

Definitions

Population

Population at the beginning of the reporting period of the library's legal service area.

NOTE: Your previous years data is included in the Data Collection Spreadsheet.

Active Members

Number of active borrowers who have carried out one or more transactions within the past 24 months.

Issues (Physical)

Number of physical loans to users including renewals. *NOTE: Do not include ebooks or eAudiobooks.*

Issues (eItems)

Number of loans of eItems. This would include OverDrive, BorrowBox, uLibrary, Wheelers eBooks, etc. *NOTE: an eItem is defined as electronic item purchased individually, item or title based, in which statistics can be recorded at an item level.*

Issues (eResources)

Number of issues, streams, and downloads of eResources. This would include Press Reader, Lynda.com, Beamafilm, Kanopy, RB Digital, Dragon Source, Storybox, TumbleBooks, and any other platform in which items are not purchased on an individual level.

Visits (Physical)

The total number of visits made by persons/individuals to the library premises annually.

Visits (Virtual)

The total number of virtual visits to the library website, regardless of the number of pages or elements viewed during the reporting period.

Collection Size (Physical)

The total collection size of physical items, including books, serials, and audio-visual materials.

Collection Size (eltems)

The total collection size of eltems. The total does include consortium numbers. The size of the collection is the number of items your customers have access to. *NOTE: include only numbers for those items that meet the definition supplied for Issues (eltems) if total size is available.*

Internet Access

The total number of internet accesses from physical machines owned by the library and/or APNK.

Wifi Access

The total number of internet accesses from a user's private or mobile device via the library's public network.

Events Organised by the Library

The total number of events/programmes that the library organised. This would include exhibitions, events both within the library and offsite, online programming, and outreach events and activities. *NOTE: count every time an event is run-e.g. a programme that is run every week of the year would be counted as 52.*

Attendances

The total number of attendances at events. For online programmes, this could be engagements or actual attendees depending on the online platform. Report the number that you are confident reporting as attendance

Number of Libraries

The total number of locations including the main, branch and mobile libraries. *NOTE: Your previous yeas data is included in the Data Collection Spreadsheet.*

Expenditures & Revenue

Expenditures and Revenue are ACTUAL, not budgeted amounts.

Staff Expenditures

Total amount of salaries, wages, allowances and other benefits, including training from library budget.

Collection Expenditures

Total amount spent on physical collection including both OPEX and CAPEX. This includes processing fees. *NOTE: this corresponds to the Issues (Physical).*

eItem Expenditures

Total amount spent on eItem collection including both OPEX and CAPEX and any start-up or platform costs. *NOTE: this corresponds to the Issues (eItems).*

eResource Expenditures

Total amount spent on eResource collections including both OPEX and CAPEX and any start-up or platform costs. *NOTE: this corresponds to the Issues (eResources).*

Total OPEX Expenditures

Total operating (ordinary) expenditure *NOTE: do not include any collection OPEX costs or staff costs reported in the prior expenditure amounts or any depreciation as that is an operational cost.*

Public Space Size

Public space includes space for readers and reading areas, materials, shelving and storage areas open to the public, space for services to clientele, public service desks, exhibit space, equipment areas, aisles, and all other space open to public, excluding commercial spaces. *NOTE: Your previous years data is included in the Data Collection Spreadsheet.*

Staff Numbers (FTE)

In counting library employees, the concept of full-time equivalent (FTE) should be used to convert figures for the number of part-time workers to the equivalent number of full-time workers. (A full-time equivalent is 40 hours per week.) Include the total number of salaried or waged employees, including casual or relief staff. Do not include volunteers. *NOTE: Your previous years data is included in the Data Collection Spreadsheet.*

Opening Hours

The total number when the main services are available to users during a normal week. This includes the main library, branches and mobile libraries. *Note: A library with 2 branches in which they are both open for 50 hours a week would report 100 hours.*

Total Revenue

Total income from services, donations, grants, and generated income. *NOTE: Do not include Council contribution to total income.*