ACCOUNTING CLERK:
Performs varied bookkeeping tasks and related clerical tasks. Responsible for maintaining journals and ledgers involving a variety of accounts.

ACCOUNTING TECHNICIAN:
Performs advanced bookkeeping, payroll, examines accounts payable for accuracy and adherence to library procedures, allocating and summarizing changes.

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.

ADMINISTRATIVE SECRETARY:
Performs secretarial work for the principal administrative officials, responsible for confidential records, minutes, and correspondence.

ADULT CIRCULATION:
The total annual circulation of all adult material in all formats to all users, no matter who borrows them. It includes renewals. *See: Circulation, Children's Circulation*

ADULT LIBRARY PROGRAM(S) [ATTENDANCE]:
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 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. ATTENDANCE 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 (generally, persons aged 14 and under). This includes children who attend programs intended primarily for adults. *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 publication: Property Tax Statistics. *See: Junior Taxing District, Local Cents per $1000, Municipalities, Regular Levy Rate*

ASSISTANT DIRECTOR FOR MANAGEMENT SERVICES:
Performs administrative work involving advanced budgeting and financial duties, library insurance, planning, evaluation of facilities management and making recommendations to the board.

ASSISTANT DIRECTOR FOR PUBLIC SERVICES:
Performs administrative work involving planning organizing and coordinating the delivery of public service system-wide and evaluation of library public service programs and making recommendations to the board.

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, audio cartridges, audio discs (including audio-CD-ROMs), audio-reels, talking books, and other sound recordings. *See: Collection, Audio Materials (Non Web-based / Downloaded, Web-based / Downloaded Audio Materials*

AUDIO MATERIALS (NON WEB-BASED / DOWNLOADED):
This includes audio units, both physical and electronic, that do not have a web-based delivery mechanism. *See: Collection, Audio Materials, Web-based / Downloaded Audio Materials*

AUTOMATED SYSTEMS MANAGER:
Manages the library's automated systems for circulation control, online catalog, cataloging interface, etc. May advise other departments on general automation issues. May oversee Circulation Department. MLS required.

BENEFIT 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*

BOOK MATERIAL EXPENDITURES:
These are the funds spent on acquiring books, defined as non-serial printed publications (including music and maps) that are bound in hard or soft covers, or in loose-leaf format, including non-serial government documents. *See: Collection Expenditures, Print Material Expenditures, Non Book Print Material 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: Branches, Central Branches, Other Service Outlets, Total Service Outlets*

BOOKS IN PRINT:
This includes books (non-serial printed publications, including music and maps) in print that are bound in hard or soft covers, or in loose-leaf format. *See: Collection, Print Materials, Serial Back Files in Print*

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

BRANCH COLLECTION:
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: Collection*

BRANCH(ES), BRANCH LIBRARY:
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: Bookmobiles, Central Branches, Other Service Outlets, Total Service Outlets*

BUILDING EXPENDITURES:
These are the funds spent on new or remodeled library buildings. *See: Capital Expenditures, Furniture and Equipment Expenditures, Land Expenditures, Other Capital Expenditures*

CABLE MODEM CONNECTIONS:
   This is the count of computers accessing the internet via Cable Modem connections.   *See: Telecommunication Connections*

CAPITAL EXPENDITURES:
   These are the funds spent on the acquisition of or additions to fixed assets. Examples include expenditures for site acquisitions; new buildings; building additions, or building renovations; furnishings; equipment; and initial book stock for new buildings, 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, investments for capital appreciation; contributions to endowments, or revenue passed through to another agency (e.g., fines).   *See: Expenditures, Total Expenditures, Building Expenditures, Furniture and Equipment Expenditures, Land Expenditures, Other Capital Expenditures, Operating Expenditures, Capital Revenue*

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; 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: Revenue, Total Revenue, Federal Capital Revenue, Local Capital Revenue, Other Capital Revenue, State Capital Revenue, Operating Revenue, Capital Expenditures*

CENTRAL BRANCH(ES), CENTRAL LIBRARY:
   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: Bookmobiles, Branches, Other Service Outlets, Total Service Outlets*

CHILDREN'S CIRCULATION:
   The total annual circulation of all children's materials (generally, those targeting persons aged 14 and under) in all formats to all users, no matter who borrows them. It includes renewals.   *See: Circulation, Adult Circulation*

CHILDREN'S LIBRARY PROGRAM(S) [ATTENDANCE]:
   Any planned event, sponsored by the library, for which the primary audience is children (generally, 14 and under) and which introduces the group 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. This includes all children's programs, whether held on- or off-site, that are sponsored or co-sponsored by the library, it does not include children's programs sponsored by other groups that use library facilities or library activities for children delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, homework assistance, and mentoring activities. For children's programs that are offered as a series, each program in the series is counted. For example, a story hour offered once a week, 48 weeks a year, is counted as 48 programs. ATTENDANCE is the count of the audience at all programs sponsored by the library for which the primary audience is children (generally, 14 and under). This includes adults and young adults who attend programs intended primarily for children. It does not include attendance at library activities for children that are delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, homework assistance, and mentoring activities.   *See: Library Programs, Adult Library Programs*

CIPA:

The Children's Internet Protection Act (CIPA) is a federal law enacted by Congress in December 2000 to address concerns about access to offensive content over the internet on school and library computers. CIPA imposes certain types of requirements on any school or library that receives funding support for internet access or internal connections from the E-rate program. Filtering and CIPA compliance are not equivalent. Becoming CIPA compliant is a multi-step procedure that involves creating written policies, having open meetings for public input, technology planning and applying a technology protection measure. CIPA requires filtering on all of a library's computers with internet access, this includes making filtering technology available on staff computers. *See: Filtering, E-Rate Discounts*

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 where the library directly checks out the material to a patron, it does not include 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*

COLLABORATIVE SUMMER LIBRARY PROGRAM (CSLP):

The Washington State Library has joined a national consortium to provide children with summer reading program materials through their public libraries. The Collaborative Summer Library Program (CSLP) is a grassroots consortium of states working together to bring reading programs to communities at the lowest cost possible for public libraries. *See: Library Programs, Summer Reading Program*

COLLECTION:

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: Print Materials, Audio Materials, Video Materials, E-Books, Other Materials*

COLLECTION DEVELOPMENT COORDINATOR:

Responsible for the planning, coordination and control of acquisitions, by gift or purchase of all library materials, and the processing of the acquisitions.

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 Materials Expenditures, Other Materials Expenditures, Print Material Expenditures*

COMPUTER INFORMATION PROFESSIONAL:

Provides professional services involving the integration of information applications into the operation of the library and electronic access to information. This is the mid-range position between automated systems manager and computer technician.

COMPUTER OPERATOR:

Performs skilled technical work involving operation of the computer system and related peripheral devices.

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 (LOCAL OPERATING) REVENUE:
This is revenue from contract fees paid to the library by entities contracting for library services. *See: Contract, Local Operating Revenue, Local Jurisdiction Revenue, Other Local Operating Revenue, Timber Tax Revenue*

COOPERATIVE ARRANGEMENTS:
See: Library Cooperative Arrangements

COOPERATIVE ORGANIZATIONS:
See: Library Cooperative Organizations

CUSTODIAN:
Performs work in connection with the maintenance and care of library facilities on assigned shifts. This position is responsible for the routine cleaning operations: sweeping, mopping, dumping trash, etc.

DATABASE LICENSING EXPENDITURES:
These are the funds used to acquire (through payment by the library, or by formal agreement with the State Library, or a cooperative agreement within the state or region) temporary or permanent access rights to licensed databases. *See: Licensed Database(s), Collection Expenditures, Electronic Materials Expenditures, Non Database Licensing Electronic Materials Expenditures*

DATABASE(S):
See: Licensed Database(s)

DEDICATED / FRAME RELAY / BROADBAND CONNECTIONS:
A DEDICATED line or connection, essentially a point-to-point transmission pathway, is a telecommunications path between two points that is available 24 hours a day for use by a designated user (individual or company). It is not shared in common among multiple users as dial-up lines are. A dedicated line can be a physical path owned by the user or rented from a telephone company, in which case it is called a leased line. FRAME RELAY puts data in a variable-size unit called a frame and leaves any necessary error correction (retransmission of data) up to the end-points, which speeds up overall data transmission. For most services, the network provides a permanent virtual circuit, which means that the customer sees a continuous, dedicated connection without having to pay for a full-time leased line, while the service provider figures out the route each frame travels to its destination and can charge based on usage. BROADBAND is defined as any connection of 128K or greater. *See: Telecommunication Connections*

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.

DELIVERY DRIVER:
Performs work of routine nature in the transportation and delivery of library materials, equipment, supplies, and mail to the agency locations.

DEPARTMENT MANAGER:
Manages the operation of a department within the library organization, such as a Reference Department, Readers' Service Department. MLS required.

DEPOSITORY:
See: Federal or State Depository

DIAL-UP CONNECTIONS:
This is the count of computers in the library connected to the internet through normal public telephone lines. The library computer dials the Internet Service Provider's pool of modems and from there a temporary connection to the internet is established. Dial-up access typically exists with stand-alone internet computers. *See: Telecommunication Connections*

DIRECTOR:
Performs management of library. Holds MLS degree.

DRIVER OF BOOK MOBILE:
Drives a mobile service unit and delivers public services from the mobile unit.

E-BOOKS:
These are digital documents (including those digitized by the library), licensed or not, where searchable text is prevalent, and which can be seen as analogous to a printed book (monograph). Includes non-serial government documents. E-books are loaned to users on portable devices (e-book readers) or by transmitting the contents to the user's personal computer for a limited time. They are accessible through the library's Online Public Access Catalog (OPAC), acquired with permanent or temporary access rights, and held either locally or remotely.   *See: Collection*

ELECTRONIC MATERIALS EXPENDITURES:
These are the funds spent on acquiring electronic (digital) materials. Types of electronic materials include e-books, 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. It includes expenditures for database licenses, but does not include expenditures for computer software used to support library operations or to link to external networks, including the Internet (oulays which are reported under Other Operating Expenditures).   *See: Collection Expenditures, Database Licensing Expenditures, Non Database Licensing Electronic Materials Expenditures*

ELECTRONIC SERIAL SUBSCRIPTIONS:
These are current electronic serial subscriptions, including duplicates, for all libraries. 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. This is separate from subscriptions (licenses) to indexing and abstracting databases that include full-text serial content (e.g., EBSCO Host, ProQuest, OCLC FirstSearch).   *See: Serial Subscriptions, Print Serial Subscriptions, Licensed Databases*

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 TELECOMMUNICATIONS 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). The program is administered by the Universal Service Administrative Company (USAC), under FCC direction.

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

FACILITIES SUPERVISOR:
Performs supervisory and skilled work in the trades in connection with the overall maintenance and cleaning of library facilities.

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.   *See: Capital Revenue, Local Capital Revenue, Other Capital Revenue, State Capital Revenue*

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 Revenue, LSTA Revenue, Other Federal Operating Revenue*

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

FILTERING:
Internet filtering is blocking technology used on computers to restrict access to particular content on the web. It may be a software solution, a hardware solution, or some combination of the two.   *See: CIPA*

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 Expenditures*

GRAPHIC TECHNICIAN:
Performs technical implementation of graphic designs for forms, publications and displays through the application of judgment based on knowledge and expertise.

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: Collection

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 Loaned, Interlibrary Loan Items Borrowed per 1000 Circulation, Net Lending Rate*

INTERLIBRARY LOAN ITEMS BORROWED PER 1000 CIRCULATION:
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 COMPUTERS:
These are computers available in the library for connecting to the internet. They may be purchased, leased or donated.   *See: Public Internet Computers, Staff Internet Computers*

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*

IT STAFF:
Employee(s) with designated Information Technology duties and responsibilities written into their job description or title.

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 Expenditures*

LEGAL SERVICE AREA BOUNDARY CHANGE:
This occurs, for example, when a municipality annexes land, when one municipality in a county becomes either an independent city or its own county necessitating its exclusion from the first county's geography, or when an administrative entity contracts to provide public library service for some additional geographic area other than the geographic area for which it was established (e.g., a municipal library contracts to serve county residents).

LIBRARIAN 1:
Serves the public in reference, acquisitions, cataloging, networking and/or branch operations, all of which require extensive subject, technical knowledge and expertise. Entry level to three years experience. MLS required.

LIBRARIAN 2:
Locates information for library patrons or helps users locate the information. Answers questions and gives instruction about the use of the library. May select materials for a designated portion of the collection or general collection. May use computers to conduct database searches. Three years experience preferred. MLS required.

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: MLS Librarians, Non-MLS Librarians, Other Staff, Staff FTEs, Total FTEs, Population to Staff Ratio, IT Staff*

LIBRARY ASSISTANT 1 AND 2:
Performs moderately complex library operations in dealing with the public, utilizing computer and typewriter, in making labels, charging, discharging materials, the basic level of service delivery.

LIBRARY ASSOCIATE:
Performs work involving networking, cataloging, mending, acquisition, reference, the use of indexes and other resources in assisting patrons locate information.

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

LIBRARY COOPERATIVE ARRANGEMENTS:
These are the types of arrangements the library is in 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(s), 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 Organizations, Public Libraries, and Tribal groups, etc. *See: Library Cooperative(s), Library Cooperative Arrangements*

LIBRARY COOPERATIVE(S):
>Generally speaking, a cooperative is a network of independent member organizations who have agreed to cooperate in their efforts to locate, deliver and share resources to provide quality information services. Often cooperative organizations are connected through such means as shared facilities, collection materials, telecommunications equipment, automated systems, etc. *See: Library Cooperative Arrangements, Library Cooperative Organizations*

LIBRARY PROGRAM(S) [ATTENDANCE]:
>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. ATTENDANCE is the count of the audience at all programs sponsored by the library for the year. *See: Adult Library Programs, Children's Library Programs*

LICENSED DATABASE(S) [SEARCHES]:
>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, for which temporary or permanent access rights have been acquired through payment by the library, or by formal agreement with the State Library or a cooperative agreement within the state or region. 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 electronic serial titles and other electronic serial databases such as Project MUSE, OCLC ECO Project, NetLibrary. Note: a library's OPAC can be considered a licensed database. Each database is counted individually even if access to several databases is supported through the same vendor interface. SEARCHES are 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. *See: Local Licensed Databases, State Licensed Databases, Other Licensed Databases, Database Licensing Expenditures, Electronic Serial Subscriptions*

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. *See: Capital Revenue, Federal Capital Revenue, Other Capital Revenue, State Capital Revenue*

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 means that for every $1,000 of assessed value $1.00 in revenue is generated. 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 (OPERATING) 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 Revenue, Contract Entities Revenue, Other Local Operating Revenue, Timber Tax Revenue*

LOCAL LICENSED DATABASES:
These are Licensed Databases acquired through payment by the library. *See: Licensed Databases, State Licensed Databases, Other Licensed Databases, Database Licensing Expenditures*

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, it also does not include state, federal, and other funds passed through local government for library use. *See: Operating Revenue, Contract Entities Revenue, Local Jurisdiction Revenue, Other Local Operating Revenue, Timber Tax Revenue*

LSTA REVENUE:
This is revenue in the form of grants awarded by the Washington State Library. These grants are funded with Library Services and Technology Act (LSTA) monies provided by the Institute of Museum and Library Services (IMLS). *See: Federal Operating Revenue, Other Federal Operating Revenue*

MAINTENANCE WORKER:
Performs skilled work in the trades in connection with the physical maintenance and repair of library buildings and grounds on an assigned shift.

MANAGER MAIN BRANCH:
Performs management work wherein the employee is responsible for the coordination, planning and delivery of public services to the main library, for studying services, facilities and programs and for recommending changes.

MANAGING LIBRARIAN - LARGE BRANCH:
Manages branch with 5-9 staff, including manager. MLS required.

MANAGING LIBRARIAN - MEDIUM BRANCH:
Manages branch with 3-4 FTE staff, including manager. MLS required.

MANAGING LIBRARIAN - SMALL BRANCH:
Manages branch with 1-2 FTE staff.

MANAGING LIBRARIAN - VERY LARGE BRANCH:
Manages branch with 10 or more FTE staff, including manager. MLS required.

MISCELLANEOUS EXPENDITURES:
This is all operating expenditures other than that reported as Staff, Collection, Technology, 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, Library Building Expenditures, Technology Expenditures*

MLS LIBRARIANS:
These are Librarian FTEs (including Library Directors, Associate and Assistant Directors) with Master's degrees from programs of library and information studies accredited by the American Library Association. *See: Librarians, Non-MLS Librarians, Other Staff, Staff FTEs, Total FTEs*

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. *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 Loaned, Interlibrary Loan Items Borrowed per 1000 Circulation*

NETWORK ADMINISTRATOR WITH DEGREE OR CERTIFICATION:
Responsible for the maintenance and operation of the library's computer network. Holds either a degree in Computer Science or related field, or one or more high level administrator certifications from a major vendor such as Microsoft or Cisco.

NETWORK ADMINISTRATOR WITHOUT DEGREE OR CERTIFICATION:
Responsible for the maintenance and operation of the library's computer network. Holds neither a degree in Computer Science or related field, or administrator certification from a major vendor such as Microsoft or Cisco.

NON BOOK PRINT MATERIAL EXPENDITURES:
These are the funds spent on acquiring non book materials such as: serial back files, current serial subscriptions, serialized government documents, etc. *See: Collection Expenditures, Print Material Expenditures, Book Material Expenditures*

NON DATABASE LICENSING ELECTRONIC MATERIALS EXPENDITURES:
This is all other collection expenditures for electronic (digital) materials, not already reported as Database Licensing Expenditures. Includes expenditures for these types of electronic materials: e-books, e-serials (including journals), electronic files, government documents, 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, through the internet, or by using an e-book reader. Includes expenditures for materials held locally and for remote electronic materials for which permanent or temporary access rights have been acquired. Expenditures for computer software used to support library operations or to link to external networks, including the internet, are reported under Technology Expenditures. *See: Collection Expenditures, Electronic Materials Expenditures, Database Licensing Expenditures*

NON-MLS DIRECTOR:
Performs management of library. Does not hold MLS degree.

NON-MLS LIBRARIANS:
These are employee FTEs who hold the title of Librarian (including Library Directors, Associate and Assistant Directors), but who do not hold a Master's degree from programs of library and information studies accredited by the American Library Association. *See: Librarians, MLS Librarians, Other Staff, Staff FTEs, Total FTEs, Population to Staff Ratio, IT Staff*

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 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 current and recurrent costs necessary to support the provision of library services. Significant costs, especially benefits and salaries, that are paid by other taxing agencies (government agencies with the authority to levy taxes) "on behalf of" the library may be included if the information is available to the reporting agency. This includes only such funds that are supported by expenditure documents (such as invoices, contracts, payroll records, etc.). It does not include the value of free items, estimated costs and capital 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: Expenditures, Total Expenditures, Collection Expenditures, Other Operating Expenditures, Personnel Expenditures, Capital Expenditures, Operating Revenue*

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: Revenue, Total Revenue, Federal Operating Revenue, Local Operating Revenue, Other Operating Revenue, State Operating Revenue, Capital Revenue, Operating Expenditures*

OTHER CAPITAL EXPENDITURES:
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. *See: Capital Revenue, Federal Capital Revenue, Local Capital Revenue, State Capital Revenue*

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

OTHER LICENSED DATABASES:
These are Licensed Databases acquired through cooperative or consortial agreements within the state or region. *See: Licensed Databases, State Licensed Databases, Local Licensed Databases, Database Licensing 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 Revenue, Contract Entities Revenue, Local Jurisdiction Revenue, Timber Tax Revenue*

OTHER MATERIAL EXPENDITURES:
These are the funds spent acquiring materials, other than those in print and electronic format. Examples include microform, audio materials, video materials, DVDs. *See: Collection Expenditures, Print Material Expenditures, Electronic Materials Expenditures*

OTHER MATERIALS:
   This includes all holdings acquired and catalogued other than books and serials, audio materials, video materials, and e-books. Examples include, but are not limited to: government documents, maps, kits, etc.   *See: Collection, Audio Materials, Print Materials, Video Materials, E-Books*

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, Library Building Expenditures, Miscellaneous Operating Expenditures, Technology 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 Revenue, Federal Operating Revenue, Local Operating Revenue, State Operating Revenue*

OTHER SERVICE OUTLETS:
   This is the count of all service outlets other than Books-by-Mail, 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: Bookmobiles, Branches, Central Branches, Total Service Outlets*

OTHER STAFF:
   These are all Non-Librarian, staff who do not hold the title of librarian, FTEs. Count all employees paid from the reporting unit budget, including plant operations, security, maintenance, clerical, circulation, and other support FTEs. This does not include independent contractors providing services to the library.   *See: Librarians, MLS Librarians, Non-MLS Librarians, Staff FTEs, Total FTEs*

PAGE:
   Performs hourly manual library and messenger work. Sorts, moves, shelves, locates and retrieves library materials.

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 Computers, 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 Collection, Local Operating Revenue, Operating Expenditures, Other Operating Expenditures, Personnel Expenditures, Print (Books and Serials) Materials, 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 INTERNET COMPUTERS IN USE:
See: Public Internet Computers

PERSONNEL ANALYST:
Performs professional work in public personnel administration. Responsible for the application of professional skills and knowledge to personnel matters.

PERSONNEL DIRECTOR:
Responsible for all or a combination of the following: employee relations, counseling, recruiting, interviewing, hiring, and compliance with local, state, and federal personnel regulations. May also have responsibility for, or participate in, staff training.

PERSONNEL EXPENDITURES:
This includes salaries, wages and employee benefits for all library staff (including plant operations, security, and maintenance staff) for the fiscal year. *See: Operating Expenditures, Benefits Expenditures, Salary Expenditures*

PERSONNEL SPECIALIST:
Provides specialized technical work in public personnel administration. Responsible for the application of technical knowledge to personnel problems.

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*

PRESS OPERATOR:
Responsible for the operation of an offset printing machine, preparation of printing materials prior to printing process and light maintenance of machine.

PRINT MATERIAL 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 (including music and maps). *See: Collection Expenditures, Book Material Expenditures, Non Book Print Material Expenditures*

PRINT MATERIALS:
This includes Books in print and Serial back files in print. BOOKS are non-serial printed publications (including music and maps) that are bound in hard or soft covers, or in loose-leaf format and can include non-serial government documents. SERIALS are publications issued in successive parts, usually at regular intervals, that are intended to be continued indefinitely. Serials include periodicals (magazines); newspapers; annuals (reports, yearbooks, etc.); journals, memoirs, proceedings, and transactions of societies; and numbered monographic series. Government documents and reference tools are often issued as serials. *See: Collection, Books in Print, Serial Back Files in Print*

PRINT SERIAL SUBSCRIPTIONS:
These are current print serial subscriptions, including duplicates, for all libraries. Examples of serials are periodicals (magazines), newspapers, annuals, some government documents, some reference tools, and numbered monographic series. *See: Serial Subscriptions, Electronic Serial Subscriptions*

PUBLIC INFORMATION OFFICER:
Performs management technical/professional work requiring initiative, imagination and commitment to the overall goals and objectives of the organization. This class serves as the primary consultant to the administration/management in matters of communication and community relations.

PUBLIC INTERNET COMPUTERS [% OF TIME IN USE, NUMBER OF USERS]:
These are computers used by the general public to access the internet. % OF TIME IN USE is the total number of hours per week Internet Computers are actually in use divided by the total number of hours per week they are available for use. NUMBER OF USERS is the total number of individuals that have used Public Internet Computers in the library during the last year. In cases where the computer is used for multiple purposes (internet access, word-processing, OPAC, etc.) and internet users cannot be isolated, all usage is reported. *See: Internet Computers, Staff Internet Computers*

PUBLIC SERVICE HOURS:
This is the combined sum of hours that a public library (including its central library, all its branch libraries and bookmobiles) are open to the public during the year.

PUBLIC WORKSTATIONS:
These are workstations used by the general public. These can be used by both public and staff. *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?" Reference Transactions (NON VIRTUAL) are those conducted in person, by phone, by fax or by mail. VIRTUAL Reference Transactions are those conducted via email, website or other networked-based medium designed to support virtual reference, including electronic reference.

REGISTERED BORROWERS:
This is an active library user who has applied for and received an identification number or card from the public library that has established conditions under which the user may borrow materials and gain access to other library resources. 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 generates $100 in property taxes. Levy Rates are based on data taken from the Department of Revenue publication: Property Tax Statistics. 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 actual cash receipts and receivables of a governmental unit. It does not include budgeted income or income carried over from previous years. *See: Total Revenue, Capital Revenue, Operating Revenue*

SALARY 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*

SECRETARY:
Performs difficult and varied work in providing secretarial services to administrators or management.

SENIOR LIBRARY ASSOCIATE:
Performs advanced work in the area of acquisitions, cataloging, networking, reference, assisting patrons locate information, etc. May be assigned specific area of interest (i.e. children's services). May supervise.

SERIAL BACK FILES IN PRINT:
 This includes serial (issued in successive parts, usually at regular intervals, that are intended to be continued indefinitely) back files in print. *See: Collection, Print Materials, Books in Print*

SERIAL SUBSCRIPTIONS:
 These are arrangements by which, in return for a sum paid in advance, serials are provided for a specified number of issues. *See: Print Serial Subscriptions, Electronic Serial Subscriptions*

SQUARE FOOTAGE [OF BRANCH, 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 and any area shared with another agency or agencies if the library has use of that area. Square Footage of BRANCH: is the square footage of a particular public library building (i.e. the main library or branch library). Square Footage of SYSTEM: is the square footage of the public library system, including the main library and all branch libraries, administrative buildings, other areas off-limits to the public and agency shared areas.

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 COMPUTERS:
 These are computers used exclusively by staff to access the internet. *See: Internet Computers, Public Internet Computers*

STAFF WORKSTATIONS:
 These are workstations used exclusively by staff (reference desks, circulation stations, workrooms, server rooms, etc). *See: Workstations, Public Workstations*

STATE CAPITAL REVENUE:
 This includes all funds distributed to the public library by state government for expenditure by the public library for the purpose of major capital expenditures, except for federal money distributed by the state. *See: Capital Revenue, Federal Capital Revenue, Local Capital Revenue, Other Capital Revenue*

STATE LICENSED DATABASES:
 These are Licensed Databases acquired through formal agreements with the State Library or other State Government entity. *See: Licensed Databases, Local Licensed Databases, Other Licensed Databases, Database Licensing Expenditures*

STATE OPERATING REVENUE:
 This includes all state government revenue distributed to the public library for expenditure by the public library. This includes funds from such sources as penal fines, license fees and mineral rights, but excludes federal money distributed by the state. It does not include federal LSTA grants from the State Library. *See: Operating Revenue, Federal Operating Revenue, Local Operating Revenue, Other Operating Revenue*

SUBSCRIPTIONS:
 See: Serial Subscriptions, Electronic Serial Subscriptions, Print Serial Subscriptions

SUMMER READING PROGRAM:
 These are special programs and materials offered to children by public libraries during the summer months to promote reading, discovery of literature and use of the library. They often involve the use of incentive materials and awards to encourage participation. *See: Library Programs, Collaborative Summer Library Program (CSLP)*

SUPERINTENDENT OF MAINTENANCE:
 Performs responsible management work in connection with facilities maintenance, repair and development of library owned facilities and properties. An employee in this class is responsible for estimates, coordination of trades, planning of maintenance programs and overall management of maintenance operations.

SUPERVISORY LIBRARY ASSOCIATE:
Performs management work wherein the employee is responsible for the operation of a division/department or branch of the library, in planning and organizing programs and delivery of services.

T-1 CONNECTIONS:
This is the count of computers with T-1 connections to the internet. T-1 bandwidth is approximately 1.5mbps, 24 individual channels each supporting 64kbps, or a fraction of a T-1, such as 256k or 512k. *See: Telecommunication Connections*

T-3 / FIBER OPTIC CONNECTIONS:
This is the count of computers accessing the internet via T-3 or greater lines. T-3 bandwidth is approximately 45mbps, 672 individual channels each supporting 64kbps. T-3 lines utilize fiber optic cable. *See: Telecommunication Connections*

TECHNOLOGY EXPENDITURES:
These are the costs associated with computer hardware and software used to support library operations or to link to external networks, including the internet. It includes expenditures for equipment used to run information service products when that expenditure can be separated from the price of the product, all fees and usage costs associated with internet access, telecom and ISP charges. New Library Automation Systems are reported as Capital Expenditures, however, yearly costs associated with maintaining Automation Systems can be included here. *See: Other Operating Expenditures, Library Building Expenditures, Miscellaneous Expenditures*

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. *See: Dial-up Connections, Dedicated / Frame Relay / Broadband Connections, T-1 Connections, T-3 / Fiber Optic Connections, Cable Modem Connections, xDSL Connections, Wireless WAN Connections*

TEXT-BASED WORKSTATIONS:
These are workstations that are ONLY capable of text-based access, i.e., DOS applications. *See: Workstations, GUI Workstations*

TIMBER TAX (LOCAL OPERATING) REVENUE:
Revenue which the library has received from the taxes paid on timber harvested within a district. *See: Local Operating Revenue, Contract Entities Revenue, Local Jurisdiction Revenue, Other Local Operating Revenue*

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

TOTAL FTES:
These are all Librarian and Non-Librarian (Other Staff) FTEs. *See: Staff FTEs, Librarians, MLS Librarians, Non-MLS Librarians, Other Staff, Population to Staff Ratio*

TOTAL REVENUE:
This includes all capital and operating revenue. *See: Revenue, Capital Revenue, Operating Revenue*

TOTAL SERVICE OUTLETS:
This is the count of all library outlets, including those units without paid staff or regular hours. *See: 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, Collection*

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: Collection, Video Materials (Non Web-based / Downloaded, Web-based / Downloaded Video Materials*

VIDEO MATERIALS (NON WEB-BASED / DOWNLOADED:
This includes video units, both physical and electronic, that do not have a web-based delivery mechanism.   *See: Collection, Video Materials, Web-based / Downloaded Video Materials*

WEB ADDRESS:
This is the location (URL) of the library's web site on the internet.

WEB-BASED / DOWNLOADED AUDIO MATERIALS:
This includes electronic audio units that have a web-based delivery mechanism, also known as downloadable audio.   *See: Collection, Audio Materials, Audio Materials (Non Web-based / Downloaded)*

WEB-BASED / DOWNLOADED VIDEO MATERIALS:
This includes electronic video units that have a web-based delivery mechanism, also known as downloadable video.   *See: Collection, Video Materials (Non Web-based / Downloaded*

WEEKLY OPEN DAYS:
These are the days the library is open in any given week, even if the library is only open seasonally on that day.   *See: Weekly Open Hours*

WEEKLY OPEN HOURS:
This is the average public service hours per week that the branch is open to the public.   *See: Weekly Open Days*

WIFI:
This refers to wireless local area networks (WLANs), a technology based on IEEE 802.11 specifications. It enables patrons, using compatible computers and handheld devices to connect wirelessly to the internet. This is intended to refer only to internal connections and is not to be confused with how the library receives internet access to the building from any external wireless connection such as from satellite, microwave, cellular, spread spectrum, or laser technologies.

WIRELESS WAN CONNECTIONS:
This is the count of computers accessing the internet via Wireless WAN (Wide Area Network) Connections. For example: satellite, microwave, cellular, spread spectrum, or laser technologies. It does not include internal wireless LAN (Local Area Network) connections.   *See: Telecommunication Connections, WiFi*

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 (Graphical User Interface) 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, Text-based Workstations, Public Workstations, Staff Workstations*

XDSL CONNECTIONS:
This is the count of computers accessing the internet via xDSL connections.   *See: Telecommunication Connections*