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.

FY2006 data will be available in early 2007.

FINST05
Financial Statistics File
Data from this file was used to print the FY2005 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	2004 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
TAMILAST	Sum of revenue sources appropriated to library for operating.

FINST05
Financial Statistics File
Data from this file was used to print the FY2005 Financial Statistics Report.

Field Name	Definition
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)

CIRC05 Circulation and Services Statistics File Data from this file was used to print the FY2005 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	2004 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.
VIDEOCIRC	Total number of video tapes and video discs lent.

	CIRC05 Circulation and Services Statistics File Data from this file was used to print the FY2005 Circulation and Holdings Report
Field Name	**Definition**
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.
TOTHOURS	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)
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	Total holdings
HOLDPC	Holdings per capita

Field Name	Definition
SERV05 **Circulation and Services Statistics File** **Data from this file was used to print the FY2005 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	2004 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 thelibrary 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
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

SERV05	
Circulation and Services Statistics File	
Data from this file was used to print the FY2005 Services Report	
Field Name	Definition
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
MTGRMSUSED	Number of times meeting rooms were used for all purposes excluding staff meetings

PERS05 Personnel Statistics File Data from this file was used to print the 7-1-2005 Public Library Salaries Report and the 7-1-2005 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	2004 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 7/1/2005.

PERS05 **Personnel Statistics File** Data from this file was used to print the 7-1-2005 Public Library Salaries Report and the 7-1-2005 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.
DIRED	Director education - Highest education level completed by the Library Director as of 7/1/2005.
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.
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.
ANNHRSBKMB	Number of hours the bookmobile(s) was open during the fiscal year.
VOLHOURSYR	Number of hours volunteered in fiscal year.

PERS05	
Personnel Statistics File	
Data from this file was used to print the 7-1-2005 Public Library Salaries Report and the 7-1-2005 Education and Staffing Report.	
Field Name	**Definition**

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.