Reporting Library Programs and Program Attendance
2019 Texas Public Libraries Annual Report

INCLUDE IN ANNUAL REPORT

YES
- Planned and advertised in advance.
- Content is the library, its resources, or its services.
- Library presents or facilitates program.
- Open to more than one person.

NO
- Library Board meetings
- Library booth at a festival or parade
- Drop-in format open house
- Drop-in art exhibit

INCLUDE IN PROGRAM COUNTS Section 7

EXAMPLES
- Storytime
- Formal computer classes
- Family game nights
- Movie nights
- Organized book groups/clubs
- Planned author visits
- Library-sponsored demonstrations
- Library tours

WHAT TO COUNT

Each event = one program
(example: 12-week class = 12 programs)

All planned programs, regardless of attendance.

All attendees, regardless of intended audience:
Children's programming (7.9/7.10);
Young Adult programming (7.11/7.12);
Adult programming (7.13/7.14)
(whichever is best fit)

OTHER TYPES OF EVENTS

FOR	COUNT AS
One-on-one training	Reference transaction (7.1)
Book delivery to facility or home-bound	Circulation of materials (7.4/7.6)
Local business meeting at library	Library visits (7.2)
Library as polling place (voters)	Library visits *only* if entering library space
Non-profit volunteers tutoring	Library visits – students and tutors