INSTITUTE *of*
Museum and **Library**
SERVICES

Data File Documentation
Public Libraries Survey
Fiscal Year 2007

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Institute of Museum and Library Services
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The Institute of Museum and Library Services is the primary source of federal support for the nation's 123,000 libraries and 17,500 museums. The Institute's mission is to create strong libraries and museums that connect people to information and ideas. The Institute works at the national level and in coordination with state and local organizations to sustain heritage, culture, and knowledge; enhance learning and innovation; and support professional development. To learn more about the Institute, please visit www.imls.gov.

Cover Design: Ellen Arnold

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USER NOTE

The Institute of Museum and Library Services program report "Public Libraries Survey Fiscal Year 2007" contains corrections for errors in the state of Ohio. The Ohio errors related to Local Government Revenue and State Government Revenue. Revenue that actually came from local sources was incorrectly reported as coming from state sources; revenue that actually came from the state was incorrectly reported as coming from local sources. Notification was received after the report was posted on the web and printing was underway. The report and data files are now corrected. These corrections affect Tables 16, 16A, 17, 17A, 18, 18A, A8, and A9. Ohio's corrected total state operating revenues are $457.3 million and its corrected total local operating revenues are $202.8 million.

I. Introduction

The Public Libraries Survey (PLS) is a voluntary survey 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 2003 as stated in SEC. 210. The Census Bureau is the data collection agent for IMLS. The Fiscal Year (FY) 2007 survey is the 20th in the series.

The data file includes all public libraries identified by state library agencies in the 50 States, the District of Columbia, and the outlying areas of Guam, the Northern Mariana Islands, and the U.S. Virgin Islands. The reporting unit for the survey is the *administrative entity*, defined as the agency that is legally established under local or state law to provide public library service to the population of a local jurisdiction. In this survey, the term public library means an administrative entity. The administrative entity may have a single outlet or multiple outlets (single- and multiple-outlet libraries that do not have a central outlet are listed in appendix E). The data for a multiple-outlet library are combined. The survey questionnaire is in appendix F--see item 203 in the Administrative Entity Data Element Definitions for the definition of a FSCS Public Library.

The FY 2007 PLS collected the following information:

- State characteristics data, including the reporting period starting and ending dates, the official state total population estimate, and the total unduplicated population of legal service areas for the state (see the survey questionnaire in appendix F, items 100-103). Each state library agency reported these data on the "State Characteristics" record since they are not library-level data.

- Data on each public library, such as its name and address, population of legal service area, service outlets, collections, full-time-equivalent staff, and operating revenue and expenditures (see appendix F, items 150-651). These data were reported on the "Administrative Entity" record.

- Data on each public library service outlet, such as its name and address, type, county location, metropolitan status, and square footage (see appendix F, items 700-712). These data were reported on the "Outlet" record.

Note: The Public Library Data File is available in two versions: a public-use data file (available to all users with some data suppressed) and a restricted-use data file. Data users should contact IMLS about obtaining access to the restricted-use data files. This document is the documentation for the public-use data file. See *Confidentiality* and *Public- and Restricted-Use Data Files* in the next section for more information.

Three public-use data files (see below) were generated from the FY 2007 PLS, in Microsoft Access and ASCII format[1]. These are the final data files.

1. Public Library Data File (pupld07a.mdb and pupld07a.txt). This file (also known as the Administrative Entity file) includes data for 9,217 public libraries (9,214 public libraries in the 50 states, the District of Columbia, and 3 public libraries in the outlying areas of Guam, the Northern Mariana Islands, and the U.S. Virgin Islands). Each library's data consist of one record. Appendix A contains the record layout.

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[1]The Microsoft Access data file has the .mdb extension, and the ASCII data file has the .txt extension.

2. Public Library State Summary/State Characteristics Data File (pusum07a.mdb and pusum07a.txt). The data for each state or outlying area consist of one record (a total of 54 records are on the data file). Appendix B contains the record layout. No data are suppressed. The file includes:

   a. State summary data. These are state (and outlying area) totals of the numeric data on the restricted-use Public Library Data File.

   b. State characteristics data. These data consist of four items reported by each state (and outlying area) on a "state characteristics" record: the earliest reporting period starting date and the latest reporting period ending date for their public libraries, the state population estimate, and the total unduplicated population of legal service areas in the state.

3. Public Library Outlet Data File (puout07a.mdb and puout07a.txt). This file includes identifying information and a few basic data items for 17,346 public library service outlets (central, branch, bookmobile, and books-by-mail-only outlets) (17,331 outlets in the 50 states and the District of Columbia and 15 outlets in the outlying areas). The data for each outlet consist of one record. Appendix C contains the record layout. No data are suppressed.

II. User's Guide

II. A. Survey Methodology

Survey Universe

The PLS is designed as a universe survey. The survey frame consists of 9,217 public libraries (9,214 public libraries in the 50 states and the District of Columbia and 3 public libraries in the outlying areas of Guam, the Northern Mariana Islands, and the Virgin Islands), as identified by state library agencies. (Public libraries in two outlying areas, American Samoa and Puerto Rico, are not included in the survey frame because their state library agencies have never responded to the request for participation in the survey. Because their public libraries have not been identified, they are not included in the response rate calculations.) The survey frame (and the survey response rates in the next section) includes 293 public libraries that do not meet all the criteria in the FSCS Public Library Definition (see appendix F, item 203 of the Administrative Entity definitions for the criteria). These libraries are included because they qualify as public libraries under state law. Military libraries that provide public library service and libraries that serve residents of institutions are not included. Data were not systematically collected from public libraries on Native American reservations, although 45 such libraries were reported.

Survey Response

Unit response. A total of 8,994 of the 9,217 public libraries in the survey frame responded to the FY 2007 PLS (with no outlying areas responding), for a unit response rate of 97.6 percent. Respondents to the survey are defined as public libraries for which the following data were reported: population of the legal service area and at least three of the five following items: total paid employees, total operating revenue, total operating expenditures, print materials, and total circulation. (Note: 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 agency provided this data for all public libraries in their state).

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.

Data File and Publication Response Rates. The total response rates on the data file differ from the total response rates in the published report because the outlying areas of Guam, the Northern Mariana Islands, and the Virgin Islands are included on the data file. However, since the outlying areas were nonrespondents, they are not included in the published reports.

At the state level, item response rates fell below 85.0 percent for one or more items in 20 states, the District of Columbia, and the outlying areas (the outlying areas were total nonrespondents) (see below). The state abbreviations are provided in appendix D.

STATE ABBREVIATION=AK

VARIABLE	DESCRIPTION	RESPONSE RATE
KIDCIRCL	CIRCULATION OF KIDS MATERIALS	74.7

STATE ABBREVIATION=CT

VARIABLE	DESCRIPTION	RESPONSE RATE
SALARIES	SALARIES & WAGES EXP	82.6
BENEFIT	EMPLOYEE BENEFITS	82.6
PITUSR	PUBLIC INTERNET COMPUTER USERS PER YEAR	81.5

STATE ABBREVIATION=DC

VARIABLE	DESCRIPTION	RESPONSE RATE
BKVOL	PRINT MATERIALS	0.0
EBOOK	ELECTRONIC BOOKS	0.0
AUDIO	AUDIO	0.0
VIDEO	VIDEO	0.0
DB_LOC	LOCAL LICENSED DATABASES	0.0
DB_ST	STATE LICENSED DATABASES	0.0
DB_OTH	OTHER LICENSED DATABASES	0.0
DATABASE	TOTAL LICENSED DATABASES	0.0
ESUBSCRP	CURRENT ELECTRONIC SERIAL SUBSCRIPTIONS	0.0
REFERENC	REFERENCE TRANS	0.0
REGBOR	REGISTERED BORROWERS	0.0
KIDCIRCL	CIRCULATION OF KIDS MATERIALS	0.0

STATE ABBREVIATION=DE

VARIABLE	DESCRIPTION	RESPONSE RATE
MASTER	ALA-MLS	81.0
EBOOK	ELECTRONIC BOOKS	0.0
DB_LOC	LOCAL LICENSED DATABASES	0.0
DB_ST	STATE LICENSED DATABASES	0.0
DB_OTH	OTHER LICENSED DATABASES	0.0
DATABASE	TOTAL LICENSED DATABASES	0.0
ESUBSCRP	CURRENT ELECTRONIC SERIAL SUBSCRIPTIONS	0.0
PITUSR	PUBLIC INTERNET COMPUTER USERS PER YEAR	76.2

STATE ABBREVIATION=GU

VARIABLE	DESCRIPTION	RESPONSE RATE
STARTDAT	REPORTING PERIOD START DATE	0.0
ENDDATE	REPORTING PERIOD END DATE	0.0
POPU_LSA	POPULATION OF LSA	0.0
POPU_UND	UNDUPLICATED POP OF LSA	0.0
CENTLIB	# OF CENTRAL LIBRARIES	0.0
BRANLIB	# OF BRANCH LIBRARIES	0.0
BKMOB	# OF BOOKMOBILES	0.0
MASTER	ALA-MLS	0.0
LIBRARIA	TOTAL LIBRARIANS	0.0
OTHPAID	ALL OTHER PAID STAFF	0.0
TOTSTAFF	TOTAL PAID EMPLOYEES	0.0
LOCGVT	LOCAL GOVERNMENT REVENUE	0.0
STGVT	STATE GOVERNMENT REVENUE	0.0
FEDGVT	FEDERAL GOVERNMENT REVENUE	0.0
OTHINCM	OTHER OPERATING REVENUE	0.0
TOTINCM	TOTAL OPERATING REVENUE	0.0
SALARIES	SALARIES & WAGES EXP	0.0
BENEFIT	EMPLOYEE BENEFITS	0.0
STAFFEXP	TOTAL STAFF EXP	0.0
PRMATEXP	OP EXP FOR PRINT MAT	0.0
ELMATEXP	OP EXP FOR ELECTRONIC MAT	0.0
OTHMATEX	OP EXP FOR OTHER MAT	0.0
TOTEXPCO	TOTAL COLLLECTION EXP	0.0
OTHOPEXP	OTHER OPERATING EXP	0.0
TOTOPEXP	TOTAL OPERATING EXP	0.0
LCAP_REV	LOCAL GOVT CAPITAL REVENUE	0.0
SCAP_REV	STATE GOVT CAPITAL REVENUE	0.0
FCAP_REV	FEDERAL GOVT CAPITAL REVENUE	0.0
OCAP_REV	OTHER CAPITAL REVENUE	0.0
CAP_REV	TOTAL CAPITAL REVENUE	0.0
CAPITAL	TOTAL CAPITAL EXPENDITURES	0.0
BKVOL	PRINT MATERIALS	0.0
EBOOK	ELECTRONIC BOOKS	0.0
AUDIO	AUDIO	0.0
VIDEO	VIDEO	0.0
DB_LOC	LOCAL LICENSED DATABASES	0.0
DB_ST	STATE LICENSED DATABASES	0.0
DB_OTH	OTHER LICENSED DATABASES	0.0
DATABASE	TOTAL LICENSED DATABASES	0.0
SUBSCRIP	CURRENT PRINT SERIAL SUBSCRIPTIONS	0.0
ESUBSCRP	CURRENT ELECTRONIC SERIAL SUBSCRIPTIONS	0.0
HRS_OPEN	PUBLIC SERV HRS/YR	0.0
VISITS	LIBRARY VISITS	0.0

VARIABLE	DESCRIPTION	RESPONSE RATE
REFERENC	REFERENCE TRANS	0.0
REGBOR	REGISTERED BORROWERS	0.0
TOTCIR	TOTAL CIRCULATION	0.0
KIDCIRCL	CIRCULATION OF KIDS MATERIALS	0.0
LOANTO	LOAN TO	0.0
LOANFM	LOAN FROM	0.0
TOTPRO	TOTAL LIBRARY PROGRAMS	0.0
KIDPRO	TOTAL KIDS PROGRAMS	0.0
TOTATTEN	TOTAL PROGRAM ATTENDANCE	0.0
KIDATTEN	KIDS PROGRAM ATTENDANCE	0.0
GPTERMS	INTERNET COMPUTERS USED BY GEN PUBLIC	0.0
PITUSR	PUBLIC INTERNET COMPUTER USERS PER YEAR	0.0

STATE ABBREVIATION=ID

VARIABLE	DESCRIPTION	RESPONSE RATE
REFERENC	REFERENCE TRANS	83.7

STATE ABBREVIATION=MA

VARIABLE	DESCRIPTION	RESPONSE RATE
VISITS	LIBRARY VISITS	68.1
REFERENC	REFERENCE TRANS	78.4
REGBOR	REGISTERED BORROWERS	76.2

STATE ABBREVIATION=ME

VARIABLE	DESCRIPTION	RESPONSE RATE
SALARIES	SALARIES & WAGES EXP	81.6
BENEFIT	EMPLOYEE BENEFITS	81.6
PRMATEXP	OP EXP FOR PRINT MAT	65.8
ELMATEXP	OP EXP FOR ELECTRONIC MAT	65.8
OTHMATEX	OP EXP FOR OTHER MAT	65.8
TOTEXPCO	TOTAL COLLLECTION EXP	68.4
BKVOL	PRINT MATERIALS	84.9
DB_OTH	OTHER LICENSED DATABASES	77.6
DATABASE	TOTAL LICENSED DATABASES	77.6
VISITS	LIBRARY VISITS	81.6
REFERENC	REFERENCE TRANS	70.6
TOTCIR	TOTAL CIRCULATION	84.9
KIDCIRCL	CIRCULATION OF KIDS MATERIALS	73.5
PITUSR	PUBLIC INTERNET COMPUTER USERS PER YEAR	82.0

STATE ABBREVIATION=MN

VARIABLE	DESCRIPTION	RESPONSE RATE
REGBOR	REGISTERED BORROWERS	83.5

STATE ABBREVIATION=MO

VARIABLE	DESCRIPTION	RESPONSE RATE
VISITS	LIBRARY VISITS	84.2
REFERENC	REFERENCE TRANS	75.7

STATE ABBREVIATION=MP

VARIABLE	DESCRIPTION	RESPONSE RATE
STARTDAT	REPORTING PERIOD START DATE	0.0
ENDDATE	REPORTING PERIOD END DATE	0.0
POPU_LSA	POPULATION OF LSA	0.0
POPU_UND	UNDUPLICATED POP OF LSA	0.0
CENTLIB	# OF CENTRAL LIBRARIES	0.0
BRANLIB	# OF BRANCH LIBRARIES	0.0
BKMOB	# OF BOOKMOBILES	0.0
MASTER	ALA-MLS	0.0
LIBRARIA	TOTAL LIBRARIANS	0.0
OTHPAID	ALL OTHER PAID STAFF	0.0
TOTSTAFF	TOTAL PAID EMPLOYEES	0.0
LOCGVT	LOCAL GOVERNMENT REVENUE	0.0
STGVT	STATE GOVERNMENT REVENUE	0.0
FEDGVT	FEDERAL GOVERNMENT REVENUE	0.0
OTHINCM	OTHER OPERATING REVENUE	0.0
TOTINCM	TOTAL OPERATING REVENUE	0.0
SALARIES	SALARIES & WAGES EXP	0.0
BENEFIT	EMPLOYEE BENEFITS	0.0
STAFFEXP	TOTAL STAFF EXP	0.0
PRMATEXP	OP EXP FOR PRINT MAT	0.0
ELMATEXP	OP EXP FOR ELECTRONIC MAT	0.0
OTHMATEX	OP EXP FOR OTHER MAT	0.0
TOTEXPCO	TOTAL COLLLECTION EXP	0.0
OTHOPEXP	OTHER OPERATING EXP	0.0
TOTOPEXP	TOTAL OPERATING EXP	0.0
LCAP_REV	LOCAL GOVT CAPITAL REVENUE	0.0
SCAP_REV	STATE GOVT CAPITAL REVENUE	0.0
FCAP_REV	FEDERAL GOVT CAPITAL REVENUE	0.0
OCAP_REV	OTHER CAPITAL REVENUE	0.0

VARIABLE	DESCRIPTION	RESPONSE RATE
CAP_REV	TOTAL CAPITAL REVENUE	0.0
CAPITAL	TOTAL CAPITAL EXPENDITURES	0.0
BKVOL	PRINT MATERIALS	0.0
EBOOK	ELECTRONIC BOOKS	0.0
AUDIO	AUDIO	0.0
VIDEO	VIDEO	0.0
DB_LOC	LOCAL LICENSED DATABASES	0.0
DB_ST	STATE LICENSED DATABASES	0.0
DB_OTH	OTHER LICENSED DATABASES	0.0
DATABASE	TOTAL LICENSED DATABASES	0.0
SUBSCRIP	CURRENT PRINT SERIAL SUBSCRIPTIONS	0.0
ESUBSCRP	CURRENT ELECTRONIC SERIAL SUBSCRIPTIONS	0.0
HRS_OPEN	PUBLIC SERV HRS/YR	0.0
VISITS	LIBRARY VISITS	0.0
REFERENC	REFERENCE TRANS	0.0
REGBOR	REGISTERED BORROWERS	0.0
TOTCIR	TOTAL CIRCULATION	0.0
KIDCIRCL	CIRCULATION OF KIDS MATERIALS	0.0
LOANTO	LOAN TO	0.0
LOANFM	LOAN FROM	0.0
TOTPRO	TOTAL LIBRARY PROGRAMS	0.0
KIDPRO	TOTAL KIDS PROGRAMS	0.0
TOTATTEN	TOTAL PROGRAM ATTENDANCE	0.0
KIDATTEN	KIDS PROGRAM ATTENDANCE	0.0
GPTERMS	INTERNET COMPUTERS USED BY GEN PUBLIC	0.0
PITUSR	PUBLIC INTERNET COMPUTER USERS PER YEAR	0.0

STATE ABBREVIATION=ND

VARIABLE	DESCRIPTION	RESPONSE RATE
SALARIES	SALARIES & WAGES EXP	75.0
BENEFIT	EMPLOYEE BENEFITS	75.0
REGBOR	REGISTERED BORROWERS	83.8

STATE ABBREVIATION=NE

VARIABLE	DESCRIPTION	RESPONSE RATE
MASTER	ALA-MLS	80.8
LIBRARIA	TOTAL LIBRARIANS	80.8
OTHPAID	ALL OTHER PAID STAFF	80.8
TOTSTAFF	TOTAL PAID EMPLOYEES	80.8
LOCGVT	LOCAL GOVERNMENT REVENUE	79.3
STGVT	STATE GOVERNMENT REVENUE	79.3

VARIABLE	DESCRIPTION	RESPONSE RATE
FEDGVT	FEDERAL GOVERNMENT REVENUE	79.3
OTHINCM	OTHER OPERATING REVENUE	79.3
TOTINCM	TOTAL OPERATING REVENUE	79.3
SALARIES	SALARIES & WAGES EXP	55.4
BENEFIT	EMPLOYEE BENEFITS	55.4
STAFFEXP	TOTAL STAFF EXP	78.6
PRMATEXP	OP EXP FOR PRINT MAT	80.4
ELMATEXP	OP EXP FOR ELECTRONIC MAT	80.4
OTHMATEX	OP EXP FOR OTHER MAT	80.4
TOTEXPCO	TOTAL COLLLECTION EXP	80.4
OTHOPEXP	OTHER OPERATING EXP	80.4
TOTOPEXP	TOTAL OPERATING EXP	80.4
LCAP_REV	LOCAL GOVT CAPITAL REVENUE	80.4
SCAP_REV	STATE GOVT CAPITAL REVENUE	80.4
FCAP_REV	FEDERAL GOVT CAPITAL REVENUE	80.4
OCAP_REV	OTHER CAPITAL REVENUE	80.4
CAP_REV	TOTAL CAPITAL REVENUE	80.4
CAPITAL	TOTAL CAPITAL EXPENDITURES	81.2
BKVOL	PRINT MATERIALS	81.2
EBOOK	ELECTRONIC BOOKS	80.4
AUDIO	AUDIO	80.8
VIDEO	VIDEO	80.8
DB_LOC	LOCAL LICENSED DATABASES	80.4
DB_ST	STATE LICENSED DATABASES	80.4
DB_OTH	OTHER LICENSED DATABASES	80.4
DATABASE	TOTAL LICENSED DATABASES	80.4
SUBSCRIP	CURRENT PRINT SERIAL SUBSCRIPTIONS	80.4
ESUBSCRP	CURRENT ELECTRONIC SERIAL SUBSCRIPTIONS	80.4
VISITS	LIBRARY VISITS	79.0
REFERENC	REFERENCE TRANS	77.9
REGBOR	REGISTERED BORROWERS	76.8
TOTCIR	TOTAL CIRCULATION	80.1
KIDCIRCL	CIRCULATION OF KIDS MATERIALS	80.1
LOANTO	LOAN TO	80.4
LOANFM	LOAN FROM	80.8
TOTPRO	TOTAL LIBRARY PROGRAMS	80.4
KIDPRO	TOTAL KIDS PROGRAMS	80.4
TOTATTEN	TOTAL PROGRAM ATTENDANCE	80.4
KIDATTEN	KIDS PROGRAM ATTENDANCE	80.4
GPTERMS	INTERNET COMPUTERS USED BY GEN PUBLIC	80.4
PITUSR	PUBLIC INTERNET COMPUTER USERS PER YEAR	80.4

STATE ABBREVIATION=NH

VARIABLE	DESCRIPTION	RESPONSE RATE
EBOOK	ELECTRONIC BOOKS	84.3
VISITS	LIBRARY VISITS	82.6
REFERENC	REFERENCE TRANS	76.5
PITUSR	PUBLIC INTERNET COMPUTER USERS PER YEAR	80.0

STATE ABBREVIATION=OR

VARIABLE	DESCRIPTION	RESPONSE RATE
KIDCIRCL	CIRCULATION OF KIDS MATERIALS	77.3

STATE ABBREVIATION=SD

VARIABLE	DESCRIPTION	RESPONSE RATE
MASTER	ALA-MLS	81.3
LIBRARIA	TOTAL LIBRARIANS	81.3
OTHPAID	ALL OTHER PAID STAFF	81.3
TOTSTAFF	TOTAL PAID EMPLOYEES	81.3
LOCGVT	LOCAL GOVERNMENT REVENUE	82.1
STGVT	STATE GOVERNMENT REVENUE	82.1
FEDGVT	FEDERAL GOVERNMENT REVENUE	82.1
OTHINCM	OTHER OPERATING REVENUE	82.1
TOTINCM	TOTAL OPERATING REVENUE	82.1
SALARIES	SALARIES & WAGES EXP	81.3
BENEFIT	EMPLOYEE BENEFITS	81.3
STAFFEXP	TOTAL STAFF EXP	81.3
PRMATEXP	OP EXP FOR PRINT MAT	81.3
ELMATEXP	OP EXP FOR ELECTRONIC MAT	81.3
OTHMATEX	OP EXP FOR OTHER MAT	81.3
TOTEXPCO	TOTAL COLLLECTION EXP	82.1
OTHOPEXP	OTHER OPERATING EXP	82.1
TOTOPEXP	TOTAL OPERATING EXP	81.3
LCAP_REV	LOCAL GOVT CAPITAL REVENUE	82.1
SCAP_REV	STATE GOVT CAPITAL REVENUE	82.1
FCAP_REV	FEDERAL GOVT CAPITAL REVENUE	82.1
OCAP_REV	OTHER CAPITAL REVENUE	82.1
CAP_REV	TOTAL CAPITAL REVENUE	82.1
CAPITAL	TOTAL CAPITAL EXPENDITURES	82.1
BKVOL	PRINT MATERIALS	81.3
EBOOK	ELECTRONIC BOOKS	82.1
AUDIO	AUDIO	81.3
VIDEO	VIDEO	81.3

VARIABLE	DESCRIPTION	RESPONSE RATE
DB_LOC	LOCAL LICENSED DATABASES	82.1
DB_ST	STATE LICENSED DATABASES	82.1
DB_OTH	OTHER LICENSED DATABASES	82.1
DATABASE	TOTAL LICENSED DATABASES	82.1
SUBSCRIP	CURRENT PRINT SERIAL SUBSCRIPTIONS	81.3
ESUBSCRP	CURRENT ELECTRONIC SERIAL SUBSCRIPTIONS	82.1
HRS_OPEN	PUBLIC SERV HRS/YR	82.1
VISITS	LIBRARY VISITS	81.3
REFERENC	REFERENCE TRANS	77.2
REGBOR	REGISTERED BORROWERS	68.3
TOTCIR	TOTAL CIRCULATION	82.1
KIDCIRCL	CIRCULATION OF KIDS MATERIALS	80.5
LOANTO	LOAN TO	82.1
LOANFM	LOAN FROM	82.1
TOTPRO	TOTAL LIBRARY PROGRAMS	82.1
KIDPRO	TOTAL KIDS PROGRAMS	82.1
TOTATTEN	TOTAL PROGRAM ATTENDANCE	81.3
KIDATTEN	KIDS PROGRAM ATTENDANCE	81.3
GPTERMS	INTERNET COMPUTERS USED BY GEN PUBLIC	82.1
PITUSR	PUBLIC INTERNET COMPUTER USERS PER YEAR	79.7

STATE ABBREVIATION=UT

VARIABLE	DESCRIPTION	RESPONSE RATE
PRMATEXP	OP EXP FOR PRINT MAT	75.7
OTHMATEX	OP EXP FOR OTHER MAT	75.7
REFERENC	REFERENCE TRANS	81.4

STATE ABBREVIATION=VI

VARIABLE	DESCRIPTION	RESPONSE RATE
STARTDAT	REPORTING PERIOD START DATE	0.0
ENDDATE	REPORTING PERIOD END DATE	0.0
POPU_LSA	POPULATION OF LSA	0.0
POPU_UND	UNDUPLICATED POP OF LSA	0.0
CENTLIB	# OF CENTRAL LIBRARIES	0.0
BRANLIB	# OF BRANCH LIBRARIES	0.0
BKMOB	# OF BOOKMOBILES	0.0
MASTER	ALA-MLS	0.0
LIBRARIA	TOTAL LIBRARIANS	0.0
OTHPAID	ALL OTHER PAID STAFF	0.0
TOTSTAFF	TOTAL PAID EMPLOYEES	0.0
LOCGVT	LOCAL GOVERNMENT REVENUE	0.0

		RESPONSE
VARIABLE	DESCRIPTION	RATE
STGVT	STATE GOVERNMENT REVENUE	0.0
FEDGVT	FEDERAL GOVERNMENT REVENUE	0.0
OTHINCM	OTHER OPERATING REVENUE	0.0
TOTINCM	TOTAL OPERATING REVENUE	0.0
SALARIES	SALARIES & WAGES EXP	0.0
BENEFIT	EMPLOYEE BENEFITS	0.0
STAFFEXP	TOTAL STAFF EXP	0.0
PRMATEXP	OP EXP FOR PRINT MAT	0.0
ELMATEXP	OP EXP FOR ELECTRONIC MAT	0.0
OTHMATEX	OP EXP FOR OTHER MAT	0.0
TOTEXPCO	TOTAL COLLLECTION EXP	0.0
OTHOPEXP	OTHER OPERATING EXP	0.0
TOTOPEXP	TOTAL OPERATING EXP	0.0
LCAP_REV	LOCAL GOVT CAPITAL REVENUE	0.0
SCAP_REV	STATE GOVT CAPITAL REVENUE	0.0
FCAP_REV	FEDERAL GOVT CAPITAL REVENUE	0.0
OCAP_REV	OTHER CAPITAL REVENUE	0.0
CAP_REV	TOTAL CAPITAL REVENUE	0.0
CAPITAL	TOTAL CAPITAL EXPENDITURES	0.0
BKVOL	PRINT MATERIALS	0.0
EBOOK	ELECTRONIC BOOKS	0.0
AUDIO	AUDIO	0.0
VIDEO	VIDEO	0.0
DB_LOC	LOCAL LICENSED DATABASES	0.0
DB_ST	STATE LICENSED DATABASES	0.0
DB_OTH	OTHER LICENSED DATABASES	0.0
DATABASE	TOTAL LICENSED DATABASES	0.0
SUBSCRIP	CURRENT PRINT SERIAL SUBSCRIPTIONS	0.0
ESUBSCRP	CURRENT ELECTRONIC SERIAL SUBSCRIPTIONS	0.0
HRS_OPEN	PUBLIC SERV HRS/YR	0.0
VISITS	LIBRARY VISITS	0.0
REFERENC	REFERENCE TRANS	0.0
REGBOR	REGISTERED BORROWERS	0.0
TOTCIR	TOTAL CIRCULATION	0.0
KIDCIRCL	CIRCULATION OF KIDS MATERIALS	0.0
LOANTO	LOAN TO	0.0
LOANFM	LOAN FROM	0.0
TOTPRO	TOTAL LIBRARY PROGRAMS	0.0
KIDPRO	TOTAL KIDS PROGRAMS	0.0
TOTATTEN	TOTAL PROGRAM ATTENDANCE	0.0
KIDATTEN	KIDS PROGRAM ATTENDANCE	0.0
GPTERMS	INTERNET COMPUTERS USED BY GEN PUBLIC	0.0
PITUSR	PUBLIC INTERNET COMPUTER USERS PER YEAR	0.0

STATE ABBREVIATION=VT

VARIABLE	DESCRIPTION	RESPONSE RATE
SALARIES	SALARIES & WAGES EXP	82.5
BENEFIT	EMPLOYEE BENEFITS	82.5
PRMATEXP	OP EXP FOR PRINT MAT	78.1
OTHMATEX	OP EXP FOR OTHER MAT	74.3
EBOOK	ELECTRONIC BOOKS	48.6
DB_LOC	LOCAL LICENSED DATABASES	76.5
DB_ST	STATE LICENSED DATABASES	76.5
DB_OTH	OTHER LICENSED DATABASES	77.0
DATABASE	TOTAL LICENSED DATABASES	76.5
REFERENC	REFERENCE TRANS	79.8
REGBOR	REGISTERED BORROWERS	68.3
KIDCIRCL	CIRCULATION OF KIDS MATERIALS	80.3
LOANTO	LOAN TO	80.3
LOANFM	LOAN FROM	84.2

STATE ABBREVIATION=WA

VARIABLE	DESCRIPTION	RESPONSE RATE
PRMATEXP	OP EXP FOR PRINT MAT	84.8
ELMATEXP	OP EXP FOR ELECTRONIC MAT	84.8
OTHMATEX	OP EXP FOR OTHER MAT	84.8
EBOOK	ELECTRONIC BOOKS	84.8
ESUBSCRP	CURRENT ELECTRONIC SERIAL SUBSCRIPTIONS	84.8
REFERENC	REFERENCE TRANS	77.3
KIDCIRCL	CIRCULATION OF KIDS MATERIALS	72.7
LOANFM	LOAN FROM	84.8
PITUSR	PUBLIC INTERNET COMPUTER USERS PER YEAR	69.7

Caveats for Using these Data

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

State data comparisons should be made with caution because of differences in reporting periods (see Table A–1) and adherence to survey definitions. The definitions used by some states in collecting data from their public libraries may not be consistent with the PLS definitions. The 1994 NCES *Report on Coverage Evaluations of the Public Library Statistics Program* (NCES 94-430) and the 1995 NCES *Report on Evaluation of Definitions Used in the Public Library Statistics Program* (NCES 95-430) address issues of consistency in definitions among states. For information on these reports, visit the NCES web site at:
http://nces.ed.gov/pubsearch/getpubcats.asp?sid=041#052.

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

Reporting period. The FY 2007 PLS requested data for state fiscal year 2007. In some states, the FY reporting period varies among local jurisdictions (these states are listed in the *Other* column in Table A–1 below). However, each public library provided data for a 12-month period. Note: The FY starting date and ending date of *each* public library are included on the data file.

Table A–1. Reporting periods of public libraries: Fiscal Year 2007

July 2006 through June 2007	January 2007 through December 2007	Other[1]
Arizona	Arkansas	Alabama[2]
California	Colorado	Alaska[3]
Connecticut	Indiana	District of Columbia[2]
Delaware	Kansas	Florida[2]
Georgia	Louisiana	Idaho[2]
Hawaii	Minnesota	Illinois[12]
Iowa	North Dakota	Maine[5]
Kentucky	New Jersey	Michigan[6]
Maryland	Ohio	Mississippi[2]
Massachusetts	South Dakota	Missouri[7]
Montana	Washington	Nebraska[4]
Nevada	Wisconsin	New Hampshire[8]
New Mexico		New York[9]
North Carolina		Pennsylvania[8]
Oklahoma		Texas[10]
Oregon		Utah[8]
Rhode Island		Vermont[11]
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]October 2006 to September 2007.

[3]January 2006 to June 2007.

[4]January 2006 to December 2007.

[5]April 2006 to December 2007.

[6]December 2005 to September 2007.

[7]October 2005 to December 2007.

[8]July 2006 to December 2007.

[9]March 2006 to December 2007.

[10]February 2006 to December 2007.

[11]January 2006 to September 2007.

[12]October 2005 to June 2007.

SOURCE: Institute of Museum and Library Services, Survey of Public Libraries in the United States, Fiscal Year 2007.

Survey Population Items

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

The total Population of Legal Service Area for all public libraries in a state may exceed the state's Total Unduplicated Population of Legal Service Areas or the Official State Total Population Estimate. This 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-six states had such overlapping service areas in FY 2007. (See following table.)

Table A–2. States with public libraries with overlapping service areas: Fiscal Year 2007

Arkansas	Mississippi
Colorado	Nebraska
Connecticut	New Hampshire
Delaware	New Jersey
Florida	New York
Idaho	North Dakota
Indiana	Ohio
Kansas	Pennsylvania
Louisiana	Rhode Island
Maine	South Carolina
Massachusetts	South Dakota
Michigan	Tennessee
Minnesota	Vermont

SOURCE: Institute of Museum and Library Services, Survey of Public Libraries
in the United States, Fiscal Year 2007.

To enable meaningful state comparisons using total Population of Legal Service Area data (for example, the number of print materials per capita), the Population of Legal Service Area data were adjusted to eliminate duplicative reporting due to overlapping service areas. The Public Library Data File includes a derived unduplicated population of legal service area figure for *each library* for this purpose (the variable is called POPU_UND). This value was prorated for each library by calculating the ratio of a library's Population of Legal Service Area to the state's total Population of Legal Service Area and applying the ratio to the state's Total Unduplicated Population of Legal Service Areas. (The latter item is a single, state-reported figure found on the Public Library State Summary/State Characteristics Data File; the variable is called POPU_UND on this file also.)

Confidentiality

Two separate laws cover the protection of the confidentiality of individually identifiable information collected by the Institute of Museum and Library Services - the Privacy Act of 1974 and the 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 data file is available in two versions: public-use data (available to all data users with some data suppressed) and restricted-use data. Data users should contact IMLS about obtaining access to the restricted-use data files.

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

Restricted-use data. No data are suppressed on the restricted-use versions of the Public Library data file, Public Library State Summary/State Characteristics data file, or Public Library Outlet data file. The inclusion of all expenditures data irrespective of the number of FTE staff enables the identification of individual salary data for some libraries. Researchers requiring access to the restricted-use data must contact IMLS to obtain use of the data.

Data Collection

The FY 2007 PLS was released to the states over the Internet on December 12, 2007. States were placed into one of three reporting groups (with survey due dates of April 16, July 30, or August 27, 2008), based on their fiscal cycles or claim of extraordinary reporting hardship. States reported their data over the Internet via a web-based reporting system called WebPLUS (Web Public Library Universe System). WebPLUS was developed by the Census Bureau (the data collection agent). Edit follow-up was completed in December of 2008. The editing process is described below.

Editing

State level. The respondent generates an Edit Report following direct data entry or import of their data into WebPLUS. The Edit Report, which can be viewed on-screen or printed, is used to identify and correct any errors, and to confirm the accuracy of data that generated edit warnings but required no change, before submitting the final file to the Census Bureau. In the FY 2007 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 master's degrees from programs of library and information studies accredited by the American Library Association) is greater than "Total Librarians".

2. *Out-of-range edit checks.* This is a 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 11.16 or greater than 129.67, or if the current year/past year change in Children's Circulation is less than 0.30 or greater than 3.44.

3. *Arithmetic edit checks.* This is an arithmetical accuracy check of a reported total and its parts to the generated total. For example, an edit message is generated if Total Operating Revenue is not equal to the sum of its parts (Local Government Revenue, State Government Revenue, Federal Government Revenue, and Other Revenue).

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

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

National level. The Census Bureau and IMLS reviewed and edited the state data submissions, working closely with the PLS State Data Coordinators.

Imputation

When responses to questionnaires are sent to the Census Bureau for processing, sometimes answers are not given for every data item on the form. In order to make complete datasets for constructing estimates of totals, we need to impute for the missing data items. This section describes the imputation methods that were used to fill in for the missing data.

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

A.   For libraries that responded in 2006 but not 2007 (or in 2005 but not in 2006 or 2007):

A1.   The mean growth rates (Method 1) were calculated for institutions that reported in both 2006 and 2007 (or in both 2005 and 2007). The mean (average) growth rate was calculated for each imputation cell.

A2.   The average changes computed in step A1 were applied to the 2006 data (or 2005 data) of 2007 nonresponding libraries to obtain an imputation for 2007.

Method 1 (mean growth rate) was used for imputing centrals, branches, bookmobiles, ALA-MLS librarians, total librarians, other paid employees, print materials, current print serial subscriptions, audio, public service hours, library visits, reference transactions, capital revenue, databases, electronic books, current electronic serial subscriptions, total circulation, total staff expenditures, total collection expenditures, total operating expenditures, total library programs, children's library programs, total program attendance and total expenditures.

A3.   Other operating expenditures were derived by subtracting total operating expenditures from the sum of total collection expenditures and total staff expenditures imputed in step A2.

A4.   The hot-deck growth rate (Method 2) was used for imputing revenue variables (i.e., other revenue and revenue from federal, state, and local government sources). Both responding and nonresponding libraries in an imputation cell were arranged in decreasing order of size of population served. A nonresponding library's 2006 (or 2005) data were pulled forward, and a growth rate was determined by calculating the growth of the next smallest library to the nonresponding library that had data for both 2007 and 2006 (or 2007 and 2005). This hot-deck growth rate method was applied to the nonresponding library's 2006 (or 2005) data to obtain an estimate for 2007. If no prior year growth rate was available for the next smallest library, the growth rate was assumed to be 1.00.

A5.   Total operating revenue was derived by adding revenue from federal, state, and local sources and other revenue. Total paid employees was derived by adding librarians and other paid employees.

A6.   Children's program attendance was imputed by multiplying the current-year total library visits by the prior-year ratio of children's program attendance to total library visits.

A7. Children's circulation was imputed by multiplying the current-year total circulation by the prior-year ratio of children's circulation to total circulation.

A8. Electronic materials expenditures were set to zero if the total of collection expenditures was equal to zero.

A9. For general public Internet terminals, if there were 2006 or 2005 reported data, the data were carried forward as an imputation for 2007.

A10. For population variables, the prior year data were carried forward in the current year.

A11. The electronic users variable was imputed by multiplying the current-year general public Internet terminals by the prior-year (2006 or 2005) ratio of electronic users to general public Internet terminals.

A12. Salaries data were derived by multiplying the total staff expenditures (reported or imputed by step A2), by the cell median ratio of salaries to total staff expenditures.

A13. Employee benefits were derived by subtracting salaries (reported or imputed by step A12) from the total staff expenditures (reported or imputed by step A2).

A14. Print materials expenditures data were derived by multiplying total collection expenditures (reported or imputed in A2), by the prior year ratio of print materials expenditures to total collection expenditures. If total collection expenditures could not be used then total operating expenditures was substituted for that variable.

A15. Other materials expenditures data were derived by multiplying total collection expenditures (reported or imputed in A2), by the prior year ratio of other materials expenditures to total collection expenditures if total collection expenditures data were imputed. If total collection expenditures could not be used then total operating expenditures was substituted for that variable.

A16. Other materials expenditures data were derived by subtracting the sum of print materials expenditures and electronic materials expenditures from total collection expenditures if total collection expenditures data were reported.

A17. Capital revenue was derived by multiplying capital expenditures times the prior year ratio of capital revenue to capital expenditures.

A18. Federal government capital revenue, state government capital revenue, and local government capital revenue were derived by multiplying total capital revenue by the prior year ratio of federal government capital revenue, state government capital revenue, or local government capital revenue to total capital revenue.

A19. Total library programs and children's library programs were imputed to be zero if total library programs attendance was zero.

A20. Total library programs and children's library programs were derived by multiplying total library program attendance by the prior year ratio of total library programs or children's library programs to total library programs attendance.

A21. Total library program attendance was derived by multiplying total library programs by the ratio of children's library program attendance to children's library programs.

B. For libraries with no reported data in 2005, 2006, or 2007:

B1. Method 1 (mean growth rate) (described in steps A1 and A2) was used to impute for 2007 if the prior year data (2006 or 2005) were imputed using prior year reported data and the imputed value was greater than zero.

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

B2. The mean of the imputation cell was calculated for all libraries that responded in 2007. For every nonrespondent that did not have prior year reported data, the cell mean was adjusted for the size of a nonresponding library by multiplying it by the ratio of the nonrespondent's total population served to the mean size of population served for all responding libraries.

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

B3. To impute total library visits when the prior year imputed data were not based on reported data, library visits was summed over all responding libraries in an imputation cell, as was the population served. The ratio of total library visits to total population served was multiplied by the nonrespondent's population value to estimate the nonrespondent's library visits.

B4. Children's program attendance was imputed using the method described in step B3 where the ratio of total children's program attendance to total library visits for the responding libraries in an imputation cell was multiplied by the nonrespondent's current-year library visits.

B5. Children's circulation was imputed by calculating the ratio of children's circulation to total circulation for the responding libraries in an imputation cell and multiplying the ratio by the current-year total circulation of the nonresponding library.

B6. Total staff expenditures were derived by adding salaries and employee benefits determined in step B1 (or step B2). Total operating revenue was derived by adding revenue from federal, state, and local sources and other revenue. Total paid employees was derived by adding librarians and other paid employees.

B7. Total operating expenditures were derived by summing total collection expenditures, total staff expenditures, and other operating expenditures imputed in step B1 (or step B2).

B8. The median of the imputation cell was calculated for all libraries that responded in 2007. The cell median was not adjusted. This method was used for imputing general public Internet terminals when there was no reported prior year (2006 or 2005) data. If the cell median was zero but based on the value of other electronic data items it was determined that the value should be greater than zero then the imputed value was equal to the unadjusted cell mean.

B9. The median ratio of electronic users to general public terminals was used to impute electronic users when there were no reported (2006 or 2005) data.

B10. The median of the imputation cell was calculated for all libraries that responded in 2007. The cell median was adjusted for the size of a nonresponding library by multiplying it by the ratio of the nonrespondent's total population served to the mean size of population served for all responding libraries.

This method was used for imputing print materials expenditures, other materials expenditures, capital revenue, electronic books, and databases.

B11. Federal government capital revenue or local government capital revenue was derived by multiplying total capital revenue by the median ratio of federal government capital revenue or local government capital revenue to total capital revenue.

B12. State government capital revenue was derived by multiplying total capital revenue by the mean ratio of state government capital revenue to total capital revenue.

B13. Other capital revenue is imputed as the difference between total capital revenue and the detail (federal government capital revenue + local government capital revenue). If the value is negative it is changed to be zero and the detail is proportionately distributed to equal the total.

B14. Total library programs and children's library programs were imputed to be total library program attendance multiplied by the median ratio of total library programs or children's library programs to total library program attendance.

C. For all nonresponding libraries:

C1. Total capital expenditures was derived by imputing total expenditures (a derived variable which is the sum of total collections expenditures, total staff expenditures, other operating expenditures, and total capital expenditures) and subtracting total operating expenditures in order to get total capital expenditures. If the derived total capital expenditures had a negative value, it was changed to zero, the total operating expenditures value was changed to equal total expenditures, and total collection expenditures, total staff expenditures, and other operating expenditures were adjusted so that the sum would equal total operating expenditures. Alternatively, the cell mean (adjusted for population size) was used.

C2. The mean of the imputation cell was used to impute videos and interlibrary loans. The cell mean was adjusted for the size of a nonresponding library by multiplying it by the ratio of the nonrespondent's total population served to the mean size of population served for all responding libraries.

Nonsampling Errors

Since all units in the universe are surveyed, the data are not subject to sampling error, but they are subject to nonsampling 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 above are designed to decrease the number of errors due to inaccurate response or due to 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 nonsampling error likely remains in the data.

Geocoding

Beginning with the FY 2007 PLS data file, the following supplemental geography information is provided:

Longitude
Latitude
FIPS State Code
FIPS County Code
FIPS Place Code
Census Tract
Census Block
Congressional District
Match Centroid

This supplemental geographic information is only available for administrative entities and outlets that are central or branch libraries. Bookmobiles and books by mail only outlets were not geocoded. All supplemental geography codes are assigned based on the address information reported by the respondent.

Data users should be aware that the file may have two values for State and County. The respondent provided values for STATE and COUNTY. When supplemental geo codes are provided, similar codes are also on the file resulting from the geo coding processing for FIPSST and FIPSCOUNTY.

The geocodes were processed in batch using an online geocoding service. Respondents' addresses (state, city, address, zip code, zip code + 4) were input into the server, processed and sent back to IMLS as a text file. There were four different geographic levels at which an address could be matched. The most exact match was an address-level match; these are cases where the exact street address of the library or outlet was matched (in a small number of cases, a nearby intersection or close alternate address was used to approximate an address-level match). When the geoprocessing software was unable to match the exact street address, it returned the centroid of the smallest zip code-based area that it could identify based on the input address. The most exact zip code centroid match is the zip code + 4, followed by the zip code + 2. The least exact zip code centroid match is the 5-digit zip code. Users can identify the geographic level of the match using the variable MAT_CENT.

Of the 9,214 libraries in the 50 states and the District of Columbia that appear in the administrative entity level file, 90.0 percent of the records were address level matches, 7.6 percent of the matches were 5-digit zip code matches, 1.7 percent were zip code + 4 matches and 0.7 percent were zip code + 2 matches. Less than 0.1 percent of the records went unmatched. Of the 16,604 central and branch outlets in the 50 states and the District of

Columbia that appear in the outlet-level file, 88.5 percent of the records were address level matches, 8.2 percent of the matches were 5-digit zip code matches, 2.3 percent were zip code + 4 matches and 0.9 percent were zip code + 2 matches. 0.1 percent of the records went unmatched.

The geocoding service returned the following geographic identifiers that appear on the administrative entity and outlet-level files: longitude, latitude, FIPS state code, FIPS county code, FIPS place code, Census tract, Census block and match centroid. Congressional district information was added to the file by IMLS. The World Geodetic System 1984 (WGS 1984, Mercator Web) map projection was used throughout the geocoding process.

II. B.　　Guidelines for Processing the Data Files

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

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

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

Appendix A—Record Layout for Public Library Data File, FY 2007
(pupld07a.mdb and pupld07a.txt)

Variable name	Field length	Start position	Data type	Survey item	Description
					Data Source: Public Libraries Survey, Fiscal Year 2007 **Number of records = 9,217 (one record per observation)** **Number of fields per record = 147** **ASCII file (pupld07a.txt) is fixed width (record size = 8,857 KB)**
					IDENTIFICATION
STABR	02	1	A	†	Two-letter Federal Information Processing Standards (FIPS) State Code. See appendix D for list of State Codes.
FSCSKEY	06	3	A	150	Library identification code assigned by IMLS
LIBID	20	9	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	29	A	152	Name of library (administrative entity)
					STREET ADDRESS
ADDRESS	35	89	A	153	Street address of administrative entity
CITY	20	124	A	154	City or town (of street address) of administrative entity
ZIP	05	144	A	155	Standard five-digit postal zip code (of street address) of administrative entity. M = Missing (unknown, not reported)
ZIP4	04	149	A	156	Four-digit postal zip code extension (of street address) of administrative entity. M = Missing (unknown, not reported)
					MAILING ADDRESS
ADDRES_M	35	153	A	157	Mailing address of administrative entity
CITY_M	20	188	A	158	City or town (of mailing address) of administrative entity
ZIP_M	05	208	A	159	Standard five-digit postal zip code (of mailing address) of administrative entity M = Missing (unknown, not reported)
ZIP4_M	04	213	A	160	Four-digit postal zip code extension (of mailing address) of administrative entity M = Missing (unknown, not reported)
CNTY	20	217	A	161	County of library
PHONE	10	237	A	162	Telephone number, in following format: area code/exchange/number (for example, 7037315072) M = Missing (unknown, not reported) -3 = Not applicable
WEB_ADDR	80	247	A	163	Web address of the administrative entity. M = Missing (unknown, not reported) -3 = Not applicable
C_RELATN	02	327	A	200	Interlibrary Relationship Code

Variable name	Field length	Start position	Data type	Survey item	Description
					HQ–Headquarters of a federation or cooperative ME–Member of a federation or cooperative NO–Not a member of a federation or cooperative
C_LEGBAS	02	329	A	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	331	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	333	A	203	FSCS Public Library Definition (Public library meets all criteria in the definition.) Y–Yes N–No
GEOCODE	03	334	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	337	A	205	Legal service area boundary change in last year Y–Yes N–No
STARTDAT	10	338	A	206	Reporting period starting date, in mm/dd/yyyy format (e.g., 07/01/2006)
F_STDAT	02	348	A	†	STARTDAT imputation flag. (See appendix G for definition of flags.)
ENDDATE	10	350	A	207	Reporting period ending date, in mm/dd/yyyy format (e.g., 06/30/2007)

Variable name	Field length	Start position	Data type	Survey item	Description
F_ENDDAT	02	360	A	†	ENDDATE imputation flag. (See appendix G for definition of flags.)
					POPULATION
POPU_LSA	09	362	N	208	Population of the Legal Service Area
F_POPLSA	02	371	A	†	POPU_LSA imputation flag. (See appendix G for definition of flags.)
POPU_UND	09	373	N	209	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.
F_POPUND	02	382	A	†	POPU_UND imputation flag. (See appendix G for definitions of flags.)
					SERVICE OUTLETS
CENTLIB	03	384	N	210	Number of central libraries
F_CENLIB	02	387	A	†	CENTLIB imputation flag. (See appendix G for definitions of flags.)
BRANLIB	03	389	N	211	Number of branch libraries
F_BRLIB	02	392	A	†	BRANLIB imputation flag. (See appendix G for definitions of flags.)
BKMOB	03	394	N	212	Number of bookmobiles
F_BKMOB	02	397	A	†	BKMOB imputation flag. (See appendix G for definitions of flags.)
MASTER	09	399	N	250	**FULL-TIME EQUIVALENT (FTE) PAID STAFF** "ALA-MLS" Librarians. Number of FTE paid librarians with Master's degrees from programs of library and information studies accredited by the American Library Association. This field consists of six integers and two decimals, with an explicit decimal point.
F_MASTER	02	408	A	†	MASTER imputation flag. (See appendix G for definitions of flags.)
LIBRARIA	09	410	N	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.
F_LIBRAR	02	419	A	†	LIBRARIA imputation flag. (See appendix G for definitions of flags.)
OTHPAID	09	421	N	252	All other paid FTE employees. This field consists of six integers and two decimals, with an explicit decimal point.

Appendix A—Record Layout for Public Library Data File, FY 2007 (pupld07a.mdb and pupld07a.txt)

Variable name	Field length	Start position	Data type	Survey item	Description
F_OTHSTF	02	430	A	†	OTHPAID imputation flag. (See appendix G for definitions of flags.)
TOTSTAFF	10	432	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.
F_TOTSTF	02	442	A	†	TOTSTAFF imputation flag. (See appendix G for definitions of flags.)
					OPERATING REVENUE
LOCGVT	09	444	N	300	Operating revenue from local government
F_LOCGVT	02	453	A	†	LOCGVT imputation flag. (See appendix G for definitions of flags.)
STGVT	09	455	N	301	Operating revenue from state government
F_STGVT	02	464	A	†	STGVT imputation flag. (See appendix G for definitions of flags.)
FEDGVT	09	466	N	302	Operating revenue from federal government
F_FEDGVT	02	475	A	†	FEDGVT imputation flag. (See appendix G for definitions of flags.)
OTHINCM	09	477	N	303	Other operating revenue (i.e., operating revenue not included in LOCGVT, STGVT, and FEDGVT)
F_OTHINC	02	486	A	†	OTHINCM imputation flag. (See appendix G for definitions of flags.)
TOTINCM	10	488	N	304	Total operating revenue (i.e., sum of LOCGVT, STGVT, FEDGVT, and OTHINCM)
F_TOTINC	02	498	A	†	TOTINCM imputation flag. (See appendix G for definitions of flags.)
					OPERATING EXPENDITURES **Staff Expenditures**
SALARIES	09	500	N	350	Salaries and wages for all library staff
F_SALX	02	509	A	†	SALARIES imputation flag. (See appendix G for definitions of flags.)
BENEFIT	09	511	N	351	Employee benefits for all library staff
F_BENX	02	520	A	†	BENEFIT imputation flag. (See appendix G for definitions of flags.)
STAFFEXP	09	522	N	352	Total staff expenditures (i.e., sum of SALARIES and BENEFIT)
F_TOSTFX	02	531	A	†	STAFFEXP imputation flag. (See appendix G for definitions of flags.)

Variable name	Field length	Start position	Data type	Survey item	Description
					Collection expenditures
PRMATEXP	09	533	N	353	Operating expenditures for print materials (including books, serial back files, current serial subscriptions, government documents, and any other print acquisitions)
F_PRMATX	02	542	A	†	PRMATEXP imputation flag. (See appendix G for definitions of flags.)
ELMATEXP	09	544	N	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	02	553	A	†	ELMATEXP imputation flag. (See appendix G for definitions of flags.)
OTHMATEX	09	555	N	355	Operating expenditures for all other library materials (microform, audio, video, DVD, and new formats)
F_OTMATX	02	564	A	†	OTHMATEX imputation flag. (See appendix G for definitions of flags.)
TOTEXPCO	09	566	N	356	Total expenditures on library collection (i.e., sum of PRMATEXP, ELMATEXP, and OTHMATEX)
F_TOCOLX	02	575	A	†	TOTEXPCO imputation flag. (See appendix G for definitions of flags.)
					Other operating expenditures
OTHOPEXP	09	577	N	357	Other operating expenditures (i.e., operating expenditures not included in STAFFEXP and TOTEXPCO)
F_OTHOPX	02	586	A	†	OTHOPEXP imputation flag. (See appendix G for definitions of flags.)
TOTOPEXP	10	588	N	358	Total operating expenditures (i.e., sum of STAFFEXP, TOTEXPCO, and OTHOPEXP)
F_TOTOPX	02	598	A	†	TOTOPEXP imputation flag. (See appendix G for definitions of flags.)
					CAPITAL REVENUE
LCAP_REV	09	600	N	400	Local government capital revenue
F_LCAPRV	02	609	A	†	LCAP_REV imputation flag. (See appendix G for definitions of flags.)
SCAP_REV	09	611	N	401	State government capital revenue
F_SCAPRV	02	620	A	†	SCAP_REV imputation flag. (See appendix G for definition of flags.)
FCAP_REV	09	622	N	402	Federal government capital revenue

Appendix A—Record Layout for Public Library Data File, FY 2007
(pupld07a.mdb and pupld07a.txt)

Variable name	Field length	Start position	Data type	Survey item	Description
F_FCAPRV	02	631	A	†	FCAP_REV imputation flag. (See appendix G for definitions of flags.)
OCAP_REV	09	633	N	403	Other capital revenue (i.e., capital revenue not included in LCAP_REV, SCAP_REV, and OCAP_REV)
F_OCAPRV	02	642	A	†	OCAP_REV imputation flag. (See appendix G for definition of flags.)
CAP_REV	09	644	N	404	Total capital revenue (i.e., sum of LCAP_REV, SCAP_REV, FCAP_REV, and OCAP_REV)
F_TCAPRV	02	653	A	†	CAP_REV imputation flag. (See appendix G for definitions of flags.)
					CAPITAL EXPENDITURES
CAPITAL	09	655	N	405	Total capital expenditures
F_TCAPX	02	664	A	†	CAPITAL imputation flag. (See appendix G for definitions of flags.)
					LIBRARY COLLECTION
BKVOL	09	666	N	450	Print materials (including books, serial back files, and government documents)
F_BKVOL	02	675	A	†	BKVOL imputation flag. (See appendix G for definitions of flags.)
EBOOK	09	677	N	451	Electronic books (E-books) (digital documents, including non-serial government documents in digital format)
F_EBOOK	02	686	A	†	EBOOK imputation flag. (See appendix G for definitions of flags.)
AUDIO	09	688	N	452	Audio materials (including records, audiocassettes, audio cartridges, audio discs—including audio-CD-ROMS, audio reels, talking books, and other sound recordings)
F_AUDIO	02	697	A	†	AUDIO imputation flag. (See appendix G for definitions of flags.)
VIDEO	09	699	N	453	Video materials (including video tapes, DVDs, video CD-ROMS, etc.)
F_VIDEO	02	708	A	†	VIDEO imputation flag. (See appendix G for definitions of flags.)
					LICENSED DATABASES
DB_LOC	09	710	N	454	Local licensed databases
F_DB_LOC	02	719	A	†	DB_LOC imputation flag. (See appendix I for definitions of flags.)
DB_ST	09	721	N	455	State (state government or state library) licensed databases

Variable name	Field length	Start position	Data type	Survey item	Description
F_DB_ST	02	730	A	†	DB_ST imputation flag. (See appendix I for definitions of flags.)
DB_OTH	09	732	N	456	Other licensed databases (cooperative agreements or consortia within state or region.)
F_DB_OTH	02	741	A	†	DB_OTH imputation flag. (See appendix I for definitions of flags.)
DATABASE	09	743	N	457	Total Licensed Databases
F_DBASE	02	752	A	†	DATABASE imputation flag. (See appendix G for definitions of flags.)
SUBSCRIP	09	754	N	455	Current print serial subscriptions
F_PRSUB	02	763	A	†	SUBSCRIP imputation flag. (See appendix G for definitions of flags.)
ESUBSCRP	09	765	N	456	Current electronic serial subscriptions
F_ESUB	02	774	A	†	ESUBSCRP imputation flag. (See appendix G for definitions of flags.)
					PUBLIC SERVICE HOURS
HRS_OPEN	09	776	N	500	Total annual public service hours for all service outlets
F_HRS_OP	02	785	A	†	HRS_OPEN imputation flag. (See appendix G for definitions of flags.)
					LIBRARY SERVICES
VISITS	09	787	N	501	Total annual library visits
F_VISITS	02	796	A	†	VISITS imputation flag. (See appendix G for definitions of flags.)
REFERENC	09	798	N	502	Total annual reference transactions
F_REFER	02	807	A	†	REFERENC imputation flag. (See appendix G for definitions of flags.)
REGBOR	09	809	N	503	Registered Borrowers
F_REGBOR	02	818	A	†	REGBOR imputation flag. (See appendix I for definitions of flags.)
					CIRCULATION
TOTCIR	09	820	N	550	Total annual circulation transactions
F_TOTCIR	02	829	A	†	TOTCIR imputation flag. (See appendix G for definitions of flags.)
KIDCIRCL	09	831	N	551	Total annual circulation (including renewals) of all children's materials in all formats to all users
F_KIDCIR	02	840	A	†	KIDCIRCL imputation flag. (See appendix G for definitions of flags.)

Appendix A—Record Layout for Public Library Data File, FY 2007
(pupld07a.mdb and pupld07a.txt)

Variable name	Field length	Start position	Data type	Survey item	Description
					INTER-LIBRARY LOANS
LOANTO	06	842	N	552	Total annual loans provided to other libraries
F_LOANTO	02	848	A	†	LOANTO imputation flag. (See appendix G for definitions of flags.)
LOANFM	06	850	N	553	Total annual loans received from other libraries
F_LOANFM	02	856	A	†	LOANFM imputation flag. (See appendix G for definitions of flags.)
					LIBRARY PROGRAMS
TOTPRO	09	858	N	600	Total library programs
F_TOTPRO	02	867	A	†	TOTPRO imputation flag. (See appendix G for definitions of flags.)
KIDPRO	09	869	N	601	Total children's programs
F_KIDPRO	02	878	A	†	KIDPRO imputation flag. (See appendix G for definitions of flags.)
TOTATTEN	09	880	N	602	Total audience at all library programs
F_TOTATT	02	889	A	†	TOTATTEN imputation flag. (See appendix G for definitions of flags.)
KIDATTEN	09	891	N	603	Total audience at all children's programs
F_KIDATT	02	900	A	†	KIDATTEN imputation flag. (See appendix G for definitions of flags.)
					ELECTRONIC TECHNOLOGY
GPTERMS	06	902	N	650	Internet terminals used by general public
F_GPTERM	02	908	A	†	GPTERMS imputation flag. (See appendix G for definitions of flags.)
PITUSR	09	910	N	651	Users of public internet computers per year
F_PITUSR	02	919	A	†	PITUSR imputation flag. (See appendix I for definitions of flags.)
					OTHER
PUB_FIPS	02	921	A	†	Two-digit Federal Information Processing Standards (FIPS) State Code. See appendix D for list of State Codes.
CNTYFIPS	03	923	A	†	Three-digit FIPS County Code M =Missing
YR_SUB	04	926	A	†	FSCS submission year of public library data in 4-digit format (YYYY)
OBEREG	02	930	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)

Variable name	Field length	Start position	Data type	Survey item	Description
					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	932	A	†	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	933	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–(reserved)
					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–(reserved)
					11–Outlet moved to a different previously existing Administrative Entity
					12–(reserved)
					13–Add an existing Administrative Entity or Outlet not previously reported
					(Note: This code records structure changes to administrative entities and outlets, and is included on the Public Library 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.)
STATNAME	02	935	A	152A	Name Change Code
					00–No change from last year
					06–Official name change
					14–Minor name change
STATADDR	02	937	A	153A	Address Change Code
					00–No change from last year
					07–Moved to a new location
					15–Minor address change

Appendix A—Record Layout for Public Library Data File, FY 2007 (pupld07a.mdb and pupld07a.txt)

Variable name	Field length	Start position	Data type	Survey item	Description
LONGITUD	11	939	N	†	Longitude. This field consists of a negative sign, three integers and six decimal places, with an explicit decimal point.
LATITUDE	09	950	N	†	Latitude. This field consists of two integers and six decimal places, with an explicit decimal point.
FIPSST	02	959	A	†	Two-digit Federal Information Processing Standards (FIPS) State Code. See appendix D for list of State Codes.
FIPSCO	03	961	A	†	Three-digit FIPS County Code
FIPSPLAC	05	964	A	†	FIPS Place
CENTRACT	07	969	N	†	Census Tract. A small, relatively permanent statistical subdivisions of a county or statistically equivalent entity delineated by local participants as part of the Census Bureau's Participant Statistical Areas Program.
CENBLOCK	04	976	N	†	Census Block. 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	02	980	A	†	Congressional District. FIPS 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.
MAT_CENT	01	982	A	†	Match Centroid. The geographic level at which the address was matched. 0–Matched the actual street of this location 4–The centroid of the 5-digit zip code + 4 area that the location falls within 2–The centroid of the 5-digit zip code + 2 area that the location falls within X–The centroid of the 5-digit zip code that the library or administrative entity is located in

N   Numeric field.
A   Alpha character field.
†   Not applicable.
NOTE: The survey questionnaire is in appendix F.

Appendix B—Record Layout for Public Library State Summary/ State Characteristics Data File, FY 2007 (pusum07.mdb and pusum07.txt)

Variable name	Field length	Start position	Data type	Survey item	Description
					Data Source: Public Libraries Survey, Fiscal Year 2007 **Number of records = 54 (one record per observation)** **Number of fields per record = 116** **ASCII file (pusum07a.txt) is fixed width (record size = 36 KB)**
					IDENTIFICATION
STABR	02	1	A	†	Two-letter Federal Information Processing Standards (FIPS) State Code. See appendix D for list of State Codes.
					POPULATION
POPU_LSA	10	3	N	208	Population of the legal service area
F_POPLSA	02	13	A		POPU_LSA imputation flag. (See appendix I for definitions of flags.)
POPU_UND	10	15	N	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.)
F_POPUND	02	25	A	†	POPU_UND imputation flag. (See appendix I for definitions of flags.)
POPU_ST	10	27	N	102	Official state total population estimate. (Note: This item is on the State Characteristics data entry screen.)
F_POPST	02	37	A	†	POPU_ST imputation flag. (See appendix I for definitions of flags.)
					SERVICE OUTLETS
CENTLIB	05	39	N	209	Number of central libraries
F_CENLIB	02	44	A	†	CENTLIB imputation flag. (See appendix I for definitions of flags.)
BRANLIB	05	46	N	210	Number of branch libraries
F_BRLIB	02	51	A	†	BRANLIB imputation flag. (See appendix I for definitions of flags.)
BKMOB	05	53	N	211	Number of bookmobiles
F_BKMOB	02	58	A	†	BKMOB imputation flag. (See appendix I for definitions of flags.)
					FULL-TIME EQUIVALENT (FTE) PAID STAFF
MASTER	11	60	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	02	71	A	†	MASTER imputation flag. (See appendix I for definitions of flags.)

Appendix B—Record Layout for Public Library State Summary/ State Characteristics Data File, FY 2007 (pusum07.mdb and pusum07.txt)

Variable name	Field length	Start position	Data type	Survey item	Description
LIBRARIA	11	73	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	02	84	A	†	LIBRARIA imputation flag. (See appendix I for definitions of flags.)
OTHPAID	11	86	N	252	All other paid FTE employees. This field consists of eight integers and two decimals with an explicit decimal point.
F_OTHSTF	02	97	A	†	OTHPAID imputation flag. (See appendix I for definitions of flags.)
TOTSTAFF	12	99	N	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	02	111	A	†	TOTSTAFF imputation flag. (See appendix I for definitions of flags.)
					OPERATING REVENUE
LOCGVT	11	113	N	300	Operating revenue from local government
F_LOCGVT	02	124	A	†	LOCGVT imputation flag. (See appendix I for definitions of flags.)
STGVT	11	126	N	301	Operating revenue from state government
F_STGVT	02	137	A	†	STGVT imputation flag. (See appendix I for definitions of flags.)
FEDGVT	11	139	N	302	Operating revenue from federal government
F_FEDGVT	02	150	A	†	FEDGVT imputation flag. (See appendix I for definitions of flags.)
OTHINCM	11	152	N	303	Other operating revenue (i.e., revenue not included in LOCGVT, STGVT, and FEDGVT)
F_OTHINC	02	163	A	†	OTHINCM imputation flag. (See appendix I for definitions of flags.)
TOTINCM	12	165	N	304	Total operating revenue (i.e., sum of LOCGVT, STGVT, FEDGVT, and OTHINCM)
F_TOTINC	02	177	A	†	TOTINCM imputation flag. (See appendix I for definitions of flags.)
					OPERATING EXPENDITURES **Staff expenditures**
SALARIES	11	179	N	350	Salaries and wages for all library staff
F_SALX	02	190	A	†	SALARIES imputation flag. (See appendix I for definitions of flags.)

Appendix B—Record Layout for Public Library State Summary/ State Characteristics Data File, FY 2007 (pusum07.mdb and pusum07.txt)

Variable name	Field length	Start position	Data type	Survey item	Description
BENEFIT	11	192	N	351	Employee benefits for all library staff
F_BENX	02	203	A	†	BENEFIT imputation flag. (See appendix I for definitions of flags.)
STAFFEXP	11	205	N	352	Total staff expenditures (i.e., sum of SALARIES and BENEFIT)
F_TOSTFX	02	216	A	†	STAFFEXP imputation flag. (See appendix I for definitions of flags.)
					Collection Expenditures
PRMATEXP	09	218	N	353	Operating expenditures for print materials (including books, serial back files, current serial subscriptions, government documents, and any other print acquisitions)
F_PRMATX	02	227	A	†	PRMATEXP imputation flag. (See appendix I for definitions of flags.)
ELMATEXP	09	229	N	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	02	238	A	†	ELMATEXP imputation flag. (See appendix I for definitions of flags.)
OTHMATEX	09	240	N	355	Operating expenditures for other library materials (microform, audio, video, DVD, and new formats)
F_OTMATX	02	249	A	†	OTHMATEX imputation flag. (See appendix I for definitions of flags.)
TOTEXPCO	11	251	N	356	Total expenditures on library collection (i.e., sum of PRMATEXP, ELMATEXP, and OTHMATEX)
F_TOCOLX	02	262	A	†	TOTEXPCO imputation flag. (See appendix I for definitions of flags.)
					Other operating expenditures
OTHOPEXP	11	264	N	357	Other operating expenditures (I.e., operating expenditures not included in STAFFEXP and TOTEXPCO)
F_OTHOPX	02	275	A	†	OTHOPEXP imputation flag. (See appendix I for definitions of flags.)
TOTOPEXP	12	277	N	358	Total operating expenditures (i.e., sum of STAFFEXP, TOTEXPCO, and OTHOPEXP)
F_TOTOPX	02	289	A	†	TOTOPEXP imputation flag. (See appendix I for definitions of flags.)

Appendix B—Record Layout for Public Library State Summary/ State Characteristics Data File, FY 2007 (pusum07.mdb and pusum07.txt)

Variable name	Field length	Start position	Data type	Survey item	Description
					CAPITAL REVENUE
LCAP_REV	10	291	N	400	Local government capital revenue
F_LCAPRV	02	301	A	†	LCAP_REV imputation flag. (See appendix I for definitions of flags.)
SCAP_REV	10	303	N	401	State government capital revenue
F_SCAPRV	02	313	A	†	SCAP_REV imputation flag. (See appendix I for definitions of flags.)
FCAP_REV	10	315	N	402	Federal government capital revenue
F_FCAPRV	02	325	A	†	FCAP_REV imputation flag. (See appendix I for definitions of flags.)
OCAP_REV	10	327	N	403	Other capital revenue (i.e., capital revenue not included in LCAP_REV, SCAP_REV, and FCAP_REV)
F_OCAPRV	02	337	A	†	OCAP_REV imputation flag. (See appendix I for definitions of flags.)
CAP_REV	11	339	N	404	Total capital revenue (I.e., sum of LCAP_REV, SCAP_REV, FCAP_REV, and OCAP_REV)
F_TCAPRV	02	350	A	†	CAP_REV imputation flag. (See appendix I for imputation flags.)
					CAPITAL EXPENDITURES
CAPITAL	11	352	N	405	Total capital expenditures
F_TCAPX	02	363	A	†	CAPITAL imputation flag. (See appendix I for definitions of flags.)
					LIBRARY COLLECTION
BKVOL	11	365	N	450	Print materials (including books, serial back files, and government documents)
F_BKVOL	02	376	A	†	BKVOL imputation flag. (See appendix I for definitions of flags.)
EBOOK	09	378	N	451	Electronic books (E-books) (digital documents, including non-serial government documents in digital format)
F_EBOOK	02	387	A	†	EBOOK imputation flag. (See appendix I for definitions of flags.)
AUDIO	11	389	N	452	Audio materials (including records, audiocassettes, audio cartridges, audio discs—including audio-CD-ROMS, audio reels, talking books, and other sound recordings)
F_AUDIO	02	400	A	†	AUDIO imputation flag. (See appendix I for definitions of flags.)

Appendix B—Record Layout for Public Library State Summary/ State Characteristics Data File, FY 2007 (pusum07.mdb and pusum07.txt)

Variable name	Field length	Start position	Data type	Survey item	Description
VIDEO	11	402	N	453	Video materials (including video tapes, DVDs, video CD-ROMs, etc.)
F_VIDEO	02	413	A	†	VIDEO imputation flag. (See appendix I for definitions of flags.)
					LICENSED DATABASES
DB_LOC	09	415	N	454	Local licensed databases
F_DB_LOC	02	424	A	†	DB_LOC imputation flag. (See appendix I for definitions of flags.)
DB_ST	09	426	N	455	State (state government or state library) licensed databases
F_DB_ST	02	435	A	†	F_DB_ST imputation flag. (See appendix I for definitions of flags.)
DB_OTH	09	437	N	456	Other licensed databases (cooperative agreements or consortia within state or region
F_DB_OTH	02	446	A	†	F_DB_OTH imputation flag. (See appendix I for definitions of flags.)
DATABASE	09	448	N	457	Total Licensed Databases
F_DBASE	02	457	A	†	DATABASE imputation flag. (See appendix I for definitions of flags.)
SUBSCRIP	11	459	N	455	Current print serial subscriptions
F_PRSUB	02	470	A	†	SUBSCRIP imputation flag. (See appendix I for definitions of flags.)
ESUBSCRP	09	472	N	456	Current electronic serial subscriptions
F_ESUB	02	481	A	†	ESUBSCRP imputation flag. (See appendix I for definitions of flags.)
					PUBLIC SERVICE HOURS
HRS_OPEN	11	483	N	500	Total annual public service hours for all service outlets
F_HRS_OP	02	494	A	†	HRS_OPEN imputation flag. (See appendix I for definitions of flags.)
					LIBRARY SERVICES
VISITS	11	496	N	501	Total annual library visits
F_VISITS	02	507	A	†	VISITS imputation flag. (See appendix I for definitions of flags.)
REFERENC	11	509	N	502	Total annual reference transactions
F_REFER	02	520	A	†	REFERENC imputation flag. (See appendix I for definitions of flags.)

Appendix B—Record Layout for Public Library State Summary/
State Characteristics Data File, FY 2007
(pusum07.mdb and pusum07.txt)

Variable name	Field length	Start position	Data type	Survey item	Description
REGBOR	11	522	N	503	Registered Borrowers
F_REGBOR	02	533	N	†	F_REGBOR imputation flag. (See appendix I for definitions of flags.)
					CIRCULATION
TOTCIR	11	535	N	550	Total annual circulation transactions
F_TOTCIR	02	546	A	†	TOTCIR imputation flag. (See appendix I for definitions of flags.)
KIDCIRCL	09	548	N	551	Total annual circulation (including renewals) of all children's materials in all formats to all users
F_KIDCIR	02	557	A	†	KIDCIRCL imputation flag. (See appendix I for definitions of flags.)
					INTER-LIBRARY LOANS
LOANTO	08	559	N	552	Total annual loans provided to other libraries
F_LOANTO	02	567	A	†	LOANTO imputation flag. (See appendix I for definitions of flags.)
LOANFM	08	569	N	553	Total annual loans received from other libraries
F_LOANFM	02	577	A	†	LOANFM imputation flag. (See appendix I for definitions of flags.)
					LIBRARY PROGRAMS
TOTPRO	09	579	N	600	Total library programs
F_TOTPRO	02	588	A	†	TOTPRO imputation flag. (See appendix I for definitions of flags.)
KIDPRO	09	590	N	601	Total children's programs
F_KIDPRO	02	599	A	†	KIDPRO imputation flag. (See appendix I for definitions of flags.)
TOTATTEN	09	601	N	602	Total audience at all library programs
F_TOTATT	02	610	A	†	TOTATTEN imputation flag. (See appendix I for definitions of flags.)
KIDATTEN	09	612	N	603	Total audience at all children's programs
F_KIDATT	02	621	A	†	KIDATTEN imputation flag. (See appendix I for definitions of flags.)
					OTHER ELECTRONIC INFORMATION
GPTERMS	06	623	N	650	Internet terminals used by general public
F_GPTERM	02	629	A	†	GPTERMS imputation flag. (See appendix I for definitions of flags.)
PITUSR	09	631	N	651	Users of public Internet computers per year

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Appendix B—Record Layout for Public Library State Summary/ State Characteristics Data File, FY 2007 (pusum07.mdb and pusum07.txt)

Variable name	Field length	Start position	Data type	Survey item	Description
F_PITUSR	02	640	A	†	PITUSR imputation flag. (See appendix I for definitions of flags.)
STARTDAT	07	642	A	100	**OTHER** Reporting period starting date, in mm/yyyy format (e.g., 07/2006). (Note: This item is on the State Characteristics data entry screen.)
F_STDAT	02	649	A	†	STARTDAT imputation flag. (See appendix I for definitions of flags.)
ENDDATE	07	651	A	101	Reporting period ending date, in mm/yyyy format (e.g., 06/2007). (Note: This item is on the State Characteristics data entry screen.)
F_ENDDAT	02	658	A	†	ENDDATE imputation flag. (See appendix I for definitions of flags.)
PUB_FIPS	02	660	A	†	Two-digit Federal Information Processing Standards (FIPS) State Code. See appendix D for list of State Codes.
YR_SUB	04	662	A	†	FSCS submission year of public library data in 4-digit format (YYYY)
OBEREG	02	666	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.
NOTE: The survey questionnaire is in appendix F.

Appendix C—Record Layout for Public Library Outlet Data File, FY 2007
(puout07a.mdb and puout07a.txt)

Variable name	Field length	Start position	Data type	Survey item	Description
					Data Source: Public Libraries Survey, Fiscal Year 2007 **Number of records = 17,346 (one record per observation)** **Number of fields per record = 31** **ASCII file (pusum07a.txt) is fixed width (record size = 4,473 KB)**
STABR	02	1	A	†	Two-letter Federal Information Processing Standards (FIPS) State Code. See appendix D for list of State Codes.
FSCSKEY	06	3	A	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	9	A	†	Outlet's unique three-digit suffix to FSCSKEY, assigned by IMLS.
LIBID	20	12	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	32	A	702	Name of outlet
ADDRESS	35	92	A	703	Complete street address of outlet
CITY	20	127	A	704	City or town of outlet
ZIP	05	147	A	705	Standard five-digit postal zip code for street address of outlet M = Missing (unknown, not reported)
ZIP4	04	152	A	706	Four-digit postal zip code extension for street address of outlet M = Missing (unknown, not reported)
CNTY	20	156	A	707	County of outlet
PHONE	10	176	A	708	Telephone number of the outlet, in following format: area code/exchange/number (e.g., 7037315072) M = missing (unknown, not reported) -3 = Not applicable
C_OUT_TY	02	186	A	709	Outlet type CE–Central Library BR–Branch Library BS–Bookmobile(s) BM–Books-by-Mail Only
C_MSA	02	188	A	710	Metropolitan Status Code CC–Central City NC–Metropolitan Area, but not within central city limits NO–Not in a Metropolitan Area M–Missing (unknown, not reported)
SQ_FEET	08	190	N	711	Area in square feet of the public library outlet

Variable name	Field length	Start position	Data type	Survey item	Description
F_SQ_FT	02	198	A	†	SQ_FEET imputation flag. (See appendix J for definitions of flags.)
L_NUM_BM	02	200	N	712	Number of bookmobiles in the bookmobile outlet record (i.e., record with C_OUT_TY = BS)
F_BKMOB	02	202	A	†	L_NUM_BM imputation flag. (See appendix J for definitions of flags.)
PUB_FIPS	02	204	A	†	Two-digit Federal Information Processing Standards (FIPS) State Code. See appendix D for list of State Codes.
CNTYFIPS	03	206	A	†	Three-digit FIPS County Code M = Missing
YR_SUB	04	209	A	†	FSCS submission year of public library data in 4-digit format (YYYY)
STATSTRU	02	213	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–(reserved) 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–(reserved) 11–Outlet moved to different previously existing Administrative Entity 12–(reserved) 13–Add an existing Administrative Entity or Outlet not previously reported (Note: This code records structure changes to administrative entities and outlets, and is included on the Public Library 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 files (e.g., code 11 would appear only on the Public Library Outlet Data File).
STATNAME	02	215	A	702A	Name Change Code 00–No change from last year 06–Official name change 14–Minor name change
STATADDR	02	217	A	703A	Address Change Code 00–No change from last year

Variable name	Field length	Start position	Data type	Survey item	Description
					07–Moved to a new location 15–Minor address change
LONGITUD	11	219	N	†	Longitude. This field consists of a negative sign, three integers and six decimal places, with an explicit decimal point.
LATITUDE	09	230	N	†	Latitude. This field consists of two integers and six decimal places, with an explicit decimal point.
FIPSST	02	239	A	†	Two-digit Federal Information Processing Standards (FIPS) State Code. See appendix D for list of State Codes.
FIPSCO	03	241	A	†	Three-digit FIPS County Code
FIPSPLAC	05	244	A	†	FIPS Place
CENTRAC	07	249	N	†	Census Tract. A small, relatively permanent statistical subdivisions of a county or statistically equivalent entity delineated by local participants as part of the Census Bureau's Participant Statistical Areas Program.
CENBLOCK	04	256	N	†	Census Block. 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	02	260	A	†	Congressional District. FIPS 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.
MAT_CENT	01	262	A	†	Match Centroid. The geographic level at which the address was matched. 0–Matched the actual street of this location 4–The centroid of the 5-digit zip code + 4 area that the location falls within 2–The centroid of the 5-digit zip code + 2 area that the location falls within X–The centroid of the 5-digit zip code that the library or administrative entity is located in

N   Numeric field.
A   Alpha character field.
†   Not applicable.
NOTE: The survey questionnaire is in appendix F.

Appendix D – State Codes

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

Outlying Areas

GU	Guam	66
MP	Northern Mariana Islands	69
VI	Virgin Islands	78

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

Appendix E – Libraries With No Central Outlet

174 libraries reporting no central outlet

Obs	FSCS ID#	Library Name	Total	Centrals	Branches	Bookmobiles
1	AL0123	MARSHALL COUNTY COOPERATIVE LIBRARY	1	0	0	1
2	AZ0001	APACHE COUNTY LIBRARY DISTRICT OFFICE	7	0	7	0
3	AZ0028	MARICOPA COUNTY LIBRARY DISTRICT OFFICE	16	0	15	1
4	AZ0042	MOHAVE COUNTY LIBRARY DISTRICT	10	0	10	0
5	AZ0067	YAVAPAI COUNTY LIBRARY DISTRICT	10	0	10	0
6	AZ0177	LA PAZ COUNTY SERVICES	3	0	2	1
7	AR0002	WASHINGTON COUNTY LIBRARY SYSTEM	8	0	8	0
8	AR0003	NORTH ARKANSAS REGIONAL LIBRARY	2	0	2	0
9	AR0007	WHITE RIVER REGIONAL LIBRARY	14	0	14	0
10	AR0049	CARROLL AND MADISON LIBRARY SYSTEM	6	0	6	0
11	CA0028	CONTRA COSTA COUNTY LIBRARY	25	0	25	0
12	CA0047	IMPERIAL COUNTY LIBRARY	8	0	8	0
13	CA0062	COUNTY OF LOS ANGELES PUBLIC LIBRARY	88	0	84	4
14	CA0071	MONO COUNTY FREE LIBRARY	8	0	7	1
15	CA0073	MONTEREY COUNTY FREE LIBRARIES	20	0	17	3
16	CA0084	ORANGE COUNTY PUBLIC LIBRARY	29	0	29	0
17	CA0109	SAN BERNARDINO COUNTY LIBRARY	32	0	30	2
18	CA0112	SAN DIEGO COUNTY LIBRARY	34	0	32	2
19	CA0120	SAN MATEO COUNTY LIBRARY	13	0	12	1
20	CA0126	SANTA CLARA COUNTY LIBRARY	10	0	8	2
21	CA0136	SOLANO COUNTY LIBRARY	8	0	8	0
22	CA0152	VENTURA COUNTY LIBRARY	15	0	15	0
23	CA0157	YOLO COUNTY LIBRARY	7	0	7	0
24	CA0199	RIVERSIDE COUNTY LIBRARY SYSTEM	34	0	32	2
25	CO0001	RANGEVIEW LIBRARY DISTRICT	7	0	6	1
26	CO0005	ARAPAHOE LIBRARY DISTRICT	9	0	8	1
27	CO0037	DOUGLAS COUNTY LIBRARIES	6	0	5	1
28	CO0039	EAGLE VALLEY LIBRARY DISTRICT	3	0	3	0
29	CO0040	ELBERT COUNTY LIBRARY DISTRICT	4	0	4	0
30	CO0049	GARFIELD CO PUBLIC LIBRARY DISTRICT	6	0	6	0
31	CO0051	GRAND COUNTY LIBRARY DISTRICT	5	0	5	0
32	CO0060	JEFFERSON COUNTY PUBLIC LIBRARY	11	0	10	1
33	CO0094	PARK COUNTY PUBLIC LIBRARY	4	0	4	0
34	CO0103	SOUTH ROUTT LIBRARY DISTRICT	2	0	2	0
35	CO0143	CLEAR CREEK LIBRARY DISTRICT	2	0	2	0
36	CO0144	DELTA COUNTY PUBLIC LIBRARY DISTRICT	5	0	5	0
37	CO0145	WELD LIBRARY DISTRICT	13	0	11	2

Appendix E – Libraries With No Central Outlet

Obs	FSCS ID#	Library Name	Total	Centrals	Branches	Bookmobiles
38	CO9026	NORTHEAST COLORADO BOOKMOBILE SERVICES	1	0	0	1
39	DE0030	SUSSEX COUNTY DEPT. OF LIBRARIES	4	0	3	1
40	DE0046	DEPARTMENT OF COMMUNITY SERVICES	9	0	9	0
41	FL0018	CITRUS COUNTY LIBRARY SYSTEM	5	0	5	0
42	FL0039	LAKE COUNTY LIBRARY SYSTEM	13	0	13	0
43	FL0042	LEE COUNTY LIBRARY SYSTEM	14	0	13	1
44	FL0065	PASCO COUNTY PUBLIC LIBRARY COOPERATIVE	8	0	8	0
45	FL0091	ST. JOHNS COUNTY PUBLIC LIBRARY SYSTEM	6	0	5	1
46	FL0093	SARASOTA COUNTY PUBLIC LIBRARIES	8	0	8	0
47	FL0095	SEMINOLE COUNTY PUBLIC LIBRARY SYSTEM	5	0	5	0
48	FL0099	VOLUSIA COUNTY PUBLIC LIBRARY	16	0	15	1
49	FL0127	PINELLAS PUBLIC LIBRARY COOPERATIVE	24	0	24	0
50	FL0135	WILDERNESS COAST PUBLIC LIBRARIES	5	0	4	1
51	FL0136	PANHANDLE PUBLIC LIBRARY COOPERATIVE SYSTEM	14	0	13	1
52	FL0146	SUMTER COUNTY PUBLIC LIBRARY SYSTEM	9	0	8	1
53	FL0147	THREE RIVERS REGIONAL LIBRARY SYSTEM	3	0	3	0
54	FL0149	NEW RIVER PUBLIC LIBRARY COOPERATIVE	4	0	3	1
55	FL0150	HEARTLAND LIBRARY COOPERATIVE	6	0	6	0
56	FL0255	SANTA ROSA COUNTY LIBRARY SYSTEM	5	0	5	0
57	FL8001	POLK COUNTY LIBRARY COOPERATIVE	17	0	16	1
58	FL8003	OKALOOSA COUNTY PUBLIC LIBRARY COOPERATIVE	7	0	6	1
59	FL8007	LEVY COUNTY PUBLIC LIBRARY SYSTEM	5	0	5	0
60	ID0062	JEFFERSON COUNTY DISTRICT	3	0	3	0
61	ID0112	BENEWAH DISTRICT	2	0	2	0
62	MD0002	ANNE ARUNDEL COUNTY PUBLIC LIBRARY	15	0	15	0
63	MD0004	BALTIMORE COUNTY PUBLIC LIBRARY	21	0	17	4
64	MD0007	CARROLL COUNTY PUBLIC LIBRARY	6	0	5	1
65	MD0009	CHARLES COUNTY PUBLIC LIBRARY	3	0	3	0
66	MD0013	HARFORD COUNTY PUBLIC LIBRARY	11	0	11	0
67	MD0016	MONTGOMERY COUNTY PUBLIC LIBRARIES	22	0	21	1
68	MD0017	PRINCE GEORGE'S COUNTY MEMORIAL LIBRARY SYSTE	19	0	19	0
69	MD0019	ST. MARY'S COUNTY LIBRARY	3	0	3	0
70	MD0024	WORCESTER COUNTY LIBRARY	5	0	5	0
71	MI0171	IOSCO-ARENAC DISTRICT LIBRARY	8	0	8	0
72	MI0182	KENT DISTRICT LIBRARY	18	0	18	0
73	MI0190	LAPEER DISTRICT LIBRARY	8	0	8	0
74	MI0240	MUSKEGON AREA DISTRICT LIBRARY	10	0	9	1
75	MI0310	COMMUNITY DISTRICT LIBRARY	6	0	6	0

Appendix E – Libraries With No Central Outlet

Obs	FSCS ID#	Library Name	Total	Centrals	Branches	Bookmobiles
76	MN0001	ARROWHEAD LIBRARY SYSTEM	1	0	0	1
77	MN0038	CARVER COUNTY LIBRARY SYSTEM	6	0	6	0
78	MN0039	DAKOTA COUNTY LIBRARY	9	0	8	1
79	MN0041	HENNEPIN COUNTY LIBRARY	28	0	26	2
80	MN0045	SCOTT COUNTY LIBRARY	8	0	8	0
81	MN0046	WASHINGTON COUNTY LIBRARY	9	0	9	0
82	MN0109	VIKING LIBRARY SYSTEM	2	0	0	2
83	MN0145	KITCHIGAMI REGIONAL LIBRARY	10	0	9	1
84	MN0152	PLUM CREEK LIBRARY SYSTEM	1	0	0	1
85	MN9030	SIBLEY COUNTY LIBRARY	5	0	5	0
86	MS0006	CENTRAL MISSISSIPPI REGIONAL LIBRARY	21	0	21	0
87	MS0013	FIRST REGIONAL LIBRARY	13	0	13	0
88	MS0016	HARRISON COUNTY LIBRARY SYSTEM	9	0	9	0
89	MO0035	SAINT CHARLES CITY-COUNTY LIBRARY DISTRICT	12	0	12	0
90	MO0038	BARRY-LAWRENCE REGIONAL LIBRARY	10	0	10	0
91	MO0039	BOONSLICK REGIONAL LIBRARY	5	0	4	1
92	MO0040	CASS COUNTY PUBLIC LIBRARY	7	0	6	1
93	MO0045	TRAILS REGIONAL LIBRARY	8	0	8	0
94	MO0059	NORTHEAST MISSOURI LIBRARY SERVICE	4	0	4	0
95	MO0137	REYNOLDS COUNTY LIBRARY DISTRICT	5	0	5	0
96	MO0147	JEFFERSON COUNTY LIBRARY DISTRICT	3	0	3	0
97	MO0164	OREGON COUNTY LIBRARY DISTRICT	5	0	5	0
98	MO0172	MONITEAU COUNTY LIBRARY	2	0	2	0
99	MO0174	HEARTLAND REGIONAL LIBRARY SYSTEM	4	0	4	0
100	MO0178	CEDAR COUNTY LIBRARY DISTRICT	2	0	2	0
101	NV0008	LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT	24	0	24	0
102	NV0025	WASHOE COUNTY LIBRARY SYSTEM	14	0	13	1
103	NV0027	ESMERALDA COUNTY LIBRARIES	3	0	3	0
104	NY0041	SENECA NATION LIBRARY	2	0	2	0
105	NC0002	APPALACHIAN REGIONAL LIBRARY	6	0	5	1
106	NC0003	AVERY-MITCHELL-YANCEY REGIONAL LIBRARY	5	0	4	1
107	NC0006	CRAVEN-PAMLICO-CARTERET REGIONAL LIBRARY	9	0	9	0
108	NC0008	FONTANA REGIONAL LIBRARY	6	0	6	0
109	NC0011	NANTAHALA REGIONAL LIBRARY	5	0	4	1
110	NC0013	NORTHWESTERN REGIONAL LIBRARY	14	0	13	1
111	NC0014	PETTIGREW REGIONAL LIBRARY	4	0	4	0
112	NC0015	SANDHILL REGIONAL LIBRARY SYSTEM	17	0	15	2
113	NC0018	BRUNSWICK COUNTY LIBRARY	5	0	5	0

Appendix E – Libraries With No Central Outlet

Obs	FSCS ID#	Library Name	Total	Centrals	Branches	Bookmobiles
114	NC0054	ROCKINGHAM COUNTY PUBLIC LIBRARY	6	0	5	1
115	NC0063	WAKE COUNTY PUBLIC LIBRARIES	20	0	19	1
116	ND0078	SIOUX COUNTY LIBRARY	1	0	0	1
117	OH0018	CLERMONT COUNTY PUBLIC LIBRARY	10	0	10	0
118	OH0046	GEAUGA COUNTY PUBLIC LIBRARY	7	0	6	1
119	OH0052	CUYAHOGA COUNTY PUBLIC LIBRARY	28	0	28	0
120	OH0075	PREBLE COUNTY DISTRICT LIBRARY	7	0	7	0
121	OH0099	SOUTHWEST PUBLIC LIBRARIES	3	0	3	0
122	OH0129	ADAMS COUNTY PUBLIC LIBRARY	4	0	4	0
123	OH0242	WILLOUGHBY-EASTLAKE PUBLIC LIBRARY	4	0	4	0
124	OR0091	DESCHUTES PUBLIC LIBRARY DISTRICT	6	0	5	1
125	OR0117	WASHINGTON COUNTY COOPERATIVE LIBRARY SERVICES	1	0	1	0
126	OR0134	LINCOLN COUNTY LIBRARY DISTRICT	1	0	1	0
127	PA0532	ALLEGHENY COUNTY LIBRARY ASSOC	3	0	0	3
128	PA0533	GREENE COUNTY LIBRARY SYSTEM	1	0	0	1
129	PA0534	LIB SYSM OF LANCASTER COUNTY	1	0	0	1
130	PA9002	BERKS CO PUB LIBRARIES	2	0	0	2
131	PA9007	SOMERSET COUNTY FED LIB SYSTEM	1	0	0	1
132	SC0002	ABBE REGIONAL LIBRARY SYSTEM	15	0	14	1
133	UT0005	BOX ELDER COUNTY BOOKMOBILE LIBRARY	3	0	1	2
134	UT0009	CACHE COUNTY BOOKMOBILE LIBRARY	2	0	1	1
135	UT0015	CARBON COUNTY BOOKMOBILE LIBRARY	2	0	1	1
136	UT0018	DAGGETT COUNTY BOOKMOBILE LIBRARY	1	0	0	1
137	UT0022	EMERY COUNTY LIBRARY	8	0	8	0
138	UT0028	JUAB COUNTY BOOKMOBILE LIBRARY	1	0	0	1
139	UT0030	KANE COUNTY BOOKMOBILE LIBRARY	1	0	0	1
140	UT0032	MILLARD COUNTY BOOKMOBILE LIBRARY	1	0	0	1
141	UT0036	PIUTE COUNTY BOOKMOBILE LIBRARY	1	0	0	1
142	UT0038	SANPETE COUNTY BOOKMOBILE LIBRARY	2	0	1	1
143	UT0043	SEVIER COUNTY BOOKMOBILE LIBRARY	1	0	0	1
144	UT0049	SALT LAKE COUNTY LIBRARY SYSTEM	19	0	19	0
145	UT0050	SAN JUAN COUNTY LIBRARY	3	0	2	1
146	UT0053	TOOELE COUNTY BOOKMOBILE LIBRARY	2	0	1	1
147	UT0068	WAYNE COUNTY BOOKMOBILE LIBRARY	2	0	1	1
148	VT0216	WINDHAM CO. READS	1	0	0	1
149	VT0220	FRANKLIN-GRAND ISLE BOOKMOBILE	1	0	0	1
150	VT0221	BIG READ WAGON (NCLC)	1	0	0	1
151	VA0026	FAIRFAX COUNTY PUBLIC LIBRARY	21	0	21	0

Appendix E – Libraries With No Central Outlet

Obs	FSCS ID#	Library Name	Total	Centrals	Branches	Bookmobiles
152	VA0036	HENRICO COUNTY PUBLIC LIBRARY	11	0	10	1
153	VA0044	LOUDOUN COUNTY PUBLIC LIBRARY	8	0	7	1
154	VA0050	MIDDLESEX COUNTY PUBLIC LIBRARY	2	0	2	0
155	VA0051	MONTGOMERY-FLOYD REGIONAL LIBRARY	5	0	4	1
156	VA0053	NEWPORT NEWS PUBLIC LIBRARY SYSTEM	5	0	4	1
157	VA0055	NOTTOWAY COUNTY LIBRARY SYSTEM	3	0	3	0
158	VA0057	PAMUNKEY REGIONAL LIBRARY	11	0	10	1
159	VA0064	PRINCE WILLIAM PUBLIC LIBRARY SYSTEM	10	0	10	0
160	VA0078	SOUTHSIDE REGIONAL	6	0	6	0
161	VA0086	WILLIAMSBURG REGIONAL LIBRARY	4	0	2	2
162	VA0091	CENTRAL VIRGINIA REGIONAL LIBRARY	2	0	2	0
163	WA0047	WALLA WALLA COUNTY LIBRARY DISTRICT	4	0	4	0
164	WA0057	WHATCOM COUNTY LIBRARY SYSTEM	10	0	9	1
165	WA0059	KING COUNTY LIBRARY SYSTEM	51	0	43	8
166	WA0061	MID-COLUMBIA LIBRARY SYSTEM	12	0	11	1
167	WA0063	PIERCE COUNTY LIBRARY SYSTEM	20	0	17	3
168	WA0065	SNO-ISLE LIBRARIES	22	0	21	1
169	WA0066	SPOKANE COUNTY LIBRARY DISTRICT	10	0	10	0
170	WA0069	TIMBERLAND REGIONAL LIBRARY	27	0	27	0
171	WA0072	STEVENS COUNTY RURAL LIBRARY DISTRICT	6	0	6	0
172	WI0148	KENOSHA PUBLIC LIBRARY	5	0	4	1
173	WI0153	KIMBERLY--LITTLE CHUTE PUBLIC LIBRARY	2	0	2	0
174	WI0390	LA CROSSE COUNTY LIBRARY	5	0	5	0
			1,571	**0**	**1,457**	**114**

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	Official 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		
151	LIB ID		
152	Library Name		
152a	Name Status		
	Street Address		
153	Address		
153a	Address status		
154	City		
155	ZIP Code		
156	ZIP+4		
	Mailing Address		
157	Address		
158	City		
159	ZIP Code		
160	ZIP+4		

Appendix F – Survey Questionnaire

Administrative Entity – Other Identification			
Item No.	Item	Current Year	Prior Year
161	County		
162	Phone		
163	Web Address		
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 Start Date (MM/DD/YYYY)		
207	Reporting Period End Date (MM/DD/YYYY)		

Administrative Entity – Population/Outlets/Staff			
Item No.	Item	Current Year	Prior Year
208	Population of the Legal Service Area		
	Service Outlets		
209	Number of Centrals		
210	Number of Branches		
211	Number of Bookmobiles		
	Paid Staff (Full-Time Equivalent)		
250	ALA-MLS Librarians		
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 Operating Revenue		
301	State Government Operating Revenue		
302	Federal Government Operating Revenue		
303	Other Operating Revenue		
304	Total Operating Revenue		

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Administrative Entity – Operating Expenditures			
Item No.	Item	Current Year	Prior Year
	Staff Expenditures		
350	Salaries and Wages Expenditures		
351	Employee Benefits		
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		

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Administrative Entity – Library Collections			
Item No.	Item	Current Year	Prior Year
450	Print Materials		
451	Electronic Books		
452	Audio		
453	Video		
	Licensed Databases		
454	Local		
455	State (state government or state library)		
456	Other cooperative agreements (or consortia) within state or region		
457	Total Licensed Databases		
458	Current Print Serial Subscriptions		
459	Current Electronic Serial Subscriptions		

Administrative Entity – Service Measures			
Item No.	Item	Current Year	Prior Year
500	Public Service Hours Per Year		
501	Library Visits		
502	Reference Transactions		
503	Registered Borrowers		
550	Total Circulation		
551	Children's Circulations		
552	Interlibrary Loans Provided to		
553	Interlibrary Loans Received From		

Administrative Entity – Programs/Other Electronic			
Item No.	Item	Current Year	Prior Year
	Library Programs		
600	Total Library Programs		
601	Children's Programs		
602	Total Program Attendance		
603	Children's Program Attendance		
	Other Electronic Information		
650	Internet Terminals Used by the General Public		
651	Users of Public Internet Computers Per Year		

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	Outlet				
Item No.	Item	Current Year		Prior Year	
700	FSCS ID and SEQ				
700a					
701	LIB ID				
702	Name				
702a	Name Status				
	Street Address				
703	Address				
703a	Address Status				
704	City				
705	ZIP Code				
706	ZIP+4				
707	County				
708	Phone				
709	Outlet Type Code		∇		
710	Metropolitan Status Code		∇		
711	Square Footage of Outlet				
712	Number of Bookmobiles				

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State Characteristics Data Element Definitions

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

#	Data Element Name	Data Element Definition
100	Reporting Period Starting Date	This is the earliest date (month and year) for a 12-month period that applies to the state's data being submitted to IMLS. 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.
101	Reporting Period Ending Date	This is the latest date (month and year) for a 12-month period that applies to the state's data being submitted to IMLS. 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.
102	Official State Total Population Estimate	This is the most recent official 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 official state sources.
103	Total Unduplicated Population of Legal Service Areas	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. 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 WebPLUS. 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 WebPLUS 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 WebPLUS. For states that do have overlaps in population of legal service areas served by individual libraries, this number must be calculated separately. Use your state's most recent official state population figures for jurisdictions in your state as the basis for calculating the total unduplicated population of legal service areas.

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Administrative Entity Data Element Definitions

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

#	Data Element Name	Data Element Definition
150	FSCS ID (Automatic Display)	This is the identification code assigned by WebPLUS to the administrative entity.
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 WebPLUS field length of 60 characters. Avoid abbreviations at the beginning of the name and do not punctuate abbreviations. (See Standard Abbreviations for WebPLUS in Appendix I.)

Street Address

#	Data Element Name	Data Element Definition
153	Street Address	This is the complete street address of the administrative entity.
		Note: Do not report a post office box or general delivery.
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.
156	ZIP+4 (of street address)	This is the four-digit postal ZIP code extension for the street address of the administrative entity.

Mailing Address

#	Data Element Name	Data Element Definition
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.
160	ZIP+4 (of mailing address)	This is the four-digit postal ZIP code extension 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 located.

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

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

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

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

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

Note: Include native Alaskan villages in this category.

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

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

OT—Other.

| 202 | Administrative Structure Code | This code identifies an autonomous library entity (administrative entity) that has its own governance and funding. |

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

Select one of the following:

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

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

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

203	FSCS Public Library Definition	Answer <Y>es or <N>o to the following question: "*Does this public library meet all the criteria of the FSCS public library definition?*"

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

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

Note: If the library meets all of the requirements of this definition, respond with a <Y>es. If the library does not meet one or more of the requirements, respond with a <N>o. |
| 204 | Geographic Code | Choose from among the following types of readily available Census Bureau geography, one code that either exactly or most nearly describes the geographic area for which the public library has been established to offer services and from which (or on behalf of which) the library derives revenue, plus any areas served under contract for which the library is the primary service provider.

Note: The Population of Legal Service Area (data element #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). |

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

205	Legal Service Area Boundary Change	Answer <Y>es or <N>o to the following question: "*Did the administrative entity's legal service area boundaries change since last year?*"

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). |
| 206 | Reporting Period Starting Date | 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.

Note: Reporting period means data for the fiscal year that ended in the previous calendar year. |
| 207 | Reporting Period Ending Date | 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.

Note: Reporting period means data for the fiscal year that ended in the previous calendar year. |
| 208 | Population of the Legal Service Area | 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.

Note: The determination of this population figure shall be the responsibility of the state library agency. This population figure should be based on the most recent official state population figures for jurisdictions in your state available from the State Data Center. The State Data Coordinator should obtain these figures annually from the State Data Center or other official state sources. |

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

Note: Each administrative entity may report either no central library or one central library. No administrative entity may report more than one central library. In the administrative entity file, this simply means reporting "0" or "1" for central library. Where two or more libraries are considered "centrals" for state or local purposes, one central library and one or more branch libraries should be reported. If you wish to identify a central library in the outlet file, identify the library with the largest collection as the central library, 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.

210	Number of Branch Libraries	A branch library is an auxiliary unit of an administrative entity which has at least all of the following:

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

211	Number of Bookmobiles	A bookmobile is a traveling branch library. It consists of at least all of the following:

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

Note: Count the number of vehicles in use, not the number of stops the vehicle makes.

PAID STAFF (FULL-TIME EQUIVALENT)

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

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).

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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 | 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.

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. |
|---|---|---|
| 301 | State Government Revenue | 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.

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). |
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.
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).

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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, serial back files, current serial subscriptions, government documents, and any other print acquisitions.
354	Electronic Materials Expenditures	Report all operating expenditures for electronic (digital) materials. Types of electronic materials include e-books, e-serials (including journals), government documents, databases (including locally mounted, full text or not), electronic files, reference tools, scores, maps, or pictures in electronic or digital format, including materials digitized by the library. Electronic materials can be distributed on magnetic tape, diskettes, computer software, CD-ROM, or other portable digital carrier, and can be accessed via a computer, via access to the Internet, or by using an e-book reader. Include expenditures for materials held locally and for remote materials for which permanent or temporary access rights have been acquired. Include expenditures for database licenses. [Note: Based on ISO 2789 definition.]

Note: Expenditures for computer software used to support library operations or to link to external networks, including the Internet, are reported under Other Operating Expenditures (data element #357).

355   Other Materials Expenditures   Report all operating expenditures for other materials, such as microform, audio, video, 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   This includes all expenditures other than those reported for Total Staff Expenditures (data element #352) and Total Collection Expenditures (data element #356).

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.

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.

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.

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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 collects data on selected types of materials. It does not cover all materials (i.e., microform, scores, maps, and pictures) for which expenditures are reported under Print Materials Expenditures, Electronic Materials Expenditures, and Other Materials Expenditures (data elements #353, #354, and #355). Under this category report only items the library has acquired as part of the collection and catalogued, whether purchased, leased, licensed, or donated as gifts.

450	Print Materials	Report a single figure that includes both of the following:

1. Books in print. Books are non-serial printed publications (including music and maps) that are bound in hard or soft covers, or in loose-leaf format. Include non-serial government documents. Report the number of physical units, including duplicates. For smaller libraries, if volume data are not available, count the number of titles. Books packaged together as a unit (e.g., a 2-volume set) and checked out as a unit are counted as one physical unit.

2. Serial back files in print. Serials are publications issued in successive parts, usually at regular intervals, that are intended to be continued indefinitely. Serials include periodicals (magazines); newspapers; annuals (reports, yearbooks, etc.); journals, memoirs, proceedings, and transactions of societies; and numbered monographic series. Government documents and reference tools are often issued as serials. Except for the current volume, count unbound serials as a volume when the library has at least half of the issues in a publisher's volume. Report the number of physical units, including duplicates. For smaller libraries, if volume data are not available, count the number of titles. Serials packaged together as a unit (e.g., a 2-volume serial monograph) and checked out as a unit are counted as one physical unit.

451	Electronic Books (E-Books)	E-books are digital documents (including those digitized by the library), licensed or not, where searchable text is prevalent, and which can be seen in analogy to a printed book (monograph). Include non-serial government documents. E-books are loaned to users on portable devices (e-book readers) or by transmitting the contents to the user's personal computer for a limited time. Include e-books held locally and remote e-books for which permanent or temporary access rights have been acquired. Report the number of physical or electronic units, including duplicates, for all outlets. For smaller libraries, if volume data are not available, the number of titles may be counted. E-books packaged together as a unit (e.g., multiple titles on a single e-book reader) and checked out as a unit are counted as one unit.

Note: Under this category report only items the library has selected as part of the collection and made accessible through the library's Online Public Access Catalog (OPAC).

452	Audio	These are materials on which sounds (only) are stored (recorded) and that can be reproduced (played back) mechanically, electronically, or both. Include records, audiocassettes, audio cartridges, audio discs (including audio-CD-ROMs), audio-reels, talking books, and other sound recordings.

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

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

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

Licensed Databases

Report the number of licensed databases (including locally mounted or remote, full-text or not) for which temporary or permanent access rights have been acquired through payment by the library, or by formal agreement with the State Library or a cooperative agreement within the state or region. A database is a collection of electronically stored data or unit records (facts, bibliographic data, abstracts, texts) with a common user interface and software for the retrieval and manipulation of the data.

Note: The data or records are usually collected with a particular intent and relate to a defined topic. A database may be issued on CD-ROM, diskette, or other direct access method, or as a computer file accessed via dial-up methods or via the Internet. Subscriptions to individual electronic serial titles are reported under Current Electronic Serial Subscriptions (data element #459). Each database is counted individually even if access to several databases is supported through the same vendor interface

Report the number of licensed databases acquired through payment or formal agreement, by source of access:

454*   Local

455*   State (state government
        or state library)

456*   Other cooperative agreements
        (or consortia) within state or
        region

457**   Total Licensed Databases   This is the sum of Local, State, and Other licensed databases (data
                                        elements #454 through #456).

Current Serial Subscriptions

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

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

| 459** | Current Electronic Serial Subscriptions | Report the number of current electronic, electronic and other format, and digital serial subscriptions (e-serials, e-journals), including duplicates, for all outlets. Examples include periodicals (magazines), news-papers, annuals, some government documents, some reference tools, and numbered monographic series distributed in the following ways: (a) via the Internet (e.g., HTML, PDF, JPEG, or compressed file formats such as zipped files), (b) on CD-ROM or other portable digital carrier, (c) on databases (including locally mounted databases), and (d) on diskettes or magnetic tapes. Electronic serial subscriptions include serials held locally or remote resources that the library has authorization to access, including those available through statewide or consortia agreements. Do not include subscriptions to indexing and abstracting databases that include full-text serial content (e.g., EBSCO Host, ProQuest, OCLC FirstSearch). |

SERVICES

500	Public Service Hours Per Year	This is the sum of annual public service hours for outlets.
		Note: Include the hours open for public service for Centrals (data element #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.
501	Library Visits	This is the total number of persons entering the library for whatever purpose during the year.
		Note: If an actual count of visits is unavailable, determine an annual estimate by counting visits during a typical week in October and multiplying the count by 52. A "typical week" is a time that is neither unusually busy nor unusually slow. Avoid holiday times, vacation periods for key staff, or days when unusual events are taking place in the community or the library. Choose a week in which the library is open its regular hours. Include seven consecutive calendar days, from Sunday through Saturday (or whenever the library is usually open).

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502	Reference Transactions	A reference transaction is an information contact which involves the knowledge, use, recommendations, interpretation, or instruction in the use of one or more information sources by a member of the library staff. It includes information and referral services. Information sources include printed and non-printed materials, machine-readable databases, catalogs and other holdings records, and, through communication or referral, other libraries and institutions and people inside and outside the library. The request may come in person, by phone, by fax, or by mail, electronic mail, or through live or networked electronic reference service from an adult, a young adult, or a child.
		Do not count directional transactions or questions of rules or policies. Examples of directional transactions are "*Where are the children's books?*" and "*I'm looking for a book with the call number 811.2G.*" An example of a question of rules or policies is "*Are you open until 9:00 tonight?*"
		Note: If an annual count of reference transactions is unavailable, determine an annual estimate by counting reference transactions during a typical week in October and multiply the count by 52. A "typical week" is a time that is neither unusually busy nor unusually slow. Avoid holiday times, vacation periods for key staff, or days when unusual events are taking place in the community or in the library. Choose a week in which the library is open its regular hours. Include seven consecutive calendar days, from Sunday through Saturday (or whenever the library is usually open).
503*	Number of Registered Borrowers	A registered borrower 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 and gain access to other library resources. (*Output Measures for Public Libraries, 2nd edition*).
		Note: Files should have been purged within the past three (3) years.
550	Total Circulation	The total annual circulation of all library materials of all types, including renewals.
		Note: Count all materials in all formats that are charged out for use outside the library. Interlibrary loan transactions included are only items borrowed for users. Do not include items checked out to another library.
551	Circulation of Children's Materials	The total annual circulation of all children's materials in all formats to all users, including renewals.

INTER-LIBRARY LOANS

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

| 553 | Received From | These are library materials, or copies of the materials, received by one autonomous library from another upon request. The libraries involved in interlibrary loans are not under the same library administration. These data are reported as annual figures. |

LIBRARY PROGRAMS

| 600 | Total Number of Library Programs | A program is any planned event which introduces the group attending to any of the broad range of library services or activities or which directly provides information to participants. Programs may cover use of the library, library services, or library tours. Programs may also provide cultural, recreational, or educational information, often designed to meet a specific social need. Examples of these types of programs include film showings, lectures, story hours, literacy, English as a second language, citizenship classes, and book discussions.

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

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

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

| 601 | Number of Children's Programs | A children's program is any planned event for which the primary audience is children and which introduces the group of children attending to any of the broad range of library services or activities for children or which directly provides information to participants. Children's programs may cover use of the library, library services, or library tours. Children's programs may also provide cultural, recreational, or educational information, often designed to meet a specific social need. Examples of these types of programs include story hours and summer reading events.

Count all children's programs, whether held on- or off-site, that are sponsored or co-sponsored by the library. Do not include children's programs sponsored by other groups that use library facilities. If children's programs are offered as a series, count each program in the series. For example, a story hour offered once a week, 48 weeks a year, should be counted as 48 programs. Exclude library activities for children delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, homework assistance, and mentoring activities. This figure is a subset of the Total Number of Library Programs (data element #600). |

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

602   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.)

603   Children's Program Attendance

The count of the audience at all programs for which the primary audience is children 14 years and under. Include adults who attend programs intended primarily for children.

Note: Do not count attendance at library activities for children that are delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, homework assistance, and mentoring activities. (See Number of Children's Programs, data element #601, for the definition of a children's library program.)

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.

651***   Number of Users of Public Internet Computers Per Year

Report the total number of individuals that have used 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 users 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 users.

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

* New data element
** Renumbered data elements
*** Revised data element name or definition

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Outlet Data Element Definitions

#	Data Element Name	Data Element Definition
700	FSCS ID and SEQ (Automatic Display)	This is the identification code assigned by WebPLUS. 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.
701	LIB ID (Optional)	This is the state-assigned identification code for the outlet.
702	Name	This is the legal name of the outlet.
		Note: Provide the legal name of the outlet. Do not use acronyms. Do not abbreviate the name unless it exceeds the WebPLUS field length of 60 characters. Avoid abbreviations at the beginning of the name and do not punctuate abbreviations. (See Standard Abbreviations for WebPLUS in Appendix I.)
703	Street Address	This is the complete street address of the outlet.
		Note: Do not report a post office box or general delivery. For a bookmobile that operates from an administrative entity, branch, or central library, report the address of the administrative entity, branch or central library from which it operates. For a bookmobile that is itself the administrative entity, report the address where the bookmobile is parked at night.
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.
706	ZIP+4	This is the four-digit postal ZIP code extension for the street address of the outlet.
707	County of the Outlet	This is the county in which the outlet is located.
708	Phone	This is the telephone number of the outlet, including area code.
		Note: Report telephone number without spacing or punctuation. If the outlet has no phone, enter "–3" (for Not Applicable).

709   Outlet Type Code

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

Select one of the following:

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

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

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

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

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

Note: A separate outlet record may be created for each bookmobile. You may wish to create separate outlet records for individual bookmobiles if (1) they have different addresses and/or (2) they have different Metropolitan Status Codes (see outlet data element #710). Alternatively, a bookmobile outlet record may include more than one bookmobile.

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

Note: Each administrative entity may report either no central library or one central library. No administrative entity may report more than one central library. If you wish to identify a central library in the outlet file, identify the library with the largest collection as the central library, 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.

710	Metropolitan Status Code	Select one of the following. Bookmobiles should report the code which best describes their primary service area.

Note: Contact the State Data Center for specific information about Metropolitan Areas in your state.

CC—Central City. The largest central city and, in some cases, up to two additional central cities are included in the title of the Metropolitan Area; there also are central cities that are not included in a Metropolitan Area title. A Metropolitan Area central city does not include any part of that city that extends outside the Metropolitan Area boundary.

NC—Metropolitan Area, but Not Within Central City Limits. A large population nucleus, together with adjacent communities that have a high degree of economic and social integration with that nucleus. Some Metropolitan Areas are defined around two or more nuclei. Each Metropolitan Area must contain a place with a minimum population of 50,000 or a Census Bureau-defined urbanized area and a total Metropolitan Area population of at least 100,000 (75,000 in New England). A Metropolitan Area comprises one or more central counties. (Independent cities are considered county equivalents.) A Metropolitan Area may also include one or more outlying counties that have close economic and social relationships with the central county. An outlying county must have a specified level of commuting to the central counties and also must meet certain standards regarding metropolitan character, such as population density, urban population, and population growth. In New England, Metropolitan Areas are composed of cities and towns rather than whole counties.

NO—Not in a Metropolitan Area.

711	Square Footage of Outlet	Provide the area, in square feet, of the public library outlet (central library or branch). Report the total area in square feet for each library outlet (central library or branch) separately. This is the area on all floors enclosed by the outer walls of the library outlet. Include all areas occupied by the library outlet, including those areas off-limits to the public. Include any areas shared with another agency or agencies if the outlet has use of that area.

| 712 | Number of Bookmobiles in the Bookmobile Outlet Record | The number of bookmobiles in the bookmobile outlet record. |

Note: A bookmobile outlet record may include one or more bookmobiles. Complete this data element only if the outlet record is of the type BS—Bookmobile(s) (see outlet data element #709). A bookmobile is a traveling branch library. It consists of at least all of the following:

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

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0   If the variable was not imputed.

1   If Method 1 (mean growth rate) was used with 2005 data.

2   If Method 1 was used with 2004 data.

3   If Method 2 (hot-deck growth rate) was used with 2005 data.

4   If Method 2 was used with 2004 data.

5   If adjusted cell mean was used (the ratio of population of legal service area to the cell mean population of legal service area was used to adjust the imputed value).

6   If unadjusted cell mean was used.

7   If, for library visits, there is no prior year data, the ratio of 2006 total library visits to total population of legal service area for the respondents in the imputation cell was multiplied by the nonrespondent's 2006 population value.

8   If, for children's program attendance, the ratio of the nonrespondent's 2005 children's program attendance to library visits was multiplied by the nonrespondent's 2006 library visits. Likewise, for children's circulation, the ratio of the nonrespondent's 2004 children's circulation to total circulation was multiplied by the nonrespondent's 2005 total circulation. Likewise for other variables.

9   If, for children's program attendance, the ratio of the nonrespondent's 2004 children's program attendance to library visits was multiplied by the nonrespondent's 2006 library visits. Likewise, for children's circulation, the ratio of the nonrespondent's 2004 children's circulation to total circulation was multiplied by the nonrespondent's 2006 total circulation. Likewise for other variables.

10   If, for children's program attendance, there is no prior year data, the ratio of 2006 total children's program attendance to total library visits for the respondents in the imputation cell was multiplied by the nonrespondent's 2006 library visits. Likewise, for children's circulation, the ratio of 2006 total children's circulation to total circulation for the respondents in the imputation cell was multiplied by the nonrespondent's 2006 total circulation. Likewise for other variables.

11   If, for a derived variable, the variable was imputed through a derivation when checking for consistency.

12   If, for library visits, (F_VISITS [library visits imputation flag] > 0 and F_KIDATT [children's program attendance imputation flag] = 0) and (children's program attendance > library visits), the ratio of the nonrespondent's 2005 library visits to children's program attendance was multiplied by the nonrespondent's 2006 children's program attendance. This is tantamount to using the inverse of the ratio used in imputation Flag 8 above. Likewise, for total circulation, the ratio of the nonrespondent's 2005 total circulation to children's circulation was multiplied by the nonrespondent's 2006 children's circulation. Likewise for other variables.

13   If, for library visits, (F_VISITS [library visits imputation flag] > 0 and F_KIDATT [children's program attendance imputation flag] = 0) and (children's program attendance > library visits), the ratio of the nonrespondent's 2004 library visits to children's program attendance was multiplied by the nonrespondent's 2006 children's program attendance. This is tantamount to using the inverse of the ratio used in imputation Flag 9 above. Likewise, for total circulation, the ratio of the nonrespondent's 2004 total circulation to children's circulation was multiplied by the nonrespondent's 2006 children's circulation. Likewise for other variables.

14   If, for library visits, (F_VISITS [library visits imputation flag] > 0 and F_KIDATT [children's program attendance imputation flag] = 0) and (children's program attendance > library visits) and, in addition, there is no prior year data, the ratio of 2006 total library visits to total children's program attendance for the respondents in the imputation cell was multiplied by the nonrespondent's 2006 children's program

attendance. This is tantamount to using the inverse of the ratio used in imputation Flag 10 above. Likewise, for total circulation, the ratio of 2006 total circulation to total children's circulation for the respondents in the imputation cell was multiplied by the respondent's 2006 children's circulation. Likewise for other variables.

15   If, for population of legal service area, the 2006 data are missing, a prior year value was used or a value was obtained from IMLS.

16   If, for a derived variable, the variable was imputed through a derivation during the imputation process.

17   If, for a derived variable, the variable was imputed through a derivation during the post-imputation verification check process.

18   If, for detail expenditure/revenue variables, the value was imputed by nonrespondent's 2005 ratio of the detail expenditure/revenue variables to the total expenditure/revenue variable multiplied by the 2006 total expenditure/revenue variable. Likewise for other variables.

19   If, for detail expenditure/revenue variables, the value was imputed by nonrespondent's 2004 ratio of the detail expenditure/revenue variables to the total expenditure/revenue variable multiplied by the 2006 total expenditure/revenue variable. Likewise for other variables.

20   If there were no reported data, and the missing data were not imputed (used for variables that might be imputed in future years, and for outlying areas that were partial or total nonrespondent's).

21   If a detail variable (e.g., salaries, total collection expenditures) was adjusted by the current year respondent mean or median ratio of the detail variable to the total.

22   If total staff expenditures was imputed using the nonrespondent's 2005 ratio of total staff expenditures to salaries multiplied by 2006 salaries.

23   If salaries was imputed using the nonrespondent's 2005 ratio of salaries to total staff expenditures multiplied by 2006 total staff expenditures.

24   If annual public service hours was adjusted by multiplying this year's total outlets by the ratio of 2005 annual public service hours to 2005 total outlets. This method was used when the number of total outlets changed.

25   If annual public service hours was adjusted by multiplying this year's total outlets by the ratio of 2004 annual public service hours to 2004 total outlets. This method was used when the number of total outlets changed from the prior year to the current year.

26   If loans to or loans from was imputed using the 2005 ratio of loans to/loans from or the 2005 inverse ratio multiplied by the nonrespondent's 2006 loans to or loans from.

27   If loans to or loans from was imputed using the 2004 ratio of loans to/loans from or the 2004 inverse ratio multiplied by the nonrespondent's 2006 loans to or loans from.

28   If value was obtained from reported data (CAPITAL + TOTOPEXP) for imputation purpose.

29   Not used.

30   If the same method as imputation Method 1 was used but with 2005 imputed data instead of reported data. This was done only when the imputed data used was based on past reported data.

31   If the same method as imputation Method 2 was used but with 2004 imputed data instead of reported data. This was done only when the imputed data used was based on past reported data.

32   If adjusted by 2005 response to state total.

33   If adjusted cell median was used.

Appendix G – Imputation Flags and Definitions for Public Library Data File

34   If unadjusted cell median was used.

35   If 2005 data were carried forward.

36   If 2004 data were carried forward.

37   If after IMLS review of imputed file a special imputation procedure was used.

38   If electronic users were imputed using the 2006 general public Internet terminals multiplied by the 2005 ratio of electronic users to general public Internet terminals.

39   If electronic users were imputed using the 2006 general public Internet terminals multiplied by the 2004 ratio of electronic users to general public Internet terminals.

40   If electronic users was imputed using the 2006 general public Internet terminals times the 2006 cell median ratio of electronic users to general public Internet terminals.

41   If total staff expenditures was imputed using the nonrespondent's 2005 ratio of total staff expenditures to total staff and multiplied by the 2006 total staff.

42   If total staff expenditures was imputed using the nonrespondent's 2004 ratio of total staff expenditures to total staff and multiplied by the 2006 total staff.

43   If total staff expenditures was imputed using the mean or median ratio of total staff expenditures to total staff and multiplied by the 2006 total staff.

98   Blank (reserved for future use).

99   If data were suppressed (to protect confidentiality of respondents) (public-use file only).

Appendix H—Imputation Flag Frequencies for Public Library Data File

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

STARTDAT - IMPUTATION FLAG

F_STDAT	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	9,214	99.97	9,214	99.97
20	3	0.03	9,217	100.00

ENDDATE - IMPUTATION FLAG

F_ENDDAT	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	9,214	99.97	9,214	99.97
20	3	0.03	9,217	100.00

POPU_LSA - IMPUTATION FLAG

F_POPLSA	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	9,214	99.97	9,214	99.97
20	3	0.03	9,217	100.00

POPU_UND - IMPUTATION FLAG

F_POPUND	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	9,214	99.97	9,214	99.97
20	3	0.03	9,217	100.00

CENTLIB - IMPUTATION FLAG

F_CENLIB	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	9,214	99.97	9,214	99.97
20	3	0.03	9,217	100.00

BRANLIB - IMPUTATION FLAG

F_BRLIB	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	9,214	99.97	9,214	99.97
20	3	0.03	9,217	100.00

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BKMOB - IMPUTATION FLAG

F_BKMOB	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	9,214	99.97	9,214	99.97
20	3	0.03	9,217	100.00

MASTER - IMPUTATION FLAG

F_MASTER	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	8,954	97.15	8,954	97.15
1	104	1.13	9,058	98.27
2	1	0.01	9,059	98.29
5	93	1.01	9,152	99.29
16	3	0.03	9,155	99.33
20	3	0.03	9,158	99.36
30	47	0.51	9,205	99.87
31	12	0.13	9,217	100.00

LIBRARIA - IMPUTATION FLAG

F_LIBRAR	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	8,964	97.26	8,964	97.26
1	65	0.71	9,029	97.96
2	1	0.01	9,030	97.97
5	54	0.59	9,084	98.56
16	36	0.39	9,120	98.95
17	2	0.02	9,122	98.97
20	3	0.03	9,125	99.00
30	76	0.82	9,201	99.83
31	16	0.17	9,217	100.00

Appendix H—Imputation Flag Frequencies for Public Library Data File

OTHPAID - IMPUTATION FLAG

F_OTHSTF	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	8,964	97.26	8,964	97.26
1	59	0.64	9,023	97.90
2	2	0.02	9,025	97.92
5	55	0.60	9,080	98.51
16	1	0.01	9,081	98.52
17	6	0.07	9,087	98.59
20	3	0.03	9,090	98.62
30	111	1.20	9,201	99.83
31	16	0.17	9,217	100.00

TOTSTAFF - IMPUTATION FLAG

F_TOTSTF	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	9,005	97.70	9,005	97.70
16	209	2.27	9,214	99.97
20	3	0.03	9,217	100.00

LOCGVT - IMPUTATION FLAG

F_LOCGVT	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	8,964	97.26	8,964	97.26
3	173	1.88	9,137	99.13
17	1	0.01	9,138	99.14
18	22	0.24	9,160	99.38
20	3	0.03	9,163	99.41
33	54	0.59	9,217	100.00

STGVT - IMPUTATION FLAG

F_STGVT	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	8,967	97.29	8,967	97.29
3	159	1.73	9,126	99.01
11	22	0.24	9,148	99.25
18	22	0.24	9,170	99.49
20	3	0.03	9,173	99.52
33	44	0.48	9,217	100.00

Appendix H—Imputation Flag Frequencies for Public Library Data File

FEDGVT - IMPUTATION FLAG

F_FEDGVT	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	8,970	97.32	8,970	97.32
3	172	1.87	9,142	99.19
18	22	0.24	9,164	99.42
20	3	0.03	9,167	99.46
33	50	0.54	9,217	100.00

OTHINCM - IMPUTATION FLAG

F_OTHINC	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	8,962	97.23	8,962	97.23
3	166	1.80	9,128	99.03
17	1	0.01	9,129	99.05
18	22	0.24	9,151	99.28
20	3	0.03	9,154	99.32
33	63	0.68	9,217	100.00

TOTINCM - IMPUTATION FLAG

F_TOTINC	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	8,974	97.36	8,974	97.36
16	240	2.60	9,214	99.97
20	3	0.03	9,217	100.00

SALARIES - IMPUTATION FLAG

F_SALX	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	5,724	62.10	5,724	62.10
17	1	0.01	5,725	62.11
20	3	0.03	5,728	62.15
21	73	0.79	5,801	62.94
99	3,416	37.06	9,217	100.00

Appendix H—Imputation Flag Frequencies for Public Library Data File

BENEFIT - IMPUTATION FLAG

F_BENX	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	5,696	61.80	5,696	61.80
16	23	0.25	5,719	62.05
17	79	0.86	5,798	62.91
20	3	0.03	5,801	62.94
99	3,416	37.06	9,217	100.00

STAFFEXP - IMPUTATION FLAG

F_TOSTFX	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	5,718	62.04	5,718	62.04
1	35	0.38	5,753	62.42
2	1	0.01	5,754	62.43
5	21	0.23	5,775	62.66
17	14	0.15	5,789	62.81
20	3	0.03	5,792	62.84
30	7	0.08	5,799	62.92
31	2	0.02	5,801	62.94
99	3,416	37.06	9,217	100.00

PRMATEXP - IMPUTATION FLAG

F_PRMATX	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	8,822	95.71	8,822	95.71
1	77	0.84	8,899	96.55
2	1	0.01	8,900	96.56
8	1	0.01	8,901	96.57
11	5	0.05	8,906	96.63
18	126	1.37	9,032	97.99
19	9	0.10	9,041	98.09
20	3	0.03	9,044	98.12
21	8	0.09	9,052	98.21
30	27	0.29	9,079	98.50
31	20	0.22	9,099	98.72
33	3	0.03	9,102	98.75
35	115	1.25	9,217	100.00

Appendix H—Imputation Flag Frequencies for Public Library Data File

ELMATEXP - IMPUTATION FLAG

F_ELMATX	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	8,875	96.29	8,875	96.29
1	164	1.78	9,039	98.07
5	101	1.10	9,140	99.16
8	1	0.01	9,141	99.18
20	3	0.03	9,144	99.21
21	8	0.09	9,152	99.29
30	33	0.36	9,185	99.65
31	13	0.14	9,198	99.79
33	19	0.21	9,217	100.00

OTHMATEX - IMPUTATION FLAG

F_OTMATX	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	8,817	95.66	8,817	95.66
1	125	1.36	8,942	97.02
2	9	0.10	8,951	97.11
11	4	0.04	8,955	97.16
17	110	1.19	9,065	98.35
20	3	0.03	9,068	98.38
30	36	0.39	9,104	98.77
31	5	0.05	9,109	98.83
33	3	0.03	9,112	98.86
35	105	1.14	9,217	100.00

TOTEXPCO - IMPUTATION FLAG

F_TOCOLX	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	8,924	96.82	8,924	96.82
17	290	3.15	9,214	99.97
20	3	0.03	9,217	100.00

OTHOPEXP - IMPUTATION FLAG

F_OTHOPX	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	5,750	62.38	5,750	62.38
16	48	0.52	5,798	62.91
20	3	0.03	5,801	62.94
99	3,416	37.06	9,217	100.00

Appendix H—Imputation Flag Frequencies for Public Library Data File

TOTOPEXP - IMPUTATION FLAG

F_TOTOPX	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	8,910	96.67	8,910	96.67
1	52	0.56	8,962	97.23
5	126	1.37	9,088	98.60
16	78	0.85	9,166	99.45
17	30	0.33	9,196	99.77
20	3	0.03	9,199	99.80
30	18	0.20	9,217	100.00

LCAP_REV - IMPUTATION FLAG

F_LCAPRV	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	8,948	97.08	8,948	97.08
17	241	2.61	9,189	99.70
18	2	0.02	9,191	99.72
20	3	0.03	9,194	99.75
21	22	0.24	9,216	99.99
33	1	0.01	9,217	100.00

SCAP_REV - IMPUTATION FLAG

F_SCAPRV	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	8,944	97.04	8,944	97.04
17	241	2.61	9,185	99.65
18	11	0.12	9,196	99.77
19	1	0.01	9,197	99.78
20	3	0.03	9,200	99.82
33	17	0.18	9,217	100.00

FCAP_REV - IMPUTATION FLAG

F_FCAPRV	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	8,944	97.04	8,944	97.04
17	240	2.60	9,184	99.64
18	2	0.02	9,186	99.66
20	3	0.03	9,189	99.70
33	28	0.30	9,217	100.00

Appendix H—Imputation Flag Frequencies for Public Library Data File

OCAP_REV - IMPUTATION FLAG

F_OCAPRV	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	8,947	97.07	8,947	97.07
17	267	2.90	9,214	99.97
20	3	0.03	9,217	100.00

CAP_REV - IMPUTATION FLAG

F_TCAPRV	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	8,947	97.07	8,947	97.07
1	110	1.19	9,057	98.26
17	6	0.07	9,063	98.33
20	3	0.03	9,066	98.36
30	34	0.37	9,100	98.73
31	26	0.28	9,126	99.01
33	91	0.99	9,217	100.00

CAPITAL - IMPUTATION FLAG

F_TCAPX	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	8,970	97.32	8,970	97.32
5	159	1.73	9,129	99.05
16	85	0.92	9,214	99.97
20	3	0.03	9,217	100.00

BKVOL - IMPUTATION FLAG

F_BKVOL	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	8,971	97.33	8,971	97.33
1	86	0.93	9,057	98.26
5	98	1.06	9,155	99.33
20	3	0.03	9,158	99.36
30	40	0.43	9,198	99.79
31	19	0.21	9,217	100.00

Appendix H—Imputation Flag Frequencies for Public Library Data File

EBOOK - IMPUTATION FLAG

F_EBOOK	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	8,794	95.41	8,794	95.41
1	203	2.20	8,997	97.61
20	3	0.03	9,000	97.65
30	65	0.71	9,065	98.35
31	43	0.47	9,108	98.82
33	109	1.18	9,217	100.00

AUDIO - IMPUTATION FLAG

F_AUDIO	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	8,967	97.29	8,967	97.29
1	90	0.98	9,057	98.26
5	92	1.00	9,149	99.26
20	3	0.03	9,152	99.29
30	47	0.51	9,199	99.80
31	18	0.20	9,217	100.00

VIDEO - IMPUTATION FLAG

F_VIDEO	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	8,966	97.28	8,966	97.28
5	248	2.69	9,214	99.97
20	3	0.03	9,217	100.00

DB_LOC - IMPUTATION FLAG

F_DB_LOC	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	8,913	96.70	8,913	96.70
20	304	3.30	9,217	100.00

DB_ST - IMPUTATION FLAG

F_DB_ST	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	8,913	96.70	8,913	96.70
20	304	3.30	9,217	100.00

Appendix H—Imputation Flag Frequencies for Public Library Data File

DB_OTH - IMPUTATION FLAG

F_DB_OTH	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	8,887	96.42	8,887	96.42
11	1	0.01	8,888	96.43
20	329	3.57	9,217	100.00

DATABASE - IMPUTATION FLAG

F_DBASE	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	8,913	96.70	8,913	96.70
1	142	1.54	9,055	98.24
11	3	0.03	9,058	98.27
20	3	0.03	9,061	98.31
30	40	0.43	9,101	98.74
31	31	0.34	9,132	99.08
33	85	0.92	9,217	100.00

SUBSCRIP - IMPUTATION FLAG

F_PRSUB	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	8,963	97.24	8,963	97.24
1	84	0.91	9,047	98.16
5	98	1.06	9,145	99.22
20	3	0.03	9,148	99.25
30	49	0.53	9,197	99.78
31	20	0.22	9,217	100.00

ESUBSCRP - IMPUTATION FLAG

F_ESUB	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	8,852	96.04	8,852	96.04
1	104	1.13	8,956	97.17
5	108	1.17	9,064	98.34
20	3	0.03	9,067	98.37
30	65	0.71	9,132	99.08
31	85	0.92	9,217	100.00

Appendix H—Imputation Flag Frequencies for Public Library Data File

HRS_OPEN - IMPUTATION FLAG

F_HRS_OP	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	9,081	98.52	9,081	98.52
1	56	0.61	9,137	99.13
6	75	0.81	9,212	99.95
20	3	0.03	9,215	99.98
24	2	0.02	9,217	100.00

VISITS - IMPUTATION FLAG

F_VISITS	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	8,583	93.12	8,583	93.12
1	145	1.57	8,728	94.69
7	370	4.01	9,098	98.71
14	1	0.01	9,099	98.72
20	3	0.03	9,102	98.75
30	74	0.80	9,176	99.56
31	41	0.44	9,217	100.00

REFERENC - IMPUTATION FLAG

F_REFER	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	8,478	91.98	8,478	91.98
1	150	1.63	8,628	93.61
20	3	0.03	8,631	93.64
30	91	0.99	8,722	94.63
31	54	0.59	8,776	95.22
33	441	4.78	9,217	100.00

REGBOR - IMPUTATION FLAG

F_REGBOR	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	8,700	94.39	8,700	94.39
20	517	5.61	9,217	100.00

Appendix H—Imputation Flag Frequencies for Public Library Data File

TOTCIR - IMPUTATION FLAG

F_TOTCIR	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	8,963	97.24	8,963	97.24
1	80	0.87	9,043	98.11
20	3	0.03	9,046	98.14
30	41	0.44	9,087	98.59
31	13	0.14	9,100	98.73
33	117	1.27	9,217	100.00

KIDCIRCL - IMPUTATION FLAG

F_KIDCIR	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	8,731	94.73	8,731	94.73
8	101	1.10	8,832	95.82
9	60	0.65	8,892	96.47
10	322	3.49	9,214	99.97
20	3	0.03	9,217	100.00

LOANTO - IMPUTATION FLAG

F_LOANTO	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	8,882	96.37	8,882	96.37
20	3	0.03	8,885	96.40
26	32	0.35	8,917	96.75
33	300	3.25	9,217	100.00

LOANFM - IMPUTATION FLAG

F_LOANFM	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	8,919	96.77	8,919	96.77
20	3	0.03	8,922	96.80
26	9	0.10	8,931	96.90
33	286	3.10	9,217	100.00

Appendix H—Imputation Flag Frequencies for Public Library Data File

TOTPRO - IMPUTATION FLAG

F_TOTPRO	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	8,947	97.07	8,947	97.07
1	86	0.93	9,033	98.00
8	21	0.23	9,054	98.23
20	3	0.03	9,057	98.26
21	95	1.03	9,152	99.29
30	65	0.71	9,217	100.00

KIDPRO - IMPUTATION FLAG

F_KIDPRO	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	8,943	97.03	8,943	97.03
1	2	0.02	8,945	97.05
8	224	2.43	9,169	99.48
11	1	0.01	9,170	99.49
17	37	0.40	9,207	99.89
20	3	0.03	9,210	99.92
33	7	0.08	9,217	100.00

TOTATTEN - IMPUTATION FLAG

F_TOTATT	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	8,927	96.85	8,927	96.85
1	1	0.01	8,928	96.86
8	150	1.63	9,078	98.49
10	2	0.02	9,080	98.51
17	41	0.44	9,121	98.96
20	3	0.03	9,124	98.99
21	93	1.01	9,217	100.00

Appendix H – Imputation Flag Frequencies for Public Library Data File

KIDATTEN - IMPUTATION FLAG

F_KIDATT	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	8,940	96.99	8,940	96.99
8	88	0.95	9,028	97.95
9	10	0.11	9,038	98.06
10	138	1.50	9,176	99.56
11	1	0.01	9,177	99.57
17	37	0.40	9,214	99.97
20	3	0.03	9,217	100.00

GPTERMS - IMPUTATION FLAG

F_GPTERM	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	8,971	97.33	8,971	97.33
20	3	0.03	8,974	97.36
34	3	0.03	8,977	97.40
35	240	2.60	9,217	100.00

PITUSR - IMPUTATION FLAG

F_PITUSR	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	8,668	94.04	8,668	94.04
16	98	1.06	8,766	95.11
20	3	0.03	8,769	95.14
38	440	4.77	9,209	99.91
40	8	0.09	9,217	100.00

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

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

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

POPU_LSA - IMPUTATION FLAG

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

POPU_UND - IMPUTATION FLAG

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

POPU_ST - IMPUTATION FLAG

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

CENTLIB - IMPUTATION FLAG

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

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

BRANLIB - IMPUTATION FLAG

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

BKMOB - IMPUTATION FLAG

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

MASTER - IMPUTATION FLAG

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

LIBRARIA - IMPUTATION FLAG

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

OTHPAID - IMPUTATION FLAG

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

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

TOTSTAFF - IMPUTATION FLAG

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

LOCGVT - IMPUTATION FLAG

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

STGVT - IMPUTATION FLAG

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

FEDGVT - IMPUTATION FLAG

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

OTHINCM - IMPUTATION FLAG

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

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

TOTINCM - IMPUTATION FLAG

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

SALARIES - IMPUTATION FLAG

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

BENEFIT - IMPUTATION FLAG

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

STAFFEXP - IMPUTATION FLAG

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

PRMATEXP - IMPUTATION FLAG

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

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

ELMATEXP - IMPUTATION FLAG

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

OTHMATEX - IMPUTATION FLAG

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

TOTEXPCO - IMPUTATION FLAG

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

OTHOPEXP - IMPUTATION FLAG

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

TOTOPEXP - IMPUTATION FLAG

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

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

LCAP_REV - IMPUTATION FLAG

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

SCAP_REV - IMPUTATION FLAG

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

FCAP_REV - IMPUTATION FLAG

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

OCAP_REV - IMPUTATION FLAG

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

CAP_REV - IMPUTATION FLAG

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

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

CAPITAL - IMPUTATION FLAG

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

BKVOL - IMPUTATION FLAG

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

EBOOK - IMPUTATION FLAG

F_EBOOK	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	17	31.48	17	31.48
1	32	59.26	49	90.74
2	2	3.70	51	94.44
3	3	5.56	54	100.00

AUDIO - IMPUTATION FLAG

F_AUDIO	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	27	50.00	27	50.00
1	23	42.59	50	92.59
2	1	1.85	51	94.44
3	3	5.56	54	100.00

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

VIDEO - IMPUTATION FLAG

F_VIDEO	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	26	48.15	26	48.15
1	24	44.44	50	92.59
2	1	1.85	51	94.44
3	3	5.56	54	100.00

DB_LOC - IMPUTATION FLAG

F_DB_LOC	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	31	57.41	31	57.41
1	18	33.33	49	90.74
2	2	3.70	51	94.44
3	3	5.56	54	100.00

DB_ST - IMPUTATION FLAG

F_DB_ST	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	29	53.70	29	53.70
1	20	37.04	49	90.74
2	2	3.70	51	94.44
3	3	5.56	54	100.00

DB_OTH - IMPUTATION FLAG

F_DB_OTH	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	28	51.85	28	51.85
1	21	38.89	49	90.74
2	2	3.70	51	94.44
3	3	5.56	54	100.00

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

DATABASE - IMPUTATION FLAG

F_DBASE	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	29	53.70	29	53.70
1	20	37.04	49	90.74
2	2	3.70	51	94.44
3	3	5.56	54	100.00

SUBSCRIP - IMPUTATION FLAG

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

ESUBSCRP - IMPUTATION FLAG

F_ESUB	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	20	37.04	20	37.04
1	29	53.70	49	90.74
2	2	3.70	51	94.44
3	3	5.56	54	100.00

HRS_OPEN - IMPUTATION FLAG

F_HRS_OP	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	31	57.41	31	57.41
1	20	37.04	51	94.44
3	3	5.56	54	100.00

VISITS - IMPUTATION FLAG

F_VISITS	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	15	27.78	15	27.78
1	36	66.67	51	94.44
3	3	5.56	54	100.00

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

REFERENC - IMPUTATION FLAG

F_REFER	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	13	24.07	13	24.07
1	37	68.52	50	92.59
2	1	1.85	51	94.44
3	3	5.56	54	100.00

REGBOR - IMPUTATION FLAG

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

TOTCIR - IMPUTATION FLAG

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

KIDCIRCL - IMPUTATION FLAG

F_KIDCIR	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	16	29.63	16	29.63
1	34	62.96	50	92.59
2	1	1.85	51	94.44
3	3	5.56	54	100.00

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

LOANTO - IMPUTATION FLAG

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

LOANFM - IMPUTATION FLAG

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

TOTPRO - IMPUTATION FLAG

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

KIDPRO - IMPUTATION FLAG

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

TOTATTEN - IMPUTATION FLAG

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

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

KIDATTEN - IMPUTATION FLAG

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

GPTERMS - IMPUTATION FLAG

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

PITUSR - IMPUTATION FLAG

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

STARTDAT - IMPUTATION FLAG

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

ENDDATE - IMPUTATION FLAG

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

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

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

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

SQ_FEET - IMPUTATION FLAG

F_SQ_FT	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	16,900	97.43	16,900	97.43
20	416	2.40	17,316	99.83
35	30	0.17	17,346	100.00

L_NUM_BM - IMPUTATION FLAG

F_BKMOB	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	17,331	99.91	17,331	99.91
35	15	0.09	17,346	100.00
F_BKMOB	Frequency	Percent	Cumulative Frequency	Cumulative Percent

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

Frequencies of Categorical Variables

INTERLIBRARY RELATIONSHIP

C_RELATN	Frequency	Percent	Cumulative Frequency	Cumulative Percent
HQ	111	1.20	111	1.20
ME	6,945	75.35	7,056	76.55
NO	2,161	23.45	9,217	100.00

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

LEGAL BASIS

C_LEGBAS	Frequency	Percent	Cumulative Frequency	Cumulative Percent
CC	109	1.18	109	1.18
CI	4,863	52.76	4,972	53.94
CO	908	9.85	5,880	63.80
LD	1,337	14.51	7,217	78.30
MJ	313	3.40	7,530	81.70
NL	45	0.49	7,575	82.19
NP	1,367	14.83	8,942	97.02
OT	92	1.00	9,034	98.01
SD	183	1.99	9,217	100.00

CC–City/County
CI–Municipal Government (city, town, or village)
CO–County/Parish
LD–Library District
MJ–Multi-jurisdictional

NL–Native American Tribal Government
NP–Non-profit Association or Agency
SD–School District
OT–Other
M–Missing (unknown, not reported)

ADMINISTRATIVE STRUCTURE

C_ADMIN	Frequency	Percent	Cumulative Frequency	Cumulative Percent
MA	126	1.37	126	1.37
MO	1,629	17.67	1,755	19.04
SO	7,462	80.96	9,217	100.00

MA–Administrative Entity with multiple direct service outlets where administrative offices are separate
MO–Administrative Entity with multiple direct service outlets where administrative offices are not separate
SO–Single Outlet Administrative Entity
M–Missing (unknown, not reported)

FSCS PUBLIC LIBRARY

C_FSCS	Frequency	Percent	Cumulative Frequency	Cumulative Percent
N	293	3.18	293	3.18
Y	8,924	96.82	9,217	100.00

Y–Yes
N–No

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

GEOGRAPHIC CODE

GEOCODE	Frequency	Percent	Cumulative Frequency	Cumulative Percent
CI1	3,158	34.26	3,158	34.26
CI2	1,480	16.06	4,638	50.32
CO1	1,120	12.15	5,758	62.47
CO2	501	5.44	6,259	67.91
MA1	10	0.11	6,269	68.02
MA2	30	0.33	6,299	68.34
MC1	131	1.42	6,430	69.76
MC2	39	0.42	6,469	70.19
OTH	2,260	24.52	8,729	94.71
SD1	437	4.74	9,166	99.45
SD2	51	0.55	9,217	100.00

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

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

LSA BOUNDARY CHANGE FROM PY

LSABOUND	Frequency	Percent	Cumulative Frequency	Cumulative Percent
N	9,106	98.80	9,106	98.80
Y	111	1.20	9,217	100.00

Y–Yes
N–No

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

REPORTING PERIOD START DATE

STARTDAT	Frequency	Percent	Cumulative Frequency	Cumulative Percent
01/01/2006	289	3.14	289	3.14
01/01/2007	3,689	40.02	3,978	43.16
02/01/2006	1	0.01	3,979	43.17
03/01/2006	14	0.15	3,993	43.32
04/01/2006	127	1.38	4,120	44.70
04/16/2006	1	0.01	4,121	44.71
05/01/2006	209	2.27	4,330	46.98
05/31/2006	1	0.01	4,331	46.99
06/01/2006	48	0.52	4,379	47.51
07/01/2006	3,671	39.83	8,050	87.34
07/02/2006	1	0.01	8,051	87.35
08/01/2006	12	0.13	8,063	87.48
09/01/2006	37	0.40	8,100	87.88
10/01/2005	12	0.13	8,112	88.01
10/01/2006	1,088	11.80	9,200	99.82
11/01/2005	1	0.01	9,201	99.83
11/01/2006	5	0.05	9,206	99.88
12/01/2005	8	0.09	9,214	99.97
M	3	0.03	9,217	100.00

M–Missing (unknown, not reported)

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

REPORTING PERIOD END DATE

ENDDATE	Frequency	Percent	Cumulative Frequency	Cumulative Percent
01/31/2007	1	0.01	1	0.01
02/28/2007	14	0.15	15	0.16
03/31/2007	125	1.36	140	1.52
04/15/2007	1	0.01	141	1.53
04/30/2007	208	2.26	349	3.79
05/30/2007	1	0.01	350	3.80
05/31/2007	48	0.52	398	4.32
06/30/2007	3,671	39.83	4,069	44.15
07/01/2007	1	0.01	4,070	44.16
07/31/2007	12	0.13	4,082	44.29
08/31/2007	37	0.40	4,119	44.69
09/30/2006	12	0.13	4,131	44.82
09/30/2007	1,088	11.80	5,219	56.62
10/31/2006	1	0.01	5,220	56.63
10/31/2007	5	0.05	5,225	56.69
11/30/2006	9	0.10	5,234	56.79
12/31/2006	291	3.16	5,525	59.94
12/31/2007	3,689	40.02	9,214	99.97
M	3	0.03	9,217	100.00

M—Missing (unknown, not reported)

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

OBE REGION CODE

OBEREG	Frequency	Percent	Cumulative Frequency	Cumulative Percent
01	1,299	14.09	1,299	14.09
02	1,559	16.91	2,858	31.01
03	1,881	20.41	4,739	51.42
04	1,630	17.68	6,369	69.10
05	1,119	12.14	7,488	81.24
06	849	9.21	8,337	90.45
07	392	4.25	8,729	94.71
08	485	5.26	9,214	99.97
09	3	0.03	9,217	100.00

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

RESPONDENT STATUS

RSTATUS	Frequency	Percent	Cumulative Frequency	Cumulative Percent
1	7,102	77.05	7,102	77.05
2	1,892	20.53	8,994	97.58
3	3	0.03	8,997	97.61
4	220	2.39	9,217	100.00

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

1–Respondent, with no imputed data
2–Respondent, with both reported and imputed data
3–Nonrespondent, not imputed
4–Nonrespondent with imputed data

STRUCTURE CHANGE CODE

STATSTRU	Frequency	Percent	Cumulative Frequency	Cumulative Percent
00	9,178	99.58	9,178	99.58
01	2	0.02	9,180	99.60
02	19	0.21	9,199	99.80
04	2	0.02	9,201	99.83
08	11	0.12	9,212	99.95
09	4	0.04	9,216	99.99
13	1	0.01	9,217	100.00

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–(reserved)
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–(reserved)
11–Outlet moved to a different previously existing Administrative Entity
12–(reserved)
13–Add an existing Administrative Entity or Outlet not previously reported

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

NAME CHANGE CODE

STATNAME	Frequency	Percent	Cumulative Frequency	Cumulative Percent
00	9,076	98.47	9,076	98.47
06	76	0.82	9,152	99.29
14	65	0.71	9,217	100.00

00–No change from last year
06–Official name change
14–Minor name change

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

ADDRESS CHANGE CODE

STATADDR	Frequency	Percent	Cumulative Frequency	Cumulative Percent
00	8,832	95.82	8,832	95.82
07	121	1.31	8,953	97.14
15	264	2.86	9,217	100.00

00–No change from last year
07–Moved to a new location
15–Minor address change

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

Distributions of Continuous Variables

Variable	Label	N	Mean	Std Dev	Minimum	Maximum
POPU_LSA	POPULATION OF LSA	9,214	32,075.00	126,933.90	17.00	4,018,080.00
POPU_UND	UNDUPLICATED POP OF LSA	9,214	31,694.11	126,414.54	17.00	4,018,080.00
CENTLIB	# OF CENTRAL LIBRARIES	9,214	0.98	0.14	0.00	1.00
BRANLIB	# OF BRANCH LIBRARIES	9,214	0.82	3.49	0.00	89.00
BKMOB	# OF BOOKMOBILES	9,214	0.09	0.36	0.00	10.00
MASTER	ALA-MLS	9,214	3.49	15.50	0.00	607.08
LIBRARIA	TOTAL LIBRARIANS	9,214	5.12	16.87	0.00	607.08
OTHPAID	ALL OTHER PAID STAFF	9,214	10.58	45.26	0.00	1,944.50
TOTSTAFF	TOTAL PAID EMPLOYEES	9,214	15.70	61.00	0.00	2,551.58
LOCGVT	LOCAL GOVERNMENT REVENUE	9,214	976,439.19	4,317,244.05	0.00	134,384,404.00
STGVT	STATE GOVERNMENT REVENUE	9,214	107,506.63	925,164.54	0.00	48,307,419.00
FEDGVT	FEDERAL GOVERNMENT REVENUE	9,214	5,168.93	54,120.23	0.00	3,515,012.00
OTHINCM	OTHER OPERATING REVENUE	9,214	104,431.51	1,071,418.44	0.00	91,341,519.00
TOTINCM	TOTAL OPERATING REVENUE	9,214	1,193,546.26	5,444,070.24	0.00	249,713,207.00
SALARIES	SALARIES & WAGES EXP	5,798	867,577.70	3,122,236.01	570.00	116,430,662.00
BENEFIT	EMPLOYEE BENEFITS	5,798	271,361.06	1,088,932.75	0.00	42,538,993.00
STAFFEXP	TOTAL STAFF EXP	5,798	1,138,938.76	4,160,705.37	635.00	158,969,655.00
PRMATEXP	OP EXP FOR PRINT MAT	9,214	101,378.43	488,124.23	0.00	27,762,839.00
ELMATEXP	OP EXP FOR ELECTRONIC MAT	9,214	15,579.93	84,401.81	0.00	2,397,982.00
OTHMATEX	OP EXP FOR OTHER MAT	9,214	28,542.71	149,885.03	0.00	5,931,407.00
TOTEXPCO	TOTAL COLLLECTION EXP	9,214	145,501.06	657,781.79	0.00	27,811,653.00
OTHOPEXP	OTHER OPERATING EXP	5,798	365,223.84	1,426,017.08	0.00	56,133,282.00
TOTOPEXP	TOTAL OPERATING EXP	9,214	1,107,618.60	5,073,530.42	0.00	242,914,590.00
LCAP_REV	LOCAL GOVT CAPITAL REVENUE	9,214	89,612.73	902,933.40	0.00	52,151,000.00
SCAP_REV	STATE GOVT CAPITAL REVENUE	9,214	9,534.28	156,428.16	0.00	9,468,091.00
FCAP_REV	FEDERAL GOVT CAPITAL REVENUE	9,214	1,878.72	51,877.32	0.00	3,253,139.00
OCAP_REV	OTHER CAPITAL REVENUE	9,214	23,871.76	477,769.41	0.00	41,349,554.00

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

Variable	Label	N	Mean	Std Dev	Minimum	Maximum
CAP_REV	TOTAL CAPITAL REVENUE	9,214	124,897.48	1,050,671.90	0.00	52,151,000.00
CAPITAL	TOTAL CAPITAL EXPENDITURES	9,214	133,668.18	978,622.86	0.00	48,966,105.00
BKVOL	PRINT MATERIALS	9,214	88,179.24	362,153.58	0.00	21,095,163.00
EBOOK	ELECTRONIC BOOKS	9,214	1,428.05	5,469.39	0.00	202,947.00
AUDIO	AUDIO	9,214	4,981.95	28,455.32	0.00	1,987,844.00
VIDEO	VIDEO	9,214	5,028.92	18,855.52	0.00	634,008.00
DB_LOC	LOCAL LICENSED DATABASES	8,913	4.88	23.12	0.00	1,317.00
DB_ST	STATE LICENSED DATABASES	8,913	34.05	53.77	0.00	329.00
DB_OTH	OTHER LICENSED DATABASES	8,888	3.67	12.55	0.00	613.00
DATABASE	TOTAL LICENSED DATABASES	9,214	41.97	60.07	0.00	1,331.00
SUBSCRIP	CURRENT PRINT SERIAL SUBSCRIPTIONS	9,214	199.18	997.56	0.00	68,565.00
ESUBSCRP	CURRENT ELECTRONIC SERIAL SUBSCRIPTIONS	9,214	17.00	412.44	0.00	23,969.00
HRS_OPEN	PUBLIC SERV HRS/YR	9,214	4,010.00	8,561.61	5.00	250,380.00
VISITS	LIBRARY VISITS	9,214	155,603.91	599,019.77	0.00	16,343,209.00
REFERENC	REFERENCE TRANS	9,214	31,743.06	195,885.08	0.00	8,473,460.00
REGBOR	REGISTERED BORROWERS	8,700	18,464.39	73,178.14	0.00	2,807,815.00
TOTCIR	TOTAL CIRCULATION	9,214	235,162.52	946,807.41	14.00	21,533,649.00
KIDCIRCL	CIRCULATION OF KIDS MATERIALS	9,214	80,282.81	315,075.13	0.00	6,999,579.00
LOANTO	LOAN TO	9,214	5,418.88	21,228.46	0.00	741,822.00
LOANFM	LOAN FROM	9,214	5,423.19	21,548.46	0.00	808,611.00
TOTPRO	TOTAL LIBRARY PROGRAMS	9,214	357.72	1,267.36	0.00	39,278.00
KIDPRO	TOTAL KIDS PROGRAMS	9,214	246.86	832.52	0.00	24,000.00
TOTATTEN	TOTAL PROGRAM ATTENDANCE	9,214	8,557.96	29,240.45	0.00	733,897.00
KIDATTEN	KIDS PROGRAM ATTENDANCE	9,214	6,398.30	21,490.43	0.00	616,743.00
GPTERMS	INTERNET COMPUTERS USED BY GEN PUBLIC	9,214	22.53	75.85	0.00	2,583.00
PITUSR	PUBLIC INTERNET COMPUTER USERS PER YEAR	9,214	38,746.82	227,947.47	0.00	16,476,655.00

Note: Fields coded with -1 (nonresponse) and fields with suppressed data were excluded from the distributions.

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

REPORTING PERIOD START DATE

STARTDAT	Frequency	Percent	Cumulative Frequency	Cumulative Percent
01/2006	3	5.56	3	5.56
01/2007	12	22.22	15	27.78
02/2006	1	1.85	16	29.63
03/2006	1	1.85	17	31.48
04/2006	1	1.85	18	33.33
07/2006	25	46.30	43	79.63
10/2005	2	3.70	45	83.33
10/2006	5	9.26	50	92.59
12/2005	1	1.85	51	94.44
M	3	5.56	54	100.00

M–Missing (unknown, not reported)

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

REPORTING PERIOD END DATE

ENDDATE	Frequency	Percent	Cumulative Frequency	Cumulative Percent
06/2007	24	44.44	24	44.44
09/2007	7	12.96	31	57.41
12/2007	20	37.04	51	94.44
M	3	5.56	54	100.00

M–Missing (unknown, not reported)

OBE REGION CODE

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

01–New England (CT ME MA NH RI VT)
02–Mid East (DE DC MD NJ NY PA)
03–Great Lakes (IL IN MI OH WI)
04–Plains (IA KS MN MO NE ND 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)

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

Frequencies of Categorical Variables

OUTLET TYPE

C_OUT_TY	Frequency	Percent	Cumulative Frequency	Cumulative Percent
BM	2	0.01	2	0.01
BR	7,575	43.67	7,577	43.68
BS	727	4.19	8,304	47.87
CE	9,042	52.13	17,346	100.00

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

METROPOLITAN STATUS

C_MSA	Frequency	Percent	Cumulative Frequency	Cumulative Percent
CC	3,053	17.60	3,053	17.60
M	7	0.04	3,060	17.64
NC	5,939	34.24	8,999	51.88
NO	8,347	48.12	17,346	100.00

CC–Central City
NC–Metropolitan Area, but not within central city limits
NO–Not in a Metropolitan Area
M–Missing (unknown, not reported)

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

STRUCTURE CHANGE CODE

STATSTRU	Frequency	Percent	Cumulative Frequency	Cumulative Percent
00	17,162	98.94	17,162	98.94
02	112	0.65	17,274	99.58
04	6	0.03	17,280	99.62
05	1	0.01	17,281	99.63
08	24	0.14	17,305	99.76
09	4	0.02	17,309	99.79
11	27	0.16	17,336	99.94
13	10	0.06	17,346	100.00

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–(reserved)
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–(reserved)
11–Outlet moved to different previously existing Administrative Entity
12–(reserved)
13–Add an existing Administrative Entity or Outlet not previously reported

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

NAME CHANGE CODE

STATNAME	Frequency	Percent	Cumulative Frequency	Cumulative Percent
00	16,914	97.51	16,914	97.51
06	130	0.75	17,044	98.26
14	302	1.74	17,346	100.00

00–No change from last year
06–Official name change
14–Minor name change

ADDRESS CHANGE CODE

STATADDR	Frequency	Percent	Cumulative Frequency	Cumulative Percent
00	16,417	94.64	16,417	94.64
07	197	1.14	16,614	95.78
15	732	4.22	17,346	100.00

00–No change from last year
07–Moved to a new location
15–Minor address change

Distributions of Continuous Variables

Variable	Label	N	Mean	Std Dev	Minimum	Maximum
SQ_FEET	SQUARE FOOTAGE OF OUTLET	16,201	11,190.79	24,229.32	15.00	970,000.00
L_NUM_BM	NUMBER OF BOOKMOBILES IN BOOKMOBILE SERV	17,346	0.05	0.25	0.00	10.00

Note: Fields coded with -1 (nonresponse) and fields with suppressed data were excluded from the distributions.