



State Library Administrative Agency Survey, FY 2024

Web-Based Data Collection Tool User's Guide and Instructions

Institute of Museum and Library Services

The Institute of Museum and Library Services is authorized under 20 U.S.C. Chapter 72 to fulfill the congressional mandate to carry out analyses of the impact of library services.

OMB Control Number: 3137-0072 (Expires 9/30/2025)

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Introduction

The State Library Administrative Agency (SLAA) Survey provides descriptive information about state library agencies from 50 states and the District of Columbia. The survey collects information on state library agency information, governance, public service hours, service outlets, collections, library service transactions, library development transactions, services to other libraries in the state, allied operations, staff, income, expenditures, and electronic services and other related information.

The data are collected as a resource for Chief Officers of State Library Agencies (COSLA), policymakers in the executive and legislative branches of federal and state governments, government and library administrators at the federal, state, and local levels, the American Library Association and its members or customers, library and public policy researchers, the public, journalists, and others.

This document provides information needed to complete the FY 2024 SLAA Survey. It includes 1) information about how to navigate the web-based data collection tool, 2) high-level information about the content of the submission, 3) a glossary of terms in [Appendix A](#), 4) a detailed list of content-related instructions for the data elements in the submission in Appendix B, and 5) a list of data elements that are automatically summed by the data collection platform in appendix C.

Web-Based Data Collection Tool

Overview

There are six steps you must complete to submit your data: access the survey, enter data, review and resolve any issues, submit the data, acquire the State Libraries certification, and follow-up (if needed).

Changes from the prior survey include updates to the data collection platform based on keyholder feedback and modifications to a select number of items to improve data quality. Data collection for FY 2024 opens on January 9, 2025, and ends on March 31, 2025. If you encounter any problems with the system, please contact the survey administrators at the American Institutes for Research (AIR) at SLAA@air.org or 202.403.5634. The Help Desk is open from 9 a.m. to 5 p.m. (ET) Monday through Friday. Respondents who require assistance outside of these hours may schedule an appointment with the Help Desk.

Data from previous SLAA surveys are available for download on the [IMLS website](#) in several different formats (CSV, SPSS, SAS and PDF). Each state will also receive a copy of the completed FY 2022 survey and a blank copy of the FY 2024 survey to assist in preparing for the current survey.

Survey Access

Key holders are responsible for their state's data submission. The key holder will receive an email message with a link to the survey login page on the day the survey opens. The key holder will receive a second email message containing a password. From the survey login page, the key holder will enter their email address and the assigned password and then access the survey.

The survey opens with a list of all the sections. Use this list to track progress through the survey, starting with Part A. As the key holder progresses through the survey by navigating to the next section, answers are stored as responses in progress. Answers are saved automatically, and there is no need for key holders to click a "Save" button.

Navigation

Each screen for the survey has a list of survey sections with links to each part of the survey (Part A through Part M) and a link to Validations. Some sections rely on data collected in previous sections to compute and populate fields in subsequent sections. It is a best practice to start with Part A and work your way through the survey sections sequentially. The list of survey sections will allow you to return to previous sections if you need to review or alter responses.

The screenshot shows the survey interface. On the left is a sidebar titled "Survey Sections" with a list of parts from A to M, plus Validations. Parts A, B, and C are marked with checkmarks. Part D is highlighted in green. The main content area is titled "Part D: Services to Libraries and Library Cooperatives". It contains a question: "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." Below the question is a note: "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." At the bottom is a table with three rows of questions and seven columns of response options: Public, Academic, School, Special, Library Cooperative, and None.

		Public	Academic	School	Special	Library Cooperative	None
D_SV-010	Accreditation of Libraries	☐	☐	☐	☐	☐	☐
D_SV-020	Administration of State Aid	☐	☐	☐	☐	☐	☐
D_SV-030	Certification of Librarians	☐	☐	☐	☐	☐	☐

Figure 1. Each screen in the SLAA Survey has a list of sections to use in navigating the questions.

If possible, select a response for each survey question before advancing to the next part. Survey questions that are not answered will trigger an error message when you try to advance. The only way to resolve the error message is to provide or adjust an answer. When you have successfully completed a part, use the arrow at the bottom of the screen to advance to the next section.

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.

		Public	Academic	School	Special	Library Cooperative	None
D_SV-010	Accreditation of Libraries	☐	☐	☐	☐	☐	☐
D_SV-020	Administration of State Aid	☐	☐	☐	☐	☐	☒
D_SV-030	Certification of Librarians	☒	☐	☐	☐	☐	☐
D_SV-040	Collection of Library Statistics	☒	☐	☐	☐	☐	☐
D_SV-050	Consulting services	☒	☐	☐	☐	☐	☐

Figure 2. A skipped response will result in an error message: "Must select a response."

A checkmark in the list of survey sections does not mean that the section is complete. The validations section will show all the items that must be corrected before responses can be submitted.

Validations

These items must be corrected before responses can be submitted.

Alerts

These items require attention before submission. Please review and either return to the original questions to correct, or provide an explanation for the alert.

Part F

Item: F-020 | Code: 637 | F-020 - The value reported for this item equals the value from the prior reporting period. Please check for possible errors or explain why they are equal. Explanations can be entered in the Validations section accessible by the table of contents menu in the top left.

[Click Here to edit in Part F](#)

Figure 3. The Validations section lists items that need to have a value entered before the survey can conclude.

When you have corrected your responses and reach the final screen, you can review a summary of responses and download a printable PDF.

Auto-Calculation on Total Fields

The web system automatically calculates the totals for survey items that are a sum of other items, and the calculated total will be displayed on screen. The input box will be disabled for entry, i.e., e.g., you will not be able to type values into this box. If you have JavaScript disabled on your browser, this functionality will not be available. See Appendix C to view which line items are affected.

Data Submission

After all edit messages have been resolved on the Validations screen, and the survey is complete, submit your data.

After submitting your data, you will be able to review a summary of your responses and download a copy by using the **Download PDF** link in the upper right corner.

At this point, you will not be able to make any changes to the data unless a request is submitted to the SLAA Help Desk. *This action should not be a substitute for entering the correct data initially.*

If you discover a data error after submitting your survey, contact the SLAA Help Desk at slaa@air.org or 202.403.5634. The Help Desk will assist in correcting any errors and resubmitting the data. The survey administrators will notify the State Librarian that previously locked data have been “unlocked,” and certification will be required after the data are resubmitted.

The Certification Process

After the key holder submits the survey data, the system will automatically generate and send an e-mail message to inform the State Librarian that the certification process can begin. The e-mail will include a web link for the certification, and instructions concerning the process; and a second email with a password to login.

The key holder will be notified by e-mail when the State Librarian has certified the accuracy of the data submission.

Post-Edit Survey Follow-up

After data submission, AIR analysts will review the data and contact the key holder by email if there are questions about the data.

Changes from the Prior Survey

Updated User Interface

The SLAA user interface has been improved in response to stakeholder feedback. For example, login procedures have changed due to challenges reported with the FY 2022 collection which provided key holders with direct links to complete the survey which sometimes

expired and required help desk intervention and delays from key holders being able to access the survey. Other changes include revising the language in the edit check messages to be more instructive and user friendly, as well as reducing the number of conditions that trigger checks, and restructuring the validations summary page.

Additional Changes

Item-level changes include the following:

- Updated age categories for questions about the target populations for statewide reading programs to align with categories in the Public Library Survey (see D_PA-060.1-3 items in Appendix B);
- Increased character limit to allow states to more fully report SLAA partnerships (see D_PA-010.1 in Appendix B);
- Streamlined the information collected about the total hours that the main or central SLAA outlet is open (see E-020 in Appendix B);
- Added options to the list of items about recent or emerging technologies and adding definitions to clarify this section of questions (see M-081 through M-085 in Appendix B);
- Deleted item M-084 because SLAAs do not fund or facilitate access to digital materials through the Digital Public Library of America (DPLA).
- Updated and moved questions about statewide expenditures for research databases and online learning platforms from Part M to Part K (see K-M160 in Appendix B) and added a "TOTAL" field; and
- Deleted two remaining items about COVID.

General Survey Instructions

Respond to each item in this survey. Before responding to any items in a question, read the note (if any) following the question in the survey instructions.

Refer to the Glossary (Appendix A) and the Specific Instructions for Data Elements (Appendix B) for additional definitions and/or instructions for each item, as needed.

All data in this survey, INCLUDING federal fiscal data, are to be reported on the basis of State fiscal year (FY) 2024, as specified in items A-230 and A-240. EXCEPTION: Data in Part B and Part I are requested as of October 1, 2024.

In responding to items, include data for all outlets of the SLAA, unless otherwise directed. EXCLUDE data for a local public or academic library serving as a State resource center or State reference/information service center under contract with the SLAA.

For data items requiring numerical answers, provide a value greater than 0 if appropriate or 0 if the answer is zero or none. If exact data do not exist, a good estimate is acceptable. Some information in the FY 2024 survey is pre-filled based on responses from the previous SLAA survey and may be edited, if needed (e.g., physical location address, mailing address, survey respondent).

For some questions, your SLAA's responses from the previous survey are available as a reference. These numbers cannot be edited.

All items will display an item code, which starts with the letter of the section in which the item appears. These identifiers are unique across time so that data from different years of this survey can be linked. Sometimes these identifiers do not appear in a sequential order because of changes to the instrument over time.

Appendix A: Glossary

The following list provides definitions for terms used in the FY 2024 SLAA Survey.

CO (Chief Officer): Certifies the data entered by the Key holder (KH). Also referred to as State Librarian or Director of the Library.

Consulting services: Individual or small-group contacts to help libraries to attain goals and objectives and to deal with specific needs and problems.

Continuing education: Learning activities to increase skills and knowledge of the library workforce.

Digital literacy: Programs that promote the ability to effectively find, evaluate, and create information using digital technology.

E-rate: Universal Service Program for Schools and Libraries. This program makes discounts available to eligible schools and libraries for telecommunications services, Internet access and internal connections so that schools and libraries may have access to affordable telecommunications and information services.

Electronic materials: E-journals, E-books, full text databases for access to scholarly information, and digital documents and materials such as MP3 audio and streaming video downloads.

Financial literacy: Programs that promote the ability to understand personal financial matters.

Fiscal year: A fiscal year is a 12-month period that an organization uses to report its finances. All data in the SLAA, including federal fiscal data, are to be reported on the basis of State fiscal year 2024, as specified in items A-230 and A-240, although data in Part B and Part I are requested as of October 1, 2024.

Health literacy: Programs that promote the ability to understand basic health information and builds the capacity to make appropriate health decisions based on this information.

Information literacy: Programs that promote the ability to recognize the need for information and the ability to find, evaluate, and use information.

KH (Key holder): Person at the SLAA who is responsible for collecting and providing the SLAA's data for the survey.

LSTA (The Library Services and Technology Act): The only federal program exclusively for libraries. State libraries use the funds to support statewide initiatives and also distribute the funds through subgrants or cooperative agreements to public, school, academic, research, and special libraries.

Language literacy: Programs that promote the ability to read and write.

Library Cooperative: A Library Cooperative is an organization that has its own budget and staff and provides library and information services for the mutual benefit of participating or member libraries. The organization's participants or members are primarily libraries, which are not under the organization's administrative control. The organization may also be termed a network, system, district, or consortium. A Library Cooperative may serve single-type or multi-type libraries.

Marketing/Communications: Includes promoting and communicating the value of libraries and library services and programs.

Numerical literacy: Programs that promote the ability to use, understand, and apply numerical concepts and techniques.

Outlet: A unit that provides direct public library service; it may be the main or central library, a branch library, or a bookmobile. Only one outlet may be designated as the central outlet.

Public library: A library that serves all residents of a given community, district, or region, and (typically) receives its financial support, in whole or part, from public funds.

Reference referral: A reference referral transaction involves the provision of information about a group or organization and its activities, services or agencies, and calendar. Such a transaction typically requires the determination of the user's need and the appropriate group or organization to meet the need. Such a transaction may require directing the user to persons or organizations external to the library for an answer to a question

School library media center: A library that is an integral part of the educational program of an elementary or secondary school with materials and services that meet the curricular, information, and recreational needs of students, teachers, and administrators.

Special library: A library in a business firm, professional association, government agency, or other organized group; a library that is maintained by a parent organization to serve a specialized clientele; or an independent library that may provide materials or services, or both, to the public, a segment of the public, or to other libraries. Scope of collections and services are limited to the subject interests of the host or parent institution. Includes libraries in State institutions.

Statewide reading programs: A statewide coordinated program to support, maintain, or improve reading skills.

Summer reading programs: A statewide reading promotion campaign typically implemented between school years to encourage children and young adults to maintain or improve their reading skills.

Technology/Connectivity: Includes computing, networking, broadband and related topics.

Youth services: Services and programs to engage young persons (under 18) in library programs and services.

Appendix B: Specific Instructions for Data Elements

Part A: State Library Administrative Agency Identification

A-010 SLAA name. Enter the full official name of the SLAA.

Physical Location Address

A-020– Enter the address of the physical location of the SLAA. Include the street
A-050 address, city, State, and ZIP Code.

Mailing Address

A-070– Enter the mailing address of the SLAA. Include the street address or post office
A-100 box, city, State, and ZIP code.

A-120 Web address. Enter the web address of the SLAA. The web address is the
Uniform Resource Locator (URL) of the World Wide Web home page of the
SLAA.

Chief Officer of SLAA

A-130– Enter the name, title, telephone number, fax number, and email address of the
A-170 chief officer of the SLAA.

Survey Respondent

A-180– Enter the name, title, telephone number, fax number, and email address of the
A-220 respondent to this survey.

Reporting Period

A-230– Fiscal year (FY) starting and ending dates. Enter the starting and ending dates
A-240 for State FY 2024, which is the period for which data in this report are requested
(except Part B and Part I data). Enter the month and day in two digits each, and
enter the year in four digits. For example: June 30, 2024, would be entered as
06/30/2024.

Part B: Governance

- B-010 Specify 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 the SLAA is part of a larger agency that is not listed in item B-010, enter the name of the agency in item B-060.

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

Enter Yes or No for each item to indicate whether the SLAA is combined with any of the allied operations listed below.

Note: An allied operation is an office, bureau, division, center, or other organizational unit or service within an SLAA with staff, mission, and resources to provide service not ordinarily considered an SLAA function. It is characterized by having:

- a specific mission, which may be a part of the SLAA's overall mission statement;
- staff assigned for that mission (that staff usually includes professionals other than librarians, such as historians, archivists, curators) appropriate to its mission;
- a high-level manager or supervisor who reports to the SLAA chief officer or to a deputy designated by the chief officer; and
- financial resources clearly identified and managed for the operation.

Note: Do not report the following as allied operations: a Library for the Blind and Print Disabled, a State Center for the Book, a law library, or a contract with another library or other entity to provide a service on behalf of the SLAA.

- C-010 *State archives.* This operation is responsible for preserving and servicing noncurrent official records of State organizations and institutions that are of continuing value (1) to the legal and administrative functioning of State government, (2) for the verification and protection of the rights of individuals, and (3) for historical and other research. It usually includes records of antecedent colonial and territorial governments. Materials are stored, arranged, and described so that needed records can be found readily.
- C-020 *Primary State legislative research organization.* This operation conducts research and gathers, digests, and analyzes information in a close and confidential relationship with members of the State legislature and their staff.
- Note:* As an allied service, the organization is distinguished from specialized reference service which an SLAA may provide to government and other users by responding to reference questions from legislative personnel, providing information service, furnishing bibliographic and net search results, and instructing and guiding users in conducting their research. At the federal level, the parallel might be the difference between parts of the Library of Congress: (1) the Congressional Research Service, and (2) various reference services and subject divisions of the Library.
- C-030 *State history museum/art gallery.* This operation collects, preserves, and displays cultural artifacts and/or works of art related to the State's political, social, economic, and cultural history.

- C-040 *State records management service.* This operation manages the life cycle of the State's own records and records of local government from creation to disposition. Disposition includes the preservation of certain records as well as the disposal of nonessential records.
- C-050 *Other allied operation.* If any other operations are allied with the SLAA, enter Yes for this item.
- Specify. If any other operations are allied with the SLAA, enter the name of the operation in this item.
- C-070 Enter Yes or No to indicate whether the SLAA contracts with a local public library or academic library to serve as a State resource center or State reference/information service center.
- State resource center or State reference/information service center.* This is an operation outside the SLAA, administered by a local public library or academic library, which provides library materials and information services to libraries and individuals throughout the State. It is administratively separate from the SLAA but receives grant or contract funds from the SLAA for providing services.
- C-080 Enter Yes or No to indicate whether the SLAA is the host institution for, or provides any funding to, a State Center for the Book.
- State Center for the Book.* The State Center for the Book is part of the Center for the Book program sponsored by the Library of Congress that promotes books, reading, and literacy and is hosted or funded by the State.
- C-090 Enter Yes or No to indicate whether the SLAA is a host institution for, or provides any funding to, a Library for the Blind and Print Disabled.
- Library for the Blind and Print Disabled.* The Library for the Blind and Print Disabled is part of a program sponsored by the National Library Service to provide braille and audio materials such as books and magazines to those with low vision, blindness, or physical disability that makes reading regular print difficult.
- C-100 Enter Yes or No to indicate whether the SLAA has a State advisory council that advises the SLAA on the State's LSTA program.
- LSTA program.* Funded by the Institute of Museum and Library Services (IMLS) under provisions of the LSTA, this program is geared toward the specific needs of public, academic, and community college libraries. These federal funds are investments that help libraries deliver relevant and up-to-to-date services to their communities.

Part D: Services to Libraries and Library Cooperatives

Indicate which of the specified services the SLAA provides to different types of libraries or library cooperatives. For each service, check boxes for any type of library where the service is provided from the options of Public, Academic, School, Special, Cooperative, or None. More than one type of library may be selected.

Note: A Library Cooperative may serve single-type or multi-type libraries. Report services provided directly by the SLAA are or those provided by a third party or intermediary under legal contract to the SLAA.

Type of Library

Public Library. A library that serves all residents of a given community, district, or region and (typically) receives its financial support, in whole or part, from public funds.

Academic Library. A library forming an integral part of a college, university, or other academic institution for postsecondary education, organized and administered to meet the needs of students, faculty, and affiliated staff of the institution.

School Library Media Center. A library that is an integral part of the educational program of an elementary or secondary school with materials and services that meet the curricular, information, and recreational needs of students, teachers, and administrators.

Special Library. A library in a business firm, professional association, government agency, or other organized group; a library that is maintained by a parent organization to serve a specialized clientele; or an independent library that may provide materials or services, or both, to the public, a segment of the public, or to other libraries. Scope of collections and services are limited to the subject interests of the host or parent institution. Includes libraries in State institutions.

Library Cooperative. A Library Cooperative is an organization that has its own budget and staff and provides library and information services for the mutual benefit of participating or member libraries. The organization's participants or members are primarily libraries, which are not under the organization's administrative control. The organization may also be termed a network, system, district, or consortium. A Library Cooperative may serve single-type or multi-type libraries.

Services to Libraries and Library Cooperatives

- | | |
|----------|--|
| D_SV-010 | <i>Accreditation of libraries.</i> The SLAA may endorse or approve officially libraries that meet criteria specified by the State. |
| D_SV-020 | <i>Administration of State aid.</i> Includes determining compliance with eligibility criteria and performance standards, overseeing processes through which grant recipients are determined, announcing grant recipients and disbursing funds, monitoring and receiving reports from grant recipients, and other activities involved in the management of financial assistance provided by the State to libraries. |

- D_SV-030 *Certification of librarians.* The SLAA may credential library staff with the rank or title of librarian by attesting officially to their qualifications. These qualifications may include a master's degree from a graduate program accredited by the American Library Association (ALA), another level or type of educational attainment, confirmation of participation in continuing education activities, and/or residency in the State for a specified period.
- D_SV-040 *Collection of library statistics.* Every SLAA collects statistics on public libraries and participates in the Federal-State Cooperative System (FSCS) for Public Library Data, otherwise known as the Public Library Statistics Cooperative (PLSC). Many SLAAs collect statistics on institutional and other special libraries. Some SLAAs assist in the collection of academic library statistics. A few SLAAs collect statistics on school library media centers. These data collections usually involve the design and administration of survey instruments as well as data entry and processing and report design and dissemination.
- D_SV-050 *Consulting services.* Individual or small-group contracts to help libraries to attain goals and objectives and to deal with specific needs and problems. Consultants provide guidance on problems of concern to local personnel, assistance in identifying problems not clearly recognized, and identification of opportunities for increased or improved performance.

Types of Consulting Services Provided

If any library type was checked in item D_SV-050, this section will be displayed. If not, this will be hidden. For these follow-up questions, the response options are Yes, No, or Don't Know. Only one response may be selected.

- D_SV-050.1.1 *Construction.* Includes new buildings and structures, as well as additions, alterations, conversions, expansions, reconstruction, renovations, rehabilitations, and major replacements.
- D_SV-050.1.2 *Library management/organizational development.* Includes helping libraries to attain goals and objectives and to deal with specific needs and problems of specific groups, such as issues of concern to local personnel, assistance in identifying problems not clearly recognized, and identification of opportunities for increased or improved performance.
- D_SV-050.1.3 *Continuing education.* Learning activities to increase skills and knowledge of the library workforce.
- D_SV-050.1.4 *Technology/connectivity.* Includes computing, networking, broadband, and related topics.

- D_SV-050.1.5 *Marketing/communications.* Includes promoting and communicating the value of libraries and library services and programs.
- D_SV-050.1.6 *Universal Service Program/E-Rate.* Universal Service Program for Schools and Libraries.
- D_SV-050.1.7 *Adult literacy.* Basic reading and writing skills for adults.
- D_SV-050.1.8 *Youth/teen services.* Services and programs to engage young persons (under 18) in library programs and services.
- D_SV_050.1.11 *Collection of library statistics.* Support to libraries related to the collection or analysis of library data and statistics. Libraries collect various statistics for planning, developing, and evaluating their services. Some examples are circulation, visits, collection, acquisitions, electronic resource usage, reference/chat transactions, and library instruction sessions.
- D_SV-050.1.9 *Other.* If the SLAA provides other types of consulting services, please select Yes as the response and fill in the other services provided in the write-in box in the survey.
- Specify the type of other consulting services provided.
- D_SV-060 *Library legislation preparation/review.* Minimally, addresses the governance and financing of the SLAA, public library services, and library services to blind and print-disabled persons and residents of State institutions. It usually permits the types of public library structures, such as municipal, countywide, regional, federated, cooperative, and contractual agreements. It may also provide mandates for SLAA functions, other types of libraries (e.g., academic, school), and multi-type cooperation.
- D_SV-070 *State standards/guidelines.* The SLAA may promulgate standards or guidelines that define adequacy, equity, and/or excellence in library services. Standards or guidelines may be quantitative, qualitative, or both. Maintaining standards or following guidelines may be a requirement for receiving State aid and/or LSTA grants.
- D_SV-080 *Administration of library system support.* Includes determining compliance with eligibility criteria and performance standards, overseeing processes through which funds are disbursed, monitoring and receiving reports, and other activities involved in the management of financial assistance provided by the State. Library systems are defined here as cooperatives established under State law and supported by public funding. Systems may be single- or multi-type cooperatives.

D_SV-090 *LSTA State program grants.* Funds distributed by the SLAA to recipients who meet eligibility criteria specified by LSTA and the State. Such funds are awarded for the purposes specified in successful grant proposals. Such grants may be awarded competitively or on a formula basis. Include sub-grants made to libraries or outside agencies to provide or assist in providing such services.

Services to Libraries and Library Cooperatives—Operational Assistance

D_OA-010 *Cooperative purchasing of library materials.* Two or more independent libraries of any type engaging in joint activities related to purchasing materials, together with the maintenance of the necessary records of these additions. Also included are joint activities related to the identification and verification of titles, fund accounting, processing payments, and claims.

D_OA-020 *Interlibrary loan (ILL) services.* Activities involving bibliographic service centers or utilities, regional systems (federations or cooperatives), consortia, and resource centers, such as identifying libraries believed to own requested materials and/or transmitting ILL requests in accordance with established protocols or prevailing practices.

D_OA-030 *Reference referral services.* Provision of information about or from groups or organizations. A reference referral transaction involves the provision of information about a group or organization and its activities, services or agencies, and calendar. Such a transaction typically requires the determination of the user's need and the appropriate group or organization to meet the need and may require directing the user to persons or organizations external to the library for an answer to a question.

Services to Libraries and Library Cooperatives—Coordination/Integration

D_CI-010 *Statewide coordinated digital program or service.* Activities providing for the digitization of documents, publications, or sets of records or realia to be made available for public use (e.g., digitization of a series of city reports, local newspapers, or genealogical records).

D_CI-020 *Statewide public relations/library promotion campaigns.* A public relations program usually organized around a particular theme or issue, with specific objectives, and using a variety of techniques in concert (e.g., press releases, events, publications, exhibits).

D_CI-030 *Statewide virtual reference service.* Reference service supported by chat-based web technology that provides access for all or a significant portion of the residents of the State through libraries or remotely, typically on a 24-hours-per-day/7-days-a-week basis.

Services to Libraries and Library Cooperatives—Coordination/Integration

- D_CI-040 *Universal Service Program for Schools and Libraries.* The schools and libraries Universal Service Support Program, commonly known as the E-Rate program, helps schools and libraries to obtain affordable broadband. The E-Rate program is administered by the Universal Service Administrative Co. under the direction of the Federal Communications Commission (FCC) under the Telecommunications Act of 1996.
- D_CI-050 *Statewide resource sharing.* Organized efforts that enable and support the sharing of services and materials through coordination and collaboration (e.g. databases, e-books, ILL, cataloging).
- D_CI-060 *Involvement in the acquisition of other federal program funds.* Providing technical assistance to receive federal assistance funds. Involvement in the acquisition of technical assistance funds includes determining compliance with eligibility criteria and performance standards, overseeing processes through which funds are disbursed, monitoring and receiving reports, and other activities involved in the management of financial assistance provided by the federal government from an agency other than IMLS.

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.

This section will only be displayed if a library type was selected for D_CI-060.

- D_CI-060.1.1 *U.S. Department of Education.* Funding received from the Department of Education. Examples include Vocational Educational National Programs and Recreational Programs.
- D_CI-060.1.2 *U.S. Department of Agriculture (USDA).* Funding received from the Department of Agriculture. Examples include USDA's Rural Development Community Facilities Grant Program, Community Facilities Program, and Rural Utility Program.
- D_CI-060.1.3 *Federal Communications Commission/Universal Service Administrative Company.* Funding or discounted services received or provided from the FCC or the Universal Service Fund. Examples include the Schools and Library Program (E-Rate program) This program makes discounts available to eligible schools and libraries for telecommunications services, Internet access, and internal connections so that schools and libraries may have access to affordable telecommunications and information services.
- D_CI-060.1.4 *U.S. Department of Labor.* Funding received from the Department of Labor. Examples include Labor Literacy Innovations Grant and Project Compass.

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- D_CI-060.1.7 *National Endowment for the Humanities (NEH).* Funding received from NEH. Examples include Humanities Collections and Reference Resources Grants, NEH Preservation and Access Research and Development Grants.
- D_CI-060.1.5 *Other.* Funding received from some other federal agency.
Specify name of other federal agency in the write-in box in the survey.

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- D_PA-010 *Continuing education programs.* Includes staff development events for library personnel at all levels as well as training events for trustees and other State and local government officials who have authority over or responsibility for libraries.
- D_PA-020 *Library planning/evaluation/research.* Activities involved in designing and assessing library programs and services and studying issues facing libraries. Examples include the Public Library Association (PLA) planning for the results process for public libraries and the outcome-based evaluation process.
- D_PA-030 *Literacy programs.* A statewide program to assist individuals with limited skills to develop skills that enable them to function in society without assistance from others.
- D_PA-030.1 Types of literacy programs.
This section will only be displayed if a library type was selected for D_PA-030.
- D_PA-030.1.1 *Language literacy.* Programs that promote the ability to read and write.
- D_PA-030.1.2 *Numerical literacy.* Programs that promote the ability to use, understand, and apply numerical concepts and techniques.
- D_PA-030.1.3 *Information literacy.* Programs that promote the ability to recognize the need for information and the ability to find, evaluate, and use information.
- D_PA-030.1.4 *Digital literacy.* Programs that promote the ability to effectively find, evaluate, and create information using digital technology.
- D_PA-030.1.5 *Financial literacy.* Programs that promote the ability to understand personal financial matters.
- D_PA-030.1.6 *Health literacy.* Programs that promote the ability to understand basic health information and build the capacity to make appropriate health decisions based on this information.

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D_PA-030.1.7 *Family/intergenerational literacy.* Programs that promote the incorporation of the spoken and written word into meaningful activities with the family unit.

D_PA-030.1.8 Other literacy types.

Specify the type(s) of the other types of literacy programs in the write-in box in the survey.

D_PA-040 *Preservation/conservation services (physical objects).* Specific measures undertaken for the repair, maintenance, restoration, or protection of library materials, including (but not limited to) binding and rebinding, materials conversion (e.g., to microform), deacidification, and lamination.

D_PA-100 *Digitization.* Measures taken to convert information into a digital (i.e., computer-readable) format.

D_PA-110 *Digital object preservation.* Digital Object Preservation refers to the processes and activities involved in ensuring the long-term maintenance, accessibility, and usability of digital objects. These objects can include digital files, databases, multimedia, software, and other forms of digital information. The goal of digital preservation is to protect digital content from obsolescence, corruption, and loss over time, ensuring that it remains accessible and usable for future generations.

D_PA-050 *Summer reading programs.* A statewide reading promotion campaign typically implemented between school years to encourage children and young adults to maintain or improve their reading skills.

D_PA-060 *Statewide reading programs.* A statewide coordinated program to support, maintain, or improve reading skills.

Do you support the following statewide reading programs for target populations listed below? Please mark those that apply.

This section will only be displayed if a library type was selected for D_PA-060.

D_PA-060.1.1 Children (ages 0–5 years)

D_PA-060.1.2 Children (ages 6–11 years)

D_PA-060.1.3 Young adults (ages 12–18 years)

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D_PA-060.1.4 Adults (ages 19–65 years)

D_PA-060.1.5 Older adults (ages 65+ years)

D_PA-120 *Community workforce development.* Programming that encourages workforce skill development and training for existing and potential workers and that enables them to pursue employment opportunities.

D_PA-130 *Emergency preparedness.* Programs on how libraries and library staff can prepare for emergencies or natural disasters within their own buildings and their communities, ranging from preparation to recovery and preservation.

D_PA-090 Did the SLAA engage in partnerships with any government agencies or departments outside your SLAA to provide services? Enter Yes or No.

D_PA-090.1 If yes, describe how the SLAA partnered with other government agencies or departments to provide services.

Note: Include partnerships between your SLAA and other government agencies or departments that provided library-related 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 in the spaces provided the total hours open in a typical week for all SLAA outlets (main or central, bookmobiles, and other outlets), regardless of whom they serve. Do not report an allied operations outlet as an SLAA outlet. For 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).

The far-right column indicates the total hours open in a typical week recorded in the previous reporting period.

Note: Main or central outlet, bookmobiles, and other outlets (excluding bookmobiles) are defined in the instructions to items E-050, E-060, and E-070. Report total hours open in a typical week for all SLAA outlets, regardless of whom they serve and regardless of whether they are open on a walk-in or referral basis. Exclude data for a local public or academic library serving as a State resource center or State reference/information service center under contract with the SLAA. Do not report data for non-SLAA outlets, even though the SLAA may provide funding or services to such outlets.

A “typical week” is a time that is neither unusually busy nor unusually slow. Avoid holidays, vacation periods, and days when unusual events are taking place in the community or in the library. Choose a week in which the library is open its regular hours. Include seven consecutive calendar days from Sunday through Saturday or whenever the library is usually open.

E-010 Total hours/week (all SLAA outlets, regardless of whom they serve). Sum of hours open during a typical week for all SLAA outlets (main or central, bookmobiles, and other outlets), regardless of whom they serve. Do not report an allied operations outlet as an SLAA outlet.

Enter in the spaces provided 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 specified categories. Only one outlet may be designated as the main or central outlet.

Note: Main or central outlet is defined in items E-050, E-60, and E-070. Report public service hours for the main or central SLAA outlet, regardless of whether the outlet is open on a walk-in or referral basis. Exclude data for a local public or academic library serving as a State resource center or State reference/information service center under contract with the SLAA. Exclude service hours if the outlet only serves blind and physically handicapped individuals through the National Library Service for the Blind and Print Disabled, Library of Congress.

Also exclude service hours if the outlet only serves residents of State correctional institutions or residents of other State institutions unless the outlet is administered and staffed by the SLAA. Do not report data for a non-SLAA outlet, even though the SLAA may

provide funding or services to such an outlet.

E-020 Total hours/week (main or central outlet). Sum of hours open during a typical week for the main or central outlet. If there is no main or central outlet, or the main or central outlet does not provide services to the general public or State government employees, select "Not applicable."

Enter in the spaces provided 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. Enter the total number of outlets for each type.

Note: An SLAA outlet has regular hours of service in which SLAA staff are present to serve its users. The staff and all service costs are paid by the SLAA as part of its regular operation. A loan of books or total collections (whether permanent or short term) to another agency, library, or school does not constitute an SLAA outlet because it is not administered and staffed by the SLAA.

E-050 *Main or central outlet.* A single unit library or the unit where the principal collections are located and handled.

Note: An SLAA administrative center that is separate from the principal collections and is not open to users should not be included as an outlet. Only one outlet may be designated as the main or central outlet. When two or more outlets are considered main or central outlets, one outlet should be designated as the central outlet, and the others should be designated as "other outlets (excluding bookmobiles)."

E-060 *Other outlets (excluding bookmobiles).* Units that have all of the following: (1) separate quarters, (2) a permanent basic collection of books and/or other materials, (3) a permanent paid staff, and (4) a regular schedule of hours open to users.

E-070 *Bookmobiles.* Trucks or vans specially equipped to carry books and other library materials. They serve as traveling branch libraries. Count vehicles in use rather than the number of stops each vehicle makes.

E-080 *Total outlets.* Sum of items E-050, E-060, and E-070. The web system will calculate and display this total.

Enter in the spaces provided the total number of SLAA outlets that serve the following user groups, in whole or in part, by type of outlet. The web system will calculate and display the totals.

Note: Main or central outlet, bookmobiles, and other outlets (excluding bookmobiles) are defined in items E-050, E-060, and E-070.

- E-090 *Blind and physically handicapped individuals.* Outlets serving this user group may contain talking books on discs and tapes and books in braille made available from the National Library Service for the Blind and Print Disabled, Library of Congress. In addition, such outlets may contain large print books for the visually handicapped and captioned films for the deaf. These outlets provide such library materials and library services to blind or physically handicapped residents who have been certified by a competent authority as unable to read or to use conventional printed materials due to physical limitations.
- E-100 *Residents of State correctional institutions.* Outlets serving this user group provide books, other library materials, and access to other information resources as well as other library services to residents of prisons, reformatories, and other correctional institutions operated or substantially supported by the State.
- E-110 *Residents of other State institutions.* Outlets serving this user group provide books, other library materials, and access to other information resources as well as other library services to patients or residents of residential training schools, hospitals, nursing homes, and other general or special institutions operated or substantially supported by the State.
- E-120 *State government employees (executive, legislative, or judicial).* Outlets serving this user group provide books, other library materials, and access to other information resources as well as other library services to employees of all branches of State government.
- E-130 *General public.* Report all SLAA outlets that serve the general public, regardless of whether they are open on a walk-in or referral basis. Outlets serving this user group function as the State-level equivalent of a local public library, providing books, other library materials, and digital access to locally mounted and remote information resources for all State residents.

Part F: Collections

Enter in the spaces provided the total number of volumes or physical units in the specified formats in all SLAA outlets (main or central, bookmobiles, and other outlets) that serve the general public and/or State government employees.

Note: Main or central outlet, bookmobiles, and other outlets (excluding bookmobiles) are defined in items E-50, E-60, and E-70. Report collections for all SLAA outlets that serve the general public, regardless of whether they are open on a walk-in or referral basis. Exclude data for a local public or academic library serving as a State resource center or State reference/information service center under contract with the SLAA. Exclude collections of braille and talking books owned by the National Library Service for the Blind and Print Disabled, Library of Congress. Also exclude collections that are specifically intended to serve only residents of State correctional institutions or residents of other State institutions unless such outlets are administered and staffed by the SLAA. In every category below (F-010, F-020, F-030, F-040, and F-050), **include only physical units**.

- 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). Books are non-periodical printed publications bound in hard or soft covers, or in loose-leaf format, of at least 49 pages, exclusive of the cover pages; or juvenile non-periodical publications of any length bound in hard or soft covers. Serials are publications issued in successive parts, usually at regular intervals, and, as a rule, intended to be continued indefinitely. Serials include periodicals (magazines, newspapers, annual reports, yearbooks, etc.), memoirs, proceedings, and transactions of societies. Except for the current volume, count unbounded serials as volumes when the library has at least half of the issues in a publisher's volume.
- F-020 *Audio materials* (exclude collections of talking books owned by the National Library Service for the Blind and Print Disabled, Library of Congress). These are materials on which sounds (only) are stored (recorded) and that can be reproduced (played back) mechanically or digitally, or both. Included are records, audiocassettes, audio cartridges, audiodiscs, audioreels, talking books, and other sound recordings.
- F-030 *Video materials*. These are materials on which pictures, sound, or both are recorded. Digital playback reproduces pictures, sounds, or both using a television receiver or monitor.
- F-040 *Current serial subscriptions* (titles, not individual issues; include print subscriptions only) (exclude microform, electronic, and digital subscriptions). These include current subscriptions received, both purchased and gifts. This count does not include the number of individual issues but rather each serial title.

Report the total number of titles subscribed to, including duplicates. Do not report individual issues. Report 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). For government documents not accessible through the library catalog and not reported on other lines, report the number of volumes or physical units of such materials in all formats. A government document is a publication in any format bearing a government imprint. Includes publications of federal, State, local, tribal, and foreign governments and intergovernmental organizations to which governments belong and appoint representatives (e.g., United Nations, Organization of American States).

Is the SLAA designated as a federal or State depository library for government documents? Enter Yes or No for each item (F-060–F090) to indicate whether the SLAA is designated as a federal or State depository library for government documents and whether it is a regional or selective federal depository.

F-060 *State depository library.* A library officially designated as a depository of publications bearing the imprint of the State government.

F-070 *Federal depository library.* A library officially designated as a depository of publications bearing the imprint of the federal government. These libraries receive publications issued by the executive, judicial, and legislative branches at no charge in exchange for providing free public access. Enter Yes or No to items 108 and 109 to indicate if the SLAA is a regional or selective depository.

F-080 *Regional.* Regional depositories receive one copy of all materials distributed by the federal government.

F-090 ***Selective.*** Selective depositories receive only those materials they select.

Part G: Library Service Transactions

Enter in the spaces provided the ANNUAL totals for the specified types of service transactions for all SLAA outlets (main or central, bookmobiles, and other outlets) that serve the general public and/or State government employees.

Note: Main or central outlet, bookmobiles, and other outlets (excluding bookmobiles) are defined in items E-50, E-60, and E-70. Report library service transactions for all SLAA outlets that serve the general public, regardless of whether they are open on a walk-in or referral basis. Exclude data for a local public or academic library serving as a State resource center or State reference/information service center under contract with the SLAA. Exclude service transactions for outlets or outlet service points that only serve blind and physically handicapped individuals through the National Library Service for the Blind and Print Disabled, Library of Congress. Also exclude service transactions for outlets that only serve residents of State correctional institutions or other State institutions unless such outlets are administered and staffed by the SLAA.

G-010 *Circulation* (exclude items checked out to another library). These are transactions that involve lending a physical item from the State Library collection or borrowed from another library by a patron for use generally, although not always, outside the library. This activity includes charging materials manually or digitally. Also report each renewal as a circulation transaction. Exclude in-house use resulting from counting items in the collection as they are re-shelved after use and without any formal tracking system. Exclude items checked out to another library.

Interlibrary Loan/Document Delivery

G-020 *Provided to other libraries.* These are library materials, or copies/scans of materials, loaned from the SLAA collection to a patron at another library upon request. Do not include loans or copies of materials from one SLAA outlet to another SLAA outlet.

G-030 *Received from other libraries and document delivery services.* These are library materials, or copies of materials, borrowed by the SLAA from another library or obtained by the SLAA from a commercial document delivery service. Do not include loans or copies of materials from one SLAA outlet to another SLAA outlet.

G-040 *Reference transactions.* A reference transaction is an information contact that involves the knowledge, use, recommendations, interpretation, or instruction in the use of one or more information sources by a member of the SLAA staff. The term includes information and referral services. Information sources include printed and non-printed materials, machine-readable databases (including computer-assisted instruction), catalogs and other records of holdings and through communication or referral, other libraries, and institutions and persons

both inside and outside the library. When a staff member utilizes information gained from previous use of information sources to answer a question, report as a reference transaction even if the source is not consulted again during the transaction. If necessary, multiply a typical week by 52. Exclude directional transactions. (See definition of typical week in question 6.)

G-050 *Library visits.* This is the total number of persons per year entering SLAA outlets, including persons attending activities or meetings and those persons requiring no staff services. If necessary, multiply a typical week by 52. A “typical week” is defined in the instructions to question 6.

Part H: Library Development Transactions

Enter in the spaces provided the ANNUAL totals for the specified types of library development transactions of the SLAA.

- H-010 *LSTA and State grants: Grants awarded.* Report the total annual number of LSTA and State grants awarded by the SLAA during State FY 2024. For grants or grant programs that are awarded to multiple recipients, count each grant agreement as a separate grant.
- H-020 *Continuing education programs: Number of events.* Report the total number of continuing education events (workshops, training sessions, virtual events, etc.) that (1) the SLAA sponsored and itself presented, and (2) another agency presented with the help of SLAA funding and planning support. Do not count events for which the SLAA is only a nominal sponsor. Do not count events for an allied operation.
- Where an event is offered via video conferencing, consider presentation simulcast to multiple locations as one event. If a presentation is offered multiple times, each offering should be counted as a separate event. Where delivery is via synchronous web presentation and the number of concurrent participants is limited and they must sign up to participate, count each offering of the web training as one event. Where delivery is via the web with asynchronous participation and no limitation of participants, count web event as one event. For the headcount of a virtual event, count the number of participants logged in.
- H-030 *Total attendance at events.* Report the total annual attendance at continuing education events reported in item H-020. Attendance should include total number of participants in events regardless of delivery method. If web event is delivered asynchronously, recommend counting only participants who complete the continuing education offering.

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. Enter total number of SLAA staff in 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.

Type of Position

- (a) *Librarians with ALA-MLS.* Librarians with master's degrees from programs of library and information studies accredited by ALA.
- (b) *Librarians other than ALA-MLS librarians employed by the SLAA.* This includes staff employed by the SLAA in the librarian occupational category who have a master's degree in Library Science from programs not accredited by ALA and librarians who do not have MLS degrees.
- (c) *Other professional and non-professional staff.* These are staff, employed by the SLAA, who are not in the librarian occupational category, regardless of degree or training, such as archivists, accountants, business managers, public relations, and human resources staff and other employees paid from the SLAA budget, including plant operations, security, and maintenance staff.
- (d) *Total staff.* Sum of items a–c. The web system will calculate and display these totals.

Type of Service

- I-010 *Administration.* Usually includes the chief officer of the SLAA and his or her immediate staff. May include officers responsible for the SLAA's fiscal affairs; public relations; and planning, evaluation, and research.
- I-020 *Library development.* Usually includes staff responsible for the development of public library services. May include staff responsible for administering State and LSTA grant programs; providing consulting and continuing education services; and promoting resource sharing and other forms of interlibrary cooperation. (See Part D instructions for definitions of types of libraries.)
- I-030 *Library services.* Staff responsible for providing library service from the SLAA. Includes public, technical, and other library services.

- I-040 *Other services.* Includes staff not reported in items I-010, I-020, and I-030, such as staff in allied operations.
- I-050 Total staff. Sum of items I-010–I-040. The web system will calculate and display these totals.
- 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 for contracted employees (i.e., not State employees).

Part J: Revenue

Enter Yes or No to indicate whether all public library funds from State sources are administered by the SLAA.

Note: Answer this question based on State funds distributed to individual public libraries and library cooperatives serving public libraries in State FY 2024. If no State funds are reported in Part K in items K_FA-01(b) or K_FA-020(b), the answer should be No.

J-010 SLAA administration of all public library State funds

Enter Yes or No to indicate whether any funds from State sources are administered by the SLAA for the following types of libraries.

Note: Answer this question based on State funds distributed to libraries and library cooperatives in State FY 2024. If no State funds are reported in Part K in related items K_FA-010(b) to K_FA-050(b) or K_FA-070(b), the answer should be No.

J-020 Academic libraries (definition is provided in Part D)

J-030 School library media centers (definition is provided in Part D)

J-040 Special libraries (definition is provided in Part D)

J-050 Library cooperatives (definition is provided in Part D)

Enter in the spaces provided the total funds received as revenue by the SLAA during the reporting period specified in items A-230 and A-240. EXCLUDE carryover funds. Include revenue for allied operations only if the revenue is part of the SLAA budget. Include all funds distributed to libraries and library cooperatives if the funds are administered by the SLAA.

Note: Exclude carryover when reporting revenue. Carryover means funds carried forward from the previous year, sometimes called an “opening balance” or a “fund balance.”

Federal Revenue

J-070 *Library Services and Technology Act (LSTA) Grants to States program.* Report the funds drawn down from the federal government from the LSTA Grants to States program during State FY 2024, *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 items J-080.1–J-080.10 (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– Specify program(s), title(s), and funding amount for each source of revenue if other federal revenue is reported in item J-080. Up to 10 programs may be reported.

J-080.10

J-090 *Total federal revenue.* Sum of items J-070 and J-080. The web system will calculate and display this total.

State and Other Revenues

J-100 *SLAA operation.* Report revenue received from the State to support operation and services of the SLAA. Do not include revenue received for major capital expenditures, contributions to endowments, or revenue passed through to another agency or for funds unspent in the previous fiscal year.

J-110 *State aid to libraries.* Report revenue received from the State for distribution to libraries, library cooperatives, and agencies. Include funds derived from State sources (exclusive of federal funds) and appropriated by a State legislature to an SLAA for payment or transfer to an individual library; a group of libraries; or an agency or library, other than the SLAA, that provides a statewide service to libraries or citizens. Exclude State funds used to administer the SLAA or to deliver statewide services to libraries or citizens where the service is administered directly by the SLAA; State funds allocated for school library operations when the SLAA is under the State education agency; and federal funds.

J-120 *Other State revenue.* Report revenue received from the State for any other purpose, such as interagency transfers.

J-130 *Total State revenue.* Sum of items J-100, J-110, and J-120. The web system will calculate and display this total.

J-140 *Other revenue.* Include (1) any other revenue from public sources; (2) revenue received from private sources, such as foundations, corporations, Friends of the Libraries groups, and individuals; and (3) SLAA-generated revenue, such as fines and fees for services.

J-150 *Total revenue.* Sum of items J-090, J-130, and J-140. The web system will calculate and display this total.

Part K: Expenditures

Total SLAA expenditures, by source of revenue and type of expenditure.

Enter in the spaces provided (a–c) the 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.

Note: These are the current and recurrent costs necessary to the provision of services by the SLAA. Include LSTA expenditures for statewide services (item L-010) conducted directly by the SLAA. Include LSTA expenditures for LSTA administration (item L-030). Exclude LSTA expenditures for grants (item L-020).

Do not include funds distributed to libraries and library cooperatives; report them instead in items K_FA-010–K_FA-080.

Enter the total SLAA expenditures for each type of expenditure (d). The web system will calculate and display these totals.

Expenditures for Statewide Digital Resources

K-M160_A *Research databases:* Research databases are organized collections of electronic data or records (e.g., facts, abstracts, articles, bibliographic data, texts, photographs) that can be searched for to retrieve information.

K-M160_B *Online learning platforms:* Online learning platforms primarily provide instruction, tools, and resources to enhance education, lifelong learning, and skill building. Platforms may offer homework assistance, language learning, test preparation, professional development, resume assistance, hobby instruction, etc. Do not consider resources available for free when answering the following questions.

K-M160_C *Total Expenditures for statewide research databases and online learning platforms;* If your state does not itemize the expenditures for research databases and online learning platforms, please enter the total amount for these expenditures in K-M160_C, by source.

Operating Expenditures for SLAA and Allied Operations

K_AO-010 *Salaries and wages. Salaries and wages for all SLAA staff, including plant operation, security, and maintenance staff for the reporting year. Include salaries and wages before deductions but exclude employee benefits. The web system will calculate and display the total for column (d).*

- K_AO-020 *Employee benefits.* Benefits outside of salaries and wages paid and accruing to employees, including plant operation, security, and maintenance staff, regardless of whether the benefits or equivalent cash options are available to all employees. Include amounts spent by the SLAA for direct, paid employee benefits, including Social Security, retirement, medical insurance, life insurance, guaranteed disability income protection, unemployment compensation, worker's compensation, tuition, and housing benefits. Only that part of any employee benefits paid out of the SLAA budget should be reported. The web system will calculate and display the total for column (d).
- K_AO-030 *Total staff expenditures.* Sum of items K_AO-010 and K_AO-020. The web system will calculate and display these totals.
- K_AO-040 *Collection expenditures.* Includes all expenditures for materials purchased or leased for use by SLAA users, including electronic materials, print materials, microforms, machine-readable materials, audiovisual materials, etc. The web system will calculate and display the total for column (d).
- K_AO-050 *Other operating expenditures.* Includes all operating expenditures not reported in items K_AO-010, K_AO-020, and K_AO-040. The web system will calculate and display the total for column (d).
- K_AO-060 *Total operating expenditures.* Sum of items K_AO-030, K_AO-040, and K_AO-050. The web system will calculate and display these totals.

Other Expenditures for SLAA and Allied Operations Only

- K_OE-010 *Capital outlay.* Funds for the acquisition of or additions to fixed assets such as building sites, new buildings and building additions, new equipment (including major computer installations), initial book stock, furnishings for new or expanded buildings, and new vehicles. Exclude replacement and repair of existing furnishings and equipment, regular purchase of library materials, and investments for capital appreciation. Exclude the amount reported for this item from all other items except item K_TE-010. Include construction aid expended on the SLAA. Exclude construction aid expended on other libraries and library cooperatives. Include expenditures for allied operations only if the expenditures are from the SLAA budget. The web system will calculate and display the total for column (d).
- Note:* State accounting practices shall determine whether a specific item is a capital expense or an operating expense, regardless of the examples in this definition.
- K_OE-020 *Other expenditures.* These are expenditures not reported elsewhere. Exclude construction aid. Include expenditures for allied operations only if the expenditures are from the SLAA budget. The web system will calculate and

display the total for column (d).

Financial Assistance to Libraries and Library Cooperatives

Note: Include all funds distributed to libraries and library cooperatives if the funds are administered by the SLAA.

- K_FA-010 *Individual public libraries.* Financial assistance to individual public libraries for services to their population of legal service area. These are libraries that are governed exclusively by a single board or political subdivision. Municipal libraries, county libraries, consolidated multi-county libraries, and library districts are considered individual libraries if there is only one administrative entity. Exclude construction aid. The web system will calculate and display the total for column (d).
- K_FA-020 *Library cooperatives serving public libraries only.* Financial assistance to library cooperatives serving public libraries only for services to their population of legal service area. Exclude construction aid. The web system will calculate and display the total for column (d).
- K_FA-030 *Other individual libraries.* Financial assistance to other individual libraries for services to their population or constituency. These are libraries other than public libraries and school library media centers. Exclude grants to public libraries and to school library media centers. Report financial assistance to school library media centers in item K_FA-070. Exclude construction aid. The web system will calculate and display the total for column (d).
- K_FA-040 *Library cooperatives serving more than one type of library.* Financial assistance to library cooperatives serving more than one type of library for services to their population of legal service area. Exclude construction aid. The web system will calculate and display the total for column (d).
- K_FA-050 *Single agency or library providing statewide service.* Financial assistance to a single entity (agency, library, library cooperative, etc.) for services offered to all libraries in the State, or all State residents, or a significant portion of all libraries or State residents. Exclude funds administered directly by the SLAA to provide such services. Exclude construction aid. The web system will calculate and display the total for column (d).
- K_FA-060 *Library construction.* Do not report data for this item in items K_FA-010–K_FA-050, K_FA-070, or K_OE-010. Includes construction of new buildings; acquisition, expansion, remodeling, and alteration of existing buildings; and purchase, lease, and installation of equipment of any such buildings; or any combination of such activities (including architects' fees and the cost of acquisition of land). Equipment includes information and building technologies, video and telecommunications equipment, machinery, utilities, and built-in

equipment and any necessary enclosures or structures to house them. Exclude construction aid expended on the SLAA. The web system will calculate and display the total for column (d).

- K_FA-070 *Other assistance.* Expenditures for other assistance to libraries and library cooperatives not reported in items K_FA-010–K_FA-060, such as financial assistance to school library media centers. Exclude construction aid. The web system will calculate and display the total for column (d).
- K_FA-080 *Total financial assistance.* Sum of items K_FA-010–K_FA-070. The web system will calculate and display these totals.
- K_TE-010 *Total expenditures.* Sum of items K_AO-060, K_FA-080, K_OE-010, and K_OE-020. The web system will calculate and display these totals.

Part L: LSTA State Program Expenditures

Enter in the spaces provided the total LSTA State program expenditures, by type of expenditure. Report expenditures in one and only one category. These expenditures should also be reported in Part K.

- L-010 *Statewide services* (exclude sub-grants to single libraries or agencies providing statewide services). Funds expended by the SLAA to provide services to libraries and individuals throughout the State. Include expenditures for statewide services conducted directly by the SLAA. Exclude sub-grants made to single libraries or other outside agencies to provide or assist in providing such services.
- Note:* These expenditures should also be reported in Part K, under operating expenditures (items K_AO-010–K_AO-060), capital outlay (item K_OE-010), or other expenditures (item K_OE-020), as appropriate. DO NOT report them as financial assistance to libraries and library cooperatives (items K_FA-010–K_FA-080).
- L-020 *Grants* (include sub-grants to single libraries or agencies providing statewide services). Funds distributed by the SLAA to recipients who meet eligibility criteria specified by LSTA and the State. Such funds are usually awarded for purposes specified in successful grant proposals. Such grants may be awarded competitively or on a formula basis. Include sub-grants made to single libraries or other outside agencies to provide or assist in providing statewide services.
- Note:* These expenditures should also be reported in Part K, under financial assistance to libraries and library cooperatives (items K_FA-010–K_FA-080), as appropriate. DO NOT report them as SLAA operating expenditures (items K_AO-010–K_AO-060), capital outlay (item K_OE-010), or other expenditures (item K_OE-020).
- 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*. Sum of items L-010, L-020, and L-030. The web system will calculate and display this total.

Part M (a): Digital Services and Information

Enter Yes or No for each item to indicate whether the SLAA funds or facilitates the specified digital networking functions at the State level.

Note: A State-level digital information network involves the wide-area use of telecommunications to link libraries via microcomputers or terminals to automated library systems. The network may include online public access catalogs and other library applications; locally mounted or online databases (bibliographic, full text, or data); bibliographic utilities; and other information resources. Access to such networks may be via modem (i.e., dial access) or dedicated lines (i.e., hard-wired). Such a network may or may not be connected to the Internet.

- M-010 *Network planning or monitoring.* Includes drafting Statewide plans, requests for proposals, and contracts and monitoring contracts for network development.
- M-020 *Network operation.* Includes acquiring, maintaining, or replacing substantial technological equipment necessary to provide access to information in digital and other formats made possible by new information and communication technologies. May include hosting or sharing a mainframe, minicomputer, or file server or facilitating reciprocal borrowing agreements and document delivery systems necessary to fully exploit such a network. Such a network may or may not be connected to the Internet.

Database Development

Note: Activities may include creation of new databases or conversion of existing databases into electronic format. Includes bibliographic databases as well as full-text or data files.

- M-030 *Bibliographic databases.* Includes machine-readable catalog records, other electronic indexes, and other databases that contain only references to or condensed surrogates for original materials.
- M-040 *Full-text or data files.* Full-text files are files in which the information consists of the content of one or more complete intellectual products initially expressed primarily through the written word. Data files report the content of one or more complete intellectual products expressed primarily with numbers.

Enter Yes or No for each item to indicate whether the SLAA funds or facilitates digitization or digital programs or services in any of the following instances.

Note: Digitization and digital programs or services include activities providing for the digitization of documents, publications, or sets of records or realia to be made available for public use.

- M-050 For the SLAA itself
- M-060 Via grants or contracts to other State agencies
- M-070 Via grants or contracts to other libraries or library cooperatives

Enter Yes or No for each item to indicate whether the SLAA funds or facilitates library access to any of the following programs or services. In this item, “facilitate” means to make a process or action easier or smoother by providing assistance or resources.

- M-081 Makerspace(s)
- M-082 Virtual reality
- M-083 Wi-Fi hotspots
- M-086 3D Printing: a process of creating physical objects layer by layer from digital designs.
- M-087 Technology or tech kits: a technology/tech kit refers to a collection of technology-related items or tools that are often designed to provide hands-on learning experiences for a specific purpose. Tech kits can include hardware devices, software programs, instructional materials, or access to online resources or training modules. In the context of libraries or educational institutions, tech kits promote digital literacy and technological proficiency related to STEM, digitization, podcasts, digital media, coding, virtual reality (VR), green screen, drones, and others.
- M-085 Other recent or emerging technologies or programs: Other recent or emerging technologies or programs may cover a variety of services including **but not limited to** artificial intelligence and machine learning, augmented reality, blockchain, internet of things, robotic process automation, voice assistants/natural language processing, biometric authentication, 5G technology, quantum computing, and edge computing.

Enter Yes or No for each item to indicate whether the SLAA funds or facilitates library access to the Internet in any of the following ways.

Note: The Internet is the global network of networks that, via a standardized addressing system and a common primary command structure, enables individuals and organizations to communicate via email, to access a host of online databases and other digital information resources, and to transfer files electronically.

- M-090 *State library end users.* Includes all activities that facilitate Internet awareness and use by actual or potential State library end users.
- M-100 *Providing direct funding for Internet access.* Includes any grants of State,

federal, and/or other SLAA funds to libraries or related organizations that facilitate (1) establishing Internet accounts for library-related individuals or organizations; (2) acquiring computer hardware, software, or peripherals necessary for Internet access; and (3) training or consulting with actual and potential Internet users.

- M-110 *Providing equipment.* Includes computer hardware, software, and peripherals necessary for Internet access. Critical types of equipment, beyond basic hardware and operating system software, include modems and telecommunications software.
- M-120 *Providing access to directories, databases, or online catalogs via the Internet.* Includes bibliographic files, locator files, and/or full-text databases produced or licensed by the SLAA and available via the Internet.
- M-130 *Managing a website, file server, bulletin boards, or electronic mailing lists.* Includes the development and maintenance of Internet menu systems, operation of equipment that provides Internet access to multiple files, or posting of electronic messages via the Internet.
- Note:* This item focuses on the structure through which content is available via the Internet.

Enter in the spaces provided the number of workstations that are used for Internet access by the general public in all SLAA outlets that serve the public, by the specified categories. Include terminals used by both SLAA staff and the public. Exclude terminals that are for SLAA staff use only.

***Note:* Report data only for all SLAA outlets that serve the general public. Exclude data for: (a) a local public or academic library serving as a State resource center or State reference/information service center under contract with the SLAA; (b) outlets that only serve blind and physically handicapped individuals through the National Library Service for the Blind and Print Disabled, Library of Congress; (c) outlets that only serve residents of State correctional institutions or residents of other State institutions; (d) outlets that only serve State government employees; and (e) non-SLAA outlets, even though the SLAA may provide funding or services to such outlets.**

- M-140 *Number of library-owned public-access graphical workstations that connect to the Internet for a dedicated purpose (e.g., to access an Online Public Access Catalog [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 *Number of 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

Enter Yes or No for each item to indicate whether your statewide research databases or online learning platforms, paid for by the funds reported in K-M160-B, include access by the following groups. Enter Yes if any of the databases are available to a group.

- M-170 *Public libraries* (definition is provided in Part D)
- M-180 *Academic libraries* (definition is provided in Part D)
- M-190 *School library media centers* (definition is provided in Part D)
- M-200 *Special libraries* (definition is provided in Part D)
- M-210 *Library cooperatives* (definition is provided in Part D)
- M-220 *Other State agencies*
- M-230 *Remote users.* Authorized users having access to and use of licensed database(s) from sites outside of a library building

Enter Yes or No to indicate whether the SLAA facilitates or subsidizes digital access to the bibliographic records or holdings of other libraries in the State, by the specified categories.

- M-240 *Web-based union catalog (international, national, statewide, multi-state, and regional).* A web-based union catalog makes the aggregated digital holdings of libraries in a nation, region, a library cooperative serving more than one type of library, or a State available via the World Wide Web. Holdings and indexes for a web-based union catalog are mounted on a server that is connected to the Internet. Access to the bibliographic information in a web-based union catalog is available to any user with an Internet connection and a standard web browser. National union catalogs include The Library of Congress and OCLC. OCLC also provides the holdings of libraries outside the United States.

Note: Report access to a web-based union catalog via a Z39.50 gateway in this item because it is a web-based protocol.

- M-250 *Other types of digital access.* If the SLAA facilitates or subsidizes a type of digital access to the holdings of other libraries in the State not covered in item M-240, enter Yes for this item.

If Yes was indicated for item M-250, enter the type of digital access in this item.

Enter Yes or No to indicate whether the SLAA is an applicant for the Universal Service Fund (also known as the E-Rate discount program).

M-270

Applicant for Universal Service Program (E-Rate). The Universal Service Program was established by the FCC under the Telecommunications Act of 1996. To be considered an applicant, the SLAA must have an FCC Form 470 and Form 471 on file with the FCC.

Appendix C: Auto-Sum

The following survey items use auto-summing to calculate totals.

Section	Line Item for Auto-Sum	Total is the sum of these Line Items
E	E-080	E-050 + E-060 + E-070
E	E-080B	E-050b + E-060b + E-070b
E	E-080C	E-050c + E-060c + E-070c
E	E-090d	E-090a + E-090b + E-090c
E	E-100d	E-100a + E-100b + E-100c
E	E-110d	E-110a + E-110b + E-110c
E	E-120d	E-120a + E-120b + E-120c
E	E-130d	E-130a + E-130b + E-130c
I	I-010d	I-010a + I-010b + I-010c
I	I-020d	I-020a + I-020b + I-020c
I	I-030d	I-030a + I-030b + I-030c
I	I-040d	I-040a + I-040b + I-040c
I	I-050a	I-010a + I-020a + I-030a + I-040a
I	I-050b	I-010b + I-020b + I-030b + I-040b
I	I-050c	I-010c + I-020c + I-030c + I-040c
I	I-050d	I-010d + I-020d + I-030d + I-040d
J	J-090	J-070 + J-080
J	J-130	J-100 + J-110 + J-120
J	J-150	J-090 + J-130 + J-140
K	K_AO-010d	K_AO-010a + K_AO-010b + K_AO-010c
K	K_AO-020d	K_AO-020a + K_AO-020b + K_AO-020c
K	K_AO-030a	K_AO-010a + K_AO-020a
K	K_AO-030b	K_AO-010b + K_AO-020b
K	K_AO-030c	K_AO-010c + K_AO-020c
K	K_AO-030d	K_AO-030a + K_AO-030b + K_AO-030c
K	K_AO-040d	K_AO-040a + K_AO-040b + K_AO-040c
K	K_AO-050d	K_AO-050a + K_AO-050b + K_AO-050c
K	K_AO-060a	K_AO-030a + K_AO-040a + K_AO-050a
K	K_AO-060b	K_AO-030b + K_AO-040b + K_AO-050b
K	K_AO-060c	K_AO-030c + K_AO-040c + K_AO-050c
K	K_AO-060d	K_AO-060a + K_AO-060b + K_AO-060c
K	K_OE-010d	K_OE-010a + K_OE-010b + K_OE-010c
K	K_OE-020d	K_OE-020a + K_OE-020b + K_OE-020c
K	K_FA-010d	FA-010a + FA-010b + FA-010c
K	K_FA-020d	FA-020a + FA-020b + FA-020c
K	K_FA-030d	FA-030a + FA-030b + FA-030c
K	K_FA-040d	FA-040a + FA-040b + FA-040c
K	K_FA-050d	FA-050a + FA-050b + FA-050c

Section	Line Item for Auto-Sum	Total is the sum of these Line Items
K	K_FA-060d	FA-060a + FA-060b + FA-060c
K	K_FA-070d	FA-070a + FA-070b + FA-070c
K	K_FA-080a	FA-010a + FA-020a + FA-030a + FA-040a + FA-050a + FA-060a + FA-070a
K	K_FA-080b	FA-010b + FA-020b + FA-030b + FA-040b + FA-050b + FA-060b + FA-070b
K	K_FA-080c	FA-010c + FA-020c + FA-030c + FA-040c + FA-050c + FA-060c + FA-070c
K	K_FA-080	FA-080a + FA-080b + FA-080c
K	K_TE-010a	K_AO-060a + K_OE-010a + K_OE-020a + FA-080a
K	K_TE-010b	K_AO-060b + K_OE-010b + K_OE-020c + FA-080d
K	K_TE-010c	K_AO-060c + K_OE-010c + K_OE-020c + FA-080c
K	K_TE-010d	K_TE-010a + K_TE-010b + K_TE-010c
L	L-040	L-010 + L-020 + L030
M	M-160d	M-160a + M-160b + M-160c