LIBRARY INSIGHTS SURVEY - Data Collection Worksheet

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This Data Collection Worksheet is intended to act as a planning tool when preparing for the Library Insights Survey (LIS). Use this fillable sheet to organize all of your prompt answers before submitting to the LIS. Don't hesitate to contact ULC Research & Data with any questions!

Survey Section	Prompt(s)	Notes	Your Response
General Information	1. Library name		
	2. Central library address	*If none, select largest location.*	
	3. Your name		
	4. Your title		
	5. Email		
	6. Did your library participate in the 2024 Library Insights Survey	*You will be able to provide 2019, 2022 & 2023 data using separate survey links provided.*	[Yes/No]
	7. Did your library participate in the 2023 Library Insights Survey		[Yes/No]
Attraction & Attendance	8. Total in-person library visits in CY2024		
	9. Total number of branches in CY2024	*Not bookmobiles or deposit collections*	
	10. Library service area population CY2024	*System-wide library service area population*	
Location Experience & Use of Space	11. Total internet computer usage by general public in CY2024		
	12. Total wireless sessions in CY2024		
	13. Total physical circulation in CY2024	*Total physical circulation including renewals*	
	14. Total eResources accessed in CY2024	*All digital materials accessed online with or without a library card.*	
	15. Total number of reservable rooms across system	*Rooms/enclosed dedicated spaces*	

LIS Data Collection Worksheet (continued)

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Location Experience & Use of Space	16. Total room reservations in CY2024	*All room reservations (individual or group)*	
	17. Total incident reports in CY2024		
Library Services & Programs	18. Total number of in person library programs in CY2024	*In-person, In-branch library programs*	
	19. Total attendance to all in person library programs in CY2024	*In-person, In-branch library programs*	
	20. Please rank the following age groups from highest to lowest cumulative attendance to library programs.	*Ranking has been chosen here to allow for differences in tracking and reporting. If you do not have access to exact values, best estimate is encouraged.*	*a. Pre-school/early literacy* *b. School Age* *c. Pre-Teens* *d. Teens* *e. Adults* *f. Seniors*
	21. Please rank the following age groups from highest to lowest frequency of library programs.		
Operations, Staffing & Budget	22. What is the legal basis of the library?	*The legal basis reflects the state of local law which authorizes the library.*	*a. City/County* *b. County/Parish* *c. Library District* *d. School District* *e. Multi-jurisdictional* *f. Municipal Government* *g. Non-profit Assoc. or Agency* *h. Other [Text}*
	23. What is the primary *fundraising source of the library?	*This question was corrected from funding to fundraising*	*a. Library Foundation* *b. Friends of the Library* *c. Friends and Foundation* *d. Fundraising pro* *e. Library Director* *f. Not Applicable* *g. Other*

LIS Data Collection Worksheet (continued)

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Operations, Staffing & Budget	24. Which currency are you providing these numbers in - USD or CAD?	*You can indicate if USD or CAD*	
	25. Total budget in FY2024		
	26. Total security budget in FY2024		$
	27. Total materials budget in FY2024		$
	28. Total print collections budget in FY2024	*Including grant funds etc. for 28-29.*	$
	29. Total eBook/eAudiobook Budget in FY2024	*Do not include databases, online learning, streaming video, physical formats, magazines or newspapers accessed electronically.*	$
	30. Are you able to provide total Print Collections and eBook/eAudiobook Budget from 2023, 2022 or 2019?	*If yes, you will be able to enter this information.*	*[Yes/No]*
	31. Total number of FTE library staff in FY2024		
	32. Total number of open positions in FY2024	*FTE positions still vacant at the end of the FY*	
	33. Number of new branch constructions started in FY2024	*Only include values from branches started in FY24 (not ongoing construction) 33-35*	
	34. New branch construction cost per square foot	*See article 6 of the AIA document for definition of construction costs*	$
	35. Total square footage of new branch(s) construction		