

Files with an extension of *.xls are data files in Excel format.
 Files with an extension of *.dbf are data files in dBASE/foxplus format.
 Please see the print reports for more comprehensive definitions.

FY2004 data will be available in early 2005.

FINST03 Financial Statistics File Data from this file was used to print the FY2003 Financial Statistics Report.	
Field Name	Definition
TOWNSNAME	Name of the municipality in which the library is located
MULTIPLE	True value indicates multiple independent libraries within the municipality.
LIBCODE	Unique library identifier - usually, but not always, the name of the municipality.
LIBPOP	2002 population estimate served by the library
LIBGROUP	Population Grouping the library is in. A = 1 - 1,999 B = 2,000 - 4,999 C = 5,000 - 9,999 D = 10,000 - 14,999 E = 15,000 - 24,999 F = 25,000 - 49,999 G = 50,000 - 99,999 H = 100,000 +
REGION	Region in which the library is located. B = Boston C = Central M = Metrowest N = Northeast S = Southeastern W = Western
COUNTY	2-letter code representing the county in which the library is located. BA = Barnstable BE = Berkshire BR = Bristol DU = Dukes ES = Essex FR = Franklin HN = Hampden HS = Hampshire MI = Middlesex NA = Nantucket NO = Norfolk PL = Plymouth SU = Suffolk WO = Worcester

FINST03
 Financial Statistics File
 Data from this file was used to print the FY2003 Financial Statistics Report.

Field Name	Definition
TAMILAST	Sum of revenue sources appropriated to library for operating.
TAMIPC	Per capita total appropriated municipal income.
TOILAST	Total Operating Income - Sum of appropriated and not appropriated revenues from all municipal funds, trust, gift and State Aid to Public Libraries Program monies.
TOIPC	Per capita total operating income.
TOELAST	Total operating expenditures.
TOEPC	Per capita total operating expenditures.
SALELAST	Salary expenditures.
SALEPC	Per capita salary expenditures.
SALEPERC	Percentage of total operating expenditures spent on salaries.
TMELAST	Materials expenditures.
TMEPC	Per capita materials expenditures.
TMEPERCEN	Percentage of total operating expenditures spent on materials.
TOOELAST	Other operating expenditures including building maintenance, energy, utilities and network membership.
TOOPC	Per capita other operating expenditures.
TOOPERCENT	Percentage of total operating expenditures spent on items other than personnel and materials.
NETWEPC	Per capita network expenditures.
NETWELAST	Network expenditures - the cost of belonging to an automated resource sharing network paid from the library's budget.
ANNHRS	Number of hours the library (including branches and bookmobiles) was open during the fiscal year.
ATTENDANCE	Total annual library attendance (visits)

CIRC03
Circulation and Services Statistics File

Data from this file was used to print the FY2003 Circulation and Holdings Report

Field Name	Definition
LIBCODE	Name of the municipality and for multiple libraries, partial library name.
TOWNSNAME	Name of the municipality the library is located in.
MULTIPLE	True value indicates multiple independent libraries within the municipality.
CONTRACTIN	True value indicates library contracts with the Board of Library Commissioners to provide various services to the region.
REGION	Region in which the library is located. B = Boston C = Central M = Metrowest N = Northeast S = Southeastern W = Western
LIBPOP	2002 population estimate served by library
LIBGROUP	Population Grouping the library is in. A = 1 - 1,999 B = 2,000 - 4,999 C = 5,000 - 9,999 D = 10,000 - 14,999 E = 15,000 - 24,999 F = 25,000 - 49,999 G = 50,000 - 99,999 H = 100,000 +
COUNTY	2-letter code representing the county in which the library is located. BA = Barnstable BE = Berkshire BR = Bristol DU = Dukes ES = Essex FR = Franklin HN = Hampden HS = Hampshire MI = Middlesex NA = Nantucket NO = Norfolk PL = Plymouth SU = Suffolk WO = Worcester
PRINTTOTCI	Total number of print adult and juvenile volumes lent.
AUDIOCIRC	Total number of CD's and audio tapes lent.

CIRC03
Circulation and Services Statistics File

Data from this file was used to print the FY2003 Circulation and Holdings Report

Field Name	Definition
VIDEOCIRC	Total number of video tapes and video discs lent.
DIRCIRC	Total Direct Circulation: total number print or non-print items circulated directly to borrowers. Includes: circulation of above plus periodicals, audio tapes, video tapes, multimedia items, framed art and other miscellaneous items.
TCIRC	Total circulation activity: total items circulated including to borrowers directly, and to other libraries, via interlibrary loan and network transfers.
NRCTOT	Nonresident circulation total - Total number of items circulated to nonresidents of the municipality. This includes the figures for residents of Massachusetts municipalities certified for state aid as well as loans to residents of Massachusetts municipalities not certified for state aid and persons from outside Massachusetts.
TOTHOOURS	Total number of hours worked by all employees.
NCUSTFTE	Full-time equivalencies excluding custodians. Calculated by totaling the number of hours worked by all staff except custodial staff and dividing by 35.
CHILFTE	Full-time equivalencies for children's librarians. Calculated by totaling the number of hours worked by all children's librarians and dividing by 35.
CIRCFTE	Total Circulation per FTE. (TCIRC/FTE)
CIRCPC	Total circulation activity per capita. (TCIRC/POP)
ANNHRSMAN	Total annual hours the library was open (main library if there are branches).
ANNHRSBRAN	Total annual hours any/all branch libraries were open.
ANNHRSBKMB	Total annual hours any/all bookmobiles were open
CIRCHOUR	Total Circulation activity per hour open.
LOANTO	Interlibrary loans provided to another library.
LOANFROM	Interlibrary loans received from another library.
REGISNUM	Number of people registered to use the library at the end of the fiscal year.
TOTSUBS	Total subscriptions
PRINTTOT	Total print holdings
NONPRINTOT	Total nonprint holdings
HOLD	Total holdings
HOLDPC	Holdings per capita

SERV03
Circulation and Services Statistics File

Data from this file was used to print the FY2003 Services Report

Field Name	Definition
LIBCODE	Name of the municipality and for multiple libraries, partial library name.
TOWNSNAME	Name of the municipality the library is located in.
LIBPOP	2002 population estimate served by the library
LIBGROUP	Population Grouping the library is in. A = 1 - 1,999 B = 2,000 - 4,999 C = 5,000 - 9,999 D = 10,000 - 14,999 E = 15,000 - 24,999 F = 25,000 - 49,999 G = 50,000 - 99,999 H = 100,000 +
MULTIPLE	True value indicates multiple independent libraries within the municipality.
CONTRACTIN	True value indicates library contracts with the Board of Library Commissioners to provide various services to the region.
REGION	Region in which the library is located. B = Boston C = Central M = Metrowest N = Northeast S = Southeastern W = Western
COUNTY	2-letter code representing the county in which the library is located. BA = Barnstable BE = Berkshire BR = Bristol DU = Dukes ES = Essex FR = Franklin HN = Hampden HS = Hampshire MI = Middlesex NA = Nantucket NO = Norfolk PL = Plymouth SU = Suffolk WO = Worcester
ANNHRSMAN	Total annual hours the library was open (main library if there are branches).
ANNHRBRAN	Total annual hours any/all branch libraries were open.

SERV03
Circulation and Services Statistics File

Data from this file was used to print the FY2003 Services Report

Field Name	Definition
ANNHRSBKMB	Total annual hours any/all bookmobiles were open
COMPACCINT	Number of computers accessing the Internet
COMPACCING	Number of computers accessing the Internet with a graphical user interface
MTRMUSES	Number of uses of meeting rooms
ATTENDANCE	Annual attendance (visits)
REFERENCE	Annual reference transactions
TOTSATS	Total number of Saturdays open
TOTSUNS	Total number of Sundays open
HRSSATS	Total number of hours open on Saturdays
HRSSUNS	Total number of hours open on Sundays
BRANCHES	Number of branches
JUPROG	Number of children's programs held
JUATTEND	Attendance at children's programs
ADPROG	Number of adult programs held
ADATTEND	Attendance at adult programs
REGISNUM	Number of people registered to use the library at the end of the fiscal year.
RESREGD	Number of people registered to use the library at the end of the fiscal year who were residents of the municipality.
MAINEVE	Total number of hours main library was open after 5 p.m. during FY2003
BRANEVE	Total number of hours branch(es) was open after 5 p.m. during FY2003
MAINQUSED	Total number of times the main library's quiet (individual or group) study rooms were used during FY2003
BRANQUSED	Total number of times the branch(es)' quiet (individual or group) study rooms were used during FY2003
MTGRMSUSED	Number of times meeting rooms were used for all purposes excluding staff meetings

PERS03
Personnel Statistics File

Data from this file was used to print the 7-1-2003 Public Library Salaries Report and the 7-1-2003
Education and Staffing Report.

Field Name	Definition
LIBCODE	Unique identifier for each library - Code contains the name of the municipality and for municipalities with multiple independent libraries, part of the library name.
TOWNSNAME	Name of the municipality in which the library is located.
LIBPOP	2002 population estimate served by the library
LIBGROUP	Population Grouping the municipality is in. A = 1 - 1,999 B = 2,000 - 4,999 C = 5,000 - 9,999 D = 10,000 - 14,999 E = 15,000 - 24,999 F = 25,000 - 49,999 G = 50,000 - 99,999 H = 100,000 +
REGION	Library region in which municipality is located. B = Boston C = Central M = Metrowest N = Northeast S = Southeastern W = Western
COUNTY	2-letter code representing the county in which the municipality is located. BA = Barnstable BE = Berkshire BR = Bristol DU = Dukes ES = Essex FR = Franklin HN = Hampden HS = Hampshire MI = Middlesex NA = Nantucket NO = Norfolk PL = Plymouth SU = Suffolk WO = Worcester
MULTIPLE	Indicates multiple independent libraries within the municipality.
DIRSAL	Director's actual annual salary as of 7/1/2003.

PERS03
Personnel Statistics File

Data from this file was used to print the 7-1-2003 Public Library Salaries Report and the 7-1-2003 Education and Staffing Report.

Field Name	Definition
DIRHRS	Director's Weekly Hours - total number of paid hours worked by the library director in a typical week.
DIREED	Director education - Highest education level completed by the Library Director as of 7/1/2003.
DLSMLS	Number of staff holding Doctorate or Masters' in Library Science degrees as the highest education level completed.
BLS	Number of staff holding BLS degree as highest educational level completed.
ASSOC	Number of staff having completed two or more years of college, but not holding a Bachelors degree.
HSGRAD	Number of staff having completed high school as their highest educational level completed.
OTHGRAD	Number of staff holding Doctorate or Masters' degrees other than MLS as highest education level completed.
BSBA	Number of staff holding Bachelors degrees other than BLS as their highest educational level completed.
COLL2	Number of staff having completed some college but less than two years of college.
OTHERUNK	Number of staff with other or unknown education levels.
MLSHRS	Number of hours worked in a normal week by all staff holding MLS degrees.
PROFHRS	Number of hours worked by all librarians
CHILHRS	Number of hours worked by all children's librarians.
NCUSTHRS	Number of hours worked by all employees in noncustodial positions.
FTE	Full-time equivalency. This is computed by adding hours worked by all employees and dividing by 35.
FT	Number of full-time (35 or more hours per week) employees.
PT	Number of part-time (less than 35 hours per week) employees.
ANNHRSMAN	Number of hours the library (or main library) was open during the fiscal year.
ANNHRSBAN	Number of hours the branch library(s) was open during the fiscal year.
ANNHRSBKMB	Number of hours the bookmobile(s) was open during the fiscal year.
VOLHOURS	Number of hours volunteered in fiscal year.

PERS03
Personnel Statistics File

Data from this file was used to print the 7-1-2003 Public Library Salaries Report and the 7-1-2003 Education and Staffing Report.

Field Name	Definition
MLS	"MLS" in this field indicates the director on 7/1/2001 holds an MLS degree.
xxMIN	<p>Minimum hourly compensation in the range reported by the library. When this field is blank and xxMAX contains a value, only one hourly figure was reported. List of codes substituted for xx follows:</p> <ul style="list-style-type: none">LD = Library DirectorAD = Assistant DirectorSL = Senior LibrarianBL = Branch LibrarianAL = Adult Reference Services - Staff LibrarianCL = Children's Ref. Services - Staff LibrarianXL = Circulation Services - Staff LibrarianTL = Technical Services - Staff LibrarianYL = YA Services - Staff LibrarianOL = Other Staff LibrarianST = Library Assoc./Senior Library TechnicianLT = Library TechnicianPA = PagesAA = Administrative AssistantCS = Clerical StaffOS = Other StaffCU = Custodial Staff
xxMAX	Maximum hourly compensation in the range reported by the library. See above position list to substitute for xx.