

State Library Administrative Agency Survey, FY 2016

Survey Instrument

Part A: State Library Administrative Agency Identification

A-010 (001) SLAA Name _____

Physical location address:

A-020 (002) Street _____

A-030 (003) City _____

A-040 (004) State _____ **A-050** (005) ZIP _____ **A-060** (006) ZIP+4 _____

Mailing Address:

A-070 (007) Street _____

A-080 (008) City _____

A-090 (009) State _____ **A-100** (010a) ZIP _____ **A-110** (010b) ZIP+4 _____

A-120 (011) Web address http:// _____

Chief Officer of State Library Administrative Agency:

A-130 (012) Name _____

A-140 (013) Title _____

A-150 (014) Telephone _____

A-160 (015) Fax _____

A-170 (016) Email address _____

Survey Respondent:

A-180 (017) Name _____

A-190 (018) Title _____

A-200 (019) Telephone _____

A-210 (020) Fax _____

A-220 (021) Email address _____

Reporting Period, Report data for State fiscal year 2015-2016 (except parts B&I)

A-230 (022) FY Starting date (mm/dd/yyyy) _____

A-240 (023) FY Ending date (mm/dd/yyyy) _____

Part B: Governance

1. What is the SLAA's location in State government as of October 1, 2016? 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:

- B-010** (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:

- B-020** (026) ☐ Governor – Skip to question 2.
☐ Board/commission – Specify selection method:
B-030 (027) ☐ Appointed by Governor
B-040 (028) ☐ Appointed by other official

- B. Part of larger agency - Specify:

- B-050** (029) ☐ Department of education
☐ Department of cultural resources
☐ Department of state
☐ Other agency
☐ Specify:
B-060 (030) _____

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

- B-070** (031) ☐ Yes – Specify the Board/commission selection method:
B-080 (032) ☐ Appointed by Governor
B-090 (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.

C-010 (040) _ Yes _ No State archives
C-020 (041) _ Yes _ No Primary State legislative research organization
C-030 (042) _ Yes _ No State history museum/art gallery
C-040 (043) _ Yes _ No State records management service
C-050 (044) _ Yes _ No Other allied operation
Specify **C-060** (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.

C-070 (046) _ Yes _ No

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

C-080 (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.

	Types of Services	Type of Library				
		Public (a)	Academic (b)	School (c)	Special (d)	Library cooperatives (e)
Services to libraries and library cooperatives						
D_SV-010 (48)	Accreditation of libraries					
D_SV-020 (50)	Administration of State aid					
D_SV-030 (51)	Certification of librarians					
D_SV-040 (52)	Collection of library statistics					
D_SV-050 (53)	Consulting services					
D_SV-060 (57)	Library legislation preparation/review					
D_SV-070 (64)	State standards/guidelines					
D_SV-080 (71)	Administration of library system support					
D_SV-090 (75)	LSTA state program grants					
D_SV-100 (76)	LSTA statewide services					
Operational Assistance						
D_OA-010 (55)	Cooperative purchasing of library materials					
D_OA-020 (56)	Interlibrary loan referral services					
D_OA-030 (62)	Reference referral services					
Coordination/Integration						
D_CI-010 (65)	Statewide coordinated digital program or service					
D_CI-020 (66)	Statewide public relations/library promotion campaigns					
D_CI-030 (67)	Statewide virtual reference service					
D_CI-040 (70)	Universal Service Program (review and approval of technology plans)					
D_CI-050 (74)	Statewide resource sharing					
D_CI-060 (72)	Involvement in the acquisition of other federal program funds					
Program Assistance						
D_PA-010 (54)	Continuing education programs					
D_PA-020 (58)	Library planning/evaluation/research					
D_PA-030 (59)	Literacy programs					
D_PA-040 (61)	Preservation/conservation services					
D_PA-050 (68)	Summer reading programs					
D_PA-060 (73)	Statewide reading programs					

Follow-up Questions

D_SV-050.1 (53.1.)

Which of the following consulting services do you provide? Please answer each of the questions below by selecting one of the choices provided.

Consulting Service				
D_SV-050.1.1 (53.1.1)	Construction	<input type="radio"/> yes	<input type="radio"/> no	<input type="radio"/> don't know
D_SV-050.1.2 (53.1.2)	Library management/organizational development	<input type="radio"/> yes	<input type="radio"/> no	<input type="radio"/> don't know
D_SV-050.1.3 (53.1.3)	Continuing Education	<input type="radio"/> yes	<input type="radio"/> no	<input type="radio"/> don't know
D_SV-050.1.4 (53.1.4)	Technology/Connectivity	<input type="radio"/> yes	<input type="radio"/> no	<input type="radio"/> don't know
D_SV-050.1.5 (53.1.5)	Marketing/Communications	<input type="radio"/> yes	<input type="radio"/> no	<input type="radio"/> don't know
D_SV-050.1.6 (53.1.6)	E-Rate	<input type="radio"/> yes	<input type="radio"/> no	<input type="radio"/> don't know
D_SV-050.1.7 (53.1.7)	Adult literacy	<input type="radio"/> yes	<input type="radio"/> no	<input type="radio"/> don't know
D_SV-050.1.8 (53.1.8)	Youth services	<input type="radio"/> yes	<input type="radio"/> no	<input type="radio"/> don't know
D_SV-050.1.9 (53.1.9)	D_SV-050.1.10 Other: _____	write in (250 characters max)		

D_CI-060.1 (72.1.)

Which federal agencies other than IMLS do you apply for funding from? Please answer each of the questions below by selecting one of the choices provided.

Federal agency				
D_CI-060.1.1 (72.1.1)	Department of Education	<input type="radio"/> yes	<input type="radio"/> no	<input type="radio"/> don't know
D_CI-060.1.2 (72.1.2)	Department of Agriculture	<input type="radio"/> yes	<input type="radio"/> no	<input type="radio"/> don't know
D_CI-060.1.3 (72.1.3)	Federal Communication Commission/Universal Service Administrative Company	<input type="radio"/> yes	<input type="radio"/> no	<input type="radio"/> don't know
D_CI-060.1.4 (72.1.4)	Department of Labor	<input type="radio"/> yes	<input type="radio"/> no	<input type="radio"/> don't know
D_CI-060.1.5 (72.1.5)	D_CI-060.1.6 Other: _____	write in (250 characters max)		

D_PA-030.1 (59.1.)

Which of the following types of literacy programs do you support? Please answer each of the questions below by selecting one of the choices provided.

Type of Literacy Programs				
D_PA-030.1.1 (59.1.1)	Language literacy	<input type="radio"/> yes	<input type="radio"/> no	<input type="radio"/> don't know
D_PA-030.1.2 (59.1.2)	Numerical literacy	<input type="radio"/> yes	<input type="radio"/> no	<input type="radio"/> don't know
D_PA-030.1.3 (59.1.3)	Information literacy	<input type="radio"/> yes	<input type="radio"/> no	<input type="radio"/> don't know
D_PA-030.1.4 (59.1.4)	Digital literacy	<input type="radio"/> yes	<input type="radio"/> no	<input type="radio"/> don't know
D_PA-030.1.5 (59.1.5)	Financial literacy	<input type="radio"/> yes	<input type="radio"/> no	<input type="radio"/> don't know
D_PA-030.1.6 (59.1.6)	Health literacy	<input type="radio"/> yes	<input type="radio"/> no	<input type="radio"/> don't know
D_PA-030.1.7 (59.1.7)	Family/Intergenerational literacy	<input type="radio"/> yes	<input type="radio"/> no	<input type="radio"/> don't know

D_PA-060.1 (73.1)

**Do you support the following statewide reading programs for target populations listed below?
Please mark those that apply.**

D_PA-060.1.1 (73.1.1)	Early Childhood/ Preschool (0-5 years old)	<input type="radio"/> yes	<input type="radio"/> no	<input type="radio"/> don't know
D_PA-060.1.2 (73.1.2)	Middle Childhood (6-12 years old)	<input type="radio"/> yes	<input type="radio"/> no	<input type="radio"/> don't know
D_PA-060.1.3 (73.1.3)	Young Adults/High School (13-18 years)	<input type="radio"/> yes	<input type="radio"/> no	<input type="radio"/> don't know
D_PA-060.1.4 (73.1.4)	Adults (19-65 years)	<input type="radio"/> yes	<input type="radio"/> no	<input type="radio"/> don't know
D_PA-060.1.5 (73.1.5)	Older Adults (65+ years)	<input type="radio"/> yes	<input type="radio"/> no	<input type="radio"/> don't know

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
E-010 (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
E-020 (077b) Total hours/week (main or central outlet)	
E-030 (078) Monday-Friday after 5:00 p.m. (main or central outlet)	
E-040 (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.

E-050 (082) Main or central outlet	_____
E-060 (083) Other outlets, excluding bookmobiles	_____
E-070 (084) Bookmobiles	_____
E-080 (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		Type of outlet			
		Main or Central outlet (a)	Other outlets, excluding book-mobiles (b)	Book- mobiles (c)	TOTAL OUTLETS (d)
E-090 (086)	Blind/physically handicapped individuals				
E-100 (087)	Residents of state correctional institutions				
E-110 (088)	Residents of other state institutions				
E-120 (089)	State government employees (executive, legislative, or judicial)				
E-130 (090)	General public				

Part F: Collections

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

	Selected formats	Number
F-010 (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)	
F-020 (092)	Audio materials (exclude collections of talking books owned by the National Library Service for the Blind and Physically Handicapped, Library of Congress)	
F-030 (094)	Video materials	
F-040 (095)	Current serial subscriptions (titles, not individual issues) (include print subscriptions only) (exclude microform, electronic, and digital subscriptions)	
F-050 (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.

F-060 (106) _ Yes _ No State depository library
F-070 (107) _ Yes _ No Federal depository library – Specify Yes or No for each item:
 F-080 (108) _ Yes _ No Regional
 F-090 (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
G-010 (110)	Circulation (Exclude items checked out to another library)	
	Interlibrary loan/document delivery:	
G-020 (111)	Provided to other libraries	
G-030 (112)	Received from other libraries and document delivery services	
G-040 (113)	Reference transactions	
G-050 (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
H-010 (115)	LSTA and State grants: Grants awarded	
H-020 (117)	Continuing education programs: Number of events	
H-030 (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, 2016, 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
I-010 (119)	Administration					
I-020 (120)	Library development					
I-030 (121)	Library services					
I-040 (122)	Other services					
I-050 (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 2016. If no state funds are reported in Part K in items **K_FA-010(b)** (179(b)) or **K_FA-020(b)** (180(b)), the answer should be No.

J-010 (152) _ Yes _ No

16. Does 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 2016. If no state funds are reported in Part K in items **K_FA-010(b)** (179(b)) to **K_FA-050(b)** (183(b)) or **K_FA-070(b)** (185(b)), the answer should be No.

J-020 (153a) _ Yes _ No Academic libraries
J-030 (153b) _ Yes _ No School library media centers
J-040 (153c) _ Yes _ No Special libraries
J-050 (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. Specify other sources of federal revenue and the amount of funding received for each of the other sources.

	Federal revenue	Amount
J-070 (154)	LSTA (Library Services and Technology Act) Grants to States Programs (Report the funds drawn down from the federal government from the LSTA Grants to States Program during state fiscal year 2016, whether drawn from one or more federal fiscal year allotments. Do not include IMLS Discretionary funds such as National Leadership Grants, Laura Bush 21st Century Librarian Program, or Sparks! Ignition -- report these grants in item J-080 (155) (Other Federal revenue).)	
J-080 (155)	Other Federal revenue: (If the SLAA received federal revenue other than LSTA Grants to States funds (e.g., National Endowment for the Humanities grants, National Historical Publications and Records Commission grants, LSTA National Leadership Grants, Laura Bush 21st Century Librarian 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.)	
J-080.1 – J-080.10	Specify program(s), title(s), and funding amount for each source of revenue if other federal revenue is reported in item J-080 (155). Program and Title: _____	
J-090 (157)	TOTAL FEDERAL REVENUE	

	State and other revenue	Amount
	State Revenue	
J-100 (167)	SLAA operation	
J-110 (168)	State aid to libraries	
J-120 (169)	Other State revenue	
J-130 (170)	TOTAL STATE REVENUE	
J-140 (171)	Other revenue	
J-150 (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 K_AO-010 (173) to K_AO-060 (178))		Amount by source			
		Federal (a)	State (b)	Other (c)	TOTAL (d)
K_AO-010 (173)	Salaries and wages				
K_AO-020 (174)	Employee benefits				
K_AO-030 (175)	TOTAL STAFF EXPENDITURES				
K_AO-040 (176)	Collection expenditures				
K_AO-050 (177)	Other operating expenditures				
K_AO-060 (178)	TOTAL OPERATING EXPENDITURES				
Other expenditures for SLAA and allied operations only					
K_OE-010 (187)	Capital outlay				
K_OE-020 (188)	Other 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)					
K_FA-010 (179)	Individual public libraries				
K_FA-020 (180)	Library cooperatives serving public libraries only				
K_FA-030 (181)	Other individual libraries				
K_FA-040 (182)	Library cooperatives serving more than one type of library				
K_FA-050 (183)	Single agency or library providing statewide service				
K_FA-060 (184)	Library construction				
K_FA-070 (185)	Other assistance				
K_FA-080 (186)	TOTAL FINANCIAL ASSISTANCE				
K_TE-010 (189)	TOTAL EXPENDITURES				

Part L: LSTA State Program Expenditures

19. Enter total SLAA 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
L-010 (190)	Statewide service (exclude sub-grants to single libraries or agencies providing statewide services)	
L-020 (191)	Grants (include sub-grants to single libraries or agencies providing statewide services)	
L-030 (192)	<p>LSTA administration. Expenditures of LSTA funds for administrative costs in connection with programs and services carried out under this Act.</p> <p>Note: These are the costs associated with the SLAA's management, oversight, and administration of the IMLS LSTA Grants to States program and are costs that would be considered administrative costs and subject to the 4% cap.</p>	
L-040 (193)	TOTAL LSTA EXPENDITURES	

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.

M-010 (206) _ Yes _ No Electronic network planning or monitoring
M-020 (207) _ Yes _ No Electronic network operation

Database development:

M-030 (208) _ Yes _ No Bibliographic databases
M-040 (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.

M-050 (210a) _ Yes _ No For the SLAA itself
M-060 (210b) _ Yes _ No Via grants or contracts to other state agencies
M-070 (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:

M-080 (211a) _ Yes _ No Library staff (state and local)
M-090 (211b) _ Yes _ No State library end users

M-100 (212) _ Yes _ No Providing direct funding for Internet access
M-110 (213) _ Yes _ No Providing equipment
M-120 (214) _ Yes _ No Providing access to directories, databases, or online catalogs via the Internet
M-130 (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
M-140 (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.)	
M-150 (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)
M-160 (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.

- M-170** (224) ☐ Yes ☐ No Public libraries
M-180 (225) ☐ Yes ☐ No Academic libraries
M-190 (226) ☐ Yes ☐ No School library media centers
M-200 (227) ☐ Yes ☐ No Special libraries
M-210 (228) ☐ Yes ☐ No Library cooperatives
M-220 (229) ☐ Yes ☐ No Other state agencies
M-230 (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.

- M-240** (234) ☐ Yes ☐ No Web-based union catalog (international, national, statewide, multistate, regional)
M-250 (236) ☐ Yes ☐ No Other type of electronic access
M-260 (237) Specify _____

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

- M-270** (238) ☐ Yes ☐ No