State Library Administrative Agency Survey, FY 2020 Survey Instrument

New, proposed questions related to the Coronavirus (COVID-19) pandemic are highlighted in <mark>yellow</mark>.

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_____

   B-070 _ **If you specified B-050 above, does your SLAA have a board or commission?**

   Yes _ _ No

   Specify the Board/commission selection method:

   B-080 _ Appointed by Governor

   B-090 _ Appointed by other official

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.

   A. 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					
D_SV-110	Any Coronavirus (COVID-19) pandemic related services (e.g., aid or grants, policy or closure advice, or pandemic response) to libraries or library cooperatives					
D_SV-110.1	Specify service(s) _____	Write in (250 characters max)

6. **Were one or more services to libraries and library cooperatives reduced or suspended at any time due to the Coronavirus (COVID-19) pandemic? Y/N**

   D_SV-102 _ Yes _ No

Follow-up Questions to D_SV-050: Consulting Services

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	○ yes	○ no	○ don't know
D_SV-050.1.2	Library management/organizational development	○ yes	○ no	○ don't know
D_SV-050.1.3	Continuing Education	○ yes	○ no	○ don't know

	Consulting Service			
D_SV-050.1.4	Technology/Connectivity	○ yes	○ no	○ don't know
D_SV-050.1.5	Marketing/Communications	○ yes	○ no	○ don't know
D_SV-050.1.6	E-Rate	○ yes	○ no	○ don't know
D_SV-050.1.7	Adult literacy	○ yes	○ no	○ don't know
D_SV-050.1.8	Youth services	○ yes	○ no	○ don't know
D_SV-050.1.9	D_SV-050.1.10 Other: _____	Write in (250 characters max)		

B. Operational Assistance Services

	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					
D_OA-040	Any Coronavirus (COVID-19) pandemic related operations assistance					
D_OA-040.1	Specify service(s) _____	Write in (250 characters max)				

7. **Were one or more operational assistance services reduced or suspended at any time due to the Coronavirus (COVID-19) pandemic?**

D_OA-050 _ Yes _ No

C. Coordination/Integration Services

	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					
D_CI-070	Any Coronavirus (COVID-19)					

	pandemic related coordination services				
D_CI-070.1	Specify service(s) _____	Write in (250 characters max)			

8. **Were one or more coordination/integration services reduced or suspended at any time due to the Coronavirus (COVID-19) pandemic?**

   D_CI-080 _ Yes _ No

   Follow-up Questions to D_CI-060: Involvement in the Acquisition of Other Federal Program Funds

   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	○ yes	○ no	○ don't know
D_CI-060.1.2	Department of Agriculture	○ yes	○ no	○ don't know
D_CI-060.1.3	Federal Communication Commission/ Universal Service Administrative Company	○ yes	○ no	○ don't know
D_CI-060.1.4	Department of Labor	○ yes	○ no	○ don't know
D_CI-060.1.5	D_CI-060.1.6 Other _____	Write in (250 characters max)		

D. Program Assistance Services

	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**					
D_PA-070	**Any Coronavirus (COVID-19) pandemic related program assistance**					
D_PA-070.1	**Specify service(s) _____**	**Write in (250 characters max)**				

9. **Were one or more program assistance services reduced or suspended at any time due to the Coronavirus (COVID-19) pandemic?**

   D_PA-080 _ Yes _ No

Follow-up Questions to D_PA-030 and D_PA-060: Literacy and Statewide Reading Programs

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	○ yes	○ no	○ don't know
D_PA-030.1.2	Numerical literacy	○ yes	○ no	○ don't know
D_PA-030.1.3	Information literacy	○ yes	○ no	○ don't know
D_PA-030.1.4	Digital literacy	○ yes	○ no	○ don't know
D_PA-030.1.5	Financial literacy	○ yes	○ no	○ don't know
D_PA-030.1.6	Health literacy	○ yes	○ no	○ don't know
D_PA-030.1.7	Family/Intergenerational literacy	○ yes	○ no	○ 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.**

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

10. **Did the SLAA engage in partnerships with any government agencies or departments outside your SLAA to provide services due to the Coronavirus (COVID-19) pandemic? Y/N**

    NOTE: Include partnerships between your SLAA and other government agencies or departments that provided library or non-library related services. These may be special partnerships or initiatives that are outside of the normal scope for your SLAA. Examples could include partnering with a health department to provide health or COVID specific outreach and materials, partnering with a labor department on unemployment forms or information, or coordinating with election boards on voter registration, outreach, or materials.

    D_PA-090 _ Yes _ No

    If Yes: Describe how the SLAA partnered with other government agencies or departments to provide services due to the Coronavirus (COVID-19) pandemic?

    D_PA-090.1 _____ (Write in, 250 characters max)

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

11. 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
E-010	Total hours/weeks (all SLAA outlets, regardless of whom they serve)	

12. **Did any SLAA outlets physically close entirely due to the Coronavirus (COVID-19) pandemic?**

   E-011 _ Yes _ No

   NOTE: An outlet is considered physically closed when the public cannot access any library buildings or bookmobiles, regardless of staff access. A building can be physically closed but still offer virtual, Wi-Fi, or "curbside" services outside the building.

12a. **If yes, for how many days were SLAA outlets closed (when they typically would have been open) due to the Coronavirus (COVID-19) pandemic?**

   E-011.1 _____

12b. **If yes, did SLAA staff continue to provide services to the public during any portion of the period when the building was physically closed to the public?**

   E-011.2 _ Yes _ No

   NOTE: Services to the public can include activities such as: answering calls, emails, or texts with answers to information requests from the public; hosting virtual programming or recorded content; offering 'curbside', delivery (mail or drop-off), or drive-thru circulation of physical materials; managing IT services to ensure external Wi-Fi access; and providing other types of online and electronic services.

13. **Did any SLAA outlets reduce hours, but not close entirely, due to the Coronavirus (COVID-19) pandemic?**

   E-012 _ Yes _ No

   NOTE: Please consider any hours when the building was physically closed but typically would have been open. "Physically closed" is when the public cannot access any library buildings or bookmobiles, regardless of staff access. A building can be physically closed but still offer virtual, Wi-Fi, or "curbside" services outside the building.

13a. **If 13=yes: For how many days did SLAA outlets have reduced hours (when they typically would have been open) due to the Coronavirus (COVID-19) pandemic?**

   E-012.1 _____

14. **If 12 or 13 =yes: During a typical week when SLAA outlets had reduced hours or were closed due to the Coronavirus (COVID-19) pandemic, how many total hours were SLAA outlets open?**

   E-013 _____

15. **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
E-020	Total hours/week (main or central outlet)	
E-030	Monday-Friday after 5:00 p.m. (main or central outlet)	
E-040	Saturday and Sunday (main or central outlet)	

16. **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.**

		Total # (a)	How many of these outlets closed to the public due to the Coronavirus (COVID-19) pandemic? (b)	How many of these outlets implemented limited public occupancy practices for in-person services due to the Coronavirus (COVID-19) pandemic? (c)
E-050	Main or central outlet			
E-060	Other outlets, excluding bookmobiles			
E-070	Bookmobiles			
E-080	TOTAL Outlets			

NOTE: An outlet is considered physically closed when the public cannot access any library buildings or bookmobiles, regardless of staff access. A building can be physically closed but still offer virtual, Wi-Fi, or "curbside" services outside the building. Please count any outlet that was ever physically closed during the Coronavirus (COVID-19) pandemic. An outlet could have been both physically closed *and* had a limited occupancy practice at different times during the Coronavirus (COVID-19) pandemic.

Limited public occupancy practices can include reduced open hours, limits on the number of public members inside the physical building, appointment only on-site library use, visitor time limits, closed stacks or meeting rooms, etc. Please count any outlet that ever had a limited public occupancy practice for in-person services due to the Coronavirus (COVID-19) pandemic. An outlet could have been both physically closed *and* had a limited public occupancy practice at different times during the pandemic.

17. **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)	How many total outlets serving this group closed due to the Coronavirus (COVID-19) pandemic? (e)	How many total outlets serving this group implemented limited occupancy policies due to the Coronavirus (COVID-19) pandemic? (f)
E-090	Blind/physically handicapped individuals						
E-100	Residents of State correctional institutions						
E-110	Residents of other State institutions						
E-120	State government employees (executive, legislative, or judicial)						
E-130	General public						

NOTE: An outlet is considered physically closed when the public cannot access any library buildings or bookmobiles, regardless of staff access. A building can be physically closed but still offer virtual, Wi-Fi, or "curbside" services outside the building. Please count any outlet that was ever physically closed during the Coronavirus (COVID-19) pandemic. An outlet could have been both physically closed **and** had a limited occupancy practice at different times during the Coronavirus (COVID-19) pandemic.

Limited public occupancy practices can include reduced open hours, limits on the number of public members inside the physical building, appointment only on-site library use, visitor time limits, closed stacks or meeting rooms, etc. Please count any outlet that ever had a limited public occupancy practice for in-person services due to the Coronavirus (COVID-19) pandemic. An outlet could have been both physically closed *and* had a limited public occupancy practice at different times during the Coronavirus (COVID-19) pandemic.

Part F: Collections

18. **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	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	Audio materials (exclude collections of talking books owned by the National Library Service for the Blind and Physically Handicapped, Library of Congress)	
F-030	Video materials	
F-040	Current serial subscriptions (titles, not individual issues) (include print subscriptions only) (exclude microform, electronic, and digital subscriptions)	
F-050	Government documents (include only government documents not accessible through the library catalog and not reported elsewhere)	

19. **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

20. **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	Was this service impacted by the Coronavirus (COVID-19) pandemic?
G-010	Circulation (Exclude items checked out to another library)		**G-010.1** _ Yes _ No
	Interlibrary loan/document delivery:		
G-020	Provided to other libraries		**G-020.1** _ Yes _ No
G-030	Received from other libraries and document delivery services		**G-030.1** _ Yes _ No
G-040	Reference transactions		**G-040.1** _ Yes _ No
G-050	Library visits		**G-050.1** _ Yes _ No

NOTE: IMLS will compare this data to data from the previous cycle to identify the impact of the Coronavirus (COVID-19) on service transactions. Noting whether service transactions were impacted by Coronavirus will help determine the cause of any differences rather than attributing it to other reasons.

Part H: Library Development Transactions

21. **Enter ANNUAL totals for the following types of library development transactions of the SLAA.**

	Library Development Transactions	Number	Was the total number impacted by the Coronavirus (COVID-19) pandemic?
H-010	LSTA and State grants: Grants awarded		H-010.1 _ Yes _ No
H-020	Continuing education programs: Number of events		H-020.1 _ Yes _ No
H-030	Total attendance at events		H-030.1 _ Yes _ No

22. **Did the SLAA provide any Coronavirus (COVID-19) pandemic related library development (e.g., virtual services, COVID-19 related professional development training, meetings with library leaders, resources/tool kits, re-opening guidance)?**

H-040   _ Yes   _ No

Part I: Staff

23. **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					

24. **Did your SLAA have to implement any of these staffing changes due to the Coronavirus (COVID-19) pandemic in FY2020 (this question only refers to paid staff)?:**

I-060 _ Yes   _ No   Change in telework options
I-070 _ Yes   _ No   Furloughs/layoffs
I-080 _ Yes   _ No   Reduced staff hours
I-090 _ Yes   _ No   Emergency leave options (state or federal)
I-100 _ Yes   _ No   Staff re-assignment to another agency

NOTE: Include reassignments to other government agencies (e.g., to process unemployment claims), as well as other activities such as the use of SLAA staff to distribute materials. Volunteering during work hours would count but volunteering off hours would not.

Part J: Revenue

25. **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**

26. **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

27. **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	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 **J-080** (Other Federal revenue).	
J-080	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**. Program and Title: _____	
J-090	TOTAL FEDERAL REVENUE	

	State and Other Revenue	Amount
J-100	SLAA operation	
J-110	State aid to libraries	
J-120	Other State revenue	
J-130	TOTAL STATE REVENUE	
J-140	Other revenue	

	State and Other Revenue	Amount
J-150	TOTAL REVENUE	

28. Did SLAA receive any revenue related to the Coronavirus (COVID-19) pandemic (do NOT include funding related to the LSTA Grants to States CARES Act funding)? If, yes, please list below.

	Federal, State and Other Revenue	Amount
J-200	Specify program(s), title(s), and funding amount for each source of the Coronavirus (COVID-19) pandemic related revenue Program and Title: _____	

Part K: Expenditures

29. **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				
K_AO-070	Were any of these operating expenditures impacted by the Coronavirus (COVID-19) pandemic? __ Yes __No				
Other expenditures for SLAA and allied operations only					
K_OE-010	Capital outlay				
K_OE-020	Other expenditures				
K_OE-030	Were any of these other expenditures impacted by the Coronavirus (COVID-19) pandemic? __ Yes __No				
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	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

30. 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	Statewide service (exclude sub-grants to single libraries or agencies providing statewide services)	
L-020	Grants (include sub-grants to single libraries or agencies providing statewide services)	
L-030	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.	
L-040	TOTAL LSTA EXPENDITURES	

Part M (a): Electronic Services and Information

31. **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

32. **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

32a. Has SLAA funding or facilitation of digitization or digital programs or services changed due to the Coronavirus (COVID-19) pandemic?

M-070.1 _ Yes _ No

32b. If Yes to 32a, describe how SLAA funding or facilitation of digitization or digital programs or services has changed.

M-070.2 _____ (250 characters max)

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

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

33a. Has SLAA funding or facilitation of library access to the Internet changed due to the Coronavirus (COVID-19) pandemic?

M-130.1 _ Yes _ No

33b. If Yes to 33a, describe how SLAA funding or facilitation of library access to the Internet changed. _____

M-130.2 _____ (250 characters max)

34. 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

35. 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	Statewide-database licensing				

36. 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

37. 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_____

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

M-270 _ Yes _ No