

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

Created by the Division for Libraries and Technology at the [Wisconsin Department of Public Instruction](#) for the [Wisconsin Public Library Annual Report](#). Contact [Tessa Michaelson Schmidt](#), Youth and Inclusive Services Consultant, for more information.

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. 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				
11. 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.

<h2>Program and Attendance Examples</h2>	Planned	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Programs focus on a broad range of library services or activities or which directly provide information to the group attending.
	Primary Audience	<ul style="list-style-type: none"> • The program focus determines if the primary target audience is children (0-11), young adult (12-18), or other (all ages).
	Group	<ul style="list-style-type: none"> • Programs are planned for group attendance.
	Location	<ul style="list-style-type: none"> • Programs can be held on or off-site but must be sponsored or co-sponsored by the library.

- 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.

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SECTION XIII. Self-Directed Activities				
1. Self-Directed Activities and Participation Annual Count				
<p>A self-directed 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 self-directed activity for which the primary audience is children, age 11 and younger.	A self-directed activity for which the primary audience is young adults 12 through 18 years.	Other (all ages) self-directed 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 self-directed activities for the report year is calculated automatically.
Participation	The count of the participation in all self-directed 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 self-directed 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 self-directed activities for which the primary audience is not strictly children or young adults.	The total activity participation for the report year is calculated automatically.

Self-Directed Activity and Participation Examples

- You offered a 1,000 Books Before Kindergarten year-round program geared toward young children. This would count as 1 Self-directed 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 Self-directed Activities for Children with a participation count of $20 \times 12 = 240$.
- You offered a magnetic poetry self-directed station for the month of April that was open to all ages. About 50 people participated. This counts as 1 Self-directed Activity for Other with 50 participants.

Planned

- Self-directed 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

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

Primary Audience

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

Individual

- Self-directed activities are planned for independent participation.

Location

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