

## Arkansas Public Library Survey

### Data Entry Specifications and General Response Directions

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

Collection	Audio Materials - Physical	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.	
Collection	Video Materials- Physical	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.	
Collection	Mobile Hotspots for Lending	Report the total number of hotspots available for lending to the public. Do not include devices that are exclusively for staff use.	
Collection	Other Circulating Physical Items	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.	
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	
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	<p>Reference Transactions are information consultations in which library staff recommend, interpret, evaluate, and/or use information resources to help others to meet particular information needs. 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?"</p>	
Service and Visits	Reporting Method for Reference Transa	<p>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)</p>	
Service and Visits	Number of Non-Library Events Held in Li	<p>This is the total number of events held in the library's meeting room by members of the public.</p>	

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)	
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.	
Access and Technology	Number of Uses, or sessions, of All Public Access Internet Devices	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	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.	

<p>Programs</p>	<p>Number of Synchronous Programs that were offered offsite</p> <p>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.</p>	
<p>Programs</p>	<p>Attendance at Synchronous Programs that were offered offsite</p> <p>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.</p>	
<p>Programs</p>	<p>Number of Synchronous (Live) Virtual Programs</p> <p>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.</p>	

Programs	<p>Attendance at Synchronous (Live) Virtual Programs</p> <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>	
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	
Staffing	Number of Volunteers performing work normally performed by paid staff	
Staffing	Total of ALL Librarians	
Staffing	Total Full Time Equivalent Employees	
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		
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.	