

## 2019 Alabama Public Library Survey

### Library Identification (1.1 - 1.16)

**Date Due: December 15, 2019**

- 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, 2019**

- 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/Friends Group with a 501(c)3 status \_\_\_\_\_

### Library Staff (3.1 - 3.7)

**Date Due: December 15, 2019**

- 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, 2019**

- 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, 2019**

**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 \_\_\_\_\_

**Library Collection (6.1 - 6.11)**

**Date Due: December 15, 2019**

**Book Volumes**

6.1 Total Book Volumes in print format \_\_\_\_\_

**Electronic Materials**

6.2 Audio Downloadable Units \_\_\_\_\_

6.3 Video Downloadable Units \_\_\_\_\_

6.4 Total number of 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 not counted above \_\_\_\_\_

**Library Operating Income (7.1 - 7.15)**

**Date Due: December 15, 2019**

**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 not reported above \_\_\_\_\_

**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, 2019**

**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 Collection Expenditures Not Reported Above \_\_\_\_\_
- 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 Collection Expenditures Not Reported Above \_\_\_\_\_
- 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 Collection Expenditures Not Reported Above \_\_\_\_\_
- 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  
Collection Expenditures Not Reported  
Above \_\_\_\_\_

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, 2019**



- 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, 2019**

- 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, 2019**

- 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, 2019**

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, 2019**

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, 2019**

- 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 \_\_\_\_\_