

STATE LIBRARY OF IOWA

2008 PUBLIC LIBRARY GENERAL INFORMATION SURVEY

(July 1, 2007-June 30, 2008)

Part 1

Information in this section will be used to identify the library and to ensure that the data reported for the library is listed correctly in the Iowa Public Library Statistics.

Line 3 Library Service Area. Use the two-character abbreviation only. Use the abbreviation for your LSA. CE=Central, EC=East Central, NC=North Central, NE=Northeast, NW=Northwest; SE=Southeast, SW=Southwest. If you are not sure in which region you are located, please call the State Library (1-800-248-4483) for help.

Line 4 ACTUAL NAME OF LIBRARY. Put the name of your library (for example: Carnegie-Stout Public Library).

Line 5 LIBRARY DIRECTOR/ADMINISTRATOR. This is the name of the person hired to be responsible for operating the library.

Part 2

INCLUDE UNFILLED POSITIONS IF A SEARCH IS CURRENTLY UNDERWAY.

INCLUDE ALL EMPLOYEES PAID BY THE LIBRARY.

Lines 6-9 FULL-TIME EQUIVALENT EMPLOYEES. Report figures as of the last day of the fiscal year. To ensure comparable data, 40 hours per week has been set as the measure of full-time employment for this survey. To compute full-time equivalents (FTE) of employees in any category, take the number of hours worked per week by all employees in that category and divide it by 40. When figuring the Full-time Equivalents (FTE), carry your figure to two decimal places, but no more than two.

Examples: ABC Library has 2 librarians and 1 clerical employee. One librarian works 20 hours per week, the other works 6. Added together, the librarians work 26 hours per week. The clerical employee works 5 hours per week. To figure FTE for paid librarians, take 26 hours and divide by 40; the result is 00.65. To figure FTE for all other paid staff, take the 5 hours worked by the other employee and divide by 40; the result is 00.13.

Line 6-7 PAID LIBRARIANS.

Persons with the title of librarian do paid work that usually requires professional training and skill in the theoretical or scientific aspects of library work, or both, as distinct from its mechanical or clerical aspect. Staff members are considered librarians if they do professional library work such as administration, reference, cataloging, or selection.

Line 8-9 ALL OTHER PAID STAFF.

This includes all other FTE employees paid from the reporting unit budget, including plant operations, security, and maintenance staff.

Line 11-13 LEVELS OF EDUCATION. Use the directions above (6-9) to compute fulltime 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.

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

Part 3

Show all sources of funds for 2007-08.

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.

Enter each source of income on only one line, e.g. if fines and/or fees are included in Line 24, enter "0" in Line 50.

Line 19 BALANCE CARRIED FORWARD. Include any funds carried over from the previous year.

Line 20-22 CAPITAL REVENUE RECEIVED. Report all revenue to be used for major capital expenditures. Examples include funds received for a) site acquisition; b) new buildings; c) additions to or renovation 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) and other one-time major projects.

Include federal, state, local, and other revenue to be used for major capital expenditures.

Exclude revenue to be used for replacement and repair of existing furnishings and equipment, regular purchase of library materials, and investments for capital appreciation. Exclude contributions to endowments, income passed through to another agency (e.g., fines), or funds unspent in the previous fiscal year (e.g., carryover). Funds transferred from one public library to another public library should be reported by only one of the public libraries.

For each line, enter the amount of income received and the amount actually expended (operating income, see explanation for Line 55-59).

Line 24-33 LOCAL GOVERNMENT SOURCES. All tax and non-tax receipts allocated by the city (Line 24-27) or county (Line 28-33) for the public library, and available for expenditure by the public library. Include salary and wages, employee benefits and plant operations paid by the city or county on behalf of the 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.

Line 26,27 CITY INCOME FROM SPECIAL LEVIES. Special levies include the special library levy, the cultural levy, or any other special levy for operating expenses.

Line 28-33 COUNTY APPROPRIATION. List the county from which you receive the majority of funding on Line 28-30, with the name of the county and the amount received.

List the county from which you receive other funding on Line 31-33, with the name of the county and the amount received. If funding is received from more than 2 counties, list additional counties and amounts on a separate attachment.

Line 34-35 FEDERAL GOVERNMENT INCOME. All revenue from Federal sources.

Line 36-37 STATE FUNDING ADMINISTERED BY THE STATE LIBRARY OF IOWA. Include payments received for Open Access, Access Plus, Direct State Aid..

Line 38-39 OTHER STATE FUNDING. Include any state funds other than state funding administered by the State Library of Iowa.

Line 40-41 INCOME FROM CONTRACTING CITIES OTHER THAN YOUR OWN. Include all funds from contracts for service with other cities, not including your own.

Line 42-43 OTHER GOVERNMENTAL INCOME. All funding, for services rendered, from governmental sources other than those listed in lines 24-41.

Line 44-45 OTHER GRANTS. A grant is a sum of money given as financial assistance and intended to foster research or innovative projects. List each grant and the amount received. Use the "Add Group" function if listing 2 or more grants.

Line 46-47 OTHER GRANTS (Total). The amount in Line 46 is a total. List the amount actually expended in this fiscal year in Line 47.

Line 48-49 ENDOWMENTS AND GIFTS. Report all gifts and donations of money from all sources, other than grants (Line 44-45). Include interest on gifts of money. Do NOT include the value of gifts and donations of books or other library materials and equipment.

Line 50-51 FINES AND FEES. Report all income from overdue fines, non-resident fees, photocopy fees, equipment rental, etc.

Line 52-53 OTHER INCOME. Report all income other than that given in Lines 44-51.

Do NOT include the value of any contributed service or the value of "in-kind" gifts and donations.

Line 54 BALANCE IN SAVINGS OR TRUST ACCOUNTS (As of June 2008). Report the balance held at the end of the year. Interest on these accounts should be included in Line 48-49.

Line 55-59 OPERATING INCOME. Operating income is 2007-08 income which was used to operate the library in 2007-08. 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 2008; 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 55 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 25 and Line 27) which is operating income

_____;

(a2) Calculate the amount of county appropriation (Line 30, 33) which is operating

income _____;

(a3) Calculate the amount of other government revenue (Line 41, 43) which is operating

income _____;

Total a1, a2 and a3 to find the total operating income from local government.

Line 56 OPERATING INCOME FROM STATE GOVERNMENT. Report funds distributed to public libraries by the State Library of Iowa and any other income from state government. This includes FY 2008 funds from Direct State Aid, Open Access, and Access Plus in Line 37, and other state funding in Line 39. Do not include federal monies distributed by the states. Calculate the amount of income from state government which was used as operating income.

Line 57 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 35) which was used for operating expenses. Do not count funds which were received as income but not completely expended during the fiscal year.

Line 58 OPERATING INCOME FROM NON-GOVERNMENTAL INCOME. Report operating income other than that reported in Lines 55 through 57. Include, for example, gifts and donations, interest, library fines, and fees for service used for operating expenditures in FY 2008. (This amount is the total of income from Line 47, (other grants), Line 49, (endowments and gifts), Line 51, (fines and fees), and Line 53, (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 59 TOTAL OPERATING INCOME. Sum of Lines 55 through 58. Total operating income should be in the range of 75-125% of total operating expenditures (Line 79).

Part 4

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.

To ensure accurate reporting, consult your business officer or city clerk regarding this section. Report only such monies expended during the 2008 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 an item receives no funding or the information is not available, enter NA.

Line 60, 62 SALARIES AND WAGES. This amount should be the salaries and wages for all library staff for the fiscal year. Includes salaries and wages before deductions, but exclude "employee benefits." Salaries and wages paid out of the public library budget should be reported on Line 60. The amount paid for salaries and wages by the city/county is reported in Line 62.

Line 61, 63 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 61. The actual amount of employee benefits paid by the city/county is reported in Line 63.

Line 65 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 81), bound periodicals, paperback books, government documents, Braille materials, ephemeral print materials, and the like.

Line 66 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 67 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 68-69 See definitions for Video Materials (Line 97), Audio Materials (Line 89)

Line 70 ELECTRONIC MATERIALS Report all operating expenditures for electronic (digital) materials. Types of electronic materials include e-books, e-serials (including journals), government documents, subscription databases (such as EBSCOhost and FirstSearch), 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 equipment expenditures that are inseparably bundled into the price of the information service product. 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 licenses. [NOTE: Based on ISO 2789 definition.]

Line 71 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, Word, Access, Excel, Powerpoint, etc.)

Line 72a OTHER MATERIAL. Include all expenditures for materials not reported on lines 65-71, such as puzzles, art prints, pamphlets, cake pans, puppets, etc.

Line 72b VIRTUAL MATERIALS. *Expenditures for downloadable audio and/or video.*

Line 74-75 PLANT OPERATION AND MAINTENANCE. Operation of Plant consists of activities to keep the physical plant open and ready for use. It includes rent (if applicable), cleaning, disinfecting, heating, lighting, phone charges, power, moving furniture, handling supplies, caring for grounds, and other such activities repeated on a daily, weekly, monthly, or seasonal basis. Include minor repairs (e.g. broken windows).

Report library expenditures for Plant Operation and Maintenance on Line 74. 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 75.

Line 76 EQUIPMENT. Include expenditures for all library equipment purchased during the 2008 fiscal year. Includes microform equipment, audiovisual equipment computer workstations, and computer-related equipment.

Line 77 ALL OTHER OPERATING EXPENDITURES. Include all expenditures other than those given in lines 60-76. Include expenditures for Internet access and the library's automated system here.

Line 80 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

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, 2007).

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 81-84 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 here.

Line 81-84 BOOKS AND SERIALS. Books are non-periodical 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 85-88 CURRENT SERIALS/PERIODICAL SUBSCRIPTIONS. 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.

Line 85-88 TITLES. Report the number of titles, not the number of issues.

Line 89-92 AUDIO MATERIAL. These are materials 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.

Report the number of units, including duplicates. For smaller libraries, if physical unit data are not available, count the number of titles. 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.

Count the number of downloadable audios in Line 187a.

Line 93-96 ELECTRONIC BOOKS. 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). Include non-serial government documents. 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 physical or electronic units, including duplicates, for all outlets. For smaller libraries, if volume data are not available, the number of titles may be counted. 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.

Line 97-100 VIDEO MATERIAL. These are materials on which moving pictures are recorded, with or without sound. Electronic playback reproduces pictures, with or without sound, using a television receiver or monitor. Video formats may include tape, DVD, CD-ROM, etc.

Report the number of units, including duplicates. For smaller libraries, if physical unit data are not available, count the number of titles. Items packaged together as a unit (e.g., two video cassettes for one movie) and checked out as a unit are counted as one physical unit.

Count the number of downloadable videos in Line 187b.

Line 101-104 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, Word, Access, Excel, etc.) Count the number of software licenses held by the library.

Line 105-108 OTHER. Include all materials not already reported, such as CD-ROM based information products (for example, electronic encyclopedias on CD-ROM), puzzles, art prints, pamphlets, cake pans, puppets, etc.

Part 6

Line 113-125 CIRCULATION TRANSACTIONS. The total annual circulation of all library materials of all types, including renewals. Count all materials in all formats that are charged out for use outside the library (*unless otherwise noted*).

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.) Items which are packaged together as a unit (e.g., 10 audio tapes, 3 video tapes, 4 compact disks) and are generally checked out as a unit, should be counted as one physical unit. Report annual totals.

Line 114 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 118a CIRCULATION OF ALL OTHER ITEMS. CD-ROM based information products (for example, electronic encyclopedias on CD-ROM), puzzles, art prints, pamphlets, cake pans, puppets, etc. *Count only items checked out for use outside the library.*

Line 118b IN-HOUSE CIRCULATION. *Count all items checked out for use in the library.* This question was removed as of 9/12/08.

Line 118c VIRTUAL CIRCULATION. *Count the number of downloads of downloadable audios and/or downloadable videos.*

Line 120 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 typical week sample period survey. For a 1-week sample, multiply the sample period total by 52. See Line 139 for a definition of typical week. (Reciprocal borrowers are those who would qualify as Open Access participants, even if their library is not an Open Access participant.)

Line 121 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 123-124 RURAL CIRCULATION. This is circulation of all types of materials to persons who are rural residents of your county or other counties. Also include those who have a valid card from another city but who actually live in the unincorporated area of the county.

Line 126,127 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 128 REGISTRATION. Report the total number of people holding valid library cards as of July 1, 2007. (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 (2007-08) by 3 to get your estimated total number of library registrations.)

Line 128-131 REGISTERED BORROWERS. Report the total number of registered borrowers added and withdrawn in FY 2008. A registered borrower 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 and gain access to other library resources. **Note: Files should have been purged within the past three (3) years.**

Line 133 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. It is acceptable to conduct a one-week sample. Multiply by 52 to calculate an annual total. See Line 139 for a definition of typical week.

Annual totals based on a daily count are also acceptable.

Line 134 LIBRARY VISITS (not less than 1). Report the total number of persons entering the library annually including persons attending activities, meetings, and those persons requiring no staff services. It is acceptable to conduct a one-week sample. Multiply by 52 to calculate an annual total, which is used by the national statistics project. See Line 139 for a definition of typical week.

Annual totals based on a daily count are also acceptable. This information is required annually for the national **Public Library Statistics Cooperative (PLSC).**

Part 7

These items are specifically formatted to be reported to the Public Library Statistics Cooperative (PLSC).

Line 135-138 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 135 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, multi-county 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 136 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 137 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 138 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 139 TOTAL NUMBER OF REFERENCE TRANSACTIONS. Annual total.

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 Reader's Advisory, 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 and multiply the count by 52. (i.e., if there were 100 transactions in a week, the total would be 100×52 , or 5200). 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 140 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 141 HOURS OPEN PER TYPICAL WEEK. (Main Library) The total of hours open in a typical week.

Line 142 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 141 times 52 to determine the value for Line 142.

For example, if the library was open 20 hours per week year-round and was not closed for construction or repairs, Line 141 is 20 and Line 142 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 136 or Line 137. 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 142 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 141, the value entered for Line 142 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 143 **TOTAL CIRCULATION OF MATERIALS CATALOGED AS "CHILDREN'S"**. The total circulation of all children's materials in all formats to all users, including renewals. Children are considered persons age 14 or under.

Part 8

Line 150-152 Enter the name of the library, indicate whether the building is accessible, and enter the square feet of the building for each library or branch. Use the Add Group feature to report branch libraries.

Line 153 **TOTAL SQUARE FEET OF SPACE IN YOUR LIBRARY**. The total square feet for all branches. This is the area on all floors enclosed by the outer walls of the library.

Include all areas occupied by the library, including those areas shared with other agencies and areas off-limits to the public.

Line 154-155 REFERENDUM WITHIN THE PAST YEAR. Was a referendum approved by the voters (Y or N)? Type of referendum. (Special Library Levy, Cultural Levy, Bond Issue, Library Ordinance, Other)

Line 156-158 SALARIES. Hourly salary, as of July 1, 2008.

Line 159-160 CONTRACTING CITIES. List each city with which your library contracts for service, and the population of each city. If there is more than 1 city, click on "Add Group" to enter the city name and population. (Web Collect)

Line 161 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 162-163 CITIES WITHOUT LIBRARIES THAT YOUR LIBRARY SERVES WITHOUT COMPENSATION. List cities which have no library, whose citizens use your library, but for which your library does not receive any funding. These have sometimes been called informal arrangements. Also list population for each of those cities.

Line 164 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 165-166 NUMBER OF LIBRARY PROGRAMS FOR CHILDREN and NUMBER OF PEOPLE ATTENDING CHILDREN'S PROGRAMS. A count of the number of programs and the number of people in attendance at all programs for which the primary audience is children. Include adults who attended children's programs. For Line 165-166, "children" are considered persons age 14 or under. Count each event as one program, including programs that are part of a series, such as the Summer Library program.

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 provides 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.

Line 167-168 NUMBER OF LIBRARY PROGRAMS FOR YOUNG ADULTS and NUMBER OF PEOPLE ATTENDING YOUNG ADULT PROGRAMS. A count of the number of programs and the number of people in attendance at all programs for which the primary audience is young adults. For Line 167-168, "young adults" are considered persons age 15 or older. Count each event as one program, including programs that are part of a series.

A program is any planned event which introduces the group attending to any of the broad range of library services or activities or which directly provides information to participants. Programs may cover use of the library, library services, or library tours. Programs may also provide cultural,

recreational, or educational information, often designed to meet a specific social need. Examples of these types of programs include film showings; lectures; story hours; literacy, English as a second language, and citizenship classes; and book discussions. Count all programs, whether held on- or off-site, that are sponsored or co-sponsored by the library. Exclude programs sponsored by other groups that use library facilities. If programs are offered as a series, count each program in the series. For example, a film series offered once a week for eight weeks should be counted as eight programs.

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.

Line 169-170 NUMBER OF LIBRARY PROGRAMS FOR ADULTS and NUMBER OF PEOPLE ATTENDING PROGRAMS FOR ADULTS. A count of the number of programs and the number of people in attendance at all programs for which the primary audience is adults. Count each event as one program, including programs that are part of a series. See the definition of a program in Line 167-168.

Line 173 NUMBER OF TOTAL LIBRARY MATERIALS (VOLUMES) CATALOGED AS CHILDREN'S OWNED BY THE LIBRARY (As of June 30, 2008). Include all items counted in Lines 81-112 which are cataloged as children's. (If available)

Part 9

ELECTRONIC TECHNOLOGY SURVEY

Line 176a-176c. NUMBER OF LICENSED DATABASES *Report the number of **licensed** databases (including locally mounted or remote, full-text or not) for which temporary or permanent access rights have **been acquired through payment by the library, or by formal agreement with the State Library or a cooperative agreement within the state or region.** A database is a collection of electronically stored data or unit records (facts, bibliographic data, abstracts, texts) with a common user interface and software for the retrieval and manipulation of the data. Note: The data or records are usually collected with a particular intent and relate to a defined topic. A database may be issued on CD-ROM, diskette, or other direct access method, or as a computer file accessed via dial-up methods or via the Internet. Subscriptions to individual electronic serial titles are reported under **Current Electronic Serial Subscriptions (Line #177)**. Each database is counted individually even if access to several databases is supported through the same vendor interface. Count Ebscohost and FirstSearch under 176b. Ebscohost counts as 13, FirstSearch as 12.*

Line 177. NUMBER OF CURRENT ELECTRONIC SERIAL SUBSCRIPTION Current serial subscriptions are arrangements by which, in return for a sum paid in advance, serials are provided for a specified number of issues. Report the number of electronic, electronic and other format, and digital serial subscriptions (e-serials, e-journals), including duplicates, for all outlets. Examples include periodicals (magazines), newspapers, annuals, some government documents, some reference tools, and numbered monographic series distributed in the following ways: a) via the Internet (e.g., HTML, PDF, JPEG, or compressed file formats such as zipped files), b) on CD-ROM or other portable digital carrier, c) on databases (including locally mounted databases), and d) on diskettes or magnetic tapes. Electronic serial subscriptions include serials held locally or remote resources that the library has authorization to access, including those available through statewide or consortia agreements. Do not include subscriptions to indexing and abstracting databases that include full-text serial content (e.g., EBSCO Host, ProQuest, OCLC FirstSearch).

Line 178. 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 105, such as CD-ROM based encyclopedias (e.g., Grolier) and other reference materials. Report the number of units. Report electronic books(e-books) in Line 93.

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.

Line 179. NUMBER OF INTERNET COMPUTERS FOR STAFF USE ONLY. Report only Internet computers that are used by the staff and never used by the public.

Line 180. NUMBER OF INTERNET COMPUTERS FOR PUBLIC USE. Include computers that are used by both staff and public and by public only.

Line 181. 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.

Line 182. WHAT IS THE MAXIMUM BANDWIDTH/SPEED OF THE INTERNET CONNECTION FOR THIS LIBRARY? Select from the following: Dial-up; 56-128 kbps; 129-768 kbps; 769 kbps-1.5 mbps; greater than 1.5 mbps; 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, cable modem, wireless, satellite). Enter additional information about the Internet connection in Line 183.

Line 184. NUMBER OF USERS OF PUBLIC INTERNET COMPUTERS IN A TYPICAL WEEK. Report the total number of individuals that have used Internet computers in the library during a typical week. If the computer is used for multiple purposes (Internet access, word-processing, OPAC, etc.) and Internet users cannot be isolated, report all usage. A typical week or other reliable estimate may be used to determine the number. Sign-up forms or Web-log tracking software also may provide a reliable count of users.

Count each customer that uses the PUBLIC Internet computers, regardless of the amount of time spent on the computer.

A customer who uses the library's public Internet computers 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.

Line 185. NUMBER OF INTERNET-RELATED CLASSES TAUGHT BY LIBRARY STAFF. Note: Classes may be in or outside of the library.

Line 186. NUMBER OF PEOPLE ATTENDING INTERNET-RELATED CLASSES TAUGHT BY LIBRARY STAFF.

Line 187a. NUMBER OF “DOWNLOADABLE AUDIO” ITEMS AVAILABLE TO DOWNLOAD as of 6/30/08. Include in this category Web-based downloadable audio books the library has selected as part of the virtual collection. (Overdrive, etc.)

Line 187b. NUMBER OF “DOWNLOADABLE VIDEO” ITEMS AVAILABLE TO DOWNLOAD as of 6/30/08. Include Web-based video electronic units (or downloadables) that are items the library has selected as part of the virtual collection.

Line 188a. NUMBER OF “DOWNLOADABLE AUDIO” ITEMS DOWNLOADED IN 2007-2008. Include in this category Web-based downloadable audio books the library has selected as part of the virtual collection. (Overdrive, etc.) Also reported in 118c.

Line 188b. NUMBER OF “DOWNLOADABLE VIDEO” ITEMS DOWNLOADED IN 2007-2008. Include Web-based video electronic units (or downloadables) that are items the library has selected as part of the virtual collection. Also reported in 118c.

Part 10

Line 189. CITY. This is the city or town in which the administrative entity or outlet is located.

Line 190. STREET ADDRESS. This is the complete street address of the administrative entity or outlet. Note: Do not report a post office box or general delivery.

Line 191. ZIP. This is the standard five-digit postal zip code for the street address of the administrative entity or outlet.

Line 192. ZIP PLUS 4. This is the four-digit postal zip code extension for the street address of the administrative entity or outlet.

Line 193. CITY. This is the city or town in which the administrative entity or outlet is located.

Line 194. ADDRESS. This is the mailing address of the administrative entity. Note: This can be a post office box or general delivery.

Line 195. ZIP. This is the standard five-digit postal zip code for the mailing address of the administrative entity.

Line 196. ZIP PLUS 4. This is the four-digit postal zip code extension for the mailing address of the administrative entity.

Line 197. PHONE. This is the telephone number of the administrative entity or outlet, including area code. Note: Report telephone number without spacing or punctuation.

Line 198. FAX. This is the fax number of the director of the administrative entity.

Line 199. WEB ADDRESS. This is the Web Address of the administrative entity.

http://_____.

Line 200. DIRECTOR E-MAIL. This is the e-mail address of the director of the administrative entity.

Line 201. CITY POPULATION. The population of the city which the library was established to serve, from the 2000 Census or a more recent special census.

Line 202. PLSC SERVICE POPULATION. Service population based on the city population, the population of contracting cities, and the rural service population. Rural service population is based on the percentage of county funding received by the library.

Line 203. INTERLIBRARY RELATIONSHIP CODE. Select one of the following: HQ - Headquarters of a System, Federation, or Cooperative Service. (Include any system, federation, or cooperative service member acting in this role.), ME - Member of a System, Federation, or Cooperative Service, but not the headquarters, NO - Not a member of a System, Federation, or Cooperative Service.

Line 204. LEGAL BASIS CODE. 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: CI - Municipal Government (city, town or village), CO - County/Parish, CC - City/County, MJ - Multi-jurisdictional, NL - Native American Tribal Government, NP - Non-profit Association or Agency, SC - School District, SD - Special Library District (authority, board, commission), OT - Other.

Line 205. ADMINISTRATIVE STRUCTURE CODE. This code identifies an autonomous library entity that has its own governance and funding. 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.

Line 206. PLSC PUBLIC LIBRARY DEFINITION. Answer Yes or No to the following question: Does this public library meet all the criteria of the PLSC public library 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 thereof; 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. Note: If the library meets all of the requirements of this definition, respond with a yes. If the library does not meet one or more of the requirements, respond with a no.

Line 207. GEOGRAPHIC CODE. Choose from among the following types of readily available Census geography, 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.