



# Reporting Library Programs and Program Attendance

## 2020 Texas Public Libraries Annual Report

	YES	NO
<p><b>INCLUDE IN ANNUAL REPORT</b></p>	<p>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.            Count virtual programs separate from physical program counts.</p>	<p>Library Board meetings            Library booth at a festival or parade            One-to-one tutoring            Craft kits, reading bags, or any passive or self-directed programming.</p>

	EXAMPLES	WHAT TO COUNT
<p><b>INCLUDE IN PROGRAM COUNTS</b>  <b>Section 7</b></p>	<p>Storytime            Formal computer classes            Family game nights            Movie nights            Organized book groups/clubs            Planned author visits            Library-sponsored demonstrations            Library tours</p>	<p>Each event = one program  <i>(example: 12-week class = 12 programs)</i>            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)  <i>(whichever is best fit)</i></p>



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## 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 <i>only</i> if entering library space
Non-profit volunteers tutoring	Library visits – students and tutors

INCLUDE IN SPECIAL COVID SECTION:  
VIRTUAL PROGRAMMING  
Live Stream included in Section 7

Count only when virtual program *gathers* people to *experience* something *at the same time*.

### PLATFORMS

- Facebook
- YouTube
- Zoom
- GoToMeeting
- Crowdcast

## WHAT TO COUNT

Watch party counted only if a host is present  
Count views of one minute or more.  
Zoom waiting rooms or attendees – not both  
Count programs only once, whether live on multiple platforms, or recorded on one platform.  
Count any views during local fiscal year.  
Attendees from multiple platforms can be added together for total attendance.  
One device equals one view, unless viewer indicates number of attendees.  
Report total views on recorded programs after seven days.



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### WHERE TO REPORT WHAT

Type of Program	Report in
Physical, in-library event	7.10 – 7.11 Targeting children, age 11 and under
	7.12 – 7.13 Targeting young adults, age 12-18
	7.14 – 7.15 Targeting adults over age 19
Virtual, live or livestream event	7.10 – 7.11 Targeting children, age 11 and under
	7.12 – 7.13 Targeting young adults, age 12-18
	7.14 – 7.15 Targeting adults over age 19
	C19.7.1 – C19.7.2 Targeting children, age 11 and under
	C19.7.3 – C19.7.4 Targeting young adults, age 12-18
	C19.7.5 – C19.7.6 Targeting adults over age 19
Recordings of Programs	C19.8.1 – C19.8.2 All programs and attendees