

# 2010 Arizona Public Library Data Report

## Section 1: Identification

Please answer this entire survey only as it relates to the library/agency listed in question 1.1.

Please read the full definitions carefully. Click on the item number to see the full definitions.

- 1.1 Name of library \_\_\_\_\_
- 1.2 Street/Physical address \_\_\_\_\_
- 1.3 City \_\_\_\_\_
- 1.4 Zip Code \_\_\_\_\_
- 1.5 Zip+4 \_\_\_\_\_
- 1.6 Mailing address \_\_\_\_\_
- 1.7 City (of mailing address) \_\_\_\_\_
- 1.8 Zip Code (of mailing address) \_\_\_\_\_
- 1.9 Zip+4 (of mailing of address) \_\_\_\_\_
- 1.10 County \_\_\_\_\_
- 1.11 WebSite URL \_\_\_\_\_
- 1.12 Library Manager/ Director of the library listed in question 1.1 \_\_\_\_\_
- 1.13 Phone # of person listed above \_\_\_\_\_
- 1.14 Extension: \_\_\_\_\_
- 1.15 Email address of person listed above \_\_\_\_\_
- 1.16 Person Completing This Report \_\_\_\_\_
- 1.17 Phone \_\_\_\_\_
- 1.18 Extension: \_\_\_\_\_
- 1.19 Email \_\_\_\_\_
- 1.20 Does anyone on your library staff use the data generated by this statewide survey? \_\_\_\_\_

## Section 2: General Information

Sections 2 through 7 ask administrative entity (library system, district or single-entity library) questions about legal structure, staffing, revenue and expenditures. Then, section 8 asks for outlet (building or bookmobile) information on library materials and services.

If your library is a single outlet (has only one building and no bookmobile), you will complete one outlet record for the library.

If your library has multiple facilities, complete an outlet record for each central, branch, bookmobile and direct mail service. If your library has a separate administrative office that has collections or services to the public, be sure to complete an outlet record for the administrative office. If the administrative office does not have collections or services to the public, you don't need to complete an additional outlet record.

Click on the item number to see the full definitions.

Reported figures are as of the last day of the fiscal year.

- 2.1 Number of registered borrowers? \_\_\_\_\_
- 2.2 FSCS ID \_\_\_\_\_
- 2.3 LIB ID \_\_\_\_\_
- 2.4 Interlibrary Relationship Code \_\_\_\_\_
- 2.5 Legal Basis Code \_\_\_\_\_
- 2.6 Administrative Structure Code \_\_\_\_\_
- 2.7 FSCS Public Library Definition \_\_\_\_\_
- 2.8 Geographic Code \_\_\_\_\_
- 2.9 Legal Service Area Boundary Change \_\_\_\_\_
- 2.10 Population of the Legal Service Area \_\_\_\_\_
- 2.11 Number of central libraries? \_\_\_\_\_
- 2.12 Number of branches and/or auxiliaries? \_\_\_\_\_
- 2.13 Number of bookmobiles? \_\_\_\_\_
- 2.14 LSTA Eligible \_\_\_\_\_
- 2.15 Compliant with ARS 34-5, Computer Access by Minors \_\_\_\_\_

Section 3: Library Staff (Paid)

Answer this entire survey only as it relates to the library/agency listed in question 1.1

Click on the item number to see the full definitions.

**FULL-TIME EQUIVALENT EMPLOYEES:** To ensure comparable data, 40 hours per week is the measure of full-time employment. To compute full-time equivalents (FTE) for each staff category, divide the total number of hours worked by all employees in a category by 40. For example, 60 hours per week of part-time work by employees in a staff category divided by the 40-hour measure equals 1.5 FTEs.

Report figures as of the last day of the fiscal year. Include all positions in the library's budget whether these positions are filled or not.

**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. Each librarian is reported in only one category.

3.1 ALA-MLS Librarians \_\_\_\_\_

3.2 Persons with the title of librarian with a master's degree,  
other than an ALA-MLS. \_\_\_\_\_

3.3 Persons with the title of librarian who have not been counted above \_\_\_\_\_

3.4 Total number of librarians (Add #3.1 + #3.2 + #3.3) \_\_\_\_\_

3.5 All Other Paid Staff \_\_\_\_\_

3.6 Total Paid Staff (Add #3.4 + #3.5) \_\_\_\_\_

3.7 How Many of the Total Staff (above) are designated as Plant  
Operations, Security, and Maintenance Staff? \_\_\_\_\_

3.8 Salary of The Library Director/Manager of the library listed in Q 1.1. \_\_\_\_\_

3.9 Entry Level Professional Salary \_\_\_\_\_

Section 4: Volunteers (Unpaid Staff)

Answer this entire survey only as it relates to the library/agency listed in question 1.1

Click on the item number to see the full definitions.

Counted are unpaid persons who have given time during the year to the library, including advisory board members, storytellers, book sale personnel, and those who contribute time to operations and/or support. Individuals are counted, not full-time equivalents. Also recorded is the sum of all volunteer hours worked for the fiscal year.

4.1 How many volunteers helped the library last year? \_\_\_\_\_

4.2 Total number of hours the volunteers worked last year? \_\_\_\_\_

Section 5: Library Revenue

Answer this entire survey only as it relates to the library/agency listed in question 1.1

Click on the item number to see the full definitions.

Report revenue used for operating expenditures as defined below. Include federal, state, or other grants. DO NOT include income for major capital expenditures, contributions to endowments, income passed through to another agency (e.g., fines), or funds unspent in the previous fiscal year. (Funds transferred from one public library to another public library should be reported by only one of the libraries; for example, district libraries shall report state grants-in-aid funds, even if transferred to other libraries.) Figures should be "rounded off" to the nearest dollar amount. Include e-rate only if the funds are included in the library's budget.

5.1 Local Government - City / Tribal \_\_\_\_\_

5.2 Local Government - County / District \_\_\_\_\_

5.3 Total support from local government (Add #5.1 + #5.2) \_\_\_\_\_

5.4 State Government Funds including State Grants-In-Aid \_\_\_\_\_

5.5 LSTA Funds \_\_\_\_\_

5.6a Other Federal Funds (Only include e-rate if it is added into  
the library's budget) \_\_\_\_\_

5.6b Identify Source of other federal funds: \_\_\_\_\_

5.7 Other income not previously reported \_\_\_\_\_

5.8 TOTAL OPERATING REVENUE (Add #5.3 + #5.4 + #5.5 + #5.6a + #5.7) \_\_\_\_\_

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.

5.9 Local Government Capital Revenue \_\_\_\_\_

5.10 State Government Capital Revenue \_\_\_\_\_

5.11 Federal Government Capital Revenue \_\_\_\_\_

5.12 Other Capital Revenue \_\_\_\_\_

5.13 Total Capital Revenue (Add #5.9 thru #5.12) \_\_\_\_\_

## Section 6: Library Expenditures

Answer this entire survey only as it relates to the library/agency listed in question 1.1

Click on the item number to see the full definitions.

### 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.

Round off to nearest dollar

### STAFF EXPENDITURES

6.1 Salaries And Wages

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6.2 Employee Benefits

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6.3 Total Salaries, Wages And Employee Benefits (Add #6.1 + #6.2)

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### 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.

6.4 Print Materials

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6.5 Electronic Materials

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6.6 Other Materials

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6.7 TOTAL COLLECTION EXPENDITURES (Add #6.4 + #6.5 + #6.6)

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### OTHER EXPENDITURES

6.8 Operating Expenditures for Electronic Access

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6.9 Other Operating Expenditures

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6.10 Total Other Expenditures (Add #6.8 + #6.9)

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6.11 TOTAL OPERATING EXPENDITURES (Add #6.3 + #6.7 + #6.10)

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CAPITAL EXPENDITURES

6.12 CAPITAL EXPENDITURES

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Section 7: Electronic Access - Interlibrary Loans

Answer this entire survey only as it relates to the library/agency listed in question 1.1. Click on the item number to see the full definitions.

7.1 Online Catalog Searches

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7.2 Total User Sessions of the Library's Web Site

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7.3 Electronic Books (E-Books)

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7.4 Audio Materials – Downloadable Titles

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7.5 Video Materials – Downloadable Titles

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Licensed Databases acquired through payment or formal agreement

7.6 Total Licensed Databases

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7.6a Licensed Databases - Local

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7.6b Licensed Databases - State (State Library)

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7.6c Licensed Databases - Other Cooperative Agreements

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Inter and Intra Library Loan

Items of library material, or copies of the material, which are made available by one library to another upon request. The libraries involved in interlibrary loan are NOT under the same library administration. Examples of being "under the same administration": the libraries are part of the same county library district, or they share same automation/circulation/OPAC, or they are a branch of a metro library.

7.7 Number of interlibrary loans provided by your library

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7.8 Number of interlibrary loans received by your library

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8A.13 Number of Bookmobiles in the Bookmobile Outlet Record

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Section 8B: Library Collections and Services

Answer this set of questions only as it relates to each outlet in 8A. Click on the item number to see the full definitions.

ALL LIBRARY COLLECTIONS AND SERVICES:

In this first section, include all library materials and programs (both adult and children).

CHILDREN'S EXPENDITURES, COLLECTIONS SERVICES:

In this category include ONLY children's expenditures, collections and services. These figures should also be reflected above in the ALL LIBRARY COLLECTIONS AND SERVICES.

In this Children are defined as "people 14 years old and under" by Virginia A. Walter, in Output Measures for Public Library Service, (Chicago, ALA, 1992).

8B.1 Print Materials \_\_\_\_\_

8B.2 Audio Materials \_\_\_\_\_

8B.3 Video Materials \_\_\_\_\_

8B.4 Current Print Serial Subscriptions \_\_\_\_\_

8B.5 Public Service Hours, Annual \_\_\_\_\_

8B.6 Number of Weeks a Library is Open \_\_\_\_\_

8B.7 Total Attendance In Library Per Year \_\_\_\_\_

8B.8 Total Reference Transactions Per Year \_\_\_\_\_

8B.9 Total Circulation Transactions Per Year \_\_\_\_\_

8B.10 Number of Internet Terminals Used by General Public \_\_\_\_\_

8B.11 Annual Number of Users of Public Internet Computers \_\_\_\_\_

8B.12 Type of Internet Connectivity \_\_\_\_\_

8B.13 Maximum Speed of Connection \_\_\_\_\_

8B.14 Number of Children's Programs (ages 0-5) \_\_\_\_\_

8B.15 Number of Children's Programs (ages 6-11) \_\_\_\_\_

8B.16 Number of Children's Programs (ages 0-11) \_\_\_\_\_

8B.17 Number of Young Adult Programs (ages 12-18) \_\_\_\_\_

8B.18 Number of Adult Programs (ages 19 and Up) \_\_\_\_\_

8B.19 Number of Programs \_\_\_\_\_



- 8B.20 Total attendance at library programs for children (ages 0-5) \_\_\_\_\_
- 8B.21 Total attendance at library programs for children (ages 6-11) \_\_\_\_\_
- 8B.22 Total attendance at library programs for children (ages 0-11) \_\_\_\_\_
- 8B.23 Total attendance at library programs for young adults (ages 12-18) \_\_\_\_\_
- 8B.24 Total attendance at library programs for adults (ages 19 and Up) \_\_\_\_\_
- 8B.25 Total attendance at library programs \_\_\_\_\_
- 8B.26 Total Expenditures For Print Materials (Ages 0-11) \_\_\_\_\_
- 8B.27 Total Expenditures For All Other Formats of Materials (Ages 0-11) \_\_\_\_\_
- 8B.28 Total Number of Children's Print Materials \_\_\_\_\_
- 8B.29 Total Number of Other Children's Materials \_\_\_\_\_
- 8B.30 Registered Borrowers (ages 0-11) \_\_\_\_\_
- 8B.31 Total Circulation of Children's Materials In All Formats To All Ages \_\_\_\_\_

Section 8C: Library Collections & Services Totals

This section allows you to check that you have entered all outlet data for collections and programs, and that it adds up to your library system total. You cannot edit these measures here; you must go back to the outlet records and correct them there. If there are edit checks, you will be prompted to respond here.

- 8C.1 Print Materials \_\_\_\_\_
- 8C.2 Audio Materials \_\_\_\_\_
- 8C.3 Video Materials \_\_\_\_\_
- 8C.4 Current Print Serial Subscriptions \_\_\_\_\_
- 8C.5 Public Service Hours, Annual \_\_\_\_\_
- 8C.7 Total Attendance in Library Per Year \_\_\_\_\_
- 8C.8 Reference Transactions Per Year \_\_\_\_\_
- 8C.9 Total Circulation Transactions Per Year \_\_\_\_\_
- 8C.10 Number of Internet Terminals Used by General Public \_\_\_\_\_
- 8C.11 Annual Number of Users of Public Internet Computers \_\_\_\_\_
- 8C.14 Number of Children's Programs (ages 0-5) \_\_\_\_\_
- 8C.15 Number of Children's Programs (ages 6-11) \_\_\_\_\_
- 8C.16 Number of Children's Programs (ages 0-11) \_\_\_\_\_

- 8C.17 Number of Young Adult Programs (ages 12-18) \_\_\_\_\_
- 8C.18 Number of Adult Programs (ages 19 and Up) \_\_\_\_\_
- 8C.19 Total number of library programs (include adult & children's program) \_\_\_\_\_
- 8C.20 Total Children's Program Attendance (ages 0-5) \_\_\_\_\_
- 8C.21 Total Children's Program Attendance (ages 6-11) \_\_\_\_\_
- 8C.22 Total Children's Program Attendance of All Ages \_\_\_\_\_
- 8C.23 Total Young Adult's Program Attendance (ages 12-18) \_\_\_\_\_
- 8C.24 Total Adult's Program Attendance (ages 19 and Up) \_\_\_\_\_
- 8C.25 Total attendance at library programs (include adult & children's program) \_\_\_\_\_
- 8C.26 Total Expenditures for Print Materials (Ages 0-12) \_\_\_\_\_
- 8C.27 Total Expenditures for All Other Formats of Materials (Ages 0-12) \_\_\_\_\_
- 8C.28 Total Number of Children's Print Materials \_\_\_\_\_
- 8C.29 Total Number of Other Children's Materials \_\_\_\_\_
- 8C.30 Registered Borrowers (ages 0-12) \_\_\_\_\_
- 8C.31 Total Circulation of Children's Materials in ALL formats to ALL Ages \_\_\_\_\_

Section 9: Complete

Now SUBMIT your survey by clicking Submit/Lock. You can print copies of your report and annotations before or after submitting your survey by selecting Print on the top of the screen.