

2018 Alabama Public Library Survey

Library Identification (1.1 - 1.16)

Date Due: December 15, 2018

- 1.1 FSCS ID _____
- 1.2 Fiscal Year of Report _____
- 1.3 Name of library _____

Street Address

- 1.4 Street Address _____
- 1.5 City _____
- 1.6 County _____
- 1.7 Zip Code _____

Mailing Address

- 1.8 Mailing Address _____
- 1.9 City _____
- 1.10 Zip Code _____
- 1.11 Phone number _____
- 1.12 FAX Number _____
- 1.13 Administrative E-mail Address _____
- 1.14 Librarian (Last name, First name) _____
- 1.15 Person Completing Form _____
- 1.16 Total Hours Open Per Week _____

Service Outlets (2.1 - 2.8)

Date Due: December 15, 2018

- 2.1 Number of Central Libraries _____
- 2.2 Number of Branch Libraries _____
- 2.3 Number of Bookmobiles _____
- 2.4 Books-by-Mail _____
- 2.5 Other Service Outlets _____
- 2.6 Systems (Enter Number of Members) _____
- 2.7 Library System Member (Enter Name of System) _____
- 2.8 Does your library have a legally established Foundation with a 501(c)3 status _____

Library Staff (3.1 - 3.7)

Date Due: December 15, 2018

- 3.1 Number of full time equivalent paid librarians with ALA-MLS Degree
(To calculate, add hours a week worked and divide by 40) _____
- 3.2 Number of full time equivalent paid employees in a Librarian position
without an ALA-MLS Degree
(To calculate, add hours a week worked and divide by 40) _____
- 3.3 **Total full time equivalent Librarians (3.1 + 3.2)** _____
- 3.4 Number of all other full time equivalent paid staff
(To calculate, add hours a week worked and divide by 40) _____
- 3.5 **Total full time equivalent Paid Employees (3.3 + 3.4)** _____

- 3.6 Number of volunteer hours worked _____
3.7 Number of bilingual employees on the public library staff _____

Public Service Hours (4.1 - 4.5)

Date Due: December 15, 2018

- 4.1 Total Annual Public Service Hours for Main Library _____
4.2 Total Annual Public Service Hours (ALL Branch Libraries) _____
4.3 Total Annual Public Service Hours for Bookmobile(s) **(Do not include transportation time)** _____
4.4 **Total Public Service Hours per year (4.1 + 4.2 + 4.3)** _____
4.5 Was the MAIN library closed for more than one week due to a NATURAL disaster? _____

Services (5.1 - 5.34)

Date Due: December 15, 2018

Users

- 5.1a Number of Preschool (birth to age 5) Registered Users _____
5.1b Number of Children (age 6 to 11) Registered Users _____
5.1c Number of Young Adult (age 12 to 18) Registered Users _____
5.1d Number of Adult (age 19 and up) Registered Users _____
5.1e **Number of Registered Users (5.1a + 5.1b + 5.1c + 5.1d)** _____
5.2 Total number of library visits _____

Annual Circulation and Electronic Collection Use

- 5.3a Adult, Book Circulation _____
5.3b YA, Book Circulation _____
5.3c Juvenile, Book Circulation _____
5.4 **Total Book Circulation (5.3a + 5.3b + 5.3c)** _____
5.5a Adult, Electronic Material Circulation _____
5.5b YA, Electronic Material Circulation _____
5.5c Juvenile, Electronic Material Circulation _____
5.6 **Total Electronic Material Circulation (5.5a + 5.5b + 5.5c)** _____
5.7a Adult, Other Physical Material Circulation _____
5.7b YA, Other Physical Material Circulation _____
5.7c Juvenile, Other Physical Material Circulation _____
5.8 **Total Other Physical Material 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 Successful Retrieval of Electronic Information _____
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 (5.6 + 5.12 + 5.13)** _____

Reference

- 5.17 Total Number of Reference Transactions _____

Interlibrary Loans

- 5.18 Inter-Library Loans Provided To Other Libraries _____

5.19 Inter-Library Loans Received From Other Libraries

Program Attendance

5.20a All Adult Programs

5.20b All YA Programs

5.20c All Juvenile Programs

5.21 **TOTAL Library Programs** (5.20a + 5.20b + 5.20c)

5.22a Adult Program Attendance

5.22b YA Program Attendance

5.22c Juvenile Program Attendance

5.23 **TOTAL Library Program Attendance** (5.22a + 5.22b + 5.22c)

5.24 **TOTAL Number of Non-English Language Programs Offered IN or OUTSIDE the Public Library Facility**

Automated Services

5.25 Type of Internet Connection

5.26 Internet Speed (Megabits per second)

5.27 Number of Computers Used by General Public

5.28 Annual number of uses (sessions) of Public Internet Computers

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 Name of system's commercial vendor for circulation system/automation system

5.33 Wireless Sessions Annually

5.34 Website Visits (*New Question)

Library Collection (6.1 - 6.11)

Date Due: December 15, 2018

Book Volumes

6.1 Total Book Volumes in print format

Electronic Materials

6.2 Audio Downloadable Units

6.3 Video Downloadable Units

6.4 E-Books

6.5 Electronic Collections provided by State Library Agency

6.6 Electronic Collections provided by Reporting Library/Other Cooperative Agreement

6.7 **Automatically total** (6.5 + 6.6)

Audio Physical Units

6.8 Total Audio Physical Units

Video Physical Units

6.9 Total Video Physical Units

Other

6.10 Current Print Serial Subscriptions

6.11 Total Other materials

Library Operating Income (7.1 - 7.15)

Date Due: December 15, 2018

Local Government Income (Include all local income appropriated to the library and/or paid directly by local government for the benefit of the library.)

- 7.1 Name of City or Town _____
- 7.2 Library Income provided _____
- 7.3 Name of County _____
- 7.4 Library Income provided _____
- 7.5 **Total Local Government Income (7.2 + 7.4)** _____

State Aid Income

- 7.6 Received directly from APLS _____
- 7.7 Received directly from a System _____
- 7.8 Total State Aid _____

Federal Income

- 7.9 LSTA funds received in reporting FY _____
- 7.10 Other Federal funds received in reporting FY _____
- 7.11 **Total Federal Funds received (7.9 + 7.10)** _____

Other Library Income

- 7.12 Total Other Income _____

Grand Total Library Operating Income

- 7.13 **Grand Total Operating Income for Reporting FY (7.5 + 7.8 + 7.11 + 7.12)** _____
- 7.14 Balance brought forward from previous FY _____
- 7.15 **Total Operating Funds Available (7.13 + 7.14)** _____

Library Operating Expenditures (8.1 - 8.56)

Date Due: December 15, 2018

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

LOCAL PERSONNEL EXPENDITURES

- 8.1 Local Expenditures: Salaries _____
- 8.2 Local Expenditures: Benefits _____
- 8.3 **Total Local Expenditures (8.1 + 8.2)** _____

STATE PERSONNEL EXPENDITURES

- 8.4 State Aid Expenditures: Salaries _____
- 8.5 State Aid Expenditures: Benefits _____
- 8.6 **Total State Aid Expenditures (8.4 + 8.5)** _____

FEDERAL PERSONNEL EXPENDITURES

- 8.7 Federal Expenditures: Salaries _____
- 8.8 Federal Expenditures: Benefits _____
- 8.9 **Total Federal Expenditures (8.7 + 8.8)** _____

OTHER PERSONNEL EXPENDITURES

- 8.10 Other Funds Expenditures: Salaries _____
- 8.11 Other Funds Expenditures: Benefits _____
- 8.12 **Total Other Funds Expenditures (8.10 + 8.11)** _____

TOTAL PERSONNEL EXPENDITURES

8.13 Total Salary Expenditures (8.1 + 8.4 + 8.7 + 8.10) _____

8.14 Total Benefits Expenditures (8.2 + 8.5 + 8.8 + 8.11) _____

8.15 Total Personnel Expenditures (8.13 + 8.14) _____

Collection Expenditures

LOCAL COLLECTION EXPENDITURES

8.16 Local Expenditures: Print Materials _____

8.17 Local Expenditures: Electronic Materials / Downloads _____

8.18 Local Expenditures: Audio Physical Units _____

8.19 Local Expenditures: Video Physical Units _____

8.20 Local Expenditures: Other _____

8.21 Total Local Expenditures Audio, Video, Other (8.18 + 8.19 + 8.20) _____

8.22 Total Local Expenditures (8.16 + 8.17 + 8.21) _____

STATE COLLECTION EXPENDITURES

8.23 State Aid Expenditures: Print Materials _____

8.24 State Aid Expenditures: Electronic Materials / Downloads _____

8.25 State Aid Expenditures: Audio Physical Units _____

8.26 State Aid Expenditures: Video Physical Units _____

8.27 State Aid Expenditures: Other Nonbook _____

8.28 Total State Audio, Video, and Other (8.25 + 8.26 + 8.27) _____

8.29 Total State Aid Funds (8.23 + 8.24 + 8.28) _____

FEDERAL COLLECTION EXPENDITURES

8.30 Federal Expenditures: Print Materials _____

8.31 Federal Expenditures: Electronic Materials / Downloads _____

8.32 Federal Expenditures: Audio Physical Units _____

8.33 Federal Expenditures: Video Physical Units _____

8.34 Federal Expenditures: Other Nonbook _____

8.35 Total Federal Expenditures Audio, Video and Other (8.32 + 8.33 + 8.34) _____

8.36 Total Federal Expenditures (8.30 + 8.31 + 8.35) _____

OTHER COLLECTION EXPENDITURES

8.37 Other Funds Expenditures: Print Materials _____

8.38 Other Funds Expenditures: Electronic Materials / Downloads _____

8.39 Other Funds Expenditures: Audio Physical Units _____

8.40 Other Funds Expenditures: Video Physical Units _____

8.41 Other Funds Expenditures: Other Nonbook _____

8.42 Total Other Expenditures Audio, Video, and Other (8.39 + 8.40 + 8.41) _____

8.43 Total Other Funds collection Expenditures (8.37 + 8.38 + 8.42) _____

TOTAL COLLECTION EXPENDITURES

8.44 Total Print Materials (8.16 + 8.23 + 8.30 + 8.37) _____

8.45 Total Electronic Materials / Downloads (8.17 + 8.24 + 8.31 + 8.38) _____

8.46 Total Audio Physical Units (8.18 + 8.25 + 8.32 + 8.39) _____

8.47 Total Video Physical Units (8.19 + 8.26 + 8.33 + 8.40) _____

8.48 Total Other Library Materials (8.20 + 8.27 + 8.34 + 8.41) _____

8.49 Total Audio, Video, and Other (8.21 + 8.28 + 8.35 + 8.42) _____

8.50 Total Collection (8.44 + 8.45 + 8.49) _____

Expenditures for Library Operations

LOCAL LIBRARY OPERATIONS EXPENDITURES

8.51 Local Expenditures: Library Operation and Maintenance _____

STATE LIBRARY OPERATIONS EXPENDITURES

8.52 State Aid Expenditures: Library Operation and Maintenance _____

FEDERAL LIBRARY OPERATIONS EXPENDITURES

8.53 Federal Expenditures: Library Operation and Maintenance _____

OTHER LIBRARY OPERATIONS EXPENDITURES

8.54 Other Expenditures: Library Operation and Maintenance _____

TOTAL LIBRARY OPERATIONS EXPENDITURES

8.55 Total Expenditures Library Operations and Maintenance (8.51 + 8.52 + 8.53 + 8.54) _____

Grand Total Library Expenditures

8.56 Grand Total Library Operating Expenditures (8.15 + 8.50 + 8.55) _____

Capital Income (9.1 - 9.5)

Date Due: December 15, 2018

9.1 Local Government Capital Revenue _____

9.2 State Government Capital Revenue _____

9.3 Federal Government Capital Revenue _____

9.4 Other Capital Revenue _____

9.5 Total Capital Revenue (9.1 + 9.2 + 9.3 + 9.4) _____

Capital Expenditures (10.1 - 10.5)

Date Due: December 15, 2018

10.1 Capital Expenditures: Construction _____

10.2 Capital Expenditures: Furnishings for new building, addition or renovation _____

10.3 Capital Expenditures: Electronic Equipment for new building, addition or renovation _____

10.4 Capital Expenditures: Site acquisition and other capital not listed above _____

10.5 Total Capital Expenditures (10.1 + 10.2 + 10.3 + 10.4) _____

Library Director's Salary Survey (11.1 - 11.5)

Date Due: December 15, 2018

11.1 Current Library Director's Annual Salary _____

11.2 Average number of hours director works per week (*new question) _____

11.3 Library Director provided a retirement program? _____

11.4 Library Director provided health insurance? _____

11.5 Number of years reporting librarian has served as Director of this reporting library _____

Library Board (12.1 - 12.8)

Date Due: December 15, 2018

Please make sure all board members are listed with their own personal contact information. Do not use the library's contact information. To add members, click the Add Group button at the bottom of the page.

- 12.1 Chairman or Trustee _____
- 12.2 Board Members Name _____
- 12.3 Mailing Address _____
- 12.4 City _____
- 12.5 Zip Code _____
- 12.6 Phone Number _____
- 12.7 E-mail Address _____
- 12.8 Terms of service (Example: 2017-2020) _____

Library Outlet Information (13.1 - 13.13)

Date Due: December 15, 2018

Make sure all outlets (main library, branches, bookmobiles, etc.) are listed. To add outlets, click the Add Group button at the bottom of the page.

- 13.1 Outlet Type Code _____
- 13.2 Name of Outlet _____
- 13.3 Street Address _____
- 13.4 Mailing Address _____
- 13.5 City _____
- 13.6 County _____
- 13.7 Zip Code _____
- 13.8 Area Code and Phone Number _____
- 13.9 Librarian Name (Last name, First name) _____
- 13.10 Total Usable Square Feet Available in Outlet _____
- 13.11 Number of Bookmobiles in Outlet Record _____
- 13.12 Public Service Hours Per Year _____
- 13.13 Number of Weeks Library is Open _____

For State Use Only (14.1 - 14.7)

Date Due: December 15, 2018

- 14.1 Interlibrary Relationship _____
- 14.2 Legal Basis Code _____
- 14.3 Administrative Structure Code _____
- 14.4 FSCS Public Library Definition _____
- 14.5 Geographic Code _____
- 14.6 Population of the Legal Service Area (same as State Aid Population as set by APLS for the reporting year). _____
- 14.7 Legal Service Area Boundary Change _____