Missouri Test Library
2013 Missouri Public Library Survey

Current Administrative Information

Please provide the library's current contact information in this section. Make any necessary additions or corrections below.

1.01	Legal Name of Library District	_____
1.02	Other Name(s)	_____
1.03	Legal Basis Code	_____
1.04	Head of Library	_____
1.05	Title	_____
1.06	Head of Library's Email	_____

Physical Location of Administrative Office:

1.07	Street Address	_____
1.08	City	_____
1.09	Zip	_____
1.11	List Any Changes to Physical Address Here (if no changes, leave blank):	_____

Mailing Address of Administrative Office:

1.12	Postal Address	_____
1.13	City	_____
1.14	Zip	_____
1.16	List Any Changes to Mailing Address Here (if no changes, leave blank):	_____
1.17	County (of Physical Address above)	_____
1.18	Phone of Administrative Office	_____
1.19	Fax of Administrative Office	_____
1.20	Library's Email	_____
1.21	Library's Web Address	_____
1.22	2010 Census Population of Legal Service Area	_____
1.25	State Legislative District(s)	_____
1.26	State Senate District(s)	_____
1.27	OCLC Code	_____
1.28	Meets FSCS Definition of a Library?	_____
1.29	Is this library district a member of a federation or cooperative (i.e., joined by agreement with another library district to perform services cooperatively, such as resource sharing)? Do not include OCLC; do consider MoLib2Go and Missouri Evergreen.	_____

Legal Service Area

From this point forward in the survey, please report on the library as it was during the most recently completed fiscal year.

1.30	Reporting Period Start Date (based on library's fiscal year)	_____
1.31	Reporting Period End Date (based on library's fiscal year)	_____
1.32	Were there any changes to your library district's legal service area during this report period?	_____
1.33	Counties in Library's Legal Service Area	_____
1.34	Geographic Type	_____

1.35   Matches   _____

Number of Public Service Outlets

1.36   Main (0 or 1)   _____

1.37   Branches   _____

1.38   Bookmobiles   _____

1.39   Books By Mail (mark only if handled in a facility separate from the
        main or branches counted above)   _____

1.40   Is your Administrative Office housed in a separate building from all
        direct service outlet(s)?   _____

Public Service Outlet(s)

Please complete one form for each public service outlet - this includes the central or main library and all branches and bookmobiles. The information provided here should be reflective of the reporting year (i.e., number of outlets, hours open to the public, etc.).

2.00   Library System Name   _____

2.01   Legal Name of Outlet   _____

2.02   Other Name   _____

2.03   Street Address   _____

2.04   City   _____

2.05   Zip Code   _____

2.07   County of the Outlet   _____

2.08   Phone   _____

2.10   Metropolitan Status Code   _____

2.09   Outlet Type   _____

2.11   Square Footage of the Outlet   _____

2.12   Number of Bookmobiles   _____

2.13   Mailing Address (only if different from above)   _____

2.14   City   _____

2.15   Zip   _____

2.17   Fax   _____

2.18   TDD   _____

2.19   Outlet Manager   _____

2.20a   Time open - Monday   _____

2.20b   Time closed - Monday   _____

2.20c   Closed for lunch Monday? Give amount of time closed   _____

2.20d   Total Hours/Day - Monday   _____

2.21a   Time open - Tuesday   _____

2.21b   Time closed - Tuesday   _____

2.21c   Closed for lunch Tuesday? Give amount of time closed   _____

2.21d   Total Hours/Day - Tuesday   _____

2.22a   Time open - Wednesday   _____

2.22b   Time closed - Wednesday   _____

2.22c   Closed for lunch Wednesday? Give amount of time closed   _____

2.22d   Total Hours/Day - Wednesday   _____

2.23a   Time open - Thursday   _____

2.23b   Time closed - Thursday   _____

2.23c   Closed for lunch Thursday? Give amount of time closed   _____

2.23d   Total Hours/Day - Thursday   _____

2.24a   Time open - Friday   _____

2.24b   Time closed - Friday   _____

2.24c   Closed for lunch Friday? Give amount of time closed   _____

2.24d   Total Hours/Day - Friday   _____

2.25a   Time open - Saturday   _____

2.25b   Time closed - Saturday   _____

2.25c   Closed for lunch Saturday? Give amount of time closed   _____

2.25d   Total Hours/Day - Saturday   _____

2.26a   Time open - Sunday   _____

2.26b   Time closed - Sunday   _____

2.26c   Closed for lunch Sunday? Give amount of time closed   _____

2.26d   Total Hours/Day - Sunday   _____

2.27   Total Outlet Hours/Week (2.20d + 2.21d + 2.22d + 2.23d +
        2.25d + 2.26d)   _____

2.28a   Was this outlet closed at any point during this reporting year for 4 or
        more consecutive days (or for more than half of its scheduled hours   _____
        for a given week)?

2.28b   If yes, for how many weeks was this outlet closed? If no, enter 0.   _____

2.29   Did this outlet have regular hours during the reporting year that were
        different than those provided above (e.g., summer hours)?   _____

2.30a   If yes, please list the differing day(s) and hours here (e.g., M-F 9-5; or
        M, W, F close at 6; closed Mondays; etc.).   _____

2.30b   For how many weeks did the outlet operate with these differing hours
        (e.g., summer hours June through August would be 12 weeks, etc.)?   _____

Personnel

Report figures for each category as of the last day of the library's reporting year. "Sum of hours worked per week by all" should indicate the sum of the number of hours that are worked in each category in a normal week when all positions are filled at the administrative office and all public service outlets.

All Librarians (those with the title or function of librarian; see definition at 3.01a)

3.01a   Number of employees   _____

3.01b   Sum of hours worked per week by all   _____

3.01c   FTE (3.01b/40)   _____

Of the Librarians in 3.01, number with ALA-MLS

3.02a   Number of employees   _____

3.02b   Sum of hours worked per week by all   _____

3.02c   FTE (3.02b/40)   _____

All other staff with ALA-MLS

3.03a   Number of employees   _____

3.03b   Sum of hours worked per week by all   _____

3.03c   FTE (3.03b/40)   _____

3.03d   FTE of Staff with ALA-MLS (3.02c + 3.03c)   _____

All other paid staff (do not include staff paid with grant funds)

3.04a   Number of employees   _____

3.04b   Sum of hours worked per week by all   _____

3.04c   FTE (3.04b/40)   _____

Total paid employees

3.05a   Number of employees (3.01a + 3.03a + 3.04a)   _____

3.05b   Hours worked/week by all (3.01b + 3.03b + 3.04b)   _____

3.05c   FTE (3.01c + 3.03c + 3.04c)   _____

Volunteers

3.06a   Number of volunteers during reporting period   _____

3.06b   Average Volunteer Hours donated/week   _____

Questions about Library Director or Executive Officer

3.07   Hours worked per week   _____

3.08a   Annual salary (in dollars)   _____

3.08b   Annual Benefits (in dollars)   _____

Education Level (check only one)

3.09a   High School Diploma, GED, or some college   _____

3.09b   Bachelor's Degree   _____

3.09c   ALA-MLS: Master's in Library Science from an ALA accredited
        institution   _____

3.09d   Other graduate level degree   _____

Operating Revenue

Please enter 0 if no income was received in a particular category - N/A should not be used in this section.
Use 4.01 through 4.18 to report income for a single district library.
Regional library districts, please use 4.01 through 4.18 for the income from the district in which the
administrative office is located; then use the 'add group' feature to report income for the additional districts in
questions 4.19 through 4.30.
The total operating revenues of the library service area will show in 4.31 through 4.47.
** Remember, income received from bond issue/debt service, memorials, special funds, etc. specifically
designated to be used for capital projects should NOT be included in this section. Those funds should be listed
under Capital Revenue. **

Tax Information
Provide figures used to set the tax levy for the local revenue collected during the reporting year.

4.01   Name of Library District   _____

4.02   Assessed valuation of library district (in dollars)   _____

4.03   Tax rate last approved by voters (in cents)   _____

4.04a   Tax rate ceiling set by auditor for reporting year (in cents) _____

4.04b   Tax rate set by library board for reporting year (in cents)   _____

Local Government Income

4.05   Income from the library's tax levy (in dollars)   _____

4.06a   Other local tax income (e.g., sales tax, intangible tax, surtax, etc.)   _____

4.06b   Any additional funds from the local government (i.e., other funds
        designated for expenditure by the public library for library services)   _____

4.07   Total Local Income (4.05 + 4.06a + 4.06b)   _____

State Government Income

4.08   Per Capita State Aid   _____

4.09   Equalization Funds   _____

4.10   Athlete & Entertainer Tax Funds   _____

4.12   Other state funds from local or state agencies   _____

4.13   Total State Income (4.08 + 4.09 + 4.10 + 4.12)   _____

Federal Government Income

4.14   LSTA grants   _____

4.15   Other federal funds from local, state or federal agencies   _____

4.16   Total Federal Income (4.14 + 4.15)   _____

Other Income

Other income includes all library income that was not reported as government income (Local, State, Federal). Do NOT include the value of any non-monetary gifts and donations.

4.17a	Any private grant funds received	_____
4.17b	Recurring income (endowments, interest, trust payments, fines, and fees)	_____
4.17c	One time donations or gifts	_____
4.17	Total Other Income (4.17a + 4.17b + 4.17c)	_____
4.18	Total Library District Operating Revenue (4.07 + 4.13 + 4.16 + 4.17)	_____

Only use 4.19 through 4.30 for Additional Districts

4.19	Name of Library District	_____
4.20	Assessed valuation of library district (in dollars)	_____
4.21	Tax rate last approved by voters (in cents)	_____
4.22a	Tax rate ceiling set by auditor for reporting year (in cents)	_____
4.22b	Tax rate set by library board for reporting year (in cents)	_____
4.23	Income from the library's tax levy (in dollars)	_____
4.24	Other local tax income (e.g., sales tax, intangible tax, etc.)	_____
4.25	Total Local Income (4.23 + 4.24)	_____
4.26	Per Capita State Aid	_____
4.27	Equalization Funds	_____
4.28	Total State Income (4.26 + 4.27)	_____
4.29	Other Income not reported above	_____
4.30	Total Library District Operating Revenue (4.25 + 4.28 + 4.29)	_____

Total

4.31	Assessed valuation of library district (4.02 + 4.20)	_____
4.32	Tax rate last approved by voters (4.03)	_____
4.33a	Tax rate ceiling set by auditor for reporting year (4.04a)	_____
4.33b	Tax rate set by library board for reporting year (4.04b)	_____
4.34	Income from the library's tax levy (4.05 + 4.23)	_____
4.35	Other local tax income (4.06 + 4.24)	_____
4.36	Total Local Income (4.07 + 4.25)	_____
4.37	Per Capita State Aid (4.08 + 4.26)	_____
4.38	Equalization Funds (4.09 + 4.27)	_____
4.39	Athlete & Entertainer Tax Funds (4.10)	_____
4.41	Other state funds from local or state agencies (4.12)	_____
4.42	Total State Income (4.13 + 4.28)	_____
4.43	LSTA grants (4.14)	_____
4.44	Other federal funds from local, state or federal agencies (4.15)	_____
4.45	Total Federal Income (4.16)	_____
4.46	Non-Government Income (4.17 + 4.29)	_____
4.47	Total Library District Operating Revenue (4.18 + 4.30)	_____

Operating Expenditures

Enter 0 if there are no expenditures for a particular category - N/A should not be used in this section.
Remember, do NOT include funds expended for capital projects in this section (expenditures for renovations, new buildings, automation systems, etc.). Those dollars should be shown under Capital Expenditures.

Staff Expenditures

5.01	Salaries & Wages	_____
5.02a	Employer FICA Contributions (multiply figure in 5.01 by 0.0765 OR enter the amount in OASDI and HI contributions paid)	_____
5.02b	Other Staff Benefits	_____
5.03	Total Benefits (5.02a + 5.02b)	_____
5.04	Total Staff Expenditures (5.01 + 5.03)	_____

Collection Expenditures

5.05	Print materials	_____
5.06	Print serial subscriptions	_____
5.07	Total print materials (5.05 + 5.06)	_____
5.08	Electronic materials (e.g., eBooks, downloadable audio and video, and library purchased databases; see definition for other examples)	_____
5.09	Audio - physical materials (i.e., CDs, cassettes, etc.)	_____
5.10	Video - physical materials (i.e., DVDs, VHS, etc.)	_____
5.11	All other physical materials in library collection	_____
5.12	AV and Other Physical Materials (5.09 + 5.10 + 5.11)	_____
5.13	Total Collection Expenditures (5.07 + 5.08 + 5.12)	_____
5.14	Other Operating Expenditures (e.g., automation system subscription, MOREnet membership fees or Internet connection fees; see definition for other examples)	_____
5.15	Total Operating Expenditures (5.04 + 5.13 + 5.14)	_____

Of the dollars listed in 5.15, how many were:

5.16a	Athlete & Entertainer Tax Funds used during reporting year	_____
5.16b	Equalization Funds used during reporting year	_____

Capital Revenue and Expenditures

Report all major capital revenue and expenditures. Include all funds received or expended for (a) site acquisition; (b) new buildings; (c) additions to or renovation of library buildings; (d) furnishings, equipment, and initial collections for new buildings, building additions, or building renovations; (e) library automation systems; (f) new vehicles; and (g) other one-time major projects. **Exclude** revenue or expenditures for (1) replacement and repair of existing furnishings and equipment; (2) regular purchases of library materials; (3) investments for capital appreciation; (4) contributions to endowments; (5) revenue passed through to another agency; or (6) funds unspent in the previous fiscal year (i.e., carryover).

6.01	Local Government Capital Revenue	_____
6.02	State Government Capital Revenue	_____
6.03	Federal Government Capital Revenue	_____
6.04	Other Capital Revenue	_____
6.05	Total Capital Revenue (6.01 + 6.02 + 6.03 + 6.04)	_____
6.06	Capital Expenditures	_____

Library Collection - Physical Materials

Under this category, report all items in the library collection, whether purchased, leased, licensed, or donated as gifts. Please provide best estimates if actual counts are not available; use "0" if you do not have any of that item; use "N/A" <u>only</u> if you have the item but cannot provide a good estimate of how many.

Print Materials

7.01	Government documents	_____
7.02	Adult nonfiction	_____
7.03	Young Adult nonfiction	_____

7.04	Children's nonfiction	_____
7.05	Adult fiction	_____
7.06	Young Adult fiction	_____
7.07	Children's fiction	_____
7.08	Bound serial volumes	_____
7.09	Total Print materials (7.01 + 7.02 + 7.03 + 7.04 + 7.05 + 7.06 + 7.07 + 7.08)	_____
7.10	If the young adult materials are not counted as an independent category, which of the above categories includes the young adult materials?	_____

Non-Print Materials:

7.11	Microforms	_____
7.12	Audio - Physical Units	_____
7.13	Video - Physical Units	_____

Library Collection - Electronic Materials

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

Finite Use: Count of units is based on the number of usages acquired (equivalent to purchasing multiple copies of a single title). For example, if a library acquires a title with rights to a single user at a time, then that item is counted as 1 "unit;" if the library acquires rights to a single title for 10 simultaneous users, then that item is counted as 10 "units."

Unlimited Simultaneous Use: Count of units is based on the number of titles acquired. For example, if a library acquires a collection of 100 books with unlimited, simultaneous users, then this would be counted as 100 "units."

7.14	Electronic Books (items loaned to patrons via portable devices or their personal computer; must be a part of the library collection - i.e., exclude public domain/uncopyrighted eBooks that have unlimited access)	_____
7.15	Audio - Downloadable Units	_____
7.16	Video - Downloadable Units	_____

Databases: Number for which the library had access rights during this period:

7.17	MOREnet member?	_____
7.18	MOREnet members enter "12" in box at right	_____
7.19	Number of databases purchased through joint pricing or consortia agreements	_____
7.20	Number of databases purchased through direct order by the library	_____
7.21	Total electronic databases (7.18 + 7.19 + 7.20)	_____
7.22	Please list titles of databases in 7.19 and 7.20	_____
7.23	Does the library provide remote access to any of its databases?	_____

Serial Subscriptions:

| 7.24 | Number of Print Serial Subscriptions | _____ |

Electronic Serial Subscriptions:

7.25	MOREnet member?	_____
7.26	MOREnet members enter "2" in box at right	_____
7.27	Number of library-purchased electronic subscriptions	_____
7.28	Total electronic subscriptions (7.26 + 7.27)	_____
7.29	Please list titles of electronic subscriptions in 7.27	_____

Services

Enter "N/A" **only** if the service is provided but not counted at all (i.e., your library has no effective method for counting the number of reference transactions). Use "0" if the service is not provided at your library (i.e., if your library does not provide Internet access you can enter "0" for uses of public internet computers).

8.01   Annual number of library visits   _____

8.02   Annual number of <u>uses</u> of public Internet computers owned by the library   _____

8.03   Annual number of reference transactions   _____

8.04   Does your library offer electronic reference service?   _____

If yes, by what means is electronic reference service provided (check all that apply)?

8.05a   Respond to questions submitted by email   _____

8.05b   Online chat   _____

8.05c   Electronic network reference service (e.g., tutor.com, etc.)   _____

8.05d   Other   _____

Circulation

8.06a   Circulation of adult materials (physical)   _____

8.06b   Circulation of young adult materials (physical)   _____

8.06c   Circulation of children's materials (physical)   _____

8.06d   Circulation of adult materials (electronic)   _____

8.06e   Circulation of young adult materials (electronic)   _____

8.06f   Circulation of children's materials (electronic)   _____

8.06g   Total adult, young adult, and children's circulation (8.06a + 8.06b + 8.06c, 8.06d, 8.06e, and 8.06f)   _____

8.06h   Circulation of Electronic Materials (8.06d+8.06e+8.06f)   _____

8.06i   In prior years, have the library's circulation figures included all formats (physical and electronic materials)?   _____

8.07   Number of registered users   _____

Programs: Remember to count each **gathering** of your program - not just the program as a whole.

8.08a   Total number of adult programs (intended audience aged 19 and over)   _____

8.08b   Annual attendance at adult programs   _____

8.09a   Total number of children's programs (intended audience aged 11 and under)   _____

8.09b   Annual attendance at children's programs   _____

8.10a   Total number of Young Adult programs (intended audience aged 12-18)   _____

8.10b   Annual attendance at young adult programs   _____

8.11   Total number of programs (8.08a + 8.09a + 8.10a)   _____

8.12   Total Program attendance (8.08b + 8.09b + 8.10b)   _____

Of the programs listed in 8.11:

8.13a   How many were specifically for seniors?   _____

8.13b   How many were ESOL, ESL, or ELL courses?   _____

8.13c   How many were literacy-focused programs (e.g., story hours, summer reading programs, etc.)?   _____

Program Partners:

8.14a   Did you partner with your local school district or other local organizations in developing or providing any literacy-focused programs or services during this reporting period?   _____

8.14b   List literacy-focused partner organizations here: _____

8.15a   Did you partner with any local organizations in developing or providing workforce or economic development-based library programs or services during this reporting period (i.e., job/career services small business services, etc.)?   _____

8.15b   List workforce/economic development partners here: _____

Other Services:

8.16   Does the library have an allied Library Foundation?   _____

8.17   Does the library have a 'Friends of the Library' group?   _____

8.18   Does the library offer book delivery outreach services (home delivery of books by car or van)?   _____

8.19   Does the library offer a books by mail service?   _____

8.20   Does the library have videoconferencing capabilities?   _____

How many of the following do you loan to library patrons?

8.21a   Laptops   _____

8.21b   Notebooks/Tablets   _____

8.21c   eReaders   _____

8.21d   Other electronic device   _____

8.21e   None   _____

Interlibrary Loan (ILL) Services

Interlibrary loans provided TO other libraries:

8.22a   Books   _____

8.22b   Other Materials (periodicals, audio, video, etc.)   _____

8.22c   Total (8.22a + 8.22b)   _____

Interlibrary loans received FROM other libraries:

8.23a   Books   _____

8.23b   Other Materials (periodicals, audio, video, etc.)   _____

8.23c   Total (8.23a + 8.23b)   _____

What is the method for receiving interlibrary loan requests from other libraries? Check as many as apply.

8.24a   OCLC   _____

8.24b   E-mail   _____

8.24c   Other   _____

What is the method for patrons to submit requests for interlibrary loan? Check as many as apply.

8.25a   OCLC FirstSearch / WorldCat   _____

8.25b   E-mail   _____

8.25c   Electronically through library's automation system   _____

8.25d   Paper form   _____

8.25e   Other   _____

Technology

Automation System:

What automation system does the library use?

9.01a   Vendor   _____

9.01b   Software   _____

9.02   If Other, list vendor or software name here: _____

9.03   Did the library change or significantly upgrade its automation system during the reporting year?   _____

9.06 Is remote access provided to the library catalog through the library's
website? _____

Website:

9.07a Does the library have a website? _____

9.07b Does the library provide a mobile-device accessible version of its
website? _____

Internet Access:

9.10a Internet Service Provider _____

9.10b If other, list name of service provider _____

9.11a Does the library offer wireless access to the public? _____

9.11b If yes, is this access filtered? _____

9.11c Is the public library the only free access to computers/Internet in the
community? _____

Internet connection speed in Main Library:

9.12a Bandwidth _____

9.12b Other (list) _____

Internet connection speed in Branch Library(ies): (check all that apply)

9.13a Bandwidth _____

9.13b Other (list) _____

9.14 Does the library use filtering software on public access computers? _____

9.15a Filtering Software Provider _____

9.15b If other, list name of software provider _____

9.15c Name of Filtering Software _____

Computer Equipment:

9.21a Number of Internet access computers available to the general public at
all times _____

9.21b Number of computers dedicated to Young Adult areas _____

9.21c Number of computers dedicated to children's areas _____

Public Computer Labs

9.22a Does the library have a computer lab used for training the public? _____

9.22b Number of labs _____

9.22c How many PC's are in labs? _____

9.22d List names of branches that have computer labs. _____

9.23a Approximately how many hours of computer training classes does
your library district offer to the public each month? _____

9.23b Does your library also offer one-on-one computer training to the
public? _____

Certification

Name & title of person filling out this form: _____

The information contained within this Statistical Report is correct and complete, to the best of my knowledge.

Signature of head of library _____

Date _____