

Section 1 General

Question	Answer	Description
1. Library AUN/LIBID Number		Should be the same as previous years
2. Library Legal Name		Should be the same as previous years
3. Report Period Start Date		Either 1/1/2019 or 7/1/2018
4. Report Period End Date		Either 12/31/2019 or 6/30/2019
5. Mailing Address		Mailing address and telephone number for the library: these should be current
6. City/Town		Mailing address and telephone number for the library: these should be current
7. State		Mailing address and telephone number for the library: these should be current
8. Zip		Mailing address and telephone number for the library: these should be current
9. Street Address		Mailing address and telephone number for the library: these should be current
10. City/Town		Mailing address and telephone number for the library: these should be current
11. State		Mailing address and telephone number for the library: these should be current
12. Zip		Mailing address and telephone number for the library: these should be current

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13. Library Telephone Number		Mailing address and telephone number for the library: these should be current
14. Year Library Founded		Doesn't Change
15. Current Library Director's Name		Your legal name
16. Current Library Director's Certification Level		Current Library Director's Certification Level: This is a drop down box your options are:
	Not Certified:	Select this if you are process of your certification. Your report will be updated to match the certificate extension paperwork after you submit it.
	Professional Certification:	Select this option if you have your Master's degree
	Provisional Certification:	Select this option if you have a bachelor's degree and have completed at least 12 credit hours of library science
	Library Assistant:	Select this option if you have completed 9 credit hours of library science
17. PA Dept. of Education Professional Personnel ID (PPID) Number		This is a 7-digit number that comes on your certificate once all your transcripts or diplomas have been turned in to the state. It can only be left blank if you answered "Not Certified" in question #16, otherwise this number goes here and the certificate title must match question #16.
18. Appointment Date of Current Library Director (MM/YYYY)		Your official start date as library director
19. Current Library Director's Email Address		
20. Library Region		Northwest

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21. Library District		Erie (the "/Crawford" is dropped off on this report)
22. County		County: either Crawford or Erie
23.If the Library is Part of a Library System, Select the Library System Name		Drop down menu Crawford county find CCFLS listed. Erie County select N/A
24.Is the Library Incorporated as a Pennsylvania Not-For-Profit Corporation?		Yes or No
25.Does the Library have 501(c)(3) tax-exempt status under IRS Code of 1986?		Yes or No
26.Is the Library a Department of County or Local Government?		Yes or No
27. WebPLUS Identification number		ID codes: ignore these. This is for state office use only
28. Interlibrary Relationship Code		ID codes: ignore these. This is for state office use only
29. Legal Basis Code		ID codes: ignore these. This is for state office use only
30. Administrative Structure Code		ID codes: ignore these. This is for state office use only
31. FSCS Public Library Definition		ID codes: ignore these. This is for state office use only

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32. Geographic Code		ID codes: ignore these. This is for state office use only
35. Population of all Municipalities Claimed for State Aid.		Should be the same as previous years unless you service area has grown or shrunk. (population is calculated on the decennial census, it is usually updated 2 years after the decennial census and remains the same for 10 years.)
37. Did your Service Area Change From Previous Report? If YES contact the State Aid Office and your district consultant.		Yes or No
38. Number of Central Libraries		0 or 1 if you have branches
39. Number of Branches		Total count of staffed branches, do not count bookmobiles or collections you share with senior living center or community centers they will be counted later
40. Number of Bookmobiles.		Total count of staffed bookmobiles

Section 2 Services

Question	Answer	Description
42.Total registered Users at the end of the year		Total users in your database that have the library selected as their home library. (PLEC & CCFLS you will receive this number in an auto generated report)
43.Public Service Hours Per Week for Reporting Library		Total number of hours in a week that the library is open. Include weekend hours
44.Public Service Hours Per Weekend Period for Reporting Library		Just the total weekend hours from the total that were counted above
45a.Is this the Schedule For the Entire Year?		Yes or No. Select Yes if you don't make short-term changes to your schedule. Select No if the library exercises the 10-week schedule change.
45b.If No, explain the alternate schedule. Give details of the dates, total hours and total weekend hours.		Describe here if your library exercises the 10-week schedule change. (Ex: 9 weeks in summer weekend hours reduced. Or 10 week in winter evening hours reduced)
46.Total Annual Public Service Hours For the Main Library		Total hours your library was open. Multiply your weekly schedule by 52 weeks and subtract any holidays (and early closings before a holiday), emergency closings (power outage, weather etc.)
47.Total Annual Public Service Hours For All Outlets Combined. (main library, branches and bookmobiles)		If you have more than 1 location, preform the calculation in Q46. for all locations and add together. Otherwise answer the same number as in Q46.

48.Number of Weeks During the Year the Library is Open to the Public.		Should be 52, unless the building was closed for repairs/renovations or emergencies.
49.Reference Questions Received Annually		Total reference questions answered. Count Readers Advisory questions as reference transactions, including web sites and computer-assisted instruction. Length or question or finding/knowing answer is not a factor. DO NOT include directional transactions in the report of reference transactions. Directional transactions include giving instruction for locating staff, library users, or physical features within the library. Examples of directional transactions include, "Where is the reference librarian? Where is Susan Smith? Where is the rest room? Where are the 600s?" Information questions that sound directional may be counted. "Where is the police dept. located? Where can I get help with my LHEAP paperwork?"*
50.Annual Number of Library Visits		Door count. If you have an electronic calculator check if your counter counts both entrance and exit and if you need to divide your yearly total in half.*
		*These questions maybe estimated using the month of October's data. Or October plus either April or March whichever month DOES NOT include the Easter Holiday.

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Section 4 Personnel

Question	Answer	Description
<i>Part A General Personnel</i>		Report filled positions as of the last day of the reporting period. Include only staff that work at least five (5) hours per week and a minimum of four (4) months per year.
53.What is the Base Number of Hours for Full Time Equivalent at the library?		What does the library consider "full-time hours?" Ex: 38, 37.5, or 35 a week.
54.Hours Worked Per Week by all paid staff with an MLS from an ALA accredited program		Count total weekly hours for all staff who have earned an MLS/MLIS from an ALA accredited program
55.Total ALA-MLS FTE Staffing (State standards)		Automatically calculated. No entry is required.
56.Total ALA-MLS FTE Staffing (Federal reporting)		Automatically calculated. No entry is required.
57.Hours Worked Per Week by all paid staff with MLS from a Non-ALA accredited program.		Count total weekly hours for all staff who have earned an MLS/MLIS a program that is NOT ALA-accredited
58.Total MLS Non-ALA FTE Staffing (State standards)		Automatically calculated. No entry is required.
59.Total MLS Non-ALA FTE Staffing (Federal reporting)		Automatically calculated. No entry is required.
60.Hours Worked Per Week by all paid staff with the Title of Librarian. (Do not include hours reported in Q54 and Q57)		Count total weekly hours for anyone with the title "librarian" (Ex: Library Director, Children's Librarian etc.) who does not have a degree and is not counted in in Q54 or Q57.

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61.Total FTE Staffing for Title of Librarian (State standards)		Automatically calculated. No entry is required.
62.Total Librarian FTE Staffing (Federal reporting)		Automatically calculated. No entry is required.
Total Librarian FTEs (State standard)		Automatically calculated. No entry is required.
Total Librarian FTEs (Federal reporting)		Automatically calculated. No entry is required.
63.Hours Worked Per Week by all Other Paid Staff (exclude janitorial, maintenance and security)		Count total weekly hours for all staff who work on library related duties whose title is not librarian. (Ex: Clerk, Circulation Assistant, Library Assistant, etc.)
64.Total Other Paid Staff FTE Staffing (State standards)		Automatically calculated. No entry is required.
65.Total Other Paid Staff FTE Staffing (Federal reporting)		Automatically calculated. No entry is required.
66.Hours Worked Per Week by Volunteers whose responsibilities are related to the daily delivery of library service.		Count total weekly hours for all volunteers who work on library related duties such as programs, book covering or repair, shelving, etc. Do not count volunteers who clean or decorate.
67.Total Volunteer FTE Staffing (State standards)		Automatically calculated. No entry is required.
68.Total FTE Staffing for Library (State standards)		Automatically calculated. No entry is required.

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69. Hours Worked Per Week by Janitorial, Maintenance and Security Staff.		Count total weekly hours for all staff who clean or perform security functions.
70. Total Janitorial, Maintenance and Security FTE Staffing (Federal reporting)		Automatically calculated. No entry is required.
70a. Library Director – Hours Worked Weekly		Include the number of hours the library director is scheduled/expected to work on a weekly basis. Also include this number in the table included in Q73.
71. Total Hours of Continuing Education Attended by the Director		The total CE you earned in your reporting year (either 2019 or FY 18-19. See Q3 & Q4.)
71a. Director's Continuing Education Documentation Upload		Here you must scan all your CE certificates and upload them as proof of Q71. Scan them all into 1 document, additional documents did fall off last year and create some confusion.
72. All Paid Staff Working at Least 20 Hours Per Week are Required to Attend Six Hours of Continuing Education Every Two Years. Has this requirement been met?		Yes or No
<i>Part B: Salary and Staff Information</i>		
73. Salary and Staff Information		Chart Question: Fill in the following information if your library employs (writes the paycheck for) any of these employees. All others leave blank. If any these duties are covered by more than 1 person, fill in that person in the line closest to their title and leave the other lines blank.

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		PA Department of Education Certification Level*	Gender	Number of Years in Position	Hours Worked Weekly
System Administrator	Current Annual Salary				
Library Director					
District Consultant					
Branch Librarian					
Bookmobile Librarian					
Head of Reference					
Head of Tech. Services					
Head of Circulation					
Head of Children's Services					
Head of Interlibrary Loan					
Technology Coordinator					
<i>Part C: Additional Staff Information</i>		The following questions request the number of individuals that work in each category, not the calculated number of FTEs as requested above.			
73a.How many individuals are employed as fulltime staff?		Total number of staff classified as "full-time"			
73b.How many individuals are employed as part time staff?		Total number of staff classified as "part-time"			
73c.How many individuals are considered to be regular volunteers at your library?		Total number of "regular volunteers" A regular volunteer is someone who serves in a role that is similar to the paid library staff by contributing to the everyday operations of the library without monetary compensation on a regular schedule (such as weekly/monthly) for the majority of the year. Volunteers who clean and/or decorate are counted here along with all other regular volunteers.			

		* see description for Q.16. for more info
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Question	Answer	Description
<i>LIBRARY MATERIAL USE</i>		
51.Circulation of Children's Materials		<p>Total circulation of items cataloged as JUV in your collection. DO NOT include YA here. (PLEC you will receive this number in an auto-generated report. CCFLS follow instructions here:</p> <p>https://docs.google.com/document/d/1NE3M87S0bg6Pn7ORoDnmHXtbnE1AEdeW7W1pO13gihl/edit?usp=sharing</p>
52Circulation of Physical Items		<p>Total circulation of physical items, Print, Audio, Video, and Other including video games, hotspots, laptops etc. see Q76 for more info. (PLEC you will receive this number in an auto-generated report. CCFLS follow instructions here:</p> <p>https://docs.google.com/document/d/1NE3M87S0bg6Pn7ORoDnmHXtbnE1AEdeW7W1pO13gihl/edit?usp=sharing</p>
52a.Circulation of Electronic Materials (e-books, video download, audio files)		<p>Circulation of Overdrive titles. If owned by system, circulation will be counted on system report. (PLEC you will receive this number in an auto-generated report. CCFLS follow instructions here:</p> <p>https://docs.google.com/document/d/1NE3M87S0bg6Pn7ORoDnmHXtbnE1AEdeW7W1pO13gihl/edit?usp=sharing</p>
52b.Total Circulation of Materials (Question 52 + 52a)		Automatically calculated. No entry is required.
52c.Retrieval of Electronic Information		I send out the PowerLibray Stats (in the final week of January), but any other local databases, need to be added to the total for this question

52d.Total Electronic Content Use		Automatically calculated. No entry is required.
52e.Total Collection Use		Automatically calculated. No entry is required.
<i>INTERLIBRARY LOAN</i>		
87.Interlibrary loan items provided to other libraries		Your SHAREIT statistics. PLEC, the interlibrary van delivery counts as ILL you will receive a report of this total to add your ShareIT stats. CCFLS also count any items shared between your system member libraries that weren't captured by ShareIT
88.Interlibrary loan items received from other libraries		Your SHAREIT statistics. PLEC, the interlibrary van delivery counts as ILL you will receive a report of this total to add your ShareIT stats. CCFLS, also count any items shared between your system member libraries that weren't captured by ShareIT

Question	Answer	Description
74.Cataloged Items at the End of the Current Annual Report Period		Report only items the library has acquired as part of the collection, whether purchased, leased, licensed, or donated as gifts. (PLEC you will receive this number in an auto-generated report. CCFLS follow instructions here:
		https://docs.google.com/document/d/1NE3M87S0bg6Pn7ORoDnmHXtbnE1AEdeW7W1pO13gihl/edit?usp=sharing
75.Print Materials		Total number of cataloged items counted in Q74 that are in a print format (includes periodicals, books, LP, rotating LP, etc.) if you have it on a shelf but it isn't cataloged as of the last day of the year, don't count it. (PLEC you will receive this number in an auto-generated report. CCFLS follow instructions here: https://docs.google.com/document/d/1NE3M87S0bg6Pn7ORoDnmHXtbnE1AEdeW7W1pO13gihl/edit?usp=sharing
75a. Other Materials (Non-print)		Count items that aren't Print, Audio, or Video. These circulating materials may include; gaming consoles, tools, laptops, tablets, wireless hot spots, cooking ware, gardening tools, instruments, etc. The circulation of theses materials should be reported in Q52.
76.Electronic Books (E-Books)		Every library counts the e-titles they purchase PLUS the titles purchased at a system level that their patron's have access to. Yes this mean that the system copy of an item will be counted once by each system member, but IMLS has released this definition (see below*)

77.Audio - Physical Units		<p>Total number of cataloged items counted in Q74 that are in an audio format (includes Cassettes, Cds, and Playways.) if you have it on a shelf but it isn't cataloged as of the last day of the year, don't count it. (PLEC you will receive this number in an auto-generated report. CCFLS follow instructions here:</p> <p>https://docs.google.com/document/d/1NE3M87S0bg6Pn7ORoDnmHXtbnE1AEdeW7W1pO13gihl/edit?usp=sharing</p>
78.Audio Downloadable Units		<p>Every library counts the e-titles they purchase PLUS the titles purchased at a system level that their patron's have access to. Yes this mean that the system copy of an item will be counted once by each system member, but IMLS has released this definition (see below*)</p>
79.Video - Physical Units		<p>Total number of cataloged items counted in Q74 that are in an visual media format (includes VHS, DVD, Blu ray, etc. .) if you have it on a shelf but it isn't cataloged as of the last day of the year, don't count it. (PLEC you will receive this number in an auto-generated report. CCFLS follow instructions here:</p> <p>https://docs.google.com/document/d/1NE3M87S0bg6Pn7ORoDnmHXtbnE1AEdeW7W1pO13gihl/edit?usp=sharing</p>
80.Video - Downloadable Units		<p>Every library counts the e-titles they purchase PLUS the titles purchased at a system level that their patron's have access to. Yes this mean that the system copy of an item will be counted once by each system member, but IMLS has released this definition (see below*)</p>

81.Current Periodical Titles - Print		Total number of periodicals the library receives IN PRINT (magazines, newspapers, comics, etc.). Ex: count "People Magazine" as 1 title. (individually cataloged issues counted in Q75)
82.Current Periodical Titles - Electronic		Total number of periodicals the library receives DIGITALLY (magazines, newspapers, comics, etc.). Ex: count "People Magazine" as 1 title. (individually cataloged issues counted in Q76)
83.Total current periodical titles		Automatically calculated. No entry is required.
84.Current Serial Subscriptions - Print, Including Duplicates		Count total copies of each periodical you receive. For example you receive 12 titles total, but 3 of those titles you get 2 copies of. Record here the duplicate copies for a total of 15.
85.Local/Other Electronic Collections		District databases (4) counted here along with other system or local databases. This includes things like Ancestry or a local cemetery record (that is available either online or on a dedicated computer). It DOES NOT INLCUDE Overdrive, ebooks, free online databases, etc.) contact me if you have a question about a specific database.
86.State Electronic Collections		Automatically calculated. No entry is required.

	<p>* IMLS is focused on reporting the access and availability of materials at each library regardless if it is a system member or a non-system member. They want to know what the patrons of a reporting library have access to. Whoever purchases the electronic materials is of no concern. They are interested in a library as an access point for a collection of materials. For Print this is defined as "owned" by they local library, for Digital, the definition is different: If a library patron can access an e-book or an e-audio through their library, IMLS requires you to count that accessibility. For example: If a system or a district purchases 1,000 e-books, each system member or each district member should count the 1,000 e-books as part of their collection because they are available through that library which serves as an access point. This method of reporting e-materials illustrates the true value of a library as an access point and the actual availability of materials to the patrons of each and every library.</p>
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7 Programs

Question	Answer	Description
<i>Part A: ALL PROGRAMS:</i>		Report all programs the library provided in this section, including STEM programs.
89a.Number of Annual Library Programs for Preschool Children (ages birth-5)		Total programs whose target audience is ages birth-5 regardless of topic. Count programs previously counted in the Summer Library report and all outreach programs.
89b.Number of Annual Library Programs for Children (ages 6 - 11)		Total programs whose target audience is ages 6 - 11 regardless of topic. Count programs previously counted in the Summer Library report and all outreach programs.
89.Children's Programs		Automatically calculated. No entry is required.
90.Number of Annual Library Programs for Young Adults (ages 12 - 18)		Total programs whose target audience is ages 12 - 18 regardless of topic. Count programs previously counted in the Summer Library report and all outreach programs.
91.Number of Annual Library Programs for Adults (ages 19+)		Total programs whose target audience is ages 19+ regardless of topic. Count programs previously counted in the Summer Library report and all outreach programs.
92a.Preschool Children's Program Attendance (ages birth - 5)		Count all attendees at program counted in Q89a (whose target age is birth-5) regardless of the attendees age. (Ex: 5 preschoolers attend story-time and are accompanied by 4 parents and 1 infant younger sibling. Attendance is counted as 10 total)

92aa.Children's Program Attendance (ages 6 - 11)		Count all attendees at program counted in Q89b (whose target age is 6-11) regardless of the attendees age. (Ex: 15 youth attend building club and are accompanied by 13 parents and 1 preschooler younger sibling, 2 grandparents and, 5 older siblings look for books or play on library computers during the program time. Attendance is counted as 31 total.)
92.Children's Program Attendance		Automatically calculated. No entry is required.
93.Young Adult Program Attendance		Count all attendees at programs counted in Q90 (whose target age is 12-180 regardless of the attendees age. (Ex: 8 teens attend Teen Night with 1 TSS helper/Sign Language Interpreter. 3 parents wait elsewhere in the library. count attendance as 9 total.)
94.Adult Program Attendance		Count all attendees at programs counted in Q914 (whose target age is 19+) regardless of the attendees age. (Ex: 7 adults attend the Adult coloring session. 3 children are brought along also. 2 color and 1 sits with his moth listening to an audiobook. Attendance is counted as 10.)
Total Annual Library Programs		Automatically calculated. No entry is required.
Total Program Attendance		Automatically calculated. No entry is required.

<p>Part B: STEM Related Programs and Attendance</p>		<p>This is a sub-set of the programs already counted in the questions above. The program MUST be directly STEM related. A story-time about building counts, but a story-time about creative painting only counts if it specifically covers the STEM aspects of painting (perspective, chemical reactions in paint, etc. VS. non stem/Humanities aspects such as history, mood, styles, etc.)</p>
<p>94a.Number of annual STEM programs for preschool children (ages birth - 5)</p>		<p>Total count of how many program already counted in Q89a that were directly STEM related/themed whose target audience was birth-5.</p>
<p>94aa.Number of annual STEM programs for children (ages 6 - 11)</p>		<p>Total count of how many program already counted in Q89b that were directly STEM related/themed whose target audience was 6-11.</p>
<p>94b.Number of annual STEM programs for young adults (ages 12 - 18)</p>		<p>Total count of how many program already counted in Q90 that were directly STEM related/themed whose target audience was 12-18.</p>
<p>94c.Number of annual STEM programs for adults (ages 19+)</p>		<p>Total count of how many program already counted in Q91 that were directly STEM related/themed whose target audience was 19+.</p>
<p>94dChildren’s STEM program attendance (ages birth - 5)</p>		<p>Count all attendees at programs counted in Q94a. regardless of the attendees age.</p>
<p>94ddChildren’s STEM program attendance (ages 6 -11)</p>		<p>Count all attendees at programs counted in Q94aa. regardless of the attendees age.</p>
<p>94e.Young adult STEM program attendance</p>		<p>Count all attendees at programs counted in Q94b. regardless of the attendees age.</p>

94f.Adult STEM program attendance		Count all attendees at programs counted in Q94c. regardless of the attendees age.
Total Annual STEM Programs		Automatically calculated. No entry is required.
Total Annual STEM Program Attendance		Automatically calculated. No entry is required.

Question	Answer	Description
95.Number of Internet Computers Provided by the Library For Use by General Public		Computers provided for patron internet use. Do not count PACs or Catalog Computers.
		Report the total number of uses (sessions) of the library's Internet computers in the library during the last year. You may estimate the whole year off of the month of October. Sign-up forms or Web-log tracking software also may provide a reliable count of uses (sessions). Count each use (session) for public internet computers, regardless of the amount of time spent on the computer. (Ex: Joe uses a computer for an hour and Sally for 85 minutes. There have only been 2 sessions used. But if Bill uses the computer for and hour leaves and returns to use it for another 20 minutes, that is also 2 sessions.) CCFLS, instructions to pull this data can be found here:
96.Number of Uses (Sessions) of Public Internet Computers per Year		https://docs.google.com/document/d/1NE3M87S0bg6Pn7ORoDnmHXtbnE1AEdeW7W1pO13gihl/edit?usp=sharing
96a.		Question removed
97.Does the Library Provide Wireless Internet Connection to the Public?		Yes or No
97a.Is a log-in required to access the wireless network?		Yes or No

<p>98.Number of Uses (Sessions) of Wireless Internet Connection per Year</p>		<p>Report the total number of uses (sessions) of wireless Internet connection in or near the library during the last year. The information would come from wireless service providers and/or software such as router counts. (PLEC you will receive this number in an auto-generated report. CCFLS follow instructions here:</p> <p>https://docs.google.com/document/d/1NE3M87S0bg6Pn7ORoDnmHXtbnE1AEdeW7W1pO13gihl/edit?usp=sharing</p>
<p>98b.Report the “YEARLY” number of visits, by all users, to the library’s WEBSITE</p>		<p>Total number of visits your website had during report period. Rice and Waterford, this statistic will be emailed to you. Everyone else: log in to the Dashboard of your library’s website (e.g., https://yourlibrary.ccfls.org/wplogin) scroll down to the Google Analytics Dashboard and select a timeframe. The statistic you need is “sessions”. You may also receive a monthly email from Google Analytics.</p>
<p>99a.Do you have a policy for the use of the wireless network?</p>		<p>Yes or No</p>
<p>100.Number of Items Examined in Electronic Databases (NOW INCLUDED IN QUESTION 52C.)</p>		<p>Locked question that does not require an answer</p>

Question	Answer	Description
101.How Many Library Board Positions are Specified in the Library's By-laws?		How many positions do your most current board bylaws say you should have? Count only Voting members. If your library was founded prior to 1961 you may have a "grandfathered" board structure. Otherwise this number should be either 7 or 9.
102.Number of Current Library Board Members		Number of seats on the board currently filled
103.Number of Current Library Board Members Appointed by Contributing Municipalities		Number of seats on the board filled by trustees who have been appointed by a municipality that contributes aid to the library. Sometimes all seats are appointed, sometimes only a portion and the others are advertised for generally and voted on by the rest of the board.
103a.Name of the Library Board President		Current board president, regardless of if that person served during the reporting year. (Ex: a new president was elected in January 2020. Use that persons' info not the retiring president's info even though that person served during the reporting year).
103a.Board President's Address		Current contact information
103a.Board President's Email		Current contact information
103a.Board President's Phone Number		Current contact information