

# State Library Administrative Agency Survey, FY 2022 Survey Instrument

## Part A: State Library Administrative Agency Identification

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

### Physical location address:

A-030 Street \_\_\_\_\_

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

A-040 State \_\_\_\_\_ A-050 ZIP \_\_\_\_\_ A-060 ZIP+4 \_\_\_\_\_

### Mailing Address:

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

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

A-040 State \_\_\_\_\_ A-100 ZIP \_\_\_\_\_ A-100 ZIP+4 \_\_\_\_\_

A-120 Web address \_\_\_\_\_

### 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 2021-2022 (except parts B&I)

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

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

## Part B: Governance

**B-010** What is the SLAA's location in State government as of October 1, 2022?

- Department of Administration or State
- Department of Education
- Independent or Legislative Agency
- Other type of agency

B-060 If part of a larger agency, please enter the name of the larger agency:

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**Part C: Allied Operations, State Resource or Reference/ Information Service Center, and State Center for the Book**

**1. Are any of the following allied operations combined with the SLAA? Select applicable items. Specify Yes or No for each item.**

- 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 \_\_\_\_\_

**2. 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

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

C-080  Yes  No

**4. Does the SLAA host or provide any funding to a Library for the Blind and Disabled? Specify Yes or No.**

C-090  Yes  No

**5. Does the SLAA have a state advisory council that advises the SLAA on the state's LSTA program? Specify Yes or No.**

C-100  Yes  No

### Part D: Services to Libraries and Library Cooperatives

6. Which of the following services are provided directly or by contract by the SLAA to libraries or library cooperatives? Check to indicate Yes for each service or check "None" 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.

Survey Item	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	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-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)				

#### 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.

Survey Item	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	Universal Service Program (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/teen services	<input type="radio"/>	yes	<input type="radio"/>	no	<input type="radio"/>	don't know
D_SV-050.1.10	Collection of Library Statistics	<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)					

Survey Item	Types of Services	Type of Library				
		Public (a)	Academic (b)	School (c)	Special (d)	Library Cooperatives (e)
<b>Operational Assistance</b>						
D_OA-010	Cooperative purchasing of library materials					
D_OA-020	Interlibrary loan services					
D_OA-030	Reference referral services					

Survey Item	Types of Services	Type of Library				
		Public (a)	Academic (b)	School (c)	Special (d)	Library Cooperatives (e)
<b>Coordination/Integration</b>						
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 (E-Rate)					
D_CI-050	Statewide resource sharing					
D_CI-060	Involvement in the acquisition of other federal program funds (e.g., grant writing assistance)					

**Follow-up Questions (if any D\_CI-060 library types are checked)**

**D\_CI-060.1 From which federal agencies other than IMLS do you apply for funding? Please answer each of the questions below by selecting one of the choices provided.**

Survey Item	Federal Agency			
D_CI-060.1.1	US Department of Education	<input type="radio"/> yes	<input type="radio"/> no	<input type="radio"/> don't know
D_CI-060.1.2	US 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	US Department of Labor	<input type="radio"/> yes	<input type="radio"/> no	<input type="radio"/> don't know
D_CI-060.1.6	National Endowment for the Humanities	<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)		

Survey Item	Types of Services	Type of Library				
		Public (a)	Academic (b)	School (c)	Special (d)	Library Cooperatives (e)
<b>Program Assistance</b>						
D_PA-010	Continuing education programs					
D_PA-020	Library planning/ evaluation/ research					
D_PA-030	Literacy programs (e.g., language, digital, financial, or other types of literacy)					
D_PA-040	Preservation/ conservation services (physical objects)					

Survey Item	Types of Services	Type of Library				
		Public (a)	Academic (b)	School (c)	Special (d)	Library Cooperatives (e)
D_PA-100	Digitization					
D_PA-110	Digital object preservation					
D_PA-050	Summer reading programs					
D_PA-060	Statewide reading programs					
D_PA-120	Community workforce development					
D_PA-130	Emergency preparedness					

**Follow-up Questions (if any PA-030.1 or D\_PA-060 items are checked)**

**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.

Survey Item	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-030.1.8	Other literacy types _____	Write in (250 characters max)		

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

Survey Item	Type of Literacy Programs			
D_PA-060.1.1	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	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	Young Adults/High School (13-18 years old)	<input type="radio"/> yes	<input type="radio"/> no	<input type="radio"/> don't know
D_PA-060.1.4	Adults (19-65 years old)	<input type="radio"/> yes	<input type="radio"/> no	<input type="radio"/> don't know
D_PA-060.1.5	Older Adults (65+ years old)	<input type="radio"/> yes	<input type="radio"/> no	<input type="radio"/> don't know

**D\_PA-090** Did the SLAA engage in partnerships with any government agencies or departments outside your SLAA to provide services?

Yes  No

**D\_PA-090.1** If yes, describe how the SLAA partners with other government agencies or departments to provide services.

\_\_\_\_\_

*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 outreach and materials, partnering with a labor department on unemployment forms or information, or coordinating with election boards on voter registration, outreach, or materials.*



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

7. 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, then 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, then report 130 hours (40+20+35+35=130 hours per typical week).

Survey Item	Hours	Number	2020 Amount
E-010	Total hours/weeks (all SLAA outlets, regardless of whom they serve)		

8. 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.

Survey Item	Hours	Number	2020 Amount
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)		

9. 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.

Survey Item	Outlet	Total #(a)
E-050	Main or central outlet	
E-060	Other outlets, excluding bookmobiles	
E-070	Bookmobiles	
E-080	TOTAL Outlets	

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

Survey Item	User Groups	Main or Central outlet (a)	Other outlets, excluding bookmobiles (b)	Bookmobiles (c)	TOTAL OUTLETS (d)
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				



### Part F: Collections

11. 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.

Survey Item	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 Print Disabled, Library of Congress)	
F-020	Audio materials (exclude collections of talking books owned by the National Library Service for the Blind and Print Disabled, 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)	

12. 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

13. 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.

Survey Item	Service Transactions	Number	2020 Amount
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

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

Survey Item	Library Development Transactions	Number	2020 Amount
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**

**15. 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, 2022, 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.

Survey Item	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)	2020 Amount
I-010	Administration					[prefill]
I-020	Library development					[prefill]
I-030	Library services					[prefill]
I-040	Other services					[prefill]
I-050	TOTAL STAFF					[prefill]

**I-110 Enter the total number of staff FTEs that are employed directly by the state:**

\_\_\_\_\_

**I-120 Enter the total number of staff FTEs that are contracted employees (i.e., not state employees):**

\_\_\_\_\_

### Part J: Revenue

**16. 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 2022. 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

**17. 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 2022. 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

**18. Enter total SLAA revenue, by source and type of revenue. Exclude carryover funds. Include revenue for allied operations only if it is part of the 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.**

Survey Item	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 2022, 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: (Report revenue in this item 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.). 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	

Survey Item	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	
J-150	TOTAL REVENUE	

### Part K: Expenditures

**19. 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 (including electronic materials)				
K_AO-050	Other operating expenditures				
K_AO-060	TOTAL OPERATING EXPENDITURES				
Other expenditures for SLAA and allied operations only					
K_OE-010	Capital outlay				
K_OE-020	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	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

20. 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.

Survey Item	Type of Expenditure	Amount	2020 Amount
L-010	Statewide service (exclude sub-grants to single libraries or agencies providing statewide services)		[Prefilled]
L-020	Grants (include sub-grants to single libraries or agencies providing statewide services)		[Prefilled]
L-030	LSTA administration. Expenditures of LSTA funds for administrative costs in connection with programs and services carried out under this Act.  <i>Note:</i> 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 5% cap.		[Prefilled]
L-040	TOTAL LSTA EXPENDITURES		[Prefilled]

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

**21. Does the SLAA fund or facilitate any of the following digital networking functions at the State level? Specify Yes or No for each item.**

M-010  Yes  No Network planning or monitoring

M-020  Yes  No Network operation

Database development:

M-030  Yes  No Bibliographic databases

M-040  Yes  No Full text or data files

**22. Does the SLAA fund or facilitate digitization 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

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

M-080  Yes  No Makespace(s)

M-081  Yes  No Virtual reality

M-082  Yes  No Wi-fi hotspots

M-085  Yes  No Access to digital materials through the Digital Public Library of America (DPLA)

M-086  Yes  No Other emerging technologies or programs

**24. 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-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, databases, or online catalogs via the Internet

M-130  Yes  No Managing a Web site, file server, bulletin boards, or electronic mailing lists

**25. 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.**

Survey Item	Internet Workstations Available to the General Public	Number	2020 Amount
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.)		[Prefilled]



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.)		[Prefilled]
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**Part M (b): Digital Services and Information**

**26. How much does the SLAA expend for statewide database licensing, by source of revenue? These expenditures should also be reported in Part K.**

Survey Item	Federal (a)	State (b)	Other (c)	TOTAL (d)	2020 Amount
M-160 Statewide-database licensing					[Prefilled]

**27. Do your statewide database licenses, paid for by funds reported in question 24, 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

**28. 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 shared catalog (international, national, statewide, multistate, regional)
- M-250  Yes  No Other type of digital access

M-260 Specify \_\_\_\_\_

**29. Is the SLAA an applicant for the Universal Service (E-Rate discount) Program? Specify Yes or No.**

- M-270  Yes  No