

00-01 North Carolina Public Library Survey

Use this worksheet to gather your data before entering it online.

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 (#20-26)

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) _____

Friends Groups

- 25 Total number of "Friends of the Library" groups in your library system _____
- 26 Total number of members in "Friends of the Library" groups in your library system _____

Library Staff (#27-33)

Personnel as of June 30, 2001

27 FTE librarians with MLS accredited by ALA _____

28 FTE librarians with MLS not accredited by ALA _____

29 **TOTAL FTE MLS librarians (add lines 27 + 28)** _____

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

31 **TOTAL FTE staff (add lines 29 + 30)** _____

Professional Salaries

32 Director's salary as of July 1, 2001 _____

33 Minimum MLS librarian salary as of July 1, 2001 _____

Operating Income (#34-44)

Local Government Funds

34 Municipal funds _____

35 County funds _____

36 **TOTAL Local Income** (add lines 34 + 35) _____

State Funds

37 Aid to Public Libraries grant _____

38 Other state funding _____

39 **TOTAL State Funds** (add lines 37 + 38) _____

Federal Funds

40 LSCA/LSTA grants _____

41 Other Federal funds _____

42 **TOTAL Federal Funds** (add lines 40 + 41) _____

Other Funds

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

44 **TOTAL Operating Income** (add lines 36 + 39 + 42 + 43) _____

Operating Expenditures (#45-52)

Personnel

45 Salaries and wages _____

46 Employee benefits _____

47 **TOTAL Personnel Expenditures** (add lines 45 + 46) _____

Collection Expenditures

48 Total for ALL Formats _____

Other Expenditures

49 Other operating expenditures _____

50 **TOTAL Operating Expenditures** (add lines 47 + 48 + 49) _____

Capital Expenditures

51 Total capital expenditures _____

Unencumbered Operational Balance

52 Total unencumbered operational balance _____

Collection (#53-68)

Print

- 53 Cataloged adult fiction books _____
- 54 Cataloged adult non-fiction books _____
- 55 **TOTAL Cataloged Adult Books (add lines 53 + 54)** _____
- 56 Cataloged juvenile fiction books _____
- 57 Cataloged juvenile non-fiction books _____
- 58 **TOTAL Cataloged Juvenile Books (add lines 56 + 57)** _____
- 59 **TOTAL Cataloged Books (add lines 55 + 58)** _____
- 60 Uncataloged books _____
- 61 **TOTAL Book Volumes (add lines 59 + 60)** _____
- 62 Other print materials _____
- 63 Serial volumes _____
- 64 **GRAND TOTAL Book & Serial Volumes (add lines 61 + 63) DO NOT ADD line 62** _____

Non-Print Materials

- 65 Audio _____
- 66 Video _____
- 67 Other non-print materials _____

Serials Subscriptions

- 68 Total subscriptions, ALL formats _____

Service Measures: Circulation (#69-143)

Adult Books

- 69 Adult fiction books: Central Library _____
- 70 Adult fiction books: Branches _____
- 71 Adult fiction books: Bookmobiles _____
- 72 Adult fiction books: Other _____
- 73 **TOTAL Adult Fiction Books (add lines 69 + 70 + 71 + 72)** _____
- 74 Adult non-fiction books: Central Library _____
- 75 Adult non-fiction books: Branches _____
- 76 Adult non-fiction books: Bookmobiles _____
- 77 Adult non-fiction books: Other _____
- 78 **TOTAL Adult Non-Fiction Books (add lines 74 + 75 + 76 + 77)** _____
- 79 **TOTAL Adult Books: Central Library (add lines 69 + 74)** _____
- 80 **TOTAL Adult Books: Branches (add lines 70 + 75)** _____
- 81 **TOTAL Adult Books: Bookmobiles (add lines 71 + 76)** _____
- 82 **TOTAL Adult Books: Other (add lines 72 + 77)** _____
- 83 **TOTAL Total Adult Books (add lines 73 + 78)** _____

Juvenile Books

- 84 Juvenile fiction books: Central Library _____
- 85 Juvenile fiction books: Branches _____
- 86 Juvenile fiction books: Bookmobiles _____
- 87 Juvenile fiction books: Other _____
- 88 **TOTAL Juvenile Fiction Books (add lines 84 + 85 + 86 + 87)** _____
- 89 Juvenile non-fiction books: Central Library _____
- 90 Juvenile non-fiction books: Branches _____
- 91 Juvenile non-fiction books: Bookmobiles _____
- 92 Juvenile non-fiction books: Other _____
- 93 **TOTAL Juvenile Non-Fiction Books (add lines 89 + 90 + 91 + 92)** _____
- 94 **TOTAL Juvenile Books: Central Library (add lines 84 + 89)** _____
- 95 **TOTAL Juvenile Books: Branches (add lines 85 + 90)** _____

- 96 TOTAL Juvenile Books: Bookmobiles (add lines 86 + 91) _____
- 97 TOTAL Juvenile Books: Other (add lines 87 + 92) _____
- 98 TOTAL Total Juvenile Books (add lines 88 + 93) _____

Other Print & Periodicals

- 99 Other print materials: Central Library _____
- 100 Other print materials: Branches _____
- 101 Other print materials: Bookmobiles _____
- 102 Other print materials: Other _____
- 103 TOTAL Other Print Materials (add lines 99 + 100 + 101 + 102) _____
- 104 Periodicals: Central Library _____
- 105 Periodicals: Branches _____
- 106 Periodicals: Bookmobiles _____
- 107 Periodicals: Other _____
- 108 TOTAL Periodicals (add lines 104 + 105 + 106 + 107) _____

Non-print

- 109 Audio: Central Library _____
- 110 Audio: Branches _____
- 111 Audio: Bookmobiles _____
- 112 Audio: Other _____
- 113 TOTAL Audio (add lines 109 + 110 + 111 + 112) _____
- 114 Video: Central Library _____
- 115 Video: Branches _____
- 116 Video: Bookmobiles _____
- 117 Video: Other _____
- 118 TOTAL Video (add lines 114 + 115 + 116 + 117) _____
- 119 A-V equipment: Central Library _____
- 120 A-V equipment: Branches _____
- 121 A-V equipment: Bookmobiles _____
- 122 A-V equipment: Other _____
- 123 TOTAL A-V Equipment (add lines 119 + 120 + 121 + 122) _____

Other

- 124 Other: Central Library _____
- 125 Other: Branches _____
- 126 Other: Bookmobiles _____
- 127 Other: Other _____
- 128 **TOTAL Other** (add lines 124 + 125 + 126 + 127) _____

Totals

- 129 **TOTAL Book Circulation: Central Library** (add lines 79 + 94) _____
- 130 **TOTAL Book Circulation: Branches** (add lines 80 + 95) _____
- 131 **TOTAL Book Circulation: Bookmobiles** (add lines 81 + 96) _____
- 132 **TOTAL Book Circulation: Other** (add lines 82 + 97) _____
- 133 **TOTAL Total Book Circulation** (add lines 83 + 98) _____
- 134 **TOTAL Non-Print Circulation: Central Library** (add lines 109 + 114 + 119 + 124) _____
- 135 **TOTAL Non-Print Circulation: Branches** (add lines 110 + 115 + 120 + 125) _____
- 136 **TOTAL Non-Print Circulation: Bookmobiles** (add lines 111 + 116 + 121 + 126) _____
- 137 **TOTAL Non-Print Circulation: Other** (add lines 112 + 117 + 122 + 127) _____
- 138 **TOTAL Total Non-Print Circulation**(add lines 113 + 118 + 123 + 128) _____
- 139 **Grand Total Circulation: Central Library** (add lines 99 + 104 + 129 + 134) _____
- 140 **Grand Total Circulation: Branches** (add lines 100 + 105 + 130 + 135) _____
- 141 **Grand Total Circulation: Bookmobiles** (add lines 101 + 106 + 131 + 136) _____
- 142 **Grand Total Circulation: Other** (add lines 102 + 107 + 132 + 137) _____
- 143 **TOTAL Grand Total Circulation** (add lines 103 + 108 + 133 + 138) _____

Other Service Measures (#144-160)

Registered Users

144 Number of adults _____

145 Number of juveniles _____

146 **TOTAL Registered Users (add lines 144 + 145)** _____

Attendance in Library

147 Number of persons entering library during the year _____

Programs

148 Number of adult programs _____

149 Number of juvenile programs _____

150 **TOTAL Programs (add lines 148 + 149)** _____

151 Adult program attendance _____

152 Juvenile program attendance _____

153 **TOTAL Program Attendance (add lines 151 + 152)** _____

Reference & Informational Transactions

154 Number of reference questions _____

155 Number of directional questions _____

In-House Use of Materials

156 Number of print materials _____

157 Number of non-print materials _____

158 **TOTAL In-House Use (add lines 156 + 157)** _____

Interlibrary loans

159 Number of items loaned _____

160 Number of items borrowed _____

Electronic Technology (#161-169)

Operating Expenditures

- 161 Operating expenditures for materials in electronic format _____
- 162 Operating expenditures for electronic Access _____
- 163 **TOTAL Electronic Technology Expenditures (add lines 161 + 162)** _____

Collection

- 164 Number of materials in electronic format _____

Services

- 165 Does your library have a homepage? _____
- 166 If yes, what is its address? _____

Number of Internet Terminals

- 167 Number of Internet terminals used by staff only _____
- 168 Number of Internet terminals used by general public _____

Users

- 169 Number of users of electronic resources in a typical week _____

Branch Information (#170-187)

This information is being collected for the first time in 2001. Several of the following items will be pre-filled in the online form with data in last year's *Directory of North Carolina Public Libraries* and may be edited if corrections are needed. Answer this section for each service outlet, including central library, branches and bookmobiles. *You may only need to use the worksheet to gather information for branches that opened during 2000-2001.*

- 170 Name of branch _____
- 171 Street address _____
- 172 City _____
- 173 County _____
- 174 Zip code (5-digit standard) _____
- 175 Zip code extension (4-digits) _____
- 176 Phone number (including area code; enter numbers only) _____
- 177 Fax number (including area code; enter numbers only) _____
- 178 Name of librarian or branch head _____
- 179 Email address _____
- 180 Building square feet _____
- 181 FTE staff _____
- 182 Hours open _____
- 183 FSCS ID _____
- 184 LIB ID _____
- 185 Outlet type code _____
- 186 Number of bookmobiles (when outlet type code = BS) _____
- 187 Metropolitan status code _____

FSCS Codes (#188- 198)

These items are used to identify characteristics of the library for comparative analysis. These values are prefilled in the online form and will not usually require changes from year to year. Item #198 is supplied by the State Library and should not be changed. **Note:** Library staff should ignore this page of the worksheet; if changes are needed, consult the definitions on the online form and add an explanatory note using the STATE tab.

- 188 FSCS ID _____
- 189 LIB ID _____
- 190 Interlibrary Relationship Code _____
- 191 Legal Basis Code _____
- 192 Administrative Structure Code _____
- 193 FSCS Public Library Definition _____
- 194 Geographic Code _____
- 195 Access to Electronic Services _____
- 196 Access to Internet _____
- 197 Internet Use Code _____
- 198 Population of the Legal Service Area _____