

# State Library Administrative Agency Survey, FY 2020

## Survey Instrument

### Part A: State Library Administrative Agency Identification

A-010 SLAA Name \_\_\_\_\_

**Physical location address:**

A-020 Street \_\_\_\_\_

A-030 City \_\_\_\_\_

A-040 State \_\_\_\_\_

A-050 ZIP \_\_\_\_\_

A-060 ZIP+4 \_\_\_\_\_

**Mailing Address:**

A-070 Street \_\_\_\_\_

A-080 City \_\_\_\_\_

A-090 State \_\_\_\_\_

A-100 ZIP \_\_\_\_\_

A-110 ZIP \_\_\_\_\_

A-120 Web address http://\_\_

**Chief Officer of State Library Administrative Agency:**

A-130 Name \_\_\_\_\_

A-140 Title \_\_\_\_\_

A-150 Telephone \_\_\_\_\_

A-160 Fax \_\_\_\_\_

A-170 Email address \_\_\_\_\_

**Survey Respondent:**

A-180 Name \_\_\_\_\_

A-190 Title \_\_\_\_\_

A-200 Telephone \_\_\_\_\_

A-210 Fax \_\_\_\_\_

A-220 (021) Email address \_\_\_\_\_

Reporting Period, Report data for State fiscal year 2019-2020 (except parts B&I)

A-230 FY Starting date (mm/dd/yyyy)\_\_\_

A-240 FY Ending date (mm/dd/yyyy)\_\_\_

## Part B: Governance

1. What is the SLAA's location in State government as of October 1, 2020? 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**  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**  **Governor – Skip to question 2.**  
 Board/commission – Specify selection method:  
**B-030**  Appointed by Governor  
**B-040**  Appointed by other official

**B. Part of larger agency** - Specify:

- B-050**  Department of education  
 Department of cultural resources  
 Department of State  
 Other agency  
 Specify:  
**B-060** \_\_\_\_\_

If you specified B-050 above, does your SLAA have a board or commission?

- B-070**  Yes  No Specify the Board/commission selection method:  
**B-080**  Appointed by Governor  
**B-090**  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 the 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  Yes  No State archives  
C-020  Yes  No Primary State legislative research organization  
C-030  Yes  No State history museum/art gallery  
C-040  Yes  No State records management service  
C-050  Yes  No Other allied operation  
Specify C-060 \_\_\_\_\_

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  Yes  No

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

C-080  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

	Types of Services	Type of Library				
		Public (a)	Academic (b)	School (c)	Special (d)	Library Cooperatives (e)
D_SV-010	Accreditation of libraries					
D_SV-020	Administration of State aid					
D_SV-030	Certification of librarian					
D_SV-040	Collection of library statistics					
D_SV-050	Consulting services					
D_SV-060	Library legislation preparation/review					
D_SV-070	State standards/guidelines					
D_SV-080	Administration of library system support					
D_SV-090	LSTA State program grants					
D_SV-100	LSTA statewide services					

### Operational Assistance

	Types of Services	Public (a)	Academic (b)	School (c)	Special (d)	Library Cooperatives (e)
D_OA-010	Cooperative purchasing of library materials					
D_OA-020	Interlibrary loan referral services					
D_OA-030	Reference referral services					

### Coordination/Integration

	Types of Services	Public (a)	Academic (b)	School (c)	Special (d)	Library Cooperatives (e)
D_CI-010	Statewide coordinated digital program or service					
D_CI-020	Statewide public relations/library promotion campaigns					
D_CI-030	Statewide virtual reference service					
D_CI-040	Universal Service Program (review and approval of technology plans)					
D_CI-050	Statewide resource sharing					
D_CI-060	Involvement in the acquisition of other federal program funds					

### Program Assistance

	Types of Services	Public (a)	Academic (b)	School (c)	Special (d)	Library Cooperatives (e)
D_PA-010	Continuing education programs					
D_PA-020	Library planning/evaluation/research					
D_PA-030	Literacy programs					
D_PA-040	Preservation/conservation services					
D_PA-050	Summer reading programs					
D_PA-060	Statewide reading programs					

### Follow-up Questions

**D\_SV-050.1** 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	Construction	<input type="radio"/> yes	<input type="radio"/> no	<input type="radio"/> don't know
D_SV-050.1.2	Library management/organizational development	<input type="radio"/> yes	<input type="radio"/> no	<input type="radio"/> don't know
D_SV-050.1.3	Continuing Education	<input type="radio"/> yes	<input type="radio"/> no	<input type="radio"/> don't know
D_SV-050.1.4	Technology/Connectivity	<input type="radio"/> yes	<input type="radio"/> no	<input type="radio"/> don't know
D_SV-050.1.5	Marketing/Communications	<input type="radio"/> yes	<input type="radio"/> no	<input type="radio"/> don't know
D_SV-050.1.6	E-Rate	<input type="radio"/> yes	<input type="radio"/> no	<input type="radio"/> don't know
D_SV-050.1.7	Adult literacy	<input type="radio"/> yes	<input type="radio"/> no	<input type="radio"/> don't know
D_SV-050.1.8	Youth services	<input type="radio"/> yes	<input type="radio"/> no	<input type="radio"/> don't know
D_SV-050.1.9	D_SV-050.1.10 Other: _____	Write in (250 characters max)		

**D\_CI-060.1** 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	Department of Education	<input type="radio"/> yes	<input type="radio"/> no	<input type="radio"/> don't know
D_CI-060.1.2	Department of Agriculture	<input type="radio"/> yes	<input type="radio"/> no	<input type="radio"/> don't know
D_CI-060.1.3	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	Department of Labor	<input type="radio"/> yes	<input type="radio"/> no	<input type="radio"/> don't know
D_CI-060.1.5	D_CI-060.1.6 Other _____	Write in (250 characters max)		

**D\_PA-030.1** 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	Language literacy	<input type="radio"/> yes	<input type="radio"/> no	<input type="radio"/> don't know
D_PA-030.1.2	Numerical literacy	<input type="radio"/> yes	<input type="radio"/> no	<input type="radio"/> don't know
D_PA-030.1.3	Information literacy	<input type="radio"/> yes	<input type="radio"/> no	<input type="radio"/> don't know
D_PA-030.1.4	Digital literacy	<input type="radio"/> yes	<input type="radio"/> no	<input type="radio"/> don't know
D_PA-030.1.5	Financial literacy	<input type="radio"/> yes	<input type="radio"/> no	<input type="radio"/> don't know
D_PA-030.1.6	Health literacy	<input type="radio"/> yes	<input type="radio"/> no	<input type="radio"/> don't know
D_PA-030.1.7	Family/Intergenerational literacy	<input type="radio"/> yes	<input type="radio"/> no	<input type="radio"/> don't know

**D\_PA-060.1 Do you support the following statewide reading programs for target populations listed below? Please mark those that apply.**

	<b>Type of Literacy Programs</b>			
<b>D_PA-060.1.1</b>	Early Childhood/Preschool (0-5 years old)	<input type="radio"/> yes	<input type="radio"/> no	<input type="radio"/> don't know
<b>D_PA-060.1.2</b>	Middle Childhood (6-12 years old)	<input type="radio"/> yes	<input type="radio"/> no	<input type="radio"/> don't know
<b>D_PA-060.1.3</b>	Young Adults/High School (13-18 years old)	<input type="radio"/> yes	<input type="radio"/> no	<input type="radio"/> don't know
<b>D_PA-060.1.4</b>	Adults (19-65 years old)	<input type="radio"/> yes	<input type="radio"/> no	<input type="radio"/> don't know
<b>D_PA-060.1.5</b>	Older Adults (65+ years old)	<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).

	Hours	Number
<b>E-010</b>	Total hours/weeks (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.

	Hours	Number
<b>E-020</b>	Total hours/week (main or central outlet)	
<b>E-030</b>	Monday-Friday after 5:00 p.m. (main or central outlet)	
<b>E-040</b>	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** Main or central outlet \_\_\_\_\_  
**E-060** Other outlets, excluding bookmobiles \_\_\_\_\_  
**E-070** Bookmobiles \_\_\_\_\_  
**E-080** 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 bookmobiles (b)	Bookmobiles (c)	TOTAL OUTLETS (d)
<b>E-090</b>	Blind/physically handicapped individuals				
<b>E-100</b>	Residents of State correctional institutions				
<b>E-110</b>	Residents of other State institutions				
<b>E-120</b>	State government employees (executive, legislative, or judicial)				
<b>E-130</b>	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
<b>F-010</b>	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)	
<b>F-020</b>	Audio materials (exclude collections of talking books owned by the National Library Service for the Blind and Physically Handicapped, Library of Congress)	
<b>F-030</b>	Video materials	
<b>F-040</b>	Current serial subscriptions (titles, not individual issues) (include print subscriptions only) (exclude microform, electronic, and digital subscriptions)	
<b>F-050</b>	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** \_ Yes \_ No      State depository library  
**F-070** \_ Yes \_ No      Federal depository library – Specify Yes or No for each item:  
                               **F-080** \_ Yes        \_ No      **Regional**  
                               **F-090** \_ 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	Circulation (Exclude items checked out to another library)	
	Interlibrary loan/document delivery:	
G-020	Provided to other libraries	
G-030	Received from other libraries and document delivery services	
G-040	Reference transactions	
G-050	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	LSTA and State grants: Grants awarded	
H-020	Continuing education programs: Number of events	
H-030	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, 2020, 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 Librarian (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	Administration					
I-020	Library development					
I-030	Library services					
I-040	Other services					
I-050	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 2020. If no State funds are reported in Part K in items K\_FA-010(b) or K\_FA-020(b), the answer should be No.

J-010 \_ 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 2020. If no State funds are reported in Part K in items K\_FA-010(b) to K\_FA-050(b) or K\_FA-070(b), the answer should be No.

- J-020 \_ Yes            \_ No       Academic libraries
- J-030 \_ Yes            \_ No       School library media centers
- J-040 \_ Yes            \_ No       Special libraries
- J-050 \_ 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
<b>J-070</b>	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 2020, 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 <b>J-080</b> (Other Federal revenue).)	
<b>J-080</b>	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.)	
<b>J-080.1 – J-080.10</b>	Specify program(s), title(s), and funding amount for each source of revenue if other federal revenue is reported in item <b>J-080</b> .  Program and Title: _____	
<b>J-090</b>	TOTAL FEDERAL REVENUE	

	State and Other Revenue	Amount
<b>J-100</b>	SLAA operation	
<b>J-110</b>	State aid to libraries	
<b>J-120</b>	Other State revenue	
<b>J-130</b>	TOTAL STATE REVENUE	
<b>J-140</b>	Other revenue	
<b>J-150</b>	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 to K_AO-060.		Amount by source			
		Federal (a)	State (b)	Other (c)	TOTAL (d)
K_AO-010	Salaries and wages				
K_AO-020	Employee benefits				
K_AO-030	TOTAL STAFF EXPENDITURES				
K_AO-040	Collection expenditures				
K_AO-050	Other operating expenditures				
K_AO-060	TOTAL OPERATING EXPENDITURES				
<b>Other expenditures for SLAA and allied operations only</b>					
K_OE-010	Capital outlay				
K_OE-020	Other expenditures				
K_OE-010	Capital outlay				
K_OE-020	Other expenditures				
<b>Financial assistance to libraries and library cooperatives (Include all funds distributed to libraries and library cooperatives if the funds are administered by the SLAA)</b>					
K_FA-010	Individual public libraries				
K_FA-020	Library cooperatives serving public libraries only				
K_FA-030	Other individual libraries				
K_FA-040	Library cooperatives serving more than one type of library				
K_FA-050	Single agency or library providing statewide service				
K_FA-060	Library construction				
K_FA-070	Other assistance				
K_FA-080	TOTAL FINANCIAL ASSISTANCE				
K_TE-010	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
<b>L-010</b>	Statewide service (exclude sub-grants to single libraries or agencies providing statewide services)	
<b>L-020</b>	Grants (include sub-grants to single libraries or agencies providing statewide services)	
<b>L-030</b>	LSTA administration. Expenditures of LSTA funds for administrative costs in connection with programs and services carried out under this Act. 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.	
<b>L-040</b>	TOTAL LSTA EXPENDITURES	

## Part M (a): Electronic Services and Information

20. 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     Yes     No    Electronic network planning or monitoring  
 M-020     Yes     No    Electronic network operation

Database development:

- M-030     Yes     No    Bibliographic databases  
 M-040     Yes     No    Full text or data files

21. 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     Yes     No    for the SLAA itself  
 M-060     Yes     No    Via grant or contracts to other State agencies  
 M-070     Yes     No    Via grants or contracts to other libraries or library cooperatives

22. 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     Yes     No    Library staff (State and local)  
 M-090     Yes     No    State library end users  
 M-100     Yes     No    Providing direct funding for Internet access  
 M-110     Yes     No    Providing equipment  
 M-120     Yes     No    Providing access to directories, database, or online catalogs via the Internet  
 M-130     Yes     No    Managing a Web site, file server, bulletin boards, or electronic mailing lists

23. 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	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	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 (b): Electronic Services and Information

24. 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 ©	TOTAL (d)
<b>M-160</b>	Statewide-database licensing				

25. 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     Yes     No    Public libraries
- M-180     Yes     No    Academic libraries
- M-190     Yes     No    School library media centers
- M-200     Yes     No    Special libraries
- M-210     Yes     No    Library cooperatives
- M-220     Yes     No    Other State agencies
- M-230     Yes     No    Remote users

26. 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     Yes     No    Web-based union catalog (international, national, statewide, multistate, regional)
- M-250     Yes     No    Other type of electronic access
- M-260 Specify \_\_\_\_\_

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

- M-270     Yes     No