Files with an extension of *.wk1 are data files in Lotus 1-2-3 format.

Files with an extension of *.dbf are data files in dBASE III/IV format.

FY2000 data will be available in March, 2001.

FINSTAT Financial Statistics File Data from this file was used to print the FY1999 Financial Statistics Report.	
Field Name	Definition
MUNIC	Name of the municipality
MULTIPLE	True value indicates multiple independent libraries within the municipality.
LIBCODE	Unique library identifier - usually, but not always, the name of the municipality.
POP	1998 population estimate

POPGROUP	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

	FINSTAT Financial Statistics File Data from this file was used to print the FY1999 Financial Statistics Report.

Field Name	Definition

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

TAMILAST	Sum of revenue sources appropriated to library for operating.
TAMIPC	Per capita total appropriated municipal income.
TOILAST	Total Operating Income - Sum of appropriated an 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.

FINSTAT Financial Statistics File Data from this file was used to print the FY1999 Financial Statistics Report.	
Field Name	Definition
TOOPERCENT	Percentage of total operating expenditures spent on items other than personnel and materials.
NETPC	Per capita network expenditures.
NETWELAST	Network expenditures - the cost of belonging to an automated resource sharing network paid from the library's budget.

CIRCSERV Circulation and Services Statistics File Data from this file was used to print the FY1999 Circulation and Holdings Report and the FY1999 Services Report	
Field Name	**Definition**
LIBCODE	Name of the municipality and for multiple libraries, partial library name.
MUNIC	Name of the municipality.
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	Library region in which municipality is located.
	     B = Boston
	     C = Central
	     M = Metrowest
	     N = Northeast
	     S = Southeastern
	     W = Western

POP	1998 population estimate

POPGROUP	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 +

KOC85	Kind of community code - established 1985.
	     1 = Urbanized Center
	     2 = Economically Developed Suburb
	     3 = Growth Community
	     4 = Residential Suburb
	     5 = Rural Economic Center
	     6 = Small Rural Community
	     7 = Resort/Retirement/Artistic Community

	CIRCSERV **Circulation and Services Statistics File** Data from this file was used to print the FY1999 Circulation and Holdings Report and the FY1999 Services Report

Field Name	Definition
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
PRINTTOTCI	Total number of print adult and juvenile volumes lent.
AUDIOCIRC	Total number of CD's and audio tapes lent.
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 and from 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.
FTHOURS	Total number of hours worked by full-time (35 or more hours per week) employees.
PTHOURS	Total number of hours worked by part-time (less than 35 hours per week) 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.
CIRCFTE	Total Circulation per FTE. (TCIRC/FTE)

	CIRCSERV Circulation and Services Statistics File Data from this file was used to print the FY1999 Circulation and Holdings Report and the FY1999 Services Report
Field Name	**Definition**
CIRCPC	Total circulation activity per capita. (TCIRC/POP)
ANNHRSMAIN	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	Sum of print, non-print and computer materials owned by the library.
HOLDPC	Holdings per capita. (HOLD/POP)
COMPACCINT	Number of public use computers that have access to the Internet.
ATTENDANCE	Total library attendance.
REFERENCE	Total number of reference transactions.
TOTSATS	Number of Saturdays open during the fiscal year.
TOTSUNS	Number of Sundays open during the fiscal year.
BRANCHES	Number of auxiliary libraries operating during fiscal year. These are libraries with separate quarters, a permanent basic collection, a permanent staff, and a regular schedule, but administered from a central unit.
JUPROG	Number of programs designed for children offered by the library.
JUATTEND	Number of people attending programs designed for children.
ADPROG	Number of programs designed for adults offered by the library.
ADATTEND	Number of people attending programs designed for adults.

PERS Personnel Statistics File Data from this file was used to print the FY1999 Public Library Salaries Report and the FY1999 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.
MUNIC	Name of the municipality.
POP	1998 population estimate.
POPGROUP	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

PERS
Personnel Statistics File
Data from this file was used to print the FY1999 Public Library Salaries Report and the FY1999 Education and Staffing Report.

Field Name	Definition
KOC85	Kind of community code - established 1985. 1 = Urbanized Center 2 = Economically Developed Suburb 3 = Growth Community 4 = Residential Suburb 5 = Rural Economic Center 6 = Small Rural Community 7 = Resort/Retirement/Artistic Community
MULTIPLE	Indicates multiple independent libraries within the municipality.
DIRSAL	Director's actual annual salary as of 7/1/1999.
MLS	"MLS" in this field indicates the director on 7/1/99 holds an MLS degree.
xxMIN	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: LD = Library Director AD = Assistant Director SL = Senior Librarian BL = Branch Librarian AL = Adult Reference Services - Staff Librarian CL = Children's Ref. Services - Staff Librarian XL = Circulation Services - Staff Librarian TL = Technical Services - Staff Librarian YL = YA Services - Staff Librarian OL = Other Staff Librarian ST = Library Assoc./Senior Library Technician LT = Library Technician PA = Pages AA = Administrative Assistant CS = Clerical Staff OS = Other Staff CU = Custodial Staff
xxMAX	Maximum hourly compensation in the range reported by the library. See above position list to substitute for xx.
DIRHRS	Director's Weekly Hours - total number of paid hours worked by the library director in a typical week.

	PERS Personnel Statistics File Data from this file was used to print the FY1999 Public Library Salaries Report and the FY1999 Education and Staffing Report.
Field Name	Definition
DIRED	Director education - Highest education level completed by the Library Director as of 7/1/97.
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	Full-time equivalency for persons listed as holding librarian positions. This is computed by adding hours worked by all librarians and dividing by 35.
CHILHRS	Full-time equivalency for children's librarians. This is computed by adding hours worked by children's librarians and dividing by 35.
NCUSTHRS	Full-time equivalency for employees in noncustodial positions. This is computed by adding hours worked by all noncustodial employees and dividing by 35.
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.
ANNHRSMAIN	Number of hours the library (or main library) was open during the fiscal year.
ANNHRSBRAN	Number of hours the branch library(s) was open during the fiscal year.

| PERS |
| Personnel Statistics File |

Data from this file was used to print the FY1999 Public Library Salaries Report and the FY1999 Education and Staffing Report.

Field Name	Definition
ANNHRSBKMB	Number of hours the bookmobile(s) was open during the fiscal year.
VOLHOURSYR	Number of hours volunteered in fiscal year.