



U.S. Department of Education  
NCES 2006-347

# **Data File, Public Use: Public Libraries Survey: Fiscal Year 2004**



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# **Data File, Public Use: Public Libraries Survey: Fiscal Year 2004**

August 2006

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## I. Introduction

The Public Libraries Survey (PLS) is a voluntary survey conducted annually by the National Center for Education Statistics (NCES) through the Federal-State Cooperative System (FSCS) for Public Library Data. The Fiscal Year (FY) 2004 survey is the 17th in the series. NCES is authorized to collect these data under the Education Sciences Reform Act of 2002. The data were submitted by state data coordinators appointed by the chief officers of state library agencies.

The data file includes all public libraries identified by state library agencies in the 50 States, the District of Columbia, and the outlying areas of Guam, the Northern Mariana Islands, and the U.S. Virgin Islands. The reporting unit for the survey is the *administrative entity*, defined as the agency that is legally established under local or state law to provide public library service to the population of a local jurisdiction. In this survey, the term public library means an administrative entity. The administrative entity may have a single outlet or multiple outlets (libraries that do not have a central outlet are listed in appendix E). The data for a multiple-outlet library are combined. The survey instrument is in appendix F--see item 17 in the Administrative Entity Data Element Definitions for the FSCS definition of a public library.

The FY 2004 PLS collected the following information:

- Four items were collected on characteristics of the state data submission. These items include the reporting period starting and ending dates, the official state population estimate, and the total unduplicated population of legal service areas for the state. The state library agency provided these data on a separate record since they are not library-level data (see appendix F, items 1-4 on the "State Characteristics Data Screen").
- Sixty-nine items were collected on each public library (identifying information and basic data). The identifying information include such items as the public library's name, address, legal basis, and administrative structure (see appendix F, items 1-21 on the "Administrative Entity Data Screen" for all such items). The basic data (48 items) include such information as population of legal service area, service outlets, full-time equivalent staff, and operating revenue and expenditures (see items 22-69 on the "Administrative Entity Data Screen").
- Twelve items were collected on each public library service outlet. These items include the outlet's name and address, telephone number, county, type of outlet, metropolitan status, square footage of outlet, and number of bookmobiles (see appendix F, items 1-12 on the "Outlet Data Screen").

Three data files were generated (in Microsoft Access and ASCII format<sup>1</sup>) from the FY 2004 PLS. These are the final data files. The files are as follows:

1. Public Library Data File (pupld04a.mdb and pupld04a.dat). This file includes data for 9,210 public libraries (9,207 public libraries in the 50 states and the District of Columbia and 3 public libraries in the outlying areas of Guam, the Northern Mariana Islands, and the U.S. Virgin Islands). Each library's data consists of one record (a total of 9,210 records). Appendix A contains the record layout. Note: The Public Library Data File is available in two versions: a public-use data file (available to all users with some data suppressed) and a restricted-use data file (available only to NCES-licensed users with no data suppressed). This is the documentation for the public-use data file. See *Confidentiality and Public- and Restricted-Use Data Files* in the next section for more information.

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<sup>1</sup>The Microsoft Access data file has the .mdb extension, and the ASCII data file has the .dat extension.

2. Public Library State Summary/State Characteristics Data File (pusum04a.mdb and pusum04a.dat). The data for each state or outlying area consists of one record (a total of 54 records). Appendix B contains the record layout. No data are suppressed. The file includes:
  - a. State summary data. These are state and outlying area totals of the numeric data reported on the restricted-use Public Library Data File.
  - b. State characteristics data. These data consist of four items reported by each state or outlying area on a "state characteristics" record: the earliest reporting period starting date and the latest reporting period ending date for their public libraries, the official state population estimate, and the total unduplicated population of legal service areas in the state.
3. Public Library Outlet Data File (puout04a.mdb and puout04a.dat). This file includes identifying information and a few basic data items for 17,320 public library service outlets (central, branch, bookmobile, and books-by-mail-only outlets) (17,305 outlets in the 50 states and the District of Columbia and 15 outlets in the outlying areas). The data for each outlet consists of one record (a total of 17,320 records). Appendix C contains the record layout. No data are suppressed.

## II. User's Guide

### II. A. Survey Methodology

#### Survey Universe

The survey frame consists of 9,210 public libraries (9,207 public libraries in the 50 states and the District of Columbia and 3 public libraries in the outlying areas of Guam, the Northern Mariana Islands, and the U.S. Virgin Islands), as identified by state library agencies.<sup>2</sup> The survey frame (and the survey response rates in the next section) include 306 public libraries that do not meet all the criteria in the FSCS definition of a public library (see appendix F, item 17 of the Administrative Entity definitions for the criteria). These libraries are included because they qualify as public libraries under state law. Military libraries that provide public library service and libraries that serve residents of institutions are not included. Data were not systematically collected from public libraries on Native American reservations, although 42 such libraries were reported.

#### Survey Response

**Unit response.** A total of 9,000 of the 9,210 public libraries in the survey frame responded to the FY 2004 PLS (no outlying areas responded), for a unit response rate of 97.7 percent. Respondents to the survey are defined as public libraries for which the following data were reported: population of the legal service area and at least three of the five following items: total paid employees, total operating revenue, total operating expenditures, print materials, and total circulation.

**Total response.** The base for calculating response rates to individual survey items is the total number of libraries in the survey frame, including unit nonrespondents. At the national level, response rates fell below 85 percent for the items in table A. These items are not included on the data file, in compliance with NCES Statistical Standards that require a nonresponse bias analysis to be performed before inclusion on the file of any items with response rates below 85 percent. These were new items, so the response rates should increase in future years.

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<sup>2</sup>Public libraries in two outlying areas, American Samoa and Puerto Rico, are not included in the survey frame because their state library agencies have never responded to NCES's request for participation in the survey. Since their public libraries have not been identified, they are not included in the response rate calculations.



Table A. Items on the Public Libraries Survey with response rates below 85 percent at the national level: Fiscal year 2004

Survey item	Response rate
Local government capital revenue	78.8
State government capital revenue	79.2
Federal government capital revenue	78.9
Other capital revenue	78.9
Children's programs	84.4

SOURCE: U.S. Department of Education, National Center for Education Statistics, Federal-State Cooperative System (FSCS) for Public Library Data, Public Libraries Survey (PLS), FY 2004.

At the state level, response rates fell below 85 percent for one or more items on the data file in 26 states, the District of Columbia, and the outlying areas (see below). The state abbreviations are listed in appendix D.

STATE ABBREVIATION=AK

VARIABLE	LABEL OF FORMER VARIABLE	RESPONSE RATE
KIDCIRCL	CIRCULATION OF KIDS MATERIALS	70.5

STATE ABBREVIATION=AZ

VARIABLE	LABEL OF FORMER VARIABLE	RESPONSE RATE
ERES_USR	ELECTRONIC RESOURCE USERS PER YEAR	82.4

STATE ABBREVIATION=CO

VARIABLE	LABEL OF FORMER VARIABLE	RESPONSE RATE
ERES_USR	ELECTRONIC RESOURCE USERS PER YEAR	79.1

STATE ABBREVIATION=CT

VARIABLE	LABEL OF FORMER VARIABLE	RESPONSE RATE
ERES_USR	ELECTRONIC RESOURCE USERS PER YEAR	78.4

STATE ABBREVIATION=DC

VARIABLE	LABEL OF FORMER VARIABLE	RESPONSE RATE
PRMATEXP	OP EXP FOR PRINT MAT	0.0
OTHMATEX	OP EXP FOR OTHER MAT	0.0
ERES_USR	ELECTRONIC RESOURCE USERS PER YEAR	0.0

STATE ABBREVIATION=DE

VARIABLE	LABEL OF FORMER VARIABLE	RESPONSE RATE
MASTER	ALA-MLS	81.0
PRMATEXP	OP EXP FOR PRINT MAT	0.0
OTHMATEX	OP EXP FOR OTHER MAT	0.0
CAP_REV	TOTAL CAPITAL REVENUE	42.9
EBOOK	ELECTRONIC BOOKS	19.0
DATABASE	DATABASES	19.0
ESUBSCRIP	CURRENT ELECTRONIC SERIAL SUBSCRIPTIONS	19.0

STATE ABBREVIATION=GU

VARIABLE	LABEL OF FORMER VARIABLE	RESPONSE RATE
POPU_LSA	POPULATION OF LSA	0.0
POPU_UND	TOTAL UNDUPLICATED POP OF LSA	0.0
CENTLIB	# OF CENTRAL LIBRARIES	0.0
BRANLIB	# OF BRANCH LIBRARIES	0.0
BKMOB	# OF BOOKMOBILES	0.0
MASTER	ALA-MLS	0.0
LIBRARIA	TOTAL LIBRARIANS	0.0
OTHPAID	ALL OTHER PAID STAFF	0.0
TOTSTAFF	TOTAL PAID EMPLOYEES	0.0
LOGGVT	LOCAL GOVERNMENT REVENUE	0.0
STGVT	STATE GOVERNMENT REVENUE	0.0
FEDGVT	FEDERAL GOVERNMENT REVENUE	0.0
OTHINCM	OTHER OPERATING REVENUE	0.0
TOTINCM	TOTAL OPERATING REVENUE	0.0
SALARIES	SALARIES & WAGES EXP	0.0
BENEFIT	EMPLOYEE BENEFITS	0.0
STAFFEXP	TOTAL STAFF EXP	0.0
PRMATEXP	OP EXP FOR PRINT MAT	0.0
ELMATEXP	OP EXP FOR ELECTRONIC MAT	0.0
OTHMATEX	OP EXP FOR OTHER MAT	0.0
TOTEXPCO	TOTAL COLLECTION EXP	0.0
OTHOPEXP	OTHER OPERATING EXP	0.0
TOTOPEXP	TOTAL OPERATING EXP	0.0
CAP_REV	TOTAL CAPITAL REVENUE	0.0
CAPITAL	TOTAL CAPITAL EXPENDITURES	0.0
BKVOL	PRINT MATERIALS	0.0
EBOOK	ELECTRONIC BOOKS	0.0
AUDIO	AUDIO	0.0
VIDEO	VIDEO	0.0
DATABASE	DATABASES	0.0
SUBSCRIP	CURRENT PRINT SERIAL SUBSCRIPTIONS	0.0
ESUBSCRIP	CURRENT ELECTRONIC SERIAL SUBSCRIPTIONS	0.0
HRS_OPEN	PUBLIC SERV HRS/YR	0.0
VISITS	LIBRARY VISITS	0.0
REFERENC	REFERENCE TRANS	0.0
TOTCIR	TOTAL CIRCULATION	0.0
KIDCIRCL	CIRCULATION OF KIDS MATERIALS	0.0
LOANTO	LOAN TO	0.0
LOANFM	LOAN FROM	0.0
TOTPRO	TOTAL LIBRARY PROGRAMS	0.0
TOTATTEN	TOTAL PROGRAM ATTENDANCE	0.0
KIDATTEN	KIDS PROGRAM ATTENDANCE	0.0
GPTEMS	INTERNET TERMINALS USED BY GEN PUBLIC	0.0
ERES_USR	ELECTRONIC RESOURCE USERS PER YEAR	0.0

STATE ABBREVIATION=HI

VARIABLE	LABEL OF FORMER VARIABLE	RESPONSE RATE
ERES_USR	ELECTRONIC RESOURCE USERS PER YEAR	0.0

STATE ABBREVIATION=ID

VARIABLE	LABEL OF FORMER VARIABLE	RESPONSE RATE
REFERENC	REFERENCE TRANS	84.6

STATE ABBREVIATION=IL

VARIABLE	LABEL OF FORMER VARIABLE	RESPONSE RATE
TOTPRO	TOTAL LIBRARY PROGRAMS	0.0

STATE ABBREVIATION=KS

VARIABLE	LABEL OF FORMER VARIABLE	RESPONSE RATE
DATABASE	DATABASES	0.0
ESUBSCRIP	CURRENT ELECTRONIC SERIAL SUBSCRIPTIONS	0.0

STATE ABBREVIATION=MA

VARIABLE	LABEL OF FORMER VARIABLE	RESPONSE RATE
VISITS	LIBRARY VISITS	64.3
REFERENC	REFERENCE TRANS	76.2

STATE ABBREVIATION=MD

VARIABLE	LABEL OF FORMER VARIABLE	RESPONSE RATE
VISITS	LIBRARY VISITS	79.2
TOTPRO	TOTAL LIBRARY PROGRAMS	0.0
ERES_USR	ELECTRONIC RESOURCE USERS PER YEAR	83.3

STATE ABBREVIATION=ME

VARIABLE	LABEL OF FORMER VARIABLE	RESPONSE RATE
REFERENC	REFERENCE TRANS	78.8
KIDCIRCL	CIRCULATION OF KIDS MATERIALS	84.4

STATE ABBREVIATION=MO

VARIABLE	LABEL OF FORMER VARIABLE	RESPONSE RATE
CAP_REV	TOTAL CAPITAL REVENUE	68.2
REFERENC	REFERENCE TRANS	83.4
ERES_USR	ELECTRONIC RESOURCE USERS PER YEAR	68.2

STATE ABBREVIATION=MP

VARIABLE	LABEL OF FORMER VARIABLE	RESPONSE RATE
POPU_LSA	POPULATION OF LSA	0.0
POPU_UND	TOTAL UNDUPLICATED POP OF LSA	0.0
CENTLIB	# OF CENTRAL LIBRARIES	0.0
BRANLIB	# OF BRANCH LIBRARIES	0.0
BKMOB	# OF BOOKMOBILES	0.0
MASTER	ALA-MLS	0.0
LIBRARIA	TOTAL LIBRARIANS	0.0
OTHPAID	ALL OTHER PAID STAFF	0.0
TOTSTAFF	TOTAL PAID EMPLOYEES	0.0
LOGGVT	LOCAL GOVERNMENT REVENUE	0.0
STGVT	STATE GOVERNMENT REVENUE	0.0
FEDGVT	FEDERAL GOVERNMENT REVENUE	0.0
OTHINCM	OTHER OPERATING REVENUE	0.0
TOTINCM	TOTAL OPERATING REVENUE	0.0
SALARIES	SALARIES & WAGES EXP	0.0
BENEFIT	EMPLOYEE BENEFITS	0.0
STAFFEXP	TOTAL STAFF EXP	0.0
PRMATEXP	OP EXP FOR PRINT MAT	0.0
ELMATEXP	OP EXP FOR ELECTRONIC MAT	0.0
OTHMATEX	OP EXP FOR OTHER MAT	0.0
TOTEXPCO	TOTAL COLLECTION EXP	0.0
OTHOPEXP	OTHER OPERATING EXP	0.0
TOTOPEXP	TOTAL OPERATING EXP	0.0
CAP_REV	TOTAL CAPITAL REVENUE	0.0
CAPITAL	TOTAL CAPITAL EXPENDITURES	0.0
BKVOL	PRINT MATERIALS	0.0
EBOOK	ELECTRONIC BOOKS	0.0
AUDIO	AUDIO	0.0
VIDEO	VIDEO	0.0
DATABASE	DATABASES	0.0
SUBSCRIP	CURRENT PRINT SERIAL SUBSCRIPTIONS	0.0
ESUBSCRIP	CURRENT ELECTRONIC SERIAL SUBSCRIPTIONS	0.0
HRS_OPEN	PUBLIC SERV HRS/YR	0.0
VISITS	LIBRARY VISITS	0.0
REFERENC	REFERENCE TRANS	0.0
TOTCIR	TOTAL CIRCULATION	0.0
KIDCIRCL	CIRCULATION OF KIDS MATERIALS	0.0
LOANTO	LOAN TO	0.0
LOANFM	LOAN FROM	0.0
TOTPRO	TOTAL LIBRARY PROGRAMS	0.0
TOTATTEN	TOTAL PROGRAM ATTENDANCE	0.0
KIDATTEN	KIDS PROGRAM ATTENDANCE	0.0
GPTERMS	INTERNET TERMINALS USED BY GEN PUBLIC	0.0
ERES_USR	ELECTRONIC RESOURCE USERS PER YEAR	0.0

STATE ABBREVIATION=ND

VARIABLE	LABEL OF FORMER VARIABLE	RESPONSE RATE
REFERENC	REFERENCE TRANS	81.9
TOTPRO	TOTAL LIBRARY PROGRAMS	0.0
TOTATTEN	TOTAL PROGRAM ATTENDANCE	0.0
ERES_USR	ELECTRONIC RESOURCE USERS PER YEAR	79.5

STATE ABBREVIATION=NE

VARIABLE	LABEL OF FORMER VARIABLE	RESPONSE RATE
MASTER	ALA-MLS	76.8
LIBRARIA	TOTAL LIBRARIANS	76.4
OTHPAID	ALL OTHER PAID STAFF	76.4
TOTSTAFF	TOTAL PAID EMPLOYEES	76.4
LOGGVT	LOCAL GOVERNMENT REVENUE	76.4
STGVT	STATE GOVERNMENT REVENUE	76.4
FEDGVT	FEDERAL GOVERNMENT REVENUE	76.4
OTHINCM	OTHER OPERATING REVENUE	76.4
TOTINCM	TOTAL OPERATING REVENUE	76.4
SALARIES	SALARIES & WAGES EXP	69.6
BENEFIT	EMPLOYEE BENEFITS	69.6
STAFFEXP	TOTAL STAFF EXP	72.5
PRMATEXP	OP EXP FOR PRINT MAT	72.5
ELMATEXP	OP EXP FOR ELECTRONIC MAT	72.5
OTHMATEX	OP EXP FOR OTHER MAT	72.5
TOTEXPCO	TOTAL COLLECTION EXP	72.5
OTHOPEXP	OTHER OPERATING EXP	73.2
TOTOPEXP	TOTAL OPERATING EXP	72.1
CAP_REV	TOTAL CAPITAL REVENUE	73.2
CAPITAL	TOTAL CAPITAL EXPENDITURES	72.8
BKVOL	PRINT MATERIALS	79.7
EBOOK	ELECTRONIC BOOKS	79.7
AUDIO	AUDIO	79.7
VIDEO	VIDEO	79.7
DATABASE	DATABASES	79.7
SUBSCRIP	CURRENT PRINT SERIAL SUBSCRIPTIONS	79.3
ESUBSCRIP	CURRENT ELECTRONIC SERIAL SUBSCRIPTIONS	80.1
VISITS	LIBRARY VISITS	72.5
REFERENC	REFERENCE TRANS	69.6
TOTCIR	TOTAL CIRCULATION	72.1
KIDCIRCL	CIRCULATION OF KIDS MATERIALS	72.1
LOANTO	LOAN TO	72.5
LOANFM	LOAN FROM	72.8
TOTPRO	TOTAL LIBRARY PROGRAMS	74.3
TOTATTEN	TOTAL PROGRAM ATTENDANCE	74.3
KIDATTEN	KIDS PROGRAM ATTENDANCE	72.8
GPTERMS	INTERNET TERMINALS USED BY GEN PUBLIC	73.6
ERES_USR	ELECTRONIC RESOURCE USERS PER YEAR	71.4

STATE ABBREVIATION=NH

VARIABLE	LABEL OF FORMER VARIABLE	RESPONSE RATE
SALARIES	SALARIES & WAGES EXP	80.5
BENEFIT	EMPLOYEE BENEFITS	80.5
EBOOK	ELECTRONIC BOOKS	84.8
VISITS	LIBRARY VISITS	81.4
REFERENC	REFERENCE TRANS	83.1
ERES_USR	ELECTRONIC RESOURCE USERS PER YEAR	75.8

STATE ABBREVIATION=NJ

VARIABLE	LABEL OF FORMER VARIABLE	RESPONSE RATE
TOTATTEN	TOTAL PROGRAM ATTENDANCE	0.0
KIDATTEN	KIDS PROGRAM ATTENDANCE	0.0

STATE ABBREVIATION=NM

VARIABLE	LABEL OF FORMER VARIABLE	RESPONSE RATE
TOTPRO	TOTAL LIBRARY PROGRAMS	0.0
TOTATTEN	TOTAL PROGRAM ATTENDANCE	0.0

STATE ABBREVIATION=OH

VARIABLE	LABEL OF FORMER VARIABLE	RESPONSE RATE
ELMATEXP	OP EXP FOR ELECTRONIC MAT	60.8
OTHMATEX	OP EXP FOR OTHER MAT	60.8
EBOOK	ELECTRONIC BOOKS	62.0
ESUBSCRIP	CURRENT ELECTRONIC SERIAL SUBSCRIPTIONS	62.0
ERES_USR	ELECTRONIC RESOURCE USERS PER YEAR	56.8

STATE ABBREVIATION=OR

VARIABLE	LABEL OF FORMER VARIABLE	RESPONSE RATE
KIDCIRCL	CIRCULATION OF KIDS MATERIALS	83.2
ERES_USR	ELECTRONIC RESOURCE USERS PER YEAR	80.8

STATE ABBREVIATION=SD

VARIABLE	LABEL OF FORMER VARIABLE	RESPONSE RATE
MASTER	ALA-MLS	73.6
LIBRARIA	TOTAL LIBRARIANS	73.6
OTHPAID	ALL OTHER PAID STAFF	75.2
TOTSTAFF	TOTAL PAID EMPLOYEES	73.6
LOGGVT	LOCAL GOVERNMENT REVENUE	76.8
STGGVT	STATE GOVERNMENT REVENUE	76.8
FEDGVT	FEDERAL GOVERNMENT REVENUE	76.8
OTHINCM	OTHER OPERATING REVENUE	76.8
TOTINCM	TOTAL OPERATING REVENUE	76.8
SALARIES	SALARIES & WAGES EXP	76.8
BENEFIT	EMPLOYEE BENEFITS	63.2
STAFFEXP	TOTAL STAFF EXP	63.2
PRMATEXP	OP EXP FOR PRINT MAT	77.6
ELMATEXP	OP EXP FOR ELECTRONIC MAT	76.8
OTHMATEX	OP EXP FOR OTHER MAT	76.8
TOTEXPCO	TOTAL COLLECTION EXP	76.0
OTHOPEXP	OTHER OPERATING EXP	76.8
TOTOPEXP	TOTAL OPERATING EXP	62.4
CAP_REV	TOTAL CAPITAL REVENUE	73.6
CAPITAL	TOTAL CAPITAL EXPENDITURES	76.8
BKVOL	PRINT MATERIALS	77.6
EBOOK	ELECTRONIC BOOKS	77.6
AUDIO	AUDIO	76.0
VIDEO	VIDEO	76.0
DATABASE	DATABASES	77.6
SUBSCRIP	CURRENT PRINT SERIAL SUBSCRIPTIONS	75.2
ESUBSCRIP	CURRENT ELECTRONIC SERIAL SUBSCRIPTIONS	77.6
HRS_OPEN	PUBLIC SERV HRS/YR	77.6
VISITS	LIBRARY VISITS	76.0
REFERENC	REFERENCE TRANS	72.8
TOTCIR	TOTAL CIRCULATION	77.6
KIDCIRCL	CIRCULATION OF KIDS MATERIALS	75.2
LOANTO	LOAN TO	76.8
LOANFM	LOAN FROM	75.2
TOTPRO	TOTAL LIBRARY PROGRAMS	74.4
TOTATTEN	TOTAL PROGRAM ATTENDANCE	75.2
KIDATTEN	KIDS PROGRAM ATTENDANCE	76.0
GPTERMS	INTERNET TERMINALS USED BY GEN PUBLIC	77.6
ERES_USR	ELECTRONIC RESOURCE USERS PER YEAR	71.2

STATE ABBREVIATION=TN

VARIABLE	LABEL OF FORMER VARIABLE	RESPONSE RATE
SALARIES	SALARIES & WAGES EXP	76.6
BENEFIT	EMPLOYEE BENEFITS	76.6

STATE ABBREVIATION=UT

VARIABLE	LABEL OF FORMER VARIABLE	RESPONSE RATE
REFERENC	REFERENCE TRANS	68.1
ERES_USR	ELECTRONIC RESOURCE USERS PER YEAR	81.9

STATE ABBREVIATION=VA

VARIABLE	LABEL OF FORMER VARIABLE	RESPONSE RATE
DATABASE	DATABASES	0.0
TOTPRO	TOTAL LIBRARY PROGRAMS	0.0
ERES_USR	ELECTRONIC RESOURCE USERS PER YEAR	81.1

STATE ABBREVIATION=VI

VARIABLE	LABEL OF FORMER VARIABLE	RESPONSE RATE
POPU_LSA	POPULATION OF LSA	0.0
POPU_UND	TOTAL UNDUPLICATED POP OF LSA	0.0
CENTLIB	# OF CENTRAL LIBRARIES	0.0
BRANLIB	# OF BRANCH LIBRARIES	0.0
BKMOB	# OF BOOKMOBILES	0.0
MASTER	ALA-MLS	0.0

LIBRARIA	TOTAL LIBRARIANS	0.0
OTHPAID	ALL OTHER PAID STAFF	0.0
TOTSTAFF	TOTAL PAID EMPLOYEES	0.0
LOGGVT	LOCAL GOVERNMENT REVENUE	0.0
STGVT	STATE GOVERNMENT REVENUE	0.0
FEDGVT	FEDERAL GOVERNMENT REVENUE	0.0
OTHINCM	OTHER OPERATING REVENUE	0.0
TOTINCM	TOTAL OPERATING REVENUE	0.0
SALARIES	SALARIES & WAGES EXP	0.0
BENEFIT	EMPLOYEE BENEFITS	0.0
STAFFEXP	TOTAL STAFF EXP	0.0
PRMATEXP	OP EXP FOR PRINT MAT	0.0
ELMATEXP	OP EXP FOR ELECTRONIC MAT	0.0
OTHMATEX	OP EXP FOR OTHER MAT	0.0
TOTEXPCO	TOTAL COLLECTION EXP	0.0
OTHOPEXP	OTHER OPERATING EXP	0.0
TOTOPEXP	TOTAL OPERATING EXP	0.0
CAP_REV	TOTAL CAPITAL REVENUE	0.0
CAPITAL	TOTAL CAPITAL EXPENDITURES	0.0
BKVOL	PRINT MATERIALS	0.0
EBOOK	ELECTRONIC BOOKS	0.0
AUDIO	AUDIO	0.0
VIDEO	VIDEO	0.0
DATABASE	DATABASES	0.0
SUBSCRIP	CURRENT PRINT SERIAL SUBSCRIPTIONS	0.0
ESUBSCRIP	CURRENT ELECTRONIC SERIAL SUBSCRIPTIONS	0.0
HRS_OPEN	PUBLIC SERV HRS/YR	0.0
VISITS	LIBRARY VISITS	0.0
REFERENC	REFERENCE TRANS	0.0
TOTCIR	TOTAL CIRCULATION	0.0
KIDCIRCL	CIRCULATION OF KIDS MATERIALS	0.0
LOANTO	LOAN TO	0.0
LOANFM	LOAN FROM	0.0
TOTPRO	TOTAL LIBRARY PROGRAMS	0.0
TOTATTEN	TOTAL PROGRAM ATTENDANCE	0.0
KIDATTEN	KIDS PROGRAM ATTENDANCE	0.0
GPTERMS	INTERNET TERMINALS USED BY GEN PUBLIC	0.0
ERES_USR	ELECTRONIC RESOURCE USERS PER YEAR	0.0

STATE ABBREVIATION=VT

VARIABLE	LABEL OF FORMER VARIABLE	RESPONSE RATE
VISITS	LIBRARY VISITS	84.1
REFERENC	REFERENCE TRANS	70.9
TOTCIR	TOTAL CIRCULATION	84.7
KIDCIRCL	CIRCULATION OF KIDS MATERIALS	74.1
TOTATTEN	TOTAL PROGRAM ATTENDANCE	83.1
KIDATTEN	KIDS PROGRAM ATTENDANCE	83.6

STATE ABBREVIATION=WA

VARIABLE	LABEL OF FORMER VARIABLE	RESPONSE RATE
REFERENC	REFERENCE TRANS	74.2
KIDCIRCL	CIRCULATION OF KIDS MATERIALS	68.2
ERES_USR	ELECTRONIC RESOURCE USERS PER YEAR	54.5

## **Caveats for Using these Data**

The FY 2004 PLS data file includes imputations for nonresponding libraries, for unit and item nonresponse. See the *Imputation* section beginning on page 11 for a discussion of the imputation methodology. Comparisons to data prior to FY 92 should be made with caution, as earlier data do not include imputations for nonresponse, and the percentage of libraries responding to a given item varied widely among the states.

State data comparisons should be made with caution because of differences in reporting periods (see table on *States by Reporting Period* below) and adherence to survey definitions. The definitions used by some states in collecting data from their public libraries may not be consistent with the PLS definitions. The 1994 NCES *Report on Coverage Evaluation in the Public Library Statistics Program* (NCES 94-430) and the 1995 NCES *Report on Evaluation of Definitions Used in the Public Library Statistics Program* (NCES 95-430) address issues of consistency in definitions among states. For information on these reports, visit the NCES web site at: <http://nces.ed.gov/pubsearch/getpubcats.asp?sid=041#052>.

The District of Columbia, while not a state, is included in this report. Special care should be used in comparing the District of Columbia's data to state data. Caution should also be used in comparing Hawaii's data to other states as all public library data are reported under one entity, the Hawaii State Public Library System.

**Reporting period.** The FY 2004 PLS requested data for state fiscal year 2004. The fiscal year starting date and ending dates were also collected for each public library for the first time in FY 2004. States also provided the earliest fiscal year starting date and the latest ending date reported by their public libraries. Note: The reporting period spans more than a 12-month period in some states because the fiscal year varies among jurisdictions (these states are listed in the *Other* column in following table). However, each public library provided data for a 12-month period.

Table B. Reporting periods of public libraries: Fiscal year 2004

July 2003 to June 2004	January 2004 to December 2004	Other <sup>1</sup>
Arizona	Arkansas	Alaska <sup>2</sup>
California	Colorado	Alabama <sup>3</sup>
Connecticut	Indiana	District of Columbia <sup>3</sup>
Delaware	Kansas	Florida <sup>3</sup>
Georgia	Louisiana	Idaho <sup>3</sup>
Hawaii	Minnesota	Illinois <sup>4</sup>
Iowa	North Dakota	Maine <sup>5</sup>
Kentucky	New Jersey	Michigan <sup>6</sup>
Maryland	Ohio	Mississippi <sup>3</sup>
Massachusetts	South Dakota	Missouri <sup>7</sup>
Montana	Washington	Nebraska <sup>4</sup>
New Mexico	Wisconsin	New Hampshire <sup>8</sup>
Nevada		New York <sup>5</sup>
North Carolina		Pennsylvania <sup>8</sup>
Oklahoma		Rhode Island <sup>9</sup>
Oregon		Texas <sup>10</sup>
South Carolina		Utah <sup>8</sup>
Tennessee		Vermont <sup>11</sup>
Virginia		
West Virginia		
Wyoming		

<sup>1</sup>The reporting period varies among localities for the states in this column; however, each public library provided data for a 12-month period.

<sup>2</sup>January 2003 to June 2004.

<sup>3</sup>October 2003 to September 2004.

<sup>4</sup>January 2003 to December 2004.

<sup>5</sup>March 2003 to December 2004.

<sup>6</sup>December 2002 to September 2004.

<sup>7</sup>October 2002 to December 2004.

<sup>8</sup>July 2003 to December 2004.

<sup>9</sup>March 2003 to June 2004.

<sup>10</sup>February 2003 to December 2004.

<sup>11</sup>January 2003 to September 2004.

SOURCE: U.S. Department of Education, National Center for Education Statistics, Federal-State Cooperative System (FSCS) for Public Library Data, Public Libraries Survey (PLS), FY 2004.



## Survey Population Items

The PLS has three population items: (1) Population of Legal Service Area for each public library, (2) Total Unduplicated Population of Legal Service Areas for each state, and (3) Official State Total Population Estimate. The population data are provided by the state library agency. The methods of calculation of the first two items vary significantly among states, and the state reporting periods also vary. The Total Unduplicated Population of Legal Service Areas does not include unserved areas and may vary from data provided by sources using standard methodology (e.g., the U.S. Census Bureau).

The total Population of Legal Service Area for all public libraries in a state may exceed the state's Total Unduplicated Population of Legal Service Areas or the Official State Total Population Estimate. This occurs when the state has one or more geographically adjacent libraries that serve the same population (for example, a county library and a city library within the county serve, and therefore count, the same population. Twenty-six states had such overlapping service areas in FY 2004. (See following table.)

Table C. States with public libraries with overlapping service areas: Fiscal year 2004

---

Alabama  
Colorado  
Connecticut  
Idaho  
Indiana  
Iowa  
Kansas  
Louisiana  
Maine  
Massachusetts  
Michigan  
Minnesota  
Mississippi  
Missouri  
New Hampshire  
New Jersey  
New Mexico  
New York  
North Dakota  
Pennsylvania  
Rhode Island  
South Carolina  
South Dakota  
Tennessee  
Texas  
Vermont

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SOURCE: U.S. Department of Education, National Center for Education Statistics, Federal-State Cooperative System (FSCS) for Public Library Data, Public Libraries Survey (PLS), FY 2004.

To enable meaningful state comparisons using total Population of Legal Service Area data (for example, the number of print materials per capita), the Population of Legal Service Area data were adjusted to eliminate duplicative reporting due to overlapping service areas. The public library data file includes a derived unduplicated population of legal service area figure for *each library* for this purpose (the variable is called POPU\_UND). This

value was prorated for each library by calculating the ratio of a library's Population of Legal Service Area to the state's total Population of Legal Service Area and applying the ratio to the state's Total Unduplicated Population of Legal Service Areas. (The latter item is a single, state-reported figure found on the Public Library State Summary/State Characteristics Data File; the variable is called POPU\_UND on this file also.)

### **Confidentiality**

Four separate laws (see <http://nces.ed.gov/statprog/conflaws.asp>) cover the protection of the confidentiality of individually identifiable information collected by the National Center for Education Statistics—the Privacy Act of 1974, the Education Sciences Reform Act of 2002, the USA Patriot Act of 2001, and the E-Government Act of 2002. NCES releases data to the public to use for statistical purposes only. Record matching or deductive disclosure by any user is prohibited. Procedures for disclosure avoidance were used in preparing public-use data for release.

### **Public- and Restricted-Use Data Files**

The Public Library Data file is available in two versions: public-use data (available to all data users with some data suppressed) and restricted-use data (available only to NCES-licensed data users with no data suppressed).

**Public-use data.** On the public-use Public Library Data File, selected expenditures data (i.e., Salaries, Employee Benefits, Total Staff Expenditures, and Other Operating Expenditures) of public libraries have been removed (i.e., the field is blank) when their total full-time equivalent (FTE) staff is less than or equal to 2.00, to protect the confidentiality of respondents. These data may also be suppressed for other libraries to ensure that all states that have suppressed data have a minimum of 3 suppressed records. The library's Total Operating Expenditures and other expenditures data are not affected by the suppression of these data. No data are suppressed on the public-use versions of the Public Library State Summary/State Characteristics Data File or Public Library Outlet Data File.

### **"WARNING"**

Under law, public-use data collected and distributed by the National Center for Education Statistics (NCES) may be used only for statistical purposes.

Any effort to determine the identity of any reported case by public-use data users is prohibited by law. Violations are subject to Class E felony charges of a fine up to \$250,000 and/or a prison term up to 5 years.

NCES does all it can to assure that the identity of data subjects cannot be disclosed. All direct identifiers, as well as any characteristics that might lead to identification, are omitted or modified in the dataset to protect the true characteristics of individual cases. Any intentional identification or disclosure of a person or institution violates the assurances of [confidentiality](#) given to the providers of the information. Therefore, users shall:

- Use the data in this dataset for statistical purposes only.
- Make no use of the identity of any person or institution discovered inadvertently, and advise NCES of any such discovery.
- Not link this dataset with [individually identifiable data](#) from other NCES or non-NCES datasets.
- To proceed you must signify your agreement to comply with the above-stated statutorily based requirements."

**Restricted-use data.** No data are suppressed on the restricted-use versions of the Public Library Data File, Public Library State Summary/State Characteristics Data File, or Public Library Outlet Data File. Since the inclusion of all expenditures data irrespective of the number of employees enables the identification of individual salary data for some libraries, researchers requiring access to the restricted-use data must obtain a license from NCES to use the data. To obtain a license, the following information is necessary:

1. The title of the database(s) the organization wants to access;
2. A description of the statistical research project necessitating access to the restricted-use database;
3. The name and title of the senior official having authority to bind the organization to the provisions of the license agreement;
4. The name and title of the principal project officer(s) who will oversee the daily operations;
5. The names, titles, and telephone numbers of the professional/technical and support staff who will have access to the data;
6. The estimated loan period (not to exceed five years) for accessing the data; and
7. The desired computer media format.

NCES will review the submitted documents for content and completeness and inform the requestor whether a license to use the restricted data is approved. See the following NCES web site for more information: <http://nces.ed.gov/statprog/confid5.asp>

### **Data Collection**

The FY 2004 PLS was released to the states over the Internet on November 16, 2004. States were placed into one of three reporting groups (with survey due dates of April 19, August 3, or August 31, 2005), based on their fiscal cycles or claim of extraordinary reporting hardship. States reported their data using personal computer data collection software called WinPLUS (Windows Public Library Universe System) downloaded from the Internet. WinPLUS was developed for NCES by the U.S. Census Bureau (the data collection agent). Edit follow-up was completed in December of 2005. The editing process is described below.

### **Editing**

**State level.** The survey software has an edit check program that generates on-screen warnings during the data entry/import process, enabling the respondent to review the data and correct many errors immediately. Following data entry/import, the respondent generates an on-screen or printed edit report for further review and correction of the data before submitting the final file to NCES. Four types of edit checks were performed:

1. *Relational edit checks.* This is a data consistency check between related data elements. For example, an edit message is generated if the number of "ALA-MLS" Librarians (librarians with master's degrees from programs of library and information studies accredited by the American Library Association) is greater than Total Librarians.
2. *Out-of-range edit checks.* This is a comparison of the data reported for an item to the "acceptable range" of numeric values for the item. For example, an edit message is generated if average Public Service Hours per outlet per week is less than 10, or if the past year to current year change in Children's Circulation is greater than  $\pm 5,000$  and greater than -30% to +50%.
3. *Arithmetic edit checks.* This is an arithmetical accuracy check of a reported total and its parts to the generated total. For example, an edit message is generated if Total Operating Revenue is not equal to the sum of its parts (Local Government Revenue, State Government Revenue, Federal Government Revenue, and Other Revenue).
4. *Blank, zero, or invalid data edit checks.* This is a check of reported data against acceptable values. For example, an edit message is generated if Print Materials is 0 or -2.

The WinPLUS software generates state summary tables (showing state totals for all numeric data items) and single-library tables (showing data for individual public libraries in a state). Respondents were encouraged to review the tables for data quality issues before submitting their data to NCES. State data submissions also included a signed form from the Chief Officer of the State Library Agency certifying the accuracy of the data.

**National level.** The U.S. Census Bureau and NCES reviewed and edited the state data submissions, working closely with the State Data Coordinators and the FSCS Steering Committee.

## **Imputation**

All libraries, including nonresponding libraries, were sorted into imputation cells based on the region and size of population served. Imputations for nonresponding libraries were performed using the data calculated from their imputation cells. Item imputation was performed on each record with nonresponse variables. The data are identified as either imputed (estimated) or reported (actual) on the survey data file through the use of imputation codes. The following imputation rules were applied:

### **A. For libraries that responded in 2003 but not 2004 (or in 2002 but not in 2003 or 2004):**

- A1. The mean growth rates (Method 1) were calculated for institutions that reported in both 2003 and 2004 (or in both 2002 and 2004). The mean (average) growth rate was calculated for each imputation cell.
- A2. The average changes computed in step A1 were applied to the 2003 data (or 2002 data) of 2004 nonresponding libraries to obtain an estimate for 2004.

Method 1 (mean growth rate) was used for imputing centrals, branches, bookmobiles, ALA-MLS librarians, total librarians, other paid employees, print materials, current print serial subscriptions, audio, public service hours, library visits, reference transactions, total circulation, salaries, total staff expenditures, total collection expenditures, total operating expenditures, and total expenditures.

- A3. Employee benefits were derived by subtracting salaries from the estimated total staff expenditures determined in step A2.
- A4. Other operating expenditures were derived by subtracting total operating expenditures from the sum of total collection expenditures and total staff expenditures estimated in step A2.
- A5. For revenue variables (i.e., other revenue and revenue from federal, state, and local government sources) both responding and nonresponding libraries in an imputation cell were arranged in decreasing order of size of population served. A nonresponding library's 2003 (or 2002) data were pulled forward, and a growth rate was determined by calculating the growth of the next smallest library to the nonresponding library that had data for both 2004 and 2003 (or 2004 and 2002). This hot-deck growth rate (Method 2) was applied to the nonresponding library's 2003 (or 2002) data to obtain an estimate for 2004. If no prior year growth rate was available for the next smallest library, the growth rate was assumed to be 1.00.
- A6. Total operating revenue was derived by adding revenue from federal, state, and local sources and other revenue. Total paid employees was derived by adding librarians and other paid employees.
- A7. Children's program attendance was estimated by multiplying the current-year total library visits by the prior-year ratio of children's program attendance to total library visits.
- A8. Children's circulation was estimated by multiplying the current-year total circulation by the prior-year ratio of children's circulation to total circulation.
- A9. Electronic materials expenditures was set to zero if total collection expenditures was equal to zero.

- A10. For general public Internet terminals, if there were 2003 or 2002 reported data, the data were carried forward as an estimate for 2004.
- A11. For population variables, the prior year data were carried forward in the current year.
- A12. Electronic users was estimated by multiplying the current-year general public Internet terminals by the prior-year (2003 or 2002) ratio of electronic users to general public Internet terminals.

**B. For libraries with no reported data in 2002, 2003, or 2004:**

- B1. Method 1 (mean growth rate) (described in steps A1 and A2) was used to impute for 2004 if the prior year data (2003 or 2002) were imputed using prior year reported data and the imputed value was greater than zero.

This method was used for imputing centrals, branches, bookmobiles, ALA-MLS librarians, total librarians, other paid employees, print materials, current print serial subscriptions, audio, public service hours, reference transactions, total circulation, other revenue, revenue from federal, state, and local sources, salaries, total staff expenditures, total collection expenditures, other operating expenditures, and electronic materials expenditures.

- B2. The mean of the imputation cell was calculated for all libraries that responded in 2004. The cell mean was adjusted for the size of a nonresponding library by multiplying it by the ratio of the nonrespondent's total population served to the mean size of population served for all responding libraries.

This method was used for imputing centrals, branches, bookmobiles, ALA-MLS librarians, total librarians, other paid employees, print materials, current print serial subscriptions, audio, public service hours, reference transactions, total circulation, other revenue, revenue from federal, state, and local sources, salaries, total staff expenditures, total collection expenditures, other operating expenditures, and electronic materials expenditures.

- B3. To impute total library visits when the prior year imputed data were not based on reported data, library visits was summed over all responding libraries in an imputation cell, as was the population served. The ratio of total library visits to total population served was multiplied by the nonrespondent's population value to estimate the nonrespondent's library visits.
- B4. Children's program attendance was estimated using the method described in step B3 where the ratio of total children's program attendance to total library visits for the responding libraries in an imputation cell was multiplied by the nonrespondent's current-year library visits.
- B5. Children's circulation was estimated by calculating the ratio of children's circulation to total circulation for the responding libraries in an imputation cell and multiplying the ratio by the current-year total circulation of the nonresponding library.
- B6. Total staff expenditures were derived by adding salaries and employee benefits determined in step B1 (or step B2). Total operating revenue was derived by adding revenue from federal, state, and local sources and other revenue. Total paid employees was derived by adding librarians and other paid employees.
- B7. Total operating expenditures were derived by summing total collection expenditures, total staff expenditures, and other operating expenditures estimated in step B1 (or step B2).

- B8. The median of the imputation cell was calculated for all libraries that responded in 2004. The cell median was not adjusted. This method was used for imputing general public Internet terminals when there was no reported prior year (2003 or 2002) data. If the cell median was zero but based on the value of other electronic data items it was determined that the value should be greater than zero then the imputed value was equal to the unadjusted cell mean.
- B9. The median ratio of electronic users to general public terminals was used to impute electronic users when there were no reported (2003 or 2002) data.

**C. For all nonresponding libraries:**

- C1. Total capital expenditures was derived by imputing total expenditures (a derived variable which is the sum of total collections expenditures, total staff expenditures, other operating expenditures, and total capital expenditures) and subtracting total operating expenditures in order to get total capital expenditures. If the derived total capital expenditures had a negative value, it was changed to zero, total operating expenditures were changed to equal total expenditures, and total collection expenditures, total staff expenditures, and other operating expenditures were adjusted so that the sum would equal total operating expenditures. Alternatively, the cell mean (adjusted for population size) was used.
- C2. The mean of the imputation cell was used to estimate videos and interlibrary loans. The cell mean was adjusted for the size of a nonresponding library by multiplying it by the ratio of the nonrespondent's total population served to the mean size of population served for all responding libraries.

**Post-Imputation Edit Findings**

After the basic imputation methodology was applied, edits were performed to locate records that potentially fell outside reasonable parameters. The following changes were made to the data file.

- Finding 1: There was one record that had the variable Total Circulation imputed as zero but the prior year amount was greater than zero.  
  
*The variable Total Circulation was re-imputed using the same method that was used in the prior year (Total Circulation to Library Visits ratio). The new imputed value is greater than zero.*
- Finding 2: There was one record that had the variable Total Operating Expenditures imputed with an extremely high value when compared to the prior year value.  
  
*The variable Total Operating Expenditures was re-imputed using the expenditure detail to expenditure total ratio.*
- Finding 3: There was one record that had the variable Reference Transactions imputed with an extremely high value when compared to the prior year.  
  
*The variable Reference Transactions was re-imputed using the same method that was used in the prior year (Reference Transactions to Library Visits ratio).*
- Finding 4: There was one record that had the variable Loans Provided To imputed with an extremely high value when compared to the prior year reported value.  
  
*The variable Loans Provided To was re-imputed using the prior year value times a growth rate.*
- Finding 5: There was one record that had the variable Loans Received From imputed with an extremely high value when compared to the prior year reported value.

*The variable Loans Received From was re-imputed using the prior year value times a growth rate.*

Finding 6: There were some questions on the consistency between the imputation flag assigned and the definition in the documentation.

*The documentation was revised so that the imputation flag assigned is consistent with the definition in the documentation.*

Finding 7: After NCES review, ERSB found some records that had Children's Program Attendance imputed with a value greater than Total Program Attendance.

*The records were re-imputed to make sure that Children's Program Attendance was less than or equal to Total Program Attendance.*

### **NCES Review:**

The imputed file is sent to NCES for review. This section lists the comments from NCES and the response.

Finding 1: There was one record for which the imputed value for Audio was too high compared to the reported value two years ago.

*The record was re-imputed using the reported value two years ago with a growth rate applied.*

Finding 2: There were six records for which the imputed value for Children's Program Attendance was too high when a Children's Attendance to Children's Program check was done.

*The six records were re-imputed using the cell mean ratio of Children's Program Attendance to Children's Program.*

Finding 3: There were four records for which either Children's Program Attendance was imputed greater than zero when Children's Programs were reported to be zero, or the imputed value for Children's Program Attendance seemed too low compared to the reported number of Children's Programs.

*The four records were re-imputed using the cell mean ratio of Children's Program Attendance to Children's Program.*

Finding 4: There were three records for which the ratio of Total Operating Expenditures to Total Income appeared to be too high. The three records listed were the worst cases identified.

*A PROC UNIVARIATE was run on the ratio of Total Operating Expenditures to Total Income. For the worst cases identified the current year and prior year ratio of Total Operating Expenditures to Total Income. For records identified with a major change from one year to the other year the appropriate values were re-imputed.*

## II. B. Guidelines for Processing the Data Files

See *Introduction*, *Confidentiality*, and *Public- and Restricted-Use Data Files* above for a description of the files.

The states reported the PLS data using survey software developed by the U.S. Census Bureau. At survey mail-out, all numeric data fields were initialized with “-2”, and respondents were instructed to replace the -2s with valid data. Alphanumeric fields that are blank or that contain “M” and numeric fields that contain “-1” indicate nonresponse. A zero (0) response is reported data and indicates the library or outlet had none of the item. (Note: On the public-use file, blank fields for the variables SALARIES, BENEFIT, STAFFEXP, and OTHOPEXP indicate that the data have been removed to protect the confidentiality of individual respondents.) For the 50 states and the District of Columbia, missing data for numeric items were imputed on the Public Library Data File and Public Library State Summary/State Characteristics Data File. Missing data were not imputed for outlying areas. See *Imputation* section above for a discussion of the imputation methodology. See appendixes G–M for imputation flags and definitions, and frequencies and distributions of the data.

**How to remove imputed values from the data.** Every variable that has the possibility of being imputed has a flag. If the value of that flag is “0”, then the value for the associated variable was reported. If the value of the flag is greater than “0”, then the value for the associated variable was imputed. To remove all imputed values from the data, the values of variables that have an imputation flag greater than “0” should be removed. (Note: The flag variable is a two-character, right-justified field. Consequently, single-digit values are preceded by a space.)



**Appendix A—Record Layout for Public Library Data File, FY 2004  
(pupld04a.mdb and pupld04a.dat)**

Variable name	Field length	Start position	Data type	Survey item	Description
<b>Data Source: Public Libraries Survey, fiscal year 2004</b> <b>Number of records = 9,210 (one record per observation)</b> <b>Number of fields per record = 128</b> <b>ASCII file (pupld03a.dat) is fixed-width (record size = 8,113 KB)</b>					
<b>IDENTIFICATION</b>					
STABR	02	1	A	†	Two-letter Federal Information Processing Standards (FIPS) State Code. See appendix D for list of State Codes.
FSCSKEY	06	3	A	†	Library identification code assigned by NCES
LIBID	20	9	A	01	Library identification code assigned by the state. NCES assigns the FSCSKEY to this field if the state did not assign a code.
LIBNAME	60	29	A	02	Name of library (administrative entity)
<b>STREET ADDRESS</b>					
ADDRESS	35	89	A	03	Street address of administrative entity
CITY	20	124	A	04	City or town (of street address) of administrative entity
ZIP	05	144	A	05	Standard five-digit postal zip code (of street address) of administrative entity. M = Missing (unknown, not reported)
ZIP4	04	149	A	06	Four-digit postal zip code extension (of street address) of administrative entity. M = Missing (unknown, not reported)
<b>MAILING ADDRESS</b>					
ADDRES_M	35	153	A	07	Mailing address of administrative entity
CITY_M	20	188	A	08	City or town (of mailing address) of administrative entity
ZIP_M	05	208	A	09	Standard five-digit postal zip code (of mailing address) of administrative entity M = Missing (unknown, not reported)
ZIP4_M	04	213	A	10	Four-digit postal zip code extension (of mailing address) of administrative entity M = Missing (unknown, not reported)
CNTY	20	217	A	11	County of library
PHONE	10	237	A	12	Telephone number, in following format: area code/exchange/number (for example, 7037315072) M = Missing (unknown, not reported) -3 = Not applicable
WEB_ADDR	80	247	A	13	Web address of the administrative entity. M = Missing (unknown, not reported) -3 = Not applicable

**Appendix A—Record Layout for Public Library Data File, FY 2004  
(pupld04a.mdb and pupld04a.dat)**

Variable name	Field length	Start position	Data type	Survey item	Description
C_RELATN	02	327	A	14	Interlibrary Relationship Code HQ—Headquarters of a federation or cooperative ME—Member of a federation or cooperative NO—Not a member of a federation or cooperative
C_LEGBAS	02	329	A	15	Legal Basis Code CC—City/County CI—Municipal Government (city, town, or village) CO—County/Parish LD—Library District MJ—Multi-jurisdictional NL—Native American Tribal Government NP—Non-profit Association or Agency SD—School District OT—Other (Note: Prior to FY 98, this variable was called C_LEGBASE.)
C_ADMIN	02	331	A	16	Administrative Structure Code MA—Administrative Entity with multiple direct service outlets where administrative offices are separate MO—Administrative Entity with multiple direct service outlets where administrative offices are not separate SO—Single Outlet Administrative Entity
C_FSCS	01	333	A	17	FSCS Public Library Definition (Public library meets all criteria in the definition.) Y—Yes N—No
GEOCODE	03	334	A	18	Geographic Code CI1—Municipal Government (city, town, or village) (exactly) CI2—Municipal Government (city, town, or village) (most nearly) CO1—County/Parish (exactly) CO2—County/Parish (most nearly) MA1—Metropolitan Area (exactly) MA2—Metropolitan Area (most nearly) MC1—Multi-County (exactly) MC2—Multi-County (most nearly) SD1—School District (exactly) SD2—School District (most nearly) OTH—Other
LSABOUND	01	337	A	19	Legal service area boundary change in last year Y—Yes N—No
STARTDAT	10	338	A	20	Reporting period starting date, in dd/mm/yyyy format (e.g., 07/01/2003)
F_STDAT	02	348	A	†	STARTDAT imputation flag. (See appendix G for definitions of flags.)
ENDDATE	10	350	A	21	Reporting period ending date, in dd/mm/yyyy format (e.g., 06/30/2004)

**Appendix A—Record Layout for Public Library Data File, FY 2004  
(pupld04a.mdb and pupld04a.dat)**

Variable name	Field length	Start position	Data type	Survey item	Description
F_ENDDAT	02	360	A	†	ENDDATE imputation flag. (See appendix G for definitions of flags.)
POPU_LSA	09	362	N	22	<b>POPULATION</b> Population of the Legal Service Area
F_POPLSA	02	371	A	†	POPU_LSA imputation flag. (See appendix G for definitions of flags.)
POPU_UND	09	373	N	†	Unduplicated population of the legal service area for the library. NCES calculated this value by prorating the library's population of legal service area (POPU_LSA) to the state's total population of legal service areas (total POPU_LSA), and applying the ratio to the state-reported total unduplicated population of legal service areas. The latter item, a single figure reported by the state data coordinator, is also named POPU_UND but is located on the State Summary/State Characteristics Data File.
F_POPUND	02	382	A	†	POPU_UND imputation flag. (See appendix G for definitions of flags.)
CENTLIB	03	384	N	23	<b>SERVICE OUTLETS</b> Number of central libraries
F_CENLIB	02	387	A	†	CENTLIB imputation flag. (See appendix G for definitions of flags.)
BRANLIB	03	389	N	24	Number of branch libraries
F_BRLIB	02	392	A	†	BRANLIB imputation flag. (See appendix G for definitions of flags.)
BKMOB	03	394	N	25	Number of bookmobiles
F_BKMOB	02	397	A	†	BKMOB imputation flag. (See appendix G for definitions of flags.)
MASTER	09	399	N	26	<b>FULL-TIME EQUIVALENT (FTE) PAID STAFF</b> "ALA-MLS" Librarians. Number of FTE paid librarians with master's degrees from programs of library and information studies accredited by the American Library Association. This field consists of six integers and two decimals, with an explicit decimal point.
F_MASTER	02	408	A	†	MASTER imputation flag. (See appendix G for definitions of flags.)
LIBRARIA	09	410	N	27	Total number of FTE employees holding the title of librarian. This field consists of six integers and two decimals, with an explicit decimal point.
F_LIBRAR	02	419	A	†	LIBRARIA imputation flag. (See appendix G for definitions of flags.)

**Appendix A—Record Layout for Public Library Data File, FY 2004  
(pupld04a.mdb and pupld04a.dat)**

Variable name	Field length	Start position	Data type	Survey item	Description
OTHPAID	09	421	N	28	All other paid FTE employees. This field consists of six integers and two decimals, with an explicit decimal point.
F_OTHSTF	02	430	A	†	OTHPAID imputation flag. (See appendix G for definitions of flags.)
TOTSTAFF	10	432	N	29	Total paid FTE employees (i.e., sum of LIBRARIA and OTHPAID). This field consists of seven integers and two decimals, with an explicit decimal point.
F_TOTSTF	02	442	A	†	TOTSTAFF imputation flag. (See appendix G for definitions of flags.)
<b>OPERATING REVENUE</b>					
LOGVGT	09	444	N	30	Operating revenue from local government
F_LOGVGT	02	453	A	†	LOGVGT imputation flag. (See appendix G for definitions of flags.)
STGVT	09	455	N	31	Operating revenue from state government
F_STGVT	02	464	A	†	STGVT imputation flag. (See appendix G for definitions of flags.)
FEDGVT	09	466	N	32	Operating revenue from federal government
F_FEDGVT	02	475	A	†	FEDGVT imputation flag. (See appendix G for definitions of flags.)
OTHINCM	09	477	N	33	Other operating revenue (i.e., operating revenue not included in LOGVGT, STGVT, and FEDGVT)
F_OTHINC	02	486	A	†	OTHINCM imputation flag. (See appendix G for definitions of flags.)
TOTINCM	10	488	N	34	Total operating revenue (i.e., sum of LOGVGT, STGVT, FEDGVT, and OTHINCM)
F_TOTINC	02	498	A	†	TOTINCM imputation flag. (See appendix G for definitions of flags.)
<b>OPERATING EXPENDITURES</b>					
<b>Staff expenditures</b>					
SALARIES	09	500	N	35	Salaries and wages for all library staff
F_SALX	02	509	A	†	SALARIES imputation flag. (See appendix G for definitions of flags.)
BENEFIT	09	511	N	36	Employee benefits for all library staff
F_BENX	02	520	A	†	BENEFIT imputation flag. (See appendix G for definitions of flags.)
STAFFEXP	09	522	N	37	Total staff expenditures (i.e., sum of SALARIES and BENEFIT)

**Appendix A—Record Layout for Public Library Data File, FY 2004  
(pupld04a.mdb and pupld04a.dat)**

Variable name	Field length	Start position	Data type	Survey item	Description
F_TOSTFX	02	531	A	†	STAFFEXP imputation flag. (See appendix G for definitions of flags.)
PRMATEXP	09	533	N	38	<b>Collection expenditures</b> Operating expenditures for print materials (including books, serial back files, current serial subscriptions, government documents, and any other print acquisitions)
F_PRMATX	02	542	A	†	PRMATEXP imputation flag. (See appendix G for definitions of flags.)
ELMATEXP	09	544	N	39	Operating expenditures for electronic (digital) materials (including e-books, e-serials, government documents, databases, electronic files, reference tools, scores, maps, or pictures, including materials digitized by the library)
F_ELMATX	02	553	A	†	ELMATEXP imputation flag. (See appendix G for definitions of flags.)
OTHMATEX	09	555	N	40	Operating expenditures for other library materials (microform, audio, video, DVD, and new formats)
F_OTMATX	02	564	A	†	OTHMATEX imputation flag. (See appendix G for definitions of flags.)
TOTEXPCO	09	566	N	41	Total expenditures on library collection (i.e., sum of PRMATEXP, ELMATEXP, and OTHMATEX)
F_TOCOLX	02	575	A	†	TOTEXPCO imputation flag. (See appendix G for definitions of flags.)
OTHOPEXP	09	577	N	42	<b>Other operating expenditures</b> Other operating expenditures (i.e., operating expenditures not included in STAFFEXP and TOTEXPCO)
F_OTHOPX	02	586	A	†	OTHOPEXP imputation flag. (See appendix G for definitions of flags.)
TOTOPEXP	10	588	N	43	Total operating expenditures (i.e., sum of STAFFEXP, TOTEXPCO, and OTHOPEXP)
F_TOTOPX	02	598	A	†	TOTOPEXP imputation flag. (See appendix G for definitions of flags.)
FILL44	09	600	A	44	<b>CAPITAL REVENUE</b> Blank (reserved for future use)
FILLF44	02	609	A	†	FILL44 imputation flag. (See appendix G for definitions of flags.)
FILL45	09	611	A	45	Blank (reserved for future use)
FILLF45	02	620	A	†	FILL45 imputation flag. (See appendix G for definitions of flags.)
FILL46	09	622	A	46	Blank (reserved for future use)

**Appendix A—Record Layout for Public Library Data File, FY 2004  
(pupld04a.mdb and pupld04a.dat)**

Variable name	Field length	Start position	Data type	Survey item	Description
FILLF46	02	631	A	†	FILL46 imputation flag. (See appendix G for definitions of flags.)
FILL47	09	633	A	47	Blank (reserved for future use)
FILLF47	02	642	A	†	FILL47 imputation flag. (See appendix G for definitions of flags.)
CAP_REV	09	644	N	48	Total capital revenue (i.e., sum of LCAP_REV, SCAP_REV, FCAP_REV, and OCAP_REV)
F_TCAPRV	02	653	A	†	CAP_REV imputation flag. (See appendix G for definitions of flags.)
					<b>CAPITAL EXPENDITURES</b>
CAPITAL	09	655	N	49	Total capital expenditures
F_TCAPX	02	664	A	†	CAPITAL imputation flag. (See appendix G for definitions of flags.)
					<b>LIBRARY COLLECTION</b>
BKVOL	09	666	N	50	Print materials (including books, serial back files, and government documents)
F_BKVOL	02	675	A	†	BKVOL imputation flag. (See appendix G for definitions of flags.)
EBOOK	09	677	N	51	Electronic books (E-books) (digital documents, including non-serial government documents in digital format)
F_EBOOK	02	686	A	†	EBOOK imputation flag. (See appendix G for definitions of flags.)
AUDIO	09	688	N	52	Audio materials (including records, audiocassettes, audio cartridges, audio discs—including audio-CD-ROMs, audio reels, talking books, and other sounding recordings)
F_AUDIO	02	697	A	†	AUDIO imputation flag. (See appendix G for definitions of flags.)
VIDEO	09	699	N	53	Video materials (including video tapes, DVDs, video CD-ROMs, etc.)
F_VIDEO	02	708	A	†	VIDEO imputation flag. (See appendix G for definitions of flags.)
DATABASE	09	710	N	54	Databases (locally mounted or remote, full-text or not, for which temporary or permanent access rights have been acquired)
F_DBASE	02	719	A	†	DATABASE imputation flag. (See appendix G for definitions of flags.)
SUBSCRIP	09	721	N	55	Current print serial subscriptions
F_PRSUB	02	730	A	†	SUBSCRIP imputation flag. (See appendix G for definitions of flags.)

**Appendix A—Record Layout for Public Library Data File, FY 2004  
(pupld04a.mdb and pupld04a.dat)**

Variable name	Field length	Start position	Data type	Survey item	Description
ESUBSCR	09	732	N	56	Current electronic serial subscriptions
F_ESUB	02	741	A	†	ESUBSCR imputation flag. (See appendix G for definitions of flags.)
<b>PUBLIC SERVICE HOURS</b>					
HRS_OPEN	09	743	N	57	Total annual public service hours for all service outlets
F_HRS_OP	02	752	A	†	HRS_OPEN imputation flag. (See appendix G for definitions of flags.)
<b>LIBRARY SERVICES</b>					
VISITS	09	754	N	58	Total annual library visits
F_VISITS	02	763	A	†	VISITS imputation flag. (See appendix G for definitions of flags.)
REFERENC	09	765	N	59	Total annual reference transactions
F_REFER	02	774	A	†	REFERENC imputation flag. (See appendix G for definitions of flags.)
<b>CIRCULATION</b>					
TOTCIR	09	776	N	60	Total annual circulation transactions
F_TOTCIR	02	785	A	†	TOTCIR imputation flag. (See appendix G for definitions of flags.)
KIDCIRCL	09	787	N	61	Total annual circulation (including renewals) of all children's materials in all formats to all users
F_KIDCIR	02	796	A	†	KIDCIRCL imputation flag. (See appendix G for definitions of flags.)
<b>INTER-LIBRARY LOANS</b>					
LOANTO	06	798	N	62	Total annual loans provided to other libraries
F_LOANTO	02	804	A	†	LOANTO imputation flag. (See appendix G for definitions of flags.)
LOANFM	06	806	N	63	Total annual loans received from other libraries
F_LOANFM	02	812	A	†	LOANFM imputation flag. (See appendix G for definitions of flags.)
<b>LIBRARY PROGRAMS</b>					
TOTPRO	09	814	N	64	Total library programs
F_TOTPRO	02	823	A	†	TOTPRO imputation flag. (See appendix G for definitions of flags.)
FILL65	09	825	A	65	Blank (reserved for future use)
FILLF65	02	834	A	†	FILL65 imputation flag. (See appendix G for definitions of flags.)
TOTATTEN	09	836	N	66	Total audience at all library programs

**Appendix A—Record Layout for Public Library Data File, FY 2004  
(pupld04a.mdb and pupld04a.dat)**

Variable name	Field length	Start position	Data type	Survey item	Description
F_TOTATT	02	845	A	†	TOTATTEN imputation flag. (See appendix G for definitions of flags.)
KIDATTEN	09	847	N	67	Total audience at all children's programs
F_KIDATT	02	856	A	†	KIDATTEN imputation flag. (See appendix G for definitions of flags.)
					<b>ELECTRONIC TECHNOLOGY</b>
GPTEEMS	06	858	N	68	Internet terminals used by general public
F_GPTEEM	02	864	A	†	GPTEEMS imputation flag. (See appendix G for definitions of flags.)
ERES_USR	09	866	N	69	Users of electronic resources per year
F_ER_USR	02	875	A	†	ERES_USR imputation flag. (See appendix G for definitions of flags.)
					<b>OTHER</b>
PUB_FIPS	02	877	A	†	Two-digit Federal Information Processing Standards (FIPS) State Code. See appendix D for list of State Codes.
CNTYFIPS	03	879	A	†	Three-digit FIPS County Code M =Missing
YR_SUB	04	882	A	†	FSCS submission year of public library data in 4-digit format (YYYY)
OBereg	02	886	A	†	Bureau of Economic Analysis Code (formerly, Office of Business Economics) 00—U.S. Service Schools 01—New England (CT ME MA NH RI VT) 02—Mid East (DE DC MD NJ NY PA) 03—Great Lakes (IL IN MI OH WI) 04—Plains (IA KS MN MO NE ND SD) 05—Southeast (AL AR FL GA KY LA MS NC SC TN VA WV) 06—Southwest (AZ NM OK TX) 07—Rocky Mountains (CO ID MT UT WY) 08—Far West (AK CA HI NV OR WA) 09—Outlying Areas (AS GU MP PR VI)
RSTATUS	01	888	A	†	1—Respondent, with no imputed data 2—Respondent, with both reported and imputed data 3—Nonrespondent, not imputed 4—Nonrespondent with imputed data

N Numeric field.

A Alpha character field.

† Not applicable.

NOTE: The survey instrument is in appendix F.



**Appendix B—Record Layout for Public Library State Summary/  
State Characteristics Data File, FY 2004  
(pusum04a.mdb and pusum04a.dat)**

Variable name	Field length	Start position	Data type	Survey item	Description
<b>Data Source: Public Libraries Survey, fiscal year 2004</b> <b>Number of records = 54 (one record per observation)</b> <b>Number of fields per record = 108</b> <b>ASCII file (pusum03a.dat) is fixed-width (record size = 34 KB)</b>					
<b>IDENTIFICATION</b>					
STABR	02	1	A	†	Two-letter Federal Information Processing Standards (FIPS) State Code. See appendix D for list of State Codes.
<b>POPULATION</b>					
POPU_LSA	10	3	N	22	Population of the legal service area
F_POPLSA	02	13	A	†	POPU_LSA imputation flag. (See appendix I for definitions of flags.)
POPU_UND	10	15	N	04	Total unduplicated population of legal service areas. (Note: This is a single, state-reported figure. This item is on the State Characteristics data entry screen.)
F_POPUND	02	25	A	†	POPU_UND imputation flag. (See appendix I for definitions of flags.)
POPU_ST	10	27	N	03	Official state total population estimate (Note: This item is on the State Characteristics data entry screen.)
F_POPST	02	37	A	†	POPU_ST imputation flag. (See appendix I for definitions of flags.)
<b>SERVICE OUTLETS</b>					
CENTLIB	05	39	N	23	Number of central libraries
F_CENTLIB	02	44	A	†	CENTLIB imputation flag. (See appendix I for definitions of flags.)
BRANLIB	05	46	N	24	Number of branch libraries
F_BRLIB	02	51	A	†	BRANLIB imputation flag. (See appendix I for definitions of flags.)
BKMOB	05	53	N	25	Number of bookmobiles
F_BKMOB	02	58	A	†	BKMOB imputation flag. (See appendix I for definitions of flags.)
<b>FULL-TIME EQUIVALENT (FTE) PAID STAFF</b>					
MASTER	11	60	N	26	“ALA-MLS” Librarians. Number of FTE paid librarians with master’s degrees from programs of library and information studies accredited by the American Library Association. This field consists of eight integers and two decimals, with an explicit decimal point.
F_MASTER	02	71	A	†	MASTER imputation flag. (See appendix I for definitions of flags.)

**Appendix B—Record Layout for Public Library State Summary/  
State Characteristics Data File, FY 2004  
(pusum04a.mdb and pusum04a.dat)**

Variable name	Field length	Start position	Data type	Survey item	Description
LIBRARIA	11	73	N	27	Total number of FTE employees holding the title of librarian. This field consists of eight integers and two decimals, with an explicit decimal point.
F_LIBRAR	02	84	A	†	LIBRARIA imputation flag. (See appendix I for definitions of flags.)
OTHPAID	11	86	N	28	All other paid FTE employees. This field consists of eight integers and two decimals with an explicit decimal point.
F_OTHSTF	02	97	A	†	OTHPAID imputation flag. (See appendix I for definitions of flags.)
TOTSTAFF	12	99	N	29	Total paid FTE employees (i.e., sum of LIBRARIA and OTHPAID). This field consists of nine integers and two decimals with an explicit decimal point.
F_TOTSTF	02	111	A	†	TOTSTAFF imputation flag. (See appendix I for definitions of flags.)
					<b>OPERATING REVENUE</b>
LOGGVT	11	113	N	30	Operating revenue from local government
F_LOGGVT	02	124	A	†	LOGGVT imputation flag. (See appendix I for definitions of flags.)
STGVT	11	126	N	31	Operating revenue from state government
F_STGVT	02	137	A	†	STGVT imputation flag. (See appendix I for definitions of flags.)
FEDGVT	11	139	N	32	Operating revenue from federal government
F_FEDGVT	02	150	A	†	FEDGVT imputation flag. (See appendix I for definitions of flags.)
OTHINCM	11	152	N	33	Other operating revenue (i.e., revenue not included in LOGGVT, STGVT, and FEDGVT)
F_OTHINC	02	163	A	†	OTHINCM imputation flag. (See appendix I for definitions of flags.)
TOTINCM	12	165	N	34	Total operating revenue (i.e., sum of LOGGVT, STGVT, FEDGVT, and OTHINCM)
F_TOTINC	02	177	A	†	TOTINCM imputation flag. (See appendix I for definitions of flags.)
					<b>OPERATING EXPENDITURES</b>
					<b>Staff expenditures</b>
SALARIES	11	179	N	35	Salaries and wages for all library staff
F_SALX	02	190	A	†	SALARIES imputation flag. (See appendix I for definitions of flags.)
BENEFIT	11	192	N	36	Employee benefits for all library staff

**Appendix B—Record Layout for Public Library State Summary/  
State Characteristics Data File, FY 2004  
(pusum04a.mdb and pusum04a.dat)**

Variable name	Field length	Start position	Data type	Survey item	Description
F_BENX	02	203	A	†	BENEFIT imputation flag. (See appendix I for definitions of flags.)
STAFFEXP	11	205	N	37	Total staff expenditures (i.e., sum of SALARIES and BENEFIT)
F_TOSTFX	02	216	A	†	STAFFEXP imputation flag. (See appendix I for definitions of flags.)
PRMATEXP	09	218	N	38	<b>Collection expenditures</b> Operating expenditures for print materials (including books, serial back files, current serial subscriptions, government documents, and any other print acquisitions)
F_PRMATX	02	227	A	†	PRMATEXP imputation flag. (See appendix I for definitions of flags.)
ELMATEXP	09	229	N	39	Operating expenditures for electronic (digital) materials (including e-books, e-serials, government documents, databases, electronic files, reference tools, scores, maps, or pictures, including materials digitized by the library)
F_ELMATX	02	238	A	†	ELMATEXP imputation flag. (See appendix I for definitions of flags.)
OTHMATEX	09	240	N	40	Operating expenditures for other library materials (microform, audio, video, DVD, and new formats)
F_OTMATX	02	249	A	†	OTHMATEX imputation flag. (See appendix I for definitions of flags.)
TOTEXPCO	11	251	N	41	Total expenditures on library collection (i.e., sum of PRMATEXP, ELMATEXP, and OTHMATEX)
F_TOCOLX	02	262	A	†	TOTEXPCO imputation flag. (See appendix I for definitions of flags.)
OTHOPEXP	11	264	N	42	<b>Other operating expenditures</b> Other operating expenditures (i.e., operating expenditures not included in STAFFEXP and TOTEXPCO)
F_OTHOPX	02	275	A	†	OTHOPEXP imputation flag. (See appendix I for definitions of flags.)
TOTOPEXP	12	277	N	43	Total operating expenditures (i.e., sum of STAFFEXP, TOTEXPCO, and OTHOPEXP)
F_TOTOPX	02	289	A	†	TOTOPEXP imputation flag. (See appendix I for definitions of flags.)
FILL44	10	291	A	44	<b>CAPITAL REVENUE</b> Blank (reserved for future use)
FILLF44	02	301	A	†	FILL44 imputation flag. (See appendix I for definitions of flags.)
FILL45	10	303	A	45	Blank (reserved for future use)

**Appendix B—Record Layout for Public Library State Summary/  
State Characteristics Data File, FY 2004  
(pusum04a.mdb and pusum04a.dat)**

Variable name	Field length	Start position	Data type	Survey item	Description
FILLF45	02	313	A	†	FILL45 imputation flag. (See appendix I for definitions of flags.)
FILL46	10	315	A	46	Blank (reserved for future use)
FILLF46	02	325	A	†	FILL46 imputation flag. (See appendix I for definitions of flags.)
FILL47	10	327	A	47	Blank (reserved for future use)
FILLF47	02	337	A	†	FILL47 imputation flag. (See appendix I for definitions of flags.)
CAP_REV	11	339	N	48	Total capital revenue (i.e., sum of LCAP_REV, SCAP_REV, FCAP_REV, and OCAP_REV)
F_TCAPRV	02	350	A	†	CAP_REV imputation flag. (See appendix I for definitions of flags.)
<b>CAPITAL EXPENDITURES</b>					
CAPITAL	11	352	N	49	Total capital expenditures
F_TCAPX	02	363	A	†	CAPITAL imputation flag. (See appendix I for definitions of flags.)
<b>LIBRARY COLLECTION</b>					
BKVOL	11	365	N	50	Print materials (including books, serial back files, and government documents)
F_BKVOL	02	376	A	†	BKVOL imputation flag. (See appendix I for definitions of flags.)
EBOOK	09	378	N	51	Electronic books (E-books) (digital documents, including non-serial government documents in digital format)
F_EBOOK	02	387	A	†	EBOOK imputation flag. (See appendix I for definitions of flags.)
AUDIO	11	389	N	52	Audio materials (including records, audiocassettes, audio cartridges, audio discs—including audio-CD-ROMs, audio reels, talking books, and other sounding recordings)
F_AUDIO	02	400	A	†	AUDIO imputation flag. (See appendix I for definitions of flags.)
VIDEO	11	402	N	53	Video materials (including video tapes, DVDs, video CD-ROMs, etc.)
F_VIDEO	02	413	A	†	VIDEO imputation flag. (See appendix I for definitions of flags.)
DATABASE	09	415	N	54	Databases (locally mounted or remote, full-text or not, for which temporary or permanent access rights have been acquired)

**Appendix B—Record Layout for Public Library State Summary/  
State Characteristics Data File, FY 2004  
(pusum04a.mdb and pusum04a.dat)**

Variable name	Field length	Start position	Data type	Survey item	Description
F_DBASE	02	424	A	†	DATABASE imputation flag. (See appendix I for definitions of flags.)
SUBSCRIP	11	426	N	55	Current print serial subscriptions
F_PRSUB	02	437	A	†	SUBSCRIP imputation flag. (See appendix I for definitions of flags.)
ESUBSCRIP	09	439	N	56	Current electronic serial subscriptions
F_ESUB	02	448	A	†	ESUBSCRIP imputation flag. (See appendix I for definitions of flags.)
					<b>PUBLIC SERVICE HOURS</b>
HRS_OPEN	11	450	N	57	Total annual public service hours for all service outlets
F_HRS_OP	02	461	A	†	HRS_OPEN imputation flag. (See appendix I for definitions of flags.)
					<b>LIBRARY SERVICES</b>
VISITS	11	463	N	58	Total annual library visits
F_VISITS	02	474	A	†	VISITS imputation flag. (See appendix I for definitions of flags.)
REFERENC	11	476	N	59	Total annual reference transactions
F_REFER	02	487	A	†	REFERENC imputation flag. (See appendix I for definitions of flags.)
					<b>CIRCULATION</b>
TOTCIR	11	489	N	60	Total annual circulation transactions
F_TOTCIR	02	500	A	†	TOTCIR imputation flag. (See appendix I for definitions of flags.)
KIDCIRCL	09	502	N	61	Total annual circulation (including renewals) of all children's materials in all formats to all users
F_KIDCIR	02	511	A	†	KIDCIRCL imputation flag. (See appendix I for definitions of flags.)
					<b>INTER-LIBRARY LOANS</b>
LOANTO	08	513	N	62	Total annual loans provided to other libraries
F_LOANTO	02	521	A	†	LOANTO imputation flag. (See appendix I for definitions of flags.)
LOANFM	08	523	N	63	Total annual loans received from other libraries
F_LOANFM	02	531	A	†	LOANFM imputation flag. (See appendix I for definitions of flags.)

**Appendix B—Record Layout for Public Library State Summary/  
State Characteristics Data File, FY 2004  
(pusum04a.mdb and pusum04a.dat)**

Variable name	Field length	Start position	Data type	Survey item	Description
					<b>LIBRARY PROGRAMS</b>
TOTPRO	09	533	N	64	Total library programs
F_TOTPRO	02	542	A	†	TOTPRO imputation flag. (See appendix I for definitions of flags.)
FILL65	09	544	A	65	Blank (reserved for future use)
FILLF65	02	553	A	†	FILL65 imputation flag. (See appendix I for definitions of flags.)
TOTATTEN	09	555	N	66	Total audience at all library programs
F_TOTATT	02	564	A	†	TOTATTEN imputation flag. (See appendix I for definitions of flags.)
KIDATTEN	09	566	N	67	Total audience at all children's programs
F_KIDATT	02	575	A	†	KIDATTEN imputation flag. (See appendix I for definitions of flags.)
					<b>ELECTRONIC TECHNOLOGY</b>
GPTEMS	06	577	N	61	Internet terminals used by general public
F_GPTEMS	02	583	A	†	GPTEMS imputation flag. (See appendix I for definitions of flags.)
ERES_USR	09	585	N	62	Users of electronic resources per year
F_ER_USR	02	594	A	†	ERES_USR imputation flag. (See appendix I for definitions of flags.)
					<b>OTHER</b>
STARTDAT	07	596	A	01	Reporting period starting date, in mm/yyyy format (e.g., 07/2003). (Note: This item is on the State Characteristics data entry screen.)
F_STARTDAT	02	603	A	†	STARTDAT imputation flag. (See appendix I for definitions of flags.)
ENDDATE	07	605	A	02	Reporting period ending date, in mm/yyyy format (e.g., 06/2004). (Note: This item is on the State Characteristics data entry screen.)
F_ENDDAT	02	612	A	†	ENDDATE imputation flag. (See appendix I for definitions of flags.)
PUB_FIPS	02	614	A	†	Two-digit Federal Information Processing Standards (FIPS) State Code. See appendix D for list of State Codes.
YR_SUB	04	616	A	†	FSCS submission year of public library data in 4-digit format (YYYY)

**Appendix B—Record Layout for Public Library State Summary/  
State Characteristics Data File, FY 2004  
(pusum04a.mdb and pusum04a.dat)**

Variable name	Field length	Start position	Data type	Survey item	Description
OBEREG	02	620	A	†	Bureau of Economic Analysis Code (formerly, Office of Business Economics) 01—New England (CT ME MA NH RI VT) 02—Mid East (DE DC MD NJ NY PA) 03—Great Lakes (IL IN MI OH WI) 04—Plains (IA KS MN MO NE ND SD) 05—Southeast (AL AR FL GA KY LA MS NC SC TN VA WV) 06—Southwest (AZ NM OK TX) 07—Rocky Mountains (CO ID MT UT WY) 08—Far West (AK CA HI NV OR WA) 09—Outlying Areas (AS GU MP PR VI)

N Numeric field.

A Alpha character field.

† Not applicable.

NOTE: The survey instrument is in appendix F.

**Appendix C—Record Layout for Public Library Outlet Data File: FY 2004  
(puout04a.mdb and puout04a.dat)**

Variable name	Field length	Start position	Data type	Survey item	Description
<p><b>Data Source: Public Libraries Survey, fiscal year 2004</b>  <b>Number of records = 17,320 (one record per observation)</b>  <b>Number of fields per record = 20</b>  <b>ASCII file (puout03a.dat) is fixed-width (record size = 3,688 KB)</b></p>					
STABR	02	1	A	†	Two-letter Federal Information Processing Standards (FIPS) State Code. See appendix D for list of State Codes.
FSCSKEY	06	3	A	†	Outlet identification code assigned by NCES. Outlets of an administrative entity have the same FSCSKEY as their administrative entity. The outlet is separately identified by a unique 3-digit suffix called FSCS_SEQ.
FSCS_SEQ	03	9	A	†	Outlet's unique three-digit suffix to FSCSKEY, assigned by NCES.
LIBID	20	12	A	01	Outlet identification code assigned by the state. If the state did not assign a code, NCES assigns a combination of FSCSKEY and FSCS_SEQ, separated by a dash (e.g., AK0003-002).
LIBNAME	60	32	A	02	Name of outlet
ADDRESS	35	92	A	03	Complete street address of outlet
CITY	20	127	A	04	City or town of outlet
ZIP	05	147	A	05	Standard five-digit postal zip code for street address of outlet M = Missing (unknown, not reported)
ZIP4	04	152	A	06	Four-digit postal zip code extension for street address of outlet M = Missing (unknown, not reported)
CNTY	20	156	A	07	County of outlet
PHONE	10	176	A	08	Telephone number of the outlet, in following format: area code/exchange/number (e.g., 7037315072) M = Missing (unknown, not reported) -3 = Not applicable
C_OUT_TY	02	186	A	09	Outlet Type CE—Central Library BR—Branch Library BS—Bookmobile(s) BM—Books-by-Mail Only
C_MSA	02	188	A	10	Metropolitan Status Code CC—Central City NC—Metropolitan Area, but not within central city limits NO—Not in a Metropolitan Area M—Missing (unknown, not reported)



**Appendix C—Record Layout for Public Library Outlet Data File: FY 2004  
(puout04a.mdb and puout04a.dat)**

Variable name	Field length	Start position	Data type	Survey item	Description
SQ_FEET	08	190	N	11	Area in square feet of the public library outlet
F_SQ_FT	02	198	A	†	SQ_FEET imputation flag. (See appendix J for definitions of flags.)
L_NUM_BM	02	200	N	12	Number of bookmobiles in the bookmobile outlet record (i.e., record with C_OUT_TY = BS)
F_BKMOB	02	202	A	†	L_NUM_BM imputation flag. (See appendix J for definitions of flags.)
PUB_FIPS	02	204	A	†	Two-digit Federal Information Processing Standards (FIPS) State Code. See appendix D for list of State Codes.
CNTYFIPS	03	206	A	†	Three-digit FIPS County Code M =Missing
YR_SUB	04	209	A	†	FSCS submission year of public library data in 4-digit format (YYYY)

N Numeric field.

A Alpha character field.

† Not applicable.

NOTE: The survey instrument is in appendix F.

## Appendix D—State Codes

FIPS 2-Letter State Code	State	FIPS 2-Digit State Code <sup>3</sup>
AL	Alabama	01
AK	Alaska	02
AZ	Arizona	04
AR	Arkansas	05
CA	California	06
CO	Colorado	08
CT	Connecticut	09
DE	Delaware	10
DC	District of Columbia	11
FL	Florida	12
GA	Georgia	13
HI	Hawaii	15
ID	Idaho	16
IL	Illinois	17
IN	Indiana	18
IA	Iowa	19
KS	Kansas	20
KY	Kentucky	21
LA	Louisiana	22
ME	Maine	23
MD	Maryland	24
MA	Massachusetts	25
MI	Michigan	26
MN	Minnesota	27
MS	Mississippi	28
MO	Missouri	29
MT	Montana	30
NE	Nebraska	31
NV	Nevada	32
NH	New Hampshire	33
NJ	New Jersey	34
NM	New Mexico	35
NY	New York	36
NC	North Carolina	37
ND	North Dakota	38
OH	Ohio	39
OK	Oklahoma	40
OR	Oregon	41
PA	Pennsylvania	42
RI	Rhode Island	44
SC	South Carolina	45
SD	South Dakota	46
TN	Tennessee	47
TX	Texas	48
UT	Utah	49
VT	Vermont	50
VA	Virginia	51
WA	Washington	53
WV	West Virginia	54
WI	Wisconsin	55
WY	Wyoming	56
<b>Outlying Areas</b>		
GU	Guam	66
MP	Northern Mariana Islands	69
PR	Puerto Rico	72
VI	Virgin Islands	78

<sup>3</sup> Federal Information Processing Standards codes (FIPS codes) are a standardized set of numeric or alphabetic codes issued by the National Institute of Standards and Technology (NIST) to ensure uniform identification of geographic entities through all federal government agencies.

## Appendix E—Libraries with No Central Outlet

### LIBRARIES REPORTING NO CENTRAL OUTLET

Obs	FSCS ID#	LIBRARY NAME	TOTAL	CENTRALS	BRANCHES	BOOKMOBILES
1	AL0123	MARSHALL COUNTY COOPERATIVE LIBRARY	1	0	0	1
2	AZ0001	APACHE COUNTY LIBRARY DISTRICT	6	0	6	0
3	AZ0009	COCHISE COUNTY LIBRARY DISTRICT	7	0	5	2
4	AZ0028	MARICOPA COUNTY LIBRARY DISTRICT	14	0	12	2
5	AZ0107	NAVAJO COUNTY LIBRARY DISTRICT	3	0	3	0
6	AR0002	WASHINGTON COUNTY LIBRARY SYSTEM	7	0	7	0
7	AR0003	NORTH ARKANSAS REGIONAL LIBRARY	2	0	2	0
8	AR0007	WHITE RIVER REGIONAL LIBRARY	14	0	14	0
9	AR0049	CARROLL AND MADISON LIBRARY SYSTEM	6	0	6	0
10	CA0047	IMPERIAL COUNTY LIBRARY	8	0	8	0
11	CA0062	COUNTY OF LOS ANGELES PUBLIC LIBRARY	88	0	84	4
12	CA0071	MONO COUNTY FREE LIBRARY	8	0	7	1
13	CA0073	MONTEREY COUNTY FREE LIBRARIES	20	0	17	3
14	CA0084	ORANGE COUNTY PUBLIC LIBRARY	31	0	31	0
15	CA0109	SAN BERNARDINO COUNTY LIBRARY	31	0	29	2
16	CA0112	SAN DIEGO COUNTY LIBRARY	34	0	32	2
17	CA0120	SAN MATEO COUNTY LIBRARY	13	0	12	1
18	CA0126	SANTA CLARA COUNTY LIBRARY	11	0	9	2
19	CA0136	SOLANO COUNTY LIBRARY	6	0	6	0
20	CA0152	VENTURA COUNTY LIBRARY	16	0	16	0
21	CA0157	YOLO COUNTY LIBRARY	7	0	7	0
22	CA0199	RIVERSIDE COUNTY LIBRARY SYSTEM	30	0	28	2
23	CO0005	ARAPAHOE LIBRARY DISTRICT	9	0	8	1
24	CO0037	DOUGLAS COUNTY LIBRARIES	5	0	4	1
25	CO0039	EAGLE VALLEY LIBRARY DISTRICT	3	0	3	0
26	CO0040	ELBERT COUNTY LIBRARY DISTRICT	3	0	3	0
27	CO0049	GARFIELD CO PUBLIC LIBRARY SYSTEM	6	0	6	0
28	CO0051	GRAND COUNTY LIBRARY DISTRICT	5	0	5	0
29	CO0060	JEFFERSON COUNTY PUBLIC LIBRARY	11	0	10	1
30	CO0103	SOUTH ROUTT LIBRARY DISTRICT	3	0	3	0
31	CO0143	CLEAR CREEK LIBRARY DISTRICT	2	0	2	0
32	CO0144	DELTA COUNTY PUBLIC LIBRARY DISTRICT	5	0	5	0
33	CO0145	WELD LIBRARY DISTRICT	12	0	10	2
34	CO9026	NORTHEAST COLORADO BOOKMOBILE SERVICES	1	0	0	1
35	DE0030	SUSSEX COUNTY DEPT. OF LIBRARIES	4	0	3	1
36	DE0046	DEPARTMENT OF COMMUNITY SERVICES	8	0	8	0
37	FL0018	CITRUS COUNTY LIBRARY SYSTEM	5	0	5	0
38	FL0019	CLAY COUNTY PUBLIC LIBRARY SYSTEM	5	0	4	1
39	FL0039	LAKE COUNTY LIBRARY SYSTEM	13	0	13	0
40	FL0065	PASCO COUNTY LIBRARY COOPERATIVE	8	0	8	0
41	FL0091	ST. JOHNS COUNTY PUBLIC LIBRARY SYSTEM	5	0	4	1
42	FL0093	SARASOTA COUNTY PUBLIC LIBRARIES	9	0	8	1
43	FL0095	SEMINOLE COUNTY PUBLIC LIBRARY SYSTEM	5	0	5	0
44	FL0099	VOLUSIA COUNTY PUBLIC LIBRARY	16	0	15	1
45	FL0127	PINELLAS PUBLIC LIBRARY COOPERATIVE	24	0	24	0
46	FL0135	WILDERNESS PUBLIC LIBRARIES	6	0	5	1
47	FL0136	PANHANDLE PUBLIC LIBRARY COOPERATIVE SYSTEM	14	0	13	1
48	FL0146	SUMTER COUNTY PUBLIC LIBRARY SYSTEM	8	0	8	0
49	FL0147	THREE RIVERS REGIONAL LIBRARY SYSTEM	3	0	3	0
50	FL0149	NEW RIVER PUBLIC LIBRARY COOPERATIVE	5	0	3	2
51	FL0150	HEARTLAND LIBRARY COOPERATIVE	6	0	6	0
52	FL8001	POLK COUNTY LIBRARY COOPERATIVE	17	0	16	1
53	FL8003	OKALOOSA COUNTY PUBLIC LIBRARY COOPERATIVE	7	0	6	1
54	FL8007	LEVY COUNTY PUBLIC LIBRARY SYSTEM	5	0	5	0
55	ID0062	JEFFERSON COUNTY DISTRICT	3	0	3	0
56	ID0112	BENEWAH DISTRICT	2	0	2	0
57	MD0002	ANNE ARUNDEL COUNTY PUBLIC LIBRARY	15	0	15	0
58	MD0004	BALTIMORE COUNTY PUBLIC LIBRARY	19	0	16	3
59	MD0007	CARROLL COUNTY PUBLIC LIBRARY	6	0	5	1
60	MD0009	CHARLES COUNTY PUBLIC LIBRARY	3	0	3	0
61	MD0016	MONTGOMERY COUNTY PUBLIC LIBRARIES	23	0	22	1
62	MD0019	ST. MARY'S COUNTY MEMORIAL LIBRARY	3	0	3	0
63	MD0024	WORCESTER COUNTY LIBRARY	5	0	5	0
64	MI0021	BAY COUNTY LIBRARY SYSTEM	6	0	5	1
65	MI0171	IOSCO-ARENAC DISTRICT LIBRARY	8	0	8	0
66	MI0182	KENT DISTRICT LIBRARY	18	0	18	0
67	MI0190	LAPEER DISTRICT LIBRARY	8	0	8	0
68	MI0240	MUSKEGON COUNTY LIBRARY	10	0	9	1
69	MI0356	WARREN PUBLIC LIBRARY	5	0	5	0
70	MN0001	ARROWHEAD LIBRARY SYSTEM	1	0	0	1
71	MN0038	CARVER COUNTY LIBRARY SYSTEM	5	0	5	0
72	MN0039	DAKOTA COUNTY LIBRARY	9	0	8	1
73	MN0041	HENNEPIN COUNTY LIBRARY	28	0	26	2
74	MN0045	SCOTT COUNTY LIBRARY	7	0	7	0
75	MN0046	WASHINGTON COUNTY LIBRARY	8	0	8	0
76	MN0068	SOUTHEASTERN LIBRARIES COOPERATING	1	0	0	1
77	MN0109	VIKING LIBRARY SYSTEM	2	0	0	2
78	MN0145	KITCHIGAMI REGIONAL LIBRARY	10	0	9	1
79	MN0152	PLUM CREEK LIBRARY SYSTEM	1	0	0	1
80	MN9030	SIBLEY COUNTY LIBRARY SYSTEM	5	0	5	0
81	MS0006	CENTRAL MISSISSIPPI REGIONAL LIBRARY	21	0	21	0
82	MO0011	WRIGHT COUNTY LIBRARY	5	0	4	1
83	MO0038	BARRY-LAWRENCE REGIONAL LIBRARY	10	0	10	0
84	MO0040	CASS COUNTY PUBLIC LIBRARY	9	0	9	0
85	MO0045	TRAILS REGIONAL LIBRARY	8	0	7	1
86	MO0059	NORTHEAST MISSOURI LIBRARY SERVICE	5	0	4	1
87	MO0091	MEXICO-AUDRAIN COUNTY LIBRARY DISTRICT	5	0	5	0
88	MO0137	REYNOLDS COUNTY LIBRARY DISTRICT	5	0	5	0
89	MO0147	JEFFERSON COUNTY LIBRARY DISTRICT	3	0	3	0
90	MO0164	OREGON COUNTY LIBRARY DISTRICT	5	0	5	0
91	MO0174	HEARTLAND REGIONAL LIBRARY SYSTEM	5	0	4	1
92	MO0178	CEDAR COUNTY LIBRARY DISTRICT	2	0	2	0

## Appendix E—Libraries with No Central Outlet

Obs	FSCS ID#	LIBRARY NAME	TOTAL	CENTRALS	BRANCHES	BOKMOBILES
93	NV0008	LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT	24	0	24	0
94	NV0025	WASHOE COUNTY LIBRARY SYSTEM	13	0	12	1
95	NV0027	ESMERALDA COUNTY LIBRARIES	3	0	3	0
96	NY0041	SENECA NATION LIBRARY	2	0	2	0
97	NC0002	APPALACHIAN REGIONAL LIBRARY	7	0	6	1
98	NC0003	AVERY-MITCHELL-YANCEY REGIONAL LIBRARY	5	0	4	1
99	NC0006	Craven-Pamlico-Carteret Regional Library	10	0	9	1
100	NC0008	FONTANA REGIONAL LIBRARY	6	0	6	0
101	NC0011	NANTAHALA REGIONAL LIBRARY	5	0	4	1
102	NC0013	NORTHWESTERN REGIONAL LIBRARY	14	0	13	1
103	NC0014	PETTIGREW REGIONAL LIBRARY	4	0	4	0
104	NC0015	SANDHILL REGIONAL LIBRARY SYSTEM	17	0	15	2
105	NC0018	BRUNSWICK COUNTY LIBRARY	4	0	4	0
106	NC0054	ROCKINGHAM COUNTY PUBLIC LIBRARY	6	0	5	1
107	NC0063	WAKE COUNTY PUBLIC LIBRARIES	19	0	17	2
108	ND0078	SIOUX COUNTY LIBRARY	1	0	0	1
109	OH0018	CLERMONT COUNTY PUBLIC LIBRARY	10	0	10	0
110	OH0046	GEAUGA COUNTY PUBLIC LIBRARY	7	0	6	1
111	OH0052	CUYAHOGA COUNTY PUBLIC LIBRARY	29	0	29	0
112	OH0075	PREBLE COUNTY DISTRICT LIBRARY	7	0	7	0
113	OH0099	SOUTHWEST PUBLIC LIBRARIES	3	0	3	0
114	OH0242	WILLOUGHBY-EASTLAKE PUBLIC LIBRARY	4	0	4	0
115	OR0091	DESCHUTES PUBLIC LIBRARY SYSTEM	6	0	5	1
116	OR0115	COOS COUNTY LIBRARY SERVICE DISTRICT	0	0	0	0
117	SC0002	ABBE REGIONAL LIBRARY SYSTEM	15	0	14	1
118	UT0001	BEAVER COUNTY BOOKMOBILE LIBRARY	2	0	0	2
119	UT0005	BOX ELDER COUNTY BOOKMOBILE LIBRARY	3	0	1	2
120	UT0009	CACHE COUNTY BOOKMOBILE LIBRARY	2	0	1	1
121	UT0015	CARBON COUNTY BOOKMOBILE LIBRARY	2	0	1	1
122	UT0018	DAGGETT COUNTY BOOKMOBILE LIBRARY	1	0	0	1
123	UT0022	EMERY COUNTY LIBRARY	8	0	8	0
124	UT0028	JUAB COUNTY BOOKMOBILE LIBRARY	1	0	0	1
125	UT0030	KANE COUNTY BOOKMOBILE LIBRARY	1	0	0	1
126	UT0032	MILLARD COUNTY BOOKMOBILE LIBRARY	1	0	0	1
127	UT0036	PIUTE COUNTY BOOKMOBILE LIBRARY	1	0	0	1
128	UT0038	SANPETE COUNTY BOOKMOBILE LIBRARY	2	0	1	1
129	UT0043	SEVIER COUNTY BOOKMOBILE LIBRARY	1	0	0	1
130	UT0049	SALT LAKE COUNTY LIBRARY SYSTEM	19	0	19	0
131	UT0050	SAN JUAN COUNTY LIBRARY	3	0	2	1
132	UT0053	TOOELE COUNTY BOOKMOBILE LIBRARY	2	0	1	1
133	UT0056	UTAH COUNTY BOOKMOBILE LIBRARY	2	0	1	1
134	UT0068	WAYNE COUNTY BOOKMOBILE LIBRARY	2	0	1	1
135	VT0216	WINDHAM CO. READS	1	0	0	1
136	VT0220	FRANKLIN-GRAND ISLE BOOKMOBILE	1	0	0	1
137	VA0026	FAIRFAX COUNTY PUBLIC LIBRARY	21	0	21	0
138	VA0036	HENRICO COUNTY PUBLIC LIBRARY	11	0	10	1
139	VA0044	LOUDOUN COUNTY PUBLIC LIBRARY	8	0	7	1
140	VA0050	MIDDLESEX COUNTY PUBLIC LIBRARY	2	0	2	0
141	VA0051	MONTGOMERY-FLOYD REGIONAL LIBRARY	5	0	3	2
142	VA0053	NEWPORT NEWS PUBLIC LIBRARY SYSTEM	5	0	4	1
143	VA0055	NOTTOWAY COUNTY LIBRARY SYSTEM	3	0	3	0
144	VA0057	PAMUNKEY REGIONAL LIBRARY	11	0	10	1
145	VA0064	PRINCE WILLIAM PUBLIC LIBRARY SYSTEM	10	0	10	0
146	VA0078	SOUTHSIDE REGIONAL LIBRARY	6	0	6	0
147	VA0086	WILLIAMSBURG REGIONAL LIBRARY	3	0	2	1
148	VA0091	CENTRAL VIRGINIA REGIONAL LIBRARY	2	0	2	0
149	WA0047	WALLA WALLA COUNTY LIBRARY DISTRICT	3	0	3	0
150	WA0057	WHATCOM COUNTY LIBRARY SYSTEM	10	0	9	1
151	WA0059	KING COUNTY LIBRARY SYSTEM	46	0	43	3
152	WA0061	MID-COLUMBIA LIBRARY DISTRICT	12	0	11	1
153	WA0063	PIERCE COUNTY LIBRARY SYSTEM	20	0	17	3
154	WA0065	SNO-ISLE LIBRARIES	21	0	20	1
155	WA0066	SPOKANE COUNTY LIBRARY DISTRICT	10	0	10	0
156	WA0069	TIMBERLAND REGIONAL LIBRARY	27	0	27	0
157	WA0072	STEVENS COUNTY RURAL LIBRARY DISTRICT	9	0	9	0
158	WI0148	KENOSHA PUBLIC LIBRARY	5	0	4	1
159	WI0153	KIMBERLY--LITTLE CHUTE PUBLIC LIBRARY	2	0	2	0
160	WI0390	LA CROSSE COUNTY LIBRARY	5	0	5	0
			=====	=====	=====	=====
			1,428	0	1,318	110

# Appendix F—Survey Instrument

## State Characteristics Data Screen

WinPLUS 2.6 - State Characteristics   Alabama   FY-2004

Alabama State Characteristics  
FSCS Submission Year 2005

01 Reporting Period Starting Date (MM/YYYY):	<input type="text"/>
02 Reporting Period Ending Date (MM/YYYY):	<input type="text"/>
03 Official State Total Population Estimate:	<input type="text"/>
04 Total Unduplicated Population of Legal Service Areas:	<input type="text"/>

# Appendix F—Survey Instrument

## Administrative Entity Data Screen (p. 1)

WinPLUS - View/Update Administrative Entity Alabama FY-2004

File Edit View Help

01 LIB ID: [dropdown] Admin. Entity: [dropdown] Page 1

1A FSCS ID: [dropdown] City: [dropdown]

**Identification**

02 Name: [text box]

03 Address: [text box] Street Address 07 Address: [text box] Mailing Address

04 City: [text box] 08 City: [text box]

05 ZIP: [text box] 06 ZIP+4: [text box] 09 ZIP: [text box] 10 ZIP+4: [text box]

11 County: HENRY

12 Phone: 334-585-2818 13 Web Address: http:// [text box]

14 Interlibrary Relationship Code: [dropdown] 18 Geographic Code: [dropdown]

15 Legal Basis Code: [dropdown] 19 Legal Service Area Boundary Change: [dropdown]

16 Administrative Structure Code: [dropdown] 20 Rept Period Start Date (MM/DD/YYYY): [text box]

17 FSCS Public Library Definition: [dropdown] 21 Rept Period End Date (MM/DD/YYYY): [text box]

**Population**

22 Population of the Legal Service Area: [text box]

**Service Outlets**

23 Number of Centrals: [text box]

24 Number of Branches: [text box]

25 Number of Bookmobiles: [text box]

**FTE Staff**

26 ALA-MLS: [text box]

27 Total Librarians: [text box]

28 All Other Paid Staff: [text box]

29 Total Paid Employees: [text box]

Save Work Cancel Changes Previous Page Next Page [Navigation Icons] View Outlets Sort By.. Structure Changes Exit

Navigate Records

# Appendix F—Survey Instrument

## Administrative Entity Data Screen (p. 2)

The screenshot shows a software window titled "WinPI.US - View/Update Administrative Entity Alabama FY-2004". The interface includes a menu bar (File, Edit, View, Help) and a status bar (Page 2). The main area contains several data entry sections:

- 01 LIB ID:** [Dropdown] **Admin. Entity:** [Dropdown]
- 1A FSCS ID:** [Dropdown] **City:** [Dropdown]
- Operating Revenue**
  - 30 Local Government: [Text Box]
  - 31 State Government: [Text Box]
  - 32 Federal Government: [Text Box]
  - 33 Other Revenue: [Text Box]
  - 34 Total Operating Revenue: [Text Box]
- Capital Revenue**
  - 44 Local Government: [Text Box]
  - 45 State Government: [Text Box]
  - 46 Federal Government: [Text Box]
  - 47 Other Capital Revenue: [Text Box]
  - 48 Total Capital Revenue: [Text Box]
- Operating Expenditures**
  - Staff Expenditures
    - 35 Salaries & Wages Expenditures: [Text Box]
    - 36 Employee Benefits Expenditures: [Text Box]
    - 37 Total Staff Expenditures: [Text Box]
  - Collection Expenditures
    - 38 Print Materials Expenditures: [Text Box]
    - 39 Electronic Materials Expenditures: [Text Box]
    - 40 Other Materials Expenditures: [Text Box]
    - 41 Total Collection Expenditures: [Text Box]
    - 42 Other Operating Expenditures: [Text Box]
    - 43 Total Operating Expenditures: [Text Box]
- Capital Expenditures**
  - 49 Total Capital Expenditures: [Text Box]
- Library Collection**
  - 50 Print Materials: [Text Box]
  - 51 Electronic Books: [Text Box]
  - 52 Audio: [Text Box]
  - 53 Video: [Text Box]
  - 54 Databases: [Text Box]
  - Current Serial Subscriptions
    - 55 Print Serial Subscriptions: [Text Box]
    - 56 Electronic Serial Subscriptions: [Text Box]

At the bottom, there is a control bar with buttons: Save Work, Cancel Changes, Previous Page, Next Page, Navigate Records (with arrow icons), View Outlets, Sort By..., Structure Changes, and Exit.

# Appendix F—Survey Instrument

## Administrative Entity Data Screen (p. 3)

WinPLUS - View/Update Administrative Entity Alabama FY-2004

File Edit View Help

01 LIB ID:  Admin. Entity:  Page 3  
1A FSCS ID:  City:

Public Services Hours Per Year		Library Programs	
57 Public Service Hours Per Year:	<input type="text"/>	64 Total Library Programs:	<input type="text"/>
<b>Services Per Year</b>		65 Children's Programs:	<input type="text"/>
58 Library Visits:	<input type="text"/>	66 Total Program Attendance:	<input type="text"/>
59 Reference Transactions:	<input type="text"/>	67 Children's Program Attendance:	<input type="text"/>
<b>Circulation</b>		<b>Other Electronic Information</b>	
60 Total Circulation:	<input type="text"/>	68 Internet Terminals Used by General Public:	<input type="text"/>
61 Children's Circulation:	<input type="text"/>	69 Users of Electronic Resources Per Year:	<input type="text"/>
<b>Inter-Library Loans</b>			
62 Provided To:	<input type="text"/>		
63 Received From:	<input type="text"/>		

Save Work Cancel Changes Previous Page Next Page  View Outlets Sort By... Structure Changes Exit



# Appendix F—Survey Instrument

## Outlet Data Screen

WinPLUS - View/Update Outlet    Alabama    FY-2004

File Edit View Help

01 LIB ID:  Admin. Entity:

1A FSCS ID:  City:

**Outlets**

LIB ID:  Select Affiliated Outlet:

01 LIB ID:  1A FSCS ID:

02 Name:

03 Address:

04 City:  07 County:

05 ZIP:  06 ZIP+4:  08 Phone:

09 Outlet Type Code:

11 Square Footage of Outlet:

10 Metropolitan Status Code:

12 Number of Bookmobiles:

Save Work    Cancel Changes    Previous Page    Next Page    Navigate Records    Hide Outlet    Sort Outlets    Structure Changes    Exit

## Appendix F—Survey Instrument

### State Characteristics Data Element Definitions

Note: The items below are answered by the state library agency.

#	Data Element Name	Data Element Definition
01	Reporting Period Starting Date	<p>This is the earliest date (month and year) for a 12-month period that applies to the state's data being submitted to NCES.</p> <p>Note: Reporting period means data for the fiscal year that ended in the previous calendar year. If data are collected for different local reporting periods, provide the earliest starting date.</p>
02	Reporting Period Ending Date	<p>This is the latest date (month and year) for a 12-month period that applies to the state's data being submitted to NCES.</p> <p>Note: Reporting period means data for the fiscal year that ended in the previous calendar year. If data are collected for different local reporting periods, provide the latest ending date.</p>
03	Official State Total Population Estimate	<p>This is the most recent official total population figures for your state that matches the local population figures that you are submitting to NCES. The State Data Coordinator should obtain this figure annually from the State Data Center or other official state sources.</p>
04	Total Unduplicated Population of Legal Service Areas	<p>This is the total unduplicated population of those areas in your state that receive library services. The population of unserved areas is not included in this figure.</p> <p>Note: A state's actual total population of legal service areas may be different from the total population of legal service areas as calculated by WinPLUS. This happens in states where there are overlaps in population of legal service areas served by individual libraries, resulting in the same population being counted twice in the WinPLUS calculation. For states that have no overlapping jurisdictions, this number will be identical to your state's total population of legal service areas as calculated by WinPLUS. For states that do have overlaps in population of legal service areas served by individual libraries, this number must be calculated separately.</p> <p>Use your state's most recent official state population figures for jurisdictions in your state as the basis for calculating the total unduplicated population of legal service areas.</p>

## Appendix F—Survey Instrument

### Administrative Entity Data Element Definitions

**Administrative Entity.** (This is not a WinPLUS Data Element.) This is the agency that is legally established under local or state law to provide public library service to the population of a local jurisdiction. The administrative entity may have a single outlet, or it may have more than one outlet.

#	Data Element Name	Data Element Definition
1A	FSCS ID (Automatic Display)	This is the identification code assigned by NCES to the administrative entity.
01	LIB ID (Optional)	This is the state-assigned identification code for the administrative entity.
02	Name	This is the legal name of the administrative entity.  Note: Provide the name of the public library. Do not use acronyms. Do not abbreviate the name unless it exceeds the WinPLUS field length of 60 characters. Avoid abbreviations at the beginning of the name and do not punctuate abbreviations.

#### Street Address

03	Street Address	This is the complete street address of the administrative entity.  Note: Do not report a post office box or general delivery.
04	City (of street address)	This is the city or town in which the administrative entity is located.
05	Zip (of street address)	This is the standard five-digit postal zip code for the street address of the administrative entity.
06	Zip4 (of street address)	This is the four-digit postal zip code extension for the street address of the administrative entity.

#### Mailing Address

07	Mailing Address	This is the mailing address of the administrative entity.
08	City (of mailing address)	This is the city or town of the mailing address for the administrative entity.
09	Zip (of mailing address)	This is the standard five-digit postal zip code for the mailing address of the administrative entity.
10	Zip4 (of mailing address)	This is the four-digit postal zip code extension for the mailing address of the administrative entity.
11	County of the Entity	This is the county in which the administrative entity is located.

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- 12 Phone This is the telephone number of the administrative entity, including area code.
- Note: Report telephone number without spacing or punctuation. If the Administrative Entity has no phone, enter “-3” (for Not Applicable).
- 13 Web Address This is the Web address of the administrative entity.  
http://\_\_\_\_\_
- Note: If the Administrative Entity has no web address, enter “-3” (for Not Applicable).
- 14 Interlibrary Relationship Code Select one of the following:
- HQ—Headquarters of a Federation or Cooperative. The library or entity that provides the physical space and staff who manage, coordinate, or administer the programs of the federation or cooperative.
- Note: Agencies that serve other libraries rather than the public should not be reported to FSCS.
- ME—Member of a Federation or Cooperative. An autonomous library joined by formal or informal agreement(s) with (a) other autonomous libraries in the same state to perform various services cooperatively, such as resource sharing, communications, etc., and (b) libraries that are part of national, multi-state or statewide library federations or cooperatives. (Do not include OCLC.) Do not include multiple-outlet administrative entities (e.g., libraries with branches and that have the word "system" in their legal name) if the entity does not have an agreement with another autonomous library.
- NO—Not a Member of a Federation or Cooperative.
- 15 Legal Basis Code\*\* The legal basis is the type of local government structure within which the entity functions. It reflects the state or local law which authorizes the library.
- Select one of the following:
- CC—City/County. A multi-jurisdictional entity that is operated jointly by a county and a city.
- CI—Municipal Government (city, town or village). A municipal government is an organized local government authorized in a state’s constitution and statutes and established to provide general government for a specific concentration of population in a defined area.

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CO—County/Parish. An organized local government authorized in a state's constitution and statutes and established to provide general government.

LD—Library District. A library district is a local entity other than a county, municipality, township, or school district that is authorized by state law to establish and operate a public library as defined by FSCS. It has sufficient administrative and fiscal autonomy to qualify as a separate government. Fiscal autonomy requires support from local taxation dedicated to library purposes (e.g., a library tax).

MJ—Multi-jurisdictional. An entity operated jointly by two or more units of local government under an intergovernmental agreement which creates a jointly appointed board or similar means of joint governance; to be distinguished from a library which contracts to serve other jurisdictions and from special library districts.

Note: Please put city/county combinations under 'CC', rather than under Multi-jurisdictional.

NL—Native American Tribal Government. An organized local government authorized and established to provide general government to residents of a Native American reservation.

Note: Include native Alaskan villages in this category.

NP—Non-profit Association or Agency. An entity privately controlled but meeting the statutory definition of a public library in a given state; includes association libraries.

SD—School District. An organized local entity providing public elementary, secondary, and/or higher education which, under state law, has sufficient administrative and fiscal autonomy to qualify as a separate government. Excludes "dependent public school systems" of county, municipal, township, or state governments.

OT—Other.

16      Administrative Structure  
Code

This code identifies an autonomous library entity (administrative entity) that has its own governance and funding.

An administrative entity is the agency that is legally established under local or state law to provide public library service to the population of a local jurisdiction. The administrative entity may have a single outlet, or it may have more than one outlet.

Select one of the following:

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MA—Administrative Entity with Multiple Direct Service Outlets where Administrative Offices are Separate. An administrative entity that serves the public directly with two or more service outlets, including some combination of one central library, branch(es), bookmobile(s), and/or books-by-mail only. The administrative offices are separate from the direct service outlets and do not provide direct library services.

MO—Administrative Entity with Multiple Direct Service Outlets where Administrative Offices are Not Separate. An administrative entity that serves the public directly with two or more service outlets, including some combination of one central library, branch(es), bookmobile(s), and/or books-by-mail only.

SO—Administrative Entity with a Single Direct Service Outlet. An administrative entity that serves the public directly with one central library, books-by-mail only, or one bookmobile.

17 FSCS Public Library Definition

Answer <Y>es or <N>o to the following question: “*Does this public library meet all the criteria of the FSCS public library definition?*”

A public library is an entity that is established under state enabling laws or regulations to serve a community, district, or region, and that provides at least the following:

1. An organized collection of printed or other library materials, or a combination thereof;
2. Paid staff;
3. An established schedule in which services of the staff are available to the public;
4. The facilities necessary to support such a collection, staff, and schedule; and
5. Is supported in whole or in part with public funds.

Note: If the library meets all of the requirements of this definition, respond with a <Y>es. If the library does not meet one or more of the requirements, respond with a <N>o.

18 Geographic Code

Choose from among the following types of readily available Census geography, one code that either exactly or most nearly describes the geographic area for which the public library has been established to offer services and from which (or on behalf of which) the library derives revenue, plus any areas served under contract for which the library is the primary service provider.

Note: The Population of Legal Service Area (data element #22) should be reflected in the geographic code selected. For further clarification of municipal government, county/parish, and school district, refer to definitions under Legal Basis Code (data element #15). For further clarification of metropolitan area, see Metropolitan Status Code “NC—Metropolitan Area, but Not Within Central City Limits” (data element #10 in Appendix F—Outlet Data Element Definitions).

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C11—Municipal Government (city, town or village) (exactly)  
 C12—Municipal Government (city, town or village) (most nearly)  
 CO1—County/Parish (exactly)  
 CO2—County/Parish (most nearly)  
 MA1—Metropolitan Area (exactly)  
 MA2—Metropolitan Area (most nearly)  
 MC1—Multi-County (exactly)  
 MC2—Multi-County (most nearly)  
 SD1—School District (exactly)  
 SD2—School District (most nearly)  
 OTH—Other

- |    |                                      |  |
|----|--------------------------------------|--|
| 19 | Legal Service Area Boundary Change   | <p>Answer &lt;Y&gt;es or &lt;N&gt;o to the following question: “<i>Did the administrative entity’s legal service area boundaries change since last year?</i>”</p> <p>Note: Changes are likely to result, for example, when a municipality annexes land, when one municipality in a county becomes either an independent city or its own county necessitating its exclusion from the first county’s geography, or when an administrative entity contracts to provide public library service for some additional geographic area other than the geographic area for which it was established (e.g., a municipal library contracts to serve county residents).</p>                                      |
| 20 | Reporting Period Starting Date*      | <p>This is the starting date (month, day, and year) for a 12-month period that applies to the administrative entity’s data being submitted to NCES.</p> <p>Note: Reporting period means data for the fiscal year that ended in the previous calendar year.</p>   |
| 21 | Reporting Period Ending Date*        | <p>This is the ending date (month, day, and year) for a 12-month period that applies to the administrative entity’s data being submitted to NCES.</p> <p>Note: Reporting period means data for the fiscal year that ended in the previous calendar year.</p>   |
| 22 | Population of the Legal Service Area | <p>The number of people in the geographic area for which a public library has been established to offer services and from which (or on behalf of which) the library derives revenue, plus any areas served under contract for which the library is the primary service provider.</p> <p>Note: The determination of this population figure shall be the responsibility of the state library agency. This population figure should be based on the most recent official state population figures for jurisdictions in your state available from the State Data Center. The State Data Coordinator should obtain these figures annually from the State Data Center or other official state sources.</p> |

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- 23      Number of Central Libraries      This is one type of single outlet library (SO) or the library which is the operational center of a multiple-outlet library (MO or MA). Usually all processing is centralized here and the principal collections are housed here. Synonymous with main library.
- Note: Each administrative entity may report either no central library or one central library. No administrative entity may report more than one central library. In the administrative entity file, this simply means reporting “0” or “1” for central library. Where two or more libraries are considered “centrals” for state or local purposes, one central library and one or more branch libraries should be reported to FSCS. If you wish to identify a central library in the outlet file, identify the library with the largest collection as the central library for FSCS purposes, and report all others as branches. Where there are several co-equal outlets and no principal collection, report all such outlets as branches, not central libraries.
- 24      Number of Branch Libraries      A branch library is an auxiliary unit of an administrative entity which has at least all of the following:
1. Separate quarters;
  2. An organized collection of library materials;
  3. Paid staff; and
  4. Regularly scheduled hours for being open to the public.
- 25      Number of Bookmobiles      A bookmobile is a traveling branch library. It consists of at least all of the following:
1. A truck or van that carries an organized collection of library materials;
  2. Paid staff; and
  3. Regularly scheduled hours (bookmobile stops) for being open to the public.
- Note: Count the number of vehicles in use, not the number of stops the vehicle makes.

### PAID STAFF (FULL-TIME EQUIVALENT)

Report figures as of the last day of the fiscal year. Include all positions funded in the library’s budget whether those positions are filled or not. To ensure comparable data, 40 hours per week has been set as the measure of full-time employment (FTE). For example, 60 hours per week of part-time work by employees in a staff category divided by the 40-hour measure equals 1.50 FTEs.

- 26      ALA-MLS      Librarians with master’s degrees from programs of library and information studies accredited by the American Library Association.



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27	Total Librarians	Persons with the title of librarian who do paid work that usually requires professional training and skill in the theoretical or scientific aspects of library work, or both, as distinct from its mechanical or clerical aspect. This data element also includes ALA-MLS (data element #26).
28	All Other Paid Staff	This includes all other FTE employees paid from the reporting unit budget, including plant operations, security, and maintenance staff.
29	Total Paid Employees	This is the sum of Total Librarians and All Other Paid Staff (data elements #27 and #28).

### OPERATING REVENUE

Report revenue used for operating expenditures as defined below. Include federal, state, local, or other grants. DO NOT include revenue for major capital expenditures, contributions to endowments, revenue passed through to another agency (e.g., fines), or funds unspent in the previous fiscal year (e.g., carryover). (Funds transferred from one public library to another public library should be reported by only one of the public libraries. The State Data Coordinator shall determine which library will report these funds.)

30	Local Government Revenue	<p>This includes all local government funds designated by the community, district, or region and available for expenditure by the public library. Do not include the value of any contributed or in-kind services or the value of any gifts and donations, library fines, fees, or grants.</p> <p>Do not include state, federal, and other funds passed through local government for library use. Report these funds with state government revenue or federal government revenue, as appropriate.</p>
31	State Government Revenue	<p>These are all funds distributed to public libraries by state government for expenditure by the public libraries, except for federal money distributed by the state. This includes funds from such sources as penal fines, license fees, and mineral rights.</p> <p>Note: If operating revenue from consolidated taxes is the result of state legislation, the revenue should be reported under state revenue (even though the revenue may be from multiple sources).</p>
32	Federal Government Revenue	This includes all federal government funds distributed to public libraries for expenditure by the public libraries, including federal money distributed by the state.
33	Other Operating Revenue	This is all operating revenue other than that reported under local, state, and federal (data elements #30, #31, and #32). Include, for example, monetary gifts and donations received in the current year, interest, library fines, fees for library services, or grants. Do not include the value of any contributed or in-kind services or the value of any non-monetary gifts and donations.

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- 34 Total Operating Revenue This is the sum of Local Government Revenue, State Government Revenue, Federal Government Revenue, and Other Operating Revenue (data elements #30 through #33).

### OPERATING EXPENDITURES

Operating expenditures are the current and recurrent costs necessary to support the provision of library services. Significant costs, especially benefits and salaries, that are paid by other taxing agencies (government agencies with the authority to levy taxes) "on behalf of" the library may be included if the information is available to the reporting agency. Only such funds that are supported by expenditure documents (such as invoices, contracts, payroll records, etc.) at the point of disbursement should be included. Do not report the value of free items as expenditures. Do not report estimated costs as expenditures. Do not report capital expenditures under this category.

#### Staff Expenditures

- 35 Salaries & Wages Expenditures This includes salaries and wages for all library staff (including plant operations, security, and maintenance staff) for the fiscal year. Include salaries and wages before deductions but exclude employee benefits.
- 36 Employee Benefits Expenditures These are the benefits outside of salaries and wages paid and accruing to employees (including plant operations, security, and maintenance staff), regardless of whether the benefits or equivalent cash options are available to all employees. Include amounts for direct paid employee benefits including Social Security, retirement, medical insurance, life insurance, guaranteed disability income protection, unemployment compensation, workmen's compensation, tuition, and housing benefits.
- 37 Total Staff Expenditures This is the sum of Salaries & Wages Expenditures and Employee Benefits Expenditures (data elements #35 and #36).

#### Collection Expenditures

This includes all operating expenditures from the library budget for all materials in print, microform, electronic, and other formats considered part of the collection, whether purchased, leased, or licensed. Exclude charges or fees for interlibrary loans and expenditures for document delivery.

- 38 Print Materials Expenditures Report all operating expenditures for the following print materials: books, serial back files, current serial subscriptions, government documents, and any other print acquisitions.

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- 39 Electronic Materials Expenditures\*\* Report all operating expenditures for electronic (digital) materials. Types of electronic materials include e-books, e-serials (including journals), government documents, databases (including locally mounted, full text or not), electronic files, reference tools, scores, maps, or pictures in electronic or digital format, including materials digitized by the library. Electronic materials can be distributed on magnetic tape, diskettes, computer software, CD-ROM, or other portable digital carrier, and can be accessed via a computer, via access to the Internet, or by using an e-book reader. Include expenditures for materials held locally and for remote materials for which permanent or temporary access rights have been acquired. Include expenditures for database licenses. [Note: Based on ISO 2789 definition.]
- Note: Expenditures for computer software used to support library operations or to link to external networks, including the Internet, are reported under Other Operating Expenditures (data element #42).
- 40 Other Materials Expenditures Report all operating expenditures for other materials, such as microform, audio, video, DVD, and materials in new formats.
- 41 Total Collection Expenditures This is the sum of Print Materials Expenditures, Electronic Materials Expenditures, and Other Materials Expenditures (data elements #38, #39, and #40).
- 42 Other Operating Expenditures\*\* This includes all expenditures other than those reported for Total Staff Expenditures (data element #37) and Total Collection Expenditures (data element #41).
- Note: Include expenses such as binding, supplies, repair or replacement of existing furnishings and equipment; and costs of computer hardware and software used to support library operations or to link to external networks, including the Internet. Report contracts for services, such as costs of operating and maintaining physical facilities, and fees paid to a consultant, auditor, architect, attorney, etc.
- 43 Total Operating Expenditures This is the sum of Total Staff Expenditures, Total Collection Expenditures, and Other Operating Expenditures (data elements #37, #41, and #42).

### CAPITAL REVENUE

Report all revenue to be used for major capital expenditures, by source of revenue. Include funds received for (a) site acquisition; (b) new buildings; (c) additions to or renovation of library buildings; (d) furnishings, equipment, and initial collections (print, non-print, and electronic) for new buildings, building additions, or building renovations; (e) computer hardware and software used to support library operations, to link to networks, or to run information products; (f) new vehicles; and (g) other one-time major projects. Exclude revenue to be used for replacement and repair of existing furnishings and equipment, regular purchase of library materials, and investments for capital appreciation. Exclude income passed through to another agency (e.g., fines), or funds unspent in the previous fiscal year (e.g., carryover). Funds transferred from one public library to another public library should be reported by only one of the public libraries. Report federal, state, local, and other revenue to be used for major capital expenditures in the following categories:

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- |    |                                     |  |
|----|-------------------------------------|--|
| 44 | Local Government Capital Revenue*   | Report all governmental funds designated by the community, district, or region and available to the public library for the purpose of major capital expenditures, except for state and/or federal money distributed by the local government. |
| 45 | State Government Capital Revenue*   | Report all funds distributed to public libraries by state government for expenditure by the public libraries for the purpose of major capital expenditures, except for federal money distributed by the state.                               |
| 46 | Federal Government Capital Revenue* | Report federal governmental funds, including federal funds distributed by the state or locality, and grants and aid received by the library for the purpose of major capital expenditures.   |
| 47 | Other Capital Revenue*              | Report private (non-governmental funds), including grants received by the library for the purpose of major capital expenditures.   |
| 48 | Total Capital Revenue**             | This is the sum of Local Government Capital Revenue, State Government Capital Revenue, Federal Government Capital Revenue, and Other Capital Revenue (data elements #44 through #47).  |

Note: The amounts reported for Total Capital Revenue and Total Capital Expenditures are not expected to be equal.

### CAPITAL EXPENDITURES

- |    |                              |   |
|----|------------------------------|---|
| 49 | Total Capital Expenditures** | Report major capital expenditures (the acquisition of or additions to fixed assets). Examples include expenditures for (a) site acquisitions; (b) new buildings; (c) additions to or renovation of library buildings; (d) furnishings, equipment, and initial book stock for new buildings, building additions, or building renovations; (e) library automation systems; (f) new vehicles; and (g) other one-time major projects. Include federal, state, local, or other revenue used for major capital expenditures. Only funds that are supported by expenditure documents (e.g., invoices, contracts, payroll records, etc.) at the point of disbursement should be included. Estimated costs are not included. Exclude expenditures for replacement and repair of existing furnishings and equipment, regular purchase of library materials, and investments for capital appreciation. Exclude contributions to endowments, or revenue passed through to another agency (e.g., fines). Funds transferred from one public library to another public library should be reported by only one of the public libraries. |
|----|------------------------------|---|

### LIBRARY COLLECTION

This section of the survey collects data on selected types of materials. It does not cover all materials (i.e., microform, scores, maps, and pictures) for which expenditures are reported under Print Materials Expenditures, Electronic Materials Expenditures, and Other Materials Expenditures (data elements #38, #39, and #40). Under this category report only items the library has acquired as part of the collection and catalogued, whether purchased, leased, licensed, or donated as gifts.

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- 50 Print Materials Report a single figure that includes both of the following:
1. Books in print. Books are non-serial printed publications (including music and maps) that are bound in hard or soft covers, or in loose-leaf format. Include non-serial government documents. Report the number of physical units, including duplicates. For smaller libraries, if volume data are not available, count the number of titles. Books packaged together as a unit (e.g., a 2-volume set) and checked out as a unit are counted as one physical unit.
  2. Serial back files in print. Serials are publications issued in successive parts, usually at regular intervals, that are intended to be continued indefinitely. Serials include periodicals (magazines); newspapers; annuals (reports, yearbooks, etc.); journals, memoirs, proceedings, and transactions of societies; and numbered monographic series. Government documents and reference tools are often issued as serials. Except for the current volume, count unbound serials as a volume when the library has at least half of the issues in a publisher's volume. Report the number of physical units, including duplicates. For smaller libraries, if volume data are not available, count the number of titles. Serials packaged together as a unit (e.g., a 2-volume serial monograph) and checked out as a unit are counted as one physical unit.
- 51 Electronic Books (E-Books) E-books are digital documents (including those digitized by the library), licensed or not, where searchable text is prevalent, and which can be seen in analogy to a printed book (monograph). Include non-serial government documents. E-books are loaned to users on portable devices (e-book readers) or by transmitting the contents to the user's personal computer for a limited time. Include e-books held locally and remote e-books for which permanent or temporary access rights have been acquired. Report the number of physical or electronic units, including duplicates, for all outlets. For smaller libraries, if volume data are not available, the number of titles may be counted. E-books packaged together as a unit (e.g., multiple titles on a single e-book reader) and checked out as a unit are counted as one unit.
- Note: Under this category report only items the library has selected as part of the collection and made accessible through the library's Online Public Access Catalog (OPAC).
- 52 Audio These are materials on which sounds (only) are stored (recorded) and that can be reproduced (played back) mechanically, electronically, or both. Include records, audiocassettes, audio cartridges, audio discs (including audio-CD-ROMs), audio-reels, talking books, and other sound recordings.

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Report the number of physical units, including duplicates. For smaller libraries, if physical unit data are not available, count the number of titles. Items packaged together as a unit (e.g., two audiocassettes for one recorded book) and checked out as a unit are counted as one physical unit.

53 Video

These are materials on which moving pictures are recorded, with or without sound. Electronic playback reproduces pictures, with or without sound, using a television receiver or monitor. Video formats may include tape, DVD, CD-ROM, etc.

Report the number of physical units, including duplicates. For smaller libraries, if physical unit data are not available, count the number of titles. Items packaged together as a unit (e.g., two video cassettes for one movie) and checked out as a unit are counted as one physical unit.

54 Databases\*\*

Report the number of databases (including locally mounted or remote, full-text or not) for which temporary or permanent access rights have been acquired. A database is a collection of electronically stored data or unit records (facts, bibliographic data, abstracts, texts) with a common user interface and software for the retrieval and manipulation of the data.

Note: The data or records are usually collected with a particular intent and relate to a defined topic. A database may be issued on CD-ROM, diskette, or other direct access method, or as a computer file accessed via dial-up methods or via the Internet. Subscriptions to individual electronic serial titles are reported under Current Electronic Serial Subscriptions (data element #56). Each database is counted individually even if access to several databases is supported through the same vendor interface.

### Current Serial Subscriptions

Current serial subscriptions are arrangements by which, in return for a sum paid in advance, serials are provided for a specified number of issues. Include current serial subscriptions in print, electronic, and digital formats.

55 Current Print Serial Subscriptions

Report the number of current print serial subscriptions, including duplicates, for all outlets. Examples of serials are periodicals (magazines), newspapers, annuals, some government documents, some reference tools, and numbered monographic series.

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- 56 Current Electronic Serial Subscriptions Report the number of current electronic, electronic and other format, and digital serial subscriptions (e-serials, e-journals), including duplicates, for all outlets. Examples include periodicals (magazines), news-papers, annuals, some government documents, some reference tools, and numbered monographic series distributed in the following ways: (a) via the Internet (e.g., HTML, PDF, JPEG, or compressed file formats such as zipped files), (b) on CD-ROM or other portable digital carrier, (c) on databases (including locally mounted databases), and (d) on diskettes or magnetic tapes. Electronic serial subscriptions include serials held locally or remote resources that the library has authorization to access, including those available through statewide or consortia agreements. Do not include subscriptions to indexing and abstracting databases that include full-text serial content (e.g., EBSCO Host, ProQuest, OCLC FirstSearch).

### SERVICES

- 57 Public Service Hours Per Year This is the sum of annual public service hours for outlets.
- Note: Include the hours open for public service for Centrals (data element #23), Branches (data element #24), Bookmobiles (data element #25), and Books-by-Mail Only. For each bookmobile, count only the hours during which the bookmobile is open to the public. For administrative entities that offer ONLY books-by-mail service, count the hours that the outlet is staffed for service. Minor variations in scheduled public service hours need not be included, however, extensive hours closed to the public due to natural disasters or other events should be excluded even if the staff is scheduled to work.
- 58 Library Visits This is the total number of persons entering the library for whatever purpose during the year.
- Note: If an actual count of visits is unavailable, determine an annual estimate by counting visits during a typical week in October and multiplying the count by 52. A “typical week” is a time that is neither unusually busy nor unusually slow. Avoid holiday times, vacation periods for key staff, or days when unusual events are taking place in the community or the library. Choose a week in which the library is open its regular hours. Include seven consecutive calendar days, from Sunday through Saturday (or whenever the library is usually open).

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- 59      Reference Transactions      A reference transaction is an information contact which involves the knowledge, use, recommendations, interpretation, or instruction in the use of one or more information sources by a member of the library staff. It includes information and referral services. Information sources include printed and non-printed materials, machine-readable databases, catalogs and other holdings records, and, through communication or referral, other libraries and institutions and people inside and outside the library. The request may come in person, by phone, by fax, or by mail, electronic mail, or through live or networked electronic reference service from an adult, a young adult, or a child.
- Do not count directional transactions or questions of rules or policies. Examples of directional transactions are "*Where are the children's books?*" and "*I'm looking for a book with the call number 811.2G.*" An example of a question of rules or policies is "*Are you open until 9:00 tonight?*"
- Note: If an annual count of reference transactions is unavailable, determine an annual estimate by counting reference transactions during a typical week in October and multiply the count by 52. A "typical week" is a time that is neither unusually busy nor unusually slow. Avoid holiday times, vacation periods for key staff, or days when unusual events are taking place in the community or in the library. Choose a week in which the library is open its regular hours. Include seven consecutive calendar days, from Sunday through Saturday (or whenever the library is usually open).
- 60      Total Circulation      The total annual circulation of all library materials of all types, including renewals.
- Note: Count all materials in all formats that are charged out for use outside the library. Interlibrary loan transactions included are only items borrowed for users. Do not include items checked out to another library.
- 61      Circulation of Children's Materials      The total annual circulation of all children's materials in all formats to all users, including renewals.

### INTER-LIBRARY LOANS

- 62      Provided To      These are library materials, or copies of the materials, provided by one autonomous library to another upon request. The libraries involved in interlibrary loans are not under the same library administration. These data are reported as annual figures.



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- 63 Received From These are library materials, or copies of the materials, received by one autonomous library from another upon request. The libraries involved in interlibrary loans are not under the same library administration. These data are reported as annual figure.

### LIBRARY PROGRAMS

- 64 Total Number of Library Programs\* A program is any planned event which introduces the group attending to any of the broad range of library services or activities or which directly provides information to participants. Programs may cover use of the library, library services, or library tours. Programs may also provide cultural, recreational, or educational information, often designed to meet a specific social need. Examples of these types of programs include film showings; lectures; story hours; literacy, English as a second language, and citizenship classes; and book discussions.

Count all programs, whether held on- or off-site, that are sponsored or co-sponsored by the library. Exclude programs sponsored by other groups that use library facilities.

If programs are offered as a series, count each program in the series. For example, a film series offered once a week for eight weeks should be counted as eight programs.

Note: Exclude library activities delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, resume writing assistance, homework assistance, and mentoring activities.

- 65 Number of Children's Programs\* A children's program is any planned event for which the primary audience is children and which introduces the group of children attending to any of the broad range of library services or activities for children or which directly provides information to participants. Children's programs may cover use of the library, library services, or library tours. Children's programs may also provide cultural, recreational, or educational information, often designed to meet a specific social need. Examples of these types of programs include story hours and summer reading events.

Count all children's programs, whether held on- or off-site, that are sponsored or co-sponsored by the library. Do not include children's programs sponsored by other groups that use library facilities. If children's programs are offered as a series, count each program in the series. For example, a story hour offered once a week, 48 weeks a year, should be counted as 48 programs. Exclude library activities for children delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, homework assistance, and mentoring activities. This figure is a subset of the Total Number of Library Programs (data element #64).

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Note: *Output Measures for Public Library Services to Children: A Manual of Standardized Procedures* (ALA, 1992) defines children as persons age 14 and under.

66 Total Attendance at Library Programs\* This is a total count of the audience at all library programs during the reporting period. (See Total Number of Library Programs, data element #64, for the definition of a library program.)

67 Children's Program Attendance\*\* The count of the audience at all programs for which the primary audience is children 14 years and under. Include adults who attend programs intended primarily for children.

Note: Do not count attendance at library activities for children that are delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, homework assistance, and mentoring activities. (See Number of Children's Programs, data element #65, for the definition of a children's library program.)

### OTHER ELECTRONIC INFORMATION

68 Number of Internet Terminals Used by General Public Report the number of Internet terminals (personal computers (PCs), dumb terminals, and laptops), whether purchased, leased or donated, used by the general public in the library.

69 Number of Users of Electronic Resources Per Year Report the annual number of users of electronic resources in the library. Electronic resources include, but are not limited to, Internet (WWW, email, Telnet, other), online indexes, CD-ROM reference materials, software, and the online catalog. Do not include staff use of these resources.

Note: The number of users may be counted manually, using registration logs. Count each user that uses electronic resources, regardless of the amount of time spent on the computer. A user who uses the library's electronic resources three times a year would count as three customers. Software such as "Historian" can also be used to track the number of users at each public terminal. If the data element is collected as a weekly figure, multiply that figure by 52 to annualize it.

\*New data element

\*\*Data element name, category, definition, or note was revised.

## Appendix F—Survey Instrument

### Outlet Data Element Definitions

#	Data Element Name	Data Element Definition
1A	FSCS ID (Automatic Display)	This is the identification code assigned by NCES. Outlets are assigned the same FSCS ID as the administrative entity to which they belong, with a unique three-digit suffix added to distinguish each outlet.
01	LIB ID (Optional)	This is the state-assigned identification code for the outlet.
02	Name	This is the name of the outlet.  Note: Provide the name of the outlet. Do not use acronyms. Do not abbreviate the name unless it exceeds the WinPLUS field length of 60 characters. Avoid abbreviations at the beginning of the name and do not punctuate abbreviations.
03	Street Address	This is the complete street address of the outlet.  Note: Do not report a post office box or general delivery. For a bookmobile that operates from an administrative entity, branch, or central library, report the address of the administrative entity, branch or central library from which it operates. For a bookmobile that is itself the administrative entity, report the address where the bookmobile is parked at night.
04	City	This is the city or town in which the outlet is located.
05	Zip	This is the standard five-digit postal zip code for the street address of the outlet.
06	Zip4	This is the four-digit postal zip code extension for the street address of the outlet.
07	County of the Outlet	This is the county in which the outlet is located.
08	Phone	This is the telephone number of the outlet, including area code.  Note: Report telephone number without spacing or punctuation. If the outlet has no phone, enter “-3” (for Not Applicable).

## Appendix F—Survey Instrument

### 09 Outlet Type Code

An outlet is a unit of an administrative entity that provides direct public library service.

Select one of the following:

**BM—Books-by-Mail Only.** A direct mail order service which provides books and other library materials. Books-by-mail typically serves rural residents, the disabled, the homebound, and others without access to another type of public library outlet. Requests for materials are usually received by mail and by telephone only. Only books-by-mail services that are housed separately from any other type of direct public service outlet (that is, central library, branches, or bookmobiles) should be coded here.

**BR—Branch Library.** A branch library is an auxiliary unit of an administrative entity which has at least all of the following:

1. Separate quarters;
2. An organized collection of library materials;
3. Paid staff; and
4. Regularly scheduled hours for being open to the public.

**BS—Bookmobile(s).** A bookmobile is a traveling branch library. It consists of at least all of the following:

1. A truck or van that carries an organized collection of library materials;
2. A paid staff; and
3. Regularly scheduled hours (bookmobile stops) for being open to the public.

**Note:** A separate outlet record may be created for each bookmobile. You may wish to create separate outlet records for individual bookmobiles if (1) they have different addresses and/or (2) they have different Metropolitan Status Codes (see outlet data element #10). Alternatively, a bookmobile outlet record may include more than one bookmobile.

**CE—Central Library.** This is one type of single outlet library (SO) or the library which is the operational center of a multiple-outlet library (MO or MA). Usually all processing is centralized here and the principal collections are housed here. Synonymous with main library.

**Note:** Each administrative entity may report either no central library or one central library. No administrative entity may report more than one central library. If you wish to identify a central library in the outlet file, identify the library with the largest collection as the central library for FSCS purposes, and report all others as branches. Where there are several co-equal outlets and no principal collection, report all such outlets as branches, not central libraries.

## Appendix F—Survey Instrument

- 10 Metropolitan Status Code Select one of the following. Bookmobiles should report the code which best describes their primary service area.
- Note: Contact the State Data Center for specific information about Metropolitan Areas in your state.
- CC—Central City. The largest central city and, in some cases, up to two additional central cities are included in the title of the Metropolitan Area; there also are central cities that are not included in a Metropolitan Area title. A Metropolitan Area central city does not include any part of that city that extends outside the Metropolitan Area boundary.
- NC—Metropolitan Area, but Not Within Central City Limits. A large population nucleus, together with adjacent communities that have a high degree of economic and social integration with that nucleus. Some Metropolitan Areas are defined around two or more nuclei. Each Metropolitan Area must contain a place with a minimum population of 50,000 or a Census Bureau-defined urbanized area and a total Metropolitan Area population of at least 100,000 (75,000 in New England). A Metropolitan Area comprises one or more central counties. (Independent cities are considered county equivalents.) A Metropolitan Area may also include one or more outlying counties that have close economic and social relationships with the central county. An outlying county must have a specified level of commuting to the central counties and also must meet certain standards regarding metropolitan character, such as population density, urban population, and population growth. In New England, Metropolitan Areas are composed of cities and towns rather than whole counties.
- NO—Not in a Metropolitan Area.
- 11 Square Footage of Outlet Provide the area, in square feet, of the public library outlet (central library or branch). Report the total area in square feet for each library outlet (central library or branch) separately. This is the area on all floors enclosed by the outer walls of the library outlet. Include all areas occupied by the library outlet, including those areas off-limits to the public. Include any areas shared with another agency or agencies if the outlet has use of that area.
- 12 Number of Bookmobiles in the Bookmobile Outlet Record The number of bookmobiles in the bookmobile outlet record.
- Note: A bookmobile outlet record may include one or more bookmobiles. Complete this data element only if the outlet record is of the type BS—Bookmobile(s) (see outlet data element #9). A bookmobile is a traveling branch library. It consists of at least all of the following:

## Appendix F—Survey Instrument

1. A truck or van that carries an organized collection of library materials;
2. A paid staff; and
3. Regularly scheduled hours (bookmobile stops) for being open to the public. Count vehicles in use, not the number of stops the vehicle makes.

## Appendix G—Imputation Flags and Definitions for Public Library Data File

- 0 If the variable was not imputed.
- 1 If Method 1 (mean growth rate) was used with 2003 data.
- 2 If Method 1 was used with 2002 data.
- 3 If Method 2 (hot-deck growth rate) was used with 2003 data.
- 4 If Method 2 was used with 2002 data.
- 5 If adjusted cell mean was used (the ratio of population of legal service area to the cell mean population of legal service area was used to adjust the imputed value).
- 6 If unadjusted cell mean was used.
- 7 If, for library visits, there is no prior year data, the ratio of 2004 total library visits to total population of legal service area for the respondents in the imputation cell was multiplied by the nonrespondent's 2004 population value.
- 8 If, for children's program attendance, the ratio of the nonrespondent's 2003 children's program attendance to library visits was multiplied by the nonrespondent's 2004 library visits. Likewise, for children's circulation, the ratio of the nonrespondent's 2003 children's circulation to total circulation was multiplied by the nonrespondent's 2004 total circulation. Likewise for other variables.
- 9 If, for children's program attendance, the ratio of the nonrespondent's 2002 children's program attendance to library visits was multiplied by the nonrespondent's 2004 library visits. Likewise, for children's circulation, the ratio of the nonrespondent's 2002 children's circulation to total circulation was multiplied by the nonrespondent's 2004 total circulation. Likewise for other variables.
- 10 If, for children's program attendance, there is no prior year data, the ratio of 2004 total children's program attendance to total library visits for the respondents in the imputation cell was multiplied by the nonrespondent's 2004 library visits. Likewise, for children's circulation, the ratio of 2004 total children's circulation to total circulation for the respondents in the imputation cell was multiplied by the nonrespondent's 2004 total circulation. Likewise for other variables.
- 11 If, for a derived variable, the variable was imputed through a derivation or consistency check prior to imputation.
- 12 If, for library visits, ( $F\_VISITS$  [library visits imputation flag]  $> 0$  and  $F\_KIDATT$  [children's program attendance imputation flag]  $= 0$ ) and (children's program attendance  $>$  library visits), the ratio of the nonrespondent's 2003 library visits to children's program attendance was multiplied by the nonrespondent's 2004 children's program attendance. This is tantamount to using the inverse of the ratio used in imputation flag 8 above. Likewise, for total circulation, the ratio of the nonrespondent's 2003 total circulation to children's circulation was multiplied by the nonrespondent's 2004 children's circulation. Likewise for other variables.
- 13 If, for library visits, ( $F\_VISITS$  [library visits imputation flag]  $> 0$  and  $F\_KIDATT$  [children's program attendance imputation flag]  $= 0$ ) and (children's program attendance  $>$  library visits), the ratio of the nonrespondent's 2002 library visits to children's program attendance was multiplied by the nonrespondent's 2004 children's program attendance. This is tantamount to using the inverse of the ratio used in imputation flag 9 above. Likewise, for total circulation, the ratio of the nonrespondent's 2002 total circulation to children's circulation was multiplied by the nonrespondent's 2004 children's circulation. Likewise for other variables.

## Appendix G—Imputation Flags and Definitions for Public Library Data File

- 14 If, for library visits, ( $F\_VISITS$  [library visits imputation flag]  $> 0$  and  $F\_KIDATT$  [children's program attendance imputation flag]  $= 0$ ) and (children's program attendance  $>$  library visits) and, in addition, there is no prior year data, the ratio of 2004 total library visits to total children's program attendance for the respondents in the imputation cell was multiplied by the nonrespondent's 2004 children's program attendance. This is tantamount to using the inverse of the ratio used in imputation flag 10 above. Likewise, for total circulation, the ratio of 2004 total circulation to total children's circulation for the respondents in the imputation cell was multiplied by the respondent's 2004 children's circulation. Likewise for other variables.
- 15 If, for population of legal service area, the 2004 data are missing, a prior year value was used or a value was obtained from NCES.
- 16 If, for a derived variable, the variable was imputed through a derivation during the imputation process.
- 17 If, for a derived variable, the variable was imputed through a derivation during the post-imputation verification check process.
- 18 If, for detail expenditure/revenue variables, the value was imputed by nonrespondent's 2003 ratio of the detail expenditure/revenue variables to the total expenditure/revenue variable multiplied by the 2004 total expenditure/revenue variable. For children's program attendance, the mean ratio of children's program attendance to children's programs was used.
- 19 If, for detail expenditure/revenue variables, the value was imputed by nonrespondent's 2002 ratio of the detail expenditure/revenue variables to the total expenditure/revenue variable multiplied by the 2004 total expenditure/revenue variable.
- 20 If there were no reported data, and the missing data were not imputed (used for variables that might be imputed in future years, and for outlying areas that were partial or total nonrespondent's).
- 21 If a detail variable (e.g., salaries, total collection expenditures) was adjusted by the current year respondent mean or median ratio of the detail variable to the total.
- 22 If total staff expenditures was imputed using the nonrespondent's 2003 ratio of total staff expenditures to salaries multiplied by 2004 salaries.
- 23 If salaries was imputed using the nonrespondent's 2003 ratio of salaries to total staff expenditures multiplied by 2004 total staff expenditures.
- 24 If annual public service hours was adjusted by multiplying this year's total outlets by the ratio of 2003 annual public service hours to 2003 total outlets. This method was used when the number of total outlets changed.
- 25 If annual public service hours was adjusted by multiplying this year's total outlets by the ratio of 2002 annual public service hours to 2002 total outlets. This method was used when the number of total outlets changed.
- 26 if loans to or loans from was imputed using the 2003 ratio of loans to/loans from or the 2003 inverse ratio multiplied by the nonrespondent's 2004 loans to or loans from.
- 27 if loans to or loans from was imputed using the 2002 ratio of loans to/loans from or the 2002 inverse ratio multiplied by the nonrespondent's 2004 loans to or loans from.
- 28 If value was obtained from reported data ( $CAPITAL + TOTOPEXP$ ) for imputation purpose.
- 29 Not used.
- 30 If the same method as imputation Method 1 was used but with 2003 imputed data instead of reported data. This was done only when the imputed data used was based on past reported data.



## Appendix G—Imputation Flags and Definitions for Public Library Data File

- 31 If the same method as imputation Method 2 was used but with 2002 imputed data instead of reported data. This was done only when the imputed data used was based on past reported data.
- 32 If adjusted by 2003 response to state total.
- 33 If adjusted cell median was used.
- 34 If unadjusted cell median was used.
- 35 If 2003 data were carried forward.
- 36 If 2002 data were carried forward.
- 37 If after NCES review of imputed file a special imputation procedure was used.
- 38 If electronic users was imputed using the 2004 general public Internet terminals multiplied by the 2003 ratio of electronic users to general public Internet terminals.
- 39 If electronic users was imputed using the 2004 general public Internet terminals multiplied by the 2002 ratio of electronic users to general public Internet terminals.
- 40 if electronic users was imputed using the 2004 general public Internet terminals times the 2004 cell median ratio of electronic users to general public Internet terminals.
- 41 If total staff expenditures was imputed using the nonrespondent's 2003 ratio of total staff expenditures to total staff and multiplied by the 2004 total staff.
- 42 If total staff expenditures was imputed using the nonrespondent's 2002 ratio of total staff expenditures to total staff and multiplied by the 2004 total staff.
- 43 If total staff expenditures was imputed using the mean or median ratio of total staff expenditures to total staff and multiplied by the 2004 total staff.
- 98 Blank (reserved for future use).
- 99 If data were suppressed (to protect confidentiality of respondents) (public-use file only).

## Appendix H—Imputation Flag Frequencies for Public Library Data File

See appendix G for the imputation flag definitions and appendix A for the record layout.

### STARTDAT - IMPUTATION FLAG

F_STDAT	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	9207	99.97	9207	99.97
20	3	0.03	9210	100.00

### ENDDATE - IMPUTATION FLAG

F_ENDDAT	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	9207	99.97	9207	99.97
20	3	0.03	9210	100.00

### POPU\_LSA - IMPUTATION FLAG

F_POPLSA	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	9207	99.97	9207	99.97
20	3	0.03	9210	100.00

### POPU\_UND - IMPUTATION FLAG

F_POPUND	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	9207	99.97	9207	99.97
20	3	0.03	9210	100.00

### CENTLIB - IMPUTATION FLAG

F_CENLIB	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	9207	99.97	9207	99.97
20	3	0.03	9210	100.00

### BRANLIB - IMPUTATION FLAG

F_BRLIB	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	9207	99.97	9207	99.97
20	3	0.03	9210	100.00

### BKMOB - IMPUTATION FLAG

F_BKMOB	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	9207	99.97	9207	99.97
20	3	0.03	9210	100.00

### MASTER - IMPUTATION FLAG

F_MASTER	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	9030	98.05	9030	98.05
1	45	0.49	9075	98.53
5	31	0.34	9106	98.87
16	3	0.03	9109	98.90
20	3	0.03	9112	98.94
30	97	1.05	9209	99.99
31	1	0.01	9210	100.00

### LIBRARIA - IMPUTATION FLAG

F_LIBRAR	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	9022	97.96	9022	97.96
1	49	0.53	9071	98.49
5	64	0.69	9135	99.19
16	1	0.01	9136	99.20
20	3	0.03	9139	99.23
30	45	0.49	9184	99.72
31	26	0.28	9210	100.00

## Appendix H—Imputation Flag Frequencies for Public Library Data File

### OTHPAID - IMPUTATION FLAG

F_OTHSTF	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	9023	97.97	9023	97.97
1	48	0.52	9071	98.49
5	73	0.79	9144	99.28
17	1	0.01	9145	99.29
20	3	0.03	9148	99.33
30	62	0.67	9210	100.00

### TOTSTAFF - IMPUTATION FLAG

F_TOTSTF	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	9023	97.97	9023	97.97
16	183	1.99	9206	99.96
20	3	0.03	9209	99.99
35	1	0.01	9210	100.00

### LOGGVT - IMPUTATION FLAG

F_LOGGVT	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	8996	97.68	8996	97.68
3	122	1.32	9118	99.00
4	10	0.11	9128	99.11
5	2	0.02	9130	99.13
18	1	0.01	9131	99.14
20	3	0.03	9134	99.17
33	76	0.83	9210	100.00

### STGVT - IMPUTATION FLAG

F_STGVT	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	9019	97.93	9019	97.93
3	86	0.93	9105	98.86
4	10	0.11	9115	98.97
5	1	0.01	9116	98.98
11	29	0.31	9145	99.29
20	3	0.03	9148	99.33
33	62	0.67	9210	100.00

### FEDGVT - IMPUTATION FLAG

F_FEDGVT	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	9021	97.95	9021	97.95
3	103	1.12	9124	99.07
4	10	0.11	9134	99.17
5	1	0.01	9135	99.19
20	3	0.03	9138	99.22
33	72	0.78	9210	100.00

### OTHINCM - IMPUTATION FLAG

F_OTHINC	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	8992	97.63	8992	97.63
3	119	1.29	9111	98.93
17	1	0.01	9112	98.94
20	3	0.03	9115	98.97
33	95	1.03	9210	100.00

### TOTINCM - IMPUTATION FLAG

F_TOTINC	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	8988	97.59	8988	97.59
16	217	2.36	9205	99.95
17	2	0.02	9207	99.97
20	3	0.03	9210	100.00

## Appendix H—Imputation Flag Frequencies for Public Library Data File

### SALARIES - IMPUTATION FLAG

F_SALX	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	5579	60.58	5579	60.58
1	18	0.20	5597	60.77
2	1	0.01	5598	60.78
5	15	0.16	5613	60.94
20	3	0.03	5616	60.98
23	5	0.05	5621	61.03
30	18	0.20	5639	61.23
31	1	0.01	5640	61.24
99	3570	38.76	9210	100.00

### BENEFIT - IMPUTATION FLAG

F_BENX	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	5575	60.53	5575	60.53
16	61	0.66	5636	61.19
17	1	0.01	5637	61.21
20	3	0.03	5640	61.24
99	3570	38.76	9210	100.00

### STAFFEXP - IMPUTATION FLAG

F_TOSTFX	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	5606	60.87	5606	60.87
1	9	0.10	5615	60.97
5	15	0.16	5630	61.13
18	1	0.01	5631	61.14
20	3	0.03	5634	61.17
22	1	0.01	5635	61.18
30	5	0.05	5640	61.24
99	3570	38.76	9210	100.00

### PRMATEXP - IMPUTATION FLAG

F_PRMATX	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	8917	96.82	8917	96.82
20	293	3.18	9210	100.00

### ELMATEXP - IMPUTATION FLAG

F_ELMATX	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	8844	96.03	8844	96.03
1	64	0.69	8908	96.72
2	59	0.64	8967	97.36
5	140	1.52	9107	98.88
18	56	0.61	9163	99.49
19	32	0.35	9195	99.84
20	3	0.03	9198	99.87
31	12	0.13	9210	100.00

### OTHMATEX - IMPUTATION FLAG

F_OTMATX	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	8823	95.80	8823	95.80
20	387	4.20	9210	100.00

### TOTEXPCO - IMPUTATION FLAG

F_TOCOLX	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	8970	97.39	8970	97.39
1	57	0.62	9027	98.01
2	14	0.15	9041	98.17
5	95	1.03	9136	99.20
16	7	0.08	9143	99.27
20	3	0.03	9146	99.31
21	2	0.02	9148	99.33
30	42	0.46	9190	99.78
31	20	0.22	9210	100.00

## Appendix H—Imputation Flag Frequencies for Public Library Data File

### OTHOPEXP - IMPUTATION FLAG

F_OTHOPEXP	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	5609	60.90	5609	60.90
16	26	0.28	5635	61.18
17	2	0.02	5637	61.21
20	3	0.03	5640	61.24
99	3570	38.76	9210	100.00

### TOTOPEXP - IMPUTATION FLAG

F_TOTOPEXP	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	8914	96.79	8914	96.79
1	44	0.48	8958	97.26
2	8	0.09	8966	97.35
5	96	1.04	9062	98.39
16	81	0.88	9143	99.27
17	15	0.16	9158	99.44
18	1	0.01	9159	99.45
20	3	0.03	9162	99.48
30	42	0.46	9204	99.93
35	4	0.04	9208	99.98
37	2	0.02	9210	100.00

### FILL44 - IMPUTATION FLAG

FILLF44	Frequency	Percent	Cumulative Frequency	Cumulative Percent
98	9210	100.00	9210	100.00

### FILL45 - IMPUTATION FLAG

FILLF45	Frequency	Percent	Cumulative Frequency	Cumulative Percent
98	9210	100.00	9210	100.00

### FILL46 - IMPUTATION FLAG

FILLF46	Frequency	Percent	Cumulative Frequency	Cumulative Percent
98	9210	100.00	9210	100.00

### FILL47 - IMPUTATION FLAG

FILLF47	Frequency	Percent	Cumulative Frequency	Cumulative Percent
98	9210	100.00	9210	100.00

### CAP\_REV - IMPUTATION FLAG

F_TCAPRV	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	8877	96.38	8877	96.38
20	333	3.62	9210	100.00

### CAPITAL - IMPUTATION FLAG

F_TCAPX	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	8931	96.97	8931	96.97
5	276	3.00	9207	99.97
20	3	0.03	9210	100.00

### BKVOL - IMPUTATION FLAG

F_BKVOL	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	8983	97.54	8983	97.54
1	75	0.81	9058	98.35
5	92	1.00	9150	99.35
20	3	0.03	9153	99.38
30	39	0.42	9192	99.80
31	18	0.20	9210	100.00

## Appendix H—Imputation Flag Frequencies for Public Library Data File

### EBOOK - IMPUTATION FLAG

F_EBOOK	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	8824	95.81	8824	95.81
20	386	4.19	9210	100.00

### AUDIO - IMPUTATION FLAG

F_AUDIO	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	8974	97.44	8974	97.44
1	79	0.86	9053	98.30
2	14	0.15	9067	98.45
5	93	1.01	9160	99.46
20	3	0.03	9163	99.49
30	27	0.29	9190	99.78
31	20	0.22	9210	100.00

### VIDEO - IMPUTATION FLAG

F_VIDEO	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	8978	97.48	8978	97.48
5	229	2.49	9207	99.97
20	3	0.03	9210	100.00

### DATABASE - IMPUTATION FLAG

F_DBASE	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	8578	93.14	8578	93.14
20	632	6.86	9210	100.00

### SUBSCRIP - IMPUTATION FLAG

F_PRSUB	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	8961	97.30	8961	97.30
1	78	0.85	9039	98.14
2	13	0.14	9052	98.28
5	89	0.97	9141	99.25
20	3	0.03	9144	99.28
30	52	0.56	9196	99.85
31	14	0.15	9210	100.00

### ESUBSCRIP - IMPUTATION FLAG

F_ESUB	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	8501	92.30	8501	92.30
20	709	7.70	9210	100.00

### HRS\_OPEN - IMPUTATION FLAG

F_HRS_OP	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	9062	98.39	9062	98.39
1	49	0.53	9111	98.93
6	55	0.60	9166	99.52
20	3	0.03	9169	99.55
24	5	0.05	9174	99.61
30	36	0.39	9210	100.00

### VISITS - IMPUTATION FLAG

F_VISITS	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	8523	92.54	8523	92.54
1	128	1.39	8651	93.93
2	1	0.01	8652	93.94
7	382	4.15	9034	98.09
14	2	0.02	9036	98.11
20	3	0.03	9039	98.14
30	112	1.22	9151	99.36
31	59	0.64	9210	100.00

## Appendix H—Imputation Flag Frequencies for Public Library Data File

### REFERENC - IMPUTATION FLAG

F_REFER	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	8410	91.31	8410	91.31
1	179	1.94	8589	93.26
2	6	0.07	8595	93.32
8	1	0.01	8596	93.33
20	3	0.03	8599	93.37
30	113	1.23	8712	94.59
31	78	0.85	8790	95.44
33	420	4.56	9210	100.00

### TOTCIR - IMPUTATION FLAG

F_TOTCIR	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	8965	97.34	8965	97.34
1	59	0.64	9024	97.98
13	1	0.01	9025	97.99
20	3	0.03	9028	98.02
30	62	0.67	9090	98.70
31	23	0.25	9113	98.95
33	96	1.04	9209	99.99
37	1	0.01	9210	100.00

### KIDCIRCL - IMPUTATION FLAG

F_KIDCIR	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	8661	94.04	8661	94.04
8	130	1.41	8791	95.45
9	101	1.10	8892	96.55
10	315	3.42	9207	99.97
20	3	0.03	9210	100.00

### LOANTO - IMPUTATION FLAG

F_LOANTO	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	8930	96.96	8930	96.96
1	2	0.02	8932	96.98
20	3	0.03	8935	97.01
26	23	0.25	8958	97.26
33	252	2.74	9210	100.00

### LOANFM - IMPUTATION FLAG

F_LOANFM	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	8941	97.08	8941	97.08
1	2	0.02	8943	97.10
20	3	0.03	8946	97.13
26	17	0.18	8963	97.32
33	247	2.68	9210	100.00

### TOTPRO - IMPUTATION FLAG

F_TOTPRO	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	7785	84.53	7785	84.53
20	1425	15.47	9210	100.00

### FILL65 - IMPUTATION FLAG

FILLF65	Frequency	Percent	Cumulative Frequency	Cumulative Percent
98	9210	100.00	9210	100.00

### TOTATTEN - IMPUTATION FLAG

F_TOTATT	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	8434	91.57	8434	91.57
20	776	8.43	9210	100.00

## Appendix H—Imputation Flag Frequencies for Public Library Data File

### KIDATTEN - IMPUTATION FLAG

F_KIDATT	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	8589	93.26	8589	93.26
8	360	3.91	8949	97.17
9	27	0.29	8976	97.46
10	190	2.06	9166	99.52
17	22	0.24	9188	99.76
18	10	0.11	9198	99.87
20	3	0.03	9201	99.90
21	7	0.08	9208	99.98
37	2	0.02	9210	100.00

### GPTEEMS - IMPUTATION FLAG

F_GPTEEM	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	8994	97.65	8994	97.65
20	3	0.03	8997	97.69
34	2	0.02	8999	97.71
35	211	2.29	9210	100.00

### ERES\_USR - IMPUTATION FLAG

F_ER_USR	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	8307	90.20	8307	90.20
16	106	1.15	8413	91.35
20	3	0.03	8416	91.38
38	780	8.47	9196	99.85
40	14	0.15	9210	100.00



## Appendix I—Imputation Flags, Definitions, and Frequencies for State Summary/State Characteristics Data File

The imputation flags and definitions are listed below, followed by the frequencies. See appendix B for the record layout.

- 0 All detail comprising total is reported data.
- 1 Some detail comprising total is imputed data.
- 2 All detail comprising total is imputed data.
- 3 Nonrespondent, not imputed (outlying areas only).
- 98 Blank (reserved for future use).
- 99 Total is suppressed (public-use file only)

### POPU\_LSA - IMPUTATION FLAG

F_POPLSA	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	51	94.44	51	94.44
3	3	5.56	54	100.00

### POPU\_UND - IMPUTATION FLAG

F_POPUND	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	51	94.44	51	94.44
3	3	5.56	54	100.00

### POPU\_ST - IMPUTATION FLAG

F_POPST	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	51	94.44	51	94.44
3	3	5.56	54	100.00

### CENTLIB - IMPUTATION FLAG

F_CENLIB	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	51	94.44	51	94.44
3	3	5.56	54	100.00

### BRANLIB - IMPUTATION FLAG

F_BRLIB	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	51	94.44	51	94.44
3	3	5.56	54	100.00

### BKMOB - IMPUTATION FLAG

F_BKMOB	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	51	94.44	51	94.44
3	3	5.56	54	100.00

### MASTER - IMPUTATION FLAG

F_MASTER	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	29	53.70	29	53.70
1	22	40.74	51	94.44
3	3	5.56	54	100.00

### LIBRARIA - IMPUTATION FLAG

F_LIBRAR	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	33	61.11	33	61.11
1	18	33.33	51	94.44
3	3	5.56	54	100.00

## Appendix I—Imputation Flags, Definitions, and Frequencies for State Summary/State Characteristics Data File

### OTHPAID - IMPUTATION FLAG

F_OTHSTF	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	32	59.26	32	59.26
1	19	35.19	51	94.44
3	3	5.56	54	100.00

### TOTSTAFF - IMPUTATION FLAG

F_TOTSTF	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	33	61.11	33	61.11
1	18	33.33	51	94.44
3	3	5.56	54	100.00

### LOGVGT - IMPUTATION FLAG

F_LOCGVT	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	30	55.56	30	55.56
1	21	38.89	51	94.44
3	3	5.56	54	100.00

### STGVT - IMPUTATION FLAG

F_STGVT	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	32	59.26	32	59.26
1	19	35.19	51	94.44
3	3	5.56	54	100.00

### FEDGVT - IMPUTATION FLAG

F_FEDGVT	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	33	61.11	33	61.11
1	18	33.33	51	94.44
3	3	5.56	54	100.00

### OTHINCM - IMPUTATION FLAG

F_OTHINC	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	32	59.26	32	59.26
1	19	35.19	51	94.44
3	3	5.56	54	100.00

### TOTINCM - IMPUTATION FLAG

F_TOTINC	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	30	55.56	30	55.56
1	21	38.89	51	94.44
3	3	5.56	54	100.00

### SALARIES - IMPUTATION FLAG

F_SALX	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	32	59.26	32	59.26
1	19	35.19	51	94.44
3	3	5.56	54	100.00

### BENEFIT - IMPUTATION FLAG

F_BENX	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	33	61.11	33	61.11
1	18	33.33	51	94.44
3	3	5.56	54	100.00

## Appendix I—Imputation Flags, Definitions, and Frequencies for State Summary/State Characteristics Data File

### STAFFEXP - IMPUTATION FLAG

F_TOSTFX	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	32	59.26	32	59.26
1	19	35.19	51	94.44
3	3	5.56	54	100.00

### PRMATEXP - IMPUTATION FLAG

F_PRMATX	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	24	44.44	24	44.44
1	25	46.30	49	90.74
2	2	3.70	51	94.44
3	3	5.56	54	100.00

### ELMATEXP - IMPUTATION FLAG

F_ELMATX	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	23	42.59	23	42.59
1	28	51.85	51	94.44
3	3	5.56	54	100.00

### OTHMATEX - IMPUTATION FLAG

F_OTMATX	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	23	42.59	23	42.59
1	26	48.15	49	90.74
2	2	3.70	51	94.44
3	3	5.56	54	100.00

### TOTEXPCO - IMPUTATION FLAG

F_TOCOLX	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	30	55.56	30	55.56
1	21	38.89	51	94.44
3	3	5.56	54	100.00

### OTHOPEXP - IMPUTATION FLAG

F_OTHOPX	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	30	55.56	30	55.56
1	21	38.89	51	94.44
3	3	5.56	54	100.00

### TOTOPEXP - IMPUTATION FLAG

F_TOTOPX	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	29	53.70	29	53.70
1	22	40.74	51	94.44
3	3	5.56	54	100.00

### FILL44 - IMPUTATION FLAG

FILLF44	Frequency	Percent	Cumulative Frequency	Cumulative Percent
98	54	100.00	54	100.00

### FILL45 - IMPUTATION FLAG

FILLF45	Frequency	Percent	Cumulative Frequency	Cumulative Percent
98	54	100.00	54	100.00

## Appendix I—Imputation Flags, Definitions, and Frequencies for State Summary/State Characteristics Data File

### FILL46 - IMPUTATION FLAG

FILLF46	Frequency	Percent	Cumulative Frequency	Cumulative Percent
98	54	100.00	54	100.00

### FILL47 - IMPUTATION FLAG

FILLF47	Frequency	Percent	Cumulative Frequency	Cumulative Percent
98	54	100.00	54	100.00

### CAP\_REV - IMPUTATION FLAG

F_TCAPRV	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	25	46.30	25	46.30
1	26	48.15	51	94.44
3	3	5.56	54	100.00

### CAPITAL - IMPUTATION FLAG

F_TCAPX	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	30	55.56	30	55.56
1	21	38.89	51	94.44
3	3	5.56	54	100.00

### BKVOL - IMPUTATION FLAG

F_BKVOL	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	29	53.70	29	53.70
1	22	40.74	51	94.44
3	3	5.56	54	100.00

### EBOOK - IMPUTATION FLAG

F_EBOOK	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	21	38.89	21	38.89
1	30	55.56	51	94.44
3	3	5.56	54	100.00

### AUDIO - IMPUTATION FLAG

F_AUDIO	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	24	44.44	24	44.44
1	27	50.00	51	94.44
3	3	5.56	54	100.00

### VIDEO - IMPUTATION FLAG

F_VIDEO	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	24	44.44	24	44.44
1	27	50.00	51	94.44
3	3	5.56	54	100.00

### DATABASE - IMPUTATION FLAG

F_DBASE	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	27	50.00	27	50.00
1	22	40.74	49	90.74
2	2	3.70	51	94.44
3	3	5.56	54	100.00

## Appendix I—Imputation Flags, Definitions, and Frequencies for State Summary/State Characteristics Data File

### SUBSCRIP - IMPUTATION FLAG

F_PRSUB	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	28	51.85	28	51.85
1	23	42.59	51	94.44
3	3	5.56	54	100.00

### ESUBSCRIP - IMPUTATION FLAG

F_ESUB	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	22	40.74	22	40.74
1	28	51.85	50	92.59
2	1	1.85	51	94.44
3	3	5.56	54	100.00

### HRS\_OPEN - IMPUTATION FLAG

F_HRS_OP	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	32	59.26	32	59.26
1	19	35.19	51	94.44
3	3	5.56	54	100.00

### VISITS - IMPUTATION FLAG

F_VISITS	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	17	31.48	17	31.48
1	34	62.96	51	94.44
3	3	5.56	54	100.00

### REFERENC - IMPUTATION FLAG

F_REFER	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	13	24.07	13	24.07
1	38	70.37	51	94.44
3	3	5.56	54	100.00

### TOTCIR - IMPUTATION FLAG

F_TOTCIR	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	26	48.15	26	48.15
1	25	46.30	51	94.44
3	3	5.56	54	100.00

### KIDCIRCL - IMPUTATION FLAG

F_KIDCIR	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	13	24.07	13	24.07
1	38	70.37	51	94.44
3	3	5.56	54	100.00

### LOANTO - IMPUTATION FLAG

F_LOANTO	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	16	29.63	16	29.63
1	35	64.81	51	94.44
3	3	5.56	54	100.00

### LOANFM - IMPUTATION FLAG

F_LOANFM	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	21	38.89	21	38.89
1	30	55.56	51	94.44
3	3	5.56	54	100.00

## Appendix I—Imputation Flags, Definitions, and Frequencies for State Summary/State Characteristics Data File

### TOTPRO - IMPUTATION FLAG

F_TOTPRO	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	9	16.67	9	16.67
1	37	68.52	46	85.19
2	5	9.26	51	94.44
3	3	5.56	54	100.00

### FILL65 - IMPUTATION FLAG

FILL65	Frequency	Percent	Cumulative Frequency	Cumulative Percent
98	54	100.00	54	100.00

### TOTATTEN - IMPUTATION FLAG

F_TOTATT	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	18	33.33	18	33.33
1	30	55.56	48	88.89
2	3	5.56	51	94.44
3	3	5.56	54	100.00

### KIDATTEN - IMPUTATION FLAG

F_KIDATT	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	17	31.48	17	31.48
1	33	61.11	50	92.59
2	1	1.85	51	94.44
3	3	5.56	54	100.00

### GPTERMS - IMPUTATION FLAG

F_GPTERM	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	30	55.56	30	55.56
1	21	38.89	51	94.44
3	3	5.56	54	100.00

### ERES\_USR - IMPUTATION FLAG

F_ER_USR	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	9	16.67	9	16.67
1	40	74.07	49	90.74
2	2	3.70	51	94.44
3	3	5.56	54	100.00

### STARTDAT - IMPUTATION FLAG

F_STDAT	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	51	94.44	51	94.44
3	3	5.56	54	100.00

### ENDDATE - IMPUTATION FLAG

F_ENDDAT	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	51	94.44	51	94.44
3	3	5.56	54	100.00

## Appendix J—Imputation Flags, Definitions, and Frequencies for Public Library Outlet Data File

The imputation flags and definitions are listed below, followed by the frequencies. See appendix C for the record layout.

- 0—Reported
- 20—Nonrespondent, not imputed
- 35—Nonrespondent, prior-year data carried forward

### SQ\_FEET - IMPUTATION FLAG

F_SQ_FT	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	16380	94.57	16380	94.57
20	925	5.34	17305	99.91
35	15	0.09	17320	100.00

### L\_NUM\_BM - IMPUTATION FLAG

F_BKMOB	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	17305	99.91	17305	99.91
20	2	0.01	17307	99.92
35	13	0.08	17320	100.00

## Appendix K—Frequencies and Distributions of Selected Variables on Public Library Data File

### Frequencies of Categorical Variables

REPORTING PERIOD START DATE

STARTDAT	Frequency	Percent	Cumulative Frequency	Cumulative Percent
01/01/2003	275	2.99	275	2.99
01/01/2004	3698	40.15	3973	43.14
02/01/2003	1	0.01	3974	43.15
03/01/2003	19	0.21	3993	43.36
04/01/2003	134	1.45	4127	44.81
04/30/2003	1	0.01	4128	44.82
05/01/2003	209	2.27	4337	47.09
05/30/2003	1	0.01	4338	47.10
06/01/2003	51	0.55	4389	47.65
07/01/2003	3668	39.83	8057	87.48
08/01/2003	12	0.13	8069	87.61
09/01/2003	37	0.40	8106	88.01
10/01/2002	12	0.13	8118	88.14
10/01/2003	1071	11.63	9189	99.77
11/01/2002	3	0.03	9192	99.80
11/01/2003	5	0.05	9197	99.86
12/01/2002	8	0.09	9205	99.95
12/01/2003	2	0.02	9207	99.97
M	3	0.03	9210	100.00

M—Missing (unknown, not reported)

REPORTING PERIOD END DATE

ENDDATE	Frequency	Percent	Cumulative Frequency	Cumulative Percent
01/31/2004	1	0.01	1	0.01
02/29/2004	19	0.21	20	0.22
03/31/2004	134	1.45	154	1.67
04/29/2004	1	0.01	155	1.68
04/30/2004	209	2.27	364	3.95
05/29/2004	1	0.01	365	3.96
05/31/2004	50	0.54	415	4.51
06/30/2004	3668	39.83	4083	44.33
07/31/2004	12	0.13	4095	44.46
08/31/2004	37	0.40	4132	44.86
09/30/2003	12	0.13	4144	44.99
09/30/2004	1071	11.63	5215	56.62
10/31/2003	3	0.03	5218	56.66
10/31/2004	5	0.05	5223	56.71
11/30/2003	8	0.09	5231	56.80
11/30/2004	2	0.02	5233	56.82
12/31/2003	276	3.00	5509	59.82
12/31/2004	3698	40.15	9207	99.97
M	3	0.03	9210	100.00

M—Missing (unknown, not reported)

INTERLIBRARY RELATIONSHIP

C_RELATN	Frequency	Percent	Cumulative Frequency	Cumulative Percent
HQ	102	1.11	102	1.11
ME	6958	75.55	7060	76.66
NO	2150	23.34	9210	100.00

HQ—Headquarters of federation or cooperative  
 ME—Member of a federation or cooperative  
 NO—Not a member of a federation or cooperative  
 M—Missing (unknown, not reported)



## Appendix K—Frequencies and Distributions of Selected Variables on Public Library Data File

### LEGAL BASIS

C_LEGBAS	Frequency	Percent	Cumulative Frequency	Cumulative Percent
CC	123	1.34	123	1.34
CI	4873	52.91	4996	54.25
CO	925	10.04	5921	64.29
LD	1297	14.08	7218	78.37
MJ	314	3.41	7532	81.78
NL	42	0.46	7574	82.24
NP	1367	14.84	8941	97.08
OT	89	0.97	9030	98.05
SD	180	1.95	9210	100.00

CC—City/County  
 CI—Municipal government (city, town, or village)  
 CO—County/Parish  
 LD—Library District  
 MJ—Multi-jurisdictional  
 NL—Native American Tribal Government  
 NP—Non-profit Association or Agency  
 SD—School District  
 OT—Other  
 M—Missing (unknown, not reported)

### ADMINISTRATIVE STRUCTURE

C_ADMIN	Frequency	Percent	Cumulative Frequency	Cumulative Percent
MA	132	1.43	132	1.43
MO	1637	17.77	1769	19.21
SO	7441	80.79	9210	100.00

MA—Administrative Entity with multiple direct service outlets  
 where administrative offices are separate  
 MO—Administrative Entity with multiple direct service outlets  
 where administrative offices are not separate  
 SO—Administrative Entity with a single direct service outlet  
 M—Missing (unknown, not reported)

### FSCS PUBLIC LIBRARY

C_FSCS	Frequency	Percent	Cumulative Frequency	Cumulative Percent
N	306	3.32	306	3.32
Y	8904	96.68	9210	100.00

Y—Yes  
 N—No

### GEOGRAPHIC CODE

GEOCODE	Frequency	Percent	Cumulative Frequency	Cumulative Percent
CI1	3148	34.18	3148	34.18
CI2	1500	16.29	4648	50.47
CO1	1118	12.14	5766	62.61
CO2	452	4.91	6218	67.51
MA1	41	0.45	6259	67.96
MA2	69	0.75	6328	68.71
MC1	139	1.51	6467	70.22
MC2	33	0.36	6500	70.58
OTH	2235	24.27	8735	94.84
SD1	435	4.72	9170	99.57
SD2	40	0.43	9210	100.00

CI1—Municipal Government (city, town or village) (exactly)  
 CI2—Municipal Government (city, town or village) (most nearly)  
 CO1—County/parish (exactly)  
 CO2—County/parish (most nearly)  
 MA1—Metropolitan area (exactly)  
 MA2—Metropolitan area (most nearly)  
 MC1—Multi-County (exactly)  
 MC2—Multi-County (most nearly)  
 SD1—School District (exactly)  
 SD2—School District (most nearly)  
 OTH—Other  
 M—Missing (unknown, not reported)

## Appendix K—Frequencies and Distributions of Selected Variables on Public Library Data File

### LSA BOUNDARY CHANGE FROM PY

LSABOUND	Frequency	Percent	Cumulative Frequency	Cumulative Percent
N	9079	98.58	9079	98.58
Y	131	1.42	9210	100.00

Y—Yes  
N—No

### BLANK (RESERVED FOR FUTURE USE)

FILL44	Frequency	Percent	Cumulative Frequency	Cumulative Percent

Frequency Missing = 9210

### BLANK (RESERVED FOR FUTURE USE)

FILL45	Frequency	Percent	Cumulative Frequency	Cumulative Percent

Frequency Missing = 9210

### BLANK (RESERVED FOR FUTURE USE)

FILL46	Frequency	Percent	Cumulative Frequency	Cumulative Percent

Frequency Missing = 9210

### BLANK (RESERVED FOR FUTURE USE)

FILL47	Frequency	Percent	Cumulative Frequency	Cumulative Percent

Frequency Missing = 9210

### BLANK (RESERVED FOR FUTURE USE)

FILL65	Frequency	Percent	Cumulative Frequency	Cumulative Percent

Frequency Missing = 9210

### OBE REGION CODE

OBEREG	Frequency	Percent	Cumulative Frequency	Cumulative Percent
01	1301	14.13	1301	14.13
02	1560	16.94	2861	31.06
03	1879	20.40	4740	51.47
04	1640	17.81	6380	69.27
05	1103	11.98	7483	81.25
06	850	9.23	8333	90.48
07	393	4.27	8726	94.74
08	481	5.22	9207	99.97
09	3	0.03	9210	100.00

01—New England (CT ME MA NH RI VT)  
 02—Mid East (DE DC MD NJ NY PA)  
 03—Great Lakes (IL IN MI OH WI)  
 04—Plains (IA KS MN MO NE ND SD)  
 05—Southeast (AL AR FL GA KY LA MS NC SC TN VA WV)  
 06—Southwest (AZ NM OK TX)  
 07—Rocky Mountains (CO ID MT UT WY)  
 08—Far West (AK CA HI NV OR WA)  
 09—Outlying Areas (AS GU MP PR VI)

## Appendix K—Frequencies and Distributions of Selected Variables on Public Library Data File

### RESPONDENT STATUS

RSTATUS	Frequency	Percent	Cumulative Frequency	Cumulative Percent
1	6775	73.56	6775	73.56
2	2225	24.16	9000	97.72
3	3	0.03	9003	97.75
4	207	2.25	9210	100.00

- 1—Respondent, with no imputed data  
 2—Respondent, with both reported and imputed data  
 3—Nonrespondent, not imputed (outlying areas only)  
 4—Nonrespondent with imputed data

### Distributions of Continuous Variables

The MEANS Procedure

Variable	Label	N	Mean	Std Dev	Minimum	Maximum
POPU_LSA	POPULATION OF LSA	9207	31142.66	123491.22	19.00	3912200.00
POPU_UND	TOTAL UNDUPLICATED POP OF LSA	9207	30784.70	123165.46	19.00	3912200.00
CENTLIB	# OF CENTRAL LIBRARIES	9207	0.98	0.13	0.00	1.00
BRANLIB	# OF BRANCH LIBRARIES	9207	0.81	3.46	0.00	87.00
BKMOB	# OF BOOKMOBILES	9207	0.09	0.36	0.00	10.00
MASTER	ALA-MLS	9207	3.32	14.90	0.00	560.18
LIBRARIA	TOTAL LIBRARIANS	9207	4.89	16.18	0.00	560.18
OTHPAID	ALL OTHER PAID STAFF	9207	9.88	41.31	0.00	2072.88
TOTSTAFF	TOTAL PAID EMPLOYEES	9207	14.77	56.35	0.00	2633.06
LOGGVT	LOCAL GOVERNMENT REVENUE	9207	808089.77	3562578.74	0.00	116857231.00
STGGVT	STATE GOVERNMENT REVENUE	9207	98733.74	897366.21	0.00	48741268.00
FEDGVT	FEDERAL GOVERNMENT REVENUE	9207	5099.50	41852.31	0.00	1834743.00
OTHINCM	OTHER OPERATING REVENUE	9207	79669.04	962263.37	0.00	84617908.00
TOTINCM	TOTAL OPERATING REVENUE	9207	991592.06	4572675.74	0.00	220463750.00
SALARIES	SALARIES & WAGES EXP	5637	783428.10	2823128.24	0.00	106090615.00
BENEFIT	EMPLOYEE BENEFITS	5637	211760.22	837410.41	0.00	33587251.00
STAFFEXP	TOTAL STAFF EXP	5637	995188.31	3624569.86	0.00	139677866.00
PRMATEXP	OP EXP FOR PRINT MAT	8917	92149.09	400533.33	0.00	22199767.00
ELMATEXP	OP EXP FOR ELECTRONIC MAT	9207	10867.05	59246.56	0.00	1640110.00
OTHMATEXP	OP EXP FOR OTHER MAT	8823	21274.57	110316.71	0.00	4081499.00
TOTEXPCO	TOTAL COLLLECTION EXP	9207	124225.39	534840.61	0.00	22209173.00
OTHOPEXP	OTHER OPERATING EXP	5637	313761.22	1383555.85	0.00	53125844.00
TOTOPEXP	TOTAL OPERATING EXP	9207	938745.28	4390669.08	0.00	210914562.00
CAP_REV	TOTAL CAPITAL REVENUE	8877	142244.32	1308132.53	0.00	59111565.00
CAPITAL	TOTAL CAPITAL EXPENDITURES	9207	134782.19	1194977.13	0.00	56340506.00
BKVOL	PRINT MATERIALS	9207	87427.23	362466.39	24.00	20017441.00
EBOOK	ELECTRONIC BOOKS	8824	861.27	3814.20	0.00	127346.00
AUDIO	AUDIO	9207	4211.92	25904.27	0.00	1750541.00
VIDEO	VIDEO	9207	3905.44	14975.84	0.00	516291.00
DATABASE	DATABASES	8578	22.46	134.66	0.00	9618.00
SUBSCRIP	CURRENT PRINT SERIAL SUBSCRIPTIONS	9207	197.93	1104.21	0.00	83225.00
ESUBSCRIP	CURRENT ELECTRONIC SERIAL SUBSCRIPTIONS	8501	6.14	121.39	0.00	6365.00
HRS_OPEN	PUBLIC SERV HRS/YR	9207	3916.85	8269.80	46.00	238888.00
VISITS	LIBRARY VISITS	9207	143629.41	537711.15	6.00	14554187.00
REFERENC	REFERENCE TRANS	9207	33060.70	217113.55	0.00	9856120.00
TOTCIR	TOTAL CIRCULATION	9207	218396.55	851250.69	0.00	18762556.00
KIDCIRCL	CIRCULATION OF KIDS MATERIALS	9207	76929.15	294563.87	0.00	6693848.00
LOANTO	LOAN TO	9207	3275.51	12542.56	0.00	472966.00
LOANFM	LOAN FROM	9207	3309.51	13088.74	0.00	648884.00
TOTPRO	TOTAL LIBRARY PROGRAMS	7785	333.85	1133.07	0.00	37272.00
TOTATTEN	TOTAL PROGRAM ATTENDANCE	8434	7983.61	27288.87	0.00	570429.00
KIDATTEN	KIDS PROGRAM ATTENDANCE	9207	5929.18	19830.71	0.00	515134.00
GPTERMS	INTERNET TERMINALS USED BY GEN PUBLIC	9207	18.55	64.78	0.00	2337.00
ERES_USR	ELECTRONIC RESOURCE USERS PER YEAR	9207	37255.65	191889.38	0.00	6158732.00

Note: Fields coded with -1 (nonresponse) were excluded from the distributions. Zero (0) data were included in the calculation of the mean and standard deviation.

## Appendix L—Frequencies of Selected Variables on State Summary/State Characteristics Data File

### Frequencies of Categorical Variables

#### REPORTING PERIOD START DATE

STARTDAT	Frequency	Percent	Cumulative Frequency	Cumulative Percent
01/2003	4	7.41	4	7.41
01/2004	12	22.22	16	29.63
02/2003	1	1.85	17	31.48
03/2003	3	5.56	20	37.04
07/2003	24	44.44	44	81.48
10/2002	1	1.85	45	83.33
10/2003	5	9.26	50	92.59
12/2002	1	1.85	51	94.44
M	3	5.56	54	100.00

M-Missing (unknown, not reported)

#### REPORTING PERIOD END DATE

ENDDATE	Frequency	Percent	Cumulative Frequency	Cumulative Percent
06/2004	23	42.59	23	42.59
09/2004	7	12.96	30	55.56
12/2004	21	38.89	51	94.44
M	3	5.56	54	100.00

M-Missing (unknown, not reported)

#### BLANK (RESERVED FOR FUTURE USE)

FILL44	Frequency	Percent	Cumulative Frequency	Cumulative Percent
	54	100.00	54	100.00

#### BLANK (RESERVED FOR FUTURE USE)

FILL45	Frequency	Percent	Cumulative Frequency	Cumulative Percent
	54	100.00	54	100.00

#### BLANK (RESERVED FOR FUTURE USE)

FILL46	Frequency	Percent	Cumulative Frequency	Cumulative Percent
	54	100.00	54	100.00

#### BLANK (RESERVED FOR FUTURE USE)

FILL47	Frequency	Percent	Cumulative Frequency	Cumulative Percent
	54	100.00	54	100.00

#### BLANK (RESERVED FOR FUTURE USE)

FILL65	Frequency	Percent	Cumulative Frequency	Cumulative Percent
	54	100.00	54	100.00

## Appendix L—Frequencies of Selected Variables on State Summary/State Characteristics Data File

OBE REGION CODE

OBEREG	Frequency	Percent	Cumulative Frequency	Cumulative Percent
01	6	11.11	6	11.11
02	6	11.11	12	22.22
03	5	9.26	17	31.48
04	7	12.96	24	44.44
05	12	22.22	36	66.67
06	4	7.41	40	74.07
07	5	9.26	45	83.33
08	6	11.11	51	94.44
09	3	5.56	54	100.00

01—New England (CT ME MA NH RI VT)

02—Mid East (DE DC MD NJ NY PA)

03—Great Lakes (IL IN MI OH WI)

04—Plains (IA KS MN MO NE ND SD)

05—Southeast (AL AR FL GA KY LA MS NC SC TN VA WV)

06—Southwest (AZ NM OK TX)

07—Rocky Mountains (CO ID MT UT WY)

08—Far West (AK CA HI NV OR WA)

09—Outlying Areas (AS GU MP PR VI)

## Appendix M—Frequencies and Distributions of Selected Variables on Public Library Outlet Data File

### Frequencies of Categorical Variables

OUTLET TYPE				
C_OUT_TY	Frequency	Percent	Cumulative Frequency	Cumulative Percent
BM	3	0.02	3	0.02
BR	7513	43.38	7516	43.39
BS	755	4.36	8271	47.75
CE	9049	52.25	17320	100.00

CE—Central Library  
 BR—Branch Library  
 BS—Bookmobile(s)  
 BM—Books-by-Mail Only

METROPOLITAN STATUS				
C_MSA	Frequency	Percent	Cumulative Frequency	Cumulative Percent
CC	3106	17.93	3106	17.93
M	12	0.07	3118	18.00
NC	5587	32.26	8705	50.26
NO	8615	49.74	17320	100.00

CC—Central City  
 NC—Metropolitan Area, but Not Within Central City Limits  
 NO—Not in a Metropolitan Area  
 M—Missing (unknown, not reported)

### Distributions of Continuous Variables

The MEANS Procedure

Variable	Label	N	Mean	Std Dev	Minimum	Maximum
L_NUM_BM	NUMBER OF BOOKMOBILES IN BOOKMOBILE SERV	17318	0.05	0.25	0.00	10.00
SQ_FEET	SQUARE FOOTAGE OF OUTLET	15637	10759.56	23273.58	15.00	756640.00

Note: Fields coded with -1 (nonresponse) were excluded from the distributions. Zero (0) data were included in the calculation of the mean and standard deviation.