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# State Library Agencies Fiscal Year 2004

E.D. TAB



**Library  
Statistics  
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U.S. Department of Education  
Institute of Education Sciences  
NCES 2006-303





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October 2005



**U.S. Department of Education**  
Institute of Education Sciences  
NCES 2006-303

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# Summary

## Introduction

This report contains data on state library agencies in the 50 states and the District of Columbia for state fiscal year (FY) 2004.<sup>1</sup> The data were collected through the State Library Agencies (StLA) Survey, the product of a cooperative effort between the Chief Officers of State Library Agencies (COSLA), the U.S. National Commission on Libraries and Information Science (NCLIS), the National Center for Education Statistics (NCES), and the U.S. Census Bureau. This cooperative effort makes possible the 100 percent response rate achieved for this survey. The frame or source of the list of respondents for this survey is based on the list that COSLA maintains of state library agencies. The FY 2004 survey is the eleventh in the StLA series. The data upon which this report is based are final.

## Background

A state library agency is the official agency of a state that is charged by state law with the extension and development of public library services throughout the state and that has adequate authority under state law to administer state plans in accordance with the provisions of the Library Services and Technology Act (LSTA) of 2003. Beyond these two roles, state library agencies vary greatly. They are located in various departments of state government and report to different authorities. They are involved in various ways in the development and operation of electronic information networks. They provide different types of services to different types of libraries. They provide important reference and information services to state governments and administer the state libraries and special operations such as state archives, libraries for the blind and physically handicapped, and the State Center for the Book.<sup>2</sup> The state library agency may also function as the state's public library at large, providing library services to the general public. This report provides information on the range of roles played by state library agencies and the various combinations of fiscal, human, and informational resources invested in such work. Some state library agencies perform allied operations, services not ordinarily considered a state library agency function. These special operations may include maintaining state archives, managing state records, conducting legislative research for the state, or operating a museum or art gallery.

The state library agencies of the District of Columbia, Hawaii, and Maryland are different from the other state libraries in a variety of ways. They are administrative offices without a separate state library collection. In the District of Columbia, which is treated as a state for reporting purposes, the Martin Luther King Memorial Library, the central library of the District of Columbia Public Library, functions as a resource center for the municipal government. In Hawaii, the state library is located in the Hawaii State Public Library System. State law designates Enoch Pratt Free Library's central library as the Maryland State Library Resource Center. These collections are reported on the NCES Public Libraries Survey (PLS) and thus are not reported on the StLA Survey, to avoid duplication. The state library agencies of the District of Columbia, Hawaii, and Maryland administer LSTA funds and report LSTA revenue and expenditures in this report. The District of Columbia and Maryland state library agencies administer and staff the Library for the Blind and Physically Handicapped (LBPH). The Library of Congress owns the LBPH collections.

## Purpose of Survey

The purpose of the StLA Survey is to provide state and federal policymakers, researchers, and other interested users with descriptive information about state library agencies. The data collected are useful to (1) chief officers of state library agencies; (2) policymakers in the executive and legislative branches of federal and state governments; (3) government and library administrators at the federal, state, and local levels; (4) the American Library Association and its members; (5) library and public policy researchers; and (6) the public, journalists, and others. Decisionmakers use this survey to obtain information about services and fiscal practices.

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<sup>1</sup>See the section on "Reporting Period" in appendix A for more information on state fiscal year.

<sup>2</sup>The State Center for the Book, which is part of the Center for the Book program sponsored by the Library of Congress, promotes books, reading, and literacy, and is hosted or funded by the state.

## Organization of This Report

This report presents selected findings and background information about the survey. The body of this report is composed of tables providing an overview of state library agencies during the 2004 fiscal year. The tables present data on the following five main topics:

- Governance—describes the organizational location of state library agencies within state governments.
- Collections and Services—characterizes state library agencies in terms of holdings, library service transactions, and services to libraries and systems.
- Service Outlets and Staff—describes the availability of state library agency locations and bookmobiles providing services to the public or specific constituencies and characterizes staff and the functions they perform.
- Revenue—identifies various sources of state library agency revenue or income.
- Expenditures—describes how state library agency funds are spent.

Finally, references and two appendixes supply supporting information. Appendix A provides technical information about the survey, data processing, and response rates. Appendix B contains the survey instrument, instructions, and definitions of terms used in the survey and this report.

The survey asks each state library agency about the kinds of services it provides, its staffing practices, its collections, its income and expenditures, and more. The data include services and financial assistance provided to public, academic, and school libraries, and to library systems. When added to the data collected through the NCES surveys of public, academic, and school libraries,<sup>3</sup> these data help complete the national picture of library service.

## Congressional Authorization

The StLA Survey is conducted in compliance with the NCES mission to “collect, report, analyze, and disseminate statistical data related to education in the United States and in other nations, including...assisting public and private educational agencies, organizations, and institutions in improving and automating statistical and data collection activities....” “The Statistics Center may establish one or more national cooperative education statistics systems for the purpose of producing and maintaining, with the cooperation of the States, comparable and uniform information and data on early childhood education, elementary and secondary, postsecondary education, adult education, and libraries, that are useful for policymaking at the Federal, State, and local levels” (Education Sciences Reform Act of 2002 [ESRA 2002]).

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<sup>3</sup>The NCES Public Libraries Survey collects data from U.S. public libraries. The Academic Libraries Survey collects data from postsecondary institution libraries. The “School Library Media Center Questionnaire” of the NCES Schools and Staffing Survey (SASS) collects data from elementary and secondary school library media centers.

## Selected Findings

### Governance

- In the fall of 2004, nearly all state library agencies (49 agencies) were located in the executive branch of government (table A). Two state library agencies were located in the legislative branch.
- Sixteen state library agencies were independent agencies within the executive branch in the fall of 2004 (table A). Of the state library agencies located in the executive branch, more than two-thirds (33 agencies) were part of a larger agency.
- Of the 33 state library agencies that were part of a larger state agency, 14 were part of the state department of education (table A). In the fall of 2004, four state library agencies were located in a department of cultural resources, and 5 state library agencies were part of a department of state.

**Table A. Location of state library agencies, by branch of government, type of executive branch agency, reporting method of independent agency, and departmental location in larger agency: 50 states and the District of Columbia, Fall 2004**

Characteristic	Number
<b>Total</b>	<b>51</b>
Legislative branch	2
Executive branch	49
Independent agency	16
Reporting to governor	4
Reporting to board or commission	12
Part of larger agency	33
Department of Education	14
Department of Cultural Resources	4
Department of State	5
Other	10

NOTE: The Fiscal Year 2004 StLA Survey requested data on governance and staff as of October 1, 2004.

SOURCE: U.S. Department of Education, National Center for Education Statistics, State Library Agencies (StLA) Survey, Fiscal Year 2004.

## Collections and Services

- State library agency collections averaged 528,000 uncatalogued government documents in fiscal year 2004 (table B). State library agencies averaged 466,000 books and serial volumes. The median number of books and serial volumes held by state library agencies was 226,000.
- State library agencies also held audio or video materials or serial subscriptions, during fiscal year 2004. The average number of such materials held by state library agencies varied by format: 3,900 audio materials, 3,000 video materials, and 1,100 serial subscriptions (table B).
- During the 2004 fiscal year, state library agencies provided a variety of services to the general public and to state government employees. State library agencies averaged 34,000 library visits and 60,000 circulation transactions (table C). The median number of circulation transactions was 9,100. State library agency staff responded to an average of 23,000 reference transactions in fiscal year 2004. The median number of reference transactions was 13,000.

**Table B. Average and median number of library materials in state library agencies, by type of material: 50 states and the District of Columbia, Fiscal year 2004**

Characteristic	Books and serial volumes	Audio materials	Video materials	Serial subscriptions	Uncataloged
					government documents
Average	465,683	3,870	2,983	1,124	528,177
Median	225,981	122	955	420	90,323

NOTE: The large disparities between the average and median values of specific library materials (for example, audio materials) are due to the wide variation among state library agencies in collection size.

SOURCE: U.S. Department of Education, National Center for Education Statistics, State Library Agencies (StLA) Survey, Fiscal Year 2004.

**Table C. Average and median number of library service transactions in state library agency outlets that serve the general public or state government employees, by type of transaction: 50 states and the District of Columbia, Fiscal year 2004**

Characteristic	Library visits	Circulation transactions	Reference transactions	Interlibrary loan/document delivery	
				Provided to	Received from
Average	34,158	59,674	22,997	9,656	3,709
Median	15,990	9,119	13,427	3,163	1,146

NOTE: The large disparities between the average and median values of specific library transactions (for example, circulation transactions) are due to the wide variation among state library agencies in collection size, extent of direct services to the general public and state government employees, and use of these services.

SOURCE: U.S. Department of Education, National Center for Education Statistics, State Library Agencies (StLA) Survey, Fiscal Year 2004.

### Services to Public Libraries

Public libraries serve all residents of a given community, district, or region, and typically receive financial support, in whole or part, from public funds. The following were highlights of state library services to public libraries in fiscal year 2004:

- All state library agencies provided the following types of services to public libraries: administration of LSTA grants; collection of library statistics; consulting services; continuing education programs; library planning/evaluation/research; and review of technology plans for the E-rate discount program<sup>4</sup> (table 1). Nearly all state library agencies (47 agencies) provided interlibrary loan referral services, library legislation preparation or review, and summer reading program support.
- Services to public libraries provided by 42 to 44 state library agencies were reference referral services, state standards or guidelines, and statewide public relations or library promotion campaigns (table 1). Three-fourths of state library agencies (39 agencies) provided literacy program support to public libraries, and 38 administered state aid to public libraries.
- Thirteen state library agencies reported accreditation of public libraries, and 24 state library agencies reported certification of public librarians (table 1).

### Services to Academic Libraries

Academic libraries are integral parts of colleges, universities, or other academic institutions for postsecondary education, organized and administered to meet the needs of students, faculty, and affiliated staff. The following were highlights of state library services to academic libraries in fiscal year 2004:

- Over two-thirds of state library agencies (35 to 41 agencies) provided the following services to academic libraries: administration of LSTA grants, continuing education, interlibrary loan referral services, or reference referral services (table 1). Thirty-two state library agencies provided consulting services, 26 provided union list development, 23 provided statewide public relations/library promotion campaigns to academic libraries, and 22 state library agencies provided library planning/evaluation/research.
- Services such as administration of state aid, certification of academic librarians, literacy program support, and state standards/guidelines were provided by 4–6 state library agencies to academic libraries (table 1). No state library agency accredited academic libraries.

### Services to School Library Media Centers

School library media centers (LMCs) are integral parts of the educational program of elementary and secondary schools, with materials and services that meet the curricular, information, and recreational needs of students, teachers, and administrators. The following were highlights of state library services to school library media centers in fiscal year 2004:

- Almost two-thirds or more of state library agencies (32 to 40) provided administration of LSTA grants, continuing education, interlibrary loan referral services, or reference referral services to LMCs (table 1).
- Twenty-nine state library agencies provided consulting services to school libraries, 25 provided statewide public relations/library promotions campaigns to LMCs, 23 provided library planning/evaluation/research, 21 supported union list development, and 20 state library agencies provided library legislative preparation/review (table 1).

<sup>4</sup> See pages 46-47 of appendix B for the definitions of services described in table 1.

- No state library agency reported accreditation of school library media centers (table 1). Three state library agencies administered state aid to school LMCs; four reported certification of library media specialists; six reviewed technology plans for the E-rate discount program; and eight state library agencies reported retrospective conversion of bibliographic records.

### Services to Special Libraries

Special libraries are located in business firms, professional associations, government agencies, or other organized groups. A special library may be maintained by a parent organization to serve a specialized clientele; or an independent library may provide materials or services, or both, to the public, a segment of the public, or other libraries. Special libraries also include libraries in state institutions. The scope of special library collections and services is limited to the subject interests of the host or parent institution. The following were highlights of state library services to special libraries in fiscal year 2004:

- Two-thirds or more of state library agencies (34 to 42 agencies) served special libraries through administration of LSTA grants, consulting services, continuing education, interlibrary loan referral services, and reference referral services (table 1).
- Twenty-five state library agencies provided library planning/evaluation/research and union list development for special libraries (table 1). Twenty state library agencies offered Online Computer Library Center (OCLC) Group Access Capability and statewide public relations/library program campaigns.
- Eight state library agencies provided literacy program support and seven maintained state standards/guidelines for special libraries (table 1). Six state library agencies administered state aid to special libraries. Five state library agencies supported special library summer reading programs and reviewed technology plans for the E-rate discount program. Four state library agencies reported certification of librarians of special libraries. No state library agency accredited special libraries.

### Services to Systems

Systems are groups of autonomous libraries joined together by formal or informal agreements to perform various services cooperatively, such as resource sharing or communications. Systems include multi-type library systems and public library systems, but not multiple outlets under the same administration. The following were highlights of state library services to library systems in fiscal year 2004:

- Two-thirds of state library agencies (34 agencies) administered LSTA grants to library systems (table 1).
- Furthermore, at least half of state library agencies (26 to 31 agencies) provided the following services to library systems: administration of state aid, collection of library statistics, consulting services, continuing education, interlibrary loan referral, library legislation preparation or review, library planning/evaluation/research, and review of technology plans for the E-rate discount program (table 1).
- Six state library agencies reported library system accreditation, and eight state library agencies reported certification of librarians of library systems (table 1).

**Table 1. Number and percent of state library agencies providing services directly or by contract to libraries and systems, by type of library and service: 50 states and the District of Columbia, Fiscal year 2004**

Type of service <sup>1</sup>	Public	Academic	School library	Special <sup>3</sup>	Systems <sup>4</sup>
			media center <sup>2</sup>		
Number					
Accreditation of libraries	13	0	0	0	6
Administration of LSTA grants	51	39	37	38	34
Administration of state aid	38	4	3	6	26
Certification of librarians	24	5	4	4	8
Collection of library statistics	51	16	12	13	26
Consulting services	51	32	29	34	31
Continuing education programs	51	35	35	36	31
Cooperative purchasing of library materials	21	15	12	13	11
Interlibrary loan referral services	47	41	40	42	29
Library legislation preparation/review	47	19	20	16	30
Library planning/evaluation/research	51	22	23	25	31
Literacy program support	39	6	11	8	18
OCLC Group Access Capability (GAC)	35	20	18	20	15
Preservation/conservation services	16	14	11	14	9
Reference referral services	42	36	32	35	24
Retrospective conversion of bibliographic records	21	11	8	11	10
State standards/guidelines	44	5	10	7	21
Statewide public relations/library program campaigns	43	23	25	20	24
Summer reading program support	47	†	19	5	21
Union list development	33	26	21	25	19
Universal Service (e-rate discount) Program review	51	†	6	5	26
Percent					
Accreditation of libraries	25.5	0.0	0.0	0.0	11.8
Administration of LSTA grants	100.0	76.5	72.5	74.5	66.7
Administration of state aid	74.5	7.8	5.9	11.8	51.0
Certification of librarians	47.1	9.8	7.8	7.8	15.7
Collection of library statistics	100.0	31.4	23.5	25.5	51.0
Consulting services	100.0	62.7	56.9	66.7	60.8
Continuing education programs	100.0	68.6	68.6	70.6	60.8
Cooperative purchasing of library materials	41.2	29.4	23.5	25.5	21.6
Interlibrary loan referral services	92.2	80.4	78.4	82.4	56.9
Library legislation preparation/review	92.2	37.3	39.2	31.4	58.8
Library planning/evaluation/research	100.0	43.1	45.1	49.0	60.8
Literacy program support	76.5	11.8	21.6	15.7	35.3
OCLC Group Access Capability (GAC)	68.6	39.2	35.3	39.2	29.4
Preservation/conservation services	31.4	27.5	21.6	27.5	17.6
Reference referral services	82.4	70.6	62.7	68.6	47.1
Retrospective conversion of bibliographic records	41.2	21.6	15.7	21.6	19.6
State standards/guidelines	86.3	9.8	19.6	13.7	41.2
Statewide public relations/library program campaigns	84.3	45.1	49.0	39.2	47.1
Summer reading program support	92.2	†	37.3	9.8	41.2
Union list development	64.7	51.0	41.2	49.0	37.3
Universal Service (e-rate discount) Program review	100.0	†	11.8	9.8	51.0

† Not applicable.

<sup>1</sup>See pages 46-47 of appendix B for the definitions of these services.

<sup>2</sup>A library that is an integral part of the educational program of an elementary or secondary school with materials and services that meet the curricular, information, and recreational needs of students, teachers, and administrators.

<sup>3</sup>A library in a business firm, professional association, government agency, or other organized group; a library that is maintained by a parent organization to serve a specialized clientele; or an independent library that may provide materials or services, or both, to the public, a segment of the public, or to other libraries. Scope of collections and services are limited to the subject interests of the host or parent institution. Includes libraries in state institutions.

<sup>4</sup>A system is a group of autonomous libraries joined together by formal or informal agreements to perform various services cooperatively such as resource sharing, communications, etc. Includes multitype library systems and public library systems. Excludes multiple outlets under the same administration.

SOURCE: U.S. Department of Education, National Center for Education Statistics, State Library Agencies (StLA) Survey, Fiscal Year 2004.

## Service Outlets and Staff

State library agency service outlets have regular hours of service in which state library agency staff are present to serve users.<sup>5</sup> The state library agency, as part of its regular operation, pays the staff and all service costs. The main or central outlet is a single unit library where the principal collections are located and handled. Other outlets have separate quarters, a permanent basic collection of books and/or other materials, permanent paid staff, and a regular schedule of hours open to users. Bookmobiles are trucks or vans specially equipped to carry books and other library materials and they serve as traveling branch libraries.

- State library agencies reported a total of 121 service outlets—47 main or central outlets, 70 other outlets (excluding bookmobiles), and 4 bookmobiles in fiscal year 2004 (table 2). The user groups receiving library services through these outlets included the general public (84 outlets); state government employees (76 outlets); blind and physically handicapped individuals (56 outlets); residents of state correctional institutions (30 outlets); and residents of other state institutions (24 outlets).<sup>6</sup>
- During the fall of 2004, the total number of budgeted full-time-equivalent (FTE) positions in state library agencies was 3,500 (table 3). Librarians with American Library Association-accredited Master of Library Science degrees (ALA-MLS) represented 1,100 positions; other professionals accounted for 688 FTE positions; and other paid staff represented 1,700 FTE positions.
- Most of the budgeted FTE positions in state library agencies (55 percent) provided library services; 19 percent were in library development; and 13 percent of budgeted FTE positions were in administration or other services<sup>7</sup> in the fall of 2004 (table 3).

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<sup>5</sup> The StLA survey collects service outlet, staff, and other data on state library agencies only; similar data on public libraries are collected through NCES's Public Libraries Survey.

<sup>6</sup> The number of outlets by user group may not sum to total outlets because some outlets serve multiple user groups.

<sup>7</sup> This includes staff not reported under administration, library development, or library services, such as staff in allied operations. An allied operation is an office, bureau, division, center, or other organizational unit or service within an StLA with staff, mission, and resources to provide service not ordinarily considered a state library agency function. See appendix A, question 2 for the full definition.



**Table 2. Number and percent of service outlets of state library agencies, by type of outlet and user group served: 50 states and the District of Columbia, Fiscal year 2004**

User group served	Total	Main or central outlet	Other outlets	Bookmobiles
			(excluding bookmobiles)	
Number <sup>1</sup>				
<b>Total outlets</b>	<b>121</b>	<b>47</b>	<b>70</b>	<b>4</b>
General public	84	46	34	4
State government employees	76	46	26	4
Blind and physically handicapped individuals	56	33	19	4
Residents of state correctional institutions	30	14	16	0
Residents of other state institutions	24	13	11	0
Percent <sup>2</sup>				
General public	69.4	97.9	48.6	100.0
State government employees	62.8	97.9	37.1	100.0
Blind and physically handicapped individuals	46.3	70.2	27.1	100.0
Residents of state correctional institutions	24.8	29.8	22.9	0.0
Residents of other state institutions	19.8	27.7	15.7	0.0

<sup>1</sup>The number of outlets by user group may not sum to total outlets because some outlets serve multiple user groups.

<sup>2</sup>This is the percent of outlets providing services to user groups. For example, the general public are served by 69.4 percent of the total outlets, 97.9 percent of main or central outlets, 48.6 percent of other outlets (excluding bookmobiles), and 100.0 percent of bookmobile outlets.

SOURCE: U.S. Department of Education, National Center for Education Statistics, State Library Agencies (StLA) Survey, Fiscal Year 2004.

**Table 3. Number and percentage distribution of budgeted full-time equivalent (FTE) positions in state library agencies, by type of position and service: 50 states and the District of Columbia, Fall 2004**

Type of service	Total	Librarians with	Other	Other
		ALA-MLS <sup>1</sup>	professionals	paid staff
Number (full-time equivalents)				
<b>Total</b>	<b>3,498.2</b>	<b>1,118.4</b>	<b>688.4</b>	<b>1,691.3</b>
Administration	457.3	107.2	150.4	199.8
Library development	658.8	351.8	90.7	216.3
Library services	1,929.5	631.9	260.9	1,036.7
Other services	452.5	27.5	186.5	238.5
Percentage distribution				
<b>Total</b>	<b>100.0</b>	<b>100.0</b>	<b>100.0</b>	<b>100.0</b>
Administration	13.1	9.6	21.9	11.8
Library development	18.8	31.5	13.2	12.8
Library services	55.2	56.5	37.9	61.3
Other services	12.9	2.5	27.1	14.1

<sup>1</sup>An ALA-MLS is a master's degree from a graduate library education program accredited by the American Library Association (ALA).

NOTE: The Fiscal Year 2004 StLA Survey requested data on governance and staff as of October 1, 2004. The number of staff include those on the payroll and unfilled but budgeted positions. Detail may not sum to totals because of rounding.

SOURCE: U.S. Department of Education, National Center for Education Statistics, State Library Agencies (StLA) Survey, Fiscal Year 2004.

## Revenue

Sources of state library agency revenue are the federal government, state governments, and other sources, such as local, regional, or multi-jurisdictional sources. State library agencies may also receive income from private sources, such as foundations, corporations, Friends of Libraries groups, and individuals. State library agencies may also generate revenue through fees for service or fines. Revenue may be designated for aid to libraries, StLA operation, or other purposes.<sup>8</sup>

- In fiscal year 2004, state library agencies reported a total revenue of \$1.1 billion in FY 2004 (table 4). The states provided \$853 million, \$160 million came from federal sources, and \$37 million came from other sources.<sup>9</sup>
- Among states with populations of 2.6 million to 5 million, 20 percent of state library agencies' revenue came from LSTA in fiscal year 2004 (table 4). State library agencies in states with fewer than 800,000 residents received 7 percent of their revenue from LSTA. The state library agencies in the remaining population categories received between 11 and 15 percent of their federal funds from LSTA.
- States designated \$547 million of state library agency revenue for state aid to libraries in fiscal year 2004 (table 4). Revenue from state sources for state aid to libraries varied by population categories from \$2.11 per capita for states with 5 million to 10 million residents to \$.35 per capita among states with fewer than 800,000 residents.

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<sup>8</sup>StLA operation consists of the current and recurrent costs necessary for the provision of services by the state library agencies.

<sup>9</sup>Federal income includes State Program income under the LSTA (P.L. 104–208), income from Title II of the Library Services and Construction Act (LSCA) (P.L. 101–254), and other federal income. Note: LSCA was superseded by LSTA, but LSCA Title II funds are still active.

**Table 4. Revenues of state library agencies, by source and type of revenue, and by size of state population: 50 states and the District of Columbia, Fiscal year 2004**

State population	Federal				State				
	Total	Total	LSTA <sup>1</sup>	Other <sup>2</sup>	Total	StLA operation <sup>3</sup>	State aid to libraries	Other	Other
<b>In thousands of dollars</b>									
<b>Total, all states</b>	<b>\$1,051,291</b>	<b>\$160,477</b>	<b>\$149,376</b>	<b>\$11,100</b>	<b>\$853,319</b>	<b>\$253,882</b>	<b>\$547,349</b>	<b>\$52,088</b>	<b>\$37,495</b>
10 million or more	451,595	70,125	67,399	2,726	369,883	59,911	296,875	13,097	11,587
5 million to 9,999,999	320,206	48,544	41,872	6,672	264,494	56,581	181,509	26,404	7,168
2,600,000 to 4,999,999	123,893	25,544	24,780	764	93,166	46,929	43,131	3,106	5,183
800,000 to 2,599,999	104,554	12,529	11,680	848	85,570	52,003	24,520	9,046	6,455
Less than 800,000	51,043	3,735	3,646	89	40,207	38,457	1,314	436	7,102
<b>Percentage distribution</b>									
<b>Total, all states</b>	<b>100.0</b>	<b>15.3</b>	<b>14.2</b>	<b>1.1</b>	<b>81.2</b>	<b>24.1</b>	<b>52.1</b>	<b>5.0</b>	<b>3.6</b>
10 million or more	100.0	15.5	14.9	0.6	81.9	13.3	65.7	2.9	2.6
5 million to 9,999,999	100.0	15.2	13.1	2.1	82.6	17.7	56.7	8.2	2.2
2,600,000 to 4,999,999	100.0	20.6	20.0	0.6	75.2	37.9	34.8	2.5	4.2
800,000 to 2,599,999	100.0	12.0	11.2	0.8	81.8	49.7	23.5	8.7	6.2
Less than 800,000	100.0	7.3	7.1	0.2	78.8	75.3	2.6	0.9	13.9
<b>Per capita</b>									
<b>Total, all states</b>	<b>\$3.58</b>	<b>\$0.55</b>	<b>\$0.51</b>	<b>\$0.04</b>	<b>\$2.91</b>	<b>\$0.86</b>	<b>\$1.86</b>	<b>\$0.18</b>	<b>\$0.13</b>
10 million or more	3.19	0.49	0.48	0.02	2.61	0.42	2.10	0.09	0.08
5 million to 9,999,999	3.73	0.56	0.49	0.08	3.08	0.66	2.11	0.31	0.08
2,600,000 to 4,999,999	2.82	0.58	0.56	0.02	2.12	1.07	0.98	0.07	0.12
800,000 to 2,599,999	5.71	0.68	0.64	0.05	4.68	2.84	1.34	0.49	0.35
Less than 800,000	13.64	1.00	0.97	0.02	10.74	10.28	0.35	0.12	1.90

<sup>1</sup>Library Services and Technology Act (LSTA) (P.L. 104-208) State Program revenue.

<sup>2</sup>See *Data File: State Library Agencies Survey: Fiscal Year 2004* (NCES 2005-364) for more information on the types of federal programs for which StLAs received other federal revenue.

<sup>3</sup>State revenue used to administer the state library agency or to deliver statewide services to libraries or citizens where the service is administered directly by the StLA.

NOTE: Detail may not sum to totals because of rounding.

SOURCE: U.S. Department of Education, National Center for Education Statistics, State Library Agencies (StLA) Survey, Fiscal Year 2004.

## Expenditures

Operating expenditures are the current and recurrent costs necessary for the provision of services by the state library agencies. Operating expenditures include LSTA expenditures for statewide services conducted directly by the state library agencies and administration of the LSTA funds. Not included are the LSTA expenditures for grants and other funds distributed to libraries.

- In fiscal year 2004, state library agencies reported total expenditures of \$1.0 billion in FY 2004 (table 5). Of those expenditures, \$301 million were operating expenditures, representing 29 percent of total expenditures, and \$707 million were financial assistance to libraries, or 68 percent of total expenditures.
- Among states with \$50 million or more in revenue, 83 percent (\$3.40 per capita) of state library agency expenditures were for financial assistance to libraries, and 14 percent of expenditures (\$.59 per capita) were for operating expenditures (table 5). In fiscal year 2004, states with less than \$4 million in revenue used 89 percent (\$3.00 per capita), of their expenditures for operating costs and 10 percent (\$.34 per capita) of expenditures was for financial assistance to libraries.
- State library agencies reported that \$167 million of their operating expenditures was for employee salaries and wages and benefits in fiscal year 2004 (table 6). State library agencies with the largest total revenue (\$50 million or more) had total employee costs of \$36.4 million. The state library agencies with the smallest total revenue (less than \$4 million) had total operating expenditures for salaries and benefits of \$9.7 million. State library agencies' total staffing costs ranged, by revenue category, from 53 percent to 60 percent of the total operating expenditures for fiscal year 2004.
- Of the financial assistance to libraries provided by state library agencies in 2004, 51 percent (\$358 million) were targeted to individual public libraries, and 22 percent (\$152 million) went to public library systems (table 7).

**Table 5. Total expenditures of state library agencies, from all sources, by type of expenditure and amount of revenue: 50 states and the District of Columbia, Fiscal year 2004**

<b>Revenues</b>	<b>Total</b>	<b>Operating expenditures</b>	<b>Financial assistance to libraries</b>	<b>Capital outlay</b>	<b>Other</b>
<b>In thousands of dollars</b>					
<b>All revenues</b>	<b>\$1,042,438</b>	<b>\$301,025</b>	<b>\$706,674</b>	<b>\$1,858</b>	<b>\$32,880</b>
\$50 million or more	423,534	60,418	351,358	118	11,639
\$20 million to \$49,999,999	323,610	76,590	237,569	288	9,163
\$10 million to \$19,999,999	175,295	79,416	86,138	366	9,375
\$4 million to \$9,999,999	100,857	67,648	29,674	847	2,688
Less than \$4 million	19,142	16,953	1,935	240	14
<b>Percentage distribution</b>					
<b>All revenues</b>	<b>100.0</b>	<b>28.9</b>	<b>67.8</b>	<b>0.2</b>	<b>3.2</b>
\$50 million or more	100.0	14.3	83.0	#	2.7
\$20 million to \$49,999,999	100.0	23.7	73.4	0.1	2.8
\$10 million to \$19,999,999	100.0	45.3	49.1	0.2	5.3
\$4 million to \$9,999,999	100.0	67.1	29.4	0.8	2.7
Less than \$4 million	100.0	88.6	10.1	1.3	0.1
<b>Per capita</b>					
<b>All revenues</b>	<b>\$3.55</b>	<b>\$1.03</b>	<b>\$2.41</b>	<b>\$0.01</b>	<b>\$0.11</b>
\$50 million or more	4.10	0.59	3.40	#	0.11
\$20 million to \$49,999,999	3.54	0.84	2.60	#	0.10
\$10 million to \$19,999,999	3.58	1.62	1.76	0.01	0.19
\$4 million to \$9,999,999	2.27	1.52	0.67	0.02	0.06
Less than \$4 million	3.39	3.00	0.34	0.04	#

# Rounds to zero.

NOTE: Detail may not sum to totals because of rounding.

SOURCE: U.S. Department of Education, National Center for Education Statistics, State Library Agencies (StLA) Survey, Fiscal Year 2004.

**Table 6. Expenditures of state library agencies, from all sources, for operating expenditures, by type of expenditure and amount of revenue: 50 states and the District of Columbia, Fiscal year 2004**

Revenues	Staff					
	Total	Total	Salaries and wages	Employee benefits	Collection	Other
In thousands of dollars						
<b>All revenues</b>	<b>\$301,025</b>	<b>\$167,466</b>	<b>\$131,462</b>	<b>\$36,004</b>	<b>\$22,988</b>	<b>\$110,571</b>
\$50 million or more	60,418	36,424	29,439	6,986	8,008	15,986
\$20 million to \$49,999,999	76,590	40,662	32,330	8,331	3,790	32,138
\$10 million to \$19,999,999	79,416	42,954	34,334	8,620	5,462	31,000
\$4 million to \$9,999,999	67,648	37,738	28,184	9,555	4,427	25,482
Less than \$4 million	16,953	9,688	7,175	2,513	1,301	5,965
Percentage distribution						
<b>All revenues</b>	<b>100.0</b>	<b>55.6</b>	<b>43.7</b>	<b>12.0</b>	<b>7.6</b>	<b>36.7</b>
\$50 million or more	100.0	60.3	48.7	11.6	13.3	26.5
\$20 million to \$49,999,999	100.0	53.1	42.2	10.9	4.9	42.0
\$10 million to \$19,999,999	100.0	54.1	43.2	10.9	6.9	39.0
\$4 million to \$9,999,999	100.0	55.8	41.7	14.1	6.5	37.7
Less than \$4 million	100.0	57.1	42.3	14.8	7.7	35.2
Per capita						
<b>All revenues</b>	<b>\$1.03</b>	<b>\$0.57</b>	<b>\$0.45</b>	<b>\$0.12</b>	<b>\$0.08</b>	<b>\$0.38</b>
\$50 million or more	0.59	0.35	0.29	0.07	0.08	0.15
\$20 million to \$49,999,999	0.84	0.45	0.35	0.09	0.04	0.35
\$10 million to \$19,999,999	1.62	0.88	0.70	0.18	0.11	0.63
\$4 million to \$9,999,999	1.52	0.85	0.63	0.21	0.10	0.57
Less than \$4 million	3.00	1.72	1.27	0.45	0.23	1.06

NOTE: Detail may not sum to totals because of rounding.

SOURCE: U.S. Department of Education, National Center for Education Statistics, State Library Agencies (StLA) Survey, Fiscal Year 2004.

**Table 7. Expenditures of state library agencies, from all sources, for financial assistance to libraries, by type of library/program and amount of revenue: 50 states and the District of Columbia, Fiscal year 2004**

Revenues	Total	Individual public libraries	Public library systems	Other individual libraries	Multitype library systems	Single agency or library	Library construction	Other assistance
<b>In thousands of dollars</b>								
<b>All revenues</b>	<b>\$706,674</b>	<b>\$357,620</b>	<b>\$151,907</b>	<b>\$12,168</b>	<b>\$52,469</b>	<b>\$63,125</b>	<b>\$38,876</b>	<b>\$30,510</b>
\$50 million or more	351,358	150,642	99,745	9,078	28,659	29,832	8,651	24,751
\$20 million to \$49,999,999	237,569	149,295	28,333	808	15,948	20,446	19,350	3,387
\$10 million to \$19,999,999	86,138	42,193	22,031	344	1,006	8,862	10,875	826
\$4 million to \$9,999,999	29,674	14,697	1,595	1,711	6,795	3,637	0	1,239
Less than \$4 million	1,935	793	202	227	60	348	0	306
<b>Percentage distribution</b>								
<b>All revenues</b>	<b>100.0</b>	<b>50.6</b>	<b>21.5</b>	<b>1.7</b>	<b>7.4</b>	<b>8.9</b>	<b>5.5</b>	<b>4.3</b>
\$50 million or more	100.0	42.9	28.4	2.6	8.2	8.5	2.5	7.0
\$20 million to \$49,999,999	100.0	62.8	11.9	0.3	6.7	8.6	8.1	1.4
\$10 million to \$19,999,999	100.0	49.0	25.6	0.4	1.2	10.3	12.6	1.0
\$4 million to \$9,999,999	100.0	49.5	5.4	5.8	22.9	12.3	0.0	4.2
Less than \$4 million	100.0	41.0	10.4	11.7	3.1	18.0	0.0	15.8
<b>Per capita</b>								
<b>All revenues</b>	<b>\$2.41</b>	<b>\$1.22</b>	<b>\$0.52</b>	<b>\$0.04</b>	<b>\$0.18</b>	<b>\$0.21</b>	<b>\$0.13</b>	<b>\$0.10</b>
\$50 million or more	3.40	1.46	0.97	0.09	0.28	0.29	0.08	0.24
\$20 million to \$49,999,999	2.60	1.63	0.31	0.01	0.17	0.22	0.21	0.04
\$10 million to \$19,999,999	1.76	0.86	0.45	0.01	0.02	0.18	0.22	0.02
\$4 million to \$9,999,999	0.67	0.33	0.04	0.04	0.15	0.08	0.00	0.03
Less than \$4 million	0.34	0.14	0.04	0.04	0.01	0.06	0.00	0.05

NOTE: Detail may not sum to totals because of rounding.

SOURCE: U.S. Department of Education, National Center for Education Statistics, State Library Agencies (StLA) Survey, Fiscal Year 2004.

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## Additional Information

The E.D. Tab: *State Library Agencies, Fiscal Year 2004* and The Data File: *State Library Agencies Data, Fiscal Year 2004* (the survey data file and database documentation) are only available on the Internet.

The website for the National Center for Education Statistics Library Statistics Program is <http://nces.ed.gov/surveys/libraries>. To access state library agency reports or data files, click on Publications.

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## References

### Reports

Aneckstein, L. R. (1999). *Evaluation of the NCES State Library Agencies Survey* (NCES 1999-312). U.S. Department of Education, National Center for Education Statistics. Washington, DC: U.S. Government Printing Office.

### Data Files

U.S. Department of Education, National Center for Education Statistics, *Data File: State Library Agencies Survey: Fiscal Year 2004* (NCES 2005-364). Retrieved July 12, 2005, from <http://nces.ed.gov/pubsearch/pubsinfo.asp?pubid=2005364>.

### Federal Statutes

Education Sciences Reform Act of 2002, P.L. 107-279, 116 Stat. 1940 (2002).

Library Services and Construction Act of 1956, 20 USC §§ 351-375 (1995).

Library Services and Technology Act of 2003, 20 U.S.C. §§ 9121-9163 (2005).

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## Appendix A: Technical Notes

This report contains data on state library agencies in the 50 states and the District of Columbia for state fiscal year (FY) 2004. The data were collected through the State Library Agencies (StLA) Survey, conducted by the National Center for Education Statistics (NCES). The reporting unit for the survey is the state library agency. This report is based on final data from the FY 2004 survey (the 11th in the series).

### History of Survey

The State Library Agencies (StLA) Survey is the product of a cooperative effort between the Chief Officers of State Library Agencies (COSLA), the U.S. National Commission on Libraries and Information Science (NCLIS), the U.S. Census Bureau, and NCES. The effort was based on the recommendations of COSLA in April 1992 and continuing discussions throughout 1992 which culminated in the appointment of the State Library Agencies Survey Steering Committee in November 1992. The survey was developed under NCES contract by the Director of the Library Research Service, Colorado Department of Education, in consultation with the StLA Survey Steering Committee. The StLA Survey replaced the annual COSLA Financial Survey of State Library Agencies.

The StLA Survey Steering Committee includes the following representatives:

- ◆ Four Chief Officers of state library agencies (including the chair of the COSLA Research and Statistics Committee);
- ◆ The American Library Association (ALA) (the director of the ALA Office for Research and Statistics);
- ◆ The Association of Specialized and Cooperative Library Agencies (ASCLA) (the president or designee);
- ◆ NCES (the associate commissioner, director of the unit responsible for the StLA Survey, the survey director, and other assigned staff);
- ◆ NCLIS (the executive director or designee);
- ◆ The U.S. Census Bureau (one or two Governments Bureau program or technical staff);
- ◆ The Institute of Library and Museum Services (IMLS) (the director or designee);
- ◆ The Federal-State Cooperative System (FSCS) for Public Library Data (two FSCS state data coordinators appointed by NCES in consultation with NCLIS and drawn from the FSCS leadership, who have responsibility in their states for providing StLA survey data); and
- ◆ Other expert persons as appropriate and determined by NCES.

The StLA Survey has been conducted annually starting with the FY 1994 data collection. The survey has had 100 percent participation by the state library agencies in the 50 states and the District of Columbia (51 total) since its inception. The fiscal years 1994–98 surveys were conducted using DOS-based survey software. The FY 99 survey was redesigned to collect data over the Internet via a web-based reporting system.

A technical report (*Evaluation of the NCES State Library Agencies Survey*) was published in September 1999 and is available on the NCES web site at:

<http://nces.ed.gov/pubsearch/pubsinfo.asp?pubid=1999312>.

The report, prepared for NCES by the Governments Division of the U.S. Census Bureau, evaluates selected fiscal data collected on the survey. The evaluation had two objectives: (1) to check for duplication of fiscal data collected on this survey with compliance data collected on the Annual Financial and Performance Report forms of the Office of Library Programs, a former agency of the U.S. Department of Education, and (2) to analyze selected definitions of fiscal items on the survey.

### **Survey Instrument**

The StLA data are collected over the Internet via a web-based reporting system. The web survey application includes a user guide and tutorial explaining its operation, the survey instrument (data entry form and instructions), and an edit check tool. The web survey was designed to minimize response burden, to improve the timeliness and quality of the data, and to require minimal or no edit follow-up for data problems.

The FY 2004 survey collected data on 339 items,<sup>10</sup> including state library agency identification, governance, public service hours, service outlets, collections, library service transactions, library development transactions, services to other libraries in the state, allied operations, staff, revenue, expenditures, and electronic services and information. The data items and definitions are provided in the survey instrument in appendix B. Note: Data were not collected for survey items 239-245 in Part N and items 246-249 in Part O due to significant reporting problems or data burden. The future collection of these data is under review.

### **Reporting Period**

The FY 2004 StLA Survey requested data for state fiscal year 2004, except for items in Part B (Governance) and Part I (Staff) that requested data as of October 1, 2004. The fiscal year of most states was July 1, 2003 to June 30, 2004. Exceptions were New York (April 1, 2003 to March 31, 2004); Texas (September 1, 2003 to August 31, 2004); and Alabama, the District of Columbia, and Michigan (October 1, 2003 to September 30, 2004).

### **Survey Universe**

The survey universe comprises the state library agencies in the 50 states and the District of Columbia (51 total).

### **Survey Response Rate**

**Unit Response.** The FY 2004 StLA Survey achieved a 100 percent unit response rate. Respondents to the survey are defined as state library agencies that reported at least three of the five following items: total staff, total revenue, total expenditures, book and serial volumes, and total circulation.

**Item Response.** Item response rates were calculated by dividing the total number of state library agencies reporting a specific item by the total number of state library agencies in the survey universe (51). Two items had response rates below 100 percent:

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<sup>10</sup>All sub-totals and totals on the survey were automatically generated from the detail.

**Table A-1. Items with response rates below 100 percent:  
Fiscal year 2004**

Item number	Item	Response rate
112	Interlibrary loans received from other libraries and document delivery services	98.0
114	Library visits	86.3

SOURCE: U.S. Department of Education, National Center for Education Statistics, State Library Agencies (StLA) Survey, Fiscal Year 2004.

### Data Collection and Processing

The StLA Survey was released on the web to state library agencies for data entry on October 15, 2004. The survey had a due date of February 15, 2004. The U.S. Census Bureau was the data processing agent for the survey through an interagency agreement with NCES. Census administered the web application, providing technical support to respondents, performing edit and nonresponse follow-up, and producing the data files and tabulations.

To reduce response burden, the survey was transmitted with pre-entered prior-year data for items where the data are not expected to change annually—most of Parts A through E and N, or about 50 percent of the survey items. The respondent was requested to review the pre-entered data and update any information that had changed from the previous year. All other data cells were left blank for the respondent to fill in, not update. The web application required a response of -1 (to denote missing data) to a numeric item if the respondent could not provide the data. A response was also required to all alpha-numeric items, except items that could legitimately be left blank due to skip patterns. Most alpha-numeric items had coded responses such as Yes/No. The respondent entered data for other alpha-numeric items, for example, the state library agency name and address. The respondent could not "lock" the data file to signify completion of the survey unless these conditions were met. A zero (0) is a reported response and indicates the state library agency had none of the item. Missing data were imputed. See the section below on imputation for a discussion of the imputation methodology.

An edit check tool alerted the respondent to questionable data via interactive "edit check warnings" during the data entry process and through edit check reports which could be viewed on-screen or printed. The edit check program enabled the respondent to submit an edited data file to NCES which usually required little or no follow-up for data problems. The edit check tool includes three types of edits:

1. Relational edit checks. This is a data consistency check between related data elements. For example, an edit message is generated if the state library agency is designated as a federal depository library but does not indicate the type of federal depository library.
2. Out-of-range edit checks. This is a comparison of data reported for an item to the "acceptable range" of numeric values. For example, an edit message is generated if annual circulation transactions per annual library visits is less than 0.5 circulation transactions per visit.
3. Blank/zero/invalid edit checks. This is a check of reported data against acceptable values. For example, an edit message is generated if book/serial volumes is 0 this year but was not 0 last year.

The preliminary data file and draft tables were reviewed by the State Library Agencies Survey Steering Committee, NCES, and Census for data quality issues. Based on this review, states with questionable data were contacted to request verification or correction of the data.

## Imputation

The growth rule was the only method of imputation used for the FY 2004 data. If the state does not report a value for FY 2004 and the value for FY 2003 is greater than zero, the growth rate from FY 2003 to FY 2004 is calculated for all states that have reported data in both years. The median of these growth rates is also calculated. The imputed value for FY 2004 is the median growth rate times the FY 2003 data. Although imputed prior year data are excluded from the growth rate calculations, the growth rule can be applied to prior year data that have been imputed. The method looks at the values for one prior year of data. States that cannot report a particular item tend to have ongoing problems reporting that item, so it is not useful to look back at FY 2002 data or earlier.

## Using the Data to Make Comparisons

Missing data were imputed (see table A-1 under *Survey Response Rate* earlier in this appendix). Imputations were first included on the FY 99 survey file; users should therefore take into consideration that the data are not strictly comparable to data prior to FY 99, which rely only on reported data.

State comparisons should be made with caution because states vary in their fiscal year reporting periods, as indicated above, and may vary in their interpretation of the survey definitions. The District of Columbia, while not a state, is included in the survey. Caution should be used in comparing District of Columbia data with state data.

## Tables in This Report

This report consists of summary data from the FY 2004 survey. The per capita data in tables 4 to 7 are based on state population estimates as of July 1, 2004, provided by the U.S. Census Bureau. The state population estimates are included on the data file.

In addition to the tables in this report, extensive state-level tabulations based on the FY 2004 survey are provided in the link entitled "Supplemental State Tables to State Library Agencies: Fiscal Year 2004 (NCES 2006-303)" on this report's web page <http://nces.ed.gov/pubsearch/pubsinfo.asp?pubid=2006303>.



## Appendix B—Survey Instrument (Data Entry Screens and Instructions)

### FY 2004 StLA Survey

#### Part A. State Library Agency Identification

001 StLA Name \_\_\_\_\_

**Physical location address:**

002 Street \_\_\_\_\_  
003 City \_\_\_\_\_  
004 State \_\_\_\_\_ 005 ZIP \_\_\_\_\_ 006 ZIP+4 \_\_\_\_\_

**Mailing Address:**

007 Street \_\_\_\_\_  
008 City \_\_\_\_\_  
009 State \_\_\_\_\_ 010a ZIP \_\_\_\_\_ 010b ZIP+4 \_\_\_\_\_  
011 Web address : http:// \_\_\_\_\_

**Chief Officer of State Library Agency:**

012 Name \_\_\_\_\_ 013 Title \_\_\_\_\_  
014 Telephone \_\_\_\_\_ 015 Fax \_\_\_\_\_  
016 Internet \_\_\_\_\_

Survey Respondent:

017 Name \_\_\_\_\_ 018 Title \_\_\_\_\_  
019 Telephone \_\_\_\_\_ 020 Fax \_\_\_\_\_  
021 Internet \_\_\_\_\_

**Reporting Period. Report data for State fiscal year 2003-2004 (except parts B & I)**

022 FY starting date (mm/dd/yyyy) \_\_\_\_\_  
023 FY ending date (mm/dd/yyyy) \_\_\_\_\_

## Part B. Governance

1. What is the StLA's location in State government as of October 1, 2004? Specify either the legislative or executive branch, and, if the StLA is located within the executive branch, specify the appropriate information for your agency under independent agency or part of larger agency.

### Branch of government:

- 025  Legislative branch – Skip to question 2.  
 Executive branch – Skip information for your StLA, as appropriate:

### Independent agency – Specify to whom the agency reports:

- 026  Governor – Skip to question 2.  
 Board/commission – Specify selection method:

- 027  Appointed by Governor  
028  Appointed by other official

### Part of larger agency – Specify:

- 029  Department of education  
 Department of cultural resources  
 Department of state  
 Other agency  
Specify:  
030 \_\_\_\_\_

**Part C. Allied Operations, State Resource or Reference/Information Service Center, and State Center for the Book**

- 2. Are any of the following allied operations combined with StLA? Select applicable items. Specify Yes or No for each item. Do not report Library for the Blind and Physically Handicapped or State Center for the Book, or a contract with another library or other entity to provide a service on behalf of the StLA.**

040  Yes  No State archives

041  Yes  No Primary State legislative research organization

042  Yes  No State history museum/art gallery

043  Yes  No State records management service

044  Yes  No Other allied operation.

Specify 045 \_\_\_\_\_

- 3. Does the StLA contract with a local public library or academic library to serve as a state resource center or reference/information service center? Specify Yes or No.**

046  Yes  No

- 4. Does the StLA host or provide any funding to a State Center for the Book? Specify Yes or No.**

047  Yes  No

## Part D. Services to Libraries and Systems

5. Which of the following services are provided directly or by contract by the StLA to libraries or systems? Specify Directly, Contract, or Not Provided for each service, for each type of library and systems. Note: Under "Systems" include only autonomous libraries joined together by formal or informal agreements to perform various services cooperatively such as resource sharing, communications, etc. Includes multitype library systems. Includes public library systems that are not under the same administration. Excludes multiple outlets under the same administration.

Services to libraries and systems	Type of library				
	Public (a)	Academic (b)	School (c)	Special (d)	Systems (e)
048 Accreditation of libraries					
049 Administration of LSTA grants					
050 Administration of State aid					
051 Certification of librarians					
052 Collection of library statistics					
053 Consulting services					
054 Continuing education programs					
055 Cooperative purchasing of library materials					
056 Interlibrary loan referral services					
057 Library legislation preparation/review					
058 Library planning/evaluation/research					
059 Literacy program support					
060 OCLC Group Access Capability (GAC)					
061 Preservation/conservation services					
062 Reference referral services					
063 Retro conversion of bibliog records					
064 State standards/guidelines					
065 Statewide public relations/library promotion campaigns					
066 Summer reading program support					
067 Union list development					
068 Universal Service Program (review and approval of technology plans)					

**Part E. Public Service Hours, Outlets, and User Groups**

**6a. Enter the total hours open in a typical week for ALL StLA outlets, regardless of whom they serve. Do not report an allied operations outlet as an StLA outlet.**

		Number
077a	Total hours/week (all StLA outlets, regardless of whom they serve)	

**6b. Enter the total hours that the main or central StLA outlet is open in a typical week to serve the general public or state government employees, by the following categories. Only one outlet may be designated as the main or central outlet.**

		Number
077b	Total hours/week (main or central outlet)	
078	Monday–Friday after 5:00 p.m. (main or central outlet)	
079	Saturday and Sunday (main or central outlet)	

**7. Enter the total number of StLA outlets by type, regardless of whom they serve. Only one outlet may be designated as the main or central outlet. Do not report an allied operations outlet as an StLA outlet.**

- 082 Main or central outlet \_\_\_\_\_
- 083 Other outlets, excluding bookmobiles \_\_\_\_\_
- 084 Bookmobiles \_\_\_\_\_
- 085 TOTAL OUTLETS \_\_\_\_\_

**8. Enter the number of StLA outlets that serve the following user groups, in whole or in part, by type of outlet.**

User Groups		Type of outlet			
		Main or central outlet (a)	Other outlets, excluding bookmobiles (b)	Bookmobiles (c)	TOTAL OUTLETS (d)
086	Blind/physically handicapped individuals				
087	Residents of state correctional institutions				
088	Residents of other state institutions				
089	State government employees (executive, legislative, or judicial)				
090	General public				

**Part F. Collections**

**9. Enter the total number of volumes or physical units in the following selected formats in all StLA outlets (main or central, bookmobiles, and other outlets) that serve the general public and/or state government employees.**

	<b>Selected formats</b>	<b>Number</b>
091	Book and serial volumes (exclude microforms) (exclude collections of braille books owned by the National Library Service for the Blind and Physically Handicapped, Library of Congress)	
092	Audio materials (exclude collections of talking books owned by the National Library Service for the Blind and Physically Handicapped, Library of Congress)	
094	Video materials	
095	Current serial subscriptions (titles, not individual issues) (include print subscriptions only) (exclude microform, electronic, and digital subscriptions)	
096	Government documents (include only government documents not accessible through the library catalog and not reported elsewhere)	

**10. Does the StLA maintain a general collection? Specify Yes or No.**

097  Yes  No

**11. Is the StLA designated as a Federal or State depository library for government documents? Specify Yes or No for each item.**

106  Yes  No State depository library  
 107  Yes  No Federal depository library – Specify Yes or No for each item:  
     108  Yes  No Regional  
     109  Yes  No Selective

### Part G. Library Service Transactions

12. Enter ANNUAL totals for the following types of service transactions in all StLA outlets (main or central, bookmobiles, and other outlets) that serve the general public and/or state government employees.

Service transactions		Number
110	Circulation (Exclude items checked out to another library)	
111	Interlibrary loan/document delivery: Provided to other libraries	
112	Received from other libraries and document delivery services	
113	Reference transactions	
114	Library visits	

### Part H. Library Development Transactions

13. Enter ANNUAL totals for the following types of library development transactions of the StLA.

Library development transactions		Number
115	LSTA and State grants: Grants monitored	
116	On-site monitoring visits	
117	Continuing education programs: Number of events	
118	Total attendance at events	

**Part I. Staff (a)**

**14. Enter total StLA staff in FTE's (to 2 decimal places), by position and service, on the payroll as of October 1, 2004. Include unfilled but budgeted positions.**

	Type of service	Librarians with ALA- MLS (a)	Other profes- sionals (b)	Other paid staff (c)	TOTAL STAFF (d)
119	Administration				
Library development:					
120	Public library				
121	School library media center				
122	Academic library				
123	Special library				
124	Other library development				
125	TOTAL LIBRARY DEVELOPMENT				
Library services:					
126	Public services				
127	Technical services				
128	Other library services				
129	TOTAL LIBRARY SERVICES				
130	Other services				
131	TOTAL STAFF				



**Part I. Staff (b)**

15. Enter the number of StLA staff in FTE's (to 2 decimal places), by position and selected staff specialty, on the payroll as of October 1, 2004. Include unfilled but budgeted positions. These staff should also be reported in question 14.

	<b>Selected staff specialty</b>	<b>Librarians with ALA-MLS (a)</b>	<b>Other professionals (b)</b>	<b>Other paid staff (c)</b>	<b>TOTAL STAFF (d)</b>
132a	Administration of LSTA grants				
132b	Administration of State aid				
133	Automation/electronic network development/telecommunications				
134	Blind and physically handicapped services				
135	Children's/young adult services				
136	Institutional library services				
137	Library statistics				
138	Literacy program support				
139	Marketing/communications				

16. Enter total StLA staff, by position, gender, and full-time status, on the payroll as of October 1, 2004. Exclude unfilled but budgeted positions.

	<b>Position, gender, and full-time/part-time status</b>	<b>Librarians with ALA-MLS (a)</b>	<b>Other professionals (b)</b>	<b>Other paid staff (c)</b>	<b>TOTAL STAFF (d)</b>
150a	Men (full-time)				
150b	Men (part-time)				
151a	Women (full-time)				
151b	Women (part-time)				

## Part J. Revenue

17. Are all public library state funds administered by the StLA? Specify Yes or No. Note: Answer this question based on state funds distributed to libraries in state fiscal year 2004. If no state funds are reported in Part K in items 179(b) or 180(b), the answer should be No.

152  Yes  No

18. Does the StLA administer any state funds for the following types of libraries? Specify Yes or No. Note: Answer this question based on state funds distributed to libraries in state fiscal year 2004. If no state funds are reported in Part K in related items 179(b) to 183(b) or 185(b), the answer should be No.

153a  Yes  No Academic libraries  
 153b  Yes  No School library media centers  
 153c  Yes  No Special libraries  
 153d  Yes  No Library cooperatives

19. Enter total StLA revenue, by source and type of revenue. Exclude carryover funds. Include revenue for allied operations only if it is part of StLA budget. Include all funds distributed to libraries if the funds are administered by the StLA.

	Federal revenue	Amount
154	LSTA (Library Services and Technology Act) State Programs (Report all LSTA funds drawn down from the federal government during state fiscal year 2004, regardless of year of authorization.)	
155	Other Federal revenue:	
156	Specify program(s) and title(s): _____	
157	TOTAL FEDERAL REVENUE	

	State and other revenue	Amount
	State Revenue	
167	StLA operation	
168	State aid to libraries	
169	Other State revenue	
170	TOTAL STATE REVENUE	
171	Other revenue	
172	TOTAL REVENUES	

## Part K. Expenditures

20. Enter total StLA expenditures, by source of funds and type of expenditure. Include all LSTA expenditures. Include expenditures for allied operations only if the expenditures are from the StLA budget. Include all funds distributed to libraries if the funds are administered by the StLA.

Operating expenditures for StLA and allied operations (Do not include funds distributed to libraries in items 173 to 178)		Amount by source			
		Federal (a)	State (b)	Other (c)	TOTAL (d)
173	Salaries and wages				
174	Employee benefits				
175	TOTAL STAFF EXPENDITURES				
176	Collection expenditures				
177	Other operating expenditures				
178	TOTAL OPERATING EXPENDITURES				
<b>Financial assistance to libraries and systems (include all funds distributed to libraries and systems if the funds are administered by the StLA)</b>					
179	Individual public libraries				
180	Public library systems				
181	Other individual libraries				
182	Multitype library systems				
183	Single agency or library providing statewide service				
184	Library construction				
185	Other assistance				
186	TOTAL FINANCIAL ASSISTANCE				
<b>Other expenditures for StLA and allied operations only</b>					
187	Capital outlay				
188	Other expenditures				
189	TOTAL EXPENDITURES				

### Part L. LSTA State Program Expenditures

21. Enter total LSTA state program expenditures, by type of expenditure. Report expenditures in one and only one category. These expenditures should also be reported in Part K.

	Type of expenditure	Amount
190	Statewide service (exclude sub-grants to single libraries or agencies providing statewide services)	
191	Grants (include sub-grants to single libraries or agencies providing statewide services)	
192	LSTA administration	
193	TOTAL LSTA EXPENDITURES	

22. Enter total LSTA state program expenditures, by use of expenditure. Report expenditures in one and only one category. These expenditures should also be reported in Part K.

	Use of expenditure	Amount
194	Electronic networking/electronic access	
195	Services to persons having difficulty using a library	
196	Services to children in poverty	
197	LSTA administration (must equal amount reported in 192)	
198	TOTAL LSTA EXPENDITURES (must equal amount reported in 193)	

### Part M. Allied Operations Expenditures

23. Enter total expenditures from the StLA budget for the allied operations listed in Part C. These expenditures should also be reported in Part K.

	Operating Expenditures	Amount
199	Total staff expenditures	
200	Other operating expenditures	
201	TOTAL OPERATING EXPENDITURES	
202	Capital outlay	
203	Other expenditures	
204	TOTAL EXPENDITURES	

**Part N. Electronic Services and Information (a)**

**24. Does the StLA support any of the following electronic networking functions at the state level? Specify Yes or No for each item.**

206  Yes  No Electronic network planning or monitoring

207  Yes  No Electronic network operation

**Database development:**

208  Yes  No Bibliographic databases

209  Yes  No Full text or data files

**25. Does the StLA support library access to the Internet in any of the following ways? Specify Yes or No for each item.**

**Training or consultation for participation:**

210a  Yes  No Library staff (state and local)

210b  Yes  No State library customers or end-users

211  Yes  No Subsidy for participation

212  Yes  No Providing equipment

213  Yes  No Providing access to directories, databases, or online catalogs via the Internet

214  Yes  No Managing a gopher/Web site, file servers, bulletin boards, or listservs

**26. What is your StLA's fastest Internet speed of connection? Select one. Specify speed if 'Other speed' is selected.**

215  56K (bits per second)

T1 (1.5 million bits per second)

T3 (45 million bits per second)

Other speed

216 Specify \_\_\_\_\_

**27. Enter the number of workstations that are used for Internet access by the general public in all StLA outlets that serve the public, by the following categories. Include terminals used by both the StLA staff and the public. Exclude terminals that are for StLA staff use only.**

	Internet workstations available to the general public	Number
220a	<b>Library-owned</b> public-access graphical workstations that connect to the Internet for a dedicated purpose (e.g., to access an OPAC or specific database, or to train the public ) or multiple purposes. (For this count, the term "library-owned" includes computers leased by the state library agency.)	
220b	<b>All other</b> public access Internet workstations in the library. (Report non-library computers placed in the library by other agencies or groups. Report non-graphical workstations.)	

**28. Does the StLA receive and respond to reference questions through the Internet? Specify Yes or No.**

221  Yes  No

**Part N. Electronic Services and Information (b)**

**29. Does the StLA, either on its own or in partnership with other agencies in the state, provide or facilitate access for other libraries in the state to online databases through subscription, lease, license, consortial membership, or agreement? Specify Yes or No.**

222  Yes  No

**30. How much does the StLA expend for statewide database licensing, by source of funds? These expenditures should also be reported in Part K.**

	Federal (a)	State (b)	Other (c)	TOTAL (d)
223 Statewide database licensing	_____	_____	_____	_____

**31. Which user groups are covered by the statewide database licenses paid for by the funds reported in question 30? Specify Yes or No for each item.**

- 224  Yes  No Public libraries
- 225  Yes  No Academic libraries
- 226  Yes  No School library media centers
- 227  Yes  No Special libraries
- 228  Yes  No Library cooperatives
- 229  Yes  No Other state agencies

**32. Do your statewide database licenses paid for by the funds reported in question 30 cover access for remote users? Specify Yes or No.**

230  Yes  No

**33. Does the StLA facilitate or subsidize electronic access to the bibliographic records or holdings of other libraries in the state in any of the following ways? Specify Yes or No for each item.**

- 231  Yes  No CD-ROM union catalog
- 233  Yes  No Telnet gateway
- 234  Yes  No Web-based union catalog (international, national, statewide, multistate, regional)
- 236  Yes  No Other type of electronic access
- 237 Specify \_\_\_\_\_

**34. Is the StLA an applicant for the Universal Service (E-rate discount) program? Specify Yes or No.**

238  Yes  No

**Part N. Electronic Services and Information (c)**  
**Data not collected for questions 35 to 40 for FY 2004.**

35. Enter the number of visits to the state library agency via the Internet. A visit occurs when an external user connects to a networked state library agency resource for any length of time or any purpose (regardless of the number of pages or elements viewed). Examples of a networked library resource include a state library agency OPAC, leased online database, or a state library agency Web page. In the case of a user visit to a state library agency Web site, a user who looks at 16 pages and 54 graphic images registers one visit on the Web server.

		Number
239	Virtual visits to networked state library agency resources	

36. Enter the total count of the number of sessions (logins) initiated to all state library agency online databases. These figures may be available from the database company (EBSCO, Gale, etc.), and may also be available from the library network manager.

		Number
240	Database sessions	

37. Enter the total count of the number of searches conducted in the state library agency's online databases. Subsequent activities by the users (e.g., browsing, printing) are not considered part of the search process. These figures may be available from the database company (EBSCO, Gale, etc.).

		Number
241	Database queries/searches	

38. Enter the number of views to each entire host to which the state library agency subscribes. A view is defined as the number of full-text articles/pages, abstracts, citations, and text only, text/graphics viewed. These figures may be available from the database company (EBSCO, Gale, etc.).

		Number
242	Items examined using electronic subscription services	

**Part N. Electronic Services and Information (d)**  
**Data not collected for questions 35 to 40 for FY 2004.**

39. Enter the number of electronic full-text titles that the state library agency subscribes to and offers to the public, computed one time annually. Include in this count full-text titles available through database subscription service (e.g., EBSCO, Gale, Wilson, etc.).

		<b>Number</b>
243	Electronic full-text serial titles available by subscription	
244	Electronic full-text other titles available by subscription (including book titles)	

40. Enter the number of electronic full-text titles that the state library agency owns and offers to the public, computed one time annually. Report the total number of electronic serial and other titles owned by the state library agency. Include in this count the number of electronic books purchased from vendors such as Ingram, EBSCO and Net Library. Titles available through subscription should be counted in item 243 or item 244 . Include digitized files or titles (such as historical documents preserved by the StLA or the state, runs of digitized state documents) that the StLA digitized or has acquired.

		<b>Number</b>
245	Electronic full-text titles owned ( include serial and other titles)	



**Part O. Public Policy Issues**

**Data not collected for questions 41 and 42 for FY 2004.**

**41. Enter total grants and contracts expenditures (from all sources) by the StLA to assist public libraries in responding to goals in a state or federal education reform initiative in the following areas. These expenditures should also be reported in Part K.**

		<b>Amount</b>
246	Readiness for school (Include expenditures for pre-Kindergarten learning only)	
247	Adult literacy and family literacy (Do not include expenditures for "Readiness for School" reported in item 246)	

**42. Does your StLA monitor or track the following? Specify Yes or No for each item.**

248  Yes  No Developments in interagency cooperation between libraries and other educational and cultural institutions

249  Yes  No Progress in library partnerships with business/community organizations or other entities

## FY 2004 StLA Survey

### Instructions

A State Library Agency (StLA) is the official agency of a State charged by law of that State with the extension and development of public library services throughout the State, which has adequate authority under law of the State to administer State plans in accordance with the provisions of the Library Services and Technology Act (LSTA). State Library Agency is abbreviated throughout this survey as StLA.

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#### **GENERAL INSTRUCTIONS**

1. Respond to each item in this survey. Read the definitions and/or instructions for the item before responding to it.
2. Before responding to any items in a question, read the note (if any) following the question in the survey instructions.
3. All data in this survey, INCLUDING federal fiscal data, are to be reported on the basis of State fiscal year 2004, as specified in items 022 and 023. EXCEPTION: Data in Part B and Part I are requested as of October 1, 2004.
4. In responding to items, include data for all outlets of the StLA, unless otherwise directed. EXCLUDE data for a local public or academic library serving as a State resource center or State reference/information service center under contract with the StLA.
5. For data items requiring numerical answers, please respond as follows:
  - (a) a value greater than 0 if appropriate. If exact data do not exist, and a good estimate can be given, please do so;

(b) 0 (zero) if the answer is zero or none; or

(c) -1 if your StLA has the item but does not collect data on the item, or if you don't know the answer.

## SPECIFIC INSTRUCTIONS

### Part A. State Library Agency Identification Item

001 StLA name. Enter the full official name of the StLA.

Physical Location Address

002-006 Enter the address of the physical location of the StLA. Include the street address, city, State, Zip Code, and Zip + 4.

Mailing Address

007-010b Enter the mailing address of the StLA. Include the street address or post office box, city, State, Zip code, and Zip + 4.

011 Web address. Enter the Web address of the StLA. The Web address is the Uniform Resource Locator (URL) of the World Wide Web home page of the StLA.

Chief Officer of StLA

012-016 Enter the name, title, telephone number, fax number, and Internet address of the chief officer of the StLA. Add ".bitnet" to the end of a Bitnet address to convert it into an Internet address.

Survey Respondent

017-021 Enter the name, title, telephone number, fax number, and Internet address of the respondent to this survey. Add ".bitnet" to the end of a Bitnet address to convert it into an Internet address.

Reporting Period

022-023 Fiscal year starting and ending dates. Enter the starting and ending dates for State fiscal year 2004, which is the period for which data in this report are requested (except Part B and Part I data). Enter the month and day in two digits each, and the year in four digits. For example: June 30, 2004 would be entered as 06/30/2004.

### Part B. Governance

1. Specify the StLA's location in State government as of October 1, 2004.

024 (This item is reserved for future use.)

025 Branch of government. Specify the branch of government in which the StLA is located.

026-029 Type of executive branch agency. If the StLA is located in the executive branch, specify the appropriate information for your agency under independent agency or part of a larger agency.

030 Specify. If the StLA is part of a larger agency that is not listed in item 029, enter the name of the agency in this item.

031-039 (These items are reserved for future use.)

**Part C. Allied Operations, State Resource or Reference-Information Service Center, and State Center for the Book**

2. Enter Yes or No for each item to indicate whether the StLA is combined with any of the allied operations listed below. Do not report a Library for the Blind and Physically Handicapped, a State Center for the Book, or a contract with another library or other entity to provide a service on behalf of the StLA.

Note: An allied operation is an office, bureau, division, center, or other organizational unit or service within an StLA with staff, mission, and resources to provide service not ordinarily considered a state library agency function. It is characterized by having:

- (a) a specific mission, which may be a part of the StLA's overall mission statement;
- (b) staff assigned for that mission; that staff usually includes professionals other than librarians (such as historians, archivists, curators, etc.) appropriate to its mission;
- (c) a high-level manager or supervisor who reports to the StLA chief officer or to a deputy designated by the chief officer;
- (d) financial resources clearly identified and managed for the operation.

Note: Do not report the following as allied operations: a Library for the Blind and Physically Handicapped, a State Center for the Book, a law library, or a contract with another library or other entity to provide a service on behalf of the StLA.

- 040 State archives. This operation is responsible for preserving and servicing noncurrent official records of State organizations and institutions that are of continuing value (1) to the legal and administrative functioning of State government, (2) for the verification and protection of the rights of individuals, and (3) for historical and other research. It usually includes records of antecedent colonial and territorial governments. Materials are stored, arranged, and described so that needed records can be found readily.

- 041 Primary State legislative research organization. This operation conducts research and gathers, digests, and analyzes information in a close and confidential relationship with members of the State legislature and their staff.

Note: As an allied service, the organization is distinguished from specialized reference service which a state library agency may provide to government and other users by responding to reference questions from legislative personnel, providing information service, furnishing bibliographic and net search results, and instructing and guiding users in conducting their research. At the federal level, the parallel might be the difference between parts of the Library of Congress: (1) the Congressional Research Service, and (2) various reference services and subject divisions of the Library.

- 042 State history museum/art gallery. This operation collects, preserves, and displays cultural artifacts and/or works of art related to the State's political, social, economic, and cultural history.

- 043 State records management service. This operation manages the life cycle of the State's own records and records of local government from creation to disposition. Disposition includes the preservation of certain records as well as the disposal of nonessential records.

- 044 Other allied operation. If any other operations are allied with the StLA, enter Yes for this item.

- 045 Specify. If any other operations are allied with the StLA, enter the name of the operation in this item.

3. Enter Yes or No to indicate whether the StLA contracts with a local public library or academic library to serve as a State resource center or State reference/information service center.

- 046 State resource center or State reference/information service center. This is an operation outside the StLA, administered by a local public library or academic library, which provides library materials and information services to libraries and individuals throughout the state. It is administratively separate from the StLA but receives grant or contract funds from the StLA for providing services.
4. Enter Yes or No to indicate whether the StLA is the host institution for, or provides any funding to, a State Center for the Book.
- 047 State Center for the Book. The State Center for the Book is part of the Center for the Book program sponsored by the Library of Congress which promotes books, reading, and literacy, and is hosted or funded by the State.

#### Part D. Services To Libraries and Systems

5. Indicate which of the specified services are provided directly or by contract by the StLA to different types of libraries or systems. Specify Directly, Contract, or Not Provided for each service, for each type of library and systems.

Note: Under "Systems" include only autonomous libraries joined together by formal or informal agreements to perform various services cooperatively such as resource sharing, communications, etc. Includes multitype library systems. Includes public library systems that are not under the same administration. Excludes multiple outlets under the same administration.

##### Type of Library

**Academic Library.** A library forming an integral part of a college, university, or other academic institution for postsecondary education, organized and administered to meet the needs of students, faculty, and affiliated staff of the institution.

**Public Library.** A library that serves all residents of a given community, district, or region, and (typically) receives its financial support, in whole or part, from public funds.

**School Library Media Center.** A library that is an integral part of the educational program of an elementary or secondary school with materials and services that meet the curricular, information, and recreational needs of students, teachers, and administrators.

**Special Library.** A library in a business firm, professional association, government agency, or other organized group; a library that is maintained by a parent organization to serve a specialized clientele; or an independent library that may provide materials or services, or both, to the public, a segment of the public, or to other libraries. Scope of collections and services are limited to the subject interests of the host or parent institution. Includes libraries in State institutions.

**System.** A system is a group of autonomous libraries joined together by formal or informal agreements to perform various services cooperatively such as resource sharing, communications, etc. Includes multitype library systems and public library systems. Excludes multiple outlets under the same administration.

##### Services to Libraries and Systems

- 048 Accreditation of libraries. The StLA may endorse or approve officially libraries which meet criteria specified by the State.
- 049 Administration of LSTA grants. Includes determining compliance with eligibility criteria and performance standards, overseeing processes through which grant recipients are determined, announcing grant recipients and disbursing funds, monitoring and receiving reports from grant recipients, submitting plans and reports to the Office of Library Services within the Institute of Museum and Library Services, and other activities involved in the management of financial assistance provided by the federal government to libraries under the Library Services and Technology Act.

- 050 Administration of State aid. Includes determining compliance with eligibility criteria and performance standards, overseeing processes through which grant recipients are determined, announcing grant recipients and disbursing funds, monitoring and receiving reports from grant recipients, and other activities involved in the management of financial assistance provided by the State to libraries.
- 051 Certification of librarians. The StLA may credential library staff with the rank or title of librarian by attesting officially to their qualifications. These qualifications may include a master's degree from a graduate program accredited by the American Library Association, another level or type of educational attainment, confirmation of participation in continuing education activities, and/or residency in the State for a specified period.
- 052 Collection of library statistics. Every StLA collects statistics on public libraries and participates in the Federal-State Cooperative System (FSCS) for Public Library Data. Many StLAs collect statistics on institutional and other special libraries. Some StLAs assist in the collection of academic library statistics for the Integrated Postsecondary Education Data System (IPEDS). A few StLAs collect statistics on school library media centers. These data collections usually involve the design and administration of survey instruments as well as data entry and processing and report design and dissemination.
- 053 Consulting services. Individual or small-group contacts to help libraries to attain goals and objectives and to deal with specific needs and problems. Consultants provide guidance on problems of concern to local personnel, assistance in identifying problems not clearly recognized, and identification of opportunities for increased or improved performance to specific groups.
- 054 Continuing education programs. Includes staff development events for library personnel at all levels as well as training events for trustees and other State and local government officials who have authority over or responsibility for libraries.
- 055 Cooperative purchasing of library materials. Two or more independent libraries of any type engaging in joint activities related to purchasing materials, together with the maintenance of the necessary records of these additions. Also included are joint activities related to the identification and verification of titles, fund accounting, processing payments, and claims.
- 056 Interlibrary loan referral services. Activities involving bibliographic service centers or utilities, regional systems (federations or cooperatives), consortia, and resource centers, such as identifying libraries believed to own requested materials and/or transmitting interlibrary loan requests in accordance with established protocols or prevailing practices.
- 057 Library legislation preparation/review. Minimally, addresses the governance and financing of the StLA, public library service, and library service to blind and physically handicapped persons and residents of State institutions. It usually permits the types of public library structures, such as municipal, countywide, regional, federated, cooperative, and contractual agreements. It may also provide mandates for StLA functions, other types of libraries (e.g., academic, school), and multitype cooperation.
- 058 Library planning/evaluation/research. Activities involved in designing and assessing library programs and services and studying issues facing libraries. Examples: the PLA planning and role-setting process for public libraries, the TELL IT! evaluation process.
- 059 Literacy program support. Organized efforts to assist individuals with limited language and mathematical skills in developing skills in reading, writing, and computation that enable them to function in society without assistance from others.
- 060 OCLC Group Access Capability (GAC). Use of the Online Computer Library Center (OCLC) system, originally the Ohio College Library Center, by a group of libraries for resource sharing and interlibrary lending (ILL). Group Access Capability (GAC) related activities may include coordinating group profiling, establishing group policies, coordinating ILL protocols within the group, and referring requests outside of a GAC group.
- 061 Preservation/conservation services. Specific measures undertaken for the repair, maintenance, restoration, or protection of library materials, including but not limited to binding and rebinding, materials conversion (to microform for example), deacidification, and lamination.

- 062 Reference referral services. Provision of information about or from groups or organizations. A reference referral transaction involves the provision of information about a group or organization and its activities, services or agencies, and calendar. Such a transaction typically requires the determination of the user's need and the appropriate group or organization to meet the need. Such a transaction may require directing the user to persons or organizations external to the library for an answer to a question.
- 063 Retrospective conversion of bibliographic records. Retrospective conversion involves changing bibliographic records from one format, usually cards, to machine-readable form in order to produce or make additions to an automated catalog.
- 064 State standards/guidelines. The StLA may promulgate standards or guidelines that define adequacy, equity, and/or excellence in library service. Standards or guidelines may be quantitative, qualitative, or both. Maintaining standards or following guidelines may be a requirement for receiving State aid and/or LSTA grants.
- 065 Statewide public relations/library promotion campaigns. A concerted public relations program usually organized around a particular theme or issue, with specific objectives, and using a variety of techniques in concert (e.g., press releases, events, publications, exhibits).
- 066 Summer reading program support. A particular kind of Statewide public relations and library promotion campaign designed to encourage reading by children between school years. The usual purpose of such programs is to maintain or improve the reading skills of children between school years.
- 067 Union list development. A union list is a list of titles of works, usually periodicals, in physically separate library collections. Location data indicate libraries in which a given item may be found.
- 068 Universal Service Program (review and approval of technology plans). The state library agency reviews and approves technology plans for libraries or library systems applying for universal service discounts (also known as E-rate discounts) under the Universal Service Program, established by the Federal Communications Commission (FCC) under the Telecommunications Act of 1996.
- 069-076 (These items are reserved for future use.)

#### **Part E. Public Service Hours, Outlets, and User Groups**

- 6a. Enter in the spaces provided the total hours open in a typical week for all StLA outlets (main or central, bookmobiles, and other outlets), regardless of whom they serve. Do not report an allied operations outlet as an StLA outlet.
- Note: Main or central outlet, bookmobiles, and other outlets (excluding bookmobiles) are defined in the instructions to question 7. Report total hours open in a typical week for all StLA outlets, regardless of whom they serve, and regardless of whether they are open on a walk-in or referral basis. Exclude data for a local public or academic library serving as a State resource center or State reference/information service center under contract with the StLA. Do not report data for non-StLA outlets, even though the StLA may provide funding or services to such outlets.
- A "typical week" is a time that is neither unusually busy nor unusually slow. Avoid holidays, vacation periods, 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.
- 077a Total hours/week (all StLA outlets, regardless of whom they serve). Sum of hours open during a typical week for all StLA outlets (main or central, bookmobiles, and other outlets), regardless of whom they serve. Do not report an allied operations outlet as an StLA outlet.
- 6b. Enter in the spaces provided the total hours that the main or central StLA outlet is open in a typical week to serve the general public or state government employees, by the specified categories. Only one outlet may be designated as the main or central outlet.

Note: Main or central outlet, is defined in the instructions to question 7. Report public service hours for the main or central StLA outlet, regardless of whether the outlet is open on a walk-in or referral basis. Exclude data for a local public or academic library serving as a State resource center or State reference/information service center under contract with the StLA. Exclude service hours if the outlet only serves blind and physically handicapped individuals through the National Library Service for the Blind and Physically Handicapped, Library of Congress. Also exclude service hours if the outlet only serves residents of State correctional institutions or residents of other State institutions, unless the outlet is administered and staffed by the StLA. Do not report data for a non-StLA outlet, even though the StLA may provide funding or services to such an outlet.

077b Total hours/week (main or central outlet). Sum of hours open during a typical week for the main or central outlet.

078 Monday–Friday after 5:00 p.m. (main or central outlet). Sum of hours open after 5:00 p.m. Monday through Friday during a typical week for the main or central outlet.

079 Saturday and Sunday (main or central outlet). Sum of hours open on Saturday and Sunday during a typical week for the main or central outlet.

080-081 (These items are reserved for future use.)

7. Enter in the spaces provided the total number of StLA outlets, by type of outlet, regardless of whom they serve. Only one outlet may be designated as the main or central outlet. Do not report an allied operations outlet as an StLA outlet.

Note: An StLA outlet has regular hours of service in which StLA staff are present to serve its users. The staff and all service costs are paid by the StLA as part of its regular operation. A loan of books or total collections (whether permanent or short-term) to another agency, library, or school does not constitute an StLA outlet inasmuch as it is not administered and staffed by the StLA.

082 Main or central outlet. A single unit library or the unit where the principal collections are located and handled. Note: An StLA administrative center which is separate from the principal collections and is not open to users should not be included as an outlet. Only one outlet may be designated as the main or central outlet. When two or more outlets are considered main or central outlets, one outlet should be designated as the central outlet and the others should be designated as "other outlets (excluding bookmobiles)".

083 Other outlets (excluding bookmobiles). Units that have all of the following: (1) separate quarters; (2) a permanent basic collection of books and/or other materials; (3) a permanent paid staff; and (4) a regular schedule of hours open to users.

084 Bookmobiles. Trucks or vans specially equipped to carry books and other library materials. They serve as traveling branch libraries. Count vehicles in use, rather than the number of stops each vehicle makes.

085 Total outlets. Sum of items 082-084.

8. Enter in the spaces provided the number of StLA outlets that serve the following user groups, in whole or in part, by type of outlet.

Note: Main or central outlet, bookmobiles, and other outlets (excluding bookmobiles) are defined in the instructions to question 7.

086 Blind and physically handicapped individuals. Outlets serving this user group may contain talking books on discs and tapes and books in Braille made available from the National Library Service for the Blind and Physically Handicapped, Library of Congress. In addition, such outlets may contain large print books for the visually handicapped and captioned films for the deaf. These outlets provide such library materials and library services to blind or physically handicapped residents who have been certified by competent authority as unable to read or to use conventional printed materials as a result of physical limitations.



- 087 Residents of State correctional institutions. Outlets serving this user group provide books, other library materials, and access to other information resources as well as other library services to residents of prisons, reformatories, and other correctional institutions operated or substantially supported by the State.
- 088 Residents of other State institutions. Outlets serving this user group provide books, other library materials, and access to other information resources as well as other library services to patients or residents of residential training schools, hospitals, nursing homes, and other general or special institutions operated or substantially supported by the State.
- 089 State government employees (executive, legislative, or judicial). Outlets serving this user group provide books, other library materials, and access to other information resources as well as other library services to employees of all branches of State government.
- 090 General public. Report all StLA outlets that serve the general public, regardless of whether they are open on a walk-in or referral basis. Outlets serving this user group function as the State-level equivalent of a local public library, providing books, other library materials, and electronic access to locally mounted and remote information resources for all State residents.

#### Part F. Collections

9. Enter in the spaces provided the total number of volumes or physical units in the specified formats in all StLA outlets (main or central, bookmobiles, and other outlets) that serve the general public and/or State government employees.

Note: Main or central outlet, bookmobiles, and other outlets (excluding bookmobiles) are defined in the instructions to question 7. Report collections for all StLA outlets that serve the general public, regardless of whether they are open on a walk-in or referral basis. Exclude data for a local public or academic library serving as a State resource center or State reference/information service center under contract with the StLA. Exclude collections of braille and talking books owned by the National Library Service for the Blind and Physically Handicapped, Library of Congress. Also exclude collections that are specifically intended to only serve residents of State correctional institutions or residents of other State institutions, unless such outlets are administered and staffed by the StLA.

- 091 Book and serial volumes (exclude microforms) (exclude collections of braille books owned by the National Library Service for the Blind and Physically Handicapped, Library of Congress). Books are non-periodical printed publications bound in hard or soft covers, or in loose-leaf format, of at least 49 pages, exclusive of the cover pages; or juvenile non-periodical publications of any length bound in hard or soft covers. 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. Except for the current volume, count unbounded serials as volumes when the library has at least half of the issues in a publisher's volume.
- 092 Audio materials (exclude collections of talking books owned by the National Library Service for the Blind and Physically Handicapped, Library of Congress). These are materials on which sounds (only)are stored (recorded) and that can be reproduced (played back) mechanically or electronically, or both. Included are records, audiocassettes, audio cartridges, audiodiscs, audioreels, talking books, and other sound recordings.
- 093 (This item is reserved for future use.)
- 094 Video materials. These are materials on which pictures, sound, or both are recorded. Electronic playback reproduces pictures, sounds, or both using a television receiver or monitor.
- 095 Current serial subscriptions (titles, not individual issues) (include print subscriptions only) (exclude microform, electronic, and digital subscriptions). These include current subscriptions received, both purchased and gifts. This count does not include the number of individual issues, but rather each serial title. Report the total number of titles subscribed to, including duplicates. Do not report individual issues. Report print subscriptions only. Exclude microform, electronic, and digital subscriptions.

- 096 Government documents (include only government documents not accessible through the library catalog and not reported elsewhere). For government documents not accessible through the library catalog and not reported on other lines, report the number of volumes or physical units of such materials in all formats. A government document is a publication in any format bearing a government imprint. Includes publications of federal, State, local, and foreign governments and intergovernmental organizations to which governments belong and appoint representatives (e.g., United Nations, Organization of American States).
10. Enter Yes or No for this item to indicate whether the StLA maintains a general collection (fiction and/or nonfiction).
- 097 General collection.
- 098-105 (These items are reserved for future use.)
11. Enter Yes or No for each item (106-109) to indicate whether the StLA is designated as a federal or State depository library for government documents, and whether it is a regional or selective federal depository.
- Note: A government document is a publication in any format bearing a government imprint. Includes publications of federal, State, local, and foreign governments and intergovernmental organizations to which governments belong and appoint representatives (e.g., United Nations, Organization of American States).
- 106 State depository library. A library officially designated as a depository of publications bearing the imprint of the State government.
- 107 Federal depository library. A library officially designated as a depository of publications bearing the imprint of the federal government. These libraries receive publications issued by the executive, judicial, and the legislative branches at no charge in exchange for providing free public access. Enter Yes or No to items 108 and 109 to indicate if the StLA is a regional or selective depository
- 108 Regional. Regional depositories receive one copy of all materials distributed by the federal government.
- 109 Selective. Selective depositories receive only those materials they select.

### Part G. Library Service Transactions

12. Enter in the spaces provided ANNUAL totals for the specified types of service transactions for all StLA outlets (main or central, bookmobiles, and other outlets) that serve the general public and/or State government employees.
- Note: Main or central outlet, bookmobiles, and other outlets (excluding bookmobiles) are defined in the instructions to question 7. Report library service transactions for all StLA outlets that serve the general public, regardless of whether they are open on a walk-in or referral basis. Exclude data for a local public or academic library serving as a State resource center or State reference/information service center under contract with the StLA. Exclude service transactions for outlets or outlet service points that only serve blind and physically handicapped individuals through the National Library Service for the Blind and Physically Handicapped, Library of Congress. Also exclude service transactions for outlets that only serve residents of State correctional institutions or other State institutions, unless such outlets are administered and staffed by the StLA.
- 110 Circulation (Exclude items checked out to another library). These are transactions that involve lending an item from the State Library collection or borrowed from another library for use generally, although not always, outside the library. This activity includes charging materials manually or electronically. Also report each renewal as a circulation transaction. Exclude in-house use resulting from counting items in the collection as they are reshelfed after use and without any formal tracking system. Exclude items checked out to another library.

#### Interlibrary Loan/Document Delivery

- 111 Provided to other libraries. These are library materials, or copies of materials, loaned from the StLA collection to another library upon request. Do not include loans or copies of materials from one StLA outlet to another StLA outlet.
- 112 Received from other libraries and document delivery services. These are library materials, or copies of materials, borrowed by the StLA from another library or obtained by the StLA from a commercial document delivery service. Do not include loans or copies of materials from one StLA outlet to another StLA outlet.
- 113 Reference transactions. 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 StLA staff. The term includes information and referral service. Information sources include printed and non-printed materials, machine-readable databases (including computer-assisted instruction), catalogs and other records of holdings, and, through communication or referral, other libraries, and institutions and persons both inside and outside the library. When a staff member utilizes information gained from previous use of information sources to answer a question, report as a reference transaction even if the source is not consulted again during the transaction. If necessary, multiply a typical week by 52. Exclude directional transactions. (See definition of typical week in question 6a.)
- 114 Library visits. This is the total number of persons per year entering StLA outlets, including persons attending activities, meetings, and those persons requiring no staff services. If necessary, multiply a typical week by 52. A "typical week" is defined in the instructions to question 6a.

#### Part H. Library Development Transactions

13. Enter in the spaces provided ANNUAL totals for the specified types of library development transactions of the StLA.
- LSTA and State Grants
- 115 Grants monitored. Report the total annual number of LSTA and State grants monitored by the StLA. Count all grants monitored during the reporting period, regardless of their duration or the year in which they were awarded.
- 116 On-site monitoring visits. Report the total annual number of visits made to monitor LSTA and State grant sites. Count site visits for all grants administered during the reporting period, regardless of their duration or the year in which they were awarded.
- Continuing Education Programs
- 117 Number of events. Report the total number of continuing education events (workshops, training sessions, etc.) which (1) the StLA sponsored and itself presented and (2) another agency presented with the help of StLA funding and planning support. Do not count events for which the StLA is only a nominal sponsor. Do not count events for an allied operation.
- 118 Total attendance at events. Report the total annual attendance at continuing education events reported in item 117.

#### Part I. Staff

14. Enter in the spaces provided the total number of StLA staff in FTEs (full-time equivalents) (to two decimal places), by type of position and service. Report all staff on the payroll as of October 1, 2004, and unfilled but budgeted positions.

Note: Forty hours per week is the measure of full-time employment for this survey. FTEs (full-time equivalents) of employees in any category may be computed by taking the number of hours worked per week by all employees in that category and dividing it by 40. Report staff based on the StLA organization chart. A given position (e.g., State Data Coordinator) may be part of administration in one agency, library development in another, and library services in another agency. If an employee provides more than one service, allocate the FTE among appropriate categories.

#### Type of Position

(a) Librarians with ALA-MLS. Librarians with master's degrees from programs of library and information studies accredited by the American Library Association.

(b) Other professionals. These are professionals other than ALA-MLS librarians employed by the StLA, such as archivists, accountants, business managers, public relations, and human resources staff.

(c) Other paid staff. This includes all other employees paid from the StLA budget, including plant operations, security, and maintenance staff.

(d) Total staff. Sum of columns (a), (b), and (c) for each item.

#### Type of Service

119 Administration. Usually includes the chief officer of the StLA and his or her immediate staff. May include officers responsible for the StLA's fiscal affairs; public relations; and planning, evaluation, and research.

#### Library Development

Note: Usually includes staff responsible for the development of public library services. May include staff responsible for administering State and LSTA grant programs; providing consulting and continuing education services; and promoting resource sharing and other forms of interlibrary cooperation. (See instructions to question 5 for definitions of types of libraries.)

120 Public library. Staff who provide consulting, continuing education, and other services to public libraries.

121 School library media center. Staff who provide consulting, continuing education, and other services to school library media centers.

122 Academic library. Staff who provide consulting, continuing education, and other services to academic libraries.

123 Special library. Staff who provide consulting, continuing education, and other services to special libraries.

124 Other library development. Includes library development staff not reported in items 120-123.

125 Total library development. Sum of items 120-124.

#### Library Services

Note: Staff responsible for providing library service from the StLA. Includes public, technical, and other library services.

126 Public services. Includes circulation; reference/adult and children's/ young adult services; government publications; and interlibrary loan.

Circulation staff are those involved in lending items from the StLA collection for use generally (although not always) outside the library. Their activities include charging, renewals, books-by-mail, and delivering items directly to the user.

Reference/adult and children's/young adult services staff are those who use, recommend, interpret, or instruct library users in the use of one or more information sources, or provide knowledge of such sources from a member of the StLA staff.

Government publications staff are those responsible for materials published in any format by a government agency (e.g., publications of the federal, State, local, and foreign governments and of inter-governmental organizations to which governments belong and appoint representatives, such as the United Nations and the Organization of American States).

Interlibrary loan staff are those responsible for transactions in which library material, or a copy of the material (including materials sent by telefacsimile or other form of electronic transmission) 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. Interlibrary loan also includes transactions for materials obtained through the interlibrary loan process that are supplied from non-library sources, such as commercial document delivery services.

127 Technical services. Includes those activities related to the acquisition, organization, and preparation of materials. Included in this category are acquisition services, cataloging services, serials control, binding services, and computer services in support of these functions.

128 Other library services. Includes library services staff not reported in items 126-127.

129 Total library services. Sum of items 126-128.

130 Other services. Includes staff not reported in items 119-129, such as staff in allied operations.

131 Total staff. Sum of items 119, 125, 129, and 130.

15. Enter in the spaces provided the number of StLA staff in FTEs (full-time equivalents) (to two decimal places), by type of position and selected staff specialty. Report specified staff on the payroll as of October 1, 2004, and unfilled but budgeted positions. These staff should also be reported in question 14.

Note: See definitions of types of positions and FTEs in instructions to question 14. If an employee serves in more than one specialty, allocate the FTE among appropriate categories.

132a Administration of LSTA grants. Includes determining compliance with eligibility criteria and performance standards, overseeing processes through which recipients of LSTA funds are determined, announcing recipients and disbursing funds, monitoring and receiving reports from recipients, submitting plans and reports to the Office of Library Services within the Institute of Museum and Library Services, and other activities involved in the management of financial assistance provided by the federal government to libraries under the Library Services and Technology Act.

132b Administration of State aid. Includes determining compliance with eligibility criteria and performance standards, overseeing processes through which recipients of State funds are determined, announcing recipients and disbursing funds, monitoring and receiving reports from recipients, and other activities involved in the management of funds provided by the State to libraries.

133 Automation/electronic network development/telecommunications. Includes any activities described in Part N. Also includes consulting, continuing education, and other services that facilitate library automation and network participation. Includes telecommunications planning and development. Includes consulting services related to the review and approval of technology plans for the Universal Service Program (also called the E-rate discount program).

134 Blind and physically handicapped services. Library services to individuals who have been certified by competent authority as unable to read or to use conventional printed materials as a result of physical limitations.

135 Children's/young adult services. Includes consulting, continuing education, and other services to public libraries that facilitate the establishment and improvement of services to children (i.e., persons age 14 and under) and young adults (as defined by the StLA).

- 136 Institutional library services. Includes providing books, other library materials, and access to other information resources as well as other library services to residents of prisons, reformatories, and other correctional institutions; patients or residents of residential training schools, hospitals, and nursing homes; and other general or special institutions operated or substantially supported by the State.
- 137 Library statistics. Includes the design and administration of data collection instruments as well as data entry, data processing, and publication and dissemination of library data. Include the State Data Coordinator for the Federal State Cooperative System (FSCS) for Public Library Data, the Library Representative for the Integrated Postsecondary Education Data System (IPEDS) (if employed by the StLA), and others employed by the StLA who are involved in such efforts (e.g., public library consultant, data entry operator).
- 138 Literacy program support. Includes consulting, continuing education, and other services to organized efforts to assist individuals with limited language and mathematical skills in developing skills in reading, writing, and computation that enable them to function in society without assistance from others. Include ESL (English As a Second Language) services.
- 139 Marketing/communications. Includes activities planning and coordinating the implementation of a statewide communications program about programs and services of libraries; publications development; liaison to citizen groups and library partners in enhancing knowledge of library services and encouraging involvement of the public in determining the effectiveness of library services; and public information.
16. Enter in the spaces provided the total number of StLA staff, by position, gender, and full-time/part-time status, on the payroll as of October 1, 2004. Exclude unfilled but budgeted positions.
- Note: See definitions of types of positions in instructions to question 14.
- 140-149 (These items are reserved for future use.)
- 150a-151b Total staff. Enter total StLA by position, gender, and full-time/part-time status, on the payroll as of October 1, 2004. Exclude unfilled but budgeted positions.

#### Part J. Revenue

17. Enter Yes or No to indicate whether all public library funds from state sources are administered by the StLA.
- Note: Answer this question based on state funds distributed to libraries in state fiscal year 2004. If no state funds are reported in Part K in items 179(b) or 180(b), the answer should be No.
- 152 StLA administration of all public library state funds
18. Enter Yes or No to indicate whether any funds from state sources are administered by the StLA for the following types of libraries.
- Note: Answer this question based on state funds distributed to libraries in state fiscal year 2004. If no state funds are reported in Part K in related items 179(b) to 183(b) or 185(b), the answer should be No.
- 153a Academic libraries (definition is provided in question 5).
- 153b School library media centers (definition is provided in question 5).
- 153c Special libraries (definition is provided in question 5).
- 153d Library cooperatives (definition is provided in question 5).
19. Enter in the spaces provided total funds received as revenue by the StLA during the reporting period specified in items 022-023. EXCLUDE carryover. Include revenue for allied operations only if the revenue is part of the StLA budget. Include all funds distributed to libraries if the funds are administered by the StLA.

Note: Exclude carryover when reporting revenue. Carryover means funds carried forward from the previous year, sometimes called an "opening balance" or "fund balance".

#### Federal Revenue

154 LSTA (Library Services and Technology Act) State Programs

Note: Report the funds drawn down from the federal government from the LSTA State Program during state fiscal year 2004. Do not report LSTA National Leadership Grants--report these grants in item 155 (Other Federal revenue).

155 Other Federal revenue. If the StLA received other federal revenue (e.g., National Endowment for the Humanities grants, National Historical Publications and Records Commission grants, LSCA Title II grants, LSTA National Leadership Grants, etc.), report that revenue in this item. If your state acts as the fiscal agent for a multi-state grant, report only the funds designated for your state.

156 Specify program(s) and title(s). If other federal revenue is reported in item 155, specify its source in this item.

157 Total Federal revenue. Sum of items 154 and 155.

158-  
166 (These items are reserved for future use.)

#### State Revenue

167 StLA operation. Report revenue received from the State to support operation and services of the StLA. Do not include revenue received for major capital expenditures, contributions to endowments, or revenue passed through to another agency, or funds unspent in the previous fiscal year.

168 State aid to libraries. Report revenue received from the State for distribution to libraries, systems, and agencies. Include funds derived from State sources (exclusive of Federal funds) and appropriated by a State legislature to a State Library Agency for payment or transfer to an individual library; a group of libraries; or an agency or library, other than the StLA, that provides a Statewide service to libraries or citizens. Exclude State funds used to administer the State Library Agency or to deliver Statewide services to libraries or citizens where the service is administered directly by the StLA; State funds allocated for school library operations when the State Library Agency is under the State education agency; and federal funds.

169 Other State revenue. Report revenue received from the State for any other purpose, such as interagency transfers.

170 Total State revenue. Sum of items 167-169.

171 Other revenue. Include (1) any other revenue from public sources; (2) revenue received from private sources, such as foundations, corporations, Friends groups, and individuals; and (3) StLA-generated revenue, such as fines and fees for services.

172 Total revenues. Sum of items 157 +170 + 171.

#### Part K. Expenditures

20. Enter in the spaces provided total StLA expenditures, by source of funds and type of expenditure. Include all LSTA expenditures. Include expenditures for allied operations only if the expenditures are from the StLA budget. Include all funds distributed to libraries if the funds are administered by the StLA.

Operating Expenditures for StLA and Allied Operations (items 173-178)

Note: These are the current and recurrent costs necessary to the provision of services by the StLA. Include LSTA expenditures for statewide services (item 190) conducted directly by the StLA. Include LSTA expenditures for LSTA administration (item 192). Exclude LSTA expenditures for grants (item 191). Do not include funds distributed to libraries; report them instead in items 179 to 186.

- 173 Salaries and wages. Salaries and wages for all StLA staff, including plant operation, security and maintenance staff for the reporting year. Include salaries and wages before deductions, but exclude employee benefits.
- 174 Employee benefits. Benefits outside of salaries and wages paid and accruing to employees, including plant operation, security and maintenance staff, regardless of whether the benefits or equivalent cash options are available to all employees. Include amounts spent by the StLA for direct, paid employee benefits, including Social Security, retirement, medical insurance, life insurance, guaranteed disability income protection, unemployment compensation, worker's compensation, tuition, and housing benefits. Only that part of any employee benefits paid out of the StLA budget should be reported.
- 175 Total staff expenditures. Sum of items 173-174.
- 176 Collection expenditures. Includes all expenditures for materials purchased or leased for use by StLA users, including print materials, microforms, machine-readable materials, audiovisual materials, etc.
- 177 Other operating expenditures. Includes all operating expenditures not reported in items 173-176.
- 178 Total operating expenditures. Sum of items 175-177.

#### Financial Assistance to Libraries and Systems (items 179-186)

Note: Include LSTA expenditures for grants (item 191). Exclude LSTA expenditures for statewide services (190) conducted directly by the StLA and LSTA expenditures for LSTA administration (item 192). Include all funds distributed to libraries if the funds are administered by the StLA.

- 179 Individual public libraries. Financial assistance to individual public libraries for services to their population of legal service area. These are libraries that are governed exclusively by a single board or political subdivision. Municipal libraries, county libraries, consolidated multi-county libraries, and library districts are considered individual libraries if there is only one administrative entity. Exclude construction aid.
- 180 Public library systems. Financial assistance to public library systems for services to their population of legal service area. These are headquarters of regional public library systems, federations, cooperatives, or public libraries serving in a regional capacity which includes grants to headquarters of regional public library systems. Exclude construction aid.
- 181 Other individual libraries. Financial assistance to other individual libraries for services to their population or constituency. These are libraries other than public libraries and school library media centers. Exclude grants to public libraries and to school library media centers. Report financial assistance to school library media centers in item 185. Exclude construction aid.
- 182 Multitype library systems. Financial assistance to multitype library systems for services to their population of legal service area. These are headquarters of regional multitype library systems, federations, and cooperatives, or libraries serving multitype libraries within a region. Multitype library systems may serve public, academic, school, and special libraries. Exclude construction aid.
- 183 Single agency or library providing statewide service. Financial assistance to a single entity (agency, library, library system, etc.) for services offered to all libraries in the state, or all state residents, or a significant portion of all libraries or state residents. Exclude funds administered directly by the StLA to provide such services. Exclude construction aid.



- 184 Library construction. Do not report data for this item in items 179-183, 185, or 187. Includes construction of new buildings and acquisition, expansion, remodeling, and alteration of existing buildings, and the purchase, lease, and installation of equipment of any such buildings, or any combination of such activities (including architects' fees and the cost of acquisition of land). Equipment includes information and building technologies, video and telecommunications equipment, machinery, utilities, and built-in equipment and any necessary enclosures or structures to house them. Exclude construction aid expended on the StLA.
- 185 Other assistance. Expenditures for other assistance to libraries not reported in items 179-184. Exclude construction aid.
- 186 Total financial assistance to libraries and systems. Sum of items 179-185.
- Other expenditures for StLA and Allied Operations Only (items 187 and 188)
- 187 Capital outlay. 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. Exclude replacement and repair of existing furnishings and equipment, regular purchase of library materials, and investments for capital appreciation. Exclude the amount reported for this item from all other items except item 189. Include construction aid expended on the StLA. Exclude construction aid expended on other libraries and systems. Include expenditures for allied operations only if the expenditures are from the StLA budget.
- Note: State accounting practices shall determine whether a specific item is a capital expense or an operating expense, regardless of the examples in this definition.
- 188 Other expenditures. These are expenditures not reported in items 173-187. Exclude construction aid. Include expenditures for allied operations only if the expenditures are from the StLA budget.
- 189 Total expenditures. Sum of items 178 and 186-188.

#### Part L. LSTA State Program Expenditures

21. Enter in the spaces provided total LSTA state program expenditures, by type of expenditure. Report expenditures in one and only one category. These expenditures should also be reported in Part K.
- 190 Statewide services (exclude sub-grants to single libraries or agencies providing statewide services). Funds expended by the StLA to provide services to libraries and individuals throughout the State. Include expenditures for statewide services conducted directly by the StLA. Exclude sub-grants made to single libraries or other outside agencies to provide or assist in providing such services.
- Note: These expenditures should also be reported in Part K, under operating expenditures (items 173-178); capital outlay (item 187); or other expenditures (item 188), as appropriate. DO NOT report them as financial assistance to libraries and systems (items 179-186).
- 191 Grants (include sub-grants to single libraries or agencies providing statewide services). Funds distributed by the StLA to recipients who meet eligibility criteria specified by LSTA and the State. Such funds are usually awarded for purposes specified in successful grant proposals. Such grants may be awarded competitively or on a formula basis. Include sub-grants made to single libraries or other outside agencies to provide or assist in providing statewide services.
- Note: These expenditures should also be reported in Part K, under financial assistance to libraries and systems (items 179-186), as appropriate. DO NOT report them as StLA operating expenditures (items 173-178); capital outlay (item 187); or other expenditures (item 188).
- 192 LSTA administration. Expenditures of LSTA funds for administrative costs in connection with programs and services carried out under this Act.
- 193 Total LSTA expenditures. Sum of items 190-192.

22. Enter in the spaces provided total LSTA state program expenditures, by use of expenditure. Report expenditures in one and only one category. These expenditures should also be reported in Part K.
- Note: LSTA administration expenditures in item 197 must equal LSTA administration expenditures in item 192. And total LSTA expenditures in item 198 must equal total LSTA expenditures in item 193.
194. Electronic networking/electronic access. Report LSTA expenditures (including expenditures for statewide services and grants) for establishing electronic linkages among or between libraries; electronically linking libraries with educational, social, or information services; assisting libraries in accessing information through electronic networks; encouraging libraries in different areas, and encouraging different types of libraries, to establish consortia and share resources; and paying costs for libraries to acquire or share computer systems and telecommunications technologies.
195. Services to persons having difficulty using a library. Report LSTA expenditures (including expenditures for statewide services and grants) for library and information services to persons having difficulty using a library and to underserved urban and rural communities.
196. Services to children in poverty. Report LSTA expenditures (including expenditures for statewide services and grants) for library and information services to children (from birth through age 17) from families with incomes below the poverty line, as defined by the Office of Management and Budget and revised annually in accordance with section 673(2) of the Community Services Block Grant Act (42 U.S.C. 9902(2)) applicable to a family of the size involved.
197. LSTA administration (must equal amount reported in 192). Report expenditures of LSTA funds for administrative costs in connection with programs and services carried out under this Act.
- Note: LSTA administration expenditures in item 197 must equal LSTA administration expenditures in item 192.
198. Total LSTA expenditures (must equal amount reported in 193). Sum of items 194-197.
- Note: Total LSTA expenditures in item 198 must equal total LSTA expenditures in item 193.

#### **Part M. Allied Operations Expenditures**

23. Enter in the spaces provided total expenditures from the StLA budget for the allied operations listed in Part C. These expenditures should also be reported in Part K.
- Operating Expenditures
199. Total staff expenditures. Report StLA expenditures for salaries and wages and employee benefits for allied operations listed in Part C. Also see instructions for items 173-174 for guidance.
200. Other operating expenditures. Report all other operating expenditures for allied operations, if these expenditures are from the StLA budget.
201. Total operating expenditures. Sum of items 199 + 200.
202. Capital outlay. Report StLA expenditures for capital outlay for the allied operations listed in Part C. See the description of capital outlay in the instructions for item 187.
203. Other expenditures. These are other expenditures for allied operations not reported in items 199-202. Exclude construction aid.
204. Total expenditures. Sum of items 201-203.
205. (This item is reserved for future use.)

## Part N. Electronic Services and Information (a)

24. Enter Yes or No for each item to indicate whether the StLA supports the specified electronic networking functions at the State level.

Note: A State-level electronic information network involves the wide-area use of telecommunications to link libraries via micro-computers or terminals to automated library systems. The network may include online public access catalogs and other library applications; locally mounted or online databases (bibliographic, full text, or data); bibliographic utilities; and other information resources. Access to such networks may be via modem (i.e., dial access) or dedicated lines (i.e., hard-wired). Such a network may or may not be connected to the Internet.

- 206 Electronic network planning or monitoring. Includes drafting Statewide plans, requests for proposals, and contracts and monitoring contracts for network development.

- 207 Electronic network operation. Includes acquiring, maintaining, or replacing substantial technological equipment necessary to provide access to information in electronic and other formats made possible by new information and communication technologies. May include hosting or sharing a mainframe, minicomputer, or file server, or facilitating reciprocal borrowing agreements and document delivery systems necessary to fully exploit such a network. Such a network may or may not be connected to the Internet.

### Database Development

Note: Activities may include creation of new databases or conversion of existing databases into electronic format. Includes bibliographic databases as well as full text or data files.

- 208 Bibliographic databases. Includes machine-readable catalog records, other electronic indexes, and other databases which contain only references to or condensed surrogates for original materials.

- 209 Full text or data files. Full text files are files in which the information consists of the content of one or more complete intellectual products initially expressed primarily through the written word. Data files report the content of one or more complete intellectual products expressed primarily with numbers.

25. Enter Yes or No for each item to indicate whether the StLA supports library access to the Internet in the specified ways.

Note: The Internet is the global network of networks that, via a standardized addressing system and a common primary command structure, enables individuals and organizations to communicate via electronic mail, to access a host of online databases and other electronic information resources, and to transfer files electronically.

Training or consulting for participation (items 210a and 210b):

- 210a Library staff (state and local). Includes all activities that facilitate Internet awareness and use by library staff (state and local) and "training the trainer" activities.

- 210b State library customers or end-users. Includes all activities that facilitate Internet awareness by actual or potential state library customers or end-users.

- 211 Subsidy for participation. Includes any grants of State, federal, and/or other StLA funds to libraries or related organizations that facilitate (1) establishing Internet accounts for library-related individuals or organizations; (2) acquiring computer hardware, software, or peripherals necessary for Internet access; and (3) training or consulting with actual and potential Internet users.

- 212 Providing equipment. Includes computer hardware, software, and peripherals necessary for Internet access. Critical types of equipment, beyond basic hardware and operating system software, include modems and telecommunications software.

- 213 Providing access to directories, databases, or online catalogs via the Internet. Includes bibliographic files, locator files, and/or full text databases produced or licensed by the state library agency and available via the Internet. Note: This item focuses on content available via the Internet.
- 214 Managing a gopher/Web site, file servers, bulletin boards, or listservs. Includes the development and maintenance of Internet menu systems, operation of equipment that provides Internet access to multiple files, or posting of electronic messages via the Internet. Note: This item focuses on the structure through which content is available via the Internet.
26. What is your StLA's fastest Internet speed of connection? Select one of the following:
- 215 56K (bits per second)  
T1 (1.5 million bits per second)  
T3 (45 million bits per second)  
Other speed
- 216 Specify. If 'Other speed' is selected in item 215, specify the speed in this item.
- 217-  
219 (These items are reserved for future use.)
27. Enter in the spaces provided the number of workstations that are used for Internet access by the general public in all StLA outlets that serve the public, by the specified categories. Include terminals used by both the StLA staff and the public. Exclude terminals that are for StLA staff use only.
- Note: Report data only for all StLA outlets that serve the general public. Exclude data for: (a) a local public or academic library serving as a State resource center or State reference/ information service center under contract with the StLA; (b) outlets that only serve blind and physically handicapped individuals through the National Library Service for the Blind and Physically Handicapped, Library of Congress; (c) outlets that only serve residents of State correctional institutions or residents of other State institutions; (d) outlets that only serve state government employees; and (e) non-StLA outlets, even though the StLA may provide funding or services to such outlets.
- 220a Number of library-owned public-access graphical workstations that connect to the Internet for a dedicated purpose (e.g., to access an OPAC or specific database, or to train the public) or multiple purposes. (For this count, the term "library-owned" includes computers leased by the state library agency.)
- 220b Number of all other public access Internet workstations in the library. (Report non-library computers placed in the library by other agencies or groups. Report non-graphical workstations.)
28. Enter Yes or No to indicate whether the StLA receives and responds to reference questions through the Internet.
- 221 Reference questions. Include reference questions received through the Internet, including e-mail and Web-based reference forms.

#### **Part N. Electronic Services and Information (b)**

29. Enter Yes or No to indicate whether the StLA, either on its own or in partnership with other agencies in the state, provides or facilitates access for other libraries in the state to on-line databases through subscription, lease, license, consortial membership, or agreement.
- 222 On-line databases. On-line databases include indexing and abstracting, encyclopedias, dictionaries, statistical compilations, etc.
30. Enter in the spaces provided total StLA expenditures for statewide database licensing, by source of funds. These expenditures should also be reported in Part K.

- 223 Statewide database licensing. Statewide contracted rights for access to and use of database(s) by libraries that are parties to a licensing agreement.
31. Enter Yes or No for each item to indicate which user groups are covered by the statewide database licenses paid for by the funds reported in question 30.
- 224 Public libraries (definition is provided in question 5).
- 225 Academic libraries (definition is provided in question 5).
- 226 School library media centers (definition is provided in question 5).
- 227 Special libraries (definition is provided in question 5).
- 228 Library cooperatives (definition is provided in question 5 under "System").
- 229 Other state agencies
32. Enter Yes or No to indicate whether your statewide database licenses paid for by the funds reported in question 30 cover access for remote users.
- 230 Remote users. Authorized users having access to and use of licensed database(s) from sites outside of a library building.
33. Enter Yes or No to indicate whether the StLA facilitates or subsidizes electronic access to the bibliographic records or holdings of other libraries in the state, by the specified categories.
- 231 CD-ROM union catalog. A CD-ROM union catalog lists the holdings of participating libraries on one or more compact discs. The electronic indexes and bibliographic records can be accessed only by libraries with compatible hardware (computer, CD-ROM drives) and proprietary software.
- 232 (This item is reserved for future use.)
- 233 Telnet gateway. A Telnet gateway allows users to log onto the on-line catalogs of other libraries via the Internet. Telnet access is available in text format only.
- 234 Web-based union catalog (international, national, statewide, multistate, regional). A Web-based union catalog makes the aggregated electronic holdings of libraries in a nation, region, a multitype system, or a state available via the World Wide Web. Holdings and indexes for a Web-based union catalog are mounted on a server that is connected to the Internet. Access to the bibliographic information in a Web-based union catalog is available to any user with an Internet connection and a standard Web browser. National union catalogs include The Library of Congress and OCLC. OCLC also provides the holdings of libraries outside the United States. Note: Report access to a Web-based union catalog via a Z39.50 gateway in this item, as it is a Web-based protocol.
- 235 (This item is reserved for future use.)
- 236 Other type of electronic access. If the StLA facilitates or subsidizes a type of electronic access to the holdings of other libraries in the state not covered in items 231 to 234, enter Yes for this item.
- 237 Specify. If Yes was indicated for item 236, enter the type of electronic access in this item.
34. Enter Yes or No to indicate whether the StLA is an applicant for the Universal Service Program (also known as the E-rate discount program).
- 238 Applicant for Universal Service Program. The Universal Service Program was established by the Federal Communications Commission (FCC) under the Telecommunications Act of 1996. To be considered an applicant, the StLA must have an FCC Form 470 and Form 471 on file with the FCC.

**Part N. Electronic Services and Information (c)**  
**(Data not collected for questions 35 to 40 for FY 2004)**

35. Enter the number of visits to the state library agency via the Internet. A visit occurs when an external user connects to a networked state library agency resource for any length of time or any purpose (regardless of the number of pages or elements viewed). Examples of a networked library resource include a state library agency OPAC, leased online database, or a state library agency Web page. In the case of a user visit to a state library agency Web site, a user who looks at 16 pages and 54 graphic images registers one visit on the Web server.
- 239 Virtual visits to networked state library agency resources.
36. Enter the total count of the number of sessions (logins) initiated to all state library agency online databases. These figures may be available from the database company (EBSCO, Gale, etc.), and may also be available from the library network manager.
- 240 Database sessions.
37. Enter the total count of the number of searches conducted in the state library agency's online databases. Subsequent activities by the users (e.g., browsing, printing) are not considered part of the search process. These figures may be available from the database company (EBSCO, Gale, etc.).
- 241 Database queries/searches.
38. Enter the number of views to each entire host to which the state library agency subscribes. A view is defined as the number of full-text articles/pages, abstracts, citations, and text only, text/graphics viewed. These figures may be available from the database company (EBSCO, Gale, etc.).
- 242 Items examined using electronic subscription services.
39. Enter the number of electronic full-text titles that the state library agency subscribes to and offers to the public, computed one time annually. Include in this count full-text titles available through database subscription service (e.g., EBSCO, Gale, Wilson, etc.).
- 243 Electronic full-text serial titles available by subscription.
- 244 Electronic full-text other titles available by subscription (including book titles).
40. Enter the number of electronic full-text titles that the state library agency owns and offers to the public, computed one time annually. Report the total number of electronic serial and other titles owned by the state library agency. Include in this count the number of electronic books purchased from vendors such as Ingram, EBSCO and Net Library. Titles available through subscription should be counted in item 243 or item 244. Include digitized files or titles (such as historical documents preserved by the StLA or the state, runs of digitized state documents) that the StLA digitized or has acquired.
- 245 Electronic full-text titles owned (include serial and other titles).

**Part O. Public Policy Issues**  
**(Data not collected for questions 41 and 42 for FY 2004)**

41. Enter in the spaces provided the total grants and contracts expenditures (from all sources) by the StLA to assist public libraries in responding to goals in a state or federal education reform initiative in the following areas. These expenditures should also be reported in Part K.
- 246 Readiness for school. Pre-kindergarten learning that helps a child to enter kindergarten or first grade. Grants and contract purposes for "readiness for school" may include cooperative programs for children's learning between or among public libraries and day care centers, schools, and other education and cultural organizations, including summer reading programs, toddler programs, etc.

247 Adult literacy and family literacy.

Note: Adult literacy and family literacy are defined separately below, but report the total grants and contracts expenditures for “adult literacy” and “family literacy” as one sum.

Adult literacy. Any library or cooperative program with other agencies or literacy organizations that helps adults learn to develop or improve reading skills to function as learners, workers, consumers, and effective members of society.

Family literacy (exclude Readiness for School). Any library or cooperative program with other agencies or literacy organizations that provides integrated educational services for families, including adult education for parents to help them improve reading skills in conjunction with childhood education for their children. Exclude Readiness for School expenditures, which should only be reported in item 246.

42. Enter Yes or No to indicate whether the StLA monitors or tracks developments in interagency cooperation or progress in library partnerships with business.

Note: 1. The distinction is made between “developments in interagency cooperation” and “progress in library partnerships with business,” recognizing new initiatives versus ongoing partnerships, and recognizing initiatives directed at government agencies and the arts versus initiatives directed at business and civic organizations.

2. “Monitoring” means the StLA maintains a list of libraries engaging in such cooperation and information about the participating organization and the purpose of the cooperation to the extent feasible.

248 Developments in interagency cooperation between libraries and other educational and cultural institutions. Any activity or program that a library, or group of libraries, sponsors with the assistance of, or in cooperation with, another government agency or cultural institution. The agency may be a local, county, state or federal agency. The cultural institution may include museums or other cultural organizations funded by tax dollars. The library does not need to be the initiator of such cooperation.

249 Progress in library partnerships with business/community organizations or other entities. Any activity or program that a library, or group of libraries, sponsors with the support or participation of business and community organizations. Civic associations and non-profit cultural organizations, or associations that are not government agencies, should be considered community organizations. Civic associations may include parent-teacher associations, unions and similar organizations. Non-profit cultural organizations may include historical societies, archives or similar organizations.