

Arkansas Public Library Survey

Data Entry Specifications and General Response Directions

Section	#	Data Element	Definition
Administrative Information	100	Reporting Period Start Date (mm/dd/yyyy)	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. Note: Reporting period means data for the fiscal year that ended in the previous calendar year.
Administrative Information	101	Reporting Period End Date (mm/dd/yyyy)	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. Note: Reporting period means data for the fiscal year that ended in the previous calendar year.
Administrative Information	102	Name of Library	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.
Administrative Information	103	Street Address of Library	This is the complete street address of the administrative entity. Note: Do not report a post office box or general delivery.
Administrative Information	104	Street Address City	This is the city or town in which the administrative entity is located.
Administrative Information	105	Street Address Zip Code	This is the standard five-digit postal zip code for the street address of the administrative entity.
Administrative Information	106	County	This is the county in which the headquarters of the administrative entity is physically located.
Administrative Information	107	County Class of Headquarters Library	This is the county class designation of the county in which the headquarters of the administrative entity is located. Classes are designated as 1-7 based on population totals from the most recent census.
Administrative Information	108	Mailing Address of the Library	This is the mailing address of the administrative entity.
Administrative Information	109	Mailing Address City	This is the city or town of the mailing address for the administrative entity.
Administrative Information	110	Mailing Address Zip Code	This is the standard five-digit postal ZIP code for the mailing address of the administrative entity.

Administrative Information	111	Phone # (e.g.: 5016825288)	This is the telephone number of the administrative entity, including area code. Note: Report telephone number without spacing or punctuation. If the Administrative Entity has no phone, enter -3 (for Not Applicable).
Administrative Information	112	Fax # (e.g.: 5016821693)	This is the fax number for the administrative entity.
Administrative Information	113	List all counties and cities served under a formal, documented agreement.	ONLY include any service areas for which an official, board approved lending agreement is documented and on-file.
Administrative Information	114	Population of Legal Service Area	The number of people in the geographic area for which a public library has been established to offer services and from which (or on behalf of which) the library derives revenue, plus any areas served under contract for which the library is the primary service provider. Note: The determination of this population figure shall be the responsibility of the state library agency. This population figure should be based on the most recent 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.
Administrative Information	115	Legal Service Area	
Administrative Information	116	Does this library have a reciprocal borrowing agreement with another library or allow patrons in another library's service area to register for library cards? Y/N	
Administrative Information	117	Does this library meet all criteria of the FSCS public library definition? See instructions.	Answer Yes or No to the following question: "Does this public library meet all the criteria of the FSCS public library definition?" A public library is an entity that is established under state enabling laws or regulations to serve a community, district, or region, and that provides at least the following: 1. An organized collection of printed or other library materials, or a combination thereof; 2. Paid staff; 3. An established schedule in which services of the staff are available to the public; 4. The facilities necessary to support such a collection, staff, and schedule; and 5. Is supported in whole or in part with public funds. Note: If the library meets all the requirements of this definition, respond with a Yes. If the library does not meet one or more of the requirements, respond with a No

	118		<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. 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>
Administrative Information		Central Library (Headquarters).	
Administrative Information	119	Name of Headquarters Library(ies) in Your System	This is the name of the headquarters library.
	120		<p>A branch library is an auxiliary unit of an administrative entity which has at least all the following: Separate quarters; An organized collection of library materials; Paid staff; and Regularly scheduled hours for being open to the public.</p>
Administrative Information		Number of Branches (if this library has no branches, enter 0).	
	121		<p>A bookmobile is a traveling branch library. It consists of at least all the following: A truck or van that carries an organized collection of library materials; Paid staff; and Regularly scheduled hours (bookmobile stops) for being open to the public. Note: Count the number of vehicles in use, not the number of stops the vehicle makes.</p>
Administrative Information		Number of Bookmobiles (if this library has no bookmobiles, enter 0).	
	122		<p>Answer Yes or No to the following question: As of the end of the reporting period, does the library charge overdue fines to any users when they fail to return physical print materials by the date due? NOTE: Overdue fines are monetary penalties that typically increase according to the number of days the materials are overdue. Overdue fines are not replacement costs for lost or damaged materials.</p>
Administrative Information		Does any library in your system have a current overdue policy that charges overdue fines to any user for the late return of physical print materials? Y/N	

	123	
Administrative Information	Automatic Renewal of Physical Materials	Answer Yes or No to the following question: "Did your library offer automatic renewal for any physical materials during the reporting period?" If unknown, report Missing. NOTE: Patrons do not have to take any action for automatic renewals. The Integrated Library System [ILS] rules determine how/when automatic renewals occur.
Administrative Information	Name of the Library/System/Regional Director/Admin Oversight	
Administrative Information	Phone Number for the current Library/System/Regional Director/Admin Oversight	
Administrative Information	Extension # (enter N/A for not applicable if there is no extension).	
Administrative Information	Fax number of the Director (5016821693) (N/A if no fax).	
Administrative Information	Did any other person serve as Director for this library during the survey year?	If there was a change in the library director or the position was vacant during any point of the survey year, provide documentation here. Yes or No. If yes, Add a note with the name and months of service.
Administrative Information	Name of Current Library Board President	
Administrative Information	Email of Library Board President	
Administrative Information	Phone # of Library Board President	
Administrative Information	Name of the Person Completing this Survey	
Administrative Information	Email address of the person completing this survey	
Administrative Information	Phone number of the person completing this survey	
Administrative Information	Name of Alternative Contact for this library's survey	
Administrative Information	Phone # of Alternative Contact	
Administrative Information	Email of Alternative Contact	
Changes and Updates	Did This Library Open Any New Branches in the Survey Year? Yes or No.	
Changes and Updates	Did This Library Close Any New Branches in the Survey Year? Yes or No.	
Changes and Updates	Did the Library Launch Bookmobile Service in the Survey Year? Yes or No.	
Changes and Updates	Did the Library End or Suspend Bookmobile Service in the Survey Year? Yes or No.	

Changes and Updates	Has the library undergone a formal change to boundaries of the Legal Service Area in the survey year?	Answer Yes or No to the following question: "Did the administrative entity's legal service area boundaries change since last year?" 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).
Changes and Updates	Did the Library or any library in your system undergo a large scale weeding project? Yes or No.	
Administrative Contacts	Name of the Library/System/Regional Director/Admin Oversight	
Administrative Contacts	Phone Number for the current Library/System/Regional Director/Admin Oversight	
Administrative Contacts	Extension # (enter N/A for not applicable if there is no extension).	
Administrative Contacts	Fax number of the Director (5016821693) (N/A if no fax).	
Administrative Contacts	Did any other person serve as Director for this library during the survey year? Yes or No. If yes, Add a note with the name and months of service.	
Administrative Contacts	Name of Current Library Board President	
Administrative Contacts	Email of Library Board President	
Administrative Contacts	Phone # of Library Board President Phone	
Administrative Contacts	Name of the Person Completing this Survey	
Administrative Contacts	Email address of the person completing this survey	
Administrative Contacts	Phone number of ther person completing this survey	
Administrative Contacts	Name of Alternative Contact for this library's survey	
Administrative Contacts	Phone # of Alternative Contact	
Administrative Contacts	Email of Alternative Contact	
Revenue	Is there county revenue for this library?	Does Your Library Receive Funding from a County? If yes, complete the section below. If no, select No and move to the next section. If your library receives revenue from multiple counties, complete these questions for each county.

Revenue	County Revenue	Report the total amount of revenue received from the county. If your library receives revenue from multiple counties, complete these questions for each city. If your library received an influx or reduction of aid compared to the previous year, you are required to add a note explaining the change in order for your data to be finalized and moved into the federal portal.
Revenue	Is there city revenue for this library?	Does Your Library Receive Funding from a City? If yes, complete the section below. If no, select No and move to the next section. If your library receives revenue from multiple cities, complete these questions for each city.
Revenue	City Revenue	Report the total amount of revenue received from the city. If your library receives revenue from multiple cities, complete these questions for each city. If your library received an influx or reduction of aid compared to the previous year, you are required to add a note explaining the change in order for your data to be finalized and moved into the federal portal.
Revenue	State Aid	Report the total amount of your state aid during the survey year. If your library received an influx or reduction of aid compared to the previous year, you are required to add a note explaining the change in order for your data to be finalized and moved into the federal portal.
Revenue	Other State Government Revenue	Report any other revenue received from the State of Arkansas not already reported. If your library received an influx or reduction of aid compared to the previous year, you are required to add a note explaining the change in order for your data to be finalized and moved into the federal portal.
Revenue	Federal Government Revenue	Report any federal government revenue the library received. Report in whole numbers. If your library received an influx or reduction of aid compared to the previous year, you are required to add a note explaining the change in order for your data to be finalized and moved into the federal portal.
Revenue	Total State Government Revenue	This is the total of all State Government Revenue reported in this section.
Revenue	Local Government Revenue (County and City)	This is the total of all county and city revenue reported in this section.
Revenue	Total Other Operating Revenue	This is the total of Other operating Revenue reported in this section.

Revenue	Grand Total Operating Revenue	This is the sum of Local Government Revenue, State Government Revenue, Federal Government Revenue, and Other Operating Revenue.
Expenditures	Salaries and Wages Expenditures	This includes salaries and wages for all library staff (including plant operations, security, and maintenance staff) for the fiscal year. Include salaries and wages before deductions but exclude employee benefits.
Expenditures	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.
Expenditures	Total Personnel Expenditures	This is the sum of Salaries & Wages Expenditures and Employee Benefits Expenditures.
Expenditures	Print Materials Expenditures	Report all operating expenditures for the following print materials: books, current serial subscriptions, government documents, and any other print acquisitions.
Expenditures	Electronic Materials Expenditures	Report all operating expenditures for electronic (digital) content. Include expenditures for electronic content for which the library has acquired permanent or temporary access rights. Include fees paid to platforms that provide licensed content. Electronic content can be accessed online from an electronic device. Types of electronic content include electronic materials (e-books, e-serials, e-audio, e-video), research databases, online learning platforms, reference tools, scores, maps, and pictures in electronic or digital format. 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.
Expenditures	Other Materials Expenditures	Report all operating expenditures for other materials, such as microform, audio and video physical units, DVD, circulating portable electronic devices, and materials in new formats.
Expenditures	Total Collection Expenditures	This is the sum of Print Materials Expenditures, Electronic Materials Expenditures, and Other Materials Expenditures.

Expenditures	Other Expenditures	All other operating expenditures not included in other categories, for example, computer hardware and software, contract services for operating physical facilities, fees paid to a consultant or attorney, etc.
Expenditures	Other Operating Expenditures	This includes all expenditures other than those reported for Total Staff Expenditures and Total Collection Expenditures. Note: Include expenses such as binding, supplies, repair or replacement of existing furnishings and equipment; and costs of computer hardware and software used to support library operations or to link to external networks, including the Internet. Report contracts for services, such as costs of operating and maintaining physical facilities, and fees paid to a consultant, auditor, architect, attorney, etc.
Expenditures	Total Operating Expenditures	This is the sum of Total Staff Expenditures, Total Collection Expenditures, and Other Operating Expenditures.
Expenditures	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.
Expenditures	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.
Expenditures	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.
Expenditures	Other Capital Revenue	Report private (nongovernmental funds), including grants received by the library for the purpose of major capital expenditures.
Expenditures	Total Capital Revenue	This is the sum of Local Government Capital Revenue, State Government Capital Revenue, Federal Government Capital Revenue, and Other Capital Revenue. Note: The amounts reported for Total Capital Revenue and Total Capital Expenditures are not expected to be equal.

Expenditures	<p>Total Capital Expenditures</p> <p>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.</p>
Collection	<p>Print Materials</p> <p>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 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>

Collection	Audio Materials - Physical	<p>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. 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>
Collection	Video Materials- Physical	<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. 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.</p>
Collection	Mobile Hotspots for Lending	<p>Report the total number of hotspots available for lending to the public. Do not include devices that are exclusively for staff use.</p>
Collection	Other Circulating Physical Items	<p>Report a single figure that includes the following: all circulating physical items other than print books , physical audio units, physical video units, and serials. These are materials in a fixed, physical format available for use outside the library. These can include a variety of items types, such as wi-fi hotspots, sewing machines, cake pans, tools, etc. Report the number of units, including duplicates. Items packaged together as a unit (such as a set of cookie cutters) and checked out as a unit are counted as one physical unit.</p>
Collection	E-Books via AE	<p>E-books are the digital equivalent of printed books that may be accessed online from an electronic device. E-books also include e-comics. Do not consider resources available for free in the public domain when answering the following questions. Answer Yes or No to the following question: "Did the administrative entity provide access to e-books purchased solely by the administrative entity?" If unknown, report Missing.</p>

Collection	E-Books via Collective	<p>E-books are the digital equivalent of printed books that may be accessed online from an electronic device. E-books also include e-comics. Do not consider resources available for free in the public domain when answering the following questions. Answer Yes or No to the following question: "Did the administrative entity provide access to e-books purchased via a consortium, cooperative, or other similar group at the local, regional, or state level?" If unknown, report Missing.</p>
Collection	E-Books via State	<p>E-books are the digital equivalent of printed books that may be accessed online from an electronic device. E-books also include e-comics. Do not consider resources available for free in the public domain when answering the following questions. Answer Yes or No to the following question: "Did the administrative entity provide access to e-books provided by the state library agency or another state agency at no or minimal cost to the administrative entity?" If unknown, report Missing.</p>
Collection	E-Serials via AE	<p>E-serials are periodic digital publications equivalent to printed newspapers, magazines, and similar media that are viewed as entire issues rather than as single articles returned from a research query. Do not consider resources available for free in the public domain when answering the following questions. Answer Yes or No to the following question: "Did the administrative entity provide access to e-serials purchased solely by the administrative entity?"</p>
Collection	E-Serials via Collective	<p>E-serials are periodic digital publications equivalent to printed newspapers, magazines, and similar media that are viewed as entire issues rather than as single articles returned from a research query. Do not consider resources available for free in the public domain when answering the following questions. Answer Yes or No to the following question: "Did the administrative entity provide access to e-serials purchased via a consortium, cooperative, or other similar group at the local, regional, or state level?" If unknown, report Missing.</p>

Collection	E-Serials via State	<p>E-serials are periodic digital publications equivalent to printed newspapers, magazines, and similar media that are viewed as entire issues rather than as single articles returned from a research query. Do not consider resources available for free in the public domain when answering the following questions. Answer Yes or No to the following question: "Did the administrative entity provide access to e-serials provided by the state library agency or another state agency at no or minimal cost to the administrative entity?" If unknown, report Missing.</p>
Collection	E-Audio via AE	<p>E-audio are digital files of sound only (e.g., audiobooks, music) that may be accessed online from an electronic device. Do not consider resources available for free in the public domain when answering the following questions. Answer Yes or No to the following question: "Did the administrative entity provide access to e-audio purchased solely by the administrative entity?" If unknown, report Missing.</p>
Collection	E-Audio via Collective	<p>E-audio are digital files of sound only (e.g., audiobooks, music) that may be accessed online from an electronic device. Do not consider resources available for free in the public domain when answering the following questions. Answer Yes or No to the following question: "Did the administrative entity provide access to e-audio purchased via a consortium, cooperative, or other similar group at the local, regional, or state level?" If unknown, report Missing.</p>
Collection	E-Audio via State	<p>E-audio are digital files of sound only (e.g., audiobooks, music) that may be accessed online from an electronic device. Do not consider resources available for free in the public domain when answering the following questions. Answer Yes or No to the following question: "Did the administrative entity provide access to e-audio provided by the state library agency or another state agency at no or minimal cost to the administrative entity?" If unknown, report Missing.</p>

Collection	E-Video via AE	<p>E-videos are digital files of moving visual images with or without sound (e.g., movies, television shows) that may be accessed online from an electronic device. Do not consider resources available for free in the public domain when answering the following questions. Answer Yes or No to the following question: "Did the administrative entity provide access to e-videos purchased solely by the administrative entity?" If unknown, report Missing.</p>
Collection	E-Video via Collective	<p>E-videos are digital files of moving visual images with or without sound (e.g., movies, television shows) that may be accessed online from an electronic device. Do not consider resources available for free in the public domain when answering the following questions. Answer Yes or No to the following question: "Did the administrative entity provide access to e-videos purchased via a consortium, cooperative, or other similar group at the local, regional, or state level?" If unknown, report Missing.</p>
Collection	E-Video via State	<p>E-videos are digital files of moving visual images with or without sound (e.g., movies, television shows) that may be accessed online from an electronic device. Do not consider resources available for free in the public domain when answering the following questions. Answer Yes or No to the following question: "Did the administrative entity provide access to e-videos provided by the state library agency or another state agency at no or minimal cost to the administrative entity?" If unknown, report Missing.</p>
Collection	Research Databases via AE	<p>Research databases are organized collections of electronic data or records (e.g., facts, abstracts, articles, bibliographic data, texts, photographs) that can be searched to retrieve information. Do not consider resources available for free when answering the following questions. Answer Yes or No to the following question: "Did the administrative entity provide access to research databases purchased solely by the administrative entity?" If unknown, report Missing.</p>

Collection	Research Databases via Collective	<p>Research databases are organized collections of electronic data or records (e.g., facts, abstracts, articles, bibliographic data, texts, photographs) that can be searched to retrieve information. Do not consider resources available for free when answering the following questions. Answer Yes or No to the following question: "Did the administrative entity provide access to research databases purchased via a consortium, cooperative, or other similar group at the local, regional, or state level?" If unknown, report Missing.</p>
Collection	Research Databases via State	<p>Research databases are organized collections of electronic data or records (e.g., facts, abstracts, articles, bibliographic data, texts, photographs) that can be searched to retrieve information. Do not consider resources available for free when answering the following questions. Answer Yes or No to the following question: "Did the administrative entity provide access to research databases provided by the state library or another entity at no or minimal cost to the administrative entity?" If unknown, report Missing.</p>
Collection	Online Learning Platforms via AE	<p>Online learning platforms primarily provide instruction, tools, and resources to enhance education, lifelong learning, and skill building. Platforms may offer homework assistance, language learning, test preparation, professional development, resume assistance, hobby instruction, etc. Do not consider resources available for free when answering the following questions. Answer Yes or No to the following question: "Did the administrative entity provide access to online learning platforms purchased solely by the administrative entity?" If unknown, report Missing.</p>
Collection	Online Learning Platforms via Collective	<p>Online learning platforms primarily provide instruction, tools, and resources to enhance education, lifelong learning, and skill building. Platforms may offer homework assistance, language learning, test preparation, professional development, resume assistance, hobby instruction, etc. Do not consider resources available for free when answering the following questions. Answer Yes or No to the following question: "Did the administrative entity provide access to online learning platforms purchased via a consortium, cooperative, or other similar group at the local, regional, or state level?" If unknown, report Missing.</p>

		Online learning platforms primarily provide instruction, tools, and resources to enhance education, lifelong learning, and skill building. Platforms may offer homework assistance, language learning, test preparation, professional development, resume assistance, hobby instruction, etc. Do not consider resources available for free when answering the following questions. Answer Yes or No to the following question: "Did the administrative entity provide access to online learning platforms provided by the state library or another entity at no or minimal cost to the administrative entity?" If unknown, report Missing.
Collection	Online Learning Platforms via State	
Collection	Total Print Materials	Total of all reported Print Materials across locations
Collection	Total Audio Materials Physical Units	Total of all reported audio physical units across locations
Collection	Total Video Materials Physical Units	Total of all video materials physical units across locations
Collection	Total Mobile Hotspots for Lending	Total of all circulating mobile hotspots across locations
Collection	Total Other Circulating Physical Items	Total of Other Circulating physical items across locations
Collection	Total Physical Items in Collection	All circulating physical items in the collection. These are materials in a fixed, physical format available for use outside the library. This includes Print Materials, Audio – physical units, Video – physical units, and Other Circulating Physical Items. Report the number of units, including duplicates. Items packaged together as a unit (such as a set of cookie cutters) and checked out as a unit are counted as one physical unit.
Circulation	Circulation of Print Materials for this library	
Circulation	Circulation of ONLY CHILDREN'S Print Materials for this library	
Circulation	Circulation of ONLY YA Print Materials for this library	
Circulation	Circulation of ONLY CHILDREN'S Physical Format Audio Books for this Library	
Circulation	Circulation of ONLY YA Physical Format Audio Books for this Library	
Circulation	Circulation of Any Physical Format Audio Visual Materials Not Already Reported for this Library	
Circulation	Circulation of Any ONLY CHILDREN'S Physical Format Audio Visual Materials Not Already Reported for this Library	

Circulation	Circulation of Any ONLY YA Physical Format Audio Visual Materials Not Already Reported for this Library
Circulation	Circulation of Other Physical Items for this library
Circulation	Circulation of ONLY CHILDREN'S Other Physical Items for this library
Circulation	System Total Circulation of all e-books
Circulation	System Total Circulation of all e-Books for Children
Circulation	System Total Circulation of all e-books for Young Adults
Circulation	System Total Circulation of all e-Serials (Serials)
Circulation	System Total Circulation of all e-audio
Circulation	System Total Circulation of all e-audio for Children
Circulation	System Total Circulation of all e-audio for Young Adult
Circulation	System Total Circulation of all e-Video
Circulation	System Total Circulation of only e-video for Children
Circulation	System Total Circulation of only e-video for Young Adult
Circulation	Total Circulation of All Print Materials
Circulation	Total Circulation of All Children's Print Materials
Circulation	Total Circulation for All Young Adult Print Materials
Circulation	Total Circulation of all Physical Format Audio Books
Circulation	Total Circulation of all Physical Format Audio Books for Children
Circulation	Total Circulation of all Physical Format Audio Books for Young Adults
Circulation	Total Circulation of all Audio Visual Materials
Circulation	Total Circulation of all Children's Audio Visual Materials
Circulation	Total Circulation of all Young Adults' Audio Visual Materials
Circulation	Total Circulation of Materials
Circulation	Total Circulation of all Electronic Materials
Circulation	Circulation of Children's Physical Material
Circulation	Total Circulation of all Physical Items
Service and Visits	Number of Registered Users for This Library
Service and Visits	Have you Purged Registered Users in the Last 3 Years
Service and Visits	Library In-Person Visits for this Library
Service and Visits	Library In-Person Visits Reporting Method
Service and Visits	Number of Interlibrary Loan Items Sent (Provided) to Other Libraries
Service and Visits	Number of Interlibrary Loan Items Borrowed from Other Libraries

Service and Visits	Number of Reference Transactions	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. Reference transactions do not include formal instruction or exchanges that provide assistance with locations, schedules, equipment, supplies, or policy statements. NOTES: (1) A reference transaction includes information and referral service, scheduled and unscheduled individual instruction and assistance in using information sources (including websites and computer-assisted instruction). (2) Count Readers Advisory questions as reference transactions. (3) Information sources include (a) printed and nonprinted 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. (4) 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. (5) If a contact includes both reference and directional services, it should be reported as one reference transaction. (6) Duration should not be an element in determining whether a transaction is a reference transaction. (7) Do not include transactions that include only a directional service, such as 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?"
Service and Visits	Reporting Method for Reference Transactions	Regarding the number of Reference Transactions entered, is this an annual count or an annual estimate based on a typical week or weeks? Select one of the following: CT—Annual Count ES—Annual Estimate Based on Typical Week(s)
Service and Visits	Number of Non-Library Events Held in Library Meeting Rooms	This is the total number of events held in the library's meeting room by members of the public.
Service and Visits	Reporting Method for the Number of Non-Library Events Held in Library Meeting Rooms	Regarding the number of Non-library events entered, is this an annual count or an annual estimate based on a typical week or weeks? Select one of the following: CT—Annual Count ES—Annual Estimate Based on Typical Week(s)
Service and Visits	Total In-Person Library Visits	This is the total number of persons entering the library for whatever purpose during the year.
Service and Visits	Total In-Person Library Visits Reporting Method	Is this an annual count or an annual estimate based on a typical v

Service and Visits	Total Interlibrary Loan Items Sent (Provided)	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.
Service and Visits	Total Interlibrary Loan Items Received	These are library materials, or copies of the materials, provided by one autonomous library to your library 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.
Service and Visits	Total Reference Transactions	
Service and Visits	Reporting Method for Reference Transactions System	
Service and Visits	Total Registered Users	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. Note: Files should have been purged within the past three (3) years.
Service and Visits	Total Number of Non-Library Events Held in Library Meeting Rooms	
Service and Visits	Reporting Method for Non Library Events Held in Library Meeting Rooms	
Access and Technology	Is this Library Automated?	
Access and Technology	Name of ILS Vendor	
Access and Technology	Name of ILS Product	
Access and Technology	Does this apply to every library in your system	
Access and Technology	Number of Public Access Internet Devices (Excluding OPACs or Self Checkouts)	Report the number of the library's Internet computers [personal computers (PCs), laptops, and tablets], whether purchased, leased, or donated, used by the general public in the library. Do not include computers that connect to the Internet for a dedicated purpose (e.g., to access an OPAC or specific database, or to train the public) or purposes.

		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). Note: This count includes only the library's Internet computers. Do not include Wi-Fi access using nonlibrary 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.
Access and Technology	Number of Uses, or sessions, of All Public Access Internet Devices	
Access and Technology	Reporting Method for Number of Uses, or sessions, of All Public Access Internet Devices	
Access and Technology	Does this library extend WiFi Access to the parking lot or an external programming area?	
Access and Technology	Does this library offer WiFi Access after hours?	
Access and Technology	Number of Wireless Sessions	
Access and Technology	Reporting Method for Number of Wireless Sessions	
Access and Technology	Total of all Public Access Internet Devices	
Access and Technology	Total Number of Uses, or sessions, of All Public Access Internet Devices	
Access and Technology	Reporting Method for Number of Uses, or sessions, of All Public Access Internet Devices	
Access and Technology	Total Number of Wireless Sessions	
Access and Technology	Reporting Method for Total Number of Wireless Sessions	
Access and Technology	Does This Library Apply for E-rate	
Access and Technology	If No, please select a reason why not:	
Access and Technology	Other, please describe	
Access and Technology	Does Your Library Use a Content Filter on the Internet?	
Access and Technology	Name of Content Filter on the Internet	
Access and Technology	Internet Service Provider	
Access and Technology	Monthly Cost Prior to Any Discounts	

Access and Technology	MBPS Bandwidth Download Speed determined by speedtest from speedtest.net
Access and Technology	MBPS Bandwidth Upload Speed determined by speedtest from speedtest.net
Access and Technology	Connection Type (Cable, DSL, Dedicated Circuit T1 or Greater, Fiber, Other)
Access and Technology	Is the Current Connection Speed Sufficient for your Library's Needs
Access and Technology	Is this the Maximum Speed Available?
Access and Technology	Can you Afford to Increase Your Bandwidth?
Access and Technology	Does the City or County Make the Decisions about Your Bandwidth?
Access and Technology	Does Your Staff Have the Technical Knowledge to Increase Your Library's Bandwidth?
Access and Technology	During the Survey Year, Did You Increase Your Library's Bandwidth?
Access and Technology	During the Survey Year, Did You Upgrade Cabling, Routers, or Wireless Access Points?
Access and Technology	During the Survey Year, Did You Upgrade Firewalls or Other Security Measures?
Access and Technology	During the Survey Year, Did You Add Public Access Computers?
Access and Technology	During the Survey Year, Did You Add Public Access Laptops?
Access and Technology	During the Survey Year, Did You Add Public Access Tablets?
Access and Technology	During the Survey Year, Did you Expand or Create New Public Access Computer Space?
Access and Technology	During the Survey Year, Did you Set Up a Mobile Computer Lab?
Access and Technology	During the Survey Year, Did you Add Video Conferencing Capacity?
Access and Technology	Does the library provide access to WiFi?
Access and Technology	Does this apply to every library in your system?
Access and Technology	Please select the type of digital skills training and/or support your library offers.If none apply, select None.
Access and Technology	How are these digital skills initiatives funded at your library? Select all that apply. If your library does not provide digital skills support, select none.

Programs	Number of Synchronous Program Sessions Targeted at Children Ages 0-5	A program session targeted at children ages 0-5 is any planned event for which the primary audience is infants, toddlers, or preschool-age children. Examples of these types of program sessions include, but are not limited to, story hours, every child ready to read programs, musical or sing-along events, and puppet shows. Include program sessions aimed at children ages 0-5 even if adult caregivers also attend. Each program session should only be counted in one age category based on its primary target audience.
Programs	Attendance at Synchronous Program Sessions Targeted at Children Ages 0-5	The count of the audience at all program sessions for which the primary audience is children ages 0 to 5 years. Please count all attendees of these program sessions regardless of age.
Programs	How Many of these programs focused on coding?	
Programs	How many of these programs were designed specifically for Kindergarten readiness?	
Programs	How many of these programs were offsite?	
Programs	How many of these attendees were from offsite programs?	
Programs	Number of Synchronous Program Sessions Targeted at Children Ages 6-11	A program session targeted at children ages 6-11 is any planned event for which the primary audience is elementary-school-age children. Examples of these types of program sessions include, but are not limited to, story hours, science events, crafting classes, and summer reading events. Include program sessions aimed at children ages 6-11 even if adult caregivers also attend with the children. Each program session should only be counted in one age category based on its primary target audience.
Programs	Attendance at Synchronous Programs Targeted at Children Ages 6-11	The count of the audience at all program sessions for which the primary audience is children ages 6 to 11 years. Please count all attendees of these program sessions regardless of age.
Programs	How many of these programs specifically focused on coding?	
Programs	How many of these programs are offsite?	
Programs	How many of these attendees were from offsite programs?	

Programs	Number of Synchronous Program Sessions Targeted at Ages 12-18	A young adult program session is any planned event for which the primary audience is young adults ages 12 to 18 years. Examples of these types of program sessions include, but are not limited to, book clubs, college prep programs, teen tech or gaming clubs, and summer reading events. Each program session should only be counted in one age category based on its primary target audience. This figure is a subset of the Total Number of Synchronous Program Sessions. See Synchronous Program Session definition for more information about counting program sessions. Note: The Young Adult Library Services Association (YALSA) defines young adults as age 12 through 18.
Programs	Attendance at Synchronous Program Sessions Targeted at Ages 12-18	The count of the audience at all program sessions for which the primary audience is young adults ages 12 to 18 years. Please count all attendees of these program sessions regardless of age
Programs	How Many of these programs focused on coding?	
Programs	How many of these programs were designed for those seeking employment?	
Programs	How many of these programs focused on college or technical school readiness?	
Programs	How many of these programs were designed for those seeking to complete their GED?	
Programs	How many of these programs were offsite?	
Programs	How many of these attendees were from offsite programs?	
Programs	Number of Synchronous Program Sessions Targeted at Ages 19 and older	An adult program session is any planned event for which the primary audience is adults ages 19 or older. Examples of these types of program sessions include, but are not limited to, book discussions, citizenship classes, and lectures. Each program session should only be counted in one age category based on its primary target audience.
Programs	Attendance at Synchronous Program Sessions Targeted at Ages 19 and older	The count of the audience at all program sessions for which the primary audience is adults ages 19 or older. Please count all attendees of these program sessions regardless of age.
Programs	How many of these programs were designed for those seeking employment?	

Programs	How many of these programs focused on college or career and technical school readiness?	
Programs	How many of these programs were designed for those seeking to complete their GED?	
Programs	How many of these programs were offsite?	
Programs	How many of these attendees were from offsite programs?	
Programs	Number of synchronous General Interest Programs	A general interest program session is any planned event that is appropriate for any age group or multiple age groups. Include all-age, all-library, family, and intergenerational program sessions. Examples of these types of program sessions include, but are not limited to, family game nights, holiday events, storytelling programs, or chess clubs. Include all programs here that do not fit into the other age category elements. Each program session should only be counted in one age category based on its primary target audience; do not include program sessions here that have already been counted in earlier age category elements.
Programs	Attendance at Synchronous General Interest Programs	The count of the audience at program sessions that are appropriate for any age group or multiple age groups. Please count all attendees of these program sessions regardless of age.
Programs	How many of these programs were offsite?	
Programs	How many of these attendees were from offsite programs?	
Programs	Number of Synchronous Programs that were offered onsite at the library or its properties	An in-person onsite program session is any planned event that includes an in-person attendance option and takes place at library facilities. Examples include, but are not limited to, a job skills class in the library or a nature program on the library grounds. Regardless of the number of formats in which a program session is offered, each program session should only be counted once and in one format category. Include in-person program sessions that also have a virtual attendance option and count them as a single program session. THE TOTAL OF ONSITE PROGRAMS AND OFFSITE PROGRAMS REPORTED MUST EQUAL THE NUMBER OF PROGRAMS REPORTED ACROSS AGE GROUPS.

Programs	Attendance at Synchronous Programs that were offered onsite at the library or its properties	This is the total attendance at programs that were offered on the library's property. THE TOTAL OF ONSITE ATTENDANCE AND OFFSITE ATTENDANCE REPORTED MUST EQUAL ATTENDANCE REPORTED ACROSS AGE GROUPS.
Programs	Number of Synchronous Programs that were offered offsite	An in-person offsite program session is any planned event that includes an in-person attendance option and takes place somewhere other than the library or the library grounds. Examples include, but are not limited to, facilitating a book club at a local nursing home, hosting a storytime at a local farmer's market, or visiting a school to present about library services. Regardless of the number of formats in which a program session is offered, each program session should only be counted once and in one format category. Include in-person program sessions that also have a virtual attendance option and count them as a single program session. THE TOTAL OF OFFSITE PROGRAMS AND OFFSITE PROGRAMS REPORTED MUST EQUAL THE NUMBER OF PROGRAMS REPORTED ACROSS AGE GROUPS.
Programs	Attendance at Synchronous Programs that were offered offsite	This is the total attendance at programs that were offered offsite. THE TOTAL OF OFFSITE ATTENDANCE AND OFFSITE ATTENDANCE REPORTED MUST EQUAL ATTENDANCE REPORTED ACROSS AGE GROUPS.
Programs	Number of Synchronous (Live) Virtual Programs	A synchronous (live) virtual program session is any planned event that is streamed virtually and can be viewed live as it progresses (i.e., live-streaming). Regardless of the number of formats in which a program session is offered, each program session should only be counted once and in one format category. Include virtual program sessions that are also recorded. Include program sessions hosted on Facebook Premiere that are facilitated by a staff member. Count virtual program sessions at the administrative entity level; do not duplicate numbers at each branch. Exclude program sessions that also have an in-person component; count these as either at the library or offsite at another location depending on where the in-person component took place.

Programs	Attendance at Synchronous (Live) Virtual Programs	<p>The count of live attendance at virtual program sessions. Regardless of the number of formats in which a program session is offered, each attendee or view should only be counted once. Each attendee should be counted in the format category in which they attended or viewed the program session. Count each participant device connected to a virtual program as a single attendee. For program sessions hosted on Facebook Live, YouTube Live, or similar platforms, count peak concurrent viewers. For those hosted on videoconferencing platforms, count the maximum number of non-staff participants during the session. For virtual program sessions that are also recorded for later, on-demand, asynchronous viewing, exclude views that occur after the session has ended; these should be counted under total presentation views. For program sessions that also have an in-person component, exclude in-person attendance; count these as either at the library or offsite at another location depending on where the attendance took place.</p>
Programs	Total Number of Synchronous Program Sessions Targeted at Ages 0-5	<p>This is the total number of programs offered for this age group reported by all locations. If you perceive this number to be in error, you must verify and correct all reported totals across all locations for programs in this age group.</p>
Programs	Total Attendance at Synchronous Program Sessions Targeted at Ages 0-5	<p>This is the total attendance at programs offered for this age group reported by all locations. If you perceive this number to be in error, you must verify and correct all reported totals across all locations for programs in this age group.</p>
Programs	Total focused on coding for ages 0-5	
Programs	Total focused on Kindergarten readiness 0-5	
Programs	Total Number of Offsite Program Sessions Targeted at Ages 0-5	<p>This is the total number of programs reported as occurring offsite across all locations for this age group. If you perceive this number to be in error, you must verify and correct all reported totals across all locations for programs in this age group.</p>
Programs	Total Attendance at Offsite Program Sessions Targeted at Ages 0-5	<p>This is the total attendance at programs reported as occurring offsite across all locations for this age group. If you perceive this number to be in error, you must verify and correct all reported totals across all locations for programs in this age group.</p>

Programs	Total Number of Synchronous Program Sessions Targeted at Children Ages 6-11	This is the total number of programs offered for this age group reported by all locations. If you perceive this number to be in error, you must verify and correct all reported totals across all locations for programs in this age group.
Programs	Total Attendance at Synchronous Program Sessions Targeted at Children Ages 6-11	This is the total attendance at programs offered for this age group reported by all locations. If you perceive this number to be in error, you must verify and correct all reported totals across all locations for programs in this age group.
Programs	Total focused on coding for Ages 6-11?	
Programs	Total Number of Offsite Program Sessions Targeted at Children Ages 6-11	This is the total number of programs reported as occurring offsite across all locations for this age group. If you perceive this number to be in error, you must verify and correct all reported totals across all locations for programs in this age group.
Programs	Total Attendance at Offsite Program Sessions Targeted at Children Ages 6-11	This is the total attendance at programs reported as occurring offsite across all locations for this age group. If you perceive this number to be in error, you must verify and correct all reported totals across all locations for programs in this age group.
Programs	Total Number of Synchronous Program Sessions Targeted at Ages 12-18	This is the total number of programs offered for this age group reported by all locations. If you perceive this number to be in error, you must verify and correct all reported totals across all locations for programs in this age group.
Programs	Total Attendance at Synchronous Program Sessions Targeted at Ages 12-18	This is the total attendance at programs offered for this age group reported by all locations. If you perceive this number to be in error, you must verify and correct all reported totals across all locations for programs in this age group.
Programs	Total focused on coding Ages 12-18?	
Programs	Total designed for those seeking employment for Ages 12-18?	
Programs	Total focused on college or technical school readiness Ages 12-18	
Programs	Total designed for those seeking to complete their GED Ages 12-18	
Programs	Total Number of Offsite Program Sessions Targeted at Ages 12-18	This is the total number of programs reported as occurring offsite across all locations for this age group. If you perceive this number to be in error, you must verify and correct all reported totals across all locations for programs in this age group.

Programs	Total Attendance at Offsite Program Sessions Targeted at Ages 12-18	This is the total attendance at programs reported as occurring offsite across all locations for this age group. If you perceive this number to be in error, you must verify and correct all reported totals across all locations for programs in this age group.
Programs	Total Number of Synchronous Program Sessions Targeted at Ages 19 and older	This is the total number of programs offered for this age group reported by all locations. If you perceive this number to be in error, you must verify and correct all reported totals across all locations for programs in this age group.
Programs	Total Attendance at Synchronous Program Sessions Targeted at Ages 19 and older	This is the total attendance at programs offered for this age group reported by all locations. If you perceive this number to be in error, you must verify and correct all reported totals across all locations for programs in this age group.
Programs	Total designed for those seeking employment for Ages 19 and Older	
Programs	Total focused on college or career and technical school readiness for Ages 19 and Older	
Programs	Total designed for those seeking to complete their GED for Ages 19 and Older	
Programs	Total Number of Offsite Program Sessions Targeted at Ages 19 and older	This is the total number of programs reported as occurring offsite across all locations for this age group. If you perceive this number to be in error, you must verify and correct all reported totals across all locations for programs in this age group.
Programs	Total Attendance at Offsite Program Sessions Targeted at Ages 19 and older	This is the total attendance at programs reported as occurring offsite across all locations for this age group. If you perceive this number to be in error, you must verify and correct all reported totals across all locations for programs in this age group.
Programs	Total Number of synchronous General Interest Programs	This is the total number of programs offered for a general audience reported by all locations. If you perceive this number to be in error, you must verify and correct all reported totals across all locations for programs in this age group.
Programs	Total Attendance at Synchronous General Interest Programs	This is the total attendance at programs offered for a general audience reported by all locations. If you perceive this number to be in error, you must verify and correct all reported totals across all locations for programs in this age group.

Programs	Total Number of Offsite General Interest Programs	This is the total number of programs reported as occurring offsite across all locations for a general audience. If you perceive this number to be in error, you must verify and correct all reported totals across all locations for programs in this age group.
Programs	Total Attendance at Offsite General Interest Programs	This is the total attendance at programs reported as occurring offsite across all locations for a general audience. If you perceive this number to be in error, you must verify and correct all reported totals across all locations for programs in this age group.
Programs	Total Number of Synchronous Programs Offered Onsite	This is the total number of synchronous programs reported across all age groups and all locations that were held on the library property.
Programs	Total Attendance at Synchronous Programs Offered Onsite	This is the total attendance at synchronous programs reported across all age groups and all locations that were held on the library property.
Programs	Total Number of Synchronous Programs Offered Offsite	This is the total number of synchronous programs reported across all age groups and all locations that were held offsite of the library property.
Programs	Total Attendance at Synchronous Programs Offered Offsite	This is the total attendance at synchronous programs reported across all age groups and all locations that were held offsite of the library property.
Programs	Total Number of Live Virtual Programs	This is the total number of live, irtual programs reported across all age groups and all locations.
Programs	Total Attendance at Live Virtual Programs	This is the total attendance at live, virtual programs across all age groups and locations.
Programs	Total Number of Synchronous Program Sessions (all ages, onsite, offsite, live virtual)	This is a total count of the number of program sessions including infant, toddler, preschool programs (ages 0-5); school age programs (ages 6-11); young adult programs (ages 12-18); adult programs (ages 19+); general interest programs (all ages). This total should also match the total program sessions calculated by location (at the library, offsite, online).
Programs	Total Attendance at Synchronous Programs (all ages, onsite, offsite, live virtual)	This is a total count of attendance including infant, toddler, preschool programs attendance; school age programs attendance; young adult programs attendance; adult programs attendance; general interest programs attendance. This total should also match the total program attendance calculated by location (at the library, offsite, online).
Staffing	Total Number of ALA-MLS on Staff (Must be ALA accredited programs)	
Staffing	Total Number of Librarians	
Staffing	All Other Full Time Equivalent (FTE) Paid Staff	

Staffing	Number of Part-Time Employees	
	Number of Volunteers performing work normally performed by paid staff	
Staffing	Total of ALL Librarians	
Staffing	Total Full Time Equivalent Employees	
Staffing	Total of all employees	
Salary Information	Director Name	
Salary Information	Director Salary	
Salary Information	Highest Degree Awarded	
Salary Information	Does this employee have an ALA accredited MLS	
Salary Information	Years of Experience as a Library Director in any Library	
Salary Information	Total Years of Library Experience	
Salary Information	Senior Assistant Director/Zone Manager Name	
Salary Information	Senior Assistant Director/Zone Manager Email	
Salary Information	Senior Assistant Director/Zone Manager Phone	
Salary Information	Senior Assistant Director/Zone Manager Salary	
Salary Information	Highest Degree Awarded	
Salary Information	ALA Accredited MLS	
Salary Information	Total Yrs Library Experience	
		This person oversees a single location in a library system or consortium. Multiple people may fulfill this role in larger systems. Only report employees and salaries for one job responsibility. Multiple people may fulfill this role in larger systems. Report the salary, years of experience, and educational attainment of the highest paid employee in this role and the lowest paid employee in this role. If you only have one employee in this role, leave the "Junior" fields blank.
Salary Information	Branch Manager Name	
Salary Information	Branch Manager Email	
Salary Information	Branch Manager Phone	
Salary Information	Branch Manager Salary	
Salary Information	Highest Degree Awarded	
Salary Information	ALA Accredited MLS	
Salary Information	Total Yrs Library Experience	
Salary Information	Cataloging/ Tech Services Highest Salary	
Salary Information	Number of Years of Experience	
Salary Information	Highest Degree Awarded	
Salary Information	ALA Accredited MLS	
Salary Information	Cataloging/ Tech Services Lowest Salary	
Salary Information	Number of Years of Experience	
Salary Information	Highest Degree Awarded	
Salary Information	ALA Accredited MLS	

This person's primary role for the library is to manage the library's network and/or devices that connect to the library's network. Only report employees and salaries for one job responsibility. Multiple people may fulfill this role in larger systems. Report the salary, years of experience, and educational attainment of the highest paid employee in this role and the lowest paid employee in this role. If you only have one employee in this role, leave the "Junior" fields blank.

Salary Information	IT Librarian Highest Salary
Salary Information	Number of Years of Experience
Salary Information	Highest Degree Awarded
Salary Information	ALA Accredited MLS
Salary Information	IT Librarian Lowest Salary
Salary Information	Number of Years of Experience
Salary Information	Highest Degree Awarded
Salary Information	ALA Accredited MLS
Salary Information	Adult Programmer Highest Salary
Salary Information	Number of Years of Experience
Salary Information	Highest Degree Awarded
Salary Information	ALA Accredited MLS
Salary Information	Adult Programmer Lowest Salary
Salary Information	Number of Years of Experience
Salary Information	Highest Degree Awarded
Salary Information	ALA Accredited MLS
Salary Information	YA Programmer Highest Salary
Salary Information	Number of Years of Experience
Salary Information	Highest Degree Awarded
Salary Information	ALA Accredited MLS
Salary Information	YA Programmer Lowest Salary
Salary Information	Number of Years of Experience
Salary Information	Highest Degree Awarded
Salary Information	ALA Accredited MLS
Salary Information	Children's Programmer Highest Salary
Salary Information	Number of Years of Experience
Salary Information	Highest Degree Awarded
Salary Information	ALA Accredited MLS
Salary Information	Children's Programmer Lowest Salary
Salary Information	Number of Years of Experience
Salary Information	Highest Degree Awarded
Salary Information	ALA Accredited MLS
Salary Information	Library Technician Highest Salary
Salary Information	Number of Years of Experience
Salary Information	Highest Degree Awarded
Salary Information	ALA Accredited MLS

Salary Information	Library Technician Lowest Salary
Salary Information	Number of Years of Experience
Salary Information	Highest Degree Awarded
Salary Information	ALA Accredited MLS
Outlet	Library / Branch Name
Outlet	FSCS Public Library Definition
Outlet	Outlet Type Code
Outlet	City
Outlet	County
Outlet	Physical Street Address
Outlet	ZIP Code
Outlet	Mailing Address
Outlet	Mailing City
Outlet	Mailing ZIP Code
Outlet	Phone
Outlet	Fax Number
Outlet	Library Website for This Library
Outlet	Area in Square Feet of outlet
Outlet	During the Survey Year, This Library: (select all that apply)
Outlet	Manager or Director
Outlet	Email for Branch Manager or Director
Outlet	Number of Weeks Open
Outlet	Public Service Hours Per Week
Outlet	How many hours was this branch closed for Federal or State Holidays?
Outlet	Public Service Hours without Holidays
Outlet	Public Service Hours without Holidays
Outlet	Total of All System Public Service Hours in the Survey Year
Outlet	Total Weeks Open
Outlet	Does your library offer any of the following daily, on a recurring basis, or by appointment? Only reply "Yes" if the service is offered at least twice in the previous year and the library plans to offer the services in the coming Year
Outlet	Report the number of hours spent entering data into this survey. Do not include the hours spent collecting data throughout the year. Record only the active time in the survey platform.
Outlet	LIB ID.
Outlet	FSCS ID.
Outlet	Metropolitan Status Code.
Outlet	Interlibrary Relationship Code.
Outlet	Legal Basis Code.
Outlet	Administrative Structure Code.

Outlet

Geographic Code.