Changes and Additions to the 2013 Report:

New questions and recommendations from last year's report

1.43 Library Budget

Due to the new rewording, our recommendation has changed here. Please answer Y for Yes and fill out a record for <u>each</u> of the following situations:

- A school ballot vote (or votes) was held in FY 2013, including failed votes
- School ballot funding approved in a previous year was still in effect in 2013

2.13 Electronic Books, 2.20 Audio-Downloadable Titles, 2.21 Video-Downloadable titles

- These new sections are for Overdrive titles, plus any <u>downloadable</u> titles that you offer locally, in addition to Overdrive. Everyone should count the entire Overdrive holdings as their own, as they are available systemwide.
- Question 2.13 = 15,933 Overdrive titles
- Question 2.20 = 2,317 Overdrive titles
- Do NOT count titles loaded onto eReader devices or Tumblebooks.
- *If you are counting an additional local service:*
    - If a title is licensed to allow 100 simultaneous checkouts, count it 100 times.
    - Downloadable items checked out as one unit count as "1"

3.53, 3.54, 3.55 Digital Literacy

This section is new in 2013.

- Report programs here that teach basic computer skills, such as: email, social media/Facebook, web browsing, filling out online forms, job searching, creating/editing/printing documents.
- Include one-on-one sessions.
- Computer classes should be reported here AND in 3.1 Adult Program Sessions & 3.6 Adult Program Attendance.

3.18 & 3.22 Adult Program Sessions and Adult Program Attendance

These SRP questions are new in 2013. Please consult your records for the answers, as this information was not reported to FLLS.

3.62 Does the library have a disaster plan?

The previous year's question asked if the library has a disaster *policy.* If you have a board-approved plan in place for handling future disasters, answer Y for Yes.

4.10 Circulation of Electronic Materials

This question is new in 2013, and is for reporting materials transmitted digitally, such as Overdrive titles. Please consult the *Running Reports Guide* for more information.

4.15 Does the library offer virtual reference?

This question is new in 2013. Everyone should answer Y for yes as AskUs 24/7 is available systemwide.

9.12 School District

New question, answer the school district the library is located in.

9.31 Number of wireless access uses per year.

New question this year. If you do not have this tracking capability, please answer "0" and add a state note explaining that you do offer wireless access, but have no mechanism to track the number of uses.

If you tracked uses for part of 2013, use this data to estimate the yearly average.

All libraries should plan to purchase special software to track these counts in the future. Contact Rex at rhelwig@flls.org for more information.

9.27-9.28 Maximum download/upload speed

Note that more specific speed choices are offered in 2013.

10.13-10.14 Term Begins

New question: in addition to their term expiration dates, you must now also report the month and year that each Board member began their service.