

Wisconsin Public Library Annual Report Input ★ Youth Services Definitions and Examples (2017)

Created by the [Public Library Development Team](#) at the [Wisconsin Department of Public Instruction](#) for the [Annual Report](#).
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SECTION III. LIBRARY SERVICES	
1. Circulation Transactions A circulation transaction is the act of loaning materials at a library or bookmobile in all formats for use outside the library. This activity includes checking out materials to users, either manually or through a self-checkout system, and also renewing, each of which is reported as a circulation transaction. Include items circulated from all library units administered by the library board; e.g., main library, branches, bookmobiles, and book-by-mail programs. Do not include Overdrive or NetLibrary. Interlibrary loan items provided to the library and checked out by the library should be reported as a circulation. Do not include interlibrary loan items sent, or checked out to, another library.	
a. Total Circulation	b. Children's Materials Annual circulation, including renewals, of all children's material in all formats to all users. The number will be a subset of total circulation.

SECTION III. LIBRARY SERVICES				
10. Programs and Program Attendance Annual Count A library program is a planned event which introduces the group attending to any of the broad range of library services or activities or which directly provides information to participants. Programs may cover use of the library, library services, or library tours. Programs may also provide cultural, recreational, or educational information, often designed to meet a specific social need.				
<ul style="list-style-type: none"> • Examples of these types of programs include film showings; lectures; story hours; literacy, English as a second language, and citizenship classes; and book discussions. • Count all programs, whether held on- or off-site, that are sponsored or co-sponsored by the library. Exclude programs sponsored by other groups that use library facilities. • If programs are offered as a series, count each program in the series. For example, a film series offered once a week for eight weeks should be counted as eight programs; a story hour offered once a week, 48 weeks a year, should be counted as 48 programs; a book club offered every two weeks, 24 weeks a year, should be counted as 24 programs. • Note: Exclude library activities for that are 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. Exclude library-related meetings such as a teen advisory board, library board, library foundation, or library friends group. 				
	a. Children (0-11)	b. Young Adult (12-18)	c. Other Programs	d. TOTAL
Number of Programs	A children's program is a planned event for which the primary audience is children age 11 and younger.	A young adult program is a planned event for which the primary audience is young adults 12 through 18 years.	Other Programs includes any planned event for which the primary target audience is not strictly children or young adults. This includes programs for adults and seniors and programs that are cross-generational and not specific to any one target age group.	The total number of programs for the report year is calculated automatically.
Attendance	The count of the audience at all programs for which the primary audience is children age 11 and younger. Include all patrons who attend programs intended primarily for children.	The count of the audience at all programs for which the primary audience is young adults 12 through 18 years. Include all patrons who attend programs intended primarily for young adults.	The total count of the audience at all other library programs during the reporting period. The total should include any programs conducted for adults or an unspecified audience.	The total program attendance for the report year is calculated automatically.

Program and Attendance Examples

- You offered 1 storytime per week for whom the primary audience was children, but who came with their adult caregivers. The 52 programs you offered during the year should be counted under Programs for Children. The number attending, including children and their adult caregivers, should be counted under Programs for Children Attendance.
- You visited 10 high school classes to talk about online databases and teen events at the library. The 10 visits would count as 10 Programs for Young Adults.
- You offered 5 all-ages programs that attracted kids, teens, and adults. The 5 programs you offered during the year should be counted under Other Programs. The all-ages attendance should be counted under Attendance for Other Programs.

Planned

- Programs are planned events with a date, time, audience, and focus. Programs may run weekly, monthly, in series, by seasons, year-round, or singly.

Focus

- Programs focus on a broad range of library services or activities or which directly provide information to the group attending.

Primary Audience

- The program focus determines if the primary target audience is children (0-11), young adult (12-18), or other (all ages).

Group

- Programs are planned for group attendance.

Location

- Programs can be held on or off-site but must be sponsored or co-sponsored by the library.

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SECTION XIII. Literacy Offerings and Drop-in Activities				
1. Literacy Offerings and Involvement Annual Count				
(See "A Closer Look at Literacy Offerings" http://dpi.wi.gov/sites/default/files/imce/pld/pdf/Literacy_Offering_closeup.pdf)				
A literacy offering is an umbrella event that includes programs and/or drop-in activities planned for a limited duration which specifically encourages individuals involved to read or build literacy skills in a focused way. Examples of these types of offerings include a summer library program, a winter break reading program, and an eight-week community read.				
<ul style="list-style-type: none"> Count all offerings, whether held on- or off-site, that are sponsored or co-sponsored by the library. Exclude offerings sponsored by other groups that use library facilities. A summer library program for children is one offering, an all-ages fall reading program is one "Other (all ages)" offering in the Other Literacy Offerings category. Individual involvement counts as unduplicated attendance or participation in an offering. An individual who is involved in an offering may attend multiple programs or participate in numerous activities as part of the umbrella event, but count her/his offering involvement as "1". 				
	a. Children (0-11)	b. Young Adult (12-18)	c. Other (all ages)	d. TOTAL
Number of Summer Literacy Offerings	A literacy offering during the summer for which the primary audience is children age 11 and younger.	A literacy offering during the summer for which the primary audience is young adults 12 through 18 years.	A literacy offering during the summer for which the primary audience is not strictly children or young adults and may include offerings for adults and seniors and offerings that are cross-generational and not specific to one age group.	The total number of summer literacy offerings for the report year is calculated automatically.
Total Unduplicated Individuals Involved	Individual involvement counts as unduplicated attendance or participation in a summer literacy offering for children age 11 and younger. Count all individuals involved in summer literacy offerings primarily for children.	Individual involvement counts as unduplicated attendance or participation in a summer literacy offering for young adults 12 through 18 years. Count all individuals involved in summer literacy offerings primarily for young adults.	Individual involvement counts as unduplicated attendance or participation in a summer literacy offering not strictly for children or young adults (all ages).	The total summer literacy offering involvement for the report year is calculated automatically.
Number of Other Literacy Offerings	A literacy offering during non-summer months for which the primary audience is children age 11 and younger.	A literacy offering during non-summer months for which the primary audience is young adults 12 through 18 years.	A literacy offering during non-summer months for which the primary audience is not strictly children or young adults and may include offerings for adults and seniors and offerings that are cross-generational and not specific to one age group.	The total number of non-summer literacy offerings for the report year is calculated automatically.
Total Unduplicated Individuals Involved	Individual involvement counts as unduplicated attendance or participation in a non-summer literacy offering for children age 11 and younger. Count all individuals involved in non-summer literacy offerings primarily for children.	Individual involvement counts as unduplicated attendance or participation in a non-summer literacy offering for young adults 12 through 18 years. Count all individuals involved in non-summer literacy offerings primarily for young adults.	Individual involvement counts as unduplicated attendance or participation in a non-summer literacy offering not strictly for children or young adults (all ages).	The total non-summer literacy offering involvement for the report year is calculated automatically.

Literacy Offering and Involvement Examples

- You offered a general "Summer Reading Program" for all ages. This would count as 1 Summer Literacy Offering for Other (all ages).
- You offered separate winter break reading programs for children and for young adults. This would count as 1 Other Literacy Offering for Children and 1 Other Literacy Offering for Young Adults.
- You offered a "We Love Reading" program in February for all ages. Count the unduplicated individuals involved as those who registered or partook in the month-long umbrella offering, rather than the total attendance or participation in programs/drop-in activities related to the "We Love Reading" offering.
- You offered a monthly teen book discussion. These would count as Programs for Young Adults, NOT a Literacy Offering for Young Adults because it is not offered for a limited duration such as a season or multi-week period.
- You offered a multi-week Lego challenge for school-age children. This would count as a Drop-In Activity for Children, NOT a Literacy Offering for Children because the focus is not specifically on reading and literacy skill-building.

Planned

- Literacy offerings are planned events with a limited duration, audience, and focus.

Focus

- Literacy offerings specifically focus on reading and literacy skill-building.

Primary Audience

- The literacy offering focus determines if the primary target audience is children (0-11), young adult (12-18), or other (all ages).

Group or Individual

- Offerings involve either group attendance or individual participation.

Location

- Offerings can be held on or off-site but must be sponsored or co-sponsored by the library.

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SECTION XIII. Youth Services				
2. Drop-in Activities and Participation Annual Count				
<p>A drop-in activity is a planned, independent activity available for a definite time period which introduces individuals participating to any of the broad range of library services or activities which directly provide information to participants. Activities may cover use of the library, library services, or library tours. Activities may also provide cultural, recreational, or educational information, often designed to meet a specific social need. Activities differ from programs in that activities are unstructured and depend on the participation of the individual to create the experience independently, rather than a structured program offered to a group at a set time. Examples of these types of passive activities include DIY stations, 1,000 Books Before Kindergarten reading program, and Frequent Reader Club.</p> <ul style="list-style-type: none"> Count all activities, whether held on- or off-site, that are sponsored or co-sponsored by the library. Exclude activities sponsored by other groups that use library facilities. Note: Exclude library activities for that are 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. 				
	a. Children (0-11)	b. Young Adults (12-18)	c. Other (all ages)	d. TOTAL
Number of Activities	A drop-in activity for which the primary audience is children, age 11 and younger.	A drop-in activity for which the primary audience is young adults 12 through 18 years.	Other (all ages) drop-in activities for which the primary audience is not strictly children or young adults. This includes activities for adults and seniors and activities that are cross-generational and not specific to any one target age group.	The total number of drop-in activities for the report year is calculated automatically.
Participation	The count of the participation in all drop-in activities for which the primary audience is children 11 years and under. Include all patrons who participate in activities primarily for children.	The count of the participation in all drop-in activities for which the primary audience is young adults 12 through 18 years. Include all patrons who participate in activities primarily for young adults.	The count of the participation in all drop-in activities for which the primary audience is not strictly children or young adults.	The total activity participation for the report year is calculated automatically.

Drop-In Activity and Participation Examples

- You offered a 1,000 Books Before Kindergarten year-round program geared toward young children. This would count as 1 Drop-In Activity for Children.
- You offered 1 DIY station each month geared toward children ages 7-11 who come with their caregivers. The number of participants was about 20 per month. This would count as 12 Drop-In Activities for Children with a participation count of 20 x 12= 240.
- You offered a magnetic poetry drop-in station for the month of April that was open to all ages. About 50 people participated. This counts as 1 Drop-In Activity for Other with 50 participants.

Planned

- Drop-in activities are planned events with a definite time period, audience, and focus. Activities may run weekly, monthly, in series, by seasons, year-round, or singly.

Focus

- Drop-in activities focus on a broad range of library services or activities or which directly provide information to the individuals participating.

Primary Audience

- The drop-in activity focus determines if the primary target audience is children (0-11), young adult (12-18), or other (all ages).

Individual

- Drop-in activities are planned for independent participation.

Location

- Drop-in activities can be held on or off-site but must be sponsored or co-sponsored by the library.

SECTION XIII. Youth Services		
3. Staff Serving Youth		
Names and email addresses of staff who serve as children, youth, or teen librarians. Do not list volunteers.		
<ul style="list-style-type: none"> In the first row, enter information for the primary staff person who serves as the children, youth, or teen librarian. If the director serves as this librarian, only that name is needed. Names and email addresses are used to update the statewide youth services roster, including the youth services email list (ys@lists.dpi.wi.gov); staff omitted from this section will not be included in youth services communications from DPI. The roster will be used to distribute summer library program manuals. Note: If it is necessary to list more than 9 staff members, enter the primary staff person's information in the first row and email a list of names and email addresses of all of the library's children, youth, and teen librarians to Tessa Michaelson Schmidt at tessa.schmidt@dpi.wi.gov. 		
a. First Name	b. Last Name	c. Email Address
<i>Note: Only the primary staff person is shown on the output report</i>		
Etc.		

Check out the **Youth Services Annual Report Online Training Module** for sample ways to count, expanded definitions, and more examples:

<https://media.dpi.wi.gov/pld/wisconsin-public-library-annual-report-youth-services/story.html>

The screenshot shows a web-based training module interface. On the left is a navigation sidebar with the Wisconsin Department of Public Instruction logo and a table of contents. The main content area has a green background with the title 'Wisconsin Public Library Annual Report: Youth Services' and 'An online training module'. It lists the content developers: Tessa Michaelson Schmidt and Jamie McCanless, with their roles and contact information. A blue arrow points to a 'Click below to get started' button. The bottom of the interface features a video player control bar with play, stop, and navigation buttons.

WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION


Wisconsin Public Library Annual Report: Youth Services Resources Glossary

Wisconsin Public Library Annual Report: Youth Services
An online training module

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