



maintenance staff. For example, a clerical worker who works 5 hours per week is .13 FTE.

Levels of Education		
		Total FTE
11.	Masters of Library Science	
12.	Other College Degree (2 or 4 year) (exclude #11)	
13.	High School Graduate (exclude #11 and #12)	

Line 11-13 **LEVELS OF EDUCATION** Use the directions above (6-9) to compute full-time equivalents (FTE) for each level of education. FTE is reported only at the highest level of education completed and not included again for the other levels completed.

Volunteers		
14.	Number of Volunteers	
15.	Annual Total Number of Hours Worked by Volunteers	

Line 14 **NUMBER OF VOLUNTEERS.** Report unpaid library workers. Do not include Green Thumb employees or employees paid by another agency.

16. Education Level Achieved by Director (check one)			
Masters in Library Science	<input type="checkbox"/>	Two-year college degree	<input type="checkbox"/>
Other Masters Degree	<input type="checkbox"/>	Some college	<input type="checkbox"/>
Bachelors in Library Science	<input type="checkbox"/>	High School Graduate (or equivalent)	<input type="checkbox"/>
Other Bachelors Degree	<input type="checkbox"/>	Did not graduate from High School	<input type="checkbox"/>

Certification		
17. Is the library director certified by the State Library? (Y or N)		
18. Number of other staff members certified?		

### Part 3-Library Income

Show all sources of funds for 2000-01.

**REPORT ALL INCOME AS WHOLE DOLLARS ONLY; OMIT CENTS.** If your library does not have an item in its budget or if the information is not available, enter NA. Include any funds carried over from the previous year. Enter each source of income on only one line, e.g. if fines and/or fees are included in Line 19, enter "0" in Line 34.

For each line, enter the amount of income received and the amount actually expended (for operating income, see explanation for Line 37-41).

<b>Total Governmental Income</b>					
		Received		Actually Expended	
City Appropriation	19a.		19b.		
Special City Appropriation for Capital Outlay	20a.		20b.		
County Appropriation, Enter Name of County	21a.		21b.		
County Appropriation, Enter Amount (\$)	22a.		22b.		
County Appropriation, Enter Name of Other County	23a.		23b.		
Other County Appropriation, Enter Amount (\$)	24a.		24b.		
Federal Assistance	25a.		25b.		
Access Plus, Open Access	26a.		26b.		
<i>Enrich Iowa</i>	27a.		27b.		
State of Iowa Revenues	28a.		28b.		
Income from Other Contracting Cities	29a.		29b.		
Other Governmental Revenue	30a.		30b.		

Line 19, 21-24 **LOCAL GOVERNMENT SOURCES.** All tax and non-tax receipts allocated by the city (Line 19) or county (Line 21-24) of the public library, and available for expenditure by the public library. Do NOT include here the value of any contributed or in-kind services and the value of any gifts and donations, fines or fees. In-kind is the provision of services by another agency in place of some cash support, such as a situation in which the city pays the electricity for the library, but not out of the library budget.

Line 20 **CAPITAL OUTLAY.** All income from the city budgeted for fixed assets or additions to fixed assets, except for the purchase of library equipment. Include income budgeted for sites, buildings, additions to buildings and furnishings.

Line 21-24 **COUNTY APPROPRIATION.** List the county from which you receive the majority of funding on Line 21-24, with the name of the county (21a, 21b) and the amount received (22a, 22b). List the county from which you receive other funding on Line 23-24, with the name of the county (23a, 23b) and the amount received (24a, 24b). If funding is received from more than 2 counties, list additional counties and amounts on a separate attachment.

Line 25 **FEDERAL ASSISTANCE.** All revenue received from Federal sources.

Line 26 **OPEN ACCESS and ACCESS PLUS.** Include payments received for participation in the Open Access and Access Plus programs.

Line 27 **ENRICH IOWA.** Include payment received from Enrich Iowa.

Line 28 **STATE OF IOWA REVENUES.** Include any state funds other than Open Access, Access Plus, or Enrich Iowa.

Line 29 **INCOME FROM OTHER CONTRACTING CITIES.** Include all funds from contracts for service with other cities, not including your own.

Line 30 **OTHER GOVERNMENTAL REVENUES.** All funding, for services rendered, from governmental sources other than those listed in lines 19-29.

Total Non-Governmental Income				
		Received		Actually Expended
Other Grants (Total)	31a.		31b.	
List Grants Individually, by Title and Amount	32.			
32(continued) List other grants and amounts				
Endowments and Gifts	33a.		33b.	
Fines and/or Fees	34a.		34b.	
Other Income	35a.		35b.	

36. Balance in Savings or Trust Accounts (As of June 2001)	
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- Line 31 **OTHER GRANTS (Total).** The total revenue from non-governmental grants. A grant is a sum of money given as financial assistance and intended to foster research or innovative projects.
- Line 32 **LIST GRANTS.** List each grant received and the amount of the grant.
- Line 33 **ENDOWMENTS AND GIFTS.** Report all gifts and donations of money from all sources, other than grants (Line 31). Include interest on gifts of money. Do NOT include the value of gifts and donations of books or other library materials and equipment.
- Line 34 **FINES AND FEES.** Report all income from overdue fines, non-resident fees, photocopy fees, equipment rental, etc.
- Line 35 **OTHER INCOME.** Report all income other than that given in Lines 31-34. Do NOT include the value of any contributed service or the value of "in-kind" gifts and donations.
- Line 36 **BALANCE IN SAVINGS OR TRUST ACCOUNTS.** Report the balance held at the end of the year. Interest on these accounts should be included in Line 33.

Operating Income				
37.	Local Government Operating Income (#19b,22b,24b,29b,30b) spent for operating			
38.	State Government Operating Income (#26b,27b,28b) spent for operating costs			
39.	Federal Government Operating Income (#25b) spent for operating costs			
40.	Non-Governmental Operating Income (#31b, 33b-35b) spent for operating costs			
41.	Total Operating Income (#37-40) spent for operating costs			

- Line 37-41 **OPERATING INCOME. Operating income is 2000-01 income which was used to operate the library in 2000-01.** Report only income used for operating expenditures. If the library received \$30,000 in income from all sources but only spent \$25,000 for standard operating expenditures, the operating income would be \$25,000. Include federal, state, or other grants which were used for operating expenditures. Do not include: income for major capital expenditures; contributions to endowments unspent in fiscal year 2001; income passed through to another agency; income such as gift funds or city income placed in a Trust and Agency account; or any funds unspent in the previous fiscal year.

Line 37 **OPERATING INCOME FROM LOCAL GOVERNMENT.** Report tax and nontax receipts allocated by the community, district, or county of the public library and available for expenditure by the public library. Do not include here the value of any contributed or in-kind services and the value of any gifts and donations, fines, or fees. Calculate operating income as follows:

- (a1) Calculate the amount of city appropriation (Line 19b) which is operating income \_\_\_\_\_;
- (a2) Calculate the amount of county appropriation (Line 22b,24b) which is operating income \_\_\_\_\_;
- (a3) Calculate the amount of other government revenue (Line 29b,30b) which is operating income \_\_\_\_\_;
- ! Add a1, a2 and a3 to find the total operating income from local government\_\_\_\_\_. Enter on Line 37.

Line 38 **OPERATING INCOME FROM STATE GOVERNMENT.** Report funds distributed to public libraries by state government for expenditure by the public libraries. This includes FY 2001 funds from Open Access and Access Plus in Line 26b, Enrich Iowa funding in Line 27b, and other state funding in Line 28b. Do not include federal monies distributed by the state. Calculate the amount of income from state government which was used as operating income.

Line 39 **OPERATING INCOME FROM THE FEDERAL GOVERNMENT.** Report federal government funds distributed to public libraries, including LSTA monies distributed by the states. Calculate the amount of income from the federal government (Line 25b) which was used for operating expenses. Do not count funds which were received as income but not completely expended during the fiscal year.

Line 40 **OPERATING INCOME FROM NON-GOVERNMENTAL INCOME.** Report operating income other than that reported in Lines 37 through 39. Include, for example, gifts and donations, interest, library fines, and fees for service used for operating expenditures in FY 2001. (This amount is the total of income from Line 31b, (other grants), Line 33b, (endowments and gifts), Line 34b, (fines and fees), and Line 35b, (other income) spent in the current year. Do not include the value of any contributed services or the value of "in-kind" gifts and donations.

Line 41 **TOTAL OPERATING INCOME.** Sum of Lines 37 through 40. Total operating income should be in the range of 75-125% of total operating expenditures (Line 62).

## Part 4-Expenditures

All expenditures including grants and cooperative arrangements. If your library does not have an item in the budget, (e.g. utilities, benefits, etc.), or if an item is not available or not applicable, enter NA. Round all numbers to the nearest whole dollar.

Standard Operating Expenditures			
42.	Salaries and Wages (before deductions)		
43.	Employee Benefits if Paid by Library (Insurance, Social Security, retirement, etc.)		
44.	<i>(Electronic survey only)</i>		
45.	Employee Benefits if Paid by City/County		
46.	Print Materials (excluding serial subscriptions and microforms but including		
47.	Serial subscriptions (All formats including microfiche or microfilm)		
48.	Microforms (except serial subscriptions)		
49.	Video Recordings (All formats)		
50.	Audio Recordings (All formats)		
51.	Films (All formats)		

52.	Computer Software			
53.	Library Materials in Electronic Format (Enter # of electronic materials in #172)			
54.	Electronic Access (Enter Y in #171 if > 0)			
55.	Other Materials			
56.	(Electronic survey only)			
57.	Plant Operation if Paid by Library (Phone, heat, lights, cooling)			
58.	Value of Plant Operation if Paid by City/County			
59.	Equipment			
60.	All Other Operating Expenditures			
61.	(Electronic survey only)			
62.	Total of All Operating Expenditures (#42-#60, excluding #45 and #58)			
<b>Capital Outlay</b>				
63.	Capital Outlay for Sites, Buildings, Remodeling of Old Buildings			

To ensure accurate reporting, consult your business officer or city clerk regarding this section. Report only such monies expended during the 2001 fiscal year, regardless of when the monies may have been received from Federal, State, local or other sources. **REPORT ALL EXPENDITURES AS WHOLE DOLLARS ONLY, OMIT CENTS.** If your library does not have an item in your budget or the information is not available, enter NA.

Line 42 **SALARIES AND WAGES.** This amount should be the salaries and wages for all library staff for the fiscal year. Include salaries and wages before deductions, but exclude "employee benefits."

Line 43,45 **EMPLOYEE (Fringe) BENEFITS.** The benefits outside of salaries and wages paid and accruing to employees regardless of whether the benefits or equivalent cash options are available to all employees. Include amounts spent by the reporting unit 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. Employee benefits paid out of the public library budget should be reported on Line 43. The actual amount of employee benefits paid by the city/county is reported in Line 45.

Line 46 **PRINT MATERIALS.** Materials consisting primarily of words and usually produced by making an impression with ink on paper. Included in this category are materials that do not require magnification: books (Line 64), bound periodicals, paperback books, government documents, braille materials, ephemeral print materials, and the like.

Line 47 **SERIAL (Periodical) SUBSCRIPTIONS.** Include here the cost of serial subscriptions, which are publications issued in successive parts, usually at regular intervals, and as a rule, intended to be continued indefinitely. Serials include periodicals, magazines, newspapers, annuals (reports, yearbooks, etc.), proceedings, and transactions of societies.

Line 48 **MICROFORMS.** Include here the expenditures for microforms, which are photographic reproductions of textual, tabular, or graphic materials reduced in size so that they can normally be used only with magnification. The two main types of microforms are microreproductions on transparent material, including roll microfilm, aperture cards, microfiche and ultrafiche, and reproductions on opaque material.

Line 49-51 See definitions for Video Materials (Line 88), Audio Materials (Line 80), Film (Line 84)

Line 52 **COMPUTER SOFTWARE.** Enter expenditures for computer software, which includes procedures and associated documentation that instruct the computer to perform certain types of tasks, in contrast to the physical components or devices of a computer (hardware) (for example, WordPerfect, Paradox, Lotus 123, Pagemaker, etc.)

Line 53 **OPERATING EXPENDITURES FOR LIBRARY MATERIALS IN ELECTRONIC FORMAT.** For the most part, expenditures should be for CD-ROMs, disks, or tapes. In some cases where a computer was included as part of the package (InfoTrac, for example), the cost of the entire product should be included. Estimates are acceptable for this question, and are actually encouraged. Don't include expenditures for the types of items in Line 54.

Report operating expenditures for materials considered part of the collection, whether purchased or leased, such as CD-ROMs, magnetic tapes, and magnetic discs, that are designed to be processed by a computer or similar machine. Examples are U.S. Census data tapes, locally-mounted databases, serials, and reference tools. Include operating expenditures for equipment when the cost is inseparably bundled into the price of the information service product. Exclude operating expenditures for library system software and microcomputer software used only by the library staff. Don't include items that were reported as Capital Outlay, Line 63.

Line 54. **OPERATING EXPENDITURES FOR ELECTRONIC ACCESS.** Report only operating expenditures, not capital expenditures for new computer systems. Don't include items reported in Line 53.

Report all operating expenditures from the library budget associated with access to electronic materials and services. Include computer hardware and software used to support library operations, whether purchased or leased, mainframe and microcomputer. Include expenditures for maintenance. Include expenditures for equipment used to run information service products when that expenditure can be separated from the price of the product. Report expenditures for services provided by national, regional and local bibliographic utilities, networks, consortia and commercial services. Report all fees and usage costs associated with such services as OCLC FirstSearch or electronic document delivery. Include miscellaneous items such as phone lines, computer paper, and other supplies. *Include Internet service and telecommunications.*

Line 55 **OTHER MATERIAL.** Include all expenditures for materials not reported on lines 46-54, such as puzzles, art prints, vertical file subject heading (not individual items), filmstrips, etc.

Line 57-58 **PLANT OPERATION AND MAINTENANCE.** Operation of Plant consists of the housekeeping activities concerned with keeping the physical plant open and ready for use. It includes rent (if applicable), cleaning, disinfecting, heating, lighting, communications, power, moving furniture, handling supplies, caring for grounds, and other such housekeeping activities as are repeated somewhat regularly on a daily, weekly, monthly, or seasonal basis. Include minor repairs (e.g. broken windows). *Do not include here any items reported in Line 54.*

Line 58 **VALUE OF PLANT OPERATION.** If the library does not pay all of the costs associated with operating and maintaining the library, report the actual amount paid by the city (e.g. city pays for heat, light) on line 58; if the library budget includes money for telephone, rent, cleaning, etc., report on line 57.

Line 59 **EQUIPMENT.** Include expenditures for all library equipment purchased during the 2001 fiscal year. Includes microform equipment, audiovisual equipment computer workstations, and computer-related equipment

Line 60 **ALL OTHER OPERATING EXPENDITURES.** Include all expenditures other than those given in lines 42-59.

Line 63 **CAPITAL OUTLAY.** Include funds for the acquisition of or additions to fixed assets such as building sites, new buildings and building additions, new equipment (including major computer installations), initial book stock, furnishings for new or expanded buildings, and new vehicles. This excludes replacement and repair of existing furnishings and equipment, regular purchase of library materials, and investments for capital appreciation.

## Part 5-Library Collection

A **NUMBER HELD AT START OF YEAR** - The number of volumes and/or the number of titles owned by the library at the start of the fiscal year (July 1, 2000).

B **NUMBER ADDED DURING FISCAL YEAR** - The number of volumes and/or titles added to the collection during the fiscal year whether through purchase or donation.

C **WITHDRAWN DURING FISCAL YEAR** - The number of volumes and/or titles "weeded" or lost during the fiscal year.

Line 64 **VOLUMES.** For reporting purposes, a volume is a physical unit of any printed, typewritten, handwritten, mimeographed, or processed work, contained in one binding or portfolio, hardbound or paperbound, which has been cataloged, classified, and/or otherwise made ready for use. Include estimate of unprocessed paperbacks.

Use Fiscal Year Beginning July 1, 2000		A Held at Start of Year		B # Added During Year**		C # Withdrawn During Year**		Held at End of Year (Optional)
Books and Serials (Number of volumes)	64.		65.		66.		67.	
Government Documents (If not already counted in #64, number of volumes)	68.		69.		70.		71.	
Current Serial/Periodical Subscriptions (Include periodicals and newspapers in any format, number of titles)	72.		73.		74.		75.	
Books in Microfilm Format (Report number of titles; exclude serials and duplicate copies)	76.		77.		78.		79.	
Audio Materials (Number of volumes)	80.		81.		82.		83.	
Films (Number of volumes)	84.		85.		86.		87.	
Video Materials (Number of volumes)	88.		89.		90.		91.	
Computer Application Software (Number of volumes)	92.		93.		94.		95.	
Other Library Materials (# of volumes)	96.		97.		98.		99.	
Total Materials (optional)**	100.		101.		102.		103.	

Line 64 **BOOKS AND SERIALS.** Books are nonperiodical printed publications bound in hard or soft covers, or in loose-leaf format. Serials are publications issued in successive parts, usually at regular intervals, and as a rule, intended to be continued indefinitely. Serials include periodicals (magazines), newspapers, annuals (reports, yearbooks, etc.) memoirs, proceedings, and transactions of societies. Include books, bound periodicals and newspapers, government documents, and paperbacks. Exclude microforms and pamphlets. Except for the current volume, count unbound serials as volumes when the library has at least half of the issues in a publisher's volume.

Line 68 **GOVERNMENT DOCUMENT.** Any publication in book, serial, or other form of library material that is published by a government agency, e.g., the publications of federal, state, local, and foreign governments and of intergovernmental organizations to which governments belong and appoint representatives, such as the United Nations, Organization of American States, and the Erie Basic Commission. Do not include pamphlets.

- Line 72 **CURRENT SERIALS/PERIODICAL SUBSCRIPTIONS.** This refers to the arrangements by which, in return for a sum paid in advance, periodicals, newspapers, or other serials are provided for a specified number of issues. Count subscriptions purchased from the library's budget and those donated to the library as gifts. Count titles, including duplicates, not individual issues. Include the total number of subscriptions for all outlets (branches and bookmobiles).
- Line 72,76 **TITLES.** For reporting purposes, a title is a publication which forms a separate bibliographic whole, whether issued in one or several volumes, reels, discs, slides, or parts. See Line 48 for a definition of **Microfilm**.
- Line 80 **AUDIO MATERIAL.** A generic term for material on which sounds (only) are stored (recorded) and that can be reproduced (played back) mechanically or electronically, or both. This includes records, audiocassettes, audiocartridges, audiodiscs, audioreels, talking books, and other sound recordings.
- Line 84 **FILM.** The term film is used interchangeably with "motion picture" which is a length of film, with or without recorded sound, bearing a sequence of still images that create the illusion of movement when projected in rapid succession (usually 18 to 24 frames per second). Motion pictures are produced in a variety of formats (cartridge, cassette, loop, and reel). Motion picture sizes may be 8mm, super 8mm, 16mm, 35mm, 55mm or 70 mm. Count filmstrips under **Other** (Line 96).
- Line 88 **VIDEO MATERIAL.** These are materials on which pictures are recorded, with or without sound. Electronic playback reproduces pictures, with or without sound, using a television receiver or monitor.
- Line 92 **COMPUTER APPLICATION SOFTWARE.** Includes procedures and associated documentation that instruct the computer to perform certain types of tasks, in contrast to the physical components or devices of a computer (hardware) (for example, WordPerfect, Paradox, Quattro Pro, etc.)
- Line 96 **OTHER.** Include all materials not already reported, such as CD-ROM based information products (for example, electronic encyclopedias on CD-ROM), puzzles, art prints, vertical file subject heading (not individual items), filmstrips, etc.

## Part 5-Library Loan Transactions

Circulation Transactions			
104.	Adult Books		
105.	Children's Books		
106.	Films		
107.	Video Recordings		
108.	Audio Recordings		
109.	Periodicals		
110.	All Other Items		
111.	Total Circulation**		
112.	Circulation to Reciprocal Borrowers		
113.	Circulation to Your Own City		
114.	Circulation to Contracting Cities		
115a.	Circulation to the Rural Population of Your Own County		

115b.	<i>Other circulation</i>			
<b>Interlibrary Loan</b>				
116.	Received from other libraries			
117.	Provided to other libraries			
<b>Registration</b>				
118.	Registration (As of July 1, 2000)			
119.	Number of Registered Borrowers Added			
120.	Number of Registered Borrowers Withdrawn			
121.	Current Total Registration			
122.	Year Registration Files Were Last Weeded			
<b>Materials Use/Attendance</b>				
123.	In-Library Materials Use Annually (not less than 1)			
124.	<i>Library Visits</i> (not less than 1)**			

Line 104-115 **CIRCULATION TRANSACTION.** The total annual circulation of all library materials of all types, including renewals.

Note: Count all materials in all formats that are charged out for use outside the library. Count interlibrary loan transactions only for items borrowed and checked out to customers. Do not include items checked out to another library. (**Do not use circulation multipliers. For example, if a film is checked out and shown to 30 people, count 1 circulation, not 30. Do not report "automatic renewals" as circulation.**) Report annual totals.

Line 105 **CIRCULATION OF CHILDREN'S BOOKS.** Children's books are those which are intended for use by persons age 14 and under regardless of the age of the person who checks out the book.

Line 112 **RECIPROCAL BORROWER.** A nonresident borrower with a valid library card from another library. Include only circulations to Iowa library patrons. Do not include circulations to patrons served by contracts with cities or counties. This is an annual total, but it may be based on a sample period survey. For a 1 week sample, multiply the sample period total by 52. (Reciprocal borrowers are those who would qualify as Open Access participants, even if their library is not an Open Access participant.)

Line 113 **CITY CIRCULATION.** This is circulation of all types of materials to those who actually live within the city limits of the city your library was established by ordinance to serve. Do not count here circulation to rural residents who have a library card from your city library.

Line 115a **RURAL CIRCULATION.** This is circulation of all types of materials to persons who are rural residents of your county. Also include those who have a valid card from another city but who actually live in the unincorporated area of the county.

Line 116,117 **INTERLIBRARY LOAN.** A transaction in which library material, or a copy of the material, is made available by one library to another upon request. It includes both lending and borrowing. The libraries involved in interlibrary loan are not under the same administration. Include items loaned to or borrowed from the State Library or the Regional Library, including A/V. Report annual totals.

Line 118 **REGISTRATION.** Report the total number of people holding valid library cards as of July 1, 2000. (If your library does not now have an accurate method of counting registration, for purposes of consistency the State Library recommends using a 3 year registration period. Multiply the total number of patrons registered during the last fiscal year (2000-01) by 3 to get your estimated total number of library registrations.)

Line 119,120 **REGISTERED BORROWERS.** Report the total number of registered borrowers added and withdrawn in FY 2001.

Line 123 **LIBRARY MATERIALS USE.** Report the total number of materials used in the library, but not checked out. This includes reference books, periodicals and all other library materials used within the library. Follow the instructions in the Output Measures manual, but conduct a one week sample. Multiply by 52 to calculate an annual total. Annual totals based on a daily count are also acceptable.

Line 124 **LIBRARY VISITS.** Report the total number of persons entering the library annually including persons attending activities, meetings, and those persons requiring no staff services. Follow the instructions in the Output Measures manual, but conduct a one week sample. Multiply by 52 to calculate an annual total, which is used by the national statistics project. Annual totals based on a daily count are also acceptable. This information is required annually for the national statistics project, FSCS.

## Part 7-Output Measures

In collecting and reporting output measures, please follow the definitions and instructions provided in the Output Measures for Public Libraries, second edition, except the instructions concerning sample period. Use a one-week sample. Do not report annual figures in this section. If data is collected in two one-week periods, add the totals and divide by 2 to provide a one-week figure. In keeping with the recommendations of the Standards Committee, the State Library recommends that Output Measures surveys be conducted every 3 years. Report only the results of surveys conducted in the past year.

<b>Reference Fill Rate (In a Typical Week)</b>			
125.	Number of Reference Transactions		<input type="text"/>
126.	Number of Reference Transactions Completed in the Same Working Day		<input type="text"/>
<b>Title Fill Rate (In a Typical Week)</b>			
127.	Number of Titles Sought		<input type="text"/>
128.	Number of Titles Found		<input type="text"/>
<b>Subject and Author Fill Rate (In a Typical Week)</b>			
129.	Number of Subjects and Authors Sought		<input type="text"/>
130.	Number of Subjects and Authors Found		<input type="text"/>
<b>Browsers Fill Rate (In a Typical Week)</b>			
131.	Number of Browsers Seeking Material		<input type="text"/>
132.	Number of Browsers Finding Something		<input type="text"/>
<b>Document Delivery (In a Typical Week)</b>			
133.	Number of Requests for Materials Not Immediately Available		<input type="text"/>
134.	Materials Delivered Within 24 Hours		<input type="text"/>
135.	Materials Delivered Within 3 Days (excluding #134)		<input type="text"/>

136.	Materials Delivered Within 7 Days (excluding #134-135)			
137.	Materials Delivered Within 14 Days (excluding #134-136)			
138.	Materials Delivered Within 30 Days (excluding #134-137)			

Line 125 **NUMBER OF REFERENCE TRANSACTIONS.** Definition: A reference transaction is an information contact which involves the knowledge, use, recommendations, interpretation or instruction in the use of one or more information sources by a member of the library staff. The term includes information and referral service. Information sources include printed and non-printed materials, Internet, FirstSearch, machine-readable databases, catalogs and other holdings, records, and through communication or referral, other libraries and institutions and persons both inside and outside the library. The request may come in person, by phone, by fax, mail, or by electronic mail from an adult, a young adult, or a child.

Do not count directional transactions or questions of rules or policies. Examples of directional transactions are “Where are the children’s books?” and “I’m looking for a book with call number 612.3.” An example of a question of rules or policies is “Are you open until 9:00 tonight?”

Note: If an actual count of reference transactions is unavailable, determine an annual estimate by counting reference transactions during a typical week in October and multiply the count by 52. A “typical week” is a time that is neither unusually busy or unusually slow. Avoid holiday times, vacation times 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. Include seven consecutive calendar days, from Sunday through Saturday (or whenever the library is usually open.)

Line 126 **NUMBER OF REFERENCE TRANSACTIONS COMPLETED.** Report the number of reference questions completed in the same working day in which they were asked.

Line 133-138 **DOCUMENT DELIVERY.** This is a measure of how rapidly items are obtained which are not immediately available. "Document" in this sense means anything requested by a patron. In the Output Measures manual you will find instructions for how to count the delivery times. Delivery means any method used to fill the request, including interlibrary loan and reserves.

## Part 8-FSCS Statistics

These items are specifically formatted to be reported to the Federal State Cooperative System (FSCS) for Public Library Statistics

Number of Service Outlets				
139.	Central Library Facility (Not less than 1)			
140.	Branches			
141.	Bookmobile			
142.	Other Service Outlets			
Other FSCS				
143.	Total Number of Reference Transactions in 2000-01 (not less than 1)			
144.	FTE librarians with ALA accredited MLS			
145.	Total Number of Hours Open Each Week (Main Library)** (Not more than 90)			
146.	Total Number of Hours Open Annually (Duplicated)			

147.	Total Circulation of All Materials Cataloged as "Children's" (not > #111)		
148.	Total Number of People Attending Library Programs for Children		
Note on #147 and 148: Regardless of the age of the participant			

Line 139-142 **NUMBER OF SERVICE OUTLETS.** Use this section to report all service outlets as defined below. Service units that are **NOT OPEN TO THE PUBLIC** are **NOT** to be reported as public service outlets. Service must be provided on a regular basis throughout the year.

Line 139 **CENTRAL LIBRARY.** Enter the number of Central Libraries. A Central Library is the single unit library or the unit where the principal collections are kept and handled. Also called Main Library. Some county, multicounty and regional library systems may not have a main library. Some systems may have an administrative center which is separate from the principal collections and is not open to the public.

Line 140 **BRANCHES.** Enter the number of branch libraries. 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 opening to the public.

Line 141 **BOOKMOBILES.** These are trucks or vans specially equipped to carry books and other library materials; they serve as traveling branch libraries. Count the number of vehicles in use rather than the number of stops the vehicle makes.

Line 142 **OTHER SERVICE OUTLETS.** Enter the number of other service outlets. Examples are outlets in senior citizen centers, day care centers, jails, or other organizations or institutions with small and frequently changed collections of books and other library materials.

Line 143 **TOTAL NUMBER OF REFERENCE TRANSACTIONS.** See definition of reference transaction (Line 125). This total is obtained by multiplying the number of reference transactions in a sample period by the appropriate multiplier to arrive at an annual figure (i.e., if there were 100 transactions in a week, the total would be 100 x 52, or 5200).

Line 144 **FTE Librarians with ALA ACCREDITED MLS** from an institution accredited at the time of graduation. FTE is Full Time Equivalent (Line 6-9), ALA is the American Library Association, MLS is the Master of Library Science degree.

Line 145 **HOURS OPEN PER TYPICAL WEEK.** (Main Library) The total of hours open in a typical week.

Line 146 **TOTAL HOURS OPEN PER YEAR.** (Duplicated) Total annual public service hours for all outlets combined. If the library has no branches or bookmobiles, has the same hours year-round, and was not closed other than the regularly scheduled days and times, multiply the value given in Line 145 times 52 to determine the value for Line 146. For example, if the library was open 20 hours per week year-round and was not closed for construction or repairs, Line 145 is 20 and Line 146 is 1040. If the library had summer hours which were less or greater than winter hours, or has branches or bookmobiles, or was closed for repair or remodeling, one of the following scenarios may apply.

**Report the sum of all public service hours for all library facilities (including bookmobiles) for the entire year.** For bookmobiles, report only the hours in which the bookmobile is open to the public. Include only branches or bookmobiles which conform to the definitions in Line 140 or Line 141. Do not include hours for deposit collections or other similar service hours. Total annual hours should reflect any increase or decrease in hours during "summer hours." Subtract the total hours that the main library, bookmobiles, or branches were closed other than regularly scheduled days or hours. Line 146 is intended to report the exact number of hours your library was open last year. There are several possible scenarios. These are examples, for the purpose of illustration only:

**SCENARIO ONE:** The library is open the same number of hours year-round and was closed only for regularly scheduled days and times. Multiply hours open per week times 52 weeks.

In Scenario One, if the library is open 20 hours per week in Line 145, the value entered for Line 146 is 1,040 (20 hours x 52 weeks). This is the only scenario in which it is appropriate to use the multiplier of 52 weeks.

**SCENARIO TWO:** The library is open 25 hours per week in the winter and 20 hours per week in the summer. Winter

hours last 40 weeks, summer hours last 12 weeks. The library was closed for 10 holidays and was also closed for remodeling for 3 weeks during the winter.

In Scenario Two, the following calculations would be made:

**Hours Open** -Multiply 25 (hours) x 40 (weeks) for winter hours = 1000 (a1)  
-Multiply 20 (hours) x 12 (weeks) for summer hours = 240 (a2)  
-Add a1 + a2 = 1240

**Hours Closed** -Calculate the number of holiday hours closed, for Scenario Two, let us use 10 (holidays) x 5 (hours) = 50 (b1)  
-Calculate the number of hours closed for remodeling, multiply 3 (weeks) x 25 (hours) = 75 (b2)  
-Add b1 + b2 = 125

**Total** -Subtract hours closed from hours open = 1115

SCENARIO THREE: The library has a main library, several branches, and a bookmobile. Using the methodology outlined in Scenario Two, the total hours for each outlet are calculated. Annual hours for each unit are added together to provide an annual total for all outlets.

Line 147 **TOTAL CIRCULATION OF MATERIALS CATALOGED AS "CHILDREN'S"**. The total circulation of all children's materials in all formats to all users, including renewals.

Line 148 **CHILDREN'S PROGRAM ATTENDANCE**. A count of the audience at all programs for which the primary audience is children. Include adults who attended children's programs. For Line 147 and Line 148, "children" are considered persons age 14 or under.

## Part 9-Additional Information

Information provided is entered into a database at the State Library and will be provided upon request.

149. Does your library have a Friends group? Yes\_\_\_\_\_No\_\_\_\_\_  
(If yes, please list name, address, and phone number of contact person)
150. Name\_\_\_\_\_ 151. Phone\_\_\_\_\_
152. Address\_\_\_\_\_
153. City\_\_\_\_\_ 154. Zip\_\_\_\_\_
- 155b. Are your library facilities handicapped accessible? Yes \_\_\_\_\_ No\_\_\_\_\_ \*\*  
(List all branches separately)
- 155d. How many *total* square feet of space in your library?\_\_\_\_\_ (List all branches separately)
156. Did your library have a referendum within the past year? Yes\_\_\_\_\_ No\_\_\_\_\_
157. Was it successful? Yes\_\_\_\_\_ No\_\_\_\_\_
158. Hourly salary of the director . . . . . \$ \_\_\_\_\_ per hour
159. Hourly salary of assistant director . . . . . \$ \_\_\_\_\_ per hour
160. Hourly salary of the children's librarian . . . \$ \_\_\_\_\_ per hour
- 161a. Total population of the cities your library serves by contract? (Exclude #161d) \_\_\_\_\_  
List cities which contract for service (excluding your own) with populations  
\_\_\_\_\_
- 161d. List cities your library serves by informal contract, with populations

- 
162. Annual meeting room use \_\_\_\_\_  
(Not library sponsored. This measure is not in the Output Measures manual. It is to be used to count the number of times the room is used for non-library programs.)
163. Did your library income from the city include a one-time special appropriation? Yes \_\_\_\_\_ No \_\_\_\_\_
164. (If yes, amount appropriated) \$ \_\_\_\_\_ 165. Purpose \_\_\_\_\_
166. Number of total library materials (volumes) cataloged as children's owned by the library \_\_\_\_\_  
(As of June 30, 2001, if available)
167. *Number of children participating in the FY2001 Summer Library Program* \_\_\_\_\_
168. Amount spent for continuing education \$ \_\_\_\_\_ Include all expenditures related to training of library staff or trustees.
- Line 161a **TOTAL POPULATION OF CITIES YOUR LIBRARY SERVES BY CONTRACT.** **Contracts** are written and specify services provided and amount of annual compensation. Do not include contracts with county supervisors for rural service.
- Line 161d **TOTAL POPULATION OF CITIES YOUR LIBRARY SERVES BY INFORMAL CONTRACT.** List cities in your county which have no library, whose citizens use your library, but which have no formal contract with your library. Also list total population for those cities.
- Line 162 **ANNUAL MEETING ROOM USE.** Report the number of times the library's meeting room(s) is used for non-library sponsored programs or meetings.
- Line 166 **NUMBER OF TOTAL LIBRARY MATERIALS (VOLUMES) CATALOGED AS CHILDREN'S OWNED BY THE LIBRARY** (As of June 30, 2001). Include all items counted in Lines 64-103 which are cataloged as children's. (If available)

## FSCS ELECTRONIC TECHNOLOGY SURVEY

The U.S. Department of Education is collecting information on electronic technology in public libraries. .

*Leave blank any of the questions that do not apply to your library.*

The first three questions have to do with the status of electronic technology as of the date the question is answered. These questions require only YES or NO answers.

169. **DOES THE PUBLIC LIBRARY HAVE ACCESS TO THE INTERNET?** Please check the appropriate box based on the following definition. Libraries that have Internet service from SILONET, INS, or other service providers should answer YES to this question. Also, libraries that participate in the FirstSearch project should answer YES to this question.

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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The Internet is the collection of networks that connect government, university and commercial agencies and is unified by the use of a single protocol suite, TCP/IP. Note: Report the library as having Internet access only if one or more of the following services are accessible: world wide web, telnet, file transfer protocol, or community network. Do not report a library that has access to electronic mail only.

170. **IF THE LIBRARY HAS INTERNET ACCESS, ANSWER YES OR NO TO EACH OF THE FOLLOWING QUESTIONS.**

Only one selection should be checked as a YES.

<b>Library staff only? (ST)</b>	Yes		No	
<b>Staff and patrons (with staff assistance)? (PI)</b>	Yes		No	
<b>Staff and patrons (staff assistance is optional)? (PE)</b>	Yes		No	

171. **DOES YOUR LIBRARY PROVIDE ACCESS TO ELECTRONIC SERVICES (E.G., BIBLIOGRAPHIC AND FULL-TEXT DATABASES, MULTI-MEDIA PRODUCTS)?** This would include online services such as Dialog or FirstSearch as well as in-house resources such as CD-ROM based periodical indexes (e.g., InfoTrac).

Yes		No	
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These are electronic services provided either in the library or by remote access to the library. Include resources owned or leased by the library and access to remote databases and commercial services. Included are both direct patron access and staff access on behalf of patrons. Do not include Internet access.

172. **NUMBER OF LIBRARY MATERIALS IN ELECTRONIC FORMAT.** Do not include computer application software for programs such as WordPerfect or Excel. Include materials that are currently reported as Other Library Materials, Line 96, such as CD-ROM based encyclopedias (e.g., Grolier) and other reference materials. Report the number of units.

<b>Number of library materials in electronic format</b>	
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Report the number of physical units such as CD-ROMs, magnetic tapes and magnetic disks that are designed to be processed by a computer. Examples are U.S. Census data tapes, locally-mounted databases, reference tools, and serials on CD-ROM, tape, or floppy disk. Exclude bibliographic records used to manage the collection, library system software, and microcomputer software used only by the library staff.

173. **NUMBER OF INTERNET COMPUTERS FOR STAFF USE ONLY.** Report only Internet computers that are never used by the public.

<i>Number of Internet computers for staff use only</i>	
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174. **NUMBER OF INTERNET COMPUTERS FOR PUBLIC USE.** Include computers that are also used by staff and public, and by public only.

<i>Number of Internet computers for public use</i>	
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175. **ARE THE INTERNET COMPUTERS IN THE LIBRARY CONNECTED TO A LAN?** Report yes or no. A LAN is a local area network that connects computers within a building. Do not report stand-alone computers.

<i>Are the Internet computers in the library connected to a LAN?</i>	
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<b>176. What is the maximum bandwidth/speed of the Internet connection for this library?</b>	
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Select from the following: Dial-up; 56kbps direct connect; greater than 56kbps direct connect; other

Note: A dial-up connection uses a modem and a phone line. A direct connection uses a dedicated connection such as a cable modem or a leased line (e.g, 56kbps frame relay, ISDN, DSL, T-1). Enter additional information about the Internet connection in 177.

177. Other information about the Internet connection (speed of connection, service provider, etc.) \_\_\_\_\_

178. **NUMBER OF USERS OF ELECTRONIC RESOURCES IN A TYPICAL WEEK.** Count the number of customers using electronic resources in the library in a typical week. Electronic resources include, but are not limited to, Internet (WWW, e-mail, telnet, other), online indexes, cd-rom reference sources, and the online catalog. Do not include staff use of the resources.

<b>Number of users of electronic resources in a typical week</b>	
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Note: The number of users may be counted electronically using software, or manually, using registration logs or the enclosed Electronic Usage Survey. Count each customer that uses the electronic resources, regardless of the amount of time spent on the computer. A customer who uses the library's electronic resources three times in a week would count as three customers. For confidentiality purposes, it is recommended that, after recording the needed statistics, logs be discarded each day.