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	OT
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
1.19	Library's Web Address
1.20	2010 Census Population of Legal Service Area
1.21	State Legislative District(s)
1.22	State Senate 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 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.

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

1.31   Matches

Number of Public Service Outlets

1.32   Main (0 or 1)

1.33   Branches

1.34   Bookmobiles

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

1.36   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

2.08   Metropolitan Status Code

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   TDD

2.17   Outlet Manager

2.18a   Time open - Monday

2.18b   Time closed - Monday

2.18c   Closed for lunch Monday? Give amount of time closed

2.18d   Total Hours/Day - Monday

2.19a   Time open - Tuesday

2.19b   Time closed - Tuesday

2.19c   Closed for lunch Tuesday? Give amount of time closed

2.19d   Total Hours/Day - Tuesday

2.20a   Time open - Wednesday

2.20b   Time closed - Wednesday

2.20c   Closed for lunch Wednesday? Give amount of time closed

2.20d   Total Hours/Day - Wednesday

2.21a   Time open - Thursday

2.21b   Time closed - Thursday

2.21c   Closed for lunch Thursday? Give amount of time closed

2.21d   Total Hours/Day - Thursday

2.22a   Time open - Friday

2.22b   Time closed - Friday

2.22c   Closed for lunch Friday? Give amount of time closed

2.22d   Total Hours/Day - Friday

2.23a   Time open - Saturday

2.23b   Time closed - Saturday

2.23c   Closed for lunch Saturday? Give amount of time closed

2.23d   Total Hours/Day - Saturday

2.24a   Time open - Sunday

2.24b   Time closed - Sunday

2.24c   Closed for lunch Sunday? Give amount of time closed

2.24d   Total Hours/Day - Sunday

2.25   Total Outlet Hours/Week (2.18d + 2.19d + 2.20d + 2.21d + 2.22d + 2.23d + 2.24d)

2.26a   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)?

2.26b   If yes, for how many weeks was this outlet closed? If no, enter 0.

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

2.28a   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.).

2.28b   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.

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)	0.00

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)	0.00

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)	0.00
3.03d	FTE of Staff with ALA-MLS (3.02c + 3.03c)	0.00

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)	0.00

Total paid employees

3.05a	Number of employees (3.01a + 3.03a + 3.04a)	0

3.05b	Hours worked/week by all (3.01b + 3.03b + 3.04b)	0.00
3.05c	FTE (3.01c + 3.03c + 3.04c)	0.00

Volunteers

3.06a Number of volunteers during the library fiscal year

3.06b Total Volunteer hours per 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)

Highest Education Level Completed (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

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

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).

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)

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.

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

7.08   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.

<u>Finite Use:</u> 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."

<u>Unlimited Simultaneous Use:</u> 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

7.15a   Audio - Downloadable Units

7.15b   Consortia Held 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

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   Does your library offer electronic reference service?

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

8.06a   Respond to questions submitted by email

8.06b   Online chat

8.06c   Electronic network reference service (e.g., tutor.com, etc.)

8.06d   Other

Circulation

8.07a   Circulation of adult materials (physical)

8.07b   Circulation of young adult materials (physical)

8.07c   Circulation of children's materials (physical)

8.07d   Circulation of adult materials (electronic)

8.07e   Circulation of young adult materials (electronic)

8.07f   Circulation of children's materials (electronic)

8.07g   Total adult, young adult, and children's circulation (8.06a + 8.06b + 8.06c, 8.06d, 8.06e, and 8.06f)

8.07h   Circulation of Electronic Materials (8.06d+8.06e+8.06f)

8.08   Number of registered users

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

8.09a   Total number of adult programs (intended audience aged 19 and over)

8.09b   Annual attendance at adult programs

8.10a   Total number of children's programs (intended audience aged 11 and under)

8.10b   Annual attendance at children's programs

8.11a   Total number of Young Adult programs (intended audience aged 12-18)

8.11b   Annual attendance at young adult programs

8.12   Total number of programs (8.08a + 8.09a + 8.10a)

8.13   Total Program attendance (8.08b + 8.09b + 8.10b)

Of the programs listed in 8.11:

8.14a   How many were specifically for seniors?

8.14b   How many were ESOL, ESL, or ELL courses?

8.14c   How many were literacy-focused programs (e.g., story hours, summer reading programs, etc.)?

Program Partners:

8.15a   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?

8.15b   List literacy-focused partner organizations here:

8.16a   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.)?

8.16b   List workforce/economic development partners here:

Other Services:

8.17   Does the library have an allied Library Foundation?

8.18   Does the library have a 'Friends of the Library' group?

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

8.20   Does the library offer a books by mail service?

8.21   Does the library have videoconferencing capabilities?

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

8.22a   Laptops

8.22b   Notebooks/Tablets

8.22c   eReaders

8.22d   Other electronic device

Interlibrary Loan (ILL) Services

Interlibrary loans provided TO other libraries:

8.23a   Books

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

8.23c   Total (8.22a + 8.22b)

Interlibrary loans received FROM other libraries:

8.24a   Books

8.24b   Other Materials (periodicals, audio, video, etc.)

8.24c   Total (8.23a + 8.23b)

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

8.25a   OCLC

8.25b   E-mail

8.25c   Other

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

8.26a   OCLC FirstSearch / WorldCat

8.26b   E-mail

8.26c   Electronically through library's automation system

8.26d   Paper form

8.26e   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