

# What's New for the FY22 Reporting Year

## Changes to Programs and Program Attendance

This year there are changes to the way we are required to report programs and attendance. Do the best you can and don't worry if you aren't able to report exactly according to the new requirements.

Data Element	Change
<b>4.0</b> <b>4.0a</b> <b>4.1</b> <b>4.2</b>	Children's programs and attendance will be broken out into Children Ages 0-5 and Children Ages 6-11 <b>NOTE:</b> If you are unable to separate age groups for the FY22 Annual Report, please report all your children's data in the following way: 4.1 Programs Targeted at Children Ages 6-11 and 4.2 Attendance at Programs Targeted at Children Ages 6-11.
<b>4.9</b> <b>4.10</b>	Addition of General Interest Programs (All Ages) and General Interest Program Attendance (All Ages) <b>Note:</b> If you do not have a separate count but you did have general interest programs, report N/A.
<b>4.7vp</b> <b>4.8va</b>	Virtual programs and virtual attendance are now being reported as a total single figure. <b>Note:</b> All synchronous (live) virtual programs and attendance should be included in the appropriate age group in Synchronous (Live) Programs by Target Age (data elements 4.0-4.10).
<b>4.8rpv</b>	Total Views of Asynchronous (Pre-Recorded) Program Presentations <b><u>within 30 days</u></b> <b>Note:</b> 30 day viewing limits now apply.
<b>4.8rpv</b>	<b>Definition Update:</b> The count of views of asynchronous (pre-recorded) program presentations for a <b>period of thirty (30) days</b> after the presentation was posted, even if that period extends beyond the survey reporting period (or fiscal year). For program presentations made available via Facebook, count unique 1-minute views of each video. For those made available via other platforms, count unique views of each video.
<b>4.11</b> <b>4.11a</b>	Total Number of Synchronous (Live) In-Person Onsite Programs and Attendance <b>Note:</b> These numbers should be included with data elements 4.0-4.10.
<b>4.12</b> <b>4.12a</b>	Total Number of Synchronous (Live) In-Person Offsite Programs and Attendance <b>Note:</b> These numbers should be included with data elements 4.0-4.10.

## Synchronous (Live) Programs

Synchronous programs are live library sponsored programs that are held in-person onsite, in-person offsite, or virtually. A synchronous (live) program is any planned event which introduces the group attending to library services or which provides information to participants.

Program sessions may cover the use of the library, library services, or library tours. Program sessions may also provide cultural, recreational, or educational information. Examples of these types of program sessions include, but are not limited to, film showings, lectures, story hours, literacy programs, citizenship classes, and book discussions.

<b>Include</b>	
<ul style="list-style-type: none"> <li>• All programs that are sponsored or co-sponsored by the library. For a program to be sponsored or co-sponsored by the library, the library must contribute financial resources or staff time toward the program. For a program that is part of a larger community event (such as a farmer’s market or festival), it is not necessary for the library to also sponsor or organize the larger event.</li> <li>• Both on-site and off-site programs. For example, include a storytime at a farmer’s market or a presentation to a school group about library resources conducted at a school.</li> <li>• Live-streamed virtual (synchronous) programs that are sponsored or co-sponsored by the library.</li> <li>• Programs with attendance of zero or one if they were intended for a group.</li> </ul>	
<b>Exclude</b>	
<ul style="list-style-type: none"> <li>• Programs sponsored by other groups that use library facilities. For example, do not include a homeschooling group hosting a speaker in a meeting room without facilitation from library staff.</li> <li>• Offsite outreach efforts that do not otherwise meet the definition of a program. For example, do not include having a library card signup booth at a farmer’s market.</li> <li>• Recorded (asynchronous) presentations of program content; these should be counted in Total Number of Asynchronous Program Presentations (data element 4.8 rpp)</li> <li>• Programming that is shared on the library’s website or social media that is not sponsored or co-sponsored by the library. For example, do not include sharing a video from another author’s website of him or her reading a book.</li> <li>• Activities delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, homework assistance, and mentoring activities.</li> <li>• Passive or self-directed activities that do not occur at a scheduled time. For example, do not include leaving an art project or puzzle on a table for participants to complete.</li> </ul>	

### Synchronous (Live) Programs by Target Age

4.0	Number of Synchronous (Live) Programs Targeted at Children Ages 0-5	
4.0a	Attendance at Synchronous (Live) Programs Targeted at Children Ages 0-5	
4.1	Number of Synchronous (Live) Programs Targeted at Children Ages 6-11	
4.2	Attendance at Synchronous (Live) Programs Targeted at Children Ages 6-11	
4.3	Number of Synchronous (Live) Programs Targeted at Young Adults Ages 12-18	
4.4	Attendance at Synchronous (Live) Programs Targeted at Young Adults Ages 12-18	
4.5	Number of Synchronous (Live) Programs Targeted at Adults Age 19 or Older	
4.6	Attendance at Synchronous (Live) Programs Targeted at Adults Age 19 or Older	
4.9	Number of Synchronous (Live) General Interest Programs (All Ages)	
4.10	Attendance at Synchronous (Live) General Interest Programs (All Ages)	
4.7	Total Synchronous (Live) Programs	Auto-Calculating
4.8	Total Attendance at Synchronous (Live) Programs	Auto-Calculating

## Synchronous (Live) Programs Totals

4.11	Total Number of Synchronous (Live) In-Person Onsite Programs	
4.11a	Total Synchronous (Live) In-Person Onsite Program Attendance	
4.12	Total Number of Synchronous (Live) In-Person Offsite Programs	
4.12a	Total Synchronous (Live) In-Person Offsite Program Attendance	
4.7vp	Total Number of Synchronous (Live) Virtual Programs	
4.8va	Total Synchronous (Live) Virtual Program Attendance	

## Asynchronous (Pre-Recorded) Programs

The count of views of asynchronous (pre-recorded) program presentations for a **period of thirty (30) days** after the presentation was posted, even if that period extends beyond the survey reporting period (or fiscal year). For program presentations made available via Facebook, count unique 1-minute views of each video.

4.8rpp	Total Number of Asynchronous (Pre-Recorded) Program Presentations	
4.8rpv	Total Views of Asynchronous (Pre-Recorded) Program Presentations <b>within 30 Days</b>	

## Program Measures Summary Key and Template

The numbers in red indicate the corresponding data elements on the Annual Report

Target Age Group for Program	Live (Synchronous) In-Person On-Site Programs		Live (Synchronous) In-Person Off-Site Programs		Live (Synchronous) Virtual Programs		Total Live Programs	Total Live Program Attendance	Pre-Recorded (Asynchronous) Programs	
	Programs	Attendees	Programs	Attendees	Programs	Attendees	Total Programs	Total Attendance	Programs	Attendees
Early Child: 0-5 years							<b>4.0</b>	<b>4.0a</b>		
Children: 6 to 11 years							<b>4.1</b>	<b>4.2</b>		
YA: 12 to 18 years							<b>4.3</b>	<b>4.4</b>		
Adult: 19 years +							<b>4.5</b>	<b>4.6</b>		
General Interest (all ages)							<b>4.9</b>	<b>4.10</b>		
<b>Totals</b>	<b>4.11</b>	<b>4.11a</b>	<b>4.12</b>	<b>4.12a</b>	<b>4.7vp</b>	<b>4.8va</b>	<b>4.7</b>	<b>4.8</b>	<b>4.8rpp</b>	<b>4.8rpv</b>
	<b>Live Program Sessions</b>								<b>Recorded</b>	