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.

<table>
<thead>
<tr>
<th>Question</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.01</td>
<td>Name of Library District</td>
</tr>
<tr>
<td>4.02</td>
<td>Assessed valuation of library district (in dollars)</td>
</tr>
<tr>
<td>4.03</td>
<td>Tax rate last approved by voters (in cents)</td>
</tr>
<tr>
<td>4.04a</td>
<td>Tax rate ceiling set by auditor for reporting year (in cents)</td>
</tr>
<tr>
<td>4.04b</td>
<td>Tax rate set by library board for reporting year (in cents)</td>
</tr>
</tbody>
</table>

### 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)

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

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

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.

<table>
<thead>
<tr>
<th>Question</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.17a</td>
<td>Any private grant funds received</td>
</tr>
<tr>
<td>4.17b</td>
<td>Recurring income (endowments, interest, trust payments, fines, and fees)</td>
</tr>
<tr>
<td>4.17c</td>
<td>Miscellaneous Income and One time donations or gifts</td>
</tr>
</tbody>
</table>

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

Total Library District Operating Revenue (4.08 + 4.13 + 4.16 + 4.17)

Only use 4.19 through 4.30 for Additional Districts

<table>
<thead>
<tr>
<th>Question</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.19</td>
<td>Name of Library District</td>
</tr>
<tr>
<td>4.20</td>
<td>Assessed valuation of library district (in dollars)</td>
</tr>
<tr>
<td>4.21</td>
<td>Tax rate last approved by voters (in cents)</td>
</tr>
<tr>
<td>4.22a</td>
<td>Tax rate ceiling set by auditor for reporting year (in cents)</td>
</tr>
<tr>
<td>4.22b</td>
<td>Tax rate set by library board for reporting year (in cents)</td>
</tr>
<tr>
<td>4.23</td>
<td>Income from the library's tax levy (in dollars)</td>
</tr>
</tbody>
</table>
### 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)

### 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)
### 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