FY2004 Spreadsheet Graphs

All group figures are calculated for groups of libraries, not municipalities (except for municipal pie)

If a library did not submit data for an indicator, that indicator will display a zero for their library on the chart
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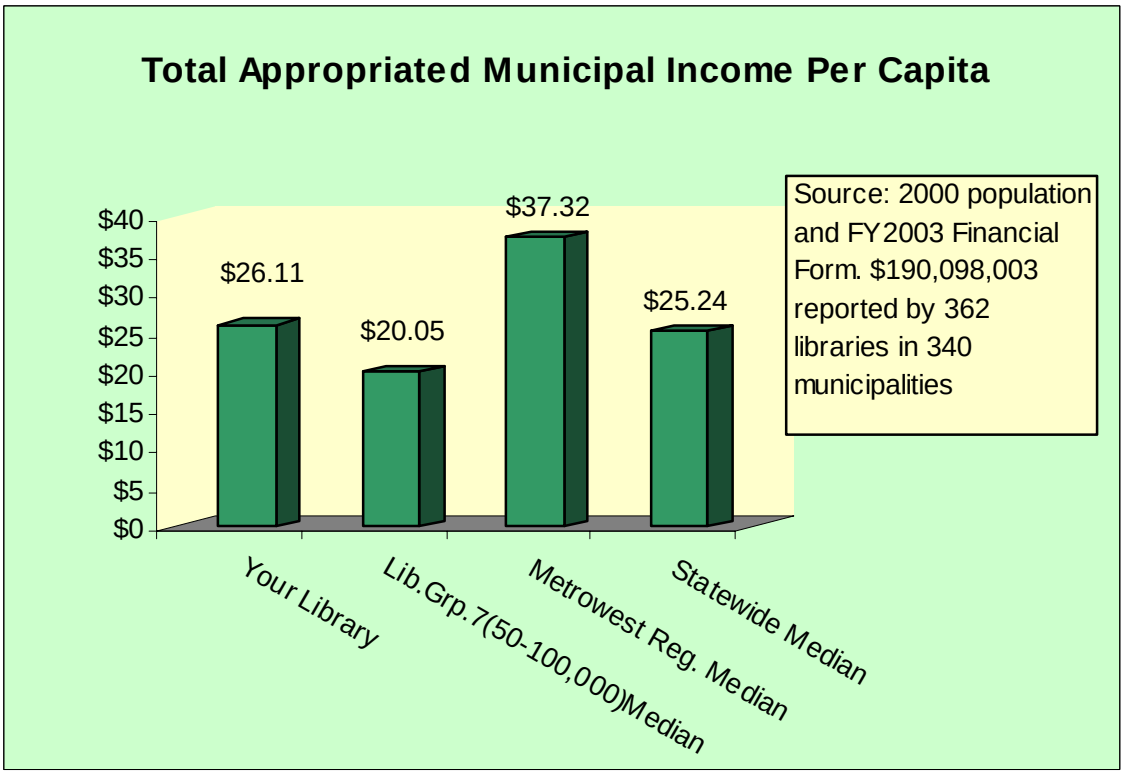


An example of what a printed spreadsheet will look like.

Files
FY2003 Munic Pie Data.xls displays the library's share of the municipal pie
FY2004 Attendance Data.xls displays attendance per capita figures.
FY2004 Direct Circulation Data.xls displays direct circulation per capita figures.
FY2004 Programs Data.xls displays programs held figures.
FY2004 Reference Data.xls displays reference transactions per capita.
FY2004 TAMI Data.xls displays Total Appropriated Municipal Income per capita figures.
FY2004 TME Data.xls displays Total Materials Expenditures per capita figures.
FY2004 TOE Data.xls displays Total Operating Expenditures per capita figures.

Requirements for using these spreadsheets:
Microsoft Excel 97, 2000 or 2002
Screen resolution of 800 x 600 or higher preferred

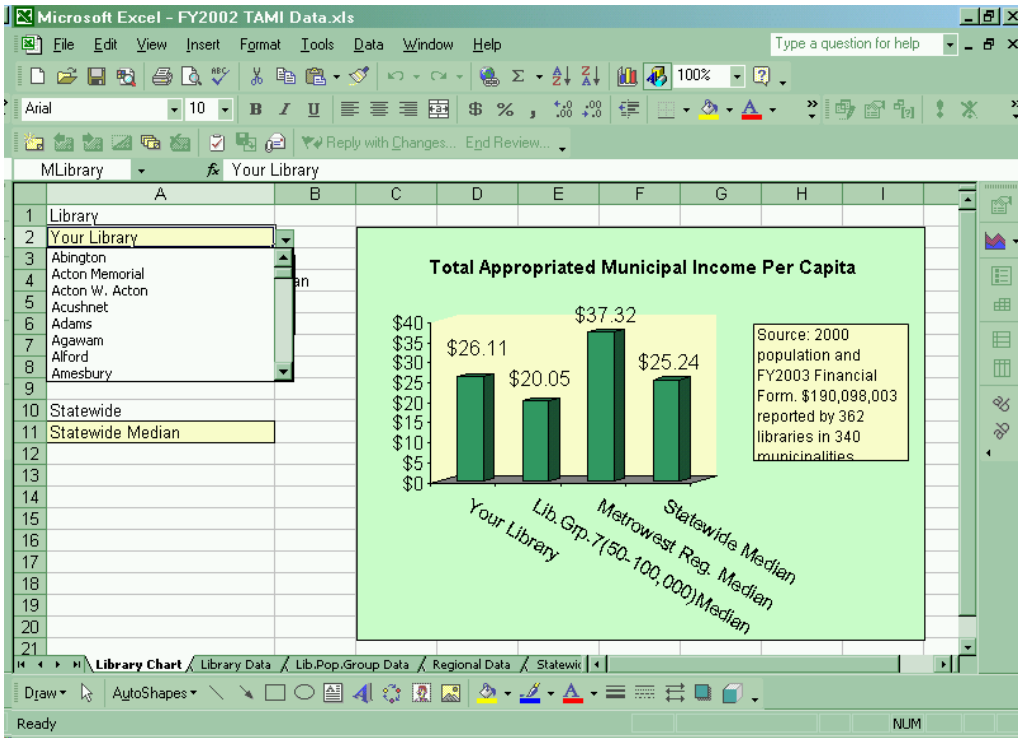
"Municipal Pie" Figures Chart
The percentage of municipal expenditures spent on libraries bar chart includes figures for groupings by kind of community as well as population group, region and state.

How to access and use the spreadsheets:

Using your browser, go http://www.mblc.state.ma.us
Mouse over “Advisory Services for Libraries.”
Click on “Library Statistics” in the pop up menu.
Click on “Public Library Data” on the left under “Library Statistics.”
Click on “2004" on the right of the screen under “Charts (Excel).
Under the **2004 Public Library Charts** heading, click on the spreadsheet you want to work with. You may open the spreadsheet using Excel, if that is presented as an option to you, or you may save it to your computer’s hard drive and work with the file locally.

Open one of the spreadsheets.

To select data for a particular library, click in the first yellow cell (A2)on the left hand side of the screen. Click on the drop down arrow that appears to the cell’s right. Use the vertical scroll bar to move up and down the list of libraries. Libraries are in municipality order.



Move the cursor to each of the yellow boxes, (hidden in the example at right) under the Library Pop Group, Region and Statewide headings to select averages, medians or statewide figures. For the Percentage of Municipal Expenditures chart, you may also choose averages or medians for a specific kind of community.

It is possible to change chart settings, such as color, fonts, axis scale, etc., but the file is protected to ensure that data is not inadvertently changed.

Printing charts

For a full page version of the chart, click on edge of the chart. Small squares should appear in each corner and at each side’s midpoint.

Press the printer icon or select “print from the “File” menu to select a different printer or change the print settings. To avoid printing the entire workbook, before printing for the first time, you may want to check that Excel’s “print what” section of the printing dialog box is set to print “Selected Chart.”

If all the numbers on the chart are not displaying properly on your printed output, you may try right-clicking the mouse on the “value axis” and then removing the checkmarks from for the autoscale fields.

While these charts have been tested using several different printers, it is not possible for us to test every printer.

Copying charts to another application

You may copy the charts to Microsoft Word or Microsoft Powerpoint (and many other compatible software packages) if you wish. To do this,

Select the entire chart by clicking on a corner of the chart. There should be small squares displayed in each corner and at the midpoint of each of the chart’s sides.

Copy this to the clipboard by pressing <CTRL-C> or clicking on the copy icon or selecting “copy” from Excel’s “Edit” menu.

To paste the chart into your application, move your cursor to the point in your document you would like to insert the chart. Paste the chart in, by pressing <CTRL-V> or clicking on the Paste icon in your software. Most software applications will also allow you to paste by selecting “paste” from the “edit” menu.

Calculations & Definitions

Average.:(Avg.) Mean - calculated by totaling data submitted for the indicator by each library and dividing by the number of libraries in the group. Each library within the group is weighted equally.

Median: - Midpoint of all the data submitted by library.

Statewide (not median or avg.) Statewide total reported divided by the population served by reporting libraries. (Tweak this definition.) Not available for Programs spreadsheet.

Municipal Pie Percentage: Library expenditures for the municipality as a percentage of the general fund

Direct Circulation: Total annual circulation of all library materials of all types, including renewals. This is circulation to patrons and excludes interlibrary loans provided to other libraries.

Per Capita: This is calculated by dividing the library’s total figure by the 2002 population estimate (library service population).

Programs: any planned event that introduces library services, provides information or entertainment, or promotes the library. It may take place in the library or elsewhere in the community, but the library must be a primary sponsor of the event, contributing time, money, space, or people to the planning or presentation of the program.

Reference: an information contact which involves the knowledge, use, recommendations, interpretation or instruction in the use of one or more information sources by a member of the library staff.

Attendance: the total number of persons entering the library for whatever purpose during the year.

Total Appropriated Municipal Income: sum of municipal revenue sources appropriated to the library for

operating.

Total Materials Expenditures: sum of operating expenditures from the library's budget for library materials including print, non-print, and electronic resources.

Total Operating Expenditures: sum of the operating expenditures from the library's budget for personnel (salaries and benefits), library materials, and other operating expenditures.

Kind of Community: a classification of communities developed by the Massachusetts Department of Education in 1985.

1 Urbanized Centers	Manufacturing and commercial centers, densely populated, culturally diverse.
2 Economically Developed Suburbs	Suburbs with high levels of economic activity, social complexity, and relatively high income levels.
3 Growth Communities	Rapidly expanding communities in transition.
4 Residential Suburbs	Affluent communities with low levels of economic activity.
5. Rural Economic Centers	Historic manufacturing and commercial communities, moderate levels of economic activity.
6 Small Rural Communities	Small towns, sparsely populated, economically undeveloped.
7 Resort/Retirement and Artisan	Communities with high property values, relatively low income levels, and enclaves of retirees, artists, vacationers and academicians.