

Missouri Test Library 2016 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 Terry Blauvelt at terry.blauvelt@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 _____
 - 1.10 List Any Changes to Physical Address Here (if no changes, leave blank): _____
- Mailing Address of Administrative Office:
 - 1.11 Postal Address _____
 - 1.12 City _____
 - 1.13 Zip _____
 - 1.14 List Any Changes to Mailing Address Here (if no changes, leave blank): _____
- 1.15 County (of Physical Address above) _____
- 1.16 Phone of Administrative Office _____
- 1.17 Fax of Administrative Office _____
- 1.18 Library's Email _____
- 1.19a Library's Web Address _____
- 1.19b Does the library provide a mobile-device accessible version of its website? _____
- 1.20 2010 Census Population of Legal Service Area _____
- 1.21 State Legislative District(s) _____
- 1.22 State Senate District(s) _____
- 1.23 Congressional District(s) _____
- 1.24 OCLC Code _____
- 1.25 Meets FSCS Definition of a Library? _____
- 1.26 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.

- 1.27 Reporting Period Start Date (based on library's fiscal year) _____
- 1.28 Reporting Period End Date (based on library's fiscal year) _____
- 1.29 Were there any changes to your library district's legal service area during this report period? _____
- 1.30 Counties in Library's Legal Service Area _____
- 1.31a Geographic Type _____
- 1.31b Locale _____
- 1.32 Matches _____
- Number of Public Service Outlets
- 1.33 Main (0 or 1) _____
- 1.34 Branches _____
- 1.35 Bookmobiles _____
- 1.36 Books By Mail (mark only if handled in a facility separate from the main or branches counted above) _____
- 1.37 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.). Data in gray fields must be changed by the survey administrator. Please contact Terry Blauvelt at terry.blauvelt@sos.mo.gov to make changes to these areas.

- 2.00 Library System Name _____
- 2.01a Legal Name of Outlet _____
- 2.01b FSCS _____
- 2.02 Other Name _____
- 2.03 Street Address _____
- 2.04 City _____
- 2.05 Zip Code _____
- 2.06 County of the Outlet _____
- 2.07 Phone _____
- 2.08a Metropolitan Status Code _____
- 2.08b Locale _____
- 2.09 Outlet Type _____
- 2.10 Square Footage of the Outlet _____
- 2.11 Number of Bookmobiles _____
- 2.12 Mailing Address (only if different from above) _____
- 2.13 City _____
- 2.14 Zip _____
- 2.15 Fax _____
- 2.16 Outlet Manager _____
- 2.17 Total Hours/Day - Monday _____
- 2.18 Total Hours/Day - Tuesday _____
- 2.19 Total Hours/Day - Wednesday _____
- 2.20 Total Hours/Day - Thursday _____
- 2.21 Total Hours/Day - Friday _____
- 2.22 Total Hours/Day - Saturday _____
- 2.23 Total Hours/Day - Sunday _____

- 2.24 Total Outlet Hours/Week (2.17 + 2.18 + 2.19 + 2.20 + 2.21 + 2.22 + 2.23) _____
- 2.25 Weeks Open during the year _____
- 2.26 Did this outlet have regular hours during the reporting year that were different than those provided above (e.g., summer hours)? _____
- 2.27a 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.). _____
- 2.27b For how many weeks did the outlet operate with these differing hours (e.g., summer hours June through August would be 12 weeks, etc.)? _____
- 2.28 Total Outlet Hours per Year _____

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.

Questions reported to IMLS are in bolded blue font.

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 the library fiscal year _____
- 3.06b Total Volunteer Hours per Year _____

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) _____

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.

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.

4.17a Any private grant funds received _____

4.17b Recurring income (endowments, interest, trust payments, fines, and fees) _____

4.17c Miscellaneous Income and One time donations or gifts _____

4.17 **Total Other Income (4.17a + 4.17b + 4.17c)** _____

4.18 **Total Library District Operating Revenue (4.08 + 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 _____

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 (4.07 + 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.****

Questions reported to IMLS are in bolded blue font.

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

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 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) _____

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 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 _____
- 7.08a Bound serial volumes _____
- 7.08b **Number of Print Serial Subscriptions** _____
- 7.09 **Total Print materials (7.01 + 7.02 + 7.03 + 7.04 + 7.05 + 7.06 + 7.07 + 7.08a + 7.08b)** _____
- 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."

Questions reported to IMLS are in bolded blue font.

- 7.14a **Library Held Electronic Books** _____
- 7.14b Consortia Held Electronic Books _____
- 7.14c Non-Library Held eBooks _____
- 7.15a **Audio - Downloadable Units** _____
- 7.15b Consortia Held Audio-Downloadable Units _____
- 7.16a **Video - Downloadable Units** _____
- 7.16b Consortia Held Downloadable Video _____

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? _____

Electronic Serial Subscriptions:

- 7.24 MOREnet member? _____
- 7.25 MOREnet members enter "1" in box at right _____

- 7.26 Number of Library-purchased Electronic Subscriptions _____
- 7.27 **Total electronic subscriptions (7.25 + 7.26)** _____
- 7.28 Please list titles of electronic subscriptions in 7.26 _____

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.

- 8.01 Annual number of library visits _____
- 8.02 Annual number of uses of public Internet computers owned by the library _____
- 8.03 Annual number of Wireless Sessions _____
- 8.04 Annual number of reference transactions _____
- 8.05 Virtual Visits _____
- 8.06 Number of registered users _____
- 8.07 Does your library offer electronic reference service? _____

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

- 8.08a Respond to questions submitted by email _____
- 8.08b Online chat _____
- 8.08c Electronic network reference service (e.g., tutor.com, etc.) _____
- 8.08d Other _____

Circulation

- 8.09a Circulation of adult physical materials _____
- 8.09b Circulation of young adult physical materials _____
- 8.09c **Circulation of children's physical materials** _____
- 8.09d Other Physical Circulation _____
- 8.10 **Physical Item Circulation (8.09a + 8.09b + 8.09c + 8.09d)** _____
- 8.11a Circulation of adult electronic materials _____
- 8.11b Circulation of young adult electronic materials _____
- 8.11c Circulation of children's electronic materials _____
- 8.12 **Successful Retrieval of Electronic Information** _____
- 8.13 **Use of Electronic Material (8.11a + 8.11b + 8.11c)** _____
- 8.14 **Electronic Content Use (8.12 + 8.13)** _____
- 8.15 **Total Circulation of Materials (8.10 + 8.13)** _____
- 8.16 **Total Collection Use (8.10 + 8.12 + 8.13)** _____

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

- 8.17a Total number of adult programs (intended audience aged 19 and over) _____
- 8.17b Annual attendance at adult programs _____
- 8.18a **Total number of children's programs (intended audience aged 11 and under)** _____
- 8.18b **Annual attendance at children's programs** _____
- 8.19a **Total number of Young Adult programs (intended audience aged 12-18)** _____
- 8.19b **Annual attendance at young adult programs** _____
- 8.20 **Total number of programs (8.17a + 8.18a + 8.19a)** _____
- 8.21 **Total Program attendance (8.17b + 8.18b + 8.19b)** _____

Of the programs listed in 8.20:

- 8.22a How many were specifically for seniors? _____

- 8.22b How many were ESOL, ESL, or ELL courses? _____
- 8.22c How many were literacy-focused programs (e.g., story hours, summer reading programs, etc.)? _____

Program Partners:

- 8.23a 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? _____
- 8.23b List literacy-focused partner organizations here: _____
- 8.24a 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.)? _____
- 8.24b List workforce/economic development partners here: _____

Other Services:

- 8.25 Does the library have an allied Library Foundation? _____
- 8.26 Does the library have a 'Friends of the Library' group? _____
- 8.27 Does the library offer book delivery outreach services (home delivery of books by car or van)? _____
- 8.28 Does the library offer a books by mail service? _____

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

- 8.29a Laptops _____
- 8.29b Notebooks/Tablets _____
- 8.29c eReaders _____
- 8.29d Other electronic device _____

Interlibrary Loan (ILL) Services

Interlibrary loans provided TO other libraries:

- 8.30a Books _____
- 8.30b Other Materials (periodicals, audio, video, etc.) _____
- 8.30c **Total (8.30a + 8.30b)** _____

Interlibrary loans received FROM other libraries:

- 8.31a Books _____
- 8.31b Other Materials (periodicals, audio, video, etc.) _____
- 8.31c **Total (8.31a + 8.31b)** _____

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

- 8.32a OCLC _____
- 8.32b E-mail _____
- 8.32c Shared Catalog _____
- 8.32d Other _____

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

- 8.33a OCLC FirstSearch / WorldCat _____
- 8.33b E-mail _____
- 8.33c Electronically through library's automation system _____
- 8.33d Paper form _____
- 8.33e 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? _____
- 9.04 Is remote access provided to the library catalog through the library's website? _____

Internet Access:

- 9.05a Internet Service Provider _____
- 9.05b 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 Is the public library the only free access to computers/Internet in the community? _____

Internet connection speed in Main Library:

- 9.07a Bandwidth _____
- 9.07b Other (list) _____

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

- 9.08a Bandwidth _____
- 9.08b Other (list) _____

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

9.10a Filtering Software Provider _____

9.10b If other, list name of software provider _____

9.10c Name of Filtering Software _____

Computer Equipment:

9.11a **Number of Internet access computers available to the general public at all times** _____

9.11b Number of computers dedicated to Young Adult areas _____

9.11c Number of computers dedicated to children's areas _____

Public Computer Labs

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? _____

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 Statistical Report is correct and complete, to the best of my knowledge.

Signature of head of library _____

Date _____