

04–05 North Carolina Public Library Survey

Library Profile (#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, 2005

- 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, 2005 _____
- 31 Salary Range of Library Director Position _____
- 32 Year of Appointment of Library Director _____
- 33 Minimum MLS librarian salary as of July 1, 2005 _____
- 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 _____

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 _____
- 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 (#48-63)

Personnel

48 Salaries and wages _____
49 Employee benefits _____
50 **TOTAL Personnel Expenditures (add lines 48 + 49)** _____

Collection

51 Print Materials Expenditures _____
52 Electronic Materials Expenditures _____
53 Other Materials Expenditures _____
54 **Total for ALL Formats (add lines 51 + 52 + 53)** _____

Other

55 Other operating expenditures _____
56 **TOTAL Operating Expenditures (add lines 50 + 54 + 55)** _____

Capital

57 Local capital income _____
58 State capital income _____
59 Federal capital income _____
60 Other capital income _____
61 **Total capital income (add lines 57 + 58 + 59 + 60)** _____
62 Total capital expenditures _____

Unencumbered Operational Balance

63 Total unencumbered operational balance _____

Library Collections (#64-81)

Print

- 64 Cataloged adult fiction books _____
- 65 Cataloged adult non-fiction books _____
- 66 **TOTAL Cataloged Adult Books (add lines 64 + 65)** _____
- 67 Cataloged juvenile fiction books _____
- 68 Cataloged juvenile non-fiction books _____
- 69 **TOTAL Cataloged Juvenile Books (add lines 67+ 68)** _____
- 70 **TOTAL Book Volumes (add lines 66 + 69)** _____
- 71 Serial volumes _____
- 72 **GRAND TOTAL Book & Serial Volumes (add lines 70 + 71)** _____
- 73 Other Print Materials _____

Electronic Materials

- 74 Electronic Books (E-Books) _____
- 75 Databases _____

Non-Print Materials

- 76 Audio _____
- 77 Video _____
- 78 Other Non-Print Materials _____

Current Serial Subscriptions

- 79 Current Print Serial Subscriptions _____
- 80 Current Electronic Serial Subscriptions _____

Discards

- 81 Discarded Materials _____

Service Measures: Circulation (#82-101)

Circulation by Format

82	Adult Fiction Books	_____
83	Adult Non-Fiction Books	_____
84	TOTAL Adult Books (add lines 82 + 83)	_____
85	Juvenile Fiction Books	_____
86	Juvenile Non-Fiction Books	_____
87	TOTAL Juvenile Books (add lines 85 + 86)	_____
88	TOTAL Book Circulation (add lines 84 +87)	_____
89	Periodicals	_____
90	Other Print Materials	_____
91	TOTAL Print Circulation (add lines 88 + 89 + 90)	_____
92	Audio	_____
93	Video	_____
94	Other Non-Print Materials	_____
95	TOTAL Non-Print Circulation (add lines 92+ 93 + 94)	_____
96	TOTAL Circulation (add lines 91+ 95)	_____

Circulation by Location

97	Grand Total Circulation: Central Library	_____
98	Grand Total Circulation: Branches	_____
99	Grand Total Circulation: Bookmobiles	_____
100	Grand Total Circulation: Other	_____
101	TOTAL Grand Total Circulation (add lines 97 + 98 + 99 + 100) Note: #101 must be equal to #96.	_____

Other Service Measures (#102-121)

Registered Users

- 102 Number of adults _____
- 103 Number of juveniles _____
- 104 **TOTAL Registered Users (add lines 102 + 103)** _____

Attendance in Library

- 105 Number of persons entering library during the year _____

Programs

- 106 Number of adult programs - in library _____
- 107 Number of adult programs - outside library _____
- 108 Number of juvenile programs - in library _____
- 109 Number of juvenile programs - outside library _____
- 110 **TOTAL Programs (add lines 106 + 107 + 108 + 109)** _____
- 111 Adult program attendance - in library _____
- 112 Adult program attendance - outside library _____
- 113 Juvenile program attendance - in library _____
- 114 Juvenile program attendance - outside library _____
- 115 **TOTAL Juvenile program attendance (add lines 113 + 114)** _____
- 116 **TOTAL Program Attendance (add lines 111+ 112 + 115)** _____
- 117 Meeting Room Use (Non-library) _____
- 118 Meeting Room Attendance (Non-library) _____

Reference Transactions

- 119 Number of reference questions _____

Interlibrary loans

- 120 Number of items loaned _____
- 121 Number of items borrowed _____

Electronic Technology (#122-127)

Services

122 Library's Home Page Address

Number of Internet Terminals

123 Number used by staff only

124 Number used by general public

Users

125 Number of users of electronic resources in a year

126 Remote OPAC Sessions

127 Virtual Visits

Branch Information (#128-149)

To add a new library outlet or change the name of an existing outlet, you must contact Timothy Owens, State Data Coordinator, at (919-807-7424)

128	Name of branch	_____
129	Mailing address	_____
130	City	_____
131	Zip code (5-digit standard)	_____
132	Zip code extension (4-digits)	_____
133	Street Address	_____
134	City (of street address)	_____
135	Zip code (5-digit standard)	_____
136	Zip code extension (4-digits)	_____
137	County	_____
138	Phone number (including area code; enter numbers only)	_____
139	Fax number (including area code; enter numbers only)	_____
140	Name of librarian or branch head	_____
141	Email address	_____
142	Building square feet	_____
143	FTE staff	_____
144	Hours open	_____
145	FSCS ID	_____
146	LIB ID	_____
147	Outlet type code	_____
148	Number of bookmobiles (when outlet type code = BS)	_____
149	Metropolitan status code	_____

FSCS Codes (#150-158)

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.

- | | | |
|-----|--------------------------------------|-------|
| 150 | FSCS ID | _____ |
| 151 | LIB ID | _____ |
| 152 | Interlibrary Relationship Code | _____ |
| 153 | Legal Basis Code | _____ |
| 154 | Administrative Structure Code | _____ |
| 155 | FSCS Public Library Definition | _____ |
| 156 | Geographic Code | _____ |
| 157 | Legal Service Area Boundary Change | _____ |
| 158 | Population of the Legal Service Area | _____ |