



**Wisconsin Public Library Consortium (WPLC)
Public Library Data Dashboard Pilot
September-December 2024**

Training Materials Toolkit for Public Libraries

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What is the Data Dashboard Pilot?

In partnership with the Wisconsin Department of Public Instruction (DPI) and WILS, the Wisconsin Public Library Consortium (WPLC) is conducting a statewide pilot of a public library data dashboard. From September 3-December 31, 2024, all public library and system staff will have barrier-free access to a Wisconsin-specific dashboard composed of [public library service data](#). The dashboard includes select items from the Annual Report in a visualized format that allows for both individual library data to be displayed, as well as peer comparisons and strategies for benchmarking library data.

During the pilot period, the dashboard will be available on the WPLC website on an unlisted webpage at: <https://wplc.info/dashboard>.



The dashboard includes instructional information, in addition to the data visualizations themselves. The data is organized into three sections in the dashboard:

- *Community Indicators and Library Resources* - This section includes things like the library's resident population size, cardholder data, facilities data, and staffing information.
- *Library Services* - This section includes data points on visits, circulation, and programming.
- *Library Financials* - This section includes basic financial information such as total operating expenses and income.

Target Audience

The target audience for this pilot is library professionals employed at public libraries and public library systems across the state of Wisconsin. Library staff themselves have autonomy in determining to what extent they wish to share this data with other library stakeholders such as board members and municipal representatives. Providing free-use access to the full dashboard to individuals or groups who are largely unfamiliar with the Annual Report data collection process and terminology could lead to challenges; it is assumed people who are less familiar with this data will have some level of difficulty in interpreting the data included in the dashboard independently. To that end, library staff are encouraged to curate what they share *after* doing their own research to situate the data effectively for other stakeholders. This can be done by printing out select pages of the dashboard, filtered appropriately to display what information you might like to share with that select audience. The pilot is designed with library professionals in mind; they have different needs for how data is displayed and how the interface itself works so all dashboard feedback should be filtered through their needs, even if the dashboard itself is shared more broadly.

How do I get started with the dashboard?

Before you access the dashboard, watch the provided tutorial on navigating the dashboard:

[Click Here to Access Tutorial](#)

Once you've watched the tutorial and navigated to the dashboard page on the WPLC website, you will also find complementary written directions with screenshots instructing users how to use the dashboard filters to allow users to find their individual library's data and to examine different years of information.



Let's Practice: Find Your Library

Practice using the filters to find your library and examine a specific year's data:

- Navigate to the "Community & Cardholders" page in the dashboard.
- Use the "Public Library" filter box to select only your library's data.
- Use the "Year" filter box to select only the year 2019.

What was your library's number of Total Registered Borrowers in 2019?

What percent of your Resident Population is a cardholder (2023 only)?

How can I benchmark my library's data?

Benchmarking can be a very helpful tool for interpreting your library's data in a broader context. How are other libraries of a similar size, serving a similar community, doing when it comes to library resources, services, or budgetary information? While comparing individual library data against other individual libraries' data is valuable for benchmarking purposes, it doesn't prevent the potential that you are comparing yourself to individual outliers. In other words, in a 1-to-1 comparison, it's much harder to tell what might be causing the differences between the individual libraries and what is a statistically meaningful comparison when using a tool like a dashboard. Cohort averages put similar libraries together to create an average – this helps allow for easier visualizations on some metrics and can help offset the effects of outliers in the data.

It's important to note that locale and population size were identified as meaningful metrics for benchmarking through statistical modeling of the entire public library service dataset; however, they are not the only variables. Additional factors such as library type and funding structure are also of value when considering what libraries serve as meaningful peer comparisons. Through that lens, there is no perfect approach to account for every library's unique situation. Your library's cohort averages may not be particularly meaningful on all metrics...and that's both OK and expected! Cohort averages are just one strategy for looking at your library's data in relation to other libraries and should be considered holistically. In other words, when using cohort averages, take the time to examine multiple data elements to look for trends, similarities, and differences versus using them in isolation on a single data point where it might not be as clear where your library is situated within the cohort. At the end of the day, you are the subject matter of your library and can often use personal knowledge to complement the data and provide meaningful insights and interpretations into what you are seeing in the data.

To facilitate options for meaningful benchmarking, the dashboard provides two different cohort averages - one based on library locale and one based on resident population size - for easy side-by-side comparisons with your individual library's data. In addition, filters on trend charts allow users to focus on only peer libraries who share a locale code and/or population size band. This functionality will allow libraries who are significantly divergent from their locale or population size cohort averages to find individual libraries that might be a good fit for side-by-side comparisons versus using a cohort average. When using cohort averages, begin by looking at your library's Community & Cardholder data to situate where your library "sits" within the cohort - it might be on the larger or smaller side. *If your library's Resident Population size is smaller than the cohort, you might expect to see your library mirror that trend on other metrics like library size, number of visits, circulation data, etc. Conversely, if your library is larger, you might expect to see your library have a higher volume of visits, circulations, etc. Divergence on other metrics might point to your library's strengths and challenges. For example, if your library has a smaller Resident Population size in comparison to your locale cohort, but has a much larger number of visits, this could point to a story of strength for your library, especially if you can find other metrics or subject matter knowledge to contextualize the "why" of the library's higher volume of visits.*

To find your library's locale and population size band, navigate to the "Cohort Averages: Find Your Cohort" page (located on Page 7 of the dashboard). Once you have this information, watch the following tutorial on strategies for benchmarking your library's data in the dashboard:

[Click Here to Access Tutorial](#)

Once you've identified your cohort averages and watched the tutorial, you're ready to play around with benchmarking strategies in the dashboard!



Let's Practice: Find Your Cohort Average and Peer Libraries

Practice benchmarking your library's data against cohort averages:

- Navigate to the "Community & Cardholders - Trend" page in the dashboard.
- Click on the "Public Library" filter box and select your library + your library's locale cohort average + your library's population size band cohort.

Is your library's resident population size larger, smaller, or in line with the two cohort averages? (Remember that if your library is smaller than the cohort, you might expect to see your library mirror that trend on other metrics like visits, circulation, etc. Conversely, if your library is larger, you might expect to see your library have a higher volume of visits, circulations, etc. Divergence on other metrics might point to your library's strengths and challenges.)

Now look at your library's Total Registered Cardholders chart. Does this data trend mirror the Resident Population size or not? If not, what do you think the data might be telling you about the volume of cardholders at your library in relation to the two cohort averages?

Now let's practice finding peer libraries using the locale and/or population size filter boxes:

- Click on the "Public Library" filter box and make sure all items are selected (you can do this by clicking the white box to the left of the Public Library label).
- Click on either the "Locale Description" or "Population Size Band" filter boxes to select your library's locale and/or population size band. You can use both filter boxes at once to filter down to only libraries that share both characteristics with your library.
- Return to the "Public Library" filter box and click the dropdown if you would like to see the list of peer libraries. The individual peer libraries will also display in the charts - you can hover over the chart to see the list of libraries, too.

How many peer libraries did you identify based on locale? What about population size band? What about both?

If you have a large list of peer libraries, you might use the Community Size chart to identify a few libraries that are close in size to you and also share a locale. Which three libraries seem to be good options for individual peer library comparisons?

How do I use this data at my library?

The concept of "data for storytelling" has become increasingly popular in recent years. But what does it actually mean to use data for storytelling? At the most basic level, this approach involves

crafting a compelling narrative that includes meaningful (and sometimes complex!) data that is contextualized within a clear, comprehensive story, often paired with visualizations. The goal is to place data within a broader context in a format that is easily digestible and understood by broad audiences, regardless of their own confidence with data and statistics.

To that end, it is very helpful for library staff who are involved in advocacy, reporting, and other data-related activities to have time to be familiar with what data exists for their library in a more holistic fashion. This is because finding data points for specific use often requires users to, first, be familiar with what data is available to answer a specific question or be used in a specific scenario such as advocacy or marketing. The following exercise walks users through a case example to highlight how this holistic familiarity can be beneficial in crafting a general understanding of a library or libraries, especially when paired with benchmarking.



Let's Practice: Getting Familiar with Annual Report Data

This exercise is designed around the use of two sample libraries included in the dashboard (Sample Library A and Sample Library B), however, the exercise can also be completed using any library. Using the sample libraries, first, though, will provide a little more guidance in how to interpret findings. Remember that the cohort averages take all libraries that share that characteristic and create a single average for the group to highlight trends for that group when looked at over time.

- Navigate to the “Community and Cardholders - Trend” page from the dashboard navigation menu.
- In the “Public Library” filter box, select only “Sample Library A,” “Sample Library B,” and “Locale: Suburban Large Average.” Make sure only a single year of data is selected in the “Year” filter - start with 2023.

Spend some time studying the two charts and then fill in the following information:

Is the Resident Population trend indicating overall population growth or decline between 2015 and 2023?

For Library A? _____

For Library B? _____

For the Locale Cohort Average? _____

Are Library A and Library B's Resident Population sizes larger or smaller than the Locale Cohort Average? This can help situate the subsequent data points by highlighting the size of the community in relation to peers.

Now look at the Total Registered Cardholder Numbers. Is the cardholder trend

indicating overall cardholder growth or decline?

For Library A? _____

For Library B? _____

For the Locale Cohort Average? _____

Finally, look at the table showing what percent of the Resident Population is composed of cardholders. What is the percentage?

For Library A? _____

For Library B? _____

For the Locale Cohort Average? _____

Let's pause and summarize our results from this dashboard page:

- Library A and Library B are both serving communities slightly larger than the Locale Cohort Average.
- In spite of having a larger Resident Population Size, Library B has a lower volume of Total Registered Cardholders in relation to both the Locale Cohort Average, as well as Library A. Library A's Total Registered Cardholders looks very in line with the cohort in 2023, after being higher for many years.
- When these findings are situated into a more "apples-to-apples" context in the table, this is confirmed - Library A has the larger percentage of community members with a library card than both the cohort and Library B, though it is only 2% higher than the cohort and has been decreasing over time so it might be a trend to keep an eye on.

Before we jump into similarities and differences in library services (such as library visits, circulation data, programming numbers, etc.), we want to contextualize the libraries a little bit more by considering how library resources and financials might be factors, too, in understanding similarities and differences beyond just community size.

- Navigate to the "Total Library Income" page from the dashboard navigation menu.
- In the "Public Library" filter box, select only "Sample Library A," "Sample Library B," and "Locale: Suburban Large Average." Make sure only a single year of data is selected in the "Year" filter - start with 2023.

Spend some time studying the charts and then fill in the following information:

What is the Total Income for 2023?

For Library A? _____

For Library B? _____

For the Locale Cohort Average? _____

Consider using the "Year" filter box to look back at a few previous years to see if there's been any significant changes. Remember to only select one year at a time, otherwise the dashboard will add up each selected year's totals into a single sum.

What is the Income per Resident for 2023?

For Library A? _____

For Library B? _____

For the Locale Cohort Average? _____

What stands out to you about these two metrics?

Let's pause and summarize our results from this dashboard page:

- Library A and the Locale Cohort Average have very similar incomes, indicating that Library A is funded very in line with other similar peer libraries, at least when it comes to Total Income. Library B's income is significantly lower than both the Locale Cohort Average and Library A.
- To situate the data into a more apples-to-apples fashion, the Income per Resident (calculated by dividing Total Income by the Resident Population Size) metrics indicate that both libraries have a lower Income per Resident metric than the Locale Cohort Average, but Library B's is significantly lower at ~\$37/per resident compared to the Locale Cohort Average at ~\$66/per resident. It is likely that this disparity is going to impact other library resources and services.

Let's continue down the path of library resources before we jump into library services!

- Navigate to the "Staff FTE" page from the dashboard menu.
- In the "Public Library" filter box, select only "Sample Library A," "Sample Library B," and "Locale: Suburban Large Average." Make sure only a single year of data is selected in the "Year" filter - start with 2023.

Spend some time studying the two charts and then fill in the following information:

What is the number of Total Staff for 2023?

For Library A? _____

For Library B? _____

For the Locale Cohort Average? _____

Spend some time studying the tables which provide more apples-to-apples comparisons between the libraries and Locale Cohort Average. What similarities and differences do you see?

To further situate the staffing information, return to the navigation menu and select the "Expenditure Categories" page of the dashboard. Select only "Sample Library A," "Sample Library B," and "Locale: Suburban Large Average" from the "Public Library" filter box. Make sure only a single year of data is selected in the "Year" filter - start with 2023. What percentage of the budget is going to staffing for each library and the Locale Cohort Average?

Let's pause and summarize our results from this dashboard page:

- Library A and the Locale Cohort Average, like Total Income, have a very similar number of Total Staff. Library B has a significantly lower volume. Given their lower budget, this isn't a surprising find, but points to a difference in resourcing that could impact other metrics.
- When looking at the "Square Feet per FTE" metric, we can see that Library B has way more space per FTE indicating that there are fewer staff responsible for a larger physical space potentially than Library A and the Locale Cohort Average. Unsurprisingly, the number of "Residents per FTE" metric also shows that Library B has significantly fewer library staff per capita in their community compared to similar libraries. That said, due to their much lower cardholder numbers, their "Cardholders per FTE" metric actually has fewer "Cardholders per FTE" than the Locale Cohort

Average or Library A.

- To fully situate this finding, when looking at the percentage of Total Income dedicated to staffing and benefits, both libraries and the Locale Cohort Average are in the same ballpark, with Library B spending a slightly higher percentage of their budget on staffing, while having a significantly lower volume of Total Staff. This finding indicates that it would be a financial challenge for Library B to hire more staff in order to be in line with the cohort without a significant boost to their Total Income. Understanding this limitation helps to begin to construct a story around library resourcing and its relationship to various other library metrics.

Let's check out one last library resource - the physical space of the library.

- Navigate to the "Library Size" page from the dashboard menu.
- In the "Public Library" filter box, select only "Sample Library A," "Sample Library B," and "Locale: Suburban Large Average." Make sure only a single year of data is selected in the "Year" filter - start with 2023.

Spend some time studying the two charts and then fill in the following information:

What is the Square Footage for 2023?

For Library A? _____

For Library B? _____

For the Locale Cohort Average? _____

Spend time examining the table. What differences or similarities do you see?

Let's pause and summarize our results from this dashboard page:

- Library B is well-sized in comparison to Library A and the Locale Cohort Average. In fact, it is the largest facility. While Library B's budget and staffing are lower, their facility is still reasonably sized in relation to peer libraries. That said, the lower budget and staffing might create challenges in maintaining a facility of this size.
- Library A is the most "crowded" based on the metrics included in the table based on the number of square feet per resident, extended county population size, as well as by cardholder. This might point to some space challenges for them, especially since they have less space in comparison to the Locale Cohort Average, too.

Now let's look at a couple metrics related to library services to see how these could potentially correlate to the information we've just reviewed. We will focus on circulation and programming data, but know there's also many other metrics in the Library Services section of the dashboard to examine when looking holistically at library data.

- Navigate to the "Circulation" page from the dashboard menu.
- In the "Public Library" filter box, select only "Sample Library A," "Sample Library B," and "Locale: Suburban Large Average." Make sure only a single year of data is selected in the "Year" filter - start with 2023.
- After reviewing, navigate to the "Total Programming and Attendance" page from the dashboard menu and filter to the same libraries and Locale Cohort Average.

Spend some time studying the charts and then fill in the following information:

What is the Total Circulation for 2023?

For Library A? _____

For Library B? _____

For the Locale Cohort Average? _____

What is the volume of Circs per Cardholder for 2023?

For Library A? _____

For Library B? _____

For the Locale Cohort Average? _____

What stands out to you about the libraries and cohort's circulation data?

What is the Total Number of Programs for 2023?

For Library A? _____

For Library B? _____

For the Locale Cohort Average? _____

What is the Total Program Attendance for 2023?

For Library A? _____

For Library B? _____

For the Locale Cohort Average? _____

What are the Number of Programs per FTE and Average # of Attendees for 2023?

For Library A? _____

For Library B? _____

For the Locale Cohort Average? _____

Let's pause and summarize our results from this dashboard page:

- Library B's circulation data is much lower than Library A's and the Locale Cohort Average, however, that likely relates to the smaller cardholder numbers, lower budget, and lower volume of staff at Library B. When looking specifically at the number of Circs per Cardholder, Library B is still lower, but not by nearly as much. This indicates that their cardholders are a little less engaged in checking out physical materials, but not by much. Their lower circulation is likely due to those lower metrics highlighted in our holistic examination of the data.
- Moving over to programming data, while Library B is offering fewer programs and has lower program attendance, their number of Programs per FTE and Average # of Attendees actually points to a real story of strength for the library. With fewer resources, their staff are offering more programs on average than either Library A or the Locale Cohort Average and their Average # of Attendees is almost as high as Library A (33 v. 32).

Phew! That exercise involved a lot of navigating and filtering. However, hopefully this exercise has also highlighted the ways in which benchmarking and peer library comparisons can be helpful, especially when the dataset is examined holistically. It can be very hard to interpret findings and situate them within a broader context without having a clear, data-informed picture of that broader context. While this process can take time, it will also increase your confidence in what different metrics mean and how correlations in the broader data set can be paired with your institutional knowledge to craft a compelling story. Library B's programming strength is

really only highlighted by situating it in the entirety of the data examined by showing how a library that is facing real challenges in how they are resourced - which is brought into full relief when looking at the resources of libraries serving similar-sized communities in similar geographic locations - can still have areas of service delivery where the library is performing at an even higher level than many peers. Simultaneously, this approach can also highlight library resource constraints like money, staff, and facility that could prevent the ability for a library to carry out some library services to the same degree as more resourced libraries.

WILS hosted a webinar utilizing this case scenario. You can access the webinar by clicking the button below:

[Click Here to Access the Webinar](#)

Frequently Asked Questions (FAQ)

During the pilot window of September 3-December 31, 2024, questions about the dashboard that are not included here can be [submitted via this form](#). Questions will be posted anonymously in the publicly-available [Data Dashboard Q&A Repository](#) within 5 business days along with the answer. This will allow dashboard users to review if their question has been asked/answered prior to submitting their question. Questions about the dashboard itself, including functionality, will be answered by WILS staff while any questions about the underlying data itself will be answered by DPI.

❖ **How do I benchmark my library's data with other libraries?**

Instructions on benchmarking individual library data with other libraries is available in the [Training Materials Toolkit](#). In addition, the dashboard itself includes instructions for benchmarking on pages 5-6, including a video tutorial on benchmarking strategies and a tool for finding your library's locale and population size band.

❖ **How do I find my library's cohort averages if I don't know my library's locale or resident population size?**

Page 6 of the dashboard includes a tool for finding your library's locale and population size bands based on 2023 public library service data.

❖ **Why can I only look at up to 4 libraries at a time on bar graphs and tables?**

Due to dashboard design, functionality, and accessibility no more than 4 individual libraries and/or cohort averages can be displayed at a time on bar charts. Displaying greater than 4 leads to issues with label font sizes and other matters of design accessibility.

❖ **Why can't I filter the whole dashboard at once?**

Due to the different chart and data types, each page of the dashboard provides specific filtering instructions for that particular page. Because of this, whole dashboard filtering is not currently available.

❖ **How do I download and save dashboard pages?**

You can only download dashboard pages when on the [Looker Studio platform](#) (e.g. not in the embedded view on the WPLC website). Once on the Looker Studio platform, click the dropdown arrow on the “Share” box in the top right-hand corner of the dashboard and select the “Download report” option. You can download the entire dashboard or select only specific pages.

❖ **Why is there missing data in a chart I’m looking at?**

Data can appear to be incomplete for a variety of reasons. On trend graphs, it is likely that if you have a Locale or Population Size filter selected that a library’s locale or population size changed over time and the chart is only displaying the relevant data for when the library met the locale and/or population size filter you have selected. This is OK and normal as communities can grow and change over time! In addition, sometimes libraries do have missing data in the Annual Report. If a metric is missing, it will usually display a “0” or “-1” in the series. A number of items in the Annual Report have a large amount of missing data points - primarily Annual Hours, Library Visits, and WiFi Uses. Note that select line graphs in the dashboard use linear interpolation to fill in missing data points in a series to minimize the impact of missing data where possible.

❖ **Why is the data loading so slowly on the dashboard?**

Depending on the volume of users and/or backend data updates, Looker Studio can sometimes run slower. In addition, heavy use of filters can also sometimes slow the load time of different visualizations that have a lot of data feeding into them (e.g. line graphs).

❖ **Where can I find a definition for a metric in the Annual Report data included in the dashboard?**

The variables included in the dashboard have been operationalized by other entities, such as DPI and IMLS. Reviewing their resources on the Public Libraries Survey and the Annual Report websites can provide articulated definitions as to what the number is capturing and how for many items included in the dashboard. In addition, this toolkit includes definitions from these sources in an easy-to-find table for select metrics included in the dashboard.

Definition Library of Select Annual Report Metrics

The following table includes select definitions of metrics included in the dashboard, as defined in the Annual Report directions. WILS staff cannot assist with providing definitions of the Annual Report metrics outside of the guidance and publications provided by DPI and, ultimately, the IMLS.

Metric	Definition from Wisconsin's Department of Instruction Website
Annual Hours	<p>Annual Hours is a sum calculation based on the information outlined below in the Annual Report directions:</p> <p>Report the number of hours opened per week and the number of weeks operating in a modified Hours of Operation table. The table includes three different service levels to report hours opened with no restrictions on building access, limited public access, and staff only access to the building. These service levels are defined in the Annual Report directions. The standard breakout of "winter hours" and "summer hours" still applies. Values entered for 19a-d are used to calculate the number of weeks operating at each service level and the number of hours operating during the calendar year. Those values are calculated as 19e Total Weeks and 19f Total Hours. Note that while the library may not have exact statistics on service hours with this breakout by service level, it is important to make an educated estimate of the approximate number of hours open and the number of weeks the library building was operating at each service level. When the number of hours fluctuate from week to week for a service level, use an average number of hours that when multiplied by the number of weeks operating at that service level will provide an accurate estimate of the total number hours operating.</p>
Audio Materials	<p>Audio materials are materials on which sounds (only) are stored (recorded) and that can be reproduced (played back) mechanically or electronically or both. Included are records, audiocassettes, audio discs (including audio CDs), talking books (whether on cassette, CD, or DVD), Playaways, and other sound recordings. The Division for Libraries and Technology interprets the definition of audio materials provided by IMLS ("a fixed, physical format on which sounds (only) are stored") to exclude mixed media print/audio as audio materials. Items such as Wonderbooks that are full print materials supplemented with a playable audiobook should be counted as a print material under 1. Books in Print.</p>
Books in Print	<p>Books are non-periodical printed publications (including music and maps) that are bound in hard or soft covers, or in loose-leaf format. Include non-serial government documents. Report the number of physical units, including duplicates. Note: since 2011, "serial back-files in print" are no longer reported.</p>
Electronic Books	<p>Electronic books (e-books) are digital documents (including those digitized by the library), licensed or not, where searchable text is prevalent, and which can be seen in analogy to a printed book (monograph). E-books are loaned to users on portable devices (e-book readers and devices with e-reader apps) or by transmitting the contents to the user's personal computer for a limited time. Include e-books held locally and remote e-books for which permanent or temporary access rights have been acquired. Report</p>

	<p>the number of electronic units (copies), including duplicates, for all outlets. E-books packaged together as a unit, such as multiple titles on a single e-book reader, and checked out as a unit are counted as one unit. Do not include items freely available without monetary exchange. Do not include items that the user permanently retains. Report only items the library has selected as part of the collection. This includes OverDrive titles (titles that are available as part of a unit made available through a purchase, license, or lease). Only count titles available through Hoopla (a pay-per-use service) if the title is circulated. If licensed by the regional system, use the year-end total provided by the system. If the field is prefilled, your library system provided the data for the total 10 number of units available to your library. See the Use of Digital Resources and Library Collection flowchart for more information.</p>
Interlibrary Loan (ILL) Transactions	<p>Interlibrary loans (ILL) are library materials—or copies of the materials—provided by one autonomous library to another upon request. The libraries involved in ILL are not under the same administration.</p>
Library Collection Expenditures	<p>Enter all operating expenditures for all collection materials in print, microform, electronic and other formats considered part of the collection, whether purchased, leased, or licensed for use by the public.</p>
Library Visits	<p>Library visits is the total number of persons entering the library for whatever purpose during the year. If an actual count of visits is unavailable, determine an annual estimate by counting visits during a typical week in October and multiplying the count by 52. A "typical week" is a time that is neither unusually busy nor unusually slow. Avoid holiday times, vacation periods for key staff, or days when unusual events are taking place in the community or the library. Choose a week in which the library is open its regular hours. Include seven consecutive calendar days, from Sunday through Saturday (or whenever the library is usually open).</p>
Number of Public Use Computers with Internet Access	<p>Report the total number of library computers (personal computers (PCs) and laptops), whether purchased, leased, or donated, that are used by the general public in the library. Do not count laptops, netbooks, tablets, or other wireless devices brought and used by patrons. Do not count computers used only by the staff. Do not include computers that connect to the Internet for a dedicated purpose (e.g., to access an OPAC or specific database, or to train the public) or purposes.</p>
Salaries and Wages	<p>Enter the amount of salaries and wages for all library staff including plant operation, security, and maintenance staff for the year just ended. Include salaries and wages before deductions but exclude employee benefits.</p>

Square Footage of Public Library	Report the square footage of the main public library. Enter the area, in square feet, of the main public library building. Square footage of branches is entered in Section 1b. Square footage is the area on all floors enclosed by the outer walls of the library. Include all areas occupied by the library, including those areas off-limits to the public. Include any area shared with another agency or agencies if the library has use of that area.
Total Circulation	The total annual circulation of all physical library materials of all types, including renewals.
Total Library Operating Expenditures	This calculation includes all salaries, wages, benefits, library materials, fees and contracts, and other operating expenditures as reported in the Annual Report into a single total.
Total Operating Income	This calculation includes all municipal, home county, other county, state, federal, contract, and any additional income into a single total.
Total Registered Borrowers	A registered user is a library user who has applied for and received an identification number or card from your public library that has established conditions under which the user may borrow library materials and gain access to other library resources. Do not report this figure unless the library has purged its files at least once within the last three years. If a current count is not available, please check the "not available" checkbox to the right of the data field. These are library card account holders. This calculation includes both Resident and Nonresident Registered Borrowers.
Total Staff (FTE)	The total library staff full time equivalent is the sum of the FTEs reported in 2a Persons Holding the Title of Librarian and 2b All Other Paid Staff and is automatically calculated and displayed.
Video Materials	Video materials are materials on which moving pictures are recorded, with or without sound. Electronic playback reproduces pictures, with or without sounds, using a television receiver or monitor. Video formats may include tape, DVD, Blu-ray, etc. Enter in 5a the number of physical units, including duplicates, of video materials held at the end of the year. Report in 5b the number of video materials added during the year.
Wireless Uses	Enter the total number of uses. If not collected, this field will not display.