Good morning,

There will be some changes to the 2021 Annual Report that will include the addition and deletion of some data elements.

Through this email and its attachments I want to specifically address the changes in how we will be collecting and reporting **programming statistics** for the annual report. I will address other minor changes to the annual report in a subsequent email.

These changes (see attachments) were proposed by IMLS and were agreed upon by the State Data Coordinators and the State Librarians from the 50 states and territories. Pennsylvania, as well as the other states and territories, upload data from their annual reports to IMLS for the purposes of gathering library statistics on the national level. These changes are an effort to better understand the role and impact of libraries in their communities.

It has been common practice that we (OCL) add the new questions to the annual report immediately following approval of the new questions at the national level even though it is not an expectation of IMLS.

By adding the questions to the 2021 Annual Report we will be able to trouble shoot collecting and reporting issues in advance of the actual reporting year that the new questions are required to be included, which will be reporting year 2022. The actual changes will not appear on the LibPAS platform until December or January, so it is important that you use the attached documents as a guide. The new data elements will appear on the 2021 Annual Report once the updates are completed and LibPAS is opened for data entry. 2021 will be a test run for the new data elements.

Do not be concerned that the new data elements will not reflect a full year of data. If you can create a full year of data for an element that would be great, but if not, it is ok to report what you can for 2021. The desire is that you become familiar with the new data elements and what will be required to report.

I recommend that you review the new data elements and all definitions. I also suggest that you begin collecting the new programming data in order to become familiar with the questions and allow for sufficient time to develop your own data collecting process.

There are 5 attachments to this email that will assist you with understanding the new data elements for programming statistics:

- New Programing Data Elements with Definitions (Excel Spreadsheet); this spreadsheet includes the new questions within the context of some existing

questions. The actual sequence of the questions has not been determined at this time.

- Key Definitions and Terminology (PDF)

- Example: Data Collection template – this document was shared and is an example of a data collecting tool

- Guidance for Programing: Live Virtual and Recorded

- Platform-Specific Guidance for Online Attendance and Viewing

Please read the attached documents. Let us know if you have any questions.

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