

## FY 2018 ALABAMA PUBLIC LIBRARY SERVICE PUBLIC LIBRARY SURVEY

Date Due: DECEMBER 15, 2018

### GENERAL INSTRUCTIONS

**A.** The data requested in the Public Library Survey is designed to be comparable with the data collected by libraries nationally as part of the "Public Library Survey" (PLS). **If you need assistance, telephone Stephanie Taylor at APLS, 800-723-8459 Extension 3943.**

**B.** All questions must be answered or the form will not submit. If you must use a zero (0) or NA, be sure not to use either indiscriminately. Zero means that the library does not have the materials or service to which the question refers, or did not have anyone use the material or service. NA (not available) means the data requested is not available (we did not collect / we cannot determine).

**C.** Numeric values: Be sure to round all figures to the nearest whole number. DO NOT use commas while entering numeric values. The program will insert commas in the proper location.

**D.** Add Group and Remove Group boxes: Clicking on the ADD GROUP box at the end of a question will provide additional lines to enter multiple sets of data such as lines for more than one City or County contributing to a library or new Board Members. Clicking on the REMOVE GROUP box at the end of a section will delete all of the data lines associated with that section of any question.

**E.** Telephone numbers: Do not use any punctuation when entering a telephone number. The Collect program will automatically format the number adding ( ) around the area code and the – between the prefix and final four digits.

**F.** Totals: For questions where a formula is given and the question is written in red, the program automatically adds the figures and enters the total. If the figure does not agree with your calculations, the program will not allow you to change the figure. Check each question related to the formula and make sure you have not accidentally entered the wrong figure or transposed a number. Please recheck all of your calculations.

**G.** Definitions: To review a definition while completing the form, click on the number of the question and the definition will be displayed.

**H.** Notes: If you need to make a note for yourself or APLS, or respond to an edit check, click on the notepad display to the right of the question. When the note box appears, click on Local, State or Federal and then click in the box in order to type the note. After typing the note click Save. You may place notes in each of the three categories, but you must click on the desired heading before entering a note. Edit checks are the result of parameters established by PLS. Please read the edit check carefully and respond to the question asked.

**I.** Pre-filled answers: The pre-filled information was entered on previous reports by your library or by APLS. Please do not delete or change the information. PLS codes should never be altered. If you question a code or data that has been entered for you call 1-800-723-8459 ext. 3943 and discuss the options with Stephanie Taylor.

## INSTRUCTIONS AND DEFINITIONS BY QUESTION NUMBER

### LIBRARY IDENTIFICATION

**1.1** FSCS ID is the identification number assigned by FSCS. If it's your first year completing the survey this will be blank. An ID will be assigned to you after completion.

**1.2** Give the beginning and ending date of the fiscal year of the report. (October 1, 2017 to September 30, 2018). This will be pre-filled.

**1.3** Give the legal name of the public library. Note: Provide the name of the public library. Do not use acronyms. Do not abbreviate the name unless it exceeds the AIR field length of 60 characters. Avoid abbreviations at the beginning of the name and do not punctuate abbreviations. This will be pre-filled.

**1.4-1.7** Street Address – complete street address of library.

**1.8-1.10** Mailing Address – Full address needed even if it's the same as the street address.

**1.11-1.12** Enter area code and number. Enter only numbers. DO NOT use any punctuation or spaces. The program will automatically format.

**1.13** Provide the E-mail address of the library director or a general address for the agency.

**1.14-1.15** Please give last name first, then first name and initial.

**1.16** Total Weekly Hours Open. The total number of hours that the library is open during a typical week.

### SERVICE OUTLETS

**2.1 Number of Main Libraries:** This is one type of single outlet library (SO) or the library, which is the operational center of a multiple-outlet library (MO or MA). Usually all processing is centralized here and the principal collections are housed here. Synonymous with main library. Note: Each administrative entity may report either no central library or one central library. No administrative entity may report more than one central library. In the administrative entity file, this simply means reporting "0" or "1" for central library. Where two or more libraries are considered "centrals" for state or local purposes, one central library and one or more branch libraries should be reported to PLS. If you wish to identify a central library in the outlet file, identify the library with the largest collection as the central library for PLS purposes, and report all others as branches. Where there are several co-equal outlets and no principal collection, report all such outlets as branches, not central libraries.

**2.2 Number of Branches:** A branch library is an auxiliary unit of an administrative entity, which has at least all of the following: 1) Separate quarters; 2) An organized collection of library materials 3) Paid staff and 4) Regularly scheduled hours for being open to the public

**2.3 Number of Bookmobiles:** A bookmobile is a traveling branch library. It consists of at least all of the following: 1) A truck or van that carries an organized collection of library materials 2)

Paid staff and 3) Regularly scheduled hours (bookmobile stops) for being open to the public.  
Note: Count the number of vehicles in use, not the number of stops the vehicle makes.

**2.4 Books-by-Mail:** A book lending service to people who cannot visit public library buildings or bookmobiles.

**2.5 Other Service Outlets:** Indicate the total number and type (kiosk and non-moveable bookmobiles). Counted outlets must provide library materials to the public on a regular basis.

**2.6** This question is for Public Library Systems only. It requests only the total number of member libraries.

**2.7** Public Libraries that are Members of a Public Library System, enter the name of the System of membership.

**2.8** Does your library have a legally established Foundation to receive donations and/or funds?

## **LIBRARY STAFF**

**3.1** Librarians with master's degrees from programs of library and information studies accredited by the American Library Association.

Note: Report figures as of the last day of the fiscal year. Include all positions funded in the library's budget whether those positions are filled or not. To ensure comparable data, 40 hours per week has been set as the measure of full-time employment (FTE). For example, 60 hours per week of part-time work by employees in a staff category divided by the 40-hour measure equals 1.50 FTEs.

**3.2** FTE Librarians counted for this data element are those individuals other than ALAMLS librarians who do, at the library, paid work, which requires professional training and skill. The skill of these individuals may have been acquired through years of working experience in a library. Do not include individuals who perform clerical or mechanical duties as their primary duty. Do not include ALA-MLS librarians counted in line 3.1 above. Report figures as of the last day of the fiscal year. Include all positions funded in the library's budget whether those positions are filled or not. To ensure comparable data, 40 hours per week has been set as the measure of full-time employment (FTE). For example, 60 hours per week of part-time work by employees in a staff category divided by the 40-hour measure equals 1.50 FTEs.

**3.3** The program will compute lines 3.1 + 3.2.

**3.4** Report on this line the total FTE of all other employees, including plant operations, security and maintenance staff. Do not include any employees counted on lines 3.1 or 3.2. Report figures as of the last day of the fiscal year. Include all positions funded in the library's budget whether those positions are filled or not. To ensure comparable data, 40 hours per week has been set as the measure of full-time employment (FTE). For example, 60 hours per week of part-time work by employees in a staff category divided by the 40-hour measure equals 1.50 FTEs.

**3.5** The program will compute the total of lines 3.3 + 3.4.

**3.6** Report the number of volunteer worker hours contributed to the library in the reporting year.

**3.7** Report the number of bilingual employees that are employees of this public library.

## **PUBLIC SERVICE HOURS**

**4.1** Include all hours the main library was open for public service during the full year. Minor variations in scheduled hours need not be included; however, extensive hours closed to the public due to natural disasters or other events should be excluded even if the staff is scheduled to work. For Administrative Entities that offer ONLY a books-by-mail service, count the hours that the outlet is staffed for service.

**4.2** Include all hours branches were open for public service during the full year. Minor variations in scheduled hours need not be included; however, extensive hours closed to the public due to natural disasters or other events should be excluded even if the staff is scheduled to work. For Administrative Entities that offer ONLY a books-by-mail service, count the hours that the outlet is staffed for service.

**4.3** Report only the actual hours in which the bookmobile is open to the public. Do not include the hours during which the bookmobile is in transit. Do not include hours for deposit collections or other similar service outlets.

**4.4** The program will compute the total of lines 4.1 through 4.3.

**4.5** Was the MAIN library closed for more than one week due to a NATURAL disaster (hurricane, tornado, snow, etc)?

## **SERVICES**

### **Users**

Report the registered users of the library in accord with the age breakout as noted.

**5.1a** Preschool (birth to age 5) A registered user is a library user who has applied for and received an identification number or card from the public library that has established conditions under which the user may borrow library materials **or** gain access to other library resources.

Note: Files should have been purged within the past three (3) years.

**5.1b** Children (age 6 to 11) A registered user is a library user who has applied for and received an identification number or card from the public library that has established conditions under which the user may borrow library materials **or** gain access to other library resources.

Note: Files should have been purged within the past three (3) years.

**5.1c** Young Adult (age 12 to 18) A registered user is a library user who has applied for and received an identification number or card from the public library that has established conditions under which the user may borrow library materials **or** gain access to other library resources.

Note: Files should have been purged within the past three (3) years.

**5.1d** Adult (age 19 and up) A registered user is a library user who has applied for and received an identification number or card from the public library that has established conditions under which the user may borrow library materials **or** gain access to other library resources. Note: Files should have been purged within the past three (3) years.

**5.1e** Total of a+b+c+d.

**5.2** This is the total number of persons entering the library for whatever purpose during the year. Note: If an actual count of visits is unavailable, determine an annual estimate by counting visits during a typical week in October and multiplying the count by 52. A “typical week” is a time that is neither unusually busy nor unusually slow. Avoid holiday times, vacation periods for key staff, or days when unusual events are taking place in the community or the library. Choose a week in which the library is open its regular hours. Include seven consecutive calendar days, from Sunday through Saturday (or whenever the library is usually open).

### **Circulation and Electronic Collection Use**

**5.3a** The total annual circulation of all adult books, including renewals. Note: Interlibrary loan transactions included are only items borrowed for users. Do not include items checked out to another library. Include in the total, the circulation transactions of any branches, bookmobile or other service outlets.

**5.3b** The total annual circulation of all young adult books, including renewals. Note: Interlibrary loan transactions included are only items borrowed for users. Do not include items checked out to another library. Include in the total, the circulation transactions of any branches, bookmobile or other service outlets.

**5.3c** The total annual circulation of all juvenile books, including renewals. Note: Interlibrary loan transactions included are only items borrowed for users. Do not include items checked out to another library. Include in the total, the circulation transactions of any branches, bookmobile or other service outlets.

**5.4** Total book circulation (5.3a + 5.3b + 5.3c)

**5.5a** The total annual circulation of all adult electronic materials. Electronic Materials are materials that are distributed digitally online and can be accessed via a computer, the Internet, or a portable device such as an e-book reader. Types of electronic materials include e-books and downloadable electronic video and audio files. Electronic Materials packaged together as a unit and checked out as a unit are counted as one use. Include circulation only for items that require a user authentication, and have a limited period of use. Note: Do not include databases.

**5.5b** The total annual circulation of all young adult electronic materials. Electronic Materials are materials that are distributed digitally online and can be accessed via a computer, the Internet, or a portable device such as an e-book reader. Types of electronic materials include e-books and downloadable electronic video and audio files. Electronic Materials packaged together as a unit and checked out as a unit are counted as one use. Include circulation only for items that require a user authentication, and have a limited period of use.

**5.5c** The total annual circulation of all juvenile electronic materials. Electronic Materials are materials that are distributed digitally online and can be accessed via a computer, the Internet,

or a portable device such as an e-book reader. Types of electronic materials include e-books and downloadable electronic video and audio files. Electronic Materials packaged together as a unit and checked out as a unit are counted as one use. Include circulation only for items that require a user authentication, and have a limited period of use.

**5.6** Total electronic materials circulation (5.5a + 5.5b + 5.5c)

**5.7a** Circulation of all other adult items including single periodical issues, bound periodical volumes, pamphlets, CDs, DVDs, and audiovisual materials.

**5.7b** Circulation of all other YA items including single periodical issues, bound periodical volumes, pamphlets, CDs, DVDs, and audiovisual materials.

**5.7c** Circulation of all other juvenile items including single periodical issues, bound periodical volumes, pamphlets, CDs, DVDs, and audiovisual materials.

**5.8** Total other circulation (5.7a + 5.7b + 5.7c)

**5.9** Total circulation of adult materials. (5.3a + 5.5a + 5.7a)

**5.10** Total circulation of YA materials. (5.3b + 5.5b + 5.7b)

**5.11** Total circulation of juvenile materials. (5.3c + 5.5c + 5.7c)

**5.12** Total circulation of physical items. (5.4 + 5.8)

**5.13** The number of full-content units or descriptive records examined, downloaded, or otherwise supplied to user, from online library resources that require user authentication but do not have a circulation period. Examining documents is defined as having the full text of a digital document or electronic resource downloaded or fully displayed. Some electronic services do not require downloading, as simply viewing documents is normally sufficient for user needs. Include use both inside and outside the library. Do not include the use of the OPAC or website.

**5.14** Total electronic content use. (5.6 + 5.13)

**5.15** Total circulation of materials. (5.4 + 5.6 + 5.8)

**5.16** Total collection use. (5.4 + 5.6 + 5.8 + 5.13)

## Reference

**5.17** Reference Transactions are information consultations in which library staff recommend, interpret, evaluate, and/or use information resources to help others to meet particular information needs. A reference transaction includes information and referral service as well as unscheduled individual instruction and assistance in using information sources (including web sites and computer-assisted instruction). Count Readers Advisory questions as reference transactions.

Information sources include (a) printed and non-printed material; (b) machine-readable databases (including computer-assisted instruction); (c) the library's own catalogs and other

holdings records; (d) other libraries and institutions through communication or referral; and (e) persons both inside and outside the library. When a staff member uses information gained from previous use of information sources to answer a question, the transaction is reported as a reference transaction even if the source is not consulted again.

If a contact includes both reference and directional services, it should be reported as one reference transaction. Duration should not be an element in determining whether a transaction is a reference transaction.

NOTE: It is essential that libraries do not include directional transactions in the report of reference transactions. Directional transactions include giving instruction for locating staff, library users, or physical features within the library. Examples of directional transactions include, "Where is the reference librarian? Where is Susan Smith? Where is the rest room? Where are the 600s? Can you help me make a photocopy?"

If an annual count of reference transactions is unavailable, count reference transactions during a typical week or weeks, and multiply the count to represent an annual estimate. [If the sample is done four times a year, multiply totals by 13, if done twice a year multiply by 26, if done only annually, multiply by 52.] A "typical week" is a time that is neither unusually busy nor unusually slow. Avoid holiday times, vacation periods for key staff, or days when unusual events are taking place in the community or in the library. Choose a week in which the library is open its regular hours.

### **Interlibrary Loans**

**5.18** These are library materials, or copies of the materials, provided by one autonomous library to another upon request. The libraries involved in interlibrary loans are not under the same library administration. "Library administration" means Administrative Entity (not anything broader). Do not include items loaned between outlets within the same library administrative entity. These data are reported as annual figures. Do not count loans between branches.

**5.19** These are library materials, or copies of the materials, provided by one autonomous library to another upon request. The libraries involved in interlibrary loans are not under the same library administration. "Library administration" means Administrative Entity (not anything broader). Do not include items loaned between outlets within the same library administrative entity. These data are reported as annual figures. Do not count loans between branches.

### **Program Attendance**

**5.20a** An adult program is any planned event for which the primary audience is adult and which introduces the group of adults attending to any of the broad range of library services or activities for adults or which directly provides information to participants. Adult programs may cover use of the library, library services, or library tours. Adult programs may also provide cultural, recreational, or educational information, often designed to meet a specific social need. Examples of these types of programs include book clubs and summer reading events. Count all adult programs, whether held on- or off-site, that are sponsored or co-sponsored by the library. Do not include adult programs sponsored by other groups that use library facilities. If adult programs are offered as a series, count each program in the series. For example, a book club offered every two weeks, 24 weeks a year, should be counted as 24 programs. Exclude library activities for adults delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, homework assistance, and mentoring activities.

Note: Exclude library activities delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, resume writing assistance, homework assistance, and mentoring activities.

**5.20b** A young adult program is any planned event for which the primary audience is young adult and which introduces the group of young adults attending to any of the broad range of library services or activities for young adults or which directly provides information to participants. Young adult programs may cover use of the library, library services, or library tours. Young adult programs may also provide cultural, recreational, or educational information, often designed to meet a specific social need. Examples of these types of programs include book clubs and summer reading events. Count all young adult programs, whether held on- or off-site, that are sponsored or co-sponsored by the library. Do not include young adult programs sponsored by other groups that use library facilities. If young adult programs are offered as a series, count each program in the series. For example, a book club offered every two weeks, 24 weeks a year, should be counted as 24 programs. Exclude library activities for young adults delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, homework assistance, and mentoring activities.

Note: Exclude library activities delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, resume writing assistance, homework assistance, and mentoring activities.

**5.20c** A children's program is any planned event for which the primary audience is children and which introduces the group of children attending to any of the broad range of library services or activities for children or which directly provide information to participants. Children's programs may cover use of the library, library services, or library tours. Children's programs may also provide cultural, recreational, or educational information, often designed to meet a specific social need. Examples of these types of programs include story hours and summer reading events. Count all children's programs, whether held on- or off-site, that are sponsored or co-sponsored by the library. Do not include children's programs sponsored by other groups that use library facilities. If children's programs are offered as a series, count each program in the series. For example, a story hour offered once a week, 48 weeks a year, should be counted as 48 programs. Exclude library activities for children delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, homework assistance, and mentoring activities.

Note: Exclude library activities delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, resume writing assistance, homework assistance, and mentoring activities.

**5.21** Total number of programs held (5.20a + 5.20b + 5.20c).

**5.22a** Please report the count of the audience [i.e., number of people] at all programs for which the primary audience is adults. Note: Do not count attendance at library activities for adults that are delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, homework assistance, and mentoring activities. \* Please count all patrons that attend the adult program regardless of age.

**5.22b** The count of the audience at all programs for which the primary audience is young adults 12 to 18 years. Include adults\* who attend programs intended primarily for young adults.

Note: Do not count attendance at library activities for young adults that are delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, homework assistance, and mentoring activities.

\* Please count all patrons that attend the young adult program regardless of age.

**5.22c** The count of the audience at all programs for which the primary audience is children 11 years and under. Include adults\* who attend programs intended primarily for children.

Note: Do not count attendance at library activities for children that are delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, homework assistance, and mentoring activities.

\* Please count all patrons that attend the children's program regardless of age.

**5.23** Total attendance count for all programs held in the library (5.22a + 5.22b + 5.22c).

**5.24** Report the TOTAL number of programs offered by the public library, either in or outside the public library facility, in a language OTHER than English.

### **Automated Services**

**5.25** Type of Internet Connection: select (1.) Telephone dial-up modem (2.) DSL (3.) 56K (4.) 128K (5.) Fractional T1 (6.) T1 (7.) ISDN (8.) Fiber Optic (9.) Cable Modem (10.) Metro Ethernet (11.) Don't Know (12.) Do not have Internet at Library

**5.26** Complete an Internet speed test and report Internet speed, or megabits per second (MBPS), at the time test was completed. Speed tests can be completed at this website:

<https://fast.com/>

Example of Internet Speed: 50 MBPS

**5.27** Report the number of the library's Internet computers [personal computers (PCs) and laptops], whether purchased, leased or donated, used by the general public in the library.

**5.28** Report the total number of uses (sessions) of the library's Internet computers in the library during the last year. If the computer is used for multiple purposes (Internet access, word-processing, OPAC, etc.) and Internet uses (sessions) cannot be isolated, report all usage. A typical week or other reliable estimate may be used to determine the annual number. Sign-up forms or Web-log tracking software also may provide a reliable count of uses (sessions).

Note: This count includes only the library's Internet computers. Do not include wifi access using nonlibrary computers. The number of uses (sessions) may be counted manually, using registration logs. Count each use (session) for public internet computers, regardless of the amount of time spent on the computer. A use (session) on the library's public internet computer(s) three times a year would count as three uses (sessions). Software such as "Historian" can also be used to track the number of uses (sessions) at each public internet computer. If the data element is collected as a weekly figure, multiply that figure by 52 to annualize it.

**5.29** Does the library filter public use internet connections?

**5.30** Does your library apply for E-rate?

**5.31** Does the library have an integrated system for circulation, cataloging and public access catalog?

**5.32** What is the name of the commercial vendor (Gaylord, Sirsi, Book Systems, etc.) for your circulation system?

**5.33** Report the number of wireless sessions provided by the library wireless service annually.

**5.34** Report the number of visits to the library's website. Visits represent the annual number of sessions initiated by all users from inside or outside the library to the library website. The library website consists of all webpages under the library's domain. A website visit or session occurs when a user connects to the library's website for any length of time or purpose, regardless of the number of pages or elements viewed. Usage of library social media accounts (e.g., Facebook, Twitter, etc.) should NOT be reported here.

## **LIBRARY COLLECTION**

Note: Throughout this section, the program will compute totals.

### **Book Volumes in Print Format**

This section of the survey (6.1-6.15) collects data on selected types of materials. It does not cover all materials (i.e., microforms, loose sheet music, maps, and pictures) for which expenditures are reported under Print Materials Expenditures, Electronic Materials Expenditures, and Other Material Expenditures (data elements #353, #354, and #355). Under this category report only items the library has acquired as part of the collection and catalogued, whether purchased, lease, licensed, or donated as gifts that have been purchased, leased or licensed by the library, a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available without monetary exchange. Do not include items that are permanently retained by the patron; count only items that have a set circulation period where it is available for their use. Count electronic materials at the administrative entity level; do not duplicate numbers at each branch.

**6.1** Report number of books in print in library collection. Books are non-serial printed publications (including music scores or other bound forms of printed music, and maps) that are bound in hard or soft covers, or in loose-leaf format. Include non-serial government documents. Do not include unbound sheet music. Include non-serial government documents. Report the number of physical units, including duplicates. For smaller libraries, if volume data are not available, count the number of titles. Books packaged together as a unit (e.g., a 2-volume set) and checked out as a unit is counted as one physical unit.

### **Electronic Materials**

**6.2** These are downloadable electronic files on which sounds (only) are stored (recorded) and that can be reproduced (played back) electronically. Audio – Downloadable Units may be loaned to users on portable devices or by transmitting the contents to the user’s personal computer for a limited time. Include Audio – Downloadable Units held locally and remote Audio – Downloadable Units for which permanent or temporary access rights have been acquired.

Report the number of units. Report only items that have been purchased, leased or licensed by the library, a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available without monetary exchange. Do not include items that are permanently retained by the patron; count only items that have a set circulation period where it is available for their use. Count electronic materials at the administrative entity level; do not duplicate numbers at each branch.

NOTE: For purposes of this survey, units are defined as “units of acquisition or purchase”. The “unit” is determined by considering whether the item is restricted to a finite number of simultaneous users or an unlimited number of simultaneous users.

Finite simultaneous use: units of acquisition or purchase is based on the number of simultaneous usages acquired (equivalent to purchasing multiple copies of a single title). For example, if a library acquires a title with rights to a single user at a time, then that item is counted as 1 “unit”; if the library acquires rights to a single title for 10 simultaneous users, then that item is counted as 10 “units. For smaller libraries, if volume data are not available, the number of titles may be counted.

Unlimited simultaneous use: units of acquisition or purchase is based on the number of titles acquired. For example, if a library acquires a collection of 100 books with unlimited simultaneous users, then that collection would be counted as 100 “units”.

**6.3** These are downloadable electronic files on which moving pictures are recorded, with or without sound. Electronic playback reproduces pictures, with or without sound, using a television receiver, computer monitor or video-enabled mobile device. Video – Downloadable Units may be loaned to users on portable devices or by transmitting the contents to the user’s personal computer for a limited time. Include Video – Downloadable Units held locally and remote Video – Downloadable Units for which permanent or temporary access rights have been acquired.

Report the number of units. Report only items that have been purchased, leased or licensed by the library, a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available without monetary exchange. Do not include items that are permanently retained by the patron; count only items that have a set circulation period where it is available for their use. Count electronic materials at the administrative entity level; do not duplicate numbers at each branch.

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**6.4** E-books are digital documents (including those digitized by the library), licensed or not, where searchable text is prevalent, and which can be seen in analogy to a printed book (monograph). E-books are loaned to users on portable devices (e-book readers) or by transmitting the contents to the user’s personal computer for a limited time. Include e-books held locally and remote e-books for which permanent or temporary access rights have been acquired. Report the number of electronic units, including duplicates, at the administrative entity level; do not duplicate unit count for each branch. E-books packaged together as a unit (e.g., multiple titles on a single e-book reader) and checked out as a unit are counted as one unit.

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NOTE: For purposes of this survey, units are defined as "units of acquisition or purchase". The "unit" is determined by considering whether the item is restricted to a finite number of simultaneous users or an unlimited number of simultaneous users.

Finite simultaneous use: units of acquisition or purchase is based on the number of simultaneous usages acquired (equivalent to purchasing multiple copies of a single title). For example, if a library acquires a title with rights to a single user at a time, then that item is counted as 1 “unit”; if the library acquires rights to a single title for 10 simultaneous users, then that item is counted as 10 “units”. For smaller libraries, if volume data are not available, the number of titles may be counted.

Unlimited simultaneous use: units of acquisition or purchase is based on the number of titles acquired. For example, if a library acquires a collection of 100 books with unlimited simultaneous users, then that collection would be counted as 100 “units”.

**6.5** Report the number of electronic collections (licensed databases) provided by the State Library Agency. This number will be pre-filled.

**6.6** Report the number of electronic collections (licensed databases). An electronic collection is a collection of electronically stored data or unit records (facts, bibliographic data, abstracts, texts, photographs, music, video, etc.) with a common user interface and software for the retrieval and use of the data. An electronic collection may be organized, curated and electronically shared by the library, or rights may be provided by a third party vendor. An electronic collection may be funded by the library, or provided through cooperative agreement

with other libraries, or through the State Library. Do not include electronic collections that are provided by third parties and freely linked to on the web. Electronic collections do not have a circulation period, and may be retained by the patron. Remote access to the collection may or may not require authentication. Unit records may or may not be included in the library's catalog; the library may or may not select individual titles. Include electronic collections that are available online or are locally hosted in the library.

**6.7** Total of 6.5 and 6.6.

### **Audio Physical Units**

**6.8** Report the total number of audio physical units in your collection. These are materials circulated in a fixed, physical format on which sounds (only) are stored (recorded) and that can be reproduced (played back) mechanically, electronically, or both. Include records, audiocassettes, audio cartridges, audio discs (including audio-CD-ROMs), audio-reels, talking books, and other sound recordings stored in a fixed, physical format. Do not include downloadable electronic audio files. Report the number of units, including duplicates. Items packaged together as a unit (e.g. two audiocassettes for one recorded book) and checked out as a unit are counted as one physical unit.

### **Video Physical Units**

**6.9** Report the number of video physical units in your collection. These are materials circulated in a fixed, physical format on which moving pictures are recorded, with or without sound. Electronic playback reproduces pictures, with or without sound, using a television receiver or computer monitor. Video formats may include tape, DVD and CD-ROM. Do not include downloadable electronic video files.

Report the number of units, including duplicates. Items packaged together as a unit e.g. two DVDs for one movie) and checked out as a unit are counted as one physical unit.

### **Other**

**6.10** Report the number of current print serial subscriptions, including duplicates for all outlets. Examples of serials are periodicals (magazines), newspapers, annuals, some government documents, some reference tools, and numbered monographic series. Periodical subscriptions include periodicals received as gifts and/or purchased by the library. This count does NOT include the number of individual issues, but rather a count of periodical titles received by the library. Please count duplicates. Example: 3 copies of Newsweek will count as 3 subscriptions. Under this category, report only items the library has acquired as part of the collection, whether purchased, leased, licensed, or donated as gifts.

**6.11** Total amount of other types of materials you have in your collection. Other materials may include, but are not limited to, games, puzzles, puppets, toys, tools, non-serial microforms, etc.

## **LIBRARY OPERATING INCOME**

NOTE: Capital income must be reported in questions 9.1-9.5. The Program will automatically enter totals throughout this section.

## **Local**

**7.1-7.5** This includes all local government funds designated by the community, district, or region and available for expenditure by the public library. Do not include the value of any contributed or in-kind services or the value of any gifts and donations, library fines, fees, or grants. Do not include state, federal, and other funds passed through local government for library use. Report these funds with state government revenue or federal government revenue, as appropriate.

Note: Significant funding provided by other local government agencies with the authority to levy taxes "on behalf of" the library should be included if the information is available to the reporting agency and if such funds are supported by documentation (such as certified budgets, payroll records, etc.).

If income is received from one or more city or county, click on the Add Group box to add additional lines or to remove a city or county that is not currently contributing to the library, click on the Remove Group box.

**7.5** The program will compute lines 7.2 + 7.4.

## **State**

**7.6-7.8** The amount of State Aid the library received must be shown on the line labeled TOTAL State Aid. Indicate whether the state aid was received from a system or from APLS. Systems report amount retained for system wide operations and not the amount passed through directly to members.

## **Federal**

**7.9** Federal LSTA funds received by the public library must be listed.

**7.10** List any other Federal funds received by the public library.

**7.11** The total Federal Funds received during the reporting Fiscal Year. The program will compute lines 7.9 + 7.10.

## **Other**

**7.12** This is all operating revenue other than that reported under local, state, and federal. Include, for example, monetary gifts and donations received in the current year, interest, library fines, fees for library services, or grants. Do not include the value of any contributed or in-kind services or the value of any non-monetary gifts and donations.

## **Totals**

**7.13** Grand total Operating Income is the total amount of funds received during the fiscal year of the report. The program will compute lines 7.5 + 7.8 + 7.11 + 7.12.

**7.14** Balance Brought forward from previous fiscal year is the amount of funds received, but not expended in the prior year.

**7.15** Total Operating Funds Available. Includes current year funds and funds received but not reported as expended in the previous fiscal report. The program will compute lines 7.13 + 7.14.

## **LIBRARY OPERATING EXPENDITURES**

Note: the program automatically computes Totals.

Remember to include all expenditures from available funds whether from appropriations or funds paid directly by local government for the benefit of the library.

### **Personnel**

**8.1** This includes salaries and wages for all library staff (including plant operations, security, and maintenance staff) for the fiscal year paid by local government. Include salaries and wages before deductions but exclude employee benefits.

**8.2** These are the benefits paid by local government outside of salaries and wages paid and accruing to employees (including plant operations, security, and maintenance staff), regardless of whether the benefits or equivalent cash options are available to all employees. Include amounts for direct paid employee benefits including Social Security, retirement, medical insurance, life insurance, guaranteed disability income protection, unemployment compensation, workmen's compensation, tuition, and housing benefits.

**8.3** The program will compute lines 8.1 + 8.2.

**8.4** This includes salaries and wages for all library staff (including plant operations, security, and maintenance staff) for the fiscal year paid by state government. Include salaries and wages before deductions but exclude employee benefits.

**8.5** These are the benefits paid by state government outside of salaries and wages paid and accruing to employees (including plant operations, security, and maintenance staff), regardless of whether the benefits or equivalent cash options are available to all employees. Include amounts for direct paid employee benefits including Social Security, retirement, medical insurance, life insurance, guaranteed disability income protection, unemployment compensation, workmen's compensation, tuition, and housing benefits.

**8.6** The program will compute lines 8.4 + 8.5.

**8.7** This includes salaries and wages for all library staff (including plant operations, security, and maintenance staff) for the fiscal year paid by federal government. Include salaries and wages before deductions but exclude employee benefits.

**8.8** These are the benefits paid by federal government outside of salaries and wages paid and accruing to employees (including plant operations, security, and maintenance staff), regardless of whether the benefits or equivalent cash options are available to all employees. Include amounts for direct paid employee benefits including Social Security, retirement, medical insurance, life insurance, guaranteed disability income protection, unemployment compensation, workmen's compensation, tuition, and housing benefits.

**8.9** The program will compute lines 8.7 + 8.8.

**8.10** This includes salaries and wages for all library staff (including plant operations, security, and maintenance staff) for the fiscal year paid by other sources. Include salaries and wages before deductions but exclude employee benefits.

**8.11** These are the benefits paid by other sources outside of salaries and wages paid and accruing to employees (including plant operations, security, and maintenance staff), regardless of whether the benefits or equivalent cash options are available to all employees. Include amounts for direct paid employee benefits including Social Security, retirement, medical insurance, life insurance, guaranteed disability income protection, unemployment compensation, workmen's compensation, tuition, and housing benefits.

**8.12** The program will compute lines 8.10 + 8.11.

**8.13** The program will compute lines 8.1 + 8.4 + 8.7 + 8.10.

**8.14** The program will compute lines 8.2 + 8.5 + 8.8 + 8.11.

**8.15** The program will compute lines 8.13 + 8.14.

### **Collection**

#### **Print Materials**

**8.16-8.43** Report all operating expenditures for the following print materials: books serial back backfiles, current serial subscriptions, government documents and any other print acquisitions.

#### **Electronic Materials / Downloads**

Report all operating expenditures for electronic (digital) materials / downloads. Types of electronic materials include e-books, e-serials (including journals), government documents, databases (including locally mounted, full text or not), electronic files, reference tools, scores, maps, or pictures in electronic or digital format, including materials digitized by the library. Electronic materials can be distributed on magnetic tape, diskettes, computer software, CD-ROM, or other portable digital carrier, and can be accessed via a computer, via access to the Internet, or by using an e-book reader. Include expenditures for materials held locally and for remote electronic materials for which permanent or temporary access rights have been acquired. Include expenditures for database license.

#### **Audio Recordings**

Audio Recordings are materials on which sounds (only) are stored (recorded) and can be reproduced (played back) mechanically or electrically, or both. Included are CD musical recordings, records, audiocassettes, audio cartridges, audio discs, audio reels, talking books (except NLS materials for the blind/physically impaired), and other sound recordings.

#### **Video Recordings**

Report all operating expenditures for Video recordings include materials on which pictures, sound, or both are recorded. Include in this count all formats including videodisc. Do not include film materials in this count.

### **Other Nonbook**

Other materials may include, but are not limited to, games, puzzles, puppets, toys, tools, non-serial microforms, etc.

### **Total Audio, Video and Other**

This data is reported to IMLS and automatically computed.

**8.44** The program will compute lines 8.16 + 8.23 + 8.30 + 8.37.

**8.45** The program will compute lines 8.17 + 8.24 + 8.31 + 8.38.

**8.46** The program will compute lines 8.18 + 8.25 + 8.32 + 8.39.

**8.47** The program will compute lines 8.19 + 8.26 + 8.33 + 8.40.

**8.48** The program will compute lines 8.20 + 8.27 + 8.34 + 8.41.

**8.49** The program will compute lines 8.21 + 8.28 + 8.35 + 8.42.

**8.50** The program will compute lines 8.44 + 8.45 + 8.49.

### **Library Operations and Maintenance**

**8.51-8.54** Operations expenditures are all expenditures other than those for Personnel and the Collection. Examples of items included in this category are voice telephone, telefacsimile, electronic access postage expenses, maintenance costs, utilities, insurance premiums and other miscellaneous expenditures.

**8.54** Other Library Operations Expenditures. Include here expenses for contracted services, such as costs of operating and maintaining physical facilities, and fees paid to a consultant, auditor, architect, attorney, etc. if they are not a full-time member of the library staff.

**8.55** The program will compute lines 8.51 + 8.52 + 8.53 + 8.54.

**8.56** The program will compute lines 8.15 + 8.50 + 8.55.

### **CAPITAL INCOME**

**9.1** Local Government Capital Income. Report all governmental funds designated by the community, district, or region and available to the public library for the purpose of major capital expenditures, except for state and/or federal money distributed by the local government. Report all revenue to be used for major capital expenditures. Examples include funds received for A) Site acquisition; B) New buildings; C) Additions or renovations of library buildings; D)

Furnishings, equipment, and initial book stock for new buildings, building additions, or building renovations; E) Library automation systems; F) New Vehicles; and G) Other one-time major projects. Exclude revenue to be used for replacement and repairs of existing furnishings and equipment, regular purchases of library materials and investments for capital appreciation. Items included have an associated cost of over \$5,000.

**9.2 State Government Capital Revenue.** Report all state funds, without regard to the source of state funds, i.e. various different state agencies such as Industrial Development, direct Legislator donations, ADEM, or APLS, distributed to the public library for the purpose of major capital expenditures. Report all revenue to be used for major capital expenditures. Examples include funds received for A) Site acquisition; B) New buildings; C) Additions or renovations of library buildings; D) Furnishings, equipment, and initial book stock for new buildings, building additions, or building renovations; E) Library automation systems; F) New Vehicles; and G) Other one-time major projects. Exclude revenue to be used for replacement and repairs of existing furnishings and equipment, regular purchases of library materials and investments for capital appreciation. Items included have an associated cost of over \$5,000.

**9.3 Federal Government Capital Revenue.** Report all federal government funds, including federal funds distributed by the state or locality, and grants or aid, received by the public library for the purpose of major capital expenditures. Report all revenue to be used for major capital expenditures. Examples include funds received for A) Site acquisition; B) New buildings; C) Additions or renovations of library buildings; D) Furnishings, equipment, and initial book stock for new buildings, building additions, or building renovations; E) Library automation systems; F) New Vehicles; and G) Other one-time major projects. Exclude revenue to be used for replacement and repairs of existing furnishings and equipment, regular purchases of library materials and investments for capital appreciation. Items included have an associated cost of over \$5,000.

**9.4 Other Capital Revenue.** Report private, i.e. foundations and individual corporation, funds made available to the public library for the purpose of major capital expenditures. Report all revenue to be used for major capital expenditures. Examples include funds received for A) Site acquisition; B) New buildings; C) Additions or renovations of library buildings; D) Furnishings, equipment, and initial book stock for new buildings, building additions, or building renovations; E) Library automation systems; F) New Vehicles; and G) Other one-time major projects. Exclude revenue to be used for replacement and repairs of existing furnishings and equipment, regular purchases of library materials and investments for capital appreciation. Items included have an associated cost of over \$5,000.

**9.5 Total Capital Revenue.** The program will compute the total of all Capital Revenue received from all sources during the fiscal year as reported in 9.1 - 9.4.

## **CAPITAL EXPENDITURES**

**10.1 Total Expenditure of Capital funds used for Construction and Renovation.** Examples include site acquisitions, new buildings, additions to or renovation of library building. Exclude contributions to endowments, or revenue passed through to another agency (e.g., fines). Funds transferred from one public library to another public library should be reported by only one of the public libraries.

**10.2** Total Capital Expenditure of Capital Funds for Furnishing new buildings, building additions, or building renovations. Exclude expenditures for replacement and repair of existing furnishings. Exclude contributions to endowments, or revenue passed through to another agency (e.g., fines). Funds transferred from one public library to another public library should be reported by only one of the public libraries.

**10.3** Total Capital Expenditure of Capital Funds for Electronic Equipment for new buildings, building additions, or building renovations. This includes library automation systems. Exclude expenditures for replacement and repair of existing equipment, regular purchase of library materials, and investments for capital appreciation. Exclude contributions to endowments, or revenue passed through to another agency (e.g., fines). Funds transferred from one public library to another public library should be reported by only one of the public libraries.

**10.4** Total Capital Expenditure of Capital Funds for Other Capital Items. This includes initial book stock for new buildings, new vehicles, one time major projects. Exclude expenditures for replacement and repair of existing equipment, regular purchase of library materials, and investments for capital appreciation. Exclude contributions to endowments, or revenue passed through to another agency (e.g., fines). Funds transferred from one public library to another public library should be reported by only one of the public libraries.

**10.5** The program will compute lines 10.1 through 10.4.

### **LIBRARY DIRECTOR'S SALARY SURVEY**

**11.1** Enter the total annual salary of the Library Director.

**11.2** Enter the number of hours the Library Director works in a typical week.

**11.3** Library Director provided a retirement program?

**11.4** Library Director provided health insurance?

**11.5** Enter the total APLS Administrator Meetings in FY 2018.

**11.6** Number of years reporting librarian has served as Director of this reporting library.

### **LIBRARY BOARD**

The information in this category is to provide a complete list of persons serving on Public Library Boards. To add an additional Board Member click on the box Add Group. To delete the record for a Board Member who is no longer serving on the Board of Trustees click on the box Remove Group.

**12.1** Using the small arrow at the right of the line select either Chairman or Trustee.

**12.2** Enter the Board Member's Name.

**12.3 –12.5** Enter the Board Member's complete mailing address.

**12.6** Enter the Board Member's Telephone Number including Area code. Remember when entering telephone numbers, do not use any punctuation as the program will automatically format the numbers.

**12.7** Please enter the Board Member's E-mail.

**12.8** Please enter the Board Member's years of the terms that he or she is serving. Example: 2017-2020.

### **LIBRARY OUTLET INFORMATION**

Please enter information about each Public Library Service Outlet. To add additional outlets click on the Add Group box for each additional Outlet. To delete an Outlet that has been closed click on the Remove Group box.

**13.1** Indicate whether the Outlet is a Central Library (CE), Branch (BR), Bookmobile (BS), or Books by Mail Only (BM).

**13.2** Enter the Complete Name of the Outlet.

**13.3** Enter the Street Address of the Outlet.

**13.4** Enter the Outlet Mailing address.

**13.5** Name of City where Outlet is Located.

**13.6** Name of County where Outlet is Located.

**13.7** Enter the Zip Code and the Zip Code Extension.

**13.8** Enter the Area Code and Telephone Number of the Outlet.

**13.9** Librarian's Name (Last name, First Name).

**13.10** Provide the area, in square feet, of the public library outlet (central library or branch). Report the total area in square feet for each library outlet (central library or branch) separately. This is the area on all floors enclosed by the outer walls of the library outlet. Include all areas occupied by the library outlet, including those areas off-limits to the public. Include any areas shared with another agency or agencies if the outlet has use of that area.

**13.11** The number of bookmobiles in the bookmobile outlet record.

**Note:** A bookmobile outlet record may include one or more bookmobiles. Complete this data element only if the outlet record is of the type BS-Bookmobile(s). A bookmobile is a traveling branch library. It consists of at least all of the following:

1. A truck or van that carries an organized collection of library materials;
2. A paid staff; and

3. Regularly scheduled hours (bookmobile stops) for being open to the public. Count vehicles in use, not the number of stops the vehicle makes.

**13.12** This is the number of annual public service hours for outlets (reported individually by central, branch, bookmobile and Books-by-Mail Only).

**Note:** Include the actual hours open for public service for centrals, branches, and bookmobiles, and Books-by-Mail Only. For each bookmobile, count only the hours during which the bookmobile is open to the public. For administrative entities that offer ONLY books-by-mail service, count the hours that the outlet is staffed for service. Minor variations in public service hours need not be included. Extensive hours closed to the public due to natural disasters or other events should be excluded from the count.

**13.13** This is the number of weeks during the year that an outlet was open to the public.

**Note:** Include the number of weeks open for public service for Centrals, Branches, Bookmobiles, and Books-by-Mail Only. For each bookmobile, count only the weeks during which the bookmobile is open to the public. For administrative entities that offer ONLY books-by-mail service, count the weeks that the outlet is staffed for service. The count should be based on the number of weeks that a library outlet was open for half or more of its scheduled service hours. Extensive weeks closed to the public due to natural disasters or other events should be excluded from the count. Do not calculate based on total number of service hours per year at the outlet level. For example, by dividing total hours by 52 (weeks). Round to the nearest whole number of weeks. If the library was open half or more of its scheduled hours in a given week, round up to the next week. If the library was open less than half of its scheduled hours, round down.

### **FOR STATE USE ONLY**

**14.1** Interlibrary Relationship Code. Select one of the following:

HQ – Headquarters of a System, Federation, or Cooperative.

ME – Member of a System; Federation or Cooperative Service.

NO – Not a Member of a System, Federation or Cooperative.

**14.2** The legal basis is the type of local government structure within which the entity functions. It reflects the state or local law, which authorizes the library.

Select one of the following:

CC—City/County. A multi-jurisdictional entity that is operated jointly by a county and a city.

CI—Municipal Government (city, town or village). A municipal government is an organized local government authorized in a state's constitution and statutes and established to provide general government for a specific concentration of population in a defined area.

CO—County/Parish. An organized local government authorized in a state's constitution and statutes and established to provide general government.

LD—Library District. A library district is a local entity other than a county, municipality, township, or school district that is authorized by state law to establish and operate a public library as defined by FSCS. It has sufficient administrative and fiscal autonomy to qualify as a separate government. Fiscal autonomy requires support from local taxation dedicated to library purposes (e.g., a library tax).

MJ—Multi-jurisdictional. An entity operated jointly by two or more units of local government under an intergovernmental agreement which creates a jointly appointed board or similar means of joint governance; to be distinguished from a library which contracts to serve other jurisdictions and from special library districts.

Note: Please put city/county combinations under 'CC', rather than under Multi-jurisdictional.

NL—Native American Tribal Government. An organized local government authorized and established to provide general government to residents of a Native American reservation.

Note: Include native Alaskan villages in this category.

NP— Non-profit Association or Agency. An entity privately controlled but meeting the statutory definition of a public library in a given state; includes association libraries and libraries with 501(c) designation.

SD—School District. An organized local entity providing public elementary, secondary, and/or higher education which, under state law, has sufficient administrative and fiscal autonomy to qualify as a separate government. Excludes "dependent public school systems" of county, municipal, township, or state governments.

OT—Other.

**14.3 Administrative Structure Code.** Select one of the following:

MA – Administrative Entity with Multiple Direct Service Outlets where Administrative Offices are Separate;

MO – Administrative Entity with Multiple Direct Service Outlets where Administrative Offices are NOT Separate;

SO – Administrative Entity with a Single Direct Service Outlet.

**14.4 Answer Y or N to the following definition.**

A public library is an entity that is established under state enabling laws or regulations to serve a community, district, or region, and that provides at least the following:(1.) An organized collection of printed or other library materials, or a combination there of; (2.) Paid staff; (3.) An established schedule in which services of the staff are available to the public; (4.) The facilities

necessary to support such a collection, staff and schedule; and(5.) Is supported in whole or in part with public funds.

**14.5 Geographic Code.** Choose from among the following types of readily available. Census geography codes, one code that either exactly or most nearly describes the geographic area for which the public library has been established to offer services and from which (or on behalf of which) the library derives income and any areas served under contract for which the library is the primary service provider.

CI1 – City (exactly)  
CI2 – City (most nearly)  
CO1 – County (exactly)  
CO2 – County (most nearly)  
MA1 – Metropolitan Area (exactly)  
MA2 – Metropolitan Area (most nearly)  
MC1 – Multi-County (exactly)  
MC2 – Multi-County (most nearly)  
SD1 – School District (exactly)  
SD2 – School District (most nearly)  
OTH – Other

**14.6 Population of the Legal Service Area.** This is the figure provided by APLS for the distribution of Supplemental State Aid. Same as State Aid Population as set by APLS for the reporting year.

**14.7** Answer yes to this question, if there has been any change to the administrative entity's legal service area boundaries during the past year.