

Part 1: Time Period Covered

1aReporting Period Start Date (mm/dd/yyyy)	
1bReporting Period End Date (mm/dd/yyyy)	

Alaska Public Library Statistics

Every public library in Alaska must file this Annual Report as a requirement under AS 14.56.400. and after receiving the Public Library Assistance Grant (4 AAC 57.064.) The purpose of this report is to gather information about the status of public library resources and services. Over time, the data collected presents a picture of Alaskan libraries on a yearly basis. Librarians, trustees, and government officials use this data to support planning efforts, the budget process, evaluation, and decision-making. The statistics are submitted to Public Library Statistics Cooperative and used by researchers and decision-makers nationally.

General Instructions:

- Please read the instructions and definitions for each item carefully. Definitions are important to ensure comparability of data from different libraries.
- Do not leave any items blank.
- Enter 0 if the appropriate entry for an item is zero or none.
- Enter NA if an item does not apply to your library or if you do not collect these statistics.
- If an exact figure is not available for a particular item, but you can provide a reasonable estimate, enter the estimate on the form.
- Accurate reporting of financial information is important. Parts 4, 5, and 6 should be completed in the office where the financial records are maintained.

Part 2: General Information

Please indicate any change in questions 2-2 through 2-5 in library narrative 16-5.

2-1Library Director	
2-2Legal Name of Library	
2-3Street Address	
2-3City (of street address)	
2-3ZIP Code (of street address)	
2-4Mailing Address	
2-5City (of mailing address)	
2-5ZIP Code (of mailing address)	
2-6Telephone	
2-7Fax	
2-8E-mail of Library Director	
2-9E-mail of Second or Financial Contact (different than director's email)	
2-10Registered Users	
2-11Has file of registered users been purged or updated in past 3 years?	
2-12aNumber of Central Libraries	
2-12bNumber of Branch Libraries	
2-12cNumber of Bookmobiles	
2-12dNumber of Other Service Outlets	
2-14Number of Weeks Central Library Open During Year	
2-15Population of Legal Service Area (State Library will enter)	

Public Library Governance

Please select one

2-16aLibrary Established by Ordinance	
2-16bLibrary Established as Non-Profit	
2-16cLibrary Established as Combined School/ Public	

Library Board and Governance

This can be a board or an oversight committee

2-17aDoes Your Library Have a Library Board?	
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Public Library Characteristics

check all that apply

2-19aThis library has an established collection of printed or other library materials	
2-19bLibrary has paid staff	
2-19cLibrary has only volunteer staff	
2-19dThis library has an established schedule in which services of the staff are available to the public	
2-19eThis library has facilities necessary to support such a collection, staff and schedule	
2-19fThis library is supported with public funds in some manner	

Part 3: Library Staff

Staff is counted as FTEs (Full-Time Equivalent employees.) Full time equivalency must be computed on a 40-hour workweek, even if your library has a shorter workweek. To compute full-time equivalents (FTE) of employees, take the number of hours worked per week by all employees and divide it by 40. For example, if the librarian works 10 hours per week the FTE is .25 (i.e., 10 divided by 40). If three people work a total of 70 hours, it is 1.75 FTE (i.e., 70 divided by 40). Report figures as of the last day of the fiscal year. Include all positions funded in the library's budget whether those positions are filled or not.

3-1Librarians with MLS (FTE)	
3-2Total Paid Librarians (with or without MLS) (FTE)	
3-3All Other Employees (FTE)	
3-4Total Employees	
3-5Number of Volunteer Library Staff	

Library Salary Schedule - OPTIONAL

This information is kept confidential and is only used to peer salary reviews when requested. Please enter either an hourly wage or an annual salary.

3-6aLibrary Director	
3-6bAssistant Director	
3-6cSection Head	
3-6dLibrarian, Beginning	
3-6eTechnical Assistant	
3-6fClerk/Assistant	
Volunteer Staff Value	

Volunteers (Not Library Staff)

Please list the number of individuals who volunteer at the library. Library staff who are volunteers are reported in question 3-5.

3-7Total Number of Volunteers in the Past Year	
3-8Total Volunteer Hours Per Year	

Library Director Training Requirement

Every library director must take at least six hours in library-related continuing education during the FY24-FY25 (July 1, 2023-June 30, 2025) two-year cycle.

3-9Continuing Education for Library Director?	
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Part 4: Operating Revenue by Source

Report revenue used for operating expenditures as defined below. Include federal, state, local, or other grants. DO NOT include revenue for major capital expenditures, contributions to endowments, revenue passed through to another agency (e.g., fines), or carry over funds unspent in the previous fiscal year.

Local Government Revenue

4-1. Local Government Revenue: Money budgeted by the city, borough, school district or tribal council that is available for expenditure by the public library. Undesignated revenue sharing funds are local government sources. Do not include the value of any contributed or in-kind services or the value of any gifts and donations, library fines, or fees. Do not include state, federal, and other funds passed through local government for library use. Report these funds with state government revenue or federal government revenue, as appropriate. If an incorporated non-profit association operates your library, report its income in 4-4, All Other Revenue.

4-1aCity or Village Revenue	
4-1bBorough Revenue	
4-1cSchool District Revenue	
4-1dTribal Council Revenue	
4-1eOther Local Government Revenue	
4-1fTotal Local Government Revenue	

State Government Revenue

4-2. State Government Revenue: State funds distributed to public libraries for expenditure. This includes Public Library Assistance Grants, OWL broadband awards and Interlibrary Cooperation Grants funded with state general fund money. Exclude Interlibrary Cooperation Grants funded with Federal money.

4-2aPublic Library Assistance State-Funded Grant (State Library will enter)	
4-2bState-Funded Interlibrary Cooperation (ILC) Grant (State Library will enter)	
4-2cOWL Funding (State Library will enter)	
4-2dOther State Government Revenue (please identify in note)	
4-2eTotal State Government Revenue	

Federal Government Revenue

4-3. Federal Government Revenue: Federal funds distributed to the public library for expenditure, including Interlibrary Cooperation (ILC) and Continuing Education Grants funded with Federal Library Services and Technology Act (LSTA) money distributed by the State Library, as well as Institute of Museum and Library Services funds received by the tribal council and redistributed to the public library. Do not include E-Rate subsidy.

4-3aFederal LSTA-Funded ILC Grant Revenue (State Library will enter)	
4-3bFederally-Funded Continuing Education Grant (State Library will enter)	
4-3cOther Federal Government Revenue (please identify in note)	
4-3dTotal Federal Government Revenue	

All Other Operating Revenue

4-4. All Other Operating Revenue: All other revenue not reported in 4-1 through 4-3. This includes library fines, monetary gifts and donations, interest, fees for library services, non-governmental grants, and revenue from an incorporated non-profit association if it runs the library. Do not include the value of any contributed or in-kind services or the value of any non-monetary gifts and donations, such as donations of books or other library materials or equipment.

4-4aOther Revenue (please identify in note)	
4-4bOther Revenue (please identify in note)	
4-4cTotal All Other Revenue	
4-5Total Operating Revenue	

Certification for PLA Grant: Full Expenditure of PLA Grant Award

I DO certify that my public library spent the full PLA Grant award during this reporting period. Enter Name to Certify.	
I DO NOT certify that my public library spent the full PLA Grant award during this reporting period. Enter Name to Certify.	
What is the remaining balance of the PLA Grant award if it was not fully spent by June 30?	

Certification for PLA Grant: Local Match of \$7,000 or more

I certify that my public library received local or federal government revenue and/or the value of volunteer labor totalling \$7,000 or more for this reporting period. Enter Name to Certify.	
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Part 5: Operating Expenditures

Operating expenditures are the current and recurrent costs necessary to support the provision of library services. These costs include personnel, library materials, binding, supplies, repair or replacement of existing furnishings and equipment, and costs for the operation and maintenance of the library building. Only such funds that are supported by expenditure documents (such as invoices, contracts, payroll records, etc.) at the point of disbursement should be included.

Do not report the value of free items as expenditures. Do not report estimated costs as expenditures. Do not report your PLA grant application budget as expenditures. Do not report debt reduction costs. Do not report capital expenditures under this category. For shared-use facilities, calculate the library's proportionate share of the space or the hours the building is open for public library purposes. Request assistance from your city clerk or financial officer in completing this part. Report only operating money actually expended during the reporting period for the library from federal, state, local, and other sources.

Personnel

5-1aSalaries and Wages	
5-1bBenefits	
5-1cTotal Personnel Expenditures	

Collections (Library Materials)

This includes all operating expenditures from the library budget for materials in print, microform, electronic, and other formats considered part of the collection, whether purchased, leased, or licensed. Exclude charges or fees for interlibrary loans and expenditures for document delivery.

5-2aPrint Materials Expenditures	
5-2bSubscriptions for Print Materials Expenditures	
5-2cTotal Print Materials Expenditures	
5-2dAudiovisuals Expenditures	
5-2eOther Physical Materials Expenditures	
5-2fTotal Other Materials Expenditures	
5-2gElectronic Digital Materials Expenditures	
5-2hTotal Collection Expenditures	

Certification for PLA Grant: Spent \$3,500 or more on library materials

I certify that my public library spent \$3,500 or more on library materials for patrons to use during this reporting period. Enter Name to Certify.	
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Other Operating Expenditures

5-3aBuilding Operations	
5-3bFurniture & Equipment	
5-3cTravel	
5-3dSupplies	
5-3eServices	
5-3fInternet Service Provider Fees	
5-3gAll Other Unreported Expenditures	
5-3hTotal Other Operating Expenditures	
5-4Total Operating Expenditures	

Part 6: Capital Revenue and Expenditures (please identify in note)

6-1. Capital Revenue: Report all revenue to be used for major capital expenditures. Examples include funds received for (a) site acquisition; (b) new buildings; (c) additions to or renovation of library buildings; (d) furnishings, equipment, and initial collections (print, non-print, and electronic) for new buildings, building additions, or building renovations; (e) computer hardware and software used to support library operations, to link to networks, or to run information products; (f) new vehicles; and (g) other one-time major projects.

Exclude revenue to be used for replacement and repair of existing furnishings and equipment, regular purchase of library materials, and investments for capital appreciation. Exclude income passed through to another agency (e.g., fines), or funds unspent in the previous fiscal year (e.g., carryover). The amounts reported for Total Capital Revenue and Total Capital Expenditures are not required to be equal during a single reporting period.

6-1aLocal Government Capital Revenue	
6-1bState Government Capital Revenue	
6-1cFederal Government Capital Revenue	
6-1dOther Capital Revenue	
6-1Total Capital Revenue	
6-2Total Capital Expenditures	

Part 7 Collections (Library Materials)

Use this section to report the number and types of library materials owned by the library and made available to patrons for their use. Report only items the library has acquired as part of the collection, whether purchased, leased, licensed, or donated as gifts.

NOTE: For purposes of this survey, units are defined as "units of acquisition or purchase". The "unit" is determined by considering whether the item is restricted to a finite number of simultaneous users or an unlimited number of simultaneous users.

Finite simultaneous use: units of acquisition or purchase is based on the number of simultaneous usages acquired (equivalent to purchasing multiple copies of a single title). For example, if a library acquires a title with rights to a single user at a time, then that item is counted as 1 "unit"; if the library acquires rights to a single title for 10 simultaneous users, then that item is counted as 10 "units". For smaller libraries, if volume data are not available, the number of titles may be counted.

Unlimited simultaneous use: units of acquisition or purchase is based on the number of titles acquired. For example, if a library acquires a collection of 100 books with unlimited simultaneous users, then that collection would be counted as 100 "units".

7-1aBooks in Print Total Volumes Held	
7-1bSerials in Print Total Volumes Held	
7-1cTotal Physical Audio Materials Volumes Held	
7-1dTotal Physical Video Volumes Held	
7-1eOther Circulating Physical Items	
7-1Total Physical Items in Collection	

Total Items Added to Collection

7-2Total Items Added to the Collection	
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Electronic Collections Questions

The following questions are regarding the electronic collections patrons can access. For this purpose, an "administrative entity" is the individual library, even if that library has multiple branches. The Alaska Library Catalog, Alaska Library Network and Vilda are consortium or cooperatives. SLED (Alaska State Library), or other State of Alaska departments are state agencies.

Electronic Books

E-books are the digital equivalent of printed books that may be accessed online from an electronic device. E-books also include e-comics. Do not consider resources available for free in the public domain when answering the following questions. Examples of e-books are Alaska Digital Library (Overdrive/Libby) and Hoopla.

7-3aDid the administrative entity (your library) provide access to e-books purchased solely by the administrative entity?	
7-3bDid the administrative entity (your library) provide access to e-books purchased via a consortium, cooperative, or other similar group at the local, regional, or state level? This does not include the Alaska State Library.	
7-3cDid the administrative entity (your library) provide access to e-books provided by the state library agency or another state agency at no or minimal cost to the administrative entity?	

Electronic Serials

E-serials are periodic digital publications equivalent to printed newspapers, magazines, and similar media that are viewed an entire issues rather than as single articles returned from a research query. Do not consider resources available for free in the public domain when answering the questions. Members of the ALC have access to e-serials thought the Alaska Digital Library.

7-4aDid the administrative entity (your library) provide access to e-serials purchased solely by the administrative entity?	
7-4bDid the administrative entity (your library) provide access to e-serials purchased via a consortium, cooperative, or other similar group at the local, regional, or state level? This does not include the Alaska State Library.	
7-4cDid the administrative entity (your library) provide access to e-serials provided by the state library agency or another state agency at no or minimal cost to the administrative entity?	

Electronic Audio

E-audio are digital files of sound only (e.g., audiobooks, music) that may be accessed online from an electronic device. Do not consider resources available for free in the public domain when answering the following question. ALN provides e-audio through Alaska Digital Library.

7-5aDid the administrative entity (your library) provide access to e-audio purchased solely by the administrative entity?	
7-5bDid the administrative entity (your library) provide access to e-audio purchased via a consortium, cooperative, or other similar group at the local, regional, or state level? This does not include the Alaska State Library.	
7-5cDid the administrative entity (your library) provide access to e-audio provided by the state library agency or another state agency at no or minimal cost to the administrative entity?	

Electronic Video

E-videos are digital files of moving visual images with or without sound (e.g., movies, television shows) that may be accessed online from an electronic device. Do not consider resources available for free in the public domain when answering the following question.

7-6aDid the administrative entity (your library) provide access to e-video purchased solely by the administrative entity?	
7-6bDid the administrative entity (your library) provide access to e-video purchased via a consortium, cooperative, or other similar group at the local, regional, or state level? This does not include the Alaska State Library.	
7-6cDid the administrative entity (your library) provide access to e-video provided by the state library agency or another state agency at no or minimal cost to the administrative entity?	

Research Databases

Research databases are organized collections of electronic data or records (e.g., facts, abstracts, articles, bibliographic data, texts, photographs) that can be searched to retrieve information. Do not consider resources available for free when answer the following question. SLED provides access to research databases.

7-7aDid the administrative entity (your library) provide access to research databases purchased solely by the administrative entity?	
7-7bDid the administrative entity (your library) provide access to research databases purchased via a consortium, cooperative, or other similar group at the local, regional, or state level? This does not include the Alaska State Library.	
7-7cDid the administrative entity (your library) provide access to research databases provided by the state library agency or another state agency at no or minimal cost to the administrative entity?	

Online Learning Platforms

Online learning platforms primarily provide instruction, tools, and resources to enhance education, lifelong learning, and skill building. Platforms may offer homework assistance, language learning, test preparations, professional development, resume assistance, hobby instruction, etc. Do not consider resources available for free when answer the following question. SLED provides access to Live Homework Help and Tumblebooks.

7-8aDid the administrative entity (your library) provide access to online learning platforms purchased solely by the administrative entity?	
7-8bDid the administrative entity (your library) provide access to online learning platforms purchased via a consortium, cooperative, or other similar group at the local, regional, or state level? This does not include the Alaska State Library.	
7-8cDid the administrative entity (your library) provide access to online learning platforms provided by the state library agency or another state agency at no or minimal cost to the administrative entity?	

Part 8: Annual Resource Sharing - ILL

These are library materials or copies of library materials loaned or borrowed from one autonomous library to another upon request. The libraries involved in interlibrary loan are not under the same library administration. Do NOT count items loaned or borrowed between libraries in the same system. Be sure to include interlibrary loans checked out by your library in Part 9 below Circulation of Library Materials.

8-1ILLs Provided to other libraries (Do NOT include holds made through Alaska Library Catalog)	
8-2ILLs Received from other libraries (Do NOT include holds made through Alaska Library Catalog)	

Part 9: Circulation of Library Materials

Alaska Digital Library statistics are available on the ALN website: <https://www.aklib.net/>

Do NOT count in-house use of library materials under any category of circulation.

Use this section to report the total numbers and types of library materials checked out to patrons for the entire reporting period. If your library does not keep separate adult and juvenile circulation statistics, report only a total. Report renewals as circulations and interlibrary loans you borrow from other libraries when you check them out to your patrons. Do not include circulation figures for public use of library computers, if you use your automated circulation system to "check out" public access computers to patrons within the library.

	Juvenile Circulation	Adult Circulation	Total Circulation
9-1 Physical Book Circulation			
9-2 Periodical Circulation			
9-3 Audio Circulation			
9-4 Video Circulation			
9-5 Other Physical Item Circulation			
9-6 Interlibrary Loan Circulation			
Total Circulation			

Electronic Material Circulation

9-7E-book Circulation	
9-8E-serial Circulation	
9-9E-audio Circulation	
9-10E-video Circulation	

Circulation Totals

Circulation of Children's Physical Material	
Total Circulation of Electronic Materials	
Total Circulation of Physical Items	
Total Collection Use	

Part 10: Annual Library Programs

A program is any planned event which introduces those 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. Count all programs, whether held on- or off-site, that are sponsored or co-sponsored by the library. Include programs held at branch libraries.

Exclude programs sponsored by other groups that use library facilities, including meeting rooms. 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. Note: Exclude library activities delivered on a one-to-one basis, rather than as a group, such as one-to-one literacy tutoring, services to the homebound, resume writing assistance, homework assistance, and mentoring activities.

ASSIGN EACH PROGRAM TO JUST ONE AGE CATEGORY: CHILDREN 0-5, CHILDREN 6-11, YOUNG ADULT, OR ADULT.

For example, if you have a holiday program for the entire community and feel that the holiday program was primarily intended for adults, then count that program as an adult program and count all of the patrons of all ages who attended that event in the adult attendance column.

Programming Measures**Children (Ages 0-5)**

	A Number of Programs	B Attendance of Programs
10-1 In-Person Onsite Children's Programs (ages 0-5)		
10-2 In-Person Offsite Children's Programs (ages 0-5)		
10-3 Live Virtual Children's Programs (ages 0-5)		
10-4 Total number of Programs (0-5)		

Children (Ages 6-11)

	A Number of Programs (ages 6-11)	B Program Attendance (ages 6-11)
10-5 In-Person Onsite Children's Programs (ages 6-11)		
10-6 In-Person Offsite Children's Programs (ages 6-11)		
10-7 Live Virtual Children's Programs (ages 6-11)		
10-8 Total Number of Children's (6-11) Programs		

YA/Teens (Ages 12-18)

	A: Number of Programs (ages 12-18)	B: Program Attendance (ages 12-18)
10-9 In-Person Onsite YA Programs (ages 12-18)		
10-10 In-Person Offsite YA Programs (ages 12-18)		
10-11 Live Virtual YA Programs (ages 12-18)		
10-12 Total Number of Young Adult Programs		

Adults (Ages 19+)

	A: Number of Programs (ages 19+)	B: Program Attendance (ages 19+)
10-13 In-Person Onsite Adult Programs (ages 19+)		
10-14 In-Person Offsite Adult Programs (ages 19+)		
10-15 Live Virtual Adult Programs (ages 19+)		
10-16 Total Number of Adult Programs		

Other/Family/All Ages

	A: Number of General Programs	B: Program Attendance
10-17 In-Person Onsite General Programs		
10-18 In-Person Offsite General Programs		
10-19 Live Virtual General Programs		
10-20 Total Number of General Interest Programs		

Asynchronous Program Measures

	10-21A: Total Number of Asynchronous Program Presentations	10-21B: Total Views of Asynchronous Program Presentations within 30 Days

Totals of Programming Measures

	A: Total Number of Programs	B: Total Program Attendance
10-22 Total In-Person Onsite Programs		
10-23 Total In-person Offsite Programs		
10-24 Total Number of Children's Programs		
10-25 Total Number of Synchronous Virtual Programs		
10-26 Total Number of Programs Held		

Part 11: Annual Library Service Measures

If annual counts for items 11-1 and 11-3 below are not available, please provide estimates. Annual estimates can be based on counts taken during a typical week, preferably in October, and multiplying that number by the number of weeks the library is open. A typical week is a time that is neither unusually busy nor unusually slow. Avoid holiday times and summer vacations. Choose a week in which the library is open its regular hours. Include seven consecutive calendar days, from Sunday through Saturday, or whenever the library is usually open.

11-1aAnnual Attendance in Main Library	
11-1bAnnual Attendance in all Branches and Bookmobiles	
11-1cAnnual Attendance in Library	
11-2Library Visits Reporting Method	
11-3Annual Reference Transactions	
11-4Reference Transactions Reporting Method	
11-5Does the library charge overdue fines to any users for physical print materials?	
11-6Automatic Renewal of Physical Materials	

Part 12: Library Technology

12-1Number of Public-Only Internet Computer Terminals (Central Libraries)	
12-2Number of Public-Only Internet Computer Terminals (Branches & Bookmobiles)	
12-3aNumber of sessions on public internet computers per year (excluding wireless sessions)	
12-3bReporting Method for Number of Uses of Public Internet Computers Per Year	
12-4aAnnual number of wireless sessions	
12-4bReporting Method for Wireless Sessions	

Library Broadband Support

12-5Do all of your computers with access to the Internet have filtering in place?	
12-6What is the product name of your filter or filtering service?	
12-7Who is your Internet Service Provider? (ISP)	
12-8What is your library's annual undiscounted cost for Internet service? (your monthly cost before any e-rate discounts multiplied by 12)	
12-9How much bandwidth DOWN (Mbps) do your library patrons get? This should be the contracted speed stated by your ISP.	
12-10How much bandwidth UP (Mbps) do your library patrons get? This should be the contracted speed stated by your ISP.	
12-11Can patrons access a wireless connection in your library?	

Library Automation

12-12Does your library have an automated library system?	
12-13Does your library have a web page?	
12-15Is your public or combined school/public library the only place in your community providing public access to the Internet?	

Part 13: Outlet Information

Double check your library's outlet information below. Email Kate if any information should be updated.

Name

Location		Branch Library Name	Branch Librarian Name

Address

Location		Street Address	City	ZIP Code

Contact / Hours

Location		Phone Number	Public Service Hours Per Year	714 Number of Weeks Open
Alaska Division of Libraries, Archives and Museums				

Facility

Location		Number of public-only computer terminals located in this branch that can access the Internet	New building or renovation	Area in Square Feet of outlet	Meeting Room(s):	Meeting Room Use for Non-library Events

Part 14: Library Narrative

14-1Please review the plan and objectives outlined in your original grant application. What was accomplished and how has your community benefited?	
14-2Describe any significant problems you encountered while providing service to your community	
14-3Please describe your most successful program(s).	
14-4Are there programs, services, or ideas you would like the State Library to consider?	
14-5Please detail any changes that need to be made to the library's or branch's name or address.	

Part 15: Certification of the FY2025 Alaska Public Library Annual Report

Don't forget to sign and submit the 2025 Certification Form.

15-1Name of Respondent	
15-2Upload signed certification form (or scan/email, fax, or mail)	
15-3I have submitted or am in the process of submitting the Certification form	