

## **Appendix A—Public Library State Ranking Tables**

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Appendix A—Public Library State Ranking Tables

**Table A-1. Number of library visits and reference transactions per capita of public libraries, by state:**  
Fiscal year 2004

State	Ranking <sup>1</sup>	Library visits per capita <sup>2</sup>	State	Ranking <sup>1</sup>	Reference transactions per capita <sup>2</sup>
Total	†	4.67	Total	†	1.07
Ohio	1	7.16	District of Columbia <sup>3</sup>	1	2.04
Indiana	2	6.74	Ohio	2	1.62
Utah	3	6.68	Utah	3	1.57
Colorado	4	6.65	Illinois	4	1.48
Connecticut	5	6.56	New York	5	1.48
South Dakota	6	6.42	Maryland	6	1.34
Kansas	7	6.24	Florida	7	1.34
Oregon	8	6.19	Indiana	8	1.33
Idaho	9	6.05	Colorado	9	1.30
Wyoming	10	6.01	Connecticut	10	1.26
Wisconsin	11	5.95	Kansas	11	1.24
Washington	12	5.95	North Carolina	12	1.23
Rhode Island	13	5.79	Wyoming	13	1.22
Massachusetts	14	5.75	Louisiana	14	1.18
Illinois	15	5.74	South Carolina	15	1.17
New York	16	5.67	Texas	16	1.15
Iowa	17	5.50	Virginia	17	1.10
Maine	18	5.44	Washington	18	1.04
Nebraska	19	5.40	California	19	0.99
Vermont	20	5.36	Wisconsin	20	0.98
Alaska	21	5.17	Georgia	21	0.95
New Jersey	22	5.15	Arizona	22	0.94
Maryland	23	5.11	New Jersey	23	0.93
Minnesota	24	5.03	Minnesota	24	0.93
Missouri	25	4.84	New Mexico	25	0.93
New Hampshire	26	4.82	South Dakota	26	0.92
North Dakota	27	4.74	Oregon	27	0.91
Oklahoma	28	4.65	Rhode Island	28	0.90
Virginia	29	4.54	Massachusetts	29	0.89
Delaware	30	4.53	Missouri	30	0.86
Michigan	31	4.48	Vermont	31	0.85
Hawaii <sup>4</sup>	32	4.38	Idaho	32	0.81
California	33	4.18	Michigan	33	0.79
Nevada	34	4.11	Nebraska	34	0.77
Montana	35	4.06	Tennessee	35	0.77
Florida	36	3.98	Alabama	36	0.76
Arizona	37	3.97	Maine	37	0.75
North Carolina	38	3.91	Oklahoma	38	0.73
Kentucky	39	3.82	North Dakota	39	0.71
New Mexico	40	3.75	Hawaii <sup>4</sup>	40	0.69
Georgia	41	3.68	Pennsylvania	41	0.69
Pennsylvania	42	3.55	New Hampshire	42	0.68
District of Columbia <sup>3</sup>	43	3.54	Arkansas	43	0.66
South Carolina	44	3.42	Nevada	44	0.65
West Virginia	45	3.37	Iowa	45	0.64
Texas	46	3.21	West Virginia	46	0.63
Tennessee	47	3.19	Delaware	47	0.61
Alabama	48	3.15	Kentucky	48	0.61
Louisiana	49	3.13	Mississippi	49	0.53
Arkansas	50	3.06	Montana	50	0.49
Mississippi	51	2.76	Alaska	51	0.48

† Not applicable.

<sup>1</sup>Ranking order is based on unrounded data.

<sup>2</sup>Per capita is based on the total unduplicated population of legal service areas.

<sup>3</sup>The District of Columbia, while not a state, is included in the state rankings. Special care should be used in comparing its data to state data.

<sup>4</sup>Caution should be used in making comparisons with the state of Hawaii, as Hawaii reports only one public library for the entire state.

SOURCE: U.S. Department of Education, National Center for Education Statistics, Federal-State Cooperative System (FSCS) for Public Library Data, Public Libraries Survey (PLS), FY 2004.

Appendix A—Public Library State Ranking Tables

**Table A-2. Number of circulation transactions per capita and interlibrary loans received per 1,000 population of public libraries, by state: Fiscal year 2004**

State	Ranking <sup>1</sup>	Circulation transactions per capita <sup>2</sup>	State	Ranking <sup>1</sup>	Interlibrary loans received per 1,000 population <sup>2</sup>
Total	†	7.09	Total	†	107.51
Ohio	1	14.84	Wisconsin	1	818.43
Oregon	2	14.54	Oregon	2	666.87
Utah	3	12.48	Rhode Island	3	666.62
Indiana	4	11.93	Massachusetts	4	542.03
Washington	5	10.77	Ohio	5	267.83
Kansas	6	10.66	Illinois	6	221.81
Colorado	7	10.57	New York	7	216.72
Wisconsin	8	10.20	Michigan	8	190.12
Minnesota	9	9.89	Delaware	9	171.85
Maryland	10	9.36	Kansas	10	150.14
Connecticut	11	9.20	Pennsylvania	11	130.62
Iowa	12	9.07	Minnesota	12	117.29
South Dakota	13	9.00	Connecticut	13	101.72
Nebraska	14	8.84	North Dakota	14	81.07
Missouri	15	8.72	New Hampshire	15	80.33
Virginia	16	8.39	South Dakota	16	79.68
Illinois	17	8.33	New Jersey	17	75.22
Wyoming	18	8.27	Vermont	18	74.73
Idaho	19	8.22	Maine	19	67.92
Massachusetts	20	7.72	Colorado	20	57.35
New Hampshire	21	7.57	Wyoming	21	51.60
Arizona	22	7.52	Iowa	22	49.93
North Dakota	23	7.50	Alaska	23	47.30
Vermont	24	7.35	California	24	41.36
Maine	25	7.33	Montana	25	38.01
New York	26	7.15	Idaho	26	35.35
Rhode Island	27	6.73	Missouri	27	34.31
Oklahoma	28	6.38	Washington	28	28.41
New Jersey	29	6.38	Maryland	29	24.72
Delaware	30	6.36	Nebraska	30	22.69
Alaska	31	6.34	Louisiana	31	21.17
Michigan	32	6.28	Indiana	32	18.35
Nevada	33	6.21	Oklahoma	33	17.86
Montana	34	5.99	Florida	34	17.55
Kentucky	35	5.74	Georgia	35	16.80
California	36	5.52	Arizona	36	15.14
Florida	37	5.41	Alabama	37	14.99
North Carolina	38	5.35	West Virginia	38	13.66
New Mexico	39	5.34	Kentucky	39	13.64
Pennsylvania	40	5.24	Texas	40	13.49
Hawaii <sup>4</sup>	41	4.98	Nevada	41	13.03
South Carolina	42	4.93	New Mexico	42	12.59
Texas	43	4.76	Virginia	43	12.04
Georgia	44	4.73	South Carolina	44	10.12
Arkansas	45	4.40	Utah	45	9.90
Louisiana	46	4.28	Arkansas	46	7.82
West Virginia	47	4.28	Mississippi	47	6.99
Tennessee	48	4.09	Tennessee	48	6.13
Alabama	49	4.07	North Carolina	49	6.00
Mississippi	50	3.25	District of Columbia <sup>3</sup>	50	0.26
District of Columbia <sup>3</sup>	51	1.92	Hawaii <sup>4</sup>	51	0.25

† Not applicable.

<sup>1</sup>Ranking order is based on unrounded data.

<sup>2</sup>Per capita and per 1,000 population are based on the total unduplicated population of legal service areas.

<sup>3</sup>The District of Columbia, while not a state, is included in the state rankings. Special care should be used in comparing its data to state data.

<sup>4</sup>Caution should be used in making comparisons with the state of Hawaii, as Hawaii reports only one public library for the entire state.

SOURCE: U.S. Department of Education, National Center for Education Statistics, Federal-State Cooperative System (FSCS) for Public Library Data, Public Libraries Survey (PLS), FY 2004.

Appendix A—Public Library State Ranking Tables

**Table A-3. Average number of public-use internet terminals per stationary outlet and number per 5,000 population of public libraries, by state: Fiscal year 2004**

State	Ranking <sup>1</sup>	Average public-use internet terminals per stationary outlet (centrals and branches) <sup>2</sup>	State	Ranking <sup>1</sup>	Public-use internet terminals per 5,000 population <sup>2</sup>
Total	†	10.32	Total	†	3.01
Maryland	1	16.79	South Dakota	1	6.82
Florida	2	16.62	Vermont	2	6.43
Texas	3	14.33	Kansas	3	5.25
Arizona	4	14.10	Nebraska	4	5.17
Georgia	5	13.66	Maine	5	5.02
Ohio	6	13.43	Iowa	6	4.83
South Carolina	7	12.80	Indiana	7	4.60
California	8	12.57	New Hampshire	8	4.52
North Carolina	9	12.35	Wyoming	9	4.37
Utah	10	11.96	Alaska	10	4.26
Indiana	11	11.92	Ohio	11	4.20
Rhode Island	12	11.92	Rhode Island	12	4.01
Alabama	13	11.87	North Dakota	13	3.86
Washington	14	11.86	Missouri	14	3.79
Virginia	15	11.64	Alabama	15	3.76
Kentucky	16	11.35	Michigan	16	3.73
Michigan	17	11.23	Wisconsin	17	3.69
Nevada	18	11.06	Minnesota	18	3.58
Colorado	19	10.93	Illinois	19	3.54
Pennsylvania	20	10.89	Connecticut	20	3.44
Missouri	21	10.78	Massachusetts	21	3.32
New Jersey	22	10.76	Idaho	22	3.27
Hawaii <sup>4</sup>	23	10.45	New Mexico	23	3.26
New York	24	10.33	Washington	24	3.24
Minnesota	25	10.25	Oklahoma	25	3.04
Illinois	26	10.20	Montana	26	3.01
Tennessee	27	9.99	Texas	27	2.99
Connecticut	28	9.84	Colorado	28	2.97
Delaware	29	9.39	Georgia	29	2.96
Oregon	30	8.99	New York	30	2.95
Wisconsin	31	8.96	New Jersey	31	2.93
District of Columbia <sup>3</sup>	32	8.96	Oregon	32	2.93
New Mexico	33	8.93	Louisiana	33	2.90
Massachusetts	34	8.79	Pennsylvania	34	2.87
Oklahoma	35	8.52	Utah	35	2.85
Louisiana	36	7.82	South Carolina	36	2.82
Kansas	37	6.45	North Carolina	37	2.80
Mississippi	38	6.32	Maryland	38	2.77
Wyoming	39	5.92	Virginia	39	2.72
Arkansas	40	5.65	West Virginia	40	2.65
South Dakota	41	5.53	Kentucky	41	2.64
Idaho	42	5.52	Mississippi	42	2.62
West Virginia	43	5.52	Tennessee	43	2.46
Alaska	44	5.31	Arizona	44	2.43
Montana	45	5.02	Florida	45	2.37
Iowa	46	5.01	Arkansas	46	2.24
Nebraska	47	5.01	District of Columbia <sup>3</sup>	47	2.19
New Hampshire	48	4.92	Hawaii <sup>4</sup>	48	2.12
North Dakota	49	4.68	Delaware	49	1.98
Maine	50	4.29	Nevada	50	1.93
Vermont	51	3.88	California	51	1.89

† Not applicable.

<sup>1</sup>Ranking order is based on unrounded data.

<sup>2</sup>Per 5,000 population is based on the total unduplicated population of legal service areas.

<sup>3</sup>The District of Columbia, while not a state, is included in the state rankings. Special care should be used in comparing its data to state data.

<sup>4</sup>Caution should be used in making comparisons with the state of Hawaii, as Hawaii reports only one public library for the entire state.

SOURCE: U.S. Department of Education, National Center for Education Statistics, Federal-State Cooperative System (FSCS) for Public Library Data, Public Libraries Survey (PLS), FY 2004.

Appendix A—Public Library State Ranking Tables

Table A-4. Number of print materials per capita and audio materials per 1,000 population of public libraries, by state: Fiscal year 2004

State	Ranking <sup>1</sup>	Print materials per capita <sup>2</sup>	State	Ranking <sup>1</sup>	Audio materials per 1,000 population <sup>2</sup>
Total	†	2.84	Total	†	136.82
South Dakota	1	5.48	Ohio	1	300.88
Maine	2	5.34	Indiana	2	236.24
Vermont	3	4.95	New York	3	234.85
Massachusetts	4	4.91	Wyoming	4	220.56
Wyoming	5	4.81	Illinois	5	197.43
Kansas	6	4.71	Wisconsin	6	191.07
New Hampshire	7	4.62	Oregon	7	184.87
Nebraska	8	4.56	Vermont	8	181.90
District of Columbia <sup>3</sup>	9	4.40	Kansas	9	179.78
Connecticut	10	4.24	Connecticut	10	178.79
Ohio	11	4.24	Maryland	11	178.63
Indiana	12	4.21	Iowa	12	178.17
North Dakota	13	4.20	Nebraska	13	176.99
Iowa	14	4.13	South Dakota	14	173.36
Rhode Island	15	3.94	Washington	15	168.80
New York	16	3.90	Pennsylvania	16	168.37
Illinois	17	3.79	New Hampshire	17	167.14
New Jersey	18	3.72	Hawaii <sup>4</sup>	18	164.63
Missouri	19	3.55	Massachusetts	19	163.06
Wisconsin	20	3.52	Minnesota	20	162.33
Alaska	21	3.41	Michigan	21	159.98
Michigan	22	3.36	Colorado	22	159.35
Minnesota	23	3.18	Alaska	23	158.56
Idaho	24	3.14	Utah	24	151.45
Montana	25	2.99	Missouri	25	149.64
Washington	26	2.86	Maine	26	143.27
Oregon	27	2.80	New Jersey	27	141.70
Maryland	28	2.73	Idaho	28	140.98
Utah	29	2.70	North Dakota	29	137.81
West Virginia	30	2.67	Virginia	30	123.56
Virginia	31	2.65	Rhode Island	31	119.05
Colorado	32	2.61	District of Columbia <sup>3</sup>	32	113.85
New Mexico	33	2.57	Florida	33	109.70
Louisiana	34	2.56	Delaware	34	103.14
Hawaii <sup>4</sup>	35	2.53	Montana	35	96.95
Pennsylvania	36	2.44	Nevada	36	96.53
Oklahoma	37	2.36	West Virginia	37	91.00
California	38	2.15	New Mexico	38	88.97
Arkansas	39	2.14	Oklahoma	39	87.27
South Carolina	40	2.10	Kentucky	40	85.75
Delaware	41	2.08	Alabama	41	85.55
Alabama	42	2.03	Arizona	42	84.05
Kentucky	43	2.02	Texas	43	81.02
Mississippi	44	1.97	South Carolina	44	79.93
Texas	45	1.96	California	45	79.25
North Carolina	46	1.92	Tennessee	46	70.00
Tennessee	47	1.90	North Carolina	47	67.17
Florida	48	1.87	Louisiana	48	64.12
Georgia	49	1.77	Mississippi	49	62.22
Arizona	50	1.75	Arkansas	50	59.97
Nevada	51	1.67	Georgia	51	58.88

† Not applicable.

<sup>1</sup>Ranking order is based on unrounded data.

<sup>2</sup>Per capita and per 1,000 population are based on the total unduplicated population of legal service areas.

<sup>3</sup>The District of Columbia, while not a state, is included in the state rankings. Special care should be used in comparing its data to state data.

<sup>4</sup>Caution should be used in making comparisons with the state of Hawaii, as Hawaii reports only one public library for the entire state.

SOURCE: U.S. Department of Education, National Center for Education Statistics, Federal-State Cooperative System (FSCS) for Public Library Data, Public Libraries Survey (PLS), FY 2004.

Appendix A—Public Library State Ranking Tables

Table A-5. Number of video materials and current print serial subscriptions per 1,000 population of public libraries, by state: Fiscal year 2004

State	Ranking <sup>1</sup>	Video materials per 1,000 population <sup>2</sup>	State	Ranking <sup>1</sup>	Current print serial subscriptions per 1,000 population <sup>2</sup>
Total	†	126.86	Total	†	6.43
Ohio	1	310.49	Vermont	1	13.27
Kansas	2	252.33	Iowa	2	13.24
Indiana	3	250.04	Alaska	3	12.16
Wisconsin	4	222.74	New York	4	12.08
Connecticut	5	216.15	New Hampshire	5	11.70
Alaska	6	208.89	Wisconsin	6	11.59
South Dakota	7	205.77	Nebraska	7	10.41
Illinois	8	189.55	Indiana	8	10.40
Wyoming	9	188.33	South Dakota	9	10.32
Iowa	10	188.11	Kansas	10	10.25
Vermont	11	182.68	Wyoming	11	9.87
Colorado	12	181.34	Maine	12	9.78
New Hampshire	13	177.39	Ohio	13	9.77
Massachusetts	14	167.70	Illinois	14	9.61
Nebraska	15	164.55	Massachusetts	15	9.30
Oregon	16	163.04	Missouri	16	9.02
Maine	17	162.55	Connecticut	17	8.32
New York	18	156.62	Michigan	18	7.87
Utah	19	155.29	North Dakota	19	7.67
Rhode Island	20	152.11	Washington	20	7.33
Washington	21	149.20	Rhode Island	21	7.21
Minnesota	22	135.50	New Jersey	22	7.19
New Jersey	23	132.63	Louisiana	23	6.88
North Dakota	24	131.29	Minnesota	24	6.83
Idaho	25	126.06	Delaware	25	6.79
Michigan	26	123.84	Colorado	26	6.77
Missouri	27	122.47	District of Columbia <sup>3</sup>	27	6.71
Nevada	28	110.61	Oregon	28	6.60
Florida	29	107.10	Utah	29	6.54
Maryland	30	106.40	Maryland	30	6.14
Delaware	31	104.66	Montana	31	5.86
Louisiana	32	102.22	Idaho	32	5.65
Pennsylvania	33	102.13	Pennsylvania	33	5.56
Virginia	34	95.18	Nevada	34	5.46
Montana	35	94.32	South Carolina	35	4.97
Oklahoma	36	93.90	Virginia	36	4.95
West Virginia	37	92.55	Florida	37	4.66
Arizona	38	91.25	Oklahoma	38	4.53
California	39	85.23	West Virginia	39	4.22
Kentucky	40	81.66	Hawaii <sup>4</sup>	40	4.20
South Carolina	41	79.31	Kentucky	41	4.18
Texas	42	78.86	New Mexico	42	4.06
Alabama	43	75.15	North Carolina	43	3.81
Mississippi	44	74.28	Arizona	44	3.77
Hawaii <sup>4</sup>	45	70.28	Texas	45	3.66
Tennessee	46	69.26	California	46	3.62
New Mexico	47	65.45	Arkansas	47	3.46
Georgia	48	65.24	Mississippi	48	3.39
Arkansas	49	59.55	Tennessee	49	3.23
North Carolina	50	59.29	Georgia	50	3.11
District of Columbia <sup>3</sup>	51	38.92	Alabama	51	3.07

† Not applicable.

<sup>1</sup>Ranking order is based on unrounded data.

<sup>2</sup>Per 1,000 population is based on the total unduplicated population of legal service areas.

<sup>3</sup>The District of Columbia, while not a state, is included in the state rankings. Special care should be used in comparing its data to state data.

<sup>4</sup>Caution should be used in making comparisons with the state of Hawaii, as Hawaii reports only one public library for the entire state.

SOURCE: U.S. Department of Education, National Center for Education Statistics, Federal-State Cooperative System (FSCS) for Public Library Data, Public Libraries Survey (PLS), FY 2004.

Appendix A—Public Library State Ranking Tables

Table A-6. Number of paid full-time-equivalent (FTE) staff and paid FTE librarians per 25,000 population of public libraries, by state: Fiscal year 2004

State	Ranking <sup>1</sup>	Paid FTE staff per 25,000 population <sup>2</sup>	State	Ranking <sup>1</sup>	Paid FTE librarians per 25,000 population <sup>2</sup>
Total	†	12.00	Total	†	3.97
Ohio	1	21.08	New Hampshire	1	8.18
Indiana	2	20.59	Vermont	2	7.78
Wyoming	3	19.49	Iowa	3	7.43
District of Columbia <sup>3</sup>	4	19.38	Wyoming	4	7.38
Connecticut	5	17.79	Kansas	5	7.17
Kansas	6	17.72	Connecticut	6	6.95
New York	7	16.74	District of Columbia <sup>3</sup>	7	6.86
Illinois	8	16.03	Maine	8	6.85
New Jersey	9	15.78	Nebraska	9	6.70
Rhode Island	10	15.44	Massachusetts	10	6.48
Maryland	11	14.74	Indiana	11	6.15
Maine	12	14.48	Illinois	12	5.94
Massachusetts	13	14.42	Ohio	13	5.91
Colorado	14	14.06	Maryland	14	5.62
New Hampshire	15	13.98	South Dakota	15	5.42
Missouri	16	13.97	Kentucky	16	5.37
South Dakota	17	13.79	Rhode Island	17	5.36
Nebraska	18	13.66	New York	18	5.36
Washington	19	13.57	Wisconsin	19	5.23
Wisconsin	20	13.56	Montana	20	5.16
Iowa	21	13.43	Oklahoma	21	5.13
Vermont	22	13.42	North Dakota	22	5.01
Oregon	23	12.86	Michigan	23	4.70
Louisiana	24	12.75	Louisiana	24	4.53
Idaho	25	12.47	West Virginia	25	4.51
Michigan	26	12.39	Colorado	26	4.36
Virginia	27	12.02	New Jersey	27	4.34
Minnesota	28	11.66	Mississippi	28	4.19
Alaska	29	11.54	Alaska	29	4.09
Utah	30	11.41	Oregon	30	3.90
Hawaii <sup>4</sup>	31	11.25	Alabama	31	3.87
Mississippi	32	11.03	Minnesota	32	3.83
Kentucky	33	11.01	Idaho	33	3.82
Oklahoma	34	10.52	New Mexico	34	3.81
Florida	35	9.77	Missouri	35	3.46
South Carolina	36	9.73	Hawaii <sup>4</sup>	36	3.41
New Mexico	37	9.60	Washington	37	3.39
North Dakota	38	9.48	Virginia	38	3.29
Pennsylvania	39	9.42	Pennsylvania	39	3.20
Arizona	40	9.20	Utah	40	3.19
Alabama	41	9.19	Delaware	41	3.12
Delaware	42	9.02	South Carolina	42	3.03
Montana	43	8.96	Florida	43	2.97
West Virginia	44	8.91	Texas	44	2.57
Nevada	45	8.59	Arizona	45	2.57
North Carolina	46	8.49	Tennessee	46	2.47
Georgia	47	8.30	California	47	2.41
California	48	8.23	Arkansas	48	2.31
Arkansas	49	8.19	Nevada	49	2.31
Texas	50	8.05	Georgia	50	2.02
Tennessee	51	7.88	North Carolina	51	1.93

† Not applicable.

<sup>1</sup>Ranking order is based on unrounded data.

<sup>2</sup>Per 25,000 population is based on the total unduplicated population of legal service areas.

<sup>3</sup>The District of Columbia, while not a state, is included in the state rankings. Special care should be used in comparing its data to state data.

<sup>4</sup>Caution should be used in making comparisons with the state of Hawaii, as Hawaii reports only one public library for the entire state.

SOURCE: U.S. Department of Education, National Center for Education Statistics, Federal-State Cooperative System (FSCS) for Public Library Data, Public Libraries Survey (PLS), FY 2004.

Appendix A—Public Library State Ranking Tables

**Table A-7. Number of paid full-time-equivalent (FTE) librarians with “ALA-MLS” degrees and other paid FTE staff per 25,000 population of public libraries, by state: Fiscal year 2004**

State	Ranking <sup>1</sup>	Paid FTE librarians with “ALA-MLS” degrees per 25,000 population <sup>2</sup>	State	Ranking <sup>1</sup>	Other paid FTE staff per 25,000 population <sup>2</sup>
Total	†	2.70	Total	†	8.02
District of Columbia <sup>3</sup>	1	6.07	Ohio	1	15.17
Connecticut	2	5.30	Indiana	2	14.44
Rhode Island	3	4.58	District of Columbia <sup>3</sup>	3	12.53
New York	4	4.50	Wyoming	4	12.11
Ohio	5	4.33	New Jersey	5	11.44
New Jersey	6	4.32	New York	6	11.39
Massachusetts	7	4.21	Connecticut	7	10.84
Indiana	8	3.99	Kansas	8	10.55
Illinois	9	3.73	Missouri	9	10.50
Hawaii <sup>4</sup>	10	3.40	Washington	10	10.18
Michigan	11	3.20	Illinois	11	10.09
Washington	12	3.20	Rhode Island	12	10.08
Maine	13	3.13	Colorado	13	9.70
Colorado	14	3.05	Maryland	14	9.12
New Hampshire	15	3.04	Oregon	15	8.97
Oregon	16	2.93	Virginia	16	8.72
Maryland	17	2.92	Idaho	17	8.65
Wisconsin	18	2.80	South Dakota	18	8.37
Virginia	19	2.76	Wisconsin	19	8.33
Kansas	20	2.64	Utah	20	8.22
Minnesota	21	2.51	Louisiana	21	8.22
Florida	22	2.48	Massachusetts	22	7.94
South Carolina	23	2.39	Hawaii <sup>4</sup>	23	7.84
Alaska	24	2.38	Minnesota	24	7.83
California	25	2.24	Michigan	25	7.69
Pennsylvania	26	2.16	Maine	26	7.63
Vermont	27	2.09	Alaska	27	7.45
Arizona	28	2.01	Nebraska	28	6.97
Georgia	29	1.92	Mississippi	29	6.84
Missouri	30	1.91	Florida	30	6.80
Iowa	31	1.91	South Carolina	31	6.71
Louisiana	32	1.86	Arizona	32	6.63
Texas	33	1.85	North Carolina	33	6.56
North Carolina	34	1.84	Georgia	34	6.29
Nebraska	35	1.82	Nevada	35	6.28
Oklahoma	36	1.72	Pennsylvania	36	6.22
Utah	37	1.70	Iowa	37	5.99
Nevada	38	1.66	Delaware	38	5.90
New Mexico	39	1.64	Arkansas	39	5.88
Wyoming	40	1.59	California	40	5.83
Delaware	41	1.58	New Hampshire	41	5.80
South Dakota	42	1.57	New Mexico	42	5.79
Alabama	43	1.49	Kentucky	43	5.64
Idaho	44	1.29	Vermont	44	5.64
Kentucky	45	1.28	Texas	45	5.47
West Virginia	46	1.23	Tennessee	46	5.41
Tennessee	47	1.22	Oklahoma	47	5.39
North Dakota	48	1.13	Alabama	48	5.32
Mississippi	49	1.10	North Dakota	49	4.47
Montana	50	1.08	West Virginia	50	4.39
Arkansas	51	0.93	Montana	51	3.80

† Not applicable.

<sup>1</sup>Ranking order is based on unrounded data.

<sup>2</sup>An “ALA-MLS” is a master’s degree from a program of library and information studies accredited by the American Library Association. Per 25,000 population is based on the total unduplicated population of legal service areas.

<sup>3</sup>The District of Columbia, while not a state, is included in the state rankings. Special care should be used in comparing its data to state data.

<sup>4</sup>Caution should be used in making comparisons with the state of Hawaii, as Hawaii reports only one public library for the entire state.

SOURCE: U.S. Department of Education, National Center for Education Statistics, Federal-State Cooperative System (FSCS) for Public Library Data, Public Libraries Survey (PLS), FY 2004.

Appendix A—Public Library State Ranking Tables

Table A-8. Total and state operating revenue per capita of public libraries, by state: Fiscal year 2004

State	Ranking <sup>1</sup>	Total operating revenue per capita <sup>2</sup>	State	Ranking <sup>1</sup>	State operating revenue per capita <sup>2</sup>
Total	†	\$32.21	Total	†	\$3.21
Ohio	1	56.77	Ohio	1	40.06
Illinois	2	53.07	Hawaii <sup>4</sup>	2	19.51
District of Columbia <sup>3</sup>	3	52.30	Rhode Island	3	7.17
New York	4	51.30	Maryland	4	5.03
New Jersey	5	45.39	Pennsylvania	5	4.90
Indiana	6	45.31	West Virginia	6	4.70
Connecticut	7	45.11	Indiana	7	3.48
Washington	8	44.90	Georgia	8	3.37
Colorado	9	43.57	Delaware	9	3.36
Oregon	10	41.50	Mississippi	10	2.67
Rhode Island	11	40.08	Illinois	11	2.51
Kansas	12	39.62	New Mexico	12	2.39
Wyoming	13	39.17	New York	13	2.32
Alaska	14	38.44	Virginia	14	2.20
Maryland	15	37.66	North Carolina	15	1.86
Michigan	16	36.63	Florida	16	1.85
Missouri	17	34.31	Louisiana	17	1.73
Wisconsin	18	33.47	Minnesota	18	1.59
Massachusetts	19	33.18	South Carolina	19	1.41
New Hampshire	20	32.91	Michigan	20	1.31
Minnesota	21	31.95	Alaska	21	1.17
Nevada	22	29.88	New Jersey	22	1.10
Virginia	23	29.57	Kentucky	23	1.07
South Dakota	24	29.39	North Dakota	24	1.06
Nebraska	25	29.08	Massachusetts	25	1.05
Utah	26	28.91	Nevada	26	0.96
California	27	28.13	California	27	0.96
Louisiana	28	27.79	Wisconsin	28	0.90
Iowa	29	27.72	Missouri	29	0.88
Florida	30	27.17	Alabama	30	0.86
Maine	31	26.91	Iowa	31	0.78
Delaware	32	26.48	Arkansas	32	0.75
Vermont	33	26.15	Kansas	33	0.72
Idaho	34	26.02	Idaho	34	0.66
Kentucky	35	25.23	Oklahoma	35	0.62
Arizona	36	24.76	Connecticut	36	0.37
Oklahoma	37	24.56	Montana	37	0.36
Pennsylvania	38	24.22	Utah	38	0.30
New Mexico	39	22.31	Nebraska	39	0.28
South Carolina	40	21.45	Washington	40	0.26
Hawaii <sup>4</sup>	41	21.02	Oregon	41	0.18
Montana	42	19.98	Texas	42	0.14
North Carolina	43	19.40	Maine	43	0.13
Georgia	44	19.39	Arizona	44	0.09
North Dakota	45	18.02	Tennessee	45	0.05
Arkansas	46	17.64	Wyoming	46	0.04
Texas	47	17.56	Colorado	47	0.03
Alabama	48	17.19	New Hampshire	48	0.02
Tennessee	49	16.05	Vermont	49	0.01
West Virginia	50	15.49	South Dakota	50	#
Mississippi	51	13.76	District of Columbia <sup>3</sup>	51	0

† Not applicable.

# Rounds to zero.

<sup>1</sup>Ranking order is based on unrounded data.

<sup>2</sup>Total revenue includes federal, state, local, and other revenue. State rankings of federal revenue are not included in this report. Per capita is based on the total unduplicated population of legal service areas.

<sup>3</sup>The District of Columbia, while not a state, is included in the state rankings. Special care should be used in comparing its data to state data.

<sup>4</sup>Caution should be used in making comparisons with the state of Hawaii, as Hawaii reports only one public library for the entire state.

SOURCE: U.S. Department of Education, National Center for Education Statistics, Federal-State Cooperative System (FSCS) for Public Library Data, Public Libraries Survey (PLS), FY 2004.

*Appendix A—Public Library State Ranking Tables*

**Table A-9. Local and other operating revenue per capita of public libraries, by state: Fiscal year 2004**

State	Ranking <sup>1</sup>	Local operating revenue per capita <sup>2</sup>	State	Ranking <sup>1</sup>	Other operating revenue per capita <sup>2</sup>
Total	†	\$26.25	Total	†	\$2.59
District of Columbia <sup>3</sup>	1	49.28	New York	1	7.70
Illinois	2	46.35	Rhode Island	2	7.65
Washington	3	42.85	Nevada	3	7.50
New Jersey	4	42.01	Connecticut	4	6.71
New York	5	41.05	Vermont	5	6.57
Colorado	6	40.54	Maine	6	6.51
Indiana	7	39.39	Maryland	7	6.03
Oregon	8	38.74	Kansas	8	4.57
Connecticut	9	37.80	Illinois	9	4.00
Wyoming	10	37.27	Pennsylvania	10	3.74
Kansas	11	34.18	Ohio	11	3.21
Alaska	12	33.71	Delaware	12	3.14
Michigan	13	32.96	Colorado	13	2.94
Missouri	14	30.29	Massachusetts	14	2.69
New Hampshire	15	30.22	Missouri	15	2.68
Wisconsin	16	30.14	New Hampshire	16	2.66
Massachusetts	17	29.12	Idaho	17	2.59
Minnesota	18	28.06	Iowa	18	2.50
South Dakota	19	27.83	Oregon	19	2.37
Nebraska	20	27.29	Michigan	20	2.32
Utah	21	26.88	Indiana	21	2.32
Maryland	22	26.26	North Dakota	22	2.29
Virginia	23	25.89	Wisconsin	23	2.23
California	24	25.13	Montana	24	2.19
Rhode Island	25	24.95	New Jersey	25	2.13
Iowa	26	24.31	Minnesota	26	2.11
Louisiana	27	24.25	Alaska	27	2.08
Florida	28	24.09	California	28	1.91
Arizona	29	23.73	Louisiana	29	1.78
Idaho	30	22.61	Wyoming	30	1.75
Oklahoma	31	22.48	District of Columbia <sup>3</sup>	31	1.71
Kentucky	32	22.29	Washington	32	1.66
Nevada	33	21.04	Kentucky	33	1.62
Maine	34	20.26	Utah	34	1.55
Delaware	35	19.85	Arkansas	35	1.53
Vermont	36	19.57	Nebraska	36	1.45
South Carolina	37	18.85	South Dakota	37	1.44
New Mexico	38	18.64	Oklahoma	38	1.44
Montana	39	17.32	Virginia	39	1.38
Texas	40	16.52	Tennessee	40	1.37
North Carolina	41	15.99	Alabama	41	1.35
Arkansas	42	15.36	North Carolina	42	1.31
Pennsylvania	43	15.25	West Virginia	43	1.21
Georgia	44	14.98	Florida	44	1.15
Alabama	45	14.78	South Carolina	45	1.07
North Dakota	46	14.67	New Mexico	46	1.07
Tennessee	47	14.46	Hawaii <sup>4</sup>	47	0.99
Ohio	48	13.45	Mississippi	48	0.94
Mississippi	49	9.97	Georgia	49	0.93
West Virginia	50	9.42	Texas	50	0.82
Hawaii <sup>4</sup>	51	0	Arizona	51	0.79

† Not applicable.

<sup>1</sup>Ranking order is based on unrounded data.

<sup>2</sup>Per capita is based on the total unduplicated population of legal service areas.

<sup>3</sup>The District of Columbia, while not a state, is included in the state rankings. Special care should be used in comparing its data to state data.

<sup>4</sup>Caution should be used in making comparisons with the state of Hawaii, as Hawaii reports only one public library for the entire state.

SOURCE: U.S. Department of Education, National Center for Education Statistics, Federal-State Cooperative System (FSCS) for Public Library Data, Public Libraries Survey (PLS), FY 2004.

Appendix A—Public Library State Ranking Tables

**Table A-10. Total operating expenditures and total collection expenditures per capita of public libraries, by state:**  
Fiscal year 2004

State	Ranking <sup>1</sup>	Total operating expenditures per capita <sup>2</sup>	State	Ranking <sup>1</sup>	Total collection expenditures per capita <sup>2</sup>
Total	†	\$30.49	Total	†	\$4.04
Ohio	1	53.12	Ohio	1	8.47
District of Columbia <sup>3</sup>	2	50.44	Illinois	2	6.28
New York	3	47.74	Indiana	3	6.17
Illinois	4	46.43	Colorado	4	5.83
Indiana	5	45.16	Washington	5	5.81
New Jersey	6	43.52	Missouri	6	5.58
Washington	7	42.58	Connecticut	7	5.52
Connecticut	8	41.97	Maryland	8	5.46
Oregon	9	40.22	Kansas	9	5.40
Colorado	10	39.29	New York	10	5.26
Rhode Island	11	38.51	New Jersey	11	5.14
Wyoming	12	38.32	Oregon	12	4.82
Alaska	13	37.48	Massachusetts	13	4.80
Kansas	14	37.34	Nevada	14	4.74
Maryland	15	36.30	Utah	15	4.67
Michigan	16	33.42	District of Columbia <sup>3</sup>	16	4.59
Massachusetts	17	32.97	Nebraska	17	4.49
Wisconsin	18	32.81	Rhode Island	18	4.48
New Hampshire	19	31.76	New Hampshire	19	4.36
Missouri	20	31.36	South Dakota	20	4.28
Minnesota	21	30.87	Alaska	21	4.21
Virginia	22	28.84	Iowa	22	4.17
Nebraska	23	28.18	Wisconsin	23	4.15
Utah	24	27.90	Michigan	24	4.13
South Dakota	25	27.89	Delaware	25	3.96
California	26	27.56	Wyoming	26	3.94
Vermont	27	27.50	Virginia	27	3.89
Nevada	28	27.13	New Mexico	28	3.88
Iowa	29	26.85	Minnesota	29	3.79
Maine	30	26.58	Hawaii <sup>4</sup>	30	3.77
Louisiana	31	25.99	Florida	31	3.70
Florida	32	25.06	Oklahoma	32	3.65
Delaware	33	24.83	Vermont	33	3.61
Idaho	34	24.00	Arizona	34	3.38
Arizona	35	23.69	Maine	35	3.36
Oklahoma	36	23.51	South Carolina	36	3.32
Pennsylvania	37	23.11	Kentucky	37	3.29
Hawaii <sup>4</sup>	38	21.70	North Dakota	38	3.13
New Mexico	39	21.33	Louisiana	39	3.02
Kentucky	40	21.17	Pennsylvania	40	3.02
South Carolina	41	21.06	Idaho	41	2.93
Georgia	42	19.19	California	42	2.71
North Carolina	43	18.66	North Carolina	43	2.63
Montana	44	18.01	Montana	44	2.57
North Dakota	45	17.58	Arkansas	45	2.52
Alabama	46	16.93	Texas	46	2.45
Texas	47	16.93	Alabama	47	2.39
Tennessee	48	16.02	Georgia	48	2.37
Arkansas	49	15.49	Tennessee	49	2.24
West Virginia	50	14.57	West Virginia	50	2.17
Mississippi	51	13.24	Mississippi	51	1.74

† Not applicable.

<sup>1</sup>Ranking order is based on unrounded data.

<sup>2</sup>Total operating expenditures includes total staff expenditures, total collection expenditures, and other operating expenditures. State rankings of other operating expenditures are not included in this report. Per capita is based on the total unduplicated population of legal service areas.

<sup>3</sup>The District of Columbia, while not a state, is included in the state rankings. Special care should be used in comparing its data to state data.

<sup>4</sup>Caution should be used in making comparisons with the state of Hawaii, as Hawaii reports only one public library for the entire state.

SOURCE: U.S. Department of Education, National Center for Education Statistics, Federal-State Cooperative System (FSCS) for Public Library Data, Public Libraries Survey (PLS), FY 2004.

*Appendix A—Public Library State Ranking Tables*

**Table A–11. Total staff expenditures and salaries and wages expenditures per capita of public libraries, by state: Fiscal year 2004**

State	Ranking <sup>1</sup>	Total staff expenditures per capita <sup>2</sup>	State	Ranking <sup>1</sup>	Salaries and wages expenditures per capita <sup>2</sup>
Total	†	\$20.06	Total	†	\$15.81
District of Columbia <sup>3</sup>	1	37.03	District of Columbia <sup>3</sup>	1	31.26
Ohio	2	34.73	Ohio	2	27.11
New York	3	33.10	Connecticut	3	25.99
New Jersey	4	30.25	New York	4	25.51
Connecticut	5	29.09	Illinois	5	23.98
Illinois	6	28.77	New Jersey	6	23.29
Washington	7	27.85	Indiana	7	22.21
Indiana	8	27.78	Washington	8	22.04
Wyoming	9	27.33	Rhode Island	9	21.65
Rhode Island	10	27.14	Massachusetts	10	21.19
Oregon	11	26.95	Wyoming	11	20.78
Colorado	12	25.83	Colorado	12	20.74
Maryland	13	25.29	Maryland	13	19.43
Alaska	14	25.18	Oregon	14	18.60
Kansas	15	23.38	Kansas	15	18.60
Wisconsin	16	22.84	Alaska	16	18.31
Massachusetts	17	22.71	New Hampshire	17	18.14
New Hampshire	18	22.42	Minnesota	18	16.88
Minnesota	19	21.60	Wisconsin	19	16.87
Michigan	20	20.80	Virginia	20	15.75
South Dakota	21	19.54	Michigan	21	15.66
Virginia	22	19.42	Maine	22	15.49
Missouri	23	18.95	South Dakota	23	15.48
Utah	24	18.43	Missouri	24	15.20
California	25	18.12	Vermont	25	14.70
Nebraska	26	18.06	Iowa	26	14.32
Maine	27	17.96	Nebraska	27	14.31
Vermont	28	17.93	California	28	14.06
Nevada	29	17.80	Hawaii <sup>4</sup>	29	14.01
Iowa	30	17.79	Utah	30	13.78
Idaho	31	15.90	Nevada	31	13.67
Louisiana	32	15.60	Idaho	32	12.37
Arizona	33	15.48	Louisiana	33	12.20
Oklahoma	34	15.06	Arizona	34	11.94
Florida	35	15.05	Florida	35	11.85
Pennsylvania	36	14.90	Delaware	36	11.72
Delaware	37	14.88	Pennsylvania	37	11.69
Hawaii <sup>4</sup>	38	14.11	Oklahoma	38	11.59
South Carolina	39	13.64	South Carolina	39	10.65
Georgia	40	13.20	Georgia	40	10.26
New Mexico	41	13.19	Kentucky	41	10.04
North Carolina	42	12.54	North Carolina	42	9.85
Kentucky	43	12.41	New Mexico	43	9.54
Montana	44	12.07	Montana	44	9.20
Texas	45	11.65	North Dakota	45	9.06
Alabama	46	11.06	Texas	46	8.98
North Dakota	47	10.86	Alabama	47	8.93
Tennessee	48	10.32	Tennessee	48	8.39
Arkansas	49	9.45	Arkansas	49	7.49
West Virginia	50	9.44	West Virginia	50	7.27
Mississippi	51	9.01	Mississippi	51	7.00

† Not applicable.

<sup>1</sup>Ranking order is based on unrounded data.

<sup>2</sup>Total staff expenditures includes expenditures for salaries and wages and employee benefits. State rankings of employee benefits expenditures are not included in this report. Per capita is based on the total unduplicated population of legal service areas.

<sup>3</sup>The District of Columbia, while not a state, is included in the state rankings. Special care should be used in comparing its data to state data.

<sup>4</sup>Caution should be used in making comparisons with the state of Hawaii, as Hawaii reports only one public library for the entire state.

SOURCE: U.S. Department of Education, National Center for Education Statistics, Federal-State Cooperative System (FSCS) for Public Library Data, Public Libraries Survey (PLS), FY 2004.

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## **Appendix B—Technical Notes**

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## Reporting Period

The fiscal year (FY) 2004 Public Libraries Survey (PLS) requested data for state FY 2004. In some states, the FY reporting period varies among localities (these states are listed in “Other” column of table B–1 below). Although the reporting period spans more than a 12-month period for such states, each public library provided data for a 12-month period.

**Table B–1. Reporting periods of public libraries: Fiscal year 2004**

July 2003 through June 2004	January 2004 through December 2004	Other <sup>1</sup>
Arizona	Arkansas	Alaska <sup>2</sup>
California	Colorado	Alabama <sup>3</sup>
Connecticut	Indiana	District of Columbia <sup>3</sup>
Delaware	Kansas	Florida <sup>3</sup>
Georgia	Louisiana	Idaho <sup>3</sup>
Hawaii	Minnesota	Illinois <sup>4</sup>
Iowa	North Dakota	Maine <sup>5</sup>
Kentucky	New Jersey	Michigan <sup>6</sup>
Maryland	Ohio	Mississippi <sup>3</sup>
Massachusetts	South Dakota	Missouri <sup>7</sup>
Montana	Washington	Nebraska <sup>4</sup>
New Mexico	Wisconsin	New Hampshire <sup>8</sup>
Nevada		New York <sup>5</sup>
North Carolina		Pennsylvania <sup>8</sup>
Oklahoma		Rhode Island <sup>9</sup>
Oregon		Texas <sup>10</sup>
South Carolina		Utah <sup>8</sup>
Tennessee		Vermont <sup>11</sup>
Virginia		
West Virginia		
Wyoming		

<sup>1</sup>The reporting period varies among localities for the states in this column; however, each public library provided data for a 12-month period.

<sup>2</sup>January 2003 to June 2004.

<sup>3</sup>October 2003 to September 2004.

<sup>4</sup>January 2003 to December 2004.

<sup>5</sup>March 2003 to December 2004.

<sup>6</sup>December 2002 to September 2004.

<sup>7</sup>October 2002 to December 2004.

<sup>8</sup>July 2003 to December 2004.

<sup>9</sup>March 2003 to June 2004.

<sup>10</sup>February 2003 to December 2004.

<sup>11</sup>January 2003 to September 2004.

SOURCE: U.S. Department of Education, National Center for Education Statistics, Federal-State Cooperative System (FSCS) for Public Library Data, Public Libraries Survey (PLS), FY 2004.

## Survey Items

A few key survey items are discussed below. The definitions of items included in this report are provided in the glossary in appendix C and the survey instrument in appendix D.

**Library visits and reference transactions.** Public libraries reported annual library visits and annual reference transactions based on actual counts, if available. Otherwise, annual estimates were provided based on a typical week in October, multiplied by 52.

**Population items.** The PLS has three population items: (1) Population of Legal Service Area for each public library, (2) Total Unduplicated Population of Legal Service Areas for the state (this figure does not include unserved areas), and (3) Official State Total Population Estimate. There are significant methodological differences in the ways states calculate the first two items, and the time period for these counts varies among states. The population data are provided by the state library agency (see table 1 of the report).

The total Population of Legal Service Area for all public libraries in a state may exceed the state's Total Unduplicated Population of Legal Service Areas or the Official State Total Population Estimate. This occurs when the state has one or more geographically adjacent libraries (for example, a county library and a city library within the county) that serve, and therefore count, the same population. Twenty-six states had overlapping service areas in FY 2004 (see table B–2 below).

**Table B–2. States with public libraries with overlapping service areas: Fiscal year 2004**

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Alabama  
Colorado  
Connecticut  
Idaho  
Indiana  
Iowa  
Kansas  
Louisiana  
Maine  
Massachusetts  
Michigan  
Minnesota  
Mississippi  
Missouri  
New Hampshire  
New Jersey  
New Mexico  
New York  
North Dakota  
Pennsylvania  
Rhode Island  
South Carolina  
South Dakota  
Tennessee  
Texas  
Vermont

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SOURCE: U.S. Department of Education, National Center for Education Statistics, Federal-State Cooperative System (FSCS) for Public Library Data, Public Libraries Survey (PLS), FY 2004.

To enable meaningful state comparisons using total Population of Legal Service Area data (for example, the number of print materials<sup>1</sup> per capita), the Population of Legal Service Area data were adjusted to eliminate duplicative reporting due to overlapping service areas. The public library data file has a derived unduplicated population of legal service area for *each library* for this purpose (the variable is called POPU\_UND). This value was prorated for each library by calculating the ratio of a library's Population of Legal Service Area to the state's total Population of Legal Service Area and applying the ratio to the state's Total Unduplicated Population of Legal Service Areas.

**Paid Full-Time-Equivalent (FTE) Staff.** Paid staff were reported in FTEs (tables 13 to 14A). To ensure comparable data, 40 hours was set as the measure of full-time employment (for example, 60 hours per week of part-time work by employees in a staff category divided by the 40-hour measure equals 1.50 FTEs). FTE data were reported to two decimal places (rounded to one decimal place in the tables).

### Survey Universe

The survey frame consists of 9,210 public libraries (9,207 public libraries in the 50 states and the District of Columbia and 3 public libraries in the outlying areas of Guam, the Northern Mariana Islands, and the U.S. Virgin Islands). The public libraries were identified by the state library agencies.<sup>2</sup> The survey frame (and the survey response rates in the next section) include 306 public libraries that do not meet all the criteria in the Federal-State Cooperative System (FSCS) definition of a public library (see appendix D, Administrative Entity definitions, item 17 for the criteria). These libraries are included because they qualify as public libraries under state law. Military libraries that provide public library service and libraries that serve residents of institutions are not included. Data were not systematically collected from public libraries on Native American reservations, although 42 such libraries were reported. The FY 2004 survey is the 17th in the series. This report is based on the final data file.

### Survey Response

**Unit response.** A total of 9,000 of the 9,210 public libraries in the survey frame responded to the FY 2004 PLS (no outlying areas responded), for a unit response rate of 97.7 percent. Respondents to the survey are defined as public libraries for which the following data were reported: population of the legal service area and at least three of the five following items: total paid employees, total operating revenue, total operating expenditures, print materials, and total circulation.

**Total response.** The base for calculating response rates for specific items is the total number of libraries in the survey frame, including unit nonrespondents. At the national level, response rates fell below 85 percent<sup>3</sup> for a few items (listed in table B-3, which follows). These were new survey items, so the response rates should increase in future years.

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<sup>1</sup>These materials include books and serial back files in print.

<sup>2</sup>Public libraries in two outlying areas, American Samoa and Puerto Rico, are not included in the survey frame because their state library agencies have never responded to NCES's request for participation in the survey. Their public libraries have not been identified and cannot be included in the survey frame or response rate calculations.

<sup>3</sup>The NCES Statistical Standards stipulate that if the item response rate is below 85 percent for any items used in a report, a nonresponse bias analysis is required for each of those items. The items and analyses are not included in the report because the response rates for the items did not meet the response rate threshold required by the standards.

**Table B-3. Items on the Public Libraries Survey with response rates below 85 percent at the national level: Fiscal year 2004**

Survey item	Response rate
Local government capital revenue	78.8
State government capital revenue	79.2
Federal government capital revenue	78.9
Other government capital revenue	78.9
Children's programs	84.4

SOURCE: U.S. Department of Education, National Center for Education Statistics, Federal-State Cooperative System (FSCS) for Public Library Data, Public Libraries Survey (PLS), FY 2004.

At the state level, response rates fell below 85 percent for one or more items in 29 states, the District of Columbia, and the outlying areas (the outlying areas were total nonrespondents to the survey). The response rates are included in the tables in this report. Missing data for the 50 states and the District of Columbia were imputed and included in the state and national totals. Missing data were not imputed for the outlying areas. See *Imputation* section below for a discussion of the imputation methodology.

### Data Collection

The FY 2004 PLS was released to the states over the Internet on November 16, 2004. States were placed into one of three reporting groups (with survey due dates of April 19, August 3, or August 31, 2005), based on their fiscal cycles or claim of extraordinary reporting hardship. States reported their data using personal computer data collection software called WinPLUS (Windows Public Library Universe System) downloaded from the Internet. WinPLUS was developed for NCES by the U.S. Census Bureau (the data collection agent). Edit follow-up was completed in December of 2005. The editing process is described below.

### Editing

**State level.** The survey software has an edit check program that generates on-screen warnings during the data entry/import process, enabling the respondent to review the data and correct many errors immediately. Following data entry/import, the respondent generates an on-screen or printed edit report for further review and correction of the data before submitting the final file to NCES. Four types of edit checks were performed:

1. *Relational edit checks.* This is a data consistency check between related data elements. For example, an edit message is generated if the number of "ALA-MLS" Librarians (librarians with master's degrees from programs of library and information studies accredited by the American Library Association) is greater than Total Librarians.
2. *Out-of-range edit checks.* This is a comparison of the data reported for an item to the "acceptable range" of numeric values for the item. For example, an edit message is generated if average Public Service Hours per outlet per week is less than 10, or if the past year to current year change in Children's Circulation is greater than  $\pm 5,000$  and greater than -30% to +50%.
3. *Arithmetic edit checks.* This is an arithmetical accuracy check of a reported total and its parts to the generated total. For example, an edit message is generated if Total Operating Revenue is not equal to the sum of its parts (Local Government Revenue, State Government Revenue, Federal Government Revenue, and Other Revenue).
4. *Blank, zero, or invalid data edit checks.* This is a check of reported data against acceptable values. For example, an edit message is generated if Print Materials is 0 or -2.

The WinPLUS software generates state summary tables (showing state totals for all numeric data items) and single-library tables (showing data for individual public libraries in a state). Respondents were encouraged to review the tables for data quality issues before submitting their data to NCES. State data submissions also included a signed form from the Chief Officer of the State Library Agency certifying the accuracy of the data.

**National level.** The U.S. Census Bureau and NCES reviewed and edited the state data submissions, working closely with the State Data Coordinators and the FSCS Steering Committee.

### Imputation

All libraries, including nonresponding libraries, were sorted into imputation cells based on the region and size of population served. Imputations for nonresponding libraries were performed using the data calculated from their imputation cells. Item imputation was performed on each record with nonresponse variables. The data are identified as either imputed (estimated) or reported (actual) on the survey data file through the use of imputation codes. The following imputation rules were applied:

#### A. For libraries that responded in 2003 but not 2004 (or in 2002 but not in 2003 or 2004):

- A1. The mean growth rates (Method 1) were calculated for institutions that reported in both 2003 and 2004 (or in both 2002 and 2004). The mean (average) growth rate was calculated for each imputation cell.
- A2. The average changes computed in step A1 were applied to the 2003 data (or 2002 data) of 2004 nonresponding libraries to obtain an estimate for 2004.

Method 1 (mean growth rate) was used for imputing centrals, branches, bookmobiles, ALA-MLS librarians, total librarians, other paid employees, print materials, current print serial subscriptions, audio, public service hours, library visits, reference transactions, total circulation, salaries, total staff expenditures, total collection expenditures, total operating expenditures, and total expenditures.

- A3. Employee benefits were derived by subtracting salaries from the estimated total staff expenditures determined in step A2.
- A4. Other operating expenditures were derived by subtracting total operating expenditures from the sum of total collection expenditures and total staff expenditures estimated in step A2.
- A5. For revenue variables (i.e., other revenue and revenue from federal, state, and local government sources) both responding and nonresponding libraries in an imputation cell were arranged in decreasing order of size of population served. A nonresponding library's 2003 (or 2002) data were pulled forward, and a growth rate was determined by calculating the growth of the next smallest library to the nonresponding library that had data for both 2004 and 2003 (or 2004 and 2002). This hot-deck growth rate (Method 2) was applied to the nonresponding library's 2003 (or 2002) data to obtain an estimate for 2004. If no prior year growth rate was available for the next smallest library, the growth rate was assumed to be 1.00.
- A6. Total operating revenue was derived by adding revenue from federal, state, and local sources and other revenue. Total paid employees was derived by adding librarians and other paid employees.
- A7. Children's program attendance was estimated by multiplying the current-year total library visits by the prior-year ratio of children's program attendance to total library visits.
- A8. Children's circulation was estimated by multiplying the current-year total circulation by the prior-year ratio of children's circulation to total circulation.
- A9. Electronic materials expenditures was set to zero if total collection expenditures was equal to zero.
- A10. For general public internet terminals, if there were 2003 or 2002 reported data, the data were carried forward as an estimate for 2004.

- A11. For population variables, the prior-year data were carried forward in the current year.
- A12. Electronic users was estimated by multiplying the current-year general public internet terminals by the prior-year (2003 or 2002) ratio of electronic users to general public internet terminals.

**B. For libraries with no reported data in 2002, 2003, or 2004:**

- B1. Method 1 (mean growth rate) (described in steps A1 and A2) was used to impute for 2004 if the prior-year data (2003 or 2002) were imputed using prior-year reported data and the imputed value was greater than zero.

This method was used for imputing centrals, branches, bookmobiles, ALA-MLS librarians, total librarians, other paid employees, print materials, current print serial subscriptions, audio, public service hours, reference transactions, total circulation, other revenue, revenue from federal, state, and local sources, salaries, total staff expenditures, total collection expenditures, other operating expenditures, and electronic materials expenditures.

- B2. The mean of the imputation cell was calculated for all libraries that responded in 2004. The cell mean was adjusted for the size of a nonresponding library by multiplying it by the ratio of the nonrespondent's total population served to the mean size of population served for all responding libraries.

This method was used for imputing centrals, branches, bookmobiles, ALA-MLS librarians, total librarians, other paid employees, print materials, current print serial subscriptions, audio, public service hours, reference transactions, total circulation, other revenue, revenue from federal, state, and local sources, salaries, total staff expenditures, total collection expenditures, other operating expenditures, and electronic materials expenditures.

- B3. To impute total library visits when the prior-year imputed data were not based on reported data, library visits was summed over all responding libraries in an imputation cell, as was the population served. The ratio of total library visits to total population served was multiplied by the nonrespondent's population value to estimate the nonrespondent's library visits.
- B4. Children's program attendance was estimated using the method described in step B3 where the ratio of total children's program attendance to total library visits for the responding libraries in an imputation cell was multiplied by the nonrespondent's current-year library visits.
- B5. Children's circulation was estimated by calculating the ratio of children's circulation to total circulation for the responding libraries in an imputation cell and multiplying the ratio by the current-year total circulation of the nonresponding library.
- B6. Total staff expenditures was derived by adding salaries and employee benefits determined in step B1 (or step B2). Total operating revenue was derived by adding revenue from federal, state, and local sources and other revenue. Total paid employees was derived by adding librarians and other paid employees.
- B7. Total operating expenditures was derived by summing total collection expenditures, total staff expenditures, and other operating expenditures estimated in step B1 (or step B2).
- B8. The median of the imputation cell was calculated for all libraries that responded in 2004. The cell median was not adjusted. This method was used for imputing general public internet terminals when there were no reported prior-year (2003 or 2002) data. If the cell median was zero but, based on the value of other electronic data items, it was determined that the value should be greater than zero, then the imputed value was equal to the unadjusted cell mean.
- B9. The median ratio of electronic users to general public internet terminals was used to impute electronic users when there were no reported (2003 or 2002) data.

**C. For all nonresponding libraries:**

- C1. Total capital expenditures was derived by imputing total expenditures (a derived variable which is the sum of total collections expenditures, total staff expenditures, other operating expenditures, and total capital expenditures) and subtracting total operating expenditures in order to get total capital expenditures. If the derived total capital expenditures had a negative value, it was changed to zero, total operating expenditures was changed to equal total expenditures, and total collection expenditures, total staff expenditures, and other operating expenditures were adjusted so that the sum would equal total operating expenditures. Alternatively, the cell mean (adjusted for population size) was used.
- C2. The mean of the imputation cell was used to estimate videos and interlibrary loans. The cell mean was adjusted for the size of a nonresponding library by multiplying it by the ratio of the nonrespondent's total population served to the mean size of population served for all responding libraries.

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## Appendix C—Glossary

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**Except where indicated with an asterisk (\*), the following definitions of terms are exactly as they appear in the survey instruction manual.**

**Administrative entity.** This is the agency that is legally established under local or state law to provide public library service to the population of a local jurisdiction. The administrative entity may have a single outlet, or it may have more than one outlet.

**Administrative entity with a single direct service outlet.** An administrative entity that serves the public directly with one central library, books-by-mail only or one bookmobile.

**Administrative entity with multiple direct service outlets where administrative offices are not separate.** An administrative entity that serves the public directly with two or more service outlets, including some combination of one central library, branch(es), bookmobile(s), and/or books-by-mail only.

**Administrative entity with multiple direct service outlets where administrative offices are separate.** An administrative entity that serves the public directly with two or more service outlets, including some combination of one central library, branch(es), bookmobile(s), and/or books-by-mail only. The administrative offices are separate from the direct service outlets and do not provide direct library services.

**Administrative structure.** The administrative structure identifies an autonomous library entity (administrative entity) that has its own governance and funding.

**ALA-MLS.** Librarians with master's degrees from programs of library and information studies accredited by the American Library Association.

**Attendance.** See *library visits*.

**Audio.** These are materials on which sounds (only) are stored (recorded) and that can be reproduced (played back) mechanically, electronically, or both. Include records, audiocassettes, audio cartridges, audio discs (including audio-CD-ROMs), audio-reels, talking books, and other sound recordings.

Report the number of physical units, including duplicates. For smaller libraries, if physical unit data are not available, count the number of titles. Items packaged together as a unit (e.g., two audiocassettes for one recorded book) and checked out as a unit are counted as one physical unit. See also *library collection*.

**Bookmobile(s).** A bookmobile is a traveling branch library. It consists of at least all of the following: 1) a truck or van that carries an organized collection of library materials; 2) paid staff; and 3) regularly scheduled hours (bookmobile stops) for being open to the public.

Note: Count the number of vehicles in use, not the number of stops the vehicle makes.

**Branch library.** A branch library is an auxiliary unit of an administrative entity which has at least all of the following: 1) separate quarters; 2) an organized collection of library materials; 3) paid staff; and 4) regularly scheduled hours for being open to the public.

**Capital expenditures.** Report major capital expenditures (the acquisition of or additions to fixed assets). Examples include expenditures for (a) site acquisitions; (b) new buildings; (c) additions to or renovation of library buildings; (d) furnishings, equipment, and initial book stock for new buildings, building additions, or building renovations; (e) library automation systems; (f) new vehicles; and (g) other one-time major projects. Include federal, state, local or other revenue used for major capital expenditures. Only funds that are supported by expenditure documents (e.g. invoices, contracts, payroll records, etc.) at the point of disbursement should be included. Estimated costs are not included. Exclude expenditures for replacement and repair of existing furnishings and equipment, regular purchase of library materials, and investments for capital appreciation. Exclude contributions to endowments, or revenue passed through to another agency

(e.g. fines). Funds transferred from one public library to another public library should be reported by only one of the public libraries.

**\*Central library.** This is one type of single outlet library or the library which is the operational center of a multiple-outlet library. Usually all processing is centralized here and the principal collections are housed here. Synonymous with main library.

\*Note: Each administrative entity may report either no central library or one central library. No administrative entity may report more than one central library. Where two or more libraries are considered “centrals” for state or local purposes, one central library and one or more branch libraries should be reported to FSCS. If you wish to identify a central library in the outlet file, identify the library with the largest collection as the central library for FSCS purposes, and report all others as branches. Where there are several co-equal outlets and no principal collection, report all such outlets as branches, not central libraries.

**Children’s program attendance.** The count of the audience at all programs for which the primary audience is children 14 years and under. Includes adults who attend programs intended primarily for children.

Note: Do not count attendance at library activities for children that are delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, homework assistance, and mentoring activities.

**Circulation.** See *total circulation*.

**Circulation of children’s materials.** The total annual circulation of all children’s materials in all formats to all users, including renewals.

**City/county.** A multi-jurisdictional entity that is operated jointly by a county and a city.

**Collection expenditures.** This includes all operating expenditures from the library budget for all materials in print, microform, electronic, and other formats considered part of the collection, whether purchased, leased, or licensed. Exclude charges or fees for interlibrary loans and expenditures for document delivery.

**County/parish.** An organized local government authorized in a state’s constitution and statutes and established to provide general government.

**Current print serial subscriptions.** Report the number of current print serial subscriptions, including duplicates, for all outlets. Examples of serials are periodicals (magazines), newspapers, annuals, some government documents, some reference tools, and numbered monographic series.

**Current serial subscriptions.** This refers to arrangements by which, in return for a sum paid in advance, serials are provided for a specified number of issues. Include current serial subscriptions in print, electronic, and digital formats.

**Direct service outlet.** See *public library service outlet*.

**Electronic materials expenditures.** Report all operating expenditures for electronic (digital) materials. Types of electronic materials include e-books, e-serials (including journals), government documents, databases (including locally mounted, full text or not), electronic files, reference tools, scores, maps, or pictures in electronic or digital format, including materials digitized by the library. Electronic materials can be distributed on magnetic tape, diskettes, computer software, CD-ROM, or other portable digital carrier, and can be accessed via a computer, via access to the Internet, or by using an e-book reader. Include expenditures for materials held locally and for remote electronic materials for which permanent or temporary access rights have been acquired. Include expenditures for database licenses.

**Employee benefits expenditures.** These are the benefits outside of salaries and wages paid and accruing to employees (including plant operations, security, and maintenance staff), regardless of whether the benefits or equivalent cash options are available to all employees. Include amounts for direct paid employee benefits including social security, retirement, medical insurance, life insurance, guaranteed disability income protection,

unemployment compensation, workmen’s compensation, tuition, and housing benefits. See also *operating expenditures*.

**Expenditures (operating).** See *operating expenditures*.

**Federal government revenue.** This includes all federal government funds distributed to public libraries for expenditure by the public libraries, including federal money distributed by the state. See also *operating revenue*.

**\*Federal-State Cooperative System (FSCS) for Public Library Data.** FSCS is a cooperative system through which states, the District of Columbia, and the outlying areas submit individual public library data to NCES on a voluntary basis.

**FSCS public library.** See *public library (FSCS definition)*.

**Full-time-equivalent (FTE) staff.** See *paid staff (full-time equivalent)*.

**\*Geographic service area.** Choose from among the following types of readily available Census geography, one code that either exactly or most nearly describes the geographic area for which the public library has been established to offer services and from which (or on behalf of which) the library derives revenue plus any areas served under contract for which the library is the primary service provider:

Note: The population of legal service area should be reflected in the geographic code selected.

- Municipal Government (city, town or village) (exactly)
- Municipal Government (city, town or village) (most nearly)
- County/Parish (exactly)
- County/Parish (most nearly)
- Metropolitan Area (exactly)
- Metropolitan Area (most nearly)
- Multi-County (exactly)
- Multi-County (most nearly)
- School District (exactly)
- School District (most nearly)
- Other

**Headquarters of a federation or cooperative.** The library or entity that provides the physical space and staff who manage, coordinate, or administer the programs of the federation or cooperative.

Note: Agencies that serve other libraries rather than the public should not be reported to FSCS.

**Interlibrary loans provided to.** These are library materials, or copies of the materials, provided by one autonomous library to another upon request. The libraries involved in interlibrary loans are not under the same library administration. These data are reported as annual figures.

**Interlibrary loans received from.** These are library materials, or copies of the materials, received by one autonomous library from another library upon request. The libraries involved in interlibrary loans are not under the same library administration. These data are reported as annual figures.

**\*Interlibrary relationship.** The interlibrary relationship identifies an administrative entity’s relationship to a federation or cooperative.

**Internet terminals used by general public.** Number of Internet terminals (personal computers (PCs), dumb terminals, and laptops), whether purchased, leased or donated, used by the general public in the library.

**Legal basis.** The legal basis is the type of local government structure within which the entity functions. It reflects the state or local law which authorizes the library.

**Legal service area population.** See *population of the legal service area*.

**Librarians.** Persons with the title of librarian who do paid work that usually requires professional training and skill in the theoretical or scientific aspects of library work, or both, as distinct from its mechanical or clerical aspect. This data element also includes ALA-MLS.

**Librarians with ALA-MLS.** See *ALA-MLS*.

**Library collection.** This section of the survey collects data on selected types of materials. It does not cover all materials (i.e., microform, scores, maps, and pictures) for which expenditures are reported under print materials expenditures, electronic materials expenditures, and other materials expenditures. Under this category report only items the library has acquired as part of the collection and cataloged, whether purchased, leased, licensed, or donated as gifts.

**Library district.** This is a local entity other than a county, municipality, township, or school district that is authorized by state law to establish and operate a public library as defined by FSCS. It has sufficient administrative and fiscal autonomy to qualify as a separate government. Fiscal autonomy requires support from local taxation dedicated to library purposes (e.g., a library tax).

**Library materials.** See *library collection*.

**Library visits.** This is the total number of persons entering the library for whatever purpose during the year.

Note: If an actual count of visits is unavailable, determine an annual estimate by counting visits during a typical week in October and multiplying the count by 52. A “typical week” is a time that is neither unusually busy nor unusually slow. Avoid holiday times, vacation periods for key staff, or days when unusual events are taking place in the community or 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).

**Local government revenue.** This includes all local government funds designated by the community, district, or region and available for expenditure by the public library. Do not include the value of any contributed or in-kind services or the value of any gifts and donations, library fines, fees or grants.

Do not include state, federal, and other funds passed through local government for library use. Report these funds with state government revenue or federal government revenue, as appropriate. See also *operating revenue*.

**Member of a federation or cooperative.** An autonomous library joined by formal or informal agreement(s) with (a) other autonomous libraries in the same state to perform various services cooperatively, such as resource sharing, communications, etc. and (b) libraries that are part of national, multi-state or statewide library federations or cooperatives (Do not include OCLC). Do not include multiple-outlet administrative entities (e.g., libraries with branches that have the word “system” in their legal name) if the entity does not have an agreement with another autonomous library.

**Multi-jurisdictional.** An entity operated jointly by two or more units of local government under an intergovernmental agreement which creates a jointly appointed board or similar means of joint governance; to be distinguished from a library which contracts to serve other jurisdictions and from special library districts.

Note: Please put city/county combinations under city/county, rather than under multi-jurisdictional.

**Multiple direct service outlets where administrative offices are not separate.** See *administrative entity with multiple direct service outlets where administrative offices are not separate*.

**Multiple direct service outlets where administrative offices are separate.** See *administrative entity with multiple direct service outlets where administrative offices are separate*.

**Municipal government (city, town or village).** A municipal government is an organized local government authorized in a state's constitution and statutes and established to provide general government for a specific concentration of population in a defined area.

**Native American tribal government.** An organized local government authorized and established to provide general government to residents of a Native American reservation.

Note: Include Native Alaskan villages in this category.

**Non-profit association or agency library.** An entity privately controlled but meeting the statutory definition of a public library in a given state; includes association libraries.

**Official state total population estimate.** This is the most recent official total population figure for your state that matches the local population figures that you are submitting to NCES. The state data coordinator should obtain this figure annually from the state data center or other official state sources.

**Operating expenditures.** Operating expenditures are the current and recurrent costs necessary to support the provision of library services. Significant costs, especially benefits and salaries, that are paid by other taxing agencies (government agencies with the authority to levy taxes) "on behalf of" the library may be included if the information is available to the reporting agency. Only such funds that are supported by expenditure documents (such as invoices, contracts, payroll records, etc.) at the point of disbursement should be included. Do not report the value of free items as expenditures. Do not report estimated costs as expenditures. Do not report capital expenditures under this category. See also *total operating expenditures*.

**Operating revenue.** Report revenue used for operating expenditures. Include federal, state, local, or other grants. Do not include revenue for major capital expenditures, contributions to endowments, revenue passed through to another agency (e.g., fines), or funds unspent in the previous fiscal year (e.g. carryover) Funds transferred from one public library to another public library should be reported by only one of the public libraries. The state data coordinator shall determine which library will report these funds. See also *state government operating revenue; local government operating revenue; other operating revenue; federal government operating revenue; and total operating revenue*.

**Other operating expenditures.** This includes all expenditures other than those for total staff expenditures and total collection expenditures.

Note: Include expenses such as binding, supplies, repair or replacement of existing furnishings and equipment; and costs of computer hardware and software used to support library operations or to link to external networks, including the Internet. Report contracts for services, such as costs of operating and maintaining physical facilities, and fees paid to a consultant, auditor, architect, attorney, etc. See also *operating expenditures*.

**Other operating revenue.** This is all operating revenue other than that reported under local, state, and federal. Include, for example, monetary gifts and donations received in the current year, interest, library fines, and fees for library services, or grants. Do not include the value of any contributed or in-kind services or the value of any non-monetary gifts and donations. See also *operating revenue*.

**Other paid staff.** This includes all other FTE employees paid from the reporting unit budget, including plant operations, security, and maintenance staff. See also *paid staff (full-time equivalent)*.

**Outlet.** See *public library service outlet*.

**Paid staff (full-time equivalent).** Report figures as of the last day of the fiscal year. Include all positions funded in the library's budget whether those positions are filled or not. To ensure comparable data, 40 hours per week has been set as the measure of full-time employment (FTE). For example, 60 hours per week of part-time work by employees in a staff category divided by the 40-hour measure equals 1.50 FTEs. See also *total paid employees*.

**Population of the legal service area.** The number of people in the geographic area for which a public library has been established to offer services and from which (or on behalf of which) the library derives revenue, plus any areas served under contract for which the library is the primary service provider.

Note: The determination of this population figure shall be the responsibility of the state library agency. This population figure should be based on the most recent official state population figures for jurisdictions in your state available from the state data center. The state data coordinator should obtain these figures annually from the state data center or other official state sources.

**Print materials.** Report a single figure that includes both of the following:

1. Books in print. Books are non-serial printed publications (including music and maps) that are bound in hard or soft covers, or in loose-leaf format. Include non-serial government documents. Report the number of physical units, including duplicates. For smaller libraries, if volume data are not available, count the number of titles. Books packaged together as a unit (e.g., a two-volume set) and checked out as a unit are counted as one physical unit.
2. Serial back files in print. Serials are publications issued in successive parts, usually at regular intervals that are intended to be continued indefinitely. Serials include periodicals (magazines); newspapers; annuals (reports, yearbooks, etc); journals, memoirs, proceedings, transactions of societies; and numbered monographic series. Government documents and reference tools are often issues as serials. Except for the current volume, count unbound serials as a volume when the library has at least half of the issues in a publisher's volume. Report the number of physical units, including duplicates. For smaller libraries, if volume data are not available, count the number of titles. Serials packaged together as a unit (e.g., a two-volume serial monograph) and checked out as a unit are counted as one physical unit.

**\*Public library (FSCS definition).** A public library is an entity that is established under state enabling laws or regulations to serve a community, district, or region, and that provides at least the following: 1) an organized collection of printed or other library materials, or a combination thereof; 2) paid staff; 3) an established schedule in which services of the staff are available to the public; 4) the facilities necessary to support such a collection, staff, and schedule; and 5) is supported in whole or in part with public funds.

Note: If the library meets all of the requirements of this definition, respond with a yes. If the library does not meet one or more of the requirements, respond with a no.

**\*Public library service outlet.** Public libraries can have one or more outlets that provide direct service to the public. The three types of public library service outlets included in this report are central outlets, branch library outlets, and bookmobile outlets. Information on a fourth type of outlet, books-by-mail only outlets, was collected but omitted from this report.

**Public service hours.** See *weekly public service hours per outlet*.

**Public-use Internet terminals.** See *Internet terminals used by general public*.

**Reference transactions.** A reference transaction is an information contact which involves the knowledge, use, recommendations, interpretation, or instruction in the use of one or more information sources by a member of the library staff. It includes information and referral services. Information sources include printed and non-printed materials, machine-readable databases, catalogs and other holdings records, and, through communication or referral, other libraries and institutions and people inside and outside the library. The request may come in person, by phone, by fax, or by mail, electronic-mail, or through live or networked electronic reference service from an adult, a young adult, or a child.

Do not count directional transactions or questions of rules or policies. Examples of directional transactions are "Where are the children's books?" and "I'm looking for a book with the call number 811.2G." An example of a question of rules or policies is "are you open until 9:00 tonight?"

Note: If an annual count of reference transactions is unavailable, determine an annual estimate by counting reference transactions during a typical week in October and multiply the count by 52. A “typical week” is a time that is neither unusually busy nor unusually slow. Avoid holiday times, vacation periods for key staff, or 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).

**Reporting period ending date.** This is the latest date (month and year) for a 12-month period that applies to the state’s data being submitted to NCES.

Note: reporting period means data for the fiscal year that ended in the previous calendar year. If data are collected for different local reporting periods, provide the latest ending date.

**Reporting period ending date.** This is the ending date (month, day, and year) for a 12-month period that applies to the administrative entity’s data being submitted to NCES.

Note: Reporting period means data for the fiscal year that ended in the previous calendar year.

**Reporting period starting date.** This is the earliest date (month and year) for a 12-month period that applies to the state’s data being submitted to NCES.

Note: reporting period means data for the fiscal year that ended in the previous calendar year. If data are collected for different local reporting periods, provide the earliest starting date.

**Reporting period starting date.** This is the starting date (month, day, and year) for a 12-month period that applies to the administrative entity’s data submitted to NCES.

Note: Reporting period means data for the fiscal year that ended in the previous calendar year.

**Revenue.** See *total operating revenue*.

**Salaries and wages expenditures.** This includes salaries and wages for all library staff (including plant operations, security, and maintenance staff) for the fiscal year. Include salaries and wages before deductions, but exclude employee benefits. See also *operating expenditures*.

**School district.** An organized local entity providing public elementary, secondary, and/or higher education which, under state law, has sufficient administrative and fiscal autonomy to qualify as a separate government. Excludes “dependent public school systems” of county, municipal, township, or state governments.

**Serial subscription.** See *current serial subscriptions*.

**Service outlet.** See *public library service outlet*.

**Single direct service outlet.** See *administrative entity with a single direct service outlet*.

**Size of book and serial collection.** See *print materials*.

**Special library district (authority, board, commission).** See *library district*.

**Square footage of outlet.** Provide the area, in square feet, of the public library outlet (central library or branch). Report the total area in square feet for each library outlet (central library or branch) separately. This is the area on all floors enclosed by the outer walls of the library outlet. Include all areas occupied by the library outlet, including those areas off-limits to the public. Include any areas shared with another agency or agencies if the outlet has use of that area.

**Staff expenditures.** See *total staff expenditures*.

**Staff (full-time equivalent).** See *paid staff (full-time equivalent)*.

**State government revenue.** These are all funds distributed to public libraries by state government for expenditure by the public libraries, except for federal money distributed by the state. This includes funds from such sources as penal fines, license fees, and mineral rights. See also *operating revenue*.

Note: If operating revenue from consolidated taxes is the result of state legislation, the revenue should be reported under state revenue (even though the revenue may be from multiple sources).

**\*Stationary outlets.** The sum of central and branch libraries.

**Subscriptions.** See *current serial subscriptions*. See also *library collection*.

**Total capital outlay.** See *capital expenditures*.

**Total circulation.** The total annual circulation of all library materials of all types, including renewals.

Note: Count all materials in all formats that are charged out for use outside the library. Interlibrary loan transactions included are only items borrowed for users. Do not include items checked out to another library.

**Total collection expenditures.** This is the sum of all expenditures for print materials, electronic materials, and other materials.

**Total operating expenditures.** This is the sum of total staff expenditures, total collection expenditures, and other operating expenditures.

**Total operating revenue.** This is the sum of local government revenue, state government revenue, federal government revenue, and other operating revenue.

**Total paid employees.** This is the sum of total librarians and all other paid staff.

**Total staff expenditures.** This is the sum of salaries and wages and employee benefits. See also *operating expenditures*.

**Total unduplicated population of legal service areas.** This is the total unduplicated population of those areas in your state that receive library services. The population of unserved areas is not included in this figure.

Note: A state's actual total population of legal service areas may be different from the total population of legal service areas as calculated by WinPLUS. This happens in states where there are overlaps in population of legal service areas served by individual libraries, resulting in the same population being counted twice in the WinPLUS calculation. For states that have no overlapping jurisdictions, this number will be identical to the state's total population of legal service areas as calculated by WinPLUS. For states that do have overlaps in population of legal service areas served by individual libraries, this number must be calculated separately.

Use your state's most recent official state population figures for jurisdictions in your state as the basis for calculating the total unduplicated population of legal service area.

**Unduplicated population of legal service area.** See *total unduplicated population of legal service areas*.

**Users of electronic resources per year.** Annual number of users of electronic resources in the library. Electronic resources include, but are not limited to, Internet (WWW, email, Telnet, other), online indexes, CD-ROM reference materials, software, and the online catalog. Do not include staff use of these resources.

Note: The number of users may be counted manually, using registration logs. Count each user that uses electronic resources, regardless of the amount of time spent on the computer. A user who uses the library's electronic resources three times a year would count as three customers. Software such as "Historian" can

also be used to track the number of users at each public terminal. If the data element is collected as a weekly figure, multiply that figure by 52 to annualize it.

**Video.** These are materials on which moving pictures are recorded, with or without sound. Electronic playback reproduces pictures, with or without sound, using a television receiver or monitor. Video formats may include tape, DVD, CD-ROM, etc.

Report the number of physical units, including duplicates. For smaller libraries, if physical unit data are not available, count the number of titles. Items packaged together as a unit (e.g., two video cassettes for one movie) and checked out as a unit are counted as one physical unit. See also *library collection*.

**Visits.** See *library visits*.

**Weekly public service hours per outlet.** This is the sum of weekly public service hours per outlet.

Note: Include the hours open for public service for centrals, branches, bookmobiles, and books-by-mail only. For each bookmobile, count only the hours during which the bookmobile is open to the public. For administrative entities that offer only books-by-mail service, count the hours that the outlet is staffed for service. Minor variations in scheduled public service hours need not be included. Extensive hours closed to the public due to natural disasters or other events should be excluded even if the staff is scheduled to work.

**\*WinPLUS.** The windows-based public library universe system data collection software.

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## **Appendix D—Survey Instrument**

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State Characteristics Data Screen

WinPLUS 2.6 - State Characteristics   Alabama   FY-2004

Alabama State Characteristics  
FSCS Submission Year 2005

01 Reporting Period Starting Date (MM/YYYY):

02 Reporting Period Ending Date (MM/YYYY):

03 Official State Total Population Estimate:

04 Total Unduplicated Population of Legal Service Areas:

Administrative Entity Data Screen (p. 1)

WinPLUS - View/Update Administrative Entity Alabama FY-2004

File Edit View Help

01 LIB ID:  Admin. Entity:  Page 1  
 1A FSCS ID:  City:

**Identification**

02 Name:

Street Address Mailing Address  
 03 Address:  07 Address:   
 04 City:  08 City:   
 05 ZIP:  06 ZIP+4:  09 ZIP:  10 ZIP+4:   
 11 County:   
 12 Phone:  13 Web Address: http://

14 Interlibrary Relationship Code:  18 Geographic Code:   
 15 Legal Basis Code:  19 Legal Service Area Boundary Change:   
 16 Administrative Structure Code:  20 Rept Period Start Date (MM/DD/YYYY):   
 17 FSCS Public Library Definition:  21 Rept Period End Date (MM/DD/YYYY):

**Population** **FTE Staff**

22 Population of the Legal Service Area:  26 ALA-MLS:   
**Service Outlets**

23 Number of Centrals:  27 Total Librarians:   
 24 Number of Branches:  28 All Other Paid Staff:   
 25 Number of Bookmobiles:  29 Total Paid Employees:

Save Work Cancel Changes Previous Page Next Page     View Outlets Sort By... Structure Changes Exit  
 Navigate Records

Administrative Entity Data Screen (p. 2)

WinPLUS - View/Update Administrative Entity Alabama FY-2004

File Edit View Help

01 LIB ID:  Admin. Entity:  Page 2  
 1A FSCS ID:  City:

Operating Revenue		Capital Revenue	Capital
30 Local Government:	<input type="text"/>	44 Local Government:	<input type="text"/>
31 State Government:	<input type="text"/>	45 State Government:	<input type="text"/>
32 Federal Government:	<input type="text"/>	46 Federal Government:	<input type="text"/>
33 Other Revenue:	<input type="text"/>	47 Other Capital Revenue:	<input type="text"/>
34 Total Operating Revenue:	<input type="text"/>	48 Total Capital Revenue:	<input type="text"/>
Operating Expenditures		Capital Expenditures	Library Collection
<u>Staff Expenditures</u>		49 Total Capital Expenditures:	
35 Salaries & Wages Expenditures:	<input type="text"/>		
36 Employee Benefits Expenditures:	<input type="text"/>		
37 Total Staff Expenditures:	<input type="text"/>		
<u>Collection Expenditures</u>			
38 Print Materials Expenditures:	<input type="text"/>	50 Print Materials:	<input type="text"/>
39 Electronic Materials Expenditures:	<input type="text"/>	51 Electronic Books:	<input type="text"/>
40 Other Materials Expenditures:	<input type="text"/>	52 Audio:	<input type="text"/>
41 Total Collection Expenditures:	<input type="text"/>	53 Video:	<input type="text"/>
42 Other Operating Expenditures:	<input type="text"/>	54 Databases:	<input type="text"/>
43 Total Operating Expenditures:	<input type="text"/>	<u>Current Serial Subscriptions</u>	
		55 Print Serial Subscriptions:	<input type="text"/>
		56 Electronic Serial Subscriptions:	<input type="text"/>

Save Work Cancel Changes Previous Page Next Page     View Outlets Sort By... Structure Changes Exit

Administrative Entity Data Screen (p. 3)

WinPLUS - View/Update Administrative Entity Alabama FY-2004 Page 3

File Edit View Help

01 LIB ID:  Admin. Entity:

1A FSCS ID:  City:

Public Services Hours Per Year	Library Programs
<p>57 Public Service Hours Per Year: <input type="text"/></p> <p style="text-align: center;"><b>Services Per Year</b></p> <p>58 Library Visits: <input type="text"/></p> <p>59 Reference Transactions: <input type="text"/></p> <p style="text-align: center;"><b>Circulation</b></p> <p>60 Total Circulation: <input type="text"/></p> <p>61 Children's Circulation: <input type="text"/></p> <p style="text-align: center;"><b>Inter-Library Loans</b></p> <p>62 Provided To: <input type="text"/></p> <p>63 Received From: <input type="text"/></p>	<p>64 Total Library Programs: <input type="text"/></p> <p>65 Children's Programs: <input type="text"/></p> <p>66 Total Program Attendance: <input type="text"/></p> <p>67 Children's Program Attendance: <input type="text"/></p> <p style="text-align: center;"><b>Other Electronic Information</b></p> <p>68 Internet Terminals Used by General Public: <input type="text"/></p> <p>69 Users of Electronic Resources Per Year: <input type="text"/></p>

Outlet Data Screen

WinPLUS - View/Update Outlet      Alabama      FY-2004

File Edit View Help

01 LIB ID:  Admin. Entity:   
 1A FSCS ID:  City:

**Outlets**

LIB ID:  Select Affiliated Outlet:

01 LIB ID:       1A FSCS ID:    
 02 Name:   
 03 Address:   
 04 City:       07 County:   
 05 ZIP:       06 ZIP+4:       08 Phone:   
 09 Outlet Type Code:       11 Square Footage of Outlet:   
 10 Metropolitan Status Code:       12 Number of Bookmobiles:

Save Work    Cancel Changes    Previous Page    Next Page           Hide Outlet    Sort Outlets    Structure Changes    Exit

Navigate Records

### State Characteristics Data Element Definitions

Note: The items below are answered by the state library agency.

#	Data Element Name	Data Element Definition
01	Reporting Period Starting Date	<p>This is the earliest date (month and year) for a 12-month period that applies to the state's data being submitted to NCES.</p> <p>Note: Reporting period means data for the fiscal year that ended in the previous calendar year. If data are collected for different local reporting periods, provide the earliest starting date.</p>
02	Reporting Period Ending Date	<p>This is the latest date (month and year) for a 12-month period that applies to the state's data being submitted to NCES.</p> <p>Note: Reporting period means data for the fiscal year that ended in the previous calendar year. If data are collected for different local reporting periods, provide the latest ending date.</p>
03	Official State Total Population Estimate	<p>This is the most recent official total population figures for your state that matches the local population figures that you are submitting to NCES. The State Data Coordinator should obtain this figure annually from the State Data Center or other official state sources.</p>
04	Total Unduplicated Population of Legal Service Areas	<p>This is the total unduplicated population of those areas in your state that receive library services. The population of unserved areas is not included in this figure.</p> <p>Note: A state's actual total population of legal service areas may be different from the total population of legal service areas as calculated by WinPLUS. This happens in states where there are overlaps in population of legal service areas served by individual libraries, resulting in the same population being counted twice in the WinPLUS calculation. For states that have no overlapping jurisdictions, this number will be identical to your state's total population of legal service areas as calculated by WinPLUS. For states that do have overlaps in population of legal service areas served by individual libraries, this number must be calculated separately.</p> <p>Use your state's most recent official state population figures for jurisdictions in your state as the basis for calculating the total unduplicated population of legal service areas.</p>

### Administrative Entity Data Element Definitions

**Administrative Entity.** (This is not a WinPLUS Data Element.) This is the agency that is legally established under local or state law to provide public library service to the population of a local jurisdiction. The administrative entity may have a single outlet, or it may have more than one outlet.

#	Data Element Name	Data Element Definition
1A	FSCS ID (Automatic Display)	This is the identification code assigned by NCES to the administrative entity.
01	LIB ID (Optional)	This is the state-assigned identification code for the administrative entity.
02	Name	This is the legal name of the administrative entity.  Note: Provide the name of the public library. Do not use acronyms. Do not abbreviate the name unless it exceeds the WinPLUS field length of 60 characters. Avoid abbreviations at the beginning of the name and do not punctuate abbreviations.
<b>Street Address</b>		
03	Street Address	This is the complete street address of the administrative entity.  Note: Do not report a post office box or general delivery.
04	City (of street address)	This is the city or town in which the administrative entity is located.
05	Zip (of street address)	This is the standard five-digit postal zip code for the street address of the administrative entity.
06	Zip4 (of street address)	This is the four-digit postal zip code extension for the street address of the administrative entity.
<b>Mailing Address</b>		
07	Mailing Address	This is the mailing address of the administrative entity.
08	City (of mailing address)	This is the city or town of the mailing address for the administrative entity.
09	Zip (of mailing address)	This is the standard five-digit postal zip code for the mailing address of the administrative entity.
10	Zip4 (of mailing address)	This is the four-digit postal zip code extension for the mailing address of the administrative entity.
11	County of the Entity	This is the county in which the administrative entity is located.

- 12 Phone This is the telephone number of the administrative entity, including area code.
- Note: Report telephone number without spacing or punctuation. If the Administrative Entity has no phone, enter “-3” (for Not Applicable).
- 13 Web Address This is the Web address of the administrative entity.  
http://\_\_\_\_\_
- Note: If the Administrative Entity has no web address, enter “-3” (for Not Applicable).
- 14 Interlibrary Relationship Code Select one of the following:
- HQ—Headquarters of a Federation or Cooperative. The library or entity that provides the physical space and staff who manage, coordinate, or administer the programs of the federation or cooperative.
- Note: Agencies that serve other libraries rather than the public should not be reported to FSCS.
- ME—Member of a Federation or Cooperative. An autonomous library joined by formal or informal agreement(s) with (a) other autonomous libraries in the same state to perform various services cooperatively, such as resource sharing, communications, etc., and (b) libraries that are part of national, multi-state or statewide library federations or cooperatives. (Do not include OCLC.) Do not include multiple-outlet administrative entities (e.g., libraries with branches and that have the word "system" in their legal name) if the entity does not have an agreement with another autonomous library.
- NO—Not a Member of a Federation or Cooperative.
- 15 Legal Basis Code\*\* The legal basis is the type of local government structure within which the entity functions. It reflects the state or local law which authorizes the library.
- Select one of the following:
- CC—City/County. A multi-jurisdictional entity that is operated jointly by a county and a city.
- CI—Municipal Government (city, town or village). A municipal government is an organized local government authorized in a state’s constitution and statutes and established to provide general government for a specific concentration of population in a defined area.
- CO—County/Parish. An organized local government authorized in a state’s constitution and statutes and established to provide general government.

LD—Library District. A library district is a local entity other than a county, municipality, township, or school district that is authorized by state law to establish and operate a public library as defined by FSCS. It has sufficient administrative and fiscal autonomy to qualify as a separate government. Fiscal autonomy requires support from local taxation dedicated to library purposes (e.g., a library tax).

MJ—Multi-jurisdictional. An entity operated jointly by two or more units of local government under an intergovernmental agreement which creates a jointly appointed board or similar means of joint governance; to be distinguished from a library which contracts to serve other jurisdictions and from special library districts.

Note: Please put city/county combinations under 'CC', rather than under Multi-jurisdictional.

NL—Native American Tribal Government. An organized local government authorized and established to provide general government to residents of a Native American reservation.

Note: Include native Alaskan villages in this category.

NP—Non-profit Association or Agency. An entity privately controlled but meeting the statutory definition of a public library in a given state; includes association libraries.

SD—School District. An organized local entity providing public elementary, secondary, and/or higher education which, under state law, has sufficient administrative and fiscal autonomy to qualify as a separate government. Excludes "dependent public school systems" of county, municipal, township, or state governments.

OT—Other.

16 Administrative Structure Code

This code identifies an autonomous library entity (administrative entity) that has its own governance and funding.

An administrative entity is the agency that is legally established under local or state law to provide public library service to the population of a local jurisdiction. The administrative entity may have a single outlet, or it may have more than one outlet.

Select one of the following:

MA—Administrative Entity with Multiple Direct Service Outlets where Administrative Offices are Separate. An administrative entity that serves the public directly with two or more service outlets, including some combination of one central library, branch(es), bookmobile(s), and/or books-by-mail only. The administrative offices are separate from the direct service outlets and do not provide direct library services.

MO—Administrative Entity with Multiple Direct Service Outlets where Administrative Offices are Not Separate. An administrative entity that serves the public directly with two or more service outlets, including some combination of one central library, branch(es), bookmobile(s), and/or books-by-mail only.

SO—Administrative Entity with a Single Direct Service Outlet. An administrative entity that serves the public directly with one central library, books-by-mail only, or one bookmobile.

17 FSCS Public Library Definition

Answer <Y>es or <N>o to the following question: “Does this public library meet all the criteria of the FSCS public library definition?”

A public library is an entity that is established under state enabling laws or regulations to serve a community, district, or region, and that provides at least the following:

1. An organized collection of printed or other library materials, or a combination thereof;
2. Paid staff;
3. An established schedule in which services of the staff are available to the public;
4. The facilities necessary to support such a collection, staff, and schedule; and
5. Is supported in whole or in part with public funds.

Note: If the library meets all of the requirements of this definition, respond with a <Y>es. If the library does not meet one or more of the requirements, respond with a <N>o.

18 Geographic Code

Choose from among the following types of readily available Census geography, one code that either exactly or most nearly describes the geographic area for which the public library has been established to offer services and from which (or on behalf of which) the library derives revenue, plus any areas served under contract for which the library is the primary service provider.

Note: The Population of Legal Service Area (data element #22) should be reflected in the geographic code selected. For further clarification of municipal government, county/parish, and school district, refer to definitions under Legal Basis Code (data element #15). For further clarification of metropolitan area, see Metropolitan Status Code “NC—Metropolitan Area, but Not Within Central City Limits” (data element #10 in Appendix F—Outlet Data Element Definitions).

		<p>CI1—Municipal Government (city, town or village) (exactly)          CI2—Municipal Government (city, town or village) (most nearly)          CO1—County/Parish (exactly)          CO2—County/Parish (most nearly)          MA1—Metropolitan Area (exactly)          MA2—Metropolitan Area (most nearly)          MC1—Multi-County (exactly)          MC2—Multi-County (most nearly)          SD1—School District (exactly)          SD2—School District (most nearly)          OTH—Other</p>
19	Legal Service Area Boundary Change	<p>Answer &lt;Y&gt;es or &lt;N&gt;o to the following question: “<i>Did the administrative entity’s legal service area boundaries change since last year?</i>”</p> <p>Note: Changes are likely to result, for example, when a municipality annexes land, when one municipality in a county becomes either an independent city or its own county necessitating its exclusion from the first county’s geography, or when an administrative entity contracts to provide public library service for some additional geographic area other than the geographic area for which it was established (e.g., a municipal library contracts to serve county residents).</p>
20	Reporting Period Starting Date*	<p>This is the starting date (month, day, and year) for a 12-month period that applies to the administrative entity’s data being submitted to NCES.</p> <p>Note: Reporting period means data for the fiscal year that ended in the previous calendar year.</p>
21	Reporting Period Ending Date*	<p>This is the ending date (month, day, and year) for a 12-month period that applies to the administrative entity’s data being submitted to NCES.</p> <p>Note: Reporting period means data for the fiscal year that ended in the previous calendar year.</p>
22	Population of the Legal Service Area	<p>The number of people in the geographic area for which a public library has been established to offer services and from which (or on behalf of which) the library derives revenue, plus any areas served under contract for which the library is the primary service provider.</p> <p>Note: The determination of this population figure shall be the responsibility of the state library agency. This population figure should be based on the most recent official state population figures for jurisdictions in your state available from the State Data Center. The State Data Coordinator should obtain these figures annually from the State Data Center or other official state sources.</p>
23	Number of Central Libraries	<p>This is one type of single outlet library (SO) or the library which is the operational center of a multiple-outlet library (MO or MA). Usually all processing is centralized here and the principal collections are housed here. Synonymous with main library.</p>

Note: Each administrative entity may report either no central library or one central library. No administrative entity may report more than one central library. In the administrative entity file, this simply means reporting “0” or “1” for central library. Where two or more libraries are considered “centrals” for state or local purposes, one central library and one or more branch libraries should be reported to FSCS. If you wish to identify a central library in the outlet file, identify the library with the largest collection as the central library for FSCS purposes, and report all others as branches. Where there are several co-equal outlets and no principal collection, report all such outlets as branches, not central libraries.

24 Number of Branch Libraries A branch library is an auxiliary unit of an administrative entity which has at least all of the following:

1. Separate quarters;
2. An organized collection of library materials;
3. Paid staff; and
4. Regularly scheduled hours for being open to the public.

25 Number of Bookmobiles A bookmobile is a traveling branch library. It consists of at least all of the following:

1. A truck or van that carries an organized collection of library materials;
2. Paid staff; and
3. Regularly scheduled hours (bookmobile stops) for being open to the public.

Note: Count the number of vehicles in use, not the number of stops the vehicle makes.

#### **PAID STAFF (FULL-TIME EQUIVALENT)**

Report figures as of the last day of the fiscal year. Include all positions funded in the library’s budget whether those positions are filled or not. To ensure comparable data, 40 hours per week has been set as the measure of full-time employment (FTE). For example, 60 hours per week of part-time work by employees in a staff category divided by the 40-hour measure equals 1.50 FTEs.

26 ALA-MLS Librarians with master’s degrees from programs of library and information studies accredited by the American Library Association.

27 Total Librarians Persons with the title of librarian who do paid work that usually requires professional training and skill in the theoretical or scientific aspects of library work, or both, as distinct from its mechanical or clerical aspect. This data element also includes ALA-MLS (data element #26).

28 All Other Paid Staff This includes all other FTE employees paid from the reporting unit budget, including plant operations, security, and maintenance staff.

29 Total Paid Employees This is the sum of Total Librarians and All Other Paid Staff (data elements #27 and #28).

**OPERATING REVENUE**

Report revenue used for operating expenditures as defined below. Include federal, state, local, or other grants. DO NOT include revenue for major capital expenditures, contributions to endowments, revenue passed through to another agency (e.g., fines), or funds unspent in the previous fiscal year (e.g., carryover). (Funds transferred from one public library to another public library should be reported by only one of the public libraries. The State Data Coordinator shall determine which library will report these funds.)

30 Local Government Revenue This includes all local government funds designated by the community, district, or region and available for expenditure by the public library. Do not include the value of any contributed or in-kind services or the value of any gifts and donations, library fines, fees, or grants.

Do not include state, federal, and other funds passed through local government for library use. Report these funds with state government revenue or federal government revenue, as appropriate.

31 State Government Revenue These are all funds distributed to public libraries by state government for expenditure by the public libraries, except for federal money distributed by the state. This includes funds from such sources as penal fines, license fees, and mineral rights.

Note: If operating revenue from consolidated taxes is the result of state legislation, the revenue should be reported under state revenue (even though the revenue may be from multiple sources).

32 Federal Government Revenue This includes all federal government funds distributed to public libraries for expenditure by the public libraries, including federal money distributed by the state.

33 Other Operating Revenue This is all operating revenue other than that reported under local, state, and federal (data elements #30, #31, and #32). Include, for example, monetary gifts and donations received in the current year, interest, library fines, fees for library services, or grants. Do not include the value of any contributed or in-kind services or the value of any non-monetary gifts and donations.

34 Total Operating Revenue This is the sum of Local Government Revenue, State Government Revenue, Federal Government Revenue, and Other Operating Revenue (data elements #30 through #33).

## OPERATING EXPENDITURES

Operating expenditures are the current and recurrent costs necessary to support the provision of library services. Significant costs, especially benefits and salaries, that are paid by other taxing agencies (government agencies with the authority to levy taxes) "on behalf of" the library may be included if the information is available to the reporting agency. Only such funds that are supported by expenditure documents (such as invoices, contracts, payroll records, etc.) at the point of disbursement should be included. Do not report the value of free items as expenditures. Do not report estimated costs as expenditures. Do not report capital expenditures under this category.

### Staff Expenditures

- |    |                                |   |
|----|--------------------------------|---|
| 35 | Salaries & Wages Expenditures  | This includes salaries and wages for all library staff (including plant operations, security, and maintenance staff) for the fiscal year. Include salaries and wages before deductions but exclude employee benefits.   |
| 36 | Employee Benefits Expenditures | These are the benefits outside of salaries and wages paid and accruing to employees (including plant operations, security, and maintenance staff), regardless of whether the benefits or equivalent cash options are available to all employees. Include amounts for direct paid employee benefits including Social Security, retirement, medical insurance, life insurance, guaranteed disability income protection, unemployment compensation, workmen's compensation, tuition, and housing benefits. |
| 37 | Total Staff Expenditures       | This is the sum of Salaries & Wages Expenditures and Employee Benefits Expenditures (data elements #35 and #36).  |

### Collection Expenditures

This includes all operating expenditures from the library budget for all materials in print, microform, electronic, and other formats considered part of the collection, whether purchased, leased, or licensed. Exclude charges or fees for interlibrary loans and expenditures for document delivery.

- |    |                                     |  |
|----|-------------------------------------|--|
| 38 | Print Materials Expenditures        | Report all operating expenditures for the following print materials: books, serial back files, current serial subscriptions, government documents, and any other print acquisitions.   |
| 39 | Electronic Materials Expenditures** | Report all operating expenditures for electronic (digital) materials. Types of electronic materials include e-books, e-serials (including journals), government documents, databases (including locally mounted, full text or not), electronic files, reference tools, scores, maps, or pictures in electronic or digital format, including materials digitized by the library. Electronic materials can be distributed on magnetic tape, diskettes, computer software, CD-ROM, or other portable digital carrier, and can be accessed via a computer, via access to the Internet, or by using an e-book reader. Include expenditures for materials held locally and for remote materials for which permanent or temporary access rights have been acquired. Include expenditures for database licenses. [Note: Based on ISO 2789 definition.] |

Note: Expenditures for computer software used to support library operations or to link to external networks, including the Internet, are reported under Other Operating Expenditures (data element #42).

- |  |                                |  |
|--|--------------------------------|--|
| 40   | Other Materials Expenditures   | Report all operating expenditures for other materials, such as microform, audio, video, DVD, and materials in new formats.                                     |
| 41   | Total Collection Expenditures  | This is the sum of Print Materials Expenditures, Electronic Materials Expenditures, and Other Materials Expenditures (data elements #38, #39, and #40).        |
| 42   | Other Operating Expenditures** | This includes all expenditures other than those reported for Total Staff Expenditures (data element #37) and Total Collection Expenditures (data element #41). |
| <p>Note: Include expenses such as binding, supplies, repair or replacement of existing furnishings and equipment; and costs of computer hardware and software used to support library operations or to link to external networks, including the Internet. Report contracts for services, such as costs of operating and maintaining physical facilities, and fees paid to a consultant, auditor, architect, attorney, etc.</p> |                                |  |
| 43   | Total Operating Expenditures   | This is the sum of Total Staff Expenditures, Total Collection Expenditures, and Other Operating Expenditures (data elements #37, #41, and #42).                |

**CAPITAL REVENUE**

Report all revenue to be used for major capital expenditures, by source of revenue. Include funds received for (a) site acquisition; (b) new buildings; (c) additions to or renovation of library buildings; (d) furnishings, equipment, and initial collections (print, non-print, and electronic) for new buildings, building additions, or building renovations; (e) computer hardware and software used to support library operations, to link to networks, or to run information products; (f) new vehicles; and (g) other one-time major projects. Exclude revenue to be used for replacement and repair of existing furnishings and equipment, regular purchase of library materials, and investments for capital appreciation. Exclude income passed through to another agency (e.g., fines), or funds unspent in the previous fiscal year (e.g., carryover). Funds transferred from one public library to another public library should be reported by only one of the public libraries. Report federal, state, local, and other revenue to be used for major capital expenditures in the following categories:

- |    |                                     |  |
|----|-------------------------------------|--|
| 44 | Local Government Capital Revenue*   | Report all governmental funds designated by the community, district, or region and available to the public library for the purpose of major capital expenditures, except for state and/or federal money distributed by the local government. |
| 45 | State Government Capital Revenue*   | Report all funds distributed to public libraries by state government for expenditure by the public libraries for the purpose of major capital expenditures, except for federal money distributed by the state.                               |
| 46 | Federal Government Capital Revenue* | Report federal governmental funds, including federal funds distributed by the state or locality, and grants and aid received by the library for the purpose of major capital expenditures.   |

- 47 Other Capital Revenue\* Report private (non-governmental funds), including grants received by the library for the purpose of major capital expenditures.
- 48 Total Capital Revenue\*\* This is the sum of Local Government Capital Revenue, State Government Capital Revenue, Federal Government Capital Revenue, and Other Capital Revenue (data elements #44 through #47).

Note: The amounts reported for Total Capital Revenue and Total Capital Expenditures are not expected to be equal.

### CAPITAL EXPENDITURES

- 49 Total Capital Expenditures\*\* Report major capital expenditures (the acquisition of or additions to fixed assets). Examples include expenditures for (a) site acquisitions; (b) new buildings; (c) additions to or renovation of library buildings; (d) furnishings, equipment, and initial book stock for new buildings, building additions, or building renovations; (e) library automation systems; (f) new vehicles; and (g) other one-time major projects. Include federal, state, local, or other revenue used for major capital expenditures. Only funds that are supported by expenditure documents (e.g., invoices, contracts, payroll records, etc.) at the point of disbursement should be included. Estimated costs are not included. Exclude expenditures for replacement and repair of existing furnishings and equipment, regular purchase of library materials, and investments for capital appreciation. Exclude contributions to endowments, or revenue passed through to another agency (e.g., fines). Funds transferred from one public library to another public library should be reported by only one of the public libraries.

### LIBRARY COLLECTION

This section of the survey collects data on selected types of materials. It does not cover all materials (i.e., microform, scores, maps, and pictures) for which expenditures are reported under Print Materials Expenditures, Electronic Materials Expenditures, and Other Materials Expenditures (data elements #38, #39, and #40). Under this category report only items the library has acquired as part of the collection and catalogued, whether purchased, leased, licensed, or donated as gifts.

- 50 Print Materials Report a single figure that includes both of the following:
1. Books in print. Books are non-serial printed publications (including music and maps) that are bound in hard or soft covers, or in loose-leaf format. Include non-serial government documents. Report the number of physical units, including duplicates. For smaller libraries, if volume data are not available, count the number of titles. Books packaged together as a unit (e.g., a 2-volume set) and checked out as a unit are counted as one physical unit.

2. Serial back files in print. Serials are publications issued in successive parts, usually at regular intervals, that are intended to be continued indefinitely. Serials include periodicals (magazines); newspapers; annuals (reports, yearbooks, etc.); journals, memoirs, proceedings, and transactions of societies; and numbered monographic series. Government documents and reference tools are often issued as serials. Except for the current volume, count unbound serials as a volume when the library has at least half of the issues in a publisher's volume. Report the number of physical units, including duplicates. For smaller libraries, if volume data are not available, count the number of titles. Serials packaged together as a unit (e.g., a 2-volume serial monograph) and checked out as a unit are counted as one physical unit.

51 Electronic Books (E-Books)

E-books are digital documents (including those digitized by the library), licensed or not, where searchable text is prevalent, and which can be seen in analogy to a printed book (monograph). Include non-serial government documents. E-books are loaned to users on portable devices (e-book readers) or by transmitting the contents to the user's personal computer for a limited time. Include e-books held locally and remote e-books for which permanent or temporary access rights have been acquired. Report the number of physical or electronic units, including duplicates, for all outlets. For smaller libraries, if volume data are not available, the number of titles may be counted. E-books packaged together as a unit (e.g., multiple titles on a single e-book reader) and checked out as a unit are counted as one unit.

Note: Under this category report only items the library has selected as part of the collection and made accessible through the library's Online Public Access Catalog (OPAC).

52 Audio

These are materials on which sounds (only) are stored (recorded) and that can be reproduced (played back) mechanically, electronically, or both. Include records, audiocassettes, audio cartridges, audio discs (including audio-CD-ROMs), audio-reels, talking books, and other sound recordings.

Report the number of physical units, including duplicates. For smaller libraries, if physical unit data are not available, count the number of titles. Items packaged together as a unit (e.g., two audiocassettes for one recorded book) and checked out as a unit are counted as one physical unit.

53 Video

These are materials on which moving pictures are recorded, with or without sound. Electronic playback reproduces pictures, with or without sound, using a television receiver or monitor. Video formats may include tape, DVD, CD-ROM, etc.

Report the number of physical units, including duplicates. For smaller libraries, if physical unit data are not available, count the number of titles. Items packaged together as a unit (e.g., two video cassettes for one movie) and checked out as a unit are counted as one physical unit.

- 54 Databases\*\* Report the number of databases (including locally mounted or remote, full-text or not) for which temporary or permanent access rights have been acquired. A database is a collection of electronically stored data or unit records (facts, bibliographic data, abstracts, texts) with a common user interface and software for the retrieval and manipulation of the data.

Note: The data or records are usually collected with a particular intent and relate to a defined topic. A database may be issued on CD-ROM, diskette, or other direct access method, or as a computer file accessed via dial-up methods or via the Internet. Subscriptions to individual electronic serial titles are reported under Current Electronic Serial Subscriptions (data element #56). Each database is counted individually even if access to several databases is supported through the same vendor interface.

### Current Serial Subscriptions

Current serial subscriptions are arrangements by which, in return for a sum paid in advance, serials are provided for a specified number of issues. Include current serial subscriptions in print, electronic, and digital formats.

- 55 Current Print Serial Subscriptions Report the number of current print serial subscriptions, including duplicates, for all outlets. Examples of serials are periodicals (magazines), newspapers, annuals, some government documents, some reference tools, and numbered monographic series.
- 56 Current Electronic Serial Subscriptions Report the number of current electronic, electronic and other format, and digital serial subscriptions (e-serials, e-journals), including duplicates, for all outlets. Examples include periodicals (magazines), news-papers, annuals, some government documents, some reference tools, and numbered monographic series distributed in the following ways: (a) via the Internet (e.g., HTML, PDF, JPEG, or compressed file formats such as zipped files), (b) on CD-ROM or other portable digital carrier, (c) on databases (including locally mounted databases), and (d) on diskettes or magnetic tapes. Electronic serial subscriptions include serials held locally or remote resources that the library has authorization to access, including those available through statewide or consortia agreements. Do not include subscriptions to indexing and abstracting databases that include full-text serial content (e.g., EBSCO Host, ProQuest, OCLC FirstSearch).

### SERVICES

- 57 Public Service Hours Per Year This is the sum of annual public service hours for outlets.

Note: Include the hours open for public service for Centrals (data element #23), Branches (data element #24), Bookmobiles (data element #25), and Books-by-Mail Only. For each bookmobile, count only the hours during which the bookmobile is open to the public. For administrative entities that offer ONLY books-by-mail service, count the hours that the outlet is staffed for service. Minor variations in scheduled public service hours need not be included, however, extensive hours closed to the public due to natural disasters or other events should be excluded even if the staff is scheduled to work.

58 Library Visits

This is the total number of persons entering the library for whatever purpose during the year.

Note: If an actual count of visits is unavailable, determine an annual estimate by counting visits during a typical week in October and multiplying the count by 52. A “typical week” is a time that is neither unusually busy nor unusually slow. Avoid holiday times, vacation periods for key staff, or days when unusual events are taking place in the community or 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).

59 Reference Transactions

A reference transaction is an information contact which involves the knowledge, use, recommendations, interpretation, or instruction in the use of one or more information sources by a member of the library staff. It includes information and referral services. Information sources include printed and non-printed materials, machine-readable databases, catalogs and other holdings records, and, through communication or referral, other libraries and institutions and people inside and outside the library. The request may come in person, by phone, by fax, or by mail, electronic mail, or through live or networked electronic reference service from an adult, a young adult, or a child.

Do not count directional transactions or questions of rules or policies. Examples of directional transactions are “*Where are the children’s books?*” and “*I’m looking for a book with the call number 811.2G.*” An example of a question of rules or policies is “*Are you open until 9:00 tonight?*”

Note: If an annual count of reference transactions is unavailable, determine an annual estimate by counting reference transactions during a typical week in October and multiply the count by 52. A “typical week” is a time that is neither unusually busy nor unusually slow. Avoid holiday times, vacation periods for key staff, or 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).

60 Total Circulation

The total annual circulation of all library materials of all types, including renewals.

Note: Count all materials in all formats that are charged out for use outside the library. Interlibrary loan transactions included are only items borrowed for users. Do not include items checked out to another library.

- 61 Circulation of Children's Materials The total annual circulation of all children's materials in all formats to all users, including renewals.

### INTER-LIBRARY LOANS

- 62 Provided To These are library materials, or copies of the materials, provided by one autonomous library to another upon request. The libraries involved in interlibrary loans are not under the same library administration. These data are reported as annual figures.

- 63 Received From These are library materials, or copies of the materials, received by one autonomous library from another upon request. The libraries involved in interlibrary loans are not under the same library administration. These data are reported as annual figure.

### LIBRARY PROGRAMS

- 64 Total Number of Library Programs\* A program is any planned event which introduces the group attending to any of the broad range of library services or activities or which directly provides information to participants. Programs may cover use of the library, library services, or library tours. Programs may also provide cultural, recreational, or educational information, often designed to meet a specific social need. Examples of these types of programs include film showings; lectures; story hours; literacy, English as a second language, and citizenship classes; and book discussions.

Count all programs, whether held on- or off-site, that are sponsored or co-sponsored by the library. Exclude programs sponsored by other groups that use library facilities.

If programs are offered as a series, count each program in the series. For example, a film series offered once a week for eight weeks should be counted as eight programs.

Note: Exclude library activities delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, resume writing assistance, homework assistance, and mentoring activities.

- 65 Number of Children's Programs\* A children's program is any planned event for which the primary audience is children and which introduces the group of children attending to any of the broad range of library services or activities for children or which directly provides information to participants. Children's programs may cover use of the library, library services, or library tours. Children's programs may also provide cultural, recreational, or educational information, often designed to meet a specific social need. Examples of these types of programs include story hours and summer reading events.

Count all children's programs, whether held on- or off-site, that are sponsored or co-sponsored by the library. Do not include children's programs sponsored by other groups that use library facilities. If children's programs are offered as a series, count each program in the series. For example, a story hour offered once a week, 48 weeks a year, should be counted as 48 programs. Exclude library activities for children delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, homework assistance, and mentoring activities. This figure is a subset of the Total Number of Library Programs (data element #64).

Note: *Output Measures for Public Library Services to Children: A Manual of Standardized Procedures* (ALA, 1992) defines children as persons age 14 and under.

66	Total Attendance at Library Programs*	This is a total count of the audience at all library programs during the reporting period. (See Total Number of Library Programs, data element #64, for the definition of a library program.)
67	Children's Program Attendance**	<p>The count of the audience at all programs for which the primary audience is children 14 years and under. Include adults who attend programs intended primarily for children.</p> <p>Note: Do not count attendance at library activities for children that are delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, homework assistance, and mentoring activities. (See Number of Children's Programs, data element #65, for the definition of a children's library program.)</p>

**OTHER ELECTRONIC INFORMATION**

68	Number of Internet Terminals Used by General Public	Report the number of Internet terminals (personal computers (PCs), dumb terminals, and laptops), whether purchased, leased or donated, used by the general public in the library.
69	Number of Users of Electronic Resources Per Year	<p>Report the annual number of users of electronic resources in the library. Electronic resources include, but are not limited to, Internet (WWW, email, Telnet, other), online indexes, CD-ROM reference materials, software, and the online catalog. Do not include staff use of these resources.</p> <p>Note: The number of users may be counted manually, using registration logs. Count each user that uses electronic resources, regardless of the amount of time spent on the computer. A user who uses the library's electronic resources three times a year would count as three customers. Software such as "Historian" can also be used to track the number of users at each public terminal. If the data element is collected as a weekly figure, multiply that figure by 52 to annualize it.</p>

\*New data element.

\*\*Data element name, category, definition, or note was revised.

### Outlet Data Element Definitions

#	Data Element Name	Data Element Definition
1A	FSCS ID (Automatic Display)	This is the identification code assigned by NCES. Outlets are assigned the same FSCS ID as the administrative entity to which they belong, with a unique three-digit suffix added to distinguish each outlet.
01	LIB ID (Optional)	This is the state-assigned identification code for the outlet.
02	Name	This is the name of the outlet.  Note: Provide the name of the outlet. Do not use acronyms. Do not abbreviate the name unless it exceeds the WinPLUS field length of 60 characters. Avoid abbreviations at the beginning of the name and do not punctuate abbreviations.
03	Street Address	This is the complete street address of the outlet.  Note: Do not report a post office box or general delivery. For a bookmobile that operates from an administrative entity, branch, or central library, report the address of the administrative entity, branch or central library from which it operates. For a bookmobile that is itself the administrative entity, report the address where the bookmobile is parked at night.
04	City	This is the city or town in which the outlet is located.
05	Zip	This is the standard five-digit postal zip code for the street address of the outlet.
06	Zip4	This is the four-digit postal zip code extension for the street address of the outlet.
07	County of the Outlet	This is the county in which the outlet is located.
08	Phone	This is the telephone number of the outlet, including area code.  Note: Report telephone number without spacing or punctuation. If the outlet has no phone, enter “-3” (for Not Applicable).
09	Outlet Type Code	An outlet is a unit of an administrative entity that provides direct public library service.  Select one of the following:

BM—Books-by-Mail Only. A direct mail order service which provides books and other library materials. Books-by-mail typically serves rural residents, the disabled, the homebound, and others without access to another type of public library outlet. Requests for materials are usually received by mail and by telephone only. Only books-by-mail services that are housed separately from any other type of direct public service outlet (that is, central library, branches, or bookmobiles) should be coded here.

BR—Branch Library. A branch library is an auxiliary unit of an administrative entity which has at least all of the following:

1. Separate quarters;
2. An organized collection of library materials;
3. Paid staff; and
4. Regularly scheduled hours for being open to the public.

BS—Bookmobile(s). A bookmobile is a traveling branch library. It consists of at least all of the following:

1. A truck or van that carries an organized collection of library materials;
2. A paid staff; and
3. Regularly scheduled hours (bookmobile stops) for being open to the public.

Note: A separate outlet record may be created for each bookmobile. You may wish to create separate outlet records for individual bookmobiles if (1) they have different addresses and/or (2) they have different Metropolitan Status Codes (see outlet data element #10). Alternatively, a bookmobile outlet record may include more than one bookmobile.

CE—Central Library. This is one type of single outlet library (SO) or the library which is the operational center of a multiple-outlet library (MO or MA). Usually all processing is centralized here and the principal collections are housed here. Synonymous with main library.

Note: Each administrative entity may report either no central library or one central library. No administrative entity may report more than one central library. If you wish to identify a central library in the outlet file, identify the library with the largest collection as the central library for FSCS purposes, and report all others as branches. Where there are several co-equal outlets and no principal collection, report all such outlets as branches, not central libraries.

10 Metropolitan Status Code

Select one of the following. Bookmobiles should report the code which best describes their primary service area.

Note: Contact the State Data Center for specific information about Metropolitan Areas in your state.

CC—Central City. The largest central city and, in some cases, up to two additional central cities are included in the title of the Metropolitan Area; there also are central cities that are not included in a Metropolitan Area title. A Metropolitan Area central city does not include any part of that city that extends outside the Metropolitan Area boundary.

NC—Metropolitan Area, but Not Within Central City Limits. A large population nucleus, together with adjacent communities that have a high degree of economic and social integration with that nucleus. Some Metropolitan Areas are defined around two or more nuclei. Each Metropolitan Area must contain a place with a minimum population of 50,000 or a Census Bureau-defined urbanized area and a total Metropolitan Area population of at least 100,000 (75,000 in New England). A Metropolitan Area comprises one or more central counties. (Independent cities are considered county equivalents.) A Metropolitan Area may also include one or more outlying counties that have close economic and social relationships with the central county. An outlying county must have a specified level of commuting to the central counties and also must meet certain standards regarding metropolitan character, such as population density, urban population, and population growth. In New England, Metropolitan Areas are composed of cities and towns rather than whole counties.

NO—Not in a Metropolitan Area.

11 Square Footage of Outlet Provide the area, in square feet, of the public library outlet (central library or branch). Report the total area in square feet for each library outlet (central library or branch) separately. This is the area on all floors enclosed by the outer walls of the library outlet. Include all areas occupied by the library outlet, including those areas off-limits to the public. Include any areas shared with another agency or agencies if the outlet has use of that area.

12 Number of Bookmobiles in Bookmobile Outlet Record The number of bookmobiles in the bookmobile outlet record.

Note: A bookmobile outlet record may include one or more bookmobiles. Complete this data element only if the outlet record is of the type BS—Bookmobile(s) (see outlet data element #9). A bookmobile is a traveling branch library. It consists of at least all of the following:

1. A truck or van that carries an organized collection of library materials;
2. A paid staff; and
3. Regularly scheduled hours (bookmobile stops) for being open to the public. Count vehicles in use, not the number of stops the vehicle makes.