State Library Administrative Agency Survey, FY 2012

Survey Instrument

Part A: State Library Administrative Agency Identification

001 SLAA 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 Administrative 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 2011-2012 (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 SLAA's location in State government as of October 1, 2012? Specify either the legislative or executive branch. If the SLAA is located in the Executive branch, specify whether the SLAA 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 SLAA 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 SLAA? 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 SLAA.

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 SLAA 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 SLAA 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 SLAA 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 SLAA are those provided without any intermediary by the SLAA to libraries or library cooperatives. Services provided by contract by the SLAA are those provided by a third party or intermediary under legal contract to the SLAA.

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 Library Services and Technology Act (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 SLAA outlets, regardless of whom they serve. Do not report an allied operations outlet as an SLAA outlet. Example: If the SLAA 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 SLAA 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 SLAA outlets, regardless of whom they serve)	

7. Enter the total hours that the main or central SLAA 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 SLAA 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 SLAA outlet.

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

9. Enter the number of SLAA outlets that serve the following user groups, in whole or in part, by type of outlet.

	User Groups	Main or Central outlet (a)	Other outlets, excluding book-mobiles (b)	Book-mobiles (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

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

		Selected formats	Number
	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)	

11. Is the SLAA 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 SLAA 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 SLAA.

	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 SLAA staff in FTEs (full-time equivalents) (to two decimal places), by type of service. Report all staff on the payroll as of October 1, 2012, 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 SLAA 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 SLAA? 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 SLAA 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 SLAA revenue, by source and type of revenue. Exclude carryover funds. Include revenue for allied operations only if it is part of SLAA budget. Include all funds distributed to libraries and library cooperatives if the funds are administered by the SLAA.

	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 2012, 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	SLAA 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 SLAA 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 SLAA budget. Include all funds distributed to libraries and library cooperatives if the funds are administered by the SLAA.

Operating expenditures for SLAA 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 SLAA)					
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 SLAA 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 SLAA 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 SLAA 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 SLAA 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 SLAA 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 SLAA outlets that serve the public, by the following categories. Include terminals used by both the SLAA staff and the public. Exclude terminals that are for SLAA 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 SLAA 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 SLAA 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 SLAA an applicant for the Universal Service (E-rate discount) Program? Specify Yes or No.

238 __ Yes   __ No