2021 Missouri Public Library Survey

Current Administrative Information

Please provide the library's current contact information in this section. Data in gray fields must be changed by the survey administrator. Please contact Cory Mihalik at cory.mihalik@sos.mo.gov to make changes to these areas.

Questions reported to IMLS are in bolded blue font.

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	

Mailing Address of Administrative Office:

1.10	Postal Address
1.11	City
1.12	Zip
1.13	County (of Physical Address above)
1.14	Phone of Administrative Office
1.15	Fax of Administrative Office
1.16	Library's Email
1.17	Library's Web Address
1.18	Does the library provide a mobile-device accessible version of its website?
1.19	2010 Census Population of Legal Service Area
1.20	State Legislative District(s)
1.21	State Senate District(s)
1.22	Congressional District(s)
1.23	OCLC Code
1.24	Meets FSCS Definition of a Library?
1.25	Is this library district a member of a federation or cooperative (i.e., joined
	nt with another library district to perform services cooperatively, such as
resource sha	aring)? 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.

Reporting Period Start Date (based on library's fiscal year) 1.26 (MM/DD/YYYY) Reporting Period End Date (based on library's fiscal year) (MM/DD/YYYY) 1.27 Were there any changes to your library district's legal service area during 1 28 this report period? Counties in Library's Legal Service Area 1.29 Geographic Type 1.30 1.31 Locale 1.32 Matches Number of Public Service Outlets Main (0 or 1) _____ 1.33 1.34 Branches 1.35 Bookmobiles 1.36 Is your Administrative Office housed in a separate building from all direct service outlet(s)? Other Services: 1.37 Does the library have an allied Library Foundation? Does the library have a 'Friends of the Library' group? 1.38

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

1.40 Does the library offer a books by mail service?

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.). Data in gray fields must be changed by the survey administrator. Please contact Cory Mihalik at cory.mihalik@sos.mo.gov to make changes to these areas.

2.00 2.01a 2.01b 2.02 2.03 2.04 2.05 2.06 2.07 2.08a 2.08b 2.09 2.10 2.11 2.12	Library System Name Legal Name of Outlet FSCS Other Name Street Address City Zip Code County of the Outlet Phone Phone Locale Outlet Type Square Footage of the Outlet Number of Bookmobiles Mailing Address (only if different from above)
2.13 2.14 2.15 2.16 2.17 2.18 2.19 2.20 2.21 2.22 2.23 2.24	CityZipFaxOutlet ManagerTotal Hours/Day - MondayTotal Hours/Day - TuesdayTotal Hours/Day - TuesdayTotal Hours/Day - VednesdayTotal Hours/Day - WednesdayTotal Hours/Day - ThursdayTotal Hours/Day - FridayTotal Hours/Day - FridayTotal Hours/Day - SaturdayTotal Hours/Day - SundayTotal Outlet Hours/Week (2.17 + 2.18 + 2.19 + 2.20 + 2.21 + 2.22 + 2.23)
2.25a 2.25b	Weeks Open during the year Number of Weeks Outlet Closed Due to COVID-19
2.25c	Number of Weeks Outlet Had Limited Occupancy Due to COVID-19
2.26 different tha	Did this outlet have regular hours during the reporting year that were n those provided above (e.g., summer hours)?
2.27b	If yes, please list the differing day(s) and hours here (e.g., M-F 9-5; or M, at 6; closed Mondays; etc.). For how many weeks did the outlet operate with these differing hours er hours June through August would be 12 weeks, etc.)?
2.28 2.29	Total Outlet Hours per Year Does this outlet offer public meeting space?

2.29b What is the seating capacity of the largest single meeting space (if applicable)?

2.30 Total number of times meeting rooms used by outside groups for nonlibrary programs

Personnel

3.04c

3.04d

3.05a

3.05b

Total paid employees

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.

Questions reported to IMLS are in bolded blue font.

FTE (3.04b/40)

FTE of all other staff (3.03c+ 3.04c)

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

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

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

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3.05c FTE (3.01c + 3.04d)_____

Volunteers

3.06a Number of volunteers during the library fiscal year

3.06b Total Volunteer Hours per Year

Questions about Library Director or Executive Officer

3.07Hours worked per week3.08aAnnual salary (in dollars)3.08bAnnual Benefits (in dollars)3.08cTenure of Library Director

Highest Education Level Completed

3.09 Highest Education Level Completed

Operating Revenue

Please enter 0 if no income was received in a particular category - N/A should not be used in this section. Please use the amounts submitted for the most recent State Aid filing, or from your libraries most recently completed fiscal year.

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)

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

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

4.08 Total Local Income (4.05 + 4.06 + 4.07)

State Government Income

- 4.09 Per Capita State Aid _____
- 4.10 Equalization Funds
- 4.11 Athlete & Entertainer Tax Funds
- 4.12 Other state funds from local or state agencies
- 4.13 Total State Income (4.09 + 4.10 + 4.11 + 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.

4.17aOther Income4.17bAre fines charged for overdue items?4.18Total Library District Operating Revenue (4.08 + 4.13 + 4.16 + 4.17a)

Regional Libraries 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

Questions reported to IMLS are in bolded blue font.

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 (4.08 + 4.25)
4.37	Per Capita State Aid (4.09 + 4.26)
4.38	Equalization Funds (4.10 + 4.27)
4.39	Athlete & Entertainer Tax Funds (4.11)
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 (4.17a + 4.29)

 4.47
 Total Library District Operating Revenue (4.36 + 4.42 + 4.45 + 4.46)

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.

Questions reported to IMLS are in bolded blue font.

Staff Expenditures

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

Collection Expenditures

	Print materials Print serial subscriptions Total print materials (5.05 + 5.06) Electronic materials ooks, downloadable audio and video, and library purchased databases; see for other examples) 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

Please provide a state edit check explaining where the capital revenue came from and which capital project it was spent on for any entry in this section.

Capital Revenue must be designated as capital revenue for a specified capital project at the point it is collected. General revenue cannot be counted as capital revenue, even if it is used for a capital expenditure. Capital revenue figures should not be included in any other section in this survey.

Include all capital 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).

Questions reported to IMLS are in bolded blue font.

6.01 6.02	Local 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)

Funding for capital expenses can come from any source. Expenditures must qualify as a capital project (listed above). Capital expenditure figures should not be included in any other section in this survey.

6.06 Capital Expenditures

Library Collection - Physical Materials

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

Questions reported to IMLS are in bolded blue font.

Print Materials

7.01 7.02 7.03	Government documents Adult nonfiction Young Adult nonfiction
7.03	Children's nonfiction
7.05	Adult fiction
7.06	Young Adult fiction
7.07	Children's fiction
7.08	If the young adult materials are not counted as an independent category,
which of the	above categories includes the young adult materials?
7.09a	Bound serial volumes
7.09b	Number of Print Serial Subscriptions
7.10	Total Print materials (7.01 + 7.02 + 7.03 + 7.04 + 7.05 + 7.06 + 7.07)
Non-Print Ma	iterials
7.11	Microforms
7.12	Audio - Physical Units
7.13	Video - Physical Units
7.14	Other Circulating Physical Items
7.15	Total Physical Items in Collection (7.10 + 7.12 + 7.13 + 7.14)

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."

Questions reported to IMLS are in bolded blue font.

7.16a 7.16b 7.16c 7.16d	Library Held Electronic Books Consortia Held Electronic Books Non-Library Held eBooks Total Electronic Books (7.16a + 7.16b + 7.16c	
7.17a 7.17b	Audio - Downloadable Units Consortia Held Audio-Downloadable Units	
7.17c	Non-Library Held Audio-Downloadable Units	
7.17d	Total Audio - Downloadable Units (7.17a + 7.17b + 7.17c)	
7.18a 7.18b 7.18c	Video - Downloadable Units Consortia Held Downloadable Video Non-Library Held Video-Downloadable Units	
7.18d	Total Video - Downloadable (7.18a + 7.18b + 7.18c)	

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

7.19 7.20	MOREnet member? MOREnet members enter "21" in box at right
7.21 agreements	Number of databases purchased through joint pricing or consortia
7.22	Number of databases purchased through direct order by the library
7.23	Total electronic databases (7.20 + 7.21 + 7.22)
7.24	Please list titles of databases in 7.21 and 7.22
7.25	Does the library provide remote access to any of its databases?

Electronic Serial Subscriptions:

7.26a Number of Library-purchased Electronic Subscriptions
7.26b Number of Consortia Held Electronic Subscriptions
7.27 Please list titles of electronic subscriptions in 7.26a

Services

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).

Questions reported to IMLS are in bolded blue font.

8.01a 8.01b	Annual number of library visits Regarding the number of library visits you entered, is this an:		
8.02a	Annual number of uses of public Internet computers owned by the library		
8.03a 8.03b annual coun	ered, is this an:		
8.04b	Regarding the number of reference transactions you entered, is this an:		
8.05 8.06 8.07a	Virtual Visits Number of registered users Are you aware of the Wolfner Talking Book and Braille Library		
8.07b Wolfner serv	Does your library staff feel comfortable helping eligible patrons register for ices?		
Circulation			

- 8.08a Circulation of adult physical materials
- 8.08b Circulation of young adult physical materials

8.08c	Circulation of children's physical materials
8.08d	Other Physical Circulation
8.09	Physical Item Circulation (8.08a + 8.08b + 8.08c + 8.08d)
8.10a	Circulation of adult electronic materials
8.10b	Circulation of young adult electronic materials
8.10c	Circulation of children's electronic materials
8.11	Database Usage
8.12	Use of Electronic Material (8.10a + 8.10b + 8.10c)
8.13	Electronic Content Use (8.11 + 8.12)
8.14	Total Circulation of Materials (8.09 + 8.12)
8.15	Total Collection Use (8.09 + 8.11 + 8.12)

Services-Programs

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

8.16a and over) 8.16b	Total number of synchronous adult programs (intended audience aged 19		
	Annual attendance at synchronous adult programs		
8.17a aged 0-5)	Total number of synchronous early literacy programs (intended audience		
8.17b	Annual attendance at synchronous early literacy programs		
8.18a Total number of synchronous children's programs (intended audie aged 6 to 11)			
8.18b	Annual attendance at synchronous children's programs		
8.19a aged 12-18) 8.19b	Total number of synchronous Young Adult programs (intended audience		
	Annual attendance at synchronous young adult programs		
8.20a	Total number of synchronous general interest programs		
8.20b	Annual attendance at synchronous general interest programs		
8.21 8.20a)	Total number of synchronous programs (8.16a + 8.17a + 8.18a + 8.19a +		
aged 12-18) 8.19b 8.20a 8.20b 8.21	Annual attendance at synchronous young adult programs Total number of synchronous general interest programs Annual attendance at synchronous general interest programs		

8.22 Total synchronous program attendance (8.16b + 8.17b + 8.18b + 8.19b + 8.20b)

Of the programs counted in 8.21:

- 8.23 How many were specifically for seniors?
- 8.24 How many were ESOL, ESL, or ELL courses?

8.25 How many were literacy-focused programs (e.g., story hours, summer reading programs, etc.)?
8.26a How many were in-person onsite programs?

- 8.26b Annual attendance at in-person onsite programs?
- 8.27a How many were in-person offsite programs?
- 8.27b Annual attendance at in-person offsite programs?
- 8.28a How many were synchronous virtual programs
- 8.28b Total attendance at synchronous live virtual programs

Other Programs:

8.29a	Total number of asynchronous (recorded) virtual program presentations
8.29b	Total views of asynchronous (recorded) virtual program presentations
8.29c	Number of take-home activity kits provided by the library

Program Partners:

8.30a 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?

8.30b List literacy-focused partner organizations here:

8.31 Did your library partner with or provide business and/or economic development programs or services during this reporting period?

8.32 Did your library partner with or provide workforce development programs or services during this reporting period?

8.33 List workforce/economic development partners here:

Services – ILL

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

8.34a	Laptops/Notebooks/Chromebooks
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8.34b	Tablets/eReaders	
8.34c	Mobile Hotspots	

Interlibrary Loan (ILL) Services

8.35	Loaned To	
8.36	Received From	

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

8.37a		
8.37b	E-mail	
8.37c	Shared Catalog	
8.37d	Other	

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

8.38a	OCLC FirstSearch / WorldCat Discovery
8.38b	E-mail

8.38c	Electronically through library's automation syster	n
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8.38d	Paper form	
8.38e	Other	

Technology

Automation System:

What automation system does the library use?

9.01a	Vendor	<u> </u>
0.016	Coffusion	

9.01b Software9.02 If Other, list vendor or software name here:

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

9.03b Did the library change or upgrade its technology (not including ILS) during the reporting year?

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

Internet Access:

9.05a 9.05b	Internet Service Provider If other, list name of service provider
9.06a	Does the library offer wireless access to the public?
9.06b	If yes, is this access filtered?
9.06c community?	Is the public library the only free access to computers/Internet in the

Internet connection speed in Main Library:

9.07a 9.07b	Bandwidth Other (list)	
Internet	connection speed i	n Branch Library(ies): (check all that apply)
9.08a	Bandwidth	
9.08b	Other (list)	

Computer Equipment and Labs

9.11a times	Number of Internet access computers available to the general public at all
9.11b	Number of computers dedicated to Young Adult areas
9.11c	Number of computers dedicated to children's areas

9.12a Does the library have a computer lab used for training the public?

9.12b Number of labs

9.12c How many computers are in labs?

9.12d List names of branches that have computer labs.

9.13a Approximately how many hours of computer training classes does your library district offer to the public each month?

9.13b Does your library also offer one-on-one computer training to the public?

COVID-19

10.01 Were any of the library's outlets physically closed to the public for any period of time due to the Coronavirus (COVID-19) pandemic?

10.02 Did library staff continue to provide services to the public during any portion of the period when the building was physically closed to the public due to the Coronavirus (COVID-19) pandemic?

10.03 Did the library add or increase access to electronic collection materials due to the Coronavirus (COVID-19) pandemic?

10.04a Did the library issue registered user cards electronically before the Coronavirus (COVID-19) pandemic?

10.04b Did the library issue registered user cards electronically during the Coronavirus (COVID-19) pandemic?

10.05 Did the library provide reference service via the Internet or telephone during the Coronavirus (COVID-19) pandemic?

10.06 Did the library provide outside service for circulation of physical materials at one or more outlets during the Coronavirus (COVID-19) pandemic?

10.07aDid the library provide WiFi Internet access to users outside the
building at one or more outlets before the Coronavirus (COVID-19) pandemic?10.07bDid the library intentionally provide Wi-Fi Wi-Fi access to users
outside the building at one or more outlets during the Coronavirus (COVID-19)
pandemic?

10.07c Did the library increase access to Wi-Fi Internet access to users outside the building at one or more outlets during the Coronavirus (COVID-19) pandemic?

10.08 Were library staff re-assigned to assist other government agencies or nonprofit organizations during the Coronavirus (COVID-19) pandemic?

Certification

Name & title of person filling out this form: Email address of person filling out this form Phone number of person filling out this form

The information contained within this Public Library Survey is correct and complete, to the best of my knowledge.

Signature of head of library
Date