

Part A. State Library Agency Identification

001	StLA Name	<input style="width: 100%;" type="text"/>			
Physical location address:					
002	Street	<input style="width: 100%;" type="text"/>			
003	City	<input style="width: 100%;" type="text"/>			
004	State	005	Zip	006	Zip+4
			<input style="width: 50%;" type="text"/>		<input style="width: 50%;" type="text"/>
Mailing address:					
007	Street	<input style="width: 100%;" type="text"/>			
008	City	<input style="width: 100%;" type="text"/>			
009	State	010a	Zip	010b	Zip+4
			<input style="width: 50%;" type="text"/>		<input style="width: 50%;" type="text"/>
011	Web address: http://	<input style="width: 100%;" type="text"/>			
Chief Officer of State Library Agency:					
012	Name	<input style="width: 100%;" type="text"/>		013	Title
					<input style="width: 100%;" type="text"/>
014	Telephone	(<input style="width: 50%;" type="text"/>)	<input style="width: 50%;" type="text"/>	-	<input style="width: 50%;" type="text"/>
					<input style="width: 50%;" type="text"/>
015	Fax	(<input style="width: 50%;" type="text"/>)	<input style="width: 50%;" type="text"/>	-	<input style="width: 50%;" type="text"/>
					<input style="width: 50%;" type="text"/>
016	Internet	<input style="width: 100%;" type="text"/>			
Survey Respondent:					
017	Name	<input style="width: 100%;" type="text"/>		018	Title
					<input style="width: 100%;" type="text"/>
019	Telephone	(<input style="width: 50%;" type="text"/>)	<input style="width: 50%;" type="text"/>	-	<input style="width: 50%;" type="text"/>
					<input style="width: 50%;" type="text"/>
020	Fax	(<input style="width: 50%;" type="text"/>)	<input style="width: 50%;" type="text"/>	-	<input style="width: 50%;" type="text"/>
					<input style="width: 50%;" type="text"/>
021	Internet	<input style="width: 100%;" type="text"/>			
Reporting Period. Report data for State fiscal year 2007-2008 (except parts B & I)					
022	Fiscal Year starting date (mm/dd/yyyy)	<input style="width: 100%;" type="text"/>			
023	Fiscal Year ending date (mm/dd/yyyy)	<input style="width: 100%;" type="text"/>			

Part B. Governance

1. What is the StLA's location in State government as of October 1, 2008? Specify either the legislative or executive branch. If the StLA is located in the Executive branch, specify whether the StLA is an independent agency or part of a larger agency.

Branch of government:

025 Legislative branch - Skip to question 2.

Executive branch - Provide information in A or B, as appropriate:

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

026 Governor - Skip to question 2.

Board/commission - Specify selection method:

027 Appointed by Governor

028 Appointed by other official

B. Part of larger agency - Specify:

029 Department of education

Department of cultural resources

Department of state

Other agency - Specify:

030

If you specified 029 above, does your StLA have a board or commission?

031 Yes - Specify the board/commission selection method:

032 Appointed by Governor

033 Appointed by other official

No

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

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

040 Yes No State archives

041 Yes No Primary State legislative research organization

042 Yes No State history museum/art gallery

043 Yes No State records management service

044 Yes No Other allied operation

Specify 045

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

046 Yes No

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

047 Yes No

Part D. Services to Libraries and Library Cooperatives (a)

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

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

Services to libraries and library cooperatives		Type of library				
		Public	Academic	School	Special	Library cooperatives
		(a)	(b)	(c)	(d)	(e)
048	Accreditation of libraries	Select list	Select list	Select list	Select list	Select list
049	Administration of LSTA grants	Select list	Select list	Select list	Select list	Select list
050	Administration of State aid	Select list	Select list	Select list	Select list	Select list
051	Certification of librarians	Select list	Select list	Select list	Select list	Select list
052	Collection of library statistics	Select list	Select list	Select list	Select list	Select list
053	Consulting services	Select list	Select list	Select list	Select list	Select list
054	Continuing education programs	Select list	Select list	Select list	Select list	Select list
055	Cooperative purchasing of library materials	Select list	Select list	Select list	Select list	Select list
056	Interlibrary loan referral services	Select list	Select list	Select list	Select list	Select list
057	Library legislation preparation/review	Select list	Select list	Select list	Select list	Select list
058	Library planning/evaluation/research	Select list	Select list	Select list	Select list	Select list

Part D. Services to Libraries and Library Cooperatives (b)

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

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

Services to libraries and library cooperatives	Type of library				
	Public	Academic	School	Special	Library cooperatives
	(a)	(b)	(c)	(d)	(e)
059 Literacy program support	Select list	Select list	Select list	Select list	Select list
060 OCLC Group Access Capability (GAC)	Select list	Select list	Select list	Select list	Select list
061 Preservation/conservation services	Select list	Select list	Select list	Select list	Select list
062 Reference referral services	Select list	Select list	Select list	Select list	Select list
063 Retro conversion of bibliographic records	Select list	Select list	Select list	Select list	Select list
064 State standards/guidelines	Select list	Select list	Select list	Select list	Select list
065 Statewide coordinated digital program or service	Select list	Select list	Select list	Select list	Select list
066 Statewide public relations/library promotion campaigns	Select list	Select list	Select list	Select list	Select list
067 Statewide virtual reference service	Select list	Select list	Select list	Select list	Select list
068 Summer reading program support	Select list	Select list	Select list	Select list	Select list
069 Union list development	Select list	Select list	Select list	Select list	Select list
070 Universal Service Program (review and approval of technology plans)	Select list	Select list	Select list	Select list	Select list

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

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

		Number	Prior Year
077a	Total hours/week (all StLA outlets, regardless of whom they serve)	<input type="text"/>	

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

		Number	Prior Year
077b	Total hours/week (main or central outlet)	<input type="text"/>	
078	Monday-Friday after 5:00 p.m. (main or central outlet)	<input type="text"/>	
079	Saturday and Sunday (main or central outlet)	<input type="text"/>	

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

		Number	Prior Year
082	Main or central outlet	<input type="text"/>	
083	Other outlets, excluding bookmobiles	<input type="text"/>	
084	Bookmobiles	<input type="text"/>	
085	TOTAL OUTLETS		

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

User Groups	Type of outlet			
	Main or Central outlet	Other outlets, excluding bookmobiles	Bookmobiles	TOTAL OUTLETS
	(a)	(b)	(c)	(d)
086	Blind/physically handicapped individuals	<input type="text"/>	<input type="text"/>	<input type="text"/>
087	Residents of state correctional institutions	<input type="text"/>	<input type="text"/>	<input type="text"/>
088	Residents of other state institutions	<input type="text"/>	<input type="text"/>	<input type="text"/>
089	State government employees (executive, legislative, or judicial)	<input type="text"/>	<input type="text"/>	<input type="text"/>
090	General public	<input type="text"/>	<input type="text"/>	<input type="text"/>

Part F. Collections

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

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

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

106	<input type="radio"/>	Yes	<input type="radio"/>	No	State depository library
107	<input type="radio"/>	Yes	<input type="radio"/>	No	Federal depository library - Specify Yes or No for each item:
					108 <input type="radio"/> Yes <input type="radio"/> No Regional
					109 <input type="radio"/> Yes <input type="radio"/> No Selective

Part G. Library Service Transactions

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

Service transactions		Number	Prior Year
110	Circulation (exclude items checked out to another library)	<input type="text"/>	<input type="text"/>
Interlibrary loan/document delivery:			
111	Provided to other libraries	<input type="text"/>	<input type="text"/>
112	Received from other libraries and document delivery services	<input type="text"/>	<input type="text"/>
113	Reference transactions	<input type="text"/>	<input type="text"/>
114	Library visits	<input type="text"/>	<input type="text"/>

Part H. Library Development Transactions**13. Enter ANNUAL totals for the following types of library development transactions of the StLA.**

Library development transactions		Number	Prior Year
	LSTA and State grants:		
115	Grants awarded	<input type="text"/>	
	Continuing education programs:		
117	Number of events	<input type="text"/>	
118	Total attendance at events	<input type="text"/>	

Part I. Staff

14. Enter total StLA staff in FTEs (to 2 decimal places), by type of service, on the payroll as of October 1, 2008. Include unfilled but budgeted positions.

Type of service		Number	Prior year
119	Administration	<input type="text"/>	
120	Library development	<input type="text"/>	
121	Library services	<input type="text"/>	
122	Other services	<input type="text"/>	
123	TOTAL STAFF		

Part J. Revenue

15. Are all public library state funds administered by the StLA? Specify Yes or No.

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

152 Yes No

16. Does the StLA administer any state funds for the following types of libraries? Specify Yes or No.

Note: Answer this question based on state funds distributed to libraries and library cooperatives in state fiscal year 2008. If no state funds are reported in Part K in related items 179(b) to 183(b) or 185(b), the answer should be No.

153a Yes No Academic libraries

153b Yes No School library media centers

153c Yes No Special libraries

153d Yes No Library cooperatives

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

Federal revenue

Amount
Prior
Year

154 LSTA (Library Services and Technology Act) State Programs
(Report all LSTA funds drawn down from the federal government during state fiscal year 2008, regardless of year of authorization.)

155 Other federal revenue:

156 Specify program(s) and title(s):

157 TOTAL FEDERAL REVENUE

State and other revenue

Amount
Prior
Year

State Revenue

167 StLA operation

168 State aid to libraries

169 Other State revenue

170 TOTAL STATE REVENUE

171 Other revenue

172 TOTAL REVENUE

Part K. Expenditures

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

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

Part L. LSTA State Program Expenditures

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

	Type of expenditure	Amount	Prior Year
190	Statewide service (exclude sub-grants to single libraries or agencies providing statewide services)	<input type="text"/>	
191	Grants (include sub-grants to single libraries or agencies providing statewide services)	<input type="text"/>	
192	LSTA administration	<input type="text"/>	
193	TOTAL LSTA EXPENDITURES		

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

	Use of expenditure	Amount	Prior Year
194	Library technology, connectivity and services	<input type="text"/>	
195	Services to persons having difficulty using libraries	<input type="text"/>	
196	Services for lifelong learning	<input type="text"/>	
197	LSTA administration (must equal amount reported in 192)	<input type="text"/>	
198	TOTAL LSTA EXPENDITURES (must equal amount reported in 193)		

Part M. Electronic Services and Information (a)

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

206 Yes No Electronic network planning or monitoring

207 Yes No Electronic network operation

Database development :

208 Yes No Bibliographic databases

209 Yes No Full text or data files

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

210a Yes No For the StLA itself

210b Yes No Via grants or contracts to other state agencies

210c Yes No Via grants or contracts to other libraries or library cooperatives

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

Training or consultation to facilitate access:

211a Yes No Library staff (state and local)

211b Yes No State library end-users

212 Yes No Providing direct funding for Internet access

213 Yes No Providing equipment

214 Yes No Providing access to directories, databases, or online catalogs via the Internet

215 Yes No Managing a website, file servers, bulletin boards, or electronic mailing lists

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

Internet workstations available to the general public

Number **Prior**
Year

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

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

Part M. Electronic Services and Information (b)

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

	Federal	State	Other	TOTAL
	(a)	(b)	(c)	(d)
223 Statewide database licensing	<input type="text"/>	<input type="text"/>	<input type="text"/>	

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

224	<input type="radio"/>	Yes	<input type="radio"/>	No	Public libraries
225	<input type="radio"/>	Yes	<input type="radio"/>	No	Academic libraries
226	<input type="radio"/>	Yes	<input type="radio"/>	No	School library media centers
227	<input type="radio"/>	Yes	<input type="radio"/>	No	Special libraries
228	<input type="radio"/>	Yes	<input type="radio"/>	No	Library cooperatives
229	<input type="radio"/>	Yes	<input type="radio"/>	No	Other state agencies
230	<input type="radio"/>	Yes	<input type="radio"/>	No	Remote users

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

231	<input type="radio"/>	Yes	<input type="radio"/>	No	CD-ROM union catalog
233	<input type="radio"/>	Yes	<input type="radio"/>	No	Telnet gateway
234	<input type="radio"/>	Yes	<input type="radio"/>	No	Web-based union catalog (international, national, statewide, multistate, regional)
236	<input type="radio"/>	Yes	<input type="radio"/>	No	Other type of electronic access
237		Specify		<input style="width: 50px; height: 20px;" type="text"/>	

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

238	<input type="radio"/>	Yes	<input type="radio"/>	No	
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Part N. Public Policy Issues**Data not collected for question 29 for FY 2008**

29. Enter total grants and contracts expenditures (from all sources) by the StLA to assist public libraries in responding to goals in a state or federal education reform initiative in the following areas. These expenditures should also be reported in Part K.

		Amount
239	Library technology, connectivity and services	<input type="text"/>
240	Services to persons having difficulty using libraries	<input type="text"/>
241	Services for lifelong learning	<input type="text"/>

Instructions for the FY 2008 StLA Survey

Instructions

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

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General Instructions

1. Respond to each item in this survey. Read the definitions and/or instructions for the item before responding to it.
2. Before responding to any items in a question, read the note (if any) following the question in the survey instructions.
3. All data in this survey, INCLUDING federal fiscal data, are to be reported on the basis of State fiscal year 2008, as specified in items 022 and 023. EXCEPTION: Data in Part B and Part I are requested as of October 1, 2008.
4. In responding to items, include data for all outlets of the StLA, unless otherwise directed. EXCLUDE data for a local public or academic library serving as a State resource center or State reference/information service center under contract with the StLA.
5. For data items requiring numerical answers, please respond as follows:
 - (a) a value greater than 0 if appropriate. If exact data do not exist, and a good estimate can be given, please do so;
 - (b) 0 (zero) if the answer is zero or none; or
 - (c) -1 if your StLA has the item but does not collect data on the item, or if you don't know the answer.

