

Appendix - DEFINITIONS

CHILDREN'S SERVICES REPORT, 2007 Data

Column Headings: pp. 3-15	Definition
Municipality/Library	Name of municipality in which the library is located, followed by a shortened library name when the library is located in a municipality with more than one main independent library or, in the case of Hamilton-Wenham, the name of the library serving both municipalities. The library data includes branch and bookmobile data.
2006 Population (Library Service Population)	For libraries in municipalities with one independent public library this is the population of the municipality from the 2006 population estimate for the municipality in which the library is located. For multiple independent public libraries in the following municipalities, this is a percentage of the municipality's 2006 population estimate: Acton, Barnstable, Chatham, Dennis, Falmouth, Hardwick, Harwich, Natick, Northampton, Northfield, Shelburne, South Hadley, Warren. For the Hamilton-Wenham Public Library, a joint library, this is the total of the 2006 population estimate for Hamilton and Wenham.
2000 Population Percent Under 5 Years & Under 15 Years	Source: Census American Factfinder, SF1 Census 2000 Table P12. Prepared by the Massachusetts State Data Center at the UMass Donahue Institute. http://msdc.donahue.umassp.edu/ For the Hamilton-Wenham Public Library, this is the sum of children's population of both towns divided by the sum of the total populations.
Reg	Regional Library System in which the municipality is located. (B=Boston, C=Central, M=MetroWest, N=Northeast, S=Southeastern, W=Western)
Children's Materials: Holdings	Sum of print, non-print, electronic format and miscellaneous children's materials owned or leased by the library. Excludes YA materials. NC means the number of children's materials, regardless of media type, is not counted separately from adult materials.
Children's Materials: Holdings as % of Total	Total holdings of children's materials divided by the sum of all children's, YA and adult library materials in all formats, including microforms. The percentage will be affected in libraries with large microform holdings because the latter are invariably adult materials.
Children's Materials: Circulation	Number of direct (over the counter) circulations, including renewals, of children's materials. Excludes YA materials and ILLs to and from other libraries. NC means circulation of all types of children's materials is not counted separately from circulation of adult materials.
Children's Materials: Circ as % of Total	Total direct (over the counter) children's materials circulation divided by the sum of circulation of children's, YA and adult materials.

Column Headings: pp. 3-15	Definition
Programming for Children: # of Programs	Number of programs sponsored by the library for people age 14 (or the age used by the local library) and under. A program is any planned event that introduces library services, provides information or entertainment, or promotes the library. It may take place in the library or elsewhere in the community, but the library must be a primary sponsor of the event, contributing time, money, space, or people to the planning or presentation of the program. Includes programs for special groups of children such as Scout troops. Examples include story hours, book discussion group meetings, formal Internet training sessions, and programs for schools such as classroom visits to the library, book talks for visiting classes and staff presentations to classes in the schools. Excludes routine use of a library's Homework Center.
Programming for Children: Attendance	The count of the <u>audience</u> at all programs for which the primary audience is children. Includes adults who attend programs intended primarily for children. Excludes routine attendance at a library's Homework Center.
Programming for Children: Summer Reading	A summer reading program sponsored by the library. A summer program is aimed at children and young adults with a focus on thinking, learning, and sharing literature.
Programming for Children: Summer Reading # of Participants	The number of people 14 or under who completed at least one program requirement for the library's summer reading program.
Internet PC's in Children's Room	Number of Internet computers for patron use in the children's room as of June 30, 2007.
Homework Center	Indicates whether the library had a homework center. A space in the library dedicated to meeting the curricular needs of specified grades and/or home schoolers and designated for use during specific times of the day. It houses, separate from the rest of the library, at least one CD-ROM or Internet station and materials in a variety of print, non-print and electronic formats related to the curriculum needs of the target grades. The center is staffed by library staff and/or volunteer coaches trained by the library staff to assist students.

Column Headings: pp. 16 - 28	Definition
note: one FTE equals 35 hours per week	
Staff Librarian: Children's Minimum Hourly Wage	Minimum wage reported for Staff Librarian - Children's position(s). These may be both experienced and/or entry-level librarians with no supervisory responsibilities for other professional staff.
Staff Librarian: Children's Maximum Hourly Wage	Maximum wage reported for Staff Librarian - Children's position(s).
Staff Librarian: Children's FTE	Full-time equivalency (FTE) of Staff Librarian - Children's position(s). Includes prorated seasonal positions and positions that were temporarily vacant.
Staff Librarian: Children's Holding MLS	Number of paid staff with an ALA-accredited MLS holding a Staff Librarian-Children's position. This excludes positions vacant on 7/1/06. Blank means zero.

Column Headings: pp. 16 - 28	Definition
All Staff Serving Children FTE	Average weekly FTE of all staff providing reference, programming or circulation services to children.
All Librarians Serving Children FTE Holding MLS	A subset of the preceding figure for only those staff with an ALA-accredited MLS in the following position classifications providing services to children: Director, Assistant Director, Senior Librarian, Branch Librarian, all Staff Librarians. Excludes non-librarian positions such as Library Associate, Senior & Library Technician that may also provide services to children. Blank means zero.
Staff Librarian: Young Adults' Minimum Hourly Wage	Minimum wage reported for Staff Librarian - YA Services position(s).
Staff Librarian: Young Adults' Maximum Hourly Wage	Maximum wage reported for Staff Librarian - YA Services position(s).
Staff Librarian Young Adults' FTE	Full-time equivalency of Staff Librarian - YA Services position(s). Includes prorated seasonal positions and positions that were temporarily vacant on 7/1/07.
Staff Librarian Young Adults' Holding MLS	Number of paid staff with an ALA-accredited MLS holding a Staff Librarian-YA Services position. This excludes positions vacant on 7/1/07. Blank means zero.