

# Public Libraries Survey Fiscal Year 2020

## Data File Documentation and User's Guide

AUGUST 2022



This page intentionally left blank.



# **Public Libraries Survey Fiscal Year 2020**

Data File Documentation and User's Guide

August 2022

**Marisa Pelczar**  
**Jake Soffronoff**  
Institute of Museum and Library Services

**Evan Nielsen**  
**Jiayi Li**  
**Sam Mabile**  
American Institutes for Research

## **Institute of Museum and Library Services**

Crosby Kemper III

*Director*

The Institute of Museum and Library Services is the primary source of federal support for the nation's libraries and museums. We advance, support, and empower America's museums, libraries, and related organizations through grant-making, research, and policy development. Our vision is a nation where museums and libraries work together to transform the lives of individuals and communities. To learn more, visit [www.ims.gov](http://www.ims.gov) and follow us on [Facebook](#) and [Twitter](#).

As part of its mission, IMLS conducts policy research, analysis, and data collection to extend and improve the nation's museum, library, and information services. IMLS research activities are conducted in ongoing collaboration with state library administrative agencies; national, state, and regional library and museum organizations; and other relevant agencies and organizations. IMLS research initiatives are designed to identify trends and provide valuable, reliable, and consistent data concerning the status of library and museum services, as well as to report timely, useful, and high-quality data to Congress, the states, other policymakers, practitioners, data users, and the general public.

### **Contact Information**

Institute of Museum and Library Services  
955 L'Enfant Plaza North SW, Suite 4000  
Washington, DC 20024-2135  
202-653-IMLS (4657)  
<https://www.ims.gov>

This publication is available online: [www.ims.gov/research](http://www.ims.gov/research). IMLS will provide an audio recording of this publication upon request.

For questions or comments, contact [research@ims.gov](mailto:research@ims.gov).

**August 2022**

### **Suggested Citation:**

Pelczar, M., Soffronoff, J., Nielsen, E., Li, J., & Mabile, S. (2022). *Data File Documentation: Public Libraries in the United States Fiscal Year 2020*. Institute of Museum and Library Services: Washington, D.C.

Unless specifically noted, all information contained herein is in the public domain and may be used and reprinted without special permission. Citation of this source is required.

# Table of Contents

	Page
I. Introduction.....	1
II. User's Guide.....	3
A. Survey Methodology.....	3
Survey Universe.....	3
Survey Response .....	3
Unit Response.....	3
Total Response.....	4
Data Files and Reported Numbers of Public Libraries.....	5
Caveats for Using These Data .....	6
Reporting Period.....	6
Novel Coronavirus (COVID-19) Pandemic .....	7
Population Variables.....	9
Confidentiality .....	11
Public- and Restricted-Use Data Files.....	11
Public-Use Data – Suppression for Confidentiality.....	11
Restricted-Use Data .....	12
Data Collection.....	12
Non-Sampling Errors .....	12
B. Post Data Collection Processing .....	13
Editing.....	13
State Level .....	13
National Level.....	14
Imputation .....	15
Creation of Imputation Strata.....	17
Imputation Stages and Methods.....	17
Imputation Sequences.....	19
Highly Correlated Variables.....	21
Data Elements Changes.....	23
Geocoding.....	25
Locale Codes .....	28
C. Guidelines for Processing the PLS Data Files .....	29
Removing Imputed Values from the Data .....	31

Appendix A: Record Layout for Public Library System Data File, FY 2020 (pls_ae_pud20i).....	A-1
Appendix B: Record Layout for Public Library State Summary/ State Characteristics Data File, FY 2020 (pls_state_pud20i) .....	B-1
Appendix C: Record Layout for Public Library Outlet Data File, FY 2020 (pls_outlet_pud20i).....	C-1
Appendix D: ANSI State Codes.....	D-1
Appendix E: Libraries with No Central Outlet.....	E-1
Appendix F: Survey Questionnaire .....	F-1
Appendix G: Imputation Flags and Definitions.....	G-1
Appendix H: Item Response Rate and Total Quantity Response Rate by Item by State .....	H-1
Appendix I: Frequencies of Selected Categorical Variables in Public Library System Data File (pls_ae_pud20i).....	I-1
Appendix J: Distributions of Continuous Variables in Public Library System Data File (pls_ae_pud20i).....	J-1
Appendix K: Frequencies of Selected Categorical Variable and Distributions of Continuous Variables in State Summary/State Characteristics Data File (pls_state_pud20i).....	K-1
Appendix L: Frequencies and Distributions of Selected Variables in Public Library Outlet Data File (pls_outlet_pud20i) .....	L-1

## List of Tables

	<b>Page</b>
Table 1. Library Unit Response Rates, by State/Territory: FY 2020.....	4
Table 2. Reporting Periods of Public Libraries, by State: FY 2020.....	8
Table 3. States with Public Libraries with Overlapping Service Areas: FY 2020 .....	10
Table 4. AE Records with Edited C_FSCS Value of 'N' .....	14
Table 5. Imputation Methods, by Type and Stage .....	16
Table 6. Number of Cell Categories, by BEA Region.....	17
Table 7. Imputation Methods and Sequences, by Variable .....	19
Table 8. Highly Correlated Variables Used in Method 4 and 5 Imputations .....	22
Table 9. PLS Four-Year Process for Data Elements.....	24
Table 10. GEOSTATUS Levels and Distribution .....	27
Table 11. GEOSCORE Distribution .....	27

## I. Introduction

The **Public Libraries Survey (PLS)** is a voluntary census of public libraries conducted annually by the Institute of Museum and Library Services (IMLS). IMLS collects these data under the mandate in the **Museum and Library Services Act of 2018 (PL 115-410)**, as stated in section 210. The Fiscal Year (FY) 2020 survey is the 32nd in the series. The American Institutes for Research (AIR) served as the data collection agent for the FY 2020 survey.

The PLS data file includes all public libraries identified by state library administrative agencies in the 50 states, the District of Columbia, and the outlying territories of American Samoa, Guam, the Northern Mariana Islands, and the U.S. Virgin Islands.<sup>1</sup> The reporting unit in each state or territory for the survey is the **administrative entity (AE)**, defined as the agency that is legally established under local or state law to provide public library service to the population of a local jurisdiction. In this survey, the terms **public library** and **public library system** mean an AE. The AE may have a single outlet or multiple outlets (single- and multiple-outlet libraries that do not have a central outlet are listed in Appendix E). The term “outlet” refers to a library point of service, which may be a physical building, bookmobile, or a books-by-mail provider.

The FY 2020 PLS collected the following information:

- State characteristics data, including the state total population estimate, the total unduplicated population of legal service areas for the state, and the state’s reporting period start and end dates (see the survey questionnaire in Appendix F, items 100-103). Each state library administrative agency reported these data in the state characteristics record because they are not library-level data.
- Data from each public library, such as its name and address, population of legal service area, service outlets, collections, full-time-equivalent (FTE) staff, and operating revenue and expenditures (see Appendix F, items 150-652). These data were reported in the AE record.
- Data from each public library service outlet, such as its name and address, type, county location, square footage, public service hours per year, and number of weeks it is open (see Appendix F, items 700-716). These data were reported in the outlet record.

The PLS data is available in two versions: a public-use data file and a restricted-use data file. The public-use data file is available to all users; some of the data in it have been suppressed to protect privacy and prevent the disclosure of individual information. Data users who need to access the suppressed information should contact IMLS to confirm the procedures for obtaining access to the restricted-use data files. See the “Confidentiality” and “Public- and Restricted-Use Data Files” sections below for more information. This User’s Guide provides documentation for the public-use data file.

---

<sup>1</sup> Puerto Rico did not participate in the FY 2020 PLS.



**Three public-use data files** were generated from the FY 2020 PLS. These data files are provided in SPSS (.sav), SAS (.sas7bdat), and comma-delimited (.csv) formats.<sup>2</sup> These are the final data files.

1. Public Library System Data File (file name: **pls\_ae\_pud20i**). This file, also known as the AE file, includes a total of 9,245 records. The file includes data for 9,224 active public libraries in the 50 states and the District of Columbia, 4 public libraries in the outlying territories of American Samoa, Guam, the Northern Mariana Islands, and the U.S. Virgin Islands, and 17 records for AEs that were reported as closed or were temporarily closed for FY 2020 (STATSTRU, Structure Change Code, is '03', '10', or '23'). Records for public libraries that were closed for the current year are included in the file for that year only. The closed records are not included in the appendix tables of this document or the Supplementary Tables.<sup>3</sup> Data elements for the closed records are set to a value of -3 (closed or temporarily closed administrative entity), with flag U\_20. Each library's data consist of one record. Appendix A contains the record layout.
2. Public Library State Summary/State Characteristics Data File (file name: **pls\_state\_pud20i**). The data for each state or outlying territory consists of one record (a total of 55 records are in the data file). Appendix B contains the record layout. No data are suppressed. The file includes:
  - a. State summary data. These are the totals of the numeric data from the restricted-use Public Library System Data File for each state and outlying territory.
  - b. State characteristics data. These data consist of four items reported by each state and outlying territory in a state characteristics record: (1) the earliest reporting period starting date and (2) the latest reporting period ending date for their public libraries, (3) the state population estimate, and (4) the total unduplicated population of legal service areas in the state.
  - c. Imputation flags. These flags indicate the relative extent of imputation needed for each of the variables within the state data file. For a given variable, an imputation flag value of "IF19" indicates that at least some records in that state or territory have imputed data, a value of "IA19" indicates that all records in that state or territory have imputed data, and a value of "R\_20" indicates that all records in that state or territory have reported data.
3. Public Library Outlet Data File (file name: **pls\_outlet\_pud20i**). This file includes a total of 17,509 records. The file includes identifying information and a few basic data items for public library service outlets (central, branch, bookmobile, and books-by-mail-only outlets). The file includes 17,404 active outlets in the 50 states and the District of Columbia, 20 outlets in the outlying territories, and 85 records for outlets that were reported as closed or were temporarily closed for FY 2020 (STATSTRU, Structure Change Code, is '03', '10', or '23'). Records for public libraries that were closed for the current year are included in the file for that year only. The closed records are not included in the appendix tables of this document or the Supplementary Tables. Data for the closed records are set to a value of -3 (closed or temporarily closed outlet), with flag U\_20. The data for each outlet consists of one record. Appendix C contains the record layout. No data are suppressed.

---

<sup>2</sup> Comma-delimited files can be opened with Microsoft Excel or other spreadsheet programs.

<sup>3</sup> Supplementary Tables can be found here: <https://www.ims.gov/research-evaluation/data-collection/public-libraries-survey/explore-pls-data/pls-data>

## II. User's Guide

### A. Survey Methodology

#### Survey Universe

The PLS is a census survey. Unlike sample surveys, which collect data from a portion of the population, census surveys collect data from the entire population. In FY 2020, the survey frame consisted of 9,228 public libraries (9,224 public libraries in the 50 states and the District of Columbia and 4 public libraries in the outlying territories of American Samoa, Guam, the Northern Mariana Islands, and the U.S. Virgin Islands), as identified by state library administrative agencies. Public libraries in Puerto Rico are not included in the survey frame because their state library agency has not responded to the request for participation in the survey since FY 2014. Because their public libraries have not been recently enumerated, they are not included in response rate calculations.

The survey frame includes 199 public libraries that do not meet all the criteria in the Federal-State Cooperative System (FSCS) Public Library Definition.<sup>4</sup> These libraries are included because they qualify as public libraries under state law. Military libraries that provide public library service and libraries that serve residents of institutions are not included. The FY 2020 public-use data file includes 17 records for public libraries that were reported as closed or temporarily closed in FY 2020, but these are not considered to be part of the survey frame. Coverage and other forms of non-sampling errors are discussed in the “Non-sampling Errors” section below.

#### Survey Response

##### Unit Response

A total of 8,960 of the 9,228 public libraries in the survey frame responded to the FY 2020 PLS, for a **unit response rate of 97.1 percent**. *Unit respondents* are defined as public libraries for which the population of the legal services area and at least three of the five following items were reported: total paid employees, total operating revenue, total operating expenditures, print materials, and total circulation.<sup>5</sup> All response rates calculated using American Association for Public Opinion Research (AAPOR) Response Rate #1.<sup>6</sup> For library unit response rates by geographic area, see **Table 1**.

---

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

<sup>5</sup> Some individual survey items, such as population of legal service area, service outlets, and type of legal basis, have a 100.0 percent response rate for their state because the state library administrative agency provided these data for all public libraries in their state.

<sup>6</sup> AAPOR Response Rate #1 is the number of complete surveys divided by the number of complete surveys plus the number of non-complete surveys.

## Total Response

The base for calculating response rates to individual survey items is the total number of libraries in the survey frame, including unit nonrespondents.

**Table 1. Library Unit Response Rates, by State/Territory: FY 2020**

State/Territory	Respondents	Total units	Unit response rate
Alabama	222	225	98.7
Alaska	76	79	96.2
American Samoa	1	1	100.0
Arizona	71	89	79.8
Arkansas	56	59	94.9
California	198	219	90.4
Colorado	111	112	99.1
Connecticut	177	191	92.7
Delaware	21	21	100.0
District of Columbia	1	1	100.0
Florida	73	78	93.6
Georgia	62	62	100.0
Guam	1	1	100.0
Hawaii	1	1	100.0
Idaho	104	104	100.0
Illinois	623	623	100.0
Indiana	235	236	99.6
Iowa	509	543	93.7
Kansas	319	325	98.2
Kentucky	120	120	100.0
Louisiana	67	67	100.0
Maine	254	255	99.6
Maryland	24	24	100.0
Massachusetts	366	369	99.2
Michigan	390	396	98.5
Minnesota	135	135	100.0
Mississippi	52	53	98.1
Missouri	149	150	99.3
Montana	80	82	97.6
Nebraska	229	244	93.9

State/Territory	Respondents	Total units	Unit response rate
Nevada	22	22	100.0
New Hampshire	212	224	94.6
New Jersey	263	296	88.9
New Mexico	97	98	99.0
New York	754	756	99.7
North Carolina	82	82	100.0
North Dakota	74	79	93.7
Northern Mariana Islands	1	1	100.0
Ohio	251	251	100.0
Oklahoma	119	119	100.0
Oregon	140	141	99.3
Pennsylvania	446	447	99.8
Rhode Island	48	48	100.0
South Carolina	42	42	100.0
South Dakota	108	108	100.0
Tennessee	185	185	100.0
Texas	525	556	94.4
Utah	60	71	84.5
Vermont	155	184	84.2
Virginia	93	93	100.0
Virgin Islands	1	1	100.0
Washington	56	60	93.3
West Virginia	96	96	100.0
Wisconsin	380	380	100.0
Wyoming	23	23	100.0
<b>Total</b>	<b>8,960</b>	<b>9,228</b>	<b>97.1</b>

SOURCE: IMLS, Public Libraries Survey, FY 2020.

NOTE: Libraries that closed or temporary closed in FY 2020 are excluded from the counts in this table. In FY 2020, 17 libraries were reported as closed or temporarily closed.

### Data Files and Reported Numbers of Public Libraries

PLS data files and publication tables report different numbers of public libraries. Public libraries in outlying territories and libraries that do not meet the FSCS library definitions are treated differently between the data files and publication tables, as follows:

1. Libraries that do not meet FSCS public library definitions are included on the data files but excluded from publication tables and national totals.
2. Responding public libraries in outlying territories are, whenever possible, included in both the data files and publication tables; however, national totals in publication tables include only the 50 states and the District of Columbia, and exclude outlying territories and libraries that do not meet the FSCS public library definition.
3. All libraries, including those that do not conform to the FSCS definition of a public library, are included in the aggregate counts on the State Summary/State Characteristics Data File. For this reason, the Public Library System Data File is the primary source for producing the publication tables because libraries that do not meet the FSCS definition can be excluded from the aggregations.

Since FY 2018, California has reported 35 county law libraries as AEs. California indicated that these libraries did not meet the FSCS public library definition, so they are excluded from publication tables. (See section Population Variables below for an additional caveat for these records.)

New data items are not imputed nor included in the publication tables until the new data have been collected for three years; see the “Imputation” section below for more information on which variables were imputed and the methods used.

### Caveats for Using These Data

The data include imputations, at the unit and item levels, for nonresponding libraries. For a discussion of the imputation methodology, see the “Imputation” section below. Comparisons to estimates prior to FY 1992 should be made with caution, as earlier estimates do not include imputations for nonresponse and the percentage of libraries responding to a given item varied widely among the states. Additionally, prior to the FY 2010 report, the national PLS statistics included libraries that did not meet the FSCS definition of a library. The practice of excluding these libraries from national statistics started with the FY 2010 report. Due to this definitional change, in FY 2009 there were 9,225 libraries, while in FY 2010 there were 8,951.

Comparisons of data between states also should be made with caution because of differences in reporting periods (see **Table 2**) and varied adherence to survey definitions. The definitions some states used while collecting data from their public libraries may not be consistent with federal PLS definitions.

The District of Columbia, although not a state, as well as the outlying territories of American Samoa, Guam, the Northern Mariana Islands, and the U.S. Virgin Islands, are included in this report. Special care should be used when comparing the data for states and any of these jurisdictions, which feature administrative structures that are at a city rather than a state scale. Caution should also be taken when making comparisons between the data for Hawaii and other states, as all of Hawaii’s public library data are reported under one entity: the Hawaii State Public Library System.

### Reporting Period

The FY 2020 PLS requested data for state Fiscal Year 2020; however, the reporting period for states varies. **Table 2** shows the reporting period for each state and the three outlying territories. Most state

fiscal years encompass either a calendar year or July to June. In some states, the FY reporting period varies among local jurisdictions. These states are listed in the “Other” column in Table 2. Each public library provided data for a 12-month period. The data file includes the starting date and ending date of the fiscal year for each public library.

### **Novel Coronavirus (COVID-19) Pandemic**

Special care should be used when comparing data between states or between libraries with different reporting periods, such as the reporting periods noted above and in **Table 2**, because of the differential effect of library closures related to COVID-19. In particular, the FY 2020 PLS data contains 315 AE records in six states (Alaska, Illinois, Michigan, Missouri, Texas, and Vermont) with reporting periods that ended in February 2020 or earlier, which was before any widespread library closures.

The FY 2020 PLS data includes 13 binary (yes/no) variables in the AE file and two numeric variables in the outlet file that capture various aspects of library service during the COVID-19 pandemic. See **Appendix F** for a listing of these variables, all of whose names begin with “C19”. Missing values in these variables were not imputed, and Illinois did not report these variables for any records.

**Table 2. Reporting Periods of Public Libraries, by State: FY 2020**

July 2019 through June 2020	October 2019 through September 2020	January 2020 through December 2020	Other <sup>1</sup>
Arizona	Alabama	Arkansas	Alaska <sup>2</sup>
California	District of Columbia	Colorado	Illinois <sup>3</sup>
Connecticut	Florida	Indiana	Maine <sup>4</sup>
Delaware	Idaho	Kansas	Michigan <sup>5</sup>
Georgia	Mississippi	Louisiana	Missouri <sup>6</sup>
Hawaii	American Samoa	Minnesota	Nebraska <sup>4</sup>
Iowa	Guam	New Jersey	New Hampshire <sup>4</sup>
Kentucky	Northern Marianas	North Dakota	New York <sup>7</sup>
Maryland	Virgin Islands	Ohio	Texas <sup>8</sup>
Massachusetts		Pennsylvania	Utah <sup>4</sup>
Montana		South Dakota	Vermont <sup>9</sup>
Nevada		Washington	
New Mexico		Wisconsin	
North Carolina			
Oklahoma			
Oregon			
Rhode Island			
South Carolina			
Tennessee			
Virginia			
West Virginia			
Wyoming			

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

<sup>2</sup> January 2019 to June 2020.

<sup>3</sup> December 2018 to June 2020.

<sup>4</sup> July 2019 to December 2020.

<sup>5</sup> December 2018 to September 2020.

<sup>6</sup> January 2019 to October 2020.

<sup>7</sup> April 2019 to December 2020.

<sup>8</sup> March 2019 to December 2020.

<sup>9</sup> January 2019 to December 2020.

SOURCE: IMLS, Public Libraries Survey, FY 2020.

## Population Variables

The PLS data files include six population variables:

1. Population of Legal Service Area for each public library (**POPU\_LSA** in the Public Library System Data File). This is the number of people in the geographic area for which a public library has been established to offer services and from which (or on behalf of which) the library derives revenue, plus any areas served under contract for which the library is the primary service provider. The determination of this population figure is the responsibility of the state library agency. This population figure should be based on the most recent state population figures for jurisdictions in each state available from the State Data Center. The State Data Coordinator should obtain these figures annually from the State Data Center or other state sources. This population figure is reported at the administrative entity level.
2. Total Population of Legal Service Areas for each state (**POPU\_LSA** in the Public Library State Summary/State Characteristics Data File). This is the sum of the Population of Legal Service Area values for every public library in the state. This population figure is appended to the data file during post data collection processing.
3. Total Unduplicated Population of Legal Service Areas for each state (**POPU\_UND** in the Public Library State Summary/State Characteristics Data File). This is the total unduplicated population of those areas in each state that receive library services. The population of unserved areas is not included in this figure, but overlapping jurisdictions are accounted for. The most recent state population figures for jurisdictions in each state should be used as the basis for calculating the Total Unduplicated Population of Legal Service Areas. This population figure is reported at the state level.
4. Unduplicated Population of Legal Service Area for each public library (**POPU\_UND** in the Public Library System Data File). This value is derived by prorating the state's Total Unduplicated Population of Legal Service Areas by the ratio of the library's Population of Legal Service Area to the state's total Population of Legal Service Area. This population figure is appended to the data file during post data collection processing.
5. State Total Population Estimate (**POPU\_ST** in the Public Library State Summary/State Characteristics Data File). This is the most recent total population figure for each state that matches the local population figures that are submitted to IMLS. The State Data Coordinator should obtain this figure annually from the State Data Center or other state sources. This population figure is reported at the state level.
6. County Population Estimate (**CNTYPOP** in the Public Library System Data File and Public Library Outlet Data File). This is the population figure from the Census Bureau's 2020 Population Estimates Program for the county where the public library system or outlet is located. (For the outlying territories, the figures are from the decennial census.) This population figure is appended to the data files during the geocoding process.



The population data requested in the PLS are provided by the state library administrative agency. The methods of calculation of the first two items (i.e., POPU\_LSA and POPU\_UND) vary significantly among states; the state reporting periods also vary, as shown in **Table 2**. The Total Unduplicated Population of Legal Service Areas does not include unserved areas and may vary from data provided by sources using standard methodology (e.g., the U.S. Census Bureau).

The total Population of Legal Service Area for all public libraries in a state may exceed the state's Total Unduplicated Population of Legal Service Areas or the State Total Population Estimate. This happens in states where there are overlaps in population of legal service areas served by individual libraries, resulting in the same population being counted twice. Twenty-four states had such overlapping service areas in FY 2020 (**Table 3**).

**Table 3. States with Public Libraries with Overlapping Service Areas: FY 2020**

Arizona	Maine	Oklahoma
Arkansas	Massachusetts	Oregon
Colorado	Minnesota	Pennsylvania
Connecticut	Mississippi	Rhode Island
Florida	New Hampshire	South Dakota
Indiana	New Jersey	Utah
Iowa	New York	Vermont
Kentucky	Ohio	Virginia

SOURCE: IMLS, Public Libraries Survey, FY 2020.

To enable meaningful comparisons between states (for example, the number of print materials per capita), it is necessary to prorate the Population of Legal Service Area data to eliminate duplicative reporting due to overlapping service areas. Thus, the unduplicated population variable (POPU\_UND) in the Public Library System Data File contains a value for *each library* derived by calculating the ratio of a library's Population of Legal Service Area to the state's total Population of Legal Service Area and applying the ratio to the state's Total Unduplicated Population of Legal Service Areas. The latter item is a single, state-reported figure found in the Public Library State Summary/State Characteristics Data File; the variable is also called POPU\_UND in this file.

California continued to report 35 county law libraries in FY 2020 (first reported in FY 2018), including LSA population, which effectively doubled the reported total LSA population of the state. Because California did not intend to include these county law libraries in analysis at the national level (by indicating C\_FSCS = N), the LSA population values for these 35 law libraries were suppressed (i.e., set to -9, with the imputation flag F\_POPLSA set to L\_20) to ensure that the unduplicated population values derived for the remaining California public libraries would accurately reflect their LSA population. Because these law libraries are county-level entities, any data users requiring a population figure for these records can use the appended county population figure (CNTYPOP) as a proxy.

Texas does not report Population of Legal Service Area for libraries that do not respond to the state's annual survey; in FY 2020, 31 AEs in Texas did not have a reported value for Population of Legal

Service Area (variable name: POPU\_LSA). Because POPU\_LSA is necessary to determine strata for imputation, the value of POPU\_LSA for these 31 libraries was imputed using Method 6, which substituted a reported value from a prior year (FYs 2014–2019). As Texas does not have overlapping service areas, the sum of these 31 imputed POPU\_LSA values was added to the reported state-level POPU\_UND value so that it would remain equal to the sum of POPU\_LSA values and the AE-level POPU\_UND values would be derived to equal the AE-level POPU\_LSA values.

## **Confidentiality**

Two separate laws cover the protection of the confidentiality of individually identifiable information collected by IMLS:

- Privacy Act of 1974
- E-Government Act of 2002

The Guidelines for Ensuring and Maximizing the Quality, Objectivity, Utility, and Integrity of Information Disseminated by the Institute of Museum and Library Services are prepared under the Treasury and General Government Appropriations Act for Fiscal Year 2001, Section 515(b). IMLS releases data to the public to use for statistical purposes only. Record matching or deductive disclosure by any user is prohibited. Procedures for disclosure avoidance were used in preparing public-use data files and tables of salary information for release.

## **Public- and Restricted-Use Data Files**

The Public Library System Data File is available in two versions: a public-use data file and a restricted-use data file. The public-use data file is available to all users, and some of the data in it have been suppressed to protect privacy and prevent the disclosure of personal information. Data users who need to access the suppressed information should contact IMLS about the procedures for obtaining access to the restricted-use data files.

### **Public-Use Data – Suppression for Confidentiality**

In the public-use Public Library System Data File, selected expenditures data (i.e., Salaries, Employee Benefits, Total Staff Expenditures, and Other Operating Expenditures) of public libraries have been removed (i.e., the field is set to -9) when the total FTE staff is less than or equal to 2.00, to protect confidentiality. These data may also be suppressed for other libraries to ensure that all states that have suppressed data have a minimum of three suppressed records. The library's Total Operating Expenditures and Other Expenditures Data are not affected by the suppression of these data. No data are suppressed in the public-use versions of the Public Library State Summary/State Characteristics Data File or Public Library Outlet Data File.

## **Restricted-Use Data**

No data are suppressed for confidentiality in the restricted-use versions of the Public Library System Data File, Public Library State Summary/State Characteristics Data File, or Public Library Outlet Data File. The inclusion of all expenditures data, irrespective of the number of FTE staff, enables the identification of individual salary data for some libraries. Researchers who require access to the restricted-use data must contact IMLS to obtain them.

## **Data Collection**

States reported data via the PLS Web Portal, developed by AIR, the data collection agent for the FY 2020 PLS. While the PLS Web Portal was opened to the states on January 6, 2021, states were placed into one of three reporting groups based on their fiscal cycles.<sup>7</sup> The edit follow-up for all three groups was completed by September 2021. The editing process is described below. The survey was conducted in English. The OMB clearance number for this collection was 3137-0074 with an expiration date of 9/30/2023.

## **Non-Sampling Errors**

Because all units in the universe are surveyed, the data are not subject to sampling error; however, they are subject to non-sampling errors, such as errors in response, nonresponse errors, coverage errors arising from an incomplete listing of public libraries, coding errors, or processing errors.

Every effort is made to mitigate such errors. The editing efforts described below are designed to decrease the number of errors resulting from inaccurate responses or processing problems. Imputation lessens the effect of nonresponse. Efforts are made to obtain complete listings of public libraries from the state library agencies. Although such efforts are made, some non-sampling errors likely remain in the data.

Undercoverage errors are estimated to be minimal because states are incentivized to register new libraries with IMLS to access discounts provided through the Universal Service Schools and Libraries Program (more commonly known as E-rate), as well as other benefits afforded to public libraries (e.g., Tech Soup).

Overcoverage errors occur when libraries are not reported as closed. In addition, overcoverage will occur if data users do not account for libraries in the dataset that do not meet the definition of a public library developed by the FSCS.

Measurement errors are associated with data entry errors, significant structure changes, and respondents' interpretation of complex concepts. There are no formal studies that estimate bias and variance due to measurement errors for PLS. Some measurement error can be detected by data review; for example, libraries reporting zero young adults' programs but reporting attendance at young adults' programs greater than zero. Measurement error also may not be readily detectable; for

---

<sup>7</sup> The survey due dates for reporting Groups 1, 2, and 3, were originally April 16, July 23, and August 13, 2021, respectively.

example, library visits may be inaccurate due to insufficient counting technology or unrepresentative typical week counts.

Unit nonresponse, which is measured at the library level, has minimal bias due to high response rates in the 50 states, but there may be high nonresponse bias in outlying territories due to non-reporting.<sup>8</sup>

Item nonresponse bias, which is a measure of nonresponse to individual items in the survey, was generally low. However, it may be higher for items that are consistently missing data from certain AEs and outlets. Newly added items are typically subject to higher item nonresponse bias. Appendix H provides state-level item response rates.

Processing errors exist in edit check and imputation processes and depend on the quality of prior years' data. Processing errors are considered to occur at a low/moderate rate for the PLS administrative data collection because very few reported data values require change during data processing.

## **B. Post Data Collection Processing**

### **Editing**

#### **State Level**

Respondents generated an Edit Report following direct data entry or import of their data into the PLS Web Portal. The Edit Report, which can be viewed on screen or printed, was used to identify and correct any errors—and to confirm the accuracy of data that generated edit warnings but did not require changes—before submitting the final file to AIR. In the FY 2020 PLS, four types of edit checks were performed:

1. *Relational edit checks.* This is a data consistency check between related data elements. For example, an edit message is generated if the number of ALA-MLS Librarians (librarians with a master's degree from a program of library and information studies accredited by the American Library Association) is greater than "Total Librarians."
2. *Out-of-range edit checks.* This is a range check that compares the data reported for an item to the "acceptable range" of numeric values for the item. For example, an edit message is generated if average Public Service Hours per outlet per week is less than 11 or greater than 130 or if the ratio of the current year to the past year in Children's Circulation is between 30.0 percent and 344.0 percent.
3. *Arithmetic edit checks.* This is an arithmetical accuracy check of a reported total and its parts to the generated total. For example, an edit message is generated if Total Operating Revenue is not equal to the sum of its parts (Local Government Revenue, State Government Revenue, Federal Government Revenue, and Other Revenue).

---

<sup>8</sup> Puerto Rico did not participate in the FY 2020 PLS.

4. *Blank, zero, or invalid data edit checks.* This is a check of the reported data against acceptable values. For example, an edit message is generated if the Reporting Period Start Date is missing, if Print Materials is 0, or if the Legal Basis Code is not a valid code.

After the data were submitted through the PLS Web Portal, the Chief Officer (CO) of the state library administrative agency received an automated email with a request to review and certify the accuracy of the data. Data are not considered officially reported unless the CO certifies the submitted data. In some cases, data were edited for logical consistency after data were locked and certified; changes to reported values were made only where explicit evidence for the edit was available. In these cases, the associated imputation flag was set to E\_20 (data reported and edited for logical consistency). For example, if total paid staff was reported as greater than zero, but staff salaries was reported as zero, and the library did not meet the FSCS definition of a public library (which includes paid staff), the staffing variables were edited to zero.

### National Level

AIR and IMLS reviewed and edited the state data submissions, working closely with the PLS State Data Coordinators (SDCs).

The values of the FSCS Definition Flag (C\_FSCS) were edited for 28 AE records for FY 2020. The value was set to 'N' in these records because the entity did not meet the FSCS definition of a public library. This is because either the value of Total Paid Staff (TOTSTAFF) was zero, or the value of Total Operating Revenue (TOTINCM) was equal to Other Operating Revenue (OTHINCM), indicating the entity did not receive public funding. These edits were based on reported values for nine AEs and imputed values for 19 AEs. **Table 4** lists the affected entities. These edits are not flagged in the data files because C\_FSCS does not have an imputation flag variable.

**Table 4. AE Records with Edited C\_FSCS Value of 'N'**

FSCSKEY	LIBNAME	TOTSTAFF = 0	TOTINCM = OTHINCM
KS0063	WHITE CITY PUBLIC LIBRARY	Reported	N/A
NDO088	WASHBURN PUBLIC LIBRARY	Reported	N/A
NJ0074	BEVERLY FREE LIBRARY	N/A	Reported
NM0045	PUEBLO DE COCHITI LIBRARY	Reported	N/A
NM0070	ZIA ENRICHMENT LIBRARY	Reported	N/A
NM0141	CARRIZOZO COMMUNITY PUBLIC LIBRARY	Reported	N/A
TX0543	UTOPIA MEMORIAL LIBRARY	Reported	N/A
TX0544	SABINAL PUBLIC LIBRARY	Reported	N/A
TX0581	CAMP WOOD PUBLIC LIBRARY	Reported	N/A
AR0071	FAIRFIELD BAY LIBRARY, INCORPORATED	N/A	Imputed
AZ0119	VENITO GARCIA LIBRARY AND ARCHIVES	N/A	Imputed
AZ0123	SALT RIVER TRIBAL LIBRARY	N/A	Imputed

FSCSKEY	LIBNAME	TOTSTAFF = 0	TOTINCM = OTHINCM
FL0118	CITRUS SPRINGS MEMORIAL LIBRARY	Imputed	Imputed
FL0260	SHALIMAR PUBLIC LIBRARY	N/A	Imputed
NJ0081	SALLY STRETCH KEEN MEMORIAL LIBRARY	Imputed	Imputed
NJ0088	CLEMENTON MEMORIAL LIBRARY	Imputed	Imputed
NJ0096	RUNNEMEDE PUBLIC LIBRARY	Imputed	Imputed
NJ0147	HARRISON PUBLIC LIBRARY	Imputed	Imputed
NJ0159	FRENCHTOWN PUBLIC LIBRARY	Imputed	Imputed
NJ0161	HOLLAND TOWNSHIP FREE PUBLIC LIBRARY	Imputed	Imputed
NJ0163	MILFORD PUBLIC LIBRARY	Imputed	Imputed
NJ0218	TINTON FALLS PUBLIC LIBRARY	Imputed	Imputed
NJ0253	BEACH HAVEN FREE PUBLIC LIBRARY	Imputed	Imputed
NJ0257	HALEDON FREE PUBLIC LIBRARY	Imputed	Imputed
NJ0273	SALEM FREE PUBLIC LIBRARY	Imputed	Imputed
NJ0311	OXFORD PUBLIC LIBRARY	Imputed	Imputed
NJ9009	BASS RIVER COMMUNITY LIBRARY	Imputed	Imputed
TX0292	STAMFORD CARNEGIE LIBRARY	Imputed	N/A

SOURCE: IMLS, Public Libraries Survey, FY 2020.

## Imputation

Imputation is a procedure for estimating a value for a specific data item for which the response is missing. This section describes the imputation methods that were used to estimate missing values for data items in the FY 2020 PLS. Imputations were performed in two stages using 10 different methods. For the 50 states and the District of Columbia, missing data for numeric items were imputed, where eligible. Missing data were not imputed for the outlying territories. See Appendix G for imputation flags and their definitions.

The imputation method used depends on the variable’s content, the availability of prior-year data for the specific observation being imputed, and the availability of one or more highly correlated variables for the specific observation. In many instances, data were imputed using aggregated information for libraries with similar characteristics, which was obtained by grouping together libraries in imputation strata (see the “Creation of Imputation Strata” section below for more information about the imputation strata and cells used for the FY 2020 PLS).

A total of 59 data items—58 AE variables and one outlet variable—in the FY 2020 PLS were imputed. One AE variable (WEBVISIT) was not imputed because it did not have at least three years of consistent data, as IMLS requires; however, it will be imputed in the future. See “Data Elements Changes” section below for more information. State characteristics data are not imputed; however, state-level summary

variables may be computed using both reported and imputed data, with state-level imputation flags used to indicate whether the detail comprising the total is completely or partially made up of imputed data.

AIR did not impute HOURS or WKS\_OPEN in the outlet file for the FY 2020 PLS because of the effects of the COVID-19 pandemic on public library service. The only imputation method available for these variables is Method 6, which directly substitutes prior year reported data, and imputing FY 2020 PLS data using pre-pandemic values would not be appropriate. As a result, 343 AE records that have a missing value for HRS\_OPEN because HRS\_OPEN on the AE file depends on aggregation of HOURS values from the outlet file.

AIR and IMLS also assessed the possible impact of using Method 6 imputation on other service measure variables potentially affected by COVID-19 in the FY 2020 PLS. In prior cycles Method 6 had been the first method employed in the imputation paths for YAPRO and YAATTEN. After analyzing alternative approaches, AIR and IMLS determined that Method 6 would be replaced with Method 2 for imputation of YAPRO.

The imputation sources for FY 2020 include the unimputed, unsuppressed FYs 2016, 2017, 2018, 2019, and 2020 AE and outlet data.<sup>9</sup> (FYs 2014 and 2015 values for POPU\_LSA were used for five records in Texas.) Each imputed variable in the PLS dataset is accompanied by an imputation flag, which denotes the method of imputation performed for each observation.<sup>10</sup>

**Table 5** lists the imputation methods by stage and type—where type is related to the source of the data used in the imputation process—as well as the imputation flags associated with each method. See Appendix G for detailed information about the imputation flags and the “Imputation Stages and Methods” section below for detailed information about each imputation method.

**Table 5. Imputation Methods, by Type and Stage**

Stage	Imputation type			
	Within library data only		Data with adjustments based on placement in an imputation stratum	
	Methods	Imputation flags	Methods	Imputation flags
Stage 1	Method 4	IK19, IK18, IK17, IK16	Method 1	IG19, IG18, IG17, IG16
	Method 6	IP19, IP18, IP17, IP16, IP15, IP14	Method 2	IQ20
			Method 3	IJ20
			Method 5	ID20
			Method 7	IM20

<sup>9</sup> The adjusted cell mean, cell mean, prior year ratio to another item, current year cell median ratio to another item, and cell median imputation methods use current year data.

<sup>10</sup> Imputation flag variables are named using the following convention: F\_\*, where \* is the variable name or abbreviated variable name if it exceeds six characters. For example, the imputation flag variable for MASTER is F\_MASTER.

Stage	Imputation type			
	Within library data only		Data with adjustments based on placement in an imputation stratum	
	Methods	Imputation flags	Methods	Imputation flags
Stage 2	Method 9	IT20		
	Method 10	IB20		
	Method 11	IY20		

### Creation of Imputation Strata

The responding and nonresponding libraries were sorted into imputation cells based on Bureau of Economic Analysis (BEA) region codes and the size of the population. Each state is assigned a BEA region code (e.g., 01 is the New England states: Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, and Vermont). The cumulative root frequency method was used to determine the imputation cells. The cumulative root frequency method defines boundaries for the cell categories in a BEA region using a continuous variable (the Population of Legal Service Area –POPU\_LSA). The number of cell categories varies by BEA region; earlier research established the number of cells by collapsing smaller cells so that there were at least 15 respondents, or a response rate greater than 75 percent, in each cell. **Table 6** shows the number of cell categories in each BEA region for FY 2020.

**Table 6. Number of Cell Categories, by BEA Region**

BEA region	Number of cell categories
01 – New England	11
02 – Mid East	11
03 – Great Lakes	14
04 – Plains	10
05 – South East	13
06 – South West	10
07 – Rocky Mountains	7
08 – Far West	8

For more information about the cumulative root frequency method, see p. 129 in Cochran (1977).<sup>11</sup>

### Imputation Stages and Methods

Imputations were performed in two stages. In Stage 1, imputations were carried out for nearly all missing values using one of seven methods.<sup>12</sup> In Stage 2, imputed values were adjusted using one of three methods. The methods used in each stage are described below. The “Imputation Sequences”

<sup>11</sup> Cochran, W. 1977. *Sampling Techniques, 3rd edition*. John Wiley & Sons, Inc.

<sup>12</sup> Prior to FY 2020, Method 8 was used in Stage 1 to impute HRS\_OPEN on the AE file based on the HOURS values of the associated outlet records. Starting in FY 2020, states no longer directly report HRS\_OPEN for AE records; AIR now aggregates the HOURS values of the associated outlet records.



section, which follows, provides information about the process by which methods were selected for each variable.

### **Stage 1 Imputations**

One of the following methods of imputation was used to replace missing values in the FY 2020 PLS dataset:

**METHOD 1:** *Prior-year value multiplied by cell mean growth rate.* The imputed value for a missing item is calculated using the cell mean growth rate. The mean growth rate is calculated within a cell of libraries having similar characteristics using the average of all libraries with reported current-year and prior-year values for the missing item. In this method, prior-year reported data can be as old as four years.

**METHOD 2:** *Adjusted cell mean.* The imputed value for a missing item is set equal to the mean of all libraries reporting a current-year value for that variable within an imputation cell multiplied by an adjustment factor. The adjustment factor is the ratio of a library's population of legal service area to the mean population of legal service area for the same libraries within the imputation cell that had a current-year value for the variable being imputed.

**METHOD 3:** *Cell mean.* The imputed value for a missing item is set equal to the mean of all libraries reporting a current-year value for that variable within an imputation cell.

**METHOD 4:** *Prior-year ratio to another item.* The imputed value for a missing item is set equal to the library's reported current-year value of a highly correlated variable multiplied by a ratio. The ratio uses prior-year reported values for the library of the missing item divided by the highly correlated variable. In this method, prior-year reported data can be as old as four years.

**METHOD 5:** *Current-year cell median ratio to another item.* The imputed value for a missing item is set equal to the library's reported current-year value of a highly correlated variable multiplied by a cell median ratio value. The median ratio value is calculated for all libraries within an imputation cell having reported current-year values for the variables in the ratio. Ratios are calculated using reported current-year values for the missing item and the highly correlated variable.

**METHOD 6:** *Direct substitution of prior-year reported data.* The imputed value for a missing item uses a library's reported prior-year data for that variable. In this method, reported prior-year data can be as old as four years.

**METHOD 7:** *Cell median.* The imputed value for a missing item is set equal to the median value of all libraries reporting a current-year value for that variable within an imputation cell.

### **Stage 2 Imputations**

The imputation methods applied in Stage 2 adjust the imputations computed in Stage 1 to preserve the internal consistency in the AE data.

**METHOD 9:** *Obtained value by relationship of total to detail items.* The imputed value of a total was adjusted using its relationship with reported detail items.

METHOD 10: *Raking of detail items to match total.* The imputed value for a detail item was adjusted by raking methods so that it matches a reported total.

METHOD 11: *Changed by consistency check.* The imputed value was adjusted using customized consistency checks specific to that variable.

### Imputation Sequences

Each variable was imputed using a set of prescribed steps. For example, the variables KIDPRO (Number of Children’s Programs) and LOANFM (Inter-Library Loans Received) were assigned to method 1 (prior-year value multiplied by cell mean growth rate). If prior-year data were not available, then observations would be imputed using method 5 (current-year cell median ratio to another item). If method 5 could not be used, then method 2 (adjusted cell mean) was used, and if the adjusted cell mean could not be calculated, then method 3 (cell mean) would be used. The sequence in which the methods were applied for each variable was established prior to FY 2020. **Table 7** shows the imputation methods and sequences for all the reported variables (abbreviated variable descriptions were used to conserve space). Please see Appendices A, B, and C for the full variable descriptions.

**Table 7. Imputation Methods and Sequences, by Variable**

Variable name	Abbreviated variable description	Imputation sequence
POPU_LSA <sup>13</sup>	POPULATION OF LSA	Method 6
CENTLIB	# OF CENTRAL LIBRARIES	Method 6
BRANLIB	# OF BRANCH LIBRARIES	Method 6
BKMOB	# OF BOOKMOBILES	Method 6
MASTER	ALA-MLS STAFF	Method 1, Method 2, Method 3, Method 11
LIBRARIA	TOTAL LIBRARIANS	Method 1, Method 2, Method 3, Method 11
OTHPAID	ALL OTHER PAID STAFF	Method 1, Method 2, Method 3, Method 10, Method 11
TOTSTAFF	TOTAL PAID EMPLOYEES	Method 9
LOGVGT	LOCAL GOVT REVENUE	Method 1, Method 2, Method 3, Method 10
STGVT	STATE GOVT REVENUE	Method 1, Method 7, Method 10
FEDGVT	FEDERAL GOVT REVENUE	Method 7, Method 10
OTHINCM	OTHER OPERATING REVENUE	Method 1, Method 7, Method 10, Method 11
TOTINCM	TOTAL OPERATING REVENUE	Method 1, Method 2, Method 3, Method 9
SALARIES	SALARIES & WAGES EXP	Method 1, Method 2, Method 3, Method 10, Method 11
BENEFIT	EMPLOYEE BENEFITS	Method 4, Method 2, Method 3, Method 10, Method 11

<sup>13</sup> In FY 2020, 31 AEs in Texas did not have a reported value for POPU\_LSA. Because POPU\_LSA is necessary to determine strata for imputation, the value of POPU\_LSA for these 31 AEs is imputed.

<b>Variable name</b>	<b>Abbreviated variable description</b>	<b>Imputation sequence</b>
STAFFEXP	TOTAL STAFF EXP	Method 1, Method 2, Method 3, Method 9, Method 11
PRMATEXP	OP EXP FOR PRINT MAT	Method 5, Method 2, Method 3, Method 10, Method 11
ELMATEXP	OP EXP FOR ELECTRONIC MAT	Method 1, Method 4, Method 2, Method 3, Method 10, Method 11
OTHMATEX	OP EXP FOR OTHER MAT	Method 1, Method 2, Method 3, Method 10, Method 11
TOTEXPCO	TOTAL COLLECTION EXP	Method 1, Method 2, Method 3, Method 9, Method 11
OTHOPEXP	OTHER OPERATING EXP	Method 1, Method 2, Method 3, Method 10, Method 11
TOTOPEXP	TOTAL OPERATING EXP	Method 1, Method 2, Method 3, Method 9, Method 11
LCAP_REV	LOCAL GOVT CAPITAL REVENUE	Method 1, Method 7, Method 10
SCAP_REV	STATE GOVT CAPITAL REVENUE	Method 7, Method 10
FCAP_REV	FEDERAL GOVT CAPITAL REVENUE	Method 7, Method 10
OCAP_REV	OTHER CAPITAL REVENUE	Method 7, Method 10
CAP_REV	TOTAL CAPITAL REVENUE	Method 1, Method 7, Method 9, Method 11
CAPITAL	TOTAL CAPITAL EXPENDITURES	Method 2, Method 3
BKVOL	PRINT MATERIALS	Method 1, Method 2, Method 3
EBOOK	ELECTRONIC BOOKS	Method 1, Method 7
AUDIO_PH	AUDIO - PHYSICAL UNITS	Method 6, Method 2, Method 3
AUDIO_DL	AUDIO - DOWNLOADABLE UNITS	Method 6, Method 2, Method 3
VIDEO_PH	VIDEO - PHYSICAL UNITS	Method 1, Method 2, Method 3
VIDEO_DL	VIDEO - DOWNLOADABLE UNITS	Method 1, Method 2, Method 3
EC_LO_OT	LOCAL/OTHER ELECTRONIC COLLECTIONS	Method 2, Method 3, Method 11
EC_ST	STATE ELECTRONIC COLLECTIONS	Method 5, Method 2
ELECCOLL	TOTAL ELECTRONIC COLLECTIONS	Method 6, Method 2, Method 11
VISITS	LIBRARY VISITS	Method 1, Method 2, Method 3
REFERENC	REFERENCE TRANS	Method 1, Method 2, Method 3
REGBOR	REGISTERED USERS	Method 1, Method 2, Method 3

Variable name	Abbreviated variable description	Imputation sequence
TOTCIR	TOTAL CIRCULATION	Method 1, Method 2, Method 3, Method 9, Method 11
KIDCIRCL	CIRCULATION OF KIDS MATERIALS	Method 5, Method 2, Method 3, Method 11
ELMATCIR	CIRCULATION OF ELECTRONIC MATERIALS	Method 1, Method 4, Method 6, Method 2, Method 10, Method 11
PHYSCIR	PHYSICAL ITEM CIRCULATION	Method 1, Method 4, Method 6, Method 2, Method 10, Method 11
ELINFO	RETRIEVAL OF ELECTRONIC INFORMATION	Method 1, Method 6, Method 7, Method 2, Method 10, Method 11
ELCONT	ELECTRONIC CONTENT USE	Method 1, Method 4, Method 6, Method 2, Method 9, Method 11
TOTCOLL	TOTAL COLLECTION USE	Method 1, Method 4, Method 6, Method 2, Method 9, Method 11
LOANTO	INTER-LIBRARY LOANS OUT	Method 4, Method 5, Method 2, Method 3
LOANFM	INTER-LIBRARY LOANS RECEIVED	Method 1, Method 5, Method 2, Method 3
TOTPRO	TOTAL LIBRARY PROGRAMS	Method 5, Method 2, Method 3, Method 11
KIDPRO	TOTAL KIDS PROGRAMS	Method 1, Method 5, Method 2, Method 3, Method 11
YAPRO	TOTAL YOUNG ADULT PROGRAMS	Method 2, Method 3, Method 11
TOTATTEN	TOTAL PROGRAM ATTENDANCE	Method 1, Method 2, Method 3, Method 11
KIDATTEN	KIDS PROGRAM ATTENDANCE	Method 5, Method 2, Method 3, Method 11
YAATTEN	YOUNG ADULT PROGRAM ATTENDANCE	Method 6, Method 2, Method 3, Method 11
GPTERMS	INTERNET COMPUTERS USED BY GEN PUBLIC	Method 1, Method 4, Method 2, Method 3, Method 11
PITUSR	PUBLIC INTERNET COMPUTER USES PER YEAR	Method 5, Method 2, Method 3, Method 11
WIFISESS	WIRELESS SESSIONS	Method 1, Method 6, Method 4, Method 5, Method 7
WEBVISIT	WEBSITE VISITS	[Not imputed in FY 2020]
SQ_FEET	SQUARE FEET	Method 6

### Highly Correlated Variables

Due to the correlated nature of the PLS data, missing items in several variables were imputed using one or multiple highly correlated variables. **Table 8** below provides the highly correlated variable for each variable that can be imputed using methods 4 or 5. For example, if a missing value for Operating Expenditures for Electronic Materials (ELMATEXP) was imputed using method 4 (prior-year ratio to another item), then the correlated variable in the prior-year ratio was Total Staff Expenditures

(STAFFEXP). If a missing value for Operating Expenditures for Print Materials (PRMATEXP) was imputed using method 5 (current-year cell median ratio to another item), then the correlated variable used in the cell median ratio was Total Collection Expenditures (TOTEXPCO).

**Table 8. Highly Correlated Variables Used in Method 4 and 5 Imputations**

<b>Variable being imputed</b>	<b>Method used</b>	<b>Highly correlated variable used in Method 4 (prior- year) or Method 5 (cell median) ratios</b>
BENEFIT	Method 4	STAFFEXP
LOANTO	Method 4	LOANFM
ELMATEXP	Method 4	STAFFEXP
GPTERMS	Method 4	VISITS
PHYSICIR	Method 4	VISITS
ELMATICIR	Method 4	REGBOR
ELCONT	Method 4	REGBOR
TOTCOLL	Method 4	VISITS
WIFISESS	Method 4	POPU_LSA
PRMATEXP	Method 5	TOTEXPCO
KIDCIRCL	Method 5	TOTCIR
TOTPRO	Method 5	KIDPRO
KIDATTEN	Method 5	TOTATTEN
PITUSR	Method 5	GPTERMS
KIDPRO	Method 5	TOTPRO
LOANFM	Method 5	LOANTO
WIFISESS	Method 5	POPU_LSA

## Data Elements Changes

Each year, the PLS data elements are revisited. Under the guidance of the IMLS Library Statistics Working Group, data elements are added, changed, and deleted. These changes impact the processing and reporting of the items. New data items are not imputed or included in the Supplementary Tables until after the new data are collected systematically (meaning, without additional modifications) for three years. The four-year process for data elements changes is as follows:

- Year 1: Proposed additions and changes to data elements identified
- Year 2: New or revised data elements reported in the annual data submission on a trial basis by those State Data Coordinators able to do so. Trial data electronically released but not imputed or included in the Supplementary Tables.
- Year 3: New or revised data elements reported in the annual data submission and electronically released but not but not imputed or included in the Supplementary Tables.
- Year 4: New or revised data elements reported in the annual data submission, electronically released, imputed if appropriate, and included in the Supplementary Tables.

**Table 9** shows the items that have been added or changed in the last three fiscal years and describes how these variables were processed for FY 2020.

**Table 9. PLS Four-Year Process for Data Elements**

FY of Data Collection	Elements Added	Elements Changed	Year 1	Year 2	Year 3	Year 4	FY 2020 Processing
FY 2020	Temporary items related to COVID-19 (510-522) VISITRPT (501a) REFERRPT (502a)	REFERENC (502)	FY 2019	FY 2020	FY 2021	FY 2022	New elements will not be imputed, but REFERENC will continue to be imputed and included in Supplementary Tables. All added and changed elements will be electronically released. Also, SUBSCRIP (460) was removed from the survey this year.
FY 2019	None	None	FY 2018	FY 2019	FY 2020	FY 2021	N/A
FY 2018	WEBVISIT (653)	None	FY 2017	FY 2018	FY 2019	FY 2020	WEBVISIT was reported in the annual data submission and electronically released but not imputed or included in the Supplementary Tables.

## Geocoding

Since FY 2007, the PLS data files have included supplemental geographic information. All supplemental geography codes are assigned based on the address information reported by the respondent. The geographic information included in the PLS has evolved over time in accordance with industry standards and best practices, as well as data users' needs. Notable transitions include the following:

- FY 2008: The National Center for Education Statistics (NCES) locale code and county population measures were added.
- FY 2009: To avoid duplication or discrepancies in state and county designation codes, the discontinued measures PUB\_FIPS and CNTYFIPS were removed from the data files, while FIPSSST and FIPSCO were retained.
- FY 2014: Data items were filled with prior-year (FY 2013) values. If the library was not included in the data file in the prior year, then the values were filled in as missing. (However, if a library was not included in FY 2013 due to a temporary closure but reopened at the same address in FY 2014, that library will have geocoding information.) In addition, if the library had moved to a new location, then the values were filled in as missing.
- FY 2015: The Federal Information Processing Standards (FIPS) codes were replaced by Geographic Names Information System (GNIS) codes. GNIS codes are used for locational entities of the United States, such as primary county divisions and named populated places. FIPS codes were appended in previous PLS administrations, but starting with FY 2015, PLS included the new GNIS codes.
- FY 2016: The Rural Education Achievement Program (REAP) locale code was added for libraries and outlets. See additional information in the "Locale Codes" section below.
- FY 2019: The Rural Education Achievement Program (REAP) locale code was removed as this framework is no longer being maintained.<sup>14</sup>

As part of the post-processing of the FY 2020 data files, supplemental geographic information was added to the records for AEs and outlets, where possible. The geocode variables are not collected or reported but are generated based on the physical address information reported for each record; see the record layouts for missing values declarations. The following supplemental geographic information is provided with the release of the FY 2020 PLS data:

- ZIP Code +4
- Longitude
- Latitude
- Standardized state code (e.g., InterNational Committee for Information Technology Standards (INCITS) 38, formerly FIPS 5-2)
- Standardized county code (e.g., INCITS 31, formerly FIPS 6-4)
- Standardized place code (e.g., Minor Civil Division (MCD) code; GNIS feature ID, formerly FIPS 55-DC3)
- County population
- NCES locale code

---

<sup>14</sup> [https://nces.ed.gov/programs/edge/docs/EDGE\\_NCES\\_LOCALE.pdf](https://nces.ed.gov/programs/edge/docs/EDGE_NCES_LOCALE.pdf)



- Census tract
- Census block
- Congressional district (116<sup>th</sup> Congress)
- Core-based statistical area
- Metropolitan/micropolitan area flag
- Geocoding accuracy and precision level (e.g., Street Address)

County population data for U.S. libraries was assigned using the Census Bureau's 2020 Population Estimates Program (2020 PEP, PEPANNRES).<sup>15</sup> County population data for outlying territory was assigned using the 2010 Decennial Census.<sup>16</sup> Locale codes were assigned using the 2020 NCES locale framework; see “Locale Codes” for additional information.

Geocoding information was processed in batch by AIR using the Esri World Geocoder from the ArcGIS Online World Geocoding Service.

The Esri World Geocoder reports geocoding precision within three variables:

1. **GEOSTATUS:** A match status variable that indicates if the address was matched to a location.
  - E – Matched. The address is matched to exactly one location.
  - T – Tied. The address has more than one candidate with the same best match score but at different locations.
  - U – Unmatched. The address is not matched.
2. **GEOSCORE:** A match score for the address where GEOSTATUS = E or T. This variable ranges between 0 and 100, with 100 indicating that the candidate address is a perfect match.
3. **GEOMTYPE:** A geocoded address type that indicates the type of location to which the address matches. Values closer to the top of the following list are more precise than subsequent values:
  - Subaddress—A street address based on point locations that represent house and building subaddress locations. Typically, this is the most spatially accurate match level. The subaddress elements of unit type and unit identifier (e.g., suite, floor, apartment) help to distinguish one subaddress within or between structures from another when several occur within the same feature or PointAddress location.
  - PointAddress—A street address based on point locations that represent house and building locations.
  - StreetAddress—A street address that differs from PointAddress because the address number is interpolated from the range of address numbers for a given street segment.
  - StreetInt—A street address consisting of a street intersection along with city and optional state and postal code information.
  - StreetAddressExt—An estimated street address match that is returned when the input address number exceeds the address number range for the matched street segment.

---

<sup>15</sup> <https://www.census.gov/programs-surveys/popest/data/data-sets.2020.html>

<sup>16</sup> <https://census.gov/programs-surveys/decennial-census/data/datasets.2010.html>

- DistanceMarker—A street address that represents the linear distance along a street from a designated origin location.
- StreetName—Similar to a street address but without the address number.
- Locality—A place name representing a populated place such as a city or neighborhood.
- PostalLoc—A combination of ZIP code and city name.
- Postal—ZIP code.
- POI—Points of interest, for example, administrative placenames, businesses, landmarks, and geographic features.

Tables 10 and 11 show the geocoding precision levels, corresponding descriptions, and numbers and percentages of each level in the AE and outlet files, for each variable GEOSTATUS, GEOSCORE, GEOMTYPE.

**Table 10. GEOSTATUS Levels and Distribution**

GEOSTATUS	Description	Number and Percentage of AEs	Number and Percentage of Outlets
E	Matched. The address is matched to exactly one location.	9,162 (99.1%)	17,325 (98.9%)
T	Tied. The address has more than one candidate with the same best match score but at different locations.	83 (0.9%)	184 (1.1%)
U	Unmatched. The address is not matched.	0 (0.0%)	0 (0.0%)

**Table 11. GEOSCORE Distribution**

GEOSCORE	Number and Percentage of AEs	Number and Percentage of Outlets
100	7,874 (85.2%)	14,460 (82.6%)
95.0 - 99.9	1,275 (13.8%)	2,808 (16.0%)
90.0 - 94.9	38 (0.4%)	105 (0.6%)
85.0 - 89.9	54 (0.6%)	126 (0.7%)
Less than 84.9	4 (<0.1%)	10 (<0.1%)

## Locale Codes

Locale codes allow users to identify whether AEs and library outlets are in cities, suburbs, towns, or rural areas. Locale codes were assigned to AEs and outlets using the 2020 NCES locale framework. Locale codes for AEs were assigned using two methodologies:

1. Based on the geocoded latitude and longitude values of the AE's street address
2. Based on the modal locale codes of the central and branch libraries of that library system (excluding bookmobile and books-by-mail-only outlets). Whenever there was a tie in modal code, the AE retained its prior year locale code, if that code was among the tied values. If the tie involved locale codes that were different from the locale code corresponding to the AE's prior locale code, the most urban code of the tied locale codes was assigned to that AE.

Locale codes for outlets were assigned based on the geocoded latitude and longitude of the outlet's street address.

For records with a GEOSCORE value less than 90 (see previous section), IMLS recommends against depending on the locale codes in these files for high stakes uses. Instead, users can visually locate an entity on the NCES Locale Lookup map: <https://nces.ed.gov/programs/maped/LocaleLookup/>.

The NCES locale coding system classifies areas into four major types—city, suburban, town, and rural—each with three subcategories. The order of urbanicity for NCES locale codes is from the highest, most urban (11) to the lowest, most rural (43). The 12 different locale codes and the criteria for their assignment are as follows:

- 11 – City, Large:** Territory inside an Urbanized Area and inside a Principal City with a population of 250,000 or more.
- 12 – City, Mid-size:** Territory inside an Urbanized Area and inside a Principal City with a population less than 250,000 and greater than or equal to 100,000.
- 13 – City, Small:** Territory inside an Urbanized Area and inside a Principal City with a population less than 100,000.
- 21 – Suburban, Large:** Territory outside a Principal City and inside an Urbanized Area with a population of 250,000 or more.
- 22 – Suburban, Mid-size:** Territory outside a Principal City and inside an Urbanized Area with a population less than 250,000 and greater than or equal to 100,000.
- 23 – Suburban, Small:** Territory outside a Principal City and inside an Urbanized Area with a population less than 100,000.
- 31 – Town, Fringe:** Territory inside an Urban Cluster that is less than or equal to 10 miles from an Urbanized Area.
- 32 – Town, Distant:** Territory inside an Urban Cluster that is more than 10 miles and less than or equal to 35 miles from an Urbanized Area.
- 33 – Town, Remote:** Territory inside an Urban Cluster that is more than 35 miles from an Urbanized Area.

- 41 – Rural, Fringe:** Census-defined rural territory that is less than or equal to 5 miles from an Urbanized Area, as well as rural territory that is less than or equal to 2.5 miles from an Urban Cluster.
- 42 – Rural, Distant:** Census-defined rural territory that is more than 5 miles but less than or equal to 25 miles from an Urbanized Area, as well as rural territory that is more than 2.5 miles but less than or equal to 10 miles from an Urban Cluster.
- 43 – Rural, Remote:** Census-defined rural territory that is more than 25 miles from an Urbanized Area and more than 10 miles from an Urban Cluster.

## C. Guidelines for Processing the PLS Data Files

See the “Introduction,” “Confidentiality,” and “Public- and Restricted-Use Data Files” sections above for a description of the files.

Files are provided in CSV, SAS, and SPSS format. SPSS files are formatted to include value labels and missing values declarations that align with the value labels shown in the record layouts of the accompanying data documentation. That is, if a numeric variable’s missing value was coded as -1, the -1 is declared as a discrete missing value.

SAS datasets are unformatted and do not contain value labels. SAS datasets are delivered with two programs to apply formats: SAS\_[FileName]\_FmtAssoc.sas and SAS\_[FileName]\_FmtAttach.sas. The FmtAssoc program should be run above a data step, whereas the FmtAttach program is run within the data step. For example:

```
%include "\\...SAS_[FileName]_FmtAssoc.sas";

data temp;
set libname.filename;
%include "\\...path\SAS_[FileName]_FmtAttach.sas";
run;
```

Alphanumeric fields that contain “M” and numeric fields that contain “-1” indicate nonresponse. A zero (0) response is reported data and indicates the library or outlet had none of the item. A “-9” indicates data have been removed to protect confidentiality. SAS and SPSS treat missing values differently. SAS users will need to apply the following code to convert negative values to values recognized as missing:

```
*-----*
| For Public Library System Data File |
*-----*
*Insert this section into data step;

array num _numeric_;
do over num;
if num = -1 then num = .M; /*recode missing value into .M*/
```

```

if num = -3 and STATSTRU in ('03', '23') then num = .C; /*recode "Closed and Temporary Closed
Library" into .C*/
if num = -4 then num = .N; /*recode "Not Applicable" into .N*/
if num = -9 then num = .S; /*recode suppressed value into .S*/
end;
array char _character_;
do over char;
if char = 'M' then char = ''; /*recode missing value into M for character variables*/
end;
/*recode the rest of special missing into corresponding missing values*/
if PHONE in ('-3' '-4') then PHONE = '';
if STARTDAT = '-3' then STARTDAT = "";
if ENDDATE = '-3' then ENDDATE = "";

*-----*
| For Public Library State Summary/State Characteristics files |
*-----*

*Insert this section into data step;

array num _numeric_;
do over num;
if num = -1 then num = .M; /*recode missing value into .M*/
end;
array char _character_;
do over char;
if char = 'M' then char = ''; /*recode missing value into M for character variables*/
end;

*-----*
| For Public Library Outlet Data File |
*-----*

*Insert this section into data step;

array num _numeric_;
do over num;

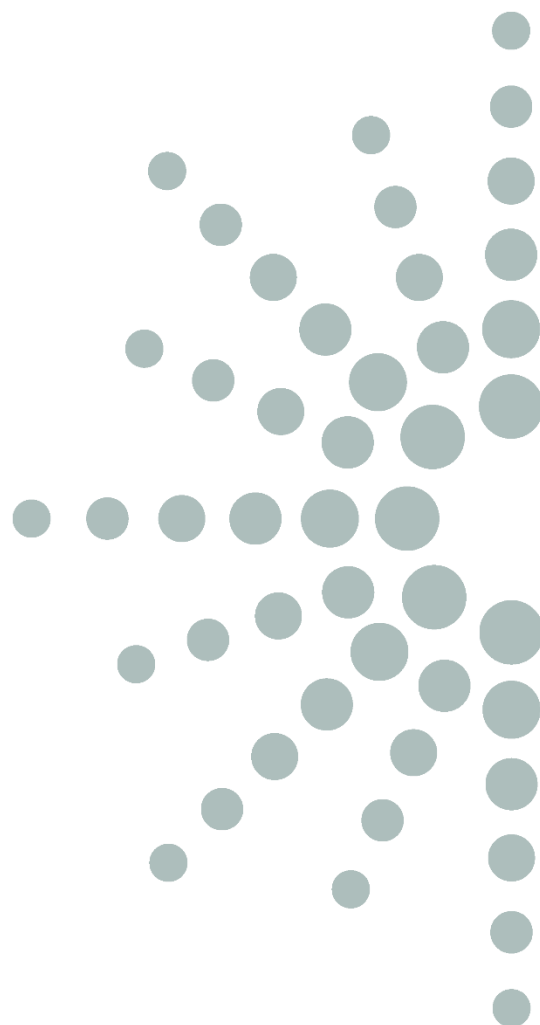
if num = -1 then num = .M; /*recode missing value into .M*/
if num = -3 and STATSTRU in ('03', '23') then num = .C; /*recode "Closed and Temporary Closed
Library" into .C*/
if num = -4 then num = .N; /*recode "Not Applicable" into .N*/
end;
array char _character_;
do over char;
if char = 'M' then char = ''; /*recode missing value into M for character variables*/
end;
/*recode the rest of special missing into corresponding missing values*/
if PHONE in ('-3' '-4') then PHONE = '';
if STARTDAT = '-3' then STARTDAT = "";
if ENDDATE = '-3' then ENDDATE = "";

```

## Removing Imputed Values from the Data

If the value of the flag begins with “I,” then the value for the associated variable was imputed. To remove all imputed values from the data, the values of variables that have an associated imputation flag beginning with “I” should be removed.

## Appendices



## Appendix A: Record Layout for Public Library System Data File, FY 2020 (pls\_ae\_pud20i)

Variable name	Field length	Data type	Survey item	Description
<b>Data Source: Public Libraries Survey, Fiscal Year 2020</b> <b>Number of records = 9,245 (one record per observation)</b> <b>Number of fields per record = 179</b>				
<b>IDENTIFICATION</b>				
STABR	02	A	†	Two-letter American National Standards Institute (ANSI) State Code. (See Appendix D for list of State Codes.)
FSCSKEY	06	A	150	Library identification code assigned by IMLS
LIBID	20	A	151	Library identification code assigned by the state. IMLS assigns the FSCSKEY to this field if the state did not assign a code.
LIBNAME	60	A	152	Name of library (administrative entity)
<b>STREET ADDRESS</b>				
ADDRESS	35	A	153	Street address of administrative entity
CITY	20	A	154	City or town (of street address) of administrative entity
ZIP	05	A	155	Standard five-digit postal zip code (of street address) of administrative entity.
ZIP4	04	A	†	Four-digit postal zip code extension (of street address) of administrative entity. M-Missing
<b>MAILING ADDRESS</b>				
ADDRES_M	35	A	157	Mailing address of administrative entity
CITY_M	20	A	158	City or town (of mailing address) of administrative entity
ZIP_M	05	A	159	Standard five-digit postal zip code (of mailing address) of administrative entity



Variable name	Field length	Data type	Survey item	Description
ZIP4_M	04	A	†	Four-digit postal zip code extension (of mailing address) of administrative entity M-Missing
CNTY	20	A	161	County in which the headquarters of the administrative entity is physically located
PHONE	10	A	162	Telephone number, in following format: area code/exchange/number (for example, 7037315072) -3-Closed or temporarily closed administrative entity -4-Not applicable
C_RELATN	02	A	200	Interlibrary Relationship Code HQ-Headquarters of a federation or cooperative ME-Member of a federation or cooperative NO-Not a member of a federation or cooperative
C_LEGBAS	02	A	201	Legal Basis Code CC-City/County CI-Municipal Government (city, town, or village) CO-County/Parish LD-Library District MJ-Multi-jurisdictional NL-Native American Tribal Government NP-Non-profit Association or Agency SD-School District OT-Other (Note: Prior to FY 98, this variable was called C_LEGBASE.)
C_ADMIN	02	A	202	Administrative Structure Code MA-Administrative entity with multiple direct service outlets where administrative offices are separate MO-Administrative entity with multiple direct service outlets where administrative offices are not separate SO-Single outlet administrative entity
C_FSCS	01	A	203	FSCS Public Library Definition (Public library system meets all criteria in the definition.) Y-Yes N-No

Variable name	Field length	Data type	Survey item	Description
GEOCODE	03	A	204	Geographic Code CI1–Municipal Government (city, town, or village) (exactly) CI2–Municipal Government (city, town, or village) (most nearly) CO1–County/Parish (exactly) CO2–County/Parish (most nearly) MA1–Metropolitan Area (exactly) MA2–Metropolitan Area (most nearly) MC1–Multi-County (exactly) MC2–Multi-County (most nearly) SD1–School District (exactly) SD2–School District (most nearly) OTH–Other
LSABOUND	01	A	205	Legal service area boundary change in last year Y–Yes N–No
STARTDAT	10	A	206	Reporting period starting date, in mm/dd/yyyy format (e.g., 07/01/2017) -3–Closed or temporarily closed administrative entity
ENDDATE	10	A	207	Reporting period ending date, in mm/dd/yyyy format (e.g., 06/30/2018) -3–Closed or temporarily closed administrative entity
				<b>POPULATION</b>
POPU_LSA	09	N	208	Population of the Legal Service Area -3–Closed or temporarily closed administrative entity -9–Data suppressed for analytic purposes
F_POPLSA	04	A	†	POPU_LSA imputation flag. (See Appendix G for definitions of flags.)
POPU_UND	09	N	†	Derived. Unduplicated population of the legal service area for the library. This value is calculated by prorating the library's population of legal service area (POPU_LSA) to the state's total population of legal service areas (total POPU_LSA) and applying the ratio to the state-reported total unduplicated population of legal service areas. The latter item, a single figure reported by the state data coordinator, is also named POPU_UND but is located on the State Summary/State Characteristics Data File. -3–Closed or temporarily closed administrative entity -9–Data suppressed for analytic purposes

Variable name	Field length	Data type	Survey item	Description
<b>SERVICE OUTLETS</b>				
CENTLIB	03	N	209	Number of central libraries -3-Closed or temporarily closed administrative entity
F_CENTLIB	04	A	†	CENTLIB imputation flag. (See Appendix G for definitions of flags.)
BRANLIB	03	N	210	Number of branch libraries -3-Closed or temporarily closed administrative entity
F_BRLIB	04	A	†	BRANLIB imputation flag. (See Appendix G for definitions of flags.)
BKMOB	03	N	211	Number of bookmobiles -3-Closed or temporarily closed administrative entity
F_BKMOB	04	A	†	BKMOB imputation flag. (See Appendix G for definitions of flags.)
<b>FULL-TIME EQUIVALENT (FTE) PAID STAFF</b>				
MASTER	09	N	250	ALA-MLS Librarians. Number of FTE paid librarians with master's degrees from programs of library and information studies accredited by the American Library Association. This field consists of six integers and two decimals, with an explicit decimal point. -1-Missing -3-Closed or temporarily closed administrative entity
F_MASTER	04	A	†	MASTER imputation flag. (See Appendix G for definitions of flags.)
LIBRARIA	09	N	251	Total number of FTE employees holding the title of librarian. This field consists of six integers and two decimals, with an explicit decimal point. -1-Missing -3-Closed or temporarily closed administrative entity
F_LIBRAR	04	A	†	LIBRARIA imputation flag. (See Appendix G for definitions of flags.)
OTHPAID	09	N	252	All other paid FTE employees. This field consists of six integers and two decimals, with an explicit decimal point. -1-Missing -3-Closed or temporarily closed administrative entity
F_OTHSTF	04	A	†	OTHPAID imputation flag. (See Appendix G for definitions of flags.)

Variable name	Field length	Data type	Survey item	Description
TOTSTAFF	10	N	253	Total paid FTE employees (i.e., sum of LIBRARIA and OTHPAID). This field consists of seven integers and two decimals, with an explicit decimal point. -1-Missing -3-Closed or temporarily closed administrative entity
F_TOTSTF	04	A	†	TOTSTAFF imputation flag. (See Appendix G for definitions of flags.)
<b>OPERATING REVENUE</b>				
LOGGVT	09	N	300	Operating revenue from local government -1-Missing -3-Closed or temporarily closed administrative entity
F_LOGGVT	04	A	†	LOGGVT imputation flag. (See Appendix G for definitions of flags.)
STGVT	09	N	301	Operating revenue from state government -1-Missing -3-Closed or temporarily closed administrative entity
F_STGVT	04	A	†	STGVT imputation flag. (See Appendix G for definitions of flags.)
FEDGVT	09	N	302	Operating revenue from federal government -1-Missing -3-Closed or temporarily closed administrative entity
F_FEDGVT	04	A	†	FEDGVT imputation flag. (See Appendix G for definitions of flags.)
OTHINCM	09	N	303	Other operating revenue (i.e., operating revenue not included in LOGGVT, STGVT, and FEDGVT) -1-Missing -3-Closed or temporarily closed administrative entity
F_OTHINC	04	A	†	OTHINCM imputation flag. (See Appendix G for definitions of flags.)
TOTINCM	10	N	304	Total operating revenue (i.e., sum of LOGGVT, STGVT, FEDGVT, and OTHINCM) -1-Missing -3-Closed or temporarily closed administrative entity
F_TOTINC	04	A	†	TOTINCM imputation flag. (See Appendix G for definitions of flags.)

Variable name	Field length	Data type	Survey item	Description
<b>OPERATING EXPENDITURES</b>				
<b>Staff Expenditures</b>				
SALARIES	09	N	350	Salaries and wages for all library staff -3-Closed or temporarily closed administrative entity -9- Data suppressed to protect confidentiality
F_SALX	04	A	†	SALARIES imputation flag. (See Appendix G for definitions of flags.)
BENEFIT	09	N	351	Employee benefits for all library staff -3-Closed or temporarily closed administrative entity -9- Data suppressed to protect confidentiality
F_BENX	04	A	†	BENEFIT imputation flag. (See Appendix G for definitions of flags.)
STAFFEXP	09	N	352	Total staff expenditures (i.e., sum of SALARIES and BENEFIT) -3-Closed or temporarily closed administrative entity -9- Data suppressed to protect confidentiality
F_TOSTFX	04	A	†	STAFFEXP imputation flag. (See Appendix G for definitions of flags.)
<b>Collection expenditures</b>				
PRMATEXP	09	N	353	Operating expenditures for print materials (including books, current serial subscriptions, government documents, and any other print acquisitions) -1-Missing -3-Closed or temporarily closed administrative entity
F_PRMATX	04	A	†	PRMATEXP imputation flag. (See Appendix G for definitions of flags.)
ELMATEXP	09	N	354	Operating expenditures for electronic (digital) materials (including e-books, e-serials, government documents, databases, electronic files, reference tools, scores, maps, or pictures, including materials digitized by the library) -1-Missing -3-Closed or temporarily closed administrative entity
F_ELMATX	04	A	†	ELMATEXP imputation flag. (See Appendix G for definitions of flags.)
OTHMATEX	09	N	355	Operating expenditures for all other library materials (microform, audio, video, DVD, and new formats) -1-Missing -3-Closed or temporarily closed administrative entity

Variable name	Field length	Data type	Survey item	Description
F_OTMATX	04	A	†	OTHMATEX imputation flag. (See Appendix G for definitions of flags.)
TOTEXPCO	09	N	356	Total expenditures on library collection (i.e., sum of PRMATEXP, ELMATEXP, and OTHMATEX) -1-Missing -3-Closed or temporarily closed administrative entity
F_TOCOLX	04	A	†	TOTEXPCO imputation flag. (See Appendix G for definitions of flags.)
				<b>Other operating expenditures</b>
OTHOPEXP	09	N	357	Other operating expenditures (i.e., operating expenditures not included in STAFFEXP and TOTEXPCO) -3-Closed or temporarily closed administrative entity -9- Data suppressed to protect confidentiality
F_OTHOPX	04	A	†	OTHOPEXP imputation flag. (See Appendix G for definitions of flags.)
TOTOPEXP	10	N	358	Total operating expenditures (i.e., sum of STAFFEXP, TOTEXPCO, and OTHOPEXP) -1-Missing -3-Closed or temporarily closed administrative entity
F_TOTOPX	04	A	†	TOTOPEXP imputation flag. (See Appendix G for definitions of flags.)
				<b>CAPITAL REVENUE</b>
LCAP_REV	09	N	400	Local government capital revenue -1-Missing -3-Closed or temporarily closed administrative entity
F_LCAPRV	04	A	†	LCAP_REV imputation flag. (See Appendix G for definitions of flags.)
SCAP_REV	09	N	401	State government capital revenue -1-Missing -3-Closed or temporarily closed administrative entity
F_SCAPRV	04	A	†	SCAP_REV imputation flag. (See Appendix G for definitions of flags.)
FCAP_REV	09	N	402	Federal government capital revenue -1-Missing -3-Closed or temporarily closed administrative entity

Variable name	Field length	Data type	Survey item	Description
F_FCAPRV	04	A	†	FCAP_REV imputation flag. (See Appendix G for definitions of flags.)
OCAP_REV	09	N	403	Other capital revenue (i.e., capital revenue not included in LCAP_REV, SCAP_REV, and OCAP_REV) -1-Missing -3-Closed or temporarily closed administrative entity
F_OCAPRV	04	A	†	OCAP_REV imputation flag. (See Appendix G for definitions of flags.)
CAP_REV	09	N	404	Total capital revenue (i.e., sum of LCAP_REV, SCAP_REV, FCAP_REV, and OCAP_REV) -1-Missing -3-Closed or temporarily closed administrative entity
F_TCAPRV	04	A	†	CAP_REV imputation flag. (See Appendix G for definitions of flags.)
				<b>CAPITAL EXPENDITURES</b>
CAPITAL	09	N	405	Total capital expenditures -1-Missing -3-Closed or temporarily closed administrative entity
F_TCAPX	04	A	†	CAPITAL imputation flag. (See Appendix G for definitions of flags.)
				<b>LIBRARY COLLECTION</b>
BKVOL	09	N	450	Print materials (including books and government documents) -1-Missing -3-Closed or temporarily closed administrative entity
F_BKVOL	04	A	†	BKVOL imputation flag. (See Appendix G for definitions of flags.)
EBOOK	09	N	451	Electronic Books (E-books) (digital documents, including non-serial government documents in digital format) -1-Missing -3-Closed or temporarily closed administrative entity
F_EBOOK	04	A	†	EBOOK imputation flag. (See Appendix G for definitions of flags.)
AUDIO_PH	09	N	452	Audio - physical units (including records, audiocassettes, audio cartridges, audio discs—including audio-CD-ROMS, audio reels, talking books, and other sound recordings) -1-Missing -3-Closed or temporarily closed administrative entity

Variable name	Field length	Data type	Survey item	Description
F_AUD_PH	04	A	†	AUDIO_PH imputation flag. (See Appendix G for definitions of flags.)
AUDIO_DL	09	N	453	Audio - downloadable units -1-Missing -3-Closed or temporarily closed administrative entity
F_AUD_DL	04	A	†	AUDIO_DL imputation flag. (See Appendix G for definitions of flags.)
VIDEO_PH	09	N	454	Video - physical units (including video tapes, DVDs, video CD-ROMs, etc.) -1-Missing -3-Closed or temporarily closed administrative entity
F_VID_PH	04	A	†	VIDEO_PH imputation flag. (See Appendix G for definitions of flags.)
VIDEO_DL	09	N	455	Video - downloadable units -1-Missing -3-Closed or temporarily closed administrative entity
F_VID_DL	04	A	†	VIDEO_DL imputation flag. (See Appendix G for definitions of flags.)
<b>ELECTRONIC COLLECTIONS</b>				
EC_LO_OT	09	N	456	Local/Other electronic collections -1-Missing -3-Closed or temporarily closed administrative entity
F_EC_L_O	04	A	†	EC_LO_OT imputation flag. (See Appendix G for definitions of flags.)
EC_ST	09	N	457	State electronic collections -1-Missing -3-Closed or temporarily closed administrative entity
F_EC_ST	04	A	†	EC_ST imputation flag. (See Appendix G for definitions of flags.)
ELECCOLL	09	N	458	Total electronic collections -1-Missing -3-Closed or temporarily closed administrative entity
F_ELECOL	04	A	†	ELECCOLL imputation flag. (See Appendix G for definitions of flags.)



Variable name	Field length	Data type	Survey item	Description
<b>PUBLIC SERVICE HOURS</b>				
HRS_OPEN	09	N	500	Total annual public service hours for all service outlets -1-Missing -3-Closed or temporarily closed administrative entity
F_HRS_OP	04	A	†	HRS_OPEN imputation flag. (See Appendix G for definitions of flags.)
<b>LIBRARY SERVICES</b>				
VISITS	09	N	501	Total annual library visits -1-Missing -3-Closed or temporarily closed administrative entity
F_VISITS	04	A	†	VISITS imputation flag. (See Appendix G for definitions of flags.)
VISITRPT	04	A	501a	Library visits reporting method CT-Annual Count ES-Annual Estimate Based on Typical Week(s) M-Missing
REFERENC	09	N	502	Total annual reference transactions -1-Missing -3-Closed or temporarily closed administrative entity
F_REFER	04	A	†	REFERENC imputation flag. (See Appendix G for definitions of flags.)
REFERRPT	04	A	502a	Reference transactions reporting method CT-Annual Count ES-Annual Estimate Based on Typical Week(s) M-Missing
REGBOR	09	N	503	Registered Users -1-Missing -3-Closed or temporarily closed administrative entity
F_REGBOR	04	A	†	REGBOR imputation flag. (See Appendix G for definitions of flags.)
<b>CIRCULATION</b>				
TOTCIR	09	N	550	Total annual circulation transactions -1-Missing -3-Closed or temporarily closed administrative entity

Variable name	Field length	Data type	Survey item	Description
F_TOTCIR	04	A	†	TOTCIR imputation flag. (See Appendix G for definitions of flags.)
KIDCIRCL	09	N	551	Total annual circulation (including renewals) of all children's materials in all formats to all users -1-Missing -3-Closed or temporarily closed administrative entity
F_KIDCIR	04	A	†	KIDCIRCL imputation flag. (See Appendix G for definitions of flags.)
ELMATCIR	09	N	552	Use of Electronic Materials – The total annual circulation of all electronic materials -1-Missing -3-Closed or temporarily closed administrative entity
F_EMTCIR	04	A	†	ELMATCIR imputation flag. (See Appendix G for definitions of flags.)
PHYSCIR	09	N	553	Physical item circulation – The total annual circulation of all physical library materials of all types, including renewals. -1-Missing -3-Closed or temporarily closed administrative entity
F_PHYSCR	04	A	†	PHYSCIR imputation flag. (See Appendix G for definitions of flags.)
ELINFO	09	N	554	Successful retrieval of electronic information – The number of full-content units or descriptive records examined, downloaded, or otherwise supplied to user, from online library resources that require user authentication but do not have a circulation period. -1-Missing -3-Closed or temporarily closed administrative entity
F_ELINFO	04	A	†	ELINFO imputation flag. (See Appendix G for definitions of flags.)
ELCONT	09	N	555	Electronic content use – The total annual count of the circulation of electronic materials and the successful retrieval of electronic information -1-Missing -3-Closed or temporarily closed administrative entity
F_ELCONT	04	A	†	ELCONT imputation flag. (See Appendix G for definitions of flags.)

Variable name	Field length	Data type	Survey item	Description
TOTCOLL	09	N	556	Total annual count of physical item circulation, circulation of electronic material and successful retrieval of electronic information -1-Missing -3-Closed or temporarily closed administrative entity
F_TOTCOL	04	A	†	TOTCOLL imputation flag. (See Appendix G for definitions of flags.)
<b>INTER-LIBRARY LOANS</b>				
LOANTO	09	N	575	Total annual loans provided to other libraries -1-Missing -3-Closed or temporarily closed administrative entity
F_LOANTO	04	A	†	LOANTO imputation flag. (See Appendix G for definitions of flags.)
LOANFM	09	N	576	Total annual loans received from other libraries -1-Missing -3-Closed or temporarily closed administrative entity
F_LOANFM	04	A	†	LOANFM imputation flag. (See Appendix G for definitions of flags.)
<b>LIBRARY PROGRAMS</b>				
TOTPRO	895	N	600	Total library programs -1-Missing -3-Closed or temporarily closed administrative entity
F_TOTPRO	04	A	†	TOTPRO imputation flag. (See Appendix G for definitions of flags.)
KIDPRO	09	N	601	Total children's programs -1-Missing -3-Closed or temporarily closed administrative entity
F_KIDPRO	04	A	†	KIDPRO imputation flag. (See Appendix G for definitions of flags.)
YAPRO	09	N	602	Total young adult programs -1-Missing -3-Closed or temporarily closed administrative entity
F_YAPRO	04	A	†	YAPRO imputation flag. (See Appendix G for definitions of flags.)

Variable name	Field length	Data type	Survey item	Description
TOTATTEN	09	N	603	Total audience at all library programs -1-Missing -3-Closed or temporarily closed administrative entity
F_TOTATT	04	A	†	TOTATTEN imputation flag. (See Appendix G for definitions of flags.)
KIDATTEN	09	N	604	Total audience at all children's programs -1-Missing -3-Closed or temporarily closed administrative entity
F_KIDATT	04	A	†	KIDATTEN imputation flag. (See Appendix G for definitions of flags.)
YAATTEN	09	N	605	Total audience at all young adult programs -1-Missing -3-Closed or temporarily closed administrative entity
F_YAATT	04	A	†	YAATTEN imputation flag. (See Appendix G for definitions of flags.)
<b>ELECTRONIC TECHNOLOGY</b>				
GPTERMS	06	N	650	Internet computers used by general public -1-Missing -3-Closed or temporarily closed administrative entity
F_GPTERM	04	A	†	GPTERMS imputation flag. (See Appendix G for definitions of flags.)
PITUSR	09	N	651	Uses of public Internet computers per year -1-Missing -3-Closed or temporarily closed administrative entity
F_PITUSR	04	A	†	PITUSR imputation flag. (See Appendix G for definitions of flags.)
WIFISESS	10	N	652	Total annual wireless sessions provided by the library wireless service -1-Missing -3-Closed or temporarily closed administrative entity -4-Not applicable
F_WIFISS	04	A	†	WIFISESS imputation flag. (See Appendix G for definitions of flags.)

Variable name	Field length	Data type	Survey item	Description
WEBVISIT	10	N	653	Total visits (sessions) to library website -1-Missing -3-Closed or temporarily closed administrative entity -4-Not applicable
YR_SUB	04	A	†	FSCS submission year of public library data in 4-digit format (YYYY)
OBereg	02	A	†	Bureau of Economic Analysis Code (formerly, Office of Business Economics) 01-New England (CT ME MA NH RI VT) 02-Mid East (DE DC MD NJ NY PA) 03-Great Lakes (IL IN MI OH WI) 04-Plains (IA KS MN MO NE ND SD) 05-Southeast (AL AR FL GA KY LA MS NC SC TN VA WV) 06-Southwest (AZ NM OK TX) 07-Rocky Mountains (CO ID MT UT WY) 08-Far West (AK CA HI NV OR WA) 09-Outlying Areas (AS GU MP PR VI)
RSTATUS	01	A	†	Derived. Reporting status 1-Respondent, with no imputed data 2-Respondent, with both reported and imputed data 3-Nonrespondent, not imputed 4-Nonrespondent, with imputed data
STATSTRU	02	A	†	Structure Change Code 00-No change from last year 01-Existing administrative entity or outlet absorbs another administrative entity or outlet 02-Newly created administrative entity or outlet 03-Closed 04-Move outlet to a newly created administrative entity 05-Merge two or more administrative entities or outlets to form a new administrative entity or outlet 06-(reserved) 07-(reserved) 08-Restored a closed administrative entity or outlet record 09-Restored an incorrectly deleted administrative entity or outlet 10-Delete an incorrect record 11-Outlet moved to a different previously existing administrative entity

Variable name	Field length	Data type	Survey item	Description
				12-(reserved) 13-Add an existing administrative entity or outlet not previously reported 22-Future administrative entity FSCS ID Request 23-Temporary closure 24-Restore/Undo Was a 23 (Reopen a temporary closure) (Note: This code records structure changes to administrative entities and outlets and is included on the Public Library System Data File and the Public Library Outlet File. Structure changes include actions such as adding, deleting, or merging administrative entities or outlets. The full list of codes is provided; however, some codes are specific to one of the data files (e.g., code 11 would appear only on the Public Library Outlet Data File.) 25-Survey nonrespondent
STATNAME	02	A	152A	Name Change Code 00-No change from last year 06-Official name change 14-Minor name change
STATADDR	02	A	153A	Address Change Code 00-No change from last year 07-Moved to a new location 15-Minor address change
LONGITUD	12	N	†	Longitude of the AE street address. Formatted -X00.0000000 (X is blank or 1) This field consists of a negative sign, three integers and seven decimal places, with an explicit decimal point.
LATITUDE	10	N	†	Latitude of the AE street address. Formatted 00.0000000 This field consists of two integers and seven decimal places, with an explicit decimal point.
INCITSST	02	A	†	Two-digit International Committee for Information Technology Standards State Code (INCITS 38) assigned based on the physical location of the administrative entity headquarters. See Appendix D for list of State Codes.
INCITSCO	03	A	†	Three-digit INCITS County Code (INCITS 31) assigned based on the physical location of the administrative entity headquarters.

Variable name	Field length	Data type	Survey item	Description
GNISPLAC	05	A	†	Five-digit Geographic Names Information System (GNIS) Feature ID, or reference to named entities, based on physical location of the administrative entity headquarters. Place Code. Not every address will fall within a Place. M-Missing
CNTYPOP	08	N	†	County Population -1-Missing
LOCALE_ADD	02	A	†	Urban-centric locale code. The geographic location in terms of the size of the community in which it is located and the proximity of that community to urban and metropolitan areas. Assigned based on latitude and longitude of administrative entity. 11-City, Large: Territory inside an urbanized area and inside a principal city with population of 250,000 or more. 12-City, Mid-size: Territory inside an urbanized area and inside a principal city with a population less than 250,000 and greater than or equal to 100,000. 13-City, Small: Territory inside an urbanized area and inside a principal city with a population less than 100,000. 21-Suburb, Large: Territory outside a principal city and inside an urbanized area with population of 250,000 or more. 22-Suburb, Mid-size: Territory outside a principal city and inside an urbanized area with a population less than 250,000 and greater than or equal to 100,000. 23-Suburb, Small: Territory outside a principal city and inside an urbanized area with a population less than 100,000. 31-Town, Fringe: Territory inside an urban cluster that is less than or equal to 10 miles from an urbanized area. 32-Town, Distant: Territory inside an urban cluster that is more than 10 miles and less than or equal to 35 miles from an urbanized area. 33-Town, Remote: Territory inside an urban cluster that is more than 35 miles from an urbanized area. 41-Rural, Fringe: Census-defined rural territory that is less than or equal to 5 miles from an urbanized area, as well as rural territory that is less than or equal to 2.5 miles from an urban cluster. 42-Rural, Distant: Census-defined rural territory that is more than 5 miles but less than or equal to 25 miles from an urbanized area, as well as rural territory that is more than 2.5 miles but less than or equal to 10 miles from an urban cluster. 43-Rural, Remote: Census-defined rural territory that is more than 25 miles from an urbanized area and is also more than 10 miles from an urban cluster.

Variable name	Field length	Data type	Survey item	Description
LOCALE_MOD	02	A	†	<p>Urban-centric locale code. The geographic location in terms of the size of the community in which it is located and the proximity of that community to urban and metropolitan areas. Assigned based on the modal locale code of associated stationary outlets (i.e., central and branch libraries).</p> <p>11–City, Large: Territory inside an urbanized area and inside a principal city with population of 250,000 or more.</p> <p>12–City, Mid-size: Territory inside an urbanized area and inside a principal city with a population less than 250,000 and greater than or equal to 100,000.</p> <p>13–City, Small: Territory inside an urbanized area and inside a principal city with a population less than 100,000.</p> <p>21–Suburb, Large: Territory outside a principal city and inside an urbanized area with population of 250,000 or more.</p> <p>22–Suburb, Mid-size: Territory outside a principal city and inside an urbanized area with a population less than 250,000 and greater than or equal to 100,000.</p> <p>23–Suburb, Small: Territory outside a principal city and inside an urbanized area with a population less than 100,000.</p> <p>31–Town, Fringe: Territory inside an urban cluster that is less than or equal to 10 miles from an urbanized area.</p> <p>32–Town, Distant: Territory inside an urban cluster that is more than 10 miles and less than or equal to 35 miles from an urbanized area.</p> <p>33–Town, Remote: Territory inside an urban cluster that is more than 35 miles from an urbanized area.</p> <p>41–Rural, Fringe: Census-defined rural territory that is less than or equal to 5 miles from an urbanized area, as well as rural territory that is less than or equal to 2.5 miles from an urban cluster.</p> <p>42–Rural, Distant: Census-defined rural territory that is more than 5 miles but less than or equal to 25 miles from an urbanized area, as well as rural territory that is more than 2.5 miles but less than or equal to 10 miles from an urban cluster.</p> <p>43–Rural, Remote: Census-defined rural territory that is more than 25 miles from an urbanized area and is also more than 10 miles from an urban cluster.</p>



Variable name	Field length	Data type	Survey item	Description
CENTRACT	07	N	†	Census Tract code. 7 character - Formatted 0000.YY (YY=blank or numeric) A small, relatively permanent statistical subdivision of a county or statistically equivalent entity delineated by local participants as part of the Census Bureau's Participant Statistical Areas Program. This field consists of four integers and two decimals, with an explicit decimal point.
CENBLOCK	04	N	†	Census Block code. 4 character - An area bounded on all sides by visible features, such as streets, roads, streams, and railroads tracks, and by invisible boundaries, such as city, town, township, and county limits, property lines, and short, imaginary extensions of streets and roads (designated by the Census Bureau).
CDCODE	04	A	†	Congressional District. ANSI code based on the location of the administrative entity/outlet. Legislatively defined subdivisions of the state for the purpose of electing representatives to the House of Representatives of the U.S. Congress.
CBSA	05	N	†	Core based statistical area. Core based statistical areas (CBSAs) and Principal cities of Metropolitan and Micropolitan Statistical Areas (MSAs) <sup>1</sup> -4-Not applicable
MICROF	01	A	†	Metropolitan and Micropolitan Statistical Area flag 0-Metropolitan area 1-Micropolitan area N-Not applicable
GEOSTATUS	01	A	†	Geocoding Match Status of Address. E - Matched. The address is matched to exactly one location. U - Unmatched. The address is not matched. T - Tied. The address has more than one candidate with the same best match score but at different locations.
GEOSCORE	03	N	†	Geocoding Match Score. A number from 0-100 indicating the accuracy of the address match. A score of 100 represents a perfect match, while lower scores represent decreasing match accuracy.

Variable name	Field length	Data type	Survey item	Description
GEOMTYPE	22	A	†	<p>Type of location that matched the geocoded address.</p> <p>SUBADDRESS—A street address based on point locations that represent house and building subaddress locations. Typically, this is the most spatially accurate match.</p> <p>POINTADDRESS—A street address based on point locations that represent house and building locations.</p> <p>STREETADDRESS—A street address that differs from PointAddress because the address number is interpolated from the range of address numbers for a given street segment.</p> <p>STREETINT—A street address consisting of a street intersection along with city and optional state and postal code information.</p> <p>STREETADDRESSEXT—An interpolated street address match that is returned when the input address number exceeds the address number range for the matched street segment.</p> <p>DISTANCEMARKER—A street address that represents the linear distance along a street, typically in kilometers or miles, from a designated origin location.</p> <p>STREETNAME—Similar to a street address but without the address number.</p> <p>LOCALITY—A place name representing a populated place such as a city or neighborhood.</p> <p>POSTALOC—A combination of postal (ZIP) code and city name.</p> <p>POSTAL—Postal (ZIP) code. Reference data is postal code points.</p> <p>POI—Points of interest, for example, administrative placenames, businesses, landmarks, and geographic features.</p>
C19CLOSE	01	A	510	<p><b>COVID-19</b></p> <p>Closed Outlets Due to COVID-19</p> <p>M-Missing</p> <p>Y-Yes</p> <p>N-No</p>
C19PUBSV	01	A	511	<p>Public Services During COVID-19</p> <p>M-Missing</p> <p>Y-Yes</p> <p>N-No</p>
C19ELMAT	01	A	512	<p>Electronic Materials Added Due to COVID-19</p> <p>M-Missing</p> <p>Y-Yes</p> <p>N-No</p>
C19ECD1	01	A	513	<p>Electronic Library Cards Issued Before COVID-19</p> <p>M-Missing</p> <p>Y-Yes</p>

Variable name	Field length	Data type	Survey item	Description
				N-No
C19ECDR2	01	A	514	Electronic Library Cards Issued During COVID-19 M-Missing Y-Yes N-No
C19REFER	01	A	515	Reference Service During COVID-19 M-Missing Y-Yes N-No
C19OUTSD	01	A	516	Outside Service During COVID-19 M-Missing Y-Yes N-No
C19LIVEP	01	A	517	Live Virtual Programs During COVID-19 M-Missing Y-Yes N-No
C19RECDP	01	A	518	Recordings of Program Content During COVID-19 M-Missing Y-Yes N-No
C19XWIF1	01	A	519	External WiFi Access Before COVID-19 M-Missing Y-Yes N-No
C19XWIF2	01	A	520	External WiFi Access Added During COVID-19 M-Missing Y-Yes N-No
C19XWIF3	01	A	521	External WiFi Access Increased During COVID-19 M-Missing Y-Yes

Variable name	Field length	Data type	Survey item	Description
				N-No
C19STOTH	01	A	522	Staff Re-Assigned During COVID-19 M-Missing Y-Yes
N	Numeric field.			
A	Alpha character field.			
†	Not applicable.			
1	<a href="http://www.census.gov/programs-surveys/metro-micro.html">www.census.gov/programs-surveys/metro-micro.html</a>			

## Appendix B: Record Layout for Public Library State Summary/ State Characteristics Data File, FY 2020 (pls\_state\_pud20i)

Variable name	Field length	Data type	Survey item	Description
<p><b>Data Source: Public Libraries Survey, Fiscal Year 2020</b>  <b>Number of records = 55 (one record per observation)</b>  <b>Number of fields per record = 127</b></p>				
<b>IDENTIFICATION</b>				
STABR	02	A	†	Two-letter American National Standards Institute (ANSI) State Code. (See Appendix D for list of State Codes.)
<b>POPULATION</b>				
POPU_LSA	10	N	208	Population of the legal service area
F_POPLSA	04	A	†	POPU_LSA imputation flag. (See Appendix G for definitions of flags.)
POPU_UND	10	N	103	Total unduplicated population of legal service areas. (Note: This is a single, state-reported figure. This item is on the State Characteristics data entry screen.)
POPU_ST	10	N	102	Reported state total population estimate. (Note: This item is on the State Characteristics data entry screen.)
<b>SERVICE OUTLETS</b>				
CENTLIB	05	N	209	Number of central libraries
F_CENTLIB	04	A	†	CENTLIB imputation flag. (See Appendix G for definitions of flags.)
BRANLIB	05	N	210	Number of branch libraries
F_BRLIB	04	A	†	BRANLIB imputation flag. (See Appendix G for definitions of flags.)
BKMOB	05	N	211	Number of bookmobiles
F_BKMOB	04	A	†	BKMOB imputation flag. (See Appendix G for definitions of flags.)

Variable name	Field length	Data type	Survey item	Description
				<b>FULL-TIME EQUIVALENT (FTE) PAID STAFF</b>
MASTER	11	N	250	ALA-MLS Librarians. Number of FTE paid librarians with master's degrees from programs of library and information studies accredited by the American Library Association. This field consists of eight integers and two decimals, with an explicit decimal point.
F_MASTER	04	A	†	MASTER imputation flag. (See Appendix G for definitions of flags.)
LIBRARIA	11	N	251	Total number of FTE employees holding the title of librarian. This field consists of eight integers and two decimals, with an explicit decimal point.
F_LIBRAR	04	A	†	LIBRARIA imputation flag. (See Appendix G for definitions of flags.)
OTHPAID	11	N	252	All other paid FTE employees. This field consists of eight integers and two decimals, with an explicit decimal point.
F_OTHSTF	04	A	†	OTHPAID imputation flag. (See Appendix G for definitions of flags.)
TOTSTAFF	12	N	253	Total paid FTE employees (i.e., sum of LIBRARIA and OTHPAID). This field consists of nine integers and two decimals, with an explicit decimal point.
F_TOTSTF	04	A	†	TOTSTAFF imputation flag. (See Appendix G for definitions of flags.)
				<b>OPERATING REVENUE</b>
LOGGVT	11	N	300	Operating revenue from local government
F_LOGGVT	04	A	†	LOGGVT imputation flag. (See Appendix G for definitions of flags.)
STGVT	11	N	301	Operating revenue from state government
F_STGVT	04	A	†	STGVT imputation flag. (See Appendix G for definitions of flags.)
FEDGVT	11	N	302	Operating revenue from federal government
F_FEDGVT	04	A	†	FEDGVT imputation flag. (See Appendix G for definitions of flags.)
OTHINCM	11	N	303	Other operating revenue (i.e., revenue not included in LOGGVT, STGVT, and FEDGVT)
F_OTHINC	04	A	†	OTHINCM imputation flag. (See Appendix G for definitions of flags.)

Variable name	Field length	Data type	Survey item	Description
TOTINCM	12	N	304	Total operating revenue (i.e., sum of LOCGVT, STGVT, FEDGVT, and OTHINCM)
F_TOTINC	04	A	†	TOTINCM imputation flag. (See Appendix G for definitions of flags.)
<b>OPERATING EXPENDITURES</b>				
<b>Staff expenditures</b>				
SALARIES	11	N	350	Salaries and wages for all library staff
F_SALX	04	A	†	SALARIES imputation flag. (See Appendix G for definitions of flags.)
BENEFIT	11	N	351	Employee benefits for all library staff
F_BENX	04	A	†	BENEFIT imputation flag. (See Appendix G for definitions of flags.)
STAFFEXP	11	N	352	Total staff expenditures (i.e., sum of SALARIES and BENEFIT)
F_TOSTFX	04	A	†	STAFFEXP imputation flag. (See Appendix G for definitions of flags.)
<b>Collection Expenditures</b>				
PRMATEXP	09	N	353	Operating expenditures for print materials (including books, current serial subscriptions, government documents, and any other print acquisitions)
F_PRMATX	04	A	†	PRMATEXP imputation flag. (See Appendix G for definitions of flags.)
ELMATEXP	09	N	354	Operating expenditures for electronic (digital) materials (including e-books, e-serials, government documents, databases, electronic files, reference tools, scores, maps, or pictures, including materials digitized by the library)
F_ELMATX	04	A	†	ELMATEXP imputation flag. (See Appendix G for definitions of flags.)
OTHMATEX	09	N	355	Operating expenditures for other library materials (microform, audio, video, DVD, and new formats)
F_OTMATX	04	A	†	OTHMATEX imputation flag. (See Appendix G for definitions of flags.)
TOTEXPCO	11	N	356	Total expenditures on library collection (i.e., sum of PRMATEXP, ELMATEXP, and OTHMATEX)
F_TOCOLX	04	A	†	TOTEXPCO imputation flag. (See Appendix G for definitions of flags.)

Variable name	Field length	Data type	Survey item	Description
				<b>Other operating expenditures</b>
OTHOPEXP	11	N	357	Other operating expenditures (i.e., operating expenditures not included in STAFFEXP and TOTEXPCO)
F_OTHOPX	04	A	†	OTHOPEXP imputation flag. (See Appendix G for definitions of flags.)
TOTOPEXP	12	N	358	Total operating expenditures (i.e., sum of STAFFEXP, TOTEXPCO, and OTHOPEXP)
F_TOTOPX	04	A	†	TOTOPEXP imputation flag. (See Appendix G for definitions of flags.)
				<b>CAPITAL REVENUE</b>
LCAP_REV	10	N	400	Local government capital revenue -1-Missing
F_LCAPRV	04	A	†	LCAP_REV imputation flag. (See Appendix G for definitions of flags.)
SCAP_REV	10	N	401	State government capital revenue -1-Missing
F_SCAPRV	04	A	†	SCAP_REV imputation flag. (See Appendix G for definitions of flags.)
FCAP_REV	10	N	402	Federal government capital revenue -1-Missing
F_FCAPRV	04	A	†	FCAP_REV imputation flag. (See Appendix G for definitions of flags.)
OCAP_REV	10	N	403	Other capital revenue (i.e., capital revenue not included in LCAP_REV, SCAP_REV, and FCAP_REV) -1-Missing
F_OCAPRV	04	A	†	OCAP_REV imputation flag. (See Appendix G for definitions of flags.)
CAP_REV	11	N	404	Total capital revenue (i.e., sum of LCAP_REV, SCAP_REV, FCAP_REV, and OCAP_REV) -1-Missing
F_TCAPRV	04	A	†	CAP_REV imputation flag. (See Appendix G for imputation flags.)



Variable name	Field length	Data type	Survey item	Description
<b>CAPITAL EXPENDITURES</b>				
CAPITAL	11	N	405	Total capital expenditures -1-Missing
F_TCAPX	04	A	†	CAPITAL imputation flag. (See Appendix G for definitions of flags.)
<b>LIBRARY COLLECTION</b>				
BKVOL	11	N	450	Print materials (including books and government documents)
F_BKVOL	04	A	†	BKVOL imputation flag. (See Appendix G for definitions of flags.)
EBOOK	09	N	451	Electronic books (E-books) (digital documents, including non-serial government documents in digital format) -1-Missing
F_EBOOK	04	A	†	EBOOK imputation flag. (See Appendix G for definitions of flags.)
AUDIO_PH	11	N	452	Audio - physical units (including records, audiocassettes, audio cartridges, audio discs—including audio-CD-ROMS, audio reels, talking books, and other sound recordings)
F_AUD_PH	04	A	†	AUDIO_PH imputation flag. (See Appendix G for definitions of flags.)
AUDIO_DL	11	N	453	Audio - downloadable units -1-Missing
F_AUD_DL	04	A	†	AUDIO_DL imputation flag. (See Appendix G for definitions of flags.)
VIDEO_PH	11	N	454	Video - physical units (including video tapes, DVDs, video CD-ROMs, etc.)
F_VID_PH	04	A	†	VIDEO_PH imputation flag. (See Appendix G for definitions of flags.)
VIDEO_DL	11	N	455	Video - downloadable units -1-Missing
F_VID_DL	04	A	†	VIDEO_DL imputation flag. (See Appendix G for definitions of flags.)
<b>ELECTRONIC COLLECTIONS</b>				
EC_LO_OT	09	N	456	Local/Other electronic collections -1-Missing

Variable name	Field length	Data type	Survey item	Description
F_EC_L_O	04	A	†	EC_LO_OT imputation flag. (See Appendix G for definitions of flags.)
EC_ST	09	N	457	State electronic collections -1-Missing
F_EC_ST	04	A	†	EC_ST imputation flag. (See Appendix G for definitions of flags.)
ELECCOLL	09	N	458	Total electronic collection -1-Missing
F_ELECOL	04	A	†	ELECCOLL imputation flag. (See Appendix G for definitions of flags.)
<b>PUBLIC SERVICE HOURS</b>				
HRS_OPEN	11	N	500	Total annual public service hours for all service outlets
F_HRS_OP	04	A	†	HRS_OPEN imputation flag. (See Appendix G for definitions of flags.)
<b>LIBRARY SERVICES</b>				
VISITS	11	N	501	Total annual library visits -1-Missing
F_VISITS	04	A	†	VISITS imputation flag. (See Appendix G for definitions of flags.)
REFERENC	11	N	502	Total annual reference transactions -1-Missing
F_REFER	04	A	†	REFERENC imputation flag. (See Appendix G for definitions of flags.)
REGBOR	11	N	503	Registered Users -1-Missing
F_REGBOR	04	A	†	F_REGBOR imputation flag. (See Appendix G for definitions of flags.)
<b>CIRCULATION</b>				
TOTCIR	11	N	550	Total annual circulation transactions
F_TOTCIR	04	A	†	TOTCIR imputation flag. (See Appendix G for definitions of flags.)
KIDCIRCL	09	N	551	Total annual circulation (including renewals) of all children's materials in all formats to all users

Variable name	Field length	Data type	Survey item	Description
F_KIDCIR	04	A	†	KIDCIRCL imputation flag. (See Appendix G for definitions of flags.)
ELMATCIR	09	N	552	Total annual circulation of all electronic materials.
F_EMTCIR	04	A	†	ELMATCIR imputation flag. (See Appendix G for definitions of flags.)
PHYSCIR	09	N	553	Physical item circulation – The total annual circulation of all physical library materials of all types, including renewals. -1–Missing
F_PHYSCR	04	A	†	PHYSCIR imputation flag. (See Appendix G for definitions of flags.)
ELINFO	09	N	554	Successful retrieval of electronic information – The number of full-content units or descriptive records examined, downloaded, or otherwise supplied to user, from online library resources that require user authentication but do not have a circulation period. -1–Missing
F_ELINFO	04	A	†	ELINFO imputation flag. (See Appendix G for definitions of flags.)
ELCONT	09	N	555	Electronic content use – The total annual count of the circulation of electronic materials and the successful retrieval of electronic information -1–Missing
F_ELCONT	04	A	†	ELCONT imputation flag. (See Appendix G for definitions of flags.)
TOTCOLL	09	N	556	Total annual count of physical item circulation, circulation of electronic material and successful retrieval of electronic information
F_TOTCOL	04	A	†	TOTCOLL imputation flag. (See Appendix G for definitions of flags.)
<b>INTER-LIBRARY LOANS</b>				
LOANTO	08	N	575	Total annual loans provided to other libraries -1–Missing
F_LOANTO	04	A	†	LOANTO imputation flag. (See Appendix G for definitions of flags.)
LOANFM	08	N	576	Total annual loans received from other libraries -1–Missing
F_LOANFM	04	A	†	LOANFM imputation flag. (See Appendix G for definitions of flags.)

Variable name	Field length	Data type	Survey item	Description
<b>LIBRARY PROGRAMS</b>				
TOTPRO	09	N	600	Total library programs
F_TOTPRO	04	A	†	TOTPRO imputation flag. (See Appendix G for definitions of flags.)
KIDPRO	09	N	601	Total children's programs
F_KIDPRO	04	A	†	KIDPRO imputation flag. (See Appendix G for definitions of flags.)
YAPRO	09	N	602	Total young adult programs
F_YAPRO	04	A	†	YAPRO imputation flag. (See Appendix G for definitions of flags.)
TOTATTEN	09	N	603	Total audience at all library programs
F_TOTATT	04	A	†	TOTATTEN imputation flag. (See Appendix G for definitions of flags.)
KIDATTEN	09	N	604	Total audience at all children's programs
F_KIDATT	04	A	†	KIDATTEN imputation flag. (See Appendix G for definitions of flags.)
YAATTEN	09	N	605	Total audience at all young adult programs
F_YAATT	04	A	†	YAATTEN imputation flag. (See Appendix G for definitions of flags.)
<b>OTHER ELECTRONIC INFORMATION</b>				
GPTERMS	06	N	650	Internet computers used by general public
F_GPTERM	04	A	†	GPTERMS imputation flag. (See Appendix G for definitions of flags.)
PITUSR	09	N	651	Uses of public Internet computers per year -1-Missing
F_PITUSR	04	A	†	PITUSR imputation flag. (See Appendix G for definitions of flags.)
WIFISESS	10	N	652	Total annual wireless sessions provided by the library wireless service -1-Missing
F_WIFISS	04	A	†	WIFISESS imputation flag. (See Appendix G for definitions of flags.)

Variable name	Field length	Data type	Survey item	Description
WEBVISIT	10	N	653	Total visits (sessions) to library website -1-Missing
				<b>OTHER</b>
STARTDAT	07	A	100	Reporting period starting date, in mm/yyyy format (e.g., 07/2019).
ENDDATE	07	A	101	Reporting period ending date, in mm/yyyy format (e.g., 06/2020).
INCITSST	02	A	†	Two-digit International Committee for Information Technology Standards State Code (INCITS 38) assigned based on the physical location of the administrative entity headquarters. (See Appendix D for list of State Codes.)
YR_SUB	04	A	†	FSCS submission year of public library data in 4-digit format (YYYY)
OBereg	02	A	†	Bureau of Economic Analysis Code (formerly, Office of Business Economics) 01-New England (CT ME MA NH RI VT) 02-Mid East (DE DC MD NJ NY PA) 03-Great Lakes (IL IN MI OH WI) 04-Plains (IA KS MN MO NE ND SC) 05-Southeast (AL AR FL GA KY LA MS NC SC TN VA WV) 06-Southwest (AZ NM OK TX) 07-Rocky Mountains (CO ID MT UT WY) 08-Far West (AK CA HI NV OR WA) 09-Outlying Areas (AS GU MP PR VI)
N	Numeric field.			
A	Alpha character field.			
†	Not applicable.			

## Appendix C: Record Layout for Public Library Outlet Data File, FY 2020 (pls\_outlet\_pud20i)

Variable name	Field length	Data type	Survey item	Description
<b>Data Source: Public Libraries Survey, Fiscal Year 2020</b> <b>Number of records = 17,509 (one record per observation)</b> <b>Number of fields per record = 42</b>				
STABR	02	A	†	Two-letter American National Standards Institute (ANSI) State Code. (See Appendix D for list of State Codes.)
FSCSKEY	06	A	700	Outlet identification code assigned by IMLS. Outlets of an administrative entity have the same FSCSKEY as their administrative entity. The outlet is separately identified by a unique 3-digit suffix called FSCS_SEQ.
FSCS_SEQ	03	A	†	Outlet's unique three-digit suffix to FSCSKEY, assigned by IMLS.
C_FSCS	01	A	203	FSCS Public Library Definition (Public library system meets all criteria in the definition.) Y-Yes N-No
LIBID	20	A	701	Outlet identification code assigned by the state. If the state did not assign a code, IMLS assigns a combination of FSCSKEY and FSCS_SEQ, separated by a dash (e.g., AK0003-002).
LIBNAME	60	A	702	Name of outlet
ADDRESS	35	A	703	Complete street address of outlet
CITY	20	A	704	City or town of outlet
ZIP	05	A	705	Standard five-digit postal zip code for street address of outlet
ZIP4	04	A	†	Four-digit postal zip code extension for street address of outlet M-Missing
CNTY	20	A	707	County in which the outlet is physically located
PHONE	10	A	708	Telephone number of the outlet, in following format: area code/exchange/number (e.g., 7037315072) -3-Closed or temporarily closed outlet -4-Not applicable

Variable name	Field length	Data type	Survey item	Description
C_OUT_TY	02	A	709	Outlet type CE–Central Library BR–Branch Library BS–Bookmobile(s) BM–Books-by-Mail Only
SQ_FEET	08	N	711	Area in square feet of the public library outlet (central library or branch) -1–Missing -3–Closed or temporarily closed outlet -4–Not applicable
F_SQ_FT	04	A	†	SQ_FEET imputation flag. (See Appendix G for definitions of flags.)
L_NUM_BM	02	N	712	Number of bookmobiles in the bookmobile outlet record (i.e., record with C_OUT_TY = BS) -3–Closed or temporarily closed outlet
HOURS	04	N	713	Public Service Hours Per Year (actual hours) -1–Missing -3–Closed or temporarily closed outlet
F_HOURS	04	A	†	HOURS imputation flag. (See Appendix G for definitions of flags.)
WKS_OPEN	02	N	714	Number of Weeks an outlet is open to the public (actual weeks) -1–Missing -3–Closed or temporarily closed outlet
F_WKSOPN	04	A	†	WKS_OPEN imputation flag. (See Appendix G for definitions of flags.)
YR_SUB	04	A	†	FSCS submission year of public library data in 4-digit format (YYYY)
OBereg	02	A	†	Bureau of Economic Analysis Code (formerly, Office of Business Economics) 01–New England (CT ME MA NH RI VT) 02–Mid East (DE DC MD NJ NY PA) 03–Great Lakes (IL IN MI OH WI) 04–Plains (IA KS MN MO NE ND SD) 05–Southeast (AL AR FL GA KY LA MS NC SC TN VA WV) 06–Southwest (AZ NM OK TX) 07–Rocky Mountains (CO ID MT UT WY) 08–Far West (AK CA HI NV OR WA) 09–Outlying Areas (AS GU MP PR VI)

Variable name	Field length	Data type	Survey item	Description
STATSTRU	02	A	†	<p>Structure Change Code</p> <p>00–No change from last year</p> <p>01–Existing administrative entity or outlet absorbs another administrative entity or outlet</p> <p>02–Newly created administrative entity or outlet</p> <p>03–Closed</p> <p>04–Move outlet to a newly created administrative entity</p> <p>05–Merge two or more administrative entities or outlets to form a new administrative entity or outlet</p> <p>06–(reserved)</p> <p>07–(reserved)</p> <p>08–Restored a closed administrative entity or outlet record</p> <p>09–Restored an incorrectly deleted administrative entity or outlet</p> <p>10–Delete an incorrect record</p> <p>11–Outlet moved to a different previously existing administrative entity</p> <p>12–(reserved)</p> <p>13–Add an existing administrative entity or outlet not previously reported</p> <p>22–Future administrative entity FSCS ID Request</p> <p>23–Temporary closure</p> <p>24–Restore/Undo Was a 23 (Reopen a temporary closure)</p> <p>(Note: This code records structure changes to administrative entities and outlets and is included on the Public Library System Data File and the Public Library Outlet File. Structure changes include actions such as adding, deleting, or merging administrative entities or outlets. The full list of codes is provided; however, some codes are specific to one of the data files (e.g., code 11 would appear only on the Public Library Outlet Data File).</p> <p>25–Survey nonrespondent</p>
STATNAME	02	A	702A	<p>Name Change Code</p> <p>00–No change from last year</p> <p>06–Official name change</p> <p>14–Minor name change</p>
STATADDR	02	A	703A	<p>Address Change Code</p> <p>00–No change from last year</p> <p>07–Moved to a new location</p> <p>15–Minor address change</p>
LONGITUD	12	N	†	<p>Longitude of the outlet street address. Formatted –X00.0000000 (X is blank or 1) This field consists of a negative sign, three integers and seven decimal places, with an explicit decimal point.</p>
LATITUDE	10	N	†	<p>Latitude of the outlet street address. Formatted 00.0000000 This field consists of two integers and seven decimal places, with an explicit decimal point.</p>



Variable name	Field length	Data type	Survey item	Description
INCITSST	02	A	†	Two-digit International Committee for Information Technology Standards State Code (INCITS 38) assigned based on the physical location of the outlet. See Appendix D for list of State Codes.
INCITSCO	03	A	†	Three-digit INCITS County Code (INCITS 31) assigned based on the physical location of the outlet
GNISPLAC	05	A	†	Five-digit Geographic Names Information System (GNIS) Feature ID, or reference to named entities, based on physical location of the outlet. Not every address will fall within a Place. M–Missing
CNTYPOP	08	N	†	County Population
LOCALE	02	A	†	Urban-centric locale code. The geographic location in terms of the size of the community in which it is located and the proximity of that community to urban and metropolitan areas. Assigned based on the latitude and longitude of the outlet. 11–City, Large: Territory inside an urbanized area and inside a principal city with population of 250,000 or more. 12–City, Mid-size: Territory inside an urbanized area and inside a principal city with a population less than 250,000 and greater than or equal to 100,000. 13–City, Small: Territory inside an urbanized area and inside a principal city with a population less than 100,000. 21–Suburb, Large: Territory outside a principal city and inside an urbanized area with population of 250,000 or more. 22–Suburb, Mid-size: Territory outside a principal city and inside an urbanized area with a population less than 250,000 and greater than or equal to 100,000. 23–Suburb, Small: Territory outside a principal city and inside an urbanized area with a population less than 100,000. 31–Town, Fringe: Territory inside an urban cluster that is less than or equal to 10 miles from an urbanized area. 32–Town, Distant: Territory inside an urban cluster that is more than 10 miles and less than or equal to 35 miles from an urbanized area. 33–Town, Remote: Territory inside an urban cluster that is more than 35 miles from an urbanized area. 41–Rural, Fringe: Census-defined rural territory that is less than or equal to 5 miles from an urbanized area, as well as rural territory that is less than or equal to 2.5 miles from an urban cluster. 42–Rural, Distant: Census-defined rural territory that is more than 5 miles but less than or equal to 25 miles from an urbanized area, as well as rural territory that is more than 2.5 miles but less than or equal to 10 miles from an urban cluster.

Variable name	Field length	Data type	Survey item	Description
				43-Rural, Remote: Census-defined rural territory that is more than 25 miles from an urbanized area and is also more than 10 miles from an urban cluster. M-Missing
CENTRACT	07	N	†	Census Tract code. 7 character - Formatted 0000.XX (XX=blank or numeric) A small, relatively permanent statistical subdivision of a county or statistically equivalent entity delineated by local participants as part of the Census Bureau's Participant Statistical Areas Program. This field consists of four integers and two decimals, with an explicit decimal point.
CENBLOCK	04	N	†	Census Block code. 4 character - An area bounded on all sides by visible features, such as streets, roads, streams, and railroads tracks, and by invisible boundaries, such as city, town, township, and county limits, property lines, and short, imaginary extensions of streets and roads (designated by the Census Bureau).
CDCODE	04	A	†	Congressional District. ANSI code based on the location of the administrative entity/outlet. Legislatively defined subdivisions of the state for the purpose of electing representatives to the House of Representatives of the U.S. Congress.
CBSA	05	N	†	Core based statistical area. Core based statistical areas (CBSAs) and Principal cities of Metropolitan and Micropolitan Statistical Areas (MSAs) <sup>1</sup> -4-Not applicable
MICROF	01	A	†	Metropolitan and Micropolitan Statistical Area flag N-Not applicable 0-Metropolitan area 1-Micropolitan area
GEOSTATUS	01	A	†	Geocoding Match Status of Address. E - Matched. The address is matched to exactly one location. U - Unmatched. The address is not matched. T - Tied. The address has more than one candidate with the same best match score but at different locations.
GEOSCORE	03	N	†	Geocoding Match Score. A number from 0-100 indicating the accuracy of the address match. A score of 100 represents a perfect match, while lower scores represent decreasing match accuracy.

Variable name	Field length	Data type	Survey item	Description
GEOMTYPE	22	A	†	Type of location that matched the geocoded address. SUBADDRESS—A street address based on point locations that represent house and building subaddress locations. Typically, this is the most spatially accurate match. POINTADDRESS—A street address based on point locations that represent house and building locations. STREETADDRESS—A street address that differs from PointAddress because the address number is interpolated from the range of address numbers for a given street segment. STREETINT—A street address consisting of a street intersection along with city and optional state and postal code information. STREETADDRESSEXT—An interpolated street address match that is returned when the input address number exceeds the address number range for the matched street segment. DISTANCEMARKER—A street address that represents the linear distance along a street, typically in kilometers or miles, from a designated origin location. STREETNAME—Similar to a street address but without the address number. LOCALITY— A place name representing a populated place such as a city or neighborhood. POSTALLOC—A combination of postal (ZIP) code and city name. POSTAL—Postal (ZIP) code. Reference data is postal code points. POI—Points of interest, for example, administrative placenames, businesses, landmarks, and geographic features.
C19WKSCL	02	N	715	Number of Weeks an Outlet Closed Due to COVID-19 -1-Missing -3-Closed or temporarily closed outlet
C19WKSLO	02	N	716	Number of Weeks an Outlet Had Limited Occupancy Due to COVID-19 -1-Missing -3-Closed or temporarily closed outlet

N Numeric field.  
A Alpha character field.  
† Not applicable.

<sup>1</sup> [www.census.gov/programs-surveys/metro-micro.html](http://www.census.gov/programs-surveys/metro-micro.html)

## Appendix D: ANSI State Codes

ANSI 2-Letter State Code	State	ANSI 2-Digit State Code <sup>1</sup>
AL	Alabama	01
AK	Alaska	02
AZ	Arizona	04
AR	Arkansas	05
CA	California	06
CO	Colorado	08
CT	Connecticut	09
DE	Delaware	10
DC	District of Columbia	11
FL	Florida	12
GA	Georgia	13
HI	Hawaii	15
ID	Idaho	16
IL	Illinois	17
IN	Indiana	18
IA	Iowa	19
KS	Kansas	20
KY	Kentucky	21
LA	Louisiana	22
ME	Maine	23
MD	Maryland	24
MA	Massachusetts	25
MI	Michigan	26
MN	Minnesota	27
MS	Mississippi	28
MO	Missouri	29
MT	Montana	30
NE	Nebraska	31
NV	Nevada	32
NH	New Hampshire	33
NJ	New Jersey	34
NM	New Mexico	35
NY	New York	36
NC	North Carolina	37
ND	North Dakota	38

<sup>1</sup> American National Standards Institute (ANSI) codes are a standardized set of numeric or alphabetic codes issued by ANSI to ensure uniform identification of geographic entities through all federal government agencies.

<b>ANSI 2-Letter State Code</b>	<b>State</b>	<b>ANSI 2-Digit State Code<sup>1</sup></b>
OH	Ohio	39
OK	Oklahoma	40
OR	Oregon	41
PA	Pennsylvania	42
RI	Rhode Island	44
SC	South Carolina	45
SD	South Dakota	46
TN	Tennessee	47
TX	Texas	48
UT	Utah	49
VT	Vermont	50
VA	Virginia	51
WA	Washington	53
WV	West Virginia	54
WI	Wisconsin	55
WY	Wyoming	56

**Outlying Areas:**

<b>ANSI 2-Letter Code</b>	<b>Outlying Area</b>	<b>ANSI 2-Digit Code<sup>1</sup></b>
AS	American Samoa	60
GU	Guam	66
MP	Northern Mariana Islands	69
PR	Puerto Rico	72
VI	U.S. Virgin Islands	78

<sup>1</sup> American National Standards Institute (ANSI) codes are a standardized set of numeric or alphabetic codes issued by ANSI to ensure uniform identification of geographic entities through all federal government agencies.

## Appendix E: Libraries with No Central Outlet

Obs	FSCS ID#	Library Name	Total	Central Outlets	Branches	Bookmobiles
1	AL0123	Marshall County Cooperative Library	1	0	0	1
2	AZ0001	Apache County Library District Office	7	0	7	0
3	AZ0042	Mohave County Library District	12	0	10	2
4	AZ0067	Yavapai County Free Library District	15	0	15	0
5	AZ0177	La Paz County Services	2	0	2	0
6	AZ0181	Hopi Public Library	2	0	0	2
7	CA0001	Alameda County Library	11	0	10	1
8	CA0017	Butte County Library	6	0	6	0
9	CA0028	Contra Costa County Library	26	0	26	0
10	CA0047	Imperial County Library	4	0	4	0
11	CA0062	La County Library	87	0	84	3
12	CA0065	Marin County Free Library	11	0	10	1
13	CA0071	Mono County Free Library	7	0	7	0
14	CA0073	Monterey County Free Libraries	19	0	16	3
15	CA0084	Orange County Public Libraries	32	0	32	0
16	CA0091	Palo Alto City Library	5	0	5	0
17	CA0109	San Bernardino County Library	32	0	32	0
18	CA0112	San Diego County Library	35	0	33	2
19	CA0120	San Mateo County Libraries	13	0	12	1
20	CA0126	Santa Clara County Library	10	0	8	2
21	CA0136	Solano County Library	9	0	9	0
22	CA0152	Ventura County Library	14	0	13	1
23	CA0157	Yolo County Library	7	0	7	0
24	CA0194	Rancho Cucamonga Public Library	2	0	2	0
25	CA0199	Riverside County Library System	37	0	35	2
26	CA0210	Santa Clarita Public Library	3	0	3	0
27	CO0001	Rangeview Library District	8	0	7	1

Obs	FSCS ID#	Library Name	Total	Central Outlets	Branches	Bookmobiles
28	C00005	Arapahoe Library District	10	0	8	2
29	C00037	Douglas County Libraries	7	0	7	0
30	C00039	Eagle Valley Library District	3	0	3	0
31	C00040	Elbert County Library District	4	0	4	0
32	C00046	Poudre River Public Library District	3	0	3	0
33	C00049	Garfield County Public Library District	6	0	6	0
34	C00051	Grand County Library District	5	0	5	0
35	C00060	Jefferson County Public Library	11	0	10	1
36	C00071	Lincoln County Bookmobile	1	0	0	1
37	C00094	Park County Public Library	4	0	4	0
38	C00103	South Routt Library District	2	0	2	0
39	C00108	Northern Saguache County Library District	2	0	2	0
40	C00143	Clear Creek County Library District	3	0	3	0
41	C00144	Delta County Public Library District	5	0	5	0
42	C00145	High Plains Library District	16	0	14	2
43	C00147	Southwest La Plata Library District	2	0	2	0
44	DE0030	Sussex County Dept. Of Libraries	4	0	3	1
45	DE0046	Department Of Community Services	10	0	10	0
46	FL0004	Northwest Regional Library System	7	0	7	0
47	FL0018	Citrus County Library System	5	0	5	0
48	FL0035	Hillsborough County Public Library Cooperative	31	0	29	2
49	FL0039	Lake County Library System	15	0	15	0
50	FL0042	Lee County Library System	15	0	14	1
51	FL0056	Boca Raton Public Library	2	0	2	0
52	FL0065	Pasco County Public Library Cooperative	8	0	8	0
53	FL0091	St. Johns County Public Library System	9	0	6	3
54	FL0092	St. Lucie County Library System	7	0	7	0
55	FL0093	Sarasota County Public Libraries	10	0	10	0
56	FL0099	Volusia County Public Library	14	0	14	0
57	FL0127	Pinellas Public Library Cooperative	26	0	25	1

Obs	FSCS ID#	Library Name	Total	Central Outlets	Branches	Bookmobiles
58	FL0135	Wilderness Coast Public Libraries	4	0	4	0
59	FL0136	Panhandle Public Library Cooperative System	10	0	10	0
60	FL0146	Sumter County Library System	5	0	5	0
61	FL0147	Three Rivers Regional Library System	7	0	6	1
62	FL0149	New River Public Library Cooperative	6	0	3	3
63	FL0150	Heartland Library Cooperative	7	0	7	0
64	FL0255	Santa Rosa County Library System	6	0	6	0
65	FL0259	Pal Public Library Cooperative	25	0	23	2
66	FL8001	Polk County Library Cooperative	18	0	17	1
67	FL8003	Okaloosa County Public Library Cooperative	6	0	6	0
68	GA0022	Fulton County Library System	27	0	27	0
69	GA0029	Houston County Public Library	3	0	3	0
70	ID0006	Ada County District	4	0	4	0
71	ID0062	Jefferson County District	3	0	3	0
72	ID0112	Benewah District	2	0	2	0
73	ID0120	Community Library Network	10	0	7	3
74	IN0207	Johnson County Public Library	5	0	5	0
75	KS0133	Kansas City, Kansas Public Library	8	0	5	3
76	MD0002	Anne Arundel County Public Library	16	0	16	0
77	MD0004	Baltimore County Public Library	23	0	19	4
78	MD0007	Carroll County Public Library	10	0	7	3
79	MD0009	Charles County Public Library	5	0	4	1
80	MD0013	Harford County Public Library	13	0	11	2
81	MD0014	Howard County Library System	6	0	6	0
82	MD0016	Montgomery County Public Libraries	21	0	21	0
83	MD0017	Prince George`S County Memorial Library Syste	18	0	18	0
84	MD0019	St. Mary`S County Library	3	0	3	0
85	MD0024	Worcester County Library	5	0	5	0
86	MI0171	Iosco-Arenac District Library	8	0	8	0
87	MI0182	Kent District Library	20	0	19	1



Obs	FSCS ID#	Library Name	Total	Central Outlets	Branches	Bookmobiles
88	MI0310	Community District Library	7	0	7	0
89	MN0001	Arrowhead Library System	1	0	0	1
90	MN0038	Carver County Library System	7	0	7	0
91	MN0039	Dakota County Library	9	0	9	0
92	MN0045	Scott County Library	9	0	8	1
93	MN0046	Washington County Library	7	0	7	0
94	MN0109	Viking Library System	2	0	0	2
95	MN0145	Kitchigami Regional Library	10	0	9	1
96	MN9030	Sibley County Library	5	0	5	0
97	MO0004	Mid-Continent Public Library	33	0	33	0
98	MO0035	Saint Charles City-County Library District	11	0	11	0
99	MO0039	Boonslick Regional Library	4	0	4	0
100	MO0040	Cass County Public Library	8	0	7	1
101	MO0045	Trails Regional Library	8	0	8	0
102	MO0059	Northeast Missouri Library Service	4	0	4	0
103	MO0137	Reynolds County Library District	5	0	5	0
104	MO0147	Jefferson County Library District	3	0	3	0
105	MO0164	Oregon County Library District	5	0	5	0
106	MO0174	Heartland Regional Library System	4	0	4	0
107	MO0199	Pulaski County Library	3	0	3	0
108	NC0002	Appalachian Regional Library	5	0	5	0
109	NC0003	Avery-Mitchell-Yancey Regional Library	5	0	4	1
110	NC0006	Craven-Pamlico-Carteret Regional Library	10	0	10	0
111	NC0008	Fontana Regional Library	6	0	6	0
112	NC0011	Nantahala Regional Library	5	0	4	1
113	NC0013	Northwestern Regional Library	14	0	13	1
114	NC0014	Pettigrew Regional Library	4	0	4	0
115	NC0015	Sandhill Regional Library System	17	0	15	2
116	NC0018	Brunswick County Library	5	0	5	0
117	NC0054	Rockingham County Public Library	5	0	4	1

Obs	FSCS ID#	Library Name	Total	Central Outlets	Branches	Bookmobiles
118	NC0063	Wake County Public Libraries	23	0	23	0
119	NV0008	Las Vegas-Clark County Library District	25	0	25	0
120	NV0027	Esmeralda County Libraries	3	0	3	0
121	NY0041	Seneca Nation Library	2	0	2	0
122	OH0018	Clermont County Public Library	10	0	10	0
123	OH0046	Geauga County Public Library	8	0	6	2
124	OH0052	Cuyahoga County Public Library	27	0	27	0
125	OH0053	Cleveland Heights-University Heights Pl	4	0	4	0
126	OH0075	Preble County District Library	9	0	9	0
127	OH0089	Portage County District Library	5	0	5	0
128	OH0099	Southwest Public Libraries	2	0	2	0
129	OH0100	Lane Public Library	5	0	3	2
130	OH0129	Adams County Public Library	4	0	4	0
131	OH0242	Willoughby-Eastlake Public Library	4	0	4	0
132	OH0246	Worthington Public Library	3	0	3	0
133	OH0247	Greene County Public Library	8	0	7	1
134	OR0091	Deschutes Public Library District	6	0	6	0
135	OR0115	Coos County Library Service District	0	0	0	0
136	OR0117	Washington County Cooperative Library Services	0	0	0	0
137	PA0222	Dauphin County Library System	8	0	8	0
138	PA0529	Butler Sys Admin Unit	1	0	1	0
139	PA0532	Allegheny Sys Admin Unit	3	0	0	3
140	PA0534	Lancaster Sys Admin Unit	1	0	0	1
141	RI0053	Providence Community Library	10	0	9	1
142	TX0024	Brazoria County Library System	13	0	13	0
143	TX0101	Harris County Public Library	28	0	28	0
144	TX0109	Irving Public Library	4	0	4	0
145	UT0022	Emery County Library	8	0	8	0
146	UT0028	Juab County Bookmobile Library	1	0	0	1
147	UT0030	Kane County Bookmobile Library	1	0	0	1

Obs	FSCS ID#	Library Name	Total	Central Outlets	Branches	Bookmobiles
148	UT0032	Millard County Bookmobile Library	1	0	0	1
149	UT0036	Piute County Bookmobile Library	1	0	0	1
150	UT0043	Sevier County Bookmobile Library	1	0	0	1
151	UT0049	Salt Lake County Library	19	0	19	0
152	UT0050	San Juan County Library	7	0	7	0
153	UT8005	Garfield County Bookmobile Library	1	0	0	1
154	VA0014	Central Rappahannock Regional Library	12	0	12	0
155	VA0026	Fairfax County Public Library	23	0	23	0
156	VA0036	Henrico County Public Library	11	0	10	1
157	VA0044	Loudoun County Public Library	11	0	10	1
158	VA0051	Montgomery-Floyd Regional Library	4	0	4	0
159	VA0053	Newport News Public Library System	4	0	4	0
160	VA0057	Pamunkey Regional Library	10	0	10	0
161	VA0064	Prince William Public Library System	11	0	11	0
162	VA0087	Wythe-Grayson Regional Library	6	0	5	1
163	VA0091	Central Virginia Regional Library	2	0	2	0
164	VA8002	Mecklenburg County Public Library	4	0	4	0
165	VI0002	Virgin Islands Division Of Libraries, Archives And Museums	8	0	5	3
166	VT0220	Franklin-Grand Isle Bookmobile	1	0	0	1
167	WA0047	Walla Walla County Rural Library District	6	0	6	0
168	WA0057	Whatcom County Library System	12	0	11	1
169	WA0058	Fort Vancouver Regional Library District	17	0	15	2
170	WA0059	King County Library System	65	0	49	16
171	WA0061	Mid-Columbia Libraries	13	0	12	1
172	WA0065	Sno-Isle Libraries	24	0	23	1
173	WA0066	Spokane County Library District	11	0	11	0
174	WA0069	Timberland Regional Library	27	0	27	0
175	WI0153	Kimberly--Little Chute Public Library	2	0	2	0
176	WI0390	La Crosse County Library	5	0	5	0
<b>Total</b>			<b>1,720</b>	<b>0</b>	<b>1,602</b>	<b>118</b>



## Appendix F: Survey Questionnaire

State Characteristics			
Item No.	Item	Current Year	Prior Year
100	Reporting Period Start Date (MM/YYYY)		
101	Reporting Period End Date (MM/YYYY)		
102	State Total Population Estimate		
103	Total Unduplicated Population of Legal Service Areas		

Administrative Entity – Name/Addresses			
Item No.	Item	Current Year	Prior Year
150	FSCS ID		
150a	Structure Status		
151	LIB ID		
152	Name		
152a	Name Status		
	<b>Street Address</b>		
153	Street Address		
153a	Address Status		
154	City (of street address)		
155	ZIP Code (of street address)		
	<b>Mailing Address</b>		
157	Mailing Address		
158	City (of mailing address)		
159	ZIP Code (of mailing address)		

Administrative Entity – Other Identification			
Item No.	Item	Current Year	Prior Year
161	County of the Entity		
162	Phone		
200	Interlibrary Relationship Code	▽	
201	Legal Basis Code	▽	
202	Administrative Structure Code	▽	
203	FSCS Public Library Definition	▽	
204	Geographic Code	▽	
205	Legal Service Area Boundary Change	▽	

206	Reporting Period Starting Date		
207	Reporting Period Ending Date		

<b>Administrative Entity – Population/Outlets/Staff</b>			
Item No.	Item	Current Year	Prior Year
208	Population of the Legal Service Area		
	<b>Service Outlets</b>		
209	Number of Central Libraries		
210	Number of Branch Libraries		
211	Number of Bookmobiles		
	<b>Paid Staff (Full-Time Equivalent)</b>		
250	ALA-MLS		
251	Total Librarians		
252	All Other Paid Staff		
253	Total Paid Employees		

<b>Administrative Entity – Operating Revenue</b>			
Item No.	Item	Current Year	Prior Year
300	Local Government Revenue		
301	State Government Revenue		
302	Federal Government Revenue		
303	Other Operating Revenue		
304	Total Operating Revenue		

<b>Administrative Entity – Operating Expenditures</b>			
Item No.	Item	Current Year	Prior Year
	<b>Staff Expenditures</b>		
350	Salaries & Wages Expenditures		
351	Employee Benefits Expenditures		
352	Total Staff Expenditures		
	<b>Collection Expenditures</b>		
353	Print Materials Expenditures		
354	Electronic Materials Expenditures		
355	Other Materials Expenditures		
356	Total Collection Expenditures		
357	Other Operating Expenditures		
358	Total Operating Expenditures		

Administrative Entity – Capital			
Item No.	Item	Current Year	Prior Year
	<b>Capital Revenue</b>		
400	Local Government Capital Revenue		
401	State Government Capital Revenue		
402	Federal Government Capital Revenue		
403	Other Capital Revenue		
404	Total Capital Revenue		
	<b>Capital Expenditures</b>		
405	Total Capital Expenditures		

Administrative Entity – Library Collections			
Item No.	Item	Current Year	Prior Year
450	Print Materials		
451	Electronic Books (E-Books)		
452	Audio - Physical Units		
453	Audio – Downloadable Units		
454	Video - Physical Units		
455	Video – Downloadable Units		
	<b>Electronic Collections</b>		
456	Local/Other Electronic Collections		
457	State Electronic Collections		
458	Total Electronic Collections		

Administrative Entity – Service Measures			
Item No.	Item	Current Year	Prior Year
500	Public Service Hours Per Year		
501	Library Visits		
501a	Library Visits Reporting Method		
502	Reference Transactions		
502a	Reference Transactions Reporting Method		
503	Number of Registered Users		
	<b>COVID-19</b>		
510	Closed Outlets Due to COVID-19		
511	Public Services During to COVID-19		
512	Electronic Materials Added Due to COVID-19		
513	Electronic Library Cards Issued Before COVID-19		

514	Electronic Library Cards Issued During COVID-19		
515	Reference Service During COVID-19		
516	Outside Service During COVID-19		
517	Live Virtual Programs During COVID-19		
518	Recordings of Program Content During COVID-19		
519	External WiFi Access Before COVID-19		
520	External WiFi Access Added During COVID-19		
521	External WiFi Access Increased During COVID-19		
522	Staff Re-Assigned During COVID-19		
	<b>Collection Use</b>		
550	Total Circulation of Materials		
551	Circulation of Children's Materials		
552	Use of Electronic Materials		
553	Physical Item Circulation		
554	Successful Retrieval of Electronic Information		
555	Electronic Content Use		
556	Total Collection Use		
	<b>Inter-Library Loans</b>		
575	Inter-Library Loans Provided to		
576	Inter-Library Loans Received From		

Administrative Entity – Programs/Other Electronic			
Item No.	Item	Current Year	Prior Year
	<b>Library Programs</b>		
600	Total Number of Library Programs		
601	Number of Children's Programs		
602	Number of Young Adult Programs		
603	Total Attendance at Library Programs		
604	Children's Program Attendance		
605	Young Adult Program Attendance		
	<b>Other Electronic Information</b>		
650	Number of Internet Computers Used by General Public		
651	Number of Uses (Sessions) of Public Internet Computers Per Year		
652	Wireless Sessions		
653	Website Visits		



Associated Outlets			
Item No.	Item	Current Year	Prior Year
700	FSCS ID and SEQ (Automatic Display)		
700a	Structure Status		
701	LIB ID (Optional)		
702	Name		
702a	Name Status		
703	Street Address		
703a	Address Status		
704	City		
705	ZIP Code		
707	County of the Outlet		
708	Phone		
709	Outlet Type Code		
711	Square Footage of Outlet		
712	Number of Bookmobiles in the Bookmobile Outlet Record		
713	Public Service Hours Per Year (actual hours)		
714	Number of Weeks Open (actual weeks)		

## State Characteristics Data Element Definitions

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

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

## Administrative Entity Data Element Definitions

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

#	<u>Data Element Name</u>	<u>Data Element Definition</u>
150	FSCS ID (Automatic Display)	This is the identification code assigned by PLS Web Portal to the administrative entity.
150a	Structure Status	This is the Structure Change Code to record actions such as adding, deleting, or merging.
151	LIB ID	This is the state-assigned identification code for the administrative entity.
152	Name	This is the legal name of the administrative entity.  Note: Provide the name of the public library. Do not use acronyms. Do not abbreviate the name unless it exceeds the PLS Web Portal field length of 60 characters. Avoid abbreviations at the beginning of the name and do not punctuate abbreviations. (See Standard Abbreviations for PLS Web Portal in Appendix G.)
152a	Name Status	This is the Name Change Code to identify whether the change is an official name change.
<b>Street Address</b>		
153	Street Address	This is the complete street address of the administrative entity.  Note: Do not report a post office box or general delivery.
153a	Address Status	This is the Address Change Code to identify whether the address change is an actual location change.
154	City (of street address)	This is the city or town in which the administrative entity is located.
155	ZIP Code (of street address)	This is the standard five-digit postal zip code for the street address of the administrative entity.
<b>Mailing Address</b>		
157	Mailing Address	This is the mailing address of the administrative entity.
158	City (of mailing address)	This is the city or town of the mailing address for the administrative entity.
159	ZIP Code (of mailing address)	This is the standard five-digit postal ZIP code for the mailing address of the administrative entity.
161	County of the Entity	This is the county in which the headquarters of the administrative entity is physically located.

#	<u>Data Element Name</u>	<u>Data Element Definition</u>
162	Phone	<p>This is the telephone number of the administrative entity, including area code.</p> <p>Note: Report telephone number without spacing or punctuation. If the Administrative Entity has no phone, enter “-3” (for Not Applicable).</p>
200	Interlibrary Relationship Code	<p>Select one of the following:</p> <p>HQ—Headquarters of a Federation or Cooperative. The library or entity that provides the physical space and staff who manage, coordinate, or administer the programs of the federation or cooperative.</p> <p>Note: Agencies that serve other libraries rather than the public should not be reported to FSCS.</p> <p>ME—Member of a Federation or Cooperative. An autonomous library joined by formal or informal agreement(s) with (a) other autonomous libraries in the same state to perform various services cooperatively, such as resource sharing, communications, etc., and (b) libraries that are part of national, multi-state or statewide library federations or cooperatives. (Do not include OCLC.) Do not include multiple-outlet administrative entities (e.g., libraries with branches and that have the word "system" in their legal name) if the entity does not have an agreement with another autonomous library.</p> <p>NO—Not a Member of a Federation or Cooperative.</p>
201	Legal Basis Code	<p>The legal basis is the type of local government structure within which the entity functions. It reflects the state or local law, which authorizes the library.</p> <p>Select one of the following:</p> <p>CC—City/County. A multi-jurisdictional entity that is operated jointly by a county and a city.</p> <p>CI—Municipal Government (city, town or village). A municipal government is an organized local government authorized in a state’s constitution and statutes and established to provide general government for a specific concentration of population in a defined area.</p> <p>CO—County/Parish. An organized local government authorized in a state’s constitution and statutes and established to provide general government.</p> <p>LD—Library District. A library district is a local entity other than a county, municipality, township, or school district that is authorized by state law to establish and operate a public library as defined by FSCS. It has sufficient administrative and fiscal autonomy to qualify as a separate government. Fiscal autonomy requires support from local taxation dedicated to library purposes (e.g., a library tax).</p> <p>MJ—Multi-jurisdictional. An entity operated jointly by two or more units of local government under an intergovernmental agreement which creates a jointly appointed board or similar means of joint governance; to be distinguished from a library which contracts to serve other jurisdictions and from special library districts.</p> <p>Note: Please put city/county combinations under ‘CC’, rather than under Multi-jurisdictional.</p>

#	<u>Data Element Name</u>	<u>Data Element Definition</u>
		<p>NL—Native American Tribal Government. An organized local government authorized and established to provide general government to residents of a Native American reservation.</p> <p>Note: Include native Alaskan villages in this category.</p> <p>NP—Non-profit Association or Agency. An entity privately controlled but meeting the statutory definition of a public library in a given state; includes association libraries and libraries with 501(c) designation.</p> <p>SD—School District. An organized local entity providing public elementary, secondary, and/or higher education which, under state law, has sufficient administrative and fiscal autonomy to qualify as a separate government. Excludes "dependent public school systems" of county, municipal, township, or state governments.</p> <p>OT—Other.</p>
202	Administrative Structure Code	<p>This code identifies an autonomous library entity (administrative entity) that has its own governance and funding.</p> <p>An administrative entity is the agency that is legally established under local or state law to provide public library service to the population of a local jurisdiction. The administrative entity may have a single outlet, or it may have more than one outlet.</p> <p>Select one of the following:</p> <p>MA—Administrative Entity with Multiple Direct Service Outlets where Administrative Offices are separate. An administrative entity that serves the public directly with two or more service outlets, including some combination of one central library, branch(es), bookmobile(s), and/or books-by-mail only. The administrative offices are separate from the direct service outlets and do not provide direct library services.</p> <p>MO—Administrative Entity with Multiple Direct Service Outlets where Administrative Offices are Not Separate. An administrative entity that serves the public directly with two or more service outlets, including some combination of one central library, branch(es), bookmobile(s), and/or books-by-mail only.</p> <p>SO—Administrative Entity with a Single Direct Service Outlet. An administrative entity that serves the public directly with one central library, books-by-mail only, or one bookmobile.</p>
203	FSCS Public Library Definition	<p>Answer &lt;Y&gt;es or &lt;N&gt;o to the following question: <i>“Does this public library meet all the criteria of the FSCS public library definition?”</i></p> <p>A public library is an entity that is established under state enabling laws or regulations to serve a community, district, or region, and that provides at least the following:</p> <ol style="list-style-type: none"> <li>1. An organized collection of printed or other library materials, or a combination thereof;</li> <li>2. Paid staff;</li> </ol>

#	<u>Data Element Name</u>	<u>Data Element Definition</u>
		<ol style="list-style-type: none"> <li>3. An established schedule in which services of the staff are available to the public;</li> <li>4. The facilities necessary to support such a collection, staff, and schedule; and</li> <li>5. Is supported in whole or in part with public funds.</li> </ol> <p>Note: If the library meets all of the requirements of this definition, respond with a &lt;Y&gt;es. If the library does not meet one or more of the requirements, respond with a &lt;N&gt;o.</p>
204	Geographic Code	<p>Choose from among the following types of readily available Census geography, one code that either exactly or most nearly describes the geographic area for which the public library has been established to offer services and from which (or on behalf of which) the library derives revenue, plus any areas served under contract for which the library is the primary service provider.</p> <p>Note: The Population of Legal Service Area (data element #208) should be reflected in the geographic code selected. For further clarification of municipal government, county/parish, and school district, refer to definitions under Legal Basis Code (data element #201). For further clarification of metropolitan area, see Metropolitan Status Code “NC—Metropolitan Area, but Not Within Central City Limits” (data element #710—Outlet Data Element Definitions).</p> <p>           C11—Municipal Government (city, town or village) (exactly)            C12—Municipal Government (city, town or village) (most nearly)            CO1—County/Parish (exactly)            CO2—County/Parish (most nearly)            MA1—Metropolitan Area (exactly)            MA2—Metropolitan Area (most nearly)            MC1—Multi-County (exactly)            MC2—Multi-County (most nearly)            SD1—School District (exactly)            SD2—School District (most nearly)            OTH—Other         </p>
205	Legal Service Area Boundary Change	<p>Answer &lt;Y&gt;es or &lt;N&gt;o to the following question: “<i>Did the administrative entity’s legal service area boundaries change since last year?</i>”</p> <p>Note: Changes are likely to result, for example, when a municipality annexes land, when one municipality in a county becomes either an independent city or its own county necessitating its exclusion from the first county’s geography, or when an administrative entity contracts to provide public library service for some additional geographic area other than the geographic area for which it was established (e.g., a municipal library contracts to serve county residents).</p>
206	Reporting Period Starting Date	<p>This is the starting date (month, day, and year) for a 12-month period that applies to the administrative entity’s data being submitted to IMLS.</p> <p>Note: Reporting period means data for the fiscal year that ended in the previous calendar year.</p>

#	<u>Data Element Name</u>	<u>Data Element Definition</u>
207	Reporting Period Ending Date	<p>This is the ending date (month, day, and year) for a 12-month period that applies to the administrative entity's data being submitted to IMLS.</p> <p>Note: Reporting period means data for the fiscal year that ended in the previous calendar year.</p>
208	Population of the Legal Service Area	<p>The number of people in the geographic area for which a public library has been established to offer services and from which (or on behalf of which) the library derives revenue, plus any areas served under contract for which the library is the primary service provider.</p> <p>Note: The determination of this population figure shall be the responsibility of the state library agency. This population figure should be based on the most recent state population figures for jurisdictions in your state available from the State Data Center. The State Data Coordinator should obtain these figures annually from the State Data Center or other state sources.</p>
209	Number of Central Libraries	<p>This is one type of single outlet library (SO) or the library, which is the operational center of a multiple-outlet library (MO or MA). Usually all processing is centralized here and the principal collections are housed here. Synonymous with main library.</p> <p>Note: Each administrative entity may report either no central library or one central library. No administrative entity may report more than one central library. In the administrative entity file, this simply means reporting "0" or "1" for central library. Where two or more libraries are considered "centrals" for state or local purposes, one central library and one or more branch libraries should be reported to FSCS. If you wish to identify a central library in the outlet file, identify the library with the largest collection as the central library for FSCS purposes, and report all others as branches. Where there are several co-equal outlets and no principal collection, report all such outlets as branches, not central libraries.</p>
210	Number of Branch Libraries	<p>A branch library is an auxiliary unit of an administrative entity which has at least all of the following:</p> <ol style="list-style-type: none"> <li>1. Separate quarters;</li> <li>2. An organized collection of library materials;</li> <li>3. Paid staff; and</li> <li>4. Regularly scheduled hours for being open to the public.</li> </ol>
211	Number of Bookmobiles	<p>A bookmobile is a traveling branch library. It consists of at least all of the following:</p> <ol style="list-style-type: none"> <li>1. A truck or van that carries an organized collection of library materials;</li> <li>2. Paid staff; and</li> <li>3. Regularly scheduled hours (bookmobile stops) for being open to the public.</li> </ol> <p>Note: Count the number of vehicles in use, not the number of stops the vehicle makes.</p>

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

Report figures as of the last day of the fiscal year. Include all positions funded in the library's budget whether those positions are filled or not. To ensure comparable data, 40 hours per week has been set as the measure of full-time

#	<u>Data Element Name</u>	<u>Data Element Definition</u>
		employment (FTE). For example, 60 hours per week of part-time work by employees in a staff category divided by the 40-hour measure equals 1.50 FTEs.
250	ALA-MLS	Librarians with master's degrees from programs of library and information studies accredited by the American Library Association.
251	Total Librarians	Persons with the title of librarian who do paid work that usually requires professional training and skill in the theoretical or scientific aspects of library work, or both, as distinct from its mechanical or clerical aspect. This data element also includes ALA-MLS (data element #250).
252	All Other Paid Staff	This includes all other FTE employees paid from the reporting unit budget, including plant operations, security, and maintenance staff.
253	Total Paid Employees	This is the sum of Total Librarians and All Other Paid Staff (data elements #251 and #252).

## OPERATING REVENUE

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

300	Local Government Revenue	<p>This includes all local government funds designated by the community, district, or region and available for expenditure by the public library. Do not include the value of any contributed or in-kind services or the value of any gifts and donations, library fines, fees, or grants.</p> <p>Do not include state, federal, and other funds passed through local government for library use. Report these funds with state government revenue or federal government revenue, as appropriate.</p> <p>Note: Significant funding provided by other local government agencies with the authority to levy taxes "on behalf of" the library should be included if the information is available to the reporting agency and if such funds are supported by documentation (such as certified budgets, payroll records, etc.)</p>
301	State Government Revenue	<p>These are all funds distributed to public libraries by state government for expenditure by the public libraries, except for federal money distributed by the state. This includes funds from such sources as penal fines, license fees, and mineral rights.</p> <p>Note: If operating revenue from consolidated taxes is the result of state legislation, the revenue should be reported under state revenue (even though the revenue may be from multiple sources).</p>
302	Federal Government Revenue	This includes all federal government funds distributed to public libraries for expenditure by the public libraries, including federal money distributed by the state.



#	<u>Data Element Name</u>	<u>Data Element Definition</u>
303	Other Operating Revenue	This is all operating revenue other than that reported under local, state, and federal (data elements #300, #301, and #302). Include, for example, monetary gifts and donations received in the current year, interest, library fines, fees for library services, or grants. Do not include the value of any contributed or in-kind services or the value of any non-monetary gifts and donations.
304	Total Operating Revenue	This is the sum of Local Government Revenue, State Government Revenue, Federal Government Revenue, and Other Operating Revenue (data elements #300 through #303).

## OPERATING EXPENDITURES

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

### Staff Expenditures

350	Salaries & Wages Expenditures	This includes salaries and wages for all library staff (including plant operations, security, and maintenance staff) for the fiscal year. Include salaries and wages before deductions but exclude employee benefits.
351	Employee Benefits Expenditures	These are the benefits outside of salaries and wages paid and accruing to employees (including plant operations, security, and maintenance staff), regardless of whether the benefits or equivalent cash options are available to all employees. Include amounts for direct paid employee benefits including Social Security, retirement, medical insurance, life insurance, guaranteed disability income protection, unemployment compensation, workmen's compensation, tuition, and housing benefits.
352	Total Staff Expenditures	This is the sum of Salaries & Wages Expenditures and Employee Benefits Expenditures (data elements #350 and #351).

### Collection Expenditures

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

353	Print Materials Expenditures	Report all operating expenditures for the following print materials: books, current serial subscriptions, government documents, and any other print acquisitions.
-----	------------------------------	---

#	<u>Data Element Name</u>	<u>Data Element Definition</u>
354	Electronic Materials Expenditures	Report all operating expenditures for electronic (digital) materials. Types of electronic materials include e-books, audio and video downloadables, e-serials (including journals), government documents, databases (including locally mounted, full text or not), electronic files, reference tools, scores, maps, or pictures in electronic or digital format, including materials digitized by the library. Electronic materials can be distributed on magnetic tape, diskettes, computer software, CD-ROM, or other portable digital carrier, and can be accessed via a computer, via access to the Internet, or by using an e-book reader. Include expenditures for materials held locally and for remote materials for which permanent or temporary access rights have been acquired. Include expenditures for database licenses. [Note: Based on ISO 2789 definition.]  Note: Expenditures for computer software used to support library operations or to link to external networks, including the Internet, are reported under Other Operating Expenditures (data element #357).
355	Other Materials Expenditures	Report all operating expenditures for other materials, such as microform, audio and video physical units, DVD, and materials in new formats.
356	Total Collection Expenditures	This is the sum of Print Materials Expenditures, Electronic Materials Expenditures, and Other Materials Expenditures (data elements #353, #354, and #355).
357	Other Operating Expenditures	This includes all expenditures other than those reported for Total Staff Expenditures (data element #352) and Total Collection Expenditures (data element #356).  Note: Include expenses such as binding, supplies, repair or replacement of existing furnishings and equipment; and costs of computer hardware and software used to support library operations or to link to external networks, including the Internet. Report contracts for services, such as costs of operating and maintaining physical facilities, and fees paid to a consultant, auditor, architect, attorney, etc.
358	Total Operating Expenditures	This is the sum of Total Staff Expenditures, Total Collection Expenditures, and Other Operating Expenditures (data elements #352, #356, and #357).

## **CAPITAL REVENUE**

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

400	Local Government Capital Revenue	Report all governmental funds designated by the community, district, or region and available to the public library for the purpose of major capital expenditures, except for state and/or federal money distributed by the local government.
-----	----------------------------------	--

#	<u>Data Element Name</u>	<u>Data Element Definition</u>
401	State Government Capital Revenue	Report all funds distributed to public libraries by state government for expenditure by the public libraries for the purpose of major capital expenditures, except for federal money distributed by the state.
402	Federal Government Capital Revenue	Report federal governmental funds, including federal funds distributed by the state or locality, and grants and aid received by the library for the purpose of major capital expenditures.
403	Other Capital Revenue	Report private (non-governmental funds), including grants received by the library for the purpose of major capital expenditures.
404	Total Capital Revenue	This is the sum of Local Government Capital Revenue, State Government Capital Revenue, Federal Government Capital Revenue, and Other Capital Revenue (data elements #400 through #403).  Note: The amounts reported for Total Capital Revenue and Total Capital Expenditures are not expected to be equal.

#### **CAPITAL EXPENDITURES**

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

#### **LIBRARY COLLECTION**

This section of the survey (450-460) collects data on selected types of materials.

It does not cover all materials (i.e., microforms, loose sheet music, maps, and pictures) for which expenditures are reported under Print Materials Expenditures, Electronic Materials Expenditures, and Other Material Expenditures (data elements #353, #354, and #355). Under this category report only items the library has acquired as part of the collection and catalogued, whether purchased, lease, licensed, or donated as gifts that have been purchased, leased or licensed by the library, a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available without monetary exchange. Do not include items that are permanently retained by the patron; count only items that have a set circulation period where it is available for their use. Count electronic materials at the administrative entity level; do not duplicate numbers at each branch.

450	Print Materials	Report a single figure that includes the following:  Books in print. Books are non-serial printed publications (including music scores or other bound forms of printed music, and maps) that are bound in hard or soft
-----	-----------------	--

#	<u>Data Element Name</u>	<u>Data Element Definition</u>
451	Electronic Books (E-Books) *	<p data-bbox="548 226 1484 394">covers, or in loose-leaf format. Do not include unbound sheet music. Include non-serial government documents. Report the number of physical units, including duplicates. For smaller libraries, if volume data are not available, count the number of titles. Books packaged together as a unit (e.g., a 2-volume set) and checked out as a unit are counted as one physical unit.</p> <p data-bbox="548 430 1484 703">E-books are digital documents (including those digitized by the library), licensed or not, where searchable text is prevalent, and which can be seen in analogy to a printed book (monograph). E-books are loaned to users on portable devices (e-book readers) or by transmitting the contents to the user's personal computer for a limited time. Include e-books held locally and remote e-books for which permanent or temporary access rights have been acquired. Report the number of electronic units, including duplicates, at the administrative entity level; do not duplicate unit count for each branch. E-books packaged together as a unit (e.g., multiple titles on a single e-book reader) and checked out as a unit are counted as one unit.</p> <p data-bbox="548 730 1484 966">Report the number of units. Report only items that have been purchased, leased or licensed by the library, a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available without monetary exchange. Do not include items that are permanently retained by the patron; count only items that have a set circulation period where it is available for their use. Count electronic materials at the administrative entity level; do not duplicate numbers at each branch.</p> <p data-bbox="548 997 1484 1129">Note: For purposes of this survey, units are defined as "units of acquisition or purchase". The "unit" is determined by considering whether the item is restricted to a finite number of simultaneous users or an unlimited number of simultaneous users.</p> <p data-bbox="548 1171 1484 1339">Finite simultaneous use: units of acquisition or purchase is based on the number of simultaneous usages acquired (equivalent to purchasing multiple copies of a single title). For example, if a library acquires a title with rights to a single user at a time, then that item is counted as 1 "unit"; if the library acquires rights to a single title for 10 simultaneous users, then that item is counted as 10 "units".</p> <p data-bbox="548 1381 1484 1512">Unlimited simultaneous use: units of acquisition or purchase is based on the number of titles acquired. For example, if a library acquires a collection of 100 books with unlimited simultaneous users, then that collection would be counted as 100 "units".</p>
452	Audio – physical units	<p data-bbox="548 1549 1484 1753">These are materials circulated in a fixed, physical format on which sounds (only) are stored (recorded) and that can be reproduced (played back) mechanically, electronically, or both. Include records, audiocassettes, audio cartridges, audio discs (including audio-CD-ROMs), audio-reels, talking books, and other sound recordings stored in a fixed, physical format. Do not include downloadable electronic audio files.</p> <p data-bbox="548 1785 1484 1881">Report the number of units, including duplicates. Items packaged together as a unit (e.g. two audiocassettes for one recorded book) and checked out as a unit are counted as one physical unit.</p>

#	<u>Data Element Name</u>	<u>Data Element Definition</u>
453	Audio – downloadable units *	<p>These are downloadable electronic files on which sounds (only) are stored (recorded) and that can be reproduced (played back) electronically. Audio – Downloadable Units may be loaned to users on portable devices or by transmitting the contents to the user’s personal computer for a limited time. Include Audio – Downloadable Units held locally and remote Audio – Downloadable Units for which permanent or temporary access rights have been acquired. Report the number of units. Report only items that have been purchased, leased or licensed by the library, a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available without monetary exchange. Do not include items that are permanently retained by the patron; count only items that have a set circulation period where it is available for their use. Count electronic materials at the administrative entity level; do not duplicate numbers at each branch. NOTE: For purposes of this survey, units are defined as “units of acquisition or purchase”. The “unit” is determined by considering whether the item is restricted to a finite number of simultaneous users or an unlimited number of simultaneous users. Finite simultaneous use: units of acquisition or purchase is based on the number of simultaneous usages acquired (equivalent to purchasing multiple copies of a single title). For example, if a library acquires a title with rights to a single user at a time, then that item is counted as 1 “unit”; if the library acquires rights to a single title for 10 simultaneous users, then that item is counted as 10 “units. For smaller libraries, if volume data are not available, the number of titles may be counted. Unlimited simultaneous use: units of acquisition or purchase is based on the number of titles acquired. For example, if a library acquires a collection of 100 books with unlimited simultaneous users, then that collection would be counted as 100 “units”.</p> <p>Finite simultaneous use: units of acquisition or purchase is based on the number of simultaneous usages acquired (equivalent to purchasing multiple copies of a single title). For example, if a library acquires a title with rights to a single user at a time, then that item is counted as 1 “unit”; if the library acquires rights to a single title for 10 simultaneous users, then that item is counted as 10 “units”.</p> <p>Unlimited simultaneous use: units of acquisition or purchase is based on the number of titles acquired. For example, if a library acquires a collection of 100 books with unlimited simultaneous users, then that collection would be counted as 100 “units”.</p>
454	Video – physical units	<p>These are materials circulated in a fixed, physical format on which moving pictures are recorded, with or without sound. Electronic playback reproduces pictures, with or without sound, using a television receiver or computer monitor. Video formats may include tape, DVD and CD-ROM. Do not include downloadable electronic video files.</p>

#	<b><u>Data Element Name</u></b>	<b><u>Data Element Definition</u></b> Report the number of units, including duplicates. Items packaged together as a unit (e.g. two DVDs for one movie) and checked out as a unit are counted as one physical unit.
---	---------------------------------	--

455	Video – downloadable units *	These are downloadable electronic files on which moving pictures are recorded, with or without sound. Electronic playback reproduces pictures, with or without sound, using a television receiver, computer monitor or video-enabled mobile device. Video – Downloadable Units may be loaned to users on portable devices or by transmitting the contents to the user’s personal computer for a limited time. Include Video – Downloadable Units held locally and remote Video – Downloadable Units for which permanent or temporary access rights have been acquired.
-----	------------------------------	--

Report the number of units. Report only items that have been purchased, leased or licensed by the library, a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available without monetary exchange. Do not include items that are permanently retained by the patron; count only items that have a set circulation period where it is available for their use. Count electronic materials at the administrative entity level; do not duplicate numbers at each branch.

NOTE: For purposes of this survey, units are defined as “units of acquisition or purchase”. The “unit” is determined by considering whether the item is restricted to a finite number of simultaneous users or an unlimited number of simultaneous users.

Finite simultaneous use: units of acquisition or purchase is based on the number of simultaneous usages acquired (equivalent to purchasing multiple copies of a single title). For example, if a library acquires a title with rights to a single user at a time, then that item is counted as 1 “unit”; if the library acquires rights to a single title for 10 simultaneous users, then that item is counted as 10 “units.” For smaller libraries, if volume data are not available, the number of titles may be counted.

Unlimited simultaneous use: units of acquisition or purchase is based on the number of titles acquired. For example, if a library acquires a collection of 100 books with unlimited simultaneous users, then that collection would be counted as 100 “units”.

#            Data Element Name            Data Element Definition

**Electronic Collections \***

Report the number of electronic collections.

An electronic collection is a collection of electronically stored data or unit records (facts, bibliographic data, abstracts, texts, photographs, music, video, etc.) with a common user interface and software for the retrieval and use of the data. An electronic collection may be organized, curated and electronically shared by the library, or rights may be provided by a third party vendor. An electronic collection may be funded by the library, or provided through cooperative agreement with other libraries, or through the State Library. Do not include electronic collections that are provided by third parties and freely linked to on the web.

**Electronic Collections do not have a circulation period**, and may be retained by the patron. Remote access to the collection may or may not require authentication. Unit records may or may not be included in the library’s catalog; the library may or may not select individual titles. Include electronic collections that are available online or are locally hosted in the library.

Note: The data or records are usually collected with a particular intent and relate to a defined topic.

Report the number of electronic collections acquired through curation, payment or formal agreement, by source of access:

456	Local/Other Electronic Collections	
457	State Electronic Collections	
458	Total Electronic Collections	This is the sum of Local/Other cooperative agreements, and State, licensed databases (data elements #456 and #457).

**SERVICES**

500	Public Service Hours Per Year	<p>This is the sum of annual public service hours for outlets.</p> <p>Note: Include the hours open for public service for Centrals (data element #209), Branches (data element #210), Bookmobiles (data element #211), and Books-by-Mail Only. For each bookmobile, count only the hours during which the bookmobile is open to the public. For administrative entities that offer ONLY books-by-mail service, count the hours that the outlet is staffed for service. Minor variations in scheduled public service hours need not be included, however, extensive hours closed to the public due to natural disasters or other events should be excluded even if the staff is scheduled to work.</p> <p>[This variable is not reported at the AE level, but it is derived from the outlet file.]</p>
501	Library Visits	<p>This is the total number of persons entering the library for whatever purpose during the year.</p> <p>Note: If an actual count of visits is unavailable, determine an annual estimate by counting visits during a typical week in October and multiplying the count by 52. A “typical week” is a time that is neither unusually busy nor unusually slow. Avoid holiday times, vacation periods for key staff, or days when unusual events are taking place in the community or the library. Choose a week in which the library is open its regular hours. Include seven consecutive calendar days, from Sun-day through Saturday (or whenever the library is usually open).</p>

#	<u>Data Element Name</u>	<u>Data Element Definition</u>
501a	Library Visits Reporting Method	<p>Regarding the number of Library Visits (data element #501) entered, is this an annual count or an annual estimate based on a typical week or weeks?</p> <p>Select one of the following:  CT—Annual Count  ES—Annual Estimate Based on Typical Week(s)</p>
502	Reference Transactions	<p>Reference Transactions are information consultations in which library staff recommend, interpret, evaluate, and/or use information resources to help others to meet particular information needs. A reference transaction includes information and referral service as well as unscheduled individual instruction and assistance in using information sources (including web sites and computer-assisted instruction). Count Readers Advisory questions as reference transactions. Information sources include (a) printed and non-printed material; (b) machine-readable databases (including computer-assisted instruction); (c) the library's own catalogs and other holdings records; (d) other libraries and institutions through communication or referral; and (e) persons both inside and outside the library.</p> <p>When a staff member uses information gained from previous use of information sources to answer a question, the transaction is reported as a reference transaction even if the source is not consulted again. If a contact includes both reference and directional services, it should be reported as one reference transaction. Duration should not be an element in determining whether a transaction is a reference transaction.</p> <p>NOTE: It is essential that libraries do not include directional transactions in the report of reference transactions. Directional transactions include giving instruction for locating staff, library users, or physical features within the library. Examples of directional transactions include, "Where is the reference librarian? Where is Susan Smith? Where is the rest room? Where are the 600s? Can you help me make a photocopy?"</p> <p>If an annual count of reference transactions is unavailable, count reference transactions during a typical week or weeks, and multiply the count to represent an annual estimate. [If the sample is done four times a year, multiply totals by 13, if done twice a year multiply by 26, if done only annually, multiply by 52.] A "typical week" is a time that is neither unusually busy nor unusually slow. Avoid holiday times, vacation periods for key staff, or days when unusual events are taking place in the community or in the library. Choose a week in which the library is open its regular hours.</p>
502a	Reference Transactions Reporting Method	<p>Regarding the number of Reference Transactions (data element #502) entered, is this an annual count or an annual estimate based on a typical week or weeks?</p> <p>Select one of the following:  CT—Annual Count  ES—Annual Estimate Based on Typical Week(s)</p>



#	<u>Data Element Name</u>	<u>Data Element Definition</u>
503	Number of Registered Users	<p>A registered user is a library user who has applied for and received an identification number or card from the public library that has established conditions under which the user may borrow library materials or gain access to other library resources.</p> <p>Note: Files should have been purged within the past three (3) years.</p>
510	Closed Outlets Due to COVID-19	<p>Answer &lt;Y&gt;es or &lt;N&gt;o to the following question: “Were any of the library’s outlets physically closed to the public for any period of time due to the Coronavirus (COVID-19) pandemic?”</p> <p>NOTE: An outlet is considered physically closed when the public cannot access any library buildings or bookmobiles, regardless of staff access. A building can be physically closed but still offer virtual, Wi-Fi, or “curbside” services outside the building.</p>
511	Public Services During COVID-19	<p>Answer &lt;Y&gt;es or &lt;N&gt;o to the following question: “Did library staff continue to provide services to the public during any portion of the period when the building was physically closed to the public due to the Coronavirus (COVID-19) pandemic?”</p> <p>NOTE: Services to the public can include activities such as</p> <ul style="list-style-type: none"> <li>• answering calls, emails, or texts with answers to information requests from the public;</li> <li>• hosting virtual programming or recorded content;</li> <li>• offering “curbside,” delivery (mail or drop-off), or drive-thru circulation of physical materials;</li> <li>• managing IT services to ensure external Wi-Fi access; and</li> <li>• providing other types of online and electronic services,</li> <li>• regardless of the location of library staff when they provided services (i.e., working from home or in the building that was closed to the public).</li> </ul>
512	Electronic Materials Added Due to COVID-19	<p>Answer &lt;Y&gt;es or &lt;N&gt;o to the following question: “Did the library add or increase access to electronic collection materials due to the Coronavirus (COVID-19) pandemic?”</p> <p>NOTE: Adding or increasing materials can include</p> <ul style="list-style-type: none"> <li>• increasing the concurrent or monthly borrowing limits for electronic materials,</li> <li>• increasing the number of electronic materials and holdings, or</li> <li>• otherwise augmenting the public’s ability to use electronic materials.</li> </ul> <p>These materials can include those the library did not pay for itself, such as those provided through the state library administrative agency, library consortium, or vendor at no cost in response to the pandemic.</p> <p>Types of electronic materials include e-books, audio and video downloadables, e-serials (including journals), government documents, databases (including locally mounted, full text or not), electronic files, reference tools, scores, maps, or pictures in electronic or digital format, including materials digitized by the library.</p>

#	<u>Data Element Name</u>	<u>Data Element Definition</u>
513	Electronic Library Cards Issued Before COVID-19	<p>Answer &lt;Y&gt;es or &lt;N&gt;o to the following question: “Did the library allow users to complete registration for library cards online without having to come to the library before the Coronavirus (COVID-19) pandemic?”</p> <p>NOTE: Online library cards provide users access to electronic collection materials and databases without having to be physically present at a library outlet to register for the card. Refer to the definition of Number of Registered Users (data element #503).</p>
514	Electronic Library Cards Issued During COVID-19	<p>Answer &lt;Y&gt;es or &lt;N&gt;o to the following question: “Did the library allow users to complete registration for library cards online without having to come to the library during the Coronavirus (COVID-19) pandemic?”</p> <p>NOTE: Online library cards provide users access to electronic collection materials and databases without having to be physically present at a library outlet to register for the card. Refer to the definition of Number of Registered Users (data element #503).</p>
515	Reference Service During COVID-19	<p>Answer &lt;Y&gt;es or &lt;N&gt;o to the following question: “Did the library provide reference service via the Internet or telephone when the building was physically closed to the public during the Coronavirus (COVID-19) pandemic?”</p> <p>NOTE: Refer to the definition of Reference Transactions (data element #502). Include references service provided via email, chat, and text.</p>
516	Outside Service During COVID-19	<p>Answer &lt;Y&gt;es or &lt;N&gt;o to the following question: “Did the library provide ‘outside’ service for circulation of physical materials at one or more outlets during the Coronavirus (COVID-19) pandemic?”</p> <p>NOTE: Includes any contactless or minimal contact provision of circulation items. Similar terms could include curbside, vestibule, or porch pickups, delivery (mail or drop-off), drive-thru, etc.</p>
517	Live Virtual Programs During COVID-19	<p>Answer &lt;Y&gt;es or &lt;N&gt;o to the following question: “Did the library provide live, virtual programs via the Internet during the Coronavirus (COVID-19) pandemic?”</p> <p>NOTE: Live, virtual programs (see definition of Total Number of Library programs, data element #600) are conducted via a Web conferencing or Webinar platform such as Facebook, YouTube, or Zoom, during which a library staff member (or other party sponsored by the library) is presenting to or interacting with an audience in real-time.</p>
518	Recordings of Program Content During COVID-19	<p>Answer &lt;Y&gt;es or &lt;N&gt;o to the following question: “Did the library create and provide recordings of program content via the Internet during the Coronavirus (COVID-19) pandemic?”</p> <p>NOTE: Recordings of program content include video or audio recordings created by a library staff person (or other party sponsored by the library) and posted to a video</p>

#	<u>Data Element Name</u>	<u>Data Element Definition</u>
		or audio hosting platform for the audience to view or listen to on-demand. Do not include promotional or marketing content.
519	External WiFi Access Before COVID-19	Answer <Y>es or <N>o to the following question: “Did the library provide Wi-Fi Internet access to users outside the building at one or more outlets before the Coronavirus (COVID-19) pandemic?”  NOTE: Includes “parking lot access,” bookmobiles or other mobile facilities with Wi-Fi capabilities.
520	External WiFi Access Added During COVID-19	Answer <Y>es or <N>o to the following question: “Did the library intentionally provide Wi-Fi Internet access to users outside the building at one or more outlets during the Coronavirus (COVID-19) pandemic?”  NOTE: Includes “parking lot access,” bookmobiles or other mobile facilities with Wi-Fi capabilities.
521	External WiFi Access Increased During COVID-19	Answer <Y>es or <N>o to the following question: “Did the library increase access to Wi-Fi Internet access to users outside the building at one or more outlets during the Coronavirus (COVID-19) pandemic?”  NOTE: Includes “parking lot access,” bookmobiles or other mobile facilities with Wi-Fi capabilities. Increasing access could mean removing restrictions on sign-in authorizations, expanding router reach, leaving Wi-Fi service on 24 hours, installing or moving access points to promote or improve external access, etc.
522	Staff Re-Assigned During COVID-19	Answer <Y>es or <N>o to the following question: “Did library staff work for other government agencies or nonprofit organizations instead of, or in addition to, their normal duties during the Coronavirus (COVID-19) pandemic?”  NOTE: Include reassignments to other government agencies (e.g., to process unemployment claims), as well as other activities such as the use of library staff to distribute school lunches and other materials. Volunteering during work hours would count but volunteering off hours would not.
550	Total Circulation of Materials (The total of 553 and 552)	This is the sum of Use of Electronic Material and Physical Item Circulation (data elements #552 and #553).
551	Circulation of Children’s Materials	The total annual circulation of all children’s materials in all formats to all users, including renewals.
552	Use of Electronic Material	Electronic Materials are materials that are distributed digitally online and can be accessed via a computer, the Internet, or a portable device such as an e-book reader. Types of electronic materials include e-books and downloadable electronic video and audio files. Electronic materials packaged together as a unit and checked out as a unit are counted as one use. Include circulation only for items that require a user authentication, and have a limited period of use.

#	<u>Data Element Name</u>	<u>Data Element Definition</u>
553	Physical Item Circulation	<p>The total annual circulation of all physical library materials of all types, including renewals.</p> <p>Note: Count all physical materials in all formats that are charged out for use outside the library. Interlibrary loan transactions included are only items borrowed for users. Do not include items checked out to another library.</p>
554	Successful Retrieval of Electronic Information	<p>The number of full-content units or descriptive records examined, downloaded, or otherwise supplied to user, from online library resources that require user authentication but do not have a circulation period. Examining documents is defined as having the full text of a digital document or electronic resource downloaded or fully displayed. Some electronic services do not require downloading as simply viewing documents is normally sufficient for user needs.</p> <p>Include use both inside and outside the library. Do not include use of the OPAC or website. [based on NISO Standard Z39.7 (2013) #7.7, p. 43]</p>
555	Electronic Content Use (Total of 552 and 554)	The total annual count of the circulation of electronic materials and the successful retrieval of electronic information (Data elements #552 and #554).
556	Total Collection Use (Total of 553, 552, and 554)	The total annual count of physical item circulation, circulation of electronic material and successful retrieval of electronic information (Data elements #552, #553, and #554).

#### **INTER-LIBRARY LOANS**

575	Provided To	<p>These are library materials, or copies of the materials, provided by one autonomous library to another upon request. The libraries involved in interlibrary loans are not under the same library administration. "Library administration" means Administrative Entity (not anything broader). Do not include items loaned between outlets within the same library administrative entity. These data are reported as annual figures. The total annual circulation of all physical library materials of all types, including renewals.</p> <p>Note: Count all physical materials in all formats that are charged out for use outside the library. Interlibrary loan transactions included are only items borrowed for users. Do not include items checked out to another library.</p>
576	Received From	<p>These are library materials, or copies of the materials, received by one autonomous library from another upon request. The libraries involved in interlibrary loans are not under the same library administration. "Library administration" means Administrative Entity (not anything broader). Do not include items loaned between outlets within the same library administrative entity. These data are reported as annual figures.</p>

#	<u>Data Element Name</u>	<u>Data Element Definition</u>
<b>LIBRARY PROGRAMS</b>		
600	Total Number of Library Programs	<p>A program is any planned event which introduces the group attending to any of the broad range of library services or activities or which directly provides information to participants. Programs may cover use of the library, library services, or library tours. Programs may also provide cultural, recreational, or educational information, often designed to meet a specific social need. Examples of these types of programs include film showings, lectures, story hours, literacy, English as a second language, citizenship classes, and book discussions.</p> <p>Count all programs, whether held on- or off-site, that are sponsored or co-sponsored by the library. Exclude programs sponsored by other groups that use library facilities.</p> <p>If programs are offered as a series, count each program in the series. For example, a film series offered once a week for eight weeks should be counted as eight programs.</p> <p>Note: Exclude library activities delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, resume writing assistance, homework assistance, and mentoring activities.</p>
601	Number of Children's Programs	<p>A children's program is any planned event for which the primary audience is children and which introduces the group of children attending to any of the broad range of library services or activities for children or which directly provides information to participants. Children's programs may cover use of the library, library services, or library tours. Children's programs may also provide cultural, recreational, or educational information, often designed to meet a specific social need. Examples of these types of programs include story hours and summer reading events.</p> <p>Count all children's programs, whether held on- or off-site, that are sponsored or co-sponsored by the library. Do not include children's programs sponsored by other groups that use library facilities. If children's programs are offered as a series, count each program in the series. For example, a story hour offered once a week, 48 weeks a year, should be counted as 48 programs. Exclude library activities for children delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, homework assistance, and mentoring activities. This figure is a subset of the Total Number of Library Programs (data element #600).</p> <p>Note: The National Center for Education Statistics (NCES): Children and Young Adults Defined (<i>Services and Resources for Children and Young Adults in Public Libraries</i> [August 1995, NCES 95357]) defines children as persons age 11 years and under.</p>
602	Number of Young Adult Programs	<p>A young adult program is any planned event for which the primary audience is young adult and which introduces the group of young adults attending to any of the broad range of library services or activities for young adults or which directly provides information to participants. Young adult programs may cover use of the library, library services, or library tours. Young adult programs may also provide</p>

#	<u>Data Element Name</u>	<u>Data Element Definition</u>
		cultural, recreational, or educational information, often designed to meet a specific social need. Examples of these types of programs include book clubs and summer reading events.
		Count all young adult programs, whether held on- or off-site, that are sponsored or co-sponsored by the library. Do not include young adult programs sponsored by other groups that use library facilities. If young adult programs are offered as a series, count each program in the series. For example, a book club offered every two weeks, 24 weeks a year, should be counted as 24 programs. Exclude library activities for young adults delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, homework assistance, and mentoring activities. This figure is a subset of the Total Number of Library Programs (data element #600).
		Note: Young Adult age is defined as 12 through 18 years and includes 18-year olds. Click on the following link to view information:
		<ul style="list-style-type: none"> <li>The <a href="#">Young Adult Services Association</a> (YASLA) defines young adults as age 12 through 18.</li> </ul>
603	Total Attendance at Library Programs	This is a total count of the audience at all library programs during the reporting period. (See Total Number of Library Programs, data element #600, for the definition of a library program.)
604	Children’s Program Attendance	The count of the audience at all programs for which the primary audience is children 11 years and under. Include adults who attend programs intended primarily for children.
		Note: Do not count attendance at library activities for children that are delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, homework assistance, and mentoring activities. (See Number of Children’s Programs, data element #601, for the definition of a children’s library program.)
605	Young Adult Program Attendance	The count of the audience at all programs for which the primary audience is young adults 12 to 18 years and includes 18-year olds. Include adults* who attend programs intended primarily for young adults.
		Note: Do not count attendance at library activities for young adults that are delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, homework assistance, and mentoring activities.
		*Please count all patrons that attend the young adult programs regardless of age. (See Number of Young Adult Programs, data element #602, for the definition of a young adult library program.)

**OTHER ELECTRONIC INFORMATION**

650	Number of Internet Computers Used by General Public	Report the number of the library’s Internet computers [personal computers (PCs) and laptops], whether purchased, leased, or donated, used by the general public in the library.
-----	---	---

#	<u>Data Element Name</u>	<u>Data Element Definition</u>
651	Number of Uses (Sessions) of Public Internet Computers Per Year	<p>Report the total number of uses (sessions) of the library's Internet computers in the library during the last year. If the computer is used for multiple purposes (Internet access, word-processing, OPAC, etc.) and Internet uses (sessions) cannot be isolated, report all usage. A typical week or other reliable estimate may be used to determine the annual number. Sign-up forms or Web-log tracking software also may provide a reliable count of uses (sessions).</p> <p>Note: This count includes only the library's Internet computers. Do not include Wi-Fi access using non-library computers. The number of uses (sessions) may be counted manually, using registration logs. Count each use (session) for public internet computers, regardless of the amount of time spent on the computer. A use (session) on the library's public internet computer(s) three times a year would count as three uses (sessions). Software such as "Historian" can also be used to track the number of uses (sessions) at each public internet computer. If the data element is collected as a weekly figure, multiply that figure by 52 to annualize it.</p>
652	Wireless Sessions	Report the number of wireless sessions provided by the library wireless service annually.
653	Website Visits	<p>Visits represent the annual number of sessions initiated by all users from inside or outside the library to the library website. The library website consists of all webpages under the library's domain. A website "visit" or "session" occurs when a user connects to the library's website for any length of time or purpose, regardless of the number of pages or elements viewed. Usage of library social media accounts (e.g., Facebook, Twitter, etc.) should not be reported here.</p>

### Outlet Data Element Definitions

#	<u>Data Element Name</u>	<u>Data Element Definition</u>
700	FSCS ID and SEQ (Automatic Display)	This is the identification code assigned by PLS Web Portal. Outlets are assigned the same FSCS ID as the administrative entity to which they belong, with a unique three-digit suffix added to distinguish each outlet.
700a	Structure Status	This is the Structure Change Code to record actions such as adding, deleting, or merging.
701	LIB ID (Optional)	This is the state-assigned identification code for the outlet.
702	Name	This is the legal name of the outlet.  Note: Provide the legal name of the outlet. Do not use acronyms. Do not abbreviate the name unless it exceeds the PLS Web Portal field length of 60 characters. Avoid abbreviations at the beginning of the name and do not punctuate abbreviations. (See Standard Abbreviations for PLS Web Portal in Appendix G.)
702a	Name Status	This is the Name Change Code to identify whether the change is an official name change.
703	Street Address	This is the complete street address of the outlet.  Note: Do not report a post office box or general delivery. For a bookmobile that operates from an administrative entity, branch, or central library, report the address of the administrative entity, branch or central library from which it operates. For a bookmobile that is itself the administrative entity, report the address where the bookmobile is parked at night.
703a	Address Status	This is the Address Change Code to identify whether the address change is an actual location change.
704	City	This is the city or town in which the outlet is located.
705	ZIP Code	This is the standard five-digit postal ZIP code for the street address of the outlet.
707	County of the Outlet	This is the county in which the outlet is physically located.
708	Phone	This is the telephone number of the outlet, including area code.  Note: Report telephone number without spacing or punctuation. If the outlet has no phone, enter “-3” (for Not Applicable).
709	Outlet Type Code	An outlet is a unit of an administrative entity that provides direct public library service.  Select one of the following:  BM—Books-by-Mail Only. A direct mail order service which provides books and other library materials. Books-by-mail typically serves rural residents, the disabled, the homebound, and others without access to another type of public library outlet.



#	<u>Data Element Name</u>	<u>Data Element Definition</u>
		<p>Requests for materials are usually received by mail and by telephone only. Only books-by-mail services that are housed separately from any other type of direct public service outlet (that is, central library, branches, or bookmobiles) should be coded here.</p> <p>BR—Branch Library. A branch library is an auxiliary unit of an administrative entity which has at least all of the following:</p> <ol style="list-style-type: none"> <li>1. Separate quarters;</li> <li>2. An organized collection of library materials;</li> <li>3. Paid staff; and</li> <li>4. Regularly scheduled hours for being open to the public.</li> </ol> <p>BS—Bookmobile(s). A bookmobile is a traveling branch library. It consists of at least all of the following:</p> <ol style="list-style-type: none"> <li>1. A truck or van that carries an organized collection of library materials;</li> <li>2. A paid staff; and</li> <li>3. Regularly scheduled hours (bookmobile stops) for being open to the public.</li> </ol> <p>Note: A separate outlet record may be created for each bookmobile. You may wish to create separate outlet records for individual bookmobiles if (1) they have different addresses and/or (2) they have different Metropolitan Status Codes (see outlet data element #710). Alternatively, a bookmobile outlet record may include more than one bookmobile.</p> <p>CE—Central Library. This is one type of single outlet library (SO) or the library which is the operational center of a multiple-outlet library (MO or MA). Usually all processing is centralized here and the principal collections are housed here. Synonymous with main library.</p> <p>Note: Each administrative entity may report either no central library or one central library. No administrative entity may report more than one central library. If you wish to identify a central library in the outlet file, identify the library with the largest collection as the central library for FSCS purposes, and report all others as branches. Where there are several co-equal outlets and no principal collection, report all such outlets as branches, not central libraries.</p>
711	Square Footage of Outlet	<p>Provide the area, in square feet, of the public library outlet (central library or branch). Report the total area in square feet for each library outlet (central library or branch) separately. This is the area on all floors enclosed by the outer walls of the library outlet. Include all areas occupied by the library outlet, including those areas off-limits to the public. Include any areas shared with another agency or agencies if the outlet has use of that area.</p>
712	Number of Bookmobiles in the Bookmobile Outlet Record	<p>The number of bookmobiles in the bookmobile outlet record.</p> <p>Note: A bookmobile outlet record may include one or more bookmobiles. Complete this data element only if the outlet record is of the type BS—Bookmobile(s) (see outlet data element #709). A bookmobile is a traveling branch library. It consists of at least all of the following:</p> <ol style="list-style-type: none"> <li>1. A truck or van that carries an organized collection of library materials;</li> <li>2. A paid staff; and</li> <li>3. Regularly scheduled hours (bookmobile stops) for being open to the public.</li> </ol>

#	<u>Data Element Name</u>	<u>Data Element Definition</u>
		Count vehicles in use, not the number of stops the vehicle makes.
713	Public Service Hours Per Year (actual hours)	<p>This is the number of annual public service hours for outlets (reported individually by central, branch, bookmobile and Books-by-Mail Only)</p> <p>Note: Include the <b>actual</b> hours open for public service for centrals (data element #209), branches (data element #210), and bookmobiles (data element #211), and Books-by-Mail Only. For each bookmobile, count only the hours during which the bookmobile is open to the public. For administrative entities that offer ONLY books-by-mail service, count the hours that the outlet is staffed for service. Minor variations in public service hours need not be included. Extensive hours closed to the public due to natural disasters or other events should be excluded from the count.</p>
714	Number of Weeks a Library is Open (actual weeks)	<p>This is the number of weeks during the year that an outlet was open to the public.</p> <p><b>Note:</b> Include the number of weeks open for public service for Centrals (data element #209), Branches (data element #210), Bookmobiles (data element #211), and Books-by-Mail Only. For each bookmobile, count only the weeks during which the bookmobile is open to the public. For administrative entities that offer ONLY books-by-mail service, count the weeks that the outlet is staffed for service. The count should be based on the number of weeks that a library outlet was open for half or more of its scheduled service hours. Extensive weeks closed to the public due to natural disasters or other events should be excluded from the count. <b>Do not</b> calculate based on total number of service hours per year at the outlet level. For example, by dividing total hours by the average hours open per week. Round to the nearest whole number of weeks. If the library was open half or more of its scheduled hours in a given week, round up to the next week. If the library was open less than half of its scheduled hours, round down.</p>
715	Number of Weeks an Outlet Closed Due to COVID-19	<p>This is the number of weeks during the year that due to the Coronavirus (COVID-19) pandemic, an outlet building was physically closed and the public could not enter, when it otherwise would have been open.</p> <p>NOTE: Round to the nearest whole number. If building did not close to the public due to the pandemic, enter zero. The sum of data elements #714 and #715 should equal or be fewer than 52 weeks.</p> <p>An outlet is considered physically closed when the public cannot access any library buildings or bookmobiles, regardless of staff access. A building can be physically closed but still offer virtual, Wi-Fi, or “curbside” services outside the building.</p>
716	Number of Weeks an Outlet Had Limited Occupancy Due to COVID-19	<p>This is the number of weeks during the year that an outlet implemented limited public occupancy practices for in-person services at the library building in response to the Coronavirus (COVID-19) pandemic.</p> <p>NOTE: Round to the nearest whole number. If building did not have a limited occupancy or similar practice due to the pandemic, enter zero. Weeks can be</p>

#	<u>Data Element Name</u>	<u>Data Element Definition</u>
		<p>counted in both data elements #714 and #716 (that is, a library was open to the public and implementing limited occupancy practices in the same week). Data element #716 should not be greater than data element #714.</p> <p>Limited public occupancy practices can include reduced hours open, limits on the number of public members inside the physical building, appointment only on-site library use, visitor time limits, closed stacks or meeting rooms, etc.</p>

## Appendix G: Imputation Flags and Definitions

Flag Value	Flag Description
<b>Public Library System Data File</b>	
R_20	The data were reported and not imputed
E_20	The data were reported and edited for logical consistency
IG19, IG18, IG17, IG16,	Prior year data multiplied by cell mean growth rate, using the most current reported data from (2019, 2018, 2017, or 2016)
IQ20	Adjusted cell mean (the ratio of population of legal service area to the cell mean population of legal service area was used to adjust the imputed value)
IJ20	Unadjusted cell mean
IK19, IK18, IK17, IK16	Prior year ratio to another item, using the most current reported data from (2019, 2018, 2017, or 2016)
ID20	Cell median ratio to another item
IP19, IP18, IP17, IP16, IP15, IP14	Data carried forward, using the most current reported data that are available from (2019, 2018, 2017, 2016, 2015, or 2014)
IM20	Unadjusted cell median
IT20	Value obtained by relationship of total to detail items
IB20	Raking of detail items to match totals
IS20	Special imputation procedures
IY20	Consistency check derived value
U_20	Not imputed (i.e., outlying area or closed/temp closed)
H_20	Data were suppressed (to protect confidentiality of respondents)
L_20	Data were suppressed for analytic purposes
<b>Public Library State Summary/State Characteristics Data File</b>	
R_20	All detail comprising total is reported data
IF20	Some detail comprising total is imputed data
IA20	All detail comprising total is imputed data
U_20	Outlying area – no imputation done
H_20	Total is suppressed

Flag Value	Flag Description
<b>Public Library Outlet Data File</b>	
R_20	The data were reported and not imputed
IP19, IP18, IP17, IP16	Data carried forward, using the most current reported data that are available from (2019, 2018, 2017, or 2016)
M_20	Not imputed - insufficient prior year data
N_20	Not imputed (i.e., item not applicable)
U_20	Not imputed (i.e., outlying area or closed/temp closed)

Note: See the “Imputation” section for more details on the imputation methodology.

## Appendix H: Item Response Rate and Total Quantity Response Rate by Item by State

Appendix H displays items with response rates (either item or total quantity) less than 95.0 percent at the state level, items where all respondents in a state reported a value of 0 (no respondents), and items where all respondents in a state reported a value of 0 and all nonrespondents were imputed as 0. At the national level, all but two items (i.e., ELINFO and WIFISESS) had an item response rate of 90.0 percent or higher, while most items have a national response rate of 95.0 or higher.

**Item Response Rate (IRR)**—The ratio of the number of eligible units responding to an item to the number of responding units eligible to have responded to the item:

$$IRR = \frac{\text{Number of reported values}}{\text{Number of libraries}}$$

**Total Quantity Response Rate (TQRR)**—The ratio of total quantity of data from responding units to the total estimated quantity for all units eligible for tabulation (includes imputed data):

$$TQRR = \frac{\text{Sum of reported values}}{\text{Sum of reported and imputed values}}$$

The TQRR measures the percentage of the total quantity of a given variable that was reported by respondents, as opposed to being imputed during data processing.

Response rates reported in Appendix H are rounded values.

\* Item response rate less than 70.0 percent, does not meet the OMB statistical standard.

\*\* Total quantity response rate less than 70.0 percent, does not meet the OMB statistical standard.

† All respondents in state reported value of 0 and all nonrespondents were imputed as 0.

‡ All respondents in state reported value of 0 (no nonrespondents).

§ Item not imputed. Total quantity response rate is 100.0 percent.

N/A Not applicable

**VARIABLE= POPU\_LSA**  
**DESCRIPTION= Population of the Legal Service Area**

STATE	ITEM RESPONSE RATE	TOTAL QUANTITY RESPONSE RATE
TX	94.4	99.3

**VARIABLE=CENTLIB**  
**DESCRIPTION=# OF CENTRAL LIBRARIES**

STATE	ITEM RESPONSE RATE	TOTAL QUANTITY RESPONSE RATE
VI	100.0	‡

**VARIABLE=BKMOB**  
**DESCRIPTION=# OF BOOKMOBILES**

STATE	ITEM RESPONSE RATE	TOTAL QUANTITY RESPONSE RATE
AS	100.0	‡
DC	100.0	‡
GU	100.0	‡
NH	100.0	‡

**VARIABLE=MASTER**  
**DESCRIPTION=ALA-MLS STAFF**

STATE	ITEM RESPONSE RATE	TOTAL QUANTITY RESPONSE RATE
AZ	82.0	99.5
FL	93.6	99.9
GU	100.0	‡
IA	93.7	99.3
ND	93.7	§
NE	93.9	99.9
NH	94.6	99.5
OH	90.4	99.9
TX	94.4	99.7
UT	81.7	99.3
VT	83.7	93.2

\* Item response rate less than 70.0 percent, does not meet the OMB statistical standard.

\*\* Total quantity response rate less than 70.0 percent, does not meet the OMB statistical standard.

† All respondents in state reported value of 0 and all nonrespondents were imputed as 0.

‡ All respondents in state reported value of 0 (no nonrespondents).

§ Item not imputed. Total quantity response rate is 100.0 percent.

N/A Not applicable

**VARIABLE=LIBRARIA**  
**DESCRIPTION=TOTAL LIBRARIANS**

STATE	ITEM RESPONSE RATE	TOTAL QUANTITY RESPONSE RATE
AZ	84.3	97.2
FL	93.6	99.8
GU	100.0	‡
IA	93.7	98.2
ND	93.7	98.4
NE	93.9	98.7
NH	94.6	99.0
NJ	88.9	97.6
TX	94.4	98.8
UT	84.5	98.2
VT	83.7	91.3

**VARIABLE=OTHPAID**  
**DESCRIPTION=ALL OTHER PAID STAFF**

STATE	ITEM RESPONSE RATE	TOTAL QUANTITY RESPONSE RATE
AZ	84.3	97.9
CT	94.8	96.5
FL	93.6	99.9
IA	93.7	99.6
ND	93.7	99.8
NE	93.9	§
NH	94.6	99.7
NJ	88.9	97.4
TX	94.4	99.4
UT	84.5	99.4
VT	83.7	95.2

\* Item response rate less than 70.0 percent, does not meet the OMB statistical standard.

\*\* Total quantity response rate less than 70.0 percent, does not meet the OMB statistical standard.

† All respondents in state reported value of 0 and all nonrespondents were imputed as 0.

‡ All respondents in state reported value of 0 (no nonrespondents).

§ Item not imputed. Total quantity response rate is 100.0 percent.

N/A Not applicable



**VARIABLE=TOTSTAFF**  
**DESCRIPTION=TOTAL PAID EMPLOYEES**

STATE	ITEM RESPONSE RATE	TOTAL QUANTITY RESPONSE RATE
AZ	84.3	97.7
CT	94.8	96.5
FL	93.6	99.9
IA	93.7	98.7
ND	93.7	99.0
NE	93.9	99.3
NH	94.6	99.2
NJ	88.9	97.5
TX	94.4	99.2
UT	84.5	99.0
VT	83.7	92.7

**VARIABLE=LOGVGT**  
**DESCRIPTION=LOCAL GOVERNMENT REVENUE**

STATE	ITEM RESPONSE RATE	TOTAL QUANTITY RESPONSE RATE
AR	94.9	99.9
AS	100.0	‡
AZ	82.0	99.3
CT	93.2	94.7
FL	92.3	99.9
HI	100.0	‡
IA	93.6	99.1
ND	93.7	99.9
NE	93.9	99.6
NH	94.2	99.3
NJ	88.9	98.3
TX	94.4	99.6

\* Item response rate less than 70.0 percent, does not meet the OMB statistical standard.

\*\* Total quantity response rate less than 70.0 percent, does not meet the OMB statistical standard.

† All respondents in state reported value of 0 and all nonrespondents were imputed as 0.

‡ All respondents in state reported value of 0 (no nonrespondents).

§ Item not imputed. Total quantity response rate is 100.0 percent.

N/A Not applicable

STATE	ITEM RESPONSE RATE	TOTAL QUANTITY RESPONSE RATE
UT	84.5	99.1
VI	100.0	‡
VT	84.2	96.5

**VARIABLE=STGVT**  
**DESCRIPTION=STATE GOVERNMENT REVENUE**

STATE	ITEM RESPONSE RATE	TOTAL QUANTITY RESPONSE RATE
AR	94.9	§
AZ	78.7	97.8
CT	93.2	81.7
DC	100.0	‡
FL	93.6	§
GU	100.0	‡
IA	93.7	98.8
MP	100.0	‡
ND	93.7	99.7
NE	93.9	98.8
NH	94.2	§
NJ	88.9	97.3
TX	94.4	§
UT	84.5	51.2**
VT	100.0	‡

**VARIABLE=FEDGVT**  
**DESCRIPTION=FEDERAL GOVERNMENT REVENUE**

STATE	ITEM RESPONSE RATE	TOTAL QUANTITY RESPONSE RATE
AR	93.2	§
AZ	82.0	§
CT	93.2	§

\* Item response rate less than 70.0 percent, does not meet the OMB statistical standard.

\*\* Total quantity response rate less than 70.0 percent, does not meet the OMB statistical standard.

† All respondents in state reported value of 0 and all nonrespondents were imputed as 0.

‡ All respondents in state reported value of 0 (no nonrespondents).

§ Item not imputed. Total quantity response rate is 100.0 percent.

N/A Not applicable

STATE	ITEM RESPONSE RATE	TOTAL QUANTITY RESPONSE RATE
FL	93.6	§
GU	100.0	‡
IA	93.7	§
ND	93.7	§
NE	93.9	§
NH	94.2	§
NJ	88.9	99.8
TX	94.4	§
UT	84.5	§
VT	84.2	§
WY	95.7	†

**VARIABLE=OTHINCM  
DESCRIPTION=OTHER OPERATING REVENUE**

STATE	ITEM RESPONSE RATE	TOTAL QUANTITY RESPONSE RATE
AR	94.9	98.4
AZ	77.5	99.2
CT	92.7	97.6
FL	93.6	§
IA	93.6	99.1
MP	100.0	‡
ND	93.7	99.0
NE	93.9	99.7
NH	93.8	94.2
NJ	88.9	94.5
TX	94.4	98.2
UT	84.5	§
VI	100.0	‡
VT	84.2	92.5

\* Item response rate less than 70.0 percent, does not meet the OMB statistical standard.

\*\* Total quantity response rate less than 70.0 percent, does not meet the OMB statistical standard.

† All respondents in state reported value of 0 and all nonrespondents were imputed as 0.

‡ All respondents in state reported value of 0 (no nonrespondents).

§ Item not imputed. Total quantity response rate is 100.0 percent.

N/A Not applicable

**VARIABLE=TOTINCM**  
**DESCRIPTION=TOTAL OPERATING REVENUE**

STATE	ITEM RESPONSE RATE	TOTAL QUANTITY RESPONSE RATE
AR	94.9	99.8
AZ	75.3	98.6
CT	93.2	95.1
FL	92.3	§
IA	93.6	99.1
ND	93.7	99.8
NE	93.9	99.6
NH	93.3	95.7
NJ	88.9	98.2
TX	94.4	99.5
UT	84.5	98.5
VT	84.2	95.9

\* Item response rate less than 70.0 percent, does not meet the OMB statistical standard.

\*\* Total quantity response rate less than 70.0 percent, does not meet the OMB statistical standard.

† All respondents in state reported value of 0 and all nonrespondents were imputed as 0.

‡ All respondents in state reported value of 0 (no nonrespondents).

§ Item not imputed. Total quantity response rate is 100.0 percent.

N/A Not applicable

**VARIABLE=SALARIES**  
**DESCRIPTION=SALARIES & WAGES EXP**

STATE	ITEM RESPONSE RATE	TOTAL QUANTITY RESPONSE RATE
AK	32.9*	§
AL	52.0*	§
AR	86.4	99.8
AZ	65.2*	98.8
CA	87.7	§
CO	79.5	§
CT	81.2	97.6
FL	92.3	§
IA	31.9*	99.7
ID	58.7*	§
IL	69.2*	§
IN	81.4	99.9
KS	38.5*	§
MA	77.2	§
ME	34.1*	§
MI	77.0	99.9
MN	62.2*	§
MO	72.0	§
MS	88.7	99.7
MT	57.3*	99.2
ND	21.5*	§
NE	25.4*	§
NH	51.3*	§
NJ	84.8	98.5
NM	54.1*	§
NV	86.4	§
NY	65.6*	99.9
OK	48.7*	§

\* Item response rate less than 70.0 percent, does not meet the OMB statistical standard.

\*\* Total quantity response rate less than 70.0 percent, does not meet the OMB statistical standard.

† All respondents in state reported value of 0 and all nonrespondents were imputed as 0.

‡ All respondents in state reported value of 0 (no nonrespondents).

§ Item not imputed. Total quantity response rate is 100.0 percent.

N/A Not applicable

STATE	ITEM RESPONSE RATE	TOTAL QUANTITY RESPONSE RATE
OR	65.2*	§
PA	74.5	99.8
RI	93.8	§
SD	29.6*	§
TN	63.8*	§
TX	65.3*	99.6
UT	64.8*	99.7
VT	25.5*	98.4
WA	76.7	§
WI	67.1*	§
WV	64.6*	§

**VARIABLE=BENEFIT  
DESCRIPTION=EMPLOYEE BENEFITS**

STATE	ITEM RESPONSE RATE	TOTAL QUANTITY RESPONSE RATE
AK	32.9*	§
AL	52.0*	§
AR	86.4	99.9
AZ	64.0*	98.1
CA	87.7	§
CO	79.5	§
CT	59.7*	82.1
FL	92.3	§
IA	30.6*	98.2
ID	58.7*	§
IL	69.2*	§
IN	81.4	§
KS	38.5*	§
MA	77.2	§

\* Item response rate less than 70.0 percent, does not meet the OMB statistical standard.

\*\* Total quantity response rate less than 70.0 percent, does not meet the OMB statistical standard.

† All respondents in state reported value of 0 and all nonrespondents were imputed as 0.

‡ All respondents in state reported value of 0 (no nonrespondents).

§ Item not imputed. Total quantity response rate is 100.0 percent.

N/A Not applicable

STATE	ITEM RESPONSE RATE	TOTAL QUANTITY RESPONSE RATE
ME	34.1*	§
MI	77.0	§
MN	62.2*	§
MO	72.0	§
MS	88.7	99.5
MT	57.3*	98.5
ND	21.5*	§
NE	25.4*	§
NH	50.0*	§
NJ	84.5	97.7
NM	54.1*	§
NV	86.4	§
NY	65.6*	99.9
OK	48.7*	§
OR	65.2*	§
PA	74.5	99.7
RI	93.8	§
SD	29.6*	§
TN	63.8*	§
TX	65.3*	99.5
UT	64.8*	99.2
VT	25.5*	99.3
WA	76.7	§
WI	67.1*	§
WV	64.6*	§

\* Item response rate less than 70.0 percent, does not meet the OMB statistical standard.

\*\* Total quantity response rate less than 70.0 percent, does not meet the OMB statistical standard.

† All respondents in state reported value of 0 and all nonrespondents were imputed as 0.

‡ All respondents in state reported value of 0 (no nonrespondents).

§ Item not imputed. Total quantity response rate is 100.0 percent.

N/A Not applicable

VARIABLE=STAFFEXP  
DESCRIPTION=TOTAL STAFF EXP

STATE	ITEM RESPONSE RATE	TOTAL QUANTITY RESPONSE RATE
AK	32.9*	§
AL	52.0*	§
AR	86.4	99.8
AZ	64.0*	98.5
CA	87.7	§
CO	79.5	§
CT	59.7*	78.0
FL	92.3	§
IA	30.6*	98.3
ID	58.7*	§
IL	69.2*	§
IN	81.4	99.9
KS	38.5*	§
MA	77.2	§
ME	34.1*	§
MI	77.0	§
MN	62.2*	§
MO	72.0	§
MS	88.7	99.6
MT	57.3*	99.0
ND	21.5*	§
NE	25.4*	§
NH	50.4*	98.6
NJ	84.5	98.0
NM	54.1*	§
NV	86.4	§
NY	65.6*	99.9
OK	48.7*	§

\* Item response rate less than 70.0 percent, does not meet the OMB statistical standard.

\*\* Total quantity response rate less than 70.0 percent, does not meet the OMB statistical standard.

† All respondents in state reported value of 0 and all nonrespondents were imputed as 0.

‡ All respondents in state reported value of 0 (no nonrespondents).

§ Item not imputed. Total quantity response rate is 100.0 percent.

N/A Not applicable



STATE	ITEM RESPONSE RATE	TOTAL QUANTITY RESPONSE RATE
OR	65.2*	§
PA	74.5	99.8
RI	93.8	§
SD	29.6*	§
TN	63.8*	§
TX	65.3*	99.6
UT	64.8*	99.6
VT	26.6*	§
WA	76.7	§
WI	67.1*	§
WV	64.6*	§

**VARIABLE=PRMATEXP  
DESCRIPTION=OP EXP FOR PRINT MAT**

STATE	ITEM RESPONSE RATE	TOTAL QUANTITY RESPONSE RATE
AR	93.2	99.8
AZ	80.9	98.4
CT	93.2	92.1
FL	92.3	99.5
IA	93.6	98.9
MN	91.9	§
ND	93.7	99.1
NE	93.0	99.2
NH	94.6	97.8
NJ	89.2	96.7
TX	94.4	98.9
UT	84.5	95.0
VT	57.6*	64.6**
WA	90.0	96.9

\* Item response rate less than 70.0 percent, does not meet the OMB statistical standard.

\*\* Total quantity response rate less than 70.0 percent, does not meet the OMB statistical standard.

† All respondents in state reported value of 0 and all nonrespondents were imputed as 0.

‡ All respondents in state reported value of 0 (no nonrespondents).

§ Item not imputed. Total quantity response rate is 100.0 percent.

N/A Not applicable

**VARIABLE=ELMATEXP**  
**DESCRIPTION=OP EXP FOR ELECTRONIC MAT**

STATE	ITEM RESPONSE RATE	TOTAL QUANTITY RESPONSE RATE
AR	93.2	99.8
AZ	79.8	99.8
CT	92.7	93.2
FL	92.3	§
IA	93.7	99.6
MP	100.0	‡
ND	93.7	99.9
NE	93.4	99.9
NH	94.2	99.6
NJ	89.2	99.2
TX	94.4	99.8
UT	84.5	99.3
VI	100.0	‡
VT	58.2*	72.8
WA	90.0	98.7

**VARIABLE=OTHMATEX**  
**DESCRIPTION=OP EXP FOR OTHER MAT**

STATE	ITEM RESPONSE RATE	TOTAL QUANTITY RESPONSE RATE
AR	93.2	99.9
AZ	78.7	97.5
CT	92.7	91.8
DC	100.0	‡
FL	92.3	99.9
GU	100.0	‡
IA	93.7	99.0
MP	100.0	‡

\* Item response rate less than 70.0 percent, does not meet the OMB statistical standard.

\*\* Total quantity response rate less than 70.0 percent, does not meet the OMB statistical standard.

† All respondents in state reported value of 0 and all nonrespondents were imputed as 0.

‡ All respondents in state reported value of 0 (no nonrespondents).

§ Item not imputed. Total quantity response rate is 100.0 percent.

N/A Not applicable

STATE	ITEM RESPONSE RATE	TOTAL QUANTITY RESPONSE RATE
ND	93.7	99.9
NE	93.0	99.7
NH	92.4	99.1
NJ	89.2	98.6
TX	94.4	99.4
UT	84.5	99.6
VI	100.0	‡
VT	58.2*	62.5**
WA	90.0	92.2

**VARIABLE=TOTEXPCO  
DESCRIPTION=TOTAL COLLECTION EXP**

STATE	ITEM RESPONSE RATE	TOTAL QUANTITY RESPONSE RATE
AR	94.9	99.8
AZ	75.3	95.5
CT	92.7	91.8
FL	91.0	97.8
IA	93.6	99.1
ND	93.7	99.4
NE	93.0	99.4
NH	92.0	97.4
NJ	89.2	97.8
TX	94.4	99.3
UT	84.5	97.0
VT	83.7	92.6
WA	93.3	§

\* Item response rate less than 70.0 percent, does not meet the OMB statistical standard.

\*\* Total quantity response rate less than 70.0 percent, does not meet the OMB statistical standard.

† All respondents in state reported value of 0 and all nonrespondents were imputed as 0.

‡ All respondents in state reported value of 0 (no nonrespondents).

§ Item not imputed. Total quantity response rate is 100.0 percent.

N/A Not applicable

**VARIABLE=OTHOPEXP  
DESCRIPTION=OTHER OPERATING EXP**

STATE	ITEM RESPONSE RATE	TOTAL QUANTITY RESPONSE RATE
AK	32.9*	§
AL	52.0*	§
AR	86.4	99.8
AZ	61.8*	99.5
CA	87.7	§
CO	79.5	§
CT	81.2	97.8
FL	91.0	99.8
IA	31.7*	98.5
ID	58.7*	§
IL	69.2*	§
IN	81.4	99.9
KS	38.5*	§
MA	77.2	§
ME	34.1*	§
MI	77.0	99.9
MN	62.2*	§
MO	72.0	§
MS	88.7	§
MT	57.3*	98.5
ND	21.5*	§
NE	25.4*	§
NH	51.3*	§
NJ	84.5	98.3
NM	54.1*	§
NV	86.4	§
NY	65.6*	99.9

\* Item response rate less than 70.0 percent, does not meet the OMB statistical standard.

\*\* Total quantity response rate less than 70.0 percent, does not meet the OMB statistical standard.

† All respondents in state reported value of 0 and all nonrespondents were imputed as 0.

‡ All respondents in state reported value of 0 (no nonrespondents).

§ Item not imputed. Total quantity response rate is 100.0 percent.

N/A Not applicable

STATE	ITEM RESPONSE RATE	TOTAL QUANTITY RESPONSE RATE
OK	48.7*	§
OR	65.2*	§
PA	74.5	99.9
RI	93.8	§
SD	29.6*	§
TN	63.8*	§
TX	65.3*	99.7
UT	64.8*	99.8
VT	26.6*	§
WA	76.7	§
WI	67.1*	§
WV	64.6*	§

**VARIABLE=TOTOPEXP  
DESCRIPTION=TOTAL OPERATING EXP**

STATE	ITEM RESPONSE RATE	TOTAL QUANTITY RESPONSE RATE
AR	94.9	99.8
AZ	71.9	94.0
CT	64.4*	76.4
FL	89.7	97.1
IA	88.0	96.4
ND	93.7	99.7
NE	92.6	99.5
NH	94.2	99.2
NJ	88.9	97.9
TX	94.4	99.4
UT	84.5	97.6
VT	83.7	94.8
WA	93.3	§

\* Item response rate less than 70.0 percent, does not meet the OMB statistical standard.

\*\* Total quantity response rate less than 70.0 percent, does not meet the OMB statistical standard.

† All respondents in state reported value of 0 and all nonrespondents were imputed as 0.

‡ All respondents in state reported value of 0 (no nonrespondents).

§ Item not imputed. Total quantity response rate is 100.0 percent.

N/A Not applicable

**VARIABLE=LCAP\_REV**  
**DESCRIPTION=LOCAL GOVT CAPITAL REVENUE**

STATE	ITEM RESPONSE RATE	TOTAL QUANTITY RESPONSE RATE
AR	93.2	§
AS	100.0	‡
AZ	76.4	99.9
CT	93.2	§
FL	93.6	§
HI	100.0	‡
IA	93.6	§
MP	100.0	‡
ND	93.7	§
NE	93.9	98.8
NH	94.6	99.8
NJ	88.9	§
OH	100.0	‡
TX	94.4	§
UT	84.5	98.0
VT	83.7	§

**VARIABLE=SCAP\_REV**  
**DESCRIPTION=STATE GOVT CAPITAL REVENUE**

STATE	ITEM RESPONSE RATE	TOTAL QUANTITY RESPONSE RATE
AK	100.0	‡
AR	93.2	§
AS	100.0	‡
AZ	76.4	§
CT	93.2	§
DC	100.0	‡
FL	93.6	§

\* Item response rate less than 70.0 percent, does not meet the OMB statistical standard.

\*\* Total quantity response rate less than 70.0 percent, does not meet the OMB statistical standard.

† All respondents in state reported value of 0 and all nonrespondents were imputed as 0.

‡ All respondents in state reported value of 0 (no nonrespondents).

§ Item not imputed. Total quantity response rate is 100.0 percent.

N/A Not applicable

STATE	ITEM RESPONSE RATE	TOTAL QUANTITY RESPONSE RATE
GU	100.0	‡
IA	93.6	§
KS	99.4	†
LA	100.0	‡
MO	98.7	†
MP	100.0	‡
MS	98.1	†
ND	93.7	§
NE	93.9	§
NH	94.6	§
NJ	88.9	§
NV	100.0	‡
OK	100.0	‡
SC	100.0	‡
SD	100.0	‡
TX	94.4	§
UT	84.5	†
VT	83.7	§
WI	100.0	‡
WY	95.7	†

**VARIABLE=FCAP\_REV**  
**DESCRIPTION=FEDERAL GOVT CAPITAL REVENUE**

STATE	ITEM RESPONSE RATE	TOTAL QUANTITY RESPONSE RATE
AK	100.0	‡
AR	93.2	§
AS	100.0	‡
AZ	76.4	§
CT	93.2	§

\* Item response rate less than 70.0 percent, does not meet the OMB statistical standard.

\*\* Total quantity response rate less than 70.0 percent, does not meet the OMB statistical standard.

† All respondents in state reported value of 0 and all nonrespondents were imputed as 0.

‡ All respondents in state reported value of 0 (no nonrespondents).

§ Item not imputed. Total quantity response rate is 100.0 percent.

N/A Not applicable

STATE	ITEM RESPONSE RATE	TOTAL QUANTITY RESPONSE RATE
DC	100.0	‡
FL	93.6	§
GU	100.0	‡
HI	100.0	‡
IA	93.6	§
KS	99.4	†
KY	100.0	‡
MD	100.0	‡
MP	100.0	‡
MS	98.1	†
MT	97.6	†
ND	93.7	†
NE	93.9	§
NH	94.6	§
NJ	88.9	†
NV	100.0	‡
OR	98.6	†
PA	100.0	‡
SD	100.0	‡
TX	94.4	§
UT	84.5	§
VA	100.0	‡
VT	83.7	§
WA	95.0	†
WY	95.7	†

\* Item response rate less than 70.0 percent, does not meet the OMB statistical standard.

\*\* Total quantity response rate less than 70.0 percent, does not meet the OMB statistical standard.

† All respondents in state reported value of 0 and all nonrespondents were imputed as 0.

‡ All respondents in state reported value of 0 (no nonrespondents).

§ Item not imputed. Total quantity response rate is 100.0 percent.

N/A Not applicable



**VARIABLE=OCAP\_REV**  
**DESCRIPTION=OTHER CAPITAL REVENUE**

STATE	ITEM RESPONSE RATE	TOTAL QUANTITY RESPONSE RATE
AK	100.0	‡
AR	93.2	§
AS	100.0	‡
AZ	78.7	§
CT	93.2	§
DC	100.0	‡
FL	93.6	§
GU	100.0	‡
HI	100.0	‡
IA	93.6	§
MP	100.0	‡
ND	93.7	§
NE	93.9	§
NH	94.6	§
NJ	88.9	§
SC	100.0	‡
TX	94.4	§
UT	84.5	§
VT	83.7	§
WY	95.7	†

\* Item response rate less than 70.0 percent, does not meet the OMB statistical standard.

\*\* Total quantity response rate less than 70.0 percent, does not meet the OMB statistical standard.

† All respondents in state reported value of 0 and all nonrespondents were imputed as 0.

‡ All respondents in state reported value of 0 (no nonrespondents).

§ Item not imputed. Total quantity response rate is 100.0 percent.

N/A Not applicable

VARIABLE=CAP\_REV  
DESCRIPTION=TOTAL CAPITAL REVENUE

STATE	ITEM RESPONSE RATE	TOTAL QUANTITY RESPONSE RATE
AR	94.9	§
AS	100.0	‡
AZ	76.4	99.8
CT	93.2	§
FL	93.6	§
IA	93.6	§
MP	100.0	‡
ND	93.7	§
NE	93.9	99.1
NH	94.6	99.8
NJ	88.9	§
TX	94.4	§
UT	84.5	99.3
VT	83.7	§

\* Item response rate less than 70.0 percent, does not meet the OMB statistical standard.

\*\* Total quantity response rate less than 70.0 percent, does not meet the OMB statistical standard.

† All respondents in state reported value of 0 and all nonrespondents were imputed as 0.

‡ All respondents in state reported value of 0 (no nonrespondents).

§ Item not imputed. Total quantity response rate is 100.0 percent.

N/A Not applicable

**VARIABLE=CAPITAL**  
**DESCRIPTION=TOTAL CAPITAL EXPENDITURES**

STATE	ITEM RESPONSE RATE	TOTAL QUANTITY RESPONSE RATE
AR	93.2	99.7
AS	100.0	‡
AZ	77.5	97.6
CT	93.2	92.7
FL	93.6	99.7
GU	100.0	‡
IA	92.8	98.9
IN	94.5	97.7
MP	100.0	‡
ND	93.7	99.5
NE	93.9	99.7
NH	94.2	97.6
NJ	88.9	85.7
TX	94.4	98.9
UT	84.5	96.5
VT	83.7	96.0
WA	93.3	99.9
WY	95.7	80.2

\* Item response rate less than 70.0 percent, does not meet the OMB statistical standard.

\*\* Total quantity response rate less than 70.0 percent, does not meet the OMB statistical standard.

† All respondents in state reported value of 0 and all nonrespondents were imputed as 0.

‡ All respondents in state reported value of 0 (no nonrespondents).

§ Item not imputed. Total quantity response rate is 100.0 percent.

N/A Not applicable

**VARIABLE=BKVOL**  
**DESCRIPTION=PRINT MATERIALS**

STATE	ITEM RESPONSE RATE	TOTAL QUANTITY RESPONSE RATE
AK	92.4	98.4
AR	93.2	99.2
AZ	85.4	96.7
CT	93.2	93.5
FL	93.6	99.6
IA	93.7	97.5
ND	93.7	98.2
NE	93.4	97.7
NH	94.6	98.2
NJ	89.2	96.3
TX	94.4	98.4
UT	84.5	95.9
VT	83.7	91.0
WA	93.3	99.7

**VARIABLE=EBOOK**  
**DESCRIPTION=ELECTRONIC BOOKS**

STATE	ITEM RESPONSE RATE	TOTAL QUANTITY RESPONSE RATE
AK	92.4	§
AR	94.9	99.3
AZ	65.2*	93.5
CT	N/A	†
FL	93.6	98.8
GU	100.0	‡
IA	93.7	97.5
ND	93.7	96.7
NE	93.9	96.3
NJ	89.2	98.1

\* Item response rate less than 70.0 percent, does not meet the OMB statistical standard.

\*\* Total quantity response rate less than 70.0 percent, does not meet the OMB statistical standard.

† All respondents in state reported value of 0 and all nonrespondents were imputed as 0.

‡ All respondents in state reported value of 0 (no nonrespondents).

§ Item not imputed. Total quantity response rate is 100.0 percent.

N/A Not applicable

STATE	ITEM RESPONSE RATE	TOTAL QUANTITY RESPONSE RATE
TX	94.4	98.8
VT	83.7	96.6
WA	93.3	92.6

**VARIABLE=AUDIO\_PH**  
**DESCRIPTION=AUDIO - PHYSICAL UNITS**

STATE	ITEM RESPONSE RATE	TOTAL QUANTITY RESPONSE RATE
AK	92.4	99.3
AR	94.9	99.7
AZ	85.4	98.6
CT	93.2	94.1
FL	93.6	99.9
IA	93.7	99.2
ND	93.7	99.3
NE	93.9	99.4
NH	94.6	98.7
NJ	89.2	98.8
TX	94.4	99.1
UT	84.5	96.3
VT	82.1	94.8
WA	93.3	99.9

\* Item response rate less than 70.0 percent, does not meet the OMB statistical standard.

\*\* Total quantity response rate less than 70.0 percent, does not meet the OMB statistical standard.

† All respondents in state reported value of 0 and all nonrespondents were imputed as 0.

‡ All respondents in state reported value of 0 (no nonrespondents).

§ Item not imputed. Total quantity response rate is 100.0 percent.

N/A Not applicable

**VARIABLE=AUDIO\_DL**  
**DESCRIPTION=AUDIO - DOWNLOADABLE UNITS**

STATE	ITEM RESPONSE RATE	TOTAL QUANTITY RESPONSE RATE
AK	92.4	§
AR	94.9	99.9
AS	100.0	‡
AZ	65.2*	94.5
CT	N/A	†
FL	93.6	99.9
GU	100.0	‡
IA	93.7	98.3
MP	100.0	‡
ND	93.7	91.4
NE	93.9	97.8
NJ	86.1	96.8
TX	94.4	99.8
VT	83.7	93.9
WA	93.3	96.8

**VARIABLE=VIDEO\_PH**  
**DESCRIPTION=VIDEO - PHYSICAL UNITS**

STATE	ITEM RESPONSE RATE	TOTAL QUANTITY RESPONSE RATE
AK	92.4	99.3
AR	94.9	99.6
AZ	85.4	97.9
CT	93.2	94.4
FL	93.6	99.9
IA	93.7	97.9
ND	93.7	97.7
NE	93.9	98.4

\* Item response rate less than 70.0 percent, does not meet the OMB statistical standard.

\*\* Total quantity response rate less than 70.0 percent, does not meet the OMB statistical standard.

† All respondents in state reported value of 0 and all nonrespondents were imputed as 0.

‡ All respondents in state reported value of 0 (no nonrespondents).

§ Item not imputed. Total quantity response rate is 100.0 percent.

N/A Not applicable

STATE	ITEM RESPONSE RATE	TOTAL QUANTITY RESPONSE RATE
WA	93.3	99.8
NH	94.6	97.9
NJ	89.2	96.5
TX	94.4	99.0
UT	84.5	97.0
VT	84.2	91.7

**VARIABLE=VIDEO\_DL  
DESCRIPTION=VIDEO - DOWNLOADABLE UNITS**

STATE	ITEM RESPONSE RATE	TOTAL QUANTITY RESPONSE RATE
AK	92.4	§
AR	94.9	99.9
AS	100.0	‡
AZ	64.0*	88.8
CO	94.6	97.6
CT	N/A	†
FL	93.6	99.6
GU	100.0	‡
HI	100.0	‡
IA	93.7	99.1
IN	99.2	91.5
MP	100.0	‡
ND	93.7	98.6
NE	93.9	99.3
NJ	80.7	97.8
PA	40.7*	44.5**
TN	96.8	86.3
TX	94.4	99.4
VT	83.7	0.3**
WA	91.7	§

\* Item response rate less than 70.0 percent, does not meet the OMB statistical standard.

\*\* Total quantity response rate less than 70.0 percent, does not meet the OMB statistical standard.

† All respondents in state reported value of 0 and all nonrespondents were imputed as 0.

‡ All respondents in state reported value of 0 (no nonrespondents).

§ Item not imputed. Total quantity response rate is 100.0 percent.

N/A Not applicable

**VARIABLE=EC\_LO\_OT**  
**DESCRIPTION=LOCAL/OTHER ELECTRONIC COLLECTIONS**

STATE	ITEM RESPONSE RATE	TOTAL QUANTITY RESPONSE RATE
AR	94.9	99.3
AS	100.0	‡
AZ	71.9	89.2
CT	93.2	84.4
FL	93.6	99.4
HI	100.0	‡
IA	93.7	96.6
MP	100.0	‡
MT	97.6	93
ND	93.7	99.7
NE	93.9	93.9
NJ	89.2	91.2
TX	94.4	97.6
UT	84.5	80.5
VT	84.2	16.4**

**VARIABLE=EC\_ST**  
**DESCRIPTION=STATE ELECTRONIC COLLECTIONS**

STATE	ITEM RESPONSE RATE	TOTAL QUANTITY RESPONSE RATE
AS	100.0	‡
CO	99.1	12.5**
CT	93.2	93.1
DC	100.0	‡
GU	100.0	‡
ME	100.0	‡
MI	98.5	0.0**
MP	100.0	‡
MT	97.6	8.7**

\* Item response rate less than 70.0 percent, does not meet the OMB statistical standard.

\*\* Total quantity response rate less than 70.0 percent, does not meet the OMB statistical standard.

† All respondents in state reported value of 0 and all nonrespondents were imputed as 0.

‡ All respondents in state reported value of 0 (no nonrespondents).

§ Item not imputed. Total quantity response rate is 100.0 percent.

N/A Not applicable



**VARIABLE=ELECCOLL**  
**DESCRIPTION=TOTAL ELECTRONIC COLLECTIONS**

STATE	ITEM RESPONSE RATE	TOTAL QUANTITY RESPONSE RATE
AR	94.9	95.2
AS	100.0	‡
AZ	71.9	74.8
CT	93.2	91.4
FL	93.6	95.0
IA	93.7	97.1
MI	98.5	91.6
MP	100.0	‡
MT	97.6	84.4
ND	93.7	97.4
NE	93.9	93.9
NJ	89.2	89.9
TX	94.4	95.4
UT	84.5	84.3
VT	84.2	78.9

**VARIABLE=VISITS**  
**DESCRIPTION=LIBRARY VISITS**

STATE	ITEM RESPONSE RATE	TOTAL QUANTITY RESPONSE RATE
AR	93.2	99.7
AZ	76.4	97.6
CT	92.7	92.9
FL	91.0	98.8
IA	93.6	99.1
MA	94.6	95.8
MN	91.1	85.0
ND	93.7	99.5

\* Item response rate less than 70.0 percent, does not meet the OMB statistical standard.

\*\* Total quantity response rate less than 70.0 percent, does not meet the OMB statistical standard.

† All respondents in state reported value of 0 and all nonrespondents were imputed as 0.

‡ All respondents in state reported value of 0 (no nonrespondents).

§ Item not imputed. Total quantity response rate is 100.0 percent.

N/A Not applicable

STATE	ITEM RESPONSE RATE	TOTAL QUANTITY RESPONSE RATE
NE	92.2	99.3
NH	85.3	85.2
NJ	89.2	96.3
OH	25.1*	13.0**
TX	94.4	98.9
UT	81.7	93.2
VT	82.1	95.6
WA	90.0	84.0
WI	76.6	76.6
WV	93.8	96.3
WY	91.3	87.1

**VARIABLE=REGBOR  
DESCRIPTION=REGISTERED USERS**

STATE	ITEM RESPONSE RATE	TOTAL QUANTITY RESPONSE RATE
AR	94.9	99.9
AZ	85.4	98.4
CT	91.1	92.0
FL	93.6	99.9
IA	92.4	95.7
ND	93.7	99.5
NE	93.4	97.8
NH	93.3	98.2
NJ	89.2	98.4
OR	94.3	90.4
TX	94.4	99.2
UT	84.5	98.9
VT	82.1	93.2

\* Item response rate less than 70.0 percent, does not meet the OMB statistical standard.

\*\* Total quantity response rate less than 70.0 percent, does not meet the OMB statistical standard.

† All respondents in state reported value of 0 and all nonrespondents were imputed as 0.

‡ All respondents in state reported value of 0 (no nonrespondents).

§ Item not imputed. Total quantity response rate is 100.0 percent.

N/A Not applicable

**VARIABLE=TOTCIR**  
**DESCRIPTION=TOTAL CIRCULATION**

STATE	ITEM RESPONSE RATE	TOTAL QUANTITY RESPONSE RATE
AR	94.9	99.8
AZ	62.9*	94.6
CT	71.2	79.1
FL	91.0	99.8
IA	93.7	99.2
ND	93.7	99.8
NE	92.2	99.6
NH	94.6	99.7
NJ	87.8	98.0
NM	94.9	99.9
TX	94.1	99.5
UT	84.5	98.4
VT	81.0	96.6
WA	93.3	§
WY	87.0	90.0

**VARIABLE=KIDCIRCL**  
**DESCRIPTION=CIRCULATION OF KIDS MATERIALS**

STATE	ITEM RESPONSE RATE	TOTAL QUANTITY RESPONSE RATE
AR	94.9	99.8
AZ	79.8	60.7**
CT	93.2	93.1
FL	87.2	97.3
IA	93.2	99.4
ID	96.2	91.1
ND	93.7	99.9

\* Item response rate less than 70.0 percent, does not meet the OMB statistical standard.

\*\* Total quantity response rate less than 70.0 percent, does not meet the OMB statistical standard.

† All respondents in state reported value of 0 and all nonrespondents were imputed as 0.

‡ All respondents in state reported value of 0 (no nonrespondents).

§ Item not imputed. Total quantity response rate is 100.0 percent.

N/A Not applicable

STATE	ITEM RESPONSE RATE	TOTAL QUANTITY RESPONSE RATE
NE	92.2	99.7
NH	91.5	98.7
NJ	89.2	97.9
TX	94.2	99.5
UT	84.5	98.3
VT	52.2*	72.1
WA	78.3	91.2
WV	97.9	85.8

**VARIABLE=ELMATCIR**  
**DESCRIPTION=CIRCULATION OF ELECTRONIC MATERIALS**

STATE	ITEM RESPONSE RATE	TOTAL QUANTITY RESPONSE RATE
AR	94.9	§
AZ	65.2*	97.2
CT	71.2	80.1
FL	92.3	99.9
GU	100.0	‡
IA	93.7	98.9
ND	93.7	§
NE	93.9	99.8
NJ	87.8	96.6
NM	94.9	§
TX	94.1	99.7
VI	100.0	‡
VT	81.0	95.9
WA	93.3	§
WY	87.0	93.6

\* Item response rate less than 70.0 percent, does not meet the OMB statistical standard.

\*\* Total quantity response rate less than 70.0 percent, does not meet the OMB statistical standard.

† All respondents in state reported value of 0 and all nonrespondents were imputed as 0.

‡ All respondents in state reported value of 0 (no nonrespondents).

§ Item not imputed. Total quantity response rate is 100.0 percent.

N/A Not applicable

**VARIABLE=PHYSICIR**  
**DESCRIPTION=PHYSICAL ITEM CIRCULATION**

STATE	ITEM RESPONSE RATE	TOTAL QUANTITY RESPONSE RATE
AR	94.9	99.7
AZ	85.4	99.8
CT	93.2	93.5
FL	91.0	99.7
IA	93.7	99.3
ND	93.7	99.8
NE	92.2	99.5
NH	94.6	99.7
NJ	89.2	98.5
TX	94.2	99.4
UT	84.5	98.0
VT	84.2	97.1
WA	93.3	99.9

**VARIABLE=ELINFO**  
**DESCRIPTION=SUCCESSFUL RETRIEVAL OF ELECTRONIC INFORMATION**

STATE	ITEM RESPONSE RATE	TOTAL QUANTITY RESPONSE RATE
AR	94.9	§
CA	82.6	98.5
CT	21.5*	46.7**
FL	61.5*	94.5
GU	100.0	‡
IA	93.7	99.9
IN	91.1	99.0
KS	89.2	99.1
ME	10.2*	33.7**
MN	87.4	99.7

\* Item response rate less than 70.0 percent, does not meet the OMB statistical standard.

\*\* Total quantity response rate less than 70.0 percent, does not meet the OMB statistical standard.

‡ All respondents in state reported value of 0 and all nonrespondents were imputed as 0.

‡ All respondents in state reported value of 0 (no nonrespondents).

§ Item not imputed. Total quantity response rate is 100.0 percent.

N/A Not applicable

STATE	ITEM RESPONSE RATE	TOTAL QUANTITY RESPONSE RATE
MP	100.0	‡
ND	93.7	98.5
NE	93.0	§
NJ	50.3*	97.9
NM	82.7	98.8
OK	40.3*	97.5
TX	94.2	99.9
VI	100.0	‡
VT	62.0*	98.0
WA	71.7	94.1
WI	70.3	89.6
WV	91.7	99.9

**VARIABLE=ELCONT  
DESCRIPTION=ELECTRONIC CONTENT USE**

STATE	ITEM RESPONSE RATE	TOTAL QUANTITY RESPONSE RATE
AR	94.9	§
AZ	65.2*	97.9
CA	82.1	87.1
CT	21.5*	42.6**
FL	61.5*	93.2
GU	100.0	‡
IA	93.7	99.4
IN	90.7	97.4
KS	89.2	97.5
ME	10.2*	46.2**
MN	87.4	99.4
ND	93.7	99.5
NE	93.0	99.9

\* Item response rate less than 70.0 percent, does not meet the OMB statistical standard.

\*\* Total quantity response rate less than 70.0 percent, does not meet the OMB statistical standard.

† All respondents in state reported value of 0 and all nonrespondents were imputed as 0.

‡ All respondents in state reported value of 0 (no nonrespondents).

§ Item not imputed. Total quantity response rate is 100.0 percent.

N/A Not applicable

STATE	ITEM RESPONSE RATE	TOTAL QUANTITY RESPONSE RATE
NJ	50.0*	72.2
NM	82.7	98.3
OK	40.3*	94.3
TX	94.1	99.8
VI	100.0	‡
VT	61.4*	92.4
WA	71.7	93.3
WI	70.3	86.8
WV	91.7	99.1
WY	87.0	91.6

**VARIABLE=TOTCOLL  
DESCRIPTION=TOTAL COLLECTION USE**

STATE	ITEM RESPONSE RATE	TOTAL QUANTITY RESPONSE RATE
AR	94.9	99.8
AZ	62.9*	95.4
CA	82.1	88.2
CT	21.5*	38.2**
FL	61.5*	92.0
IA	93.7	99.3
IN	90.7	96.2
KS	89.2	97.2
ME	10.2*	35.5**
MN	87.4	98.7
ND	93.7	99.7
NE	92.2	99.7
NJ	50.0*	67.2**
NM	82.7	95.4
OK	40.3*	92.2

\* Item response rate less than 70.0 percent, does not meet the OMB statistical standard.

\*\* Total quantity response rate less than 70.0 percent, does not meet the OMB statistical standard.

† All respondents in state reported value of 0 and all nonrespondents were imputed as 0.

‡ All respondents in state reported value of 0 (no nonrespondents).

§ Item not imputed. Total quantity response rate is 100.0 percent.

N/A Not applicable

STATE	ITEM RESPONSE RATE	TOTAL QUANTITY RESPONSE RATE
TX	94.1	99.6
UT	83.1	97.6
VT	61.4*	88.4
WA	71.7	92.3
WI	70.3	86.1
WV	91.7	97.1
WY	87.0	90.5

**VARIABLE=LOANTO  
DESCRIPTION= INTER-LIBRARY LOANS OUT**

STATE	ITEM RESPONSE RATE	TOTAL QUANTITY RESPONSE RATE
AR	94.9	99.1
AS	100.0	‡
AZ	82.0	85.0
CT	93.2	80.8
FL	85.9	83.3
GU	100.0	‡
IA	93.7	98.3
MP	100.0	‡
ND	93.7	98.3
NE	93.9	91.9
NH	92.9	90.8
NJ	89.2	89.6
TX	94.4	97.6
UT	84.5	93.5
VT	84.2	83.1
WA	78.3	97.2

\* Item response rate less than 70.0 percent, does not meet the OMB statistical standard.

\*\* Total quantity response rate less than 70.0 percent, does not meet the OMB statistical standard.

† All respondents in state reported value of 0 and all nonrespondents were imputed as 0.

‡ All respondents in state reported value of 0 (no nonrespondents).

§ Item not imputed. Total quantity response rate is 100.0 percent.

N/A Not applicable



**VARIABLE=LOANFM**  
**DESCRIPTION= INTER-LIBRARY LOANS RECEIVED**

STATE	ITEM RESPONSE RATE	TOTAL QUANTITY RESPONSE RATE
AR	94.9	99.8
AS	100.0	‡
AZ	82.0	77.1
CO	97.3	92.5
CT	93.2	84.8
FL	85.9	86.3
GU	100.0	‡
IA	93.7	98.7
MP	100.0	‡
ND	93.7	99.8
NE	93.9	97.7
NH	92.9	97.5
NJ	89.2	91.9
TX	94.4	99.6
VT	84.2	91.4
WA	88.3	99.2

**VARIABLE=TOTPRO**  
**DESCRIPTION=TOTAL LIBRARY PROGRAMS**

STATE	ITEM RESPONSE RATE	TOTAL QUANTITY RESPONSE RATE
AR	94.9	99.7
AZ	85.4	98.6
CT	93.2	94.8
FL	92.3	99.7
IA	93.4	98.7
ND	93.7	97.2
NE	93.9	98.2

\* Item response rate less than 70.0 percent, does not meet the OMB statistical standard.

\*\* Total quantity response rate less than 70.0 percent, does not meet the OMB statistical standard.

† All respondents in state reported value of 0 and all nonrespondents were imputed as 0.

‡ All respondents in state reported value of 0 (no nonrespondents).

§ Item not imputed. Total quantity response rate is 100.0 percent.

N/A Not applicable

STATE	ITEM RESPONSE RATE	TOTAL QUANTITY RESPONSE RATE
NH	94.6	97.8
NJ	89.2	96.1
TX	94.2	98.5
UT	84.5	94.2
VT	82.1	92.9
WA	93.3	99.0

**VARIABLE=KIDPRO  
DESCRIPTION=TOTAL KIDS PROGRAMS**

STATE	ITEM RESPONSE RATE	TOTAL QUANTITY RESPONSE RATE
AR	94.9	§
AZ	85.4	98.8
CT	93.2	95.2
FL	92.3	99.7
IA	93.4	98.7
ND	93.7	98.6
NE	93.9	98.8
NH	94.6	99.7
NJ	89.2	97.4
TX	94.2	98.9
UT	84.5	96.9
VT	75.0	89.7
WA	85.0	70.2

\* Item response rate less than 70.0 percent, does not meet the OMB statistical standard.

\*\* Total quantity response rate less than 70.0 percent, does not meet the OMB statistical standard.

† All respondents in state reported value of 0 and all nonrespondents were imputed as 0.

‡ All respondents in state reported value of 0 (no nonrespondents).

§ Item not imputed. Total quantity response rate is 100.0 percent.

N/A Not applicable

**VARIABLE=YAPRO**  
**DESCRIPTION=TOTAL YOUNG ADULT PROGRAMS**

STATE	ITEM RESPONSE RATE	TOTAL QUANTITY RESPONSE RATE
AR	94.9	99.7
AS	100.0	‡
AZ	84.3	97.7
CT	93.2	92.5
FL	85.9	99.0
IA	93.6	98.5
ND	93.7	97.4
NE	93.9	97.2
NH	88.8	95.7
NJ	89.2	94.1
TX	94.2	98.2
UT	84.5	93.8
VT	75.5	90.7
WA	81.7	44.0**
WI	91.3	95.7

**VARIABLE=TOTATTEN**  
**DESCRIPTION=TOTAL PROGRAM ATTENDANCE**

STATE	ITEM RESPONSE RATE	TOTAL QUANTITY RESPONSE RATE
AR	94.9	98.6
AZ	83.1	98.2
CT	93.2	95.2
FL	91.0	99.1
IA	93.4	98.7
MN	95.6	94.8
ND	93.7	99.6
NE	93.9	98.2
NH	94.2	99.4

\* Item response rate less than 70.0 percent, does not meet the OMB statistical standard.

\*\* Total quantity response rate less than 70.0 percent, does not meet the OMB statistical standard.

† All respondents in state reported value of 0 and all nonrespondents were imputed as 0.

‡ All respondents in state reported value of 0 (no nonrespondents).

§ Item not imputed. Total quantity response rate is 100.0 percent.

N/A Not applicable

STATE	ITEM RESPONSE RATE	TOTAL QUANTITY RESPONSE RATE
NJ	89.2	98.1
TX	94.2	98.9
UT	84.5	98.4
VT	81.0	92.3
WA	90.0	98.5

**VARIABLE=KIDATTEN  
DESCRIPTION=KIDS PROGRAM ATTENDANCE**

STATE	ITEM RESPONSE RATE	TOTAL QUANTITY RESPONSE RATE
AR	94.9	§
AZ	83.1	99.0
CT	92.7	95.1
FL	91.0	98.4
IA	93.6	99.2
ND	93.7	99.7
NE	93.9	99.5
NH	94.2	99.4
NJ	89.2	98.1
TX	94.2	99.1
UT	84.5	98.3
VT	71.7	86.8
WA	83.3	73.0

\* Item response rate less than 70.0 percent, does not meet the OMB statistical standard.

\*\* Total quantity response rate less than 70.0 percent, does not meet the OMB statistical standard.

† All respondents in state reported value of 0 and all nonrespondents were imputed as 0.

‡ All respondents in state reported value of 0 (no nonrespondents).

§ Item not imputed. Total quantity response rate is 100.0 percent.

N/A Not applicable

**VARIABLE=YAATTEN**  
**DESCRIPTION=YOUNG ADULT PROGRAM ATTENDANCE**

STATE	ITEM RESPONSE RATE	TOTAL QUANTITY RESPONSE RATE
AK	92.4	97.6
AR	94.9	99.5
AS	100.0	‡
AZ	80.9	99.3
CT	93.2	94.8
FL	85.9	99.4
IA	93.6	98.9
ND	93.7	99.2
NE	93.9	99.4
NH	90.2	99.2
NJ	89.2	99.8
TX	94.2	98.0
UT	84.5	99.5
VT	75.0	84.8
WA	81.7	35.3**
WI	90.5	98.3

**VARIABLE=GPTERMS**  
**DESCRIPTION=INTERNET COMPUTERS USED BY GEN PUBLIC**

STATE	ITEM RESPONSE RATE	TOTAL QUANTITY RESPONSE RATE
AK	94.9	96.2
AR	94.9	99.5
AZ	84.3	97.6
CT	93.2	94.7
FL	93.6	99.7
IA	93.6	98.2
ND	93.7	98.0
NE	93.9	97.4

\* Item response rate less than 70.0 percent, does not meet the OMB statistical standard.

\*\* Total quantity response rate less than 70.0 percent, does not meet the OMB statistical standard.

† All respondents in state reported value of 0 and all nonrespondents were imputed as 0.

‡ All respondents in state reported value of 0 (no nonrespondents).

§ Item not imputed. Total quantity response rate is 100.0 percent.

N/A Not applicable

STATE	ITEM RESPONSE RATE	TOTAL QUANTITY RESPONSE RATE
NH	94.2	96.5
NJ	88.9	95.8
OH	99.6	93.1
TX	94.4	98.5
UT	84.5	98.0
VT	84.2	93.2
WA	93.3	99.8

**VARIABLE=PITUSR**  
**DESCRIPTION=PUBLIC INTERNET COMPUTER USES PER YEAR**

STATE	ITEM RESPONSE RATE	TOTAL QUANTITY RESPONSE RATE
AK	86.1	98.6
AR	94.9	99.2
AZ	73.0	91.2
CA	94.8	97.4
CT	85.9	89.3
FL	89.7	98.9
IA	93.4	99.0
ME	92.5	92.9
MT	93.9	97.3
ND	93.7	98.3
NE	93.4	99.3
NH	72.8	72.7
NJ	87.8	94.9
SD	97.2	93.5
TX	94.4	98.2
UT	84.5	93.0
VT	80.4	91.7
WA	83.3	78.7

\* Item response rate less than 70.0 percent, does not meet the OMB statistical standard.

\*\* Total quantity response rate less than 70.0 percent, does not meet the OMB statistical standard.

† All respondents in state reported value of 0 and all nonrespondents were imputed as 0.

‡ All respondents in state reported value of 0 (no nonrespondents).

§ Item not imputed. Total quantity response rate is 100.0 percent.

N/A Not applicable

STATE	ITEM RESPONSE RATE	TOTAL QUANTITY RESPONSE RATE
WI	90.5	92.4
WY	87.0	86.0

**VARIABLE=WIFISESS**  
**DESCRIPTION=WIRELESS SESSIONS**

STATE	ITEM RESPONSE RATE	TOTAL QUANTITY RESPONSE RATE
AK	93.7	98.5
AL	77.8	63.9**
AR	94.9	§
AZ	78.7	99.6
CA	66.5*	89.0
CO	81.3	90.0
CT	33.0*	67.6**
FL	67.9*	91.6
IA	93.6	99.7
ID	94.2	96.8
IL	84.8	98.2
IN	91.9	97.6
KS	54.2*	81.2
MA	89.7	94.7
ME	47.8*	71.4
MI	94.4	98.8
MO	90.7	99.6
MT	93.9	95.8
NC	67.1*	84.5
ND	89.9	94.6
NE	86.9	88.6
NH	33.5*	39.2**
NJ	74.0	91.9
NM	64.3*	91.9

\* Item response rate less than 70.0 percent, does not meet the OMB statistical standard.

\*\* Total quantity response rate less than 70.0 percent, does not meet the OMB statistical standard.

† All respondents in state reported value of 0 and all nonrespondents were imputed as 0.

‡ All respondents in state reported value of 0 (no nonrespondents).

§ Item not imputed. Total quantity response rate is 100.0 percent.

N/A Not applicable

**VARIABLE=WIFISESS**  
**DESCRIPTION=WIRELESS SESSIONS**

STATE	ITEM RESPONSE RATE	TOTAL QUANTITY RESPONSE RATE
OK	88.2	99.2
OR	66.0*	90.9
SD	88.9	88.0
TN	98.4	89.5
TX	94.4	§
UT	66.2*	52.6**
VA	88.2	99.4
VT	65.8*	94.9
WA	48.3*	86.2
WI	80.3	89.4
WY	47.8*	65.2**

**VARIABLE=WEBVISIT**  
**DESCRIPTION=WEBSITE VISITS**

STATE	ITEM RESPONSE RATE	TOTAL QUANTITY RESPONSE RATE
AK	37.5*	§
AL	73.3	§
AR	94.9	§
AZ	64.0*	§
CA	69.4*	§
CO	84.8	§
CT	52.9*	§
DE	61.9*	§
FL	75.6	§
IA	93.4	§
ID	90.4	§
IL	75.7	§
IN	87.7	§

\* Item response rate less than 70.0 percent, does not meet the OMB statistical standard.

\*\* Total quantity response rate less than 70.0 percent, does not meet the OMB statistical standard.

† All respondents in state reported value of 0 and all nonrespondents were imputed as 0.

‡ All respondents in state reported value of 0 (no nonrespondents).

§ Item not imputed. Total quantity response rate is 100.0 percent.

N/A Not applicable



STATE	ITEM RESPONSE RATE	TOTAL QUANTITY RESPONSE RATE
KS	46.8*	§
LA	89.6	§
MA	90.2	§
ME	54.9*	§
MI	87.6	§
MN	71.9	§
MO	68.7*	§
MS	92.5	§
NC	84.1	§
ND	82.3	§
NH	38.8*	§
NJ	51.0*	§
NM	53.1*	§
NV	86.4	§
OH	52.6*	§
OK	84.0	§
OR	73.0	§
PA	77.4	§
RI	83.3	§
SC	66.7*	§
SD	72.7	§
TN	49.2*	§
TX	94.4	§
UT	57.7*	§
VI	N/A	†
VT	69.0*	§
WA	70.0	§
WI	78.7	§
WY	26.1*	§

\* Item response rate less than 70.0 percent, does not meet the OMB statistical standard.

\*\* Total quantity response rate less than 70.0 percent, does not meet the OMB statistical standard.

† All respondents in state reported value of 0 and all nonrespondents were imputed as 0.

‡ All respondents in state reported value of 0 (no nonrespondents).

§ Item not imputed. Total quantity response rate is 100.0 percent.

N/A Not applicable

**VARIABLE=SQ\_FEET**  
**DESCRIPTION=SQUARE FOOTAGE OF OUTLET**

STATE	ITEM RESPONSE RATE	TOTAL QUANTITY RESPONSE RATE
CT	94.5	99.9
NJ	93.0	99.2
VT	88.7	99.2

**VARIABLE=HOURS**  
**DESCRIPTION=PUBLIC SERVICE HOURS PER YEAR**

STATE	ITEM RESPONSE RATE	TOTAL QUANTITY RESPONSE RATE
AZ	92.6	§
CA	93.2	§
CT	94.6	§
MT	94.4	§
NE	94.1	§
NH	93.5	§
NJ	85.4	§
UT	84.7	§
VT	84.7	§

**VARIABLE=WKS\_OPEN**  
**DESCRIPTION=NUMBER OF WEEKS A LIBRARY IS OPEN**

STATE	ITEM RESPONSE RATE	TOTAL QUANTITY RESPONSE RATE
AZ	93.9	§
CA	93.2	§
CT	94.6	§
MT	94.4	§
NE	94.1	§
NH	94.3	§
NJ	87.1	§
UT	86.1	§
VT	84.7	§

\* Item response rate less than 70.0 percent, does not meet the OMB statistical standard.

\*\* Total quantity response rate less than 70.0 percent, does not meet the OMB statistical standard.

† All respondents in state reported value of 0 and all nonrespondents were imputed as 0.

‡ All respondents in state reported value of 0 (no nonrespondents).

§ Item not imputed. Total quantity response rate is 100.0 percent.

N/A Not applicable

## Appendix I: Frequencies of Selected Categorical Variables in Public Library System Data File (pls\_ae\_pud20i)

All frequencies, except for Structure Change Code (STATSTRU), exclude closed and temporarily closed libraries. All percentages are rounded.

### INTERLIBRARY RELATIONSHIP

C_RELATN	Frequency	Percent	Cumulative Frequency	Cumulative Percent
HQ–Headquarters of a federation or cooperative	116	1.3	116	1.3
ME–Member of a federation or cooperative	6,858	74.3	6,974	75.6
NO–Not a member of a federation or cooperative	2,254	24.4	9,228	100.0
Total	9,228	100.0		

### LEGAL BASIS

C_LEGBAS	Frequency	Percent	Cumulative Frequency	Cumulative Percent
CC–City/County	96	1.0	96	1.0
CI–Municipal Government (city, town, or village)	4,860	52.7	4,956	53.7
CO–County/Parish	927	10.0	5,883	63.8
LD–Library District	1,407	15.2	7,290	79.0
MJ–Multi-jurisdictional	294	3.2	7,584	82.2
NL–Native American Tribal Government	52	0.6	7,636	82.7
NP–Non-profit Association or Agency	1,329	14.4	8,965	97.1
OT–Other	89	1.0	9,054	98.1
SD–School District	174	1.9	9,228	100.0
Total	9,228	100.0		

**ADMINISTRATIVE STRUCTURE**

C_ADMIN	Frequency	Percent	Cumulative Frequency	Cumulative Percent
MA-Administrative entity with multiple direct service outlets where administrative offices are separate	141	1.5	141	1.5
MO-Administrative entity with multiple direct service outlets where administrative offices are not separate	1,601	17.3	1,742	18.9
SO-Single-outlet administrative entity	7,486	81.1	9,228	100.0
Total	9,228	100.0		

**FSCS PUBLIC LIBRARY**

C_FSCS	Frequency	Percent	Cumulative Frequency	Cumulative Percent
N-No	199	2.2	199	2.2
Y-Yes	9,029	97.8	9,228	100.0
Total	9,228	100.0		

Note: Libraries that do not meet the FSCS definition are excluded from published tables.

**GEOGRAPHIC CODE**

GEOCODE	Frequency	Percent	Cumulative Frequency	Cumulative Percent
CI1–Municipal Government (city, town, or village) (exactly)	3,273	35.5	3,273	35.5
CI2–Municipal Government (city, town, or village) (most nearly)	1,471	15.9	4,744	51.4
CO1–County/Parish (exactly)	1,158	12.5	5,902	64.0
CO2–County/Parish (most nearly)	510	5.5	6,412	69.5
MA1–Metropolitan Area (exactly)	11	0.1	6,423	69.6
MA2–Metropolitan Area (most nearly)	8	0.1	6,431	69.7
MC1–Multi-County (exactly)	126	1.4	6,557	71.1
MC2–Multi-County (most nearly)	40	0.4	6,597	71.5
OTH–Other	2,154	23.3	8,751	94.8
SD1–School District (exactly)	415	4.5	9,166	99.3
SD2–School District (most nearly)	62	0.7	9,228	100.0
Total	9,228	100.0		

**LSA BOUNDARY CHANGE FROM PRIOR YEAR**

LSABOUND	Frequency	Percent	Cumulative Frequency	Cumulative Percent
N–No	9,186	99.5	9,186	99.5
Y–Yes	42	0.5	9,228	100.0
Total	9,228	100.0		

**LIBRARY VISITS REPORTING METHOD**

VISITRPT	Frequency	Percent	Cumulative Frequency	Cumulative Percent
CT-Annual Count	5,176	56.1	5,176	56.1
ES-Annual Estimate Based on Typical Week(s)	2,301	24.9	7,477	81.0
M-Missing	1,751	19.0	9,228	100.0
Total	9,228	100.0		

**REFERENCE TRANSACTIONS REPORTING METHOD**

REFERRPT	Frequency	Percent	Cumulative Frequency	Cumulative Percent
CT-Annual Count	3,511	38.0	3,511	38.0
ES-Annual Estimate Based on Typical Week(s)	3,765	40.8	7,276	78.8
M-Missing	1,952	21.2	9,228	100.0
Total	9,228	100.0		

**BEA REGION CODE**

OBEREG	Frequency	Percent	Cumulative Frequency	Cumulative Percent
01–New England (CT ME MA NH RI VT)	1,271	13.8	1,271	13.8
02–Mid East (DE DC MD NJ NY PA)	1,545	16.7	2,816	30.5
03–Great Lakes (IL IN MI OH WI)	1,886	20.4	4,702	51.0
04–Plains (IA KS MN MO NE ND SD)	1,584	17.2	6,286	68.1
05–Southeast (AL AR FL GA KY LA MS NC SC TN VA WV)	1,162	12.6	7,448	80.7
06–Southwest (AZ NM OK TX)	862	9.3	8,310	90.1
07–Rocky Mountains (CO ID MT UT WY)	392	4.2	8,702	94.3
08–Far West (AK CA HI NV OR WA)	522	5.7	9,224	100.0
09–Outlying Areas (AS GU MP PR VI)	4	#	9,228	100.0
Total	9,228	100.0		

# Rounds to zero.

**RESPONDENT STATUS**

RSTATUS	Frequency	Percent	Cumulative Frequency	Cumulative Percent
1–Respondent, with no imputed data	6,028	65.3	6,028	65.3
2–Respondent, with both reported and imputed data	2,932	31.8	8,960	97.1
4–Nonrespondent, with imputed data	268	2.9	9,228	100.0
Total	9,228	100.0		

**STRUCTURE CHANGE CODE**

STATSTRU	Frequency	Percent	Cumulative Frequency	Cumulative Percent
00–No change from last year	8,970	97.0	8,970	97.0
01–Existing administrative entity or outlet absorbs another administrative entity or outlet	4	#	8,974	97.1
02–Newly created administrative entity or outlet	3	#	8,977	97.1
03–Closed	13	0.1	8,990	97.2
04–Move outlet to a newly created administrative entity	2	#	8,992	97.3
08–Restored a closed administrative entity or outlet record	1	#	8,993	97.3
23–Temporary closure	4	#	8,997	97.3
24–Restore/Undo Was a 23 (Reopen a Temporarily Closed Administrative Entity)	2	#	8,999	97.3
25–Survey nonrespondent	246	2.7	9,245	100.0
Total	9,245	100.0		

# Rounds to zero.

Note: Closed and temporarily closed libraries are excluded from the published tables.

**NAME CHANGE CODE**

STATNAME	Frequency	Percent	Cumulative Frequency	Cumulative Percent
00–No change from last year	9,201	99.7	9,201	99.7
06–Official name change	24	0.3	9,225	100.0
14–Minor name change	3	#	9,228	100.0
Total	9,228	100.0		

# Rounds to zero.



**ADDRESS CHANGE CODE**

STATADDR	Frequency	Percent	Cumulative Frequency	Cumulative Percent
00–No change from last year	9,104	98.7	9,104	98.7
07–Moved to a new location	54	0.6	9,158	99.2
15–Minor address change	70	0.8	9,228	100.0
Total	9,228	100.0		

**LOCALE CODE (Based on AE Address)**

LOCALE	Frequency	Percent	Cumulative Frequency	Cumulative Percent
11–City, Large	101	1.1	101	1.1
12–City, Mid-size	141	1.5	242	2.6
13–City, Small	366	4.0	608	6.6
21–Suburb, Large	1,843	20.0	2,451	26.6
22–Suburb, Mid-size	236	2.6	2,687	29.1
23–Suburb, Small	198	2.1	2,885	31.3
31–Town, Fringe	510	5.5	3,395	36.8
32–Town, Distant	1,159	12.6	4,554	49.3
33–Town, Remote	712	7.7	5,266	57.1
41–Rural, Fringe	525	5.7	5,791	62.8
42–Rural, Distant	1,882	20.4	7,673	83.1
43–Rural, Remote	1,555	16.9	9,228	100.0
Total	9,228	100.0		

**LOCALE CODE (Based on Mode of Outlets in AE)**

LOCALE	Frequency	Percent	Cumulative Frequency	Cumulative Percent
11–City, Large	93	1.0	93	1.0
12–City, Mid-size	131	1.4	224	2.4
13–City, Small	301	3.3	525	5.7
21–Suburb, Large	1,888	20.5	2,413	26.1
22–Suburb, Mid-size	258	2.8	2,671	28.9
23–Suburb, Small	198	2.1	2,869	31.1
31–Town, Fringe	499	5.4	3,368	36.5
32–Town, Distant	1,083	11.7	4,451	48.2
33–Town, Remote	659	7.1	5,110	55.4
41–Rural, Fringe	508	5.5	5,618	60.9
42–Rural, Distant	2,017	21.9	7,635	82.7
43–Rural, Remote	1,593	17.3	9,228	100.0
Total	9,228	100.0		

**METROPOLITAN/MICROPOLITAN AREA FLAG**

MICROF	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0-Metropolitan area	4,894	53.0	4,894	53.0
1-Micropolitan area	1,783	19.3	6,677	72.4
N-Not applicable	2,551	27.6	9,228	100.0
Total	9,228	100.0		

**GEOCODING MATCH STATUS**

GEOSTATUS	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E- Matched	9,145	99.1	9,145	99.1
U- Unmatched	0	0.0	9,145	99.1
T- Tied	83	0.9	9,228	100.0
Total	9,228	100.0		

**GEOCODING MATCH TYPE**

GEOMTYPE	Frequency	Percent	Cumulative Frequency	Cumulative Percent
DISTANCEMARKER- A street address that represents the linear distance along a street, typically in kilometers or miles, from a designated origin location	2	#	2	#
POI- Points of interest	1	#	3	#
POINTADDRESS- A street address based on point locations that represent house and building locations	7,113	77.1	7,116	77.1
POSTAL- Postal (ZIP) code	44	0.5	7,160	77.6
POSTALLOC- A combination of postal (ZIP) code and city name	2	#	7,162	77.6
STREETADDRESS- A street address that differs from PointAddress because the address number is interpolated from the range of address numbers for a given street segment	1,862	20.2	9,024	97.8
STREETADDRESSEXT- An interpolated street address match that is returned when the input address number exceeds the address number range for the matched street segment	26	0.3	9,050	98.1
STREETINT- A street address consisting of a street intersection along with city and optional state and postal code information	19	0.2	9,069	98.3
STREETNAME- Similar to a street address but without the address number	74	0.8	9,143	99.1
SUBADDRESS- A street address based on point locations that represent house and building subaddress locations. Typically, this is the most spatially accurate match.	85	0.9	9,228	100.0
Total	9,228	100.0		

# Rounds to zero.

**CLOSED OUTLETS DUE TO COVID-19**

C19CLOSE	Frequency	Percent	Cumulative Frequency	Cumulative Percent
M-Missing	1,040	11.3	1,040	11.3
Y-Yes	318	3.4	1,358	14.7
N-No	7,870	85.3	9,228	100.0
Total	9,228	100.0		

**PUBLIC SERVICES DURING COVID-19**

C19PUBSV	Frequency	Percent	Cumulative Frequency	Cumulative Percent
M-Missing	1,031	11.2	1,031	11.2
Y-Yes	678	7.3	1,709	18.5
N-No	7,519	81.5	9,228	100.0
Total	9,228	100.0		

**ELECTRONIC MATERIALS ADDED DUE TO COVID-19**

C19ELMAT	Frequency	Percent	Cumulative Frequency	Cumulative Percent
M-Missing	1,045	11.3	1,045	11.3
Y-Yes	2,408	26.1	3,453	37.4
N-No	5,775	62.6	9,228	100.0
Total	9,228	100.0		

**ELECTRONIC LIBRARY CARDS ISSUED BEFORE COVID-19**

C19ECD1	Frequency	Percent	Cumulative Frequency	Cumulative Percent
M-Missing	1,030	11.2	1,030	11.2
Y-Yes	5,677	61.5	6,707	72.7
N-No	2,521	27.3	9,228	100.0
Total	9,228	100.0		

**ELECTRONIC LIBRARY CARDS ISSUED DURING COVID-19**

C19ECD2	Frequency	Percent	Cumulative Frequency	Cumulative Percent
M-Missing	1,034	11.2	1,034	11.2
Y-Yes	2,608	28.3	3,642	39.5
N-No	5,586	60.5	9,228	100.0
Total	9,228	100.0		

**REFERENCE SERVICE DURING COVID-19**

C19REFER	Frequency	Percent	Cumulative Frequency	Cumulative Percent
M-Missing	1,045	11.3	1,045	11.3
Y-Yes	1,031	11.2	2,076	22.5
N-No	7,152	77.5	9,228	100.0
Total	9,228	100.0		

**OUTSIDE SERVICE DURING COVID-19**

C19OUTSD	Frequency	Percent	Cumulative Frequency	Cumulative Percent
M-Missing	1,027	11.1	1,027	11.1
Y-Yes	1,029	11.2	2,056	22.3
N-No	7,172	77.7	9,228	100.0
Total	9,228	100.0		

**LIVE VIRTUAL PROGRAMS DURING COVID-19**

C19LIVEP	Frequency	Percent	Cumulative Frequency	Cumulative Percent
M-Missing	1,029	11.2	1,029	11.2
Y-Yes	3,119	33.8	4,148	45.0
N-No	5,080	55.0	9,228	100.0
Total	9,228	100.0		

**RECORDINGS OF PROGRAM CONTENT DURING COVID-19**

C19RECDP	Frequency	Percent	Cumulative Frequency	Cumulative Percent
M-Missing	1,032	11.2	1,032	11.2
Y-Yes	3,042	33.0	4,074	44.1
N-No	5,154	55.9	9,228	100.0
Total	9,228	100.0		

**EXTERNAL WIFI ACCESS BEFORE COVID-19**

C19XWIF1	Frequency	Percent	Cumulative Frequency	Cumulative Percent
M-Missing	1,027	11.1	1,027	11.1
Y-Yes	939	10.2	1,966	21.3
N-No	7,262	78.7	9,228	100.0
Total	9,228	100.0		

**EXTERNAL WIFI ACCESS ADDED DURING COVID-19**

C19XWIF2	Frequency	Percent	Cumulative Frequency	Cumulative Percent
M-Missing	1,034	11.2	1,034	11.2
Y-Yes	2,756	29.9	3,790	41.1
N-No	5,438	58.9	9,228	100.0
Total	9,228	100.0		

**EXTERNAL WIFI ACCESS INCREASED DURING COVID-19**

C19XWIF3	Frequency	Percent	Cumulative Frequency	Cumulative Percent
M-Missing	1,047	11.3	1,047	11.3
Y-Yes	4,743	51.4	5,790	62.7
N-No	3,438	37.3	9,228	100.0
Total	9,228	100.0		



**STAFF RE-ASSIGNED DURING COVID-19**

C19STOTH	Frequency	Percent	Cumulative Frequency	Cumulative Percent
M-Missing	1,033	11.2	1,033	11.2
Y-Yes	6,994	75.8	8,027	87.0
N-No	1,201	13.0	9,228	100.0
Total	9,228	100.0		

## Appendix J: Distributions of Continuous Variables in Public Library System Data File (pls\_ae\_pud20i)

All distributions exclude closed and temporarily closed libraries and are rounded.

Variable	Label	N	Mean	Median	Minimum	Maximum
POPU_LSA	POPULATION OF LSA	9,193	35,707.1	7,372.0	9.0	4,439,220.0
POPU_UND	UNDUPLICATED POP OF LSA	9,193	34,736.7	7,095.0	9.0	4,010,684.0
CENTLIB	# OF CENTRAL LIBRARIES	9,228	1.0	1.0	0.0	1.0
BRANLIB	# OF BRANCH LIBRARIES	9,228	0.8	0.0	0.0	92.0
BKMOB	# OF BOOKMOBILES	9,228	0.1	0.0	0.0	16.0
MASTER	ALA-MLS STAFF	9,207	3.7	0.7	0.0	435.8
LIBRARIA	TOTAL LIBRARIANS	9,207	5.5	1.8	0.0	477.8
OTHPAID	ALL OTHER PAID STAFF	9,207	9.8	1.6	0.0	1,516.4
TOTSTAFF	TOTAL PAID EMPLOYEES	9,207	15.3	3.9	0.0	1,952.3
LOGVGT	LOCAL GOVERNMENT REVENUE	9,207	1,373,224.1	205,098.0	0.0	204,671,981.0
STGVT	STATE GOVERNMENT REVENUE	9,207	106,073.2	4,754.0	0.0	41,427,081.0
FEDGVT	FEDERAL GOVERNMENT REVENUE	9,207	10,020.5	0.0	0.0	5,272,905.0
OTHINCM	OTHER OPERATING REVENUE	9,207	97,375.8	13,377.0	0.0	116,330,214.0
TOTINCM	TOTAL OPERATING REVENUE	9,207	1,586,693.6	266,518.0	0.0	336,330,504.0
SALARIES	SALARIES & WAGES EXP	6,049	1,056,931.2	289,143.0	0.0	142,307,349.0
BENEFIT	EMPLOYEE BENEFITS	6,049	407,925.9	83,002.0	0.0	61,162,007.0
STAFFEXP	TOTAL STAFF EXP	6,049	1,464,857.1	376,522.0	0.0	203,469,356.0
PRMATEXP	OP EXP FOR PRINT MAT	9,207	71,442.3	15,899.0	0.0	10,773,806.0
ELMATEXP	OP EXP FOR ELECTRONIC MAT	9,207	59,063.7	2,473.0	0.0	11,820,733.0
OTHMATEX	OP EXP FOR OTHER MAT	9,207	20,527.7	2,957.0	0.0	2,619,287.0

Variable	Label	N	Mean	Median	Minimum	Maximum
TOTEXPCO	TOTAL COLLECTION EXP	9,207	151,033.7	23,317.0	0.0	22,973,593.0
OTHOPEXP	OTHER OPERATING EXP	6,049	467,120.3	113,568.0	0.0	54,972,540.0
TOTOPEXP	TOTAL OPERATING EXP	9,207	1,438,141.0	240,378.0	0.0	279,916,438.0
LCAP_REV	LOCAL GOVT CAPITAL REVENUE	9,206	87,562.6	0.0	0.0	63,195,985.0
SCAP_REV	STATE GOVT CAPITAL REVENUE	9,206	10,219.4	0.0	0.0	15,369,000.0
FCAP_REV	FEDERAL GOVT CAPITAL REVENUE	9,206	868.1	0.0	0.0	2,719,966.0
OCAP_REV	OTHER CAPITAL REVENUE	9,206	24,536.3	0.0	0.0	14,148,832.0
CAP_REV	TOTAL CAPITAL REVENUE	9,206	123,186.4	0.0	0.0	63,195,985.0
CAPITAL	TOTAL CAPITAL EXPENDITURES	9,206	153,698.8	0.0	0.0	70,275,096.0
BKVOL	PRINT MATERIALS	9,207	73,122.5	27,133.0	0.0	22,889,348.0
EBOOK	ELECTRONIC BOOKS	9,206	87,441.4	32,960.5	0.0	2,060,434.0
AUDIO_PH	AUDIO - PHYSICAL UNITS	9,207	4,371.3	1,085.0	0.0	479,389.0
AUDIO_DL	AUDIO - DOWNLOADABLE UNITS	9,205	44,694.0	13,923.0	0.0	16,421,504.0
VIDEO_PH	VIDEO - PHYSICAL UNITS	9,206	7,349.3	2,485.0	0.0	632,318.0
VIDEO_DL	VIDEO - DOWNLOADABLE UNITS	9,206	4,208.3	79.0	0.0	915,760.0
EC_LO_OT	LOCAL/OTHER ELECTRONIC COLLECTIONS	9,206	11.1	3.0	0.0	4,694.0
EC_ST	STATE ELECTRONIC COLLECTIONS	9,206	42.4	45.0	0.0	116.0
ELECCOLL	TOTAL ELECTRONIC COLLECTIONS	9,206	53.5	51.0	0.0	4,769.0
HRS_OPEN	PUBLIC SERV HRS/YR	8,885	3,045.7	1,820.0	0.0	196,000.0
VISITS	LIBRARY VISITS	9,203	79,589.5	16,410.0	0.0	8,039,580.0
REFERENC	REFERENCE TRANS	9,202	15,134.5	1,820.5	0.0	2,789,002.0
REGBOR	REGISTERED USERS	9,206	18,547.1	3,405.0	0.0	2,609,997.0
TOTCIR	TOTAL CIRCULATION	9,203	178,248.4	27,064.0	0.0	16,099,851.0
KIDCIRCL	CIRCULATION OF KIDS MATERIALS	9,207	58,499.5	7,899.0	0.0	5,871,478.0

Variable	Label	N	Mean	Median	Minimum	Maximum
ELMATCIR	CIRCULATION OF ELECTRONIC MATERIALS	9,203	46,486.1	4,388.0	0.0	9,901,799.0
PHYS CIR	PHYSICAL ITEM CIRCULATION	9,205	131,733.7	21,644.0	0.0	13,990,091.0
ELINFO	SUCCESSFUL RETRIEVAL OF ELECTRONIC INFORMATION	9,199	94,831.3	227.0	0.0	71,552,859.0
ELCONT	ELECTRONIC CONTENT USE	9,199	141,337.6	5,586.0	0.0	73,407,471.0
TOTCOLL	TOTAL COLLECTION USE	9,199	273,156.4	29,352.0	0.0	75,402,050.0
LOANTO	INTER-LIBRARY LOANS OUT	9,205	5,394.3	454.0	0.0	569,497.0
LOANFM	INTER-LIBRARY LOANS RECEIVED	9,205	5,433.7	498.0	0.0	761,451.0
TOTPRO	TOTAL LIBRARY PROGRAMS	9,207	389.2	122.0	0.0	41,816.0
KIDPRO	TOTAL KIDS PROGRAMS	9,207	202.3	66.0	0.0	18,991.0
YAPRO	TOTAL YOUNG ADULT PROGRAMS	9,207	40.6	6.0	0.0	7,140.0
TOTATTEN	TOTAL PROGRAM ATTENDANCE	9,207	8,538.7	1,770.0	0.0	1,135,917.0
KIDATTEN	KIDS PROGRAM ATTENDANCE	9,207	5,411.7	1,057.0	0.0	845,747.0
YAATTEN	YOUNG ADULT PROGRAM ATTENDANCE	9,207	577.9	40.0	0.0	87,232.0
GPTERMS	INTERNET COMPUTERS USED BY GEN PUBLIC	9,220	30.9	10.0	0.0	4,214.0
PITUSR	PUBLIC INTERNET COMPUTER USES PER YEAR	9,202	13,279.2	2,133.0	0.0	4,933,339.0
WIFISESS	WIRELESS SESSIONS	9,193	38,515.7	2,618.0	0.0	49,533,536.0
WEBVISIT	TOTAL VISITS (SESSIONS) TO LIBRARY WEBSITE	7,100	163,242.9	12,427.0	0.0	30,340,674.0

Note: These are distributional characteristics of the file after all imputations and suppressions have been applied. Fields coded with -1 (nonresponse, not imputed) and fields with coded with -9 (suppressed data) are excluded from the distributions; SALARIES, BENEFITS, STAFFEXP, and OTHOPEXP are suppressed for 3,179 records. In some states with several small libraries, the characteristics of the suppressed and unsuppressed files could be very different.

## Appendix K: Frequencies of Selected Categorical Variable and Distributions of Continuous Variables in State Summary/State Characteristics Data File (pls\_state\_pud20i)

All percentages and distributions are rounded.

OBEREG	BEA REGION CODE		Cumulative	Cumulative
	Frequency	Percent	Frequency	Percent
01–New England (CT ME MA NH RI VT)	6	10.9	6	10.9
02–Mid East (DE DC MD NJ NY PA)	6	10.9	12	21.8
03–Great Lakes (IL IN MI OH WI)	5	9.1	17	30.9
04–Plains (IA KS MN MO NE ND SD)	7	12.7	24	43.6
05–Southeast (AL AR FL GA KY LA MS NC SC TN VA WV)	12	21.8	36	65.5
06–Southwest (AZ NM OK TX)	4	7.3	40	72.7
07–Rocky Mountains (CO ID MT UT WY)	5	9.1	45	81.8
08–Far West (AK CA HI NV OR WA)	6	10.9	51	92.7
09–Outlying Areas (AS GU MP PR VI)	4	7.3	55	100.0
Total	55	100.0		

## Distributions of Continuous Variables

Variable	Label	N	Mean	Median	Minimum	Maximum
POPU_LSA	POPULATION OF LSA	55	5,968,287.4	4,329,754.0	53,883.0	39,767,327.0
POPU_UND	TOTAL UNDUPLICATED POP OF LSA	55	5,806,082.5	3,565,287.0	53,883.0	39,767,327.0
POPU_ST	STATE TOTAL POP ESTIMATE	55	5,966,535.9	3,956,971.0	53,883.0	39,782,870.0
CENTLIB	# OF CENTRAL LIBRARIES	55	164.6	98.0	0.0	755.0
BRANLIB	# OF BRANCH LIBRARIES	55	140.7	83.0	1.0	973.0
BKMOB	# OF BOOKMOBILES	55	12.4	9.0	0.0	72.0
MASTER	ALA-MLS STAFF	55	613.7	313.0	0.0	3,590.7
LIBRARIA	TOTAL LIBRARIANS	55	918.7	614.9	0.0	4,382.1
OTHPAID	ALL OTHER PAID STAFF	55	1,638.9	969.8	8.0	8,244.4
TOTSTAFF	TOTAL PAID EMPLOYEES	55	2,557.7	1,755.2	10.0	12,262.1
LOGVGT	LOCAL GOVERNMENT REVENUE	55	229,877,713.6	134,205,915.0	0.0	1,699,425,878.0
STGVT	STATE GOVERNMENT REVENUE	55	17,756,648.1	4,162,425.0	0.0	408,462,270.0
FEDGVT	FEDERAL GOVERNMENT REVENUE	55	1,677,435.0	884,463.0	0.0	24,423,149.0
OTHINCM	OTHER OPERATING REVENUE	55	16,300,703.8	6,793,131.0	0.0	178,058,591.0
TOTINCM	TOTAL OPERATING REVENUE	55	265,612,500.5	140,766,389.0	412,234.0	1,825,476,195.0
SALARIES	SALARIES & WAGES EXP	55	117,945,193.0	69,512,778.0	230,558.0	723,624,718.0
BENEFIT	EMPLOYEE BENEFITS	55	45,255,224.8	24,897,175.0	3,860.0	392,918,371.0
STAFFEXP	TOTAL STAFF EXP	55	163,200,417.8	94,528,091.0	249,759.0	1,116,543,089.0
PRMATEXP	OP EXP FOR PRINT MAT	55	11,959,446.4	8,248,801.0	3,747.0	72,554,558.0
ELMATEXP	OP EXP FOR ELECTRONIC MAT	55	9,887,264.4	5,268,415.0	0.0	65,653,363.0
OTHMATEX	OP EXP FOR OTHER MAT	55	3,436,331.7	2,222,965.0	0.0	21,510,127.0
TOTEXPCO	TOTAL COLLECTION EXP	55	25,283,042.4	15,553,852.0	3,927.0	155,216,835.0
OTHOPEXP	OTHER OPERATING EXP	55	52,261,347.4	28,054,669.0	16,767.0	453,465,018.0

Variable	Label	N	Mean	Median	Minimum	Maximum
TOTOPEXP	TOTAL OPERATING EXP	55	240,744,807.7	136,546,932.0	368,817.0	1,725,224,942.0
LCAP_REV	LOCAL GOVT CAPITAL REVENUE	54	14,927,806.4	5,999,876.0	0.0	100,649,619.0
SCAP_REV	STATE GOVT CAPITAL REVENUE	54	1,742,210.9	92,889.0	0.0	22,211,267.0
FCAP_REV	FEDERAL GOVT CAPITAL REVENUE	54	147,992.9	23,820.0	0.0	2,719,966.0
OCAP_REV	OTHER CAPITAL REVENUE	54	4,182,988.3	1,313,365.5	0.0	57,275,444.0
CAP_REV	TOTAL CAPITAL REVENUE	54	21,000,998.5	10,352,467.0	0.0	132,008,297.0
CAPITAL	TOTAL CAPITAL EXPENDITURES	54	26,202,791.9	12,736,905.5	0.0	153,977,799.0
BKVOL	PRINT MATERIALS	55	12,240,710.7	8,438,280.0	44,530.0	63,897,822.0
EBOOK	ELECTRONIC BOOKS	54	14,907,142.9	6,421,113.5	0.0	121,452,502.0
AUDIO_PH	AUDIO - PHYSICAL UNITS	55	731,748.9	484,490.0	43.0	3,329,426.0
AUDIO_DL	AUDIO - DOWNLOADABLE UNITS	54	7,618,676.8	3,118,817.0	0.0	59,802,771.0
VIDEO_PH	VIDEO - PHYSICAL UNITS	55	1,230,134.3	808,705.0	41.0	5,438,762.0
VIDEO_DL	VIDEO - DOWNLOADABLE UNITS	54	717,434.1	378,454.0	0.0	6,610,446.0
EC_LO_OT	LOCAL/OTHER ELECTRONIC COLLECTIONS	54	1,894.8	805.5	0.0	20,490.0
EC_ST	STATE ELECTRONIC COLLECTIONS	54	7,224.4	3,855.0	0.0	48,276.0
ELECCOLL	TOTAL ELECTRONIC COLLECTIONS	54	9,119.2	4,853.5	0.0	54,750.0
HRS_OPEN	PUBLIC SERV HRS/YR	55	492,016.0	362,245.0	2,071.0	1,677,195.0
VISITS	LIBRARY VISITS	54	13,564,114.9	8,954,894.5	25,413.0	95,821,437.0
REFERENC	REFERENCE TRANS	54	2,579,029.2	1,364,537.0	700.0	12,901,341.0
REGBOR	REGISTERED USERS	54	3,161,932.1	2,256,493.5	15,453.0	23,439,594.0
TOTCIR	TOTAL CIRCULATION	55	29,825,814.0	19,898,889.0	9,000.0	175,899,031.0
KIDCIRCL	CIRCULATION OF KIDS MATERIALS	55	9,792,815.4	6,887,705.0	3,000.0	68,137,276.0
ELMATCIR	CIRCULATION OF ELECTRONIC MATERIALS	55	7,778,385.1	5,071,589.0	0.0	44,672,031.0
PHYSCIR	PHYSICAL ITEM CIRCULATION	55	22,047,432.7	15,589,602.0	9,000.0	131,227,215.0

Variable	Label	N	Mean	Median	Minimum	Maximum
ELINFO	SUCCESSFUL RETRIEVAL OF ELECTRONIC INFORMATION	55	15,860,966.3	3,803,260.0	0.0	383,604,744.0
ELCONT	ELECTRONIC CONTENT USE	55	23,639,351.5	11,142,770.0	0.0	384,720,420.0
TOTCOLL	TOTAL COLLECTION USE	55	45,686,647.9	28,830,263.0	9,000.0	389,275,834.0
LOANTO	INTER-LIBRARY LOANS OUT	54	919,532.7	267,863.0	0.0	6,978,116.0
LOANFM	INTER-LIBRARY LOANS RECEIVED	54	926,243.3	277,379.0	0.0	7,053,414.0
TOTPRO	TOTAL LIBRARY PROGRAMS	55	65,155.2	34,789.0	4.0	323,033.0
KIDPRO	TOTAL KIDS PROGRAMS	55	33,863.5	17,085.0	3.0	184,437.0
YAPRO	TOTAL YOUNG ADULT PROGRAMS	55	6,802.0	4,631.0	0.0	37,531.0
TOTATTEN	TOTAL PROGRAM ATTENDANCE	55	1,429,376.7	807,646.0	100.0	7,555,074.0
KIDATTEN	KIDS PROGRAM ATTENDANCE	55	905,917.7	547,633.0	70.0	5,553,796.0
YAATTEN	YOUNG ADULT PROGRAM ATTENDANCE	55	96,740.3	65,588.0	0.0	486,591.0
GPTERMS	INTERNET COMPUTERS USED BY GEN PUBLIC	55	5,176.1	3,290.0	15.0	24,412.0
PITUSR	PUBLIC INTERNET COMPUTER USES PER YEAR	54	2,262,876.5	1,482,424.5	2,597.0	16,938,386.0
WIFISESS	WIRELESS SESSIONS	54	6,556,934.5	3,205,047.0	440.0	56,432,070.0
WEBVISIT	TOTAL VISITS (SESSIONS) TO LIBRARY WEBSITE	54	21,463,414.9	13,822,496.0	573.0	122,743,796.0

Note: These are distributional characteristics of the file after all imputations have been applied. Fields coded with -1 (nonresponse for the entire state, not imputed) are excluded from the distributions.



## Appendix L: Frequencies and Distributions of Selected Variables in Public Library Outlet Data File (pls\_outlet\_pud20i)

All frequencies and distributions, except for Status Structure Code (STATSTRU), exclude closed and temporarily closed outlets. All percentages are rounded.

C_OUT_TY	OUTLET TYPE		Cumulative Frequency	Cumulative Percent
	Frequency	Percent		
BM-Books-by-Mail Only	3	#	3	0.0
BR-Branch Library	7,739	44.4	7,742	44.4
BS-Bookmobile(s)	630	3.6	8,372	48.0
CE-Central Library	9,052	52.0	17,424	100.0
Total	17,424	100.0		

# Rounds to zero.

**STRUCTURE CHANGE CODE**

STATSTRU	Frequency	Percent	Cumulative Frequency	Cumulative Percent
00–No change from last year	17,064	97.5	17,064	97.5
01–Existing Administrative Entity or Outlet absorbs another Administrative Entity or Outlet	1	#	17,065	97.5
02–Newly created administrative entity or outlet	60	0.3	17,125	97.8
03–Closed	57	0.3	17,182	98.1
04–Move outlet to a newly created administrative entity	2	#	17,184	98.1
08–Restored a closed administrative entity or outlet record	5	#	17,189	98.2
09–Restored an incorrectly deleted administrative entity or outlet	1	#	17,190	98.2
11–Outlet moved to a different previously existing administrative entity	10	0.1	17,200	98.2
13–Add an existing administrative entity or outlet not previously reported	6	#	17,206	98.3
23–Temporary closure	28	0.2	17,234	98.4
24–Restore/Undo was a 23 (Reopen a temporary closure)	13	0.1	17,247	98.5
25–Survey nonrespondent	262	1.5	17,509	100.0
Total	17,509	100.0		

# Rounds to zero.

Note: Closed and temporarily closed libraries are excluded from the published tables.

**NAME CHANGE CODE**

STATNAME	Frequency	Percent	Cumulative Frequency	Cumulative Percent
00–No change from last year	17,299	99.3	17,299	99.3
06–Official name change	69	0.4	17,368	99.7
14–Minor name change	56	0.3	17,424	100.0
Total	17,424	100.0		

### ADDRESS CHANGE CODE

STATADDR	Frequency	Percent	Cumulative Frequency	Cumulative Percent
00–No change from last year	17,151	98.4	17,151	98.4
07–Moved to a new location	121	0.7	17,272	99.1
15–Minor address change	152	0.9	17,424	100.0
Total	17,424	100.0		

### LOCALE CODE

LOCALE	Frequency	Percent	Cumulative Frequency	Cumulative Percent
11–City, Large	1,595	9.2	1,595	9.2
12–City, Mid-size	706	4.1	2,301	13.2
13–City, Small	764	4.4	3,065	17.6
21–Suburb, Large	3,629	20.8	6,694	38.4
22–Suburb, Mid-size	532	3.1	7,226	41.5
23–Suburb, Small	360	2.1	7,586	43.5
31–Town, Fringe	850	4.9	8,436	48.4
32–Town, Distant	1,703	9.8	10,139	58.2
33–Town, Remote	966	5.5	11,105	63.7
41–Rural, Fringe	951	5.5	12,056	69.2
42–Rural, Distant	3,148	18.1	15,204	87.3
43–Rural, Remote	2,207	12.7	17,411	99.9
M–Missing	13	0.1	17,424	100.0
Total	17,424	100.0		

**BEA REGION CODE**

<b>OBEREG</b>	<b>Frequency</b>	<b>Percent</b>	<b>Cumulative Frequency</b>	<b>Cumulative Percent</b>
01–New England (CT ME MA NH RI VT)	1,461	8.4	1,461	8.4
02–Mid East (DE DC MD NJ NY PA)	2,442	14.0	3,903	22.4
03–Great Lakes (IL IN MI OH WI)	3,143	18.0	7,046	40.4
04–Plains (IA KS MN MO NE ND SD)	2,216	12.7	9,262	53.2
05–Southeast (AL AR FL GA KY LA MS NC SC TN VA WV)	3,852	22.1	13,114	75.3
06–Southwest (AZ NM OK TX)	1,466	8.4	14,580	83.7
07–Rocky Mountains (CO ID MT UT WY)	769	4.4	15,349	88.1
08–Far West (AK CA HI NV OR WA)	2,055	11.8	17,404	99.9
09–Outlying Areas (AS GU MP PR VI)	20	0.1	17,424	100.0
<b>Total</b>	<b>17,424</b>	<b>100.0</b>		

**METROPOLITAN/MICROPOLITAN AREA FLAG**

<b>MICROF</b>	<b>Frequency</b>	<b>Percent</b>	<b>Cumulative Frequency</b>	<b>Cumulative Percent</b>
0–Metropolitan area	11,145	64.0	11,145	64.0
1–Micropolitan area	2,650	15.2	13,795	79.2
N–Not applicable	3,629	20.8	17,424	100.0
<b>Total</b>	<b>17,424</b>	<b>100.0</b>		

**GEOCODING MATCH STATUS**

GEOSTATUS	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E-Matched	17,241	98.9	17,241	98.9
U-Unmatched	0	0.0	17,241	98.9
T-Tied	183	1.1	17,424	100.0
Total	17,424	100.0		

**GEOCODING MATCH TYPE**

GEOMTYPE	Frequency	Percent	Cumulative Frequency	Cumulative Percent
DISTANCEMARKER–A street address that represents the linear distance along a street, typically in kilometers or miles, from a designated origin location	3	#	3	0.0
LOCALITY– A place name representing a populated place such as a city or neighborhood	3	#	6	0.0
POI– Points of interest, for example, administrative placenames, businesses, landmarks, and geographic features	8	#	14	0.1
POINTADDRESS– A street address based on point locations that represent house and building locations	13,530	77.7	13,544	77.7
POSTAL– Postal (ZIP) code	108	0.6	13,652	78.4
POSTALLOC– A combination of postal (ZIP) code and city name	5	#	13,657	78.4
STREETADDRESS– A street address that differs from PointAddress because the address number is interpolated from the range of address numbers for a given street segment	3,322	19.1	16,979	97.4
STREETADDRESSEXT– An interpolated street address match that is returned when the input address number exceeds the address number range for the matched street segment	55	0.3	17,034	97.8
STREETINT– A street address consisting of a street intersection along with city and optional state and postal code information	42	0.2	17,076	98.0
STREETNAME– Similar to a street address but without the address number	189	1.1	17,265	99.1
SUBADDRESS– A street address based on point locations that represent house and building subaddress locations. Typically, this is the most spatially accurate match	159	0.9	17,424	100.0
Total	17,424	100.0		

# Rounds to zero.

### Distributions of Continuous Variables

Variable	Label	N	Mean	Median	Minimum	Maximum
SQ_FEET	SQUARE FOOTAGE OF OUTLET	16,654	1,2792.1	6,639.0	30	970,000.0
L_NUM_BM	NUMBER OF BOOKMOBILES IN BOOKMOBILE SERV	17,424	#	#	0	16.0
HOURS	PUBLIC SERVICE HOURS PER YEAR	17,029	1,628.1	2,288.0	0	5,200.0
WKS_OPEN	NUMBER OF WEEKS AN OUTLET IS OPEN	17,076	36.9	52.0	0.0	52.0

# Rounds to zero.

Note: Fields coded with -1 (nonresponse, not imputed) or -4 (not applicable) were excluded from the distributions. Missing data for SQ\_FEET were imputed where prior year data was available.

