 52 to annualize it.

**ELECTRONIC RESOURCES:**

This includes, but are not limited to, Internet (WWW, email, Telnet, other), online indexes, CD-ROM reference materials, software, and the online catalog. Do not include staff use of these resources.

**ELECTRONIC SERIAL SUBSCRIPTIONS:**

This is the count of current electronic serial subscriptions, including duplicates, for all outlets. Examples of electronic serials are periodicals (magazines), newspapers, annuals, some government documents, some reference tools, and numbered monographic series distributed in the following ways: (a) via the Internet (e.g., HTML, PDF, JPEG, or compressed file formats such as zipped files), (b) on CD-ROM or other portable digital carrier, (c) on databases (including locally mounted databases), and (d) on diskettes or magnetic tapes. Electronic serial subscriptions include serials held locally or remote resources that the library has authorization to access, including those available through statewide or consortia agreements. Do not include subscriptions to indexing and abstracting databases that include full-text serial content (e.g., EBSCO Host, ProQuest, OCLC FirstSearch).

**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 CAPITAL REVENUE:**

This includes all federal governmental funds, including federal funds distributed by the state or locality, and grants and aid, received by the library for the purpose of major capital expenditures. *distributed by the state or locality, and grants and aid, received by the library for the purpose of major capital*

**FEDERAL OPERATING REVENUE:**

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.

**FEDERAL REVENUE:**

*See: Federal Operating Income*

**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*

**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 revenue 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; book discussions; literacy, English as a second language, and citizenship classes. 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. Programs offered as part of a series, are still considered separate programs for counting purposes. Library activities delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, resume writing assistance, homework assistance, and mentoring activities are not considered programs under this definition. *See: Adult Library Programs, Children's Library Programs, Young Adult Library Programs*

**LOCAL CAPITAL REVENUE:**

This includes all governmental funds designated by the community, district, or region and available to the public library for the purpose of major capital expenditures, except for state and/or federal money distributed by the local government.



**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 Revenue divided by Assessed Municipal Valuations multiplied by 1000. *See: Assessed Valuations, Junior Taxing District, Municipalities, Regular Levy Rate*

**LOCAL JURISDICTION REVENUE:**

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 Entities, Other Local Operating Income, Timber Tax*

**LOCAL OPERATING REVENUE:**

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 Entities, Local Jurisdiction, Other Local Operating Income, Timber Tax, Federal Operating Income, Other Operating Income, State Operating Income*

**LOCAL REVENUE:**

*See: Local Operating Income*

**LSTA REVENUE:**

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 revenue 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 databases (including 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 purchases). Each database is counted individually even if access to several databases is supported through the same vendor interface (e.g., ProQuest, OCLC FirstSearch). Subscriptions to individual electronic serial titles are reported under Electronic Serial Subscriptions. See: *Commercial Databases, Electronic Serial Subscriptions, Print Serial 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 REVENUE:**

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 CAPITAL REVENUE:**

This includes all private (non-governmental funds), including grants received by the library for the purpose of major capital expenditures.

**OTHER FEDERAL OPERATING REVENUE:**

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 LOCAL OPERATING REVENUE:**

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 Entities, 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 binding, supplies, repair or replacement of existing furnishings and equipment; costs of computer hardware and software used to support library operations or to link to external networks, including the Internet; usage costs associated with such services as electronic document delivery; contracts for services, such as costs of operating and maintaining physical facilities, and 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 REVENUE:**

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 REVENUE:**

See: *Other 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 Revenue, Library Holdings, Local Operating Revenue, Operating Expenditures, Other Operating Expenditures, Personnel Expenditures, Reference Transactions, Registered Borrowers, State Operating Revenue, 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 Revenue, Local Operating Revenue, Operating Expenditures, Operating Revenue, Other Operating Expenditures, Other Operating Revenue, Personnel Expenditures, Population, State Operating Revenue.

**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*

**PRINT SERIAL SUBSCRIPTIONS:**

This is the count of current print serial subscriptions, including duplicates, for all outlets. Examples of serials are periodicals (magazines), newspapers, annuals, some government documents, some reference tools, and numbered monographic series. See: *Electronic Serial Subscriptions, Online Database Subscriptions*

**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 revenue 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*

**REVENUE:**

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

**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 CAPITAL REVENUE:**

This includes all funds distributed to public libraries by state government for expenditure by the public libraries for the purpose of major capital expenditures, except for federal money distributed by the state.

**STATE OPERATING REVENUE:**

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*

**STATE REVENUE:**

*See: State Operating Income*

**SUBSCRIPTIONS:**

*See: Electronic Serial Subscriptions, Online Database Subscriptions, Print Serial 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 REVENUE:**

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

**TOTAL REVENUE:**

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

**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.

**WIFI:**

This refers to local area networks (WLAN), technology based on IEEE 802.11 specifications. It allows wireless internet connections to patrons for use with compatible computers and handheld devices.

**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*