INSTITUTE of Museum and Library SERVICES

State Library Administrative Agencies Survey

Fiscal Year 2012

September 2014

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Fiscal Year 2012

September 2014

Institute of Museum and Library Services

Susan H. Hildreth
Director

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Cover Pictures

Top: Hawaii State Public Library System.

Bottom: Potential library volunteers discuss opportunities using the Library VolunteerMatch website (http://libraries.volunteermatch.org/). A project funded in whole or part by the Institute of Museum and Library Services under the provisions of the Library Services and Technology Act administered in California and Idaho by the State Librarians. Photo by Terry Lorant. Courtesy of the California State Library.

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Introduction to and Organization of Report

This report presents selected findings on data from the fiscal year (FY) 2012 State Library Administrative Agency (SLAA) Survey. The federal government has been collecting statistical data on SLAAs since 1994, and this report marks the sixth release of state library statistics from the Institute of Museum and Library Services (IMLS). It contains data on SLAAs in the 50 states and the District of Columbia for FY 2012.[1] The data were collected through the SLAA Survey, a product of a cooperative effort between the Chief Officers of State Library Agencies (COSLA), IMLS, and American Institutes for Research (AIR). This cooperative effort made possible the 100 percent unit response rate achieved for this survey. The source of the respondents for this survey is based on a list that COSLA maintains of SLAAs. The FY 2012 survey is the 18th in the series. As with previous IMLS studies, this report discusses trends across a 10-year period (from FY 2003 to FY 2012) for selected topics. After the release of the FY 2010 survey, the survey was renamed from the State Library Agency Survey to the State Library Administrative Agency Survey and transitioned to a biennial data collection strategy. The data in this publication are reported under the provisions of the Library Services and Technology Act (LSTA), Subchapter II of the Museum and Library Services Act, 20 U.S.C. § 9121 *et seq*.

The purpose of the survey is to provide state and federal policymakers, researchers, and other interested users with descriptive information about SLAAs. An SLAA is the official agency of a state that is charged by state law with the extension and the development of public library services throughout the state and has adequate authority under state law to administer state plans in accordance with the provisions of LSTA, Subchapter II of the Museum and Library Services Act, 20 U.S.C. § 9121 *et seq.*

Therefore, an important function of all SLAAs is to coordinate and distribute federal funds from the IMLS' Grants to States program. These federal funds, which are authorized by LSTA, are used directly by an SLAA or through subgrants and cooperative agreements that operate at or below the state level.

Beyond this role, SLAAs vary greatly. Although all SLAAs coordinate and distribute federal funds authorized by LSTA, not all share the same function and role within their respective states. They are located in various departments of state government and report to different authorities. They are involved in various ways in the development and the operation of electronic information networks. They provide important reference and information services to state governments and administer state libraries and special operations, such as state archives, libraries for the blind and physically handicapped, and the State Center for the Book. An SLAA may function as a state's public library at large, providing library services to the general public.

[1] The fiscal year for states was July 1, 2011, to June 30, 2012. The exceptions were New York (April 1, 2011, to March 31, 2012); Texas (September 1, 2011, to August 31, 2012); and Alabama, the District of Columbia, and Michigan (October 1, 2011, to September 30, 2012).

As such, this report provides information on the range of roles played by SLAAs and the various combinations of fiscal, human, and informational resources invested in such work. Some SLAAs perform allied operations—that is, services not ordinarily considered an SLAA function. These allied operations may include maintaining state archives, managing state records, conducting legislative research for a state, or operating a museum or an art gallery.

SLAAs in the District of Columbia, Hawaii, and Maryland are particularly different from other state libraries in a variety of ways. They are administrative offices without a separate state library collection. In the District of Columbia, which is treated as a state for reporting purposes, the Martin Luther King Jr. Memorial Library, which is the central library of the District of Columbia Public Library, functions as a resource center for the district government. In Hawaii, the state library is located in the Hawaii State Public Library System. State law designates Enoch Pratt Free Library's central library as the Maryland State Library Resource Center. These collections are reported on the IMLS Public Libraries Survey (PLS) and thus are not reported on the SLAA Survey to avoid duplication.

SLAAs in the District of Columbia, Hawaii, and Maryland administer LSTA funds and report LSTA revenues and expenditures in this report. To eliminate duplicative reporting, state funds for aid to libraries for the District of Columbia and Hawaii SLAAs are reported on PLS because of the unique situation of these two agencies.

Data in this report are presented in four topical indicators, focusing on trends in the finances, operations, and services of SLAAs: revenue and expenditures, workforce and staff development, services, and identification and governance, with detail provided for each in subindicators. Because the SLAA Survey was not administered in FY 2011, discussion of the differences between FY 2010 and FY 2012 refers to these two fiscal years only and does not include data points for FY 2011. The complete set of supplemental data tables can be found at http://www.imls.gov/research/slaa_fy_2012_report.aspx.

Four appendixes supply supporting information. Appendix A provides technical information about the survey, data processing, and response rates. A list of SLAAs participating in the Universal Service (E-rate discount) Program can be found in Appendix B. SLAAs listed in Appendix C received federal income other than LSTA state library allocations during FY 2012. Appendix D contains the survey instrument and instructions for completing the survey, including definitions of terms used in the survey and this report.

Highlights From State Library Administrative Agencies Survey Fiscal Year 2012

In this report, we provide highlights from the FY 2012 SLAA Survey, in which we compare key elements and trends across four indicators: revenue and expenditures, workforce and staff development, services, and identification and governance.

Revenue and Expenditures

- SLAA revenues totaled nearly $1 billion in FY 2012, which represent a 27 percent decrease in revenue from FY 2003 and a 12 percent decrease from FY 2010.
- Revenues from the federal government for all SLAAs totaled $181.6 million in FY 2012. State revenue of SLAAs totaled $762.2 million, which included $265.8 million received from the states to support SLAA operation, $455.6 million in revenue for state aid to libraries, and $40.9 million received from the states for any other purposes (such as interagency transfers).
- Total expenditures for FY 2012 across all SLAAs were $995.5 million, which represent a 26 percent decrease from FY 2003 and an 11 percent decrease from FY 2010. When looking across the types of expenditures, $640.6 million went toward financial assistance to libraries, $335.4 million went toward operating expenditures, $14.8 million was allocated to other services,[2] and $2.5 million was spent on capital outlay.
- More than $89 million of LSTA funds was used to support access to technology and information resources for libraries in 2012, and $36 million went toward programs and services for lifelong learning.

Workforce and Staff Development

- In FY 2012, SLAAs employed 2,814 full-time equivalent (FTE) staff, which is a decrease of 5 percent from 2010.
- In FY 2012, a total of 360 staff (13 percent of all budgeted FTEs) was reported within the service of administration, more than 600 budgeted FTEs (22 percent) were reported within library development, and 1,354 budgeted FTEs (48 percent) were reported within library services.

Services

- In FY 2012, a total of 40 SLAAs funded or facilitated digitization programs and services, and 15 SLAAs provided preservation and conservation services to public libraries and library cooperatives.

[2] Includes expenditures not reported under other categories. Excludes construction aid and includes expenditures for allied operations only if the expenditures are from the SLAA budget.

- During FY 2012, the average number of library service transactions that served the general public and state government employees reported by SLAAs include library visits (29,051), circulation transactions (45,971), reference transactions (15,992), and interlibrary loan services provided to another library (6,222) and received from another library (2,368).
- Fifty SLAAs funded summer reading programs and continuing education programs for public libraries in FY 2012.

Identification and Governance

- Of the 50 states and the District of Columbia, three SLAAs (Michigan, New York, and Tennessee) were located within the legislative branch in state government, and 48 SLAAs were located within the executive branch.
- Thirty-seven of the 51 SLAAs reported having allied operations in addition to their SLAA functions,[3] 10 SLAAs reported state archives and state records management services, and eight SLAAs reported some other type of allied operation.

[3] This does not include the Library for the Blind and Physically Handicapped, the State Center for the Book, or a contract with another library or other entity to provide an SLAA service.

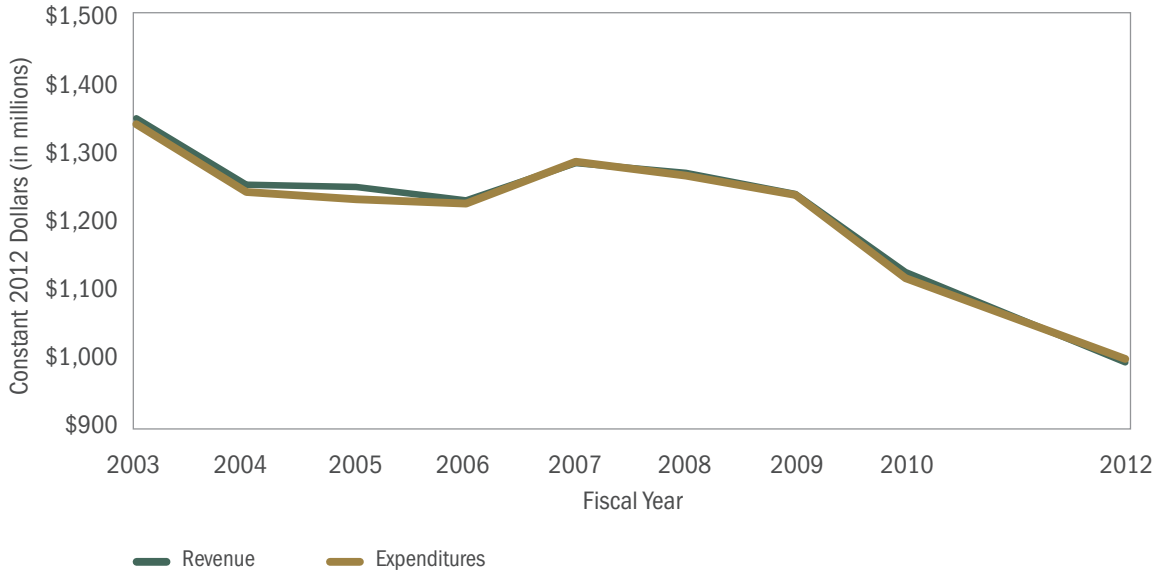
Indicator 1: Revenue and Expenditures

Total revenue for the 51 SLAAs across federal, state, and other[4] revenue sources during FY 2012 was nearly $1 billion. Revenue from the federal government totaled $181.6 million, state revenue totaled $762.2 million, and revenue from other sources totaled $42.4 million. Expenditures across the 51 SLAAs during FY 2012 totaled nearly $1 billion.

1.1 Overview of Revenue and Expenditures

Total revenue for SLAAs across federal, state, and other revenue sources during FY 2012 was nearly $1 billion (Figure 1), which represent a 27 percent decrease in revenue from FY 2003 and a 12 percent decrease from FY 2010.[5] Expenditures across all SLAAs during FY 2012 totaled nearly $1 billion, which represent a 26 percent decrease from FY 2003 and an 11 percent decrease from FY 2010.

Figure 1. Total Revenue and Expenditures for State Library Administrative Agencies in Fiscal Years 2003–2010, 2012



Note. The SLAA Survey was not administered in 2011. Data presented in the figure show the trend between 2003 and 2010 and data for 2012.
Source: The State Library Administrative Agencies Survey, FY 2003–2010, 2012; Institute of Museum and Library Services/National Center for Education Statistics.

1.2 Revenue

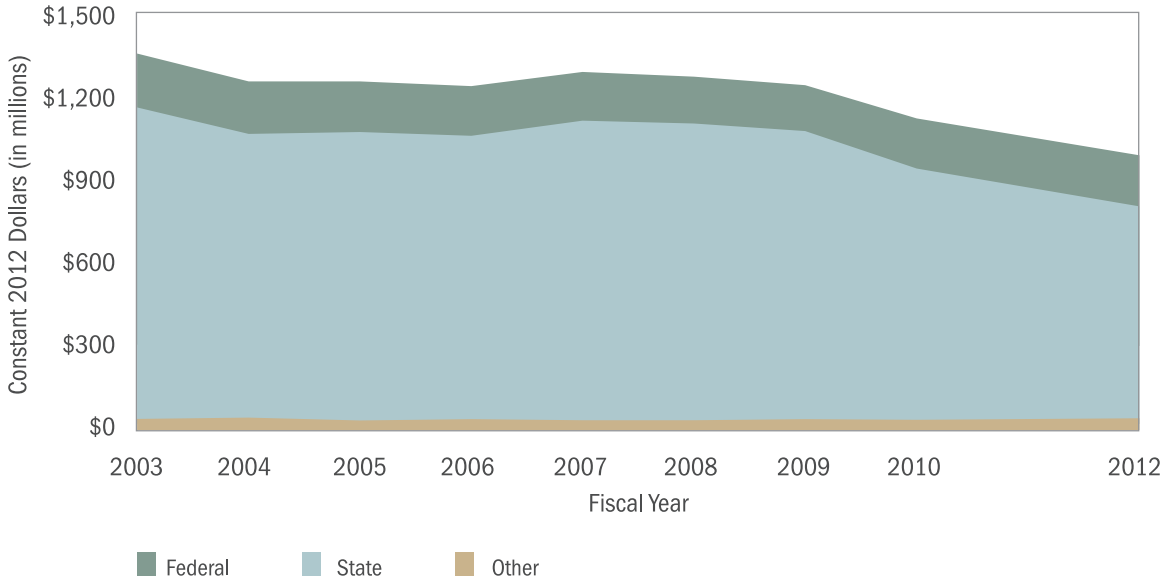
Revenues from the federal government for SLAAs totaled $181.6 million, or 18 percent, in FY 2012 (Figure 2). State revenue to SLAAs totaled $762.2 million (77 percent), which included $455.6 million in revenue for state aid to libraries; $265.8 million received from the states to support SLAA operation; and $40.9 million received from the state for any other purposes, such as interagency transfers.

[4] Other sources of revenue include any other revenue from public sources, such as local, regional, or multijurisdictional sources; revenue received from private sources, such as foundations, corporations, Friends groups, and individuals; and revenue generated by, for example, fines and fees for services.

[5] The SLAA Survey was not administered in FY 2011. Differences between FY 2010 and FY 2012 refer to these two fiscal years only and do not include data points for FY 2011.

Between FY 2003 and FY 2012, there was a 5 percent increase in other sources of revenue, a 32 percent decrease in state revenue, and a 4 percent decrease in federal revenue. A similar pattern is evident when looking at changes in revenue between FY 2010 and FY 2012: There was a 14 percent increase in other sources of revenue and a less than 1 percent increase in federal revenue from FY 2010 and a 16 percent decrease in state sources of revenue during this time period.

Figure 2. Revenue for State Library Administrative Agencies by Source in Fiscal Years 2003–2010, 2012



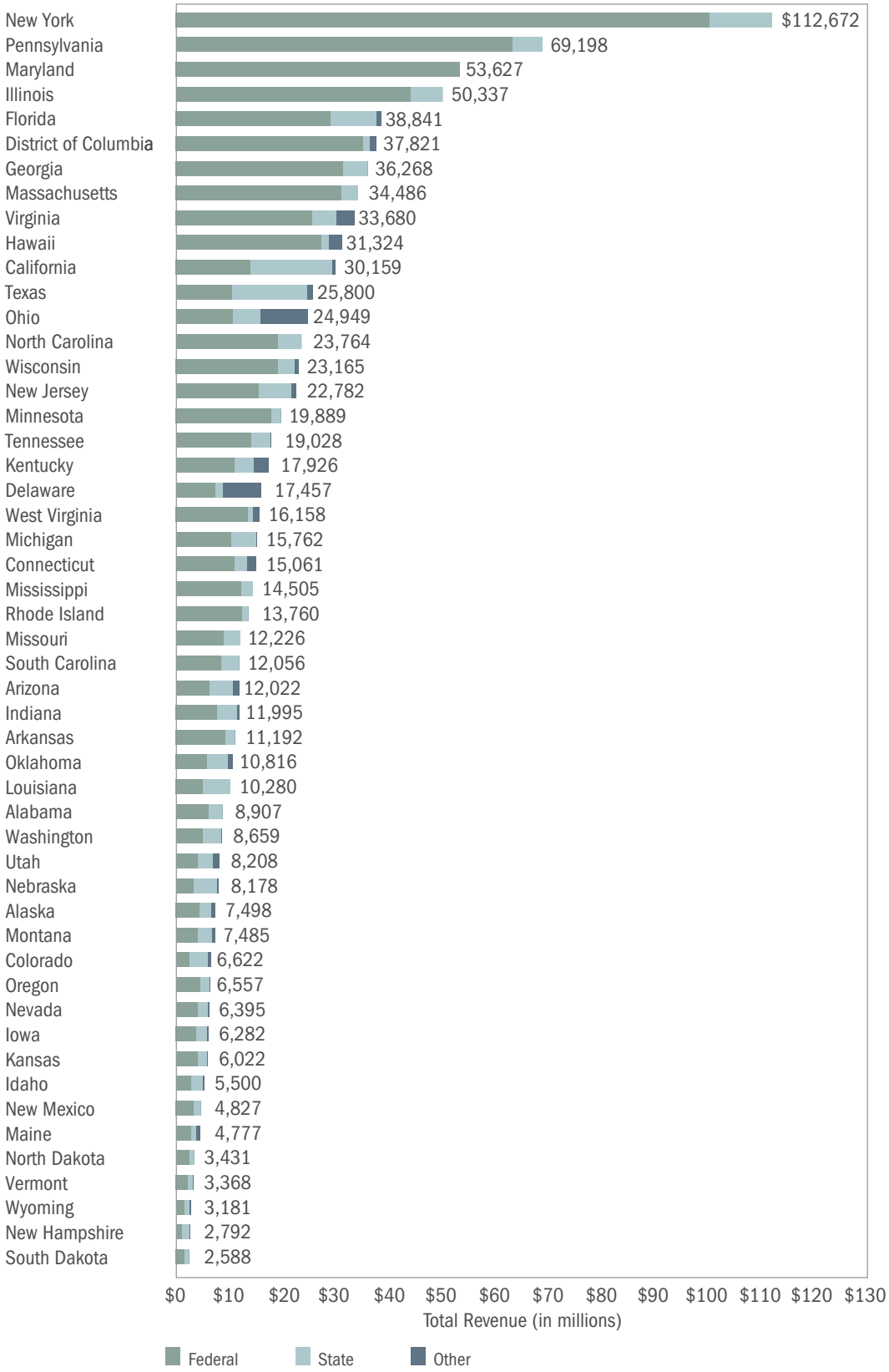
Note. The SLAA Survey was not administered in 2011. Data presented in the figure show the trend between 2003 and 2010 and data for 2012.
Source: The State Library Administrative Agencies Survey, FY 2003–2010, 2012; Institute of Museum and Library Services/National Center for Education Statistics.

Whereas the aggregation of nationwide trends in SLAA revenue provides an important perspective on the impact of fiscal changes to government programs, these impacts can be more readily seen at the state level. The amount of revenue available to any particular SLAA can vary dramatically (Figure 3). For example, in FY 2012, total revenue ranged from $2.6 million in South Dakota to $112.7 million in New York. Three states (Illinois, Maryland, and Pennsylvania) had revenues of more than $50 million. In contrast, 19 states[6] had revenues of less than $10 million. Changes in state contributions to SLAA revenue between FY 2010 and FY 2012 can be seen in Figure 4. California and Texas saw the largest decreases in percentage change during this time period (70 percent and 60 percent, respectively). North Dakota, Montana, and Indiana saw the largest increases (10 percent, 9 percent, and 8 percent, respectively). These budgetary differences result from differences in states' population sizes and the varying scopes of responsibility among SLAAs.[7]

[6] The 19 states are Alabama, Alaska, Colorado, Idaho, Iowa, Kansas, Maine, Montana, Nebraska, Nevada, New Hampshire, New Mexico, North Dakota, Oregon, South Dakota, Utah, Vermont, Washington, and Wyoming.

[7] National trends in funding and services may differ from trends in individual states, so the findings presented here should not be generalized and applied at the state level.

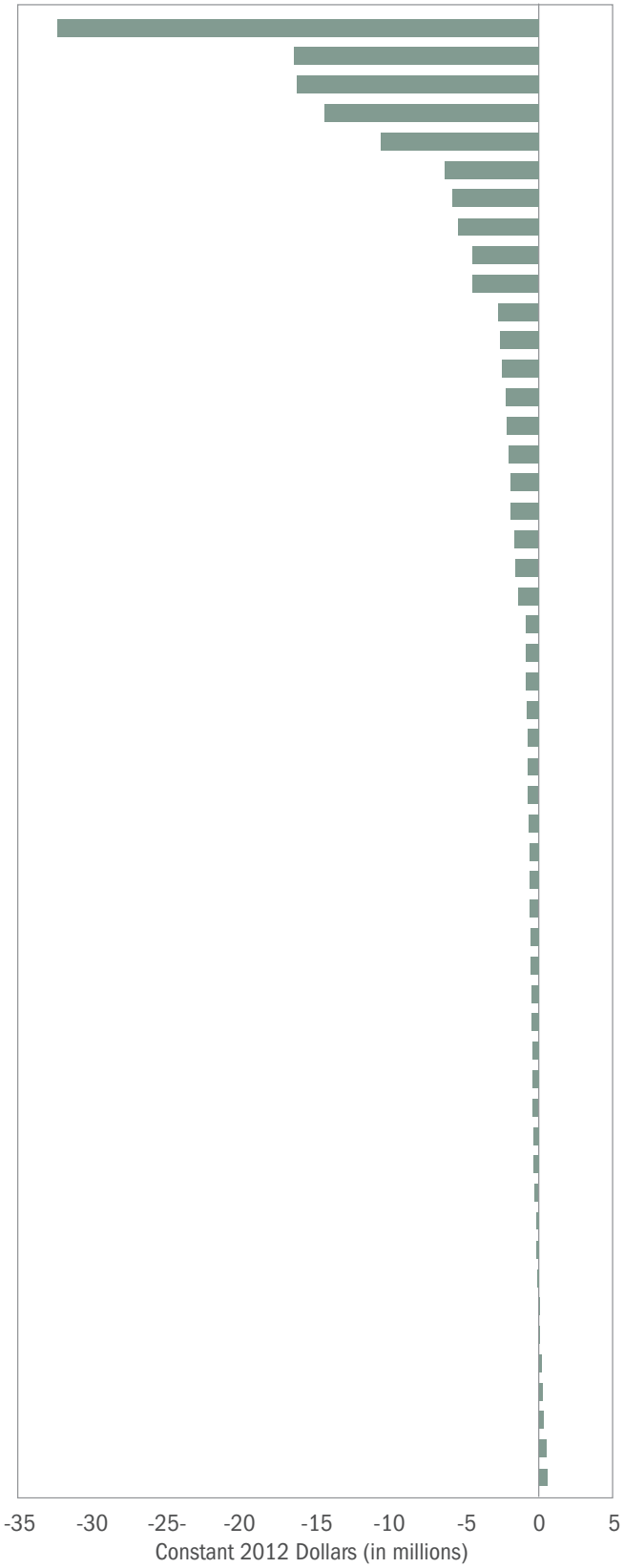
Figure 3. The Amount of Total Revenue of State Library Administrative Agencies, by Source of Revenue in Fiscal Year 2012



Source: The State Library Administrative Agencies Survey, FY 2012; Institute of Museum and Library Services.

Figure 4. Change in State Contributions to Revenue in Fiscal Years 2010–2012

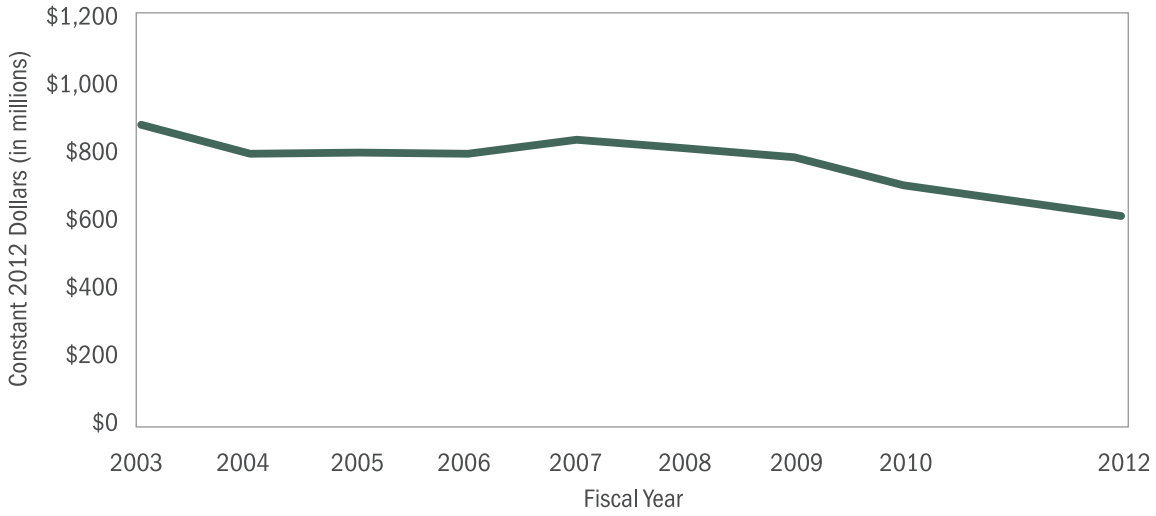
	$ Change	% Change
California	-32.24	(69.6)
Texas	-16.38	(60.5)
Maryland	-16.22	(23.2)
New York	-14.35	(12.5)
Pennsylvania	-10.56	(14.2)
New Mexico	-6.29	(64.8)
District of Columbia	-5.77	(14.0)
New Jersey	-5.41	(25.6)
Georgia	-4.41	(12.2)
Minnesota	-2.68	(12.9)
North Carolina	-2.59	(11.8)
Virginia	-2.44	(8.7)
Louisiana	-2.21	(30.1)
Wisconsin	-2.13	(10.0)
Illinois	-1.99	(4.3)
South Carolina	-1.88	(18.1)
Washington	-1.88	(26.6)
Alabama	-1.60	(20.2)
Missouri	-1.54	(14.4)
Wyoming	-1.37	(44.5)
Kentucky	-0.88	(7.4)
Ohio	-0.88	(7.6)
Oklahoma	-0.86	(12.7)
Mississippi	-0.80	(6.1)
Massachusetts	-0.73	(2.3)
Michigan	-0.70	(6.2)
Arkansas	-0.70	(6.9)
New Hampshire	-0.66	(35.1)
Kansas	-0.61	(13.0)
Florida	-0.60	(2.0)
Iowa	-0.58	(13.0)
South Dakota	-0.55	(24.9)
Nebraska	-0.55	(13.6)
Connecticut	-0.49	(43.0)
Nevada	-0.45	(9.8)
Utah	-0.41	(9.0)
Vermont	-0.40	(14.8)
Tennessee	-0.38	(2.6)
Rhode Island	-0.36	(2.8)
Arizona	-0.34	(5.0)
Idaho	-0.26	(8.0)
Colorado	-0.17	(6.2)
Alaska	-0.15	(3.2)
Maine	-0.12	(3.9)
Oregon	0.05	1.2
West Virginia	0.10	0.7
Delaware	0.17	2.3
North Dakota	0.24	10.6
Montana	0.34	8.7
Hawaii	0.48	1.8
Indiana	0.56	7.7



Note. Source: The State Library Administrative Agencies Survey, FY 2010–2012; Institute of Museum and Library Services.

Financial assistance to libraries across the three revenue sources totaled $640.6 million in FY 2012, which is a 32 percent decrease from FY 2003 and a 13 percent decrease from FY 2010 (Figure 5). State revenue for financial assistance totaled $564.1 million in FY 2012, which is a 33 percent decrease from FY 2003 and a 14 percent decrease from FY 2010. This same pattern was seen for federal revenue, which totaled nearly $62 million in FY 2012, a 35 percent decrease from FY 2003 and an 11 percent decrease from FY 2010. SLAA revenue from other sources that went toward financial assistance to libraries increased by 293 percent between FY 2003 and FY 2012, from $3.7 million, but decreased by more than 3 percent between FY 2010 and FY 2012.

Figure 5. Financial Assistance to Libraries in Fiscal Years 2003–2010, 2012



Note. The SLAA Survey was not administered in 2011. Data presented in the figure show the trend between 2003 and 2010 and data for 2012.
Source: The State Library Administrative Agencies Survey, FY 2003–2010, 2012; Institute of Museum and Library Services/National Center for Education Statistics.

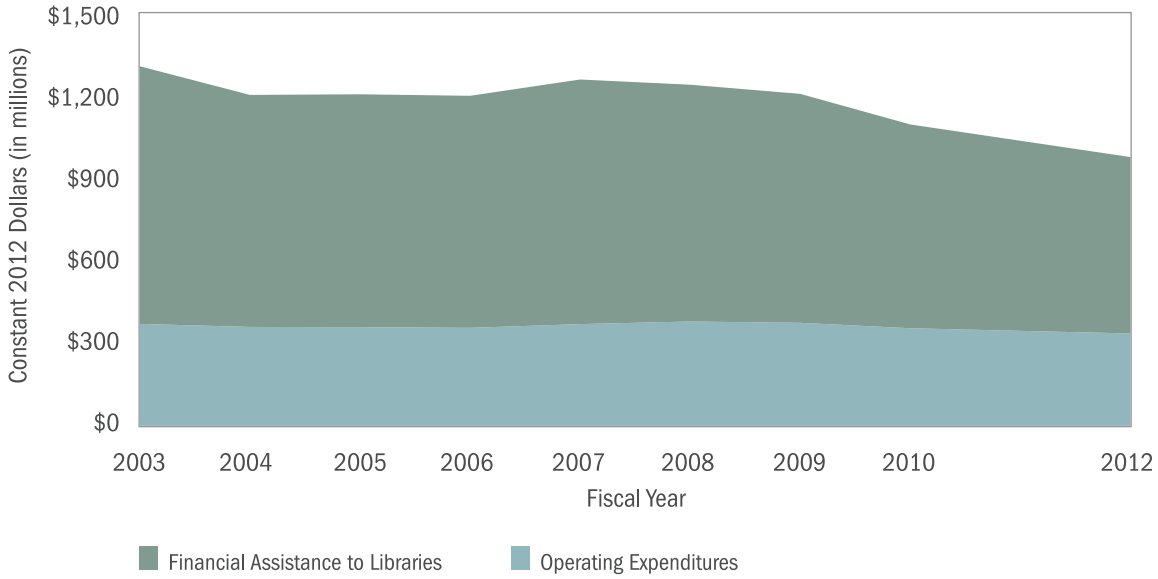
1.3 Expenditures

Total expenditures for FY 2012 across the 51 SLAAs were $995.5 million. When looking across the types of expenditures, $640.6 million went toward financial assistance to libraries, and $335.4 million went toward operating expenditures (Figure 6), $14.8 million was allocated to other services,[8] and $2.5 million was spent on capital outlay. New York reported the greatest amount of expenditures ($117 million), and South Dakota reported the least ($2.6 million; see Figure 3).

Between FY 2003 and FY 2012, SLAA expenditures for financial assistance to libraries decreased by 32 percent from FY 2003. A decrease also was observed between FY 2010 and FY 2012: Expenditures decreased by 13 percent during this time period. Similarly, SLAA operating expenditures decreased by 9 percent from FY 2003 and by 5 percent from FY 2010.

[8] Includes expenditures not reported under other categories. Excludes construction aid and includes expenditures for allied operations only if the expenditures are from the SLAA budget.

Figure 6. Selected Expenditures for State Library Administrative Agencies by Type in Fiscal Years 2003–2010, 2012



Note. The SLAA Survey was not administered in 2011. Data presented in the figure show the trend between 2003 and 2010 and data for 2012.
Source: The State Library Administrative Agencies Survey, FY 2003–2010, 2012; Institute of Museum and Library Services/National Center for Education Statistics.

Expenditures across all 51 SLAAs for staff services—including salaries, wages and benefits, and collection activities—and other expenditures, totaled $335.4 million. Staff-related expenditures accounted for 53 percent of the total expenditures, and collection activities accounted for 7 percent. Other expenditures were 40 percent of the total expenditures.

1.4 State Program Expenditures Under the Library Services and Technology Act

In FY 2012, federal revenue to SLAAs from LSTA totaled $157.8 million, with $23.4 million in federal revenue coming from other sources.[9] When specifically looking at the types of expenditures that SLAAs used LSTA funds toward, $94.8 million went toward statewide services,[10] $53.2 million toward grants, and $6.7 million toward LSTA administration.[11] In FY 2012, the uses of LSTA program expenditures included library technology, connectivity, and services ($89.8 million); services for lifelong learning ($36 million); and services to persons having difficulty using libraries ($24.1 million). LSTA program expenditures for services to persons having difficulty using libraries decreased by 57 percent between FY 2003 and FY 2012 and by 2 percent between FY 2010 and FY 2012.

[9] Includes grants from the National Endowment for the Humanities (NEH), the National Historical Publications and Records Commission (NHPRC), Title II of the Library Services and Construction Act, the LSTA National Leadership Grant Program, and other federal sources.

[10] Includes funds expended by an SLAA to provide services to libraries and individuals throughout a state. This excludes subgrants made to single libraries or other outside agencies to provide or assist in providing such services (reported under grants).

[11] The administration of LSTA grants includes determining compliance with eligibility criteria and performance standards, overseeing processes through which grant recipients are determined, announcing grant recipients and disbursing funds, monitoring and receiving reports from grant recipients, submitting plans and reports to the Office of Library Services within IMLS, and other activities involved in managing financial assistance provided by the government to libraries under LSTA.

Indicator 2: Workforce and Staff Development

In FY 2012, there were 2,814 budgeted FTE ALA-MLS[12]–accredited positions across the 51 SLAAs. This reflects a decrease of 19 percent from FY 2006, the first year this information was collected, and 5 percent from FY 2010.

2.1 Staff and Service Areas

SLAAs experienced a continual reduction in the number of FTE ALA-MLS–accredited positions across various services since FY 2006, with few exceptions (Figure 7). In FY 2012, SLAAs employed 2,814 FTE staff, which is a decrease of 19 percent from FY 2006 and 5 percent from FY 2010. Similarly, between FY 2006 and FY 2012, SLAAs saw a 21 percent reduction in the number of budgeted FTEs for administrative positions and an 11 percent reduction between FY 2010 and FY 2012. Budgeted FTEs for library development decreased by 2 percent between FY 2006 and FY 2012 and increased by 2 percent between FY 2010 and FY 2012; for library services, FTEs decreased by 25 percent from FY 2006 and 9 percent from FY 2010. FTEs for other services in FY 2012 decreased by 16 percent from FY 2006 but increased by 3 percent from FY 2010.

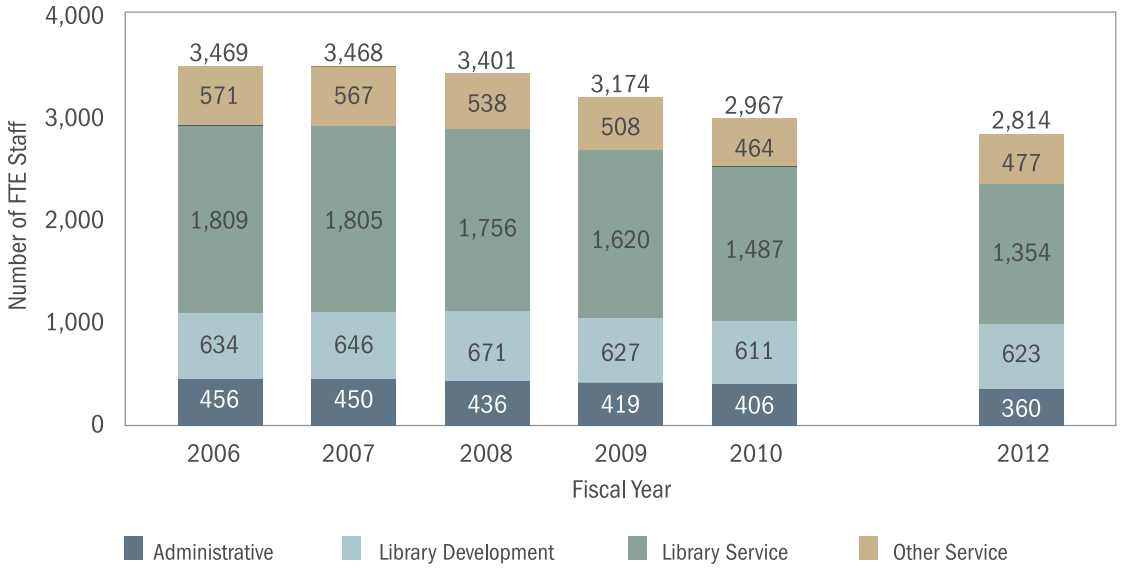
The 2,814 budgeted FTE positions in SLAAs nationwide were found within three main types of services:[13] administration, library development, and library services (Figure 7). Other professional and nonprofessional staff positions not reported under the three main services are classified as other service positions, such as within allied operations, and are included in this total. Tennessee, Texas, and Virginia reported the largest number of FTEs during the fiscal year: 195, 163, and 141 FTEs, respectively.

Of the 2,814 budgeted FTEs, 360 (13 percent) were reported within administration, with the largest number of FTEs reported by SLAAs having revenue between $10 million and $20 million. More than 600 FTEs (22 percent) were reported within library development, in which the largest number of FTEs also was reported by SLAAs having revenue between $10 million and $20 million. Regarding library services, 1,354 budgeted FTEs (48 percent) were reported, with 462 FTEs reported in SLAAs having revenue between $20 million and $50 million. Nearly 500 FTE positions were reported within other services (17 percent), with the largest number reported by SLAAs having revenue between $10 million and $20 million.

[12] ALA-MLS refers to library and information studies programs accredited by the American Library Association (ALA) and referring specifically to a Master of Library Science (MLS) degree.

[13] Staff are reported based on an SLAA's organization chart and area of specialization and include staff on the payroll as of October 1, 2012, and unfilled but budgeted positions.

Figure 7. The Number of Budgeted Full-Time Equivalent Positions in State Library Administrative Agencies, by Type of Service in Fiscal Years 2006–2010, 2012



Note. The SLAA Survey was not administered in 2011. Data presented in the figure show the trend between 2006 and 2010 and data for 2012.
Source: The State Library Administrative Agencies Survey, FY 2006–2010, 2012; Institute of Museum and Library Services/National Center for Education Statistics.

2.2 Library Development Transactions

Library development transactions include LSTA and state grants awarded and continuing education programs. In FY 2012, a total of 8,167 LSTA state grants were awarded across the 50 states and the District of Columbia. Nearly 13,000 continuing education program events were reported during this period, with a reported 167,405 attendees at these events.

Indicator 3: Services

The most common service that SLAAs provided for public, academic, and special libraries; school library media centers; and library cooperatives was the administration of LSTA grants.

3.1 Public Libraries

SLAAs provided services to public libraries across the 50 states and the District of Columbia for the administration of LSTA grants, the collection of library statistics, and library planning and evaluation research. Services were provided to 50 states for consulting services, continuing education programs, summer reading program support, and universal service program review.[14] Of these services provided, most were provided directly by an SLAA rather than by contract,[15] except for continuing education programs, in which services were provided by contract to two of the 50 states, and for summer reading program support, where services were provided by contract to three of the 50 states.

The fewest services provided were for the retrospective conversion of bibliographic records (17 states provided this service), preservation and conservation services (15 states), and the accreditation of libraries (14 states). Most services were provided directly except for the retrospective conversion of bibliographic records, for which eight of the 17 states contracted for these services, and for preservation and conservation services, for which three of the 15 states contracted for these services.

3.2 Academic Libraries

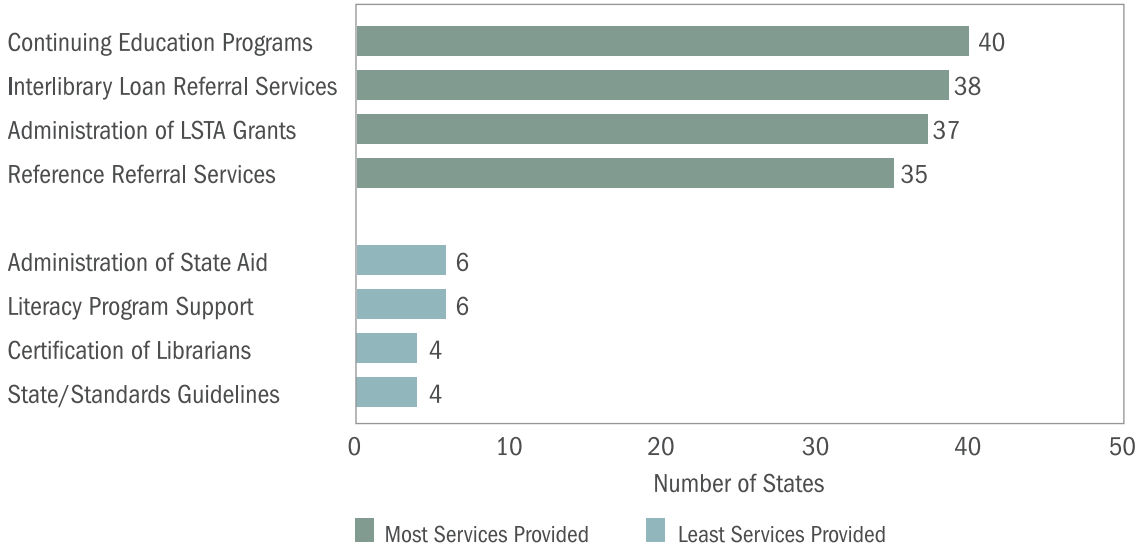
Across the 50 states and the District of Columbia, SLAAs provided the largest number of services to academic libraries for continuing education programs (40 states), interlibrary loan referral services (38 states), the administration of LSTA grants (37 states), and reference referral services (35 states; Figure 8). For continuing education programs, services were provided to four of the 40 states by contract, three of the 38 states for interlibrary loan referral by contract, and three of the 35 states for reference referral by contract.

SLAAs provided the fewest services for the administration of state aid and literacy program support (to six states each) and the certification of librarians and state/standards guidelines (four states each). No SLAA provided services for the accreditation of academic libraries. Most SLAAs provided services directly except for literacy program support, where one of the six states contracted for these services.

[14] This refers to the E-rate discount program.

[15] Services provided by contract by an SLAA are those provided by a third party or an intermediary under legal contract to an SLAA.

Figure 8. The Number of State Library Administrative Agencies Providing Selected Services for Academic Libraries in Fiscal Year 2012



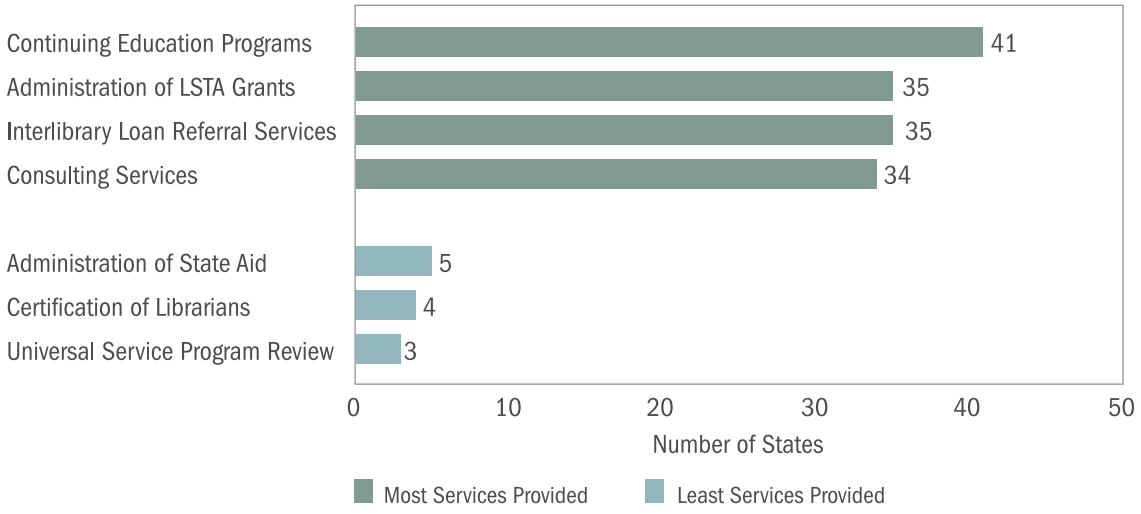
Note. Source: The State Library Administrative Agencies Survey, FY 2012; Institute of Museum and Library Services.

3.3 School Library Media Centers

Continuing education program services represented the service provided most frequently by SLAAs nationwide to school library media centers[16] (to 41 states), followed by the administration of LSTA grants and interlibrary loan referral services (35 states each), and consulting services (34 states). Of these, services were provided by contract (rather than directly by an SLAA) for continuing education programs to three of the 41 states and by contract to two of the 35 states for interlibrary loan referral (Figure 9). The services provided to the fewest number of states were for the administration of state aid (five states), the certification of libraries (four states), and universal service program review (three states). No SLAA provided services for the accreditation of libraries. All services were provided directly by SLAAs.

[16] School library media centers are defined as libraries that are an integral part of the educational program of an elementary or secondary school with materials and services that meet the curricular, informational, and recreational needs of students, teachers, and administrators.

Figure 9. The Number of State Library Administrative Agencies Providing Selected Services for School Library Media Centers in Fiscal Year 2012



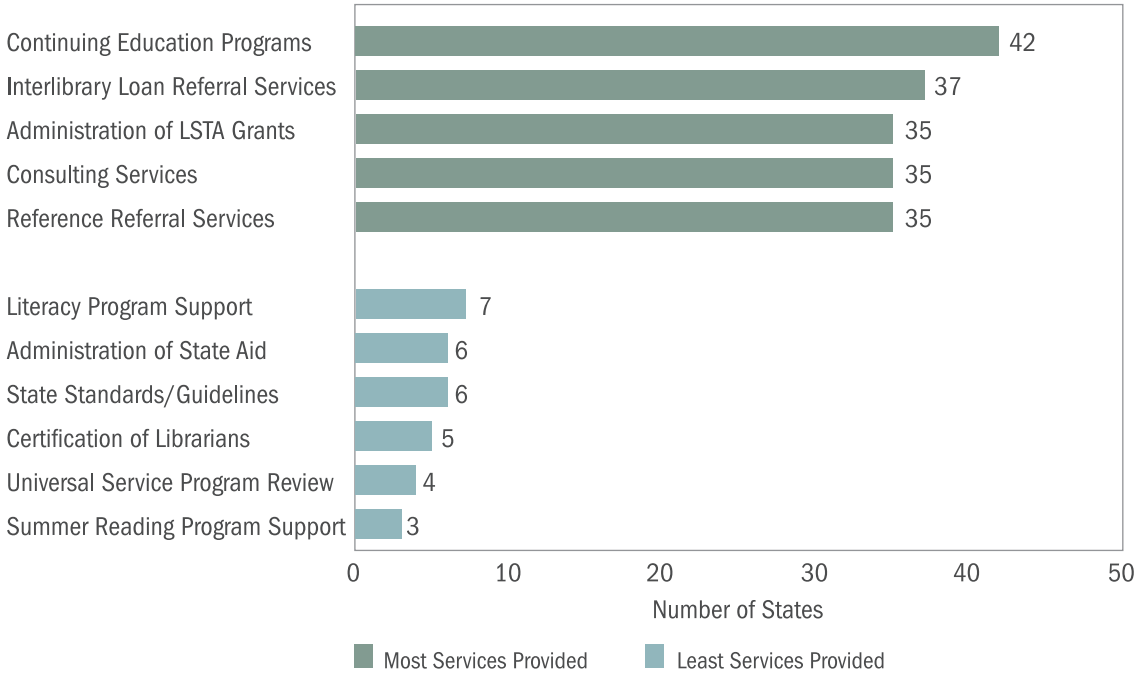
Note. Source: The State Library Administrative Agencies Survey, FY 2012; Institute of Museum and Library Services.

3.4 Special Libraries

Nationwide, SLAAs provided the largest number of services to special libraries[17] for continuing education programs (42 states); interlibrary loan referral services (37 states); and the administration of LSTA grants, consulting services, and reference referral services (35 states each; Figure 10). Services were provided by contract to four of the 42 states for continuing education programs, by contract to two of the 37 states for interlibrary loan referral services, and by contract to three of the 35 states for reference referral services.

[17] Special libraries are defined as libraries in a business firm, a professional association, a government agency, or another organized group; a library that is maintained by a parent organization to serve a specialized clientele; or an independent library that may provide materials or services, or both, to the public, a segment of the public, or other libraries. The scope of collections and services is limited to the subject interests of the host or parent institution. This includes libraries in state institutions.

Figure 10. The Number of State Library Administrative Agencies Providing Selected Services for Special Libraries in Fiscal Year 2012



Note. Source: The State Library Administrative Agencies Survey, FY 2012; Institute of Museum and Library Services.

SLAAs provided the fewest number of services for literacy program support (seven states), the administration of state aid and state standards/guidelines (six states each), the certification of librarians (five states), universal service program review (four states), and summer reading program support (three states). No SLAA provided services for the accreditation of libraries. Services were provided by contract for one of the seven states that provided services for literacy program support and one of the four states that provided services for universal service program review.

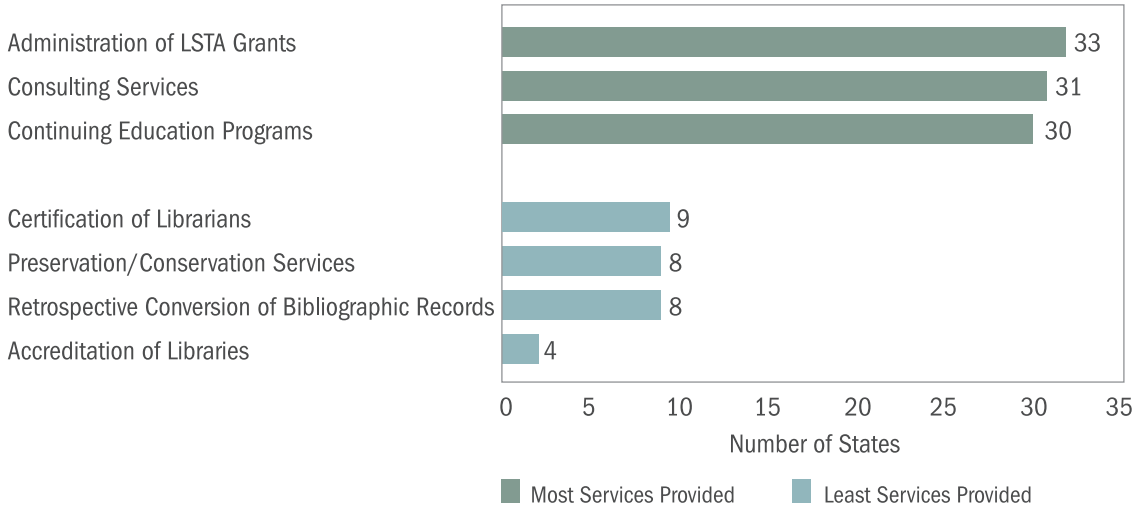
3.5 Library Cooperatives

SLAAs provided the largest number of services to library cooperatives[18] for the administration of LSTA grants (33 states), consulting services (31 states), and continuing education programs (30 states; Figure 11). All services were provided directly by an SLAA, except for one of the 30 states that provided services for continuing education programs, which was provided by contract.

The fewest number of services provided by SLAAs nationwide were for the certification of librarians (nine states), preservation and conservation services and the retrospective conversion of bibliographic records (eight states each), and the accreditation of libraries (four states). For both preservation and conservation services and the retrospective conversion of bibliographic records, services were provided by contract to two of the eight states rather than directly by an SLAA.

[18] A library cooperative is an organization that has its own budget and staff and provides library and information services for the mutual benefit of participating or member libraries. The organization's participants or members are primarily libraries, which are not under the organization's administrative control. A library cooperative may serve single or multiple libraries.

Figure 11. The Number of State Library Administrative Agencies Providing Selected Services for Library Cooperatives in Fiscal Year 2012

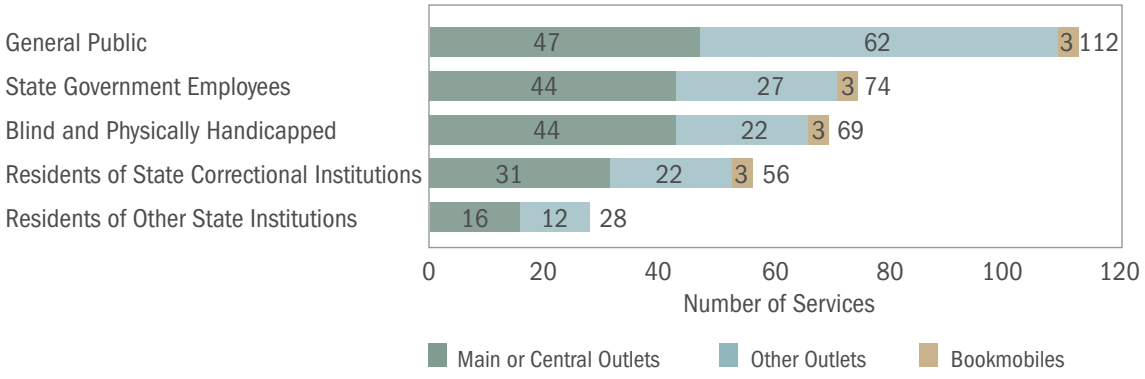


Note. Source: The State Library Administrative Agencies Survey, FY 2012; Institute of Museum and Library Services.

3.6 Public Service Hours, Outlets, and User Groups

Service outlets include main or central outlets,[19] other outlets,[20] and bookmobiles[21] (Figure 12). The SLAA Survey captures these types of service outlets by who they served, including the general public; state government employees; individuals who are blind and physically handicapped; residents of state correctional institutions; and residents of other state institutions that are operated by or substantially supported by a state, such as hospitals, residential training schools, and nursing homes.

Figure 12. The Number of Service Outlets for State Library Administrative Agencies, by Type of Outlet and User Group in Fiscal Year 2012



Note. Source: The State Library Administrative Agencies Survey, FY 2012; Institute of Museum and Library Services.

[19] Main or central outlets refer to a single unit library or the unit where the principal collections are located and handled.

[20] Other outlets refer to units that have all of the following: (1) separate quarters, (2) a permanent basic collection of books and other materials, (3) a permanent paid staff, and (4) a regular schedule of hours open to users.

[21] Bookmobiles are trucks or vans specially equipped to carry books and other library materials that serve as traveling branch libraries.

During FY 2012, a total of 112 types of general public service outlets were reported by SLAAs nationwide, with 47 main or central outlets, 62 other outlets (excluding bookmobiles), and three bookmobiles. Within user groups, SLAAs reported 74 service outlets for state government employees, with 44 main or central outlets, 27 other outlets, and three bookmobiles. A similar pattern is seen for outlets serving the blind and the physically handicapped: Of 69 total outlets, there were 44 main outlets, 22 other outlets, and three bookmobiles reported. Service outlets for residents of state correctional institutions totaled 56, with 31 main outlets, 22 other outlets, and three bookmobiles. SLAAs reported 28 service outlets for residents of other state institutions: 16 main outlets, 12 other outlets, and zero bookmobiles.

The total number of hours that SLAA outlets reported being open per week—regardless of the user group served—ranged from 22 hours (Pennsylvania) to 552 hours (Tennessee). The state of Washington reported its outlets being open 446 hours per week, followed by New Jersey (207 hours), New Mexico (160 hours), Connecticut (139 hours), Vermont (131 hours), and Illinois (127 hours).

3.7 Collections

Collections refer to library materials in all SLAA outlets. The FY 2012 SLAA Survey captured this information with outlets that serve the general public and state government employees. The types of materials include books and serial volumes, audio materials, video materials, current serial subscriptions, and uncataloged government documents.[22] The average number of library materials for books and serial volumes was 501,892; audio materials, 5,790; video materials, 2,158; serial subscriptions, 703; and uncataloged government documents, 372,667.

Across the 50 states and the District of Columbia, SLAA-reported book and serial volumes totaled more than 25.6 million, with Indiana and Michigan reporting the largest number of these materials (2,496,548 and 2,294,351, respectively) and Delaware reporting the lowest number (1,016). Audio materials totaled nearly 300,000 across all SLAAs, with Florida and Tennessee reporting the highest number of these materials (70,772 and 65,302, respectively). Missouri and Montana each reported the lowest number (three). Video materials exceeded 110,000, with Louisiana and Tennessee reporting the largest number of materials (15,564 and 11,976, respectively) and Delaware reporting the lowest number (three). Current serial subscriptions totaled 35,839. New York and Connecticut reported the highest number of current serial subscriptions (6,183 and 5,552, respectively), and Kentucky and Massachusetts reported the lowest number (12 each). Uncataloged government document library materials totaled 19,006,021: California and Illinois reported the most (4,720,339 and 3,400,000, respectively), and Massachusetts reported the least (120).

[22] Uncataloged government documents include only those government documents not accessible through a library catalog and not reported elsewhere.

3.8 Library Service Transactions

Library service transactions in SLAA outlets that serve the general public and state government employees include library visits, circulation, reference transactions, and interlibrary loan and document delivery. During FY 2012, the average number of library service transactions that served the general public and state government employees reported by SLAAs included library visits (29,051), circulation transactions (45,971), reference transactions (15,992), and interlibrary loan services provided to another library (6,222) and received from another library (2,368).

Nationwide, nearly 1.5 million library visits were reported by SLAAs during FY 2012, with Washington and Virginia reporting the highest numbers (318,767 and 233,119, respectively). The number of library circulation transactions[23] totaled 2,344,526: Georgia (416,865) and Virginia (166,246) reported the largest amount of circulation. Reference transactions[24] totaled 815,580 during FY 2012, with the state of Washington and Indiana reporting the highest number of transactions (162,908 and 93,900, respectively). During FY 2012, SLAAs provided to other libraries 317,297 loaned materials and received 120,789 loaned materials from other libraries through interlibrary loan.

3.9 Electronic Services and Information

In FY 2012, SLAAs across the 50 states and the District of Columbia funded or facilitated four types of electronic network functions: electronic network planning or monitoring (43 states), electronic network operation (40 states), bibliographic databases (46 states), and full text or data files (46 states). SLAAs also funded or facilitated digitization or digital programs and services for different users, including SLAAs (40 states), other state agencies (16 states), and other libraries or library cooperatives (31 states). Forty-three states reported electronic access to the holdings of other libraries in the state, facilitated or subsidized by SLAAs, for Web-based union catalogs; nine states reported electronic access to other holdings, such as Web access to online catalogs, Web-based interlibrary loan systems, and state online databases.

Expenditures for statewide database licensing totaled more than $60 million in FY 2012.[25] Federal expenditures were $33.5 million (56 percent), state expenditures were $23.4 million (39 percent), and expenditures from other sources were $3.2 million (5 percent; Figure 13).[26] Between FY 2003 and FY 2012, total expenditures for statewide database licensing increased by 2 percent, from $59.1 million to $60 million; however, expenditures decreased by 11 percent between FY 2010 and FY 2012 (from $67.8 million in FY 2010). This pattern of decreasing expenditures between FY 2010 and FY 2012 can be seen for state and other sources (from $30.8 million or 24 percent in FY 2010 and $3.9 million or 20 percent in FY 2010, respectively). Federal expenditures for statewide database licensing increased by 1 percent between FY 2010 and FY 2012 (from $33.1 million in FY 2010).

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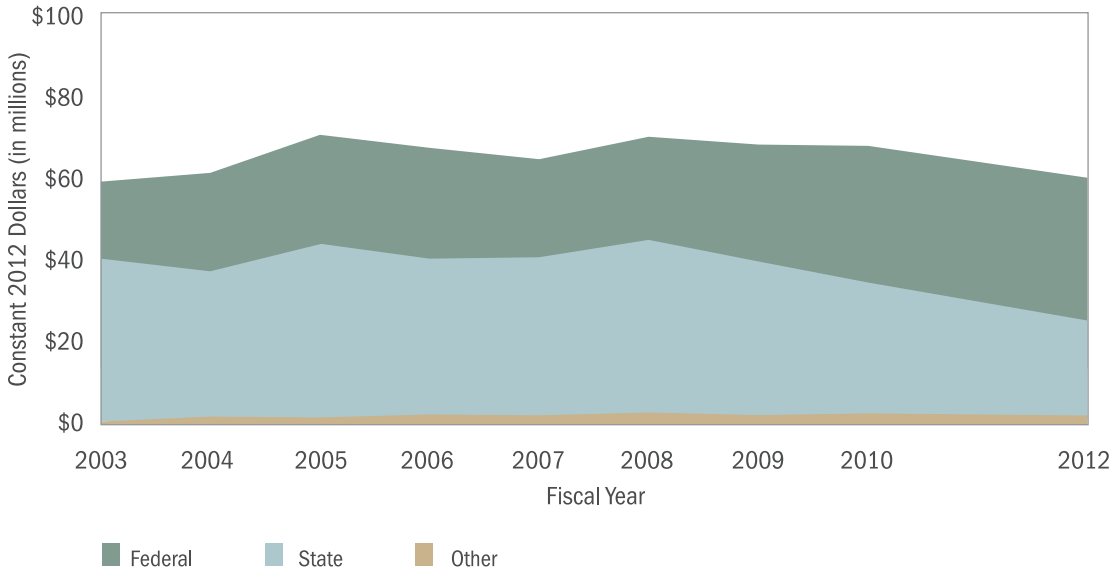
[23] These are transactions that involve lending an item from a state library collection or borrowed from another library.

[24] This involves knowledge, use, recommendations, and interpretation or instruction in the use of one or more information sources by an SLAA staff member, including information and referral services.

[25] All financial trends are adjusted for inflation using a GDP deflator and are presented in constant 2012 dollars. See Appendix A for additional information on how these adjustments were calculated.

[26] Other sources of revenue include any other revenue from public sources, such as local, regional, or multijurisdictional sources; revenue received from private sources, such as foundations, corporations, Friends groups, and individuals, as well as revenue generated by, for example, fines and fees for services.

Figure 13. Spending on Statewide Database Licensing by Source in Fiscal Years 2003–2010, 2012



Note. The SLAA Survey was not administered in 2011. Data presented in the figure show the trend between 2003 and 2010 and data for 2012. Source: The State Library Administrative Agencies Survey, FY 2003–2010, 2012; Institute of Museum and Library Services/National Center for Education Statistics.

Several user groups are covered by statewide database licensing expenditures: public libraries and remote users (49 states for each user group), other state agencies (44 states), academic libraries and school library media centers (42 states each), special libraries (38 states), and library cooperatives (33 states). Of all SLAAs, Texas reported the largest amount of expenditures for statewide database licensing ($5.7 million), and California reported the smallest amount ($26,000). Several states (Alaska, California, Colorado, Florida, Illinois, Iowa, Kansas, Kentucky, New Mexico, New York, Oklahoma, Oregon, Utah, Virginia, and Washington) received 100 percent of their revenue for statewide database licensing from the federal government. SLAAs receiving 100 percent of their revenue for statewide database licensing from their respective states include Connecticut, Idaho, Maryland, Minnesota, Missouri, North Carolina, and Wisconsin. The remaining states received some combination of federal, state, and other revenue.

In FY 2012, SLAAs provided several types of support to states for library access to the Internet. The types of support and the number of SLAAs that reported providing these supports include providing access to directories, databases, or online catalogs on the Internet and managing websites, file servers, bulletin boards, or electronic mailing lists (all 51 SLAAs); state and local library staff (50 states); SLAA end users (47 states); equipment for Internet access (27 states); and direct funding for Internet access (24 states). The total number of Internet workstations available for public use in SLAA outlets in FY 2012 was 744, with 708 reported as owned by an SLAA and 36 reported as owned by a different entity.

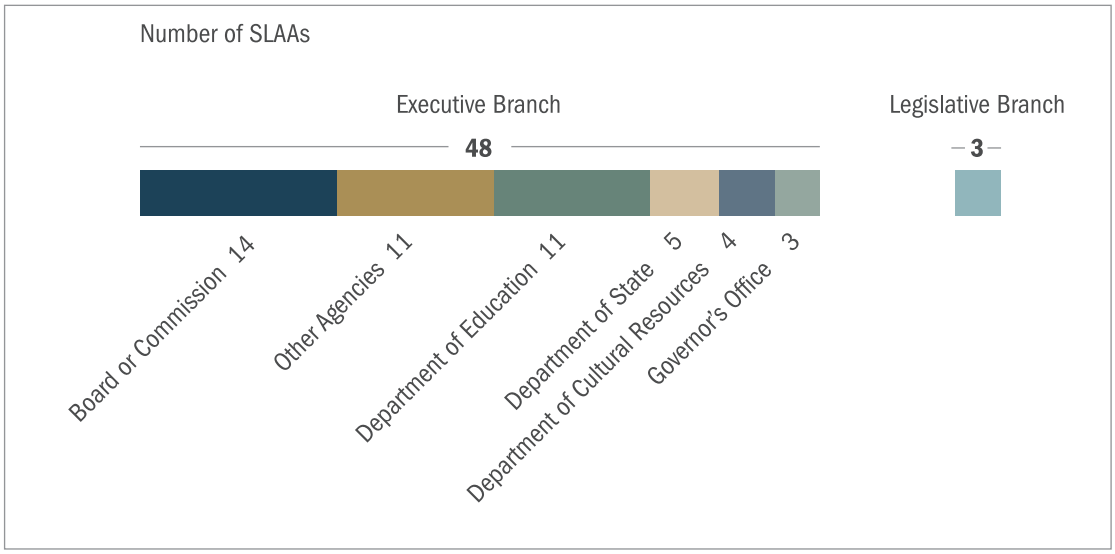
Indicator 4: Identification and Structure

In FY 2012, all but three SLAAs reported being located within the executive branch of state government, with most states reporting to a board or a commission. The Michigan, New York, and Tennessee SLAAs were located within the legislative branch.

4.1 Governance

Of the 50 states and the District of Columbia, three SLAAs (Michigan, New York, and Tennessee) were located within the legislative branch in state government, and 48 SLAAs were located within the executive branch (Figure 14). SLAAs located within the executive branch of state governments reported to various agencies, including a board or a commission (14 SLAAs); other agencies (11 SLAAs), such as the Agency of Administration (Vermont) or specific state colleges (e.g., the New Jersey SLAA reported to Thomas Edison State College, and the Georgia SLAA reported to the Board of Regents of the University System of Georgia); state departments of education (11 SLAAs); state departments of state (five SLAAs); the state departments of cultural resources (four SLAAs); and the governor's office (three SLAAs).

Figure 14. The Number of State Library Administrative Agencies, by Location in State Government in Fall 2012



Note. Source: The State Library Administrative Agencies Survey, FY 2012; Institute of Museum and Library Services.

4.2 Allied Operations, State Resource or Reference/Information Service Center, and the State Center for the Book

Thirty-seven of the 51 SLAAs reported that allied operations were combined with their SLAAs.[27] Ten SLAAs each reported state archives and state records management services, and eight reported some other type of allied operation. For example, Utah reported that its SLAA is combined with the Repository of State Publications, and West Virginia reported the State Governments Documents Clearinghouse. Six SLAAs (Arizona, California, Kansas, New Hampshire, Oklahoma, and Oregon) reported primary state legislative research as an allied operation, and three reported state history museums or art galleries as an allied operation (Alaska, Arizona, and Connecticut).

[27] This does not include the Library for the Blind and Physically Handicapped, the State Center for the Book, or a contract with another library or other entity to provide a service on behalf of an SLAA.

Discussion

The findings from this report provide a national view on the condition and the activities of SLAAs in FY 2012. These findings highlight the impact that SLAAs have on the development of library services and demonstrate the diversity of activities.

Among the most significant findings of this report is the decline in state revenue to SLAAs. The decline in state revenue, which was precipitated by the Great Recession, continues to affect SLAAs across the United States. In FY 2012, revenues to SLAAs totaled nearly $1 billion across federal, state, and other revenue sources, which represents a 27 percent decrease in revenue from FY 2003 and a 12 percent decrease from FY 2010. Revenues from the federal government for SLAAs totaled $181.6 million in FY 2012, which is a 4 percent decrease in revenue from FY 2003 and a less than 1 percent increase in federal revenue from FY 2010. State revenue to SLAAs totaled $762.2 million, which is a 32 percent decrease in state revenue from FY 2003 and a 16 percent decrease from FY 2010. Total expenditures across the 50 states and the District of Columbia were $995.5 million, which is a 26 percent decrease from FY 2003 and a 11 percent decrease from FY 2010, with most expenditures going toward financial assistance to libraries ($640.6 million). Federal revenue to SLAAs from LSTA totaled $157.8 million.

One impact of the decline in revenue has been a reduction in staff. Between FY 2006 and FY 2010, there was a 19 percent decrease in the number of FTE ALA-MLS–accredited positions. The positions most impacted were administrative positions and library development positions. Administrative positions saw a 21 percent decrease between FY 2006 and FY 2012 and an 11 percent decrease from FY 2010 to FY 2012. Library services positions decreased by 25 percent from FY 2006 and 9 percent from FY 2010 to FY 2012.

Although the study is not designed to measure the impact that major reductions in revenue and staff at the state level will have on the provision of library services at the local level, the changes identified in this survey raise important questions about the viability of SLAAs to continue to provide effective support within their states for years to come.

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Appendices

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Appendix A. Technical Notes

This report contains data on SLAAs in the 50 states and the District of Columbia in FY 2012. The data were collected through the SLAA Survey, which was sponsored by IMLS. AIR is the data collection agent for IMLS. SLAAs are the reporting unit for the survey.

Survey Background and Purpose

An SLAA is the official agency in a state charged by state law with the extension and the development of public library services throughout the state. In addition to their critical role in assessing, planning, and coordinating library services and resources, SLAAs may provide important reference and information services to the state government, administer the state library or serve as the state archives, operate libraries for the blind and the physically handicapped, and support the State Center for the Book. In some states, an SLAA also may function as the public library at large, providing library services to the general public. An SLAA has adequate authority under state law to administer state plans in accordance with the LSTA provisions in Subchapter II of the Museum and Library Services Act, 20 U.S.C. § 9121 *et seq.*

The purpose of the SLAA Survey is to provide state and federal policymakers and other interested users with information about SLAAs. The data collected are useful to chief officers of SLAAs; policymakers in the executive and legislative branches of federal and state governments; government and library administrators at the federal, state, and local levels; decision makers who use this survey to obtain information about services and fiscal practices; the American Library Association and its members or customers; library and public policy researchers; and the public, journalists, and others. The data collected on services provided by SLAAs to public, academic, school, and special libraries, as well as library cooperatives—when combined with the data collected by the IMLS PLS and the National Center for Education Statistics surveys of academic and school libraries—provide a picture of library service that is comprehensive and nationwide in scope.

Survey Methodology

Survey Universe

The survey universe is composed of SLAAs in the 50 states and the District of Columbia (51 total).

Web-Based Data Collection Tool and Questionnaire

The SLAA data were collected on the Internet with a Web-based reporting system. The Web application included a user's guide and a tutorial that explained the survey's features and operation, the survey questionnaire, and a data edit check tool that was designed to alert respondents to anomalies or inconsistencies in their data entries. The Web application was designed to minimize response burden, improve data quality and timeliness, and ensure that minimal or no edit follow-up with SLAAs would be required to resolve data problems.

The FY 2012 survey collected data on 334 items.[1] The survey had 13 parts, which are shown in Table A1. Data items and definitions were provided in the survey questionnaire and the instructions for completing the survey items. See Appendix D for detailed information.

Table A1. Organization of Fiscal Year 2012 State Library Administrative Agencies Survey: Parts A Through M

Part	Name
Part A	State Library Administrative Agency Identification
Part B	Governance
Part C	Allied Operations, State Resource or Reference/Information Service Center, and State Center for the Book
Part D	Services to Libraries and Library Cooperatives
Part E	Public Service Hours, Outlets, and User Groups
Part F	Collections
Part G	Library Service Transactions
Part H	Library Development Transactions
Part I	Staff
Part J	Revenue
Part K	Expenditures
Part L	LSTA State Program Expenditures
Part M	Electronic Services and Information

Reporting Period

The FY 2012 SLAA Survey requested data for each state in FY 2012, except for the items in Part B and Part I, which requested data as of October 1, 2012. The fiscal year for most states was July 1, 2011, to June 30, 2012. The exceptions were New York (April 1, 2011, to March 31, 2012); Texas (September 1, 2011, to August 31, 2012); and Alabama, the District of Columbia, and Michigan (October 1, 2011, to September 30, 2012).

Survey Response Rate

Unit Response. The FY 2012 SLAA Survey achieved a 100 percent unit response rate. The survey was considered complete if it included responses for at least three of the following five items: total staff, total revenue, total expenditures, total book and serial volumes, and total circulation transactions.

Item Response. Item response rates were calculated by dividing the total number of SLAAs reporting data for an item by the total number of SLAAs in the survey universe. The lowest item response rate in the FY 2012 SLAA Survey was 94 percent (Table A2).[2]

[1] All subtotals and totals in the survey were automatically generated from the detail and thus are not included in this number.

[2] The FY 2012 SLAA Survey items with a response rate of 94 percent were item number 096 in Part F, which asked about government documents not accessible through a library catalog and not reported elsewhere; and item number 114 in Part G, which asked about the annual number of library visits.

Table A2. State Library Administrative Agencies Survey Items With Response Rates Less Than 100 Percent in Fiscal Year 2012

Item Number	Item	Rate
	Total Number of Volumes or Physical Units in All SLAA Outlets	
95	Current serial subscriptions	98
96	Government documents	94
114	Interlibrary loan/document delivery: library visits	94
	Total SLAA Revenue, by Type	
154	LSTA state program	98
155	Other federal revenue	98
157	Total federal revenue	98
	State Revenue, by Type	
167	SLAA operation state revenue	98
168	State aid to libraries state revenue	98
169	Other state revenue	98
170	Total state revenue	98
171	Other revenue	98
172	Total revenue	98
	Financial Assistance to Libraries and Library Cooperatives Expenditures: Individual Public Libraries	
179a	Federal	98
179b	State	98
179c	Other	98
179d	Total	98
	Financial Assistance to Libraries and Library Cooperatives Expenditures: Library Cooperatives Serving Public Libraries Only	
180a	Federal	98
180b	State	98
180c	Other	98
180d	Total	98
	Financial Assistance to Libraries and Library Cooperatives Expenditures: Other Individual Libraries	
181a	Federal	98
181b	State	98
181c	Other	98
181d	Total	98
	Financial Assistance to Libraries and Library Cooperatives Expenditures: Library Cooperatives Serving More Than One Type of Library	
182a	Federal	98
182b	State	98
182c	Other	98
182d	Total	98

Item Number	Item	Rate
	Financial Assistance to Libraries and Library Cooperatives Expenditures: Single Agency or Library Providing Statewide Service	
183a	Federal	98
183b	State	98
183c	Other	98
183d	Total	98
	Financial Assistance to Libraries and Library Cooperatives Expenditures: Library Construction	
184a	Federal	98
184b	State	98
184c	Other	98
184d	Total	98
	Financial Assistance to Libraries and Library Cooperatives Expenditures: Other Assistance	
185a	Federal	98
185b	State	98
185c	Other	98
185d	Total	98
	Financial Assistance to Libraries and Library Cooperatives Expenditures: Total Financial Assistance	
186a	Federal	98
186b	State	98
186c	Other	98
186d	Total	98
	Other Expenditures for SLAA and Allied Operations Only: Capital Outlay	
187a	Federal	96
187b	State	96
187c	Other	96
187d	Total	96
	Other Expenditures for SLAA and Allied Operations Only: Other Expenditures	
188a	Federal	96
188b	State	96
188c	Other	96
188d	Total	96

Note. Source: IMLS, SLAA Survey, FY 2012.

Data Collection and Processing

Data Collection. The FY 2012 SLAA Survey was released with a Web-based tool to SLAAs for data entry beginning on January 14, 2013. The survey due date was March 22, 2013. AIR was the data processing agent for the survey and administered the Web application, provided technical support to respondents, performed edit and nonresponse follow-up, and produced the data files and tabulations.

To reduce response burden, the survey included preentered, prior-year data for survey items that were not expected to change annually. The respondent was asked to review the preentered data and update any information that had changed since the FY 2010 survey administration; all other data cells were left blank for the respondent to complete. If the respondent could not provide the data for a numeric item, the Web application required that a response of -1 be entered; all alphanumeric items required a response, except those that could be skipped. The respondent could not submit the data unless these conditions were met. A zero as a reported response to a numeric item indicated that an SLAA had none of the items in question. Missing data were imputed; see the "Imputation" subsection for a discussion of the imputation methodology.

Data Processing. The data file was provided in a comma-delimited ASCII file format and consisted of one record for each SLAA. The following subsections discuss the types of edit checks performed to ensure data accuracy.

Edit Checks During Data Collection. A function of the Web-based data collection tool alerted the respondent to questionable data during the data entry process by using interactive edit check warnings. The respondent was then required to address these warnings with an edit check report, which could be viewed on screen or printed. The edit check tool enabled the respondent to submit an edited data file to IMLS that usually required little or no follow-up to resolve data problems. The edit check tool included the following three types of edits:

- **Relational Edit Checks.** These checks verified data consistency between related data elements. For example, an edit message was generated if an SLAA was designated as a federal depository library but did not indicate the type of federal depository library.
- **Out-of-Range Edit Checks.** These checks compared data reported for an item with the acceptable range of numeric values. For example, an edit message was generated if the annual circulation transactions per annual library visits were less than 0.5.
- **Blank/Zero/Invalid Edit Checks.** Reported data were checked against acceptable values. For example, an edit message was generated if the book or serial volumes item was 0 or blank.

Respondents were required to address all edit check warnings in the Web-based data collection tool prior to submitting (or "locking") their data.

Postedit Processing. After respondents locked their data, AIR subjected the data to additional edit checks or postedit processing (e.g., comparing the sum of the reported detail with a reported total). If a state's data failed any postedit tests, AIR delivered an Excel file–based edit report to the respondent for further data editing and cleaning. Respondents were asked to correct the data—or verify the data as correct—and return the report to AIR. AIR analysts then incorporated the data into the respondent's data file and reran all the postedit tests, working in an iterative fashion until all the postedit data checks were resolved.

Metadata Warehouse

Information received from states during the edit-check warning process and the postedit process were archived to create a metadata warehouse. AIR analysts reviewed these metadata to select information that may be useful to analysts.

Imputation

Surveys that were submitted for processing did not always include responses for every data item. Because analysts required complete data sets to construct estimates of totals, it was necessary to impute values for missing data items. This subsection describes the imputation methods that were used to fill in the missing data.

Data are identified as either imputed or reported in the survey data file by using imputation flags (Table A3). In the data file, flags are represented as the variable name followed by "_F." For example, TOTHRS_F is the flag for TOTHRS, which is data item 077A.

Table A3. Fiscal Year 2012 State Library Administrative Agencies Imputation Method Flags and Definitions

Flag	Definition
R	Reported
S	Not applicable, skipped
C[a]	Missing total value calculated by summing reported details
G	Missing value imputed through growth rate applied to prior data collection value
K[a]	Missing value imputed through raking from imputed total
T	Missing total value imputed by summing imputed details
Z	Missing value imputed as zero because prior data collection value was zero

[a]These imputation methods were introduced into the SLAA Survey starting with the FY 2012 data collection.
Note. To remove all imputed values from the data, the values of variables that have imputation flags of C, G, K, T, or Z should be removed.

The imputation methodology used for the FY 2012 SLAA Survey was as follows:

- **The Zero Rule.** If a state did not report a value for FY 2012 and the value for FY 2010 was zero, then the value for FY 2012 also was set to zero. This rule was applied on the assumption that there had been no change since FY 2010. However, the zero in FY 2010 could have been an imputed value.
- **The Growth Rule.** If a state did not report a value for FY 2012 and the value for FY 2010 was greater than zero, growth rates from FY 2010 to FY 2012 were calculated for all states that reported data in both years. The median of the growth rates also was calculated. The imputed value for FY 2012 was the median growth rate multiplied by the FY 2010 data. Although imputed prior-year data were excluded from the growth rate calculations, the growth rule could be applied to prior-year data that had been imputed.

- **The Sum Rule.** When the details of a total and the total were missing, the details were imputed by the zero rule, the growth rule, or the regression modeling rule. The imputed details were then summed to give the total.
- **The Raking Procedure.** In some cases, imputing a state's data using the growth rule and the sum rule resulted in estimates that did not trend with the national average. For example, using the growth rule and the sum rule resulted in some estimates that trended at an increase of more than 300 percent from the prior year, whereas the national average of increase from the prior year was less than 20 percent. In these cases, the raking procedure was performed by imputing a state's total using the growth rule and then imputing the associated details of that total by raking, or distributing, the imputed total to the details based on the median relationship between the total and the associated details for states that reported data in both years. The raking procedure was introduced for the FY 2012 data collection and was used only to impute data for one state (New York).
- **Sum of Internal-Detail Reported Rule.** This method was applied in those cases where a state reported all the details of a related total but not the total itself.
- **Regression Modeling.** Regression modeling used auxiliary items that were reported by all the states. The missing value was replaced with the regression-predicted value. Regression modeling was used for those variables for which states were unable to report a prior-year value. There was no need to use regression modeling to impute missing data in the FY 2012 file.

Nonsampling Error

The data are not subject to sampling error because all the units in the universe are surveyed. They are, however, subject to nonsampling error, such as errors in response, nonresponse errors, and processing errors. Every effort was made to mitigate such errors. The editing efforts described previously are designed to decrease the number of errors resulting from inaccurate responses or processing problems. Imputation lessens the effect of nonresponse.

Using the Data to Make Comparisons

Missing data were imputed beginning with the FY 1999 survey; therefore, users should take into consideration items that include imputations not strictly comparable to data from surveys prior to FY 1999.

State comparisons should be made with caution because states vary in their fiscal year reporting periods and may vary in their interpretation of the survey items. Also, the District of Columbia, which is not a state, is included in the survey. Caution should be used in comparing data for a city to data for a state.

Adjusting for Inflation

For financial trends that report dollar amounts across time, such as 10-year revenue trends, the metrics are presented in constant dollars. Constant dollars are an adjusted value of currency that accounts for inflation. We use this adjustment to compare monetary values from one period to another. For the present analyses, inflation was accounted for using the GDP (gross domestic product) deflator shown in Equation 1.

$$\text{GDP Deflator} = \frac{\text{Nominal GDP}}{\text{Real GDP}} \qquad (1)$$

In general, a real value is one in which the effects of inflation have been taken into account, and a nominal value is one in which the effects have not. Thus, the real GDP is the value of all the goods and services produced in the United States expressed relative to some base year, and the nominal GDP is the value of the same goods and services expressed in current prices.

To calculate the value in constant dollars for a target year, multiply a value from a base year by a ratio of the GDP deflators from the base year and the target year. For example, to calculate the amount of revenue from the year 2000 in 2012 constant dollars, multiply the original value of revenue in 2000 by the ratio of the deflators from 2012 to 2000 (Equation 2).

$$\text{Value}_{(\text{constant 2012 dollars})} = \text{Value}_{2000} = \frac{\text{GDP Deflator 2012}}{\text{GDP Deflator 2000}} \qquad (2)$$

Congressional Authorization

IMLS collected these data under the mandate in the Museum and Library Services Act of 2010 (P.L. 111-340) as stated in Section 210 (20 U.S.C. § 9108, Policy Research, Analysis, Data Collection, and Dissemination).

Sec. 9108. Policy Research, Analysis, Data Collection, and Dissemination

(a) In general

- The Director shall annually conduct policy research, analysis, and data collection to extend and improve the Nation's museum, library, and information services.

(b) Requirements

- The policy research, analysis, and data collection shall be conducted in ongoing collaboration (as determined appropriate by the Director), and in consultation, with –

  (1) SLAAs;

  (2) national, State, and regional library and museum organizations;

  (3) other relevant agencies and organizations.

(c) Objectives

- The policy research, analysis, and data collection shall be used to –

  (1) identify national needs for and trends in museum, library, and information services;

  (2) measure and report on the impact and effectiveness of museum, library, and information services throughout the United States, including the impact of Federal programs authorized under this Act;

  (3) identify best practices; and

  (4) develop plans to improve museum, library, and information services of the United States and to strengthen national, State, local, regional, and international communications and cooperative networks.

IMLS library research activities are conducted in ongoing collaboration with SLAAs and other relevant agencies and organizations to extend and improve the nation's library and information services. The SLAA Survey is designed to provide consistent, reliable, complete, and accurate indicators of the status and trends of state and public libraries and report timely, useful, and high-quality data to the U.S. Congress, the states, other education policymakers, practitioners, data users, and the general public.

Appendix B. SLAA Applicants to the Universal Service (E-Rate Discount) Program

Arizona	Indiana	Ohio
Colorado	Iowa	South Carolina
Connecticut	Louisiana	Tennessee
Delaware	Mississippi	Vermont
Georgia	Missouri	Virginia
Hawaii	Nebraska	Washington
Illinois	New Mexico	West Virginia

Note. Source: IMLS, SLAA Survey, FY 2012.

Appendix C. Recipients of Other Federal Income, by State and Type of Income Received

State	Type of Income Specified
Alaska	▪ Laura Bush 21st Century Librarian Program ▪ Alaska Native Libraries Archives and Museums Summit ▪ U.S. Department of Commerce Broadband Technology Opportunities Program (BTOP) ▪ Award for Alaska OWL Project
Arizona	▪ National Digital Newspaper Program (NDNP) ▪ Arizona Connecting to Collections ▪ National Historical Publications and Records Commission (NHPRC, SNAP, AHRAB) ▪ ARRA, PCC, AZ Job Help Hubs @ your library (BTOP1 and BTOP2) ▪ PEDALS
Arkansas	▪ Library of Congress Center for the Book Program
Colorado	▪ American Recovery and Reinvestment Act ▪ BTOP
Connecticut	▪ Connecting to Collections Statewide Planning Grants
Delaware	▪ BTOP ▪ Delaware Collection Stewardship Implementation Project (Connecting to Collections)
District of Columbia	▪ ARRA (Stimulus) DC Computing Resource Grant
Florida	▪ NHPRC Grant ▪ National Archives and Records ▪ NTIA Broadband Grant
Georgia	▪ National Leadership Grant
Idaho	▪ National Endowment for the Humanities (NEH) Let's Talk About It Grant ▪ BTOP
Illinois	▪ Laura Bush 21st Century Librarian Grant ▪ U.S. Small Business Administration Direct Grant to Illinois
Indiana	▪ IMLS Librarians for the 21st Century Grant ▪ NEH National Digitization Newspaper Project (NDNP)
Kentucky	▪ Kara Grant ▪ BTOP Grant
Louisiana	▪ BTOP
Montana	▪ Laura Bush 21st Century Librarian Program ▪ Natural Resource Information System Contracts ▪ ARRA, BTOP, and other sources
Nebraska	▪ Laura Bush 21st Century Librarian Program ▪ Cultivating Rural Nebraskans' Technology Skills ▪ BTOP ▪ Library Broadband Builds Nebraska Communities
Nevada	▪ NHPRC ▪ BTOP
New Hampshire	▪ Connecting to Collections Grant
New Jersey	▪ NTIA BTOP ▪ Congressional Earmark ▪ NEH We the People ▪ Project Compass ▪ Laura Bush 21st Century Librarian Program
New Mexico	▪ LSTA ▪ ARRA
North Carolina	▪ IMLS Sparks Ignition Grant

State	Type of Income Specified
Oklahoma	▪ TANF ▪ NHPRC ▪ IMLS 21st Century ▪ BTOP-ARRA
Pennsylvania	▪ Pennsylvania Department of Education provided funds for electronic resources
Rhode Island	▪ Protecting the Past Grant
Tennessee	▪ BTOP ▪ Civil War GIS ▪ NHPRC
Texas	▪ NHPRC—THRAB (ARIS) ▪ IMLS National Leadership Grant ▪ IMLS Connecting to Collections (ARIS) ▪ IMLS–LI
Utah	▪ Library of Congress National Library Service for the Blind and Physically Handicapped
Virginia	▪ NEH NDNP ▪ NHPRC Augusta County ▪ Virginia Chancery Records ▪ NEH Petersburg
Washington	▪ NEH Grant
Wisconsin	▪ No Child Left Behind, Title III

Note. Source: IMLS, SLAA Survey, FY 2012.

Appendix D. SLAA Survey and Instructions for Completing Survey Items

State Library Administrative Agencies Survey, FY

2012 Survey Instrument

Part A: State Library Administrative Agency Identification

001 SLAA Name _____

Physical location address:

002 Street _____
003 City _____
004 State _____ 005 ZIP _____ 006 ZIP+4 _____

Mailing Address:

007 Street _____
008 City _____
009 State _____ 010a ZIP _____ 010b ZIP+4 _____
011 Web address http:// _____

Chief Officer of State Library Administrative Agency:

012 Name _____ 013 Title _____
014 Telephone _____ 015 Fax _____
016 Email address _____

Survey Respondent:

017 Name _____ 018 Title _____
019 Telephone _____ 020 Fax _____
021 Email address _____

Reporting Period. Report data for State fiscal year 2011-2012 (except parts B&I)

022 FY starting date (mm/dd/yyyy) _____
023 FY ending date (mm/dd/yyyy) _____

Part B: Governance

1. What is the SLAA's location in State government as of October 1, 2012? Specify either the legislative or executive branch. If the SLAA is located in the Executive branch, specify whether the SLAA is an independent agency or part of a larger agency.

Branch of government:

025 _ Legislative branch – Skip to question 2.
_ Executive branch – Provide information in A or B, as appropriate:

A. Independent agency (i.e., not part of a cabinet-level agency) – Specify to whom the Agency reports:

026 _ Governor – Skip to question 2.
_ Board/commission – Specify selection method:
027 _ Appointed by Governor
028 _ Appointed by other official

B. Part of larger agency – Specify:
029 _ Department of education
_ Department of cultural resources
_ Department of state
_ Other agency
Specify:
030 _____

If you specified 029 above, does your SLAA have a board or commission?
031 _ Yes – Specify the Board/commission selection method:
032 _ Appointed by Governor
033 _ Appointed by other official
_ No

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

2. Are any of the following allied operations combined with SLAA? Select applicable items. Specify Yes or No for each item. Do not report Library for the Blind and Physically Handicapped or State Center for the Book, or a contract with another library or other entity to provide a service on behalf of the SLAA.

040 __ Yes __ No State archives
041 __ Yes __ No Primary State legislative research organization
042 __ Yes __ No State history museum/art gallery
043 __ Yes __ No State records management service
044 __ Yes __ No Other allied operation.
Specify 045 _____

3. Does the SLAA contract with a local public library or academic library to serve as a state resource center or reference/information service center? Specify Yes or No.

046 __ Yes __ No

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

047 __ Yes __ No

Part D: Services to Libraries and Library Cooperatives

5. Which of the following services are provided directly or by contract by the SLAA to libraries or library cooperatives? Specify Directly, Contract, or Not Provided for each service, for each type of library and library cooperatives.

Note: A Library Cooperative may serve single-type or multi-type libraries. Services provided directly by the SLAA are those provided without any intermediary by the SLAA to libraries or library cooperatives. Services provided by contract by the SLAA are those provided by a third party or intermediary under legal contract to the SLAA.

Services to libraries and library cooperatives		Type of library				
		Public (a)	Academic (b)	School (c)	Special (d)	Library cooper-atives (e)
048	Accreditation of libraries					
049	Administration of Library Services and Technology Act (LSTA) grants					
050	Administration of State aid					
051	Certification of librarians					
052	Collection of library statistics					
053	Consulting services					
054	Continuing education programs					
055	Cooperative purchasing of library materials					
056	Interlibrary loan referral services					
057	Library legislation preparation/review					
058	Library planning/evaluation/research					
059	Literacy program support					
060	OCLC Group Access Capability (GAC)					
061	Preservation/conservation services					
062	Reference referral services					
063	Retro conversion of bibliog records					
064	State standards/guidelines					
065	Statewide coordinated digital program or service					
066	Statewide public relations/library promotion campaigns					
067	Statewide virtual reference service					
068	Summer reading program support					
069	Union list development					
070	Universal Service Program (review and approval of technology plans)					

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

6. Enter the total hours open in a typical week for ALL SLAA outlets, regardless of whom they serve. Do not report an allied operations outlet as an SLAA outlet. Example: If the SLAA has a main outlet with no bookmobile or other outlets and is open for public service 40 hours in a typical week, report 40 hours. If the SLAA has a main outlet, a bookmobile, and two other outlets open 40, 20, 35, and 35 hours, respectively, in a typical week, report 130 hours (40+20+35+35=130 hours per typical week).

		Number
077a	Total hours/week (all SLAA outlets, regardless of whom they serve)	

7. Enter the total hours that the main or central SLAA outlet is open in a typical week to serve the general public or state government employees, by the following categories. Only one outlet may be designated as the main or central outlet.

		Number
077b	Total hours/week (main or central outlet)	
078	Monday–Friday after 5:00 p.m. (main or central outlet)	
079	Saturday and Sunday (main or central outlet)	

8. Enter the total number of SLAA outlets by type, regardless of whom they serve. Only one outlet may be designated as the main or central outlet. Do not report an allied operations outlet as an SLAA outlet.

082 Main or central outlet _____
083 Other outlets, excluding bookmobiles _____
084 Bookmobiles _____
085 TOTAL OUTLETS _____

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

User Groups		Type of outlet			
		Main or Central outlet (a)	Other outlets, excluding book-mobiles (b)	Book-mobiles (c)	TOTAL OUTLETS (d)
086	Blind/physically handicapped individuals				
087	Residents of state correctional institutions				
088	Residents of other state institutions				
089	State government employees (executive, legislative, or judicial)				
090	General public				

Part F: Collections

10. Enter the total number of volumes or physical units in the following selected formats in all SLA outlets (main or central, bookmobiles, and other outlets) that serve the general public and/or state government employees.

	Selected formats	Number
091	Book and serial volumes (exclude microforms) (exclude collections of braille books owned by the National Library Service for the Blind and Physically Handicapped, Library of Congress)	
092	Audio materials (exclude collections of talking books owned by the National Library Service for the Blind and Physically Handicapped, Library of Congress)	
094	Video materials	
095	Current serial subscriptions (titles, not individual issues) (include print subscriptions only) (exclude microform, electronic, and digital subscriptions)	
096	Government documents (include only government documents not accessible through the library catalog and not reported elsewhere)	

11. Is the SLAA designated as a Federal or State depository library for government documents? Specify Yes or No for each item.

106 __ Yes __ No State depository library
107 __ Yes __ No Federal depository library – Specify Yes or No for each item:
108 __ Yes __ No Regional
109 __ Yes __ No Selective

Part G: Library Service Transactions

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

	Service transactions	Number
110	Circulation (Exclude items checked out to another library)	
111	Interlibrary loan/document delivery: Provided to other libraries	
112	Received from other libraries and document delivery services	
113	Reference transactions	
114	Library visits	

Part H: Library Development Transactions

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

Library development transactions		Number
115	LSTA and State grants: Grants awarded	
117	Continuing education programs: Number of events	
118	Total attendance at events	

Part I: Staff

14. Enter total number of SLAA staff in FTEs (full-time equivalents) (to two decimal places), by type of service. Report all staff on the payroll as of October 1, 2012, and unfilled but budgeted positions.

Note: Forty hours per week is the measure of full-time employment for this survey. FTEs (full-time equivalents) of employees in any category may be computed by taking the number of hours worked per week by all employees in that category and dividing it by 40. Report staff based on the SLAA organization chart. A given position (e.g., State Data Coordinator) may be part of administration in one agency, library development in another, and library services in another agency. If an employee provides more than one service, allocate the FTE among appropriate categories.

Type of Service		ALA-MLS Librarians (a)	Non ALA-MLS Librarians And Non MLS Librarians (b)	Other (Professional And Non-Professional) Staff (c)	Total Staff (d)	Prior Year Total
119	Administration					
120	Library development					
121	Library services					
122	Other services					
123	TOTAL STAFF					

Part J: Revenue

15. Are all public library state funds administered by the SLAA? Specify Yes or No. Note: Answer this question based on state funds distributed to individual public libraries and library cooperatives serving public libraries only in state fiscal year 2008. If no state funds are reported in Part K in items 179(b) or 180(b), the answer should be No.

152 __ Yes __ No

16. Does the SLAA administer any state funds for the following types of libraries? Specify Yes or No. Note: Answer this question based on state funds distributed to libraries and library cooperatives in state fiscal year 2008. If no state funds are reported in Part K in related items 179(b) to 183(b) or 185(b), the answer should be No.

153a __ Yes __ No Academic libraries
153b __ Yes __ No School library media centers
153c __ Yes __ No Special libraries
153d __ Yes __ No Library cooperatives

17. Enter total SLAA revenue, by source and type of revenue. Exclude carryover funds. Include revenue for allied operations only if it is part of SLAA budget. Include all funds distributed to libraries and library cooperatives if the funds are administered by the SLAA.

	Federal revenue	Amount
154	LSTA (Library Services and Technology Act) State Programs (Report all LSTA funds drawn down from the federal government during state fiscal year 2012, regardless of year of authorization.)	
155	Other Federal revenue:	
156	Specify program(s) and title(s): _____	
157	TOTAL FEDERAL REVENUE	

	State and other revenue	Amount
	State Revenue	
167	SLAA operation	
168	State aid to libraries	
169	Other State revenue	
170	TOTAL STATE REVENUE	
171	Other revenue	
172	TOTAL REVENUE	

Part K: Expenditures

18. Enter total SLAA expenditures, by source of revenue and type of expenditure. Include all LSTA expenditures. Include expenditures for allied operations only if the expenditures are from the SLAA budget. Include all funds distributed to libraries and library cooperatives if the funds are administered by the SLAA.

	Operating expenditures for SLAA and allied operations (Do not include funds distributed to libraries and library cooperatives in items 173 to 178)	Amount by source			
		Federal (a)	State (b)	Other (c)	TOTAL (d)
173	Salaries and wages				
174	Employee benefits				
175	TOTAL STAFF EXPENDITURES				
176	Collection expenditures				
177	Other operating expenditures				
178	TOTAL OPERATING EXPENDITURES				
Financial assistance to libraries and library cooperatives (include all funds distributed to libraries and library cooperatives if the funds are administered by the SLAA)					
179	Individual public libraries				
180	Library cooperatives serving public libraries only				
181	Other individual libraries				
182	Library cooperatives serving more than one type of library				
183	Single agency or library providing statewide service				
184	Library construction				
185	Other assistance				
186	TOTAL FINANCIAL ASSISTANCE				
Other expenditures for SLAA and allied operations only					
187	Capital outlay				
188	Other expenditures				
189	TOTAL EXPENDITURES				

Part L: LSTA State Program Expenditures

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

	Type of expenditure	Amount
190	Statewide service (exclude sub-grants to single libraries or agencies providing statewide services)	
191	Grants (include sub-grants to single libraries or agencies providing statewide services)	
192	LSTA administration	
193	TOTAL LSTA EXPENDITURES	

20. Enter total LSTA state program expenditures, by use of expenditure. Report expenditures in one and only one category. These expenditures should also be reported in Part K.

	Use of expenditure	Amount
194	Library technology, connectivity and services	
195	Services to persons having difficulty using libraries	
196	Services for lifelong learning	
197	LSTA administration (must equal amount reported in 192)	
198	TOTAL LSTA EXPENDITURES (must equal amount reported in 193)	

Part M: Electronic Services and Information (a)

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

206 __ Yes __ No Electronic network planning or monitoring
207 __ Yes __ No Electronic network operation

Database development:
208 __ Yes __ No Bibliographic databases
209 __ Yes __ No Full text or data files

22. Does the SLAA fund or facilitate digitization or digital programs or services in any of the following instances? Specify Yes or No for each item.

210a __ Yes __ No For the SLAA itself
210b __ Yes __ No Via grants or contracts to other state agencies
210c __ Yes __ No Via grants or contracts to other libraries or library cooperatives

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

Training or consulting to facilitate access:
211a __ Yes __ No Library staff (state and local)
211b __ Yes __ No State library end-users

212 __ Yes __ No Providing direct funding for Internet access
213 __ Yes __ No Providing equipment
214 __ Yes __ No Providing access to directories, databases, or online catalogs via the Internet
215 __ Yes __ No Managing a Web site, file server, bulletin boards, or electronic mailing lists

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

	Internet workstations available to the general public	Number
220a	**Library-owned** public-access graphical workstations that connect to the Internet for a dedicated purpose (e.g., to access an OPAC or specific database, or to train the public)) or multiple purposes. (For this count, the term "library-owned" includes computers leased by the state library agency.)	
220b	**All other** public access Internet workstations in the library. (Report non-library computers placed in the library by other agencies or groups. Report non-graphical workstations.)	

Part M: Electronic Services and Information (b)

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

	Federal (a)	State (b)	Other (c)	TOTAL (d)
223 Statewide database licensing	_____	_____	_____	_____

26. Do your statewide database licenses, paid for by funds reported in question 25, include access by the following? Specify Yes or No for each item.

224 __ Yes __ No Public libraries
225 __ Yes __ No Academic libraries
226 __ Yes __ No School library media centers
227 __ Yes __ No Special libraries
228 __ Yes __ No Library cooperatives
229 __ Yes __ No Other state agencies
230 __ Yes __ No Remote users

27. Does the SLAA facilitate or subsidize electronic access to the bibliographic records or holdings of other libraries in the state in any of the following ways? Specify Yes or No for each item.

234 __ Yes __ No Web-based union catalog (international, national, statewide, multistate, regional)
236 __ Yes __ No Other type of electronic access
237 Specify _____

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

238 __ Yes __ No

State Library Administrative Agencies Survey, FY 2012

Instructions for Completing Survey Items

A State Library Administrative Agency (SLAA) is the official agency of a State charged by law of that State with the extension and development of public library services throughout the State, which has adequate authority under law of the State to administer State plans in accordance with the provisions of the Library Services and Technology Act (LSTA). State Library Administrative Agency is abbreviated throughout this survey as SLAA.

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GENERAL INSTRUCTIONS

1. Respond to each item in this survey. Read the definitions and/or instructions for the item before responding to it.

2. Before responding to any items in a question, read the note (if any) following the question in the survey instructions.

3. All data in this survey, INCLUDING federal fiscal data, are to be reported on the basis of State fiscal year 2012, as specified in items 022 and 023. EXCEPTION: Data in Part B and Part I are requested as of October 1, 2012.

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

5. For data items requiring numerical answers, please respond as follows:

   (a) a value greater than 0 if appropriate. If exact data do not exist, and a good estimate can be given, please do so;

   (b) 0 (zero) if the answer is zero or none; or

   (c) -1 if your SLAA has the item but does not collect data on the item, or if you don't know the answer.

SPECIFIC INSTRUCTIONS

Part A: State Library Administrative Agency Identification

001 SLAA name. Enter the full official name of the SLAA.

Physical Location Address

002-006 Enter the address of the physical location of the SLAA. Include the street address, city, State, Zip Code, and Zip+4.

Mailing Address

007-010b Enter the mailing address of the SLAA. Include the street address or post office box, city, State, Zip code, and Zip+4.

011 Web address. Enter the Web address of the SLAA. The Web address is the

Uniform Resource Locator (URL) of the World Wide Web home page of the SLAA.

Chief Officer of SLAA

012-016 Enter the name, title, telephone number, fax number, and email address of the chief officer of the SLAA.

Survey Respondent

017-021 Enter the name, title, telephone number, fax number, and email address of the respondent to this survey.

Reporting Period

022-023 Fiscal year starting and ending dates. Enter the starting and ending dates for State fiscal year 2012, which is the period for which data in this report are requested (except Part B and Part I data). Enter the month and day in two digits each, and the year in four digits. For example: June 30, 2012 would be entered as 06/30/2012.

Part B: Governance

1. Specify the SLAA's location in State government as of October 1, 2012.

024 (This item is reserved for future use.)

025 Branch of government. Specify the branch of government in which the SLAA is located.

026-033 Type of executive branch agency. If the SLAA is located in the Executive branch, specify whether the SLAA is an independent agency or part of a larger agency. If the SLAA is part of a larger agency that is not listed in item 029, enter the name of the agency in item 030.

034-039 (These items are reserved for future use.)

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

2. Enter Yes or No for each item to indicate whether the SLAA is combined with any of the allied operations listed below. Do not report a Library for the Blind and Physically Handicapped, a State Center for the Book, or a contract with another library or other entity to provide a service on behalf of the SLAA.

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

(a) a specific mission, which may be a part of the SLAA's overall mission statement;

(b) staff assigned for that mission; that staff usually includes professionals other than librarians (such as historians, archivists, curators, etc.) appropriate to its mission;

(c) a high-level manager or supervisor who reports to the SLAA chief officer or to a deputy designated by the chief officer;

(d) financial resources clearly identified and managed for the operation.

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

040 State archives. This operation is responsible for preserving and servicing noncurrent official records of State organizations and institutions that are of continuing value (1) to the legal and administrative functioning of State government, (2) for the verification and protection of the rights of individuals, and (3) for historical and other research. It usually includes records of antecedent colonial and territorial governments. Materials are stored, arranged, and described so that needed records can be found readily.

041 Primary State legislative research organization. This operation conducts research and gathers, digests, and analyzes information in a close and confidential relationship with members of the State legislature and their staff.

Note: As an allied service, the organization is distinguished from specialized reference service which a State Library Administrative Agency may provide to government and other users by responding to reference questions from legislative personnel, providing information service, furnishing bibliographic and net search results, and instructing and guiding users in conducting their research. At the federal level, the parallel might be the difference between parts of the Library of Congress: (1) the Congressional Research Service, and (2) various reference services and subject divisions of the Library.

042 State history museum/art gallery. This operation collects, preserves, and displays cultural artifacts and/or works of art related to the State's political, social, economic, and cultural history.

044 Other allied operation. If any other operations are allied with the SLAA, enter Yes for this item.

045 Specify. If any other operations are allied with the SLAA, enter the name of the operation in this item.

3. Enter Yes or No to indicate whether the SLAA contracts with a local public library or academic library to serve as a State resource center or State reference/information service center.

046 State resource center or State reference/information service center. This is an operation outside the SLAA, administered by a local public library or academic library, which provides library materials and information services to libraries and individuals throughout the state. It is administratively separate from the SLAA but receives grant or contract funds from the SLAA for providing services.

4. Enter Yes or No to indicate whether the SLAA is the host institution for, or provides any funding to, a State Center for the Book.

047 State Center for the Book. The State Center for the Book is part of the Center for the Book program sponsored by the Library of Congress which promotes books, reading, and literacy, and is hosted or funded by the State.

Part D: Services to Libraries and Library Cooperatives

5. Indicate which of the specified services are provided directly or by contract by the SLAA to different types of libraries or library cooperatives. Specify Directly, Contract, or Not Provided for each service, for each type of library and library cooperatives.

Note: A Library Cooperative may serve single-type or multi-type libraries. Services provided directly by the SLAA are those provided without any intermediary by the SLAA to libraries or library cooperatives. Services provided by contract by the SLAA are those provided by a third party or intermediary under legal contract to the SLAA.

Type of Library

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

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

School Library Media Center. A library that is an integral part of the educational program of an elementary or secondary school with materials and services that

meet the curricular, information, and recreational needs of students, teachers, and administrators.

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

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

Services to Libraries and Library Cooperatives

048 Accreditation of libraries. The SLAA may endorse or approve officially libraries which meet criteria specified by the State.

049 Administration of LSTA grants. Includes determining compliance with eligibility criteria and performance standards, overseeing processes through which grant recipients are determined, announcing grant recipients and disbursing funds, monitoring and receiving reports from grant recipients, submitting plans and reports to the Office of Library Services within the Institute of Museum and Library Services, and other activities involved in the management of financial assistance provided by the federal government to libraries under the Library Services and Technology Act.

050 Administration of State aid. Includes determining compliance with eligibility criteria and performance standards, overseeing processes through which grant recipients are determined, announcing grant recipients and disbursing funds, monitoring and receiving reports from grant recipients, and other activities involved in the management of financial assistance provided by the State to libraries.

051 Certification of librarians. The SLAA may credential library staff with the rank or title of librarian by attesting officially to their qualifications. These qualifications may include a master's degree from a graduate program accredited by the American Library Association, another level or type of educational attainment, confirmation of participation in continuing education activities, and/or residency in the State for a specified period.

052 Collection of library statistics. Every SLAA collects statistics on public libraries and participates in the Federal-State Cooperative System (FSCS) for Public Library Data (the name of FSCS was changed in December of 2007 to the Public Library Statistics Cooperative (PLSC). Many SLAAs collect statistics on institutional and other special libraries. Some SLAAs assist in the collection of academic library statistics. A few SLAAs collect statistics on school library media centers. These data collections usually involve the design and administration of survey instruments as well as data entry and processing and report design and dissemination.

053 Consulting services. Individual or small-group contacts to help libraries to attain goals and objectives and to deal with specific needs and problems. Consultants provide guidance on problems of concern to local personnel, assistance in identifying problems not clearly recognized, and identification of opportunities for increased or improved performance to specific groups.

054 Continuing education programs. Includes staff development events for library personnel at all levels as well as training events for trustees and other State and local government officials who have authority over or responsibility for libraries.

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

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

057 Library legislation preparation/review. Minimally, addresses the governance and financing of the SLAA, public library service, and library service to blind and physically handicapped persons and residents of State institutions. It usually permits the types of public library structures, such as municipal, countywide, regional, federated, cooperative, and contractual agreements. It may also provide mandates for SLAA functions, other types of libraries (e.g., academic, school), and multitype cooperation.

058 Library planning/evaluation/research. Activities involved in designing and assessing library programs and services and studying issues facing libraries. Examples: The Public Library Association (PLA) planning for results process for public libraries and the outcome based evaluation process.

059 Literacy program support. Organized efforts to assist individuals with limited language and mathematical skills in developing skills in reading, writing, and computation that enable them to function in society without assistance from others.

060 OCLC Group Access Capability (GAC). Use of the Online Computer Library Center (OCLC) system, originally the Ohio College Library Center, by a group of libraries for resource sharing and interlibrary lending (ILL). Group Access Capability (GAC) related activities may include coordinating group profiling, establishing group policies, coordinating ILL protocols within the group, and referring requests outside of a GAC group.

061 Preservation/conservation services. Specific measures undertaken for the repair, maintenance, restoration, or protection of library materials, including but not limited to binding and rebinding, materials conversion (to microform for example), deacidification, and lamination.

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

063 Retrospective conversion of bibliographic records. Retrospective conversion involves changing bibliographic records from one format, usually cards, to machine-readable form in order to produce or make additions to an automated catalog.

064 State standards/guidelines. The SLAA may promulgate standards or guidelines that define adequacy, equity, and/or excellence in library service. Standards or guidelines may be quantitative, qualitative, or both. Maintaining standards or following guidelines may be a requirement for receiving State aid and/or LSTA grants.

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

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

067 Statewide virtual reference service. Reference service supported by chat-based Web technology that provides access for all or a significant portion of the residents

of the state through libraries or remotely, typically on a 24-hours-per-day/7-days-a-week basis.

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

069 Union list development. A list of titles of works, usually periodicals, and their locations in physically separate library collections.

070 Universal Service Program (review and approval of technology plans). The State Library Administrative Agency reviews and approves technology plans for libraries or library cooperatives applying for universal service discounts (also known as E-rate discounts) under the Universal Service Program, established by the Federal Communications Commission (FCC) under the Telecommunications Act of 1996.

071-076 (These items are reserved for future use.)

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

6. Enter in the spaces provided the total hours open in a typical week for all SLAA outlets (main or central, bookmobiles, and other outlets), regardless of whom they serve. Do no report an allied operations outlet as an SLAA outlet. Example: If the SLAA has a main outlet with no bookmobile or other outlets and is open for public service 40 hours in a typical week, report 40 hours. If the SLAA has a main outlet, a bookmobile, and two other outlets open 40, 20, 35, and 35 hours, respectively, in a typical week, report 130 hours (40+20+35+35=130 hours per typical week).

Note: Main or central outlet, bookmobiles, and other outlets (excluding bookmobiles) are defined in the instructions to question 8. Report total hours open in a typical week for all SLAA outlets, regardless of whom them serve, and regardless of whether they are open on a walk-in or referral basis. Exclude data for a local public or academic library serving as a State resource center or State reference/information service center under contract with the SLAA. Do not report data for non-SLAA outlets, even though the SLAA may provide funding or services to such outlets.

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

077a Total hours/week (all SLAA outlets, regardless of whom they serve). Sum of hours open during a typical week for all SLAA outlets (main or central, bookmobiles, and other outlets), regardless of whom them serve. Do no report an allied operations

outlet as an SLAA outlet.

7. Enter in the spaces provided the total hours that the main or central SLAA outlet is open in a typical week to serve the general public or state government employees, by the specified categories. Only one outlet may be designated as the main or central outlet.

Note: Main or central outlet is defined in the instructions to question 8. Report public service hours for the main or central SLAA outlet, regardless of whether the outlet is open on a walk-in or referral basis. Exclude data for a local public or academic library serving as a State resource center or State reference/information service center under contract with the SLAA. Exclude service hours if the outlet only serves blind and physically handicapped individuals through the National Library Service for the Blind and Physically Handicapped, Library of Congress. Also exclude service hours if the outlet only serves residents of State correctional institutions or residents of other State institutions, unless the outlet is administered and staffed by the SLAA. Do not report data for a non-SLAA outlet, even though the SLAA may provide funding or services to such an outlet.

077b Total hours/week (main or central outlet). Sum of hours open during a typical week for the main or central outlet.

078 Monday–Friday after 5:00 p.m. (main or central outlet). Sum of hours open after 5:00 p.m. Monday through Friday during a typical week for the main or central outlet.

079 Saturday and Sunday (main or central outlet). Sum of hours open on Saturday and Sunday during a typical week for the main or central outlet.

080-081 (These items are reserved for future use.)

8. Enter in the spaces provided the total number of SLAA outlets, by type of outlet, regardless of whom they serve. Only one outlet may be designated as the main or central outlet. Do not report an allied operations outlet as an SLAA outlet.

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

082 Main or central outlet. A single unit library or the unit where the principal collections are located and handled. Note: An SLAA administrative center which is separate from the principal collections and is not open to users should not be included as an outlet. Only one outlet may be designated as the main or central outlet. When two or more outlets are considered main or central outlets, one outlet should be

designated as the central outlet and the others should be designated as “other outlets (excluding bookmobiles)”.

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

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

085 Total outlets. Sum of items 082-084.

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

Note: Main or central outlet, bookmobiles, and other outlets (excluding bookmobiles) are defined in the instructions to question 8.

086 Blind and physically handicapped individuals. Outlets serving this user group may contain talking books on discs and tapes and books in Braille made available from the National Library Service for the Blind and Physically Handicapped, Library of Congress. In addition, such outlets may contain large print books for the visually handicapped and captioned films for the deaf. These outlets provide such library materials and library services to blind or physically handicapped residents who have been certified by competent authority as unable to read or to use conventional printed materials as a result of physical limitations.

087 Residents of State correctional institutions. Outlets serving this user group provide books, other library materials, and access to other information resources as well as other library services to residents of prisons, reformatories, and other correctional institutions operated or substantially supported by the State.

088 Residents of other State institutions. Outlets serving this user group provide books, other library materials, and access to other information resources as well as other library services to patients or residents of residential training schools, hospitals, nursing homes, and other general or special institutions operated or substantially supported by the State.

089 State government employees (executive, legislative, or judicial). Outlets serving this user group provide books, other library materials, and access to other information resources as well as other library services to employees of all branches of State government.

090 General public. Report all SLAA outlets that serve the general public, regardless of whether they are open on a walk-in or referral basis. Outlets serving this user group function as the State-level equivalent of a local public library, providing books, other library materials, and electronic access to locally mounted and remote information resources for all State residents.

Part F: Collections

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

Note: Main or central outlet, bookmobiles, and other outlets (excluding bookmobiles) are defined in the instructions to question 8. Report collections for all SLAA outlets that serve the general public, regardless of whether they are open on a walk-in or referral basis. Exclude data for a local public or academic library serving as a State resource center or State reference/information service center under contract with the SLAA. Exclude collections of braille and talking books owned by the National Library Service for the Blind and Physically Handicapped, Library of Congress. Also exclude collections that are specifically intended to only serve residents of State correctional institutions or residents of other State institutions, unless such outlets are administered and staffed by the SLAA.

091 Book and serial volumes (exclude microforms) (exclude collections of braille books owned by the National Library Service for the Blind and Physically Handicapped, Library of Congress). Books are non-periodical printed publications bound in hard or soft covers, or in loose-leaf format, of at least 49 pages, exclusive of the cover pages; or juvenile non-periodical publications of any length bound in hard or soft covers. Serials are publications issued in successive parts, usually at regular intervals, and as a rule, intended to be continued indefinitely. Serials include periodicals (magazines), newspapers, annuals reports, yearbooks, etc.) memoirs, proceedings, and transactions of societies. Except for the current volume, count unbounded serials as volumes when the library has at least half of the issues in a publisher's volume.

092 Audio materials (exclude collections of talking books owned by the National Library Service for the Blind and Physically Handicapped, Library of Congress). These are materials on which sounds (only) are stored (recorded) and that can be reproduced (played back) mechanically or electronically, or both. Included are records, audiocassettes, audio cartridges, audiodiscs, audioreels, talking books, and other sound recordings.

093 (This item is reserved for future use.)

094 Video materials. These are materials on which pictures, sound, or both are recorded. Electronic playback reproduces pictures, sounds, or both using a television receiver or monitor.

095 Current serial subscriptions (titles, not individual issues) (include print subscriptions only) (exclude microform, electronic, and digital subscriptions). These include current subscriptions received, both purchased and gifts. This count does not include the number of individual issues, but rather each serial title. Report the total number of titles subscribed to, including duplicates. Do not report individual issues. Report print subscriptions only. Exclude microform, electronic, and digital subscriptions.

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

097-105 (These items are reserved for future use.)

11. Enter Yes or No for each item (106-109) to indicate whether the SLAA is designated as a federal or State depository library for government documents, and whether it is a regional or selective federal depository.

Note: A government document is a publication in any format bearing a government imprint. Includes publications of federal, State, local, and foreign governments and intergovernmental organizations to which governments belong and appoint representatives (e.g., United Nations, Organization of American States).

106 State depository library. A library officially designated as a depository of publications bearing the imprint of the State government.

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

108 Regional. Regional depositories receive one copy of all materials distributed by the federal government.

109 Selective. Selective depositories receive only those materials they select.

Part G: Library Service Transactions

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

Note: Main or central outlet, bookmobiles, and other outlets (excluding bookmobiles) are defined in the instructions to question 8. Report library service transactions for all SLAA outlets that serve the general public, regardless of whether they are open on a walk-in or referral basis. Exclude data for a local public or academic library serving as a State resource center or State reference/information service center under contract with the SLAA. Exclude service transactions for outlets or outlet service points that only serve blind and physically handicapped individuals through the National Library Service for the Blind and Physically Handicapped, Library of Congress. Also exclude service transactions for outlets that only serve residents of State correctional institutions or other State institutions, unless such outlets are administered and staffed by the SLAA.

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

Interlibrary Loan/Document Delivery

111 Provided to other libraries. These are library materials, or copies of materials, loaned from the SLAA collection to another library upon request. Do not include loans or copies of materials from one SLAA outlet to another SLAA outlet.

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

113 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 SLAA staff. The term includes information and referral service. Information sources include printed and non-printed materials, machine-readable databases (including computer-assisted instruction), catalogs and other records of holdings, and, through communication or referral, other libraries, and institutions and persons both inside and outside the library. When a staff member utilizes information gained from previous use of

information sources to answer a question, report as a reference transaction even if the source is not consulted again during the transaction. If necessary, multiply a typical week by 52. Exclude directional transactions. (See definition of typical week in question 6.)

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

Part H :Library Development Transactions

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

LSTA and State Grants

115 Grants awarded. Report the total annual number of LSTA and State grants awarded by the SLAA during state fiscal year 2012.

116 (Item is reserved for future use.)

Continuing Education Programs

117 Number of events. Report the total number of continuing education events (workshops, training sessions, etc.) which (1) the SLAA sponsored and itself presented and (2) another agency presented with the help of SLAA funding and planning support. Do not count events for which the SLAA is only a nominal sponsor. Do not count events for an allied operation.

Where event is offered via video conferencing, consider presentation simulcast to multiple locations as one event. If presentation is offered multiple times, each offering should be counted as a separate event. Where delivery is via synchronous Web presentation and the number of concurrent participants is limited and they must sign up to participate, count each offering of the Web training as one event. Where delivery is via the Web with asynchronous participation and no limitation of participants, count Web event as one event.

118 Total attendance at events. Report the total annual attendance at continuing education events reported in item 117. Attendance should include total number of participants in events regardless of delivery method. If Web event is delivered asynchronously, recommend counting only participants who complete the continuing education offering.

Part I: Staff

14. Enter total number of SLAA staff in FTEs (full-time equivalents) (to two decimal places), by type of service. Report all staff on the payroll as of October 1, 2012, and unfilled but budgeted positions.

Note: Forty hours per week is the measure of full-time employment for this survey. FTEs (full-time equivalents) of employees in any category may be computed by taking the number of hours worked per week by all employees in that category and dividing it by 40. Report staff based on the SLAA organization chart. A given position (e.g., State Data Coordinator) may be part of administration in one agency, library development in another, and library services in another agency. If an employee provides more than one service, allocate the FTE among appropriate categories.

Type of Position

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

(b) Librarians other than ALA-MLS Librarians employed by the SLAA. This includes staff employed by the SLAA in the librarian occupational category who have Master's Degrees in Library Science from programs not accredited by ALA and librarians who do not have MLS degrees.

(c) These are professionals and non-professionals, employed by the SLAA, who are not in the librarian occupational category, regardless of degree or training, such as archivists, accountants, business managers, public relations, and human resources staff and other employees paid from the SLAA budget, including plant operations, security, and maintenance staff.

(d) Total Staff. Sum of items a-c.

Type of Service

119 Administration. Usually includes the chief officer of the SLAA and his or her immediate staff.
May include officers responsible for the SLAA's fiscal affairs; public relations; and planning, evaluation, and research.

120 Library development. Usually includes staff responsible for the development of public library services. May include staff responsible for administering State and LSTA grant programs; providing consulting and continuing education services; and promoting resource sharing and other forms of interlibrary cooperation. (See instructions to question 5 for definitions of types of libraries.)

121 Library services. Staff responsible for providing library service from the SLAA. Includes public, technical, and other library services.

122 Other services. Includes staff not reported in items 119-121, such as staff in allied operations.

123 Total staff. Sum of items 119-122.

124-151 (These items are reserved for future use.)

Part J: Revenue

15. Enter Yes or No to indicate whether all public library funds from state sources are administered by the SLAA.
Note: Answer this question based on state funds distributed to individual public libraries and library cooperatives serving public libraries in state fiscal year 2012. If no state funds are reported in Part K in items 179(b) or 180(b), the answer should be No.

152 SLAA administration of all public library state funds

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

Note: Answer this question based on state funds distributed to libraries and library cooperatives in state fiscal year 2012. If no state funds are reported in Part K in related items 179(b) to 183(b) or 185(b), the answer should be No.

153a Academic libraries (definition is provided in question 5).

153b School library media centers (definition is provided in question 5).

153c Special libraries (definition is provided in question 5).

153d Library cooperatives (definition is provided in question 5).

17. Enter in the spaces provided total funds received as revenue by the SLAA during the reporting period specified in items 022-023. EXCLUDE carryover. Include revenue for allied operations only if the revenue is part of the SLAA budget. Include all funds distributed to libraries and library cooperatives if the funds are administered by the SLAA.

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

Federal Revenue

154 LSTA (Library Services and Technology Act) State Programs

Note: Report the funds drawn down from the federal government from the LSTA State Program during state fiscal year 2012. Do not report LSTA National Leadership Grants--report these grants in item 155 (Other Federal revenue).

155 Other Federal revenue. If the SLAA received other federal revenue (e.g., National Endowment for the Humanities grants, National Historical Publications and Records Commission grants, LSCA Title II grants, LSTA National Leadership Grants, etc.), report that revenue in this item. If your state acts as the fiscal agent for a multi-state grant, report only the funds designated for your state.

156 Specify program(s) and title(s). If other federal revenue is reported in item 155, specify its source in this item.

157 Total Federal revenue. Sum of items 154 and 155.

158-166 (These items are reserved for future use.)

State Revenue

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

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

169 Other State revenue. Report revenue received from the State for any other purpose, such as interagency transfers.

170 Total State revenue. Sum of items 167-169.

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

172 Total revenue. Sum of items 157 +170 + 171.

Part K: Expenditures

18. Enter in the spaces provided total SLAA expenditures, by source of revenue and type of expenditure. Include all LSTA expenditures. Include expenditures for allied operations only if the expenditures are from the SLAA budget. Include all funds distributed to libraries and library cooperatives if the funds are administered by the SLAA.

Operating Expenditures for SLAA and Allied Operations (items 173-178)

Note: These are the current and recurrent costs necessary to the provision of services by the SLAA. Include LSTA expenditures for statewide services (item 190) conducted directly by the SLAA. Include LSTA expenditures for LSTA administration (item 192). Exclude LSTA expenditures for grants (item 191). Do not include funds distributed to libraries and library cooperatives; report them instead in items 179 to 186.

173 Salaries and wages. Salaries and wages for all SLAA staff, including plant operation, security and maintenance staff for the reporting year. Include salaries and wages before deductions, but exclude employee benefits.

174 Employee benefits. Benefits outside of salaries and wages paid and accruing to employees, including plant operation, security and maintenance staff, regardless of whether the benefits or equivalent cash options are available to all employees. Include amounts spent by the SLAA for direct, paid employee benefits, including Social Security, retirement, medical insurance, life insurance, guaranteed disability income protection, unemployment compensation, worker's compensation, tuition, and housing benefits. Only that part of any employee benefits paid out of the SLAA budget should be reported.

175 Total staff expenditures. Sum of items 173-174.

176 Collection expenditures. Includes all expenditures for materials purchased or leased for use by SLAA users, including print materials, microforms, machine-readable materials, audiovisual materials, etc.

177 Other operating expenditures. Includes all operating expenditures not reported in items 173-176.

178 Total operating expenditures. Sum of items 175-177.

Financial Assistance to Libraries and Library Cooperatives (items 179-186)

Note: Include LSTA expenditures for grants (item 191). Exclude LSTA expenditures for statewide services (190) conducted directly by the SLAA and LSTA expenditures for LSTA administration (item 192). Include all funds distributed to libraries and library cooperatives if the funds are administered by the SLAA.

179 Individual public libraries. Financial assistance to individual public libraries for services to their population of legal service area. These are libraries that are governed exclusively by a single board or political subdivision. Municipal libraries, county libraries, consolidated multi-county libraries, and library districts are considered individual libraries if there is only one administrative entity. Exclude construction aid.

180 Library cooperatives serving public libraries only. Financial assistance to library cooperatives serving public libraries only for services to their population of legal service area. Exclude construction aid.

181 Other individual libraries. Financial assistance to other individual libraries for services to their population or constituency. These are libraries other than public libraries and school library media centers. Exclude grants to public libraries and to school library media centers. Report financial assistance to school library media centers in item 185. Exclude construction aid.

182 Library cooperatives serving more than one type of library. Financial assistance to library cooperatives serving more than one type of library for services to their population of legal service area. Exclude construction aid.

183 Single agency or library providing statewide service. Financial assistance to a single entity (agency, library, library cooperative, etc.) for services offered to all libraries in the state, or all state residents, or a significant portion of all libraries or state residents. Exclude funds administered directly by the SLAA to provide such services. Exclude construction aid.

184 Library construction. Do not report data for this item in items 179-183, 185, or 187. Includes construction of new buildings and acquisition, expansion, remodeling, and alteration of existing buildings, and the purchase, lease, and installation of equipment of any such buildings, or any combination of such activities (including architects' fees and the cost of acquisition of land). Equipment includes information and building technologies, video and telecommunications equipment, machinery, utilities, and built-in equipment and any necessary enclosures or structures to house them. Exclude construction aid expended on the SLAA.

185 Other assistance. Expenditures for other assistance to libraries and library cooperatives not reported in items 179-184, such as financial assistance to school

library media centers. Exclude construction aid.

186 Total financial assistance to libraries and library cooperatives. Sum of items 179-185.

Other expenditures for SLAA and Allied Operations Only (items 187 and 188)

187 Capital outlay. Funds for the acquisition of or additions to fixed assets such as building sites, new buildings and building additions, new equipment (including major computer installations), initial book stock, furnishings for new or expanded buildings, and new vehicles. Exclude replacement and repair of existing furnishings and equipment, regular purchase of library materials, and investments for capital appreciation. Exclude the amount reported for this item from all other items except item 189. Include construction aid expended on the SLAA. Exclude construction aid expended on other libraries and library cooperatives. Include expenditures for allied operations only if the expenditures are from the SLAA budget.

Note: State accounting practices shall determine whether a specific item is a capital expense or an operating expense, regardless of the examples in this definition.

188 Other expenditures. These are expenditures not reported in items 173-187. Exclude construction aid. Include expenditures for allied operations only if the expenditures are from the SLAA budget.

189 Total expenditures. Sum of items 178 and 186-188.

Part L: LSTA State Program Expenditures

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

190 Statewide services (exclude sub-grants to single libraries or agencies providing statewide services). Funds expended by the SLAA to provide services to libraries and individuals throughout the State. Include expenditures for statewide services conducted directly by the SLAA. Exclude sub-grants made to single libraries or other outside agencies to provide or assist in providing such services.

Note: These expenditures should also be reported in Part K, under operating expenditures (items 173-178); capital outlay (item 187); or other expenditures (item 188), as appropriate. DO NOT report them as financial assistance to libraries and library cooperatives (items 179-186).

191 Grants (include sub-grants to single libraries or agencies providing statewide services). Funds distributed by the SLAA to recipients who meet eligibility criteria

specified by LSTA and the State. Such funds are usually awarded for purposes specified in successful grant proposals. Such grants may be awarded competitively or on a formula basis. Include sub-grants made to single libraries or other outside agencies to provide or assist in providing statewide services.

Note: These expenditures should also be reported in Part K, under financial assistance to libraries and library cooperatives (items 179-186), as appropriate. DO NOT report them as SLAA operating expenditures (items 173-178), capital outlay (item 187), or other expenditures (item 188).

192 LSTA administration. Expenditures of LSTA funds for administrative costs in connection with programs and services carried out under this Act.

193 Total LSTA expenditures. Sum of items 190-192.

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

Note: LSTA administration expenditures in item 197 must equal LSTA administration expenditures in item 192. And total LSTA expenditures in item 198 must equal total LSTA expenditures in item 193.

194 Library technology, connectivity and services. Report LSTA expenditures (including expenditures for statewide services and grants) for digitization; database licenses/commercial databases; GIS (geographic information systems); computer equipment, software, labs; Internet and other networking capabilities; technical training for library staff; interlibrary loan systems; community information centers; retrospective conversion and automation; and videoconferencing equipment and connections.

195 Services to persons having difficulty using libraries. Report LSTA expenditures (including expenditures for statewide services and grants) for services to persons with physical or learning disabilities; assistive technologies and devices; prison and jail services; services to nursing homes and other institutions; talking books; outreach services; bookmobiles; computer vans; and services for migrant workers and non-English speakers.

196 Services for lifelong learning. Report LSTA expenditures (including expenditures for statewide services and grants) for homework center/helper; after school programs; literacy for children, adults, families; English for Speakers of Other Languages (ESOL); babies and books; summer reading clubs; information and computer literacy training; online and distance education; 24-7 online reference services; staff development and training; and library development initiatives.

197 LSTA administration (must equal amount reported in 192). Report expenditures of

LSTA funds for administrative costs in connection with programs and services carried out under this Act.

Note: LSTA administration expenditures in item 197 must equal LSTA administration expenditures in item 192.

198 Total LSTA expenditures (must equal amount reported in 193). Sum of items 194-197.

Note: Total LSTA expenditures in item 198 must equal total LSTA expenditures in item 193.

199-205 (These items are reserved for future use.)

Part M: Electronic Services and Information (a)

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

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

206 Electronic network planning or monitoring. Includes drafting Statewide plans, requests for proposals, and contracts and monitoring contracts for network development.

207 Electronic network operation. Includes acquiring, maintaining, or replacing substantial technological equipment necessary to provide access to information in electronic and other formats made possible by new information and communication technologies. May include hosting or sharing a mainframe, minicomputer, or file server, or facilitating reciprocal borrowing agreements and document delivery systems necessary to fully exploit such a network. Such a network may or may not be connected to the Internet.

Database Development

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

208 Bibliographic databases. Includes machine-readable catalog records, other electronic indexes, and other databases which contain only references to or condensed surrogates for original materials.

209 Full text or data files. Full text files are files in which the information consists of the content of one or more complete intellectual products initially expressed primarily through the written word. Data files report the content of one or more complete intellectual products expressed primarily with numbers.

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

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

210a For the SLAA itself

210b Via grants or contracts to other state agencies

210c Via grants or contracts to other libraries or library cooperatives

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

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

Training or consulting to facilitate access (items 211a and 211b):

211a Library staff (state and local). Includes all activities that facilitate Internet awareness and use by library staff (state and local) and "training the trainer" activities.

211b State library end-users. Includes all activities that facilitate Internet awareness and use by actual or potential state library end-users.

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

213 Providing equipment. Includes computer hardware, software, and peripherals necessary for Internet access. Critical types of equipment, beyond basic hardware

and operating system software, include modems and telecommunications software.

214 Providing access to directories, databases, or online catalogs via the Internet. Includes bibliographic files, locator files, and/or full text databases produced or licensed by the State Library Administrative Agency and available via the Internet. Note: This item focuses on content available via the Internet.

215 Managing a Web site, file server, bulletin boards, or electronic mailing lists. Includes the development and maintenance of Internet menu systems, operation of equipment that provides Internet access to multiple files, or posting of electronic messages via the Internet. Note: This item focuses on the structure through which content is available via the Internet.

216-219 (These items are reserved for future use.)

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

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

220a Number of library-owned public-access graphical workstations that connect to the Internet for a dedicated purpose (e.g., to access an OPAC or specific database, or to train the public) or multiple purposes. (For this count, the term "library-owned" includes computers leased by the state library agency.)

220b Number of all other public access Internet workstations in the library. (Report non-library computers placed in the library by other agencies or groups. Report non-graphical workstations.)

Part M: Electronic Services and Information (b)

221-222 (These items are reserved for future use.)

25. Enter in the spaces provided total SLAA expenditures for statewide database licensing, by source of revenue. These expenditures should also be reported in Part

K.

223 Statewide database licensing. Statewide contracted rights for access to and use of database(s) by libraries that are parties to a licensing agreement.

26. Enter Yes or No for each item to indicate whether statewide database licenses, paid for by the funds reported in question 25, include access by the following:

224 Public libraries (definition is provided in question 5).

225 Academic libraries (definition is provided in question 5).

226 School library media centers (definition is provided in question 5).

227 Special libraries (definition is provided in question 5).

228 Library cooperatives (definition is provided in question 5).

229 Other state agencies

230 Remote users. Authorized users having access to and use of licensed database(s) from sites outside of a library building.

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

231-233 (These items are reserved for future use.)

234 Web-based union catalog (international, national, statewide, multistate, regional). A Web-based union catalog makes the aggregated electronic holdings of libraries in a nation, region, a library cooperative serving more than one type of library, or a state available via the World Wide Web. Holdings and indexes for a Web-based union catalog are mounted on a server that is connected to the Internet. Access to the bibliographic information in a web-based union catalog is available to any user with an Internet connection and a standard Web browser. National union catalogs include The Library of Congress and OCLC. OCLC also provides the holdings of libraries outside the United States. Note: Report access to a Web-based union catalog via a Z39.50 gateway in this item, as it is a Web-based protocol.

235 (This item is reserved for future use.)

236 Other type of electronic access. If the SLAA facilitates or subsidizes a type of electronic access to the holdings of other libraries in the state not covered in items 231 to 234, enter Yes for this item.

237 Specify. If Yes was indicated for item 236, enter the type of electronic access in this item.

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

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

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