State Library Administrative Agency Survey, FY 2024 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 _____

Mailing Address:

A-070 Street_____

A-080 City_____

A-090 State_____A-100 ZIP _____

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 Email Address_____

Reporting Period, Report Data for State Fiscal Year 2023–2024 (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, 2024?

☐ 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:

    _____

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

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_____

C-070 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.

☐ Yes ☐ No

C-080 Does the SLAA host or provide any funding to a State Center for the Book? Specify Yes or No.

☐ Yes ☐ No

C-090 Does the SLAA host or provide any funding to a Library for the Blind and Print Disabled? Specify Yes or No.

☐ Yes ☐ No

C-100 Does the SLAA have a state advisory council that advises the SLAA on the state's LSTA program? Specify Yes or No.

☐ Yes ☐ No

Part D: Services to Libraries and Library Cooperatives

Which of the following services are provided by the SLAA to libraries or library cooperatives? Check the box(es) below to indicate the type of library or library cooperative to which the SLAA provides each service. Check "None" if the SLAA does not provide that service.

Note: A Library Cooperative may serve single-type or multi-type libraries. Check the box if the service is provided by the SLAA directly or by a third party or intermediary under legal contract to the SLAA.

Survey Item	Types of Services	Type of Library					
		Public	Academic	School	Special	Library Cooperatives	None
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						

Follow-up Questions (if any D_SV-050 library types are checked)

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	○ 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
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	Universal Service Program (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/teen services	○ Yes	○ No	○ Don't know
D-SV-050.1.11	Collection of library statistics	○ Yes	○ No	○ Don't know
D_SV-050.1.9	Other	○ Yes	○ No	○ Don't know
D_SV-050.1.10	_____			

Survey Item	Types of Services	Type of Library					None
		Public	**Academic**	**School**	**Special**	**Library Cooperatives**	
Operational Assistance							
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					None
		Public (a)	**Academic (b)**	**School (c)**	**Special (d)**	**Library Cooperatives (e)**	
Coordination/Integration							
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	U.S. Department of Education	○ Yes	○ No	○ Don't know
D_CI-060.1.2	U.S. Department of Agriculture	○ Yes	○ No	○ Don't know
D_CI-060.1.3	Federal Communications Commission/ Universal Service Administrative Company	○ Yes	○ No	○ Don't know
D_CI-060.1.4	U.S. Department of Labor	○ Yes	○ No	○ Don't know
D_CI-060.1.7	National Endowment for the Humanities	○ Yes	○ No	○ Don't know
D_CI-060.1.5	Other	○ Yes	○ No	○ Don't know
D_CI-060.1.6	_____			

Survey Item	Types of Services	Type of Library					None
		Public	Academic	School	Special	Library Cooperatives	
Program Assistance							
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)						
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 D_PA-030 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	○ 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-030.1.8	Other literacy types	○ Yes	○ No	○ Don't know
D_PA-030.1.9	_____			

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	Children (ages 0–5 years)	○ Yes	○ No	○ Don't know
D_PA-060.1.2	Children (ages 6–11 years)	○ Yes	○ No	○ Don't know
D_PA-060.1.3	Young adults (ages 12–18 years)	○ Yes	○ No	○ Don't know
D_PA-060.1.4	Adults (ages 19–65 years)	○ Yes	○ No	○ Don't know
D_PA-060.1.5	Older adults (ages 65+ years)	○ Yes	○ No	○ 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   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

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).

Survey Item	Hours	Number	2022 Amount
E-010	Total hours/weeks (all SLAA outlets, regardless of whom they serve)		

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	2022 Amount
E-020	Total hours/week (main or central outlet)	_____ ○ Not applicable (main or central outlet does not provide services to the general public or State government employees)	

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 #	2022 Amount
E-050	Main or central outlet		
E-060	Other outlets, excluding bookmobiles		
E-070	Bookmobiles		
E-080	TOTAL Outlets		

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

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)	

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

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	2022 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

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

Survey Item	Library Development Transactions	Number	2022 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

Enter total number of SLAA staff in full-time equivalents (FTEs) (to two decimal places), by type of service. Report all staff on the payroll as of October 1, 2024, and unfilled but budgeted positions.

Note: Forty hours per week is the measure of full-time employment for this survey. FTEs 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)	2022 Amount
I-010	Administration					
I-020	Library development					
I-030	Library services					
I-040	Other services					
I-050	TOTAL STAFF					

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

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 2024. 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

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 2024. 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

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	2022 Amount
J-070	Library Services and Technology Act (LSTA) Grants to States Programs		
	(Report the funds drawn down from the federal government from the LSTA Grants to States Program during State fiscal year 2023, 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, etc.]. 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	2022 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

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.

Survey Item	Type of Expenditure	Amount by Source			
		Federal (a)	State (b)	Other (c)	TOTAL (d)
Expenditures for statewide research databases and online learning platforms ☐ *Select here If your SLAA does **not** itemize expenditures for research databases and online learning platforms, then skip to K-M160_C and enter the total amount for these statewide expenditures, by source.*					
K-M160_A	Research databases				
K-M160_B	Online learning platforms				
K-M160_C	Total Expenditures for statewide research databases and online learning platforms				
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.					
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

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	2022 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 5% cap.		
L-040	TOTAL LSTA EXPENDITURES		

Part M (a): Digital Services and Information

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

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

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

M-081 ☐ Yes ☐ No   Makerspace(s)

M-082 ☐ Yes ☐ No   Virtual reality

M-083 ☐ Yes ☐ No   Wi-fi hotspots

M-086 ☐ Yes ☐ No   3D printing

M-087 ☐ Yes ☐ No   Technology kits

M-085 ☐ Yes ☐ No   Other recent or emerging technologies or programs_____

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, database, or online catalogs via the Internet

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

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	2022 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.)		

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): Digital Services and Information

Do your statewide research database or online learning platforms, paid for by funds reported in K-M-160, 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

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

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

M-270 ☐ Yes ☐ No

Prior to your submission of the FY 2024 SLAA Survey data, please estimate how much time it took you to complete this survey. Please report to the nearest hour.

When estimating the time it took to complete this survey, please include the time you spent planning, gathering information, and actively responding to the survey questions. This will help us more accurately understand the overall time commitment from your perspective.