

STATE LIBRARY OF NORTH CAROLINA
Statistical Report Form for Public Libraries
July 1, 1999 - June 30, 2000

Instructions

The statistics collected on this form are used to compile the annual *Statistics and Directory of North Carolina Public Libraries*. Selected data are also reported to the Federal-State Cooperative System for Public Library Data (FSCS) to be used in the creation of a composite report on public libraries in the United States by the National Center for Education Statistics. Definitions ensure comparability of data from different libraries and different states.

Unless otherwise indicated, report data for the year beginning July 1, 1999 and ending June 30, 2000.

Please consider using our convenient Web-based form at:
<<http://statelibrary.dcr.state.nc.us/Forms/Stats9900/Form9900.htm>>

QUESTIONS? Call the State Library at (919) 733-2570 and request to speak with your library's liaison consultant or Julie Nye, Acting Chief, Library Development.

Thank you for your cooperation!

Part I LIBRARY PROFILE

A. Service Outlets

- 1. Central library
The service outlet which is the operational center of a multiple-outlet library. Usually all processing is centralized here and the principal collections are housed here. Synonymous with the main library.
(Note: Administrative centers are counted separately, i.e., offices that are separate from the direct service outlets and do not provide direct library services, but may provide staff, materials, and services to other libraries.)
- 2. Branch libraries
An auxiliary unit which has all of the following: (1) separate quarters; (2) an organized collection of library materials; (3) paid staff; and (4) regularly scheduled hours for being open to the public. County libraries of a regional system are listed here. Report all branches including those housed in the same building as the regional library.
- 3. Bookmobiles
A traveling branch library which has all of the following: 1) a truck or van that carries an organized collection of library materials; 2) paid staff; and 3) regularly scheduled hours (bookmobile stops) for being open to the public. Count vehicles in use, not stops.
- 4. Other mobile units
Other vehicles or vans used for library programming, e.g., service to daycare centers.

B. Service Hours

- 5. Public service hours/year
This is the sum of annual public service hours for all outlets. Include the hours open for public service for central libraries, branches, bookmobiles, and books-by-mail only. Do not include hours for deposit collections or other similar service outlets. 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 unscheduled events should be excluded.
(Example: one central library and 3 branch libraries are each open 60 hours per week. $4 \times 60 = 240$ hours per week. Then multiply that number times the number of weeks in a year. $240 \times 52 = 12,480$.)

C. Friends Groups

- | | | |
|----|-------------------|--|
| 6. | Number of groups | Total number of Friends of the Library groups in your system |
| 7. | Number of members | Total number of members in all Friends of the Library groups in your system. |

Part II LIBRARY STAFF

A. Personnel as of June 30, 2000

Full-Time Equivalents - Report figures as of **June 30, 2000**. Include unfilled but budgeted positions. To ensure comparable data, 40 hours per week has been set as the measure of full-time employment. To compute full-time equivalents (FTE) of employees in any category, take the number of hours worked per week by all employees in that category and divide it by 40. Example: Two employees working 38 hours per week would be considered 1.9 FTE. (2 x 38/40 = 1.9)

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|-----|---|---|
| 8. | Librarians with MLS accredited by ALA | Paid librarians with a master's degree from programs of library and information studies accredited by ALA. Graduates whose library schools received accreditation within five years after their graduation should be included in this count ("grandfathered in"). |
| 9. | Librarians with MLS not accredited by ALA | Paid librarians with a master's degree from programs of library and information studies not accredited by ALA but having North Carolina Public Librarian Certification. |
| 11. | Other paid staff | Includes all other employees paid from the reporting unit budget including plant operations, security, and maintenance staff. |

B. Professional Salaries

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|-----|------------------------------|--|
| 13. | Salary of director | Salary as of July 1, 2000 . |
| 14. | Minimum MLS librarian salary | Minimum salary paid to a beginning MLS librarian as of July 1, 2000. |

Part III OPERATING INCOME

Report income used for operating expenditures as defined below. Include federal, state, or other grants. **DO NOT** include income for capital expenditures, contributions to endowments, income passed through to another agency (e.g., fines), or funds not spent in the previous fiscal year.

A. Local Income

- 15. Municipal funds Includes all tax and non-tax receipts designated by municipalities and available for expenditure by the public library.
- 16. County Funds Includes all tax and non-tax receipts designated by counties and available for expenditure by the public library.

B. State Funds

- 18. Aid to Public Libraries grant Report total amount received in State Aid from the Aid to Public Libraries Fund.
- 19. Other state funding Grants from the state of North Carolina other than those allocated by the formula from the Aid to Public Libraries Fund.

C. Federal Funds

- 21. Library Services and Technology Act (LSTA) funds Report all LSTA grants distributed by the State Library to the public library for expenditure.
Note: A few libraries will *also* have LSCA Title II construction grant funds to report here.
- 22. Other federal funds Enter federal grants distributed directly to the public library. Include LSCA Title VI Literacy grants, National Endowment for the Humanities (NEH) grants, Higher Education Act (HEA) grants, or other federal funds.

D. Other Funds

- 24. All other funds All operating income other than that reported in Lines #15-22; include only those items that were added to the operating budget. Include, for example, monetary gifts and donations received in the current year, interest, library fines, and fees for library services.
Do not include the value of any contributed or in-kind services or the value of any nonmonetary gifts and donations.

Part IV OPERATING EXPENDITURES

A. Personnel

26. Salaries and wages The salary and wages for all library staff (**including** plant operations, security, and maintenance staff). Include salaries and wages before deductions but exclude employee benefits.
27. Employee benefits Benefits outside of salary and wages paid and accruing to employees regardless of whether the benefits or equivalent cash options are available to all employees. Include amounts spent by the library 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. Only that part of any employee benefits paid out of the library's budget should be reported.

B. Collection Expenditures

29. Total for **ALL** formats Include all expenditures for materials purchased or leased for use by the public. Include print materials, microforms, machine-readable materials, audiovisual materials, etc. Include processing costs if they are billed with the materials.
Note: Includes Operating Expenditures for Electronic Access (Data Element #84) and Operating Expenditures for Library Materials in Electronic Format (Data Element #83).

C. Other Expenditures

30. Other operating expenditures Include all expenditures not covered in the sections for personnel and collections. Include expenses such as binding, supplies, repair or replacement of existing furnishings and equipment, and costs incurred in the operation and maintenance of physical facilities.

D. Capital Expenditures (#32)

A capital expenditure is a payment for any cost, which is not part of the ongoing, day-to-day operational expense of running the library and paying salaries. Usually capital expenditures pay for building expansion, renovation, or other major, one-time projects. Automation projects are sometimes treated as capital expenditures.
Note: Local accounting practices shall determine whether a specific item is a capital expense or an operating expense regardless of the examples in the definition.

E. Unencumbered Operational Balance (#33)

Report operational funds that are unencumbered as of June 30, 2000.

**Part V LIBRARY
COLLECTIONS**

Count total library collection, not just items added during FY 1999-00. Report *physical units* for items #34-50, which are defined as volumes, items or pieces. Items that are packaged together as a unit, e.g., two compact discs, two films, or two videocassettes, and are generally checked out as a unit, should be counted as one physical unit.

A. Print

- 34-42. Books Books are non-periodical printed publications bound in hard or soft covers, or in loose-leaf format, of at least 49 pages, exclusive of the cover pages; or juvenile non-periodical publications of any length bound in hard or soft covers.
43. Other print materials Pamphlets, maps, etc.
44. Serial Volumes Serials are publications issued in successive parts, usually at regular intervals, and as a rule, intended to be continued indefinitely. Serials include periodicals (magazines), newspapers, annuals (reports, yearbooks etc.), memoirs, proceedings, and transactions of societies. Except for the current volume, count unbound serials as a volume when the library has at least half the issues in a publisher's volume.

B. Non-Print

Those non-print materials that are NOT designed to be processed by a computer.

46. Audio These are materials on which sounds (only) are stored (recorded) and that can be reproduced (played back) mechanically or electronically, or both. Included are records, audiocassettes, audio cartridges, audiodiscs, audioreels, talking books, and other sound recordings.
47. Video These are materials on which pictures are recorded, with or without sound. Electronic playback reproduces pictures, with or without sound, using a television receiver or monitor.
48. Other non-print materials Report the number of physical units for all other non-print materials. Include microfiche, microfilms, and other microforms.

C. Serials Subscriptions

49. Total subscriptions, **ALL** formats

This refers to arrangements by which, in return for a sum paid in advance, periodicals, newspapers, or other serials are provided for a specified number of issues.

Note: Count subscriptions purchased from the library's budget and those donated to the library as gifts. Count titles, including duplicates, not individual issues. Include the total number of subscriptions for all outlets. For example, if the library has four subscriptions to *Time*, then count four subscriptions. **Count serials in print and non-print format, including those processed by a computer.**

50. Total titles, **ALL** formats

Following the earlier definition for serials, report titles received by subscription and gift. Do not report individual issues. Report the total number of individual titles received throughout the system excluding duplicates. For example, although the library has four subscriptions to *Time*, it counts as one title. **Count serials in print and non-print format, including those processed by a computer.**

Part VI SERVICE MEASURES: CIRCULATION

The total annual circulation of all library materials of all types, including renewals. Count all materials in all formats that are charged out for use outside the library. Interlibrary loans checked out to users should be counted. Do not count intra-library loans, (i.e. materials borrowed between branches) or items checked out to another library.

Part VII OTHER SERVICE MEASURES

A. Registered Users (#66 and #67)

Number of people in the community served who have registered as borrowers.

B. Attendance in Library (#69)

Report the total number of persons entering the library for whatever purpose during the year. Include persons attending activities, meetings, and those persons requiring no staff services.

C. Programs

A program is any planned event which introduces those attending to any of the broad range of library services or activities, or which directly provides information through the presentation of talks, films, dramas, etc. Programs need not take place in the library, but the library must be the primary contributor of time, money, or people in the planning or presentation. Book talks, library tours, and presentations to classes in the schools are all examples of library programs. However, activities such as ongoing exhibits, contests run by the library, handouts, parades, or library booths at fairs would not be considered programs.

70. Adult programs The number of programs for which the primary intended audience is persons age 15 and older.
71. Juvenile programs The number of programs for which the primary intended audience is persons age 14 and under.
73. Adult program attendance Attendance by **ALL** ages at adult programs.
74. Juvenile program attendance Attendance by **ALL** ages at children's programs. Include adults who attend programs intended primarily for persons age 14 and under.

D. Reference & Information Transactions

76. Reference questions A reference transaction is an information contact that involves the knowledge, use, recommendations, interpretation, or instruction in the use of one or more information sources by a member of the library staff. It includes information and referral services. Information sources include printed and non-printed materials, machine readable databases, catalogs and other holdings records, and through communication or referral, other libraries and institutions and people inside and outside the library. The request may come in person, by phone, by fax, mail or by electronic mail from an adult, a young adult or a child.
77. Directional questions A directional transaction is an information contact that facilitates the use of the library in which the contact occurs but does **not involve the** knowledge, use, recommendation, interpretation or instruction in the use of any information sources by a member of the library staff. (Examples of directional transactions are "Where are the children's books?" and "I'm looking for a book with the call number 811.2G.")

E. In-house Use

Patron use of all library materials within the confines of the public library building: include bookmobiles and branches. Report the total number of materials used in the library but not checked out. Include reference books, periodicals, book stock, and all other materials that are used in the library during the reporting period. This figure can be derived from a sampling period and is an important measure of library use. Use the method described in *Output Measures for Public Libraries*, 2nd edition (ALA, 1987), p. 44-47.

78. Print materials Use of all print materials (books, serials, periodicals, newspapers, etc.) that are published on paper.
79. Non-print materials Use of all electronic materials including microfilms of any type, film, audiocassettes, videocassettes, etc. Include CD-ROM and database searches (e.g., Internet, FirstSearch, OCLC, and locally mounted databases). Do not include OPAC searches.

F. Interlibrary Loans

Library materials, or copies of the materials, lent by one library to another upon request. The libraries involved in interlibrary loans are not under the same library administration; do **not** count "branch to branch" loans as interlibrary loans.

81. Items loaned The annual count of library materials, or copies of materials, provided by one library to another upon request.
82. Items borrowed The annual count of library materials, or copies of materials, received by one library from another upon request.

Part VIII ELECTRONIC TECHNOLOGY

A. Operating Expenditures

Note #83 and #84: These expenditures should ALSO be included in the total operating expenditures amount entered on line #29 under collection expenditures for all forms.

83. Materials in electronic format Report operating expenditures for materials considered part of the collection, whether purchased or leased, such as CD-ROMs, magnetic tapes, and magnetic discs that are designed to be processed by a computer or similar machine. Examples are U.S. Census data tapes, locally mounted databases, serials, and reference tools. Include operating expenditures for equipment when the cost is inseparably bundled into the price of the information service product. Exclude operating expenditures for library system software and microcomputer software used only by the library staff.
84. Electronic access Report all operating expenditures from the library budget associated with the access to electronic materials and services. Include computer hardware and software used to support library operations, whether purchased or leased, and whether for a mainframe or microcomputer. Include expenditures for equipment used to run information service products when that expenditure can be separated from the price of the product. Report expenditure for services provided by national, regional, and local bibliographic utilities, networks, consortia, and commercial services. Report all fees and usage costs associated with such services as OCLC FirstSearch, or electronic document delivery. DO NOT report capital expenditures for items in this category.

B. Collection

86. Materials in electronic format Report the number of physical units such as CD-ROMs, magnetic tapes, and magnetic disks that are designed to be processed by a computer. Examples are U.S. Census data tapes, locally mounted databases, reference tools, and serials on CD-ROM, tape, or floppy disk. Exclude bibliographic records used to manage the collection, library system software, and microcomputer software used only by the library staff.
87. Number of Internet Terminals Report the number of computer terminals (PC, 'dumb terminal,' etc.) that are used to connect to the Internet (graphical, text only, etc.) If both the public and staff use a terminal, count it as a public terminal.