



December 2019

Dear State Data Coordinator:

I am writing to request your participation in the Public Libraries Survey (PLS) for **fiscal year (FY) 2019**, conducted by the Institute of Museum and Library Services (IMLS) with data collection support from the American Institutes for Research (AIR) as our data collection agent. The FY 2019 data collection will open on January 8, 2020.

Your participation in this annual census of approximately 9,300 public libraries in the 50 states, the District of Columbia, and the outlying areas is both important and voluntary. Your response to this survey will contribute to a national file of public library data that will be available to the library research community, state and federal policy makers, and other interested users.

States have been placed into one of three reporting groups (see table below) based on their fiscal cycles or extraordinary reporting hardship, in order to stagger data submissions and thus enable timelier processing and release of the data file and survey report.

| Reporting group and fiscal cycle | States and U.S. territories | Survey due date |
|---|--|-----------------|
| Group #1 (July–June) | AK, AZ, CA, CT, DE, GA, HI, IA, KY, MA, MD, MO, MT, NC, NM, NV, OK, OR, RI, SC, TN, VA, WV, WY | April 17, 2020 |
| Group #2 (October–September, January–December) | AL, AR, CO, DC, FL, ID, IL, IN, KS, LA, ME, MI, MN, MS, ND, NE, NH, NJ, NY, OH, PA, SD, UT, VT, WA, WI, American Samoa, Guam, Northern Mariana Islands, Puerto Rico, U.S. Virgin Islands | July 24, 2020 |
| Group #3* (January–December) | TX | August 14, 2020 |

*Extraordinary reporting hardship

The FY 2019 PLS has a firm due date of April 17, 2020 for Group 1 states, July 24, 2020 for Group 2 states, and August 14, 2020 for the Group 3 state. No state data submission will be accepted after the due date specified for the state. If you cannot submit data for all of your public libraries by the due date, please submit the data you do have available instead of not submitting data at all.

Please report for ALL libraries that qualify under the FSCS Public Library Definition to avoid under-coverage, including those with data nonresponse.

The email to which this letter is attached also contains the following materials to aid in the completion of the survey:

1. Attachment to FY 2019 Advance Notification.

- a. Data Submission Requirements.** This document provides a high-level overview of the data submission process.

