



# Public Libraries Survey

## Fiscal Year 2016

### Data File Documentation and User's Guide



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April 2018  
(Updated May 2019)

Marisa Pelczar  
Lisa M. Frehill  
Institute of Museum and Library Services

Kim Williams  
Carol Wan  
Evan Nielsen  
American Institutes for Research

**Institute of Museum and Library Services**

Kathryn K. Matthew

*Director*

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**Contact Information**

Institute of Museum and Library Services  
955 L'Enfant Plaza North SW, Suite 4000  
Washington, DC 20024-2135  
202-653-IMLS (4657)  
[www.imls.gov](http://www.imls.gov)

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For questions or comments, contact [research@imls.gov](mailto:research@imls.gov).

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# Table of Contents

	Page
I. Introduction.....	1
II. User's Guide.....	3
A. Survey Methodology.....	3
Survey Universe.....	3
Survey Response .....	3
Unit Response.....	3
Total Response.....	3
Data Files and Reported Numbers of Public Libraries.....	5
Caveats for Using These Data .....	6
Reporting Period.....	6
Survey Population Items.....	8
Confidentiality .....	9
Public- and Restricted-Use Data Files.....	9
Public-Use Data .....	9
Restricted-Use Data .....	9
Data Collection.....	9
Non-Sampling Errors .....	10
B. Post Data Collection Processing.....	10
Editing.....	10
State Level .....	10
National Level.....	11
Imputation .....	11
Creation of Imputation Strata.....	13
Imputation Stages and Methods .....	13
Imputation Sequences .....	14
Highly Correlated Variables.....	17
Data Elements Changes.....	18
Geocoding.....	19
Match Status .....	21
Locale Codes .....	22
C. Guidelines for Processing the PLS Data Files .....	24
Removing Imputed Values from the Data .....	26

Appendix A: Record Layout for Public Library System Data File, FY 2016 (_pupld16a).....	A-1
Appendix B: Record Layout for Public Library State Summary/ State Characteristics Data File, FY 2016 (_pusum16a) .....	B-1
Appendix C: Record Layout for Public Library Outlet Data File, FY 2016 (_puout16a). ....	C-1
Appendix D: ANSI State Codes.....	D-1
Appendix E: Libraries with No Central Outlet.....	E-1
Appendix F: Survey Questionnaire .....	F-1
Appendix G: Imputation Flags and Definitions.....	G-1
Appendix H: Item Response Rate and Total Quantity Response Rate by Item by State.....	H-1
Appendix I: Frequencies of Categorical Variables in Public Library System Data File (_pupld16a).....	I-1
Appendix J: Distributions of Continuous Variables in Public Library System Data File (_pupld16a).....	J-1
Appendix K: Frequencies of Selected Categorical Variable and Distributions of Continuous Variables in State Summary/State Characteristics Data File (_pusum16a) .....	K-1
Appendix L: Frequencies and Distributions of Selected Variables in Public Library Outlet Data File (_puout16a) .....	L-1

## List of Tables

	Page
Table 1. Library Unit Response Rates, by State/Territory: FY 2016.....	4
Table 2. Reporting Periods of Public Libraries, by State: FY 2016.....	6
Table 3. States with Public Libraries with Overlapping Service Areas: FY 2016 .....	8
Table 4. Imputation Methods, by Type and Stage .....	12
Table 5. Number of Cell Categories, by BEA Region.....	13
Table 6. Imputation Methods and Sequences, by Variable .....	15
Table 7. Highly Correlated Variables Used in Method 4 and 5 Imputations .....	17
Table 8. PLS Four-Year Process for Data Elements.....	18
Table 9. Geocoding Match Level and Description .....	21

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## I. Introduction

The **Public Libraries Survey (PLS)** is a voluntary census of public libraries conducted annually by the Institute of Museum and Library Services (IMLS). IMLS collects these data under the mandate in the **Museum and Library Services Act of 2010 (PL 111-340)**, as stated in section 210. The Fiscal Year (FY) 2016 survey is the 28th in the series. The American Institutes for Research (AIR) was the data collection agent for the FY 2016 survey.

The PLS data file includes all public libraries identified by state library administrative agencies in the 50 states, the District of Columbia, and the outlying areas of American Samoa and Guam.<sup>1</sup> The reporting unit for the survey is the **administrative entity (AE)**, defined as the agency that is legally established under local or state law to provide public library service to the population of a local jurisdiction. In this survey, the terms **public library** and **public library system** mean an AE. The AE may have a single outlet or multiple outlets (single- and multiple-outlet libraries that do not have a central outlet are listed in Appendix E).

The FY 2016 PLS collected the following information:

- State characteristics data, including the reporting period starting and ending dates, the 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 administrative agency reported these data in the state characteristics record because 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 (FTE) staff, and operating revenue and expenditures (see Appendix F, items 150-652). These data were reported in the AE record.
- Data on each public library service outlet, such as its name and address, type, county location, square footage, public service hours per year, and number of weeks it is open (see Appendix F, items 700-714). These data were reported in the outlet record.

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

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<sup>1</sup> The outlying areas of Northern Mariana Islands, Puerto Rico, and U.S. Virgin Islands did not participate in the FY 2016 PLS.

**Three public-use data files** were generated from the FY 2016 PLS. These data files are provided in SPSS (.sav), SAS (.sas7bdat), and comma-delimited (.csv) formats.<sup>2</sup> These are the final data files.

1. Public Library System Data File (file name: **PLS\_FY2016\_AE\_pupld16a**). This file, also known as the AE file, includes a total of 9,252 records. The file includes data for 9,232 public libraries in the 50 states and the District of Columbia, 2 public libraries in the outlying areas of American Samoa and Guam, and 18 records for AEs that were reported as closed or were temporarily closed for FY 2016 (STATSTRU, Structure Change Code, is '03' or '23'). Records for public libraries that were closed for the current year are included in the file for that year only. The closed records are not included in the appendix tables of this document or the Supplementary Tables.<sup>3</sup> Data elements for the closed records are set to a value of -3 (not applicable), with flag U\_16. Each library's data consist of one record. Appendix A contains the record layout.
2. Public Library State Summary/State Characteristics Data File (file name: **PLS\_FY2016\_State\_pusum16a**). The data for each state or outlying area consist of one record (a total of 53 records are in the data file). Appendix B contains the record layout. No data are suppressed. The file includes:
  - a. State summary data. These are the totals of the numeric data from the restricted-use Public Library System Data File for each state and outlying area.
  - b. State characteristics data. These data consist of four items reported by each state and outlying area in a state characteristics record: (1) the earliest reporting period starting date and (2) the latest reporting period ending date for their public libraries, (3) the state population estimate, and (4) the total unduplicated population of legal service areas in the state.
3. Public Library Outlet Data File (file name: **PLS\_FY2016\_Outlet\_puout16a**). This file includes a total of 17,427 records. The file includes identifying information and a few basic data items for public library service outlets (central, branch, bookmobile, and books-by-mail-only outlets). The file includes 17,360 outlets in the 50 states and the District of Columbia, 8 outlets in the outlying areas, and 59 records for outlets that were reported as closed or were temporarily closed for FY 2016 (STATSTRU, Structure Change Code, is '03' or '23'). Records for public libraries that were closed for the current year are included in the file for that year only. The closed records are not included in the appendix tables of this document or the Supplementary Tables. Data for the closed records are set to a value of -3 (not applicable), with flag U\_16. The data for each outlet consist of one record. Appendix C contains the record layout. No data are suppressed.

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

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

## II. User's Guide

### A. Survey Methodology

#### Survey Universe

The PLS is a universe survey. Unlike sample surveys, which collect data from a portion of the population, universe surveys collect data from the entire population. In FY 2016, the survey frame consisted of 9,234 public libraries (9,232 public libraries in the 50 states and the District of Columbia and 2 public libraries in the outlying areas of American Samoa and Guam), as identified by state library administrative agencies.

The survey frame includes 175 public libraries that do not meet all the criteria in the FSCS Public Library Definition.<sup>4</sup> These libraries are included because they qualify as public libraries under state law. Military libraries that provide public library service and libraries that serve residents of institutions are not included. The FY 2016 public-use data file also includes 18 records for public libraries that were reported as closed or temporarily closed in FY 2016, but these are generally not considered to be part of the survey frame. Coverage and other forms of non-sampling errors are discussed in the “Non-sampling Errors” section below.

#### Survey Response

##### Unit Response

A total of 9,024 of the 9,234 public libraries in the survey frame responded to the FY 2016 PLS, for a **unit response rate of 97.7 percent**. *Unit respondents* are defined as public libraries for which the population of the legal services area and at least three of the five following items were reported: total paid employees, total operating revenue, total operating expenditures, print materials, and total circulation.<sup>5</sup> All response rates calculated using American Association for Public Opinion Research (AAPOR) Response Rate #1.<sup>6</sup> For library unit response rates by geographic area, see **Table 1**.

##### 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.

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<sup>4</sup> 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.

<sup>5</sup> 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 administrative agency provided these data for all public libraries in their state.

<sup>6</sup> Response Rate #1 is the number of complete surveys divided by the number of complete surveys plus the number of non-complete surveys.

**Table 1. Library Unit Response Rates, by State/Territory: FY 2016**

State/Territory	Respondents	Total units	Unit response rate
Alabama	225	225	100.0
Alaska	78	88	88.6
American Samoa	1	1	100.0
Arizona	78	90	86.7
Arkansas	55	60	91.7
California	181	184	98.4
Colorado	113	114	99.1
Connecticut	178	192	92.7
District of Columbia	1	1	100.0
Delaware	21	21	100.0
Florida	71	80	88.8
Georgia	63	63	100.0
Guam	1	1	100.0
Hawaii	1	1	100.0
Idaho	102	103	99.0
Illinois	622	622	100.0
Indiana	236	236	100.0
Iowa	517	543	95.2
Kansas	324	329	98.5
Kentucky	119	119	100.0
Louisiana	68	68	100.0
Maine	256	262	97.7
Maryland	24	24	100.0
Massachusetts	366	370	98.9
Michigan	392	397	98.7
Minnesota	137	137	100.0
Mississippi	52	52	100.0
Missouri	147	147	100.0
Montana	82	82	100.0
Nebraska	236	245	96.3
Nevada	22	22	100.0
New Hampshire	212	228	93.0
New Jersey	265	295	89.8
New Mexico	96	97	99.0

<b>State/Territory</b>	<b>Respondents</b>	<b>Total units</b>	<b>Unit response rate</b>
New York	756	756	100.0
North Carolina	81	81	100.0
North Dakota	80	80	100.0
Ohio	251	251	100.0
Oklahoma	119	119	100.0
Oregon	135	135	100.0
Pennsylvania	450	454	99.1
Rhode Island	48	48	100.0
South Carolina	41	42	97.6
South Dakota	111	112	99.1
Tennessee	186	186	100.0
Texas	548	559	98.0
Utah	68	73	93.2
Vermont	154	184	83.7
Virginia	92	92	100.0
Washington	62	62	100.0
West Virginia	97	97	100.0
Wisconsin	380	381	99.7
Wyoming	23	23	100.0
<b>Total</b>	<b>9,024</b>	<b>9,234</b>	<b>97.7</b>

SOURCE: IMLS, Public Libraries Survey, FY 2016.

NOTE: Libraries that closed or temporary closed in FY 2016 are excluded from the counts in this table. In FY 2016, 18 libraries were reported as closed or temporarily closed.

### Data Files and Reported Numbers of Public Libraries

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

1. Libraries that do not meet FSCS public library definitions are included on the data files but excluded from publication tables and national totals.
2. Responding public libraries in outlying areas are, whenever possible, included in both the data files and publication tables; however, national totals in publication tables include only the 50 states and the District of Columbia, and exclude outlying areas and libraries that do not meet the FSCS public library definition.

3. All libraries, including those that do conform to the FSCS definition of a public library, are included in the aggregate counts on the State Summary/State Characteristics Data File. For this reason, the Public Library System Data File is the primary source for producing the publication tables because libraries that do not meet the FSCS definition can be excluded from the aggregations.

New data items are not imputed or included in the publication tables until the new data have been collected for 3 years; see the “Imputation” section below for more information on which variables were imputed and the methods used.

### Caveats for Using These Data

The data include imputations, at the unit and item levels, for nonresponding libraries. For a discussion of the imputation methodology, see the “Imputation” section below. Comparisons to estimates prior to Fy1992 should be made with caution, as earlier estimates do not include imputations for nonresponse and the percentage of libraries responding to a given item varied widely among the states.

Comparisons of data between states should be made with caution because of differences in reporting periods (see **Table 2**) 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 District of Columbia, although not a state, as well as the outlying areas of Guam and American Samoa, are included in this report. Special care should be used when comparing the data for states and any of these three jurisdictions, which feature administrative structures that are at a city rather than a state scale. Caution should also be taken when making comparisons between the data for Hawaii and other states, as all of Hawaii’s public library data are reported under one entity: the Hawaii State Public Library System.

### Reporting Period

The FY 2016 PLS requested data for state Fiscal Year 2016; however, the reporting period for states varies. **Table 2** shows the reporting period for each state and the two outlying areas. Most state fiscal years encompass either a calendar year or July to June. In some states, the FY reporting period varies among local jurisdictions. These states are listed in the “Other” column in Table 2. Each public library provided data for at least a 12-month period. The data file includes the starting date and ending date of the fiscal year for each public library.

**Table 2. Reporting Periods of Public Libraries, by State: FY 2016**

July 2015 through June 2016	January 2016 through December 2016	October 2015 through September 2016	Other <sup>1</sup>
Arizona	Arkansas	Alabama	Alaska <sup>2</sup>
California	Colorado	District of Columbia	Illinois <sup>3</sup>
Connecticut	Indiana	Florida	Maine <sup>4</sup>
Delaware	Kansas	Idaho	Michigan <sup>5</sup>
Georgia	Louisiana	Mississippi	Missouri <sup>6</sup>

<b>July 2015 through June 2016</b>	<b>January 2016 through December 2016</b>	<b>October 2015 through September 2016</b>	<b>Other<sup>1</sup></b>
Hawaii	Minnesota	American Samoa	Nebraska <sup>7</sup>
Iowa	New Jersey	Guam	New Hampshire <sup>8</sup>
Kentucky	North Dakota		New York <sup>9</sup>
Maryland	Ohio		Texas <sup>10</sup>
Massachusetts	Pennsylvania		Utah <sup>8</sup>
Montana	South Dakota		Vermont <sup>7</sup>
Nevada	Washington		
New Mexico	Wisconsin		
North Carolina			
Oklahoma			
Oregon			
Rhode Island			
South Carolina			
Tennessee			
Virginia			
West Virginia			
Wyoming			

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

<sup>2</sup>January 2015 to June 2016.

<sup>3</sup>December 2014 to June 2016.

<sup>4</sup>April 2015 to December 2016.

<sup>5</sup>December 2014 to September 2016.

<sup>6</sup>October 2014 to October 2016.

<sup>7</sup>January 2015 to December 2016.

<sup>8</sup>July 2015 to December 2016.

<sup>9</sup>April 2015 to December 2016.

<sup>10</sup>February 2015 to December 2016.

SOURCE: IMLS, Public Libraries Survey, FY 2016.

## 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 administrative agency. The methods of calculation of the first two items vary significantly among states; the state reporting periods also vary, as shown in **Table 2**. The Total Unduplicated Population of Legal Service Areas does not include unserved areas and may vary from data provided by sources using standard methodology (e.g., the U.S. Census Bureau).

The total Population of Legal Service Area for all public libraries in a state may exceed the state's Total Unduplicated Population of Legal Service Areas or the State Total Population Estimate. This happens in states where there are overlaps in population of legal service areas served by individual libraries, resulting in the same population being counted twice. Twenty-five states had such overlapping service areas in FY 2016 (**Table 3**).

**Table 3. States with Public Libraries with Overlapping Service Areas: FY 2016**

Alaska	Maine	North Carolina
Arkansas	Massachusetts	Oklahoma
Colorado	Michigan	Oregon
Connecticut	Minnesota	Rhode Island
Florida	Mississippi	Texas
Indiana	New Hampshire	Utah
Iowa	New Jersey	Vermont
Kentucky	New Mexico	
Louisiana	New York	

SOURCE: IMLS, Public Libraries Survey, FY 2016.

To enable meaningful comparisons between states (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 System 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 in the Public Library State Summary/State Characteristics Data File; the variable is also called POPU\_UND in this file.<sup>7</sup>

<sup>7</sup> State-reported population data may derive from the U.S. Census Bureau, which does not publish margins of error associated with annual population estimates. Data users are advised to take into account information at <https://www.census.gov/programs-surveys/acs/guidance/training-presentations/acs-moe.html> when reviewing data and/or generating metrics.

## **Confidentiality**

Two separate laws cover the protection of the confidentiality of individually identifiable information collected by IMLS: 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 System Data File is available in two versions: a public-use data file and a restricted-use data file. The public-use data file is available to all users, and some of the data in it have been suppressed to protect privacy and prevent the disclosure of personal information. Data users who need to access the suppressed information should contact IMLS about the procedures for obtaining access to the restricted-use data files.

### **Public-Use Data**

In the public-use Public Library System Data File, selected expenditures data (i.e., Salaries, Employee Benefits, Total Staff Expenditures, and Other Operating Expenditures) of public libraries have been removed (i.e., the field is set to -9) when the total FTE staff is less than or equal to 2.00, to protect confidentiality. These data may also be suppressed for other libraries to ensure that all states that have suppressed data have a minimum of three suppressed records. The library's Total Operating Expenditures and Other Expenditures Data are not affected by the suppression of these data. No data are suppressed in the public-use versions of the Public Library State Summary/State Characteristics Data File or Public Library Outlet Data File.

### **Restricted-Use Data**

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

## **Data Collection**

States reported data via the PLS Web Portal, developed by AIR, the data collection agent for the FY 2016 PLS. While the PLS was released to the states on January 17, 2017, states were placed into one of three reporting groups based on their fiscal cycles.<sup>8</sup> The edit follow-up was completed in early

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<sup>8</sup> The survey due dates for reporting Groups 1, 2, and 3, were April 21, July 28, and August 18, 2017, respectively.

October 2017. The editing process is described below. The survey was conducted in English. The OMB clearance number for this collection was 3137-0074 with an expiration date of 1/31/2020.

### **Non-Sampling Errors**

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

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

Undercoverage errors are estimated to be minimal because states are incentivized to register new libraries with IMLS to access discounts provided through the Universal Service Schools and Libraries Program (more commonly known as E-rate), as well as other benefits afforded to public libraries (e.g., Tech Soup). Overcoverage occurs when libraries are not reported as closed. In addition, overcoverage will occur if data users do not account for libraries in the dataset that do not meet the definition of a public library developed by the FSCS.

Measurement errors are associated with data entry errors, significant structure changes, and complex concepts. There are no formal studies that estimate bias and variance due to measurement errors for PLS.

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

Item nonresponse bias was generally low. However, it may be higher for items that are consistently missing data from certain AEs and outlets. Newly added items are subject to high item nonresponse bias.

Processing errors are considered average for PLS administrative data collection because no reported data values are changed during data processing. Processing errors exist in edit check and imputation processes and depend on the quality of prior years' data.

## **B. Post Data Collection Processing**

### **Editing**

#### **State Level**

Respondents generated an Edit Report following direct data entry or import of their data into the PLS Web Portal. The Edit Report, which can be viewed on screen or printed, was used to identify and correct any errors—and to confirm the accuracy of data that generated edit warnings but did not require changes—before submitting the final file to AIR. In the FY 2016 PLS, four types of edit checks were performed:

1. *Relational edit checks.* This is a data consistency check between related data elements. For example, an edit message is generated if the number of ALA-MLS Librarians (librarians with a master's degree from a program of library and information studies accredited by the American Library Association) is greater than "Total Librarians."
2. *Out-of-range edit checks.* This is a range check that compares the data reported for an item to the "acceptable range" of numeric values for the item. For example, an edit message is generated if average Public Service Hours per outlet per week is less than 11 or greater than 130 or if the ratio of the current year to the past year in Children's Circulation is between 30.0 percent and 344.0 percent.
3. *Arithmetical 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 the reported data against acceptable values. For example, an edit message is generated if the Reporting Period Start Date is missing, if Print Materials is 0, or if the Legal Basis Code is not a valid code.

The PLS Web Portal generates a Tables Report which shows summaries for all numeric data items. This report contains two state summary tables (showing item response rates and percent change from the previous year, by data element) and current year tables (showing reported data values, by library). Respondents were encouraged to review the tables for data quality issues before submitting their data. After the data were submitted through the PLS Web Portal, the Chief Officer (CO) of the state library administrative agency received an automated email with a request to review and certify the accuracy of the data.

### National Level

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

### Imputation

Imputation is a procedure for estimating a value for a specific data item for which the response is missing. This section describes the imputation methods that were used to estimate missing values for data items in the FY 2016 PLS. Imputations were performed in two stages using 11 different methods. Missing data were imputed for the 50 states and the District of Columbia, but not for the outlying areas.

The imputation method used depends on the variable's content, the availability of prior-year data for the specific observation being imputed, and the availability of one or more highly correlated variables for the specific observation. In many instances, data were imputed using aggregated information for libraries with similar characteristics, which was obtained by grouping together libraries in imputation

strata (see the “Creation of Imputation Strata” section below for more information about the imputation strata and cells used for the FY 2016 PLS).

A total of 47 data items—46 AE variables and 1 outlet variable—in the FY 2016 PLS were imputed. Fourteen AE variables were not imputed because they did not have at least 3 years of consistent data, as IMLS requires; however, they will be imputed in the future. See “Data Elements Changes” section below for more information. State characteristics data are not imputed; however, state-level summary variables may be computed using both reported and imputed data, with state-level imputation flags used to indicate whether the detail comprising the total is completely or partially made up of imputed data.

The imputation sources for FY 2016 include the unimputed, unsuppressed FYs 2012, 2013, 2014, 2015, and 2016 AE and outlet data.<sup>9</sup> Each imputed variable in the PLS dataset is accompanied by an imputation flag, which denotes the method of imputation performed for each observation.<sup>10</sup> **Table 4** lists the imputation methods by stage and type—where type is related to the source of the data used in the imputation process—as well as the imputation flags associated with each method. See Appendix G for detailed information about the imputation flags and the “Imputation Stages and Methods” section below for detailed information about each imputation method.

**Table 4. Imputation Methods, by Type and Stage**

Stage	Imputation type			
	Within library data only		Data with adjustments based on placement in an imputation stratum	
	Methods	Imputation flags	Methods	Imputation flags
Stage 1	Method 4	IK15, IK14, IK13, IK12	Method 1	IG15, IG14, IG13, IG12
	Method 6	IP15, IP14, IP13, IP12	Method 2	IQ16
			Method 3	IJ16
			Method 5	ID16
			Method 7	IM16
			Method 8	IS16
Stage 2	Method 9	IT16		
	Method 10	IB16		
	Method 11	IY16		

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

<sup>10</sup> Imputation flag variables are named using the following convention: F\_\*, where \* is the variable name or abbreviated variable name if it exceeds eight characters. For example, the imputation flag variable for MASTER is F\_MASTER.

## **Creation of Imputation Strata**

The responding and nonresponding libraries were sorted into imputation cells based on Bureau of Economic Analysis (BEA) region codes and the size of the population. Each state is assigned a BEA region code (e.g., 01 is the New England states: Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, and Vermont). The cumulative root frequency method was used to determine the imputation cells. The cumulative root frequency method defines boundaries for the cell categories in a BEA region using a continuous variable (the Population of Legal Service Area —POPU\_LSA). The number of cell categories varies by BEA region; earlier research established the number of cells by collapsing smaller cells so that there were at least 15 respondents, or a response rate greater than 75 percent, in each cell. **Table 5** shows the number of cell categories in each BEA region for FY 2016.

**Table 5. Number of Cell Categories, by BEA Region**

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

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

## **Imputation Stages and Methods**

Imputations were performed in two stages. In Stage 1, imputations were carried out for nearly all missing values using one of eight methods. In Stage 2, imputed values were adjusted using one of three methods. The methods used in each stage are described below. The “Imputation Sequences” section, which follows, provides information about the process by which methods were selected for each variable.

### **Stage 1 Imputations.**

One of the following methods of imputation was used to replace missing values in the FY 2016 PLS dataset:

METHOD 1: *Prior-year value multiplied by cell mean growth rate.* The imputed value for a missing item is calculated using the cell mean growth rate. The mean growth rate is calculated within a cell of libraries having similar characteristics using the average of all libraries with reported current-year and prior-year values for the missing item. In this method, prior-year reported data can be as old as 4 years.

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

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

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

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

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

METHOD 6: *Direct substitution of prior-year reported data*. The imputed value for a missing item uses a library's reported prior-year data for that variable. In this method, reported prior-year data can be as old as 4 years.

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

METHOD 8: *Special imputation for an item*. The imputed value of an item is adjusted using its relationship with another reported item.

### **Stage 2 Imputations**

The methods listed below were used to adjust the imputations computed in Stage 1 in order to preserve the internal consistency in the AE data.

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

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

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

### **Imputation Sequences**

Each variable was imputed using a set of prescribed steps. For example, the variables KIDPRO (Number of Children's Programs) and LOANFM (Inter-Library Loans Received) were assigned to method

1 (prior-year value multiplied by cell mean growth rate). If prior-year data were not available, then observations would be imputed using method 5 (current-year cell median ratio to another item). If method 5 could not be used, then method 2 (adjusted cell mean) was used, and if the adjusted cell mean could not be calculated, then method 3 (cell mean) would be used. The sequence in which the methods were applied for each variable was established prior to FY 2016. **Table 6** shows the imputation methods and sequences for all of the reported variables (abbreviated variable descriptions were used to conserve space). Please see Appendices A, B, and C for the full variable descriptions.

**Table 6. Imputation Methods and Sequences, by Variable**

Variable name	Abbreviated variable description	Imputation sequence
POPU_LSA	POPULATION OF LSA	Method 6
CENTLIB	# OF CENTRAL LIBRARIES	Method 6
BRANLIB	# OF BRANCH LIBRARIES	Method 6
BKMOB	# OF BOOKMOBILES	Method 6
MASTER	ALA-MLS STAFF	Method 1, Method 2, Method 3, Method 11
LIBRARIA	TOTAL LIBRARIANS	Method 1, Method 2, Method 3, Method 11
OTHPAID	ALL OTHER PAID STAFF	Method 1, Method 2, Method 3, Method 10
TOTSTAFF	TOTAL PAID EMPLOYEES	Method 9
LOCGVT	LOCAL GOVT REVENUE	Method 1, Method 2, Method 3, Method 10
STGVT	STATE GOVT REVENUE	Method 1, Method 7, Method 10
FEDGVT	FEDERAL GOVT REVENUE	Method 7, Method 10
OTHINCM	OTHER OPERATING REVENUE	Method 1, Method 7, Method 10
TOTINCM	TOTAL OPERATING REVENUE	Method 1, Method 2, Method 3, Method 9
SALARIES	SALARIES & WAGES EXP	Method 1, Method 2, Method 3, Method 10, Method 11
BENEFIT	EMPLOYEE BENEFITS	Method 4, Method 2, Method 3, Method 10, Method 11
STAFFEXP	TOTAL STAFF EXP	Method 1, Method 2, Method 3, Method 9, Method 11
PRMATEXP	OP EXP FOR PRINT MAT	Method 5, Method 2, Method 3, Method 10
ELMATEXP	OP EXP FOR ELECTRONIC MAT	Method 1, Method 4, Method 2, Method 3, Method 10
OTHMATEX	OP EXP FOR OTHER MAT	Method 1, Method 2, Method 3, Method 10
TOTEXPCO	TOTAL COLLECTION EXP	Method 1, Method 2, Method 3, Method 9
OTHOPEXP	OTHER OPERATING EXP	Method 1, Method 2, Method 3, Method 10
TOTOPEXP	TOTAL OPERATING EXP	Method 1, Method 2, Method 3, Method 9

Variable name	Abbreviated variable description	Imputation sequence
LCAP_REV	LOCAL GOVT CAPITAL REVENUE	Method 1, Method 7, Method 10
SCAP_REV	STATE GOVT CAPITAL REVENUE	Method 7, Method 10
FCAP_REV	FEDERAL GOVT CAPITAL REVENUE	Method 7, Method 10
OCAP_REV	OTHER CAPITAL REVENUE	Method 7, Method 10
CAP_REV	TOTAL CAPITAL REVENUE	Method 1, Method 7, Method 9
CAPITAL	TOTAL CAPITAL EXPENDITURES	Method 2, Method 3
BKVOL	PRINT MATERIALS	[Not eligible for imputation in FY 2016]
EBOOK	ELECTRONIC BOOKS	[Not eligible for imputation in FY 2016]
AUDIO_PH	AUDIO - PHYSICAL UNITS	Method 6, Method 2, Method 3
AUDIO_DL	AUDIO - DOWNLOADABLE UNITS	[Not eligible for imputation in FY 2016]
VIDEO_PH	VIDEO - PHYSICAL UNITS	Method 1, Method 2, Method 3
VIDEO_DL	VIDEO - DOWNLOADABLE UNITS	[Not eligible for imputation in FY 2016]
EC_LO_OT	LOCAL/OTHER ELECTRONIC COLLECTIONS	[Not eligible for imputation in FY 2016]
EC_ST	STATE ELECTRONIC COLLECTIONS	[Not eligible for imputation in FY 2016]
ELECCOLL	TOTAL ELECTRONIC COLLECTIONS	[Not eligible for imputation in FY 2016]
SUBSCRIP	CURRENT PRINT SERIAL SUBSCRIPTIONS	Method 1, Method 2, Method 3
HRS_OPEN	PUBLIC SERV HRS/YR	Method 4, Method 8, Method 2, Method 3
VISITS	LIBRARY VISITS	Method 1, Method 2, Method 3
REFERENC	REFERENCE TRANS	Method 1, Method 2, Method 3
REGBOR	REGISTERED USERS	Method 1, Method 2, Method 3
TOTCIR	TOTAL CIRCULATION	[Not eligible for imputation in FY 2016]
KIDCIRCL	CIRCULATION OF KIDS MATERIALS	Method 5, Method 2, Method 3, Method 11
ELMATCIR	CIRCULATION OF ELECTRONIC MATERIALS	[Not eligible for imputation in FY 2016]
PHYSCIR	PHYSICAL ITEM CIRCULATION	[Not eligible for imputation in FY 2016]
ELINFO	RETRIEVAL OF ELECTRONIC INFORMATION	[Not eligible for imputation in FY 2016]
ELCONT	ELECTRONIC CONTENT USE	[Not eligible for imputation in FY 2016]
TOTCOLL	TOTAL COLLECTION USE	[Not eligible for imputation in FY 2016]

Variable name	Abbreviated variable description	Imputation sequence
LOANTO	INTER-LIBRARY LOANS OUT	Method 4, Method 5, Method 2, Method 3
LOANFM	INTER-LIBRARY LOANS RECEIVED	Method 1, Method 5, Method 2, Method 3
TOTPRO	TOTAL LIBRARY PROGRAMS	Method 5, Method 2, Method 3, Method 11
KIDPRO	TOTAL KIDS PROGRAMS	Method 1, Method 5, Method 2, Method 3, Method 11
YAPRO	TOTAL YOUNG ADULT PROGRAMS	Method 6, Method 2, Method 3, Method 11
TOTATTEN	TOTAL PROGRAM ATTENDANCE	Method 1, Method 2, Method 3, Method 11
KIDATTEN	KIDS PROGRAM ATTENDANCE	Method 5, Method 2, Method 3, Method 11
YAATTEN	YOUNG ADULT PROGRAM ATTENDANCE	Method 6, Method 2, Method 3, Method 11
GPTERMS	INTERNET COMPUTERS USED BY GEN PUBLIC	Method 1, Method 4, Method 2, Method 3, Method 11
PITUSR	PUBLIC INTERNET COMPUTER USES PER YEAR	Method 5, Method 2, Method 3, Method 11
WIFISESS	WIRELESS SESSIONS	[Not eligible for imputation in FY 2016]
SQ_FEET	SQUARE FEET	Method 6

### Highly Correlated Variables

Due to the correlated nature of the PLS data, missing items in several variables were imputed using one or multiple highly correlated variables. **Table 7** below provides the highly correlated variable for each variable that can be imputed using methods 4 or 5. For example, if a missing value for Operating Expenditures for Electronic Materials (ELMATEXP) was imputed using method 4 (prior-year ratio to another item), then the correlated variable in the prior-year ratio was Total Staff Expenditures (STAFFEXP). If a missing value for Operating Expenditures for Print Materials (PRMATEXP) was imputed using method 5 (current-year cell median ratio to another item), then the correlated variable used in the cell median ratio was Total Collection Expenditures (TOTEXPCO).

**Table 7. Highly Correlated Variables Used in Method 4 and 5 Imputations**

Variable being imputed	Method used	Highly correlated variable used in Method 4 (prior- year) or Method 5 (cell median) ratios
BENEFIT	Method 4	STAFFEXP
LOANTO	Method 4	LOANFM
HRS_OPEN	Method 4	Sum of the following three variables: BRANLIB, BKMOB, and CENTLIB
ELMATEXP	Method 4	STAFFEXP
GPTERMS	Method 4	VISITS
PRMATEXP	Method 5	TOTEXPCO
KIDCIRCL	Method 5	TOTCIR

Variable being imputed	Method used	Highly correlated variable used in Method 4 (prior-year) or Method 5 (cell median) ratios
TOTPRO	Method 5	KIDPRO
KIDATTEN	Method 5	TOTATTEN
PITUSR	Method 5	GPTERMS
KIDPRO	Method 5	TOTPRO
LOANFM	Method 5	LOANTO

### Data Elements Changes

Each year, the PLS data elements are revisited. Under the guidance of the IMLS Library Statistics Working Group, data elements are added, changed, and deleted. These changes impact the processing and reporting of the items. New data items are not imputed or included in the Supplementary Tables until after the new data are collected for three years. **Table 8** shows the items that have been added or changed in the last four fiscal years and describes how these variables were processed for FY 2016.

**Table 8. PLS Four-Year Process for Data Elements**

FY of data collection	Elements added	Elements changed	Year 1	Year 2	Year 3	Year 4
FY 2017	None	None	FY 2016	FY 2017	FY 2018	FY 2019
FY 2016	PHYSCIR (553) ELINFO (554) ELCONT (555) TOTCOLL (556)	BKVOL (450) ELMATCIR (552) TOTCIR (550)	FY 2015	FY 2016	FY 2017	FY 2018
FY 2015	None	EBOOK (451) AUDIO_DL (453) VIDEO_DL (455) EC_LO_OT (456) EC_ST (457) ELECCOLL (458) ELMATCIR (552)	FY 2014	FY 2015	FY 2016	FY 2017
FY 2014	WIFISS (652)	REFERENC (502)	FY 2013	FY 2014	FY 2015	FY 2016

This process for exploring changes, additions, or deletions to data elements begins one fiscal year of data collection prior to the implementation.

Year 1: Data elements for proposed additions and changes identified

- During FY 2015 data collection, four elements were approved for addition to the FY 2016 data collection instrument (i.e., PHYSCIR, ELINFO, ELCONT, and TOTCOLL) and changes were approved to three data elements (i.e., BKVOL, ELMATCIR, TOTCIR).

Year 2: A new or revised data element will be reported on a trial basis by those SDCs able to do so. Trial data electronically released but not published.<sup>12</sup>

- Data elements PHYSCIR, ELINFO, ELCONT, and TOTCOLL were collected for the first time in FY 2016. These items are not imputed in FY 2016 or included in the FY 2016 Supplementary Tables. These items are included on the FY 2016 RUD and PUD files. These items will be eligible for imputation consideration in FY 2018.
- Modifications to data elements BKVOL, ELMATCIR, and TOTCIR were first implemented in FY 2016 data collection. These items are not imputed in FY 2016. These items are included on the FY 2016 RUD and PUD files. These items will be eligible for imputation consideration in FY 2018. Items BKVOL and TOTCIR were previously included in Supplementary Tables and are therefore included in FY 2016, using unimputed data.

Year 3: The added or changed data element will be reported in the annual data submission and will be electronically released but not published.

- Modifications to data elements EBOOK, AUDIO\_DL, VIDEO\_DL, EC\_LO\_OT, EC\_ST and ELECCOLL were implemented in FY 2015. FY 2016 is the second data collection that has collected these items as modified. These items are not imputed in FY 2016.
- EBOOK, AUDIO\_DL, VIDEO\_DL, EC\_LO\_OT, EC\_ST and ELECCOLL were previously included in Supplementary Tables and are therefore included in FY 2016, using unimputed data.

Year 4: The added or changed data element will be reported in the annual data submission and will be electronically released and published.

- WIFISESS, first introduced in FY 2014, has been collected systematically for three consecutive data collection years and was eligible for imputation consideration in FY 2016.

In preparation for this change, AIR evaluated whether this item was a reasonable candidate for imputation by taking the cases with a value for WIFISESS in FY 2015, setting them to missing, and imputing them using Method 2 and Method 5. Growth rate methods were not used in this analysis because four years of data are required for growth rate imputation. The results of the analysis for both Methods 2 and 5 indicated mean absolute differences of 27,000 (Method 2) and 22,000 (Method 5) between the reported and imputed values. This variability suggests that the imputed values would add inconsistency and noise to the data. Therefore, WIFISESS is not imputed in FY 2016.

## Geocoding

Since FY 2007, the PLS data files have included supplemental geographic information. All supplemental geography codes are assigned based on the address information reported by the respondent. The geographic information included in the PLS has evolved over time in accordance with

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<sup>12</sup> “Published” is a term that is used in the 4-year process documentation for data elements, which means “imputed and included in Supplementary Tables.”

industry standards and best practices, as well as data users' needs. Notable transitions include the following:

- FY 2008: The National Center for Education Statistics (NCES) locale code and county population measures were added.
- FY 2009: To avoid duplication or discrepancies in state and county designation codes, the discontinued measures PUB\_FIPS and CNTYFIPS were removed from the data files, while FIPSSST and FIPSCO were retained.
- FY 2014: Data items were filled with prior-year (FY 2013) values. If the library was not included in the data file in the prior year, then the values were filled in as missing. (However, if a library was not included in FY 2013 due to a temporary closure but reopened at the same address in FY 2014, that library will have geocoding information.) In addition, if the library had moved to a new location, then the values were filled in as missing.
- FY 2015: The Federal Information Processing Standards (FIPS) codes were replaced by Geographic Names Information System (GNIS) codes. GNIS codes are used for locational entities of the United States, such as primary county divisions and named populated places. FIPS codes were appended in previous PLS administrations, but starting with FY 2015, PLS included the new GNIS codes.
- FY 2016: The Rural Education Achievement Program (REAP) locale code was added for libraries and outlets. See additional information in the “Locale Codes” section below.

As part of the post-processing of the FY 2016 data files, supplemental geographic information was added to the records for AEs and outlets, where possible. The following supplemental geographic information is provided with the release of the FY 2016 PLS data:

- Zip +4
- Longitude
- Latitude
- Standardized state code (e.g., InterNational Committee for Information Technology Standards (INCITS) 38, formerly FIPS 5-2)
- Standardized county code (e.g., INCITS 31, formerly FIPS 6-4)
- Standardized place code (e.g., Minor Civil Division (MCD) code; GNIS feature ID, formerly FIPS 55-DC3)
- County population
- NCES locale code
- REAP locale code
- Census tract
- Census block
- Congressional district
- Core-based statistical area
- Metropolitan/Micropolitan area flag
- Geocoding Match Status
- Geocoding Address Type
- Geocoding Match Score

Geocoding information was processed in batches using Esri's World Geocode Service. Physical addresses for AEs and outlets (state, city, address, zip code) were input into the server, processed, and sent back to AIR for inclusion on the PLS data files. **Table 9** shows the geocoding match levels and corresponding match descriptions.

**Table 9. Geocoding Match Level and Description**

Match level	Match description
Point address	A street address based on points that represent house and building locations. Typically, this is the most spatially accurate match level. Reference data contains address points with associated house numbers and street names, along with administrative divisions and optional postal code.
Sub address	A subset of a PointAddress that represents a house or building subaddress location, such as an apartment unit, floor, or individual building within a complex.
Street address	A street address that differs from PointAddress because the house number is interpolated from a range of numbers.
Street intersection	A street address consisting of a street intersection along with city and optional state and postal code information.
Street address extension	An interpolated street address match that is returned when parameter matchOutOfRange=true and the input house number exceeds the house number range for the matched street segment.
Street name	Similar to a street address level match, but without the house number.
Locality	A place-name representing a populated place.
Sub administrative	A place-name representing a lower-order administrative division (e.g., municipality, city).
Postal location	A combination of postal code and city name.
Postal code (ZIP) with extension	A postal code with an additional extension, such as the United States Postal Service ZIP+4.
Postal (ZIP) code	Postal code.
Points of Interest (POI)	Reference data consists of administrative division place-names, businesses, landmarks, and geographic features, for example, Starbucks.
Latitude/Longitude	An x/y coordinate pair.

### Match Status

Match Status indicates whether a batch geocode request results in a match, tie, or an “unmatch.” A match indicates that the returned address matches the request and is the highest scoring candidate. A tie indicates that the returned address matches the request but has the same score as one or more additional candidates. An unmatch means no addresses matched the request.

**Public Library System Data file.** Of the 9,252 libraries in the 50 states, the District of Columbia, American Samoa, and Guam in the AE file, 98.6 percent resulted in a match from the batch geocode, 1.4 percent resulted in a tie, and none resulted in an unmatch. Of the 9,252 libraries, 86.7 percent had a match score of 100.0 percent, representing a perfect match. The lowest match score was 76.9 percent, and the mean was 99.0 percent.

In addition, 49.9 percent of the 9,252 libraries were point address matches, 2.1 percent were postal code matches, 45.3 percent were street address matches, 0.2 percent were street intersection matches, 2.3 percent were street name matches, 0.1 percent were street address extension matches, and 0.1 percent were matched manually. There were no missing values.

**Public Library Outlet file.** Of the 17,427 central, branch, bookmobile, and books-by-mail-only outlets in the 50 states, the District of Columbia, American Samoa, and Guam in the outlet-level file, 98.3 percent resulted in a match from the batch geocode, 1.7 percent resulted in a tie, and none resulted in an unmatch. Of the 17,427 outlets, 84.7 percent had a match score of 100.0 percent, representing a perfect match. The lowest match score was 72.8 percent, and the mean was 98.8 percent.

In addition, 50.3 percent of the 17,427 outlets were point address matches, 2.5 percent were postal code matches, 44.4 percent were street address matches, 0.2 percent were street intersection matches, and 2.5 percent were street name matches, 0.1 percent were street address extension matches, and 0.1 percent were matched manually. The remaining records were evenly distributed amongst locality, points of interest, postal code with extension, and sub administrative match levels.<sup>13</sup>

#### Locale Codes<sup>14</sup>

Locale codes allow users to identify whether or not AEs and library outlets are located in cities, suburbs, towns, or rural areas. In the April 2018 release of the FY 2016 PLS data, locale codes (LOCALE and REAPLOCALE) were assigned to AEs and outlets based on the geocoded latitude and longitude values of their street addresses. This methodology for assigning locale codes varied from prior PLS administrations, which have assigned locale codes to AEs based on the modal locale code among central and branch libraries of that library system (excluding bookmobile and books-by-mail-only outlets).<sup>15</sup> In September 2018, the FY 2016 AE file was updated to include the modal locale code (LOCALE\_MOD and REAPLOCALE\_MOD) of stationary outlets (i.e., central and branch libraries) to maintain methodological continuity with prior data. Also, the variables LOCALE and REAPLOCALE from the April 2018 release were renamed to LOCALE\_ADD and REAPLOCALE\_ADD to more clearly differentiate these variables from those using the modal methodology. To conduct longitudinal analysis using locale code, analysts should use LOCALE\_MOD from the FY 2016 data file in combination with LOCALE from data files prior to FY 2016.

The NCES locale coding system classifies areas into four major types—city, suburb, town, and rural—each with three subcategories. The order of urbanicity for NCES locale codes is from the highest, most

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<sup>13</sup> Detail does not sum to total due to rounding.

<sup>14</sup> This section was updated in September 2018 to reflect the inclusion of both methodologies for assigning locale codes (i.e., using the latitude and longitude of the AE and using the modal locale code of associated stationary outlets). A total of 402 records, or 4.3% of all AEs, received a different locale assignment when using the modal methodology. In states with more than one AE, the proportion of AEs with different values for locale code across the two assignment methodologies ranges from 0.27% to 45.83%.

<sup>15</sup> Whenever there was a tie in modal code, the AE retained its prior year locale code if that code was among the tied values. If the tie involved locale codes that were different from the locale code corresponding to the AE's prior locale code, the most urban code of the tied locale codes was assigned to that AE.

urban (11) to the lowest, most rural (43). The 12 different locale codes and the criteria for their assignment are as follows:

- 11 – City, Large:** Territory inside an Urbanized Area and inside a Principal City with a population of 250,000 or more.
- 12 – City, Mid-size:** Territory inside an Urbanized Area and inside a Principal City with a population less than 250,000 and greater than or equal to 100,000.
- 13 – City, Small:** Territory inside an Urbanized Area and inside a Principal City with a population less than 100,000.
- 21 – Suburban, Large:** Territory outside a Principal City and inside an Urbanized Area with a population of 250,000 or more.
- 22 – Suburban, Mid-size:** Territory outside a Principal City and inside an Urbanized Area with a population less than 250,000 and greater than or equal to 100,000.
- 23 – Suburban, Small:** Territory outside a Principal City and inside an Urbanized Area with a population less than 100,000.
- 31 – Town, Fringe:** Territory inside an Urban Cluster that is less than or equal to 10 miles from an Urbanized Area.
- 32 – Town, Distant:** Territory inside an Urban Cluster that is more than 10 miles and less than or equal to 35 miles from an Urbanized Area.
- 33 – Town, Remote:** Territory inside an Urban Cluster that is more than 35 miles from an Urbanized Area.
- 41 – Rural, Fringe:** Census-defined rural territory that is less than or equal to 5 miles from an Urbanized Area, as well as rural territory that is less than or equal to 2.5 miles from an Urban Cluster.
- 42 – Rural, Distant:** Census-defined rural territory that is more than 5 miles but less than or equal to 25 miles from an Urbanized Area, as well as rural territory that is more than 2.5 miles but less than or equal to 10 miles from an Urban Cluster.
- 43 – Rural, Remote:** Census-defined rural territory that is more than 25 miles from an Urbanized Area and also more than 10 miles from an Urban Cluster.

The REAP locale framework relies on the same geographic concepts and data sources used for the NCES locale boundaries, but the two frameworks apply these concepts and sources differently. Per NCES documentation:<sup>16</sup>

*The REAP classifications are a previous incarnation of the NCES locale framework, and the criteria and classifications were adopted at a time when the Census Bureau primarily relied on place-level boundaries to delineate urban areas. Earlier versions of the Census Bureau's urban area criteria usually classified places as either urban or rural in their entirety. As part of its preparation for Census 2000, the Census Bureau revised this approach and*

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<sup>16</sup> [https://nces.ed.gov/programs/edge/docs/NCES\\_LOCALE\\_USERSMANUAL\\_2016012.pdf](https://nces.ed.gov/programs/edge/docs/NCES_LOCALE_USERSMANUAL_2016012.pdf)

*instead decided to delineate urban areas based on more granular Census block and block group boundaries. As a result, the REAP and NCES frameworks now have notable differences in the way they handle the intersection of urban and place boundaries.*

The order of urbanicity for REAP locale codes is from the highest, most urban (01) to the lowest, most rural (08). The 8 different REAP locale codes and the criteria for their assignment are as follows:

- 01 – Large City:** A principal city of a metropolitan area, with the city having a population greater than or equal to 250,000.
- 02 – Mid-size City:** A principal city of a metropolitan area, with the city having a population less than 250,000.
- 03 – Urban Fringe of a Large City:** Any incorporated place, Census-designated place, or non-place territory within a metropolitan area of a large city and defined as urban by the Census Bureau.
- 04 – Urban Fringe of a Mid-size city:** Any incorporated place, Census-designated place, or non-place territory within a metropolitan area of a midsize city and defined as urban by the Census Bureau.
- 05 – Large Town:** An incorporated place or Census-designated place with a population greater than or equal to 25,000 and located outside a metropolitan area.
- 06 – Small Town:** An incorporated place or Census-designated place with a population less than 25,000 and greater than or equal to 2,500 and located outside a metropolitan area.
- 07 – Rural, Outside Metropolitan Area:** Any incorporated place, Census-designated place, or non-place territory not within a metropolitan area and defined as rural by the Census Bureau.
- 08 – Rural, Inside Metropolitan Area:** Any incorporated place, Census-designated place, or non-place territory within a metropolitan area and defined as rural by the Census Bureau.

REAP locale and NCES locale are two distinct classifications and are not dependent upon one another. Both REAP and NCES boundaries can have gaps or incomplete coverage. This can be particularly evident along coastlines.

## C. Guidelines for Processing the PLS Data Files

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

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

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

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

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

Alphanumeric fields that contain “M” and numeric fields that contain “-1” indicate nonresponse. A zero (0) response is reported data and indicates the library or outlet had none of the item. A “-9” indicates data have been removed to protect confidentiality. SAS and SPSS treat missing values differently. SAS users will need to apply the following code to convert negative values to values recognized as missing:

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

array num _numeric_;
do over num;
if num = -1 then num = .M; /*recode missing value into .M*/
if num = -3 and STATSTRU in ('03', '23') then num = .C; /*recode "Closed and Temporary Closed
Library" into .C*/
if num = -4 then num = .N; /*recode "Not Applicable" into .N*/
if num = -9 then num = .S; /*recode suppressed value into .S*/
end;
array char _character_;
do over char;
if char ='M' then char = ' '; /*recode missing value into M for character variables*/
end;
/*recode the rest of special missing into corresponding missing values*/
if PHONE = '-4' then PHONE = ' ';
if STARTDAT = '-3' then STARTDAT = '';
if ENDDATE = '-3' then ENDDATE = '';
array var CENTRACT CENBLOCK CBSA;
    do over var;
        if var = -1 then var = .M;
    end;

*-----*
|  For Public Library State Summary/State Characteristics files  |
*-----*
*Insert this section into data step;

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

```

if char = 'M' then char = ' '; /*recode missing value into M for character variables*/
end;

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

*Insert this section into data step;

array num _numeric_;
do over num;

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

```

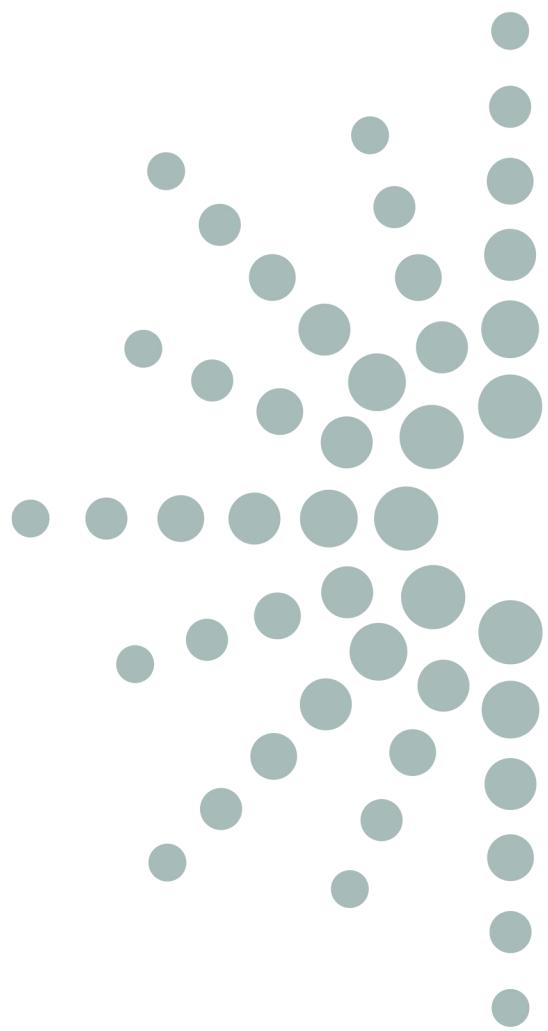
For the 50 states and the District of Columbia, missing data for numeric items were imputed, where eligible. Missing data were not imputed for the outlying areas. See the “Imputation” section above for a discussion of the imputation methodology. See Appendix G for imputation flags and their definitions.

The geocode variables are not collected or reported but are generated; see the record layouts for missing values declarations.

## Removing Imputed Values from the Data

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

## Appendices



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## Appendix A: Record Layout for Public Library System Data File, FY 2016 (\_pupld16a)

Variable name	Field length	Data type	Survey item	Description
<b>Data Source: Public Libraries Survey, Fiscal Year 2016</b>				
<b>Number of records = 9,252 (one record per observation)</b>				
<b>Number of fields per record = 151</b>				
<b>IDENTIFICATION</b>				
STABR	02	A	†	Two-letter American National Standards Institute (ANSI) State Code. (See Appendix D for list of State Codes.)
FSCSKEY	06	A	150	Library identification code assigned by IMLS
LIBID	20	A	151	Library identification code assigned by the state.
LIBNAME	60	A	152	Name of library (administrative entity)
<b>STREET ADDRESS</b>				
ADDRESS	35	A	153	Street address of administrative entity
CITY	20	A	154	City or town (of street address) of administrative entity
ZIP	05	A	155	Standard five-digit postal zip code (of street address) of administrative entity.
ZIP4	04	A	†	Four-digit postal zip code extension (of street address) of administrative entity. M-Missing (unknown)
<b>MAILING ADDRESS</b>				
ADDRES_M	35	A	157	Mailing address of administrative entity
CITY_M	20	A	158	City or town (of mailing address) of administrative entity
ZIP_M	05	A	159	Standard five-digit postal zip code (of mailing address) of administrative entity
ZIP4_M	04	A	†	Four-digit postal zip code extension (of mailing address) of administrative entity M-Missing

Variable name	Field length	Data type	Survey item	Description
CNTY	20	A	161	County in which the headquarters of the administrative entity is physically located
PHONE	10	A	162	Telephone number, in following format: area code/exchange/number (for example, 7037315072) -4-Not applicable
C_RELATN	02	A	200	Interlibrary Relationship Code HQ-Headquarters of a federation or cooperative ME-Member of a federation or cooperative NO-Not a member of a federation or cooperative
C_LEG BAS	02	A	201	Legal Basis Code CC-City/County CI-Municipal Government (city, town, or village) CO-County/Parish LD-Library District MJ-Multi-jurisdictional NL-Native American Tribal Government NP-Non-profit Association or Agency SD-School District OT-Other (Note: Prior to FY 98, this variable was called C_LEGBASE.)
C_ADMIN	02	A	202	Administrative Structure Code MA-Administrative entity with multiple direct service outlets where administrative offices are separate MO-Administrative entity with multiple direct service outlets where administrative offices are not separate SO-Single outlet administrative entity
C_FSCS	01	A	203	FSCS Public Library Definition (Public library system meets all criteria in the definition.) Y-Yes N-No
GEOCODE	03	A	204	Geographic Code CI1-Municipal Government (city, town, or village) (exactly) CI2-Municipal Government (city, town, or village) (most nearly) CO1-County/Parish (exactly) CO2-County/Parish (most nearly)

Variable name	Field length	Data type	Survey item	Description
				MA1–Metropolitan Area (exactly) MA2–Metropolitan Area (most nearly) MC1–Multi-County (exactly) MC2–Multi-County (most nearly) SD1–School District (exactly) SD2–School District (most nearly) OTH–Other
LSABOUND	01	A	205	Legal service area boundary change in last year Y–Yes N–No
STARTDAT	10	A	206	Reporting period starting date, in mm/dd/yyyy format (e.g., 07/01/2015) -3–Closed or temporarily closed administrative entity
ENDDATE	10	A	207	Reporting period ending date, in mm/dd/yyyy format (e.g., 06/30/2016) -3–Closed or temporarily closed administrative entity
<b>POPULATION</b>				
POPU_LSA	09	N	208	Population of the Legal Service Area -3–Closed or temporarily closed administrative entity
F_POPLSA	04	A	†	POPU_LSA imputation flag. (See Appendix G for definitions of flags.)
POPU_UND	09	N	209	Derived. Unduplicated population of the legal service area for the library. This value is calculated by prorating the library's population of legal service area (POPU_LSA) to the state's total population of legal service areas (total POPU_LSA), and applying the ratio to the state-reported total unduplicated population of legal service areas. The latter item, a single figure reported by the state data coordinator, is also named POPU_UND but is located on the State Summary/State Characteristics Data File. -3–Closed or temporarily closed administrative entity
<b>SERVICE OUTLETS</b>				
CENTLIB	03	N	210	Number of central libraries -3–Closed or temporarily closed administrative entity
F_CENLIB	04	A	†	CENTLIB imputation flag. (See Appendix G for definitions of flags.)

Variable name	Field length	Data type	Survey item	Description
BRANLIB	03	N	211	Number of branch libraries -3-Closed or temporarily closed administrative entity
F_BRLIB	04	A	†	BRANLIB imputation flag. (See Appendix G for definitions of flags.)
BKMOB	03	N	212	Number of bookmobiles -3-Closed or temporarily closed administrative entity
F_BKMOB	04	A	†	BKMOB imputation flag. (See Appendix G for definitions of flags.)
<b>FULL-TIME EQUIVALENT (FTE) PAID STAFF</b>				
MASTER	09	N	250	ALA-MLS Librarians. Number of FTE paid librarians with master's degrees from programs of library and information studies accredited by the American Library Association. This field consists of six integers and two decimals, with an explicit decimal point. -3-Closed or temporarily closed administrative entity
F_MASTER	04	A	†	MASTER imputation flag. (See Appendix G for definitions of flags.)
LIBRARIA	09	N	251	Total number of FTE employees holding the title of librarian. This field consists of six integers and two decimals, with an explicit decimal point. -3-Closed or temporarily closed administrative entity
F_LIBRAR	04	A	†	LIBRARIA imputation flag. (See Appendix G for definitions of flags.)
OTHPAID	09	N	252	All other paid FTE employees. This field consists of six integers and two decimals, with an explicit decimal point. -3-Closed or temporarily closed administrative entity
F_OTHSTF	04	A	†	OTHPAID imputation flag. (See Appendix G for definitions of flags.)
TOTSTAFF	10	N	253	Total paid FTE employees (i.e., sum of LIBRARIA and OTHPAID). This field consists of seven integers and two decimals, with an explicit decimal point. -3-Closed or temporarily closed administrative entity
F_TOTSTF	04	A	†	TOTSTAFF imputation flag. (See Appendix G for definitions of flags.)
<b>OPERATING REVENUE</b>				
LOCGVT	09	N	300	Operating revenue from local government -3-Closed or temporarily closed administrative entity

Variable name	Field length	Data type	Survey item	Description
F_LOCGVT	04	A	†	LOCGVT imputation flag. (See Appendix G for definitions of flags.)
STGVT	09	N	301	Operating revenue from state government -3-Closed or temporarily closed administrative entity
F_STGVT	04	A	†	STGVT imputation flag. (See Appendix G for definitions of flags.)
FEDGVT	09	N	302	Operating revenue from federal government -3-Closed or temporarily closed administrative entity
F_FEDGVT	04	A	†	FEDGVT imputation flag. (See Appendix G for definitions of flags.)
OTHINCM	09	N	303	Other operating revenue (i.e., operating revenue not included in LOCGVT, STGVT, and FEDGVT) -3-Closed or temporarily closed administrative entity
F_OTHINC	04	A	†	OTHINCM imputation flag. (See Appendix G for definitions of flags.)
TOTINCM	10	N	304	Total operating revenue (i.e., sum of LOCGVT, STGVT, FEDGVT, and OTHINCM) -3-Closed or temporarily closed administrative entity
F_TOTINC	04	A	†	TOTINCM imputation flag. (See Appendix G for definitions of flags.)
<b>OPERATING EXPENDITURES</b>				
<b>Staff Expenditures</b>				
SALARIES	09	N	350	Salaries and wages for all library staff -3-Closed or temporarily closed administrative entity -9- Data suppressed to protect confidentiality
F_SALX	04	A	†	SALARIES imputation flag. (See Appendix G for definitions of flags.)
BENEFIT	09	N	351	Employee benefits for all library staff -3-Closed or temporarily closed administrative entity -9- Data suppressed to protect confidentiality
F_BENX	04	A	†	BENEFIT imputation flag. (See Appendix G for definitions of flags.)
STAFFEXP	09	N	352	Total staff expenditures (i.e., sum of SALARIES and BENEFIT) -3-Closed or temporarily closed administrative entity -9- Data suppressed to protect confidentiality

Variable name	Field length	Data type	Survey item	Description
F_TOSTFX	04	A	†	STAFFEXP imputation flag. (See Appendix G for definitions of flags.)
PRMATEXP	09	N	353	<p style="text-align: center;"><b>Collection expenditures</b></p> <p>Operating expenditures for print materials (including books, current serial subscriptions, government documents, and any other print acquisitions)</p> <p>-3-Closed or temporarily closed administrative entity</p>
F_PRMATX	04	A	†	PRMATEXP imputation flag. (See Appendix G for definitions of flags.)
ELMATEXP	09	N	354	<p>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)</p> <p>-3-Closed or temporarily closed administrative entity</p>
F_ELMATX	04	A	†	ELMATEXP imputation flag. (See Appendix G for definitions of flags.)
OTHMATEX	09	N	355	<p>Operating expenditures for all other library materials (microform, audio, video, DVD, and new formats)</p> <p>-3-Closed or temporarily closed administrative entity</p>
F_OTMATX	04	A	†	OTHMATEX imputation flag. (See Appendix G for definitions of flags.)
TOTEXPCO	09	N	356	<p>Total expenditures on library collection (i.e., sum of PRMATEXP, ELMATEXP, and OTHMATEX)</p> <p>-3-Closed or temporarily closed administrative entity</p>
F_TOCOLX	04	A	†	TOTEXPCO imputation flag. (See Appendix G for definitions of flags.)
OTHOPEXP	09	N	357	<p style="text-align: center;"><b>Other operating expenditures</b></p> <p>Other operating expenditures (i.e., operating expenditures not included in STAFFEXP and TOTEXPCO)</p> <p>-3-Closed or temporarily closed administrative entity</p> <p>-9- Data suppressed to protect confidentiality</p>
F_OTHOPX	04	A	†	OTHOPEXP imputation flag. (See Appendix G for definitions of flags.)
TOTOPEXP	10	N	358	<p>Total operating expenditures (i.e., sum of STAFFEXP, TOTEXPCO, and OTHOPEXP)</p> <p>-3-Closed or temporarily closed administrative entity</p>
F_TOTOPX	04	A	†	TOTOPEXP imputation flag. (See Appendix G for definitions of flags.)

Variable name	Field length	Data type	Survey item	Description
<b>CAPITAL REVENUE</b>				
LCAP_REV	09	N	400	Local government capital revenue -3-Closed or temporarily closed administrative entity
F_LCAPRV				
F_LCAPRV	04	A	†	LCAP_REV imputation flag. (See Appendix G for definitions of flags.)
SCAP_REV				
SCAP_REV	09	N	401	State government capital revenue -3-Closed or temporarily closed administrative entity
F_SCAPRV				
F_SCAPRV	04	A	†	SCAP_REV imputation flag. (See Appendix G for definitions of flags.)
FCAP_REV				
FCAP_REV	09	N	402	Federal government capital revenue -3-Closed or temporarily closed administrative entity
F_FCAPRV				
F_FCAPRV	04	A	†	FCAP_REV imputation flag. (See Appendix G for definitions of flags.)
OCAP_REV				
OCAP_REV	09	N	403	Other capital revenue (i.e., capital revenue not included in LCAP_REV, SCAP_REV, and OCAP_REV) -3-Closed or temporarily closed administrative entity
F_OCAPRV				
F_OCAPRV	04	A	†	OCAP_REV imputation flag. (See Appendix G for definitions of flags.)
CAP_REV				
CAP_REV	09	N	404	Total capital revenue (i.e., sum of LCAP_REV, SCAP_REV, FCAP_REV, and OCAP_REV) -3-Closed or temporarily closed administrative entity
F_TCAPRV				
F_TCAPRV	04	A	†	CAP_REV imputation flag. (See Appendix G for definitions of flags.)
<b>CAPITAL EXPENDITURES</b>				
CAPITAL				
CAPITAL	09	N	405	Total capital expenditures -3-Closed or temporarily closed administrative entity
F_TCAPX				
F_TCAPX	04	A	†	CAPITAL imputation flag. (See Appendix G for definitions of flags.)
<b>LIBRARY COLLECTION</b>				
BKVOL				
BKVOL	09	N	450	Print materials (including books and government documents) -1-Missing -3-Closed or temporarily closed administrative entity

Variable name	Field length	Data type	Survey item	Description
EBOOK	09	N	451	Electronic Books (E-books) (digital documents, including non-serial government documents in digital format) -1-Missing -3-Closed or temporarily closed administrative entity
AUDIO_PH	09	N	452	Audio - physical units (including records, audiocassettes, audio cartridges, audio discs—including audio-CD-ROMS, audio reels, talking books, and other sound recordings) -3-Closed or temporarily closed administrative entity
F_AUD_PH	04	A	†	AUDIO_PH imputation flag. (See Appendix G for definitions of flags.)
AUDIO_DL	09	N	453	Audio - downloadable units -1-Missing -3-Closed or temporarily closed administrative entity
VIDEO_PH	09	N	454	Video - physical units (including video tapes, DVDs, video CD-ROMs, etc.) -3-Closed or temporarily closed administrative entity
F_VID_PH	04	A	†	VIDEO_PH imputation flag. (See Appendix G for definitions of flags.)
VIDEO_DL	09	N	455	Video - downloadable units -1-Missing -3-Closed or temporarily closed administrative entity
<b>ELECTRONIC COLLECTIONS</b>				
EC_LO_OT	09	N	456	Local/Other electronic collections -1-Missing -3-Closed or temporarily closed administrative entity
EC_ST	09	N	457	State electronic collections -1-Missing -3-Closed or temporarily closed administrative entity
ELECCOLL	09	N	458	Total electronic collections -1-Missing -3-Closed or temporarily closed administrative entity
SUBSCRIPT	09	N	460	Current print serial subscriptions -3-Closed or temporarily closed administrative entity

Variable name	Field length	Data type	Survey item	Description
F_PRSUB	04	A	†	SUBSCRIP imputation flag. (See Appendix G for definitions of flags.)
				<b>PUBLIC SERVICE HOURS</b>
HRS_OPEN	09	N	500	Total annual public service hours for all service outlets -3-Closed or temporarily closed administrative entity
F_HRS_OP	04	A	†	HRS_OPEN imputation flag. (See Appendix G for definitions of flags.)
				<b>LIBRARY SERVICES</b>
VISITS	09	N	501	Total annual library visits -3-Closed or temporarily closed administrative entity
F_VISITS	04	A	†	VISITS imputation flag. (See Appendix G for definitions of flags.)
REFERENC	09	N	502	Total annual reference transactions -3-Closed or temporarily closed administrative entity
F_REFER	04	A	†	REFERENC imputation flag. (See Appendix G for definitions of flags.)
REGBOR	09	N	503	Registered Users -3-Closed or temporarily closed administrative entity
F_REGBOR	04	A	†	REGBOR imputation flag. (See Appendix G for definitions of flags.)
				<b>CIRCULATION</b>
TOTCIR	09	N	550	Total annual circulation transactions -1-Missing -3-Closed or temporarily closed administrative entity
KIDCIRCL	09	N	551	Total annual circulation (including renewals) of all children's materials in all formats to all users -3-Closed or temporarily closed administrative entity
F_KIDCIR	04	A	†	KIDCIRCL imputation flag. (See Appendix G for definitions of flags.)
ELMATCIR	09	N	552	Use of Electronic Materials – The total annual circulation of all electronic materials -1-Missing -3-Closed or temporarily closed administrative entity

Variable name	Field length	Data type	Survey item	Description
PHYSCIR	09	N	553	Physical item circulation – The total annual circulation of all physical library materials of all types, including renewals. -1-Missing -3-Closed or temporarily closed administrative entity
ELINFO	09	N	554	Successful retrieval of electronic information – The number of full-content units or descriptive records examined, downloaded, or otherwise supplied to user, from online library resources that require user authentication but do not have a circulation period. -1-Missing -3-Closed or temporarily closed administrative entity
ELCONT	09	N	555	Electronic content use – The total annual count of the circulation of electronic materials and the successful retrieval of electronic information -1-Missing -3-Closed or temporarily closed administrative entity
TOTCOLL	09	N	556	Total annual count of physical item circulation, circulation of electronic material and successful retrieval of electronic information -1-Missing -3-Closed or temporarily closed administrative entity
<b>INTER-LIBRARY LOANS</b>				
LOANTO	09	N	575	Total annual loans provided to other libraries -3-Closed or temporarily closed administrative entity
F_LOANTO	04	A	†	LOANTO imputation flag. (See Appendix G for definitions of flags.)
LOANFM	09	N	576	Total annual loans received from other libraries -3-Closed or temporarily closed administrative entity
F_LOANFM	04	A	†	LOANFM imputation flag. (See Appendix G for definitions of flags.)
<b>LIBRARY PROGRAMS</b>				
TOTPRO	895	N	600	Total library programs -3-Closed or temporarily closed administrative entity
F_TOTPRO	04	A	†	TOTPRO imputation flag. (See Appendix G for definitions of flags.)
KIDPRO	09	N	601	Total children's programs -3-Closed or temporarily closed administrative entity

Variable name	Field length	Data type	Survey item	Description
F_KIDPRO	04	A	†	KIDPRO imputation flag. (See Appendix G for definitions of flags.)
YAPRO	09	N	602	Total young adult programs -3-Closed or temporarily closed administrative entity
F_YAPRO	04	A	†	YAPRO imputation flag. (See Appendix G for definitions of flags.)
TOTATTEN	09	N	603	Total audience at all library programs -3-Closed or temporarily closed administrative entity
F_TOTATT	04	A	†	TOTATTEN imputation flag. (See Appendix G for definitions of flags.)
KIDATTEN	09	N	604	Total audience at all children's programs -3-Closed or temporarily closed administrative entity
F_KIDATT	04	A	†	KIDATTEN imputation flag. (See Appendix G for definitions of flags.)
YAATTEN	09	N	605	Total audience at all young adult programs -3-Closed or temporarily closed administrative entity
F_YAATT	04	A	†	YAATTEN imputation flag. (See Appendix G for definitions of flags.)
<b>ELECTRONIC TECHNOLOGY</b>				
GPTERMS	06	N	650	Internet computers used by general public -3-Closed or temporarily closed administrative entity
F_GPTERM	04	A	†	GPTERMS imputation flag. (See Appendix G for definitions of flags.)
PITUSR	09	N	651	Uses of public internet computers per year -3-Closed or temporarily closed administrative entity
F_PITUSR	04	A	†	PITUSR imputation flag. (See Appendix G for definitions of flags.)
WIFISESS	10	N	652	Total annual wireless sessions provided by the library wireless service -1-Missing -3-Not applicable (closed or temporarily closed administrative entity)
YR_SUB	04	A	†	FSCS submission year of public library data in 4-digit format (YYYY)

Variable name	Field length	Data type	Survey item	Description
OBEREG	02	A	†	<p>Bureau of Economic Analysis Code (formerly, Office of Business Economics)</p> <p>01–New England (CT ME MA NH RI VT)</p> <p>02–Mid East (DE DC MD NJ NY PA)</p> <p>03–Great Lakes (IL IN MI OH WI)</p> <p>04–Plains (IA KS MN MO NE ND SD)</p> <p>05–Southeast (AL AR FL GA KY LA MS NC SC TN VA WV)</p> <p>06–Southwest (AZ NM OK TX)</p> <p>07–Rocky Mountains (CO ID MT UT WY)</p> <p>08–Far West (AK CA HI NV OR WA)</p> <p>09–Outlying Areas (AS GU MP PR VI)</p>
RSTATUS	01	A	†	<p>Derived. Reporting status</p> <p>1–Respondent, with no imputed data</p> <p>2–Respondent, with both reported and imputed data</p> <p>3–Nonrespondent, not imputed</p> <p>4–Nonrespondent, with imputed data</p>
STATSTRU	02	A	†	<p>Structure Change Code</p> <p>00–No change from last year</p> <p>01–Existing administrative entity or outlet absorbs another administrative entity or outlet</p> <p>02–Newly created administrative entity or outlet</p> <p>03–Closed</p> <p>04–Move outlet to a newly created administrative entity</p> <p>05–Merge two or more administrative entities or outlets to form a new administrative entity or outlet</p> <p>06–(reserved)</p> <p>07–(reserved)</p> <p>08–Restored a closed administrative entity or outlet record</p> <p>09–Restored an incorrectly deleted administrative entity or outlet</p> <p>10–Delete an incorrect record</p> <p>11–Outlet moved to a different previously existing administrative entity</p> <p>12–(reserved)</p> <p>13–Add an existing administrative entity or outlet not previously reported</p> <p>22–Future administrative entity FSCS ID Request</p> <p>23–Temporary closure</p> <p>24–Restore/Undo Was a 23 (Reopen a temporary closure)</p>

Variable name	Field length	Data type	Survey item	Description
(Note: This code records structure changes to administrative entities and outlets, and is included on the Public Library System Data File and the Public Library Outlet File. Structure changes include actions such as adding, deleting, or merging administrative entities or outlets. The full list of codes is provided; however, some codes are specific to one of the data files (e.g., code 11 would appear only on the Public Library Outlet Data File.)				
STATNAME	02	A	152A	Name Change Code 00-No change from last year 06-Official name change 14-Minor name change
STATADDR	02	A	153A	Address Change Code 00-No change from last year 07-Moved to a new location 15-Minor address change
LONGITUD	12	N	†	Longitude. Formatted -X00.0000000 (X is blank or 1) This field consists of a negative sign, three integers and seven decimal places, with an explicit decimal point.
LATITUDE	10	N	†	Latitude. Formatted 00.0000000 This field consists of two integers and seven decimal places, with an explicit decimal point.
INCITSST	02	A	†	Two-digit International Committee for Information Technology Standards State Code (INCITS 38) assigned based on the physical location of the administrative entity headquarters. See Appendix D for list of State Codes.
INCITSCO	03	A	†	Three-digit INCITS County Code (INCITS 31) assigned based on the physical location of the administrative entity headquarters.
GNISPLAC	05	A	†	Five-digit Geographic Names Information System (GNIS) Feature ID, or reference to named entities, based on physical location of the administrative entity headquarters. Place Code. Not every address will fall within a Place. M-Missing
CNTYPOP	08	N	†	County Population

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

Variable name	Field length	Data type	Survey item	Description
				12-City, Mid-size: Territory inside an urbanized area and inside a principal city with a population less than 250,000 and greater than or equal to 100,000.
				13-City, Small: Territory inside an urbanized area and inside a principal city with a population less than 100,000.
				21-Suburb, Large: Territory outside a principal city and inside an urbanized area with population of 250,000 or more.
				22-Suburb, Mid-size: Territory outside a principal city and inside an urbanized area with a population less than 250,000 and greater than or equal to 100,000.
				23-Suburb, Small: Territory outside a principal city and inside an urbanized area with a population less than 100,000.
				31-Town, Fringe: Territory inside an urban cluster that is less than or equal to 10 miles from an urbanized area.
				32-Town, Distant: Territory inside an urban cluster that is more than 10 miles and less than or equal to 35 miles from an urbanized area.
				33-Town, Remote: Territory inside an urban cluster that is more than 35 miles from an urbanized area.
				41-Rural, Fringe: Census-defined rural territory that is less than or equal to 5 miles from an urbanized area, as well as rural territory that is less than or equal to 2.5 miles from an urban cluster.
				42-Rural, Distant: Census-defined rural territory that is more than 5 miles but less than or equal to 25 miles from an urbanized area, as well as rural territory that is more than 2.5 miles but less than or equal to 10 miles from an urban cluster.
				43-Rural, Remote: Census-defined rural territory that is more than 25 miles from an urbanized area and is also more than 10 miles from an urban cluster.
				M-Missing

Variable name	Field length	Data type	Survey item	Description
REAPLOCALE_ADD	02	A	†	<p>REAP (The Rural Education Achievement Program) Urban-centric locale code. The geographic location in terms of the size of the community in which it is located and the location of that community relative to urban and metropolitan areas. Assigned based on the latitude and longitude of the administrative entity.</p> <p>01–Large City: A principal city of a metropolitan area, with the city having a population greater than or equal to 250,000.</p> <p>02–Mid-size City: A principal city of a metropolitan area, with the city having a population less than 250,000.</p> <p>03–Urban Fringe of a Large City: Any incorporated place, Census-designated place, or non-place territory within a metropolitan area of a large city and defined as urban by the Census Bureau.</p> <p>04–Urban Fringe of a Mid-size City: Any incorporated place, Census-designated place, or non-place territory within a metropolitan area of a midsize city and defined as urban by the Census Bureau.</p> <p>05–Large Town: An incorporated place or Census-designated place with a population greater than or equal to 25,000 and located outside a metropolitan area.</p> <p>06–Small Town: An incorporated place or Census-designated place with a population less than 25,000 and greater than or equal to 2,500 and located outside a metropolitan area.</p> <p>07–Rural, Outside Metropolitan Area: Any incorporated place, Census-designated place, or non-place territory not within a metropolitan area and defined as rural by the Census Bureau.</p> <p>08–Rural, Inside Metropolitan Area: Any incorporated place, Census-designated place, or non-place territory within a metropolitan area and defined as rural by the Census Bureau.</p>

Variable name	Field length	Data type	Survey item	Description
REAPLOCALE_MOD	02	A	†	<p>REAP (The Rural Education Achievement Program) Urban-centric locale code. The geographic location in terms of the size of the community in which it is located and the location of that community relative to urban and metropolitan areas. Assigned based on the modal REAP locale code of associated stationary outlets (i.e., central and branch libraries)</p> <p>01–Large City: A principal city of a metropolitan area, with the city having a population greater than or equal to 250,000.</p> <p>02–Mid-size City: A principal city of a metropolitan area, with the city having a population less than 250,000.</p> <p>03–Urban Fringe of a Large City: Any incorporated place, Census-designated place, or non-place territory within a metropolitan area of a large city and defined as urban by the Census Bureau.</p> <p>04–Urban Fringe of a Mid-size City: Any incorporated place, Census-designated place, or non-place territory within a metropolitan area of a midsize city and defined as urban by the Census Bureau.</p> <p>05–Large Town: An incorporated place or Census-designated place with a population greater than or equal to 25,000 and located outside a metropolitan area.</p> <p>06–Small Town: An incorporated place or Census-designated place with a population less than 25,000 and greater than or equal to 2,500 and located outside a metropolitan area.</p> <p>07–Rural, Outside Metropolitan Area: Any incorporated place, Census-designated place, or non-place territory not within a metropolitan area and defined as rural by the Census Bureau.</p> <p>08–Rural, Inside Metropolitan Area: Any incorporated place, Census-designated place, or non-place territory within a metropolitan area and defined as rural by the Census Bureau.</p>
CENTRACT	07	N	†	Census Tract code. 7 character - Formatted 0000.YY (YY=blank or numeric) A small, relatively permanent statistical subdivision of a county or statistically equivalent entity delineated by local participants as part of the Census Bureau's Participant Statistical Areas Program. This field consists of four integers and two decimals, with an explicit decimal point.
CENBLOCK	04	N	†	Census Block code. 4 character - An area bounded on all sides by visible features, such as streets, roads, streams, and railroads tracks, and by invisible boundaries, such as city, town, township, and county limits, property lines, and short, imaginary extensions of streets and roads (designated by the Census Bureau).
CDCODE	04	A	†	Congressional District. ANSI code based on the location of the administrative entity/outlet. Legislatively defined subdivisions of the state for the purpose of electing representatives to the House of Representatives of the U.S. Congress.

Variable name	Field length	Data type	Survey item	Description
CBSA	05	N	†	Core based statistical area. Core based statistical areas (CBSAs) and Principal cities of Metropolitan and Micropolitan Statistical Areas (MSAs) <sup>1</sup> -1-Missing
MICROF	01	A	†	Metropolitan and Micropolitan Statistical Area flag. 0-Metropolitan area 1-Micropolitan area M-Missing
ADDRTYPE	22	A	†	The match level for a geocode request. PointAddress—A street address based on points that represent house and building locations. BuildingName—A street address based on points representing buildings. This differs from PointAddress because reference data contains building names instead of house number. StreetAddress—A street address that differs from PointAddress because the house number is interpolated from a range of numbers. StreetInt—A street address consisting of a street intersection along with city and optional state and postal code information. StreetAddressExt—An interpolated street address match that is returned when parameter matchOutOfRange=true and the input house number exceeds the house number range for the matched street segment. StreetName—Similar to a street address but without the house number. Admin—A place-name representing the highest-order administrative division (e.g., state). DepAdmin—A place-name representing a higher-order administrative division (e.g., county, district, region). SubAdmin—A place-name representing a lower-order administrative division (e.g., municipality, city). Locality—A place-name representing a populated place such as a city or neighborhood. Postal—Postal code. Reference data is postal code points. PostalExt—A postal code with an additional extension, such as the United States Postal Service ZIP+4. Reference data is postal code points with extensions, for example, 90210-3841. POI—Points of interest. LatLong—An x/y coordinate pair. Manual—Address manually matched to latitude/longitude.

Variable name	Field length	Data type	Survey item	Description
MSTATUS	01	A	†	<p>Esri Match Status. Result of the attempt to match using supplied address data</p> <p>E-Match. The returned address matches the request and is the highest scoring candidate.</p> <p>T-Tie. The returned address matches the request but has the same score as one or more additional candidates.</p> <p>U-Unmatch. No addresses match the request.</p>
SCORE	03	N	†	A number from 1-100 indicating the accuracy of the address match. A score of 100 represents a perfect match, while lower scores represent decreasing match accuracy.

N Numeric field.

A Alpha character field.

† Not applicable.

1 <https://www.census.gov/population/metro/data/def.html>

## Appendix B: Record Layout for Public Library State Summary/ State Characteristics Data File, FY 2016 (\_pusum16a)

Variable name	Field length	Data type	Survey item	Description
<b>Data Source: Public Libraries Survey, Fiscal Year 2016</b>				
<b>Number of records = 53 (one record per observation)</b>				
<b>Number of fields per record = 114</b>				
<b>IDENTIFICATION</b>				
STABR	02	A	†	Two-letter American National Standards Institute (ANSI) State Code. (See Appendix D for list of State Codes.)
<b>POPULATION</b>				
POPU_LSA	10	N	208	Population of the legal service area
F_POPLSA	04	A		POPU_LSA imputation flag. (See Appendix G for definitions of flags.)
POPU_UND	10	N	103	Total unduplicated population of legal service areas. (Note: This is a single, state-reported figure. This item is on the State Characteristics data entry screen.)
POPU_ST	10	N	102	Reported state total population estimate. (Note: This item is on the State Characteristics data entry screen.)
<b>SERVICE OUTLETS</b>				
CENTLIB	05	N	209	Number of central libraries
F_CENLIB	04	A	†	CENTLIB imputation flag. (See Appendix G for definitions of flags.)
BRANLIB	05	N	210	Number of branch libraries
F_BRLIB	04	A	†	BRANLIB imputation flag. (See Appendix G for definitions of flags.)
BKMOB	05	N	211	Number of bookmobiles
F_BKMOB	04	A	†	BKMOB imputation flag. (See Appendix G for definitions of flags.)

Variable name	Field length	Data type	Survey item	Description
<b>FULL-TIME EQUIVALENT (FTE) PAID STAFF</b>				
MASTER	11	N	250	ALA-MLS Librarians. Number of FTE paid librarians with master's degrees from programs of library and information studies accredited by the American Library Association. This field consists of eight integers and two decimals, with an explicit decimal point.
F_MASTER	04	A	†	MASTER imputation flag. (See Appendix G for definitions of flags.)
LIBRARIA	11	N	251	Total number of FTE employees holding the title of librarian. This field consists of eight integers and two decimals, with an explicit decimal point.
F_LIBRAR	04	A	†	LIBRARIA imputation flag. (See Appendix G for definitions of flags.)
OTHPAID	11	N	252	All other paid FTE employees. This field consists of eight integers and two decimals, with an explicit decimal point.
F_OTHSTF	04	A	†	OTHPAID imputation flag. (See Appendix G for definitions of flags.)
TOTSTAFF	12	N	253	Total paid FTE employees (i.e., sum of LIBRARIA and OTHPAID). This field consists of nine integers and two decimals, with an explicit decimal point.
F_TOTSTF	04	A	†	TOTSTAFF imputation flag. (See Appendix G for definitions of flags.)
<b>OPERATING REVENUE</b>				
LOCGVT	11	N	300	Operating revenue from local government
F_LOCGVT	04	A	†	LOCGVT imputation flag. (See Appendix G for definitions of flags.)
STGVT	11	N	301	Operating revenue from state government
F_STGVT	04	A	†	STGVT imputation flag. (See Appendix G for definitions of flags.)
FEDGVT	11	N	302	Operating revenue from federal government
F_FEDGVT	04	A	†	FEDGVT imputation flag. (See Appendix G for definitions of flags.)
OTHINCM	11	N	303	Other operating revenue (i.e., revenue not included in LOCGVT, STGVT, and FEDGVT)
F_OTHINC	04	A	†	OTHINCM imputation flag. (See Appendix G for definitions of flags.)

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

Variable name	Field length	Data type	Survey item	Description
<b>Other operating expenditures</b>				
OTHOPEXP	11	N	357	Other operating expenditures (i.e., operating expenditures not included in STAFFEXP and TOTEXPCO)
<b>Capital Revenue</b>				
LCAP_REV	10	N	400	Local government capital revenue
F_LCAPRV	04	A	†	LCAP_REV imputation flag. (See Appendix G for definitions of flags.)
SCAP_REV	10	N	401	State government capital revenue
F_SCAPRV	04	A	†	SCAP_REV imputation flag. (See Appendix G for definitions of flags.)
FCAP_REV	10	N	402	Federal government capital revenue
F_FCAPRV	04	A	†	FCAP_REV imputation flag. (See Appendix G for definitions of flags.)
OCAP_REV	10	N	403	Other capital revenue (i.e., capital revenue not included in LCAP_REV, SCAP_REV, and FCAP_REV)
F_OCAPRV	04	A	†	OCAP_REV imputation flag. (See Appendix G for definitions of flags.)
CAP_REV	11	N	404	Total capital revenue (i.e., sum of LCAP_REV, SCAP_REV, FCAP_REV, and OCAP_REV)
F_TCAPRV	04	A	†	CAP_REV imputation flag. (See Appendix G for imputation flags.)
<b>Capital Expenditures</b>				
CAPITAL	11	N	405	Total capital expenditures
F_TCAPX	04	A	†	CAPITAL imputation flag. (See Appendix G for definitions of flags.)

Variable name	Field length	Data type	Survey item	Description
<b>LIBRARY COLLECTION</b>				
BKVOL	11	N	450	Print materials (including books and government documents)
EBOOK	09	N	451	Electronic books (E-books) (digital documents, including non-serial government documents in digital format) -1-Missing
AUDIO_PH	11	N	452	Audio - physical units (including records, audiocassettes, audio cartridges, audio discs—including audio-CD-ROMS, audio reels, talking books, and other sound recordings)
F_AUD_PH	04	A	†	AUDIO_PH imputation flag. (See Appendix G for definitions of flags.)
AUDIO_DL	11	N	453	Audio - downloadable units -1-Missing
VIDEO_PH	11	N	454	Video - physical units (including video tapes, DVDs, video CD-ROMs, etc.)
F_VID_PH	04	A	†	VIDEO_PH imputation flag. (See Appendix G for definitions of flags.)
VIDEO_DL	11	N	455	Video - downloadable units -1-Missing
<b>ELECTRONIC COLLECTIONS</b>				
EC_LO_OT	09	N	456	Local/Other electronic collections -1-Missing
EC_ST	09	N	457	State electronic collections
ELECCOLL	09	N	458	Total electronic collections
SUBSCRIPT	11	N	460	Current print serial subscriptions
F_PRSUB	04	A	†	SUBSCRIPT imputation flag. (See Appendix G for definitions of flags.)
<b>PUBLIC SERVICE HOURS</b>				
HRS_OPEN	11	N	500	Total annual public service hours for all service outlets
F_HRS_OP	04	A	†	HRS_OPEN imputation flag. (See Appendix G for definitions of flags.)

Variable name	Field length	Data type	Survey item	Description
<b>LIBRARY SERVICES</b>				
VISITS	11	N	501	Total annual library visits
F_VISITS	04	A	†	FVISITS imputation flag. (See Appendix G for definitions of flags.)
REFERENC	11	N	502	Total annual reference transactions
F_REFER	04	A	†	FREFERNC imputation flag. (See Appendix G for definitions of flags.)
REGBOR	11	N	503	Registered Users
F_REGBOR	04	A	†	FREGBOR imputation flag. (See Appendix G for definitions of flags.)
<b>CIRCULATION</b>				
TOTCIR	11	N	550	Total annual circulation transactions
KIDCIRCL	09	N	551	Total annual circulation (including renewals) of all children's materials in all formats to all users
F_KIDCIR	04	A	†	KIDCIRCL imputation flag. (See Appendix G for definitions of flags.)
ELMATCIR	09	N	552	Total annual circulation of all electronic materials. -1-Missing
PHYSCIR	09	N	553	Physical item circulation – The total annual circulation of all physical library materials of all types, including renewals. -1-Missing
ELINFO	09	N	554	Successful retrieval of electronic information – The number of full-content units or descriptive records examined, downloaded, or otherwise supplied to user, from online library resources that require user authentication but do not have a circulation period. -1-Missing
ELCONT	09	N	555	Electronic content use – The total annual count of the circulation of electronic materials and the successful retrieval of electronic information -1-Missing
TOTCOLL	09	N	556	Total annual count of physical item circulation, circulation of electronic material and successful retrieval of electronic information -1-Missing

Variable name	Field length	Data type	Survey item	Description
<b>INTER-LIBRARY LOANS</b>				
LOANTO	08	N	575	Total annual loans provided to other libraries
F_LOANTO	04	A	†	LOANTO imputation flag. (See Appendix G for definitions of flags.)
LOANFM	08	N	576	Total annual loans received from other libraries
F_LOANFM	04	A	†	LOANFM imputation flag. (See Appendix G for definitions of flags.)
<b>LIBRARY PROGRAMS</b>				
TOTPRO	09	N	600	Total library programs
F_TOTPRO	04	A	†	TOTPRO imputation flag. (See Appendix G for definitions of flags.)
KIDPRO	09	N	601	Total children's programs
F_KIDPRO	04	A	†	KIDPRO imputation flag. (See Appendix G for definitions of flags.)
YAPRO	09	N	602	Total young adult programs
F_YAPRO	04	A	†	YAPRO imputation flag. (See Appendix G for definitions of flags.)
TOTATTEN	09	N	603	Total audience at all library programs
F_TOTATT	04	A	†	TOTATTEN imputation flag. (See Appendix G for definitions of flags.)
KIDATTEN	09	N	604	Total audience at all children's programs
F_KIDATT	04	A	†	KIDATTEN imputation flag. (See Appendix G for definitions of flags.)
YAATTEN	09	N	605	Total audience at all young adult programs
F_YAATT	04	A	†	YAATTEN imputation flag. (See Appendix G for definitions of flags.)
<b>OTHER ELECTRONIC INFORMATION</b>				
GPTERMS	06	N	650	Internet computers used by general public
F_GPTERM	04	A	†	GPTERMS imputation flag. (See Appendix G for definitions of flags.)
PITUSR	09	N	651	Uses of public Internet computers per year

Variable name	Field length	Data type	Survey item	Description
F_PITUSR	04	A	†	PITUSR imputation flag. (See Appendix G for definitions of flags.)
WIFISESS	10	N	652	Total annual wireless sessions provided by the library wireless service
				<b>OTHER</b>
STARTDAT	07	A	100	Reporting period starting date, in mm/yyyy format (e.g., 07/2015). (Note: This item is on the State Characteristics data entry screen.)
ENDDATE	07	A	101	Reporting period ending date, in mm/yyyy format (e.g., 06/2016). (Note: This item is on the State Characteristics data entry screen.)
INCITSST	02	A	†	Two-digit International Committee for Information Technology Standards State Code (INCITS 38) assigned based on the physical location of the administrative entity headquarters. See Appendix D for list of State Codes.
YR_SUB	04	A	†	FSCS submission year of public library data in 4-digit format (YYYY)
OBEREG	02	A	†	Bureau of Economic Analysis Code (formerly, Office of Business Economics) 01–New England (CT ME MA NH RI VT) 02–Mid East (DE DC MD NJ NY PA) 03–Great Lakes (IL IN MI OH WI) 04–Plains (IA KS MN MO NE ND SC) 05–Southeast (AL AR FL GA KY LA MS NC SC TN VA WV) 06–Southwest (AZ NM OK TX) 07–Rocky Mountains (CO ID MT UT WY) 08–Far West (AK CA HI NV OR WA) 09–Outlying Areas (AS GU MP PR VI)

N      Numeric field.

A      Alpha character field.

†      Not applicable.

## Appendix C: Record Layout for Public Library Outlet Data File, FY 2016 (\_puout16a)

Variable name	Field length	Data type	Survey item	Description
<b>Data Source: Public Libraries Survey, Fiscal Year 2016</b> <b>Number of records = 17,427 (one record per observation)</b> <b>Number of fields per record = 38</b>				
STABR	02	A	†	Two-letter American National Standards Institute (ANSI) State Code. (See Appendix D for list of State Codes.)
FSCSKEY	06	A	700	Outlet identification code assigned by IMLS. Outlets of an administrative entity have the same FSCSKEY as their administrative entity. The outlet is separately identified by a unique 3-digit suffix called FSCS_SEQ.
FSCS_SEQ	03	A	†	Outlet's unique three-digit suffix to FSCSKEY, assigned by IMLS.
C_FSCS	01	A	203	FSCS Public Library Definition (Public library system meets all criteria in the definition.)  Y-Yes N-No
LIBID	20	A	701	Outlet identification code assigned by the state. If the state did not assign a code, IMLS assigns a combination of FSCSKEY and FSCS_SEQ, separated by a dash (e.g., AK0003-002).
LIBNAME	60	A	702	Name of outlet
ADDRESS	35	A	703	Complete street address of outlet
CITY	20	A	704	City or town of outlet
ZIP	05	A	705	Standard five-digit postal zip code for street address of outlet
ZIP4	04	A	†	Four-digit postal zip code extension for street address of outlet M-Missing
CNTY	20	A	707	County in which the outlet is physically located
PHONE	10	A	708	Telephone number of the outlet, in following format: area code/exchange/number (e.g., 7037315072) -4-Not applicable

Variable name	Field length	Data type	Survey item	Description
C_OUT_TY	02	A	709	Outlet type CE-Central Library BR-Branch Library BS-Bookmobile(s) MO-Books-by-Mail Only (Note: Prior to FY 2016, Books-by-Mail Only was coded as BM.)
SQ_FEET	08	N	711	Area in square feet of the public library outlet (central library or branch) -1-Missing -3-Closed or temporarily closed outlet -4-Not applicable
F_SQ_FT	04	A	†	SQ_FEET imputation flag. (See Appendix G for definitions of flags.)
L_NUM_BM	02	N	712	Number of bookmobiles in the bookmobile outlet record (i.e., record with C_OUT_TY = BS) -1-Missing -3-Closed or temporarily closed outlet
HOURS	04	N	713	Public Service Hours Per Year (actual hours) -1-Missing -3-Closed or temporarily closed outlet
WKS_OPEN	02	N	714	Number of Weeks an outlet is open to the public (actual weeks) -1-Missing -3-Closed or temporarily closed outlet
YR_SUB	04	A	†	FSCS submission year of public library data in 4-digit format (YYYY)
STATSTRU	02	A	†	Structure Change Code 00-No change from last year 01-Existing administrative entity or outlet absorbs another administrative entity or outlet 02-Newly created administrative entity or outlet 03-Closed 04-Move outlet to a newly created administrative entity 05-Merge two or more administrative entities or outlets to form a new administrative entity or outlet 06-(reserved) 07-(reserved) 08-Restored a closed administrative entity or outlet record 09-Restored an incorrectly deleted administrative entity or outlet 10-Delete an incorrect record 11-Outlet moved to a different previously existing administrative entity 12-(reserved) 13-Add an existing administrative entity or outlet not previously reported

Variable name	Field length	Data type	Survey item	Description
				<p>22–Future administrative entity FSCS ID Request      23–Temporary closure      24–Restore/Undo Was a 23 (Reopen a temporary closure)</p> <p>(Note: This code records structure changes to administrative entities and outlets, and is included on the Public Library System Data File and the Public Library Outlet File. Structure changes include actions such as adding, deleting, or merging administrative entities or outlets. The full list of codes is provided; however, some codes are specific to one of the data files (e.g., code 11 would appear only on the Public Library Outlet Data File).</p>
STATNAME	02	A	702A	<p>Name Change Code      00–No change from last year      06–Official name change      14–Minor name change</p>
STATADDR	02	A	703A	<p>Address Change Code      00–No change from last year      07–Moved to a new location      15–Minor address change</p>
LONGITUD	12	N	†	<p>Longitude. Formatted –X00.0000000 (X is blank or 1) This field consists of a negative sign, three integers and seven decimal places, with an explicit decimal point.</p>
LATITUDE	10	N	†	<p>Latitude. Formatted 00.0000000 This field consists of two integers and seven decimal places, with an explicit decimal point.</p>
INCITSST	02	A	†	<p>Two-digit International Committee for Information Technology Standards State Code (INCITS 38) assigned based on the physical location of the outlet. See Appendix D for list of State Codes.</p>
INCITSCO	03	A	†	<p>Three-digit INCITS County Code (INCITS 31) assigned based on the physical location of the outlet</p>
GNISPLAC	05	A	†	<p>Five-digit Geographic Names Information System (GNIS) Feature ID, or reference to named entities, based on physical location of the outlet. Not every address will fall within a Place.      M-Missing</p>
CNTYPOP	08	N	†	<p>County Population      -1-Missing</p>

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

Variable name	Field length	Data type	Survey item	Description
REAPLOCALE	02	A	†	<p>REAP (The Rural Education Achievement Program) Urban-centric locale code. The geographic location in terms of the size of the community in which it is located and the location of that community relative to urban and metropolitan areas.</p> <p>01–Large City: A principal city of a metropolitan area, with the city having a population greater than or equal to 250,000.</p> <p>02–Mid-size City: A principal city of a metropolitan area, with the city having a population less than 250,000.</p> <p>03–Urban Fringe of a Large City: Any incorporated place, Census-designated place, or non-place territory within a metropolitan area of a large city and defined as urban by the Census Bureau.</p> <p>04–Urban Fringe of a Mid-size City: Any incorporated place, Census-designated place, or non-place territory within a metropolitan area of a midsize city and defined as urban by the Census Bureau.</p> <p>05–Large Town: An incorporated place or Census-designated place with a population greater than or equal to 25,000 and located outside a metropolitan area.</p> <p>06–Small Town: An incorporated place or Census-designated place with a population less than 25,000 and greater than or equal to 2,500 and located outside a metropolitan area.</p> <p>07–Rural, Outside Metropolitan Area: Any incorporated place, Census-designated place, or non-place territory not within a metropolitan area and defined as rural by the Census Bureau.</p> <p>08–Rural, Inside Metropolitan Area: Any incorporated place, Census-designated place, or non-place territory within a metropolitan area and defined as rural by the Census Bureau.</p>
CENTRACT	07	N	†	Census Tract code. 7 character - Formatted 0000.XX (XX=blank or numeric) A small, relatively permanent statistical subdivision of a county or statistically equivalent entity delineated by local participants as part of the Census Bureau's Participant Statistical Areas Program. This field consists of four integers and two decimals, with an explicit decimal point.
CENBLOCK	04	N	†	Census Block code. 4 character - An area bounded on all sides by visible features, such as streets, roads, streams, and railroads tracks, and by invisible boundaries, such as city, town, township, and county limits, property lines, and short, imaginary extensions of streets and roads (designated by the Census Bureau).
CDCODE	04	A	†	Congressional District. ANSI code based on the location of the administrative entity/outlet. Legislatively defined subdivisions of the state for the purpose of electing representatives to the House of Representatives of the U.S. Congress.

Variable name	Field length	Data type	Survey item	Description
CBSA	05	N	†	Core based statistical area. Core based statistical areas (CBSAs) and Principal cities of Metropolitan and Micropolitan Statistical Areas (MSAs) <sup>1</sup> -1-Missing
MICROF	01	A	†	Metropolitan and Micropolitan Statistical Area flag. M-Missing 0-Metropolitan area 1-Micropolitan area
ADDRTYPE	22	A	†	The match level for a geocode request. PointAddress—A street address based on points that represent house and building locations. BuildingName—A street address based on points representing buildings. This differs from PointAddress because reference data contains building names instead of house number. StreetAddress—A street address that differs from PointAddress because the house number is interpolated from a range of numbers. StreetInt—A street address consisting of a street intersection along with city and optional state and postal code information. StreetName—Similar to a street address but without the house number. Admin—A place-name representing the highest-order administrative division (e.g., state). DepAdmin—A place-name representing a higher-order administrative division (e.g., county, district, region). SubAdmin—A place-name representing a lower-order administrative division (e.g., municipality, city). Locality—A place-name representing a populated place such as a city or neighborhood. Postal—Postal code. Reference data is postal code points. POI—Points of interest. LatLong—An x/y coordinate pair. Manual—Address manually matched to latitude/longitude.
MSTATUS	01	A	†	Esri Match Status. Result of the attempt to match using supplied address data E-Match. The returned address matches the request and is the highest scoring candidate. T-Tie. The returned address matches the request but has the same score as one or more additional candidates. U-Unmatch. No addresses match the request.

Variable name	Field length	Data type	Survey item	Description
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SCORE      03      N      †      A number from 1–100 indicating the accuracy of the address match. A score of 100 represents a perfect match, while lower scores represent decreasing match accuracy.

N      Numeric field.

A      Alpha character field.

†      Not applicable.

1      <https://www.census.gov/population/metro/data/def.html>

## Appendix D: ANSI State Codes

ANSI 2-Letter State Code	State	ANSI 2-Digit State Code <sup>1</sup>
AL	Alabama	01
AK	Alaska	02
AZ	Arizona	04
AR	Arkansas	05
CA	California	06
CO	Colorado	08
CT	Connecticut	09
DE	Delaware	10
DC	District of Columbia	11
FL	Florida	12
GA	Georgia	13
HI	Hawaii	15
ID	Idaho	16
IL	Illinois	17
IN	Indiana	18
IA	Iowa	19
KS	Kansas	20
KY	Kentucky	21
LA	Louisiana	22
ME	Maine	23
MD	Maryland	24
MA	Massachusetts	25
MI	Michigan	26
MN	Minnesota	27
MS	Mississippi	28
MO	Missouri	29
MT	Montana	30
NE	Nebraska	31
NV	Nevada	32
NH	New Hampshire	33
NJ	New Jersey	34
NM	New Mexico	35
NY	New York	36
NC	North Carolina	37
ND	North Dakota	38

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

<b>ANSI 2-Letter State Code</b>	<b>State</b>	<b>ANSI 2-Digit State Code<sup>1</sup></b>
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:**

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

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

## Appendix E: Libraries with No Central Outlet

Obs	FSCS ID#	Library Name	Total	Central Outlets	Branches	Bookmobiles
1	AL0123	Marshall County Cooperative Library	1	0	0	1
2	AL0255	Marengo Library System	1	0	0	1
3	AR0002	Washington County Library System	9	0	9	0
4	AR0004	Southwest Arkansas Regional Library	5	0	5	0
5	AR0007	White River Regional Library	15	0	15	0
6	AR0041	Lonoke County Library System	6	0	6	0
7	AR0082	Independence County Library	1	0	1	0
8	AR0083	Prairie County Library	3	0	3	0
9	AZ0001	Apache County Library District Office	7	0	7	0
10	AZ0042	Mohave County Library District	12	0	10	2
11	AZ0067	Yavapai County Free Library District	12	0	12	0
12	AZ0177	La Paz County Services	2	0	2	0
13	AZ0181	Hopi Public Library	2	0	0	2
14	CA0028	Contra Costa County Library	26	0	26	0
15	CA0047	Imperial County Library	4	0	4	0
16	CA0062	County of Los Angeles Public Library	88	0	85	3
17	CA0065	Marin County Free Library	11	0	10	1
18	CA0071	Mono County Free Library	7	0	7	0
19	CA0073	Monterey County Free Libraries	18	0	15	3
20	CA0084	Orange County Public Libraries	32	0	32	0
21	CA0091	Palo Alto City Library	5	0	5	0
22	CA0109	San Bernardino County Library	32	0	32	0
23	CA0112	San Diego County Library	35	0	33	2
24	CA0120	San Mateo County Libraries	13	0	12	1
25	CA0126	Santa Clara County Library	10	0	8	2
26	CA0136	Solano County Library	8	0	8	0

Obs	FSCS ID#	Library Name	Total	Central Outlets	Branches	Bookmobiles
27	CA0152	Ventura County Library	12	0	12	0
28	CA0157	Yolo County Library	7	0	7	0
29	CA0194	Rancho Cucamonga Public Library	3	0	2	1
30	CA0199	Riverside County Library System	37	0	35	2
31	CA0210	Santa Clarita Public Library	3	0	3	0
32	C00001	Rangeview Library District	8	0	7	1
33	C00005	Arapahoe Library District	10	0	8	2
34	C00037	Douglas County Libraries	7	0	7	0
35	C00039	Eagle Valley Library District	3	0	3	0
36	C00040	Elbert County Library District	4	0	4	0
37	C00046	Poudre River Public Library District	3	0	3	0
38	C00049	Garfield County Public Library District	6	0	6	0
39	C00051	Grand County Library District	5	0	5	0
40	C00060	Jefferson County Public Library	11	0	10	1
41	C00071	Lincoln County Bookmobile	1	0	0	1
42	C00094	Park County Public Library	4	0	4	0
43	C00103	South Routt Library District	2	0	2	0
44	C00108	Northern Saguache County Library District	2	0	2	0
45	C00143	Clear Creek County Library District	2	0	2	0
46	C00144	Delta County Public Library District	5	0	5	0
47	C00145	High Plains Library District	14	0	13	1
48	C09026	Northeast Colorado Bookmobile Services	1	0	0	1
49	DE0030	Sussex County Dept. of Libraries	4	0	3	1
50	DE0046	Department of Community Services	9	0	9	0
51	FL0018	Citrus County Library System	5	0	5	0
52	FL0035	Hillsborough County Public Library Cooperative	30	0	28	2
53	FL0039	Lake County Library System	15	0	15	0
54	FL0042	Lee County Library System	15	0	14	1

Obs	FSCS ID#	Library Name	Total	Central Outlets	Branches	Bookmobiles
55	FL0056	Boca Raton Public Library	2	0	2	0
56	FL0065	Pasco County Public Library Cooperative	8	0	8	0
57	FL0091	St. Johns County Public Library System	8	0	6	2
58	FL0093	Sarasota County Public Libraries	9	0	9	0
59	FL0099	Volusia County Public Library	13	0	13	0
60	FL0127	Pinellas Public Library Cooperative	25	0	25	0
61	FL0135	Wilderness Coast Public Libraries	4	0	4	0
62	FL0136	Panhandle Public Library Cooperative System	13	0	13	0
63	FL0146	Sumter County Library System	5	0	5	0
64	FL0147	Three Rivers Regional Library System	7	0	6	1
65	FL0149	New River Public Library Cooperative	5	0	3	2
66	FL0150	Heartland Library Cooperative	7	0	7	0
67	FL0255	Santa Rosa County Library System	5	0	5	0
68	FL0259	Pal Public Library Cooperative	25	0	23	2
69	FL8001	Polk County Library Cooperative	18	0	17	1
70	FL8003	Okaloosa County Public Library Cooperative	6	0	6	0
71	GA0029	Houston County Public Library	3	0	3	0
72	ID0006	Ada County District	4	0	4	0
73	ID0062	Jefferson County District	3	0	3	0
74	ID0112	Benewah District	2	0	2	0
75	ID0120	Community Library Network	9	0	7	2
76	IN0207	Johnson County Public Library	5	0	5	0
77	KS0133	Kansas City, Kansas Public Library	8	0	5	3
78	MD0002	Anne Arundel County Public Library	15	0	15	0
79	MD0004	Baltimore County Public Library	23	0	19	4
80	MD0007	Carroll County Public Library	10	0	7	3
81	MD0009	Charles County Public Library	5	0	4	1
82	MD0013	Harford County Public Library	13	0	11	2

Obs	FSCS ID#	Library Name	Total	Central Outlets	Branches	Bookmobiles
83	MD0014	Howard County Library System	7	0	7	0
84	MD0016	Montgomery County Public Libraries	22	0	22	0
85	MD0017	Prince George's County Memorial Library System	19	0	19	0
86	MD0019	St. Mary's County Library	3	0	3	0
87	MD0024	Worcester County Library	5	0	5	0
88	MI0171	Iosco-Arenac District Library	8	0	8	0
89	MI0182	Kent District Library	18	0	18	0
90	MI0310	Community District Library	7	0	7	0
91	MN0001	Arrowhead Library System	1	0	0	1
92	MN0038	Carver County Library System	7	0	7	0
93	MN0039	Dakota County Library	9	0	9	0
94	MN0045	Scott County Library System	8	0	8	0
95	MN0046	Washington County Library	6	0	6	0
96	MN0109	Viking Library System	2	0	0	2
97	MN0145	Kitchigami Regional Library	10	0	9	1
98	MN9030	Sibley County Library	5	0	5	0
99	M00004	Mid-Continent Public Library	31	0	31	0
100	M00035	Saint Charles City-County Library District	12	0	12	0
101	M00039	Boonslick Regional Library	5	0	4	1
102	M00040	Cass County Public Library	8	0	7	1
103	M00045	Trails Regional Library	8	0	8	0
104	M00059	Northeast Missouri Library Service	4	0	4	0
105	M00137	Reynolds County Library District	5	0	5	0
106	M00147	Jefferson County Library District	3	0	3	0
107	M00164	Oregon County Library District	5	0	5	0
108	M00174	Heartland Regional Library System	4	0	4	0
109	NC0002	Appalachian Regional Library	5	0	5	0
110	NC0003	Avery-Mitchell-Yancey Regional Library	5	0	4	1

Obs	FSCS ID#	Library Name	Total	Central Outlets	Branches	Bookmobiles
111	NC0006	Craven-Pamlico-Carteret Regional Library	10	0	10	0
112	NC0008	Fontana Regional Library	6	0	6	0
113	NC0011	Nantahala Regional Library	5	0	4	1
114	NC0013	Northwestern Regional Library	14	0	13	1
115	NC0014	Pettigrew Regional Library	4	0	4	0
116	NC0015	Sandhill Regional Library System	17	0	15	2
117	NC0018	Brunswick County Library	5	0	5	0
118	NC0054	Rockingham County Public Library	5	0	4	1
119	NC0063	Wake County Public Libraries	21	0	21	0
120	ND0078	Sioux County Library	1	0	0	1
121	NV0008	Las Vegas-Clark County Library District	25	0	25	0
122	NV0027	Esmeralda County Libraries	3	0	3	0
123	NY0041	Seneca Nation Library	2	0	2	0
124	OH0018	Clermont County Public Library	10	0	10	0
125	OH0046	Geauga County Public Library	8	0	6	2
126	OH0052	Cuyahoga County Public Library	27	0	27	0
127	OH0053	Cleveland Heights-University Heights PI	5	0	4	1
128	OH0075	Preble County District Library	9	0	9	0
129	OH0089	Portage County District Library	5	0	5	0
130	OH0099	Southwest Public Libraries	2	0	2	0
131	OH0100	Lane Public Library	5	0	3	2
132	OH0129	Adams County Public Library	4	0	4	0
133	OH0242	Willoughby-Eastlake Public Library	4	0	4	0
134	OH0246	Worthington Public Library	3	0	3	0
135	OH0247	Greene County Public Library	8	0	7	1
136	PA0222	Dauphin County Library System	8	0	8	0
137	PA0529	Butler Sys Admin Unit	1	0	1	0
138	PA0532	Allegheny Sys Admin Unit	3	0	0	3

Obs	FSCS ID#	Library Name	Total	Central Outlets	Branches	Bookmobiles
139	PA0534	Lancaster Sys Admin Unit	1	0	0	1
140	RI0053	Providence Community Library	9	0	9	0
141	SC0002	Abbe Regional Library System	15	0	14	1
142	TX0024	Brazoria County Library System	12	0	12	0
143	TX0101	Harris County Public Library	28	0	28	0
144	TX0109	Irving Public Library	4	0	4	0
145	UT0015	Carbon County Bookmobile Library	1	0	0	1
146	UT0022	Emery County Library	8	0	8	0
147	UT0028	Juab County Bookmobile Library	1	0	0	1
148	UT0030	Kane County Bookmobile Library	1	0	0	1
149	UT0032	Millard County Bookmobile Library	1	0	0	1
150	UT0036	Piute County Bookmobile Library	1	0	0	1
151	UT0043	Sevier County Bookmobile Library	1	0	0	1
152	UT0049	Salt Lake County Library System	19	0	19	0
153	UT0050	San Juan County Library	7	0	7	0
154	VA0026	Fairfax County Public Library	23	0	23	0
155	VA0036	Henrico County Public Library	11	0	10	1
156	VA0044	Loudoun County Public Library	9	0	8	1
157	VA0051	Montgomery-Floyd Regional Library	4	0	4	0
158	VA0053	Newport News Public Library System	4	0	4	0
159	VA0057	Pamunkey Regional Library	10	0	10	0
160	VA0064	Prince William Public Library System	11	0	11	0
161	VA8002	Mecklenburg County Public Library	4	0	4	0
162	VT0220	Franklin-Grand Isle Bookmobile	1	0	0	1
163	WA0057	Whatcom County Library System	11	0	10	1
164	WA0058	Fort Vancouver Regional Library District	17	0	15	2
165	WA0059	King County Library System	60	0	48	12
166	WA0061	Mid-Columbia Library System	13	0	12	1

Obs	FSCS ID#	Library Name	Total	Central Outlets	Branches	Bookmobiles
167	WA0065	Sno-Isle Libraries	22	0	21	1
168	WA0066	Spokane County Library District	10	0	10	0
169	WA0069	Timberland Regional Library	27	0	27	0
170	WA0072	Stevens County Rural Library District	8	0	8	0
171	WI0148	Kenosha Public Library	5	0	4	1
172	WI0153	Kimberly-Little Chute Public Library	2	0	2	0
173	WI0390	La Crosse County Library	5	0	5	0
<b>Total</b>			<b>1,671</b>	<b>0</b>	<b>1,565</b>	<b>106</b>

## Appendix F: Survey Questionnaire

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

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

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

206	Reporting Period Starting Date		
207	Reporting Period Ending Date		

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

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

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

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

Administrative Entity – Library Collections			
Item No.	Item	Current Year	Prior Year
450	Print Materials		
451	Electronic Books (E-Books)		
452	Audio - Physical Units		
453	Audio – Downloadable Units		
454	Video - Physical Units		
455	Video – Downloadable Units		

Electronic Collections			
Item No.	Item	Current Year	Prior Year
456	Local/Other Electronic Collections		
457	State Electronic Collections		
458	Total Electronic Collections		
	<b>Current Print Serial Subscriptions</b>		
460	Current Print Serial Subscriptions		

Administrative Entity – Services			
Item No.	Item	Current Year	Prior Year
500	Public Service Hours Per Year		
501	Library Visits		
502	Reference Transactions		
503	Number of Registered Users		
550	Total Circulation of Materials		
551	Circulation of Children's Materials		
552	Use of Electronic Materials		

553	Physical Item Circulation		
554	Successful Retrieval of Electronic Information		
555	Electronic Content Use		
556	Total Collection Use		
	<b>Inter-Library Loans</b>		
575	Provided to		
576	Received From		

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

Associated Outlets			
Item No.	Item	Current Year	Prior Year
700	FSCS ID and SEQ (Automatic Display)		
700a	Structure Status		
701	LIB ID (Optional)		
702	Name		
702a	Name Status		
703	Street Address		
703a	Address Status		
704	City		
705	ZIP Code		
707	County of the Outlet		
708	Phone		
709	Outlet Type Code		
711	Square Footage of Outlet		

<b>Associated Outlets</b>			
712	Number of Bookmobiles in the Bookmobile Outlet Record		
713	Public Service Hours Per Year (actual hours)		
714	Number of Weeks Open (actual weeks)		

### **State Characteristics Data Element Definitions**

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

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

## Administrative Entity Data Element Definitions

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

#	<u>Data Element Name</u>	<u>Data Element Definition</u>
150	FSCS ID (Automatic Display)	This is the identification code assigned by PLS Web Portal to the administrative entity.
150a	Structure Status	This is the Structure Change Code to record actions such as adding, deleting, or merging.
151	LIB ID	This is the state-assigned identification code for the administrative entity.
152	Name	This is the legal name of the administrative entity.  Note: Provide the name of the public library. Do not use acronyms. Do not abbreviate the name unless it exceeds the PLS Web Portal field length of 60 characters. Avoid abbreviations at the beginning of the name and do not punctuate abbreviations. (See Standard Abbreviations for PLS Web Portal in Appendix G.)
152a	Name Status	This is the Name Change Code to identify whether the change is an official name change.

### Street Address

153	Street Address	This is the complete street address of the administrative entity.  Note: Do not report a post office box or general delivery.
153a	Address Status	This is the Address Change Code to identify whether the address change is an actual location change.
154	City (of street address)	This is the city or town in which the administrative entity is located.
155	ZIP Code (of street address)	This is the standard five-digit postal zip code for the street address of the administrative entity.

### Mailing Address

157	Mailing Address	This is the mailing address of the administrative entity.
158	City (of mailing address)	This is the city or town of the mailing address for the administrative entity.
159	ZIP Code (of mailing address)	This is the standard five-digit postal ZIP code for the mailing address of the administrative entity.
161	County of the Entity	This is the county in which the headquarters of the administrative entity is physically located.

#	<u>Data Element Name</u>	<u>Data Element Definition</u>
162	Phone	<p>This is the telephone number of the administrative entity, including area code.</p> <p>Note: Report telephone number without spacing or punctuation. If the Administrative Entity has no phone, enter "-3" (for Not Applicable).</p>
200	Interlibrary Relationship Code	<p>Select one of the following:</p> <p>HQ—Headquarters of a Federation or Cooperative. The library or entity that provides the physical space and staff who manage, coordinate, or administer the programs of the federation or cooperative.</p> <p>Note: Agencies that serve other libraries rather than the public should not be reported to FSCS.</p> <p>ME—Member of a Federation or Cooperative. An autonomous library joined by formal or informal agreement(s) with (a) other autonomous libraries in the same state to perform various services cooperatively, such as resource sharing, communications, etc., and (b) libraries that are part of national, multi-state or statewide library federations or cooperatives. (Do not include OCLC.) Do not include multiple-outlet administrative entities (e.g., libraries with branches and that have the word "system" in their legal name) if the entity does not have an agreement with another autonomous library.</p> <p>NO—Not a Member of a Federation or Cooperative.</p>
201	Legal Basis Code	<p>The legal basis is the type of local government structure within which the entity functions. It reflects the state or local law, which authorizes the library.</p> <p>Select one of the following:</p> <p>CC—City/County. A multi-jurisdictional entity that is operated jointly by a county and a city.</p> <p>CI—Municipal Government (city, town or village). A municipal government is an organized local government authorized in a state's constitution and statutes and established to provide general government for a specific concentration of population in a defined area.</p> <p>CO—County/Parish. An organized local government authorized in a state's constitution and statutes and established to provide general government.</p> <p>LD—Library District. A library district is a local entity other than a county, municipality, township, or school district that is authorized by state law to establish and operate a public library as defined by FSCS. It has sufficient administrative and fiscal autonomy to qualify as a separate government. Fiscal autonomy requires support from local taxation dedicated to library purposes (e.g., a library tax).</p> <p>MJ—Multi-jurisdictional. An entity operated jointly by two or more units of local government under an intergovernmental agreement which creates a jointly appointed board or similar means of joint governance; to be distinguished from a library which contracts to serve other jurisdictions and from special library districts.</p> <p>Note: Please put city/county combinations under 'CC', rather than under Multi-jurisdictional.</p>

#	<u>Data Element Name</u>	<u>Data Element Definition</u>
		<p>NL—Native American Tribal Government. An organized local government authorized and established to provide general government to residents of a Native American reservation.</p> <p>Note: Include native Alaskan villages in this category.</p> <p>NP—Non-profit Association or Agency. An entity privately controlled but meeting the statutory definition of a public library in a given state; includes association libraries and libraries with 501(c) designation.</p> <p>SD—School District. An organized local entity providing public elementary, secondary, and/or higher education which, under state law, has sufficient administrative and fiscal autonomy to qualify as a separate government. Excludes "dependent public school systems" of county, municipal, township, or state governments.</p> <p>OT—Other.</p>
202	Administrative Structure Code	<p>This code identifies an autonomous library entity (administrative entity) that has its own governance and funding.</p> <p>An administrative entity is the agency that is legally established under local or state law to provide public library service to the population of a local jurisdiction. The administrative entity may have a single outlet, or it may have more than one outlet.</p> <p>Select one of the following:</p> <p>MA—Administrative Entity with Multiple Direct Service Outlets where Administrative Offices are separate. An administrative entity that serves the public directly with two or more service outlets, including some combination of one central library, branch(es), bookmobile(s), and/or books-by-mail only. The administrative offices are separate from the direct service outlets and do not provide direct library services.</p> <p>MO—Administrative Entity with Multiple Direct Service Outlets where Administrative Offices are Not Separate. An administrative entity that serves the public directly with two or more service outlets, including some combination of one central library, branch(es), bookmobile(s), and/or books-by-mail only.</p> <p>SO—Administrative Entity with a Single Direct Service Outlet. An administrative entity that serves the public directly with one central library, books-by-mail only, or one bookmobile.</p>
203	FSCS Public Library Definition	<p>Answer &lt;Y&gt;es or &lt;N&gt;o to the following question: "<i>Does this public library meet all the criteria of the FSCS public library definition?</i>"</p> <p>A public library is an entity that is established under state enabling laws or regulations to serve a community, district, or region, and that provides at least the following:</p> <ol style="list-style-type: none"> <li>1. An organized collection of printed or other library materials, or a combination thereof;</li> <li>2. Paid staff;</li> </ol>

#	<u>Data Element Name</u>	<u>Data Element Definition</u>
		<p>3. An established schedule in which services of the staff are available to the public;</p> <p>4. The facilities necessary to support such a collection, staff, and schedule; and</p> <p>5. Is supported in whole or in part with public funds.</p>
		<p>Note: If the library meets all of the requirements of this definition, respond with a &lt;Y&gt;es. If the library does not meet one or more of the requirements, respond with a &lt;N&gt;o.</p>
204	Geographic Code	<p>Choose from among the following types of readily available Census geography, one code that either exactly or most nearly describes the geographic area for which the public library has been established to offer services and from which (or on behalf of which) the library derives revenue, plus any areas served under contract for which the library is the primary service provider.</p> <p>Note: The Population of Legal Service Area (data element #208) should be reflected in the geographic code selected. For further clarification of municipal government, county/parish, and school district, refer to definitions under Legal Basis Code (data element #201). For further clarification of metropolitan area, see Metropolitan Status Code “NC—Metropolitan Area, but Not Within Central City Limits” (data element #710—Outlet Data Element Definitions).</p> <p>CI1—Municipal Government (city, town or village) (exactly)      CI2—Municipal Government (city, town or village) (most nearly)      CO1—County/Parish (exactly)      CO2—County/Parish (most nearly)      MA1—Metropolitan Area (exactly)      MA2—Metropolitan Area (most nearly)      MC1—Multi-County (exactly)      MC2—Multi-County (most nearly)      SD1—School District (exactly)      SD2—School District (most nearly)      OTH—Other</p>
205	Legal Service Area Boundary Change	<p>Answer &lt;Y&gt;es or &lt;N&gt;o to the following question: “<i>Did the administrative entity’s legal service area boundaries change since last year?</i>”</p> <p>Note: Changes are likely to result, for example, when a municipality annexes land, when one municipality in a county becomes either an independent city or its own county necessitating its exclusion from the first county’s geography, or when an administrative entity contracts to provide public library service for some additional geographic area other than the geographic area for which it was established (e.g., a municipal library contracts to serve county residents).</p>
206	Reporting Period Starting Date	<p>This is the starting date (month, day, and year) for a 12-month period that applies to the administrative entity’s data being submitted to IMLS.</p> <p>Note: Reporting period means data for the fiscal year that ended in the previous calendar year.</p>

#	<u>Data Element Name</u>	<u>Data Element Definition</u>
207	Reporting Period Ending Date	<p>This is the ending date (month, day, and year) for a 12-month period that applies to the administrative entity's data being submitted to IMLS.</p> <p>Note: Reporting period means data for the fiscal year that ended in the previous calendar year.</p>
208	Population of the Legal Service Area	<p>The number of people in the geographic area for which a public library has been established to offer services and from which (or on behalf of which) the library derives revenue, plus any areas served under contract for which the library is the primary service provider.</p> <p>Note: The determination of this population figure shall be the responsibility of the state library agency. This population figure should be based on the most recent state population figures for jurisdictions in your state available from the State Data Center. The State Data Coordinator should obtain these figures annually from the State Data Center or other state sources.</p>
209	Number of Central Libraries	<p>This is one type of single outlet library (SO) or the library, which is the operational center of a multiple-outlet library (MO or MA). Usually all processing is centralized here and the principal collections are housed here. Synonymous with main library.</p> <p>Note: Each administrative entity may report either no central library or one central library. No administrative entity may report more than one central library. In the administrative entity file, this simply means reporting "0" or "1" for central library. Where two or more libraries are considered "centrals" for state or local purposes, one central library and one or more branch libraries should be reported to FSCS. If you wish to identify a central library in the outlet file, identify the library with the largest collection as the central library for FSCS purposes, and report all others as branches. Where there are several co-equal outlets and no principal collection, report all such outlets as branches, not central libraries.</p>
210	Number of Branch Libraries	<p>A branch library is an auxiliary unit of an administrative entity which has at least all of the following:</p> <ol style="list-style-type: none"> <li>1. Separate quarters;</li> <li>2. An organized collection of library materials;</li> <li>3. Paid staff; and</li> <li>4. Regularly scheduled hours for being open to the public.</li> </ol>
211	Number of Bookmobiles	<p>A bookmobile is a traveling branch library. It consists of at least all of the following:</p> <ol style="list-style-type: none"> <li>1. A truck or van that carries an organized collection of library materials;</li> <li>2. Paid staff; and</li> <li>3. Regularly scheduled hours (bookmobile stops) for being open to the public.</li> </ol> <p>Note: Count the number of vehicles in use, not the number of stops the vehicle makes.</p>

#### **PAID STAFF (FULL-TIME EQUIVALENT)**

Report figures as of the last day of the fiscal year. Include all positions funded in the library's budget whether those positions are filled or not. To ensure comparable data, 40 hours per week has been set as the measure of full-time

#	<u>Data Element Name</u>	<u>Data Element Definition</u>
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employment (FTE). For example, 60 hours per week of part-time work by employees in a staff category divided by the 40-hour measure equals 1.50 FTEs.

250	ALA-MLS	Librarians with master's degrees from programs of library and information studies accredited by the American Library Association.
251	Total Librarians	Persons with the title of librarian who do paid work that usually requires professional training and skill in the theoretical or scientific aspects of library work, or both, as distinct from its mechanical or clerical aspect. This data element also includes ALA-MLS (data element #250).
252	All Other Paid Staff	This includes all other FTE employees paid from the reporting unit budget, including plant operations, security, and maintenance staff.
253	Total Paid Employees	This is the sum of Total Librarians and All Other Paid Staff (data elements #251 and #252).

## **OPERATING REVENUE**

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

300	Local Government Revenue	<p>This includes all local government funds designated by the community, district, or region and available for expenditure by the public library. Do not include the value of any contributed or in-kind services or the value of any gifts and donations, library fines, fees, or grants.</p> <p>Do not include state, federal, and other funds passed through local government for library use. Report these funds with state government revenue or federal government revenue, as appropriate.</p> <p>Note: Significant funding provided by other local government agencies with the authority to levy taxes "on behalf of" the library should be included if the information is available to the reporting agency and if such funds are supported by documentation (such as certified budgets, payroll records, etc.)</p>
301	State Government Revenue	<p>These are all funds distributed to public libraries by state government for expenditure by the public libraries, except for federal money distributed by the state. This includes funds from such sources as penal fines, license fees, and mineral rights.</p> <p>Note: If operating revenue from consolidated taxes is the result of state legislation, the revenue should be reported under state revenue (even though the revenue may be from multiple sources).</p>
302	Federal Government Revenue	This includes all federal government funds distributed to public libraries for expenditure by the public libraries, including federal money distributed by the state.

#	<u>Data Element Name</u>	<u>Data Element Definition</u>
303	Other Operating Revenue	This is all operating revenue other than that reported under local, state, and federal (data elements #300, #301, and #302). Include, for example, monetary gifts and donations received in the current year, interest, library fines, fees for library services, or grants. Do not include the value of any contributed or in-kind services or the value of any non-monetary gifts and donations.
304	Total Operating Revenue	This is the sum of Local Government Revenue, State Government Revenue, Federal Government Revenue, and Other Operating Revenue (data elements #300 through #303).

## **OPERATING EXPENDITURES**

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

### **Staff Expenditures**

350	Salaries & Wages Expenditures	This includes salaries and wages for all library staff (including plant operations, security, and maintenance staff) for the fiscal year. Include salaries and wages before deductions but exclude employee benefits.
351	Employee Benefits Expenditures	These are the benefits outside of salaries and wages paid and accruing to employees (including plant operations, security, and maintenance staff), regardless of whether the benefits or equivalent cash options are available to all employees. Include amounts for direct paid employee benefits including Social Security, retirement, medical insurance, life insurance, guaranteed disability income protection, unemployment compensation, workmen's compensation, tuition, and housing benefits.
352	Total Staff Expenditures	This is the sum of Salaries & Wages Expenditures and Employee Benefits Expenditures (data elements #350 and #351).

### **Collection Expenditures**

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

353	Print Materials Expenditures	Report all operating expenditures for the following print materials: books, current serial subscriptions, government documents, and any other print acquisitions.
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#	<u>Data Element Name</u>	<u>Data Element Definition</u>
354	Electronic Materials Expenditures	<p>Report all operating expenditures for electronic (digital) materials. Types of electronic materials include e-books, audio and video downloadables, e-serials (including journals), government documents, databases (including locally mounted, full text or not), electronic files, reference tools, scores, maps, or pictures in electronic or digital format, including materials digitized by the library. Electronic materials can be distributed on magnetic tape, diskettes, computer software, CD-ROM, or other portable digital carrier, and can be accessed via a computer, via access to the Internet, or by using an e-book reader. Include expenditures for materials held locally and for remote materials for which permanent or temporary access rights have been acquired. Include expenditures for database licenses.</p> <p>[Note: Based on ISO 2789 definition.]</p> <p>Note: Expenditures for computer software used to support library operations or to link to external networks, including the Internet, are reported under Other Operating Expenditures (data element #357).</p>
355	Other Materials Expenditures	Report all operating expenditures for other materials, such as microform, audio and video physical units, DVD, and materials in new formats.
356	Total Collection Expenditures	This is the sum of Print Materials Expenditures, Electronic Materials Expenditures, and Other Materials Expenditures (data elements #353, #354, and #355).
357	Other Operating Expenditures	<p>This includes all expenditures other than those reported for Total Staff Expenditures (data element #352) and Total Collection Expenditures (data element #356).</p> <p>Note: Include expenses such as binding, supplies, repair or replacement of existing furnishings and equipment; and costs of computer hardware and software used to support library operations or to link to external networks, including the Internet. Report contracts for services, such as costs of operating and maintaining physical facilities, and fees paid to a consultant, auditor, architect, attorney, etc.</p>
358	Total Operating Expenditures	This is the sum of Total Staff Expenditures, Total Collection Expenditures, and Other Operating Expenditures (data elements #352, #356, and #357).

## CAPITAL REVENUE

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

400	Local Government Capital Revenue	Report all governmental funds designated by the community, district, or region and available to the public library for the purpose of major capital expenditures, except for state and/or federal money distributed by the local government.
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#	<u>Data Element Name</u>	<u>Data Element Definition</u>
401	State Government Capital Revenue	Report all funds distributed to public libraries by state government for expenditure by the public libraries for the purpose of major capital expenditures, except for federal money distributed by the state.
402	Federal Government Capital Revenue	Report federal governmental funds, including federal funds distributed by the state or locality, and grants and aid received by the library for the purpose of major capital expenditures.
403	Other Capital Revenue	Report private (non-governmental funds), including grants received by the library for the purpose of major capital expenditures.
404	Total Capital Revenue	This is the sum of Local Government Capital Revenue, State Government Capital Revenue, Federal Government Capital Revenue, and Other Capital Revenue (data elements #400 through #403).

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

## CAPITAL EXPENDITURES

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

This section of the survey (450-460) collects data on selected types of materials.

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

450	Print Materials	Report a single figure that includes the following:  Books in print. Books are non-serial printed publications (including music scores or other bound forms of printed music, and maps) that are bound in hard or soft
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#	<u>Data Element Name</u>	<u>Data Element Definition</u>
451	Electronic Books (E-Books) *	<p>covers, or in loose-leaf format. Do not include unbound sheet music. Include non-serial government documents. Report the number of physical units, including duplicates. For smaller libraries, if volume data are not available, count the number of titles. Books packaged together as a unit (e.g., a 2-volume set) and checked out as a unit are counted as one physical unit.</p> <p>E-books are digital documents (including those digitized by the library), licensed or not, where searchable text is prevalent, and which can be seen in analogy to a printed book (monograph). E-books are loaned to users on portable devices (e-book readers) or by transmitting the contents to the user's personal computer for a limited time. Include e-books held locally and remote e-books for which permanent or temporary access rights have been acquired. Report the number of electronic units, including duplicates, at the administrative entity level; do not duplicate unit count for each branch. E-books packaged together as a unit (e.g., multiple titles on a single e-book reader) and checked out as a unit are counted as one unit.</p> <p>Report the number of units. Report only items that have been purchased, leased or licensed by the library, a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available without monetary exchange. Do not include items that are permanently retained by the patron; count only items that have a set circulation period where it is available for their use. Count electronic materials at the administrative entity level; do not duplicate numbers at each branch.</p> <p>Note: For purposes of this survey, units are defined as "units of acquisition or purchase". The "unit" is determined by considering whether the item is restricted to a finite number of simultaneous users or an unlimited number of simultaneous users.</p> <p>Finite simultaneous use: units of acquisition or purchase is based on the number of simultaneous usages acquired (equivalent to purchasing multiple copies of a single title). For example, if a library acquires a title with rights to a single user at a time, then that item is counted as 1 "unit"; if the library acquires rights to a single title for 10 simultaneous users, then that item is counted as 10 "units".</p> <p>Unlimited simultaneous use: units of acquisition or purchase is based on the number of titles acquired. For example, if a library acquires a collection of 100 books with unlimited simultaneous users, then that collection would be counted as 100 "units".</p>
452	Audio – physical units	<p>These are materials circulated in a fixed, physical format on which sounds (only) are stored (recorded) and that can be reproduced (played back) mechanically, electronically, or both. Include records, audiocassettes, audio cartridges, audio discs (including audio-CD-ROMs), audio-reels, talking books, and other sound recordings stored in a fixed, physical format. Do not include downloadable electronic audio files.</p> <p>Report the number of units, including duplicates. Items packaged together as a unit (e.g. two audiocassettes for one recorded book) and checked out as a unit are counted as one physical unit.</p>

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

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

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

Report the number of electronic collections.

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

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

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

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

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

**Current Print 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.

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

500	Public Service Hours Per Year	This is the sum of annual public service hours for outlets.
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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.
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#	<u>Data Element Name</u>	<u>Data Element Definition</u>
		<p>Note: If an actual count of visits is unavailable, determine an annual estimate by counting visits during a typical week in October and multiplying the count by 52. A "typical week" is a time that is neither unusually busy nor unusually slow. Avoid holiday times, vacation periods for key staff, or days when unusual events are taking place in the community or the library. Choose a week in which the library is open its regular hours. Include seven consecutive calendar days, from Sun-day through Saturday (or whenever the library is usually open).</p>
502	Reference Transactions	<p>Reference Transactions are information consultations in which library staff recommend, interpret, evaluate, and/or use information resources to help others to meet particular information needs. A reference transaction includes information and referral service as well as unscheduled individual instruction and assistance in using information sources (including web sites and computer-assisted instruction). Count Readers Advisory questions as reference transactions. Information sources include (a) printed and non-printed material; (b) machine-readable databases (including computer-assisted instruction); (c) the library's own catalogs and other holdings records; (d) other libraries and institutions through communication or referral; and (e) persons both inside and outside the library.</p> <p>When a staff member uses information gained from previous use of information sources to answer a question, the transaction is reported as a reference transaction even if the source is not consulted again. If a contact includes both reference and directional services, it should be reported as one reference transaction. Duration should not be an element in determining whether a transaction is a reference transaction.</p> <p>NOTE: It is essential that libraries do not include directional transactions in the report of reference transactions. Directional transactions include giving instruction for locating staff, library users, or physical features within the library. Examples of directional transactions include, "Where is the reference librarian? Where is Susan Smith? Where is the rest room? Where are the 600s? Can you help me make a photocopy?"</p> <p>If an annual count of reference transactions is unavailable, count reference transactions during a typical week or weeks, and multiply the count to represent an annual estimate. [If the sample is done four times a year, multiply totals by 13, if done twice a year multiply by 26, if done only annually, multiply by 52.] A "typical week" is a time that is neither unusually busy nor unusually slow. Avoid holiday times, vacation periods for key staff, or days when unusual events are taking place in the community or in the library. Choose a week in which the library is open its regular hours.</p>
503	Number of Registered Users	<p>A registered user is a library user who has applied for and received an identification number or card from the public library that has established conditions under which the user may borrow library materials or gain access to other library resources.</p> <p>Note: Files should have been purged within the past three (3) years.</p>

#	<u>Data Element Name</u>	<u>Data Element Definition</u>
550	Total Circulation of Materials (The total of 553 and 552)	This is the sum of Use of Electronic Material and Physical Item Circulation (data elements #552 and #553).
551	Circulation of Children's Materials	The total annual circulation of all children's materials in all formats to all users, including renewals.
552	Use of Electronic Material	Electronic Materials are materials that are distributed digitally online and can be accessed via a computer, the Internet, or a portable device such as an e-book reader. Types of electronic materials include e-books and downloadable electronic video and audio files. Electronic materials packaged together as a unit and checked out as a unit are counted as one use. Include circulation only for items that require a user authentication, and have a limited period of use.
553	Physical Item Circulation	The total annual circulation of all physical library materials of all types, including renewals.  Note: Count all physical materials in all formats that are charged out for use outside the library. Interlibrary loan transactions included are only items borrowed for users. Do not include items checked out to another library.
554	Successful Retrieval of Electronic Information	The number of full-content units or descriptive records examined, downloaded, or otherwise supplied to user, from online library resources that require user authentication but do not have a circulation period. Examining documents is defined as having the full text of a digital document or electronic resource downloaded or fully displayed. Some electronic services do not require downloading as simply viewing documents is normally sufficient for user needs.  Include use both inside and outside the library. Do not include use of the OPAC or website. [based on NISO Standard Z39.7 (2013) #7.7, p. 43]
555	Electronic Content Use (Total of 552 and 554)	The total annual count of the circulation of electronic materials and the successful retrieval of electronic information (Data elements #552 and #554).
556	Total Collection Use (Total of 553, 552, and 554)	The total annual count of physical item circulation, circulation of electronic material and successful retrieval of electronic information (Data elements #552, #553, and #554).

## INTER-LIBRARY LOANS

575	Provided To	These are library materials, or copies of the materials, provided by one autonomous library to another upon request. The libraries involved in interlibrary loans are not under the same library administration. "Library administration" means Administrative Entity (not anything broader). Do not include items loaned between outlets within the same library administrative entity. These data are reported as annual figures. The total annual circulation of all physical library materials of all types, including renewals.  Note: Count all physical materials in all formats that are charged out for use outside the library. Interlibrary loan transactions included are only items borrowed for users. Do not include items checked out to another library.
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#	<u>Data Element Name</u>	<u>Data Element Definition</u>
576	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. "Library administration" means Administrative Entity (not anything broader). Do not include items loaned between outlets within the same library administrative entity. These data are reported as annual figures.
<b>LIBRARY PROGRAMS</b>		
600	Total Number of Library Programs	<p>A program is any planned event which introduces the group attending to any of the broad range of library services or activities or which directly provides information to participants. Programs may cover use of the library, library services, or library tours. Programs may also provide cultural, recreational, or educational information, often designed to meet a specific social need. Examples of these types of programs include film showings, lectures, story hours, literacy, English as a second language, citizenship classes, and book discussions.</p> <p>Count all programs, whether held on- or off-site, that are sponsored or co-sponsored by the library. Exclude programs sponsored by other groups that use library facilities.</p> <p>If programs are offered as a series, count each program in the series. For example, a film series offered once a week for eight weeks should be counted as eight programs.</p> <p>Note: Exclude library activities delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, resume writing assistance, homework assistance, and mentoring activities.</p>
601	Number of Children's Programs	<p>A children's program is any planned event for which the primary audience is children and which introduces the group of children attending to any of the broad range of library services or activities for children or which directly provides information to participants. Children's programs may cover use of the library, library services, or library tours. Children's programs may also provide cultural, recreational, or educational information, often designed to meet a specific social need. Examples of these types of programs include story hours and summer reading events.</p> <p>Count all children's programs, whether held on- or off-site, that are sponsored or co-sponsored by the library. Do not include children's programs sponsored by other groups that use library facilities. If children's programs are offered as a series, count each program in the series. For example, a story hour offered once a week, 48 weeks a year, should be counted as 48 programs. Exclude library activities for children delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, homework assistance, and mentoring activities. This figure is a subset of the Total Number of Library Programs (data element #600).</p> <p>Note: The National Center for Education Statistics (NCES): Children and Young Adults Defined (<i>Services and Resources for Children and Young Adults in Public</i></p>

#	<u>Data Element Name</u>	<u>Data Element Definition</u>
		<i>Libraries [August 1995, NCES 95357]) defines children as persons age 11 years and under.</i>
602	Number of Young Adult Programs	<p>A young adult program is any planned event for which the primary audience is young adult and which introduces the group of young adults attending to any of the broad range of library services or activities for young adults or which directly provides information to participants. Young adult programs may cover use of the library, library services, or library tours. Young adult programs may also provide cultural, recreational, or educational information, often designed to meet a specific social need. Examples of these types of programs include book clubs and summer reading events.</p> <p>Count all young adult programs, whether held on- or off-site, that are sponsored or co-sponsored by the library. Do not include young adult programs sponsored by other groups that use library facilities. If young adult programs are offered as a series, count each program in the series. For example, a book club offered every two weeks, 24 weeks a year, should be counted as 24 programs. Exclude library activities for young adults delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, homework assistance, and mentoring activities. This figure is a subset of the Total Number of Library Programs (data element #600).</p>
		<p>Note: Young Adult age is defined as 12 through 18 years and includes 18 year olds. Click on the following link to view information:</p> <ul style="list-style-type: none"> <li>• The <a href="#">Young Adult Services Association</a> (YASLA) defines young adults as age 12 through 18.</li> </ul>
603	Total Attendance at Library Programs	This is a total count of the audience at all library programs during the reporting period. (See Total Number of Library Programs, data element #600, for the definition of a library program.)
604	Children's Program Attendance	<p>The count of the audience at all programs for which the primary audience is children 11 years and under. Include adults who attend programs intended primarily for children.</p> <p>Note: Do not count attendance at library activities for children that are delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, homework assistance, and mentoring activities. (See Number of Children's Programs, data element #601, for the definition of a children's library program.)</p>
605	Young Adult Program Attendance	<p>The count of the audience at all programs for which the primary audience is young adults 12 to 18 years and includes 18 year olds. Include adults* who attend programs intended primarily for young adults.</p> <p>Note: Do not count attendance at library activities for young adults that are delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, homework assistance, and mentoring activities.</p>

\*Please count all patrons that attend the young adult programs regardless of age.

#	<u>Data Element Name</u>	<u>Data Element Definition</u> (See Number of Young Adult Programs, data element #602, for the definition of a young adult library program.)
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## 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 Uses (Sessions) of Public Internet Computers Per Year	Report the total number of uses (sessions) of the library's Internet computers in the library during the last year. If the computer is used for multiple purposes (Internet access, word-processing, OPAC, etc.) and Internet uses (sessions) cannot be isolated, report all usage. A typical week or other reliable estimate may be used to determine the annual number. Sign-up forms or Web-log tracking software also may provide a reliable count of uses (sessions).
		Note: This count includes only the library's Internet computers. Do not include Wi-Fi access using non-library computers. The number of uses (sessions) may be counted manually, using registration logs. Count each use (session) for public internet computers, regardless of the amount of time spent on the computer. A use (session) on the library's public internet computer(s) three times a year would count as three uses (sessions). Software such as "Historian" can also be used to track the number of uses (sessions) at each public internet computer. If the data element is collected as a weekly figure, multiply that figure by 52 to annualize it.
652	Wireless Sessions	Report the number of wireless sessions provided by the library wireless service annually.

\* Revised or new data element name and/or definition

## Outlet Data Element Definitions

#	<u>Data Element Name</u>	<u>Data Element Definition</u>
700	FSCS ID and SEQ (Automatic Display)	This is the identification code assigned by PLS Web Portal. Outlets are assigned the same FSCS ID as the administrative entity to which they belong, with a unique three-digit suffix added to distinguish each outlet.
700a	Structure Status	This is the Structure Change Code to record actions such as adding, deleting, or merging.
701	LIB ID (Optional)	This is the state-assigned identification code for the outlet.
702	Name	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 PLS Web Portal field length of 60 characters. Avoid abbreviations at the beginning of the name and do not punctuate abbreviations. (See Standard Abbreviations for PLS Web Portal in Appendix G.)

#	<u>Data Element Name</u>	<u>Data Element Definition</u>
702a	Name Status	This is the Name Change Code to identify whether the change is an official name change.
703	Street Address	<p>This is the complete street address of the outlet.</p> <p>Note: Do not report a post office box or general delivery. For a bookmobile that operates from an administrative entity, branch, or central library, report the address of the administrative entity, branch or central library from which it operates. For a bookmobile that is itself the administrative entity, report the address where the bookmobile is parked at night.</p>
703a	Address Status	This is the Address Change Code to identify whether the address change is an actual location change.
704	City	This is the city or town in which the outlet is located.
705	ZIP Code	This is the standard five-digit postal ZIP code for the street address of the outlet.
707	County of the Outlet	This is the county in which the outlet is physically located.
708	Phone	<p>This is the telephone number of the outlet, including area code.</p> <p>Note: Report telephone number without spacing or punctuation. If the outlet has no phone, enter “-3” (for Not Applicable).</p>
709	Outlet Type Code	<p>An outlet is a unit of an administrative entity that provides direct public library service.</p> <p>Select one of the following:</p> <p>BM—Books-by-Mail Only. A direct mail order service which provides books and other library materials. Books-by-mail typically serves rural residents, the disabled, the homebound, and others without access to another type of public library outlet. Requests for materials are usually received by mail and by telephone only. Only books-by-mail services that are housed separately from any other type of direct public service outlet (that is, central library, branches, or bookmobiles) should be coded here.</p> <p>BR—Branch Library. A branch library is an auxiliary unit of an administrative entity which has at least all of the following:</p> <ol style="list-style-type: none"> <li>1. Separate quarters;</li> <li>2. An organized collection of library materials;</li> <li>3. Paid staff; and</li> <li>4. Regularly scheduled hours for being open to the public.</li> </ol> <p>BS—Bookmobile(s). A bookmobile is a traveling branch library. It consists of at least all of the following:</p> <ol style="list-style-type: none"> <li>1. A truck or van that carries an organized collection of library materials;</li> <li>2. A paid staff; and</li> <li>3. Regularly scheduled hours (bookmobile stops) for being open to the public.</li> </ol>

#	<u>Data Element Name</u>	<u>Data Element Definition</u>
		<p>Note: A separate outlet record may be created for each bookmobile. You may wish to create separate outlet records for individual bookmobiles if (1) they have different addresses and/or (2) they have different Metropolitan Status Codes (see outlet data element #710). Alternatively, a bookmobile outlet record may include more than one bookmobile.</p> <p>CE—Central Library. This is one type of single outlet library (SO) or the library which is the operational center of a multiple-outlet library (MO or MA). Usually all processing is centralized here and the principal collections are housed here. Synonymous with main library.</p> <p>Note: Each administrative entity may report either no central library or one central library. No administrative entity may report more than one central library. If you wish to identify a central library in the outlet file, identify the library with the largest collection as the central library for FSCS purposes, and report all others as branches. Where there are several co-equal outlets and no principal collection, report all such outlets as branches, not central libraries.</p>
711	Square Footage of Outlet	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	<p>The number of bookmobiles in the bookmobile outlet record.</p> <p>Note: A bookmobile outlet record may include one or more bookmobiles. Complete this data element only if the outlet record is of the type BS—Bookmobile(s) (see outlet data element #709). A bookmobile is a traveling branch library. It consists of at least all of the following:</p> <ol style="list-style-type: none"> <li>1. A truck or van that carries an organized collection of library materials;</li> <li>2. A paid staff; and</li> <li>3. Regularly scheduled hours (bookmobile stops) for being open to the public.</li> </ol> <p>Count vehicles in use, not the number of stops the vehicle makes.</p>
713	Public Service Hours Per Year (actual hours)	<p>This is the number of annual public service hours for outlets (reported individually by central, branch, bookmobile and Books-by-Mail Only)</p> <p>Note: Include the <b>actual</b> hours open for public service for centrals (data element #209), branches (data element #210), and bookmobiles (data element #211), and Books-by-Mail Only. For each bookmobile, count only the hours during which the bookmobile is open to the public. For administrative entities that offer ONLY books-by-mail service, count the hours that the outlet is staffed for service. Minor variations in public service hours need not be included. Extensive hours closed to the public due to natural disasters or other events should be excluded from the count.</p>
714	Number of Weeks a Library is Open (actual weeks)	<p>This is the number of weeks during the year that an outlet was open to the public.</p> <p><b>Note:</b> Include the number of weeks open for public service for Centrals (data element #209), Branches (data element #210), Bookmobiles (data element #211),</p>

#	<u>Data Element Name</u>	<u>Data Element Definition</u>
		and Books-by-Mail Only. For each bookmobile, count only the weeks during which the bookmobile is open to the public. For administrative entities that offer ONLY books-by-mail service, count the weeks that the outlet is staffed for service. The count should be based on the number of weeks that a library outlet was open for half or more of its scheduled service hours. Extensive weeks closed to the public due to natural disasters or other events should be excluded from the count. <b>Do not</b> calculate based on total number of service hours per year at the outlet level. For example, by dividing total hours by the average hours open per week. Round to the nearest whole number of weeks. If the library was open half or more of its scheduled hours in a given week, round up to the next week. If the library was open less than half of its scheduled hours, round down.

\* Revised or new data element name and/or definition

## Appendix G: Imputation Flags and Definitions

<b>Flag Value</b>	<b>Flag Description</b>
<b>Public Library System Data File</b>	
R_16	The data were reported and not imputed
IG15, IG14, IG13, IG12	Prior year data multiplied by cell mean growth rate, using the most current reported data from (2015, 2014, 2013, or 2012)
IQ16	Adjusted cell mean (the ratio of population of legal service area to the cell mean population of legal service area was used to adjust the imputed value)
IJ16	Unadjusted cell mean
IK15, IK14, IK13, IK12	Prior year ratio to another item, using the most current reported data from (2015, 2014, 2013, or 2012)
ID16	Cell median ratio to another item
IP15, IP14, IP13, IP12	Data carried forward, using the most current reported data that are available from (2015, 2014, 2013, or 2012)
IM16	Unadjusted cell median
IT16	Value obtained by relationship of total to detail items
IB16	Raking of detail items to match totals
IS16	Special imputation procedures
IY16	Consistency check derived value
U_16	Outlying area or closed/temporary closure - no imputation done
H_16	Data were suppressed (to protect confidentiality of respondents)
<b>Public Library State Summary/State Characteristics Data File</b>	
R_16	All detail comprising total is reported data
IF16	Some detail comprising total is imputed data
IA16	All detail comprising total is imputed data
U_16	Outlying area – no imputation done
H_16	Total is suppressed
<b>Public Library Outlet Data File</b>	
R_16	The data were reported and not imputed

Flag Value	Flag Description
IP15, IP14, IP13, IP12	Data carried forward, using the most current reported data that are available from (2015, 2014, 2013, or 2012)
M_16	Insufficient prior year data - no imputation done
N_16	Item not applicable - no imputation done
U_16	Outlying area or closed/temporary closure - no imputation done

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

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

Appendix H displays items with response rates (either item or total quantity) less than 95.0 percent, items where all respondents reported a value of 0 (no respondents), and items where all respondents in a state reported a value of 0 and all nonrespondents were imputed as 0. Response rates reported below are rounded values.

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

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

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

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

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

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

STATE	ITEM RESPONSE RATE	TOTAL QUANTITY RESPONSE RATE
AK	88.6	100.0
AZ	87.8	99.6
CT	92.7	95.4

\* Item response rate less than 80.0 percent, IMLS's statistical standard.

\*\* Total quantity response rate less than 70.0 percent, i.e., does not meet IMLS's statistical standard.

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

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

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

N/A Not applicable

STATE	ITEM RESPONSE RATE	TOTAL QUANTITY RESPONSE RATE
FL	88.8	99.6
GU	100.0	‡
MA	93.0	99.8
NH	92.5	100.0
UT	94.5	100.0
VT	80.4	93.4

**VARIABLE=LIBRARIA  
DESCRIPTION=TOTAL LIBRARIANS**

STATE	ITEM RESPONSE RATE	TOTAL QUANTITY RESPONSE RATE
AK	88.6	97.2
AZ	90.0	99.0
CT	92.7	95.1
FL	88.8	98.9
GU	100.0	‡
NH	92.5	98.7
NJ	89.8	97.5
UT	94.5	99.1
VT	81.0	91.0

**VARIABLE=OTHPAID  
DESCRIPTION=ALL OTHER PAID STAFF**

STATE	ITEM RESPONSE RATE	TOTAL QUANTITY RESPONSE RATE
AK	88.6	99.5
AZ	90.0	99.1
CT	92.7	95.5
FL	88.8	99.7
NH	92.5	99.6
NJ	89.8	98.0
TN	83.9	100.0
UT	94.5	99.7

\* Item response rate less than 80.0 percent, IMLS's statistical standard.

\*\* Total quantity response rate less than 70.0 percent, i.e., does not meet IMLS's statistical standard.

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

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

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

N/A Not applicable

STATE	ITEM RESPONSE RATE	TOTAL QUANTITY RESPONSE RATE
VT	81.0	93.9

**VARIABLE=TOTSTAFF**  
**DESCRIPTION=TOTAL PAID EMPLOYEES**

STATE	ITEM RESPONSE RATE	TOTAL QUANTITY RESPONSE RATE
AK	85.2	98.0
AZ	90.0	99.0
CT	92.7	95.3
FL	88.8	99.4
NH	93.0	99.1
NJ	89.8	97.8
TN	83.9	99.0
UT	94.5	99.5
VT	81.0	92.1

**VARIABLE=LOCGVT**  
**DESCRIPTION=LOCAL GOVERNMENT REVENUE**

STATE	ITEM RESPONSE RATE	TOTAL QUANTITY RESPONSE RATE
AK	88.6	99.4
AR	91.7	98.0
AS	100.0	‡
AZ	87.8	99.4
CT	92.7	95.7
FL	88.8	99.6
HI	100.0	‡
NH	92.5	99.2
NJ	89.8	98.7
VT	84.2	94.9

\* Item response rate less than 80.0 percent, IMLS's statistical standard.

\*\* Total quantity response rate less than 70.0 percent, i.e., does not meet IMLS's statistical standard.

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

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

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

N/A Not applicable

**VARIABLE=STGVT**  
**DESCRIPTION=STATE GOVERNMENT REVENUE**

STATE	ITEM RESPONSE RATE	TOTAL QUANTITY RESPONSE RATE
AK	88.6	93.0
AR	91.7	98.3
AZ	88.9	97.9
CT	92.7	90.2
DC	100.0	‡
FL	88.8	99.9
GU	100.0	‡
NH	93.0	100.0
NJ	89.8	96.5
SD	100.0	‡
VT	84.2	†

**VARIABLE=FEDGVT**  
**DESCRIPTION=FEDERAL GOVERNMENT REVENUE**

STATE	ITEM RESPONSE RATE	TOTAL QUANTITY RESPONSE RATE
AK	88.6	100.0
AR	91.7	91.8
AZ	90.0	100.0
CT	92.7	100.0
FL	88.8	99.5
GU	100.0	‡
NH	93.0	100.0
NJ	89.8	100.0
UT	94.5	100.0
VT	84.2	100.0

\* Item response rate less than 80.0 percent, IMLS's statistical standard.

\*\* Total quantity response rate less than 70.0 percent, i.e., does not meet IMLS's statistical standard.

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

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

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

N/A Not applicable

**VARIABLE=OTHINCM**  
**DESCRIPTION=OTHER OPERATING REVENUE**

STATE	ITEM RESPONSE RATE	TOTAL QUANTITY RESPONSE RATE
AK	88.6	95.5
AR	91.7	99.1
AZ	86.7	99.7
CT	92.7	98.6
FL	88.8	99.6
NH	92.1	99.0
NJ	89.8	96.7
VT	84.2	98.1

**VARIABLE=TOTINCM**  
**DESCRIPTION=TOTAL OPERATING REVENUE**

STATE	ITEM RESPONSE RATE	TOTAL QUANTITY RESPONSE RATE
AK	87.5	98.8
AR	91.7	98.1
AZ	85.6	96.8
CT	92.7	96.0
FL	88.8	99.6
NH	92.5	99.2
NJ	89.8	98.6
UT	94.5	99.5
VT	84.2	95.6

**VARIABLE=SALARIES**  
**DESCRIPTION=SALARIES & WAGES EXP**

STATE	ITEM RESPONSE RATE	TOTAL QUANTITY RESPONSE RATE
AK	88.6	99.1
AR	91.7	97.9
AZ	87.8	99.0

\* Item response rate less than 80.0 percent, IMLS's statistical standard.

\*\* Total quantity response rate less than 70.0 percent, i.e., does not meet IMLS's statistical standard.

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

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

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

N/A Not applicable

STATE	ITEM RESPONSE RATE	TOTAL QUANTITY RESPONSE RATE
CT	92.7	95.6
FL	88.8	99.5
NH	93.0	99.4
NJ	89.8	98.4
VT	70.7*	91.3

**VARIABLE=BENEFIT  
DESCRIPTION=EMPLOYEE BENEFITS**

STATE	ITEM RESPONSE RATE	TOTAL QUANTITY RESPONSE RATE
AK	88.6	99.3
AR	91.7	98.0
AZ	86.7	99.3
CT	69.3*	79.1
FL	88.8	99.4
IA	92.8	99.2
NH	92.5	99.1
NJ	89.8	98.7
VT	70.7*	92.9

**VARIABLE=STAFFEXP  
DESCRIPTION=TOTAL STAFF EXP**

STATE	ITEM RESPONSE RATE	TOTAL QUANTITY RESPONSE RATE
AK	88.6	99.2
AR	91.7	97.9
AZ	87.8	99.1
CT	69.3*	77.3
FL	88.8	99.5
IA	92.8	99.1
NH	93.0	99.3
NJ	89.8	98.5
VT	81.5	94.6

\* Item response rate less than 80.0 percent, IMLS's statistical standard.

\*\* Total quantity response rate less than 70.0 percent, i.e., does not meet IMLS's statistical standard.

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

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

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

N/A Not applicable

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

STATE	ITEM RESPONSE RATE	TOTAL QUANTITY RESPONSE RATE
AK	88.6	98.7
AR	91.7	98.0
AZ	86.7	99.3
CT	92.7	91.8
FL	87.5	99.0
MN	94.9	100.0
NH	92.1	97.1
NJ	89.8	97.7
VT	65.2*	75.3

**VARIABLE=ELMATEXP**  
**DESCRIPTION=OP EXP FOR ELECTRONIC MAT**

STATE	ITEM RESPONSE RATE	TOTAL QUANTITY RESPONSE RATE
AK	88.6	99.4
AR	91.7	98.8
AS	100.0	‡
AZ	86.7	99.8
CT	92.7	95.5
FL	87.5	99.8
GU	100.0	‡
NH	92.1	99.7
NJ	89.8	98.9
UT	93.2	100.0
VT	65.2*	81.2

\* Item response rate less than 80.0 percent, IMLS's statistical standard.

\*\* Total quantity response rate less than 70.0 percent, i.e., does not meet IMLS's statistical standard.

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

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

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

N/A Not applicable

**VARIABLE=OTHMATEX**  
**DESCRIPTION=OP EXP FOR OTHER MAT**

STATE	ITEM RESPONSE RATE	TOTAL QUANTITY RESPONSE RATE
AK	88.6	94.1
AR	91.7	98.5
AZ	86.7	99.6
CT	92.7	94.5
FL	86.3	99.7
GU	100.0	‡
IL	93.9	99.2
NH	92.1	99.4
NJ	89.8	98.3
VT	65.2*	74.2

**VARIABLE=TOTEXPCO**  
**DESCRIPTION=TOTAL COLLECTION EXP**

STATE	ITEM RESPONSE RATE	TOTAL QUANTITY RESPONSE RATE
AK	88.6	98.7
AR	91.7	98.3
AZ	84.4	99.4
CT	92.7	93.0
FL	85.0	97.7
IL	92.6	88.7
NH	93.4	97.9
NJ	89.8	98.0
VT	83.2	91.4

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

STATE	ITEM RESPONSE RATE	TOTAL QUANTITY RESPONSE RATE
AK	88.6	98.4
AR	91.7	97.6

\* Item response rate less than 80.0 percent, IMLS's statistical standard.

\*\* Total quantity response rate less than 70.0 percent, i.e., does not meet IMLS's statistical standard.

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

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

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

N/A Not applicable

STATE	ITEM RESPONSE RATE	TOTAL QUANTITY RESPONSE RATE
AZ	86.7	99.5
CT	92.7	95.7
FL	87.5	99.8
NH	92.1	99.0
NJ	89.8	98.0
VT	83.7	94.2

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

STATE	ITEM RESPONSE RATE	TOTAL QUANTITY RESPONSE RATE
AK	88.6	98.9
AR	91.7	97.9
AZ	85.6	99.2
CT	69.3*	78.3
FL	85.0	97.2
IA	92.8	99.0
IL	92.3	83.3
NH	93.4	99.1
NJ	89.8	98.4
VT	83.7	94.7

**VARIABLE=LCAP\_REV**  
**DESCRIPTION=LOCAL GOVT CAPITAL REVENUE**

STATE	ITEM RESPONSE RATE	TOTAL QUANTITY RESPONSE RATE
AK	88.6	100.0
AR	90.0	99.8
AS	100.0	‡
AZ	86.7	100.0
CT	92.7	100.0
FL	88.8	100.0
GU	100.0	‡

\* Item response rate less than 80.0 percent, IMLS's statistical standard.

\*\* Total quantity response rate less than 70.0 percent, i.e., does not meet IMLS's statistical standard.

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

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

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

N/A Not applicable

STATE	ITEM RESPONSE RATE	TOTAL QUANTITY RESPONSE RATE
HI	100.0	‡
NH	92.1	98.3
NJ	89.8	99.9
OH	100.0	‡
PA	86.6	100.0
VT	14.1*	90.6

**VARIABLE=SCAP\_REV  
DESCRIPTION=STATE GOVT CAPITAL REVENUE**

STATE	ITEM RESPONSE RATE	TOTAL QUANTITY RESPONSE RATE
AK	88.6	100.0
AL	100.0	‡
AR	90.0	100.0
AS	100.0	‡
AZ	86.7	†
CT	92.7	100.0
DC	100.0	‡
FL	88.8	100.0
GU	100.0	‡
KS	99.4	†
ME	97.3	†
MS	100.0	‡
MT	100.0	‡
NC	100.0	‡
NH	92.1	100.0
NJ	89.8	100.0
NV	95.5	†
OH	100.0	‡
OK	100.0	†
OR	100.0	‡

\* Item response rate less than 80.0 percent, IMLS's statistical standard.

\*\* Total quantity response rate less than 70.0 percent, i.e., does not meet IMLS's statistical standard.

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

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

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

N/A Not applicable

STATE	ITEM RESPONSE RATE	TOTAL QUANTITY RESPONSE RATE
PA	86.8	100.0
TX	98.0	†
VA	98.9	†
VT	14.1*	100.0
WA	100.0	‡
WY	95.7	†

**VARIABLE=FCAP\_REV**  
**DESCRIPTION=FEDERAL GOVT CAPITAL REVENUE**

STATE	ITEM RESPONSE RATE	TOTAL QUANTITY RESPONSE RATE
AK	88.6	100.0
AR	90.0	†
AS	100.0	‡
AZ	86.7	†
CT	92.7	†
DC	100.0	‡
DE	100.0	‡
FL	88.8	100.0
GA	100.0	‡
HI	100.0	‡
KS	99.4	†
MD	100.0	‡
MS	100.0	‡
MT	100.0	‡
ND	100.0	‡
NH	92.1	†
NJ	89.8	†
NV	95.5	†
OH	100.0	†
OK	100.0	‡

\* Item response rate less than 80.0 percent, IMLS's statistical standard.

\*\* Total quantity response rate less than 70.0 percent, i.e., does not meet IMLS's statistical standard.

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

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

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

N/A Not applicable

STATE	ITEM RESPONSE RATE	TOTAL QUANTITY RESPONSE RATE
OR	100.0	‡
PA	86.1	100.0
RI	100.0	‡
SD	100.0	‡
TX	98.0	†
VT	14.1*	†
WY	95.7	†

VARIABLE=OCAP\_REV  
 DESCRIPTION=OTHER CAPITAL REVENUE

STATE	ITEM RESPONSE RATE	TOTAL QUANTITY RESPONSE RATE
AK	88.6	100.0
AR	90.0	100.0
AS	100.0	‡
AZ	86.7	100.0
CT	92.7	100.0
DC	100.0	‡
FL	88.8	100.0
GU	100.0	‡
HI	100.0	‡
IL	83.1	100.0
NH	92.1	100.0
NJ	89.8	100.0
PA	86.3	100.0
SC	97.6	†
VT	14.1*	100.0

VARIABLE=CAP\_REV  
 DESCRIPTION=TOTAL CAPITAL REVENUE

STATE	ITEM RESPONSE RATE	TOTAL QUANTITY RESPONSE RATE
AK	88.6	100.0

\* Item response rate less than 80.0 percent, IMLS's statistical standard.

\*\* Total quantity response rate less than 70.0 percent, i.e., does not meet IMLS's statistical standard.

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

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

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

N/A Not applicable

STATE	ITEM RESPONSE RATE	TOTAL QUANTITY RESPONSE RATE
AR	91.7	100.0
AS	100.0	‡
AZ	84.4	100.0
CT	92.7	100.0
FL	88.8	100.0
IL	82.3	98.3
NH	93.0	99.1
NJ	89.8	99.9
PA	84.8	100.0
VT	14.1*	96.1

**VARIABLE=CAPITAL**  
**DESCRIPTION=TOTAL CAPITAL EXPENDITURES**

STATE	ITEM RESPONSE RATE	TOTAL QUANTITY RESPONSE RATE
AK	88.6	99.9
AR	91.7	99.4
AS	100.0	‡
AZ	85.6	95.1
CT	92.7	88.3
FL	88.8	98.4
GU	100.0	‡
IN	93.2	95.9
MA	88.1	89.8
ME	97.3	93.4
NH	91.7	94.4
NJ	89.8	94.1
PA	94.3	89.8
VT	13.6*	17.9**
WY	91.3	99.7

\* Item response rate less than 80.0 percent, IMLS's statistical standard.

\*\* Total quantity response rate less than 70.0 percent, i.e., does not meet IMLS's statistical standard.

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

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

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

N/A Not applicable

**VARIABLE=BKVOL**  
**DESCRIPTION=PRINT MATERIALS**

STATE	ITEM RESPONSE RATE	TOTAL QUANTITY RESPONSE RATE
AK	88.6	§
AR	91.7	§
AZ	88.9	§
CT	92.7	§
FL	88.8	§
NH	93.0	§
NJ	89.8	§
UT	91.8	§
VT	79.9*	§

**VARIABLE=EBOOK**  
**DESCRIPTION=ELECTRONIC BOOKS**

STATE	ITEM RESPONSE RATE	TOTAL QUANTITY RESPONSE RATE
AK	88.6	§
AR	91.7	§
AZ	75.6*	§
CT	0.0*	N/A
FL	88.8	§
MA	94.9	§
NH	93.4	§
NJ	89.8	§
PA	79.5*	§
VT	79.3*	§
WI	91.6	§

\* Item response rate less than 80.0 percent, IMLS's statistical standard.

\*\* Total quantity response rate less than 70.0 percent, i.e., does not meet IMLS's statistical standard.

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

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

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

N/A Not applicable

**VARIABLE=AUDIO\_PH**  
**DESCRIPTION=AUDIO - PHYSICAL UNITS**

STATE	ITEM RESPONSE RATE	TOTAL QUANTITY RESPONSE RATE
AK	88.6	98.8
AR	91.7	97.7
AZ	85.6	99.4
CT	92.7	95.2
FL	88.8	99.7
NH	92.5	98.7
NJ	89.8	97.8
UT	91.8	98.4
VT	83.7	93.7

**VARIABLE=AUDIO\_DL**  
**DESCRIPTION=AUDIO - DOWNLOADABLE UNITS**

STATE	ITEM RESPONSE RATE	TOTAL QUANTITY RESPONSE RATE
AK	88.6	§
AR	91.7	§
AS	100.0	‡
AZ	74.4*	§
CT	0.0*	N/A
FL	87.5	§
MA	93.8	§
NH	93.0	§
NJ	85.8	§
PA	71.1*	§
VT	83.2	§
WI	91.1	§

\* Item response rate less than 80.0 percent, IMLS's statistical standard.

\*\* Total quantity response rate less than 70.0 percent, i.e., does not meet IMLS's statistical standard.

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

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

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

N/A Not applicable

**VARIABLE=VIDEO\_PH**  
**DESCRIPTION=VIDEO - PHYSICAL UNITS**

STATE	ITEM RESPONSE RATE	TOTAL QUANTITY RESPONSE RATE
AK	88.6	98.5
AR	91.7	98.1
AZ	88.9	99.1
CT	92.7	95.3
FL	88.8	99.6
NH	93.0	98.0
NJ	89.8	97.0
UT	91.8	98.8
VT	83.7	91.3

**VARIABLE=VIDEO\_DL**  
**DESCRIPTION=VIDEO - DOWNLOADABLE UNITS**

STATE	ITEM RESPONSE RATE	TOTAL QUANTITY RESPONSE RATE
AK	88.6	§
AR	91.7	§
AS	100.0	‡
AZ	51.1*	§
CT	0.0*	N/A
FL	86.3	§
GU	100.0	‡§
HI	100.0	‡
MA	88.6	§
NH	92.5	§
NJ	79.0*	§
PA	25.1*	§
VT	83.2	‡ N/A
WI	91.6	§

\* Item response rate less than 80.0 percent, IMLS's statistical standard.

\*\* Total quantity response rate less than 70.0 percent, i.e., does not meet IMLS's statistical standard.

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

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

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

N/A Not applicable

**VARIABLE=EC\_LO\_OT**  
**DESCRIPTION=LOCAL/OTHER ELECTRONIC COLLECTIONS**

STATE	ITEM RESPONSE RATE	TOTAL QUANTITY RESPONSE RATE
AK	88.6	§
AR	91.7	§
AS	100.0	‡
AZ	78.9*	§
CT	92.7	§
FL	88.8	§
HI	100.0	‡
NH	93.0	§
NJ	89.8	§
VT	83.2	§
WI	0.0*	N/A

**VARIABLE=EC\_ST**  
**DESCRIPTION=STATE ELECTRONIC COLLECTIONS**

STATE	ITEM RESPONSE RATE	TOTAL QUANTITY RESPONSE RATE
AK	88.6	§
CT	92.7	§
DC	100.0	‡
GU	100.0	‡

**VARIABLE=ELECCOLL**  
**DESCRIPTION=TOTAL ELECTRONIC COLLECTIONS**

STATE	ITEM RESPONSE RATE	TOTAL QUANTITY RESPONSE RATE
AK	88.6	§
AR	91.7	§
AZ	80.0	§
CT	92.7	§
FL	88.8	§
NJ	89.8	§
VT	83.7	§

\* Item response rate less than 80.0 percent, IMLS's statistical standard.

\*\* Total quantity response rate less than 70.0 percent, i.e., does not meet IMLS's statistical standard.

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

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

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

N/A Not applicable

**VARIABLE=SUBSCRIP**  
**DESCRIPTION=CURRENT PRINT SERIAL SUBSCRIPTIONS**

STATE	ITEM RESPONSE RATE	TOTAL QUANTITY RESPONSE RATE
AK	88.6	96.7
AR	91.7	97.6
CT	92.7	94.4
FL	88.8	99.4
NH	93.0	95.1
NJ	89.8	99.0
VT	84.2	90.0

**VARIABLE=HRS\_OPEN**  
**DESCRIPTION=PUBLIC SERV HRS/YR**

STATE	ITEM RESPONSE RATE	TOTAL QUANTITY RESPONSE RATE
AK	88.6	91.7
AR	91.7	96.3
AZ	90.0	96.7
CT	92.7	94.4
FL	88.8	98.7
NH	93.4	94.8
NJ	89.8	94.8
UT	90.4	94.6
VT	84.2	87.4
WI	28.9*	42.6**

**VARIABLE=VISITS**  
**DESCRIPTION=LIBRARY VISITS**

STATE	ITEM RESPONSE RATE	TOTAL QUANTITY RESPONSE RATE
AK	88.6	98.8
AR	91.7	98.2
AZ	84.4	99.0

\* Item response rate less than 80.0 percent, IMLS's statistical standard.

\*\* Total quantity response rate less than 70.0 percent, i.e., does not meet IMLS's statistical standard.

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

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

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

N/A Not applicable

STATE	ITEM RESPONSE RATE	TOTAL QUANTITY RESPONSE RATE
CT	90.6	94.4
FL	87.5	99.5
IA	94.1	99.4
MA	83.2	87.6
ME	95.4	94.2
NE	93.5	98.3
NH	93.0	99.0
NJ	89.8	97.8
TN	8.1*	23.6**
UT	89.0	96.7
VT	78.8*	84.1
WA	93.5	99.7
WI	86.9	92.8

**VARIABLE=REFERENC  
DESCRIPTION=REFERENCE TRANS**

STATE	ITEM RESPONSE RATE	TOTAL QUANTITY RESPONSE RATE
AK	88.6	99.0
AL	95.1	93.3
AR	91.7	98.7
AZ	73.3*	34.2**
CA	91.3	93.4
CO	88.6	97.1
CT	88.0	94.4
DC	0.0*	0.0**
FL	82.5	99.3
IA	90.2	95.6
IL	91.5	97.8
MA	84.6	93.3
ME	88.2	91.3

\* Item response rate less than 80.0 percent, IMLS's statistical standard.

\*\* Total quantity response rate less than 70.0 percent, i.e., does not meet IMLS's statistical standard.

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

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

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

N/A Not applicable

STATE	ITEM RESPONSE RATE	TOTAL QUANTITY RESPONSE RATE
MN	94.2	98.8
ND	95.0	86.0
NE	93.9	99.4
NH	68.9*	83.4
NJ	89.8	97.9
SD	98.2	86.2
UT	84.9	95.4
VA	90.2	90.8
VT	57.1*	59.7**
WA	67.7*	81.7
WI	71.9*	84.8
WY	95.7	88.3

**VARIABLE=REGBOR  
DESCRIPTION=REGISTERED USERS**

STATE	ITEM RESPONSE RATE	TOTAL QUANTITY RESPONSE RATE
AK	88.6	98.7
AR	91.7	97.8
AZ	84.4	96.4
CT	92.2	94.1
FL	88.8	99.6
IA	94.5	99.4
ME	94.7	98.6
NH	92.5	98.3
NJ	89.8	97.8
OR	93.3	91.2
UT	91.8	99.2
VT	81.5	92.2

\* Item response rate less than 80.0 percent, IMLS's statistical standard.

\*\* Total quantity response rate less than 70.0 percent, i.e., does not meet IMLS's statistical standard.

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

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

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

N/A Not applicable

**VARIABLE=TOTCIR**  
**DESCRIPTION=TOTAL CIRCULATION**

STATE	ITEM RESPONSE RATE	TOTAL QUANTITY RESPONSE RATE
AK	88.6	§
AZ	84.4	§
CT	92.7	§
FL	87.5	§
NE	94.3	§
NJ	87.5	§
UT	91.8	§
VT	79.9*	§

**VARIABLE=KIDCIRCL**  
**DESCRIPTION=CIRCULATION OF KIDS MATERIALS**

STATE	ITEM RESPONSE RATE	TOTAL QUANTITY RESPONSE RATE
AK	88.6	99.5
AR	90.0	94.3
AZ	86.7	99.7
CT	92.7	94.5
FL	83.8	93.3
GU	100.0	‡
IA	93.7	99.4
ID	98.1	92.6
NE	94.3	99.8
NH	89.5	99.3
NJ	89.8	98.4
UT	91.8	99.5
VA	97.8	94.1
VT	53.3	77.8
WA	77.4*	87.9
WV	97.9	83.6

\* Item response rate less than 80.0 percent, IMLS's statistical standard.

\*\* Total quantity response rate less than 70.0 percent, i.e., does not meet IMLS's statistical standard.

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

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

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

N/A Not applicable

**VARIABLE=ELMATCIR**  
**DESCRIPTION=CIRCULATION OF ELECTRONIC MATERIALS**

STATE	ITEM RESPONSE RATE	TOTAL QUANTITY RESPONSE RATE
AK	87.5	§
AR	91.7	§
AZ	76.7*	§
CA	91.8	§
CT	92.7	§
FL	82.5	§
GU	100.0	‡
MD	91.7	§
NE	94.7	§
NJ	87.5	§
UT	90.4	§
VT	0.0*	N/A

**VARIABLE=PHYSCIR**  
**DESCRIPTION=PHYSICAL ITEM CIRCULATION**

STATE	ITEM RESPONSE RATE	TOTAL QUANTITY RESPONSE RATE
AK	88.6	§
AR	91.7	§
CT	92.7	§
FL	72.5*	§
GU	0.0*	N/A
MT	0.0*	N/A
ND	0.0*	N/A
NE	93.9	§
NH	93.0	§
NJ	89.8	§
UT	91.8	§
VT	0.0*	N/A

\* Item response rate less than 80.0 percent, IMLS's statistical standard.

\*\* Total quantity response rate less than 70.0 percent, i.e., does not meet IMLS's statistical standard.

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

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

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

N/A Not applicable

**VARIABLE=ELINFO**  
**DESCRIPTION=SUCCESSFUL RETRIEVAL OF ELECTRONIC INFORMATION**

STATE	ITEM RESPONSE RATE	TOTAL QUANTITY RESPONSE RATE
AK	88.6	§
AL	90.7	§
AR	81.7	§
AZ	81.1	§
CA	71.2*	§
CO	88.6	§
CT	18.2	§
DC	0.0*	N/A
FL	45.0*	§
GU	0.0*	N/A
IL	0.0*	N/A
IN	88.1	§
KS	85.1	§
MA	85.9	§
MD	91.7	§
ME	0.8*	§
MN	38.0*	§
MT	0.0*	N/A
ND	0.0*	N/A
NH	92.1	§
NJ	61.0*	§
NM	79.4*	§
NV	81.8	§
OH	77.3*	§
TN	82.8	§
TX	0.0*	N/A
VA	60.9*	§

\* Item response rate less than 80.0 percent, IMLS's statistical standard.

\*\* Total quantity response rate less than 70.0 percent, i.e., does not meet IMLS's statistical standard.

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

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

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

N/A Not applicable

STATE	ITEM RESPONSE RATE	TOTAL QUANTITY RESPONSE RATE
VT	0.0*	N/A
WA	71.0*	§
WI	58.0*	§

**VARIABLE=ELCONT**  
**DESCRIPTION=ELECTRONIC CONTENT USE**

STATE	ITEM RESPONSE RATE	TOTAL QUANTITY RESPONSE RATE
AK	88.6	§
AR	91.7	§
AZ	68.9*	§
CA	92.9	§
CT	18.8*	§
FL	43.8*	§
GU	100.0	‡
IL	0.3*	§
KS	79.9*	§
MA	93.8	§
MD	91.7	§
ME	3.8*	§
MN	38.0*	§
MT	0.0*	N/A
ND	0.0*	N/A
NE	94.7	§
NH	94.3	§
NJ	58.0*	§
TN	83.9	§
UT	90.4	§
VT	0.0*	N/A
WA	71.0*	§

\* Item response rate less than 80.0 percent, IMLS's statistical standard.

\*\* Total quantity response rate less than 70.0 percent, i.e., does not meet IMLS's statistical standard.

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

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

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

N/A Not applicable

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

STATE	ITEM RESPONSE RATE	TOTAL QUANTITY RESPONSE RATE
AK	87.5	§
AR	91.7	§
AZ	68.9*	§
CT	18.8*	§
FL	85.0	§
GU	100.0	‡
IL	0.3*	§
KS	85.4	§
ME	4.2*	§
MN	38.0*	§
MT	0.0*	N/A
ND	0.0*	N/A
NE	94.3	§
NH	94.3	§
NJ	62.0*	§
TN	84.4	§
UT	91.8	§
VT	0.0*	N/A
WA	71.0*	§

**VARIABLE=LOANTO**  
**DESCRIPTION= INTER-LIBRARY LOANS OUT**

STATE	ITEM RESPONSE RATE	TOTAL QUANTITY RESPONSE RATE
AK	88.6	84.0
AR	91.7	95.2
AS	100.0	‡
AZ	87.8	84.0
CT	92.2	81.1

\* Item response rate less than 80.0 percent, IMLS's statistical standard.

\*\* Total quantity response rate less than 70.0 percent, i.e., does not meet IMLS's statistical standard.

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

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

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

N/A Not applicable

STATE	ITEM RESPONSE RATE	TOTAL QUANTITY RESPONSE RATE
DC	100.0	‡
FL	82.5	84.4
GA	98.4	83.2
IA	94.1	98.3
NE	95.9	93.9
NH	93.0	93.5
NJ	89.8	93.3
UT	95.9	91.4
VT	77.7*	49.0**
WA	85.5	90.3

**VARIABLE=LOANFM**  
**DESCRIPTION= INTER-LIBRARY LOANS RECEIVED**

STATE	ITEM RESPONSE RATE	TOTAL QUANTITY RESPONSE RATE
AK	88.6	99.2
AR	91.7	93.4
AS	100.0	‡
AZ	87.8	99.6
CA	97.8	94.6
CT	92.2	88.1
FL	82.5	90.8
GU	100.0	‡
IA	94.1	99.0
NH	93.0	99.2
NJ	89.8	94.7
UT	91.8	99.4
VT	78.8*	86.9
WA	95.2	91.9

\* Item response rate less than 80.0 percent, IMLS's statistical standard.

\*\* Total quantity response rate less than 70.0 percent, i.e., does not meet IMLS's statistical standard.

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

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

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

N/A Not applicable

**VARIABLE=TOTPRO**  
**DESCRIPTION=TOTAL LIBRARY PROGRAMS**

STATE	ITEM RESPONSE RATE	TOTAL QUANTITY RESPONSE RATE
AK	88.6	97.5
AR	91.7	97.6
AZ	87.8	99.0
CT	92.7	93.4
FL	88.8	99.1
NH	93.4	97.9
NJ	89.8	96.0
UT	90.4	98.8
VT	77.7*	86.8

**VARIABLE=KIDPRO**  
**DESCRIPTION=TOTAL KIDS PROGRAMS**

STATE	ITEM RESPONSE RATE	TOTAL QUANTITY RESPONSE RATE
AK	88.6	97.7
AR	91.7	98.0
AZ	88.9	99.0
CT	92.7	94.8
FL	88.8	99.3
NH	93.0	99.1
NJ	89.8	96.3
UT	90.4	99.5
VT	66.3*	84.3

**VARIABLE=YAPRO**  
**DESCRIPTION=TOTAL YOUNG ADULT PROGRAMS**

STATE	ITEM RESPONSE RATE	TOTAL QUANTITY RESPONSE RATE
AK	88.6	97.1
AR	91.7	98.5
AS	100.0	‡

\* Item response rate less than 80.0 percent, IMLS's statistical standard.

\*\* Total quantity response rate less than 70.0 percent, i.e., does not meet IMLS's statistical standard.

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

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

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

N/A Not applicable

STATE	ITEM RESPONSE RATE	TOTAL QUANTITY RESPONSE RATE
CT	92.2	95.2
FL	88.8	100.0
IA	93.7	98.2
ID	98.1	92.2
NH	93.0	99.6
UT	93.2	100.0
VT	61.4*	89.5
WA	87.1	95.3

**VARIABLE=TOTATTEN  
DESCRIPTION=TOTAL PROGRAM ATTENDANCE**

STATE	ITEM RESPONSE RATE	TOTAL QUANTITY RESPONSE RATE
AK	85.2	93.1
AR	91.7	98.1
AZ	85.6	98.3
CT	92.7	95.8
FL	88.8	99.0
NH	92.5	98.4
NJ	89.8	97.0
UT	90.4	99.8
VT	73.4*	84.2

**VARIABLE=KIDATTEN  
DESCRIPTION=KIDS PROGRAM ATTENDANCE**

STATE	ITEM RESPONSE RATE	TOTAL QUANTITY RESPONSE RATE
AK	88.6	98.7
AR	91.7	98.1
AZ	84.4	99.2
CT	92.7	95.5
FL	88.8	99.0
NH	92.1	97.7

\* Item response rate less than 80.0 percent, IMLS's statistical standard.

\*\* Total quantity response rate less than 70.0 percent, i.e., does not meet IMLS's statistical standard.

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

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

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

N/A Not applicable

STATE	ITEM RESPONSE RATE	TOTAL QUANTITY RESPONSE RATE
NJ	89.8	97.1
UT	90.4	99.8
VT	63.6*	83.2

**VARIABLE=YAATTEN**  
**DESCRIPTION=YOUNG ADULT PROGRAM ATTENDANCE**

STATE	ITEM RESPONSE RATE	TOTAL QUANTITY RESPONSE RATE
AK	88.6	96.4
AR	91.7	98.6
AS	100.0	‡
AZ	91.1	100.0
CT	92.2	95.9
FL	88.8	100.0
IA	93.7	98.9
ID	98.1	90.6
NH	86.8	99.7
UT	93.2	100.0
VT	58.2*	58.6**
WA	83.9	95.1

**VARIABLE=GPTERMS**  
**DESCRIPTION=INTERNET COMPUTERS USED BY GEN PUBLIC**

STATE	ITEM RESPONSE RATE	TOTAL QUANTITY RESPONSE RATE
AK	88.6	93.8
AR	91.7	96.7
AZ	92.2	99.0
CT	92.7	95.2
FL	86.3	98.5
NH	92.5	98.3
NJ	89.8	97.2
UT	90.4	99.5

\* Item response rate less than 80.0 percent, IMLS's statistical standard.

\*\* Total quantity response rate less than 70.0 percent, i.e., does not meet IMLS's statistical standard.

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

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

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

N/A Not applicable

STATE	ITEM RESPONSE RATE	TOTAL QUANTITY RESPONSE RATE
VT	83.7	91.2

**VARIABLE=PITUSR**  
**DESCRIPTION=PUBLIC INTERNET COMPUTER USES PER YEAR**

STATE	ITEM RESPONSE RATE	TOTAL QUANTITY RESPONSE RATE
AK	88.6	98.5
AR	91.7	96.8
AZ	91.1	86.2
CT	89.1	92.0
FL	87.5	99.2
ID	97.1	88.9
IL	94.4	97.2
KS	90.9	98.6
ME	93.9	96.6
NH	84.6	89.7
NJ	89.8	98.0
UT	87.7	98.3
VT	82.6	93.1
WA	95.2	93.3

**VARIABLE=WIFISESS**  
**DESCRIPTION=WIRELESS SESSIONS**

STATE	ITEM RESPONSE RATE	TOTAL QUANTITY RESPONSE RATE
AK	87.5	§
AL	81.3	§
AR	91.7	§
AZ	71.1*	§
CA	57.1*	§
CO	81.6	§
CT	19.3*	§
FL	61.3*	§

\* Item response rate less than 80.0 percent, IMLS's statistical standard.

\*\* Total quantity response rate less than 70.0 percent, i.e., does not meet IMLS's statistical standard.

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

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

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

N/A Not applicable

STATE	ITEM RESPONSE RATE	TOTAL QUANTITY RESPONSE RATE
IA	60.8*	§
ID	87.4	§
IL	53.7*	§
IN	88.1	§
KS	52.3*	§
MA	61.6*	§
MD	91.7	§
ME	23.3*	§
MN	76.6*	§
MS	94.2	§
MT	59.8*	§
NC	59.3*	§
ND	87.5	§
NE	90.2	§
NH	44.7*	§
NJ	68.5*	§
NM	73.2*	§
OK	74.8*	§
OR	74.8*	§
RI	68.8*	§
SD	78.6*	§
TN	87.1	§
UT	64.4*	§
VA	62.0*	§
VT	83.2	§
WA	48.4*	§
WI	62.7*	§
WY	65.2*	§

\* Item response rate less than 80.0 percent, IMLS's statistical standard.

\*\* Total quantity response rate less than 70.0 percent, i.e., does not meet IMLS's statistical standard.

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

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

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

N/A Not applicable

**VARIABLE=SQ\_FEET**  
**DESCRIPTION=SQUARE FOOTAGE OF OUTLET**

STATE	ITEM RESPONSE RATE	TOTAL QUANTITY RESPONSE RATE
AK	90.5	97.9
AR	93.7	99.2
AZ	94.8	100.0
CT	92.6	99.8
DE	94.1	100.0
IA	94.4	99.6
ID	92.9	100.0
IN	92.4	99.9
KY	74.0*	100.0
LA	93.6	100.0
MD	90.4	100.0
MO	93.3	100.0
ND	88.4	100.0
NE	92.3	99.7
NJ	75.6*	82.9
OH	93.3	100.0
SC	85.1	99.0
UT	88.9	100.0
VA	94.4	100.0
VT	87.4	97.0

**VARIABLE=L\_NUM\_BM**  
**DESCRIPTION=NUMBER OF BOOKMOBILES IN BOOKMOBILE SERV**

STATE	ITEM RESPONSE RATE	TOTAL QUANTITY RESPONSE RATE
AK	90.5	§
AS	100.0	‡
DC	100.0	‡
GU	100.0	‡

\* Item response rate less than 80.0 percent, IMLS's statistical standard.

\*\* Total quantity response rate less than 70.0 percent, i.e., does not meet IMLS's statistical standard.

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

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

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

N/A Not applicable

STATE	ITEM RESPONSE RATE	TOTAL QUANTITY RESPONSE RATE
NH	100.0	‡

**VARIABLE=HOURS**  
**DESCRIPTION=PUBLIC SERVICE HOURS PER YEAR**

STATE	ITEM RESPONSE RATE	TOTAL QUANTITY RESPONSE RATE
AK	81.0	§
CT	94.2	§
FL	83.6	§
NH	93.1	§
NJ	66.2*	§
UT	79.2*	§
VT	84.7	§

**VARIABLE=WKS\_OPEN**  
**DESCRIPTION=NUMBER OF WEEKS A LIBRARY IS OPEN**

STATE	ITEM RESPONSE RATE	TOTAL QUANTITY RESPONSE RATE
AK	90.5	§
CT	94.2	§
NH	93.1	§
NJ	67.1*	§
UT	81.9	§
VT	84.7	§

\* Item response rate less than 80.0 percent, IMLS's statistical standard.

\*\* Total quantity response rate less than 70.0 percent, i.e., does not meet IMLS's statistical standard.

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

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

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

N/A Not applicable

## Appendix I: Frequencies of Categorical Variables in Public Library System Data File (\_pupld16a)

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

C_RELATN	INTERLIBRARY RELATIONSHIP		Cumulative Frequency	Cumulative Percent
	Frequency	Percent		
HQ-Headquarters of a federation or cooperative	118	1.3	118	1.3
ME-Member of a federation or cooperative	6,843	74.1	6,961	75.4
NO-Not a member of a federation or cooperative	2,273	24.6	9,234	100.0
Total	9,234	100.0		

C_LEG BAS	LEGAL BASIS		Cumulative Frequency	Cumulative Percent
	Frequency	Percent		
CC-City/County	88	1.0	88	1.0
CI-Municipal Government (city, town, or village)	4,872	52.8	4,960	53.7
CO-County/Parish	917	9.9	5,877	63.6
LD-Library District	1,399	15.2	7,276	78.8
MJ-Multi-jurisdictional	302	3.3	7,578	82.1
NL-Native American Tribal Government	55	0.6	7,633	82.7
NP-Non-profit Association or Agency	1,341	14.5	8,974	97.2
OT-Other	84	0.9	9,058	98.1

C_LEGAS	LEGAL BASIS		Cumulative Frequency	Cumulative Percent
	Frequency	Percent		
SD-School District	176	1.9	9,234	100.0
Total	9,234	100.0		

C_ADMIN	ADMINISTRATIVE STRUCTURE		Cumulative Frequency	Cumulative Percent
	Frequency	Percent		
MA-Administrative entity with multiple direct service outlets where administrative offices are separate	133	1.4	133	1.4
MO-Administrative entity with multiple direct service outlets where administrative offices are not separate	1,589	17.2	1,722	18.6
SO-Single-outlet administrative entity	7,512	81.4	9,234	100.0
Total	9,234	100.0		

C_FSCS	FSCS PUBLIC LIBRARY		Cumulative Frequency	Cumulative Percent
	Frequency	Percent		
N-No	175	1.9	175	1.9
Y-Yes	9,059	98.1	9,234	100.0
Total	9,234	100.0		

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

### GEOGRAPHIC CODE

GEOCODE	Frequency	Percent	Cumulative Frequency	Cumulative Percent
CI1–Municipal Government (city, town, or village) (exactly)	3,312	35.9	3,312	35.9
CI2–Municipal Government (city, town, or village) (most nearly)	1,459	15.8	4,771	51.7
CO1–County/Parish (exactly)	1,132	12.3	5,903	63.9
CO2–County/Parish (most nearly)	512	5.5	6,415	69.5
MA1–Metropolitan Area (exactly)	10	0.1	6,425	69.6
MA2–Metropolitan Area (most nearly)	7	0.1	6,432	69.7
MC1–Multi-County (exactly)	127	1.4	6,559	71.0
MC2–Multi-County (most nearly)	40	0.4	6,599	71.5
OTH–Other	2,158	23.4	8,757	94.8
SD1–School District (exactly)	423	4.6	9,180	99.4
SD2–School District (most nearly)	54	0.6	9,234	100.0
Total	9,234	100.0		

### LSA BOUNDARY CHANGE FROM PY

LSABOUND	Frequency	Percent	Cumulative Frequency	Cumulative Percent
N-No	9,175	99.4	9,175	99.4
Y-Yes	59	0.6	9,234	100.0
Total	9,234	100.0		

**BEA REGION CODE**

OBEREG	Frequency	Percent	Cumulative Frequency	Cumulative Percent
01-New England (CT ME MA NH RI VT)	1,284	13.9	1,284	13.9
02-Mid East (DE DC MD NJ NY PA)	1,551	16.8	2,835	30.7
03-Great Lakes (IL IN MI OH WI)	1,887	20.4	4,722	51.2
04-Plains (IA KS MN MO NE ND SD)	1,593	17.3	6,315	68.4
05-Southeast (AL AR FL GA KY LA MS NC SC TN VA WV)	1,165	12.6	7,480	81.0
06-Southwest (AZ NM OK TX)	865	9.4	8,345	90.4
07-Rocky Mountains (CO ID MT UT WY)	395	4.3	8,740	94.7
08-Far West (AK CA HI NV OR WA)	492	5.3	9,232	100.0
09-Outlying Areas (AS GU MP PR VI)	2	#	9,234	100.0
Total	9,234	100.0		

# Rounds to zero.

**RESPONDENT STATUS**

RSTATUS	Frequency	Percent	Cumulative Frequency	Cumulative Percent
1-Respondent, with no imputed data	7,331	79.4	7,331	79.4
2-Respondent, with both reported and imputed data	1,693	18.3	9,024	97.7
4-Nonrespondent, with imputed data	210	2.3	9,234	100.0
Total	9,234	100.0		

### STRUCTURE CHANGE CODE

STATSTRU	Frequency	Percent	Cumulative	Cumulative
			Frequency	Percent
00-No change from last year	9,212	99.6	9,212	99.6
01-Existing administrative entity or outlet absorbs another administrative entity or outlet	2	#	9,214	99.6
02-Newly created administrative entity or outlet	7	0.1	9,221	99.7
03-Closed	17	0.2	9,238	99.9
04-Move outlet to a newly created administrative entity	6	0.1	9,244	99.9
09-Restored an incorrectly deleted administrative entity or outlet	2	#	9,246	99.9
13-Add an existing administrative entity or outlet not previously reported	3	#	9,249	100.0
23-Temporary closure	1	#	9,250	100.0
24-Restore/Undo was a 23 (Reopen a temporary closure)	2	#	9,252	100.0
Total	9,252	100.0		

# Rounds to zero.

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

### NAME CHANGE CODE

STATNAME	Frequency	Percent	Cumulative	Cumulative
			Frequency	Percent
00-No change from last year	9,065	98.2	9,065	98.2
06-Official name change	54	0.6	9,119	98.8
14-Minor name change	115	1.2	9,234	100.0
Total	9,234	100.0		

### ADDRESS CHANGE CODE

STATADDR	Frequency	Percent	Cumulative	Cumulative
			Frequency	Percent
00-No change from last year	9,030	97.8	9,030	97.8
07-Moved to a new location	59	0.6	9,089	98.4
15-Minor address change	145	1.6	9,234	100.0
Total	9,234	100.0		

### AE LOCALE CODE

LOCALE_ADD	Frequency	Percent	Cumulative	Cumulative
			Frequency	Percent
11-City, Large	85	0.9	85	0.9
12-City, Mid-size	135	1.5	220	2.4
13-City, Small	371	4.0	591	6.4
21-Suburb, Large	1,847	20.0	2,438	26.4
22-Suburb, Mid-size	236	2.6	2,674	29.0
23-Suburb, Small	195	2.1	2,869	31.1
31-Town, Fringe	514	5.6	3,383	36.7
32-Town, Distant	1,167	12.7	4,550	49.3
33-Town, Remote	705	7.6	5,255	57.0
41-Rural, Fringe	507	5.5	5,762	62.5
42-Rural, Distant	1,897	20.6	7,659	83.0
43-Rural, Remote	1,568	17.0	9,227	100.0
Total	9,227	100.0		

Note: Missing values excluded

### MODAL LOCALE CODE OF OUTLETS

LOCALE_MOD	Frequency	Percent	Cumulative Frequency	Cumulative Percent
11-City, Large	77	0.8	77	0.8
12-City, Mid-size	119	1.3	196	2.1
13-City, Small	296	3.2	492	5.3
21-Suburb, Large	1,896	20.6	2,388	25.9
22-Suburb, Mid-size	264	2.9	2,652	28.7
23-Suburb, Small	199	2.2	2,851	30.9
31-Town, Fringe	502	5.4	3,353	36.3
32-Town, Distant	1,079	11.7	4,432	48.0
33-Town, Remote	649	7.0	5,081	55.1
41-Rural, Fringe	491	5.3	5,572	60.4
42-Rural, Distant	2,046	22.2	7,618	82.6
43-Rural, Remote	1,608	17.4	9,226	100.0
Total	9,226	100.0		

Note: Missing values excluded

### AE REAP LOCALE CODE

REAPLOCALE_ADD	Frequency	Percent	Cumulative Frequency	Cumulative Percent
01-Large City	81	0.9	81	0.9
02-Mid-size city	521	5.6	602	6.5
03-Urban Fringe of a Large City	1,744	18.9	2,346	25.4
04-Urban Fringe of a Mid-size City	1,270	13.8	3,616	39.2
05-Large town	79	0.9	3,695	40.0

#### AE REAP LOCALE CODE

REAPLOCALE_ADD	Frequency	Percent	Cumulative	Cumulative
			Frequency	Percent
06-Small town	1,451	15.7	5,146	55.7
07-Rural, Outside Metropolitan Area	2,878	31.2	8,024	86.9
08-Rural, Inside Metropolitan Area	1,210	13.1	9,234	100.0
Total	9,234	100.0		

#### MODAL REAP LOCALE CODE OF OUTLETS

REAPLOCALE_MOD	Frequency	Percent	Cumulative	Cumulative
			Frequency	Percent
01-Large City	72	0.8	72	0.8
02-Mid-size city	410	4.4	482	5.2
03-Urban Fringe of a Large City	1,765	19.1	2,247	24.3
04-Urban Fringe of a Mid-size City	1,310	14.2	3,557	38.5
05-Large town	63	0.7	3,620	39.2
06-Small town	1,302	14.1	4,922	53.3
07-Rural, Outside Metropolitan Area	3,046	33.0	7,968	86.3
08-Rural, Inside Metropolitan Area	1,266	13.7	9,234	100.0
Total	9,234	100.0		

## Appendix J: Distributions of Continuous Variables in Public Library System Data File (\_pupld16a)

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

Variable	Label	N	Mean	Median	Minimum	Maximum
POPU_LSA	POPULATION OF LSA	9,234	34,626.0	7,248.5	11.0	4,137,076.0
POPU_UND	UNDUPLICATED POP OF LSA	9,234	33,766.1	6,978.0	11.0	4,030,904.0
CENTLIB	# OF CENTRAL LIBRARIES	9,234	1.0	1.0	0.0	1.0
BRANLIB	# OF BRANCH LIBRARIES	9,234	0.8	0.0	0.0	92.0
BKMOB	# OF BOOKMOBILES	9,234	0.1	0.0	0.0	12.0
MASTER	ALA-MLS STAFF	9,234	3.6	0.5	0.0	499.3
LIBRARIA	TOTAL LIBRARIANS	9,234	5.3	1.7	0.0	499.3
OTHPAID	ALL OTHER PAID STAFF	9,234	9.9	1.8	0.0	1,709.2
TOTSTAFF	TOTAL PAID EMPLOYEES	9,234	15.2	3.8	0.0	2,208.6
LOCGVT	LOCAL GOVERNMENT REVENUE	9,234	1,185,741.4	176,974.5	0.0	170,260,107.0
STGVT	STATE GOVERNMENT REVENUE	9,234	95,283.7	4,764.0	0.0	38,149,422.0
FEDGVT	FEDERAL GOVERNMENT REVENUE	9,234	4,705.1	0.0	0.0	1,756,411.0
OTHINCM	OTHER OPERATING REVENUE	9,234	97,456.5	15,585.0	0.0	118,608,212.0
TOTINCM	TOTAL OPERATING REVENUE	9,234	1,383,186.8	234,618.0	0.0	312,078,526.0
SALARIES	SALARIES & WAGES EXP	5,991	968,363.2	270,779.0	0.0	137,318,924.0
BENEFIT	EMPLOYEE BENEFITS	5,991	360,561.9	75,601.0	0.0	64,022,582.0
STAFFEXP	TOTAL STAFF EXP	5,991	1,328,925.2	349,570.0	0.0	201,341,506.0
PRMATEXP	OP EXP FOR PRINT MAT	9,234	81,925.3	17,218.5	0.0	18,676,492.0
ELMATEXP	OP EXP FOR ELECTRONIC MAT	9,234	36,980.0	1,591.5	0.0	8,267,475.0

Variable	Label	N	Mean	Median	Minimum	Maximum
OTHMATEX	OP EXP FOR OTHER MAT	9,234	27,082.7	3,554.5	0.0	3,697,891.0
TOTEXPCO	TOTAL COLLECTION EXP	9,234	145,988.0	24,431.0	0.0	30,641,858.0
OTHOPEXP	OTHER OPERATING EXP	5,991	441,705.6	108,539.0	0.0	58,238,906.0
TOTOPEXP	TOTAL OPERATING EXP	9,234	1,311,534.9	219,124.0	0.0	290,222,270.0
LCAP_REV	LOCAL GOVT CAPITAL REVENUE	9,234	74,782.6	0.0	0.0	61,799,723.0
SCAP_REV	STATE GOVT CAPITAL REVENUE	9,234	11,231.0	0.0	0.0	15,000,000.0
FCAP_REV	FEDERAL GOVT CAPITAL REVENUE	9,234	696.2	0.0	0.0	1,222,500.0
OCAP_REV	OTHER CAPITAL REVENUE	9,234	29,978.6	0.0	0.0	110,262,081.0
CAP_REV	TOTAL CAPITAL REVENUE	9,234	116,688.4	0.0	0.0	114,007,393.0
CAPITAL	TOTAL CAPITAL EXPENDITURES	9,234	151,197.7	0.0	0.0	117,797,300.0
BKVOL	PRINT MATERIALS	9,020	81,345.9	29,057.5	0.0	21,935,221.0
EBOOK	ELECTRONIC BOOKS	8,668	45,286.0	19,462.0	0.0	5,889,477.0
AUDIO_PH	AUDIO - PHYSICAL UNITS	9,234	4,774.2	1,100.0	0.0	826,360.0
AUDIO_DL	AUDIO - DOWNLOADABLE UNITS	8,618	24,571.0	5,595.0	0.0	20,333,648.0
VIDEO_PH	VIDEO - PHYSICAL UNITS	9,234	7,044.3	2,156.5	0.0	721,149.0
VIDEO_DL	VIDEO - DOWNLOADABLE UNITS	8,322	1,499.0	0.0	0.0	1,012,211.0
EC_LO_OT	LOCAL/OTHER ELECTRONIC COLLECTIONS	8,626	10.8	3.0	0.0	1,366.0
EC_ST	STATE ELECTRONIC COLLECTIONS	9,126	33.6	25.0	0.0	107.0
ELECCOLL	TOTAL ELECTRONIC COLLECTIONS	9,020	43.9	45.0	0.0	1,376.0
SUBSCRIPT	CURRENT PRINT SERIAL SUBSCRIPTIONS	9,234	182.7	47.0	0.0	74,531.0
HRS_OPEN	PUBLIC SERV HRS/YR	9,234	4,041.4	2,356.0	0.0	236,071.0
VISITS	LIBRARY VISITS	9,234	146,810.6	31,787.5	0.0	17,420,607.0
REFERENC	REFERENCE TRANS	9,234	26,670.1	3,000.0	0.0	9,141,206.0
REGBOR	REGISTERED USERS	9,234	18,605.2	3,747.5	0.0	3,045,443.0

Variable	Label	N	Mean	Median	Minimum	Maximum
TOTCIR	TOTAL CIRCULATION	9,014	247,227.9	40,875.0	0.0	22,665,133.0
KIDCIRCL	CIRCULATION OF KIDS MATERIALS	9,234	86,223.1	12,648.0	0.0	7,454,144.0
ELMATCIR	CIRCULATION OF ELECTRONIC MATERIALS	8,800	25,580.1	2,344.5	0.0	8,640,543.0
PHYSCIR	PHYSICAL ITEM CIRCULATION	8,688	226,858.1	39,606.0	0.0	18,787,205.0
ELINFO	SUCCESSFUL RETRIEVAL OF ELECTRONIC INFORMATION	6,366	106,433.5	182.0	0.0	53,904,566.0
ELCONT	ELECTRONIC CONTENT USE	7,316	120,153.8	3,371.5	0.0	54,179,543.0
TOTCOLL	TOTAL COLLECTION USE	7,407	363,818.7	47,514.0	0.0	60,744,925.0
LOANTO	INTER-LIBRARY LOANS OUT	9,234	7,584.2	549.0	0.0	855,560.0
LOANFM	INTER-LIBRARY LOANS RECEIVED	9,234	7,660.8	652.0	0.0	1,058,220.0
TOTPRO	TOTAL LIBRARY PROGRAMS	9,234	562.3	187.0	0.0	104,226.0
KIDPRO	TOTAL KIDS PROGRAMS	9,234	309.9	109.0	0.0	43,237.0
YAPRO	TOTAL YOUNG ADULT PROGRAMS	9,234	54.6	8.0	0.0	15,311.0
TOTATTEN	TOTAL PROGRAM ATTENDANCE	9,234	12,271.4	2,951.0	0.0	2,023,590.0
KIDATTEN	KIDS PROGRAM ATTENDANCE	9,234	8,289.7	1,955.5	0.0	1,093,716.0
YAATTEN	YOUNG ADULT PROGRAM ATTENDANCE	9,234	838.4	73.0	0.0	215,427.0
GPTERMS	INTERNET COMPUTERS USED BY GEN PUBLIC	9,234	32.0	11.0	0.0	4,636.0
PITUSR	PUBLIC INTERNET COMPUTER USES PER YEAR	9,234	29,986.6	5,610.5	0.0	6,850,133.0
WIFISESS	WIRELESS SESSIONS	6,973	34,791.1	2,725.0	0.0	9,749,191.0

Note: These are distributional characteristics of the file after all imputations and suppressions have been applied. Fields coded with -1 (nonresponse, not imputed) and fields with coded with -9 (suppressed data) are excluded from the distributions; SALARIES, BENEFITS, STAFFEXP, and OTHOPEXP are suppressed for 3,243 records. In some states with several small libraries, the characteristics of the suppressed and unsuppressed files could be very different.

## Appendix K: Frequencies of Selected Categorical Variable and Distributions of Continuous Variables in State Summary/State Characteristics Data File (\_pusum16a)

All percentages and distributions are rounded.

OBEREG	BEA REGION CODE	Frequency	Percent	Cumulative	Cumulative
				Frequency	Percent
01-New England (CT ME MA NH RI VT)		6	11.3	6	11.3
02-Mid East (DE DC MD NJ NY PA)		6	11.3	12	22.6
03-Great Lakes (IL IN MI OH WI)		5	9.4	17	32.1
04-Plains (IA KS MN MO NE ND SC)		7	13.2	24	45.3
05-Southeast (AL AR FL GA KY LA MS NC SC TN VA WV)		12	22.6	36	67.9
06-Southwest (AZ NM OK TX)		4	7.6	40	75.5
07-Rocky Mountains (CO ID MT UT WY)		5	9.4	45	84.9
08-Far West (AK CA HI NV OR WA)		6	11.3	51	96.2
09-Outlying Areas (AS GU MP PR VI)		2	3.8	53	100.0
Total		53	100.0		

### Distributions of Continuous Variables

Variable	Label	N	Mean	Median	Minimum	Maximum
POPU_LSA	POPULATION OF LSA	53	6,032,771.8	4,369,520.0	60,200.0	39,239,277.0
POPU_UND	UNDUPLICATED POP OF LSA	53	5,882,945.5	3,739,510.0	60,200.0	39,239,277.0
CENTLIB	# OF CENTRAL LIBRARIES	53	171.0	99.0	1.0	755.0
BRANLIB	# OF BRANCH LIBRARIES	53	145.2	94.0	1.0	953.0

Variable	Label	N	Mean	Median	Minimum	Maximum
BKMOB	# OF BOOKMOBILES	53	12.4	8.0	0.0	73.0
MASTER	ALA-MLS STAFF	53	628.6	337.8	0.0	3,645.6
LIBRARIA	TOTAL LIBRARIANS	53	920.3	625.7	0.0	4,260.1
OTHPAID	ALL OTHER PAID STAFF	53	1,727.3	1,025.8	9.0	8,357.5
TOTSTAFF	TOTAL PAID EMPLOYEES	53	2,647.5	1,872.3	10.0	12,617.6
LOCGVT	LOCAL GOVERNMENT REVENUE	53	206,587,478.0	118,880,571.0	0.0	1,405,950,231.0
STGVT	STATE GOVERNMENT REVENUE	53	16,600,945.8	3,938,560.0	0.0	376,155,942.0
FEDGVT	FEDERAL GOVERNMENT REVENUE	53	819,758.3	465,261.0	0.0	5,292,521.0
OTHINCM	OTHER OPERATING REVENUE	53	16,979,499.1	9,258,273.0	6,308.0	182,780,458.0
TOTINCM	TOTAL OPERATING REVENUE	53	240,987,681.2	134,580,957.0	489,455.0	1,495,976,565.0
SALARIES	SALARIES & WAGES EXP	53	111,124,825.3	64,109,339.0	220,538.0	646,270,002.0
BENEFIT	EMPLOYEE BENEFITS	53	41,127,625.4	20,649,204.0	20,969.0	302,605,627.0
STAFFEXP	TOTAL STAFF EXP	53	152,252,450.7	84,758,543.0	241,507.0	928,297,098.0
PRMATEXP	OP EXP FOR PRINT MAT	53	14,273,553.9	9,542,195.0	12,927.0	75,636,525.0
ELMATEXP	OP EXP FOR ELECTRONIC MAT	53	6,442,893.8	3,724,324.0	0.0	36,106,059.0
OTHMATEX	OP EXP FOR OTHER MAT	53	4,718,523.5	3,063,903.0	0.0	31,678,411.0
TOTEXPCO	TOTAL COLLECTION EXP	53	25,434,971.1	15,633,939.0	14,397.0	131,722,814.0
OTHOPEXP	OTHER OPERATING EXP	53	50,816,610.6	25,081,494.0	14,372.0	391,978,790.0
TOTOPEXP	TOTAL OPERATING EXP	53	228,504,032.4	129,770,902.0	337,583.0	1,432,095,540.0
LCAP_REV	LOCAL GOVT CAPITAL REVENUE	53	13,029,111.1	5,190,395.0	0.0	131,395,247.0
SCAP_REV	STATE GOVT CAPITAL REVENUE	53	1,956,728.6	100,797.0	0.0	27,505,715.0
FCAP_REV	FEDERAL GOVT CAPITAL REVENUE	53	121,291.0	6,000.0	0.0	1,370,299.0
OCAP_REV	OTHER CAPITAL REVENUE	53	5,223,067.1	1,509,794.0	0.0	142,970,844.0
CAP_REV	TOTAL CAPITAL REVENUE	53	20,330,197.7	10,527,628.0	0.0	158,297,989.0

Variable	Label	N	Mean	Median	Minimum	Maximum
CAPITAL	TOTAL CAPITAL EXPENDITURES	53	26,342,635.9	13,652,329.0	0.0	195,242,476.0
BKVOL	PRINT MATERIALS	53	13,844,147.4	9,051,379.0	42,718.0	68,858,103.0
EBOOK	ELECTRONIC BOOKS	52	7,548,830.4	3,001,776.5	200.0	74,262,627.0
AUDIO_PH	AUDIO - PHYSICAL UNITS	53	831,787.1	538,704.0	51.0	3,545,724.0
AUDIO_DL	AUDIO - DOWNLOADABLE UNITS	52	4,072,171.0	1,030,602.0	0.0	47,718,597.0
VIDEO_PH	VIDEO - PHYSICAL UNITS	53	1,227,305.4	821,924.0	8.0	5,453,032.0
VIDEO_DL	VIDEO - DOWNLOADABLE UNITS	52	239,895.5	56,152.5	0.0	4,021,807.0
EC_LO_OT	LOCAL/OTHER ELECTRONIC COLLS.	52	1,792.6	599.5	0.0	17,085.0
EC_ST	STATE ELECTRONIC COLLECTIONS	53	5,777.8	3,714.0	0.0	29,875.0
ELECCOLL	TOTAL ELECTRONIC COLLECTIONS	53	7,473.6	4,316.0	2.0	32,532.0
SUBSCRIPT	CURRENT PRINT SERIAL SUBSCRIPTIONS	53	31,838.5	14,336.0	63.0	355,115.0
HRS_OPEN	PUBLIC SERV HRS/YR	53	704,117.5	513,085.0	2,213.0	2,459,195.0
VISITS	LIBRARY VISITS	53	25,578,282.8	17,753,953.0	63,166.0	155,615,470.0
REFERENC	REFERENCE TRANS	53	4,646,643.7	2,717,993.0	1,880.0	27,341,979.0
REGBOR	REGISTERED USERS	53	3,241,513.0	2,279,914.0	14,310.0	22,529,525.0
TOTCIR	TOTAL CIRCULATION	53	42,047,403.6	26,325,879.0	18,101.0	208,699,369.0
KIDCIRCL	CIRCULATION OF KIDS MATERIALS	53	15,022,339.8	9,384,885.0	0.0	88,112,739.0
ELMATCIR	CIRCULATION OF ELEC. MATERIALS	52	4,328,938.7	2,931,021.5	0.0	18,469,327.0
PHYSCTR	PHYSICAL ITEM CIRCULATION	49	40,223,322.2	24,806,190.0	18,073.0	190,390,903.0
ELINFO	SUCCESSFUL RETRIEVAL OF ELEC. INFO.	46	14,729,472.2	4,858,427.5	0.0	260,469,451.0
ELCONT	ELECTRONIC CONTENT USE	50	17,580,911.3	6,515,537.0	0.0	261,088,396.0
TOTCOLL	TOTAL COLLECTION USE	50	53,896,097.0	35,732,580.0	0.0	286,444,603.0
LOANTO	INTER-LIBRARY LOANS OUT	53	1,321,364.2	297,801.0	0.0	11,510,333.0
LOANFM	INTER-LIBRARY LOANS RECEIVED	53	1,334,710.8	289,077.0	0.0	11,906,358.0

Variable	Label	N	Mean	Median	Minimum	Maximum
TOTPRO	TOTAL LIBRARY PROGRAMS	53	97,963.4	63,939.0	297.0	607,056.0
KIDPRO	TOTAL KIDS PROGRAMS	53	53,994.6	37,118.0	297.0	256,565.0
YAPRO	TOTAL YOUNG ADULT PROGRAMS	53	9,516.8	6,780.0	0.0	65,671.0
TOTATTEN	TOTAL PROGRAM ATTENDANCE	53	2,138,003.4	1,558,883.0	5,851.0	10,441,671.0
KIDATTEN	KIDS PROGRAM ATTENDANCE	53	1,444,285.2	1,039,314.0	5,851.0	7,465,975.0
YAATTEN	YOUNG ADULT PROGRAM ATTENDANCE	53	146,069.5	114,904.0	0.0	865,758.0
GPTERMS	INTERNET COMPUTERS USED BY GEN PUBLIC	53	5,579.7	4,459.0	20.0	22,832.0
PITUSR	PUBLIC INTERNET COMPUTER USES PER YEAR	53	5,224,464.4	3,915,279.0	1,010.0	29,309,523.0
WIFISESS	WIRELESS SESSIONS	53	4,577,332.8	2,295,096.0	1,392.0	18,598,158.0

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

## Appendix L: Frequencies and Distributions of Selected Variables in Public Library Outlet Data File (\_puout16a)

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

C_OUT_TY	OUTLET TYPE		Cumulative Frequency	Cumulative Percent
	Frequency	Percent		
BR-Branch Library	7,693	44.3	7,693	44.3
BS-Bookmobile(s)	614	3.5	8,307	47.8
CE-Central Library	9,059	52.2	17,366	100.0
MO-Books-by-Mail Only	2	#	17,368	100.0
Total	17,368	100.0		

# Rounds to zero.

### STRUCTURE CHANGE CODE

STATSTRU	Frequency	Percent	Cumulative Frequency	Cumulative Percent
00-No change from last year	17,248	99.0	17,248	99.0
02-Newly created administrative entity or outlet	76	0.4	17,324	99.4
03-Closed	54	0.3	17,378	99.7
04-Move outlet to a newly created administrative entity	10	0.1	17,388	99.8
05-Merge two or more administrative entities or outlets to form a new administrative entity or outlet	1	#	17,389	99.8
08-Restored a closed administrative entity or outlet record	6	#	17,395	99.8
09-Restored an incorrectly deleted administrative entity or outlet	6	#	17,401	99.9
11-Outlet moved to a different previously existing administrative entity	7	#	17,408	99.9
13-Add an existing administrative entity or outlet not previously reported	9	0.1	17,417	99.9
23-Temporary closure	5	#	17,422	100.0
24-Restore/Undo was a 23 (Reopen a temporary closure)	5	#	17,427	100.0
Total	17,427	100.0		

# Rounds to zero.

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

### NAME CHANGE CODE

STATNAME	Frequency	Percent	Cumulative Frequency	Cumulative Percent
00-No change from last year	16,740	96.4	16,740	96.4
06-Official name change	108	0.6	16,848	97.0
14-Minor name change	520	3.0	17,368	100.0
Total	17,368	100.0		

### ADDRESS CHANGE CODE

STATADDR	Frequency	Percent	Cumulative Frequency	Cumulative Percent
00-No change from last year	16,672	96.0	16,672	96.0
07-Moved to a new location	142	0.8	16,814	96.8
15-Minor address change	554	3.2	17,368	100.0
Total	17,368	100.0		

### LOCALE CODE

LOCALE	Frequency	Percent	Cumulative Frequency	Cumulative Percent
11-City, Large	1,552	8.9	1,552	8.9
12-City, Mid-size	677	3.9	2,229	12.8
13-City, Small	769	4.4	2,998	17.3
21-Suburb, Large	3,641	21.0	6,639	38.3
22-Suburb, Mid-size	532	3.1	7,171	41.3
23-Suburb, Small	359	2.1	7,530	43.4
31-Town, Fringe	843	4.9	8,373	48.2
32-Town, Distant	1,711	9.9	10,084	58.1
33-Town, Remote	956	5.5	11,040	63.6
41-Rural, Fringe	927	5.3	11,967	69.0
42-Rural, Distant	3,159	18.2	15,126	87.2
43-Rural, Remote	2,231	12.9	17,357	100.0
Total	17,357	100.0		

Note: Missing values excluded

### REAP LOCALE CODE

REAP LOCALE	Frequency	Percent	Cumulative Frequency	Cumulative Percent
01-Large City	1,517	8.7	1,517	8.7
02-Mid-size city	1,512	8.7	3,029	17.4
03-Urban Fringe of a Large City	3,443	19.8	6,472	37.3
04-Urban Fringe of a Mid-size City	2,295	13.2	8,767	50.5
05-Large town	104	0.6	8,871	51.1
06-Small town	2,004	11.5	10,875	62.6
07-Rural, Outside Metropolitan Area	4,276	24.6	15,151	87.2
08-Rural, Inside Metropolitan Area	2,217	12.8	17,368	100.0
Total	17,368	100.0		

### Distributions of Continuous Variables

Variable	Label	N	Mean	Median	Minimum	Maximum
SQ_FEET	SQUARE FOOTAGE OF OUTLET	16,661	12,446.6	6,400.0	0.0	970,000.0
L_NUM_BM	NUMBER OF BOOKMOBILES IN BOOKMOBILE SERV	17,356	#	0.0	0.0	12.0
HOURS	PUBLIC SERVICE HOURS PER YEAR	16,881	2,157.4	2,236.0	0.0	6,172.0
WKS_OPEN	NUMBER OF WEEKS AN OUTLET IS OPEN	16,996	51.3	52.0	0.0	52.0

# Rounds to zero.

Note: Fields coded with -1 (nonresponse, not imputed) or -4 (not applicable) were excluded from the distributions. Missing data for SQ\_FEET were imputed.

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