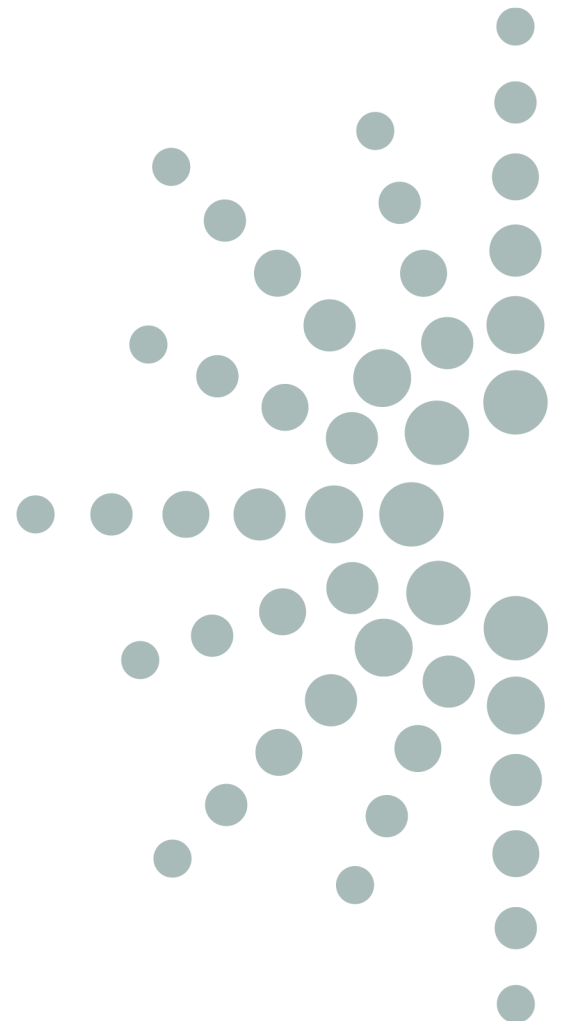


Public Libraries Survey Fiscal Year 2020

Data File Documentation and User's Guide

AUGUST 2022



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Data File Documentation and User's Guide

August 2022

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I. Introduction

The **Public Libraries Survey (PLS)** is a voluntary census of public libraries conducted annually by the Institute of Museum and Library Services (IMLS). IMLS collects these data under the mandate in the **Museum and Library Services Act of 2018 (PL 115-410)**, as stated in section 210. The Fiscal Year (FY) 2020 survey is the 32nd in the series. The American Institutes for Research (AIR) served as the data collection agent for the FY 2020 survey.

The PLS data file includes all public libraries identified by state library administrative agencies in the 50 states, the District of Columbia, and the outlying territories of American Samoa, Guam, the Northern Mariana Islands, and the U.S. Virgin Islands.¹ The reporting unit in each state or territory for the survey is the **administrative entity (AE)**, 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 terms **public library** and **public library system** mean an AE. The AE may have a single outlet or multiple outlets (single- and multiple-outlet libraries that do not have a central outlet are listed in Appendix E). The term “outlet” refers to a library point of service, which may be a physical building, bookmobile, or a books-by-mail provider.

The FY 2020 PLS collected the following information:

- State characteristics data, including the state total population estimate, the total unduplicated population of legal service areas for the state, and the state’s reporting period start and end dates (see the survey questionnaire in Appendix F, items 100-103). Each state library administrative agency reported these data in the state characteristics record because they are not library-level data.
- Data from each public library, such as its name and address, population of legal service area, service outlets, collections, full-time-equivalent (FTE) staff, and operating revenue and expenditures (see Appendix F, items 150-652). These data were reported in the AE record.
- Data from each public library service outlet, such as its name and address, type, county location, square footage, public service hours per year, and number of weeks it is open (see Appendix F, items 700-716). These data were reported in the outlet record.

The PLS data is available in two versions: a public-use data file and a restricted-use data file. The public-use data file is available to all users; some of the data in it have been suppressed to protect privacy and prevent the disclosure of individual information. Data users who need to access the suppressed information should contact IMLS to confirm the procedures for obtaining access to the restricted-use data files. See the “Confidentiality” and “Public- and Restricted-Use Data Files” sections below for more information. This User’s Guide provides documentation for the public-use data file.

¹ Puerto Rico did not participate in the FY 2020 PLS.

Three public-use data files were generated from the FY 2020 PLS. These data files are provided in SPSS (.sav), SAS (.sas7bdat), and comma-delimited (.csv) formats.² These are the final data files.

1. Public Library System Data File (file name: **pls_ae_pud20i**). This file, also known as the AE file, includes a total of 9,245 records. The file includes data for 9,224 active public libraries in the 50 states and the District of Columbia, 4 public libraries in the outlying territories of American Samoa, Guam, the Northern Mariana Islands, and the U.S. Virgin Islands, and 17 records for AEs that were reported as closed or were temporarily closed for FY 2020 (STATSTRU, Structure Change Code, is '03', '10', or '23'). Records for public libraries that were closed for the current year are included in the file for that year only. The closed records are not included in the appendix tables of this document or the Supplementary Tables.³ Data elements for the closed records are set to a value of -3 (closed or temporarily closed administrative entity), with flag U_20. Each library's data consist of one record. Appendix A contains the record layout.
2. Public Library State Summary/State Characteristics Data File (file name: **pls_state_pud20i**). The data for each state or outlying territory consists of one record (a total of 55 records are in the data file). Appendix B contains the record layout. No data are suppressed. The file includes:
 - a. State summary data. These are the totals of the numeric data from the restricted-use Public Library System Data File for each state and outlying territory.
 - b. State characteristics data. These data consist of four items reported by each state and outlying territory in a state characteristics record: (1) the earliest reporting period starting date and (2) the latest reporting period ending date for their public libraries, (3) the state population estimate, and (4) the total unduplicated population of legal service areas in the state.
 - c. Imputation flags. These flags indicate the relative extent of imputation needed for each of the variables within the state data file. For a given variable, an imputation flag value of "IF19" indicates that at least some records in that state or territory have imputed data, a value of "IA19" indicates that all records in that state or territory have imputed data, and a value of "R_20" indicates that all records in that state or territory have reported data.
3. Public Library Outlet Data File (file name: **pls_outlet_pud20i**). This file includes a total of 17,509 records. The file includes identifying information and a few basic data items for public library service outlets (central, branch, bookmobile, and books-by-mail-only outlets). The file includes 17,404 active outlets in the 50 states and the District of Columbia, 20 outlets in the outlying territories, and 85 records for outlets that were reported as closed or were temporarily closed for FY 2020 (STATSTRU, Structure Change Code, is '03', '10', or '23'). Records for public libraries that were closed for the current year are included in the file for that year only. The closed records are not included in the appendix tables of this document or the Supplementary Tables. Data for the closed records are set to a value of -3 (closed or temporarily closed outlet), with flag U_20. The data for each outlet consists of one record. Appendix C contains the record layout. No data are suppressed.

² Comma-delimited files can be opened with Microsoft Excel or other spreadsheet programs.

³ Supplementary Tables can be found here: <https://www.ims.gov/research-evaluation/data-collection/public-libraries-survey/explore-pls-data/pls-data>

II. User's Guide

A. Survey Methodology

Survey Universe

The PLS is a census survey. Unlike sample surveys, which collect data from a portion of the population, census surveys collect data from the entire population. In FY 2020, the survey frame consisted of 9,228 public libraries (9,224 public libraries in the 50 states and the District of Columbia and 4 public libraries in the outlying territories of American Samoa, Guam, the Northern Mariana Islands, and the U.S. Virgin Islands), as identified by state library administrative agencies. Public libraries in Puerto Rico are not included in the survey frame because their state library agency has not responded to the request for participation in the survey since FY 2014. Because their public libraries have not been recently enumerated, they are not included in response rate calculations.

The survey frame includes 199 public libraries that do not meet all the criteria in the Federal-State Cooperative System (FSCS) Public Library Definition.⁴ 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. The FY 2020 public-use data file includes 17 records for public libraries that were reported as closed or temporarily closed in FY 2020, but these are not considered to be part of the survey frame. Coverage and other forms of non-sampling errors are discussed in the “Non-sampling Errors” section below.

Survey Response

Unit Response

A total of 8,960 of the 9,228 public libraries in the survey frame responded to the FY 2020 PLS, for a **unit response rate of 97.1 percent**. *Unit respondents* are defined as public libraries for which the population of the legal services area and at least three of the five following items were reported: total paid employees, total operating revenue, total operating expenditures, print materials, and total circulation.⁵ All response rates calculated using American Association for Public Opinion Research (AAPOR) Response Rate #1.⁶ For library unit response rates by geographic area, see **Table 1**.

⁴ 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.

⁵ Some individual survey items, such as population of legal service area, service outlets, and type of legal basis, have a 100.0 percent response rate for their state because the state library administrative agency provided these data for all public libraries in their state.

⁶ AAPOR Response Rate #1 is the number of complete surveys divided by the number of complete surveys plus the number of non-complete surveys.

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.

Table 1. Library Unit Response Rates, by State/Territory: FY 2020

| State/Territory | Respondents | Total units | Unit response rate |
|----------------------|-------------|-------------|--------------------|
| Alabama | 222 | 225 | 98.7 |
| Alaska | 76 | 79 | 96.2 |
| American Samoa | 1 | 1 | 100.0 |
| Arizona | 71 | 89 | 79.8 |
| Arkansas | 56 | 59 | 94.9 |
| California | 198 | 219 | 90.4 |
| Colorado | 111 | 112 | 99.1 |
| Connecticut | 177 | 191 | 92.7 |
| Delaware | 21 | 21 | 100.0 |
| District of Columbia | 1 | 1 | 100.0 |
| Florida | 73 | 78 | 93.6 |
| Georgia | 62 | 62 | 100.0 |
| Guam | 1 | 1 | 100.0 |
| Hawaii | 1 | 1 | 100.0 |
| Idaho | 104 | 104 | 100.0 |
| Illinois | 623 | 623 | 100.0 |
| Indiana | 235 | 236 | 99.6 |
| Iowa | 509 | 543 | 93.7 |
| Kansas | 319 | 325 | 98.2 |
| Kentucky | 120 | 120 | 100.0 |
| Louisiana | 67 | 67 | 100.0 |
| Maine | 254 | 255 | 99.6 |
| Maryland | 24 | 24 | 100.0 |
| Massachusetts | 366 | 369 | 99.2 |
| Michigan | 390 | 396 | 98.5 |
| Minnesota | 135 | 135 | 100.0 |
| Mississippi | 52 | 53 | 98.1 |
| Missouri | 149 | 150 | 99.3 |
| Montana | 80 | 82 | 97.6 |
| Nebraska | 229 | 244 | 93.9 |

| State/Territory | Respondents | Total units | Unit response rate |
|--------------------------|--------------|--------------|--------------------|
| Nevada | 22 | 22 | 100.0 |
| New Hampshire | 212 | 224 | 94.6 |
| New Jersey | 263 | 296 | 88.9 |
| New Mexico | 97 | 98 | 99.0 |
| New York | 754 | 756 | 99.7 |
| North Carolina | 82 | 82 | 100.0 |
| North Dakota | 74 | 79 | 93.7 |
| Northern Mariana Islands | 1 | 1 | 100.0 |
| Ohio | 251 | 251 | 100.0 |
| Oklahoma | 119 | 119 | 100.0 |
| Oregon | 140 | 141 | 99.3 |
| Pennsylvania | 446 | 447 | 99.8 |
| Rhode Island | 48 | 48 | 100.0 |
| South Carolina | 42 | 42 | 100.0 |
| South Dakota | 108 | 108 | 100.0 |
| Tennessee | 185 | 185 | 100.0 |
| Texas | 525 | 556 | 94.4 |
| Utah | 60 | 71 | 84.5 |
| Vermont | 155 | 184 | 84.2 |
| Virginia | 93 | 93 | 100.0 |
| Virgin Islands | 1 | 1 | 100.0 |
| Washington | 56 | 60 | 93.3 |
| West Virginia | 96 | 96 | 100.0 |
| Wisconsin | 380 | 380 | 100.0 |
| Wyoming | 23 | 23 | 100.0 |
| Total | 8,960 | 9,228 | 97.1 |

SOURCE: IMLS, Public Libraries Survey, FY 2020.

NOTE: Libraries that closed or temporary closed in FY 2020 are excluded from the counts in this table. In FY 2020, 17 libraries were reported as closed or temporarily closed.

Data Files and Reported Numbers of Public Libraries

PLS data files and publication tables report different numbers of public libraries. Public libraries in outlying territories and libraries that do not meet the FSCS library definitions are treated differently between the data files and publication tables, as follows:

1. Libraries that do not meet FSCS public library definitions are included on the data files but excluded from publication tables and national totals.
2. Responding public libraries in outlying territories are, whenever possible, included in both the data files and publication tables; however, national totals in publication tables include only the 50 states and the District of Columbia, and exclude outlying territories and libraries that do not meet the FSCS public library definition.
3. All libraries, including those that do not conform to the FSCS definition of a public library, are included in the aggregate counts on the State Summary/State Characteristics Data File. For this reason, the Public Library System Data File is the primary source for producing the publication tables because libraries that do not meet the FSCS definition can be excluded from the aggregations.

Since FY 2018, California has reported 35 county law libraries as AEs. California indicated that these libraries did not meet the FSCS public library definition, so they are excluded from publication tables. (See section Population Variables below for an additional caveat for these records.)

New data items are not imputed nor included in the publication tables until the new data have been collected for three years; see the “Imputation” section below for more information on which variables were imputed and the methods used.

Caveats for Using These Data

The data include imputations, at the unit and item levels, for nonresponding libraries. For a discussion of the imputation methodology, see the “Imputation” section below. Comparisons to estimates prior to FY 1992 should be made with caution, as earlier estimates do not include imputations for nonresponse and the percentage of libraries responding to a given item varied widely among the states. Additionally, prior to the FY 2010 report, the national PLS statistics included libraries that did not meet the FSCS definition of a library. The practice of excluding these libraries from national statistics started with the FY 2010 report. Due to this definitional change, in FY 2009 there were 9,225 libraries, while in FY 2010 there were 8,951.

Comparisons of data between states also should be made with caution because of differences in reporting periods (see **Table 2**) and varied adherence to survey definitions. The definitions some states used while collecting data from their public libraries may not be consistent with federal PLS definitions.

The District of Columbia, although not a state, as well as the outlying territories of American Samoa, Guam, the Northern Mariana Islands, and the U.S. Virgin Islands, are included in this report. Special care should be used when comparing the data for states and any of these jurisdictions, which feature administrative structures that are at a city rather than a state scale. Caution should also be taken when making comparisons between the data for Hawaii and other states, as all of Hawaii’s public library data are reported under one entity: the Hawaii State Public Library System.

Reporting Period

The FY 2020 PLS requested data for state Fiscal Year 2020; however, the reporting period for states varies. **Table 2** shows the reporting period for each state and the three outlying territories. Most state

fiscal years encompass either a calendar year or July to June. In some states, the FY reporting period varies among local jurisdictions. These states are listed in the “Other” column in Table 2. Each public library provided data for a 12-month period. The data file includes the starting date and ending date of the fiscal year for each public library.

Novel Coronavirus (COVID-19) Pandemic

Special care should be used when comparing data between states or between libraries with different reporting periods, such as the reporting periods noted above and in **Table 2**, because of the differential effect of library closures related to COVID-19. In particular, the FY 2020 PLS data contains 315 AE records in six states (Alaska, Illinois, Michigan, Missouri, Texas, and Vermont) with reporting periods that ended in February 2020 or earlier, which was before any widespread library closures.

The FY 2020 PLS data includes 13 binary (yes/no) variables in the AE file and two numeric variables in the outlet file that capture various aspects of library service during the COVID-19 pandemic. See **Appendix F** for a listing of these variables, all of whose names begin with “C19”. Missing values in these variables were not imputed, and Illinois did not report these variables for any records.

Table 2. Reporting Periods of Public Libraries, by State: FY 2020

| July 2019 through June 2020 | October 2019 through September 2020 | January 2020 through December 2020 | Other ¹ |
|--------------------------------|--|---------------------------------------|----------------------------|
| Arizona | Alabama | Arkansas | Alaska ² |
| California | District of Columbia | Colorado | Illinois ³ |
| Connecticut | Florida | Indiana | Maine ⁴ |
| Delaware | Idaho | Kansas | Michigan ⁵ |
| Georgia | Mississippi | Louisiana | Missouri ⁶ |
| Hawaii | American Samoa | Minnesota | Nebraska ⁴ |
| Iowa | Guam | New Jersey | New Hampshire ⁴ |
| Kentucky | Northern Marianas | North Dakota | New York ⁷ |
| Maryland | Virgin Islands | Ohio | Texas ⁸ |
| Massachusetts | | Pennsylvania | Utah ⁴ |
| Montana | | South Dakota | Vermont ⁹ |
| Nevada | | Washington | |
| New Mexico | | Wisconsin | |
| North Carolina | | | |
| Oklahoma | | | |
| Oregon | | | |
| Rhode Island | | | |
| South Carolina | | | |
| Tennessee | | | |
| Virginia | | | |
| West Virginia | | | |
| Wyoming | | | |

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

² January 2019 to June 2020.

³ December 2018 to June 2020.

⁴ July 2019 to December 2020.

⁵ December 2018 to September 2020.

⁶ January 2019 to October 2020.

⁷ April 2019 to December 2020.

⁸ March 2019 to December 2020.

⁹ January 2019 to December 2020.

SOURCE: IMLS, Public Libraries Survey, FY 2020.

Population Variables

The PLS data files include six population variables:

1. Population of Legal Service Area for each public library (**POPU_LSA** in the Public Library System Data File). This is 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. The determination of this population figure is the responsibility of the state library agency. This population figure should be based on the most recent state population figures for jurisdictions in each state available from the State Data Center. The State Data Coordinator should obtain these figures annually from the State Data Center or other state sources. This population figure is reported at the administrative entity level.
2. Total Population of Legal Service Areas for each state (**POPU_LSA** in the Public Library State Summary/State Characteristics Data File). This is the sum of the Population of Legal Service Area values for every public library in the state. This population figure is appended to the data file during post data collection processing.
3. Total Unduplicated Population of Legal Service Areas for each state (**POPU_UND** in the Public Library State Summary/State Characteristics Data File). This is the total unduplicated population of those areas in each state that receive library services. The population of unserved areas is not included in this figure, but overlapping jurisdictions are accounted for. The most recent state population figures for jurisdictions in each state should be used as the basis for calculating the Total Unduplicated Population of Legal Service Areas. This population figure is reported at the state level.
4. Unduplicated Population of Legal Service Area for each public library (**POPU_UND** in the Public Library System Data File). This value is derived by prorating the state's Total Unduplicated Population of Legal Service Areas by the ratio of the library's Population of Legal Service Area to the state's total Population of Legal Service Area. This population figure is appended to the data file during post data collection processing.
5. State Total Population Estimate (**POPU_ST** in the Public Library State Summary/State Characteristics Data File). This is the most recent total population figure for each state that matches the local population figures that are submitted to IMLS. The State Data Coordinator should obtain this figure annually from the State Data Center or other state sources. This population figure is reported at the state level.
6. County Population Estimate (**CNTYPOP** in the Public Library System Data File and Public Library Outlet Data File). This is the population figure from the Census Bureau's 2020 Population Estimates Program for the county where the public library system or outlet is located. (For the outlying territories, the figures are from the decennial census.) This population figure is appended to the data files during the geocoding process.

The population data requested in the PLS are provided by the state library administrative agency. The methods of calculation of the first two items (i.e., POPU_LSA and POPU_UND) vary significantly among states; the state reporting periods also vary, as shown in **Table 2**. 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 State Total Population Estimate. 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. Twenty-four states had such overlapping service areas in FY 2020 (**Table 3**).

Table 3. States with Public Libraries with Overlapping Service Areas: FY 2020

| | | |
|-------------|---------------|--------------|
| Arizona | Maine | Oklahoma |
| Arkansas | Massachusetts | Oregon |
| Colorado | Minnesota | Pennsylvania |
| Connecticut | Mississippi | Rhode Island |
| Florida | New Hampshire | South Dakota |
| Indiana | New Jersey | Utah |
| Iowa | New York | Vermont |
| Kentucky | Ohio | Virginia |

SOURCE: IMLS, Public Libraries Survey, FY 2020.

To enable meaningful comparisons between states (for example, the number of print materials per capita), it is necessary to prorate the Population of Legal Service Area data to eliminate duplicative reporting due to overlapping service areas. Thus, the unduplicated population variable (POPU_UND) in the Public Library System Data File contains a value for *each library* derived 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 in the Public Library State Summary/State Characteristics Data File; the variable is also called POPU_UND in this file.

California continued to report 35 county law libraries in FY 2020 (first reported in FY 2018), including LSA population, which effectively doubled the reported total LSA population of the state. Because California did not intend to include these county law libraries in analysis at the national level (by indicating C_FSCS = N), the LSA population values for these 35 law libraries were suppressed (i.e., set to -9, with the imputation flag F_POPLSA set to L_20) to ensure that the unduplicated population values derived for the remaining California public libraries would accurately reflect their LSA population. Because these law libraries are county-level entities, any data users requiring a population figure for these records can use the appended county population figure (CNTYPOP) as a proxy.

Texas does not report Population of Legal Service Area for libraries that do not respond to the state's annual survey; in FY 2020, 31 AEs in Texas did not have a reported value for Population of Legal

Service Area (variable name: POPU_LSA). Because POPU_LSA is necessary to determine strata for imputation, the value of POPU_LSA for these 31 libraries was imputed using Method 6, which substituted a reported value from a prior year (FYs 2014–2019). As Texas does not have overlapping service areas, the sum of these 31 imputed POPU_LSA values was added to the reported state-level POPU_UND value so that it would remain equal to the sum of POPU_LSA values and the AE-level POPU_UND values would be derived to equal the AE-level POPU_LSA values.

Confidentiality

Two separate laws cover the protection of the confidentiality of individually identifiable information collected by IMLS:

- Privacy Act of 1974
- E-Government Act of 2002

The Guidelines for Ensuring and Maximizing the Quality, Objectivity, Utility, and Integrity of Information Disseminated by the Institute of Museum and Library Services are prepared under the Treasury and General Government Appropriations Act for Fiscal Year 2001, Section 515(b). IMLS 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 files and tables of salary information for release.

Public- and Restricted-Use Data Files

The Public Library System Data File is available in two versions: a public-use data file and a restricted-use data file. The public-use data file is available to all users, and some of the data in it have been suppressed to protect privacy and prevent the disclosure of personal information. Data users who need to access the suppressed information should contact IMLS about the procedures for obtaining access to the restricted-use data files.

Public-Use Data – Suppression for Confidentiality

In the public-use Public Library System 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 set to -9) when the total FTE staff is less than or equal to 2.00, to protect confidentiality. These data may also be suppressed for other libraries to ensure that all states that have suppressed data have a minimum of three 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 in the public-use versions of the Public Library State Summary/State Characteristics Data File or Public Library Outlet Data File.

Restricted-Use Data

No data are suppressed for confidentiality in the restricted-use versions of the Public Library System Data File, Public Library State Summary/State Characteristics Data File, or Public Library Outlet Data File. The inclusion of all expenditures data, irrespective of the number of FTE staff, enables the identification of individual salary data for some libraries. Researchers who require access to the restricted-use data must contact IMLS to obtain them.

Data Collection

States reported data via the PLS Web Portal, developed by AIR, the data collection agent for the FY 2020 PLS. While the PLS Web Portal was opened to the states on January 6, 2021, states were placed into one of three reporting groups based on their fiscal cycles.⁷ The edit follow-up for all three groups was completed by September 2021. The editing process is described below. The survey was conducted in English. The OMB clearance number for this collection was 3137-0074 with an expiration date of 9/30/2023.

Non-Sampling Errors

Because all units in the universe are surveyed, the data are not subject to sampling error; however, they are subject to non-sampling errors, such as errors in response, nonresponse errors, coverage errors arising from an incomplete listing of public libraries, coding errors, or processing errors.

Every effort is made to mitigate such errors. The editing efforts described below are designed to decrease the number of errors resulting from inaccurate responses or processing problems. Imputation lessens the effect of nonresponse. Efforts are made to obtain complete listings of public libraries from the state library agencies. Although such efforts are made, some non-sampling errors likely remain in the data.

Undercoverage errors are estimated to be minimal because states are incentivized to register new libraries with IMLS to access discounts provided through the Universal Service Schools and Libraries Program (more commonly known as E-rate), as well as other benefits afforded to public libraries (e.g., Tech Soup).

Overcoverage errors occur when libraries are not reported as closed. In addition, overcoverage will occur if data users do not account for libraries in the dataset that do not meet the definition of a public library developed by the FSCS.

Measurement errors are associated with data entry errors, significant structure changes, and respondents' interpretation of complex concepts. There are no formal studies that estimate bias and variance due to measurement errors for PLS. Some measurement error can be detected by data review; for example, libraries reporting zero young adults' programs but reporting attendance at young adults' programs greater than zero. Measurement error also may not be readily detectable; for

⁷ The survey due dates for reporting Groups 1, 2, and 3, were originally April 16, July 23, and August 13, 2021, respectively.

example, library visits may be inaccurate due to insufficient counting technology or unrepresentative typical week counts.

Unit nonresponse, which is measured at the library level, has minimal bias due to high response rates in the 50 states, but there may be high nonresponse bias in outlying territories due to non-reporting.⁸

Item nonresponse bias, which is a measure of nonresponse to individual items in the survey, was generally low. However, it may be higher for items that are consistently missing data from certain AEs and outlets. Newly added items are typically subject to higher item nonresponse bias. Appendix H provides state-level item response rates.

Processing errors exist in edit check and imputation processes and depend on the quality of prior years' data. Processing errors are considered to occur at a low/moderate rate for the PLS administrative data collection because very few reported data values require change during data processing.

B. Post Data Collection Processing

Editing

State Level

Respondents generated an Edit Report following direct data entry or import of their data into the PLS Web Portal. The Edit Report, which can be viewed on screen or printed, was used to identify and correct any errors—and to confirm the accuracy of data that generated edit warnings but did not require changes—before submitting the final file to AIR. In the FY 2020 PLS, 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 a master's degree from a program 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 range check that compares 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 11 or greater than 130 or if the ratio of the current year to the past year in Children's Circulation is between 30.0 percent and 344.0 percent.
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).

⁸ Puerto Rico did not participate in the FY 2020 PLS.

4. *Blank, zero, or invalid data edit checks.* This is a check of the reported data against acceptable values. For example, an edit message is generated if the Reporting Period Start Date is missing, if Print Materials is 0, or if the Legal Basis Code is not a valid code.

After the data were submitted through the PLS Web Portal, the Chief Officer (CO) of the state library administrative agency received an automated email with a request to review and certify the accuracy of the data. Data are not considered officially reported unless the CO certifies the submitted data. In some cases, data were edited for logical consistency after data were locked and certified; changes to reported values were made only where explicit evidence for the edit was available. In these cases, the associated imputation flag was set to E_20 (data reported and edited for logical consistency). For example, if total paid staff was reported as greater than zero, but staff salaries was reported as zero, and the library did not meet the FSCS definition of a public library (which includes paid staff), the staffing variables were edited to zero.

National Level

AIR and IMLS reviewed and edited the state data submissions, working closely with the PLS State Data Coordinators (SDCs).

The values of the FSCS Definition Flag (C_FSCS) were edited for 28 AE records for FY 2020. The value was set to 'N' in these records because the entity did not meet the FSCS definition of a public library. This is because either the value of Total Paid Staff (TOTSTAFF) was zero, or the value of Total Operating Revenue (TOTINCM) was equal to Other Operating Revenue (OTHINCM), indicating the entity did not receive public funding. These edits were based on reported values for nine AEs and imputed values for 19 AEs. **Table 4** lists the affected entities. These edits are not flagged in the data files because C_FSCS does not have an imputation flag variable.

Table 4. AE Records with Edited C_FSCS Value of 'N'

| FSCSKEY | LIBNAME | TOTSTAFF = 0 | TOTINCM = OTHINCM |
|---------|-------------------------------------|--------------|-------------------|
| KS0063 | WHITE CITY PUBLIC LIBRARY | Reported | N/A |
| ND0088 | WASHBURN PUBLIC LIBRARY | Reported | N/A |
| NJ0074 | BEVERLY FREE LIBRARY | N/A | Reported |
| NM0045 | PUEBLO DE COCHITI LIBRARY | Reported | N/A |
| NM0070 | ZIA ENRICHMENT LIBRARY | Reported | N/A |
| NM0141 | CARRIZOZO COMMUNITY PUBLIC LIBRARY | Reported | N/A |
| TX0543 | UTOPIA MEMORIAL LIBRARY | Reported | N/A |
| TX0544 | SABINAL PUBLIC LIBRARY | Reported | N/A |
| TX0581 | CAMP WOOD PUBLIC LIBRARY | Reported | N/A |
| AR0071 | FAIRFIELD BAY LIBRARY, INCORPORATED | N/A | Imputed |
| AZ0119 | VENITO GARCIA LIBRARY AND ARCHIVES | N/A | Imputed |
| AZ0123 | SALT RIVER TRIBAL LIBRARY | N/A | Imputed |

| FSCSKEY | LIBNAME | TOTSTAFF = 0 | TOTINCM = OTHINCM |
|---------|--------------------------------------|--------------|-------------------|
| FL0118 | CITRUS SPRINGS MEMORIAL LIBRARY | Imputed | Imputed |
| FL0260 | SHALIMAR PUBLIC LIBRARY | N/A | Imputed |
| NJ0081 | SALLY STRETCH KEEN MEMORIAL LIBRARY | Imputed | Imputed |
| NJ0088 | CLEMENTON MEMORIAL LIBRARY | Imputed | Imputed |
| NJ0096 | RUNNEMEDE PUBLIC LIBRARY | Imputed | Imputed |
| NJ0147 | HARRISON PUBLIC LIBRARY | Imputed | Imputed |
| NJ0159 | FRENCHTOWN PUBLIC LIBRARY | Imputed | Imputed |
| NJ0161 | HOLLAND TOWNSHIP FREE PUBLIC LIBRARY | Imputed | Imputed |
| NJ0163 | MILFORD PUBLIC LIBRARY | Imputed | Imputed |
| NJ0218 | TINTON FALLS PUBLIC LIBRARY | Imputed | Imputed |
| NJ0253 | BEACH HAVEN FREE PUBLIC LIBRARY | Imputed | Imputed |
| NJ0257 | HALEDON FREE PUBLIC LIBRARY | Imputed | Imputed |
| NJ0273 | SALEM FREE PUBLIC LIBRARY | Imputed | Imputed |
| NJ0311 | OXFORD PUBLIC LIBRARY | Imputed | Imputed |
| NJ9009 | BASS RIVER COMMUNITY LIBRARY | Imputed | Imputed |
| TX0292 | STAMFORD CARNEGIE LIBRARY | Imputed | N/A |

SOURCE: IMLS, Public Libraries Survey, FY 2020.

Imputation

Imputation is a procedure for estimating a value for a specific data item for which the response is missing. This section describes the imputation methods that were used to estimate missing values for data items in the FY 2020 PLS. Imputations were performed in two stages using 10 different methods. For the 50 states and the District of Columbia, missing data for numeric items were imputed, where eligible. Missing data were not imputed for the outlying territories. See Appendix G for imputation flags and their definitions.

The imputation method used depends on the variable's content, the availability of prior-year data for the specific observation being imputed, and the availability of one or more highly correlated variables for the specific observation. In many instances, data were imputed using aggregated information for libraries with similar characteristics, which was obtained by grouping together libraries in imputation strata (see the "Creation of Imputation Strata" section below for more information about the imputation strata and cells used for the FY 2020 PLS).

A total of 59 data items—58 AE variables and one outlet variable—in the FY 2020 PLS were imputed. One AE variable (WEBVISIT) was not imputed because it did not have at least three years of consistent data, as IMLS requires; however, it will be imputed in the future. See "Data Elements Changes" section below for more information. State characteristics data are not imputed; however, state-level summary

variables may be computed using both reported and imputed data, with state-level imputation flags used to indicate whether the detail comprising the total is completely or partially made up of imputed data.

AIR did not impute HOURS or WKS_OPEN in the outlet file for the FY 2020 PLS because of the effects of the COVID-19 pandemic on public library service. The only imputation method available for these variables is Method 6, which directly substitutes prior year reported data, and imputing FY 2020 PLS data using pre-pandemic values would not be appropriate. As a result, 343 AE records that have a missing value for HRS_OPEN because HRS_OPEN on the AE file depends on aggregation of HOURS values from the outlet file.

AIR and IMLS also assessed the possible impact of using Method 6 imputation on other service measure variables potentially affected by COVID-19 in the FY 2020 PLS. In prior cycles Method 6 had been the first method employed in the imputation paths for YAPRO and YAATTEN. After analyzing alternative approaches, AIR and IMLS determined that Method 6 would be replaced with Method 2 for imputation of YAPRO.

The imputation sources for FY 2020 include the unimputed, unsuppressed FYs 2016, 2017, 2018, 2019, and 2020 AE and outlet data.⁹ (FYs 2014 and 2015 values for POPU_LSA were used for five records in Texas.) Each imputed variable in the PLS dataset is accompanied by an imputation flag, which denotes the method of imputation performed for each observation.¹⁰

Table 5 lists the imputation methods by stage and type—where type is related to the source of the data used in the imputation process—as well as the imputation flags associated with each method. See Appendix G for detailed information about the imputation flags and the “Imputation Stages and Methods” section below for detailed information about each imputation method.

Table 5. Imputation Methods, by Type and Stage

| Stage | Imputation type | | | |
|---------|--------------------------|------------------------------------|---|------------------------|
| | Within library data only | | Data with adjustments based on placement in an imputation stratum | |
| | Methods | Imputation flags | Methods | Imputation flags |
| Stage 1 | Method 4 | IK19, IK18, IK17, IK16 | Method 1 | IG19, IG18, IG17, IG16 |
| | Method 6 | IP19, IP18, IP17, IP16, IP15, IP14 | Method 2 | IQ20 |
| | | | Method 3 | IJ20 |
| | | | Method 5 | ID20 |
| | | | Method 7 | IM20 |

⁹ The adjusted cell mean, cell mean, prior year ratio to another item, current year cell median ratio to another item, and cell median imputation methods use current year data.

¹⁰ Imputation flag variables are named using the following convention: F_*, where * is the variable name or abbreviated variable name if it exceeds six characters. For example, the imputation flag variable for MASTER is F_MASTER.

| Stage | Imputation type | | | |
|---------|--------------------------|------------------|---|------------------|
| | Within library data only | | Data with adjustments based on placement in an imputation stratum | |
| | Methods | Imputation flags | Methods | Imputation flags |
| Stage 2 | Method 9 | IT20 | | |
| | Method 10 | IB20 | | |
| | Method 11 | IY20 | | |

Creation of Imputation Strata

The responding and nonresponding libraries were sorted into imputation cells based on Bureau of Economic Analysis (BEA) region codes and the size of the population. Each state is assigned a BEA region code (e.g., 01 is the New England states: Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, and Vermont). The cumulative root frequency method was used to determine the imputation cells. The cumulative root frequency method defines boundaries for the cell categories in a BEA region using a continuous variable (the Population of Legal Service Area —POPU_LSA). The number of cell categories varies by BEA region; earlier research established the number of cells by collapsing smaller cells so that there were at least 15 respondents, or a response rate greater than 75 percent, in each cell. **Table 6** shows the number of cell categories in each BEA region for FY 2020.

Table 6. Number of Cell Categories, by BEA Region

| BEA region | Number of cell categories |
|----------------------|---------------------------|
| 01 – New England | 11 |
| 02 – Mid East | 11 |
| 03 – Great Lakes | 14 |
| 04 – Plains | 10 |
| 05 – South East | 13 |
| 06 – South West | 10 |
| 07 – Rocky Mountains | 7 |
| 08 – Far West | 8 |

For more information about the cumulative root frequency method, see p. 129 in Cochran (1977).¹¹

Imputation Stages and Methods

Imputations were performed in two stages. In Stage 1, imputations were carried out for nearly all missing values using one of seven methods.¹² In Stage 2, imputed values were adjusted using one of three methods. The methods used in each stage are described below. The “Imputation Sequences”

¹¹ Cochran, W. 1977. *Sampling Techniques*, 3rd edition. John Wiley & Sons, Inc.

¹² Prior to FY 2020, Method 8 was used in Stage 1 to impute HRS_OPEN on the AE file based on the HOURS values of the associated outlet records. Starting in FY 2020, states no longer directly report HRS_OPEN for AE records; AIR now aggregates the HOURS values of the associated outlet records.

section, which follows, provides information about the process by which methods were selected for each variable.

Stage 1 Imputations

One of the following methods of imputation was used to replace missing values in the FY 2020 PLS dataset:

METHOD 1: *Prior-year value multiplied by cell mean growth rate.* The imputed value for a missing item is calculated using the cell mean growth rate. The mean growth rate is calculated within a cell of libraries having similar characteristics using the average of all libraries with reported current-year and prior-year values for the missing item. In this method, prior-year reported data can be as old as four years.

METHOD 2: *Adjusted cell mean.* The imputed value for a missing item is set equal to the mean of all libraries reporting a current-year value for that variable within an imputation cell multiplied by an adjustment factor. The adjustment factor is the ratio of a library's population of legal service area to the mean population of legal service area for the same libraries within the imputation cell that had a current-year value for the variable being imputed.

METHOD 3: *Cell mean.* The imputed value for a missing item is set equal to the mean of all libraries reporting a current-year value for that variable within an imputation cell.

METHOD 4: *Prior-year ratio to another item.* The imputed value for a missing item is set equal to the library's reported current-year value of a highly correlated variable multiplied by a ratio. The ratio uses prior-year reported values for the library of the missing item divided by the highly correlated variable. In this method, prior-year reported data can be as old as four years.

METHOD 5: *Current-year cell median ratio to another item.* The imputed value for a missing item is set equal to the library's reported current-year value of a highly correlated variable multiplied by a cell median ratio value. The median ratio value is calculated for all libraries within an imputation cell having reported current-year values for the variables in the ratio. Ratios are calculated using reported current-year values for the missing item and the highly correlated variable.

METHOD 6: *Direct substitution of prior-year reported data.* The imputed value for a missing item uses a library's reported prior-year data for that variable. In this method, reported prior-year data can be as old as four years.

METHOD 7: *Cell median.* The imputed value for a missing item is set equal to the median value of all libraries reporting a current-year value for that variable within an imputation cell.

Stage 2 Imputations

The imputation methods applied in Stage 2 adjust the imputations computed in Stage 1 to preserve the internal consistency in the AE data.

METHOD 9: *Obtained value by relationship of total to detail items.* The imputed value of a total was adjusted using its relationship with reported detail items.

METHOD 10: *Raking of detail items to match total.* The imputed value for a detail item was adjusted by raking methods so that it matches a reported total.

METHOD 11: *Changed by consistency check.* The imputed value was adjusted using customized consistency checks specific to that variable.

Imputation Sequences

Each variable was imputed using a set of prescribed steps. For example, the variables KIDPRO (Number of Children’s Programs) and LOANFM (Inter-Library Loans Received) were assigned to method 1 (prior-year value multiplied by cell mean growth rate). If prior-year data were not available, then observations would be imputed using method 5 (current-year cell median ratio to another item). If method 5 could not be used, then method 2 (adjusted cell mean) was used, and if the adjusted cell mean could not be calculated, then method 3 (cell mean) would be used. The sequence in which the methods were applied for each variable was established prior to FY 2020. **Table 7** shows the imputation methods and sequences for all the reported variables (abbreviated variable descriptions were used to conserve space). Please see Appendices A, B, and C for the full variable descriptions.

Table 7. Imputation Methods and Sequences, by Variable

| Variable name | Abbreviated variable description | Imputation sequence |
|------------------------|----------------------------------|--|
| POPU_LSA ¹³ | POPULATION OF LSA | Method 6 |
| CENTLIB | # OF CENTRAL LIBRARIES | Method 6 |
| BRANLIB | # OF BRANCH LIBRARIES | Method 6 |
| BKMOB | # OF BOOKMOBILES | Method 6 |
| MASTER | ALA-MLS STAFF | Method 1, Method 2, Method 3, Method 11 |
| LIBRARIA | TOTAL LIBRARIANS | Method 1, Method 2, Method 3, Method 11 |
| OTHPAID | ALL OTHER PAID STAFF | Method 1, Method 2, Method 3, Method 10, Method 11 |
| TOTSTAFF | TOTAL PAID EMPLOYEES | Method 9 |
| LOGVGT | LOCAL GOVT REVENUE | Method 1, Method 2, Method 3, Method 10 |
| STGVT | STATE GOVT REVENUE | Method 1, Method 7, Method 10 |
| FEDGVT | FEDERAL GOVT REVENUE | Method 7, Method 10 |
| OTHINCM | OTHER OPERATING REVENUE | Method 1, Method 7, Method 10, Method 11 |
| TOTINCM | TOTAL OPERATING REVENUE | Method 1, Method 2, Method 3, Method 9 |
| SALARIES | SALARIES & WAGES EXP | Method 1, Method 2, Method 3, Method 10, Method 11 |
| BENEFIT | EMPLOYEE BENEFITS | Method 4, Method 2, Method 3, Method 10, Method 11 |

¹³ In FY 2020, 31 AEs in Texas did not have a reported value for POPU_LSA. Because POPU_LSA is necessary to determine strata for imputation, the value of POPU_LSA for these 31 AEs is imputed.

| Variable name | Abbreviated variable description | Imputation sequence |
|---------------|------------------------------------|--|
| STAFFEXP | TOTAL STAFF EXP | Method 1, Method 2, Method 3, Method 9, Method 11 |
| PRMATEXP | OP EXP FOR PRINT MAT | Method 5, Method 2, Method 3, Method 10, Method 11 |
| ELMATEXP | OP EXP FOR ELECTRONIC MAT | Method 1, Method 4, Method 2, Method 3, Method 10, Method 11 |
| OTHMATEX | OP EXP FOR OTHER MAT | Method 1, Method 2, Method 3, Method 10, Method 11 |
| TOTEXPCO | TOTAL COLLECTION EXP | Method 1, Method 2, Method 3, Method 9, Method 11 |
| OTHOPEXP | OTHER OPERATING EXP | Method 1, Method 2, Method 3, Method 10, Method 11 |
| TOTOPEXP | TOTAL OPERATING EXP | Method 1, Method 2, Method 3, Method 9, Method 11 |
| LCAP_REV | LOCAL GOVT CAPITAL REVENUE | Method 1, Method 7, Method 10 |
| SCAP_REV | STATE GOVT CAPITAL REVENUE | Method 7, Method 10 |
| FCAP_REV | FEDERAL GOVT CAPITAL REVENUE | Method 7, Method 10 |
| OCAP_REV | OTHER CAPITAL REVENUE | Method 7, Method 10 |
| CAP_REV | TOTAL CAPITAL REVENUE | Method 1, Method 7, Method 9, Method 11 |
| CAPITAL | TOTAL CAPITAL EXPENDITURES | Method 2, Method 3 |
| BKVOL | PRINT MATERIALS | Method 1, Method 2, Method 3 |
| EBOOK | ELECTRONIC BOOKS | Method 1, Method 7 |
| AUDIO_PH | AUDIO - PHYSICAL UNITS | Method 6, Method 2, Method 3 |
| AUDIO_DL | AUDIO - DOWNLOADABLE UNITS | Method 6, Method 2, Method 3 |
| VIDEO_PH | VIDEO - PHYSICAL UNITS | Method 1, Method 2, Method 3 |
| VIDEO_DL | VIDEO - DOWNLOADABLE UNITS | Method 1, Method 2, Method 3 |
| EC_LO_OT | LOCAL/OTHER ELECTRONIC COLLECTIONS | Method 2, Method 3, Method 11 |
| EC_ST | STATE ELECTRONIC COLLECTIONS | Method 5, Method 2 |
| ELECCOLL | TOTAL ELECTRONIC COLLECTIONS | Method 6, Method 2, Method 11 |
| VISITS | LIBRARY VISITS | Method 1, Method 2, Method 3 |
| REFERENC | REFERENCE TRANS | Method 1, Method 2, Method 3 |
| REGBOR | REGISTERED USERS | Method 1, Method 2, Method 3 |

| Variable name | Abbreviated variable description | Imputation sequence |
|---------------|--|--|
| TOTCIR | TOTAL CIRCULATION | Method 1, Method 2, Method 3, Method 9, Method 11 |
| KIDCIRCL | CIRCULATION OF KIDS MATERIALS | Method 5, Method 2, Method 3, Method 11 |
| ELMATCIR | CIRCULATION OF ELECTRONIC MATERIALS | Method 1, Method 4, Method 6, Method 2, Method 10, Method 11 |
| PHYSCIR | PHYSICAL ITEM CIRCULATION | Method 1, Method 4, Method 6, Method 2, Method 10, Method 11 |
| ELINFO | RETRIEVAL OF ELECTRONIC INFORMATION | Method 1, Method 6, Method 7, Method 2, Method 10, Method 11 |
| ELCONT | ELECTRONIC CONTENT USE | Method 1, Method 4, Method 6, Method 2, Method 9, Method 11 |
| TOTCOLL | TOTAL COLLECTION USE | Method 1, Method 4, Method 6, Method 2, Method 9, Method 11 |
| LOANTO | INTER-LIBRARY LOANS OUT | Method 4, Method 5, Method 2, Method 3 |
| LOANFM | INTER-LIBRARY LOANS RECEIVED | Method 1, Method 5, Method 2, Method 3 |
| TOTPRO | TOTAL LIBRARY PROGRAMS | Method 5, Method 2, Method 3, Method 11 |
| KIDPRO | TOTAL KIDS PROGRAMS | Method 1, Method 5, Method 2, Method 3, Method 11 |
| YAPRO | TOTAL YOUNG ADULT PROGRAMS | Method 2, Method 3, Method 11 |
| TOTATTEN | TOTAL PROGRAM ATTENDANCE | Method 1, Method 2, Method 3, Method 11 |
| KIDATTEN | KIDS PROGRAM ATTENDANCE | Method 5, Method 2, Method 3, Method 11 |
| YAATTEN | YOUNG ADULT PROGRAM ATTENDANCE | Method 6, Method 2, Method 3, Method 11 |
| GPTERMS | INTERNET COMPUTERS USED BY GEN PUBLIC | Method 1, Method 4, Method 2, Method 3, Method 11 |
| PITUSR | PUBLIC INTERNET COMPUTER USES PER YEAR | Method 5, Method 2, Method 3, Method 11 |
| WIFISESS | WIRELESS SESSIONS | Method 1, Method 6, Method 4, Method 5, Method 7 |
| WEBVISIT | WEBSITE VISITS | [Not imputed in FY 2020] |
| SQ_FEET | SQUARE FEET | Method 6 |

Highly Correlated Variables

Due to the correlated nature of the PLS data, missing items in several variables were imputed using one or multiple highly correlated variables. **Table 8** below provides the highly correlated variable for each variable that can be imputed using methods 4 or 5. For example, if a missing value for Operating Expenditures for Electronic Materials (ELMATEXP) was imputed using method 4 (prior-year ratio to another item), then the correlated variable in the prior-year ratio was Total Staff Expenditures

(STAFFEXP). If a missing value for Operating Expenditures for Print Materials (PRMATEXP) was imputed using method 5 (current-year cell median ratio to another item), then the correlated variable used in the cell median ratio was Total Collection Expenditures (TOTEXPCO).

Table 8. Highly Correlated Variables Used in Method 4 and 5 Imputations

| Variable being imputed | Method used | Highly correlated variable used in Method 4 (prior- year) or Method 5 (cell median) ratios |
|-------------------------------|--------------------|---|
| BENEFIT | Method 4 | STAFFEXP |
| LOANTO | Method 4 | LOANFM |
| ELMATEXP | Method 4 | STAFFEXP |
| GPTERMS | Method 4 | VISITS |
| PHYSCIR | Method 4 | VISITS |
| ELMATCIR | Method 4 | REGBOR |
| ELCONT | Method 4 | REGBOR |
| TOTCOLL | Method 4 | VISITS |
| WIFISESS | Method 4 | POPU_LSA |
| PRMATEXP | Method 5 | TOTEXPCO |
| KIDCIRCL | Method 5 | TOTCIR |
| TOTPRO | Method 5 | KIDPRO |
| KIDATTEN | Method 5 | TOTATTEN |
| PITUSR | Method 5 | GPTERMS |
| KIDPRO | Method 5 | TOTPRO |
| LOANFM | Method 5 | LOANTO |
| WIFISESS | Method 5 | POPU_LSA |

Data Elements Changes

Each year, the PLS data elements are revisited. Under the guidance of the IMLS Library Statistics Working Group, data elements are added, changed, and deleted. These changes impact the processing and reporting of the items. New data items are not imputed or included in the Supplementary Tables until after the new data are collected systematically (meaning, without additional modifications) for three years. The four-year process for data elements changes is as follows:

- Year 1: Proposed additions and changes to data elements identified
- Year 2: New or revised data elements reported in the annual data submission on a trial basis by those State Data Coordinators able to do so. Trial data electronically released but not imputed or included in the Supplementary Tables.
- Year 3: New or revised data elements reported in the annual data submission and electronically released but not but not imputed or included in the Supplementary Tables.
- Year 4: New or revised data elements reported in the annual data submission, electronically released, imputed if appropriate, and included in the Supplementary Tables.

Table 9 shows the items that have been added or changed in the last three fiscal years and describes how these variables were processed for FY 2020.

Table 9. PLS Four-Year Process for Data Elements

| FY of Data Collection | Elements Added | Elements Changed | Year 1 | Year 2 | Year 3 | Year 4 | FY 2020 Processing |
|-----------------------|---|------------------|---------|---------|---------|---------|--|
| FY 2020 | Temporary items related to COVID-19 (510-522) VISITRPT (501a) REFERRPT (502a) | REFERENC (502) | FY 2019 | FY 2020 | FY 2021 | FY 2022 | New elements will not be imputed, but REFERENC will continue to be imputed and included in Supplementary Tables. All added and changed elements will be electronically released. Also, SUBSCRIP (460) was removed from the survey this year. |
| FY 2019 | None | None | FY 2018 | FY 2019 | FY 2020 | FY 2021 | N/A |
| FY 2018 | WEBVISIT (653) | None | FY 2017 | FY 2018 | FY 2019 | FY 2020 | WEBVISIT was reported in the annual data submission and electronically released but not imputed or included in the Supplementary Tables. |

Geocoding

Since FY 2007, the PLS data files have included supplemental geographic information. All supplemental geography codes are assigned based on the address information reported by the respondent. The geographic information included in the PLS has evolved over time in accordance with industry standards and best practices, as well as data users' needs. Notable transitions include the following:

- FY 2008: The National Center for Education Statistics (NCES) locale code and county population measures were added.
- FY 2009: To avoid duplication or discrepancies in state and county designation codes, the discontinued measures PUB_FIPS and CNTYFIPS were removed from the data files, while FIPSSST and FIPSCO were retained.
- FY 2014: Data items were filled with prior-year (FY 2013) values. If the library was not included in the data file in the prior year, then the values were filled in as missing. (However, if a library was not included in FY 2013 due to a temporary closure but reopened at the same address in FY 2014, that library will have geocoding information.) In addition, if the library had moved to a new location, then the values were filled in as missing.
- FY 2015: The Federal Information Processing Standards (FIPS) codes were replaced by Geographic Names Information System (GNIS) codes. GNIS codes are used for locational entities of the United States, such as primary county divisions and named populated places. FIPS codes were appended in previous PLS administrations, but starting with FY 2015, PLS included the new GNIS codes.
- FY 2016: The Rural Education Achievement Program (REAP) locale code was added for libraries and outlets. See additional information in the "Locale Codes" section below.
- FY 2019: The Rural Education Achievement Program (REAP) locale code was removed as this framework is no longer being maintained.¹⁴

As part of the post-processing of the FY 2020 data files, supplemental geographic information was added to the records for AEs and outlets, where possible. The geocode variables are not collected or reported but are generated based on the physical address information reported for each record; see the record layouts for missing values declarations. The following supplemental geographic information is provided with the release of the FY 2020 PLS data:

- ZIP Code +4
- Longitude
- Latitude
- Standardized state code (e.g., InterNational Committee for Information Technology Standards (INCITS) 38, formerly FIPS 5-2)
- Standardized county code (e.g., INCITS 31, formerly FIPS 6-4)
- Standardized place code (e.g., Minor Civil Division (MCD) code; GNIS feature ID, formerly FIPS 55-DC3)
- County population
- NCES locale code

¹⁴ https://nces.ed.gov/programs/edge/docs/EDGE_NCES_LOCALE.pdf

- Census tract
- Census block
- Congressional district (116th Congress)
- Core-based statistical area
- Metropolitan/micropolitan area flag
- Geocoding accuracy and precision level (e.g., Street Address)

County population data for U.S. libraries was assigned using the Census Bureau's 2020 Population Estimates Program (2020 PEP, PEPANNRES).¹⁵ County population data for outlying territory was assigned using the 2010 Decennial Census.¹⁶ Locale codes were assigned using the 2020 NCES locale framework; see “Locale Codes” for additional information.

Geocoding information was processed in batch by AIR using the Esri World Geocoder from the ArcGIS Online World Geocoding Service.

The Esri World Geocoder reports geocoding precision within three variables:

1. **GEOSTATUS:** A match status variable that indicates if the address was matched to a location.
 - E – Matched. The address is matched to exactly one location.
 - T – Tied. The address has more than one candidate with the same best match score but at different locations.
 - U – Unmatched. The address is not matched.
2. **GEOSCORE:** A match score for the address where GEOSTATUS = E or T. This variable ranges between 0 and 100, with 100 indicating that the candidate address is a perfect match.
3. **GEOMTYPE:** A geocoded address type that indicates the type of location to which the address matches. Values closer to the top of the following list are more precise than subsequent values:
 - Subaddress—A street address based on point locations that represent house and building subaddress locations. Typically, this is the most spatially accurate match level. The subaddress elements of unit type and unit identifier (e.g., suite, floor, apartment) help to distinguish one subaddress within or between structures from another when several occur within the same feature or PointAddress location.
 - PointAddress—A street address based on point locations that represent house and building locations.
 - StreetAddress—A street address that differs from PointAddress because the address number is interpolated from the range of address numbers for a given street segment.
 - StreetInt—A street address consisting of a street intersection along with city and optional state and postal code information.
 - StreetAddressExt—An estimated street address match that is returned when the input address number exceeds the address number range for the matched street segment.

¹⁵ <https://www.census.gov/programs-surveys/popest/data/data-sets.2020.html>

¹⁶ <https://census.gov/programs-surveys/decennial-census/data/datasets.2010.html>

- DistanceMarker—A street address that represents the linear distance along a street from a designated origin location.
- StreetName—Similar to a street address but without the address number.
- Locality—A place name representing a populated place such as a city or neighborhood.
- PostalLoc—A combination of ZIP code and city name.
- Postal—ZIP code.
- POI—Points of interest, for example, administrative placenames, businesses, landmarks, and geographic features.

Tables 10 and 11 show the geocoding precision levels, corresponding descriptions, and numbers and percentages of each level in the AE and outlet files, for each variable GEOSTATUS, GEOSCORE, GEOMTYPE.

Table 10. GEOSTATUS Levels and Distribution

| GEOSTATUS | Description | Number and Percentage of AEs | Number and Percentage of Outlets |
|-----------|--|------------------------------|----------------------------------|
| E | Matched. The address is matched to exactly one location. | 9,162 (99.1%) | 17,325 (98.9%) |
| T | Tied. The address has more than one candidate with the same best match score but at different locations. | 83 (0.9%) | 184 (1.1%) |
| U | Unmatched. The address is not matched. | 0 (0.0%) | 0 (0.0%) |

Table 11. GEOSCORE Distribution

| GEOSCORE | Number and Percentage of AEs | Number and Percentage of Outlets |
|----------------|------------------------------|----------------------------------|
| 100 | 7,874 (85.2%) | 14,460 (82.6%) |
| 95.0 – 99.9 | 1,275 (13.8%) | 2,808 (16.0%) |
| 90.0 – 94.9 | 38 (0.4%) | 105 (0.6%) |
| 85.0 – 89.9 | 54 (0.6%) | 126 (0.7%) |
| Less than 84.9 | 4 (<0.1%) | 10 (<0.1%) |

Locale Codes

Locale codes allow users to identify whether AEs and library outlets are in cities, suburbs, towns, or rural areas. Locale codes were assigned to AEs and outlets using the 2020 NCES locale framework. Locale codes for AEs were assigned using two methodologies:

1. Based on the geocoded latitude and longitude values of the AE's street address
2. Based on the modal locale codes of the central and branch libraries of that library system (excluding bookmobile and books-by-mail-only outlets). Whenever there was a tie in modal code, the AE retained its prior year locale code, if that code was among the tied values. If the tie involved locale codes that were different from the locale code corresponding to the AE's prior locale code, the most urban code of the tied locale codes was assigned to that AE.

Locale codes for outlets were assigned based on the geocoded latitude and longitude of the outlet's street address.

For records with a GEOSCORE value less than 90 (see previous section), IMLS recommends against depending on the locale codes in these files for high stakes uses. Instead, users can visually locate an entity on the NCES Locale Lookup map: <https://nces.ed.gov/programs/maped/LocaleLookup/>.

The NCES locale coding system classifies areas into four major types—city, suburban, town, and rural—each with three subcategories. The order of urbanicity for NCES locale codes is from the highest, most urban (11) to the lowest, most rural (43). The 12 different locale codes and the criteria for their assignment are as follows:

- 11 – City, Large:** Territory inside an Urbanized Area and inside a Principal City with a population of 250,000 or more.
- 12 – City, Mid-size:** Territory inside an Urbanized Area and inside a Principal City with a population less than 250,000 and greater than or equal to 100,000.
- 13 – City, Small:** Territory inside an Urbanized Area and inside a Principal City with a population less than 100,000.
- 21 – Suburban, Large:** Territory outside a Principal City and inside an Urbanized Area with a population of 250,000 or more.
- 22 – Suburban, Mid-size:** Territory outside a Principal City and inside an Urbanized Area with a population less than 250,000 and greater than or equal to 100,000.
- 23 – Suburban, Small:** Territory outside a Principal City and inside an Urbanized Area with a population less than 100,000.
- 31 – Town, Fringe:** Territory inside an Urban Cluster that is less than or equal to 10 miles from an Urbanized Area.
- 32 – Town, Distant:** Territory inside an Urban Cluster that is more than 10 miles and less than or equal to 35 miles from an Urbanized Area.
- 33 – Town, Remote:** Territory inside an Urban Cluster that is more than 35 miles from an Urbanized Area.

- 41 – Rural, Fringe:** Census-defined rural territory that is less than or equal to 5 miles from an Urbanized Area, as well as rural territory that is less than or equal to 2.5 miles from an Urban Cluster.
- 42 – Rural, Distant:** Census-defined rural territory that is more than 5 miles but less than or equal to 25 miles from an Urbanized Area, as well as rural territory that is more than 2.5 miles but less than or equal to 10 miles from an Urban Cluster.
- 43 – Rural, Remote:** Census-defined rural territory that is more than 25 miles from an Urbanized Area and more than 10 miles from an Urban Cluster.

C. Guidelines for Processing the PLS Data Files

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

Files are provided in CSV, SAS, and SPSS format. SPSS files are formatted to include value labels and missing values declarations that align with the value labels shown in the record layouts of the accompanying data documentation. That is, if a numeric variable’s missing value was coded as -1, the -1 is declared as a discrete missing value.

SAS datasets are unformatted and do not contain value labels. SAS datasets are delivered with two programs to apply formats: SAS_[FileName]_FmtAssoc.sas and SAS_[FileName]_FmtAttach.sas. The FmtAssoc program should be run above a data step, whereas the FmtAttach program is run within the data step. For example:

```
%include "\\...SAS_[FileName]_FmtAssoc.sas";

data temp;
set libname.filename;
%include "\\...path\SAS_[FileName]_FmtAttach.sas";
run;
```

Alphanumeric fields 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. A “-9” indicates data have been removed to protect confidentiality. SAS and SPSS treat missing values differently. SAS users will need to apply the following code to convert negative values to values recognized as missing:

```
*-----*
| For Public Library System Data File |
*-----*
*Insert this section into data step;

array num _numeric_;
do over num;
if num = -1 then num = .M; /*recode missing value into .M*/
```

```

if num = -3 and STATSTRU in ('03', '23') then num = .C; /*recode "Closed and Temporary Closed
Library" into .C*/
if num = -4 then num = .N; /*recode "Not Applicable" into .N*/
if num = -9 then num = .S; /*recode suppressed value into .S*/
end;
array char _character_;
do over char;
if char = 'M' then char = ''; /*recode missing value into M for character variables*/
end;
/*recode the rest of special missing into corresponding missing values*/
if PHONE in ('-3' '-4') then PHONE = '';
if STARTDAT = '-3' then STARTDAT = "";
if ENDDATE = '-3' then ENDDATE = "";

*-----*
| For Public Library State Summary/State Characteristics files |
*-----*

*Insert this section into data step;

array num _numeric_;
do over num;
if num = -1 then num = .M; /*recode missing value into .M*/
end;
array char _character_;
do over char;
if char = 'M' then char = ''; /*recode missing value into M for character variables*/
end;

*-----*
| For Public Library Outlet Data File |
*-----*

*Insert this section into data step;

array num _numeric_;
do over num;

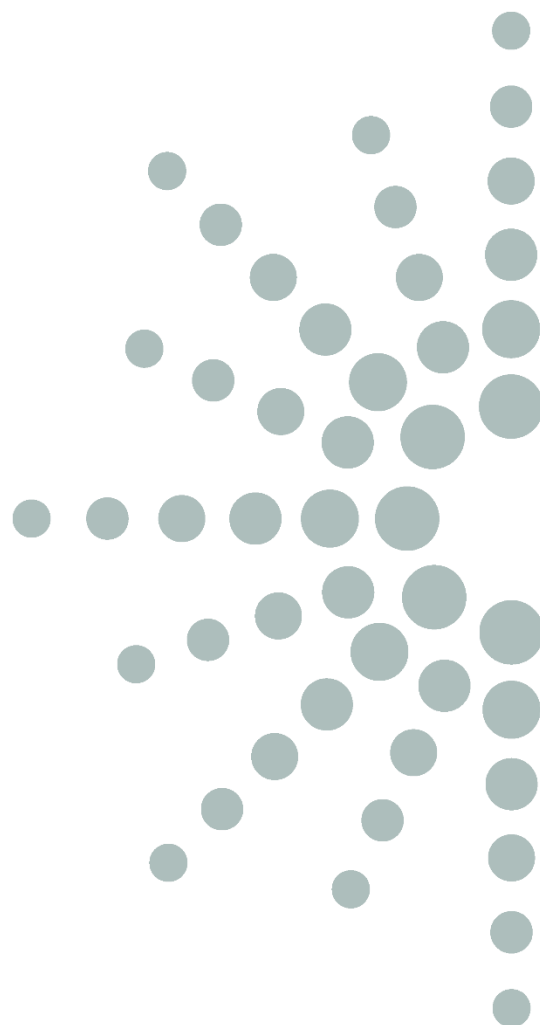
if num = -1 then num = .M; /*recode missing value into .M*/
if num = -3 and STATSTRU in ('03', '23') then num = .C; /*recode "Closed and Temporary Closed
Library" into .C*/
if num = -4 then num = .N; /*recode "Not Applicable" into .N*/
end;
array char _character_;
do over char;
if char = 'M' then char = ''; /*recode missing value into M for character variables*/
end;
/*recode the rest of special missing into corresponding missing values*/
if PHONE in ('-3' '-4') then PHONE = '';
if STARTDAT = '-3' then STARTDAT = "";
if ENDDATE = '-3' then ENDDATE = "";

```

Removing Imputed Values from the Data

If the value of the flag begins with “I,” then the value for the associated variable was imputed. To remove all imputed values from the data, the values of variables that have an associated imputation flag beginning with “I” should be removed.

Appendices



Appendix A: Record Layout for Public Library System Data File, FY 2020 (pls_ae_pud20i)

| Variable name | Field length | Data type | Survey item | Description |
|--|--------------|-----------|-------------|---|
| Data Source: Public Libraries Survey, Fiscal Year 2020 Number of records = 9,245 (one record per observation) Number of fields per record = 179 | | | | |
| IDENTIFICATION | | | | |
| STABR | 02 | A | † | Two-letter American National Standards Institute (ANSI) State Code. (See Appendix D for list of State Codes.) |
| FSCSKEY | 06 | A | 150 | Library identification code assigned by IMLS |
| LIBID | 20 | A | 151 | Library identification code assigned by the state. IMLS assigns the FSCSKEY to this field if the state did not assign a code. |
| LIBNAME | 60 | A | 152 | Name of library (administrative entity) |
| STREET ADDRESS | | | | |
| ADDRESS | 35 | A | 153 | Street address of administrative entity |
| CITY | 20 | A | 154 | City or town (of street address) of administrative entity |
| ZIP | 05 | A | 155 | Standard five-digit postal zip code (of street address) of administrative entity. |
| ZIP4 | 04 | A | † | Four-digit postal zip code extension (of street address) of administrative entity. M–Missing |
| MAILING ADDRESS | | | | |
| ADDRES_M | 35 | A | 157 | Mailing address of administrative entity |
| CITY_M | 20 | A | 158 | City or town (of mailing address) of administrative entity |
| ZIP_M | 05 | A | 159 | Standard five-digit postal zip code (of mailing address) of administrative entity |

| Variable name | Field length | Data type | Survey item | Description |
|---------------|--------------|-----------|-------------|--|
| ZIP4_M | 04 | A | † | Four-digit postal zip code extension (of mailing address) of administrative entity M–Missing |
| CNTY | 20 | A | 161 | County in which the headquarters of the administrative entity is physically located |
| PHONE | 10 | A | 162 | Telephone number, in following format: area code/exchange/number (for example, 7037315072) -3–Closed or temporarily closed administrative entity -4–Not applicable |
| C_RELATN | 02 | A | 200 | 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 | A | 201 | 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 | A | 202 | 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 | A | 203 | FSCS Public Library Definition (Public library system meets all criteria in the definition.) Y–Yes N–No |

| Variable name | Field length | Data type | Survey item | Description |
|---------------|--------------|-----------|-------------|---|
| GEOCODE | 03 | A | 204 | 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 | A | 205 | Legal service area boundary change in last year Y–Yes N–No |
| STARTDAT | 10 | A | 206 | Reporting period starting date, in mm/dd/yyyy format (e.g., 07/01/2017) -3–Closed or temporarily closed administrative entity |
| ENDDATE | 10 | A | 207 | Reporting period ending date, in mm/dd/yyyy format (e.g., 06/30/2018) -3–Closed or temporarily closed administrative entity |
| POPU_LSA | 09 | N | 208 | POPULATION Population of the Legal Service Area -3–Closed or temporarily closed administrative entity -9–Data suppressed for analytic purposes |
| F_POPLSA | 04 | A | † | POPU_LSA imputation flag. (See Appendix G for definitions of flags.) |
| POPU_UND | 09 | N | † | Derived. Unduplicated population of the legal service area for the library. This value is calculated 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. -3–Closed or temporarily closed administrative entity -9–Data suppressed for analytic purposes |

| Variable name | Field length | Data type | Survey item | Description |
|--|--------------|-----------|-------------|---|
| SERVICE OUTLETS | | | | |
| CENTLIB | 03 | N | 209 | Number of central libraries -3–Closed or temporarily closed administrative entity |
| F_CENTLIB | 04 | A | † | CENTLIB imputation flag. (See Appendix G for definitions of flags.) |
| BRANLIB | 03 | N | 210 | Number of branch libraries -3–Closed or temporarily closed administrative entity |
| F_BRLIB | 04 | A | † | BRANLIB imputation flag. (See Appendix G for definitions of flags.) |
| BKMOB | 03 | N | 211 | Number of bookmobiles -3–Closed or temporarily closed administrative entity |
| F_BKMOB | 04 | A | † | BKMOB imputation flag. (See Appendix G for definitions of flags.) |
| FULL-TIME EQUIVALENT (FTE) PAID STAFF | | | | |
| MASTER | 09 | N | 250 | 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. -1–Missing -3–Closed or temporarily closed administrative entity |
| F_MASTER | 04 | A | † | MASTER imputation flag. (See Appendix G for definitions of flags.) |
| LIBRARIA | 09 | N | 251 | Total number of FTE employees holding the title of librarian. This field consists of six integers and two decimals, with an explicit decimal point. -1–Missing -3–Closed or temporarily closed administrative entity |
| F_LIBRAR | 04 | A | † | LIBRARIA imputation flag. (See Appendix G for definitions of flags.) |
| OTHPAID | 09 | N | 252 | All other paid FTE employees. This field consists of six integers and two decimals, with an explicit decimal point. -1–Missing -3–Closed or temporarily closed administrative entity |
| F_OTHSTF | 04 | A | † | OTHPAID imputation flag. (See Appendix G for definitions of flags.) |

| Variable name | Field length | Data type | Survey item | Description |
|--------------------------|--------------|-----------|-------------|--|
| TOTSTAFF | 10 | N | 253 | 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. -1–Missing -3–Closed or temporarily closed administrative entity |
| F_TOTSTF | 04 | A | † | TOTSTAFF imputation flag. (See Appendix G for definitions of flags.) |
| OPERATING REVENUE | | | | |
| LOGVGT | 09 | N | 300 | Operating revenue from local government -1–Missing -3–Closed or temporarily closed administrative entity |
| F_LOGVGT | 04 | A | † | LOGVGT imputation flag. (See Appendix G for definitions of flags.) |
| STGVT | 09 | N | 301 | Operating revenue from state government -1–Missing -3–Closed or temporarily closed administrative entity |
| F_STGVT | 04 | A | † | STGVT imputation flag. (See Appendix G for definitions of flags.) |
| FEDGVT | 09 | N | 302 | Operating revenue from federal government -1–Missing -3–Closed or temporarily closed administrative entity |
| F_FEDGVT | 04 | A | † | FEDGVT imputation flag. (See Appendix G for definitions of flags.) |
| OTHINCM | 09 | N | 303 | Other operating revenue (i.e., operating revenue not included in LOGVGT, STGVT, and FEDGVT) -1–Missing -3–Closed or temporarily closed administrative entity |
| F_OTHINC | 04 | A | † | OTHINCM imputation flag. (See Appendix G for definitions of flags.) |
| TOTINCM | 10 | N | 304 | Total operating revenue (i.e., sum of LOGVGT, STGVT, FEDGVT, and OTHINCM) -1–Missing -3–Closed or temporarily closed administrative entity |
| F_TOTINC | 04 | A | † | TOTINCM imputation flag. (See Appendix G for definitions of flags.) |

| Variable name | Field length | Data type | Survey item | Description |
|--------------------------------|--------------|-----------|-------------|--|
| OPERATING EXPENDITURES | | | | |
| Staff Expenditures | | | | |
| SALARIES | 09 | N | 350 | Salaries and wages for all library staff -3–Closed or temporarily closed administrative entity -9– Data suppressed to protect confidentiality |
| F_SALX | 04 | A | † | SALARIES imputation flag. (See Appendix G for definitions of flags.) |
| BENEFIT | 09 | N | 351 | Employee benefits for all library staff -3–Closed or temporarily closed administrative entity -9– Data suppressed to protect confidentiality |
| F_BENX | 04 | A | † | BENEFIT imputation flag. (See Appendix G for definitions of flags.) |
| STAFFEXP | 09 | N | 352 | Total staff expenditures (i.e., sum of SALARIES and BENEFIT) -3–Closed or temporarily closed administrative entity -9– Data suppressed to protect confidentiality |
| F_TOSTFX | 04 | A | † | STAFFEXP imputation flag. (See Appendix G for definitions of flags.) |
| Collection expenditures | | | | |
| PRMATEXP | 09 | N | 353 | Operating expenditures for print materials (including books, current serial subscriptions, government documents, and any other print acquisitions) -1–Missing -3–Closed or temporarily closed administrative entity |
| F_PRMATX | 04 | A | † | PRMATEXP imputation flag. (See Appendix G for definitions of flags.) |
| ELMATEXP | 09 | N | 354 | 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) -1–Missing -3–Closed or temporarily closed administrative entity |
| F_ELMATX | 04 | A | † | ELMATEXP imputation flag. (See Appendix G for definitions of flags.) |
| OTHMATEX | 09 | N | 355 | Operating expenditures for all other library materials (microform, audio, video, DVD, and new formats) -1–Missing -3–Closed or temporarily closed administrative entity |

| Variable name | Field length | Data type | Survey item | Description |
|---------------|--------------|-----------|-------------|---|
| F_OTMATX | 04 | A | † | OTHMATEX imputation flag. (See Appendix G for definitions of flags.) |
| TOTEXPCO | 09 | N | 356 | Total expenditures on library collection (i.e., sum of PRMATEXP, ELMATEXP, and OTHMATEX) -1–Missing -3–Closed or temporarily closed administrative entity |
| F_TOCOLX | 04 | A | † | TOTEXPCO imputation flag. (See Appendix G for definitions of flags.) |
| OTHOPEXP | 09 | N | 357 | Other operating expenditures Other operating expenditures (i.e., operating expenditures not included in STAFFEXP and TOTEXPCO) -3–Closed or temporarily closed administrative entity -9– Data suppressed to protect confidentiality |
| F_OTHOPX | 04 | A | † | OTHOPEXP imputation flag. (See Appendix G for definitions of flags.) |
| TOTOPEXP | 10 | N | 358 | Total operating expenditures (i.e., sum of STAFFEXP, TOTEXPCO, and OTHOPEXP) -1–Missing -3–Closed or temporarily closed administrative entity |
| F_TOTOPX | 04 | A | † | TOTOPEXP imputation flag. (See Appendix G for definitions of flags.) |
| LCAP_REV | 09 | N | 400 | CAPITAL REVENUE Local government capital revenue -1–Missing -3–Closed or temporarily closed administrative entity |
| F_LCAPRV | 04 | A | † | LCAP_REV imputation flag. (See Appendix G for definitions of flags.) |
| SCAP_REV | 09 | N | 401 | State government capital revenue -1–Missing -3–Closed or temporarily closed administrative entity |
| F_SCAPRV | 04 | A | † | SCAP_REV imputation flag. (See Appendix G for definitions of flags.) |
| FCAP_REV | 09 | N | 402 | Federal government capital revenue -1–Missing -3–Closed or temporarily closed administrative entity |

| Variable name | Field length | Data type | Survey item | Description |
|-----------------------------|--------------|-----------|-------------|--|
| F_FCAPRV | 04 | A | † | FCAP_REV imputation flag. (See Appendix G for definitions of flags.) |
| OCAP_REV | 09 | N | 403 | Other capital revenue (i.e., capital revenue not included in LCAP_REV, SCAP_REV, and OCAP_REV) -1–Missing -3–Closed or temporarily closed administrative entity |
| F_OCAPRV | 04 | A | † | OCAP_REV imputation flag. (See Appendix G for definitions of flags.) |
| CAP_REV | 09 | N | 404 | Total capital revenue (i.e., sum of LCAP_REV, SCAP_REV, FCAP_REV, and OCAP_REV) -1–Missing -3–Closed or temporarily closed administrative entity |
| F_TCAPRV | 04 | A | † | CAP_REV imputation flag. (See Appendix G for definitions of flags.) |
| CAPITAL EXPENDITURES | | | | |
| CAPITAL | 09 | N | 405 | Total capital expenditures -1–Missing -3–Closed or temporarily closed administrative entity |
| F_TCAPX | 04 | A | † | CAPITAL imputation flag. (See Appendix G for definitions of flags.) |
| LIBRARY COLLECTION | | | | |
| BKVOL | 09 | N | 450 | Print materials (including books and government documents) -1–Missing -3–Closed or temporarily closed administrative entity |
| F_BKVOL | 04 | A | † | BKVOL imputation flag. (See Appendix G for definitions of flags.) |
| EBOOK | 09 | N | 451 | Electronic Books (E-books) (digital documents, including non-serial government documents in digital format) -1–Missing -3–Closed or temporarily closed administrative entity |
| F_EBOOK | 04 | A | † | EBOOK imputation flag. (See Appendix G for definitions of flags.) |
| AUDIO_PH | 09 | N | 452 | Audio - physical units (including records, audiocassettes, audio cartridges, audio discs—including audio-CD-ROMS, audio reels, talking books, and other sound recordings) -1–Missing -3–Closed or temporarily closed administrative entity |

| Variable name | Field length | Data type | Survey item | Description |
|---------------|--------------|-----------|-------------|--|
| F_AUD_PH | 04 | A | † | AUDIO_PH imputation flag. (See Appendix G for definitions of flags.) |
| AUDIO_DL | 09 | N | 453 | Audio - downloadable units -1 - Missing -3 - Closed or temporarily closed administrative entity |
| F_AUD_DL | 04 | A | † | AUDIO_DL imputation flag. (See Appendix G for definitions of flags.) |
| VIDEO_PH | 09 | N | 454 | Video - physical units (including video tapes, DVDs, video CD-ROMs, etc.) -1 - Missing -3 - Closed or temporarily closed administrative entity |
| F_VID_PH | 04 | A | † | VIDEO_PH imputation flag. (See Appendix G for definitions of flags.) |
| VIDEO_DL | 09 | N | 455 | Video - downloadable units -1 - Missing -3 - Closed or temporarily closed administrative entity |
| F_VID_DL | 04 | A | † | VIDEO_DL imputation flag. (See Appendix G for definitions of flags.) |
| EC_LO_OT | 09 | N | 456 | ELECTRONIC COLLECTIONS Local/Other electronic collections -1 - Missing -3 - Closed or temporarily closed administrative entity |
| F_EC_L_O | 04 | A | † | EC_LO_OT imputation flag. (See Appendix G for definitions of flags.) |
| EC_ST | 09 | N | 457 | State electronic collections -1 - Missing -3 - Closed or temporarily closed administrative entity |
| F_EC_ST | 04 | A | † | EC_ST imputation flag. (See Appendix G for definitions of flags.) |
| ELECCOLL | 09 | N | 458 | Total electronic collections -1 - Missing -3 - Closed or temporarily closed administrative entity |
| F_ELECOL | 04 | A | † | ELECCOLL imputation flag. (See Appendix G for definitions of flags.) |

| Variable name | Field length | Data type | Survey item | Description |
|-----------------------------|--------------|-----------|-------------|--|
| PUBLIC SERVICE HOURS | | | | |
| HRS_OPEN | 09 | N | 500 | Total annual public service hours for all service outlets -1–Missing -3–Closed or temporarily closed administrative entity |
| F_HRS_OP | 04 | A | † | HRS_OPEN imputation flag. (See Appendix G for definitions of flags.) |
| LIBRARY SERVICES | | | | |
| VISITS | 09 | N | 501 | Total annual library visits -1–Missing -3–Closed or temporarily closed administrative entity |
| F_VISITS | 04 | A | † | VISITS imputation flag. (See Appendix G for definitions of flags.) |
| VISITRPT | 04 | A | 501a | Library visits reporting method CT–Annual Count ES–Annual Estimate Based on Typical Week(s) M–Missing |
| REFERENC | 09 | N | 502 | Total annual reference transactions -1–Missing -3–Closed or temporarily closed administrative entity |
| F_REFER | 04 | A | † | REFERENC imputation flag. (See Appendix G for definitions of flags.) |
| REFERRPT | 04 | A | 502a | Reference transactions reporting method CT–Annual Count ES–Annual Estimate Based on Typical Week(s) M–Missing |
| REGBOR | 09 | N | 503 | Registered Users -1–Missing -3–Closed or temporarily closed administrative entity |
| F_REGBOR | 04 | A | † | REGBOR imputation flag. (See Appendix G for definitions of flags.) |
| CIRCULATION | | | | |
| TOTCIR | 09 | N | 550 | Total annual circulation transactions -1–Missing -3–Closed or temporarily closed administrative entity |

| Variable name | Field length | Data type | Survey item | Description |
|---------------|--------------|-----------|-------------|---|
| F_TOTCIR | 04 | A | † | TOTCIR imputation flag. (See Appendix G for definitions of flags.) |
| KIDCIRCL | 09 | N | 551 | Total annual circulation (including renewals) of all children's materials in all formats to all users -1–Missing -3–Closed or temporarily closed administrative entity |
| F_KIDCIR | 04 | A | † | KIDCIRCL imputation flag. (See Appendix G for definitions of flags.) |
| ELMATCIR | 09 | N | 552 | Use of Electronic Materials – The total annual circulation of all electronic materials -1–Missing -3–Closed or temporarily closed administrative entity |
| F_EMTCIR | 04 | A | † | ELMATCIR imputation flag. (See Appendix G for definitions of flags.) |
| PHYSCIR | 09 | N | 553 | Physical item circulation – The total annual circulation of all physical library materials of all types, including renewals. -1–Missing -3–Closed or temporarily closed administrative entity |
| F_PHYSCR | 04 | A | † | PHYSCIR imputation flag. (See Appendix G for definitions of flags.) |
| ELINFO | 09 | N | 554 | Successful retrieval of electronic information – The number of full-content units or descriptive records examined, downloaded, or otherwise supplied to user, from online library resources that require user authentication but do not have a circulation period. -1–Missing -3–Closed or temporarily closed administrative entity |
| F_ELINFO | 04 | A | † | ELINFO imputation flag. (See Appendix G for definitions of flags.) |
| ELCONT | 09 | N | 555 | Electronic content use – The total annual count of the circulation of electronic materials and the successful retrieval of electronic information -1–Missing -3–Closed or temporarily closed administrative entity |
| F_ELCONT | 04 | A | † | ELCONT imputation flag. (See Appendix G for definitions of flags.) |

| Variable name | Field length | Data type | Survey item | Description |
|----------------------------|--------------|-----------|-------------|---|
| TOTCOLL | 09 | N | 556 | Total annual count of physical item circulation, circulation of electronic material and successful retrieval of electronic information -1–Missing -3–Closed or temporarily closed administrative entity |
| F_TOTCOL | 04 | A | † | TOTCOLL imputation flag. (See Appendix G for definitions of flags.) |
| INTER-LIBRARY LOANS | | | | |
| LOANTO | 09 | N | 575 | Total annual loans provided to other libraries -1–Missing -3–Closed or temporarily closed administrative entity |
| F_LOANTO | 04 | A | † | LOANTO imputation flag. (See Appendix G for definitions of flags.) |
| LOANFM | 09 | N | 576 | Total annual loans received from other libraries -1–Missing -3–Closed or temporarily closed administrative entity |
| F_LOANFM | 04 | A | † | LOANFM imputation flag. (See Appendix G for definitions of flags.) |
| LIBRARY PROGRAMS | | | | |
| TOTPRO | 895 | N | 600 | Total library programs -1–Missing -3–Closed or temporarily closed administrative entity |
| F_TOTPRO | 04 | A | † | TOTPRO imputation flag. (See Appendix G for definitions of flags.) |
| KIDPRO | 09 | N | 601 | Total children's programs -1–Missing -3–Closed or temporarily closed administrative entity |
| F_KIDPRO | 04 | A | † | KIDPRO imputation flag. (See Appendix G for definitions of flags.) |
| YAPRO | 09 | N | 602 | Total young adult programs -1–Missing -3–Closed or temporarily closed administrative entity |
| F_YAPRO | 04 | A | † | YAPRO imputation flag. (See Appendix G for definitions of flags.) |

| Variable name | Field length | Data type | Survey item | Description |
|------------------------------|--------------|-----------|-------------|---|
| TOTATTEN | 09 | N | 603 | Total audience at all library programs -1–Missing -3–Closed or temporarily closed administrative entity |
| F_TOTATT | 04 | A | † | TOTATTEN imputation flag. (See Appendix G for definitions of flags.) |
| KIDATTEN | 09 | N | 604 | Total audience at all children's programs -1–Missing -3–Closed or temporarily closed administrative entity |
| F_KIDATT | 04 | A | † | KIDATTEN imputation flag. (See Appendix G for definitions of flags.) |
| YAATTEN | 09 | N | 605 | Total audience at all young adult programs -1–Missing -3–Closed or temporarily closed administrative entity |
| F_YAATT | 04 | A | † | YAATTEN imputation flag. (See Appendix G for definitions of flags.) |
| ELECTRONIC TECHNOLOGY | | | | |
| GPTERMS | 06 | N | 650 | Internet computers used by general public -1–Missing -3–Closed or temporarily closed administrative entity |
| F_GPTERM | 04 | A | † | GPTERMS imputation flag. (See Appendix G for definitions of flags.) |
| PITUSR | 09 | N | 651 | Uses of public Internet computers per year -1–Missing -3–Closed or temporarily closed administrative entity |
| F_PITUSR | 04 | A | † | PITUSR imputation flag. (See Appendix G for definitions of flags.) |
| WIFISESS | 10 | N | 652 | Total annual wireless sessions provided by the library wireless service -1–Missing -3–Closed or temporarily closed administrative entity -4–Not applicable |
| F_WIFISS | 04 | A | † | WIFISESS imputation flag. (See Appendix G for definitions of flags.) |

| Variable name | Field length | Data type | Survey item | Description |
|---------------|--------------|-----------|-------------|--|
| WEBVISIT | 10 | N | 653 | Total visits (sessions) to library website -1–Missing -3–Closed or temporarily closed administrative entity -4–Not applicable |
| YR_SUB | 04 | A | † | FSCS submission year of public library data in 4-digit format (YYYY) |
| OBereg | 02 | 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) |
| RSTATUS | 01 | A | † | Derived. Reporting status 1–Respondent, with no imputed data 2–Respondent, with both reported and imputed data 3–Nonrespondent, not imputed 4–Nonrespondent, with imputed data |
| STATSTRU | 02 | A | † | Structure Change Code 00–No change from last year 01–Existing administrative entity or outlet absorbs another administrative entity or outlet 02–Newly created administrative entity or outlet 03–Closed 04–Move outlet to a newly created administrative entity 05–Merge two or more administrative entities or outlets to form a new administrative entity or outlet 06–(reserved) 07–(reserved) 08–Restored a closed administrative entity or outlet record 09–Restored an incorrectly deleted administrative entity or outlet 10–Delete an incorrect record 11–Outlet moved to a different previously existing administrative entity |

| Variable name | Field length | Data type | Survey item | Description |
|---------------|--------------|-----------|-------------|---|
| | | | | 12–(reserved) 13–Add an existing administrative entity or outlet not previously reported 22–Future administrative entity FSCS ID Request 23–Temporary closure 24–Restore/Undo Was a 23 (Reopen a temporary closure) (Note: This code records structure changes to administrative entities and outlets and is included on the Public Library System Data File and the Public Library Outlet File. Structure changes include actions such as adding, deleting, or merging administrative entities or outlets. The full list of codes is provided; however, some codes are specific to one of the data files (e.g., code 11 would appear only on the Public Library Outlet Data File.) 25–Survey nonrespondent |
| STATNAME | 02 | A | 152A | Name Change Code 00–No change from last year 06–Official name change 14–Minor name change |
| STATADDR | 02 | A | 153A | Address Change Code 00–No change from last year 07–Moved to a new location 15–Minor address change |
| LONGITUD | 12 | N | † | Longitude of the AE street address. Formatted –X00.0000000 (X is blank or 1) This field consists of a negative sign, three integers and seven decimal places, with an explicit decimal point. |
| LATITUDE | 10 | N | † | Latitude of the AE street address. Formatted 00.0000000 This field consists of two integers and seven decimal places, with an explicit decimal point. |
| INCITSST | 02 | A | † | Two-digit International Committee for Information Technology Standards State Code (INCITS 38) assigned based on the physical location of the administrative entity headquarters. See Appendix D for list of State Codes. |
| INCITSCO | 03 | A | † | Three-digit INCITS County Code (INCITS 31) assigned based on the physical location of the administrative entity headquarters. |

| Variable name | Field length | Data type | Survey item | Description |
|---------------|--------------|-----------|-------------|--|
| GNISPLAC | 05 | A | † | Five-digit Geographic Names Information System (GNIS) Feature ID, or reference to named entities, based on physical location of the administrative entity headquarters. Place Code. Not every address will fall within a Place. M–Missing |
| CNTYPOP | 08 | N | † | County Population -1–Missing |
| LOCALE_ADD | 02 | A | † | Urban-centric locale code. The geographic location in terms of the size of the community in which it is located and the proximity of that community to urban and metropolitan areas. Assigned based on latitude and longitude of administrative entity. 11–City, Large: Territory inside an urbanized area and inside a principal city with population of 250,000 or more. 12–City, Mid-size: Territory inside an urbanized area and inside a principal city with a population less than 250,000 and greater than or equal to 100,000. 13–City, Small: Territory inside an urbanized area and inside a principal city with a population less than 100,000. 21–Suburb, Large: Territory outside a principal city and inside an urbanized area with population of 250,000 or more. 22–Suburb, Mid-size: Territory outside a principal city and inside an urbanized area with a population less than 250,000 and greater than or equal to 100,000. 23–Suburb, Small: Territory outside a principal city and inside an urbanized area with a population less than 100,000. 31–Town, Fringe: Territory inside an urban cluster that is less than or equal to 10 miles from an urbanized area. 32–Town, Distant: Territory inside an urban cluster that is more than 10 miles and less than or equal to 35 miles from an urbanized area. 33–Town, Remote: Territory inside an urban cluster that is more than 35 miles from an urbanized area. 41–Rural, Fringe: Census-defined rural territory that is less than or equal to 5 miles from an urbanized area, as well as rural territory that is less than or equal to 2.5 miles from an urban cluster. 42–Rural, Distant: Census-defined rural territory that is more than 5 miles but less than or equal to 25 miles from an urbanized area, as well as rural territory that is more than 2.5 miles but less than or equal to 10 miles from an urban cluster. 43–Rural, Remote: Census-defined rural territory that is more than 25 miles from an urbanized area and is also more than 10 miles from an urban cluster. |

| Variable name | Field length | Data type | Survey item | Description |
|---------------|--------------|-----------|-------------|---|
| LOCALE_MOD | 02 | A | † | <p>Urban-centric locale code. The geographic location in terms of the size of the community in which it is located and the proximity of that community to urban and metropolitan areas. Assigned based on the modal locale code of associated stationary outlets (i.e., central and branch libraries).</p> <p>11–City, Large: Territory inside an urbanized area and inside a principal city with population of 250,000 or more.</p> <p>12–City, Mid-size: Territory inside an urbanized area and inside a principal city with a population less than 250,000 and greater than or equal to 100,000.</p> <p>13–City, Small: Territory inside an urbanized area and inside a principal city with a population less than 100,000.</p> <p>21–Suburb, Large: Territory outside a principal city and inside an urbanized area with population of 250,000 or more.</p> <p>22–Suburb, Mid-size: Territory outside a principal city and inside an urbanized area with a population less than 250,000 and greater than or equal to 100,000.</p> <p>23–Suburb, Small: Territory outside a principal city and inside an urbanized area with a population less than 100,000.</p> <p>31–Town, Fringe: Territory inside an urban cluster that is less than or equal to 10 miles from an urbanized area.</p> <p>32–Town, Distant: Territory inside an urban cluster that is more than 10 miles and less than or equal to 35 miles from an urbanized area.</p> <p>33–Town, Remote: Territory inside an urban cluster that is more than 35 miles from an urbanized area.</p> <p>41–Rural, Fringe: Census-defined rural territory that is less than or equal to 5 miles from an urbanized area, as well as rural territory that is less than or equal to 2.5 miles from an urban cluster.</p> <p>42–Rural, Distant: Census-defined rural territory that is more than 5 miles but less than or equal to 25 miles from an urbanized area, as well as rural territory that is more than 2.5 miles but less than or equal to 10 miles from an urban cluster.</p> <p>43–Rural, Remote: Census-defined rural territory that is more than 25 miles from an urbanized area and is also more than 10 miles from an urban cluster.</p> |

| Variable name | Field length | Data type | Survey item | Description |
|---------------|--------------|-----------|-------------|---|
| CENTRACT | 07 | N | † | Census Tract code. 7 character - Formatted 0000.YY (YY=blank or numeric) A small, relatively permanent statistical subdivision of a county or statistically equivalent entity delineated by local participants as part of the Census Bureau's Participant Statistical Areas Program. This field consists of four integers and two decimals, with an explicit decimal point. |
| CENBLOCK | 04 | N | † | Census Block code. 4 character - An area bounded on all sides by visible features, such as streets, roads, streams, and railroads tracks, and by invisible boundaries, such as city, town, township, and county limits, property lines, and short, imaginary extensions of streets and roads (designated by the Census Bureau). |
| CDCODE | 04 | A | † | Congressional District. ANSI code based on the location of the administrative entity/outlet. Legislatively defined subdivisions of the state for the purpose of electing representatives to the House of Representatives of the U.S. Congress. |
| CBSA | 05 | N | † | Core based statistical area. Core based statistical areas (CBSAs) and Principal cities of Metropolitan and Micropolitan Statistical Areas (MSAs) ¹ -4-Not applicable |
| MICROF | 01 | A | † | Metropolitan and Micropolitan Statistical Area flag 0-Metropolitan area 1-Micropolitan area N-Not applicable |
| GEOSTATUS | 01 | A | † | Geocoding Match Status of Address. E - Matched. The address is matched to exactly one location. U - Unmatched. The address is not matched. T - Tied. The address has more than one candidate with the same best match score but at different locations. |
| GEOSCORE | 03 | N | † | Geocoding Match Score. A number from 0-100 indicating the accuracy of the address match. A score of 100 represents a perfect match, while lower scores represent decreasing match accuracy. |

| Variable name | Field length | Data type | Survey item | Description |
|---------------|--------------|-----------|-------------|---|
| GEOMTYPE | 22 | A | † | <p>Type of location that matched the geocoded address.</p> <p>SUBADDRESS—A street address based on point locations that represent house and building subaddress locations. Typically, this is the most spatially accurate match.</p> <p>POINTADDRESS—A street address based on point locations that represent house and building locations.</p> <p>STREETADDRESS—A street address that differs from PointAddress because the address number is interpolated from the range of address numbers for a given street segment.</p> <p>STREETINT—A street address consisting of a street intersection along with city and optional state and postal code information.</p> <p>STREETADDRESSEXT—An interpolated street address match that is returned when the input address number exceeds the address number range for the matched street segment.</p> <p>DISTANCEMARKER—A street address that represents the linear distance along a street, typically in kilometers or miles, from a designated origin location.</p> <p>STREETNAME—Similar to a street address but without the address number.</p> <p>LOCALITY—A place name representing a populated place such as a city or neighborhood.</p> <p>POSTALLOC—A combination of postal (ZIP) code and city name.</p> <p>POSTAL—Postal (ZIP) code. Reference data is postal code points.</p> <p>POI—Points of interest, for example, administrative placenames, businesses, landmarks, and geographic features.</p> |
| C19CLOSE | 01 | A | 510 | <p>COVID-19</p> <p>Closed Outlets Due to COVID-19</p> <p>M–Missing</p> <p>Y–Yes</p> <p>N–No</p> |
| C19PUBSV | 01 | A | 511 | <p>Public Services During COVID-19</p> <p>M–Missing</p> <p>Y–Yes</p> <p>N–No</p> |
| C19ELMAT | 01 | A | 512 | <p>Electronic Materials Added Due to COVID-19</p> <p>M–Missing</p> <p>Y–Yes</p> <p>N–No</p> |
| C19ECD1 | 01 | A | 513 | <p>Electronic Library Cards Issued Before COVID-19</p> <p>M–Missing</p> <p>Y–Yes</p> |

| Variable name | Field length | Data type | Survey item | Description |
|---------------|--------------|-----------|-------------|---|
| | | | | N-No |
| C19ECD2 | 01 | A | 514 | Electronic Library Cards Issued During COVID-19 M–Missing Y-Yes N-No |
| C19REFER | 01 | A | 515 | Reference Service During COVID-19 M–Missing Y-Yes N-No |
| C19OUTSD | 01 | A | 516 | Outside Service During COVID-19 M–Missing Y-Yes N-No |
| C19LIVEP | 01 | A | 517 | Live Virtual Programs During COVID-19 M–Missing Y-Yes N-No |
| C19RECDP | 01 | A | 518 | Recordings of Program Content During COVID-19 M–Missing Y-Yes N-No |
| C19XWIF1 | 01 | A | 519 | External WiFi Access Before COVID-19 M–Missing Y-Yes N-No |
| C19XWIF2 | 01 | A | 520 | External WiFi Access Added During COVID-19 M–Missing Y-Yes N-No |
| C19XWIF3 | 01 | A | 521 | External WiFi Access Increased During COVID-19 M–Missing Y-Yes |

| Variable name | Field length | Data type | Survey item | Description |
|---------------|--|-----------|-------------|-----------------------------------|
| | | | | N-No |
| C19STOTH | 01 | A | 522 | Staff Re-Assigned During COVID-19 |
| | | | | M-Missing |
| | | | | Y-Yes |
| N | Numeric field. | | | |
| A | Alpha character field. | | | |
| † | Not applicable. | | | |
| 1 | www.census.gov/programs-surveys/metro-micro.html | | | |

Appendix B: Record Layout for Public Library State Summary/ State Characteristics Data File, FY 2020 (pls_state_pud20i)

| Variable name | Field length | Data type | Survey item | Description |
|--|--------------|-----------|-------------|---|
| <p style="text-align: center;">Data Source: Public Libraries Survey, Fiscal Year 2020 Number of records = 55 (one record per observation) Number of fields per record = 127</p> | | | | |
| IDENTIFICATION | | | | |
| STABR | 02 | A | † | Two-letter American National Standards Institute (ANSI) State Code. (See Appendix D for list of State Codes.) |
| POPULATION | | | | |
| POPU_LSA | 10 | N | 208 | Population of the legal service area |
| F_POPLSA | 04 | A | † | POPU_LSA imputation flag. (See Appendix G for definitions of flags.) |
| POPU_UND | 10 | N | 103 | 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.) |
| POPU_ST | 10 | N | 102 | Reported state total population estimate. (Note: This item is on the State Characteristics data entry screen.) |
| SERVICE OUTLETS | | | | |
| CENTLIB | 05 | N | 209 | Number of central libraries |
| F_CENTLIB | 04 | A | † | CENTLIB imputation flag. (See Appendix G for definitions of flags.) |
| BRANLIB | 05 | N | 210 | Number of branch libraries |
| F_BRLIB | 04 | A | † | BRANLIB imputation flag. (See Appendix G for definitions of flags.) |
| BKMOB | 05 | N | 211 | Number of bookmobiles |
| F_BKMOB | 04 | A | † | BKMOB imputation flag. (See Appendix G for definitions of flags.) |

| Variable name | Field length | Data type | Survey item | Description |
|--|--------------|-----------|-------------|--|
| FULL-TIME EQUIVALENT (FTE) PAID STAFF | | | | |
| MASTER | 11 | N | 250 | 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 | 04 | A | † | MASTER imputation flag. (See Appendix G for definitions of flags.) |
| LIBRARIA | 11 | N | 251 | 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 | 04 | A | † | LIBRARIA imputation flag. (See Appendix G for definitions of flags.) |
| OTHPAID | 11 | N | 252 | All other paid FTE employees. This field consists of eight integers and two decimals, with an explicit decimal point. |
| F_OTHSTF | 04 | A | † | OTHPAID imputation flag. (See Appendix G for definitions of flags.) |
| TOTSTAFF | 12 | N | 253 | 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 | 04 | A | † | TOTSTAFF imputation flag. (See Appendix G for definitions of flags.) |
| OPERATING REVENUE | | | | |
| LOCGVT | 11 | N | 300 | Operating revenue from local government |
| F_LOCGVT | 04 | A | † | LOCGVT imputation flag. (See Appendix G for definitions of flags.) |
| STGVT | 11 | N | 301 | Operating revenue from state government |
| F_STGVT | 04 | A | † | STGVT imputation flag. (See Appendix G for definitions of flags.) |
| FEDGVT | 11 | N | 302 | Operating revenue from federal government |
| F_FEDGVT | 04 | A | † | FEDGVT imputation flag. (See Appendix G for definitions of flags.) |
| OTHINCM | 11 | N | 303 | Other operating revenue (i.e., revenue not included in LOCGVT, STGVT, and FEDGVT) |
| F_OTHINC | 04 | A | † | OTHINCM imputation flag. (See Appendix G for definitions of flags.) |

| Variable name | Field length | Data type | Survey item | Description |
|--------------------------------|--------------|-----------|-------------|---|
| TOTINCM | 12 | N | 304 | Total operating revenue (i.e., sum of LOCGVT, STGVT, FEDGVT, and OTHINCM) |
| F_TOTINC | 04 | A | † | TOTINCM imputation flag. (See Appendix G for definitions of flags.) |
| OPERATING EXPENDITURES | | | | |
| Staff expenditures | | | | |
| SALARIES | 11 | N | 350 | Salaries and wages for all library staff |
| F_SALX | 04 | A | † | SALARIES imputation flag. (See Appendix G for definitions of flags.) |
| BENEFIT | 11 | N | 351 | Employee benefits for all library staff |
| F_BENX | 04 | A | † | BENEFIT imputation flag. (See Appendix G for definitions of flags.) |
| STAFFEXP | 11 | N | 352 | Total staff expenditures (i.e., sum of SALARIES and BENEFIT) |
| F_TOSTFX | 04 | A | † | STAFFEXP imputation flag. (See Appendix G for definitions of flags.) |
| Collection Expenditures | | | | |
| PRMATEXP | 09 | N | 353 | Operating expenditures for print materials (including books, current serial subscriptions, government documents, and any other print acquisitions) |
| F_PRMATX | 04 | A | † | PRMATEXP imputation flag. (See Appendix G for definitions of flags.) |
| ELMATEXP | 09 | N | 354 | 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 | 04 | A | † | ELMATEXP imputation flag. (See Appendix G for definitions of flags.) |
| OTHMATEX | 09 | N | 355 | Operating expenditures for other library materials (microform, audio, video, DVD, and new formats) |
| F_OTMATX | 04 | A | † | OTHMATEX imputation flag. (See Appendix G for definitions of flags.) |
| TOTEXPCO | 11 | N | 356 | Total expenditures on library collection (i.e., sum of PRMATEXP, ELMATEXP, and OTHMATEX) |
| F_TOCOLX | 04 | A | † | TOTEXPCO imputation flag. (See Appendix G for definitions of flags.) |

| Variable name | Field length | Data type | Survey item | Description |
|-------------------------------------|--------------|-----------|-------------|--|
| Other operating expenditures | | | | |
| OTHOPEXP | 11 | N | 357 | Other operating expenditures (i.e., operating expenditures not included in STAFFEXP and TOTEXPCO) |
| F_OTHOPX | 04 | A | † | OTHOPEXP imputation flag. (See Appendix G for definitions of flags.) |
| TOTOPEXP | 12 | N | 358 | Total operating expenditures (i.e., sum of STAFFEXP, TOTEXPCO, and OTHOPEXP) |
| F_TOTOPX | 04 | A | † | TOTOPEXP imputation flag. (See Appendix G for definitions of flags.) |
| CAPITAL REVENUE | | | | |
| LCAP_REV | 10 | N | 400 | Local government capital revenue -1–Missing |
| F_LCAPRV | 04 | A | † | LCAP_REV imputation flag. (See Appendix G for definitions of flags.) |
| SCAP_REV | 10 | N | 401 | State government capital revenue -1–Missing |
| F_SCAPRV | 04 | A | † | SCAP_REV imputation flag. (See Appendix G for definitions of flags.) |
| FCAP_REV | 10 | N | 402 | Federal government capital revenue -1–Missing |
| F_FCAPRV | 04 | A | † | FCAP_REV imputation flag. (See Appendix G for definitions of flags.) |
| OCAP_REV | 10 | N | 403 | Other capital revenue (i.e., capital revenue not included in LCAP_REV, SCAP_REV, and FCAP_REV) -1–Missing |
| F_OCAPRV | 04 | A | † | OCAP_REV imputation flag. (See Appendix G for definitions of flags.) |
| CAP_REV | 11 | N | 404 | Total capital revenue (i.e., sum of LCAP_REV, SCAP_REV, FCAP_REV, and OCAP_REV) -1–Missing |
| F_TCAPRV | 04 | A | † | CAP_REV imputation flag. (See Appendix G for imputation flags.) |

| Variable name | Field length | Data type | Survey item | Description |
|-------------------------------|--------------|-----------|-------------|---|
| CAPITAL EXPENDITURES | | | | |
| CAPITAL | 11 | N | 405 | Total capital expenditures -1 – Missing |
| F_TCAPX | 04 | A | † | CAPITAL imputation flag. (See Appendix G for definitions of flags.) |
| LIBRARY COLLECTION | | | | |
| BKVOL | 11 | N | 450 | Print materials (including books and government documents) |
| F_BKVOL | 04 | A | † | BKVOL imputation flag. (See Appendix G for definitions of flags.) |
| EBOOK | 09 | N | 451 | Electronic books (E-books) (digital documents, including non-serial government documents in digital format) -1 – Missing |
| F_EBOOK | 04 | A | † | EBOOK imputation flag. (See Appendix G for definitions of flags.) |
| AUDIO_PH | 11 | N | 452 | Audio - physical units (including records, audiocassettes, audio cartridges, audio discs—including audio-CD-ROMS, audio reels, talking books, and other sound recordings) |
| F_AUD_PH | 04 | A | † | AUDIO_PH imputation flag. (See Appendix G for definitions of flags.) |
| AUDIO_DL | 11 | N | 453 | Audio - downloadable units -1 – Missing |
| F_AUD_DL | 04 | A | † | AUDIO_DL imputation flag. (See Appendix G for definitions of flags.) |
| VIDEO_PH | 11 | N | 454 | Video - physical units (including video tapes, DVDs, video CD-ROMs, etc.) |
| F_VID_PH | 04 | A | † | VIDEO_PH imputation flag. (See Appendix G for definitions of flags.) |
| VIDEO_DL | 11 | N | 455 | Video - downloadable units -1 – Missing |
| F_VID_DL | 04 | A | † | VIDEO_DL imputation flag. (See Appendix G for definitions of flags.) |
| ELECTRONIC COLLECTIONS | | | | |
| EC_LO_OT | 09 | N | 456 | Local/Other electronic collections -1 – Missing |

| Variable name | Field length | Data type | Survey item | Description |
|-----------------------------|--------------|-----------|-------------|---|
| F_EC_L_O | 04 | A | † | EC_LO_OT imputation flag. (See Appendix G for definitions of flags.) |
| EC_ST | 09 | N | 457 | State electronic collections -1 –Missing |
| F_EC_ST | 04 | A | † | EC_ST imputation flag. (See Appendix G for definitions of flags.) |
| ELECCOLL | 09 | N | 458 | Total electronic collection -1 –Missing |
| F_ELECOL | 04 | A | † | ELECCOLL imputation flag. (See Appendix G for definitions of flags.) |
| PUBLIC SERVICE HOURS | | | | |
| HRS_OPEN | 11 | N | 500 | Total annual public service hours for all service outlets |
| F_HRS_OP | 04 | A | † | HRS_OPEN imputation flag. (See Appendix G for definitions of flags.) |
| LIBRARY SERVICES | | | | |
| VISITS | 11 | N | 501 | Total annual library visits -1 –Missing |
| F_VISITS | 04 | A | † | VISITS imputation flag. (See Appendix G for definitions of flags.) |
| REFERENC | 11 | N | 502 | Total annual reference transactions -1 –Missing |
| F_REFER | 04 | A | † | REFERENC imputation flag. (See Appendix G for definitions of flags.) |
| REGBOR | 11 | N | 503 | Registered Users -1 –Missing |
| F_REGBOR | 04 | A | † | F_REGBOR imputation flag. (See Appendix G for definitions of flags.) |
| CIRCULATION | | | | |
| TOTCIR | 11 | N | 550 | Total annual circulation transactions |
| F_TOTCIR | 04 | A | † | TOTCIR imputation flag. (See Appendix G for definitions of flags.) |
| KIDCIRCL | 09 | N | 551 | Total annual circulation (including renewals) of all children's materials in all formats to all users |

| Variable name | Field length | Data type | Survey item | Description |
|---------------|--------------|-----------|-------------|--|
| F_KIDCIR | 04 | A | † | KIDCIRCL imputation flag. (See Appendix G for definitions of flags.) |
| ELMATCIR | 09 | N | 552 | Total annual circulation of all electronic materials. |
| F_EMTCIR | 04 | A | † | ELMATCIR imputation flag. (See Appendix G for definitions of flags.) |
| PHYSCIR | 09 | N | 553 | Physical item circulation – The total annual circulation of all physical library materials of all types, including renewals. -1–Missing |
| F_PHYSCR | 04 | A | † | PHYSCIR imputation flag. (See Appendix G for definitions of flags.) |
| ELINFO | 09 | N | 554 | Successful retrieval of electronic information – The number of full-content units or descriptive records examined, downloaded, or otherwise supplied to user, from online library resources that require user authentication but do not have a circulation period. -1–Missing |
| F_ELINFO | 04 | A | † | ELINFO imputation flag. (See Appendix G for definitions of flags.) |
| ELCONT | 09 | N | 555 | Electronic content use – The total annual count of the circulation of electronic materials and the successful retrieval of electronic information -1–Missing |
| F_ELCONT | 04 | A | † | ELCONT imputation flag. (See Appendix G for definitions of flags.) |
| TOTCOLL | 09 | N | 556 | Total annual count of physical item circulation, circulation of electronic material and successful retrieval of electronic information |
| F_TOTCOL | 04 | A | † | TOTCOLL imputation flag. (See Appendix G for definitions of flags.) |
| | | | | INTER-LIBRARY LOANS |
| LOANTO | 08 | N | 575 | Total annual loans provided to other libraries -1–Missing |
| F_LOANTO | 04 | A | † | LOANTO imputation flag. (See Appendix G for definitions of flags.) |
| LOANFM | 08 | N | 576 | Total annual loans received from other libraries -1–Missing |
| F_LOANFM | 04 | A | † | LOANFM imputation flag. (See Appendix G for definitions of flags.) |

| Variable name | Field length | Data type | Survey item | Description |
|-------------------------------------|--------------|-----------|-------------|---|
| LIBRARY PROGRAMS | | | | |
| TOTPRO | 09 | N | 600 | Total library programs |
| F_TOTPRO | 04 | A | † | TOTPRO imputation flag. (See Appendix G for definitions of flags.) |
| KIDPRO | 09 | N | 601 | Total children's programs |
| F_KIDPRO | 04 | A | † | KIDPRO imputation flag. (See Appendix G for definitions of flags.) |
| YAPRO | 09 | N | 602 | Total young adult programs |
| F_YAPRO | 04 | A | † | YAPRO imputation flag. (See Appendix G for definitions of flags.) |
| TOTATTEN | 09 | N | 603 | Total audience at all library programs |
| F_TOTATT | 04 | A | † | TOTATTEN imputation flag. (See Appendix G for definitions of flags.) |
| KIDATTEN | 09 | N | 604 | Total audience at all children's programs |
| F_KIDATT | 04 | A | † | KIDATTEN imputation flag. (See Appendix G for definitions of flags.) |
| YAATTEN | 09 | N | 605 | Total audience at all young adult programs |
| F_YAATT | 04 | A | † | YAATTEN imputation flag. (See Appendix G for definitions of flags.) |
| OTHER ELECTRONIC INFORMATION | | | | |
| GPTERMS | 06 | N | 650 | Internet computers used by general public |
| F_GPTERM | 04 | A | † | GPTERMS imputation flag. (See Appendix G for definitions of flags.) |
| PITUSR | 09 | N | 651 | Uses of public Internet computers per year -1 – Missing |
| F_PITUSR | 04 | A | † | PITUSR imputation flag. (See Appendix G for definitions of flags.) |
| WIFISESS | 10 | N | 652 | Total annual wireless sessions provided by the library wireless service -1 – Missing |
| F_WIFISS | 04 | A | † | WIFISESS imputation flag. (See Appendix G for definitions of flags.) |

| Variable name | Field length | Data type | Survey item | Description |
|---------------|------------------------|-----------|-------------|---|
| WEBVISIT | 10 | N | 653 | Total visits (sessions) to library website -1–Missing |
| | | | | OTHER |
| STARTDAT | 07 | A | 100 | Reporting period starting date, in mm/yyyy format (e.g., 07/2019). |
| ENDDATE | 07 | A | 101 | Reporting period ending date, in mm/yyyy format (e.g., 06/2020). |
| INCITSST | 02 | A | † | Two-digit International Committee for Information Technology Standards State Code (INCITS 38) assigned based on the physical location of the administrative entity headquarters. (See Appendix D for list of State Codes.) |
| YR_SUB | 04 | A | † | FSCS submission year of public library data in 4-digit format (YYYY) |
| OBereg | 02 | 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 SC) 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. | | | |

Appendix C: Record Layout for Public Library Outlet Data File, FY 2020 (pls_outlet_pud20i)

| Variable name | Field length | Data type | Survey item | Description |
|--|--------------|-----------|-------------|--|
| Data Source: Public Libraries Survey, Fiscal Year 2020 Number of records = 17,509 (one record per observation) Number of fields per record = 42 | | | | |
| STABR | 02 | A | † | Two-letter American National Standards Institute (ANSI) State Code. (See Appendix D for list of State Codes.) |
| FSCSKEY | 06 | A | 700 | Outlet identification code assigned by IMLS. 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 | A | † | Outlet's unique three-digit suffix to FSCSKEY, assigned by IMLS. |
| C_FSCS | 01 | A | 203 | FSCS Public Library Definition (Public library system meets all criteria in the definition.) Y–Yes N–No |
| LIBID | 20 | A | 701 | Outlet identification code assigned by the state. If the state did not assign a code, IMLS assigns a combination of FSCSKEY and FSCS_SEQ, separated by a dash (e.g., AK0003-002). |
| LIBNAME | 60 | A | 702 | Name of outlet |
| ADDRESS | 35 | A | 703 | Complete street address of outlet |
| CITY | 20 | A | 704 | City or town of outlet |
| ZIP | 05 | A | 705 | Standard five-digit postal zip code for street address of outlet |
| ZIP4 | 04 | A | † | Four-digit postal zip code extension for street address of outlet M–Missing |
| CNTY | 20 | A | 707 | County in which the outlet is physically located |
| PHONE | 10 | A | 708 | Telephone number of the outlet, in following format: area code/exchange/number (e.g., 7037315072) -3–Closed or temporarily closed outlet -4–Not applicable |

| Variable name | Field length | Data type | Survey item | Description |
|---------------|--------------|-----------|-------------|---|
| C_OUT_TY | 02 | A | 709 | Outlet type CE–Central Library BR–Branch Library BS–Bookmobile(s) BM–Books-by-Mail Only |
| SQ_FEET | 08 | N | 711 | Area in square feet of the public library outlet (central library or branch) -1–Missing -3–Closed or temporarily closed outlet -4–Not applicable |
| F_SQ_FT | 04 | A | † | SQ_FEET imputation flag. (See Appendix G for definitions of flags.) |
| L_NUM_BM | 02 | N | 712 | Number of bookmobiles in the bookmobile outlet record (i.e., record with C_OUT_TY = BS) -3–Closed or temporarily closed outlet |
| HOURS | 04 | N | 713 | Public Service Hours Per Year (actual hours) -1–Missing -3–Closed or temporarily closed outlet |
| F_HOURS | 04 | A | † | HOURS imputation flag. (See Appendix G for definitions of flags.) |
| WKS_OPEN | 02 | N | 714 | Number of Weeks an outlet is open to the public (actual weeks) -1–Missing -3–Closed or temporarily closed outlet |
| F_WKSOPN | 04 | A | † | WKS_OPEN imputation flag. (See Appendix G for definitions of flags.) |
| YR_SUB | 04 | A | † | FSCS submission year of public library data in 4-digit format (YYYY) |
| OBereg | 02 | 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) |

| Variable name | Field length | Data type | Survey item | Description |
|---------------|--------------|-----------|-------------|--|
| STATSTRU | 02 | A | † | <p>Structure Change Code</p> <p>00–No change from last year</p> <p>01–Existing administrative entity or outlet absorbs another administrative entity or outlet</p> <p>02–Newly created administrative entity or outlet</p> <p>03–Closed</p> <p>04–Move outlet to a newly created administrative entity</p> <p>05–Merge two or more administrative entities or outlets to form a new administrative entity or outlet</p> <p>06–(reserved)</p> <p>07–(reserved)</p> <p>08–Restored a closed administrative entity or outlet record</p> <p>09–Restored an incorrectly deleted administrative entity or outlet</p> <p>10–Delete an incorrect record</p> <p>11–Outlet moved to a different previously existing administrative entity</p> <p>12–(reserved)</p> <p>13–Add an existing administrative entity or outlet not previously reported</p> <p>22–Future administrative entity FSCS ID Request</p> <p>23–Temporary closure</p> <p>24–Restore/Undo Was a 23 (Reopen a temporary closure)</p> <p>(Note: This code records structure changes to administrative entities and outlets and is included on the Public Library System Data File and the Public Library Outlet File. Structure changes include actions such as adding, deleting, or merging administrative entities or outlets. The full list of codes is provided; however, some codes are specific to one of the data files (e.g., code 11 would appear only on the Public Library Outlet Data File).</p> <p>25–Survey nonrespondent</p> |
| STATNAME | 02 | A | 702A | <p>Name Change Code</p> <p>00–No change from last year</p> <p>06–Official name change</p> <p>14–Minor name change</p> |
| STATADDR | 02 | A | 703A | <p>Address Change Code</p> <p>00–No change from last year</p> <p>07–Moved to a new location</p> <p>15–Minor address change</p> |
| LONGITUD | 12 | N | † | <p>Longitude of the outlet street address. Formatted –X00.0000000 (X is blank or 1) This field consists of a negative sign, three integers and seven decimal places, with an explicit decimal point.</p> |
| LATITUDE | 10 | N | † | <p>Latitude of the outlet street address. Formatted 00.0000000 This field consists of two integers and seven decimal places, with an explicit decimal point.</p> |

| Variable name | Field length | Data type | Survey item | Description |
|---------------|--------------|-----------|-------------|---|
| INCITSST | 02 | A | † | Two-digit International Committee for Information Technology Standards State Code (INCITS 38) assigned based on the physical location of the outlet. See Appendix D for list of State Codes. |
| INCITSCO | 03 | A | † | Three-digit INCITS County Code (INCITS 31) assigned based on the physical location of the outlet |
| GNISPLAC | 05 | A | † | Five-digit Geographic Names Information System (GNIS) Feature ID, or reference to named entities, based on physical location of the outlet. Not every address will fall within a Place. M–Missing |
| CNTYPOP | 08 | N | † | County Population |
| LOCALE | 02 | A | † | Urban-centric locale code. The geographic location in terms of the size of the community in which it is located and the proximity of that community to urban and metropolitan areas. Assigned based on the latitude and longitude of the outlet. 11–City, Large: Territory inside an urbanized area and inside a principal city with population of 250,000 or more. 12–City, Mid-size: Territory inside an urbanized area and inside a principal city with a population less than 250,000 and greater than or equal to 100,000. 13–City, Small: Territory inside an urbanized area and inside a principal city with a population less than 100,000. 21–Suburb, Large: Territory outside a principal city and inside an urbanized area with population of 250,000 or more. 22–Suburb, Mid-size: Territory outside a principal city and inside an urbanized area with a population less than 250,000 and greater than or equal to 100,000. 23–Suburb, Small: Territory outside a principal city and inside an urbanized area with a population less than 100,000. 31–Town, Fringe: Territory inside an urban cluster that is less than or equal to 10 miles from an urbanized area. 32–Town, Distant: Territory inside an urban cluster that is more than 10 miles and less than or equal to 35 miles from an urbanized area. 33–Town, Remote: Territory inside an urban cluster that is more than 35 miles from an urbanized area. 41–Rural, Fringe: Census-defined rural territory that is less than or equal to 5 miles from an urbanized area, as well as rural territory that is less than or equal to 2.5 miles from an urban cluster. 42–Rural, Distant: Census-defined rural territory that is more than 5 miles but less than or equal to 25 miles from an urbanized area, as well as rural territory that is more than 2.5 miles but less than or equal to 10 miles from an urban cluster. |

| Variable name | Field length | Data type | Survey item | Description |
|---------------|--------------|-----------|-------------|---|
| | | | | 43–Rural, Remote: Census-defined rural territory that is more than 25 miles from an urbanized area and is also more than 10 miles from an urban cluster. M–Missing |
| CENTRACT | 07 | N | † | Census Tract code. 7 character - Formatted 0000.XX (XX=blank or numeric) A small, relatively permanent statistical subdivision of a county or statistically equivalent entity delineated by local participants as part of the Census Bureau's Participant Statistical Areas Program. This field consists of four integers and two decimals, with an explicit decimal point. |
| CENBLOCK | 04 | N | † | Census Block code. 4 character - An area bounded on all sides by visible features, such as streets, roads, streams, and railroads tracks, and by invisible boundaries, such as city, town, township, and county limits, property lines, and short, imaginary extensions of streets and roads (designated by the Census Bureau). |
| CDCODE | 04 | A | † | Congressional District. ANSI code based on the location of the administrative entity/outlet. Legislatively defined subdivisions of the state for the purpose of electing representatives to the House of Representatives of the U.S. Congress. |
| CBSA | 05 | N | † | Core based statistical area. Core based statistical areas (CBSAs) and Principal cities of Metropolitan and Micropolitan Statistical Areas (MSAs) ¹ -4–Not applicable |
| MICROF | 01 | A | † | Metropolitan and Micropolitan Statistical Area flag N–Not applicable 0–Metropolitan area 1–Micropolitan area |
| GEOSTATUS | 01 | A | † | Geocoding Match Status of Address. E – Matched. The address is matched to exactly one location. U – Unmatched. The address is not matched. T – Tied. The address has more than one candidate with the same best match score but at different locations. |
| GEOSCORE | 03 | N | † | Geocoding Match Score. A number from 0–100 indicating the accuracy of the address match. A score of 100 represents a perfect match, while lower scores represent decreasing match accuracy. |

| Variable name | Field length | Data type | Survey item | Description |
|---------------|--------------|-----------|-------------|--|
| GEOMTYPE | 22 | A | † | <p>Type of location that matched the geocoded address.</p> <p>SUBADDRESS—A street address based on point locations that represent house and building subaddress locations. Typically, this is the most spatially accurate match.</p> <p>POINTADDRESS—A street address based on point locations that represent house and building locations.</p> <p>STREETADDRESS—A street address that differs from PointAddress because the address number is interpolated from the range of address numbers for a given street segment.</p> <p>STREETINT—A street address consisting of a street intersection along with city and optional state and postal code information.</p> <p>STREETADDRESSEXT—An interpolated street address match that is returned when the input address number exceeds the address number range for the matched street segment.</p> <p>DISTANCEMARKER—A street address that represents the linear distance along a street, typically in kilometers or miles, from a designated origin location.</p> <p>STREETNAME—Similar to a street address but without the address number.</p> <p>LOCALITY— A place name representing a populated place such as a city or neighborhood.</p> <p>POSTALLOC—A combination of postal (ZIP) code and city name.</p> <p>POSTAL—Postal (ZIP) code. Reference data is postal code points.</p> <p>POI—Points of interest, for example, administrative placenames, businesses, landmarks, and geographic features.</p> |
| C19WKSCL | 02 | N | 715 | <p>Number of Weeks an Outlet Closed Due to COVID-19</p> <p>-1–Missing</p> <p>-3–Closed or temporarily closed outlet</p> |
| C19WKSLO | 02 | N | 716 | <p>Number of Weeks an Outlet Had Limited Occupancy Due to COVID-19</p> <p>-1–Missing</p> <p>-3–Closed or temporarily closed outlet</p> |

N Numeric field.

A Alpha character field.

† Not applicable.

¹ www.census.gov/programs-surveys/metro-micro.html

Appendix D: ANSI State Codes

| ANSI 2-Letter State Code | State | ANSI 2-Digit State Code ¹ |
|--------------------------|----------------------|--------------------------------------|
| 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 |

¹ American National Standards Institute (ANSI) codes are a standardized set of numeric or alphabetic codes issued by ANSI to ensure uniform identification of geographic entities through all federal government agencies.

| ANSI 2-Letter State Code | State | ANSI 2-Digit State Code ¹ |
|--------------------------|----------------|--------------------------------------|
| 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 |

Outlying Areas:

| ANSI 2-Letter Code | Outlying Area | ANSI 2-Digit Code ¹ |
|--------------------|--------------------------|--------------------------------|
| AS | American Samoa | 60 |
| GU | Guam | 66 |
| MP | Northern Mariana Islands | 69 |
| PR | Puerto Rico | 72 |
| VI | U.S. Virgin Islands | 78 |

¹ American National Standards Institute (ANSI) codes are a standardized set of numeric or alphabetic codes issued by ANSI to ensure uniform identification of geographic entities through all federal government agencies.

Appendix E: Libraries with No Central Outlet

| Obs | FSCS ID# | Library Name | Total | Central Outlets | Branches | Bookmobiles |
|-----|----------|---------------------------------------|-------|-----------------|----------|-------------|
| 1 | AL0123 | Marshall County Cooperative Library | 1 | 0 | 0 | 1 |
| 2 | AZ0001 | Apache County Library District Office | 7 | 0 | 7 | 0 |
| 3 | AZ0042 | Mohave County Library District | 12 | 0 | 10 | 2 |
| 4 | AZ0067 | Yavapai County Free Library District | 15 | 0 | 15 | 0 |
| 5 | AZ0177 | La Paz County Services | 2 | 0 | 2 | 0 |
| 6 | AZ0181 | Hopi Public Library | 2 | 0 | 0 | 2 |
| 7 | CA0001 | Alameda County Library | 11 | 0 | 10 | 1 |
| 8 | CA0017 | Butte County Library | 6 | 0 | 6 | 0 |
| 9 | CA0028 | Contra Costa County Library | 26 | 0 | 26 | 0 |
| 10 | CA0047 | Imperial County Library | 4 | 0 | 4 | 0 |
| 11 | CA0062 | La County Library | 87 | 0 | 84 | 3 |
| 12 | CA0065 | Marin County Free Library | 11 | 0 | 10 | 1 |
| 13 | CA0071 | Mono County Free Library | 7 | 0 | 7 | 0 |
| 14 | CA0073 | Monterey County Free Libraries | 19 | 0 | 16 | 3 |
| 15 | CA0084 | Orange County Public Libraries | 32 | 0 | 32 | 0 |
| 16 | CA0091 | Palo Alto City Library | 5 | 0 | 5 | 0 |
| 17 | CA0109 | San Bernardino County Library | 32 | 0 | 32 | 0 |
| 18 | CA0112 | San Diego County Library | 35 | 0 | 33 | 2 |
| 19 | CA0120 | San Mateo County Libraries | 13 | 0 | 12 | 1 |
| 20 | CA0126 | Santa Clara County Library | 10 | 0 | 8 | 2 |
| 21 | CA0136 | Solano County Library | 9 | 0 | 9 | 0 |
| 22 | CA0152 | Ventura County Library | 14 | 0 | 13 | 1 |
| 23 | CA0157 | Yolo County Library | 7 | 0 | 7 | 0 |
| 24 | CA0194 | Rancho Cucamonga Public Library | 2 | 0 | 2 | 0 |
| 25 | CA0199 | Riverside County Library System | 37 | 0 | 35 | 2 |
| 26 | CA0210 | Santa Clarita Public Library | 3 | 0 | 3 | 0 |
| 27 | CO0001 | Rangeview Library District | 8 | 0 | 7 | 1 |

| Obs | FSCS ID# | Library Name | Total | Central Outlets | Branches | Bookmobiles |
|-----|----------|--|-------|-----------------|----------|-------------|
| 28 | C00005 | Arapahoe Library District | 10 | 0 | 8 | 2 |
| 29 | C00037 | Douglas County Libraries | 7 | 0 | 7 | 0 |
| 30 | C00039 | Eagle Valley Library District | 3 | 0 | 3 | 0 |
| 31 | C00040 | Elbert County Library District | 4 | 0 | 4 | 0 |
| 32 | C00046 | Poudre River Public Library District | 3 | 0 | 3 | 0 |
| 33 | C00049 | Garfield County Public Library District | 6 | 0 | 6 | 0 |
| 34 | C00051 | Grand County Library District | 5 | 0 | 5 | 0 |
| 35 | C00060 | Jefferson County Public Library | 11 | 0 | 10 | 1 |
| 36 | C00071 | Lincoln County Bookmobile | 1 | 0 | 0 | 1 |
| 37 | C00094 | Park County Public Library | 4 | 0 | 4 | 0 |
| 38 | C00103 | South Routt Library District | 2 | 0 | 2 | 0 |
| 39 | C00108 | Northern Saguache County Library District | 2 | 0 | 2 | 0 |
| 40 | C00143 | Clear Creek County Library District | 3 | 0 | 3 | 0 |
| 41 | C00144 | Delta County Public Library District | 5 | 0 | 5 | 0 |
| 42 | C00145 | High Plains Library District | 16 | 0 | 14 | 2 |
| 43 | C00147 | Southwest La Plata Library District | 2 | 0 | 2 | 0 |
| 44 | DE0030 | Sussex County Dept. Of Libraries | 4 | 0 | 3 | 1 |
| 45 | DE0046 | Department Of Community Services | 10 | 0 | 10 | 0 |
| 46 | FL0004 | Northwest Regional Library System | 7 | 0 | 7 | 0 |
| 47 | FL0018 | Citrus County Library System | 5 | 0 | 5 | 0 |
| 48 | FL0035 | Hillsborough County Public Library Cooperative | 31 | 0 | 29 | 2 |
| 49 | FL0039 | Lake County Library System | 15 | 0 | 15 | 0 |
| 50 | FL0042 | Lee County Library System | 15 | 0 | 14 | 1 |
| 51 | FL0056 | Boca Raton Public Library | 2 | 0 | 2 | 0 |
| 52 | FL0065 | Pasco County Public Library Cooperative | 8 | 0 | 8 | 0 |
| 53 | FL0091 | St. Johns County Public Library System | 9 | 0 | 6 | 3 |
| 54 | FL0092 | St. Lucie County Library System | 7 | 0 | 7 | 0 |
| 55 | FL0093 | Sarasota County Public Libraries | 10 | 0 | 10 | 0 |
| 56 | FL0099 | Volusia County Public Library | 14 | 0 | 14 | 0 |
| 57 | FL0127 | Pinellas Public Library Cooperative | 26 | 0 | 25 | 1 |

| Obs | FSCS ID# | Library Name | Total | Central Outlets | Branches | Bookmobiles |
|-----|----------|---|-------|-----------------|----------|-------------|
| 58 | FL0135 | Wilderness Coast Public Libraries | 4 | 0 | 4 | 0 |
| 59 | FL0136 | Panhandle Public Library Cooperative System | 10 | 0 | 10 | 0 |
| 60 | FL0146 | Sumter County Library System | 5 | 0 | 5 | 0 |
| 61 | FL0147 | Three Rivers Regional Library System | 7 | 0 | 6 | 1 |
| 62 | FL0149 | New River Public Library Cooperative | 6 | 0 | 3 | 3 |
| 63 | FL0150 | Heartland Library Cooperative | 7 | 0 | 7 | 0 |
| 64 | FL0255 | Santa Rosa County Library System | 6 | 0 | 6 | 0 |
| 65 | FL0259 | Pal Public Library Cooperative | 25 | 0 | 23 | 2 |
| 66 | FL8001 | Polk County Library Cooperative | 18 | 0 | 17 | 1 |
| 67 | FL8003 | Okaloosa County Public Library Cooperative | 6 | 0 | 6 | 0 |
| 68 | GA0022 | Fulton County Library System | 27 | 0 | 27 | 0 |
| 69 | GA0029 | Houston County Public Library | 3 | 0 | 3 | 0 |
| 70 | ID0006 | Ada County District | 4 | 0 | 4 | 0 |
| 71 | ID0062 | Jefferson County District | 3 | 0 | 3 | 0 |
| 72 | ID0112 | Benewah District | 2 | 0 | 2 | 0 |
| 73 | ID0120 | Community Library Network | 10 | 0 | 7 | 3 |
| 74 | IN0207 | Johnson County Public Library | 5 | 0 | 5 | 0 |
| 75 | KS0133 | Kansas City, Kansas Public Library | 8 | 0 | 5 | 3 |
| 76 | MD0002 | Anne Arundel County Public Library | 16 | 0 | 16 | 0 |
| 77 | MD0004 | Baltimore County Public Library | 23 | 0 | 19 | 4 |
| 78 | MD0007 | Carroll County Public Library | 10 | 0 | 7 | 3 |
| 79 | MD0009 | Charles County Public Library | 5 | 0 | 4 | 1 |
| 80 | MD0013 | Harford County Public Library | 13 | 0 | 11 | 2 |
| 81 | MD0014 | Howard County Library System | 6 | 0 | 6 | 0 |
| 82 | MD0016 | Montgomery County Public Libraries | 21 | 0 | 21 | 0 |
| 83 | MD0017 | Prince George`S County Memorial Library Syste | 18 | 0 | 18 | 0 |
| 84 | MD0019 | St. Mary`S County Library | 3 | 0 | 3 | 0 |
| 85 | MD0024 | Worcester County Library | 5 | 0 | 5 | 0 |
| 86 | MI0171 | Iosco-Arenac District Library | 8 | 0 | 8 | 0 |
| 87 | MI0182 | Kent District Library | 20 | 0 | 19 | 1 |

| Obs | FSCS ID# | Library Name | Total | Central Outlets | Branches | Bookmobiles |
|-----|----------|--|-------|-----------------|----------|-------------|
| 88 | MI0310 | Community District Library | 7 | 0 | 7 | 0 |
| 89 | MN0001 | Arrowhead Library System | 1 | 0 | 0 | 1 |
| 90 | MN0038 | Carver County Library System | 7 | 0 | 7 | 0 |
| 91 | MN0039 | Dakota County Library | 9 | 0 | 9 | 0 |
| 92 | MN0045 | Scott County Library | 9 | 0 | 8 | 1 |
| 93 | MN0046 | Washington County Library | 7 | 0 | 7 | 0 |
| 94 | MN0109 | Viking Library System | 2 | 0 | 0 | 2 |
| 95 | MN0145 | Kitchigami Regional Library | 10 | 0 | 9 | 1 |
| 96 | MN9030 | Sibley County Library | 5 | 0 | 5 | 0 |
| 97 | MO0004 | Mid-Continent Public Library | 33 | 0 | 33 | 0 |
| 98 | MO0035 | Saint Charles City-County Library District | 11 | 0 | 11 | 0 |
| 99 | MO0039 | Boonslick Regional Library | 4 | 0 | 4 | 0 |
| 100 | MO0040 | Cass County Public Library | 8 | 0 | 7 | 1 |
| 101 | MO0045 | Trails Regional Library | 8 | 0 | 8 | 0 |
| 102 | MO0059 | Northeast Missouri Library Service | 4 | 0 | 4 | 0 |
| 103 | MO0137 | Reynolds County Library District | 5 | 0 | 5 | 0 |
| 104 | MO0147 | Jefferson County Library District | 3 | 0 | 3 | 0 |
| 105 | MO0164 | Oregon County Library District | 5 | 0 | 5 | 0 |
| 106 | MO0174 | Heartland Regional Library System | 4 | 0 | 4 | 0 |
| 107 | MO0199 | Pulaski County Library | 3 | 0 | 3 | 0 |
| 108 | NC0002 | Appalachian Regional Library | 5 | 0 | 5 | 0 |
| 109 | NC0003 | Avery-Mitchell-Yancey Regional Library | 5 | 0 | 4 | 1 |
| 110 | NC0006 | Craven-Pamlico-Carteret Regional Library | 10 | 0 | 10 | 0 |
| 111 | NC0008 | Fontana Regional Library | 6 | 0 | 6 | 0 |
| 112 | NC0011 | Nantahala Regional Library | 5 | 0 | 4 | 1 |
| 113 | NC0013 | Northwestern Regional Library | 14 | 0 | 13 | 1 |
| 114 | NC0014 | Pettigrew Regional Library | 4 | 0 | 4 | 0 |
| 115 | NC0015 | Sandhill Regional Library System | 17 | 0 | 15 | 2 |
| 116 | NC0018 | Brunswick County Library | 5 | 0 | 5 | 0 |
| 117 | NC0054 | Rockingham County Public Library | 5 | 0 | 4 | 1 |

| Obs | FSCS ID# | Library Name | Total | Central Outlets | Branches | Bookmobiles |
|-----|----------|--|-------|-----------------|----------|-------------|
| 118 | NC0063 | Wake County Public Libraries | 23 | 0 | 23 | 0 |
| 119 | NV0008 | Las Vegas-Clark County Library District | 25 | 0 | 25 | 0 |
| 120 | NV0027 | Esmeralda County Libraries | 3 | 0 | 3 | 0 |
| 121 | NY0041 | Seneca Nation Library | 2 | 0 | 2 | 0 |
| 122 | OH0018 | Clermont County Public Library | 10 | 0 | 10 | 0 |
| 123 | OH0046 | Geauga County Public Library | 8 | 0 | 6 | 2 |
| 124 | OH0052 | Cuyahoga County Public Library | 27 | 0 | 27 | 0 |
| 125 | OH0053 | Cleveland Heights-University Heights Pl | 4 | 0 | 4 | 0 |
| 126 | OH0075 | Preble County District Library | 9 | 0 | 9 | 0 |
| 127 | OH0089 | Portage County District Library | 5 | 0 | 5 | 0 |
| 128 | OH0099 | Southwest Public Libraries | 2 | 0 | 2 | 0 |
| 129 | OH0100 | Lane Public Library | 5 | 0 | 3 | 2 |
| 130 | OH0129 | Adams County Public Library | 4 | 0 | 4 | 0 |
| 131 | OH0242 | Willoughby-Eastlake Public Library | 4 | 0 | 4 | 0 |
| 132 | OH0246 | Worthington Public Library | 3 | 0 | 3 | 0 |
| 133 | OH0247 | Greene County Public Library | 8 | 0 | 7 | 1 |
| 134 | OR0091 | Deschutes Public Library District | 6 | 0 | 6 | 0 |
| 135 | OR0115 | Coos County Library Service District | 0 | 0 | 0 | 0 |
| 136 | OR0117 | Washington County Cooperative Library Services | 0 | 0 | 0 | 0 |
| 137 | PA0222 | Dauphin County Library System | 8 | 0 | 8 | 0 |
| 138 | PA0529 | Butler Sys Admin Unit | 1 | 0 | 1 | 0 |
| 139 | PA0532 | Allegheny Sys Admin Unit | 3 | 0 | 0 | 3 |
| 140 | PA0534 | Lancaster Sys Admin Unit | 1 | 0 | 0 | 1 |
| 141 | RI0053 | Providence Community Library | 10 | 0 | 9 | 1 |
| 142 | TX0024 | Brazoria County Library System | 13 | 0 | 13 | 0 |
| 143 | TX0101 | Harris County Public Library | 28 | 0 | 28 | 0 |
| 144 | TX0109 | Irving Public Library | 4 | 0 | 4 | 0 |
| 145 | UT0022 | Emery County Library | 8 | 0 | 8 | 0 |
| 146 | UT0028 | Juab County Bookmobile Library | 1 | 0 | 0 | 1 |
| 147 | UT0030 | Kane County Bookmobile Library | 1 | 0 | 0 | 1 |

| Obs | FSCS ID# | Library Name | Total | Central Outlets | Branches | Bookmobiles |
|--------------|----------|--|--------------|-----------------|--------------|-------------|
| 148 | UT0032 | Millard County Bookmobile Library | 1 | 0 | 0 | 1 |
| 149 | UT0036 | Piute County Bookmobile Library | 1 | 0 | 0 | 1 |
| 150 | UT0043 | Sevier County Bookmobile Library | 1 | 0 | 0 | 1 |
| 151 | UT0049 | Salt Lake County Library | 19 | 0 | 19 | 0 |
| 152 | UT0050 | San Juan County Library | 7 | 0 | 7 | 0 |
| 153 | UT8005 | Garfield County Bookmobile Library | 1 | 0 | 0 | 1 |
| 154 | VA0014 | Central Rappahannock Regional Library | 12 | 0 | 12 | 0 |
| 155 | VA0026 | Fairfax County Public Library | 23 | 0 | 23 | 0 |
| 156 | VA0036 | Henrico County Public Library | 11 | 0 | 10 | 1 |
| 157 | VA0044 | Loudoun County Public Library | 11 | 0 | 10 | 1 |
| 158 | VA0051 | Montgomery-Floyd Regional Library | 4 | 0 | 4 | 0 |
| 159 | VA0053 | Newport News Public Library System | 4 | 0 | 4 | 0 |
| 160 | VA0057 | Pamunkey Regional Library | 10 | 0 | 10 | 0 |
| 161 | VA0064 | Prince William Public Library System | 11 | 0 | 11 | 0 |
| 162 | VA0087 | Wythe-Grayson Regional Library | 6 | 0 | 5 | 1 |
| 163 | VA0091 | Central Virginia Regional Library | 2 | 0 | 2 | 0 |
| 164 | VA8002 | Mecklenburg County Public Library | 4 | 0 | 4 | 0 |
| 165 | VI0002 | Virgin Islands Division Of Libraries, Archives And Museums | 8 | 0 | 5 | 3 |
| 166 | VT0220 | Franklin-Grand Isle Bookmobile | 1 | 0 | 0 | 1 |
| 167 | WA0047 | Walla Walla County Rural Library District | 6 | 0 | 6 | 0 |
| 168 | WA0057 | Whatcom County Library System | 12 | 0 | 11 | 1 |
| 169 | WA0058 | Fort Vancouver Regional Library District | 17 | 0 | 15 | 2 |
| 170 | WA0059 | King County Library System | 65 | 0 | 49 | 16 |
| 171 | WA0061 | Mid-Columbia Libraries | 13 | 0 | 12 | 1 |
| 172 | WA0065 | Sno-Isle Libraries | 24 | 0 | 23 | 1 |
| 173 | WA0066 | Spokane County Library District | 11 | 0 | 11 | 0 |
| 174 | WA0069 | Timberland Regional Library | 27 | 0 | 27 | 0 |
| 175 | WI0153 | Kimberly--Little Chute Public Library | 2 | 0 | 2 | 0 |
| 176 | WI0390 | La Crosse County Library | 5 | 0 | 5 | 0 |
| Total | | | 1,720 | 0 | 1,602 | 118 |

Appendix F: Survey Questionnaire

| State Characteristics | | | |
|-----------------------|--|--------------|------------|
| Item No. | Item | Current Year | Prior Year |
| 100 | Reporting Period Start Date (MM/YYYY) | | |
| 101 | Reporting Period End Date (MM/YYYY) | | |
| | | | |
| 102 | State Total Population Estimate | | |
| 103 | Total Unduplicated Population of Legal Service Areas | | |

| Administrative Entity – Name/Addresses | | | |
|--|-------------------------------|--------------|------------|
| Item No. | Item | Current Year | Prior Year |
| 150 | FSCS ID | | |
| 150a | Structure Status | | |
| 151 | LIB ID | | |
| 152 | Name | | |
| 152a | Name Status | | |
| | | | |
| | Street Address | | |
| 153 | Street Address | | |
| 153a | Address Status | | |
| 154 | City (of street address) | | |
| 155 | ZIP Code (of street address) | | |
| | | | |
| | Mailing Address | | |
| 157 | Mailing Address | | |
| 158 | City (of mailing address) | | |
| 159 | ZIP Code (of mailing address) | | |

| Administrative Entity – Other Identification | | | |
|--|------------------------------------|--------------|------------|
| Item No. | Item | Current Year | Prior Year |
| 161 | County of the Entity | | |
| 162 | Phone | | |
| | | | |
| 200 | Interlibrary Relationship Code | | ▽ |
| 201 | Legal Basis Code | | ▽ |
| 202 | Administrative Structure Code | | ▽ |
| 203 | FSCS Public Library Definition | | ▽ |
| 204 | Geographic Code | | ▽ |
| 205 | Legal Service Area Boundary Change | | ▽ |
| | | | |

| | | | |
|-----|--------------------------------|--|--|
| 206 | Reporting Period Starting Date | | |
| 207 | Reporting Period Ending Date | | |

| Administrative Entity – Population/Outlets/Staff | | | |
|--|--|--------------|------------|
| Item No. | Item | Current Year | Prior Year |
| 208 | Population of the Legal Service Area | | |
| | | | |
| | Service Outlets | | |
| 209 | Number of Central Libraries | | |
| 210 | Number of Branch Libraries | | |
| 211 | Number of Bookmobiles | | |
| | | | |
| | Paid Staff (Full-Time Equivalent) | | |
| 250 | ALA-MLS | | |
| 251 | Total Librarians | | |
| 252 | All Other Paid Staff | | |
| 253 | Total Paid Employees | | |

| Administrative Entity – Operating Revenue | | | |
|---|----------------------------|--------------|------------|
| Item No. | Item | Current Year | Prior Year |
| 300 | Local Government Revenue | | |
| 301 | State Government Revenue | | |
| 302 | Federal Government Revenue | | |
| 303 | Other Operating Revenue | | |
| 304 | Total Operating Revenue | | |

| Administrative Entity – Operating Expenditures | | | |
|--|-----------------------------------|--------------|------------|
| Item No. | Item | Current Year | Prior Year |
| | Staff Expenditures | | |
| 350 | Salaries & Wages Expenditures | | |
| 351 | Employee Benefits Expenditures | | |
| 352 | Total Staff Expenditures | | |
| | | | |
| | Collection Expenditures | | |
| 353 | Print Materials Expenditures | | |
| 354 | Electronic Materials Expenditures | | |
| 355 | Other Materials Expenditures | | |
| 356 | Total Collection Expenditures | | |
| | | | |
| 357 | Other Operating Expenditures | | |
| | | | |
| 358 | Total Operating Expenditures | | |

| Administrative Entity – Capital | | | |
|---------------------------------|------------------------------------|--------------|------------|
| Item No. | Item | Current Year | Prior Year |
| | Capital Revenue | | |
| 400 | Local Government Capital Revenue | | |
| 401 | State Government Capital Revenue | | |
| 402 | Federal Government Capital Revenue | | |
| 403 | Other Capital Revenue | | |
| 404 | Total Capital Revenue | | |
| | | | |
| | Capital Expenditures | | |
| 405 | Total Capital Expenditures | | |

| Administrative Entity – Library Collections | | | |
|---|------------------------------------|--------------|------------|
| Item No. | Item | Current Year | Prior Year |
| 450 | Print Materials | | |
| 451 | Electronic Books (E-Books) | | |
| 452 | Audio - Physical Units | | |
| 453 | Audio – Downloadable Units | | |
| 454 | Video - Physical Units | | |
| 455 | Video – Downloadable Units | | |
| | | | |
| | Electronic Collections | | |
| 456 | Local/Other Electronic Collections | | |
| 457 | State Electronic Collections | | |
| 458 | Total Electronic Collections | | |

| Administrative Entity – Service Measures | | | |
|--|---|--------------|------------|
| Item No. | Item | Current Year | Prior Year |
| 500 | Public Service Hours Per Year | | |
| 501 | Library Visits | | |
| 501a | Library Visits Reporting Method | | |
| 502 | Reference Transactions | | |
| 502a | Reference Transactions Reporting Method | | |
| 503 | Number of Registered Users | | |
| | | | |
| | COVID-19 | | |
| 510 | Closed Outlets Due to COVID-19 | | |
| 511 | Public Services During to COVID-19 | | |
| 512 | Electronic Materials Added Due to COVID-19 | | |
| 513 | Electronic Library Cards Issued Before COVID-19 | | |

| | | | |
|-----|---|--|--|
| 514 | Electronic Library Cards Issued During COVID-19 | | |
| 515 | Reference Service During COVID-19 | | |
| 516 | Outside Service During COVID-19 | | |
| 517 | Live Virtual Programs During COVID-19 | | |
| 518 | Recordings of Program Content During COVID-19 | | |
| 519 | External WiFi Access Before COVID-19 | | |
| 520 | External WiFi Access Added During COVID-19 | | |
| 521 | External WiFi Access Increased During COVID-19 | | |
| 522 | Staff Re-Assigned During COVID-19 | | |
| | | | |
| | Collection Use | | |
| 550 | Total Circulation of Materials | | |
| 551 | Circulation of Children's Materials | | |
| 552 | Use of Electronic Materials | | |
| 553 | Physical Item Circulation | | |
| 554 | Successful Retrieval of Electronic Information | | |
| 555 | Electronic Content Use | | |
| 556 | Total Collection Use | | |
| | | | |
| | Inter-Library Loans | | |
| 575 | Inter-Library Loans Provided to | | |
| 576 | Inter-Library Loans Received From | | |

| Administrative Entity – Programs/Other Electronic | | | |
|---|---|--------------|------------|
| Item No. | Item | Current Year | Prior Year |
| | Library Programs | | |
| 600 | Total Number of Library Programs | | |
| 601 | Number of Children's Programs | | |
| 602 | Number of Young Adult Programs | | |
| | | | |
| 603 | Total Attendance at Library Programs | | |
| 604 | Children's Program Attendance | | |
| 605 | Young Adult Program Attendance | | |
| | | | |
| | Other Electronic Information | | |
| 650 | Number of Internet Computers Used by General Public | | |
| 651 | Number of Uses (Sessions) of Public Internet Computers Per Year | | |
| 652 | Wireless Sessions | | |
| 653 | Website Visits | | |

| Associated Outlets | | | |
|--------------------|---|--------------|------------|
| Item No. | Item | Current Year | Prior Year |
| 700 | FSCS ID and SEQ (Automatic Display) | | |
| 700a | Structure Status | | |
| 701 | LIB ID (Optional) | | |
| 702 | Name | | |
| 702a | Name Status | | |
| 703 | Street Address | | |
| 703a | Address Status | | |
| 704 | City | | |
| 705 | ZIP Code | | |
| 707 | County of the Outlet | | |
| 708 | Phone | | |
| 709 | Outlet Type Code | | |
| 711 | Square Footage of Outlet | | |
| 712 | Number of Bookmobiles in the Bookmobile Outlet Record | | |
| 713 | Public Service Hours Per Year (actual hours) | | |
| 714 | Number of Weeks Open (actual weeks) | | |

State Characteristics Data Element Definitions

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

| # | <u>Data Element Name</u> | <u>Data Element Definition</u> |
|-----|--|--|
| 100 | 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 IMLS.</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> |
| 101 | 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 IMLS.</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> |
| 102 | State Total Population Estimate | <p>This is the most recent total population figure for your state that matches the local population figures that you are submitting to IMLS. The State Data Coordinator should obtain this figure annually from the State Data Center or other state sources.</p> |
| 103 | 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 the PLS Web Portal. 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 PLS Web Portal 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 the PLS Web Portal. 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 state population figures for jurisdictions in your state as the basis for calculating the total unduplicated population of legal service areas.</p> |

Administrative Entity Data Element Definitions

Administrative Entity. (This is not a PLS Web Portal 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.

| # | <u>Data Element Name</u> | <u>Data Element Definition</u> |
|------------------------|-------------------------------|---|
| 150 | FSCS ID (Automatic Display) | This is the identification code assigned by PLS Web Portal to the administrative entity. |
| 150a | Structure Status | This is the Structure Change Code to record actions such as adding, deleting, or merging. |
| 151 | LIB ID | This is the state-assigned identification code for the administrative entity. |
| 152 | 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 PLS Web Portal field length of 60 characters. Avoid abbreviations at the beginning of the name and do not punctuate abbreviations. (See Standard Abbreviations for PLS Web Portal in Appendix G.) |
| 152a | Name Status | This is the Name Change Code to identify whether the change is an official name change. |
| Street Address | | |
| 153 | Street Address | This is the complete street address of the administrative entity. Note: Do not report a post office box or general delivery. |
| 153a | Address Status | This is the Address Change Code to identify whether the address change is an actual location change. |
| 154 | City (of street address) | This is the city or town in which the administrative entity is located. |
| 155 | ZIP Code (of street address) | This is the standard five-digit postal zip code for the street address of the administrative entity. |
| Mailing Address | | |
| 157 | Mailing Address | This is the mailing address of the administrative entity. |
| 158 | City (of mailing address) | This is the city or town of the mailing address for the administrative entity. |
| 159 | ZIP Code (of mailing address) | This is the standard five-digit postal ZIP code for the mailing address of the administrative entity. |
| 161 | County of the Entity | This is the county in which the headquarters of the administrative entity is physically located. |

| # | <u>Data Element Name</u> | <u>Data Element Definition</u> |
|-----|--------------------------------|--|
| 162 | Phone | <p>This is the telephone number of the administrative entity, including area code.</p> <p>Note: Report telephone number without spacing or punctuation. If the Administrative Entity has no phone, enter “-3” (for Not Applicable).</p> |
| 200 | Interlibrary Relationship Code | <p>Select one of the following:</p> <p>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.</p> <p>Note: Agencies that serve other libraries rather than the public should not be reported to FSCS.</p> <p>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.</p> <p>NO—Not a Member of a Federation or Cooperative.</p> |
| 201 | Legal Basis Code | <p>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.</p> <p>Select one of the following:</p> <p>CC—City/County. A multi-jurisdictional entity that is operated jointly by a county and a city.</p> <p>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.</p> <p>CO—County/Parish. An organized local government authorized in a state’s constitution and statutes and established to provide general government.</p> <p>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).</p> <p>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.</p> <p>Note: Please put city/county combinations under ‘CC’, rather than under Multi-jurisdictional.</p> |

| # | <u>Data Element Name</u> | <u>Data Element Definition</u> |
|-----|--------------------------------|---|
| | | <p>NL—Native American Tribal Government. An organized local government authorized and established to provide general government to residents of a Native American reservation.</p> <p>Note: Include native Alaskan villages in this category.</p> <p>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 and libraries with 501(c) designation.</p> <p>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.</p> <p>OT—Other.</p> |
| 202 | Administrative Structure Code | <p>This code identifies an autonomous library entity (administrative entity) that has its own governance and funding.</p> <p>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.</p> <p>Select one of the following:</p> <p>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.</p> <p>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.</p> <p>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.</p> |
| 203 | FSCS Public Library Definition | <p>Answer <Y>es or <N>o to the following question: <i>"Does this public library meet all the criteria of the FSCS public library definition?"</i></p> <p>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:</p> <ol style="list-style-type: none"> 1. An organized collection of printed or other library materials, or a combination thereof; 2. Paid staff; |

| # | <u>Data Element Name</u> | <u>Data Element Definition</u> |
|-----|------------------------------------|--|
| | | <p>3. An established schedule in which services of the staff are available to the public;</p> <p>4. The facilities necessary to support such a collection, staff, and schedule; and</p> <p>5. Is supported in whole or in part with public funds.</p> <p>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.</p> |
| 204 | Geographic Code | <p>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.</p> <p>Note: The Population of Legal Service Area (data element #208) 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 #201). For further clarification of metropolitan area, see Metropolitan Status Code “NC—Metropolitan Area, but Not Within Central City Limits” (data element #710—Outlet Data Element Definitions).</p> <p>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</p> |
| 205 | Legal Service Area Boundary Change | <p>Answer <Y>es or <N>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> |
| 206 | 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 IMLS.</p> <p>Note: Reporting period means data for the fiscal year that ended in the previous calendar year.</p> |

| # | <u>Data Element Name</u> | <u>Data Element Definition</u> |
|-----|---|---|
| 207 | 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 IMLS.</p> <p>Note: Reporting period means data for the fiscal year that ended in the previous calendar year.</p> |
| 208 | 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 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 state sources.</p> |
| 209 | Number of Central Libraries | <p>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.</p> <p>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.</p> |
| 210 | Number of Branch Libraries | <p>A branch library is an auxiliary unit of an administrative entity which has at least all of the following:</p> <ol style="list-style-type: none"> 1. Separate quarters; 2. An organized collection of library materials; 3. Paid staff; and 4. Regularly scheduled hours for being open to the public. |
| 211 | Number of Bookmobiles | <p>A bookmobile is a traveling branch library. It consists of at least all of the following:</p> <ol style="list-style-type: none"> 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. <p>Note: Count the number of vehicles in use, not the number of stops the vehicle makes.</p> |

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

Data Element Name **Data Element Definition**

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.

| | | |
|-----|----------------------|--|
| 250 | ALA-MLS | Librarians with master's degrees from programs of library and information studies accredited by the American Library Association. |
| 251 | 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 #250). |
| 252 | All Other Paid Staff | This includes all other FTE employees paid from the reporting unit budget, including plant operations, security, and maintenance staff. |
| 253 | Total Paid Employees | This is the sum of Total Librarians and All Other Paid Staff (data elements #251 and #252). |

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.)

| | | |
|-----|----------------------------|---|
| 300 | 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> <p>Note: Significant funding provided by other local government agencies with the authority to levy taxes "on behalf of" the library should be included if the information is available to the reporting agency and if such funds are supported by documentation (such as certified budgets, payroll records, etc.)</p> |
| 301 | 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> |
| 302 | 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. |

| # | <u>Data Element Name</u> | <u>Data Element Definition</u> |
|-----|--------------------------|--|
| 303 | Other Operating Revenue | This is all operating revenue other than that reported under local, state, and federal (data elements #300, #301, and #302). 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. |
| 304 | Total Operating Revenue | This is the sum of Local Government Revenue, State Government Revenue, Federal Government Revenue, and Other Operating Revenue (data elements #300 through #303). |

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

| | | |
|-----|--------------------------------|---|
| 350 | 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. |
| 351 | 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. |
| 352 | Total Staff Expenditures | This is the sum of Salaries & Wages Expenditures and Employee Benefits Expenditures (data elements #350 and #351). |

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.

| | | |
|-----|------------------------------|---|
| 353 | Print Materials Expenditures | Report all operating expenditures for the following print materials: books, current serial subscriptions, government documents, and any other print acquisitions. |
|-----|------------------------------|---|

| # | <u>Data Element Name</u> | <u>Data Element Definition</u> |
|-----|-----------------------------------|---|
| 354 | Electronic Materials Expenditures | <p>Report all operating expenditures for electronic (digital) materials. Types of electronic materials include e-books, audio and video downloadables, 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.]</p> <p>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 #357).</p> |
| 355 | Other Materials Expenditures | Report all operating expenditures for other materials, such as microform, audio and video physical units, DVD, and materials in new formats. |
| 356 | Total Collection Expenditures | This is the sum of Print Materials Expenditures, Electronic Materials Expenditures, and Other Materials Expenditures (data elements #353, #354, and #355). |
| 357 | Other Operating Expenditures | <p>This includes all expenditures other than those reported for Total Staff Expenditures (data element #352) and Total Collection Expenditures (data element #356).</p> <p>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.</p> |
| 358 | Total Operating Expenditures | This is the sum of Total Staff Expenditures, Total Collection Expenditures, and Other Operating Expenditures (data elements #352, #356, and #357). |

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:

| | | |
|-----|----------------------------------|--|
| 400 | 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. |
|-----|----------------------------------|--|

| # | <u>Data Element Name</u> | <u>Data Element Definition</u> |
|-----|------------------------------------|--|
| 401 | 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. |
| 402 | 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. |
| 403 | Other Capital Revenue | Report private (non-governmental funds), including grants received by the library for the purpose of major capital expenditures. |
| 404 | 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 #400 through #403). Note: The amounts reported for Total Capital Revenue and Total Capital Expenditures are not expected to be equal. |

CAPITAL EXPENDITURES

| | | |
|-----|----------------------------|---|
| 405 | 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 (450-460) collects data on selected types of materials.

It does not cover all materials (i.e., microforms, loose sheet music, maps, and pictures) for which expenditures are reported under Print Materials Expenditures, Electronic Materials Expenditures, and Other Material Expenditures (data elements #353, #354, and #355). Under this category report only items the library has acquired as part of the collection and catalogued, whether purchased, lease, licensed, or donated as gifts that have been purchased, leased or licensed by the library, a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available without monetary exchange. Do not include items that are permanently retained by the patron; count only items that have a set circulation period where it is available for their use. Count electronic materials at the administrative entity level; do not duplicate numbers at each branch.

| | | |
|-----|-----------------|--|
| 450 | Print Materials | Report a single figure that includes the following: Books in print. Books are non-serial printed publications (including music scores or other bound forms of printed music, and maps) that are bound in hard or soft |
|-----|-----------------|--|

| # | <u>Data Element Name</u> | <u>Data Element Definition</u> |
|-----|------------------------------|---|
| | | covers, or in loose-leaf format. Do not include unbound sheet music. 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. |
| 451 | Electronic Books (E-Books) * | <p>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). 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 electronic units, including duplicates, at the administrative entity level; do not duplicate unit count for each branch. 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.</p> <p>Report the number of units. Report only items that have been purchased, leased or licensed by the library, a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available without monetary exchange. Do not include items that are permanently retained by the patron; count only items that have a set circulation period where it is available for their use. Count electronic materials at the administrative entity level; do not duplicate numbers at each branch.</p> <p>Note: For purposes of this survey, units are defined as "units of acquisition or purchase". The "unit" is determined by considering whether the item is restricted to a finite number of simultaneous users or an unlimited number of simultaneous users.</p> <p>Finite simultaneous use: units of acquisition or purchase is based on the number of simultaneous usages acquired (equivalent to purchasing multiple copies of a single title). For example, if a library acquires a title with rights to a single user at a time, then that item is counted as 1 "unit"; if the library acquires rights to a single title for 10 simultaneous users, then that item is counted as 10 "units".</p> <p>Unlimited simultaneous use: units of acquisition or purchase is based on the number of titles acquired. For example, if a library acquires a collection of 100 books with unlimited simultaneous users, then that collection would be counted as 100 "units".</p> |
| 452 | Audio – physical units | <p>These are materials circulated in a fixed, physical format 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 stored in a fixed, physical format. Do not include downloadable electronic audio files.</p> <p>Report the number of units, including duplicates. 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.</p> |

| # | <u>Data Element Name</u> | <u>Data Element Definition</u> |
|-----|------------------------------|---|
| 453 | Audio – downloadable units * | <p>These are downloadable electronic files on which sounds (only) are stored (recorded) and that can be reproduced (played back) electronically. Audio – Downloadable Units may be loaned to users on portable devices or by transmitting the contents to the user’s personal computer for a limited time. Include Audio – Downloadable Units held locally and remote Audio – Downloadable Units for which permanent or temporary access rights have been acquired. Report the number of units. Report only items that have been purchased, leased or licensed by the library, a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available without monetary exchange. Do not include items that are permanently retained by the patron; count only items that have a set circulation period where it is available for their use. Count electronic materials at the administrative entity level; do not duplicate numbers at each branch. NOTE: For purposes of this survey, units are defined as “units of acquisition or purchase”. The “unit” is determined by considering whether the item is restricted to a finite number of simultaneous users or an unlimited number of simultaneous users. Finite simultaneous use: units of acquisition or purchase is based on the number of simultaneous usages acquired (equivalent to purchasing multiple copies of a single title). For example, if a library acquires a title with rights to a single user at a time, then that item is counted as 1 “unit”; if the library acquires rights to a single title for 10 simultaneous users, then that item is counted as 10 “units. For smaller libraries, if volume data are not available, the number of titles may be counted. Unlimited simultaneous use: units of acquisition or purchase is based on the number of titles acquired. For example, if a library acquires a collection of 100 books with unlimited simultaneous users, then that collection would be counted as 100 “units”.</p> <p>Finite simultaneous use: units of acquisition or purchase is based on the number of simultaneous usages acquired (equivalent to purchasing multiple copies of a single title). For example, if a library acquires a title with rights to a single user at a time, then that item is counted as 1 “unit”; if the library acquires rights to a single title for 10 simultaneous users, then that item is counted as 10 “units”.</p> <p>Unlimited simultaneous use: units of acquisition or purchase is based on the number of titles acquired. For example, if a library acquires a collection of 100 books with unlimited simultaneous users, then that collection would be counted as 100 “units”.</p> |
| 454 | Video – physical units | <p>These are materials circulated in a fixed, physical format on which moving pictures are recorded, with or without sound. Electronic playback reproduces pictures, with or without sound, using a television receiver or computer monitor. Video formats may include tape, DVD and CD-ROM. Do not include downloadable electronic video files.</p> |

| # | <u>Data Element Name</u> | <u>Data Element Definition</u> |
|-----|------------------------------|--|
| | | Report the number of units, including duplicates. Items packaged together as a unit (e.g. two DVDs for one movie) and checked out as a unit are counted as one physical unit. |
| 455 | Video – downloadable units * | <p>These are downloadable electronic files on which moving pictures are recorded, with or without sound. Electronic playback reproduces pictures, with or without sound, using a television receiver, computer monitor or video-enabled mobile device. Video – Downloadable Units may be loaned to users on portable devices or by transmitting the contents to the user’s personal computer for a limited time. Include Video – Downloadable Units held locally and remote Video – Downloadable Units for which permanent or temporary access rights have been acquired.</p> <p>Report the number of units. Report only items that have been purchased, leased or licensed by the library, a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available without monetary exchange. Do not include items that are permanently retained by the patron; count only items that have a set circulation period where it is available for their use. Count electronic materials at the administrative entity level; do not duplicate numbers at each branch.</p> <p>NOTE: For purposes of this survey, units are defined as “units of acquisition or purchase”. The “unit” is determined by considering whether the item is restricted to a finite number of simultaneous users or an unlimited number of simultaneous users.</p> <p>Finite simultaneous use: units of acquisition or purchase is based on the number of simultaneous usages acquired (equivalent to purchasing multiple copies of a single title). For example, if a library acquires a title with rights to a single user at a time, then that item is counted as 1 “unit”; if the library acquires rights to a single title for 10 simultaneous users, then that item is counted as 10 “units.” For smaller libraries, if volume data are not available, the number of titles may be counted.</p> <p>Unlimited simultaneous use: units of acquisition or purchase is based on the number of titles acquired. For example, if a library acquires a collection of 100 books with unlimited simultaneous users, then that collection would be counted as 100 “units”.</p> |

| # | <u>Data Element Name</u> | <u>Data Element Definition</u> |
|---------------------------------|--------------------------|--------------------------------|
| Electronic Collections * | | |

Report the number of electronic collections.

An electronic collection is a collection of electronically stored data or unit records (facts, bibliographic data, abstracts, texts, photographs, music, video, etc.) with a common user interface and software for the retrieval and use of the data. An electronic collection may be organized, curated and electronically shared by the library, or rights may be provided by a third party vendor. An electronic collection may be funded by the library, or provided through cooperative agreement with other libraries, or through the State Library. Do not include electronic collections that are provided by third parties and freely linked to on the web.

Electronic Collections do not have a circulation period, and may be retained by the patron. Remote access to the collection may or may not require authentication. Unit records may or may not be included in the library's catalog; the library may or may not select individual titles. Include electronic collections that are available online or are locally hosted in the library.

Note: The data or records are usually collected with a particular intent and relate to a defined topic.

Report the number of electronic collections acquired through curation, payment or formal agreement, by source of access:

| | | |
|-----|------------------------------------|---|
| 456 | Local/Other Electronic Collections | |
| 457 | State Electronic Collections | |
| 458 | Total Electronic Collections | This is the sum of Local/Other cooperative agreements, and State, licensed databases (data elements #456 and #457). |

SERVICES

| | | |
|-----|-------------------------------|---|
| 500 | Public Service Hours Per Year | <p>This is the sum of annual public service hours for outlets.</p> <p>Note: Include the hours open for public service for Centrals (data element #209), Branches (data element #210), Bookmobiles (data element #211), 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.</p> <p>[This variable is not reported at the AE level, but it is derived from the outlet file.]</p> |
| 501 | Library Visits | <p>This is the total number of persons entering the library for whatever purpose during the year.</p> <p>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 Sun-day through Saturday (or whenever the library is usually open).</p> |

| # | <u>Data Element Name</u> | <u>Data Element Definition</u> |
|------|---|---|
| 501a | Library Visits Reporting Method | <p>Regarding the number of Library Visits (data element #501) entered, is this an annual count or an annual estimate based on a typical week or weeks?</p> <p>Select one of the following: CT—Annual Count ES—Annual Estimate Based on Typical Week(s)</p> |
| 502 | Reference Transactions | <p>Reference Transactions are information consultations in which library staff recommend, interpret, evaluate, and/or use information resources to help others to meet particular information needs. A reference transaction includes information and referral service as well as unscheduled individual instruction and assistance in using information sources (including web sites and computer-assisted instruction). Count Readers Advisory questions as reference transactions. Information sources include (a) printed and non-printed material; (b) machine-readable databases (including computer-assisted instruction); (c) the library's own catalogs and other holdings records; (d) other libraries and institutions through communication or referral; and (e) persons both inside and outside the library.</p> <p>When a staff member uses information gained from previous use of information sources to answer a question, the transaction is reported as a reference transaction even if the source is not consulted again. If a contact includes both reference and directional services, it should be reported as one reference transaction. Duration should not be an element in determining whether a transaction is a reference transaction.</p> <p>NOTE: It is essential that libraries do not include directional transactions in the report of reference transactions. Directional transactions include giving instruction for locating staff, library users, or physical features within the library. Examples of directional transactions include, "Where is the reference librarian? Where is Susan Smith? Where is the rest room? Where are the 600s? Can you help me make a photocopy?"</p> <p>If an annual count of reference transactions is unavailable, count reference transactions during a typical week or weeks, and multiply the count to represent an annual estimate. [If the sample is done four times a year, multiply totals by 13, if done twice a year multiply by 26, if done only annually, multiply 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.</p> |
| 502a | Reference Transactions Reporting Method | <p>Regarding the number of Reference Transactions (data element #502) entered, is this an annual count or an annual estimate based on a typical week or weeks?</p> <p>Select one of the following: CT—Annual Count ES—Annual Estimate Based on Typical Week(s)</p> |

| # | <u>Data Element Name</u> | <u>Data Element Definition</u> |
|-----|--|---|
| 503 | Number of Registered Users | <p>A registered user is a library user who has applied for and received an identification number or card from the public library that has established conditions under which the user may borrow library materials or gain access to other library resources.</p> <p>Note: Files should have been purged within the past three (3) years.</p> |
| 510 | Closed Outlets Due to COVID-19 | <p>Answer <Y>es or <N>o to the following question: “Were any of the library’s outlets physically closed to the public for any period of time due to the Coronavirus (COVID-19) pandemic?”</p> <p>NOTE: An outlet is considered physically closed when the public cannot access any library buildings or bookmobiles, regardless of staff access. A building can be physically closed but still offer virtual, Wi-Fi, or “curbside” services outside the building.</p> |
| 511 | Public Services During COVID-19 | <p>Answer <Y>es or <N>o to the following question: “Did library staff continue to provide services to the public during any portion of the period when the building was physically closed to the public due to the Coronavirus (COVID-19) pandemic?”</p> <p>NOTE: Services to the public can include activities such as</p> <ul style="list-style-type: none"> • answering calls, emails, or texts with answers to information requests from the public; • hosting virtual programming or recorded content; • offering “curbside,” delivery (mail or drop-off), or drive-thru circulation of physical materials; • managing IT services to ensure external Wi-Fi access; and • providing other types of online and electronic services, • regardless of the location of library staff when they provided services (i.e., working from home or in the building that was closed to the public). |
| 512 | Electronic Materials Added Due to COVID-19 | <p>Answer <Y>es or <N>o to the following question: “Did the library add or increase access to electronic collection materials due to the Coronavirus (COVID-19) pandemic?”</p> <p>NOTE: Adding or increasing materials can include</p> <ul style="list-style-type: none"> • increasing the concurrent or monthly borrowing limits for electronic materials, • increasing the number of electronic materials and holdings, or • otherwise augmenting the public’s ability to use electronic materials. <p>These materials can include those the library did not pay for itself, such as those provided through the state library administrative agency, library consortium, or vendor at no cost in response to the pandemic.</p> <p>Types of electronic materials include e-books, audio and video downloadables, 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.</p> |

| # | <u>Data Element Name</u> | <u>Data Element Definition</u> |
|-----|---|--|
| 513 | Electronic Library Cards Issued Before COVID-19 | <p>Answer <Y>es or <N>o to the following question: “Did the library allow users to complete registration for library cards online without having to come to the library before the Coronavirus (COVID-19) pandemic?”</p> <p>NOTE: Online library cards provide users access to electronic collection materials and databases without having to be physically present at a library outlet to register for the card. Refer to the definition of Number of Registered Users (data element #503).</p> |
| 514 | Electronic Library Cards Issued During COVID-19 | <p>Answer <Y>es or <N>o to the following question: “Did the library allow users to complete registration for library cards online without having to come to the library during the Coronavirus (COVID-19) pandemic?”</p> <p>NOTE: Online library cards provide users access to electronic collection materials and databases without having to be physically present at a library outlet to register for the card. Refer to the definition of Number of Registered Users (data element #503).</p> |
| 515 | Reference Service During COVID-19 | <p>Answer <Y>es or <N>o to the following question: “Did the library provide reference service via the Internet or telephone when the building was physically closed to the public during the Coronavirus (COVID-19) pandemic?”</p> <p>NOTE: Refer to the definition of Reference Transactions (data element #502). Include references service provided via email, chat, and text.</p> |
| 516 | Outside Service During COVID-19 | <p>Answer <Y>es or <N>o to the following question: “Did the library provide ‘outside’ service for circulation of physical materials at one or more outlets during the Coronavirus (COVID-19) pandemic?”</p> <p>NOTE: Includes any contactless or minimal contact provision of circulation items. Similar terms could include curbside, vestibule, or porch pickups, delivery (mail or drop-off), drive-thru, etc.</p> |
| 517 | Live Virtual Programs During COVID-19 | <p>Answer <Y>es or <N>o to the following question: “Did the library provide live, virtual programs via the Internet during the Coronavirus (COVID-19) pandemic?”</p> <p>NOTE: Live, virtual programs (see definition of Total Number of Library programs, data element #600) are conducted via a Web conferencing or Webinar platform such as Facebook, YouTube, or Zoom, during which a library staff member (or other party sponsored by the library) is presenting to or interacting with an audience in real-time.</p> |
| 518 | Recordings of Program Content During COVID-19 | <p>Answer <Y>es or <N>o to the following question: “Did the library create and provide recordings of program content via the Internet during the Coronavirus (COVID-19) pandemic?”</p> <p>NOTE: Recordings of program content include video or audio recordings created by a library staff person (or other party sponsored by the library) and posted to a video</p> |

| # | <u>Data Element Name</u> | <u>Data Element Definition</u> or audio hosting platform for the audience to view or listen to on-demand. Do not include promotional or marketing content. |
|-----|---|---|
| 519 | External WiFi Access Before COVID-19 | Answer <Y>es or <N>o to the following question: “Did the library provide Wi-Fi Internet access to users outside the building at one or more outlets before the Coronavirus (COVID-19) pandemic?” NOTE: Includes “parking lot access,” bookmobiles or other mobile facilities with Wi-Fi capabilities. |
| 520 | External WiFi Access Added During COVID-19 | Answer <Y>es or <N>o to the following question: “Did the library intentionally provide Wi-Fi Internet access to users outside the building at one or more outlets during the Coronavirus (COVID-19) pandemic?” NOTE: Includes “parking lot access,” bookmobiles or other mobile facilities with Wi-Fi capabilities. |
| 521 | External WiFi Access Increased During COVID-19 | Answer <Y>es or <N>o to the following question: “Did the library increase access to Wi-Fi Internet access to users outside the building at one or more outlets during the Coronavirus (COVID-19) pandemic?” NOTE: Includes “parking lot access,” bookmobiles or other mobile facilities with Wi-Fi capabilities. Increasing access could mean removing restrictions on sign-in authorizations, expanding router reach, leaving Wi-Fi service on 24 hours, installing or moving access points to promote or improve external access, etc. |
| 522 | Staff Re-Assigned During COVID-19 | Answer <Y>es or <N>o to the following question: “Did library staff work for other government agencies or nonprofit organizations instead of, or in addition to, their normal duties during the Coronavirus (COVID-19) pandemic?” NOTE: Include reassignments to other government agencies (e.g., to process unemployment claims), as well as other activities such as the use of library staff to distribute school lunches and other materials. Volunteering during work hours would count but volunteering off hours would not. |
| 550 | Total Circulation of Materials (The total of 553 and 552) | This is the sum of Use of Electronic Material and Physical Item Circulation (data elements #552 and #553). |
| 551 | Circulation of Children’s Materials | The total annual circulation of all children’s materials in all formats to all users, including renewals. |
| 552 | Use of Electronic Material | Electronic Materials are materials that are distributed digitally online and can be accessed via a computer, the Internet, or a portable device such as an e-book reader. Types of electronic materials include e-books and downloadable electronic video and audio files. Electronic materials packaged together as a unit and checked out as a unit are counted as one use. Include circulation only for items that require a user authentication, and have a limited period of use. |

| # | <u>Data Element Name</u> | <u>Data Element Definition</u> |
|-----|---|---|
| 553 | Physical Item Circulation | <p>The total annual circulation of all physical library materials of all types, including renewals.</p> <p>Note: Count all physical 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.</p> |
| 554 | Successful Retrieval of Electronic Information | <p>The number of full-content units or descriptive records examined, downloaded, or otherwise supplied to user, from online library resources that require user authentication but do not have a circulation period. Examining documents is defined as having the full text of a digital document or electronic resource downloaded or fully displayed. Some electronic services do not require downloading as simply viewing documents is normally sufficient for user needs.</p> <p>Include use both inside and outside the library. Do not include use of the OPAC or website. [based on NISO Standard Z39.7 (2013) #7.7, p. 43]</p> |
| 555 | Electronic Content Use (Total of 552 and 554) | The total annual count of the circulation of electronic materials and the successful retrieval of electronic information (Data elements #552 and #554). |
| 556 | Total Collection Use (Total of 553, 552, and 554) | The total annual count of physical item circulation, circulation of electronic material and successful retrieval of electronic information (Data elements #552, #553, and #554). |

INTER-LIBRARY LOANS

| | | |
|-----|---------------|--|
| 575 | Provided To | <p>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. "Library administration" means Administrative Entity (not anything broader). Do not include items loaned between outlets within the same library administrative entity. These data are reported as annual figures. The total annual circulation of all physical library materials of all types, including renewals.</p> <p>Note: Count all physical 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.</p> |
| 576 | Received From | <p>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. "Library administration" means Administrative Entity (not anything broader). Do not include items loaned between outlets within the same library administrative entity. These data are reported as annual figures.</p> |

| # | <u>Data Element Name</u> | <u>Data Element Definition</u> |
|-------------------------|----------------------------------|---|
| LIBRARY PROGRAMS | | |
| 600 | Total Number of Library Programs | <p>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, citizenship classes, and book discussions.</p> <p>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.</p> <p>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.</p> <p>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.</p> |
| 601 | Number of Children's Programs | <p>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.</p> <p>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 #600).</p> <p>Note: The National Center for Education Statistics (NCES): Children and Young Adults Defined (<i>Services and Resources for Children and Young Adults in Public Libraries</i> [August 1995, NCES 95357]) defines children as persons age 11 years and under.</p> |
| 602 | Number of Young Adult Programs | <p>A young adult program is any planned event for which the primary audience is young adult and which introduces the group of young adults attending to any of the broad range of library services or activities for young adults or which directly provides information to participants. Young adult programs may cover use of the library, library services, or library tours. Young adult programs may also provide</p> |

| # | <u>Data Element Name</u> | <u>Data Element Definition</u> |
|-----|--------------------------------------|---|
| | | <p>cultural, recreational, or educational information, often designed to meet a specific social need. Examples of these types of programs include book clubs and summer reading events.</p> <p>Count all young adult programs, whether held on- or off-site, that are sponsored or co-sponsored by the library. Do not include young adult programs sponsored by other groups that use library facilities. If young adult programs are offered as a series, count each program in the series. For example, a book club offered every two weeks, 24 weeks a year, should be counted as 24 programs. Exclude library activities for young adults 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 #600).</p> <p>Note: Young Adult age is defined as 12 through 18 years and includes 18-year olds. Click on the following link to view information:</p> <ul style="list-style-type: none"> The Young Adult Services Association (YASLA) defines young adults as age 12 through 18. |
| 603 | 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 #600, for the definition of a library program.) |
| 604 | Children's Program Attendance | <p>The count of the audience at all programs for which the primary audience is children 11 years and under. Include adults who attend programs intended primarily for children.</p> <p>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 #601, for the definition of a children's library program.)</p> |
| 605 | Young Adult Program Attendance | <p>The count of the audience at all programs for which the primary audience is young adults 12 to 18 years and includes 18-year olds. Include adults* who attend programs intended primarily for young adults.</p> <p>Note: Do not count attendance at library activities for young adults 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.</p> <p>*Please count all patrons that attend the young adult programs regardless of age. (See Number of Young Adult Programs, data element #602, for the definition of a young adult library program.)</p> |

OTHER ELECTRONIC INFORMATION

| | | |
|-----|---|---|
| 650 | Number of Internet Computers Used by General Public | Report the number of the library's Internet computers [personal computers (PCs) and laptops], whether purchased, leased, or donated, used by the general public in the library. |
|-----|---|---|

| # | <u>Data Element Name</u> | <u>Data Element Definition</u> |
|-----|--|--|
| 651 | Number of Uses (Sessions) of Public Internet Computers Per Year | <p>Report the total number of uses (sessions) of the library's Internet computers in the library during the last year. If the computer is used for multiple purposes (Internet access, word-processing, OPAC, etc.) and Internet uses (sessions) cannot be isolated, report all usage. A typical week or other reliable estimate may be used to determine the annual number. Sign-up forms or Web-log tracking software also may provide a reliable count of uses (sessions).</p> <p>Note: This count includes only the library's Internet computers. Do not include Wi-Fi access using non-library computers. The number of uses (sessions) may be counted manually, using registration logs. Count each use (session) for public internet computers, regardless of the amount of time spent on the computer. A use (session) on the library's public internet computer(s) three times a year would count as three uses (sessions). Software such as "Historian" can also be used to track the number of uses (sessions) at each public internet computer. If the data element is collected as a weekly figure, multiply that figure by 52 to annualize it.</p> |
| 652 | Wireless Sessions | Report the number of wireless sessions provided by the library wireless service annually. |
| 653 | Website Visits | Visits represent the annual number of sessions initiated by all users from inside or outside the library to the library website. The library website consists of all webpages under the library's domain. A website "visit" or "session" occurs when a user connects to the library's website for any length of time or purpose, regardless of the number of pages or elements viewed. Usage of library social media accounts (e.g., Facebook, Twitter, etc.) should not be reported here. |

Outlet Data Element Definitions

| # | <u>Data Element Name</u> | <u>Data Element Definition</u> |
|------|--|---|
| 700 | FSCS ID and SEQ (Automatic Display) | This is the identification code assigned by PLS Web Portal. 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. |
| 700a | Structure Status | This is the Structure Change Code to record actions such as adding, deleting, or merging. |
| 701 | LIB ID (Optional) | This is the state-assigned identification code for the outlet. |
| 702 | Name | <p>This is the legal name of the outlet.</p> <p>Note: Provide the legal name of the outlet. Do not use acronyms. Do not abbreviate the name unless it exceeds the PLS Web Portal field length of 60 characters. Avoid abbreviations at the beginning of the name and do not punctuate abbreviations. (See Standard Abbreviations for PLS Web Portal in Appendix G.)</p> |
| 702a | Name Status | This is the Name Change Code to identify whether the change is an official name change. |
| 703 | Street Address | <p>This is the complete street address of the outlet.</p> <p>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.</p> |
| 703a | Address Status | This is the Address Change Code to identify whether the address change is an actual location change. |
| 704 | City | This is the city or town in which the outlet is located. |
| 705 | ZIP Code | This is the standard five-digit postal ZIP code for the street address of the outlet. |
| 707 | County of the Outlet | This is the county in which the outlet is physically located. |
| 708 | Phone | <p>This is the telephone number of the outlet, including area code.</p> <p>Note: Report telephone number without spacing or punctuation. If the outlet has no phone, enter “-3” (for Not Applicable).</p> |
| 709 | Outlet Type Code | <p>An outlet is a unit of an administrative entity that provides direct public library service.</p> <p>Select one of the following:</p> <p>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.</p> |

| # | <u>Data Element Name</u> | <u>Data Element Definition</u> |
|-----|---|---|
| | | <p>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.</p> <p>BR—Branch Library. A branch library is an auxiliary unit of an administrative entity which has at least all of the following:</p> <ol style="list-style-type: none"> 1. Separate quarters; 2. An organized collection of library materials; 3. Paid staff; and 4. Regularly scheduled hours for being open to the public. <p>BS—Bookmobile(s). A bookmobile is a traveling branch library. It consists of at least all of the following:</p> <ol style="list-style-type: none"> 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. <p>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 #710). Alternatively, a bookmobile outlet record may include more than one bookmobile.</p> <p>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.</p> <p>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.</p> |
| 711 | Square Footage of Outlet | <p>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.</p> |
| 712 | Number of Bookmobiles in the Bookmobile Outlet Record | <p>The number of bookmobiles in the bookmobile outlet record.</p> <p>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 #709). A bookmobile is a traveling branch library. It consists of at least all of the following:</p> <ol style="list-style-type: none"> 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. |

| # | <u>Data Element Name</u> | <u>Data Element Definition</u> |
|-----|---|---|
| | | Count vehicles in use, not the number of stops the vehicle makes. |
| 713 | Public Service Hours Per Year (actual hours) | <p>This is the number of annual public service hours for outlets (reported individually by central, branch, bookmobile and Books-by-Mail Only)</p> <p>Note: Include the actual hours open for public service for centrals (data element #209), branches (data element #210), and bookmobiles (data element #211), 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 public service hours need not be included. Extensive hours closed to the public due to natural disasters or other events should be excluded from the count.</p> |
| 714 | Number of Weeks a Library is Open (actual weeks) | <p>This is the number of weeks during the year that an outlet was open to the public.</p> <p>Note: Include the number of weeks open for public service for Centrals (data element #209), Branches (data element #210), Bookmobiles (data element #211), and Books-by-Mail Only. For each bookmobile, count only the weeks during which the bookmobile is open to the public. For administrative entities that offer ONLY books-by-mail service, count the weeks that the outlet is staffed for service. The count should be based on the number of weeks that a library outlet was open for half or more of its scheduled service hours. Extensive weeks closed to the public due to natural disasters or other events should be excluded from the count. Do not calculate based on total number of service hours per year at the outlet level. For example, by dividing total hours by the average hours open per week. Round to the nearest whole number of weeks. If the library was open half or more of its scheduled hours in a given week, round up to the next week. If the library was open less than half of its scheduled hours, round down.</p> |
| 715 | Number of Weeks an Outlet Closed Due to COVID-19 | <p>This is the number of weeks during the year that due to the Coronavirus (COVID-19) pandemic, an outlet building was physically closed and the public could not enter, when it otherwise would have been open.</p> <p>NOTE: Round to the nearest whole number. If building did not close to the public due to the pandemic, enter zero. The sum of data elements #714 and #715 should equal or be fewer than 52 weeks.</p> <p>An outlet is considered physically closed when the public cannot access any library buildings or bookmobiles, regardless of staff access. A building can be physically closed but still offer virtual, Wi-Fi, or “curbside” services outside the building.</p> |
| 716 | Number of Weeks an Outlet Had Limited Occupancy Due to COVID-19 | <p>This is the number of weeks during the year that an outlet implemented limited public occupancy practices for in-person services at the library building in response to the Coronavirus (COVID-19) pandemic.</p> <p>NOTE: Round to the nearest whole number. If building did not have a limited occupancy or similar practice due to the pandemic, enter zero. Weeks can be</p> |

| # | <u>Data Element Name</u> | <u>Data Element Definition</u> |
|---|--------------------------|--|
| | | <p>counted in both data elements #714 and #716 (that is, a library was open to the public and implementing limited occupancy practices in the same week). Data element #716 should not be greater than data element #714.</p> <p>Limited public occupancy practices can include reduced hours open, limits on the number of public members inside the physical building, appointment only on-site library use, visitor time limits, closed stacks or meeting rooms, etc.</p> |

Appendix G: Imputation Flags and Definitions

| Flag Value | Flag Description |
|---|---|
| Public Library System Data File | |
| R_20 | The data were reported and not imputed |
| E_20 | The data were reported and edited for logical consistency |
| IG19, IG18, IG17, IG16, | Prior year data multiplied by cell mean growth rate, using the most current reported data from (2019, 2018, 2017, or 2016) |
| IQ20 | Adjusted cell mean (the ratio of population of legal service area to the cell mean population of legal service area was used to adjust the imputed value) |
| IJ20 | Unadjusted cell mean |
| IK19, IK18, IK17, IK16 | Prior year ratio to another item, using the most current reported data from (2019, 2018, 2017, or 2016) |
| ID20 | Cell median ratio to another item |
| IP19, IP18, IP17, IP16, IP15, IP14 | Data carried forward, using the most current reported data that are available from (2019, 2018, 2017, 2016, 2015, or 2014) |
| IM20 | Unadjusted cell median |
| IT20 | Value obtained by relationship of total to detail items |
| IB20 | Raking of detail items to match totals |
| IS20 | Special imputation procedures |
| IY20 | Consistency check derived value |
| U_20 | Not imputed (i.e., outlying area or closed/temp closed) |
| H_20 | Data were suppressed (to protect confidentiality of respondents) |
| L_20 | Data were suppressed for analytic purposes |
| Public Library State Summary/State Characteristics Data File | |
| R_20 | All detail comprising total is reported data |
| IF20 | Some detail comprising total is imputed data |
| IA20 | All detail comprising total is imputed data |
| U_20 | Outlying area – no imputation done |
| H_20 | Total is suppressed |

| Flag Value | Flag Description |
|--|--|
| Public Library Outlet Data File | |
| R_20 | The data were reported and not imputed |
| IP19, IP18, IP17, IP16 | Data carried forward, using the most current reported data that are available from (2019, 2018, 2017, or 2016) |
| M_20 | Not imputed - insufficient prior year data |
| N_20 | Not imputed (i.e., item not applicable) |
| U_20 | Not imputed (i.e., outlying area or closed/temp closed) |

Note: See the “Imputation” section for more details on the imputation methodology.

Appendix H: Item Response Rate and Total Quantity Response Rate by Item by State

Appendix H displays items with response rates (either item or total quantity) less than 95.0 percent at the state level, items where all respondents in a state reported a value of 0 (no respondents), and items where all respondents in a state reported a value of 0 and all nonrespondents were imputed as 0. At the national level, all but two items (i.e., ELINFO and WIFISESS) had an item response rate of 90.0 percent or higher, while most items have a national response rate of 95.0 or higher.

Item Response Rate (IRR)—The ratio of the number of eligible units responding to an item to the number of responding units eligible to have responded to the item:

$$IRR = \frac{\text{Number of reported values}}{\text{Number of libraries}}$$

Total Quantity Response Rate (TQRR)—The ratio of total quantity of data from responding units to the total estimated quantity for all units eligible for tabulation (includes imputed data):

$$TQRR = \frac{\text{Sum of reported values}}{\text{Sum of reported and imputed values}}$$

The TQRR measures the percentage of the total quantity of a given variable that was reported by respondents, as opposed to being imputed during data processing.

Response rates reported in Appendix H are rounded values.

* Item response rate less than 70.0 percent, does not meet the OMB statistical standard.

** Total quantity response rate less than 70.0 percent, does not meet the OMB statistical standard.

† All respondents in state reported value of 0 and all nonrespondents were imputed as 0.

‡ All respondents in state reported value of 0 (no nonrespondents).

§ Item not imputed. Total quantity response rate is 100.0 percent.

N/A Not applicable

VARIABLE= POPU_LSA
DESCRIPTION= Population of the Legal Service Area

| STATE | ITEM RESPONSE RATE | TOTAL QUANTITY RESPONSE RATE |
|-------|--------------------|------------------------------|
| TX | 94.4 | 99.3 |

VARIABLE=CENTLIB
DESCRIPTION=# OF CENTRAL LIBRARIES

| STATE | ITEM RESPONSE RATE | TOTAL QUANTITY RESPONSE RATE |
|-------|--------------------|------------------------------|
| VI | 100.0 | ‡ |

VARIABLE=BKMOB
DESCRIPTION=# OF BOOKMOBILES

| STATE | ITEM RESPONSE RATE | TOTAL QUANTITY RESPONSE RATE |
|-------|--------------------|------------------------------|
| AS | 100.0 | ‡ |
| DC | 100.0 | ‡ |
| GU | 100.0 | ‡ |
| NH | 100.0 | ‡ |

VARIABLE=MASTER
DESCRIPTION=ALA-MLS STAFF

| STATE | ITEM RESPONSE RATE | TOTAL QUANTITY RESPONSE RATE |
|-------|--------------------|------------------------------|
| AZ | 82.0 | 99.5 |
| FL | 93.6 | 99.9 |
| GU | 100.0 | ‡ |
| IA | 93.7 | 99.3 |
| ND | 93.7 | § |
| NE | 93.9 | 99.9 |
| NH | 94.6 | 99.5 |
| OH | 90.4 | 99.9 |
| TX | 94.4 | 99.7 |
| UT | 81.7 | 99.3 |
| VT | 83.7 | 93.2 |

* Item response rate less than 70.0 percent, does not meet the OMB statistical standard.

** Total quantity response rate less than 70.0 percent, does not meet the OMB statistical standard.

† All respondents in state reported value of 0 and all nonrespondents were imputed as 0.

‡ All respondents in state reported value of 0 (no nonrespondents).

§ Item not imputed. Total quantity response rate is 100.0 percent.

N/A Not applicable

VARIABLE=LIBRARIA
DESCRIPTION=TOTAL LIBRARIANS

| STATE | ITEM RESPONSE RATE | TOTAL QUANTITY RESPONSE RATE |
|-------|--------------------|------------------------------|
| AZ | 84.3 | 97.2 |
| FL | 93.6 | 99.8 |
| GU | 100.0 | ‡ |
| IA | 93.7 | 98.2 |
| ND | 93.7 | 98.4 |
| NE | 93.9 | 98.7 |
| NH | 94.6 | 99.0 |
| NJ | 88.9 | 97.6 |
| TX | 94.4 | 98.8 |
| UT | 84.5 | 98.2 |
| VT | 83.7 | 91.3 |

VARIABLE=OTHPAID
DESCRIPTION=ALL OTHER PAID STAFF

| STATE | ITEM RESPONSE RATE | TOTAL QUANTITY RESPONSE RATE |
|-------|--------------------|------------------------------|
| AZ | 84.3 | 97.9 |
| CT | 94.8 | 96.5 |
| FL | 93.6 | 99.9 |
| IA | 93.7 | 99.6 |
| ND | 93.7 | 99.8 |
| NE | 93.9 | § |
| NH | 94.6 | 99.7 |
| NJ | 88.9 | 97.4 |
| TX | 94.4 | 99.4 |
| UT | 84.5 | 99.4 |
| VT | 83.7 | 95.2 |

* Item response rate less than 70.0 percent, does not meet the OMB statistical standard.

** Total quantity response rate less than 70.0 percent, does not meet the OMB statistical standard.

† All respondents in state reported value of 0 and all nonrespondents were imputed as 0.

‡ All respondents in state reported value of 0 (no nonrespondents).

§ Item not imputed. Total quantity response rate is 100.0 percent.

N/A Not applicable

VARIABLE=TOTSTAFF
DESCRIPTION=TOTAL PAID EMPLOYEES

| STATE | ITEM RESPONSE RATE | TOTAL QUANTITY RESPONSE RATE |
|-------|--------------------|------------------------------|
| AZ | 84.3 | 97.7 |
| CT | 94.8 | 96.5 |
| FL | 93.6 | 99.9 |
| IA | 93.7 | 98.7 |
| ND | 93.7 | 99.0 |
| NE | 93.9 | 99.3 |
| NH | 94.6 | 99.2 |
| NJ | 88.9 | 97.5 |
| TX | 94.4 | 99.2 |
| UT | 84.5 | 99.0 |
| VT | 83.7 | 92.7 |

VARIABLE=LOGVT
DESCRIPTION=LOCAL GOVERNMENT REVENUE

| STATE | ITEM RESPONSE RATE | TOTAL QUANTITY RESPONSE RATE |
|-------|--------------------|------------------------------|
| AR | 94.9 | 99.9 |
| AS | 100.0 | ‡ |
| AZ | 82.0 | 99.3 |
| CT | 93.2 | 94.7 |
| FL | 92.3 | 99.9 |
| HI | 100.0 | ‡ |
| IA | 93.6 | 99.1 |
| ND | 93.7 | 99.9 |
| NE | 93.9 | 99.6 |
| NH | 94.2 | 99.3 |
| NJ | 88.9 | 98.3 |
| TX | 94.4 | 99.6 |

* Item response rate less than 70.0 percent, does not meet the OMB statistical standard.

** Total quantity response rate less than 70.0 percent, does not meet the OMB statistical standard.

† All respondents in state reported value of 0 and all nonrespondents were imputed as 0.

‡ All respondents in state reported value of 0 (no nonrespondents).

§ Item not imputed. Total quantity response rate is 100.0 percent.

N/A Not applicable

| STATE | ITEM RESPONSE RATE | TOTAL QUANTITY RESPONSE RATE |
|-------|--------------------|------------------------------|
| UT | 84.5 | 99.1 |
| VI | 100.0 | ‡ |
| VT | 84.2 | 96.5 |

VARIABLE=STGVT
DESCRIPTION=STATE GOVERNMENT REVENUE

| STATE | ITEM RESPONSE RATE | TOTAL QUANTITY RESPONSE RATE |
|-------|--------------------|------------------------------|
| AR | 94.9 | § |
| AZ | 78.7 | 97.8 |
| CT | 93.2 | 81.7 |
| DC | 100.0 | ‡ |
| FL | 93.6 | § |
| GU | 100.0 | ‡ |
| IA | 93.7 | 98.8 |
| MP | 100.0 | ‡ |
| ND | 93.7 | 99.7 |
| NE | 93.9 | 98.8 |
| NH | 94.2 | § |
| NJ | 88.9 | 97.3 |
| TX | 94.4 | § |
| UT | 84.5 | 51.2** |
| VT | 100.0 | ‡ |

VARIABLE=FEDGVT
DESCRIPTION=FEDERAL GOVERNMENT REVENUE

| STATE | ITEM RESPONSE RATE | TOTAL QUANTITY RESPONSE RATE |
|-------|--------------------|------------------------------|
| AR | 93.2 | § |
| AZ | 82.0 | § |
| CT | 93.2 | § |

* Item response rate less than 70.0 percent, does not meet the OMB statistical standard.

** Total quantity response rate less than 70.0 percent, does not meet the OMB statistical standard.

† All respondents in state reported value of 0 and all nonrespondents were imputed as 0.

‡ All respondents in state reported value of 0 (no nonrespondents).

§ Item not imputed. Total quantity response rate is 100.0 percent.

N/A Not applicable

| STATE | ITEM RESPONSE RATE | TOTAL QUANTITY RESPONSE RATE |
|-------|--------------------|------------------------------|
| FL | 93.6 | § |
| GU | 100.0 | ‡ |
| IA | 93.7 | § |
| ND | 93.7 | § |
| NE | 93.9 | § |
| NH | 94.2 | § |
| NJ | 88.9 | 99.8 |
| TX | 94.4 | § |
| UT | 84.5 | § |
| VT | 84.2 | § |
| WY | 95.7 | † |

VARIABLE=OTHINCM
DESCRIPTION=OTHER OPERATING REVENUE

| STATE | ITEM RESPONSE RATE | TOTAL QUANTITY RESPONSE RATE |
|-------|--------------------|------------------------------|
| AR | 94.9 | 98.4 |
| AZ | 77.5 | 99.2 |
| CT | 92.7 | 97.6 |
| FL | 93.6 | § |
| IA | 93.6 | 99.1 |
| MP | 100.0 | ‡ |
| ND | 93.7 | 99.0 |
| NE | 93.9 | 99.7 |
| NH | 93.8 | 94.2 |
| NJ | 88.9 | 94.5 |
| TX | 94.4 | 98.2 |
| UT | 84.5 | § |
| VI | 100.0 | ‡ |
| VT | 84.2 | 92.5 |

* Item response rate less than 70.0 percent, does not meet the OMB statistical standard.

** Total quantity response rate less than 70.0 percent, does not meet the OMB statistical standard.

† All respondents in state reported value of 0 and all nonrespondents were imputed as 0.

‡ All respondents in state reported value of 0 (no nonrespondents).

§ Item not imputed. Total quantity response rate is 100.0 percent.

N/A Not applicable

VARIABLE=TOTINCM
DESCRIPTION=TOTAL OPERATING REVENUE

| STATE | ITEM RESPONSE RATE | TOTAL QUANTITY RESPONSE RATE |
|-------|--------------------|------------------------------|
| AR | 94.9 | 99.8 |
| AZ | 75.3 | 98.6 |
| CT | 93.2 | 95.1 |
| FL | 92.3 | § |
| IA | 93.6 | 99.1 |
| ND | 93.7 | 99.8 |
| NE | 93.9 | 99.6 |
| NH | 93.3 | 95.7 |
| NJ | 88.9 | 98.2 |
| TX | 94.4 | 99.5 |
| UT | 84.5 | 98.5 |
| VT | 84.2 | 95.9 |

* Item response rate less than 70.0 percent, does not meet the OMB statistical standard.

** Total quantity response rate less than 70.0 percent, does not meet the OMB statistical standard.

† All respondents in state reported value of 0 and all nonrespondents were imputed as 0.

‡ All respondents in state reported value of 0 (no nonrespondents).

§ Item not imputed. Total quantity response rate is 100.0 percent.

N/A Not applicable

VARIABLE=SALARIES
DESCRIPTION=SALARIES & WAGES EXP

| STATE | ITEM RESPONSE RATE | TOTAL QUANTITY RESPONSE RATE |
|-------|--------------------|------------------------------|
| AK | 32.9* | § |
| AL | 52.0* | § |
| AR | 86.4 | 99.8 |
| AZ | 65.2* | 98.8 |
| CA | 87.7 | § |
| CO | 79.5 | § |
| CT | 81.2 | 97.6 |
| FL | 92.3 | § |
| IA | 31.9* | 99.7 |
| ID | 58.7* | § |
| IL | 69.2* | § |
| IN | 81.4 | 99.9 |
| KS | 38.5* | § |
| MA | 77.2 | § |
| ME | 34.1* | § |
| MI | 77.0 | 99.9 |
| MN | 62.2* | § |
| MO | 72.0 | § |
| MS | 88.7 | 99.7 |
| MT | 57.3* | 99.2 |
| ND | 21.5* | § |
| NE | 25.4* | § |
| NH | 51.3* | § |
| NJ | 84.8 | 98.5 |
| NM | 54.1* | § |
| NV | 86.4 | § |
| NY | 65.6* | 99.9 |
| OK | 48.7* | § |

* Item response rate less than 70.0 percent, does not meet the OMB statistical standard.

** Total quantity response rate less than 70.0 percent, does not meet the OMB statistical standard.

† All respondents in state reported value of 0 and all nonrespondents were imputed as 0.

‡ All respondents in state reported value of 0 (no nonrespondents).

§ Item not imputed. Total quantity response rate is 100.0 percent.

N/A Not applicable

| STATE | ITEM RESPONSE RATE | TOTAL QUANTITY RESPONSE RATE |
|-------|--------------------|------------------------------|
| OR | 65.2* | § |
| PA | 74.5 | 99.8 |
| RI | 93.8 | § |
| SD | 29.6* | § |
| TN | 63.8* | § |
| TX | 65.3* | 99.6 |
| UT | 64.8* | 99.7 |
| VT | 25.5* | 98.4 |
| WA | 76.7 | § |
| WI | 67.1* | § |
| WV | 64.6* | § |

VARIABLE=BENEFIT
DESCRIPTION=EMPLOYEE BENEFITS

| STATE | ITEM RESPONSE RATE | TOTAL QUANTITY RESPONSE RATE |
|-------|--------------------|------------------------------|
| AK | 32.9* | § |
| AL | 52.0* | § |
| AR | 86.4 | 99.9 |
| AZ | 64.0* | 98.1 |
| CA | 87.7 | § |
| CO | 79.5 | § |
| CT | 59.7* | 82.1 |
| FL | 92.3 | § |
| IA | 30.6* | 98.2 |
| ID | 58.7* | § |
| IL | 69.2* | § |
| IN | 81.4 | § |
| KS | 38.5* | § |
| MA | 77.2 | § |

* Item response rate less than 70.0 percent, does not meet the OMB statistical standard.

** Total quantity response rate less than 70.0 percent, does not meet the OMB statistical standard.

† All respondents in state reported value of 0 and all nonrespondents were imputed as 0.

‡ All respondents in state reported value of 0 (no nonrespondents).

§ Item not imputed. Total quantity response rate is 100.0 percent.

N/A Not applicable

| STATE | ITEM RESPONSE RATE | TOTAL QUANTITY RESPONSE RATE |
|-------|--------------------|------------------------------|
| ME | 34.1* | § |
| MI | 77.0 | § |
| MN | 62.2* | § |
| MO | 72.0 | § |
| MS | 88.7 | 99.5 |
| MT | 57.3* | 98.5 |
| ND | 21.5* | § |
| NE | 25.4* | § |
| NH | 50.0* | § |
| NJ | 84.5 | 97.7 |
| NM | 54.1* | § |
| NV | 86.4 | § |
| NY | 65.6* | 99.9 |
| OK | 48.7* | § |
| OR | 65.2* | § |
| PA | 74.5 | 99.7 |
| RI | 93.8 | § |
| SD | 29.6* | § |
| TN | 63.8* | § |
| TX | 65.3* | 99.5 |
| UT | 64.8* | 99.2 |
| VT | 25.5* | 99.3 |
| WA | 76.7 | § |
| WI | 67.1* | § |
| WV | 64.6* | § |

* Item response rate less than 70.0 percent, does not meet the OMB statistical standard.

** Total quantity response rate less than 70.0 percent, does not meet the OMB statistical standard.

† All respondents in state reported value of 0 and all nonrespondents were imputed as 0.

‡ All respondents in state reported value of 0 (no nonrespondents).

§ Item not imputed. Total quantity response rate is 100.0 percent.

N/A Not applicable

VARIABLE=STAFFEXP
DESCRIPTION=TOTAL STAFF EXP

| STATE | ITEM RESPONSE RATE | TOTAL QUANTITY RESPONSE RATE |
|-------|--------------------|------------------------------|
| AK | 32.9* | § |
| AL | 52.0* | § |
| AR | 86.4 | 99.8 |
| AZ | 64.0* | 98.5 |
| CA | 87.7 | § |
| CO | 79.5 | § |
| CT | 59.7* | 78.0 |
| FL | 92.3 | § |
| IA | 30.6* | 98.3 |
| ID | 58.7* | § |
| IL | 69.2* | § |
| IN | 81.4 | 99.9 |
| KS | 38.5* | § |
| MA | 77.2 | § |
| ME | 34.1* | § |
| MI | 77.0 | § |
| MN | 62.2* | § |
| MO | 72.0 | § |
| MS | 88.7 | 99.6 |
| MT | 57.3* | 99.0 |
| ND | 21.5* | § |
| NE | 25.4* | § |
| NH | 50.4* | 98.6 |
| NJ | 84.5 | 98.0 |
| NM | 54.1* | § |
| NV | 86.4 | § |
| NY | 65.6* | 99.9 |
| OK | 48.7* | § |

* Item response rate less than 70.0 percent, does not meet the OMB statistical standard.

** Total quantity response rate less than 70.0 percent, does not meet the OMB statistical standard.

† All respondents in state reported value of 0 and all nonrespondents were imputed as 0.

‡ All respondents in state reported value of 0 (no nonrespondents).

§ Item not imputed. Total quantity response rate is 100.0 percent.

N/A Not applicable

| STATE | ITEM RESPONSE RATE | TOTAL QUANTITY RESPONSE RATE |
|-------|--------------------|------------------------------|
| OR | 65.2* | § |
| PA | 74.5 | 99.8 |
| RI | 93.8 | § |
| SD | 29.6* | § |
| TN | 63.8* | § |
| TX | 65.3* | 99.6 |
| UT | 64.8* | 99.6 |
| VT | 26.6* | § |
| WA | 76.7 | § |
| WI | 67.1* | § |
| WV | 64.6* | § |

**VARIABLE=PRMATEXP
DESCRIPTION=OP EXP FOR PRINT MAT**

| STATE | ITEM RESPONSE RATE | TOTAL QUANTITY RESPONSE RATE |
|-------|--------------------|------------------------------|
| AR | 93.2 | 99.8 |
| AZ | 80.9 | 98.4 |
| CT | 93.2 | 92.1 |
| FL | 92.3 | 99.5 |
| IA | 93.6 | 98.9 |
| MN | 91.9 | § |
| ND | 93.7 | 99.1 |
| NE | 93.0 | 99.2 |
| NH | 94.6 | 97.8 |
| NJ | 89.2 | 96.7 |
| TX | 94.4 | 98.9 |
| UT | 84.5 | 95.0 |
| VT | 57.6* | 64.6** |
| WA | 90.0 | 96.9 |

* Item response rate less than 70.0 percent, does not meet the OMB statistical standard.

** Total quantity response rate less than 70.0 percent, does not meet the OMB statistical standard.

† All respondents in state reported value of 0 and all nonrespondents were imputed as 0.

‡ All respondents in state reported value of 0 (no nonrespondents).

§ Item not imputed. Total quantity response rate is 100.0 percent.

N/A Not applicable

VARIABLE=ELMATEXP
DESCRIPTION=OP EXP FOR ELECTRONIC MAT

| STATE | ITEM RESPONSE RATE | TOTAL QUANTITY RESPONSE RATE |
|-------|--------------------|------------------------------|
| AR | 93.2 | 99.8 |
| AZ | 79.8 | 99.8 |
| CT | 92.7 | 93.2 |
| FL | 92.3 | § |
| IA | 93.7 | 99.6 |
| MP | 100.0 | ‡ |
| ND | 93.7 | 99.9 |
| NE | 93.4 | 99.9 |
| NH | 94.2 | 99.6 |
| NJ | 89.2 | 99.2 |
| TX | 94.4 | 99.8 |
| UT | 84.5 | 99.3 |
| VI | 100.0 | ‡ |
| VT | 58.2* | 72.8 |
| WA | 90.0 | 98.7 |

VARIABLE=OTHMATEX
DESCRIPTION=OP EXP FOR OTHER MAT

| STATE | ITEM RESPONSE RATE | TOTAL QUANTITY RESPONSE RATE |
|-------|--------------------|------------------------------|
| AR | 93.2 | 99.9 |
| AZ | 78.7 | 97.5 |
| CT | 92.7 | 91.8 |
| DC | 100.0 | ‡ |
| FL | 92.3 | 99.9 |
| GU | 100.0 | ‡ |
| IA | 93.7 | 99.0 |
| MP | 100.0 | ‡ |

* Item response rate less than 70.0 percent, does not meet the OMB statistical standard.

** Total quantity response rate less than 70.0 percent, does not meet the OMB statistical standard.

† All respondents in state reported value of 0 and all nonrespondents were imputed as 0.

‡ All respondents in state reported value of 0 (no nonrespondents).

§ Item not imputed. Total quantity response rate is 100.0 percent.

N/A Not applicable

| STATE | ITEM RESPONSE RATE | TOTAL QUANTITY RESPONSE RATE |
|-------|--------------------|------------------------------|
| ND | 93.7 | 99.9 |
| NE | 93.0 | 99.7 |
| NH | 92.4 | 99.1 |
| NJ | 89.2 | 98.6 |
| TX | 94.4 | 99.4 |
| UT | 84.5 | 99.6 |
| VI | 100.0 | ‡ |
| VT | 58.2* | 62.5** |
| WA | 90.0 | 92.2 |

VARIABLE=TOTEXPCO
DESCRIPTION=TOTAL COLLECTION EXP

| STATE | ITEM RESPONSE RATE | TOTAL QUANTITY RESPONSE RATE |
|-------|--------------------|------------------------------|
| AR | 94.9 | 99.8 |
| AZ | 75.3 | 95.5 |
| CT | 92.7 | 91.8 |
| FL | 91.0 | 97.8 |
| IA | 93.6 | 99.1 |
| ND | 93.7 | 99.4 |
| NE | 93.0 | 99.4 |
| NH | 92.0 | 97.4 |
| NJ | 89.2 | 97.8 |
| TX | 94.4 | 99.3 |
| UT | 84.5 | 97.0 |
| VT | 83.7 | 92.6 |
| WA | 93.3 | § |

* Item response rate less than 70.0 percent, does not meet the OMB statistical standard.

** Total quantity response rate less than 70.0 percent, does not meet the OMB statistical standard.

‡ All respondents in state reported value of 0 and all nonrespondents were imputed as 0.

‡ All respondents in state reported value of 0 (no nonrespondents).

§ Item not imputed. Total quantity response rate is 100.0 percent.

N/A Not applicable

**VARIABLE=OTHOPEXP
DESCRIPTION=OTHER OPERATING EXP**

| STATE | ITEM RESPONSE RATE | TOTAL QUANTITY RESPONSE RATE |
|-------|--------------------|------------------------------|
| AK | 32.9* | § |
| AL | 52.0* | § |
| AR | 86.4 | 99.8 |
| AZ | 61.8* | 99.5 |
| CA | 87.7 | § |
| CO | 79.5 | § |
| CT | 81.2 | 97.8 |
| FL | 91.0 | 99.8 |
| IA | 31.7* | 98.5 |
| ID | 58.7* | § |
| IL | 69.2* | § |
| IN | 81.4 | 99.9 |
| KS | 38.5* | § |
| MA | 77.2 | § |
| ME | 34.1* | § |
| MI | 77.0 | 99.9 |
| MN | 62.2* | § |
| MO | 72.0 | § |
| MS | 88.7 | § |
| MT | 57.3* | 98.5 |
| ND | 21.5* | § |
| NE | 25.4* | § |
| NH | 51.3* | § |
| NJ | 84.5 | 98.3 |
| NM | 54.1* | § |
| NV | 86.4 | § |
| NY | 65.6* | 99.9 |

* Item response rate less than 70.0 percent, does not meet the OMB statistical standard.

** Total quantity response rate less than 70.0 percent, does not meet the OMB statistical standard.

† All respondents in state reported value of 0 and all nonrespondents were imputed as 0.

‡ All respondents in state reported value of 0 (no nonrespondents).

§ Item not imputed. Total quantity response rate is 100.0 percent.

N/A Not applicable

| STATE | ITEM RESPONSE RATE | TOTAL QUANTITY RESPONSE RATE |
|-------|--------------------|------------------------------|
| OK | 48.7* | § |
| OR | 65.2* | § |
| PA | 74.5 | 99.9 |
| RI | 93.8 | § |
| SD | 29.6* | § |
| TN | 63.8* | § |
| TX | 65.3* | 99.7 |
| UT | 64.8* | 99.8 |
| VT | 26.6* | § |
| WA | 76.7 | § |
| WI | 67.1* | § |
| WV | 64.6* | § |

**VARIABLE=TOTOPEXP
DESCRIPTION=TOTAL OPERATING EXP**

| STATE | ITEM RESPONSE RATE | TOTAL QUANTITY RESPONSE RATE |
|-------|--------------------|------------------------------|
| AR | 94.9 | 99.8 |
| AZ | 71.9 | 94.0 |
| CT | 64.4* | 76.4 |
| FL | 89.7 | 97.1 |
| IA | 88.0 | 96.4 |
| ND | 93.7 | 99.7 |
| NE | 92.6 | 99.5 |
| NH | 94.2 | 99.2 |
| NJ | 88.9 | 97.9 |
| TX | 94.4 | 99.4 |
| UT | 84.5 | 97.6 |
| VT | 83.7 | 94.8 |
| WA | 93.3 | § |

* Item response rate less than 70.0 percent, does not meet the OMB statistical standard.

** Total quantity response rate less than 70.0 percent, does not meet the OMB statistical standard.

† All respondents in state reported value of 0 and all nonrespondents were imputed as 0.

‡ All respondents in state reported value of 0 (no nonrespondents).

§ Item not imputed. Total quantity response rate is 100.0 percent.

N/A Not applicable

VARIABLE=LCAP_REV
DESCRIPTION=LOCAL GOVT CAPITAL REVENUE

| STATE | ITEM RESPONSE RATE | TOTAL QUANTITY RESPONSE RATE |
|-------|--------------------|------------------------------|
| AR | 93.2 | § |
| AS | 100.0 | ‡ |
| AZ | 76.4 | 99.9 |
| CT | 93.2 | § |
| FL | 93.6 | § |
| HI | 100.0 | ‡ |
| IA | 93.6 | § |
| MP | 100.0 | ‡ |
| ND | 93.7 | § |
| NE | 93.9 | 98.8 |
| NH | 94.6 | 99.8 |
| NJ | 88.9 | § |
| OH | 100.0 | ‡ |
| TX | 94.4 | § |
| UT | 84.5 | 98.0 |
| VT | 83.7 | § |

VARIABLE=SCAP_REV
DESCRIPTION=STATE GOVT CAPITAL REVENUE

| STATE | ITEM RESPONSE RATE | TOTAL QUANTITY RESPONSE RATE |
|-------|--------------------|------------------------------|
| AK | 100.0 | ‡ |
| AR | 93.2 | § |
| AS | 100.0 | ‡ |
| AZ | 76.4 | § |
| CT | 93.2 | § |
| DC | 100.0 | ‡ |
| FL | 93.6 | § |

* Item response rate less than 70.0 percent, does not meet the OMB statistical standard.

** Total quantity response rate less than 70.0 percent, does not meet the OMB statistical standard.

‡ All respondents in state reported value of 0 and all nonrespondents were imputed as 0.

‡ All respondents in state reported value of 0 (no nonrespondents).

§ Item not imputed. Total quantity response rate is 100.0 percent.

N/A Not applicable

| STATE | ITEM RESPONSE RATE | TOTAL QUANTITY RESPONSE RATE |
|-------|--------------------|------------------------------|
| GU | 100.0 | ‡ |
| IA | 93.6 | § |
| KS | 99.4 | † |
| LA | 100.0 | ‡ |
| MO | 98.7 | † |
| MP | 100.0 | ‡ |
| MS | 98.1 | † |
| ND | 93.7 | § |
| NE | 93.9 | § |
| NH | 94.6 | § |
| NJ | 88.9 | § |
| NV | 100.0 | ‡ |
| OK | 100.0 | ‡ |
| SC | 100.0 | ‡ |
| SD | 100.0 | ‡ |
| TX | 94.4 | § |
| UT | 84.5 | † |
| VT | 83.7 | § |
| WI | 100.0 | ‡ |
| WY | 95.7 | † |

VARIABLE=FCAP_REV
DESCRIPTION=FEDERAL GOVT CAPITAL REVENUE

| STATE | ITEM RESPONSE RATE | TOTAL QUANTITY RESPONSE RATE |
|-------|--------------------|------------------------------|
| AK | 100.0 | ‡ |
| AR | 93.2 | § |
| AS | 100.0 | ‡ |
| AZ | 76.4 | § |
| CT | 93.2 | § |

* Item response rate less than 70.0 percent, does not meet the OMB statistical standard.

** Total quantity response rate less than 70.0 percent, does not meet the OMB statistical standard.

† All respondents in state reported value of 0 and all nonrespondents were imputed as 0.

‡ All respondents in state reported value of 0 (no nonrespondents).

§ Item not imputed. Total quantity response rate is 100.0 percent.

N/A Not applicable

| STATE | ITEM RESPONSE RATE | TOTAL QUANTITY RESPONSE RATE |
|-------|--------------------|------------------------------|
| DC | 100.0 | ‡ |
| FL | 93.6 | § |
| GU | 100.0 | ‡ |
| HI | 100.0 | ‡ |
| IA | 93.6 | § |
| KS | 99.4 | † |
| KY | 100.0 | ‡ |
| MD | 100.0 | ‡ |
| MP | 100.0 | ‡ |
| MS | 98.1 | † |
| MT | 97.6 | † |
| ND | 93.7 | † |
| NE | 93.9 | § |
| NH | 94.6 | § |
| NJ | 88.9 | † |
| NV | 100.0 | ‡ |
| OR | 98.6 | † |
| PA | 100.0 | ‡ |
| SD | 100.0 | ‡ |
| TX | 94.4 | § |
| UT | 84.5 | § |
| VA | 100.0 | ‡ |
| VT | 83.7 | § |
| WA | 95.0 | † |
| WY | 95.7 | † |

* Item response rate less than 70.0 percent, does not meet the OMB statistical standard.

** Total quantity response rate less than 70.0 percent, does not meet the OMB statistical standard.

† All respondents in state reported value of 0 and all nonrespondents were imputed as 0.

‡ All respondents in state reported value of 0 (no nonrespondents).

§ Item not imputed. Total quantity response rate is 100.0 percent.

N/A Not applicable

VARIABLE=OCAP_REV
DESCRIPTION=OTHER CAPITAL REVENUE

| STATE | ITEM RESPONSE RATE | TOTAL QUANTITY RESPONSE RATE |
|-------|--------------------|------------------------------|
| AK | 100.0 | ‡ |
| AR | 93.2 | § |
| AS | 100.0 | ‡ |
| AZ | 78.7 | § |
| CT | 93.2 | § |
| DC | 100.0 | ‡ |
| FL | 93.6 | § |
| GU | 100.0 | ‡ |
| HI | 100.0 | ‡ |
| IA | 93.6 | § |
| MP | 100.0 | ‡ |
| ND | 93.7 | § |
| NE | 93.9 | § |
| NH | 94.6 | § |
| NJ | 88.9 | § |
| SC | 100.0 | ‡ |
| TX | 94.4 | § |
| UT | 84.5 | § |
| VT | 83.7 | § |
| WY | 95.7 | † |

* Item response rate less than 70.0 percent, does not meet the OMB statistical standard.

** Total quantity response rate less than 70.0 percent, does not meet the OMB statistical standard.

† All respondents in state reported value of 0 and all nonrespondents were imputed as 0.

‡ All respondents in state reported value of 0 (no nonrespondents).

§ Item not imputed. Total quantity response rate is 100.0 percent.

N/A Not applicable

VARIABLE=CAP_REV
DESCRIPTION=TOTAL CAPITAL REVENUE

| STATE | ITEM RESPONSE RATE | TOTAL QUANTITY RESPONSE RATE |
|-------|--------------------|------------------------------|
| AR | 94.9 | § |
| AS | 100.0 | ‡ |
| AZ | 76.4 | 99.8 |
| CT | 93.2 | § |
| FL | 93.6 | § |
| IA | 93.6 | § |
| MP | 100.0 | ‡ |
| ND | 93.7 | § |
| NE | 93.9 | 99.1 |
| NH | 94.6 | 99.8 |
| NJ | 88.9 | § |
| TX | 94.4 | § |
| UT | 84.5 | 99.3 |
| VT | 83.7 | § |

* Item response rate less than 70.0 percent, does not meet the OMB statistical standard.

** Total quantity response rate less than 70.0 percent, does not meet the OMB statistical standard.

† All respondents in state reported value of 0 and all nonrespondents were imputed as 0.

‡ All respondents in state reported value of 0 (no nonrespondents).

§ Item not imputed. Total quantity response rate is 100.0 percent.

N/A Not applicable

VARIABLE=CAPITAL
DESCRIPTION=TOTAL CAPITAL EXPENDITURES

| STATE | ITEM RESPONSE RATE | TOTAL QUANTITY RESPONSE RATE |
|-------|--------------------|------------------------------|
| AR | 93.2 | 99.7 |
| AS | 100.0 | ‡ |
| AZ | 77.5 | 97.6 |
| CT | 93.2 | 92.7 |
| FL | 93.6 | 99.7 |
| GU | 100.0 | ‡ |
| IA | 92.8 | 98.9 |
| IN | 94.5 | 97.7 |
| MP | 100.0 | ‡ |
| ND | 93.7 | 99.5 |
| NE | 93.9 | 99.7 |
| NH | 94.2 | 97.6 |
| NJ | 88.9 | 85.7 |
| TX | 94.4 | 98.9 |
| UT | 84.5 | 96.5 |
| VT | 83.7 | 96.0 |
| WA | 93.3 | 99.9 |
| WY | 95.7 | 80.2 |

* Item response rate less than 70.0 percent, does not meet the OMB statistical standard.

** Total quantity response rate less than 70.0 percent, does not meet the OMB statistical standard.

† All respondents in state reported value of 0 and all nonrespondents were imputed as 0.

‡ All respondents in state reported value of 0 (no nonrespondents).

§ Item not imputed. Total quantity response rate is 100.0 percent.

N/A Not applicable

VARIABLE=BKVOL
DESCRIPTION=PRINT MATERIALS

| STATE | ITEM RESPONSE RATE | TOTAL QUANTITY RESPONSE RATE |
|-------|--------------------|------------------------------|
| AK | 92.4 | 98.4 |
| AR | 93.2 | 99.2 |
| AZ | 85.4 | 96.7 |
| CT | 93.2 | 93.5 |
| FL | 93.6 | 99.6 |
| IA | 93.7 | 97.5 |
| ND | 93.7 | 98.2 |
| NE | 93.4 | 97.7 |
| NH | 94.6 | 98.2 |
| NJ | 89.2 | 96.3 |
| TX | 94.4 | 98.4 |
| UT | 84.5 | 95.9 |
| VT | 83.7 | 91.0 |
| WA | 93.3 | 99.7 |

VARIABLE=EBOOK
DESCRIPTION=ELECTRONIC BOOKS

| STATE | ITEM RESPONSE RATE | TOTAL QUANTITY RESPONSE RATE |
|-------|--------------------|------------------------------|
| AK | 92.4 | § |
| AR | 94.9 | 99.3 |
| AZ | 65.2* | 93.5 |
| CT | N/A | † |
| FL | 93.6 | 98.8 |
| GU | 100.0 | ‡ |
| IA | 93.7 | 97.5 |
| ND | 93.7 | 96.7 |
| NE | 93.9 | 96.3 |
| NJ | 89.2 | 98.1 |

* Item response rate less than 70.0 percent, does not meet the OMB statistical standard.

** Total quantity response rate less than 70.0 percent, does not meet the OMB statistical standard.

† All respondents in state reported value of 0 and all nonrespondents were imputed as 0.

‡ All respondents in state reported value of 0 (no nonrespondents).

§ Item not imputed. Total quantity response rate is 100.0 percent.

N/A Not applicable

| STATE | ITEM RESPONSE RATE | TOTAL QUANTITY RESPONSE RATE |
|-------|--------------------|------------------------------|
| TX | 94.4 | 98.8 |
| VT | 83.7 | 96.6 |
| WA | 93.3 | 92.6 |

VARIABLE=AUDIO_PH
DESCRIPTION=AUDIO - PHYSICAL UNITS

| STATE | ITEM RESPONSE RATE | TOTAL QUANTITY RESPONSE RATE |
|-------|--------------------|------------------------------|
| AK | 92.4 | 99.3 |
| AR | 94.9 | 99.7 |
| AZ | 85.4 | 98.6 |
| CT | 93.2 | 94.1 |
| FL | 93.6 | 99.9 |
| IA | 93.7 | 99.2 |
| ND | 93.7 | 99.3 |
| NE | 93.9 | 99.4 |
| NH | 94.6 | 98.7 |
| NJ | 89.2 | 98.8 |
| TX | 94.4 | 99.1 |
| UT | 84.5 | 96.3 |
| VT | 82.1 | 94.8 |
| WA | 93.3 | 99.9 |

* Item response rate less than 70.0 percent, does not meet the OMB statistical standard.

** Total quantity response rate less than 70.0 percent, does not meet the OMB statistical standard.

† All respondents in state reported value of 0 and all nonrespondents were imputed as 0.

‡ All respondents in state reported value of 0 (no nonrespondents).

§ Item not imputed. Total quantity response rate is 100.0 percent.

N/A Not applicable

VARIABLE=AUDIO_DL
DESCRIPTION=AUDIO - DOWNLOADABLE UNITS

| STATE | ITEM RESPONSE RATE | TOTAL QUANTITY RESPONSE RATE |
|-------|--------------------|------------------------------|
| AK | 92.4 | § |
| AR | 94.9 | 99.9 |
| AS | 100.0 | ‡ |
| AZ | 65.2* | 94.5 |
| CT | N/A | † |
| FL | 93.6 | 99.9 |
| GU | 100.0 | ‡ |
| IA | 93.7 | 98.3 |
| MP | 100.0 | ‡ |
| ND | 93.7 | 91.4 |
| NE | 93.9 | 97.8 |
| NJ | 86.1 | 96.8 |
| TX | 94.4 | 99.8 |
| VT | 83.7 | 93.9 |
| WA | 93.3 | 96.8 |

VARIABLE=VIDEO_PH
DESCRIPTION=VIDEO - PHYSICAL UNITS

| STATE | ITEM RESPONSE RATE | TOTAL QUANTITY RESPONSE RATE |
|-------|--------------------|------------------------------|
| AK | 92.4 | 99.3 |
| AR | 94.9 | 99.6 |
| AZ | 85.4 | 97.9 |
| CT | 93.2 | 94.4 |
| FL | 93.6 | 99.9 |
| IA | 93.7 | 97.9 |
| ND | 93.7 | 97.7 |
| NE | 93.9 | 98.4 |

* Item response rate less than 70.0 percent, does not meet the OMB statistical standard.

** Total quantity response rate less than 70.0 percent, does not meet the OMB statistical standard.

† All respondents in state reported value of 0 and all nonrespondents were imputed as 0.

‡ All respondents in state reported value of 0 (no nonrespondents).

§ Item not imputed. Total quantity response rate is 100.0 percent.

N/A Not applicable

| STATE | ITEM RESPONSE RATE | TOTAL QUANTITY RESPONSE RATE |
|-------|--------------------|------------------------------|
| WA | 93.3 | 99.8 |
| NH | 94.6 | 97.9 |
| NJ | 89.2 | 96.5 |
| TX | 94.4 | 99.0 |
| UT | 84.5 | 97.0 |
| VT | 84.2 | 91.7 |

VARIABLE=VIDEO_DL
DESCRIPTION=VIDEO - DOWNLOADABLE UNITS

| STATE | ITEM RESPONSE RATE | TOTAL QUANTITY RESPONSE RATE |
|-------|--------------------|------------------------------|
| AK | 92.4 | § |
| AR | 94.9 | 99.9 |
| AS | 100.0 | ‡ |
| AZ | 64.0* | 88.8 |
| CO | 94.6 | 97.6 |
| CT | N/A | † |
| FL | 93.6 | 99.6 |
| GU | 100.0 | ‡ |
| HI | 100.0 | ‡ |
| IA | 93.7 | 99.1 |
| IN | 99.2 | 91.5 |
| MP | 100.0 | ‡ |
| ND | 93.7 | 98.6 |
| NE | 93.9 | 99.3 |
| NJ | 80.7 | 97.8 |
| PA | 40.7* | 44.5** |
| TN | 96.8 | 86.3 |
| TX | 94.4 | 99.4 |
| VT | 83.7 | 0.3** |
| WA | 91.7 | § |

* Item response rate less than 70.0 percent, does not meet the OMB statistical standard.

** Total quantity response rate less than 70.0 percent, does not meet the OMB statistical standard.

† All respondents in state reported value of 0 and all nonrespondents were imputed as 0.

‡ All respondents in state reported value of 0 (no nonrespondents).

§ Item not imputed. Total quantity response rate is 100.0 percent.

N/A Not applicable

VARIABLE=EC_LO_OT
DESCRIPTION=LOCAL/OTHER ELECTRONIC COLLECTIONS

| STATE | ITEM RESPONSE RATE | TOTAL QUANTITY RESPONSE RATE |
|-------|--------------------|------------------------------|
| AR | 94.9 | 99.3 |
| AS | 100.0 | ‡ |
| AZ | 71.9 | 89.2 |
| CT | 93.2 | 84.4 |
| FL | 93.6 | 99.4 |
| HI | 100.0 | ‡ |
| IA | 93.7 | 96.6 |
| MP | 100.0 | ‡ |
| MT | 97.6 | 93 |
| ND | 93.7 | 99.7 |
| NE | 93.9 | 93.9 |
| NJ | 89.2 | 91.2 |
| TX | 94.4 | 97.6 |
| UT | 84.5 | 80.5 |
| VT | 84.2 | 16.4** |

VARIABLE=EC_ST
DESCRIPTION=STATE ELECTRONIC COLLECTIONS

| STATE | ITEM RESPONSE RATE | TOTAL QUANTITY RESPONSE RATE |
|-------|--------------------|------------------------------|
| AS | 100.0 | ‡ |
| CO | 99.1 | 12.5** |
| CT | 93.2 | 93.1 |
| DC | 100.0 | ‡ |
| GU | 100.0 | ‡ |
| ME | 100.0 | ‡ |
| MI | 98.5 | 0.0** |
| MP | 100.0 | ‡ |
| MT | 97.6 | 8.7** |

* Item response rate less than 70.0 percent, does not meet the OMB statistical standard.

** Total quantity response rate less than 70.0 percent, does not meet the OMB statistical standard.

‡ All respondents in state reported value of 0 and all nonrespondents were imputed as 0.

‡ All respondents in state reported value of 0 (no nonrespondents).

§ Item not imputed. Total quantity response rate is 100.0 percent.

N/A Not applicable

VARIABLE=ELECCOLL
DESCRIPTION=TOTAL ELECTRONIC COLLECTIONS

| STATE | ITEM RESPONSE RATE | TOTAL QUANTITY RESPONSE RATE |
|-------|--------------------|------------------------------|
| AR | 94.9 | 95.2 |
| AS | 100.0 | ‡ |
| AZ | 71.9 | 74.8 |
| CT | 93.2 | 91.4 |
| FL | 93.6 | 95.0 |
| IA | 93.7 | 97.1 |
| MI | 98.5 | 91.6 |
| MP | 100.0 | ‡ |
| MT | 97.6 | 84.4 |
| ND | 93.7 | 97.4 |
| NE | 93.9 | 93.9 |
| NJ | 89.2 | 89.9 |
| TX | 94.4 | 95.4 |
| UT | 84.5 | 84.3 |
| VT | 84.2 | 78.9 |

VARIABLE=VISITS
DESCRIPTION=LIBRARY VISITS

| STATE | ITEM RESPONSE RATE | TOTAL QUANTITY RESPONSE RATE |
|-------|--------------------|------------------------------|
| AR | 93.2 | 99.7 |
| AZ | 76.4 | 97.6 |
| CT | 92.7 | 92.9 |
| FL | 91.0 | 98.8 |
| IA | 93.6 | 99.1 |
| MA | 94.6 | 95.8 |
| MN | 91.1 | 85.0 |
| ND | 93.7 | 99.5 |

* Item response rate less than 70.0 percent, does not meet the OMB statistical standard.

** Total quantity response rate less than 70.0 percent, does not meet the OMB statistical standard.

† All respondents in state reported value of 0 and all nonrespondents were imputed as 0.

‡ All respondents in state reported value of 0 (no nonrespondents).

§ Item not imputed. Total quantity response rate is 100.0 percent.

N/A Not applicable

| STATE | ITEM RESPONSE RATE | TOTAL QUANTITY RESPONSE RATE |
|-------|--------------------|------------------------------|
| NE | 92.2 | 99.3 |
| NH | 85.3 | 85.2 |
| NJ | 89.2 | 96.3 |
| OH | 25.1* | 13.0** |
| TX | 94.4 | 98.9 |
| UT | 81.7 | 93.2 |
| VT | 82.1 | 95.6 |
| WA | 90.0 | 84.0 |
| WI | 76.6 | 76.6 |
| WV | 93.8 | 96.3 |
| WY | 91.3 | 87.1 |

**VARIABLE=REGBOR
DESCRIPTION=REGISTERED USERS**

| STATE | ITEM RESPONSE RATE | TOTAL QUANTITY RESPONSE RATE |
|-------|--------------------|------------------------------|
| AR | 94.9 | 99.9 |
| AZ | 85.4 | 98.4 |
| CT | 91.1 | 92.0 |
| FL | 93.6 | 99.9 |
| IA | 92.4 | 95.7 |
| ND | 93.7 | 99.5 |
| NE | 93.4 | 97.8 |
| NH | 93.3 | 98.2 |
| NJ | 89.2 | 98.4 |
| OR | 94.3 | 90.4 |
| TX | 94.4 | 99.2 |
| UT | 84.5 | 98.9 |
| VT | 82.1 | 93.2 |

* Item response rate less than 70.0 percent, does not meet the OMB statistical standard.

** Total quantity response rate less than 70.0 percent, does not meet the OMB statistical standard.

† All respondents in state reported value of 0 and all nonrespondents were imputed as 0.

‡ All respondents in state reported value of 0 (no nonrespondents).

§ Item not imputed. Total quantity response rate is 100.0 percent.

N/A Not applicable

VARIABLE=TOTCIR
DESCRIPTION=TOTAL CIRCULATION

| STATE | ITEM RESPONSE RATE | TOTAL QUANTITY RESPONSE RATE |
|-------|--------------------|------------------------------|
| AR | 94.9 | 99.8 |
| AZ | 62.9* | 94.6 |
| CT | 71.2 | 79.1 |
| FL | 91.0 | 99.8 |
| IA | 93.7 | 99.2 |
| ND | 93.7 | 99.8 |
| NE | 92.2 | 99.6 |
| NH | 94.6 | 99.7 |
| NJ | 87.8 | 98.0 |
| NM | 94.9 | 99.9 |
| TX | 94.1 | 99.5 |
| UT | 84.5 | 98.4 |
| VT | 81.0 | 96.6 |
| WA | 93.3 | § |
| WY | 87.0 | 90.0 |

VARIABLE=KIDCIRCL
DESCRIPTION=CIRCULATION OF KIDS MATERIALS

| STATE | ITEM RESPONSE RATE | TOTAL QUANTITY RESPONSE RATE |
|-------|--------------------|------------------------------|
| AR | 94.9 | 99.8 |
| AZ | 79.8 | 60.7** |
| CT | 93.2 | 93.1 |
| FL | 87.2 | 97.3 |
| IA | 93.2 | 99.4 |
| ID | 96.2 | 91.1 |
| ND | 93.7 | 99.9 |

* Item response rate less than 70.0 percent, does not meet the OMB statistical standard.

** Total quantity response rate less than 70.0 percent, does not meet the OMB statistical standard.

† All respondents in state reported value of 0 and all nonrespondents were imputed as 0.

‡ All respondents in state reported value of 0 (no nonrespondents).

§ Item not imputed. Total quantity response rate is 100.0 percent.

N/A Not applicable

| STATE | ITEM RESPONSE RATE | TOTAL QUANTITY RESPONSE RATE |
|-------|--------------------|------------------------------|
| NE | 92.2 | 99.7 |
| NH | 91.5 | 98.7 |
| NJ | 89.2 | 97.9 |
| TX | 94.2 | 99.5 |
| UT | 84.5 | 98.3 |
| VT | 52.2* | 72.1 |
| WA | 78.3 | 91.2 |
| WV | 97.9 | 85.8 |

VARIABLE=ELMATCIR
DESCRIPTION=CIRCULATION OF ELECTRONIC MATERIALS

| STATE | ITEM RESPONSE RATE | TOTAL QUANTITY RESPONSE RATE |
|-------|--------------------|------------------------------|
| AR | 94.9 | § |
| AZ | 65.2* | 97.2 |
| CT | 71.2 | 80.1 |
| FL | 92.3 | 99.9 |
| GU | 100.0 | ‡ |
| IA | 93.7 | 98.9 |
| ND | 93.7 | § |
| NE | 93.9 | 99.8 |
| NJ | 87.8 | 96.6 |
| NM | 94.9 | § |
| TX | 94.1 | 99.7 |
| VI | 100.0 | ‡ |
| VT | 81.0 | 95.9 |
| WA | 93.3 | § |
| WY | 87.0 | 93.6 |

* Item response rate less than 70.0 percent, does not meet the OMB statistical standard.

** Total quantity response rate less than 70.0 percent, does not meet the OMB statistical standard.

‡ All respondents in state reported value of 0 and all nonrespondents were imputed as 0.

‡ All respondents in state reported value of 0 (no nonrespondents).

§ Item not imputed. Total quantity response rate is 100.0 percent.

N/A Not applicable

VARIABLE=PHYSICIR
DESCRIPTION=PHYSICAL ITEM CIRCULATION

| STATE | ITEM RESPONSE RATE | TOTAL QUANTITY RESPONSE RATE |
|-------|--------------------|------------------------------|
| AR | 94.9 | 99.7 |
| AZ | 85.4 | 99.8 |
| CT | 93.2 | 93.5 |
| FL | 91.0 | 99.7 |
| IA | 93.7 | 99.3 |
| ND | 93.7 | 99.8 |
| NE | 92.2 | 99.5 |
| NH | 94.6 | 99.7 |
| NJ | 89.2 | 98.5 |
| TX | 94.2 | 99.4 |
| UT | 84.5 | 98.0 |
| VT | 84.2 | 97.1 |
| WA | 93.3 | 99.9 |

VARIABLE=ELINFO
DESCRIPTION=SUCCESSFUL RETRIEVAL OF ELECTRONIC INFORMATION

| STATE | ITEM RESPONSE RATE | TOTAL QUANTITY RESPONSE RATE |
|-------|--------------------|------------------------------|
| AR | 94.9 | § |
| CA | 82.6 | 98.5 |
| CT | 21.5* | 46.7** |
| FL | 61.5* | 94.5 |
| GU | 100.0 | ‡ |
| IA | 93.7 | 99.9 |
| IN | 91.1 | 99.0 |
| KS | 89.2 | 99.1 |
| ME | 10.2* | 33.7** |
| MN | 87.4 | 99.7 |

* Item response rate less than 70.0 percent, does not meet the OMB statistical standard.

** Total quantity response rate less than 70.0 percent, does not meet the OMB statistical standard.

‡ All respondents in state reported value of 0 and all nonrespondents were imputed as 0.

‡ All respondents in state reported value of 0 (no nonrespondents).

§ Item not imputed. Total quantity response rate is 100.0 percent.

N/A Not applicable

| STATE | ITEM RESPONSE RATE | TOTAL QUANTITY RESPONSE RATE |
|-------|--------------------|------------------------------|
| MP | 100.0 | ‡ |
| ND | 93.7 | 98.5 |
| NE | 93.0 | § |
| NJ | 50.3* | 97.9 |
| NM | 82.7 | 98.8 |
| OK | 40.3* | 97.5 |
| TX | 94.2 | 99.9 |
| VI | 100.0 | ‡ |
| VT | 62.0* | 98.0 |
| WA | 71.7 | 94.1 |
| WI | 70.3 | 89.6 |
| WV | 91.7 | 99.9 |

VARIABLE=ELCONT
DESCRIPTION=ELECTRONIC CONTENT USE

| STATE | ITEM RESPONSE RATE | TOTAL QUANTITY RESPONSE RATE |
|-------|--------------------|------------------------------|
| AR | 94.9 | § |
| AZ | 65.2* | 97.9 |
| CA | 82.1 | 87.1 |
| CT | 21.5* | 42.6** |
| FL | 61.5* | 93.2 |
| GU | 100.0 | ‡ |
| IA | 93.7 | 99.4 |
| IN | 90.7 | 97.4 |
| KS | 89.2 | 97.5 |
| ME | 10.2* | 46.2** |
| MN | 87.4 | 99.4 |
| ND | 93.7 | 99.5 |
| NE | 93.0 | 99.9 |

* Item response rate less than 70.0 percent, does not meet the OMB statistical standard.

** Total quantity response rate less than 70.0 percent, does not meet the OMB statistical standard.

‡ All respondents in state reported value of 0 and all nonrespondents were imputed as 0.

‡ All respondents in state reported value of 0 (no nonrespondents).

§ Item not imputed. Total quantity response rate is 100.0 percent.

N/A Not applicable

| STATE | ITEM RESPONSE RATE | TOTAL QUANTITY RESPONSE RATE |
|-------|--------------------|------------------------------|
| NJ | 50.0* | 72.2 |
| NM | 82.7 | 98.3 |
| OK | 40.3* | 94.3 |
| TX | 94.1 | 99.8 |
| VI | 100.0 | ‡ |
| VT | 61.4* | 92.4 |
| WA | 71.7 | 93.3 |
| WI | 70.3 | 86.8 |
| WV | 91.7 | 99.1 |
| WY | 87.0 | 91.6 |

**VARIABLE=TOTCOLL
DESCRIPTION=TOTAL COLLECTION USE**

| STATE | ITEM RESPONSE RATE | TOTAL QUANTITY RESPONSE RATE |
|-------|--------------------|------------------------------|
| AR | 94.9 | 99.8 |
| AZ | 62.9* | 95.4 |
| CA | 82.1 | 88.2 |
| CT | 21.5* | 38.2** |
| FL | 61.5* | 92.0 |
| IA | 93.7 | 99.3 |
| IN | 90.7 | 96.2 |
| KS | 89.2 | 97.2 |
| ME | 10.2* | 35.5** |
| MN | 87.4 | 98.7 |
| ND | 93.7 | 99.7 |
| NE | 92.2 | 99.7 |
| NJ | 50.0* | 67.2** |
| NM | 82.7 | 95.4 |
| OK | 40.3* | 92.2 |

* Item response rate less than 70.0 percent, does not meet the OMB statistical standard.

** Total quantity response rate less than 70.0 percent, does not meet the OMB statistical standard.

‡ All respondents in state reported value of 0 and all nonrespondents were imputed as 0.

‡ All respondents in state reported value of 0 (no nonrespondents).

§ Item not imputed. Total quantity response rate is 100.0 percent.

N/A Not applicable

| STATE | ITEM RESPONSE RATE | TOTAL QUANTITY RESPONSE RATE |
|-------|--------------------|------------------------------|
| TX | 94.1 | 99.6 |
| UT | 83.1 | 97.6 |
| VT | 61.4* | 88.4 |
| WA | 71.7 | 92.3 |
| WI | 70.3 | 86.1 |
| WV | 91.7 | 97.1 |
| WY | 87.0 | 90.5 |

VARIABLE=LOANTO
DESCRIPTION= INTER-LIBRARY LOANS OUT

| STATE | ITEM RESPONSE RATE | TOTAL QUANTITY RESPONSE RATE |
|-------|--------------------|------------------------------|
| AR | 94.9 | 99.1 |
| AS | 100.0 | ‡ |
| AZ | 82.0 | 85.0 |
| CT | 93.2 | 80.8 |
| FL | 85.9 | 83.3 |
| GU | 100.0 | ‡ |
| IA | 93.7 | 98.3 |
| MP | 100.0 | ‡ |
| ND | 93.7 | 98.3 |
| NE | 93.9 | 91.9 |
| NH | 92.9 | 90.8 |
| NJ | 89.2 | 89.6 |
| TX | 94.4 | 97.6 |
| UT | 84.5 | 93.5 |
| VT | 84.2 | 83.1 |
| WA | 78.3 | 97.2 |

* Item response rate less than 70.0 percent, does not meet the OMB statistical standard.

** Total quantity response rate less than 70.0 percent, does not meet the OMB statistical standard.

† All respondents in state reported value of 0 and all nonrespondents were imputed as 0.

‡ All respondents in state reported value of 0 (no nonrespondents).

§ Item not imputed. Total quantity response rate is 100.0 percent.

N/A Not applicable

VARIABLE=LOANFM
DESCRIPTION= INTER-LIBRARY LOANS RECEIVED

| STATE | ITEM RESPONSE RATE | TOTAL QUANTITY RESPONSE RATE |
|-------|--------------------|------------------------------|
| AR | 94.9 | 99.8 |
| AS | 100.0 | ‡ |
| AZ | 82.0 | 77.1 |
| CO | 97.3 | 92.5 |
| CT | 93.2 | 84.8 |
| FL | 85.9 | 86.3 |
| GU | 100.0 | ‡ |
| IA | 93.7 | 98.7 |
| MP | 100.0 | ‡ |
| ND | 93.7 | 99.8 |
| NE | 93.9 | 97.7 |
| NH | 92.9 | 97.5 |
| NJ | 89.2 | 91.9 |
| TX | 94.4 | 99.6 |
| VT | 84.2 | 91.4 |
| WA | 88.3 | 99.2 |

VARIABLE=TOTPRO
DESCRIPTION=TOTAL LIBRARY PROGRAMS

| STATE | ITEM RESPONSE RATE | TOTAL QUANTITY RESPONSE RATE |
|-------|--------------------|------------------------------|
| AR | 94.9 | 99.7 |
| AZ | 85.4 | 98.6 |
| CT | 93.2 | 94.8 |
| FL | 92.3 | 99.7 |
| IA | 93.4 | 98.7 |
| ND | 93.7 | 97.2 |
| NE | 93.9 | 98.2 |

* Item response rate less than 70.0 percent, does not meet the OMB statistical standard.

** Total quantity response rate less than 70.0 percent, does not meet the OMB statistical standard.

† All respondents in state reported value of 0 and all nonrespondents were imputed as 0.

‡ All respondents in state reported value of 0 (no nonrespondents).

§ Item not imputed. Total quantity response rate is 100.0 percent.

N/A Not applicable

| STATE | ITEM RESPONSE RATE | TOTAL QUANTITY RESPONSE RATE |
|-------|--------------------|------------------------------|
| NH | 94.6 | 97.8 |
| NJ | 89.2 | 96.1 |
| TX | 94.2 | 98.5 |
| UT | 84.5 | 94.2 |
| VT | 82.1 | 92.9 |
| WA | 93.3 | 99.0 |

VARIABLE=KIDPRO
DESCRIPTION=TOTAL KIDS PROGRAMS

| STATE | ITEM RESPONSE RATE | TOTAL QUANTITY RESPONSE RATE |
|-------|--------------------|------------------------------|
| AR | 94.9 | § |
| AZ | 85.4 | 98.8 |
| CT | 93.2 | 95.2 |
| FL | 92.3 | 99.7 |
| IA | 93.4 | 98.7 |
| ND | 93.7 | 98.6 |
| NE | 93.9 | 98.8 |
| NH | 94.6 | 99.7 |
| NJ | 89.2 | 97.4 |
| TX | 94.2 | 98.9 |
| UT | 84.5 | 96.9 |
| VT | 75.0 | 89.7 |
| WA | 85.0 | 70.2 |

* Item response rate less than 70.0 percent, does not meet the OMB statistical standard.

** Total quantity response rate less than 70.0 percent, does not meet the OMB statistical standard.

† All respondents in state reported value of 0 and all nonrespondents were imputed as 0.

‡ All respondents in state reported value of 0 (no nonrespondents).

§ Item not imputed. Total quantity response rate is 100.0 percent.

N/A Not applicable

VARIABLE=YAPRO
DESCRIPTION=TOTAL YOUNG ADULT PROGRAMS

| STATE | ITEM RESPONSE RATE | TOTAL QUANTITY RESPONSE RATE |
|-------|--------------------|------------------------------|
| AR | 94.9 | 99.7 |
| AS | 100.0 | ‡ |
| AZ | 84.3 | 97.7 |
| CT | 93.2 | 92.5 |
| FL | 85.9 | 99.0 |
| IA | 93.6 | 98.5 |
| ND | 93.7 | 97.4 |
| NE | 93.9 | 97.2 |
| NH | 88.8 | 95.7 |
| NJ | 89.2 | 94.1 |
| TX | 94.2 | 98.2 |
| UT | 84.5 | 93.8 |
| VT | 75.5 | 90.7 |
| WA | 81.7 | 44.0** |
| WI | 91.3 | 95.7 |

VARIABLE=TOTATTEN
DESCRIPTION=TOTAL PROGRAM ATTENDANCE

| STATE | ITEM RESPONSE RATE | TOTAL QUANTITY RESPONSE RATE |
|-------|--------------------|------------------------------|
| AR | 94.9 | 98.6 |
| AZ | 83.1 | 98.2 |
| CT | 93.2 | 95.2 |
| FL | 91.0 | 99.1 |
| IA | 93.4 | 98.7 |
| MN | 95.6 | 94.8 |
| ND | 93.7 | 99.6 |
| NE | 93.9 | 98.2 |
| NH | 94.2 | 99.4 |

* Item response rate less than 70.0 percent, does not meet the OMB statistical standard.

** Total quantity response rate less than 70.0 percent, does not meet the OMB statistical standard.

‡ All respondents in state reported value of 0 and all nonrespondents were imputed as 0.

‡ All respondents in state reported value of 0 (no nonrespondents).

§ Item not imputed. Total quantity response rate is 100.0 percent.

N/A Not applicable

| STATE | ITEM RESPONSE RATE | TOTAL QUANTITY RESPONSE RATE |
|-------|--------------------|------------------------------|
| NJ | 89.2 | 98.1 |
| TX | 94.2 | 98.9 |
| UT | 84.5 | 98.4 |
| VT | 81.0 | 92.3 |
| WA | 90.0 | 98.5 |

VARIABLE=KIDATTEN
DESCRIPTION=KIDS PROGRAM ATTENDANCE

| STATE | ITEM RESPONSE RATE | TOTAL QUANTITY RESPONSE RATE |
|-------|--------------------|------------------------------|
| AR | 94.9 | § |
| AZ | 83.1 | 99.0 |
| CT | 92.7 | 95.1 |
| FL | 91.0 | 98.4 |
| IA | 93.6 | 99.2 |
| ND | 93.7 | 99.7 |
| NE | 93.9 | 99.5 |
| NH | 94.2 | 99.4 |
| NJ | 89.2 | 98.1 |
| TX | 94.2 | 99.1 |
| UT | 84.5 | 98.3 |
| VT | 71.7 | 86.8 |
| WA | 83.3 | 73.0 |

* Item response rate less than 70.0 percent, does not meet the OMB statistical standard.

** Total quantity response rate less than 70.0 percent, does not meet the OMB statistical standard.

† All respondents in state reported value of 0 and all nonrespondents were imputed as 0.

‡ All respondents in state reported value of 0 (no nonrespondents).

§ Item not imputed. Total quantity response rate is 100.0 percent.

N/A Not applicable

VARIABLE=YAATTEN
DESCRIPTION=YOUNG ADULT PROGRAM ATTENDANCE

| STATE | ITEM RESPONSE RATE | TOTAL QUANTITY RESPONSE RATE |
|-------|--------------------|------------------------------|
| AK | 92.4 | 97.6 |
| AR | 94.9 | 99.5 |
| AS | 100.0 | ‡ |
| AZ | 80.9 | 99.3 |
| CT | 93.2 | 94.8 |
| FL | 85.9 | 99.4 |
| IA | 93.6 | 98.9 |
| ND | 93.7 | 99.2 |
| NE | 93.9 | 99.4 |
| NH | 90.2 | 99.2 |
| NJ | 89.2 | 99.8 |
| TX | 94.2 | 98.0 |
| UT | 84.5 | 99.5 |
| VT | 75.0 | 84.8 |
| WA | 81.7 | 35.3** |
| WI | 90.5 | 98.3 |

VARIABLE=GPTERMS
DESCRIPTION=INTERNET COMPUTERS USED BY GEN PUBLIC

| STATE | ITEM RESPONSE RATE | TOTAL QUANTITY RESPONSE RATE |
|-------|--------------------|------------------------------|
| AK | 94.9 | 96.2 |
| AR | 94.9 | 99.5 |
| AZ | 84.3 | 97.6 |
| CT | 93.2 | 94.7 |
| FL | 93.6 | 99.7 |
| IA | 93.6 | 98.2 |
| ND | 93.7 | 98.0 |
| NE | 93.9 | 97.4 |

* Item response rate less than 70.0 percent, does not meet the OMB statistical standard.

** Total quantity response rate less than 70.0 percent, does not meet the OMB statistical standard.

‡ All respondents in state reported value of 0 and all nonrespondents were imputed as 0.

‡ All respondents in state reported value of 0 (no nonrespondents).

§ Item not imputed. Total quantity response rate is 100.0 percent.

N/A Not applicable

| STATE | ITEM RESPONSE RATE | TOTAL QUANTITY RESPONSE RATE |
|-------|--------------------|------------------------------|
| NH | 94.2 | 96.5 |
| NJ | 88.9 | 95.8 |
| OH | 99.6 | 93.1 |
| TX | 94.4 | 98.5 |
| UT | 84.5 | 98.0 |
| VT | 84.2 | 93.2 |
| WA | 93.3 | 99.8 |

VARIABLE=PITUSR
DESCRIPTION=PUBLIC INTERNET COMPUTER USES PER YEAR

| STATE | ITEM RESPONSE RATE | TOTAL QUANTITY RESPONSE RATE |
|-------|--------------------|------------------------------|
| AK | 86.1 | 98.6 |
| AR | 94.9 | 99.2 |
| AZ | 73.0 | 91.2 |
| CA | 94.8 | 97.4 |
| CT | 85.9 | 89.3 |
| FL | 89.7 | 98.9 |
| IA | 93.4 | 99.0 |
| ME | 92.5 | 92.9 |
| MT | 93.9 | 97.3 |
| ND | 93.7 | 98.3 |
| NE | 93.4 | 99.3 |
| NH | 72.8 | 72.7 |
| NJ | 87.8 | 94.9 |
| SD | 97.2 | 93.5 |
| TX | 94.4 | 98.2 |
| UT | 84.5 | 93.0 |
| VT | 80.4 | 91.7 |
| WA | 83.3 | 78.7 |

* Item response rate less than 70.0 percent, does not meet the OMB statistical standard.

** Total quantity response rate less than 70.0 percent, does not meet the OMB statistical standard.

† All respondents in state reported value of 0 and all nonrespondents were imputed as 0.

‡ All respondents in state reported value of 0 (no nonrespondents).

§ Item not imputed. Total quantity response rate is 100.0 percent.

N/A Not applicable

| STATE | ITEM RESPONSE RATE | TOTAL QUANTITY RESPONSE RATE |
|-------|--------------------|------------------------------|
| WI | 90.5 | 92.4 |
| WY | 87.0 | 86.0 |

VARIABLE=WIFISESS
DESCRIPTION=WIRELESS SESSIONS

| STATE | ITEM RESPONSE RATE | TOTAL QUANTITY RESPONSE RATE |
|-------|--------------------|------------------------------|
| AK | 93.7 | 98.5 |
| AL | 77.8 | 63.9** |
| AR | 94.9 | § |
| AZ | 78.7 | 99.6 |
| CA | 66.5* | 89.0 |
| CO | 81.3 | 90.0 |
| CT | 33.0* | 67.6** |
| FL | 67.9* | 91.6 |
| IA | 93.6 | 99.7 |
| ID | 94.2 | 96.8 |
| IL | 84.8 | 98.2 |
| IN | 91.9 | 97.6 |
| KS | 54.2* | 81.2 |
| MA | 89.7 | 94.7 |
| ME | 47.8* | 71.4 |
| MI | 94.4 | 98.8 |
| MO | 90.7 | 99.6 |
| MT | 93.9 | 95.8 |
| NC | 67.1* | 84.5 |
| ND | 89.9 | 94.6 |
| NE | 86.9 | 88.6 |
| NH | 33.5* | 39.2** |
| NJ | 74.0 | 91.9 |
| NM | 64.3* | 91.9 |

* Item response rate less than 70.0 percent, does not meet the OMB statistical standard.

** Total quantity response rate less than 70.0 percent, does not meet the OMB statistical standard.

† All respondents in state reported value of 0 and all nonrespondents were imputed as 0.

‡ All respondents in state reported value of 0 (no nonrespondents).

§ Item not imputed. Total quantity response rate is 100.0 percent.

N/A Not applicable

VARIABLE=WIFISESS
DESCRIPTION=WIRELESS SESSIONS

| STATE | ITEM RESPONSE RATE | TOTAL QUANTITY RESPONSE RATE |
|-------|--------------------|------------------------------|
| OK | 88.2 | 99.2 |
| OR | 66.0* | 90.9 |
| SD | 88.9 | 88.0 |
| TN | 98.4 | 89.5 |
| TX | 94.4 | § |
| UT | 66.2* | 52.6** |
| VA | 88.2 | 99.4 |
| VT | 65.8* | 94.9 |
| WA | 48.3* | 86.2 |
| WI | 80.3 | 89.4 |
| WY | 47.8* | 65.2** |

VARIABLE=WEBVISIT
DESCRIPTION=WEBSITE VISITS

| STATE | ITEM RESPONSE RATE | TOTAL QUANTITY RESPONSE RATE |
|-------|--------------------|------------------------------|
| AK | 37.5* | § |
| AL | 73.3 | § |
| AR | 94.9 | § |
| AZ | 64.0* | § |
| CA | 69.4* | § |
| CO | 84.8 | § |
| CT | 52.9* | § |
| DE | 61.9* | § |
| FL | 75.6 | § |
| IA | 93.4 | § |
| ID | 90.4 | § |
| IL | 75.7 | § |
| IN | 87.7 | § |

* Item response rate less than 70.0 percent, does not meet the OMB statistical standard.

** Total quantity response rate less than 70.0 percent, does not meet the OMB statistical standard.

† All respondents in state reported value of 0 and all nonrespondents were imputed as 0.

‡ All respondents in state reported value of 0 (no nonrespondents).

§ Item not imputed. Total quantity response rate is 100.0 percent.

N/A Not applicable

| STATE | ITEM RESPONSE RATE | TOTAL QUANTITY RESPONSE RATE |
|-------|--------------------|------------------------------|
| KS | 46.8* | § |
| LA | 89.6 | § |
| MA | 90.2 | § |
| ME | 54.9* | § |
| MI | 87.6 | § |
| MN | 71.9 | § |
| MO | 68.7* | § |
| MS | 92.5 | § |
| NC | 84.1 | § |
| ND | 82.3 | § |
| NH | 38.8* | § |
| NJ | 51.0* | § |
| NM | 53.1* | § |
| NV | 86.4 | § |
| OH | 52.6* | § |
| OK | 84.0 | § |
| OR | 73.0 | § |
| PA | 77.4 | § |
| RI | 83.3 | § |
| SC | 66.7* | § |
| SD | 72.7 | § |
| TN | 49.2* | § |
| TX | 94.4 | § |
| UT | 57.7* | § |
| VI | N/A | † |
| VT | 69.0* | § |
| WA | 70.0 | § |
| WI | 78.7 | § |
| WY | 26.1* | § |

* Item response rate less than 70.0 percent, does not meet the OMB statistical standard.

** Total quantity response rate less than 70.0 percent, does not meet the OMB statistical standard.

† All respondents in state reported value of 0 and all nonrespondents were imputed as 0.

‡ All respondents in state reported value of 0 (no nonrespondents).

§ Item not imputed. Total quantity response rate is 100.0 percent.

N/A Not applicable

VARIABLE=SQ_FEET
DESCRIPTION=SQUARE FOOTAGE OF OUTLET

| STATE | ITEM RESPONSE RATE | TOTAL QUANTITY RESPONSE RATE |
|-------|--------------------|------------------------------|
| CT | 94.5 | 99.9 |
| NJ | 93.0 | 99.2 |
| VT | 88.7 | 99.2 |

VARIABLE=HOURS
DESCRIPTION=PUBLIC SERVICE HOURS PER YEAR

| STATE | ITEM RESPONSE RATE | TOTAL QUANTITY RESPONSE RATE |
|-------|--------------------|------------------------------|
| AZ | 92.6 | § |
| CA | 93.2 | § |
| CT | 94.6 | § |
| MT | 94.4 | § |
| NE | 94.1 | § |
| NH | 93.5 | § |
| NJ | 85.4 | § |
| UT | 84.7 | § |
| VT | 84.7 | § |

VARIABLE=WKS_OPEN
DESCRIPTION=NUMBER OF WEEKS A LIBRARY IS OPEN

| STATE | ITEM RESPONSE RATE | TOTAL QUANTITY RESPONSE RATE |
|-------|--------------------|------------------------------|
| AZ | 93.9 | § |
| CA | 93.2 | § |
| CT | 94.6 | § |
| MT | 94.4 | § |
| NE | 94.1 | § |
| NH | 94.3 | § |
| NJ | 87.1 | § |
| UT | 86.1 | § |
| VT | 84.7 | § |

* Item response rate less than 70.0 percent, does not meet the OMB statistical standard.

** Total quantity response rate less than 70.0 percent, does not meet the OMB statistical standard.

† All respondents in state reported value of 0 and all nonrespondents were imputed as 0.

‡ All respondents in state reported value of 0 (no nonrespondents).

§ Item not imputed. Total quantity response rate is 100.0 percent.

N/A Not applicable

Appendix I: Frequencies of Selected Categorical Variables in Public Library System Data File (pls_ae_pud20i)

All frequencies, except for Structure Change Code (STATSTRU), exclude closed and temporarily closed libraries. All percentages are rounded.

INTERLIBRARY RELATIONSHIP

| C_RELATN | Frequency | Percent | Cumulative Frequency | Cumulative Percent |
|--|-----------|---------|-------------------------|-----------------------|
| HQ–Headquarters of a federation or cooperative | 116 | 1.3 | 116 | 1.3 |
| ME–Member of a federation or cooperative | 6,858 | 74.3 | 6,974 | 75.6 |
| NO–Not a member of a federation or cooperative | 2,254 | 24.4 | 9,228 | 100.0 |
| Total | 9,228 | 100.0 | | |

LEGAL BASIS

| C_LEGBAS | Frequency | Percent | Cumulative Frequency | Cumulative Percent |
|--|-----------|---------|-------------------------|-----------------------|
| CC–City/County | 96 | 1.0 | 96 | 1.0 |
| CI–Municipal Government (city, town, or village) | 4,860 | 52.7 | 4,956 | 53.7 |
| CO–County/Parish | 927 | 10.0 | 5,883 | 63.8 |
| LD–Library District | 1,407 | 15.2 | 7,290 | 79.0 |
| MJ–Multi-jurisdictional | 294 | 3.2 | 7,584 | 82.2 |
| NL–Native American Tribal Government | 52 | 0.6 | 7,636 | 82.7 |
| NP–Non-profit Association or Agency | 1,329 | 14.4 | 8,965 | 97.1 |
| OT–Other | 89 | 1.0 | 9,054 | 98.1 |
| SD–School District | 174 | 1.9 | 9,228 | 100.0 |
| Total | 9,228 | 100.0 | | |

ADMINISTRATIVE STRUCTURE

| C_ADMIN | Frequency | Percent | Cumulative Frequency | Cumulative Percent |
|---|-----------|---------|-------------------------|-----------------------|
| MA–Administrative entity with multiple direct service outlets where administrative offices are separate | 141 | 1.5 | 141 | 1.5 |
| MO–Administrative entity with multiple direct service outlets where administrative offices are not separate | 1,601 | 17.3 | 1,742 | 18.9 |
| SO–Single-outlet administrative entity | 7,486 | 81.1 | 9,228 | 100.0 |
| Total | 9,228 | 100.0 | | |

FSCS PUBLIC LIBRARY

| C_FSCS | Frequency | Percent | Cumulative Frequency | Cumulative Percent |
|--------|-----------|---------|-------------------------|-----------------------|
| N–No | 199 | 2.2 | 199 | 2.2 |
| Y–Yes | 9,029 | 97.8 | 9,228 | 100.0 |
| Total | 9,228 | 100.0 | | |

Note: Libraries that do not meet the FSCS definition are excluded from published tables.

GEOGRAPHIC CODE

| GEOCODE | Frequency | Percent | Cumulative Frequency | Cumulative Percent |
|---|------------------|----------------|---------------------------------|-------------------------------|
| CI1–Municipal Government (city, town, or village) (exactly) | 3,273 | 35.5 | 3,273 | 35.5 |
| CI2–Municipal Government (city, town, or village) (most nearly) | 1,471 | 15.9 | 4,744 | 51.4 |
| CO1–County/Parish (exactly) | 1,158 | 12.5 | 5,902 | 64.0 |
| CO2–County/Parish (most nearly) | 510 | 5.5 | 6,412 | 69.5 |
| MA1–Metropolitan Area (exactly) | 11 | 0.1 | 6,423 | 69.6 |
| MA2–Metropolitan Area (most nearly) | 8 | 0.1 | 6,431 | 69.7 |
| MC1–Multi-County (exactly) | 126 | 1.4 | 6,557 | 71.1 |
| MC2–Multi-County (most nearly) | 40 | 0.4 | 6,597 | 71.5 |
| OTH–Other | 2,154 | 23.3 | 8,751 | 94.8 |
| SD1–School District (exactly) | 415 | 4.5 | 9,166 | 99.3 |
| SD2–School District (most nearly) | 62 | 0.7 | 9,228 | 100.0 |
| Total | 9,228 | 100.0 | | |

LSA BOUNDARY CHANGE FROM PRIOR YEAR

| LSABOUND | Frequency | Percent | Cumulative Frequency | Cumulative Percent |
|-----------------|------------------|----------------|---------------------------------|-------------------------------|
| N–No | 9,186 | 99.5 | 9,186 | 99.5 |
| Y–Yes | 42 | 0.5 | 9,228 | 100.0 |
| Total | 9,228 | 100.0 | | |

LIBRARY VISITS REPORTING METHOD

| VISITRPT | Frequency | Percent | Cumulative Frequency | Cumulative Percent |
|---|-----------|---------|-------------------------|-----------------------|
| CT-Annual Count | 5,176 | 56.1 | 5,176 | 56.1 |
| ES-Annual Estimate Based on Typical Week(s) | 2,301 | 24.9 | 7,477 | 81.0 |
| M-Missing | 1,751 | 19.0 | 9,228 | 100.0 |
| Total | 9,228 | 100.0 | | |

REFERENCE TRANSACTIONS REPORTING METHOD

| REFERRPT | Frequency | Percent | Cumulative Frequency | Cumulative Percent |
|---|-----------|---------|-------------------------|-----------------------|
| CT-Annual Count | 3,511 | 38.0 | 3,511 | 38.0 |
| ES-Annual Estimate Based on Typical Week(s) | 3,765 | 40.8 | 7,276 | 78.8 |
| M-Missing | 1,952 | 21.2 | 9,228 | 100.0 |
| Total | 9,228 | 100.0 | | |

BEA REGION CODE

| OBEREG | Frequency | Percent | Cumulative Frequency | Cumulative Percent |
|--|-----------|---------|-------------------------|-----------------------|
| 01–New England (CT ME MA NH RI VT) | 1,271 | 13.8 | 1,271 | 13.8 |
| 02–Mid East (DE DC MD NJ NY PA) | 1,545 | 16.7 | 2,816 | 30.5 |
| 03–Great Lakes (IL IN MI OH WI) | 1,886 | 20.4 | 4,702 | 51.0 |
| 04–Plains (IA KS MN MO NE ND SD) | 1,584 | 17.2 | 6,286 | 68.1 |
| 05–Southeast (AL AR FL GA KY LA MS NC SC TN VA WV) | 1,162 | 12.6 | 7,448 | 80.7 |
| 06–Southwest (AZ NM OK TX) | 862 | 9.3 | 8,310 | 90.1 |
| 07–Rocky Mountains (CO ID MT UT WY) | 392 | 4.2 | 8,702 | 94.3 |
| 08–Far West (AK CA HI NV OR WA) | 522 | 5.7 | 9,224 | 100.0 |
| 09–Outlying Areas (AS GU MP PR VI) | 4 | # | 9,228 | 100.0 |
| Total | 9,228 | 100.0 | | |

Rounds to zero.

RESPONDENT STATUS

| RSTATUS | Frequency | Percent | Cumulative Frequency | Cumulative Percent |
|---|-----------|---------|-------------------------|-----------------------|
| 1–Respondent, with no imputed data | 6,028 | 65.3 | 6,028 | 65.3 |
| 2–Respondent, with both reported and imputed data | 2,932 | 31.8 | 8,960 | 97.1 |
| 4–Nonrespondent, with imputed data | 268 | 2.9 | 9,228 | 100.0 |
| Total | 9,228 | 100.0 | | |

STRUCTURE CHANGE CODE

| STATSTRU | Frequency | Percent | Cumulative Frequency | Cumulative Percent |
|---|-----------|---------|-------------------------|-----------------------|
| 00–No change from last year | 8,970 | 97.0 | 8,970 | 97.0 |
| 01–Existing administrative entity or outlet absorbs another administrative entity or outlet | 4 | # | 8,974 | 97.1 |
| 02–Newly created administrative entity or outlet | 3 | # | 8,977 | 97.1 |
| 03–Closed | 13 | 0.1 | 8,990 | 97.2 |
| 04–Move outlet to a newly created administrative entity | 2 | # | 8,992 | 97.3 |
| 08–Restored a closed administrative entity or outlet record | 1 | # | 8,993 | 97.3 |
| 23–Temporary closure | 4 | # | 8,997 | 97.3 |
| 24–Restore/Undo Was a 23 (Reopen a Temporarily Closed Administrative Entity) | 2 | # | 8,999 | 97.3 |
| 25–Survey nonrespondent | 246 | 2.7 | 9,245 | 100.0 |
| Total | 9,245 | 100.0 | | |

Rounds to zero.

Note: Closed and temporarily closed libraries are excluded from the published tables.

NAME CHANGE CODE

| STATNAME | Frequency | Percent | Cumulative Frequency | Cumulative Percent |
|-----------------------------|-----------|---------|-------------------------|-----------------------|
| 00–No change from last year | 9,201 | 99.7 | 9,201 | 99.7 |
| 06–Official name change | 24 | 0.3 | 9,225 | 100.0 |
| 14–Minor name change | 3 | # | 9,228 | 100.0 |
| Total | 9,228 | 100.0 | | |

Rounds to zero.

ADDRESS CHANGE CODE

| STATADDR | Frequency | Percent | Cumulative Frequency | Cumulative Percent |
|-----------------------------|-----------|---------|-------------------------|-----------------------|
| 00–No change from last year | 9,104 | 98.7 | 9,104 | 98.7 |
| 07–Moved to a new location | 54 | 0.6 | 9,158 | 99.2 |
| 15–Minor address change | 70 | 0.8 | 9,228 | 100.0 |
| Total | 9,228 | 100.0 | | |

LOCALE CODE (Based on AE Address)

| LOCALE | Frequency | Percent | Cumulative Frequency | Cumulative Percent |
|---------------------|-----------|---------|-------------------------|-----------------------|
| 11–City, Large | 101 | 1.1 | 101 | 1.1 |
| 12–City, Mid-size | 141 | 1.5 | 242 | 2.6 |
| 13–City, Small | 366 | 4.0 | 608 | 6.6 |
| 21–Suburb, Large | 1,843 | 20.0 | 2,451 | 26.6 |
| 22–Suburb, Mid-size | 236 | 2.6 | 2,687 | 29.1 |
| 23–Suburb, Small | 198 | 2.1 | 2,885 | 31.3 |
| 31–Town, Fringe | 510 | 5.5 | 3,395 | 36.8 |
| 32–Town, Distant | 1,159 | 12.6 | 4,554 | 49.3 |
| 33–Town, Remote | 712 | 7.7 | 5,266 | 57.1 |
| 41–Rural, Fringe | 525 | 5.7 | 5,791 | 62.8 |
| 42–Rural, Distant | 1,882 | 20.4 | 7,673 | 83.1 |
| 43–Rural, Remote | 1,555 | 16.9 | 9,228 | 100.0 |
| Total | 9,228 | 100.0 | | |

LOCALE CODE (Based on Mode of Outlets in AE)

| LOCALE | Frequency | Percent | Cumulative Frequency | Cumulative Percent |
|---------------------|-----------|---------|-------------------------|-----------------------|
| 11–City, Large | 93 | 1.0 | 93 | 1.0 |
| 12–City, Mid-size | 131 | 1.4 | 224 | 2.4 |
| 13–City, Small | 301 | 3.3 | 525 | 5.7 |
| 21–Suburb, Large | 1,888 | 20.5 | 2,413 | 26.1 |
| 22–Suburb, Mid-size | 258 | 2.8 | 2,671 | 28.9 |
| 23–Suburb, Small | 198 | 2.1 | 2,869 | 31.1 |
| 31–Town, Fringe | 499 | 5.4 | 3,368 | 36.5 |
| 32–Town, Distant | 1,083 | 11.7 | 4,451 | 48.2 |
| 33–Town, Remote | 659 | 7.1 | 5,110 | 55.4 |
| 41–Rural, Fringe | 508 | 5.5 | 5,618 | 60.9 |
| 42–Rural, Distant | 2,017 | 21.9 | 7,635 | 82.7 |
| 43–Rural, Remote | 1,593 | 17.3 | 9,228 | 100.0 |
| Total | 9,228 | 100.0 | | |

METROPOLITAN/MICROPOLITAN AREA FLAG

| MICROF | Frequency | Percent | Cumulative Frequency | Cumulative Percent |
|---------------------|-----------|---------|-------------------------|-----------------------|
| 0–Metropolitan area | 4,894 | 53.0 | 4,894 | 53.0 |
| 1–Micropolitan area | 1,783 | 19.3 | 6,677 | 72.4 |
| N–Not applicable | 2,551 | 27.6 | 9,228 | 100.0 |
| Total | 9,228 | 100.0 | | |

GEOCODING MATCH STATUS

| GEOSTATUS | Frequency | Percent | Cumulative Frequency | Cumulative Percent |
|--------------|-----------|---------|-------------------------|-----------------------|
| E– Matched | 9,145 | 99.1 | 9,145 | 99.1 |
| U– Unmatched | 0 | 0.0 | 9,145 | 99.1 |
| T– Tied | 83 | 0.9 | 9,228 | 100.0 |
| Total | 9,228 | 100.0 | | |

GEOCODING MATCH TYPE

| GEOМTYPE | Frequency | Percent | Cumulative Frequency | Cumulative Percent |
|--|-----------|---------|-------------------------|-----------------------|
| DISTANCEMARKER– A street address that represents the linear distance along a street, typically in kilometers or miles, from a designated origin location | 2 | # | 2 | # |
| POI– Points of interest | 1 | # | 3 | # |
| POINTADDRESS– A street address based on point locations that represent house and building locations | 7,113 | 77.1 | 7,116 | 77.1 |
| POSTAL– Postal (ZIP) code | 44 | 0.5 | 7,160 | 77.6 |
| POSTALLOC– A combination of postal (ZIP) code and city name | 2 | # | 7,162 | 77.6 |
| STREETADDRESS– A street address that differs from PointAddress because the address number is interpolated from the range of address numbers for a given street segment | 1,862 | 20.2 | 9,024 | 97.8 |
| STREETADDRESSEXT– An interpolated street address match that is returned when the input address number exceeds the address number range for the matched street segment | 26 | 0.3 | 9,050 | 98.1 |
| STREETINT– A street address consisting of a street intersection along with city and optional state and postal code information | 19 | 0.2 | 9,069 | 98.3 |
| STREETNAME– Similar to a street address but without the address number | 74 | 0.8 | 9,143 | 99.1 |
| SUBADDRESS– A street address based on point locations that represent house and building subaddress locations. Typically, this is the most spatially accurate match. | 85 | 0.9 | 9,228 | 100.0 |
| Total | 9,228 | 100.0 | | |
| # Rounds to zero. | | | | |

CLOSED OUTLETS DUE TO COVID-19

| C19CLOSE | Frequency | Percent | Cumulative Frequency | Cumulative Percent |
|-----------|-----------|---------|-------------------------|-----------------------|
| M–Missing | 1,040 | 11.3 | 1,040 | 11.3 |
| Y–Yes | 318 | 3.4 | 1,358 | 14.7 |
| N–No | 7,870 | 85.3 | 9,228 | 100.0 |
| Total | 9,228 | 100.0 | | |

PUBLIC SERVICES DURING COVID-19

| C19PUBSV | Frequency | Percent | Cumulative Frequency | Cumulative Percent |
|-----------|-----------|---------|-------------------------|-----------------------|
| M–Missing | 1,031 | 11.2 | 1,031 | 11.2 |
| Y–Yes | 678 | 7.3 | 1,709 | 18.5 |
| N–No | 7,519 | 81.5 | 9,228 | 100.0 |
| Total | 9,228 | 100.0 | | |

ELECTRONIC MATERIALS ADDED DUE TO COVID-19

| C19ELMAT | Frequency | Percent | Cumulative Frequency | Cumulative Percent |
|-----------|-----------|---------|-------------------------|-----------------------|
| M–Missing | 1,045 | 11.3 | 1,045 | 11.3 |
| Y–Yes | 2,408 | 26.1 | 3,453 | 37.4 |
| N–No | 5,775 | 62.6 | 9,228 | 100.0 |
| Total | 9,228 | 100.0 | | |

ELECTRONIC LIBRARY CARDS ISSUED BEFORE COVID-19

| C19ECD1 | Frequency | Percent | Cumulative Frequency | Cumulative Percent |
|-----------|-----------|---------|-------------------------|-----------------------|
| M-Missing | 1,030 | 11.2 | 1,030 | 11.2 |
| Y-Yes | 5,677 | 61.5 | 6,707 | 72.7 |
| N-No | 2,521 | 27.3 | 9,228 | 100.0 |
| Total | 9,228 | 100.0 | | |

ELECTRONIC LIBRARY CARDS ISSUED DURING COVID-19

| C19ECD2 | Frequency | Percent | Cumulative Frequency | Cumulative Percent |
|-----------|-----------|---------|-------------------------|-----------------------|
| M-Missing | 1,034 | 11.2 | 1,034 | 11.2 |
| Y-Yes | 2,608 | 28.3 | 3,642 | 39.5 |
| N-No | 5,586 | 60.5 | 9,228 | 100.0 |
| Total | 9,228 | 100.0 | | |

REFERENCE SERVICE DURING COVID-19

| C19REFER | Frequency | Percent | Cumulative Frequency | Cumulative Percent |
|-----------|-----------|---------|-------------------------|-----------------------|
| M-Missing | 1,045 | 11.3 | 1,045 | 11.3 |
| Y-Yes | 1,031 | 11.2 | 2,076 | 22.5 |
| N-No | 7,152 | 77.5 | 9,228 | 100.0 |
| Total | 9,228 | 100.0 | | |

OUTSIDE SERVICE DURING COVID-19

| C19OUTSD | Frequency | Percent | Cumulative Frequency | Cumulative Percent |
|-----------|-----------|---------|-------------------------|-----------------------|
| M-Missing | 1,027 | 11.1 | 1,027 | 11.1 |
| Y-Yes | 1,029 | 11.2 | 2,056 | 22.3 |
| N-No | 7,172 | 77.7 | 9,228 | 100.0 |
| Total | 9,228 | 100.0 | | |

LIVE VIRTUAL PROGRAMS DURING COVID-19

| C19LIVEP | Frequency | Percent | Cumulative Frequency | Cumulative Percent |
|-----------|-----------|---------|-------------------------|-----------------------|
| M-Missing | 1,029 | 11.2 | 1,029 | 11.2 |
| Y-Yes | 3,119 | 33.8 | 4,148 | 45.0 |
| N-No | 5,080 | 55.0 | 9,228 | 100.0 |
| Total | 9,228 | 100.0 | | |

RECORDINGS OF PROGRAM CONTENT DURING COVID-19

| C19RECDP | Frequency | Percent | Cumulative Frequency | Cumulative Percent |
|-----------|-----------|---------|-------------------------|-----------------------|
| M-Missing | 1,032 | 11.2 | 1,032 | 11.2 |
| Y-Yes | 3,042 | 33.0 | 4,074 | 44.1 |
| N-No | 5,154 | 55.9 | 9,228 | 100.0 |
| Total | 9,228 | 100.0 | | |

EXTERNAL WIFI ACCESS BEFORE COVID-19

| C19XWIF1 | Frequency | Percent | Cumulative Frequency | Cumulative Percent |
|-----------|-----------|---------|-------------------------|-----------------------|
| M–Missing | 1,027 | 11.1 | 1,027 | 11.1 |
| Y–Yes | 939 | 10.2 | 1,966 | 21.3 |
| N–No | 7,262 | 78.7 | 9,228 | 100.0 |
| Total | 9,228 | 100.0 | | |

EXTERNAL WIFI ACCESS ADDED DURING COVID-19

| C19XWIF2 | Frequency | Percent | Cumulative Frequency | Cumulative Percent |
|-----------|-----------|---------|-------------------------|-----------------------|
| M–Missing | 1,034 | 11.2 | 1,034 | 11.2 |
| Y–Yes | 2,756 | 29.9 | 3,790 | 41.1 |
| N–No | 5,438 | 58.9 | 9,228 | 100.0 |
| Total | 9,228 | 100.0 | | |

EXTERNAL WIFI ACCESS INCREASED DURING COVID-19

| C19XWIF3 | Frequency | Percent | Cumulative Frequency | Cumulative Percent |
|-----------|-----------|---------|-------------------------|-----------------------|
| M–Missing | 1,047 | 11.3 | 1,047 | 11.3 |
| Y–Yes | 4,743 | 51.4 | 5,790 | 62.7 |
| N–No | 3,438 | 37.3 | 9,228 | 100.0 |
| Total | 9,228 | 100.0 | | |

STAFF RE-ASSIGNED DURING COVID-19

| C19STOTH | Frequency | Percent | Cumulative Frequency | Cumulative Percent |
|-----------|-----------|---------|-------------------------|-----------------------|
| M-Missing | 1,033 | 11.2 | 1,033 | 11.2 |
| Y-Yes | 6,994 | 75.8 | 8,027 | 87.0 |
| N-No | 1,201 | 13.0 | 9,228 | 100.0 |
| Total | 9,228 | 100.0 | | |

Appendix J: Distributions of Continuous Variables in Public Library System Data File (pls_ae_pud20i)

All distributions exclude closed and temporarily closed libraries and are rounded.

| Variable | Label | N | Mean | Median | Minimum | Maximum |
|----------|----------------------------|-------|-------------|-----------|---------|---------------|
| POPU_LSA | POPULATION OF LSA | 9,193 | 35,707.1 | 7,372.0 | 9.0 | 4,439,220.0 |
| POPU_UND | UNDUPLICATED POP OF LSA | 9,193 | 34,736.7 | 7,095.0 | 9.0 | 4,010,684.0 |
| CENTLIB | # OF CENTRAL LIBRARIES | 9,228 | 1.0 | 1.0 | 0.0 | 1.0 |
| BRANLIB | # OF BRANCH LIBRARIES | 9,228 | 0.8 | 0.0 | 0.0 | 92.0 |
| BKMOB | # OF BOOKMOBILES | 9,228 | 0.1 | 0.0 | 0.0 | 16.0 |
| MASTER | ALA-MLS STAFF | 9,207 | 3.7 | 0.7 | 0.0 | 435.8 |
| LIBRARIA | TOTAL LIBRARIANS | 9,207 | 5.5 | 1.8 | 0.0 | 477.8 |
| OTHPAID | ALL OTHER PAID STAFF | 9,207 | 9.8 | 1.6 | 0.0 | 1,516.4 |
| TOTSTAFF | TOTAL PAID EMPLOYEES | 9,207 | 15.3 | 3.9 | 0.0 | 1,952.3 |
| LOGVGT | LOCAL GOVERNMENT REVENUE | 9,207 | 1,373,224.1 | 205,098.0 | 0.0 | 204,671,981.0 |
| STGVT | STATE GOVERNMENT REVENUE | 9,207 | 106,073.2 | 4,754.0 | 0.0 | 41,427,081.0 |
| FEDGVT | FEDERAL GOVERNMENT REVENUE | 9,207 | 10,020.5 | 0.0 | 0.0 | 5,272,905.0 |
| OTHINCM | OTHER OPERATING REVENUE | 9,207 | 97,375.8 | 13,377.0 | 0.0 | 116,330,214.0 |
| TOTINCM | TOTAL OPERATING REVENUE | 9,207 | 1,586,693.6 | 266,518.0 | 0.0 | 336,330,504.0 |
| SALARIES | SALARIES & WAGES EXP | 6,049 | 1,056,931.2 | 289,143.0 | 0.0 | 142,307,349.0 |
| BENEFIT | EMPLOYEE BENEFITS | 6,049 | 407,925.9 | 83,002.0 | 0.0 | 61,162,007.0 |
| STAFFEXP | TOTAL STAFF EXP | 6,049 | 1,464,857.1 | 376,522.0 | 0.0 | 203,469,356.0 |
| PRMATEXP | OP EXP FOR PRINT MAT | 9,207 | 71,442.3 | 15,899.0 | 0.0 | 10,773,806.0 |
| ELMATEXP | OP EXP FOR ELECTRONIC MAT | 9,207 | 59,063.7 | 2,473.0 | 0.0 | 11,820,733.0 |
| OTHMATEX | OP EXP FOR OTHER MAT | 9,207 | 20,527.7 | 2,957.0 | 0.0 | 2,619,287.0 |

| Variable | Label | N | Mean | Median | Minimum | Maximum |
|----------|------------------------------------|-------|-------------|-----------|---------|---------------|
| TOTEXPCO | TOTAL COLLECTION EXP | 9,207 | 151,033.7 | 23,317.0 | 0.0 | 22,973,593.0 |
| OTHOPEXP | OTHER OPERATING EXP | 6,049 | 467,120.3 | 113,568.0 | 0.0 | 54,972,540.0 |
| TOTOPEXP | TOTAL OPERATING EXP | 9,207 | 1,438,141.0 | 240,378.0 | 0.0 | 279,916,438.0 |
| LCAP_REV | LOCAL GOVT CAPITAL REVENUE | 9,206 | 87,562.6 | 0.0 | 0.0 | 63,195,985.0 |
| SCAP_REV | STATE GOVT CAPITAL REVENUE | 9,206 | 10,219.4 | 0.0 | 0.0 | 15,369,000.0 |
| FCAP_REV | FEDERAL GOVT CAPITAL REVENUE | 9,206 | 868.1 | 0.0 | 0.0 | 2,719,966.0 |
| OCAP_REV | OTHER CAPITAL REVENUE | 9,206 | 24,536.3 | 0.0 | 0.0 | 14,148,832.0 |
| CAP_REV | TOTAL CAPITAL REVENUE | 9,206 | 123,186.4 | 0.0 | 0.0 | 63,195,985.0 |
| CAPITAL | TOTAL CAPITAL EXPENDITURES | 9,206 | 153,698.8 | 0.0 | 0.0 | 70,275,096.0 |
| BKVOL | PRINT MATERIALS | 9,207 | 73,122.5 | 27,133.0 | 0.0 | 22,889,348.0 |
| EBOOK | ELECTRONIC BOOKS | 9,206 | 87,441.4 | 32,960.5 | 0.0 | 2,060,434.0 |
| AUDIO_PH | AUDIO - PHYSICAL UNITS | 9,207 | 4,371.3 | 1,085.0 | 0.0 | 479,389.0 |
| AUDIO_DL | AUDIO - DOWNLOADABLE UNITS | 9,205 | 44,694.0 | 13,923.0 | 0.0 | 16,421,504.0 |
| VIDEO_PH | VIDEO - PHYSICAL UNITS | 9,206 | 7,349.3 | 2,485.0 | 0.0 | 632,318.0 |
| VIDEO_DL | VIDEO - DOWNLOADABLE UNITS | 9,206 | 4,208.3 | 79.0 | 0.0 | 915,760.0 |
| EC_LO_OT | LOCAL/OTHER ELECTRONIC COLLECTIONS | 9,206 | 11.1 | 3.0 | 0.0 | 4,694.0 |
| EC_ST | STATE ELECTRONIC COLLECTIONS | 9,206 | 42.4 | 45.0 | 0.0 | 116.0 |
| ELECCOLL | TOTAL ELECTRONIC COLLECTIONS | 9,206 | 53.5 | 51.0 | 0.0 | 4,769.0 |
| HRS_OPEN | PUBLIC SERV HRS/YR | 8,885 | 3,045.7 | 1,820.0 | 0.0 | 196,000.0 |
| VISITS | LIBRARY VISITS | 9,203 | 79,589.5 | 16,410.0 | 0.0 | 8,039,580.0 |
| REFERENC | REFERENCE TRANS | 9,202 | 15,134.5 | 1,820.5 | 0.0 | 2,789,002.0 |
| REGBOR | REGISTERED USERS | 9,206 | 18,547.1 | 3,405.0 | 0.0 | 2,609,997.0 |
| TOTCIR | TOTAL CIRCULATION | 9,203 | 178,248.4 | 27,064.0 | 0.0 | 16,099,851.0 |
| KIDCIRCL | CIRCULATION OF KIDS MATERIALS | 9,207 | 58,499.5 | 7,899.0 | 0.0 | 5,871,478.0 |

| Variable | Label | N | Mean | Median | Minimum | Maximum |
|----------|--|-------|-----------|----------|---------|--------------|
| ELMATCIR | CIRCULATION OF ELECTRONIC MATERIALS | 9,203 | 46,486.1 | 4,388.0 | 0.0 | 9,901,799.0 |
| PHYSCIR | PHYSICAL ITEM CIRCULATION | 9,205 | 131,733.7 | 21,644.0 | 0.0 | 13,990,091.0 |
| ELINFO | SUCCESSFUL RETRIEVAL OF ELECTRONIC INFORMATION | 9,199 | 94,831.3 | 227.0 | 0.0 | 71,552,859.0 |
| ELCONT | ELECTRONIC CONTENT USE | 9,199 | 141,337.6 | 5,586.0 | 0.0 | 73,407,471.0 |
| TOTCOLL | TOTAL COLLECTION USE | 9,199 | 273,156.4 | 29,352.0 | 0.0 | 75,402,050.0 |
| LOANTO | INTER-LIBRARY LOANS OUT | 9,205 | 5,394.3 | 454.0 | 0.0 | 569,497.0 |
| LOANFM | INTER-LIBRARY LOANS RECEIVED | 9,205 | 5,433.7 | 498.0 | 0.0 | 761,451.0 |
| TOTPRO | TOTAL LIBRARY PROGRAMS | 9,207 | 389.2 | 122.0 | 0.0 | 41,816.0 |
| KIDPRO | TOTAL KIDS PROGRAMS | 9,207 | 202.3 | 66.0 | 0.0 | 18,991.0 |
| YAPRO | TOTAL YOUNG ADULT PROGRAMS | 9,207 | 40.6 | 6.0 | 0.0 | 7,140.0 |
| TOTATTEN | TOTAL PROGRAM ATTENDANCE | 9,207 | 8,538.7 | 1,770.0 | 0.0 | 1,135,917.0 |
| KIDATTEN | KIDS PROGRAM ATTENDANCE | 9,207 | 5,411.7 | 1,057.0 | 0.0 | 845,747.0 |
| YAATTEN | YOUNG ADULT PROGRAM ATTENDANCE | 9,207 | 577.9 | 40.0 | 0.0 | 87,232.0 |
| GPTERMS | INTERNET COMPUTERS USED BY GEN PUBLIC | 9,220 | 30.9 | 10.0 | 0.0 | 4,214.0 |
| PITUSR | PUBLIC INTERNET COMPUTER USES PER YEAR | 9,202 | 13,279.2 | 2,133.0 | 0.0 | 4,933,339.0 |
| WIFISESS | WIRELESS SESSIONS | 9,193 | 38,515.7 | 2,618.0 | 0.0 | 49,533,536.0 |
| WEBVISIT | TOTAL VISITS (SESSIONS) TO LIBRARY WEBSITE | 7,100 | 163,242.9 | 12,427.0 | 0.0 | 30,340,674.0 |

Note: These are distributional characteristics of the file after all imputations and suppressions have been applied. Fields coded with -1 (nonresponse, not imputed) and fields with coded with -9 (suppressed data) are excluded from the distributions; SALARIES, BENEFITS, STAFFEXP, and OTHOPEXP are suppressed for 3,179 records. In some states with several small libraries, the characteristics of the suppressed and unsuppressed files could be very different.

Appendix K: Frequencies of Selected Categorical Variable and Distributions of Continuous Variables in State Summary/State Characteristics Data File (pls_state_pud20i)

All percentages and distributions are rounded.

| OBEREG | BEA REGION CODE | | | |
|--|-----------------|---------|----------------------|--------------------|
| | Frequency | Percent | Cumulative Frequency | Cumulative Percent |
| 01–New England (CT ME MA NH RI VT) | 6 | 10.9 | 6 | 10.9 |
| 02–Mid East (DE DC MD NJ NY PA) | 6 | 10.9 | 12 | 21.8 |
| 03–Great Lakes (IL IN MI OH WI) | 5 | 9.1 | 17 | 30.9 |
| 04–Plains (IA KS MN MO NE ND SD) | 7 | 12.7 | 24 | 43.6 |
| 05–Southeast (AL AR FL GA KY LA MS NC SC TN VA WV) | 12 | 21.8 | 36 | 65.5 |
| 06–Southwest (AZ NM OK TX) | 4 | 7.3 | 40 | 72.7 |
| 07–Rocky Mountains (CO ID MT UT WY) | 5 | 9.1 | 45 | 81.8 |
| 08–Far West (AK CA HI NV OR WA) | 6 | 10.9 | 51 | 92.7 |
| 09–Outlying Areas (AS GU MP PR VI) | 4 | 7.3 | 55 | 100.0 |
| Total | 55 | 100.0 | | |

Distributions of Continuous Variables

| Variable | Label | N | Mean | Median | Minimum | Maximum |
|----------|-------------------------------|----|---------------|---------------|-----------|-----------------|
| POPU_LSA | POPULATION OF LSA | 55 | 5,968,287.4 | 4,329,754.0 | 53,883.0 | 39,767,327.0 |
| POPU_UND | TOTAL UNDUPLICATED POP OF LSA | 55 | 5,806,082.5 | 3,565,287.0 | 53,883.0 | 39,767,327.0 |
| POPU_ST | STATE TOTAL POP ESTIMATE | 55 | 5,966,535.9 | 3,956,971.0 | 53,883.0 | 39,782,870.0 |
| CENTLIB | # OF CENTRAL LIBRARIES | 55 | 164.6 | 98.0 | 0.0 | 755.0 |
| BRANLIB | # OF BRANCH LIBRARIES | 55 | 140.7 | 83.0 | 1.0 | 973.0 |
| BKMOB | # OF BOOKMOBILES | 55 | 12.4 | 9.0 | 0.0 | 72.0 |
| MASTER | ALA-MLS STAFF | 55 | 613.7 | 313.0 | 0.0 | 3,590.7 |
| LIBRARIA | TOTAL LIBRARIANS | 55 | 918.7 | 614.9 | 0.0 | 4,382.1 |
| OTHPAID | ALL OTHER PAID STAFF | 55 | 1,638.9 | 969.8 | 8.0 | 8,244.4 |
| TOTSTAFF | TOTAL PAID EMPLOYEES | 55 | 2,557.7 | 1,755.2 | 10.0 | 12,262.1 |
| LOGVGT | LOCAL GOVERNMENT REVENUE | 55 | 229,877,713.6 | 134,205,915.0 | 0.0 | 1,699,425,878.0 |
| STGVT | STATE GOVERNMENT REVENUE | 55 | 17,756,648.1 | 4,162,425.0 | 0.0 | 408,462,270.0 |
| FEDGVT | FEDERAL GOVERNMENT REVENUE | 55 | 1,677,435.0 | 884,463.0 | 0.0 | 24,423,149.0 |
| OTHINCM | OTHER OPERATING REVENUE | 55 | 16,300,703.8 | 6,793,131.0 | 0.0 | 178,058,591.0 |
| TOTINCM | TOTAL OPERATING REVENUE | 55 | 265,612,500.5 | 140,766,389.0 | 412,234.0 | 1,825,476,195.0 |
| SALARIES | SALARIES & WAGES EXP | 55 | 117,945,193.0 | 69,512,778.0 | 230,558.0 | 723,624,718.0 |
| BENEFIT | EMPLOYEE BENEFITS | 55 | 45,255,224.8 | 24,897,175.0 | 3,860.0 | 392,918,371.0 |
| STAFFEXP | TOTAL STAFF EXP | 55 | 163,200,417.8 | 94,528,091.0 | 249,759.0 | 1,116,543,089.0 |
| PRMATEXP | OP EXP FOR PRINT MAT | 55 | 11,959,446.4 | 8,248,801.0 | 3,747.0 | 72,554,558.0 |
| ELMATEXP | OP EXP FOR ELECTRONIC MAT | 55 | 9,887,264.4 | 5,268,415.0 | 0.0 | 65,653,363.0 |
| OTHMATEX | OP EXP FOR OTHER MAT | 55 | 3,436,331.7 | 2,222,965.0 | 0.0 | 21,510,127.0 |
| TOTEXPCO | TOTAL COLLECTION EXP | 55 | 25,283,042.4 | 15,553,852.0 | 3,927.0 | 155,216,835.0 |
| OTHOPEXP | OTHER OPERATING EXP | 55 | 52,261,347.4 | 28,054,669.0 | 16,767.0 | 453,465,018.0 |

| Variable | Label | N | Mean | Median | Minimum | Maximum |
|----------|-------------------------------------|----|---------------|---------------|-----------|-----------------|
| TOTOPEXP | TOTAL OPERATING EXP | 55 | 240,744,807.7 | 136,546,932.0 | 368,817.0 | 1,725,224,942.0 |
| LCAP_REV | LOCAL GOVT CAPITAL REVENUE | 54 | 14,927,806.4 | 5,999,876.0 | 0.0 | 100,649,619.0 |
| SCAP_REV | STATE GOVT CAPITAL REVENUE | 54 | 1,742,210.9 | 92,889.0 | 0.0 | 22,211,267.0 |
| FCAP_REV | FEDERAL GOVT CAPITAL REVENUE | 54 | 147,992.9 | 23,820.0 | 0.0 | 2,719,966.0 |
| OCAP_REV | OTHER CAPITAL REVENUE | 54 | 4,182,988.3 | 1,313,365.5 | 0.0 | 57,275,444.0 |
| CAP_REV | TOTAL CAPITAL REVENUE | 54 | 21,000,998.5 | 10,352,467.0 | 0.0 | 132,008,297.0 |
| CAPITAL | TOTAL CAPITAL EXPENDITURES | 54 | 26,202,791.9 | 12,736,905.5 | 0.0 | 153,977,799.0 |
| BKVOL | PRINT MATERIALS | 55 | 12,240,710.7 | 8,438,280.0 | 44,530.0 | 63,897,822.0 |
| EBOOK | ELECTRONIC BOOKS | 54 | 14,907,142.9 | 6,421,113.5 | 0.0 | 121,452,502.0 |
| AUDIO_PH | AUDIO - PHYSICAL UNITS | 55 | 731,748.9 | 484,490.0 | 43.0 | 3,329,426.0 |
| AUDIO_DL | AUDIO - DOWNLOADABLE UNITS | 54 | 7,618,676.8 | 3,118,817.0 | 0.0 | 59,802,771.0 |
| VIDEO_PH | VIDEO - PHYSICAL UNITS | 55 | 1,230,134.3 | 808,705.0 | 41.0 | 5,438,762.0 |
| VIDEO_DL | VIDEO - DOWNLOADABLE UNITS | 54 | 717,434.1 | 378,454.0 | 0.0 | 6,610,446.0 |
| EC_LO_OT | LOCAL/OTHER ELECTRONIC COLLECTIONS | 54 | 1,894.8 | 805.5 | 0.0 | 20,490.0 |
| EC_ST | STATE ELECTRONIC COLLECTIONS | 54 | 7,224.4 | 3,855.0 | 0.0 | 48,276.0 |
| ELECCOLL | TOTAL ELECTRONIC COLLECTIONS | 54 | 9,119.2 | 4,853.5 | 0.0 | 54,750.0 |
| HRS_OPEN | PUBLIC SERV HRS/YR | 55 | 492,016.0 | 362,245.0 | 2,071.0 | 1,677,195.0 |
| VISITS | LIBRARY VISITS | 54 | 13,564,114.9 | 8,954,894.5 | 25,413.0 | 95,821,437.0 |
| REFERENC | REFERENCE TRANS | 54 | 2,579,029.2 | 1,364,537.0 | 700.0 | 12,901,341.0 |
| REGBOR | REGISTERED USERS | 54 | 3,161,932.1 | 2,256,493.5 | 15,453.0 | 23,439,594.0 |
| TOTCIR | TOTAL CIRCULATION | 55 | 29,825,814.0 | 19,898,889.0 | 9,000.0 | 175,899,031.0 |
| KIDCIRCL | CIRCULATION OF KIDS MATERIALS | 55 | 9,792,815.4 | 6,887,705.0 | 3,000.0 | 68,137,276.0 |
| ELMATCIR | CIRCULATION OF ELECTRONIC MATERIALS | 55 | 7,778,385.1 | 5,071,589.0 | 0.0 | 44,672,031.0 |
| PHYSCIR | PHYSICAL ITEM CIRCULATION | 55 | 22,047,432.7 | 15,589,602.0 | 9,000.0 | 131,227,215.0 |

| Variable | Label | N | Mean | Median | Minimum | Maximum |
|----------|--|----|--------------|--------------|---------|---------------|
| ELINFO | SUCCESSFUL RETRIEVAL OF ELECTRONIC INFORMATION | 55 | 15,860,966.3 | 3,803,260.0 | 0.0 | 383,604,744.0 |
| ELCONT | ELECTRONIC CONTENT USE | 55 | 23,639,351.5 | 11,142,770.0 | 0.0 | 384,720,420.0 |
| TOTCOLL | TOTAL COLLECTION USE | 55 | 45,686,647.9 | 28,830,263.0 | 9,000.0 | 389,275,834.0 |
| LOANTO | INTER-LIBRARY LOANS OUT | 54 | 919,532.7 | 267,863.0 | 0.0 | 6,978,116.0 |
| LOANFM | INTER-LIBRARY LOANS RECEIVED | 54 | 926,243.3 | 277,379.0 | 0.0 | 7,053,414.0 |
| TOTPRO | TOTAL LIBRARY PROGRAMS | 55 | 65,155.2 | 34,789.0 | 4.0 | 323,033.0 |
| KIDPRO | TOTAL KIDS PROGRAMS | 55 | 33,863.5 | 17,085.0 | 3.0 | 184,437.0 |
| YAPRO | TOTAL YOUNG ADULT PROGRAMS | 55 | 6,802.0 | 4,631.0 | 0.0 | 37,531.0 |
| TOTATTEN | TOTAL PROGRAM ATTENDANCE | 55 | 1,429,376.7 | 807,646.0 | 100.0 | 7,555,074.0 |
| KIDATTEN | KIDS PROGRAM ATTENDANCE | 55 | 905,917.7 | 547,633.0 | 70.0 | 5,553,796.0 |
| YAATTEN | YOUNG ADULT PROGRAM ATTENDANCE | 55 | 96,740.3 | 65,588.0 | 0.0 | 486,591.0 |
| GPTERMS | INTERNET COMPUTERS USED BY GEN PUBLIC | 55 | 5,176.1 | 3,290.0 | 15.0 | 24,412.0 |
| PITUSR | PUBLIC INTERNET COMPUTER USES PER YEAR | 54 | 2,262,876.5 | 1,482,424.5 | 2,597.0 | 16,938,386.0 |
| WIFISESS | WIRELESS SESSIONS | 54 | 6,556,934.5 | 3,205,047.0 | 440.0 | 56,432,070.0 |
| WEBVISIT | TOTAL VISITS (SESSIONS) TO LIBRARY WEBSITE | 54 | 21,463,414.9 | 13,822,496.0 | 573.0 | 122,743,796.0 |

Note: These are distributional characteristics of the file after all imputations have been applied. Fields coded with -1 (nonresponse for the entire state, not imputed) are excluded from the distributions.

Appendix L: Frequencies and Distributions of Selected Variables in Public Library Outlet Data File (pls_outlet_pud20i)

All frequencies and distributions, except for Status Structure Code (STATSTRU), exclude closed and temporarily closed outlets. All percentages are rounded.

| C_OUT_TY | OUTLET TYPE | | Cumulative | Cumulative |
|-----------------------|-------------|---------|------------|------------|
| | Frequency | Percent | Frequency | Percent |
| BM-Books-by-Mail Only | 3 | # | 3 | 0.0 |
| BR-Branch Library | 7,739 | 44.4 | 7,742 | 44.4 |
| BS-Bookmobile(s) | 630 | 3.6 | 8,372 | 48.0 |
| CE-Central Library | 9,052 | 52.0 | 17,424 | 100.0 |
| Total | 17,424 | 100.0 | | |

Rounds to zero.

STRUCTURE CHANGE CODE

| STATSTRU | Frequency | Percent | Cumulative Frequency | Cumulative Percent |
|--|-----------|---------|-------------------------|-----------------------|
| 00–No change from last year | 17,064 | 97.5 | 17,064 | 97.5 |
| 01–Existing Administrative Entity or Outlet absorbs another Administrative Entity or Outlet | 1 | # | 17,065 | 97.5 |
| 02–Newly created administrative entity or outlet | 60 | 0.3 | 17,125 | 97.8 |
| 03–Closed | 57 | 0.3 | 17,182 | 98.1 |
| 04–Move outlet to a newly created administrative entity | 2 | # | 17,184 | 98.1 |
| 08–Restored a closed administrative entity or outlet record | 5 | # | 17,189 | 98.2 |
| 09–Restored an incorrectly deleted administrative entity or outlet | 1 | # | 17,190 | 98.2 |
| 11–Outlet moved to a different previously existing administrative entity | 10 | 0.1 | 17,200 | 98.2 |
| 13–Add an existing administrative entity or outlet not previously reported | 6 | # | 17,206 | 98.3 |
| 23–Temporary closure | 28 | 0.2 | 17,234 | 98.4 |
| 24–Restore/Undo was a 23 (Reopen a temporary closure) | 13 | 0.1 | 17,247 | 98.5 |
| 25–Survey nonrespondent | 262 | 1.5 | 17,509 | 100.0 |
| Total | 17,509 | 100.0 | | |

Rounds to zero.

Note: Closed and temporarily closed libraries are excluded from the published tables.

NAME CHANGE CODE

| STATNAME | Frequency | Percent | Cumulative Frequency | Cumulative Percent |
|-----------------------------|-----------|---------|-------------------------|-----------------------|
| 00–No change from last year | 17,299 | 99.3 | 17,299 | 99.3 |
| 06–Official name change | 69 | 0.4 | 17,368 | 99.7 |
| 14–Minor name change | 56 | 0.3 | 17,424 | 100.0 |
| Total | 17,424 | 100.0 | | |

ADDRESS CHANGE CODE

| STATADDR | Frequency | Percent | Cumulative Frequency | Cumulative Percent |
|-----------------------------|-----------|---------|-------------------------|-----------------------|
| 00–No change from last year | 17,151 | 98.4 | 17,151 | 98.4 |
| 07–Moved to a new location | 121 | 0.7 | 17,272 | 99.1 |
| 15–Minor address change | 152 | 0.9 | 17,424 | 100.0 |
| Total | 17,424 | 100.0 | | |

LOCALE CODE

| LOCALE | Frequency | Percent | Cumulative Frequency | Cumulative Percent |
|---------------------|-----------|---------|-------------------------|-----------------------|
| 11–City, Large | 1,595 | 9.2 | 1,595 | 9.2 |
| 12–City, Mid-size | 706 | 4.1 | 2,301 | 13.2 |
| 13–City, Small | 764 | 4.4 | 3,065 | 17.6 |
| 21–Suburb, Large | 3,629 | 20.8 | 6,694 | 38.4 |
| 22–Suburb, Mid-size | 532 | 3.1 | 7,226 | 41.5 |
| 23–Suburb, Small | 360 | 2.1 | 7,586 | 43.5 |
| 31–Town, Fringe | 850 | 4.9 | 8,436 | 48.4 |
| 32–Town, Distant | 1,703 | 9.8 | 10,139 | 58.2 |
| 33–Town, Remote | 966 | 5.5 | 11,105 | 63.7 |
| 41–Rural, Fringe | 951 | 5.5 | 12,056 | 69.2 |
| 42–Rural, Distant | 3,148 | 18.1 | 15,204 | 87.3 |
| 43–Rural, Remote | 2,207 | 12.7 | 17,411 | 99.9 |
| M–Missing | 13 | 0.1 | 17,424 | 100.0 |
| Total | 17,424 | 100.0 | | |

BEA REGION CODE

| OBEREG | Frequency | Percent | Cumulative Frequency | Cumulative Percent |
|--|-----------|---------|-------------------------|-----------------------|
| 01–New England (CT ME MA NH RI VT) | 1,461 | 8.4 | 1,461 | 8.4 |
| 02–Mid East (DE DC MD NJ NY PA) | 2,442 | 14.0 | 3,903 | 22.4 |
| 03–Great Lakes (IL IN MI OH WI) | 3,143 | 18.0 | 7,046 | 40.4 |
| 04–Plains (IA KS MN MO NE ND SD) | 2,216 | 12.7 | 9,262 | 53.2 |
| 05–Southeast (AL AR FL GA KY LA MS NC SC TN VA WV) | 3,852 | 22.1 | 13,114 | 75.3 |
| 06–Southwest (AZ NM OK TX) | 1,466 | 8.4 | 14,580 | 83.7 |
| 07–Rocky Mountains (CO ID MT UT WY) | 769 | 4.4 | 15,349 | 88.1 |
| 08–Far West (AK CA HI NV OR WA) | 2,055 | 11.8 | 17,404 | 99.9 |
| 09–Outlying Areas (AS GU MP PR VI) | 20 | 0.1 | 17,424 | 100.0 |
| Total | 17,424 | 100.0 | | |

METROPOLITAN/MICROPOLITAN AREA FLAG

| MICROF | Frequency | Percent | Cumulative Frequency | Cumulative Percent |
|---------------------|-----------|---------|-------------------------|-----------------------|
| 0–Metropolitan area | 11,145 | 64.0 | 11,145 | 64.0 |
| 1–Micropolitan area | 2,650 | 15.2 | 13,795 | 79.2 |
| N–Not applicable | 3,629 | 20.8 | 17,424 | 100.0 |
| Total | 17,424 | 100.0 | | |

GEOCODING MATCH STATUS

| GEOSTATUS | Frequency | Percent | Cumulative Frequency | Cumulative Percent |
|-------------|-----------|---------|-------------------------|-----------------------|
| E-Matched | 17,241 | 98.9 | 17,241 | 98.9 |
| U-Unmatched | 0 | 0.0 | 17,241 | 98.9 |
| T-Tied | 183 | 1.1 | 17,424 | 100.0 |
| Total | 17,424 | 100.0 | | |

GEOCODING MATCH TYPE

| GEOMTYPE | Frequency | Percent | Cumulative Frequency | Cumulative Percent |
|--|-----------|---------|-------------------------|-----------------------|
| DISTANCEMARKER–A street address that represents the linear distance along a street, typically in kilometers or miles, from a designated origin location | 3 | # | 3 | 0.0 |
| LOCALITY– A place name representing a populated place such as a city or neighborhood | 3 | # | 6 | 0.0 |
| POI– Points of interest, for example, administrative placenames, businesses, landmarks, and geographic features | 8 | # | 14 | 0.1 |
| POINTADDRESS– A street address based on point locations that represent house and building locations | 13,530 | 77.7 | 13,544 | 77.7 |
| POSTAL– Postal (ZIP) code | 108 | 0.6 | 13,652 | 78.4 |
| POSTALLOC– A combination of postal (ZIP) code and city name | 5 | # | 13,657 | 78.4 |
| STREETADDRESS– A street address that differs from PointAddress because the address number is interpolated from the range of address numbers for a given street segment | 3,322 | 19.1 | 16,979 | 97.4 |
| STREETADDRESSEXT– An interpolated street address match that is returned when the input address number exceeds the address number range for the matched street segment | 55 | 0.3 | 17,034 | 97.8 |
| STREETINT– A street address consisting of a street intersection along with city and optional state and postal code information | 42 | 0.2 | 17,076 | 98.0 |
| STREETNAME– Similar to a street address but without the address number | 189 | 1.1 | 17,265 | 99.1 |
| SUBADDRESS– A street address based on point locations that represent house and building subaddress locations. Typically, this is the most spatially accurate match | 159 | 0.9 | 17,424 | 100.0 |
| Total | 17,424 | 100.0 | | |
| # Rounds to zero. | | | | |

Distributions of Continuous Variables

| Variable | Label | N | Mean | Median | Minimum | Maximum |
|----------|--|--------|----------|---------|---------|-----------|
| SQ_FEET | SQUARE FOOTAGE OF OUTLET | 16,654 | 1,2792.1 | 6,639.0 | 30 | 970,000.0 |
| L_NUM_BM | NUMBER OF BOOKMOBILES IN BOOKMOBILE SERV | 17,424 | # | # | 0 | 16.0 |
| HOURS | PUBLIC SERVICE HOURS PER YEAR | 17,029 | 1,628.1 | 2,288.0 | 0 | 5,200.0 |
| WKS_OPEN | NUMBER OF WEEKS AN OUTLET IS OPEN | 17,076 | 36.9 | 52.0 | 0.0 | 52.0 |

Rounds to zero.

Note: Fields coded with -1 (nonresponse, not imputed) or -4 (not applicable) were excluded from the distributions. Missing data for SQ_FEET were imputed where prior year data was available.

