

Appendix D: Survey Instrument and Instructions

FY 2010 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 Email address _____

Survey Respondent:

017 Name _____

018 Title _____

019 Telephone _____

020 Fax _____

021 Email address _____

Reporting Period. Report data for State fiscal year 2009-2010 (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, 2010? Specify either the legislative or executive branch. If the StLA is located in the Executive branch, specify whether the StLA is an independent agency or part of a larger agency.

Branch of government:

- 025 Legislative branch – Skip to question 2.
- Executive branch – Provide information in A or B, as appropriate:

A. Independent agency (i.e., not part of a cabinet-level 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

B. Part of larger agency – Specify:

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

If you specified 029 above, does your StLA have a board or commission?

- 031 Yes – Specify the Board/commission selection method:
 - 032 Appointed by Governor
 - 033 Appointed by other official
- No

**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 Library Cooperatives

5. Which of the following services are provided directly or by contract by the StLA to libraries or library cooperatives? Specify Directly, Contract, or Not Provided for each service, for each type of library and library cooperatives.

Note: A Library Cooperative may serve single-type or multi-type libraries. Services provided directly by the StLA are those provided without any intermediary by the StLA to libraries or library cooperatives. Services provided by contract by the StLA are those provided by a third party or intermediary under legal contract to the StLA.

| Services to libraries and library cooperatives | | Type of library | | | | |
|------------------------------------------------|---------------------------------------------------------------------|-----------------|-----------------|---------------|----------------|-------------------------------------|
| | | Public (a) | Academic (b) | School (c) | Special (d) | Library cooper- atives (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 coordinated digital program or service | | | | | |
| 066 | Statewide public relations/library promotion campaigns | | | | | |
| 067 | Statewide virtual reference service | | | | | |
| 068 | Summer reading program support | | | | | |
| 069 | Union list development | | | | | |
| 070 | Universal Service Program (review and approval of technology plans) | | | | | |

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

6. 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. Example: If the StLA has a main outlet with no bookmobile or other outlets and is open for public service 40 hours in a typical week, report 40 hours. If the StLA has a main outlet, a bookmobile, and two other outlets open 40, 20, 35, and 35 hours, respectively, in a typical week, report 130 hours (40+20+35+35=130 hours per typical week).

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

7. 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) | |

8. 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 _____

9. 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 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 awarded | |
| 117 | Continuing education programs: Number of events | |
| 118 | Total attendance at events | |

Part I. Staff

14. Enter total number of StLA staff in FTEs (full-time equivalents) (to two decimal places), by type of service. Report all staff on the payroll as of October 1, 2010, 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 Service | ALA-MLS Librarians (a) | Non ALA-MLS Librarians And Non MLS Librarians (b) | Other (Professional And Non-Professional) Staff (c) | Total Staff (d) | Prior Year Total |
|-------------------------|------------------------|---------------------------------------------------|-----------------------------------------------------|-----------------|------------------|
| 119 Administration | | | | | |
| 120 Library development | | | | | |
| 121 Library services | | | | | |
| 122 Other services | | | | | |
| 123 TOTAL STAFF | | | | | |

Part J. Revenue

15. Are all public library state funds administered by the StLA? Specify Yes or No. Note: Answer this question based on state funds distributed to individual public libraries and library cooperatives serving public libraries only in state fiscal year 2008. If no state funds are reported in Part K in items 179(b) or 180(b), the answer should be No.

152 Yes No

16. 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 and library cooperatives in state fiscal year 2008. 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

17. 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 and library cooperatives 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 2010, 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 REVENUE | |

Part K. Expenditures

18. Enter total StLA expenditures, by source of revenue 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 and library cooperatives if the funds are administered by the StLA.

| Operating expenditures for StLA and allied operations (Do not include funds distributed to libraries and library cooperatives 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 | | | | |
| Financial assistance to libraries and library cooperatives (include all funds distributed to libraries and library cooperatives if the funds are administered by the StLA) | | | | | |
| 179 | Individual public libraries | | | | |
| 180 | Library cooperatives serving public libraries only | | | | |
| 181 | Other individual libraries | | | | |
| 182 | Library cooperatives serving more than one type of library | | | | |
| 183 | Single agency or library providing statewide service | | | | |
| 184 | Library construction | | | | |
| 185 | Other assistance | | | | |
| 186 | TOTAL FINANCIAL ASSISTANCE | | | | |
| Other expenditures for StLA and allied operations only | | | | | |
| 187 | Capital outlay | | | | |
| 188 | Other expenditures | | | | |
| 189 | TOTAL EXPENDITURES | | | | |

Part L. LSTA State Program Expenditures

19. 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 | |

20. 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 | Library technology, connectivity and services | |
| 195 | Services to persons having difficulty using libraries | |
| 196 | Services for lifelong learning | |
| 197 | LSTA administration (must equal amount reported in 192) | |
| 198 | TOTAL LSTA EXPENDITURES (must equal amount reported in 193) | |

Part M. Electronic Services and Information (a)

21. Does the StLA fund or facilitate 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

22. Does the StLA fund or facilitate digitization or digital programs or services in any of the following instances? Specify Yes or No for each item.

- 210a Yes No For the StLA itself
 210b Yes No Via grants or contracts to other state agencies
 210c Yes No Via grants or contracts to other libraries or library cooperatives

23. Does the StLA fund or facilitate library access to the Internet in any of the following ways? Specify Yes or No for each item.

Training or consulting to facilitate access:

- 211a Yes No Library staff (state and local)
 211b Yes No State library end-users

- 212 Yes No Providing direct funding for Internet access
 213 Yes No Providing equipment
 214 Yes No Providing access to directories, databases, or online catalogs via the Internet
 215 Yes No Managing a Web site, file server, bulletin boards, or electronic mailing lists

24. 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 | 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 | 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.) | |

Part M. Electronic Services and Information (b)

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

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

26. Do your statewide database licenses, paid for by funds reported in question 25, include access by the following? 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
- 230 Yes No Remote users

27. 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.

- 234 Yes No Web-based union catalog (international, national, statewide, multistate, regional)
- 236 Yes No Other type of electronic access
- 237 Specify _____

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

- 238 Yes No