

02-03 North Carolina Public Library Survey

Identification (# 1-19)

1 Name of library system _____

2 County(ies) _____

3 Mailing address _____

4 City (of mailing address) _____

5 Zip code (5-digit standard) _____

6 Zip code extension (4-digits) _____

7 Street address _____

8 City (of street address) _____

9 Zip code (5-digit standard) _____

10 Zip code extension (4-digits) _____

11 Name of library director _____

12 Library director's phone number (including area code; omit spaces and punctuation) _____

13 Library administration's fax number (including area code; omit spaces and punctuation) _____

14 Library director's e-mail address _____

Person Completing Form

15 Name _____

16 Title _____

17 Phone number (including area code; omit spaces and punctuation) _____

18 Fax number (including area code; omit spaces and punctuation) _____

19 E-mail address _____

Library Profile (# 20-24)

Service Outlets

20 Number of central libraries _____

21 Number of branch libraries _____

22 Number of bookmobiles _____

23 Number of other mobile units _____

Service Hours

24 Total hours open to public per year (all locations) _____

Library Staff (# 25-36)

Personnel as of June 30, 2003

25 FTE librarians with MLS accredited by ALA _____

26 FTE librarians with MLS not accredited by ALA _____

27 TOTAL FTE MLS librarians (add lines 25 + 26) _____

28 All other paid FTE staff (Including plant operations, security, and maintenance staff) _____

29 TOTAL FTE staff (add lines 27 + 28) _____

Salaries

30 Director's salary as of July 1, 2003 _____

31 Salary Range of Library Director Position* _____

32 Year of Appointment of Library Director* _____

33 Minimum MLS librarian salary as of July 1, 2003 _____

34 Minimum paraprofessional hourly rate - with high school diploma* _____

35 Minimum paraprofessional hourly rate - with 2 years of college* _____

36 Minimum paraprofessional hourly rate - with 4 year degree* _____

**New Data Element: Reporting is optional (but encouraged) for FY2002-2003*

Operating Income (# 37-47)

Local Government Funds

37 Municipal funds _____

38 County funds _____

39 TOTAL Local Income (add lines 37 + 38) _____

State Funds

40 Aid to Public Libraries grant Pre-filled by State Library _____

41 Other state funding _____

42 TOTAL State Funds (add lines 40 + 41) _____

Federal Funds

43 LSTA grants _____

44 Other Federal funds _____

45 TOTAL Federal Funds (add lines 43 + 44) _____

Other Funds

46 Other funds (e. g. fines and fees, foundation grants, etc.) _____

47 TOTAL Operating Income (add lines 39 + 42 + 45 + 46) _____

Operating Expenditures (# 48-55)

Personnel

48 Salaries and wages _____

49 Employee benefits _____

50 TOTAL Personnel Expenditures (add lines 48 + 49) _____

Collection Expenditures

51 Total for ALL Formats _____

Other Expenditures

52 Other operating expenditures _____

53 TOTAL Operating Expenditures (add lines 50 + 51 + 52) _____

Capital Expenditures

54 Total capital expenditures _____

Unencumbered Operational Balance

55 Total unencumbered operational balance _____

Collection (# 53-68)

Print

56 Cataloged adult fiction books _____

57 Cataloged adult non-fiction books _____

58 TOTAL Cataloged Adult Books (add lines 53 + 54) _____

59 Cataloged juvenile fiction books _____

60 Cataloged juvenile non-fiction books _____

61 TOTAL Cataloged Juvenile Books (add lines 59 + 60) _____

62 TOTAL Book Volumes (add lines 58 + 61) _____

63 Serial volumes _____

64 GRAND TOTAL Book & Serial Volumes (add lines 62 + 63)

Non-Print Materials

65 Audio

66 Video

Serials Subscriptions

67 Total subscriptions, ALL formats

Discards

68 Discarded Materials*

Service Measures: Circulation (# 69-85)

69 Adult fiction books

70 Adult nonfiction books

71 TOTAL Adult Books (add lines 69 + 70)

72 Juvenile fiction books

73 Juvenile nonfiction books

74 TOTAL Juvenile Books (add lines 72 + 73)

75 Periodicals

76 Audio

77 Video

78 Other non-print materials

79 TOTAL Book Circulation (add lines 71 +74)

80 TOTAL Non-Print Circulation (add lines 75 +76 +77 +78)

81 Grand Total Circulation: Central Library

82 Grand Total Circulation: Branches

83 Grand Total Circulation: Bookmobiles

84 Grand Total Circulation: Other

85 TOTAL Grand Total Circulation

**New Data Element: Reporting is optional (but encouraged) for FY2002-2003*

Other Service Measures (# 86-105)

Registered Users

86 Number of adults _____

87 Number of juveniles _____

88 TOTAL Registered Users (add lines 86 + 87) _____

Attendance in Library

89 Number of persons entering library during the year _____

Programs

90 Number of adult programs in library** _____

91 Number of adult programs - outside library** _____

92 Number of juvenile programs - in library** _____

93 Number of juvenile programs - outside library** _____

94 TOTAL Programs (add lines 90 + 91 +92 + 93) _____

95 Adult program attendance - in library** _____

96 Adult program attendance - outside library** _____

97 Juvenile program attendance - in library** _____

98 Juvenile program attendance - outside library** _____

99 TOTAL Juvenile program attendance (add lines 97 + 98) _____

100 TOTAL Program Attendance (add lines 95 + 96 + 99) _____

101 Meeting Room Use (Non-library)* _____

102 Meeting Room Attendance (Non-library)* _____

Reference & Informational Transactions

103 Number of reference questions _____

Interlibrary loans

104 Number of items loaned _____

105 Number of items borrowed _____

**New Data Element: Reporting is optional (but encouraged) for FY2002-2003*

***Modified Element: Respond with N/A for programs and attendance "outside library" (record all programs and attendance under "in library" if separate statistics not kept for programs "outside library" in FY2002-2003).*

Electronic Technology (# 106–115)

Operating Expenditures

106 Operating expenditures for materials in electronic format _____

107 Operating expenditures for electronic Access _____

108 TOTAL Electronic Technology Expenditures (add lines 106 + 107) _____

Collection

109 Number of materials in electronic format _____

110 Library's Home Page Address _____

Number of Internet Terminals

111 Number of Internet terminals used by staff only _____

112 Number of Internet terminals used by general public _____

Users

113 Number of users of electronic resources in a typical week _____

114 Remote OPAC Sessions* _____

115 Virtual Visits* _____

**New Data Element: Reporting is optional (but encouraged) for FY2002-2003*

Branch Information (# 116- 132)

116 Name of branch _____

117 Mailing address _____

118 City _____

119 Zip Code (5-digit) _____

120 Zip Code extension (4-digit) _____

121 Street address _____

122 City (of street address) _____

123 Zip code (5-digit standard) _____

124 Zip code extension (4-digits) _____

125 County _____

126 Phone number (including area code; enter numbers only) _____

127 Fax number (including area code; enter numbers only) _____

128 Name of librarian or branch head _____

129 Email address _____

130 Building square feet _____

131 FTE staff _____

132 Hours open _____

133 FSCS ID Pre-filled by State Library _____

134 LIB ID Pre-filled by State Library _____

135 Outlet type code _____

136 Number of bookmobiles (when outlet type code = BS) _____

137 Metropolitan status code _____

FSCS Codes (# 188-198)

These items are used to identify characteristics of the library for comparative analysis. These values will not usually require changes from year to year. If you do change an item, please include a note on the STATE tab for that item, explaining the reason for the change.

- 138 FSCS ID _____
- 139 LIB ID _____
- 140 Interlibrary Relationship Code _____
- 141 Legal Basis Code _____
- 142 Administrative Structure Code _____
- 143 FSCS Public Library Definition _____
- 144 Geographic Code _____
- 145 Access to Electronic Services _____
- 146 Access to Internet _____
- 147 Internet Use Code _____
- 148 Population of the Legal Service Area Reported by State Library