



2024 Annual Report Updates

Removals

Website Visit Count – DPI will no longer be collecting this information

Additions


Automatic Renewal of Physical Materials

If not pre-filled by DPI, SCLS will be pre-filling this with “no”



Revised

E-Content Categories

- e-books
 - e-serials
 - e-audio
 - e-video
 - research databases
 - online learning platforms
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Updated Definitions

Audio Materials

Audio materials are materials on which sounds are stored and that can be reproduced mechanically or electronically or both. Examples: cassette, CD, playaway, etc

Mixed media print/audio such as Wonderbooks are to be counted as Books in Print

Definition Review

Reference Transactions

- Reference Transactions are information consultations in which library staff recommend, interpret, evaluate, and /or use information resources to help patrons meet particular information needs.
- Reference Transactions do not include formal instruction or exchanges that provide assistance with locations, schedules, equipment, supplies, or policy statements.
- When collecting Reference Transaction statistics
 - Count the number of individual **transactions**
 - **Do not count the number of questions asked during a transaction.**

Updates and Changes - Programs

- New updated 2024 Program and Activity Tracker
- Updated Defining Programs and Activities Powerpoint
- Updated Categorizing Programs and Activities Powerpoint
- New Visual Supplement Guideline for Reporting

Updates and Changes - Programs

Beginning in 2024, an in-person or live virtual event which is also recorded and posted for later viewing will be counted as two separate programs. (1 synchronous and 1 asynchronous).

Program Tracker Importance

PI-2401

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In-person Programs and Attendance + Live, Virtual Programs and Attendance (not asynchronous views)

In-person Programs and Attendance + Live, Virtual Programs and Attendance (not asynchronous views)

	Children (0-5)	Children (6-11)	Young Adult (12-18)	Adult (19+)	General Interest (all ages)	Total
Number of Programs						
Total Attendance						

In-Person Programs and Program Attendance Annual Count

	11a. Children (0-5)	11b. Children (6-11)	11c. Young Adult (12-18)	11d. Adult (19+)	11e. General Interest (all ages)
Number of Programs					
Total Attendance					
	11f. Onsite In-Person - Subtotal	11g. Offsite In-Person - Subtotal	11h. Total		
Number of Programs					
Total Attendance					

11i. Describe the library's in-person programs:

Live Views of Virtual Programs and Virtual Program Attendance Annual Count

	12a. Children (0-5)	12b. Children (6-11)	12c. Young Adult (12-18)	12d. Adult (19+)	12e. General Interest (all ages)	12f. Total
Number of Programs						
Total Live Virtual Attendance						
Total views of live						

Questions

