



# Public Libraries Survey

## Fiscal Year 2018

### Data File Documentation and User's Guide



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# **Public Libraries Survey Fiscal Year 2018**

Data File Documentation and User's Guide

July 2020

**Marisa Pelczar**  
**Lisa M. Frehill**  
Institute of Museum and Library Services

**Evan Nielsen**  
**Jiayi Li**  
American Institutes for Research

## **Institute of Museum and Library Services**

Crosby Kemper III

*Director*

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### **Contact Information**

Institute of Museum and Library Services  
955 L'Enfant Plaza North SW, Suite 4000  
Washington, DC 20024-2135  
202-653-IMLS (4657)  
<https://www.ims.gov>

This publication is available online: [www.ims.gov/research](http://www.ims.gov/research). IMLS will provide an audio recording of this publication upon request.

For questions or comments, contact [research@ims.gov](mailto:research@ims.gov).

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## I. Introduction

The **Public Libraries Survey (PLS)** is a voluntary census of public libraries conducted annually by the Institute of Museum and Library Services (IMLS). IMLS collects these data under the mandate in the **Museum and Library Services Act of 2018 (PL 115-410)**, as stated in section 210. The Fiscal Year (FY) 2018 survey is the 30th in the series. The American Institutes for Research (AIR) served as the data collection agent for the FY 2018 survey.

The PLS data file includes all public libraries identified by state library administrative agencies in the 50 states, the District of Columbia, and the outlying territories of American Samoa, Guam, the Northern Mariana Islands, and the U.S. Virgin Islands.<sup>1</sup> The reporting unit in each state or territory for the survey is the **administrative entity (AE)**, defined as the agency that is legally established under local or state law to provide public library service to the population of a local jurisdiction. In this survey, the terms **public library** and **public library system** mean an AE. The AE may have a single outlet or multiple outlets (single- and multiple-outlet libraries that do not have a central outlet are listed in Appendix E). The term “outlet” refers to a library point of service, which may be a physical building, bookmobile, or a books-by-mail provider.

The FY 2018 PLS collected the following information:

- State characteristics data, including the state total population estimate, the total unduplicated population of legal service areas for the state, and the state's reporting period start and end dates (see the survey questionnaire in Appendix F, items 100-103). Each state library administrative agency reported these data in the state characteristics record because they are not library-level data.
- Data from each public library, such as its name and address, population of legal service area, service outlets, collections, full-time-equivalent (FTE) staff, and operating revenue and expenditures (see Appendix F, items 150-652). These data were reported in the AE record.
- Data from each public library service outlet, such as its name and address, type, county location, square footage, public service hours per year, and number of weeks it is open (see Appendix F, items 700-714). These data were reported in the outlet record.

The PLS data is available in two versions: a public-use data file and a restricted-use data file. The public-use data file is available to all users; some of the data in it have been suppressed to protect privacy and prevent the disclosure of individual information. Data users who need to access the suppressed information should contact IMLS to confirm the procedures for obtaining access to the restricted-use data files. See the “Confidentiality” and “Public- and Restricted-Use Data Files” sections below for more information. This User's Guide provides documentation for the public-use data file.

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<sup>1</sup> Puerto Rico did not participate in the FY 2018 PLS.



**Three public-use data files** were generated from the FY 2018 PLS. These data files are provided in SPSS (.sav), SAS (.sas7bdat), and comma-delimited (.csv) formats.<sup>2</sup> These are the final data files.

1. Public Library System Data File (file name: **pls\_ae\_pud18i**). This file, also known as the AE file, includes a total of 9,261 records. The file includes data for 9,245 active public libraries in the 50 states and the District of Columbia, 4 public libraries in the outlying territories of American Samoa, Guam, the Northern Mariana Islands, and the U.S. Virgin Islands, and 12 records for AEs that were reported as closed or were temporarily closed for FY 2018 (STATSTRU, Structure Change Code, is '03' or '23'). Records for public libraries that were closed for the current year are included in the file for that year only. The closed records are not included in the appendix tables of this document or the Supplementary Tables.<sup>3</sup> Data elements for the closed records are set to a value of -3 (closed or temporarily closed administrative entity), with flag U\_18. Each library's data consist of one record. Appendix A contains the record layout.
2. Public Library State Summary/State Characteristics Data File (file name: **pls\_state\_pud18i**). The data for each state or outlying territory consists of one record (a total of 55 records are in the data file). Appendix B contains the record layout. No data are suppressed. The file includes:
  - a. State summary data. These are the totals of the numeric data from the restricted-use Public Library System Data File for each state and outlying territory.
  - b. State characteristics data. These data consist of four items reported by each state and outlying territory in a state characteristics record: (1) the earliest reporting period starting date and (2) the latest reporting period ending date for their public libraries, (3) the state population estimate, and (4) the total unduplicated population of legal service areas in the state.
  - c. Imputation flags. These flags indicate the relative extent of imputation needed for each of the variables within the state data file. For a given variable, an imputation flag value of "IF18" indicates that at least some records in that state or territory have imputed data, a value of "IA18" indicates that all records in that state or territory have imputed data, and a value of "R\_18" indicates that all records in that state or territory have reported data.
3. Public Library Outlet Data File (file name: **pls\_outlet\_pud18i**). This file includes a total of 17,478 records. The file includes identifying information and a few basic data items for public library service outlets (central, branch, bookmobile, and books-by-mail-only outlets). The file includes 17,395 active outlets in the 50 states and the District of Columbia, 16 outlets in the outlying territories, and 67 records for outlets that were reported as closed or were temporarily closed for FY 2018 (STATSTRU, Structure Change Code, is '03' or '23'). Records for public libraries that were closed for the current year are included in the file for that year only. The closed records are not included in the appendix tables of this document or the Supplementary Tables. Data for the closed records are set to a value of -3 (closed or temporarily closed outlet), with flag U\_18. The data for each outlet consists of one record. Appendix C contains the record layout. No data are suppressed.

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<sup>2</sup> Comma-delimited files can be opened with Microsoft Excel or other spreadsheet programs.

<sup>3</sup> Supplementary Tables can be found here: <https://www.ims.gov/research-evaluation/data-collection/public-libraries-survey/explore-pls-data/pls-data>

## II. User's Guide

### A. Survey Methodology

#### Survey Universe

The PLS is a universe survey. Unlike sample surveys, which collect data from a portion of the population, universe surveys collect data from the entire population. In FY 2018, the survey frame consisted of 9,249 public libraries (9,245 public libraries in the 50 states and the District of Columbia and 4 public libraries in the outlying territories of American Samoa, Guam, the Northern Mariana Islands, and the U.S. Virgin Islands<sup>4</sup>), as identified by state library administrative agencies. Public libraries in Puerto Rico are not included in the survey frame because their state library agency has not responded to the request for participation in the survey since FY 2014. Because their public libraries have not been recently enumerated, they are not included in response rate calculations.

The survey frame includes 187 public libraries that do not meet all the criteria in the Federal-State Cooperative System (FSCS) Public Library Definition.<sup>5</sup> These libraries are included because they qualify as public libraries under state law. Military libraries that provide public library service and libraries that serve residents of institutions are not included. The FY 2018 public-use data file includes 12 records for public libraries that were reported as closed or temporarily closed in FY 2018, but these are not considered to be part of the survey frame. Coverage and other forms of non-sampling errors are discussed in the “Non-sampling Errors” section below.

#### Survey Response

##### Unit Response

A total of 9,046 of the 9,249 public libraries in the survey frame responded to the FY 2018 PLS, for a **unit response rate of 97.8 percent**. *Unit respondents* are defined as public libraries for which the population of the legal services area and at least three of the five following items were reported: total paid employees, total operating revenue, total operating expenditures, print materials, and total circulation.<sup>6</sup> All response rates calculated using American Association for Public Opinion Research (AAPOR) Response Rate #1.<sup>7</sup> For library unit response rates by geographic area, see **Table 1**.

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<sup>4</sup> The U.S. Virgin Islands enumerated their outlets but were not able to complete the survey. Therefore, they are considered part of the universe for FY 2018, but not a survey respondent.

<sup>5</sup> A public library is an entity that is established under state enabling laws or regulations to serve a community, district, or region, and that provides at least the following: (1) an organized collection of printed or other library materials, or a combination thereof; (2) paid staff; (3) an established schedule in which services of the staff are available to the public; (4) the facilities necessary to support such a collection, staff, and schedule; and (5) is supported in whole or in part with public funds.

<sup>6</sup> Some individual survey items, such as population of legal service area, service outlets, and type of legal basis, have a 100.0 percent response rate for their state because the state library administrative agency provided these data for all public libraries in their state.

<sup>7</sup> AAPOR Response Rate #1 is the number of complete surveys divided by the number of complete surveys plus the number of non-complete surveys.

## Total Response

The base for calculating response rates to individual survey items is the total number of libraries in the survey frame, including unit nonrespondents.

**Table 1. Library Unit Response Rates, by State/Territory: FY 2018**

State/Territory	Respondents	Total units	Unit response rate
Alabama	224	224	100.0
Alaska	75	81	92.6
American Samoa	1	1	100.0
Arizona	76	89	85.4
Arkansas	58	60	96.7
California	209	218	95.9
Colorado	113	113	100.0
Connecticut	179	192	93.2
Delaware	1	1	100.0
District of Columbia	21	21	100.0
Florida	72	81	88.9
Georgia	63	63	100.0
Guam	1	1	100.0
Hawaii	1	1	100.0
Idaho	104	104	100.0
Illinois	623	623	100.0
Indiana	235	236	99.6
Iowa	519	544	95.4
Kansas	325	325	100.0
Kentucky	120	120	100.0
Louisiana	67	67	100.0
Maine	254	256	99.2
Maryland	24	24	100.0
Massachusetts	365	369	98.9
Michigan	393	398	98.7
Minnesota	135	136	99.3
Mississippi	53	53	100.0
Missouri	150	151	99.3
Montana	82	82	100.0
Nebraska	232	245	94.7

State/Territory	Respondents	Total units	Unit response rate
Nevada	22	22	100.0
New Hampshire	217	225	96.4
New Jersey	265	295	89.8
New Mexico	96	96	100.0
New York	756	756	100.0
North Carolina	81	81	100.0
North Dakota	79	79	100.0
Northern Mariana Islands	1	1	100.0
Ohio	251	251	100.0
Oklahoma	119	119	100.0
Oregon	135	135	100.0
Pennsylvania	448	451	99.3
Rhode Island	48	48	100.0
South Carolina	42	42	100.0
South Dakota	110	110	100.0
Tennessee	186	186	100.0
Texas	539	560	96.3
Utah	69	74	93.2
Vermont	153	184	83.2
Virginia	93	93	100.0
Virgin Islands	0	1	0.0
Washington	60	60	100.0
West Virginia	97	97	100.0
Wisconsin	381	381	100.0
Wyoming	23	23	100.0
<b>Total</b>	<b>9,046</b>	<b>9,249</b>	<b>97.8</b>

SOURCE: IMLS, Public Libraries Survey, FY 2018.

NOTE: Libraries that closed or temporary closed in FY 2018 are excluded from the counts in this table. In FY 2018, 12 libraries were reported as closed or temporarily closed.

#### Data Files and Reported Numbers of Public Libraries

PLS data files and publication tables report different numbers of public libraries. Public libraries in outlying territories and libraries that do not meet the FSCS library definitions are treated differently between the data files and publication tables, as follows:

1. Libraries that do not meet FSCS public library definitions are included on the data files but excluded from publication tables and national totals.
2. Responding public libraries in outlying territories are, whenever possible, included in both the data files and publication tables; however, national totals in publication tables include only the 50 states and the District of Columbia, and exclude outlying territories and libraries that do not meet the FSCS public library definition.
3. All libraries, including those that do not conform to the FSCS definition of a public library, are included in the aggregate counts on the State Summary/State Characteristics Data File. For this reason, the Public Library System Data File is the primary source for producing the publication tables because libraries that do not meet the FSCS definition can be excluded from the aggregations.

In FY 2018, California reported 35 county law libraries as new AEs. California indicated these libraries did not meet the FSCS public library definition, so they are excluded from publication tables. (See section Population Variables below for an additional caveat for these records.)

New data items are not imputed nor included in the publication tables until the new data have been collected for three years; see the "Imputation" section below for more information on which variables were imputed and the methods used.

### **Caveats for Using These Data**

The data include imputations, at the unit and item levels, for nonresponding libraries. For a discussion of the imputation methodology, see the "Imputation" section below. Comparisons to estimates prior to FY 1992 should be made with caution, as earlier estimates do not include imputations for nonresponse and the percentage of libraries responding to a given item varied widely among the states. Additionally, prior to the FY 2010 report, the national PLS statistics included libraries that did not meet the FSCS definition of a library. The practice of excluding these libraries from national statistics started with the FY 2010 report. Due to this definitional change in FY 2009 there were 9,225 libraries, while in FY 2010 there were 8,951.

Comparisons of data between states also should be made with caution because of differences in reporting periods (see **Table 2**) and varied adherence to survey definitions. The definitions some states used while collecting data from their public libraries may not be consistent with federal PLS definitions.

The District of Columbia, although not a state, as well as the outlying territories of American Samoa, Guam, the Northern Mariana Islands, and the U.S. Virgin Islands, are included in this report. Special care should be used when comparing data for states and any jurisdiction that features administrative structures at a city rather than a state scale. Caution should also be taken when making comparisons between the data for Hawaii and other states, as all of Hawaii's public library data are reported under one entity: the Hawaii State Public Library System.

### **Reporting Period**

The FY 2018 PLS requested data for state Fiscal Year 2018; however, the reporting period for states varies. **Table 2** shows the reporting period for each state and outlying territory. Most state

fiscal years encompass either a calendar year or July to June. In some states, the FY reporting period varies among local jurisdictions. These states are listed in the “Other” column in Table 2. Each public library provided data for a 12-month period. The data file includes the starting date and ending date of the fiscal year for each public library.

**Table 2. Reporting Periods of Public Libraries, by State: FY 2018**

July 2017 through June 2018	January 2018 through December 2018	October 2017 through September 2018	Other <sup>1</sup>
Arizona	Arkansas	Alabama	Alaska <sup>2</sup>
California	Colorado	District of Columbia	Illinois <sup>3</sup>
Connecticut	Indiana	Florida	Maine <sup>4</sup>
Delaware	Kansas	Idaho	Michigan <sup>5</sup>
Georgia	Louisiana	Mississippi	Missouri <sup>6</sup>
Hawaii	Minnesota	American Samoa	Nebraska <sup>7</sup>
Iowa	New Jersey	Guam	New Hampshire <sup>8</sup>
Kentucky	North Dakota	Northern Marianas	New York <sup>9</sup>
Maryland	Ohio	Virgin Islands	Texas <sup>10</sup>
Massachusetts	Pennsylvania		Utah <sup>8</sup>
Montana	South Dakota		Vermont <sup>7</sup>
Nevada	Washington		
New Mexico	Wisconsin		
North Carolina			
Oklahoma			
Oregon			
Rhode Island			
South Carolina			
Tennessee			
Virginia			
West Virginia			
Wyoming			

<sup>1</sup> The reporting period varies among localities for the states in this column; however, each public library provided data for a 12-month period.

<sup>2</sup> January 2017 to June 2018.

<sup>3</sup> December 2016 to June 2018.

<sup>4</sup> April 2017 to December 2018.

<sup>5</sup> December 2016 to September 2018.

<sup>6</sup> January 2017 to October 2018.

<sup>7</sup> January 2017 to December 2018.

<sup>8</sup> July 2017 to December 2018.

<sup>9</sup> April 2017 to December 2018.

<sup>10</sup> February 2017 to December 2018.

SOURCE: IMLS, Public Libraries Survey, FY 2018.

## Population Variables

The PLS data files include six population variables:

1. Population of Legal Service Area for each public library (**POPU\_LSA** in the Public Library System Data File). This is the number of people in the geographic area for which a public library has been established to offer services and from which (or on behalf of which) the library derives revenue, plus any areas served under contract for which the library is the primary service provider. The determination of this population figure is the responsibility of the state library agency. This population figure should be based on the most recent state population figures for jurisdictions in each state available from the State Data Center. The State Data Coordinator should obtain these figures annually from the State Data Center or other state sources. This population figure is reported at the administrative entity level.
2. Total Population of Legal Service Areas for each state (**POPU\_LSA** in the Public Library State Summary/State Characteristics Data File). This is the sum of the Population of Legal Service Area values for every public library in the state. This population figure is appended to the data file during post data collection processing.
3. Total Unduplicated Population of Legal Service Areas for each state (**POPU\_UND** in the Public Library State Summary/State Characteristics Data File). This is the total unduplicated population of those areas in each state that receive library services. The population of unserved areas is not included in this figure, but overlapping jurisdictions are accounted for. The most recent state population figures for jurisdictions in each state should be used as the basis for calculating the Total Unduplicated Population of Legal Service Areas. This population figure is reported at the state level.
4. Unduplicated Population of Legal Service Area for each public library (**POPU\_UND** in the Public Library System Data File). This value is derived by prorating the state's Total Unduplicated Population of Legal Service Areas by the ratio of the library's Population of Legal Service Area to the state's total Population of Legal Service Area. This population figure is appended to the data file during post data collection processing.
5. State Total Population Estimate (**POPU\_ST** in the Public Library State Summary/State Characteristics Data File). This is the most recent total population figure for each state that matches the local population figures that are submitted to IMLS. The State Data Coordinator should obtain this figure annually from the State Data Center or other state sources. This population figure is reported at the state level.
6. County Population Estimate (**CNTYPOP** in the Public Library System Data File and Public Library Outlet Data File). This is the population figure from the Census Bureau's 2018 Population Estimates Program for the county where the public library system or outlet is located. (For the outlying territories, the figures are from the decennial census.) This population figure is appended to the data files during the geocoding process.



The population data requested in the PLS are provided by the state library administrative agency. The methods of calculation of the first two items (i.e., POPU\_LSA and POPU\_UND) vary significantly among states; the state reporting periods also vary, as shown in **Table 2**. The Total Unduplicated Population of Legal Service Areas does not include unserved areas and may vary from data provided by sources using standard methodology (e.g., the U.S. Census Bureau).

The total Population of Legal Service Area for all public libraries in a state may exceed the state’s Total Unduplicated Population of Legal Service Areas or the State Total Population Estimate. This happens in states where there are overlaps in population of legal service areas served by individual libraries, resulting in the same population being counted twice. Twenty-three states had such overlapping service areas in FY 2018 (**Table 3**).

**Table 3. States with Public Libraries with Overlapping Service Areas: FY 2018**

Alaska	Kentucky	New York
Arkansas	Louisiana	Oregon
Arizona	Massachusetts	Pennsylvania
Colorado	Maine	Rhode Island
Connecticut	Minnesota	South Dakota
Florida	Mississippi	Vermont
Iowa	New Hampshire	Virginia
Indiana	New Jersey	

SOURCE: IMLS, Public Libraries Survey, FY 2018.

To enable meaningful comparisons between states (for example, the number of print materials per capita), it is necessary to prorate the Population of Legal Service Area data to eliminate duplicative reporting due to overlapping service areas. Thus, the unduplicated population variable (POPU\_UND) in the Public Library System Data File contains a value for *each library* derived by calculating the ratio of a library's Population of Legal Service Area to the state's total Population of Legal Service Area and applying the ratio to the state's Total Unduplicated Population of Legal Service Areas. The latter item is a single, state-reported figure found in the Public Library State Summary/State Characteristics Data File; the variable is also called POPU\_UND in this file.<sup>8</sup>

California reported 35 county law libraries in FY 2018, including LSA population, which effectively doubled the reported total LSA population of the state. Because California did not intend to include these county law libraries in analysis at the national level (by indicating C\_FSCS = N), the LSA population values for these 35 law libraries were suppressed (i.e., set to -9, with the imputation flag F\_POPLSA set to L\_18) to ensure that the unduplicated population values derived for the remaining California public libraries would accurately reflect their LSA population. Because these law libraries

<sup>8</sup> State-reported population data may derive from the U.S. Census Bureau, which does not publish margins of error associated with annual population estimates. Data users are advised to take into account information at <https://www.census.gov/programs-surveys/acs/guidance/training-presentations/acs-moe.html> when reviewing data and/or generating metrics.

are county-level entities, any data users requiring a population figure for these records can use the appended county population figure (CNTYPOP) as a proxy.

Texas does not report Population of Legal Service Area for libraries that do not respond to the state's annual survey; in FY 2018, 20 AEs in Texas did not have a reported value for Population of Legal Service Area (variable name: POPU\_LSA). Because POPU\_LSA is necessary to determine strata for imputation, the value of POPU\_LSA for these 20 libraries was imputed using Method 6, which substituted a reported value from a prior year. As Texas does not have overlapping service areas, the sum of these 20 imputed POPU\_LSA values was added to the reported state-level POPU\_UND value so that it would remain equal to the sum of POPU\_LSA values and the AE-level POPU\_UND values would be derived to equal the AE-level POPU\_LSA values.

## Confidentiality

Two separate laws cover the protection of the confidentiality of individually identifiable information collected by IMLS:

- Privacy Act of 1974
- E-Government Act of 2002

The Guidelines for Ensuring and Maximizing the Quality, Objectivity, Utility, and Integrity of Information Disseminated by the Institute of Museum and Library Services are prepared under the Treasury and General Government Appropriations Act for Fiscal Year 2001, Section 515(b). IMLS releases data to the public to use for statistical purposes only. Record matching or deductive disclosure by any user is prohibited. Procedures for disclosure avoidance were used in preparing public-use data files and tables of salary information for release.

## Public- and Restricted-Use Data Files

The Public Library System Data File is available in two versions: a public-use data file and a restricted-use data file. The public-use data file is available to all users, and some of the data in it have been suppressed to protect privacy and prevent the disclosure of personal information. Data users who need to access the suppressed information should contact IMLS about the procedures for obtaining access to the restricted-use data files.

### Public-Use Data – Suppression for Confidentiality

In the public-use Public Library System Data File, selected expenditures data (i.e., Salaries, Employee Benefits, Total Staff Expenditures, and Other Operating Expenditures) of public libraries have been removed (i.e., the field is set to -9) when the total FTE staff is less than or equal to 2.00, to protect confidentiality. These data may also be suppressed for other libraries to ensure that all states that have suppressed data have a minimum of three suppressed records. The library's Total Operating Expenditures and Other Expenditures Data are not affected by the suppression of these data. No data are suppressed in the public-use versions of the Public Library State Summary/State Characteristics Data File or Public Library Outlet Data File.

## **Restricted-Use Data**

No data are suppressed for confidentiality in the restricted-use versions of the Public Library System Data File, Public Library State Summary/State Characteristics Data File, or Public Library Outlet Data File. The inclusion of all expenditures data, irrespective of the number of FTE staff, enables the identification of individual salary data for some libraries. Researchers who require access to the restricted-use data must contact IMLS to obtain them.

## **Data Collection**

States reported data via the PLS Web Portal, developed by AIR, the data collection agent for the FY 2018 PLS. While the PLS Web Portal was opened to the states on January 9, 2019, states were placed into one of three reporting groups based on their fiscal cycles.<sup>9</sup> The edit follow-up for all three groups was completed by late September 2019. The editing process is described below. The survey was conducted in English. The OMB clearance number for this collection was 3137-0074 with an expiration date of 1/31/2020.

## **Non-Sampling Errors**

Because all units in the universe are surveyed, the data are not subject to sampling error; however, they are subject to non-sampling errors, such as errors in response, nonresponse errors, coverage errors arising from an incomplete listing of public libraries, coding errors, or processing errors.

Every effort is made to mitigate such errors. The editing efforts described below are designed to decrease the number of errors resulting from inaccurate responses or processing problems. Imputation lessens the effect of nonresponse. Efforts are made to obtain complete listings of public libraries from the state library agencies. Although such efforts are made, some non-sampling errors likely remain in the data.

Undercoverage errors are estimated to be minimal because states are incentivized to register new libraries with IMLS to access discounts provided through the Universal Service Schools and Libraries Program (more commonly known as E-rate), as well as other benefits afforded to public libraries (e.g., Tech Soup). Overcoverage occurs when libraries are not reported as closed. In addition, overcoverage will occur if data users do not account for libraries in the dataset that do not meet the definition of a public library developed by the FSCS.

Measurement errors are associated with data entry errors, significant structure changes, and complex concepts. There are no formal studies that estimate bias and variance due to measurement errors for PLS. Some measurement error can be detected by data review; for example, libraries reporting zero young adults' programs but reporting attendance at young adults' programs greater than zero. Measurement error also may not be readily detectable; for example, library visits may be inaccurate due to insufficient counting technology or unrepresentative typical week counts.

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<sup>9</sup> The survey due dates for reporting Groups 1, 2, and 3, were April 19, July 26, and August 16, 2019, respectively.

Unit nonresponse, which is measured at the library level, has minimal bias due to high response rates in the 50 states, but there may be high nonresponse bias in outlying territories due to non-reporting.<sup>10</sup>

Item nonresponse bias was generally low. However, it may be higher for items that are consistently missing data from certain AEs and outlets. Newly added items are subject to high item nonresponse bias. Appendix H provides state-level item response rates.

Processing errors are considered average for PLS administrative data collection because very few reported data values are changed during data processing. Processing errors exist in edit check and imputation processes and depend on the quality of prior years' data.

## B. Post Data Collection Processing

### Editing

#### State Level

Respondents generated an Edit Report following direct data entry or import of their data into the PLS Web Portal. The Edit Report, which can be viewed on screen or printed, was used to identify and correct any errors—and to confirm the accuracy of data that generated edit warnings but did not require changes—before submitting the final file to AIR. In the FY 2018 PLS, four types of edit checks were performed:

1. *Relational edit checks.* This is a data consistency check between related data elements. For example, an edit message is generated if the number of ALA-MLS Librarians (librarians with a master's degree from a program of library and information studies accredited by the American Library Association) is greater than "Total Librarians."
2. *Out-of-range edit checks.* This is a range check that compares the data reported for an item to the "acceptable range" of numeric values for the item. For example, an edit message is generated if average Public Service Hours per outlet per week is less than 11 or greater than 130 or if the ratio of the current year to the past year in Children's Circulation is between 30.0 percent and 344.0 percent.
3. *Arithmetic edit checks.* This is an arithmetical accuracy check of a reported total and its parts to the generated total. For example, an edit message is generated if Total Operating Revenue is not equal to the sum of its parts (Local Government Revenue, State Government Revenue, Federal Government Revenue, and Other Revenue).
4. *Blank, zero, or invalid data edit checks.* This is a check of the reported data against acceptable values. For example, an edit message is generated if the Reporting Period Start Date is missing, if Print Materials is 0, or if the Legal Basis Code is not a valid code.

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<sup>10</sup> Puerto Rico did not participate in the FY 2018 PLS.

After the data were submitted through the PLS Web Portal, the Chief Officer (CO) of the state library administrative agency received an automated email with a request to review and certify the accuracy of the data. Data are not considered officially reported unless the CO certifies the submitted data. In some cases, data were edited for logical consistency after data were locked and certified; changes to reported values were made only where explicit evidence for the edit was available. In these cases, the associated imputation flag was set to E\_18 (data reported and edited for logical consistency). For example, if total paid staff was reported as greater than zero, but staff salaries was reported as zero, and the library did not meet the FSCS definition of a public library (which includes paid staff), the staffing variables were edited to zero.

## **National Level**

AIR and IMLS reviewed and edited the state data submissions, working closely with the PLS State Data Coordinators (SDCs).

## **Imputation**

Imputation is a procedure for estimating a value for a specific data item for which the response is missing. This section describes the imputation methods that were used to estimate missing values for data items in the FY 2018 PLS. Imputations were performed in two stages using 11 different methods. For the 50 states and the District of Columbia, missing data for numeric items were imputed, where eligible. Missing data were not imputed for the outlying territories. See Appendix G for imputation flags and their definitions.

The imputation method used depends on the variable's content, the availability of prior-year data for the specific observation being imputed, and the availability of one or more highly correlated variables for the specific observation. In many instances, data were imputed using aggregated information for libraries with similar characteristics, which was obtained by grouping together libraries in imputation strata (see the "Creation of Imputation Strata" section below for more information about the imputation strata and cells used for the FY 2018 PLS).

A total of 61 data items—60 AE variables and one outlet variable—in the FY 2018 PLS were imputed. One AE variable was not imputed because it did not have at least three years of consistent data, as IMLS requires; however, it will be imputed in the future. See "Data Elements Changes" section below for more information. State characteristics data are not imputed; however, state-level summary variables may be computed using both reported and imputed data, with state-level imputation flags used to indicate whether the detail comprising the total is completely or partially made up of imputed data.

The imputation sources for FY 2018 include the unimputed, unsuppressed FYs 2014, 2015, 2016, 2017, and 2018 AE and outlet data.<sup>11</sup> Each imputed variable in the PLS dataset is accompanied by an imputation flag, which denotes the method of imputation performed for each observation.<sup>12</sup>

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<sup>11</sup> The adjusted cell mean, cell mean, prior year ratio to another item, current year cell median ratio to another item, and cell median imputation methods use current year data.

<sup>12</sup> Imputation flag variables are named using the following convention: F\_\*, where \* is the variable name or

**Table 4** lists the imputation methods by stage and type—where type is related to the source of the data used in the imputation process—as well as the imputation flags associated with each method. See Appendix G for detailed information about the imputation flags and the “Imputation Stages and Methods” section below for detailed information about each imputation method.

**Table 4. Imputation Methods, by Type and Stage**

Stage	Imputation type			
	Within library data only		Data with adjustments based on placement in an imputation stratum	
	Methods	Imputation flags	Methods	Imputation flags
Stage 1	Method 4	IK17, IK16, IK15, IK14	Method 1	IG17, IG16, IG15, IG14
	Method 6	IP17, IP16, IP15, IP14	Method 2	IQ18
			Method 3	IJ18
			Method 5	ID18
			Method 7	IM18
			Method 8	IS18
Stage 2	Method 9	IT18		
	Method 10	IB18		
	Method 11	IY18		

### Creation of Imputation Strata

The responding and nonresponding libraries were sorted into imputation cells based on Bureau of Economic Analysis (BEA) region codes and the size of the population. Each state is assigned a BEA region code (e.g., 01 is the New England states: Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, and Vermont). The cumulative root frequency method was used to determine the imputation cells. The cumulative root frequency method defines boundaries for the cell categories in a BEA region using a continuous variable (the Population of Legal Service Area —POPU\_LSA). The number of cell categories varies by BEA region; earlier research established the number of cells by collapsing smaller cells so that there were at least 15 respondents, or a response rate greater than 75 percent, in each cell. **Table 5** shows the number of cell categories in each BEA region for FY 2018.

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abbreviated variable name if it exceeds eight characters. For example, the imputation flag variable for MASTER is F\_MASTER.

**Table 5. Number of Cell Categories, by BEA Region**

BEA region	Number of cell categories
01 – New England	11
02 – Mid East	11
03 – Great Lakes	14
04 – Plains	10
05 – South East	13
06 – South West	10
07 – Rocky Mountains	7
08 – Far West	8

For more information about the cumulative root frequency method, see p. 129 in Cochran (1977).<sup>13</sup>

### **Imputation Stages and Methods**

Imputations were performed in two stages. In Stage 1, imputations were carried out for nearly all missing values using one of eight methods. In Stage 2, imputed values were adjusted using one of three methods. The methods used in each stage are described below. The “Imputation Sequences” section, which follows, provides information about the process by which methods were selected for each variable.

#### **Stage 1 Imputations.**

One of the following methods of imputation was used to replace missing values in the FY 2018 PLS dataset:

**METHOD 1:** *Prior-year value multiplied by cell mean growth rate.* The imputed value for a missing item is calculated using the cell mean growth rate. The mean growth rate is calculated within a cell of libraries having similar characteristics using the average of all libraries with reported current-year and prior-year values for the missing item. In this method, prior-year reported data can be as old as four years.

**METHOD 2:** *Adjusted cell mean.* The imputed value for a missing item is set equal to the mean of all libraries reporting a current-year value for that variable within an imputation cell multiplied by an adjustment factor. The adjustment factor is the ratio of a library’s population of legal service area to the mean population of legal service area for the same libraries within the imputation cell that had a current-year value for the variable being imputed.

**METHOD 3:** *Cell mean.* The imputed value for a missing item is set equal to the mean of all libraries reporting a current-year value for that variable within an imputation cell.

**METHOD 4:** *Prior-year ratio to another item.* The imputed value for a missing item is set equal to the library’s reported current-year value of a highly correlated variable multiplied by a ratio. The ratio uses

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<sup>13</sup> Cochran, W. 1977. *Sampling Techniques, 3rd edition.* John Wiley & Sons, Inc.

prior-year reported values for the library of the missing item divided by the highly correlated variable. In this method, prior-year reported data can be as old as four years.

**METHOD 5:** *Current-year cell median ratio to another item.* The imputed value for a missing item is set equal to the library's reported current-year value of a highly correlated variable multiplied by a cell median ratio value. The median ratio value is calculated for all libraries within an imputation cell having reported current-year values for the variables in the ratio. Ratios are calculated using reported current-year values for the missing item and the highly correlated variable.

**METHOD 6:** *Direct substitution of prior-year reported data.* The imputed value for a missing item uses a library's reported prior-year data for that variable. In this method, reported prior-year data can be as old as four years.

**METHOD 7:** *Cell median.* The imputed value for a missing item is set equal to the median value of all libraries reporting a current-year value for that variable within an imputation cell.

**METHOD 8:** *Special imputation for an item.* The imputed value of an item is adjusted using its relationship with another reported item.

### **Stage 2 Imputations**

The imputation methods applied in Stage 2 adjust the imputations computed in Stage 1 to preserve the internal consistency in the AE data.

**METHOD 9:** *Obtained value by relationship of total to detail items.* The imputed value of a total was adjusted using its relationship with reported detail items.

**METHOD 10:** *Raking of detail items to match total.* The imputed value for a detail item was adjusted by raking methods so that it matches a reported total.

**METHOD 11:** *Changed by consistency check.* The imputed value was adjusted using customized consistency checks specific to that variable.

### **Imputation Sequences**

Each variable was imputed using a set of prescribed steps. For example, the variables KIDPRO (Number of Children's Programs) and LOANFM (Inter-Library Loans Received) were assigned to method 1 (prior-year value multiplied by cell mean growth rate). If prior-year data were not available, then observations would be imputed using method 5 (current-year cell median ratio to another item). If method 5 could not be used, then method 2 (adjusted cell mean) was used, and if the adjusted cell mean could not be calculated, then method 3 (cell mean) would be used. The sequence in which the methods were applied for each variable was established prior to FY 2018. **Table 6** shows the imputation methods and sequences for all the reported variables (abbreviated variable descriptions were used to conserve space). Please see Appendices A, B, and C for the full variable descriptions.



**Table 6. Imputation Methods and Sequences, by Variable**

<b>Variable name</b>	<b>Abbreviated variable description</b>	<b>Imputation sequence</b>
POPU_LSA <sup>14</sup>	POPULATION OF LSA	Method 6
CENTLIB	# OF CENTRAL LIBRARIES	Method 6
BRANLIB	# OF BRANCH LIBRARIES	Method 6
BKMOB	# OF BOOKMOBILES	Method 6
MASTER	ALA-MLS STAFF	Method 1, Method 2, Method 3, Method 11
LIBRARIA	TOTAL LIBRARIANS	Method 1, Method 2, Method 3, Method 11
OTHPAID	ALL OTHER PAID STAFF	Method 1, Method 2, Method 3, Method 10, Method 11
TOTSTAFF	TOTAL PAID EMPLOYEES	Method 9
LOGVGT	LOCAL GOVT REVENUE	Method 1, Method 2, Method 3, Method 10
STGVT	STATE GOVT REVENUE	Method 1, Method 7, Method 10
FEDGVT	FEDERAL GOVT REVENUE	Method 7, Method 10
OTHINCM	OTHER OPERATING REVENUE	Method 1, Method 7, Method 10, Method 11
TOTINCM	TOTAL OPERATING REVENUE	Method 1, Method 2, Method 3, Method 9
SALARIES	SALARIES & WAGES EXP	Method 1, Method 2, Method 3, Method 10, Method 11
BENEFIT	EMPLOYEE BENEFITS	Method 4, Method 2, Method 3, Method 10, Method 11
STAFFEXP	TOTAL STAFF EXP	Method 1, Method 2, Method 3, Method 9, Method 11
PRMATEXP	OP EXP FOR PRINT MAT	Method 5, Method 2, Method 3, Method 10, Method 11
ELMATEXP	OP EXP FOR ELECTRONIC MAT	Method 1, Method 4, Method 2, Method 3, Method 10, Method 11
OTHMATEX	OP EXP FOR OTHER MAT	Method 1, Method 2, Method 3, Method 10, Method 11
TOTEXPCO	TOTAL COLLECTION EXP	Method 1, Method 2, Method 3, Method 9, Method 11
OTHOPEXP	OTHER OPERATING EXP	Method 1, Method 2, Method 3, Method 10, Method 11
TOTOPEXP	TOTAL OPERATING EXP	Method 1, Method 2, Method 3, Method 9, Method 11
LCAP_REV	LOCAL GOVT CAPITAL REVENUE	Method 1, Method 7, Method 10
SCAP_REV	STATE GOVT CAPITAL REVENUE	Method 7, Method 10

<sup>14</sup> In FY 2018, 20 AEs in Texas did not have a reported value for POPU\_LSA. Because POPU\_LSA is necessary to determine strata for imputation, the value of POPU\_LSA for these 20 AEs is imputed.

<b>Variable name</b>	<b>Abbreviated variable description</b>	<b>Imputation sequence</b>
FCAP_REV	FEDERAL GOVT CAPITAL REVENUE	Method 7, Method 10
OCAP_REV	OTHER CAPITAL REVENUE	Method 7, Method 10
CAP_REV	TOTAL CAPITAL REVENUE	Method 1, Method 7, Method 9, Method 11
CAPITAL	TOTAL CAPITAL EXPENDITURES	Method 2, Method 3
BKVOL	PRINT MATERIALS	Method 1, Method 2, Method 3
EBOOK	ELECTRONIC BOOKS	Method 1, Method 7
AUDIO_PH	AUDIO - PHYSICAL UNITS	Method 6, Method 2, Method 3
AUDIO_DL	AUDIO - DOWNLOADABLE UNITS	Method 6, Method 2, Method 3
VIDEO_PH	VIDEO - PHYSICAL UNITS	Method 1, Method 2, Method 3
VIDEO_DL	VIDEO - DOWNLOADABLE UNITS	Method 1, Method 2, Method 3
EC_LO_OT	LOCAL/OTHER ELECTRONIC COLLECTIONS	Method 2, Method 3, Method 11
EC_ST	STATE ELECTRONIC COLLECTIONS	Method 5, Method 2
ELECCOLL	TOTAL ELECTRONIC COLLECTIONS	Method 6, Method 2, Method 11
SUBSCRIP	CURRENT PRINT SERIAL SUBSCRIPTIONS	Method 1, Method 2, Method 3
HRS_OPEN	PUBLIC SERV HRS/YR	Method 4, Method 8, Method 2, Method 3
VISITS	LIBRARY VISITS	Method 1, Method 2, Method 3
REFERENC	REFERENCE TRANS	Method 1, Method 2, Method 3
REGBOR	REGISTERED USERS	Method 1, Method 2, Method 3
TOTCIR	TOTAL CIRCULATION	Method 1, Method 2, Method 3, Method 9, Method 11
KIDCIRCL	CIRCULATION OF KIDS MATERIALS	Method 5, Method 2, Method 3, Method 11
ELMATCIR	CIRCULATION OF ELECTRONIC MATERIALS	Method 1, Method 4, Method 6, Method 2, Method 10, Method 11
PHYSCIR	PHYSICAL ITEM CIRCULATION	Method 1, Method 4, Method 6, Method 2, Method 10, Method 11
ELINFO	RETRIEVAL OF ELECTRONIC INFORMATION	Method 1, Method 6, Method 7, Method 2, Method 10, Method 11
ELCONT	ELECTRONIC CONTENT USE	Method 1, Method 4, Method 6, Method 2, Method 9, Method 11
TOTCOLL	TOTAL COLLECTION USE	Method 1, Method 4, Method 6, Method 2, Method 9, Method 11

Variable name	Abbreviated variable description	Imputation sequence
LOANTO	INTER-LIBRARY LOANS OUT	Method 4, Method 5, Method 2, Method 3
LOANFM	INTER-LIBRARY LOANS RECEIVED	Method 1, Method 5, Method 2, Method 3
TOTPRO	TOTAL LIBRARY PROGRAMS	Method 5, Method 2, Method 3, Method 11
KIDPRO	TOTAL KIDS PROGRAMS	Method 1, Method 5, Method 2, Method 3, Method 11
YAPRO	TOTAL YOUNG ADULT PROGRAMS	Method 6, Method 2, Method 3, Method 11
TOTATTEN	TOTAL PROGRAM ATTENDANCE	Method 1, Method 2, Method 3, Method 11
KIDATTEN	KIDS PROGRAM ATTENDANCE	Method 5, Method 2, Method 3, Method 11
YAATTEN	YOUNG ADULT PROGRAM ATTENDANCE	Method 6, Method 2, Method 3, Method 11
GPTEMS	INTERNET COMPUTERS USED BY GEN PUBLIC	Method 1, Method 4, Method 2, Method 3, Method 11
PITUSR	PUBLIC INTERNET COMPUTER USES PER YEAR	Method 5, Method 2, Method 3, Method 11
WIFISESS	WIRELESS SESSIONS	Method 1, Method 6, Method 4, Method 5, Method 7
WEBVISIT	WEBSITE VISITS	[Not eligible for imputation in FY 2018]
SQ_FEET	SQUARE FEET	Method 6

### Highly Correlated Variables

Due to the correlated nature of the PLS data, missing items in several variables were imputed using one or multiple highly correlated variables. **Table 7** below provides the highly correlated variable for each variable that can be imputed using methods 4 or 5. For example, if a missing value for Operating Expenditures for Electronic Materials (ELMATEXP) was imputed using method 4 (prior-year ratio to another item), then the correlated variable in the prior-year ratio was Total Staff Expenditures (STAFFEXP). If a missing value for Operating Expenditures for Print Materials (PRMATEXP) was imputed using method 5 (current-year cell median ratio to another item), then the correlated variable used in the cell median ratio was Total Collection Expenditures (TOTEXPCO).

**Table 7. Highly Correlated Variables Used in Method 4 and 5 Imputations**

Variable being imputed	Method used	Highly correlated variable used in Method 4 (prior- year) or Method 5 (cell median) ratios
BENEFIT	Method 4	STAFFEXP
LOANTO	Method 4	LOANFM
HRS_OPEN	Method 4	Sum of the following three variables: BRANLIB, BKMOB, and CENTLIB
ELMATEXP	Method 4	STAFFEXP
GPTERMS	Method 4	VISITS
PHYSCIR	Method 4	VISITS
ELMATCIR	Method 4	REGBOR
ELCONT	Method 4	REGBOR
TOTCOLL	Method 4	VISITS
WIFISESS	Method 4	POPU_LSA
PRMATEXP	Method 5	TOTEXPCO
KIDCIRCL	Method 5	TOTCIR
TOTPRO	Method 5	KIDPRO
KIDATTEN	Method 5	TOTATTEN
PITUSR	Method 5	GPTERMS
KIDPRO	Method 5	TOTPRO
LOANFM	Method 5	LOANTO
WIFISESS	Method 5	POPU_LSA

### Data Elements Changes

Each year, the PLS data elements are revisited. Under the guidance of the IMLS Library Statistics Working Group, data elements are added, changed, and deleted. These changes impact the processing and reporting of the items. New data items are not imputed or included in the Supplementary Tables until after the new data are collected systematically (meaning, without additional modifications) for three years. The four-year process for data elements changes is as follows:

- Year 1: Proposed additions and changes to data elements identified
- Year 2: New or revised data elements reported in the annual data submission on a trial basis by those State Data Coordinators able to do so. Trial data electronically released but not imputed or included in the Supplementary Tables.
- Year 3: New or revised data elements reported in the annual data submission and electronically released but not but not imputed or included in the Supplementary Tables.
- Year 4: New or revised data elements reported in the annual data submission, electronically released, imputed if appropriate, and included in the Supplementary Tables.

**Table 8** shows the items that have been added or changed in the last four fiscal years and describes how these variables were processed for FY 2018.

**Table 8. PLS Four-Year Process for Data Elements**

FY of Data Collection	Elements Added	Elements Changed	Year 1	Year 2	Year 3	Year 4	FY 2018 Processing
FY 2018	WEBVISIT	None	FY 2017	FY 2018	FY 2019	FY 2020	WEBVISIT was reported in the annual data submission and electronically released but not imputed or included in the Supplementary Tables.
FY 2017	None	None	FY 2016	FY 2017	FY 2018	FY 2019	N/A
FY 2016	PHYSCIR (553) ELINFO (554) ELCONT (555) TOTCOLL (556)	BKVOL (450) ELMATCIR (552) TOTCIR (550)	FY 2015	FY 2016	FY 2017	FY 2018	New and changed elements were reported in the annual data submission and electronically released, imputed, and included in the Supplementary Tables. <sup>15</sup>
FY 2015	None	EBOOK (451) AUDIO_DL (453) VIDEO_DL (455) EC_LO_OT (456) EC_ST (457) ELECCOLL (458) ELMATCIR (552)	FY 2014	FY 2015	FY 2016	FY 2017	The changed data elements were reported in the annual data submission, electronically released, imputed, and included in the Supplementary Tables.
FY 2014	WIFISESS (652)	REFERENC (502)	FY 2013	FY 2014	FY 2015	FY 2016	WIFISESS was electronically released, imputed and included in the Supplementary Tables. <sup>16</sup>

<sup>15</sup> Data users should note that ELINFO and WIFISESS have the highest percentage of missing data among all PLS data elements (14.5 percent and 20.7 percent respectively). The greater the number of libraries for which data needs to be imputed, the greater the risk that estimates based on the combined set of reported and imputed data may be biased. Also note that ELINFO is a component of the summed data elements ELCONT and TOTCOLL.

<sup>16</sup> WIFISESS, first introduced in FY 2014, has been collected for five consecutive data collection cycles and was first eligible for imputation for FY 2016. However, WIFISESS was not imputed in FY 2016 and FY 2017 given the high degree of variability introduced to the data after imputation. Therefore, FY 2018 is the first year for which imputed data for WIFISESS was released. See also previous footnote.

## Geocoding

Since FY 2007, the PLS data files have included supplemental geographic information. All supplemental geography codes are assigned based on the address information reported by the respondent. The geographic information included in the PLS has evolved over time in accordance with industry standards and best practices, as well as data users' needs. Notable transitions include the following:

- FY 2008: The National Center for Education Statistics (NCES) locale code and county population measures were added.
- FY 2009: To avoid duplication or discrepancies in state and county designation codes, the discontinued measures PUB\_FIPS and CNTYFIPS were removed from the data files, while FIPSSST and FIPSCO were retained.
- FY 2014: Data items were filled with prior-year (FY 2013) values. If the library was not included in the data file in the prior year, then the values were filled in as missing. (However, if a library was not included in FY 2013 due to a temporary closure but reopened at the same address in FY 2014, that library will have geocoding information.) In addition, if the library had moved to a new location, then the values were filled in as missing.
- FY 2015: The Federal Information Processing Standards (FIPS) codes were replaced by Geographic Names Information System (GNIS) codes. GNIS codes are used for locational entities of the United States, such as primary county divisions and named populated places. FIPS codes were appended in previous PLS administrations, but starting with FY 2015, PLS included the new GNIS codes.
- FY 2016: The Rural Education Achievement Program (REAP) locale code was added for libraries and outlets. See additional information in the "Locale Codes" section below.

As part of the post-processing of the FY 2018 data files, supplemental geographic information was added to the records for AEs and outlets, where possible. The geocode variables are not collected or reported but are generated; see the record layouts for missing values declarations. The following supplemental geographic information is provided with the release of the FY 2018 PLS data:

- ZIP Code +4
- Longitude
- Latitude
- Standardized state code (e.g., InterNational Committee for Information Technology Standards (INCITS) 38, formerly FIPS 5-2)
- Standardized county code (e.g., INCITS 31, formerly FIPS 6-4)
- Standardized place code (e.g., Minor Civil Division (MCD) code; GNIS feature ID, formerly FIPS 55-DC3)
- County population
- NCES locale code
- REAP locale code
- Census tract
- Census block
- Congressional district (115<sup>th</sup> Congress)
- Core-based statistical area

- Metropolitan/micropolitan area flag
- Geocoding precision level (e.g., Street Address)

County population data for U.S. libraries was assigned using the Census Bureau's 2018 Population Estimates Program (2018 PEP, PEPANNRES).<sup>17</sup> County population data for outlying territory was assigned using the 2010 Decennial Census.<sup>18</sup> Locale codes were assigned using the 2019 NCES locale framework; see “Locale Codes” for additional information.

Geocoding information was processed in batch by an external vendor. **Table 9** shows the geocoding precision levels (GEOMATCH), corresponding descriptions, and numbers and percentages of each level in the AE and outlet files.

**Table 9. Geocoding Precision Level**

Precision Level	Description	Number and Percentage of AEs	Number and Percentage of Outlets
A	Primary Address locator match at the street address (A) level of precision. This is the most accurate level of geocoding.	9,203 (99.4%)	17,340 (99.2%)
9	Tertiary address locator match at the ZIP4 (9) centroid level of precision. Only when a valid ZIP4 field is provided in the address record. This is still considered a very accurate level of geocoding.	13 (0.1%)	23 (0.1%)
5	Tertiary address locator match at the ZIP5 (5) centroid level of precision. Should not be considered an accurate level of geocoding.	45 (0.5%)	115 (0.7%)

Address matches (“A”) are geocoded using a method known as linear interpolation. The geocoded location of each address is estimated based on the range of numeric values between the starting and ending nodes for each street segment. Generally, every node is assigned two (2) values – one odd and one even. The values of each node correspond to the known starting and ending addresses found on both sides of the street. Address matches are geocoded based on the numeric value of each address and its relative position between the starting and ending node values.

Tertiary matches (“9” and “5”) use centroid based geocoding. Centroids are the geographic centers of a geography. For example, a “5” geocode result places the geocoded point at the center of the 5-digit zip code polygon area; “9” at the center of the ZIP4 carrier route segment. Address records that do not find a match at the ZIP5 level cannot be geocoded and will return null values for the geographic variables; this is an unlikely scenario.

<sup>17</sup> <https://www.census.gov/programs-surveys/popest/data/data-sets.2018.html>

<sup>18</sup> <https://census.gov/programs-surveys/decennial-census/data/datasets.2010.html>

## Locale Codes

Locale codes allow users to identify whether AEs and library outlets are in cities, suburbs, towns, or rural areas. Locale codes were assigned to AEs and outlets using the 2019 NCES locale framework. Locale codes for AEs were assigned using two methodologies:

1. Based on the geocoded latitude and longitude values of the AE's street address
2. Based on the modal locale codes of the central and branch libraries of that library system (excluding bookmobile and books-by-mail-only outlets). Whenever there was a tie in modal code, the AE retained its prior year locale code, if that code was among the tied values. If the tie involved locale codes that were different from the locale code corresponding to the AE's prior locale code, the most urban code of the tied locale codes was assigned to that AE.

Locale codes for outlets were assigned based on the geocoded latitude and longitude of the outlet's street address.

For records with a GEOMATCH value of "5" (see previous section), IMLS recommends against depending on the locale codes in these files for high stakes uses. Instead, users can visually locate an entity on the NCES Locale Lookup map: <https://nces.ed.gov/programs/maped/LocaleLookup/>.

The NCES locale coding system classifies areas into four major types—city, suburban, town, and rural—each with three subcategories. The order of urbanicity for NCES locale codes is from the highest, most urban (11) to the lowest, most rural (43). The 12 different locale codes and the criteria for their assignment are as follows:

- 11 – City, Large:** Territory inside an Urbanized Area and inside a Principal City with a population of 250,000 or more.
- 12 – City, Mid-size:** Territory inside an Urbanized Area and inside a Principal City with a population less than 250,000 and greater than or equal to 100,000.
- 13 – City, Small:** Territory inside an Urbanized Area and inside a Principal City with a population less than 100,000.
- 21 – Suburban, Large:** Territory outside a Principal City and inside an Urbanized Area with a population of 250,000 or more.
- 22 – Suburban, Mid-size:** Territory outside a Principal City and inside an Urbanized Area with a population less than 250,000 and greater than or equal to 100,000.
- 23 – Suburban, Small:** Territory outside a Principal City and inside an Urbanized Area with a population less than 100,000.
- 31 – Town, Fringe:** Territory inside an Urban Cluster that is less than or equal to 10 miles from an Urbanized Area.
- 32 – Town, Distant:** Territory inside an Urban Cluster that is more than 10 miles and less than or equal to 35 miles from an Urbanized Area.
- 33 – Town, Remote:** Territory inside an Urban Cluster that is more than 35 miles from an Urbanized Area.



- 41 – Rural, Fringe:** Census-defined rural territory that is less than or equal to 5 miles from an Urbanized Area, as well as rural territory that is less than or equal to 2.5 miles from an Urban Cluster.
- 42 – Rural, Distant:** Census-defined rural territory that is more than 5 miles but less than or equal to 25 miles from an Urbanized Area, as well as rural territory that is more than 2.5 miles but less than or equal to 10 miles from an Urban Cluster.
- 43 – Rural, Remote:** Census-defined rural territory that is more than 25 miles from an Urbanized Area and more than 10 miles from an Urban Cluster.

The REAP locale framework relies on the same geographic concepts and data sources used for the NCES locale boundaries, but the two frameworks apply these concepts and sources differently. Per NCES documentation:<sup>19</sup>

*The REAP classifications are a previous incarnation of the NCES locale framework, and the criteria and classifications were adopted at a time when the Census Bureau primarily relied on place-level boundaries to delineate urban areas. Earlier versions of the Census Bureau’s urban area criteria usually classified places as either urban or rural in their entirety. As part of its preparation for Census 2000, the Census Bureau revised this approach and instead decided to delineate urban areas based on more granular Census block and block group boundaries. As a result, the REAP and NCES frameworks now have notable differences in the way they handle the intersection of urban and place boundaries.*

The order of urbanicity for REAP locale codes is from the highest, most urban (01) to the lowest, most rural (08). The 8 different REAP locale codes and the criteria for their assignment are as follows:

- 01 – Large City:** A principal city of a metropolitan area, with the city having a population greater than or equal to 250,000.
- 02 – Mid-size City:** A principal city of a metropolitan area, with the city having a population less than 250,000.
- 03 – Urban Fringe of a Large City:** Any incorporated place, Census-designated place, or non-place territory within a metropolitan area of a large city and defined as urban by the Census Bureau.
- 04 – Urban Fringe of a Mid-size city:** Any incorporated place, Census-designated place, or non-place territory within a metropolitan area of a midsize city and defined as urban by the Census Bureau.
- 05 – Large Town:** An incorporated place or Census-designated place with a population greater than or equal to 25,000 and located outside a metropolitan area.
- 06 – Small Town:** An incorporated place or Census-designated place with a population less than 25,000 and greater than or equal to 2,500 and located outside a metropolitan area.

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<sup>19</sup> [https://nces.ed.gov/programs/edge/docs/EDGE\\_NCES\\_LOCALE.pdf](https://nces.ed.gov/programs/edge/docs/EDGE_NCES_LOCALE.pdf)

**07 – Rural, Outside Metropolitan Area:** Any incorporated place, Census-designated place, or non-place territory not within a metropolitan area and defined as rural by the Census Bureau.

**08 – Rural, Inside Metropolitan Area:** Any incorporated place, Census-designated place, or non-place territory within a metropolitan area and defined as rural by the Census Bureau.

REAP locale and NCES locale are two distinct classifications and are not dependent upon one another. Both REAP and NCES boundaries can have gaps or incomplete coverage. This can be particularly evident along coastlines.

## C. Guidelines for Processing the PLS Data Files

See the “Introduction,” “Confidentiality,” and “Public- and Restricted-Use Data Files” sections above for a description of the files.

Files are provided in CSV, SAS, and SPSS format. SPSS files are formatted to include value labels and missing values declarations that align with the value labels shown in the record layouts of the accompanying data documentation. That is, if a numeric variable’s missing value was coded as -1, the -1 is declared as a discrete missing value.

SAS datasets are unformatted and do not contain value labels. SAS datasets are delivered with two programs to apply formats: SAS\_[FileName]\_FmtAssoc.sas and SAS\_[FileName]\_FmtAttach.sas. The FmtAssoc program should be run above a data step, whereas the FmtAttach program is run within the data step. For example:

```
%include "\\...SAS_[FileName]_FmtAssoc.sas";  
  
data temp;  
set libname.filename;  
%include "\\...path\SAS_[FileName]_FmtAttach.sas";  
run;
```

Alphanumeric fields that contain “M” and numeric fields that contain “-1” indicate nonresponse. A zero (0) response is reported data and indicates the library or outlet had none of the item. A “-9” indicates data have been removed to protect confidentiality. SAS and SPSS treat missing values differently. SAS users will need to apply the following code to convert negative values to values recognized as missing:

```
*-----*  
| For Public Library System Data File |  
*-----*  
*Insert this section into data step;  
  
array num _numeric_;  
do over num;  
if num = -1 then num = .M; /*recode missing value into .M*/  
if num = -3 and STATSTRU in ('03', '23') then num = .C; /*recode "Closed and Temporary Closed  
Library" into .C*/
```

```

if num = -4 then num = .N; /*recode "Not Applicable" into .N*/
if num = -9 then num = .S; /*recode suppressed value into .S*/
end;
array char _character_;
do over char;
if char = 'M' then char = ' '; /*recode missing value into M for character variables*/
end;
/*recode the rest of special missing into corresponding missing values*/
if PHONE in ('-3' '-4') then PHONE = ' ';
if STARTDAT = '-3' then STARTDAT = ' ';
if ENDDATE = '-3' then ENDDATE = ' ';

*-----*
| For Public Library State Summary/State Characteristics files |
*-----*
*Insert this section into data step;

array num _numeric_;
do over num;
if num = -1 then num = .M; /*recode missing value into .M*/
end;
array char _character_;
do over char;
if char = 'M' then char = ' '; /*recode missing value into M for character variables*/
end;

*-----*
| For Public Library Outlet Data File |
*-----*
*Insert this section into data step;

array num _numeric_;
do over num;

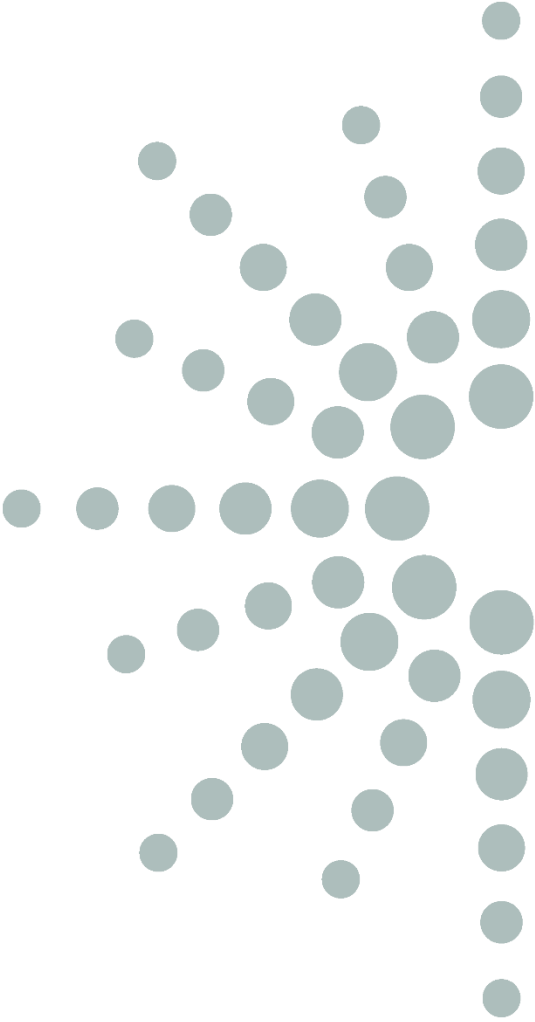
if num = -1 then num = .M; /*recode missing value into .M*/
if num = -3 and STATSTRU in ('03', '23') then num = .C; /*recode "Closed and Temporary Closed
Library" into .C*/
if num = -4 then num = .N; /*recode "Not Applicable" into .N*/
end;
array char _character_;
do over char;
if char = 'M' then char = ' '; /*recode missing value into M for character variables*/
end;
/*recode the rest of special missing into corresponding missing values*/
if PHONE in ('-3' '-4') then PHONE = ' ';
if STARTDAT = '-3' then STARTDAT = ' ';
if ENDDATE = '-3' then ENDDATE = ' ';

```

## Removing Imputed Values from the Data

If the value of the flag begins with “I,” then the value for the associated variable was imputed. To remove all imputed values from the data, the values of variables that have an associated imputation flag beginning with “I” should be removed.

**Appendices**



## Appendix A: Record Layout for Public Library System Data File, FY 2018 (pls\_ae\_pud18i)

Variable name	Field length	Data type	Survey item	Description
<p><b>Data Source: Public Libraries Survey, Fiscal Year 2018</b>  <b>Number of records = 9,261 (one record per observation)</b>  <b>Number of fields per record = 166</b></p>				
<b>IDENTIFICATION</b>				
STABR	02	A	†	Two-letter American National Standards Institute (ANSI) State Code. (See Appendix D for list of State Codes.)
FSCSKEY	06	A	150	Library identification code assigned by IMLS
LIBID	20	A	151	Library identification code assigned by the state. IMLS assigns the FSCSKEY to this field if the state did not assign a code.
LIBNAME	60	A	152	Name of library (administrative entity)
<b>STREET ADDRESS</b>				
ADDRESS	35	A	153	Street address of administrative entity
CITY	20	A	154	City or town (of street address) of administrative entity
ZIP	05	A	155	Standard five-digit postal zip code (of street address) of administrative entity.
ZIP4	04	A	†	Four-digit postal zip code extension (of street address) of administrative entity. M-Missing (unknown)
<b>MAILING ADDRESS</b>				
ADDRES_M	35	A	157	Mailing address of administrative entity
CITY_M	20	A	158	City or town (of mailing address) of administrative entity
ZIP_M	05	A	159	Standard five-digit postal zip code (of mailing address) of administrative entity

Variable name	Field length	Data type	Survey item	Description
ZIP4_M	04	A	†	Four-digit postal zip code extension (of mailing address) of administrative entity M-Missing
CNTY	20	A	161	County in which the headquarters of the administrative entity is physically located
PHONE	10	A	162	Telephone number, in following format: area code/exchange/number (for example, 7037315072) -3-Closed or temporarily closed administrative entity -4-Not applicable
C_RELATN	02	A	200	Interlibrary Relationship Code HQ-Headquarters of a federation or cooperative ME-Member of a federation or cooperative NO-Not a member of a federation or cooperative
C_LEGBAS	02	A	201	Legal Basis Code CC-City/County CI-Municipal Government (city, town, or village) CO-County/Parish LD-Library District MJ-Multi-jurisdictional NL-Native American Tribal Government NP-Non-profit Association or Agency SD-School District OT-Other (Note: Prior to FY 98, this variable was called C_LEGBASE.)
C_ADMIN	02	A	202	Administrative Structure Code MA-Administrative entity with multiple direct service outlets where administrative offices are separate MO-Administrative entity with multiple direct service outlets where administrative offices are not separate SO-Single outlet administrative entity
C_FSCS	01	A	203	FSCS Public Library Definition (Public library system meets all criteria in the definition.) Y-Yes N-No

Variable name	Field length	Data type	Survey item	Description
GEOCODE	03	A	204	Geographic Code CI1–Municipal Government (city, town, or village) (exactly) CI2–Municipal Government (city, town, or village) (most nearly) CO1–County/Parish (exactly) CO2–County/Parish (most nearly) MA1–Metropolitan Area (exactly) MA2–Metropolitan Area (most nearly) MC1–Multi-County (exactly) MC2–Multi-County (most nearly) SD1–School District (exactly) SD2–School District (most nearly) OTH–Other
LSABOUND	01	A	205	Legal service area boundary change in last year Y–Yes N–No
STARTDAT	10	A	206	Reporting period starting date, in mm/dd/yyyy format (e.g., 07/01/2017) -3–Closed or temporarily closed administrative entity
ENDDATE	10	A	207	Reporting period ending date, in mm/dd/yyyy format (e.g., 06/30/2018) -3–Closed or temporarily closed administrative entity
				<b>POPULATION</b>
POPU_LSA	09	N	208	Population of the Legal Service Area -3–Closed or temporarily closed administrative entity
F_POPLSA	04	A	†	POPU_LSA imputation flag. (See Appendix G for definitions of flags.)
POPU_UND	09	N	†	Derived. Unduplicated population of the legal service area for the library. This value is calculated by prorating the library's population of legal service area (POPU_LSA) to the state's total population of legal service areas (total POPU_LSA) and applying the ratio to the state-reported total unduplicated population of legal service areas. The latter item, a single figure reported by the state data coordinator, is also named POPU_UND but is located on the State Summary/State Characteristics Data File. -3–Closed or temporarily closed administrative entity



Variable name	Field length	Data type	Survey item	Description
<b>SERVICE OUTLETS</b>				
CENTLIB	03	N	209	Number of central libraries -3-Closed or temporarily closed administrative entity
F_CENTLIB	04	A	†	CENTLIB imputation flag. (See Appendix G for definitions of flags.)
BRANLIB	03	N	210	Number of branch libraries -3-Closed or temporarily closed administrative entity
F_BRLIB	04	A	†	BRANLIB imputation flag. (See Appendix G for definitions of flags.)
BKMOB	03	N	211	Number of bookmobiles -3-Closed or temporarily closed administrative entity
F_BKMOB	04	A	†	BKMOB imputation flag. (See Appendix G for definitions of flags.)
<b>FULL-TIME EQUIVALENT (FTE) PAID STAFF</b>				
MASTER	09	N	250	ALA-MLS Librarians. Number of FTE paid librarians with master's degrees from programs of library and information studies accredited by the American Library Association. This field consists of six integers and two decimals, with an explicit decimal point. -3-Closed or temporarily closed administrative entity
F_MASTER	04	A	†	MASTER imputation flag. (See Appendix G for definitions of flags.)
LIBRARIA	09	N	251	Total number of FTE employees holding the title of librarian. This field consists of six integers and two decimals, with an explicit decimal point. -3-Closed or temporarily closed administrative entity
F_LIBRAR	04	A	†	LIBRARIA imputation flag. (See Appendix G for definitions of flags.)
OTHPAID	09	N	252	All other paid FTE employees. This field consists of six integers and two decimals, with an explicit decimal point. -3-Closed or temporarily closed administrative entity
F_OTHSTF	04	A	†	OTHPAID imputation flag. (See Appendix G for definitions of flags.)
TOTSTAFF	10	N	253	Total paid FTE employees (i.e., sum of LIBRARIA and OTHPAID). This field consists of seven integers and two decimals, with an explicit decimal point. -3-Closed or temporarily closed administrative entity

Variable name	Field length	Data type	Survey item	Description
F_TOTSTF	04	A	†	TOTSTAFF imputation flag. (See Appendix G for definitions of flags.)
				<b>OPERATING REVENUE</b>
LOGGVT	09	N	300	Operating revenue from local government -3-Closed or temporarily closed administrative entity
F_LOGGVT	04	A	†	LOGGVT imputation flag. (See Appendix G for definitions of flags.)
STGVT	09	N	301	Operating revenue from state government -3-Closed or temporarily closed administrative entity
F_STGVT	04	A	†	STGVT imputation flag. (See Appendix G for definitions of flags.)
FEDGVT	09	N	302	Operating revenue from federal government -3-Closed or temporarily closed administrative entity
F_FEDGVT	04	A	†	FEDGVT imputation flag. (See Appendix G for definitions of flags.)
OTHINCM	09	N	303	Other operating revenue (i.e., operating revenue not included in LOGGVT, STGVT, and FEDGVT) -3-Closed or temporarily closed administrative entity
F_OTHINC	04	A	†	OTHINCM imputation flag. (See Appendix G for definitions of flags.)
TOTINCM	10	N	304	Total operating revenue (i.e., sum of LOGGVT, STGVT, FEDGVT, and OTHINCM) -3-Closed or temporarily closed administrative entity
F_TOTINC	04	A	†	TOTINCM imputation flag. (See Appendix G for definitions of flags.)
				<b>OPERATING EXPENDITURES</b>
				<b>Staff Expenditures</b>
SALARIES	09	N	350	Salaries and wages for all library staff -3-Closed or temporarily closed administrative entity -9- Data suppressed to protect confidentiality
F_SALX	04	A	†	SALARIES imputation flag. (See Appendix G for definitions of flags.)
BENEFIT	09	N	351	Employee benefits for all library staff -3-Closed or temporarily closed administrative entity -9- Data suppressed to protect confidentiality

Variable name	Field length	Data type	Survey item	Description
F_BENX	04	A	†	BENEFIT imputation flag. (See Appendix G for definitions of flags.)
STAFFEXP	09	N	352	Total staff expenditures (i.e., sum of SALARIES and BENEFIT) -3- Closed or temporarily closed administrative entity -9- Data suppressed to protect confidentiality
F_TOSTFX	04	A	†	STAFFEXP imputation flag. (See Appendix G for definitions of flags.)
				<b>Collection expenditures</b>
PRMATEXP	09	N	353	Operating expenditures for print materials (including books, current serial subscriptions, government documents, and any other print acquisitions) -3- Closed or temporarily closed administrative entity
F_PRMATX	04	A	†	PRMATEXP imputation flag. (See Appendix G for definitions of flags.)
ELMATEXP	09	N	354	Operating expenditures for electronic (digital) materials (including e-books, e-serials, government documents, databases, electronic files, reference tools, scores, maps, or pictures, including materials digitized by the library) -3- Closed or temporarily closed administrative entity
F_ELMATX	04	A	†	ELMATEXP imputation flag. (See Appendix G for definitions of flags.)
OTHMATEX	09	N	355	Operating expenditures for all other library materials (microform, audio, video, DVD, and new formats) -3- Closed or temporarily closed administrative entity
F_OTMATX	04	A	†	OTHMATEX imputation flag. (See Appendix G for definitions of flags.)
TOTEXPCO	09	N	356	Total expenditures on library collection (i.e., sum of PRMATEXP, ELMATEXP, and OTHMATEX) -3- Closed or temporarily closed administrative entity
F_TOCOLX	04	A	†	TOTEXPCO imputation flag. (See Appendix G for definitions of flags.)
				<b>Other operating expenditures</b>
OTHOPEXP	09	N	357	Other operating expenditures (i.e., operating expenditures not included in STAFFEXP and TOTEXPCO) -3- Closed or temporarily closed administrative entity -9- Data suppressed to protect confidentiality

Variable name	Field length	Data type	Survey item	Description
F_OTHOPX	04	A	†	OTHOPEXP imputation flag. (See Appendix G for definitions of flags.)
TOTOPEXP	10	N	358	Total operating expenditures (i.e., sum of STAFFEXP, TOTEXPCO, and OTHOPEXP) -3-Closed or temporarily closed administrative entity
F_TOTOPX	04	A	†	TOTOPEXP imputation flag. (See Appendix G for definitions of flags.)
<b>CAPITAL REVENUE</b>				
LCAP_REV	09	N	400	Local government capital revenue -3-Closed or temporarily closed administrative entity
F_LCAPRV	04	A	†	LCAP_REV imputation flag. (See Appendix G for definitions of flags.)
SCAP_REV	09	N	401	State government capital revenue -3-Closed or temporarily closed administrative entity
F_SCAPRV	04	A	†	SCAP_REV imputation flag. (See Appendix G for definitions of flags.)
FCAP_REV	09	N	402	Federal government capital revenue -3-Closed or temporarily closed administrative entity
F_FCAPRV	04	A	†	FCAP_REV imputation flag. (See Appendix G for definitions of flags.)
OCAP_REV	09	N	403	Other capital revenue (i.e., capital revenue not included in LCAP_REV, SCAP_REV, and OCAP_REV) -3-Closed or temporarily closed administrative entity
F_OCAPRV	04	A	†	OCAP_REV imputation flag. (See Appendix G for definitions of flags.)
CAP_REV	09	N	404	Total capital revenue (i.e., sum of LCAP_REV, SCAP_REV, FCAP_REV, and OCAP_REV) -3-Closed or temporarily closed administrative entity
F_TCAPRV	04	A	†	CAP_REV imputation flag. (See Appendix G for definitions of flags.)
<b>CAPITAL EXPENDITURES</b>				
CAPITAL	09	N	405	Total capital expenditures -3-Closed or temporarily closed administrative entity
F_TCAPX	04	A	†	CAPITAL imputation flag. (See Appendix G for definitions of flags.)

Variable name	Field length	Data type	Survey item	Description
				<b>LIBRARY COLLECTION</b>
BKVOL	09	N	450	Print materials (including books and government documents) -1-Missing -3-Closed or temporarily closed administrative entity
F_BKVOL	04	A	†	BKVOL imputation flag. (See Appendix G for definitions of flags.)
EBOOK	09	N	451	Electronic Books (E-books) (digital documents, including non-serial government documents in digital format) -3-Closed or temporarily closed administrative entity
F_EBOOK	04	A	†	EBOOK imputation flag. (See Appendix G for definitions of flags.)
AUDIO_PH	09	N	452	Audio - physical units (including records, audiocassettes, audio cartridges, audio discs—including audio-CD-ROMS, audio reels, talking books, and other sound recordings) -3-Closed or temporarily closed administrative entity
F_AUD_PH	04	A	†	AUDIO_PH imputation flag. (See Appendix G for definitions of flags.)
AUDIO_DL	09	N	453	Audio - downloadable units -3-Closed or temporarily closed administrative entity
F_AUD_DL	04	A	†	AUDIO_DL imputation flag. (See Appendix G for definitions of flags.)
VIDEO_PH	09	N	454	Video - physical units (including video tapes, DVDs, video CD-ROMs, etc.) -3-Closed or temporarily closed administrative entity
F_VID_PH	04	A	†	VIDEO_PH imputation flag. (See Appendix G for definitions of flags.)
VIDEO_DL	09	N	455	Video - downloadable units -3-Closed or temporarily closed administrative entity
F_VID_DL	04	A	†	VIDEO_DL imputation flag. (See Appendix G for definitions of flags.)
				<b>ELECTRONIC COLLECTIONS</b>
EC_LO_OT	09	N	456	Local/Other electronic collections -3-Closed or temporarily closed administrative entity
F_EC_L_O	04	A	†	EC_LO_OT imputation flag. (See Appendix G for definitions of flags.)

Variable name	Field length	Data type	Survey item	Description
EC_ST	09	N	457	State electronic collections -3-Closed or temporarily closed administrative entity
F_EC_ST	04	A	†	EC_ST imputation flag. (See Appendix G for definitions of flags.)
ELECCOLL	09	N	458	Total electronic collections -3-Closed or temporarily closed administrative entity
F_ELECOL	04	A	†	ELECCOLL imputation flag. (See Appendix G for definitions of flags.)
SUBSCRIP	09	N	460	Current print serial subscriptions -3-Closed or temporarily closed administrative entity
F_PRSUB	04	A	†	SUBSCRIP imputation flag. (See Appendix G for definitions of flags.)
<b>PUBLIC SERVICE HOURS</b>				
HRS_OPEN	09	N	500	Total annual public service hours for all service outlets -3-Closed or temporarily closed administrative entity
F_HRS_OP	04	A	†	HRS_OPEN imputation flag. (See Appendix G for definitions of flags.)
<b>LIBRARY SERVICES</b>				
VISITS	09	N	501	Total annual library visits -3-Closed or temporarily closed administrative entity
F_VISITS	04	A	†	VISITS imputation flag. (See Appendix G for definitions of flags.)
REFERENC	09	N	502	Total annual reference transactions -3-Closed or temporarily closed administrative entity
F_REFER	04	A	†	REFERENC imputation flag. (See Appendix G for definitions of flags.)
REGBOR	09	N	503	Registered Users -3-Closed or temporarily closed administrative entity
F_REGBOR	04	A	†	REGBOR imputation flag. (See Appendix G for definitions of flags.)
<b>CIRCULATION</b>				
TOTCIR	09	N	550	Total annual circulation transactions -1-Missing -3-Closed or temporarily closed administrative entity

Variable name	Field length	Data type	Survey item	Description
F_TOTCIR	04	A	†	TOTCIR imputation flag. (See Appendix G for definitions of flags.)
KIDCIRCL	09	N	551	Total annual circulation (including renewals) of all children's materials in all formats to all users -3-Closed or temporarily closed administrative entity
F_KIDCIR	04	A	†	KIDCIRCL imputation flag. (See Appendix G for definitions of flags.)
ELMATCIR	09	N	552	Use of Electronic Materials – The total annual circulation of all electronic materials -1-Missing -3-Closed or temporarily closed administrative entity
F_EMTCIR	04	A	†	ELMATCIR imputation flag. (See Appendix G for definitions of flags.)
PHYSCIR	09	N	553	Physical item circulation – The total annual circulation of all physical library materials of all types, including renewals. -1-Missing -3-Closed or temporarily closed administrative entity
F_PHYSCR	04	A	†	PHYSCIR imputation flag. (See Appendix G for definitions of flags.)
ELINFO	09	N	554	Successful retrieval of electronic information – The number of full-content units or descriptive records examined, downloaded, or otherwise supplied to user, from online library resources that require user authentication but do not have a circulation period. -1-Missing -3-Closed or temporarily closed administrative entity
F_ELINFO	04	A	†	ELINFO imputation flag. (See Appendix G for definitions of flags.)
ELCONT	09	N	555	Electronic content use – The total annual count of the circulation of electronic materials and the successful retrieval of electronic information -1-Missing -3-Closed or temporarily closed administrative entity
F_ELCONT	04	A	†	ELCONT imputation flag. (See Appendix G for definitions of flags.)
TOTCOLL	09	N	556	Total annual count of physical item circulation, circulation of electronic material and successful retrieval of electronic information -1-Missing -3-Closed or temporarily closed administrative entity

Variable name	Field length	Data type	Survey item	Description
F_TOTCOL	04	A	†	TOTCOLL imputation flag. (See Appendix G for definitions of flags.)
				<b>INTER-LIBRARY LOANS</b>
LOANTO	09	N	575	Total annual loans provided to other libraries -3-Closed or temporarily closed administrative entity
F_LOANTO	04	A	†	LOANTO imputation flag. (See Appendix G for definitions of flags.)
LOANFM	09	N	576	Total annual loans received from other libraries -3-Closed or temporarily closed administrative entity
F_LOANFM	04	A	†	LOANFM imputation flag. (See Appendix G for definitions of flags.)
				<b>LIBRARY PROGRAMS</b>
TOTPRO	895	N	600	Total library programs -3-Closed or temporarily closed administrative entity
F_TOTPRO	04	A	†	TOTPRO imputation flag. (See Appendix G for definitions of flags.)
KIDPRO	09	N	601	Total children's programs -3-Closed or temporarily closed administrative entity
F_KIDPRO	04	A	†	KIDPRO imputation flag. (See Appendix G for definitions of flags.)
YAPRO	09	N	602	Total young adult programs -3-Closed or temporarily closed administrative entity
F_YAPRO	04	A	†	YAPRO imputation flag. (See Appendix G for definitions of flags.)
TOTATTEN	09	N	603	Total audience at all library programs -3-Closed or temporarily closed administrative entity
F_TOTATT	04	A	†	TOTATTEN imputation flag. (See Appendix G for definitions of flags.)
KIDATTEN	09	N	604	Total audience at all children's programs -3-Closed or temporarily closed administrative entity
F_KIDATT	04	A	†	KIDATTEN imputation flag. (See Appendix G for definitions of flags.)



Variable name	Field length	Data type	Survey item	Description
YAATTEN	09	N	605	Total audience at all young adult programs -3-Closed or temporarily closed administrative entity
F_YAATT	04	A	†	YAATTEN imputation flag. (See Appendix G for definitions of flags.)
<b>ELECTRONIC TECHNOLOGY</b>				
GPTEMS	06	N	650	Internet computers used by general public -3-Closed or temporarily closed administrative entity
F_GPTEMS	04	A	†	GPTEMS imputation flag. (See Appendix G for definitions of flags.)
PITUSR	09	N	651	Uses of public Internet computers per year -3-Closed or temporarily closed administrative entity
F_PITUSR	04	A	†	PITUSR imputation flag. (See Appendix G for definitions of flags.)
WIFISESS	10	N	652	Total annual wireless sessions provided by the library wireless service -1-Missing -3-Not applicable (closed or temporarily closed administrative entity)
F_WIFISS	04	A	†	WIFISESS imputation flag. (See Appendix G for definitions of flags.)
WEBVISIT	10	N	653	Total visits (sessions) to library website -1-Missing -3-Not applicable (closed or temporarily closed administrative entity)
YR_SUB	04	A	†	FSCS submission year of public library data in 4-digit format (YYYY)
OBereg	02	A	†	Bureau of Economic Analysis Code (formerly, Office of Business Economics) 01-New England (CT ME MA NH RI VT) 02-Mid East (DE DC MD NJ NY PA) 03-Great Lakes (IL IN MI OH WI) 04-Plains (IA KS MN MO NE ND SD) 05-Southeast (AL AR FL GA KY LA MS NC SC TN VA WV) 06-Southwest (AZ NM OK TX) 07-Rocky Mountains (CO ID MT UT WY) 08-Far West (AK CA HI NV OR WA) 09-Outlying Areas (AS GU MP PR VI)

Variable name	Field length	Data type	Survey item	Description
RSTATUS	01	A	†	<p>Derived. Reporting status</p> <p>1-Respondent, with no imputed data</p> <p>2-Respondent, with both reported and imputed data</p> <p>3-Nonrespondent, not imputed</p> <p>4-Nonrespondent, with imputed data</p>
STATSTRU	02	A	†	<p>Structure Change Code</p> <p>00-No change from last year</p> <p>01-Existing administrative entity or outlet absorbs another administrative entity or outlet</p> <p>02-Newly created administrative entity or outlet</p> <p>03-Closed</p> <p>04-Move outlet to a newly created administrative entity</p> <p>05-Merge two or more administrative entities or outlets to form a new administrative entity or outlet</p> <p>06-(reserved)</p> <p>07-(reserved)</p> <p>08-Restored a closed administrative entity or outlet record</p> <p>09-Restored an incorrectly deleted administrative entity or outlet</p> <p>10-Delete an incorrect record</p> <p>11-Outlet moved to a different previously existing administrative entity</p> <p>12-(reserved)</p> <p>13-Add an existing administrative entity or outlet not previously reported</p> <p>22-Future administrative entity FSCS ID Request</p> <p>23-Temporary closure</p> <p>24-Restore/Undo Was a 23 (Reopen a temporary closure)</p> <p>(Note: This code records structure changes to administrative entities and outlets and is included on the Public Library System Data File and the Public Library Outlet File. Structure changes include actions such as adding, deleting, or merging administrative entities or outlets. The full list of codes is provided; however, some codes are specific to one of the data files (e.g., code 11 would appear only on the Public Library Outlet Data File.)</p>
STATNAME	02	A	152A	<p>Name Change Code</p> <p>00-No change from last year</p> <p>06-Official name change</p> <p>14-Minor name change</p>

Variable name	Field length	Data type	Survey item	Description
STATADDR	02	A	153A	Address Change Code 00–No change from last year 07–Moved to a new location 15–Minor address change
LONGITUD	12	N	†	Longitude of the AE street address. Formatted –X00.0000000 (X is blank or 1) This field consists of a negative sign, three integers and seven decimal places, with an explicit decimal point.
LATITUDE	10	N	†	Latitude of the AE street address. Formatted 00.0000000 This field consists of two integers and seven decimal places, with an explicit decimal point.
INCITSST	02	A	†	Two-digit International Committee for Information Technology Standards State Code (INCITS 38) assigned based on the physical location of the administrative entity headquarters. See Appendix D for list of State Codes.
INCITSCO	03	A	†	Three-digit INCITS County Code (INCITS 31) assigned based on the physical location of the administrative entity headquarters.
GNISPLAC	05	A	†	Five-digit Geographic Names Information System (GNIS) Feature ID, or reference to named entities, based on physical location of the administrative entity headquarters. Place Code. Not every address will fall within a Place. M–Missing
CNTYPOP	08	N	†	County Population -1–Missing

Variable name	Field length	Data type	Survey item	Description
LOCALE_ADD	02	A	†	<p>Urban-centric locale code. The geographic location in terms of the size of the community in which it is located and the proximity of that community to urban and metropolitan areas. Assigned based on latitude and longitude of administrative entity.</p> <p>11–City, Large: Territory inside an urbanized area and inside a principal city with population of 250,000 or more.</p> <p>12–City, Mid-size: Territory inside an urbanized area and inside a principal city with a population less than 250,000 and greater than or equal to 100,000.</p> <p>13–City, Small: Territory inside an urbanized area and inside a principal city with a population less than 100,000.</p> <p>21–Suburb, Large: Territory outside a principal city and inside an urbanized area with population of 250,000 or more.</p> <p>22–Suburb, Mid-size: Territory outside a principal city and inside an urbanized area with a population less than 250,000 and greater than or equal to 100,000.</p> <p>23–Suburb, Small: Territory outside a principal city and inside an urbanized area with a population less than 100,000.</p> <p>31–Town, Fringe: Territory inside an urban cluster that is less than or equal to 10 miles from an urbanized area.</p> <p>32–Town, Distant: Territory inside an urban cluster that is more than 10 miles and less than or equal to 35 miles from an urbanized area.</p> <p>33–Town, Remote: Territory inside an urban cluster that is more than 35 miles from an urbanized area.</p> <p>41–Rural, Fringe: Census-defined rural territory that is less than or equal to 5 miles from an urbanized area, as well as rural territory that is less than or equal to 2.5 miles from an urban cluster.</p> <p>42–Rural, Distant: Census-defined rural territory that is more than 5 miles but less than or equal to 25 miles from an urbanized area, as well as rural territory that is more than 2.5 miles but less than or equal to 10 miles from an urban cluster.</p> <p>43–Rural, Remote: Census-defined rural territory that is more than 25 miles from an urbanized area and is also more than 10 miles from an urban cluster.</p>

Variable name	Field length	Data type	Survey item	Description
LOCALE_MOD	02	A	†	<p>Urban-centric locale code. The geographic location in terms of the size of the community in which it is located and the proximity of that community to urban and metropolitan areas. Assigned based on the modal locale code of associated stationary outlets (i.e., central and branch libraries).</p> <p>11–City, Large: Territory inside an urbanized area and inside a principal city with population of 250,000 or more.</p> <p>12–City, Mid-size: Territory inside an urbanized area and inside a principal city with a population less than 250,000 and greater than or equal to 100,000.</p> <p>13–City, Small: Territory inside an urbanized area and inside a principal city with a population less than 100,000.</p> <p>21–Suburb, Large: Territory outside a principal city and inside an urbanized area with population of 250,000 or more.</p> <p>22–Suburb, Mid-size: Territory outside a principal city and inside an urbanized area with a population less than 250,000 and greater than or equal to 100,000.</p> <p>23–Suburb, Small: Territory outside a principal city and inside an urbanized area with a population less than 100,000.</p> <p>31–Town, Fringe: Territory inside an urban cluster that is less than or equal to 10 miles from an urbanized area.</p> <p>32–Town, Distant: Territory inside an urban cluster that is more than 10 miles and less than or equal to 35 miles from an urbanized area.</p> <p>33–Town, Remote: Territory inside an urban cluster that is more than 35 miles from an urbanized area.</p> <p>41–Rural, Fringe: Census-defined rural territory that is less than or equal to 5 miles from an urbanized area, as well as rural territory that is less than or equal to 2.5 miles from an urban cluster.</p> <p>42–Rural, Distant: Census-defined rural territory that is more than 5 miles but less than or equal to 25 miles from an urbanized area, as well as rural territory that is more than 2.5 miles but less than or equal to 10 miles from an urban cluster.</p> <p>43–Rural, Remote: Census-defined rural territory that is more than 25 miles from an urbanized area and is also more than 10 miles from an urban cluster.</p>

Variable name	Field length	Data type	Survey item	Description
REAPLOCALE_ADD	02	A	†	<p>REAP (The Rural Education Achievement Program) Urban-centric locale code. The geographic location in terms of the size of the community in which it is located and the location of that community relative to urban and metropolitan areas. Assigned based on the latitude and longitude of the administrative entity.</p> <p>01–Large City: A principal city of a metropolitan area, with the city having a population greater than or equal to 250,000.</p> <p>02–Mid-size City: A principal city of a metropolitan area, with the city having a population less than 250,000.</p> <p>03–Urban Fringe of a Large City: Any incorporated place, Census-designated place, or non-place territory within a metropolitan area of a large city and defined as urban by the Census Bureau.</p> <p>04–Urban Fringe of a Mid-size City: Any incorporated place, Census-designated place, or non-place territory within a metropolitan area of a midsize city and defined as urban by the Census Bureau.</p> <p>05–Large Town: An incorporated place or Census-designated place with a population greater than or equal to 25,000 and located outside a metropolitan area.</p> <p>06–Small Town: An incorporated place or Census-designated place with a population less than 25,000 and greater than or equal to 2,500 and located outside a metropolitan area.</p> <p>07–Rural, Outside Metropolitan Area: Any incorporated place, Census-designated place, or non-place territory not within a metropolitan area and defined as rural by the Census Bureau.</p> <p>08–Rural, Inside Metropolitan Area: Any incorporated place, Census-designated place, or non-place territory within a metropolitan area and defined as rural by the Census Bureau.</p>

Variable name	Field length	Data type	Survey item	Description
REAPLOCALE_ MOD	02	A	†	<p>REAP (The Rural Education Achievement Program) Urban-centric locale code. The geographic location in terms of the size of the community in which it is located and the location of that community relative to urban and metropolitan areas. Assigned based on the modal REAP locale code of associated stationary outlets (i.e., central and branch libraries)</p> <p>01–Large City: A principal city of a metropolitan area, with the city having a population greater than or equal to 250,000.</p> <p>02–Mid-size City: A principal city of a metropolitan area, with the city having a population less than 250,000.</p> <p>03–Urban Fringe of a Large City: Any incorporated place, Census-designated place, or non-place territory within a metropolitan area of a large city and defined as urban by the Census Bureau.</p> <p>04–Urban Fringe of a Mid-size City: Any incorporated place, Census-designated place, or non-place territory within a metropolitan area of a midsize city and defined as urban by the Census Bureau.</p> <p>05–Large Town: An incorporated place or Census-designated place with a population greater than or equal to 25,000 and located outside a metropolitan area.</p> <p>06–Small Town: An incorporated place or Census-designated place with a population less than 25,000 and greater than or equal to 2,500 and located outside a metropolitan area.</p> <p>07–Rural, Outside Metropolitan Area: Any incorporated place, Census-designated place, or non-place territory not within a metropolitan area and defined as rural by the Census Bureau.</p> <p>08–Rural, Inside Metropolitan Area: Any incorporated place, Census-designated place, or non-place territory within a metropolitan area and defined as rural by the Census Bureau.</p>
CENTRACT	07	N	†	<p>Census Tract code. 7 character - Formatted 0000.YY (YY=blank or numeric) A small, relatively permanent statistical subdivision of a county or statistically equivalent entity delineated by local participants as part of the Census Bureau’s Participant Statistical Areas Program. This field consists of four integers and two decimals, with an explicit decimal point.</p>
CENBLOCK	04	N	†	<p>Census Block code. 4 character - An area bounded on all sides by visible features, such as streets, roads, streams, and railroads tracks, and by invisible boundaries, such as city, town, township, and county limits, property lines, and short, imaginary extensions of streets and roads (designated by the Census Bureau).</p>
CDCODE	04	A	†	<p>Congressional District. ANSI code based on the location of the administrative entity/outlet. Legislatively defined subdivisions of the state for the purpose of electing representatives to the House of Representatives of the U.S. Congress.</p>

Variable name	Field length	Data type	Survey item	Description
CBSA	05	N	†	Core based statistical area. Core based statistical areas (CBSAs) and Principal cities of Metropolitan and Micropolitan Statistical Areas (MSAs) <sup>1</sup> -4-Not applicable
MICROF	01	A	†	Metropolitan and Micropolitan Statistical Area flag 0-Metropolitan area 1-Micropolitan area N-Not applicable
GEOMATCH	02	A	†	Geocoding accuracy and precision level A-Primary address locator match at the street address level of precision. 9-Tertiary address locator match at the ZIP4 (9) centroid level of precision. 5-Tertiary address locator match at the ZIP5 (5) centroid level of precision.

N Numeric field.

A Alpha character field.

† Not applicable.

1 [www.census.gov/programs-surveys/metro-micro.html](http://www.census.gov/programs-surveys/metro-micro.html)



## Appendix B: Record Layout for Public Library State Summary/ State Characteristics Data File, FY 2018 (pls\_state\_pud18i)

Variable name	Field length	Data type	Survey item	Description
<p><b>Data Source: Public Libraries Survey, Fiscal Year 2018</b>  <b>Number of records = 55 (one record per observation)</b>  <b>Number of fields per record = 129</b></p>				
<b>IDENTIFICATION</b>				
STABR	02	A	†	Two-letter American National Standards Institute (ANSI) State Code. (See Appendix D for list of State Codes.)
<b>POPULATION</b>				
POPU_LSA	10	N	208	Population of the legal service area
F_POPLSA	04	A	†	POPU_LSA imputation flag. (See Appendix G for definitions of flags.)
POPU_UND	10	N	103	Total unduplicated population of legal service areas. (Note: This is a single, state-reported figure. This item is on the State Characteristics data entry screen.)
POPU_ST	10	N	102	Reported state total population estimate. (Note: This item is on the State Characteristics data entry screen.)
<b>SERVICE OUTLETS</b>				
CENTLIB	05	N	209	Number of central libraries
F_CENTLIB	04	A	†	CENTLIB imputation flag. (See Appendix G for definitions of flags.)
BRANLIB	05	N	210	Number of branch libraries
F_BRLIB	04	A	†	BRANLIB imputation flag. (See Appendix G for definitions of flags.)
BKMOB	05	N	211	Number of bookmobiles
F_BKMOB	04	A	†	BKMOB imputation flag. (See Appendix G for definitions of flags.)

Variable name	Field length	Data type	Survey item	Description
				<b>FULL-TIME EQUIVALENT (FTE) PAID STAFF</b>
MASTER	11	N	250	ALA-MLS Librarians. Number of FTE paid librarians with master's degrees from programs of library and information studies accredited by the American Library Association. This field consists of eight integers and two decimals, with an explicit decimal point.
F_MASTER	04	A	†	MASTER imputation flag. (See Appendix G for definitions of flags.)
LIBRARIA	11	N	251	Total number of FTE employees holding the title of librarian. This field consists of eight integers and two decimals, with an explicit decimal point.
F_LIBRAR	04	A	†	LIBRARIA imputation flag. (See Appendix G for definitions of flags.)
OTHPAID	11	N	252	All other paid FTE employees. This field consists of eight integers and two decimals, with an explicit decimal point.
F_OTHSTF	04	A	†	OTHPAID imputation flag. (See Appendix G for definitions of flags.)
TOTSTAFF	12	N	253	Total paid FTE employees (i.e., sum of LIBRARIA and OTHPAID). This field consists of nine integers and two decimals, with an explicit decimal point.
F_TOTSTF	04	A	†	TOTSTAFF imputation flag. (See Appendix G for definitions of flags.)
				<b>OPERATING REVENUE</b>
LOGGVT	11	N	300	Operating revenue from local government
F_LOGGVT	04	A	†	LOGGVT imputation flag. (See Appendix G for definitions of flags.)
STGVT	11	N	301	Operating revenue from state government
F_STGVT	04	A	†	STGVT imputation flag. (See Appendix G for definitions of flags.)
FEDGVT	11	N	302	Operating revenue from federal government
F_FEDGVT	04	A	†	FEDGVT imputation flag. (See Appendix G for definitions of flags.)
OTHINCM	11	N	303	Other operating revenue (i.e., revenue not included in LOGGVT, STGVT, and FEDGVT)
F_OTHINC	04	A	†	OTHINCM imputation flag. (See Appendix G for definitions of flags.)

Variable name	Field length	Data type	Survey item	Description
TOTINCM	12	N	304	Total operating revenue (i.e., sum of LOGGVT, STGVT, FEDGVT, and OTHINCM)
F_TOTINC	04	A	†	TOTINCM imputation flag. (See Appendix G for definitions of flags.)
<b>OPERATING EXPENDITURES</b>				
<b>Staff expenditures</b>				
SALARIES	11	N	350	Salaries and wages for all library staff
F_SALX	04	A	†	SALARIES imputation flag. (See Appendix G for definitions of flags.)
BENEFIT	11	N	351	Employee benefits for all library staff
F_BENX	04	A	†	BENEFIT imputation flag. (See Appendix G for definitions of flags.)
STAFFEXP	11	N	352	Total staff expenditures (i.e., sum of SALARIES and BENEFIT)
F_TOSTFX	04	A	†	STAFFEXP imputation flag. (See Appendix G for definitions of flags.)
<b>Collection Expenditures</b>				
PRMATEXP	09	N	353	Operating expenditures for print materials (including books, current serial subscriptions, government documents, and any other print acquisitions)
F_PRMATX	04	A	†	PRMATEXP imputation flag. (See Appendix G for definitions of flags.)
ELMATEXP	09	N	354	Operating expenditures for electronic (digital) materials (including e-books, e-serials, government documents, databases, electronic files, reference tools, scores, maps, or pictures, including materials digitized by the library)
F_ELMATX	04	A	†	ELMATEXP imputation flag. (See Appendix G for definitions of flags.)
OTHMATEX	09	N	355	Operating expenditures for other library materials (microform, audio, video, DVD, and new formats)
F_OTMATX	04	A	†	OTHMATEX imputation flag. (See Appendix G for definitions of flags.)
TOTEXPCO	11	N	356	Total expenditures on library collection (i.e., sum of PRMATEXP, ELMATEXP, and OTHMATEX)
F_TOCOLX	04	A	†	TOTEXPCO imputation flag. (See Appendix G for definitions of flags.)

Variable name	Field length	Data type	Survey item	Description
				<b>Other operating expenditures</b>
OTHOPEXP	11	N	357	Other operating expenditures (i.e., operating expenditures not included in STAFFEXP and TOTEXPCO)
F_OTHOPX	04	A	†	OTHOPEXP imputation flag. (See Appendix G for definitions of flags.)
TOTOPEXP	12	N	358	Total operating expenditures (i.e., sum of STAFFEXP, TOTEXPCO, and OTHOPEXP)
F_TOTOPX	04	A	†	TOTOPEXP imputation flag. (See Appendix G for definitions of flags.)
				<b>CAPITAL REVENUE</b>
LCAP_REV	10	N	400	Local government capital revenue
F_LCAPRV	04	A	†	LCAP_REV imputation flag. (See Appendix G for definitions of flags.)
SCAP_REV	10	N	401	State government capital revenue
F_SCAPRV	04	A	†	SCAP_REV imputation flag. (See Appendix G for definitions of flags.)
FCAP_REV	10	N	402	Federal government capital revenue
F_FCAPRV	04	A	†	FCAP_REV imputation flag. (See Appendix G for definitions of flags.)
OCAP_REV	10	N	403	Other capital revenue (i.e., capital revenue not included in LCAP_REV, SCAP_REV, and FCAP_REV)
F_OCAPRV	04	A	†	OCAP_REV imputation flag. (See Appendix G for definitions of flags.)
CAP_REV	11	N	404	Total capital revenue (i.e., sum of LCAP_REV, SCAP_REV, FCAP_REV, and OCAP_REV)
F_TCAPRV	04	A	†	CAP_REV imputation flag. (See Appendix G for imputation flags.)
				<b>CAPITAL EXPENDITURES</b>
CAPITAL	11	N	405	Total capital expenditures
F_TCAPX	04	A	†	CAPITAL imputation flag. (See Appendix G for definitions of flags.)

Variable name	Field length	Data type	Survey item	Description
<b>LIBRARY COLLECTION</b>				
BKVOL	11	N	450	Print materials (including books and government documents)
F_BKVOL	04	A	†	BKVOL imputation flag. (See Appendix G for definitions of flags.)
EBOOK	09	N	451	Electronic books (E-books) (digital documents, including non-serial government documents in digital format)
F_EBOOK	04	A	†	EBOOK imputation flag. (See Appendix G for definitions of flags.)
AUDIO_PH	11	N	452	Audio - physical units (including records, audiocassettes, audio cartridges, audio discs—including audio-CD-ROMS, audio reels, talking books, and other sound recordings)
F_AUD_PH	04	A	†	AUDIO_PH imputation flag. (See Appendix G for definitions of flags.)
AUDIO_DL	11	N	453	Audio - downloadable units
F_AUD_DL	04	A	†	AUDIO_DL imputation flag. (See Appendix G for definitions of flags.)
VIDEO_PH	11	N	454	Video - physical units (including video tapes, DVDs, video CD-ROMs, etc.)
F_VID_PH	04	A	†	VIDEO_PH imputation flag. (See Appendix G for definitions of flags.)
VIDEO_DL	11	N	455	Video - downloadable units
F_VID_DL	04	A	†	VIDEO_DL imputation flag. (See Appendix G for definitions of flags.)
<b>ELECTRONIC COLLECTIONS</b>				
EC_LO_OT	09	N	456	Local/Other electronic collections
F_EC_L_O	04	A	†	EC_LO_OT imputation flag. (See Appendix G for definitions of flags.)
EC_ST	09	N	457	State electronic collections
F_EC_ST	04	A	†	EC_ST imputation flag. (See Appendix G for definitions of flags.)
ELECCOLL	09	N	458	Total electronic collection
F_ELECOL	04	A	†	ELECCOLL imputation flag. (See Appendix G for definitions of flags.)

Variable name	Field length	Data type	Survey item	Description
SUBSCRIP	11	N	460	Current print serial subscriptions
F_PRSUB	04	A	†	SUBSCRIP imputation flag. (See Appendix G for definitions of flags.)
<b>PUBLIC SERVICE HOURS</b>				
HRS_OPEN	11	N	500	Total annual public service hours for all service outlets
F_HRS_OP	04	A	†	HRS_OPEN imputation flag. (See Appendix G for definitions of flags.)
<b>LIBRARY SERVICES</b>				
VISITS	11	N	501	Total annual library visits
F_VISITS	04	A	†	VISITS imputation flag. (See Appendix G for definitions of flags.)
REFERENC	11	N	502	Total annual reference transactions
F_REFER	04	A	†	REFERENC imputation flag. (See Appendix G for definitions of flags.)
REGBOR	11	N	503	Registered Users
F_REGBOR	04	A	†	F_REGBOR imputation flag. (See Appendix G for definitions of flags.)
<b>CIRCULATION</b>				
TOTCIR	11	N	550	Total annual circulation transactions
F_TOTCIR	04	A	†	TOTCIR imputation flag. (See Appendix G for definitions of flags.)
KIDCIRCL	09	N	551	Total annual circulation (including renewals) of all children's materials in all formats to all users
F_KIDCIR	04	A	†	KIDCIRCL imputation flag. (See Appendix G for definitions of flags.)
ELMATCIR	09	N	552	Total annual circulation of all electronic materials.
F_EMTCIR	04	A	†	ELMATCIR imputation flag. (See Appendix G for definitions of flags.)
PHYSCIR	09	N	553	Physical item circulation – The total annual circulation of all physical library materials of all types, including renewals.
				-1–Missing

Variable name	Field length	Data type	Survey item	Description
F_PHYSCR	04	A	†	PHYSCR imputation flag. (See Appendix G for definitions of flags.)
ELINFO	09	N	554	Successful retrieval of electronic information – The number of full-content units or descriptive records examined, downloaded, or otherwise supplied to user, from online library resources that require user authentication but do not have a circulation period. -1-Missing
F_ELINFO	04	A	†	ELINFO imputation flag. (See Appendix G for definitions of flags.)
ELCONT	09	N	555	Electronic content use – The total annual count of the circulation of electronic materials and the successful retrieval of electronic information -1-Missing
F_ELCONT	04	A	†	ELCONT imputation flag. (See Appendix G for definitions of flags.)
TOTCOLL	09	N	556	Total annual count of physical item circulation, circulation of electronic material and successful retrieval of electronic information
F_TOTCOL	04	A	†	TOTCOLL imputation flag. (See Appendix G for definitions of flags.)
<b>INTER-LIBRARY LOANS</b>				
LOANTO	08	N	575	Total annual loans provided to other libraries
F_LOANTO	04	A	†	LOANTO imputation flag. (See Appendix G for definitions of flags.)
LOANFM	08	N	576	Total annual loans received from other libraries
F_LOANFM	04	A	†	LOANFM imputation flag. (See Appendix G for definitions of flags.)
<b>LIBRARY PROGRAMS</b>				
TOTPRO	09	N	600	Total library programs
F_TOTPRO	04	A	†	TOTPRO imputation flag. (See Appendix G for definitions of flags.)
KIDPRO	09	N	601	Total children's programs
F_KIDPRO	04	A	†	KIDPRO imputation flag. (See Appendix G for definitions of flags.)
YAPRO	09	N	602	Total young adult programs

Variable name	Field length	Data type	Survey item	Description
F_YAPRO	04	A	†	YAPRO imputation flag. (See Appendix G for definitions of flags.)
TOTATTEN	09	N	603	Total audience at all library programs
F_TOTATT	04	A	†	TOTATTEN imputation flag. (See Appendix G for definitions of flags.)
KIDATTEN	09	N	604	Total audience at all children's programs
F_KIDATT	04	A	†	KIDATTEN imputation flag. (See Appendix G for definitions of flags.)
YAATTEN	09	N	605	Total audience at all young adult programs
F_YAATT	04	A	†	YAATTEN imputation flag. (See Appendix G for definitions of flags.)
<b>OTHER ELECTRONIC INFORMATION</b>				
GPTERMS	06	N	650	Internet computers used by general public
F_GPTERM	04	A	†	GPTERMS imputation flag. (See Appendix G for definitions of flags.)
PITUSR	09	N	651	Uses of public Internet computers per year
F_PITUSR	04	A	†	PITUSR imputation flag. (See Appendix G for definitions of flags.)
WIFISESS	10	N	652	Total annual wireless sessions provided by the library wireless service
F_WIFISS	04	A	†	WIFISESS imputation flag. (See Appendix G for definitions of flags.)
WEBVISIT	10	N	653	Total visits (sessions) to library website -1-Missing
<b>OTHER</b>				
STARTDAT	07	A	100	Reporting period starting date, in mm/yyyy format (e.g., 07/2017).
ENDDATE	07	A	101	Reporting period ending date, in mm/yyyy format (e.g., 06/2018).
INCITSST	02	A	†	Two-digit International Committee for Information Technology Standards State Code (INCITS 38) assigned based on the physical location of the administrative entity headquarters. (See Appendix D for list of State Codes.)
YR_SUB	04	A	†	FSCS submission year of public library data in 4-digit format (YYYY)



Variable name	Field length	Data type	Survey item	Description
OBEREG	02	A	†	Bureau of Economic Analysis Code (formerly, Office of Business Economics) 01–New England (CT ME MA NH RI VT) 02–Mid East (DE DC MD NJ NY PA) 03–Great Lakes (IL IN MI OH WI) 04–Plains (IA KS MN MO NE ND SC) 05–Southeast (AL AR FL GA KY LA MS NC SC TN VA WV) 06–Southwest (AZ NM OK TX) 07–Rocky Mountains (CO ID MT UT WY) 08–Far West (AK CA HI NV OR WA) 09–Outlying Areas (AS GU MP PR VI)

N      Numeric field.  
A      Alpha character field.  
†      Not applicable.

## Appendix C: Record Layout for Public Library Outlet Data File, FY 2018 (pls\_outlet\_pud18i)

Variable name	Field length	Data type	Survey item	Description
<b>Data Source: Public Libraries Survey, Fiscal Year 2018</b> <b>Number of records = 17,452 (one record per observation)</b> <b>Number of fields per record = 37</b>				
STABR	02	A	†	Two-letter American National Standards Institute (ANSI) State Code. (See Appendix D for list of State Codes.)
FSCSKEY	06	A	700	Outlet identification code assigned by IMLS. Outlets of an administrative entity have the same FSCSKEY as their administrative entity. The outlet is separately identified by a unique 3-digit suffix called FSCS_SEQ.
FSCS_SEQ	03	A	†	Outlet's unique three-digit suffix to FSCSKEY, assigned by IMLS.
C_FSCS	01	A	203	FSCS Public Library Definition (Public library system meets all criteria in the definition.) Y-Yes N-No
LIBID	20	A	701	Outlet identification code assigned by the state. If the state did not assign a code, IMLS assigns a combination of FSCSKEY and FSCS_SEQ, separated by a dash (e.g., AK0003-002).
LIBNAME	60	A	702	Name of outlet
ADDRESS	35	A	703	Complete street address of outlet
CITY	20	A	704	City or town of outlet
ZIP	05	A	705	Standard five-digit postal zip code for street address of outlet
ZIP4	04	A	†	Four-digit postal zip code extension for street address of outlet M-Missing
CNTY	20	A	707	County in which the outlet is physically located
PHONE	10	A	708	Telephone number of the outlet, in following format: area code/exchange/number (e.g., 7037315072) -3-Closed or temporarily closed outlet -4-Not applicable

Variable name	Field length	Data type	Survey item	Description
C_OUT_TY	02	A	709	Outlet type CE–Central Library BR–Branch Library BS–Bookmobile(s) MO–Books-by-Mail Only (Note: Prior to FY 2016, Books-by-Mail Only was coded as BM.)
SQ_FEET	08	N	711	Area in square feet of the public library outlet (central library or branch) -1–Missing -3–Closed or temporarily closed outlet -4–Not applicable
F_SQ_FT	04	A	†	SQ_FEET imputation flag. (See Appendix G for definitions of flags.)
L_NUM_BM	02	N	712	Number of bookmobiles in the bookmobile outlet record (i.e., record with C_OUT_TY = BS) -1–Missing -3–Closed or temporarily closed outlet
HOURS	04	N	713	Public Service Hours Per Year (actual hours) -1–Missing -3–Closed or temporarily closed outlet
WKS_OPEN	02	N	714	Number of Weeks an outlet is open to the public (actual weeks) -1–Missing -3–Closed or temporarily closed outlet
YR_SUB	04	A	†	FSCS submission year of public library data in 4-digit format (YYYY)
OBereg	02	A	†	Bureau of Economic Analysis Code (formerly, Office of Business Economics) 01–New England (CT ME MA NH RI VT) 02–Mid East (DE DC MD NJ NY PA) 03–Great Lakes (IL IN MI OH WI) 04–Plains (IA KS MN MO NE ND SD) 05–Southeast (AL AR FL GA KY LA MS NC SC TN VA WV) 06–Southwest (AZ NM OK TX) 07–Rocky Mountains (CO ID MT UT WY) 08–Far West (AK CA HI NV OR WA) 09–Outlying Areas (AS GU MP PR VI)

Variable name	Field length	Data type	Survey item	Description
STATSTRU	02	A	†	<p>Structure Change Code</p> <p>00–No change from last year</p> <p>01–Existing administrative entity or outlet absorbs another administrative entity or outlet</p> <p>02–Newly created administrative entity or outlet</p> <p>03–Closed</p> <p>04–Move outlet to a newly created administrative entity</p> <p>05–Merge two or more administrative entities or outlets to form a new administrative entity or outlet</p> <p>06–(reserved)</p> <p>07–(reserved)</p> <p>08–Restored a closed administrative entity or outlet record</p> <p>09–Restored an incorrectly deleted administrative entity or outlet</p> <p>10–Delete an incorrect record</p> <p>11–Outlet moved to a different previously existing administrative entity</p> <p>12–(reserved)</p> <p>13–Add an existing administrative entity or outlet not previously reported</p> <p>22–Future administrative entity FSCS ID Request</p> <p>23–Temporary closure</p> <p>24–Restore/Undo Was a 23 (Reopen a temporary closure)</p> <p>(Note: This code records structure changes to administrative entities and outlets and is included on the Public Library System Data File and the Public Library Outlet File. Structure changes include actions such as adding, deleting, or merging administrative entities or outlets. The full list of codes is provided; however, some codes are specific to one of the data files (e.g., code 11 would appear only on the Public Library Outlet Data File).</p>
STATNAME	02	A	702A	<p>Name Change Code</p> <p>00–No change from last year</p> <p>06–Official name change</p> <p>14–Minor name change</p>
STATADDR	02	A	703A	<p>Address Change Code</p> <p>00–No change from last year</p> <p>07–Moved to a new location</p> <p>15–Minor address change</p>
LONGITUD	12	N	†	<p>Longitude of the outlet street address. Formatted –X00.0000000 (X is blank or 1) This field consists of a negative sign, three integers and seven decimal places, with an explicit decimal point.</p>
LATITUDE	10	N	†	<p>Latitude of the outlet street address. Formatted 00.0000000 This field consists of two integers and seven decimal places, with an explicit decimal point.</p>

Variable name	Field length	Data type	Survey item	Description
INCITSST	02	A	†	Two-digit International Committee for Information Technology Standards State Code (INCITS 38) assigned based on the physical location of the outlet. See Appendix D for list of State Codes.
INCITSCO	03	A	†	Three-digit INCITS County Code (INCITS 31) assigned based on the physical location of the outlet
GNISPLAC	05	A	†	Five-digit Geographic Names Information System (GNIS) Feature ID, or reference to named entities, based on physical location of the outlet. Not every address will fall within a Place. M-Missing
CNTYPOP	08	N	†	County Population -1-Missing

Variable name	Field length	Data type	Survey item	Description
LOCALE	02	A	†	<p>Urban-centric locale code. The geographic location in terms of the size of the community in which it is located and the proximity of that community to urban and metropolitan areas. Assigned based on the latitude and longitude of the outlet.</p> <p>11–City, Large: Territory inside an urbanized area and inside a principal city with population of 250,000 or more.</p> <p>12–City, Mid-size: Territory inside an urbanized area and inside a principal city with a population less than 250,000 and greater than or equal to 100,000.</p> <p>13–City, Small: Territory inside an urbanized area and inside a principal city with a population less than 100,000.</p> <p>21–Suburb, Large: Territory outside a principal city and inside an urbanized area with population of 250,000 or more.</p> <p>22–Suburb, Mid-size: Territory outside a principal city and inside an urbanized area with a population less than 250,000 and greater than or equal to 100,000.</p> <p>23–Suburb, Small: Territory outside a principal city and inside an urbanized area with a population less than 100,000.</p> <p>31–Town, Fringe: Territory inside an urban cluster that is less than or equal to 10 miles from an urbanized area.</p> <p>32–Town, Distant: Territory inside an urban cluster that is more than 10 miles and less than or equal to 35 miles from an urbanized area.</p> <p>33–Town, Remote: Territory inside an urban cluster that is more than 35 miles from an urbanized area.</p> <p>41–Rural, Fringe: Census-defined rural territory that is less than or equal to 5 miles from an urbanized area, as well as rural territory that is less than or equal to 2.5 miles from an urban cluster.</p> <p>42–Rural, Distant: Census-defined rural territory that is more than 5 miles but less than or equal to 25 miles from an urbanized area, as well as rural territory that is more than 2.5 miles but less than or equal to 10 miles from an urban cluster.</p> <p>43–Rural, Remote: Census-defined rural territory that is more than 25 miles from an urbanized area and is also more than 10 miles from an urban cluster.</p> <p>M–Missing</p>

Variable name	Field length	Data type	Survey item	Description
REAPLOCALE	02	A	†	<p>REAP (The Rural Education Achievement Program) Urban-centric locale code. The geographic location in terms of the size of the community in which it is located and the location of that community relative to urban and metropolitan areas. Assigned based on the latitude and longitude of the outlet.</p> <p>01–Large City: A principal city of a metropolitan area, with the city having a population greater than or equal to 250,000.</p> <p>02–Mid-size City: A principal city of a metropolitan area, with the city having a population less than 250,000.</p> <p>03–Urban Fringe of a Large City: Any incorporated place, Census-designated place, or non-place territory within a metropolitan area of a large city and defined as urban by the Census Bureau.</p> <p>04–Urban Fringe of a Mid-size City: Any incorporated place, Census-designated place, or non-place territory within a metropolitan area of a midsize city and defined as urban by the Census Bureau.</p> <p>05–Large Town: An incorporated place or Census-designated place with a population greater than or equal to 25,000 and located outside a metropolitan area.</p> <p>06–Small Town: An incorporated place or Census-designated place with a population less than 25,000 and greater than or equal to 2,500 and located outside a metropolitan area.</p> <p>07–Rural, Outside Metropolitan Area: Any incorporated place, Census-designated place, or non-place territory not within a metropolitan area and defined as rural by the Census Bureau.</p> <p>08–Rural, Inside Metropolitan Area: Any incorporated place, Census-designated place, or non-place territory within a metropolitan area and defined as rural by the Census Bureau.</p>
CENTRACT	07	N	†	<p>Census Tract code. 7 character - Formatted 0000.XX (XX=blank or numeric) A small, relatively permanent statistical subdivision of a county or statistically equivalent entity delineated by local participants as part of the Census Bureau’s Participant Statistical Areas Program. This field consists of four integers and two decimals, with an explicit decimal point.</p>
CENBLOCK	04	N	†	<p>Census Block code. 4 character - An area bounded on all sides by visible features, such as streets, roads, streams, and railroads tracks, and by invisible boundaries, such as city, town, township, and county limits, property lines, and short, imaginary extensions of streets and roads (designated by the Census Bureau).</p>
CDCODE	04	A	†	<p>Congressional District. ANSI code based on the location of the administrative entity/outlet. Legislatively defined subdivisions of the state for the purpose of electing representatives to the House of Representatives of the U.S. Congress.</p>

Variable name	Field length	Data type	Survey item	Description
CBSA	05	N	†	Core based statistical area. Core based statistical areas (CBSAs) and Principal cities of Metropolitan and Micropolitan Statistical Areas (MSAs) <sup>1</sup> -4-Not applicable
MICROF	01	A	†	Metropolitan and Micropolitan Statistical Area flag N-Not applicable 0-Metropolitan area 1-Micropolitan area
GEOMATCH	02	A	†	Geocoding accuracy and precision level A-Primary address locator match at the street address level of precision. 9-Tertiary address locator match at the ZIP4 (9) centroid level of precision. 5-Tertiary address locator match at the ZIP5 (5) centroid level of precision.

N Numeric field.

A Alpha character field.

† Not applicable.

1 [www.census.gov/programs-surveys/metro-micro.html](http://www.census.gov/programs-surveys/metro-micro.html)



## Appendix D: ANSI State Codes

ANSI 2-Letter State Code	State	ANSI 2-Digit State Code <sup>1</sup>
AL	Alabama	01
AK	Alaska	02
AZ	Arizona	04
AR	Arkansas	05
CA	California	06
CO	Colorado	08
CT	Connecticut	09
DE	Delaware	10
DC	District of Columbia	11
FL	Florida	12
GA	Georgia	13
HI	Hawaii	15
ID	Idaho	16
IL	Illinois	17
IN	Indiana	18
IA	Iowa	19
KS	Kansas	20
KY	Kentucky	21
LA	Louisiana	22
ME	Maine	23
MD	Maryland	24
MA	Massachusetts	25
MI	Michigan	26
MN	Minnesota	27
MS	Mississippi	28
MO	Missouri	29
MT	Montana	30
NE	Nebraska	31
NV	Nevada	32
NH	New Hampshire	33
NJ	New Jersey	34
NM	New Mexico	35
NY	New York	36
NC	North Carolina	37
ND	North Dakota	38

<sup>1</sup> American National Standards Institute (ANSI) codes are a standardized set of numeric or alphabetic codes issued by ANSI to ensure uniform identification of geographic entities through all federal government agencies.

<b>ANSI 2-Letter State Code</b>	<b>State</b>	<b>ANSI 2-Digit State Code<sup>1</sup></b>
OH	Ohio	39
OK	Oklahoma	40
OR	Oregon	41
PA	Pennsylvania	42
RI	Rhode Island	44
SC	South Carolina	45
SD	South Dakota	46
TN	Tennessee	47
TX	Texas	48
UT	Utah	49
VT	Vermont	50
VA	Virginia	51
WA	Washington	53
WV	West Virginia	54
WI	Wisconsin	55
WY	Wyoming	56

**Outlying Areas:**

<b>ANSI 2-Letter Code</b>	<b>Outlying Area</b>	<b>ANSI 2-Digit Code<sup>1</sup></b>
AS	American Samoa	60
GU	Guam	66
MP	Northern Mariana Islands	69
PR	Puerto Rico	72
VI	U.S. Virgin Islands	78

<sup>1</sup>American National Standards Institute (ANSI) codes are a standardized set of numeric or alphabetic codes issued by ANSI to ensure uniform identification of geographic entities through all federal government agencies.

## Appendix E: Libraries with No Central Outlet

Obs	FSCS ID#	Library Name	Total	Central Outlets	Branches	Bookmobiles
1	AL0123	Marshall County Cooperative Library	1	0	0	1
2	AZ0001	Apache County Library District Office	7	0	7	0
3	AZ0042	Mohave County Library District	12	0	10	2
4	AZ0067	Yavapai County Free Library District	15	0	15	0
5	AZ0177	La Paz County Services	2	0	2	0
6	AZ0181	Hopi Public Library	2	0	0	2
7	CA0017	Butte County Library	6	0	6	0
8	CA0028	Contra Costa County Library	26	0	26	0
9	CA0047	Imperial County Library	4	0	4	0
10	CA0062	County of Los Angeles Public Library	88	0	85	3
11	CA0065	Marin County Free Library	11	0	10	1
12	CA0071	Mono County Free Library	7	0	7	0
13	CA0073	Monterey County Free Libraries	18	0	15	3
14	CA0084	Orange County Public Libraries	33	0	33	0
15	CA0091	Palo Alto City Library	5	0	5	0
16	CA0109	San Bernardino County Library	32	0	32	0
17	CA0112	San Diego County Library	35	0	33	2
18	CA0120	San Mateo County Libraries	13	0	12	1
19	CA0126	Santa Clara County Library	10	0	8	2
20	CA0136	Solano County Library	8	0	8	0
21	CA0152	Ventura County Library	13	0	13	0
22	CA0157	Yolo County Library	7	0	7	0
23	CA0194	Rancho Cucamonga Public Library	3	0	2	1
24	CA0199	Riverside County Library System	37	0	35	2
25	CA0210	Santa Clarita Public Library	3	0	3	0
26	CO0001	Rangeview Library District	8	0	7	1
27	CO0005	Arapahoe Library District	10	0	8	2

Obs	FSCS ID#	Library Name	Total	Central Outlets	Branches	Bookmobiles
28	C00037	Douglas County Libraries	7	0	7	0
29	C00039	Eagle Valley Library District	3	0	3	0
30	C00040	Elbert County Library District	4	0	4	0
31	C00046	Poudre River Public Library District	3	0	3	0
32	C00049	Garfield County Public Library District	6	0	6	0
33	C00051	Grand County Library District	5	0	5	0
34	C00060	Jefferson County Public Library	11	0	10	1
35	C00071	Lincoln County Bookmobile	1	0	0	1
36	C00094	Park County Public Library	4	0	4	0
37	C00103	South Routt Library District	2	0	2	0
38	C00108	Northern Saguache County Library District	2	0	2	0
39	C00143	Clear Creek County Library District	3	0	3	0
40	C00144	Delta County Public Library District	5	0	5	0
41	C00145	High Plains Library District	15	0	14	1
42	C09026	Northeast Colorado Bookmobile Services	1	0	0	1
43	DC0001	District of Columbia Public Library	26	0	26	0
44	DE0030	Sussex County Dept. of Libraries	4	0	3	1
45	DE0046	Department of Community Services	10	0	10	0
46	FL0018	Citrus County Library System	5	0	5	0
47	FL0035	Hillsborough County Public Library Cooperative	30	0	28	2
48	FL0039	Lake County Library System	15	0	15	0
49	FL0042	Lee County Library System	15	0	14	1
50	FL0056	Boca Raton Public Library	2	0	2	0
51	FL0065	Pasco County Public Library Cooperative	8	0	8	0
52	FL0091	St. Johns County Public Library System	8	0	6	2
53	FL0092	St. Lucie County Library System	7	0	7	0
54	FL0093	Sarasota County Public Libraries	10	0	10	0
55	FL0099	Volusia County Public Library	13	0	13	0
56	FL0127	Pinellas Public Library Cooperative	25	0	25	0
57	FL0135	Wilderness Coast Public Libraries	4	0	4	0

Obs	FSCS ID#	Library Name	Total	Central Outlets	Branches	Bookmobiles
58	FL0136	Panhandle Public Library Cooperative System	10	0	10	0
59	FL0146	Sumter County Library System	5	0	5	0
60	FL0147	Three Rivers Regional Library System	7	0	6	1
61	FL0149	New River Public Library Cooperative	5	0	3	2
62	FL0150	Heartland Library Cooperative	7	0	7	0
63	FL0255	Santa Rosa County Library System	5	0	5	0
64	FL0259	Pal Public Library Cooperative	25	0	23	2
65	FL8001	Polk County Library Cooperative	18	0	17	1
66	FL8003	Okaloosa County Public Library Cooperative	6	0	6	0
67	GA0029	Houston County Public Library	3	0	3	0
68	ID0006	Ada County District	4	0	4	0
69	ID0062	Jefferson County District	3	0	3	0
70	ID0112	Benewah District	2	0	2	0
71	ID0120	Community Library Network	9	0	7	2
72	IN0207	Johnson County Public Library	5	0	5	0
73	KS0133	Kansas City, Kansas Public Library	8	0	5	3
74	MD0002	Anne Arundel County Public Library	16	0	16	0
75	MD0004	Baltimore County Public Library	23	0	19	4
76	MD0007	Carroll County Public Library	10	0	7	3
77	MD0009	Charles County Public Library	6	0	4	2
78	MD0013	Harford County Public Library	13	0	11	2
79	MD0016	Montgomery County Public Libraries	22	0	22	0
80	MD0017	Prince George's County Memorial Library System	19	0	19	0
81	MD0019	St. Mary's County Library	3	0	3	0
82	MD0024	Worcester County Library	5	0	5	0
83	MI0171	Iosco-Arenac District Library	8	0	8	0
84	MI0182	Kent District Library	18	0	18	0
85	MI0310	Community District Library	7	0	7	0
86	MN0001	Arrowhead Library System	1	0	0	1
87	MN0038	Carver County Library System	7	0	7	0

Obs	FSCS ID#	Library Name	Total	Central Outlets	Branches	Bookmobiles
88	MN0039	Dakota County Library	9	0	9	0
89	MN0045	Scott County Library	9	0	8	1
90	MN0046	Washington County Library	7	0	7	0
91	MN0109	Viking Library System	2	0	0	2
92	MN0145	Kitchigami Regional Library	10	0	9	1
93	MN9030	Sibley County Library	5	0	5	0
94	MO0004	Mid-Continent Public Library	31	0	31	0
95	MO0035	Saint Charles City-County Library District	12	0	12	0
96	MO0039	Boonslick Regional Library	4	0	4	0
97	MO0040	Cass County Public Library	8	0	7	1
98	MO0045	Trails Regional Library	8	0	8	0
99	MO0059	Northeast Missouri Library Service	4	0	4	0
100	MO0137	Reynolds County Library District	5	0	5	0
101	MO0147	Jefferson County Library District	3	0	3	0
102	MO0164	Oregon County Library District	5	0	5	0
103	MO0174	Heartland Regional Library System	4	0	4	0
104	MO0199	Pulaski County Library	3	0	3	0
105	NC0002	Appalachian Regional Library	5	0	5	0
106	NC0003	Avery-Mitchell-Yancey Regional Library	5	0	4	1
107	NC0006	Craven-Pamlico-Carteret Regional Library	10	0	10	0
108	NC0008	Fontana Regional Library	6	0	6	0
109	NC0011	Nantahala Regional Library	5	0	4	1
110	NC0013	Northwestern Regional Library	14	0	13	1
111	NC0014	Pettigrew Regional Library	4	0	4	0
112	NC0015	Sandhill Regional Library System	17	0	15	2
113	NC0018	Brunswick County Library	5	0	5	0
114	NC0030	Durham County Library	8	0	7	1
115	NC0054	Rockingham County Public Library	5	0	4	1
116	NC0063	Wake County Public Libraries	22	0	22	0
117	ND0078	Sioux County Library	1	0	0	1

Obs	FSCS ID#	Library Name	Total	Central Outlets	Branches	Bookmobiles
118	NV0008	Las Vegas-Clark County Library District	25	0	25	0
119	NV0027	Esmeralda County Libraries	3	0	3	0
120	NY0041	Seneca Nation Library	2	0	2	0
121	OH0018	Clermont County Public Library	10	0	10	0
122	OH0046	Geauga County Public Library	8	0	6	2
123	OH0052	Cuyahoga County Public Library	27	0	27	0
124	OH0053	Cleveland Heights-University Heights PL	4	0	4	0
125	OH0075	Preble County District Library	9	0	9	0
126	OH0089	Portage County District Library	5	0	5	0
127	OH0099	Southwest Public Libraries	2	0	2	0
128	OH0100	Lane Public Library	5	0	3	2
129	OH0129	Adams County Public Library	4	0	4	0
130	OH0242	Willoughby-Eastlake Public Library	4	0	4	0
131	OH0246	Worthington Public Library	3	0	3	0
132	OH0247	Greene County Public Library	8	0	7	1
133	OR0091	Deschutes Public Library District	6	0	6	0
134	PA0222	Dauphin County Library System	8	0	8	0
135	PA0529	Butler Sys Admin Unit	1	0	1	0
136	PA0532	Allegheny Sys Admin Unit	3	0	0	3
137	PA0534	Lancaster Sys Admin Unit	1	0	0	1
138	RI0053	Providence Community Library	10	0	9	1
139	TX0024	Brazoria County Library System	12	0	12	0
140	TX0101	Harris County Public Library	28	0	28	0
141	TX0109	Irving Public Library	4	0	4	0
142	UT0015	Carbon County Bookmobile Library	1	0	0	1
143	UT0022	Emery County Library	8	0	8	0
144	UT0028	Juab County Bookmobile Library	1	0	0	1
145	UT0030	Kane County Bookmobile Library	1	0	0	1
146	UT0032	Millard County Bookmobile Library	1	0	0	1
147	UT0036	Piute County Bookmobile Library	1	0	0	1

Obs	FSCS ID#	Library Name	Total	Central Outlets	Branches	Bookmobiles
148	UT0043	Sevier County Bookmobile Library	1	0	0	1
149	UT0049	Salt Lake County Library	19	0	19	0
150	UT0050	San Juan County Library	7	0	7	0
151	UT8005	Garfield County Bookmobile Library	1	0	0	1
152	VA0014	Central Rappahannock Regional Library	8	0	8	0
153	VA0026	Fairfax County Public Library	23	0	23	0
154	VA0036	Henrico County Public Library	11	0	10	1
155	VA0044	Loudoun County Public Library	10	0	9	1
156	VA0051	Montgomery-Floyd Regional Library	4	0	4	0
157	VA0053	Newport News Public Library System	4	0	4	0
158	VA0057	Pamunkey Regional Library	10	0	10	0
159	VA0064	Prince William Public Library System	11	0	11	0
160	VA8002	Mecklenburg County Public Library	4	0	4	0
161	VI0002	DPNR/Division of Libraries, Archives & Mus.	7	0	4	3
162	VT0220	Franklin-Grand Isle Bookmobile	1	0	0	1
163	WA0057	Whatcom County Library System	12	0	11	1
164	WA0058	Fort Vancouver Regional Library District	17	0	15	2
165	WA0059	King County Library System	64	0	48	16
166	WA0061	Mid-Columbia Library System	13	0	12	1
167	WA0065	Sno-Isle Libraries	24	0	23	1
168	WA0066	Spokane County Library District	11	0	11	0
169	WA0069	Timberland Regional Library	27	0	27	0
170	WI0148	Kenosha Public Library	5	0	4	1
171	WI0153	Kimberly--Little Chute Public Library	2	0	2	0
172	WI0390	La Crosse County Library	5	0	5	0
<b>Total</b>			<b>1,692</b>	<b>0</b>	<b>1,578</b>	<b>114</b>



## Appendix F: Survey Questionnaire

State Characteristics			
Item No.	Item	Current Year	Prior Year
100	Reporting Period Start Date (MM/YYYY)		
101	Reporting Period End Date (MM/YYYY)		
102	State Total Population Estimate		
103	Total Unduplicated Population of Legal Service Areas		

Administrative Entity – Name/Addresses			
Item No.	Item	Current Year	Prior Year
150	FSCS ID		
150a	Structure Status		
151	LIB ID		
152	Name		
152a	Name Status		
	<b>Street Address</b>		
153	Street Address		
153a	Address Status		
154	City (of street address)		
155	ZIP Code (of street address)		
	<b>Mailing Address</b>		
157	Mailing Address		
158	City (of mailing address)		
159	ZIP Code (of mailing address)		

Administrative Entity – Other Identification			
Item No.	Item	Current Year	Prior Year
161	County of the Entity		
162	Phone		
200	Interlibrary Relationship Code		▽
201	Legal Basis Code		▽
202	Administrative Structure Code		▽
203	FSCS Public Library Definition		▽
204	Geographic Code		▽
205	Legal Service Area Boundary Change		▽

206	Reporting Period Starting Date		
207	Reporting Period Ending Date		

<b>Administrative Entity – Population/Outlets/Staff</b>			
Item No.	Item	Current Year	Prior Year
208	Population of the Legal Service Area		
	<b>Service Outlets</b>		
209	Number of Central Libraries		
210	Number of Branch Libraries		
211	Number of Bookmobiles		
	<b>Paid Staff (Full-Time Equivalent)</b>		
250	ALA-MLS		
251	Total Librarians		
252	All Other Paid Staff		
253	Total Paid Employees		

<b>Administrative Entity – Operating Revenue</b>			
Item No.	Item	Current Year	Prior Year
300	Local Government Revenue		
301	State Government Revenue		
302	Federal Government Revenue		
303	Other Operating Revenue		
304	Total Operating Revenue		

<b>Administrative Entity – Operating Expenditures</b>			
Item No.	Item	Current Year	Prior Year
	<b>Staff Expenditures</b>		
350	Salaries & Wages Expenditures		
351	Employee Benefits Expenditures		
352	Total Staff Expenditures		
	<b>Collection Expenditures</b>		
353	Print Materials Expenditures		
354	Electronic Materials Expenditures		
355	Other Materials Expenditures		
356	Total Collection Expenditures		
357	Other Operating Expenditures		
358	Total Operating Expenditures		

Administrative Entity – Capital			
Item No.	Item	Current Year	Prior Year
	<b>Capital Revenue</b>		
400	Local Government Capital Revenue		
401	State Government Capital Revenue		
402	Federal Government Capital Revenue		
403	Other Capital Revenue		
404	Total Capital Revenue		
	<b>Capital Expenditures</b>		
405	Total Capital Expenditures		

Administrative Entity – Library Collections			
Item No.	Item	Current Year	Prior Year
450	Print Materials		
451	Electronic Books (E-Books)		
452	Audio - Physical Units		
453	Audio – Downloadable Units		
454	Video - Physical Units		
455	Video – Downloadable Units		

Electronic Collections			
Item No.	Item	Current Year	Prior Year
456	Local/Other Electronic Collections		
457	State Electronic Collections		
458	Total Electronic Collections		
	<b>Current Print Serial Subscriptions</b>		
460	Current Print Serial Subscriptions		

Administrative Entity – Services			
Item No.	Item	Current Year	Prior Year
500	Public Service Hours Per Year		
501	Library Visits		
502	Reference Transactions		
503	Number of Registered Users		
550	Total Circulation of Materials		
551	Circulation of Children’s Materials		
552	Use of Electronic Materials		

553	Physical Item Circulation		
554	Successful Retrieval of Electronic Information		
555	Electronic Content Use		
556	Total Collection Use		
	<b>Inter-Library Loans</b>		
575	Provided to		
576	Received From		

<b>Administrative Entity – Programs/Other Electronic</b>			
Item No.	Item	Current Year	Prior Year
	<b>Library Programs</b>		
600	Total Number of Library Programs		
601	Number of Children's Programs		
602	Number of Young Adult Programs		
603	Total Attendance at Library Programs		
604	Children's Program Attendance		
605	Young Adult Program Attendance		
	<b>Other Electronic Information</b>		
650	Number of Internet Computers Used by General Public		
651	Number of Uses (Sessions) of Public Internet Computers Per Year		
652	Wireless Sessions		
653	Website Visits		N/A

<b>Associated Outlets</b>			
Item No.	Item	Current Year	Prior Year
700	FSCS ID and SEQ (Automatic Display)		
700a	Structure Status		
701	LIB ID (Optional)		
702	Name		
702a	Name Status		
703	Street Address		
703a	Address Status		
704	City		
705	ZIP Code		
707	County of the Outlet		
708	Phone		
709	Outlet Type Code		

Associated Outlets			
711	Square Footage of Outlet		
712	Number of Bookmobiles in the Bookmobile Outlet Record		
713	Public Service Hours Per Year (actual hours)		
714	Number of Weeks Open (actual weeks)		

### State Characteristics Data Element Definitions

Note: The items below are answered by the state library administrative agency.

#	Data Element Name	Data Element Definition
100	Reporting Period Starting Date	<p>This is the earliest date (month and year) for a 12-month period that applies to the state's data being submitted to IMLS.</p> <p>Note: Reporting period means data for the fiscal year that ended in the previous calendar year. If data are collected for different local reporting periods, provide the earliest starting date.</p>
101	Reporting Period Ending Date	<p>This is the latest date (month and year) for a 12-month period that applies to the state's data being submitted to IMLS.</p> <p>Note: Reporting period means data for the fiscal year that ended in the previous calendar year. If data are collected for different local reporting periods, provide the latest ending date.</p>
102	State Total Population Estimate	<p>This is the most recent total population figure for your state that matches the local population figures that you are submitting to IMLS. The State Data Coordinator should obtain this figure annually from the State Data Center or other state sources.</p>
103	Total Unduplicated Population of Legal Service Areas	<p>This is the total unduplicated population of those areas in your state that receive library services. The population of unserved areas is not included in this figure.</p> <p>Note: A state's actual total population of legal service areas may be different from the total population of legal service areas as calculated by the PLS Web Portal. This happens in states where there are overlaps in population of legal service areas served by individual libraries, resulting in the same population being counted twice in the PLS Web Portal calculation. For states that have no overlapping jurisdictions, this number will be identical to your state's total population of legal service areas as calculated by the PLS Web Portal. For states that do have overlaps in population of legal service areas served by individual libraries, this number must be calculated separately.</p> <p>Use your state's most recent state population figures for jurisdictions in your state as the basis for calculating the total unduplicated population of legal service areas.</p>

## Administrative Entity Data Element Definitions

**Administrative Entity.** (This is not a PLS Web Portal Data Element.) This is the agency that is legally established under local or state law to provide public library service to the population of a local jurisdiction. The administrative entity may have a single outlet, or it may have more than one outlet.

#	<u>Data Element Name</u>	<u>Data Element Definition</u>
150	FSCS ID (Automatic Display)	This is the identification code assigned by PLS Web Portal to the administrative entity.
150a	Structure Status	This is the Structure Change Code to record actions such as adding, deleting, or merging.
151	LIB ID	This is the state-assigned identification code for the administrative entity.
152	Name	This is the legal name of the administrative entity.  Note: Provide the name of the public library. Do not use acronyms. Do not abbreviate the name unless it exceeds the PLS Web Portal field length of 60 characters. Avoid abbreviations at the beginning of the name and do not punctuate abbreviations. (See Standard Abbreviations for PLS Web Portal in Appendix G.)
152a	Name Status	This is the Name Change Code to identify whether the change is an official name change.
<b>Street Address</b>		
153	Street Address	This is the complete street address of the administrative entity.  Note: Do not report a post office box or general delivery.
153a	Address Status	This is the Address Change Code to identify whether the address change is an actual location change.
154	City (of street address)	This is the city or town in which the administrative entity is located.
155	ZIP Code (of street address)	This is the standard five-digit postal zip code for the street address of the administrative entity.
<b>Mailing Address</b>		
157	Mailing Address	This is the mailing address of the administrative entity.
158	City (of mailing address)	This is the city or town of the mailing address for the administrative entity.
159	ZIP Code (of mailing address)	This is the standard five-digit postal ZIP code for the mailing address of the administrative entity.
161	County of the Entity	This is the county in which the headquarters of the administrative entity is physically located.

#	<u>Data Element Name</u>	<u>Data Element Definition</u>
162	Phone	<p>This is the telephone number of the administrative entity, including area code.</p> <p>Note: Report telephone number without spacing or punctuation. If the Administrative Entity has no phone, enter “-3” (for Not Applicable).</p>
200	Interlibrary Relationship Code	<p>Select one of the following:</p> <p>HQ—Headquarters of a Federation or Cooperative. The library or entity that provides the physical space and staff who manage, coordinate, or administer the programs of the federation or cooperative.</p> <p>Note: Agencies that serve other libraries rather than the public should not be reported to FSCS.</p> <p>ME—Member of a Federation or Cooperative. An autonomous library joined by formal or informal agreement(s) with (a) other autonomous libraries in the same state to perform various services cooperatively, such as resource sharing, communications, etc., and (b) libraries that are part of national, multi-state or statewide library federations or cooperatives. (Do not include OCLC.) Do not include multiple-outlet administrative entities (e.g., libraries with branches and that have the word "system" in their legal name) if the entity does not have an agreement with another autonomous library.</p> <p>NO—Not a Member of a Federation or Cooperative.</p>
201	Legal Basis Code	<p>The legal basis is the type of local government structure within which the entity functions. It reflects the state or local law, which authorizes the library.</p> <p>Select one of the following:</p> <p>CC—City/County. A multi-jurisdictional entity that is operated jointly by a county and a city.</p> <p>CI—Municipal Government (city, town or village). A municipal government is an organized local government authorized in a state’s constitution and statutes and established to provide general government for a specific concentration of population in a defined area.</p> <p>CO—County/Parish. An organized local government authorized in a state’s constitution and statutes and established to provide general government.</p> <p>LD—Library District. A library district is a local entity other than a county, municipality, township, or school district that is authorized by state law to establish and operate a public library as defined by FSCS. It has sufficient administrative and fiscal autonomy to qualify as a separate government. Fiscal autonomy requires support from local taxation dedicated to library purposes (e.g., a library tax).</p> <p>MJ—Multi-jurisdictional. An entity operated jointly by two or more units of local government under an intergovernmental agreement which creates a jointly appointed board or similar means of joint governance; to be distinguished from a library which contracts to serve other jurisdictions and from special library districts.</p> <p>Note: Please put city/county combinations under ‘CC’, rather than under Multi-jurisdictional.</p>

#	<u>Data Element Name</u>	<u>Data Element Definition</u>
		<p>NL—Native American Tribal Government. An organized local government authorized and established to provide general government to residents of a Native American reservation.</p> <p>Note: Include native Alaskan villages in this category.</p> <p>NP—Non-profit Association or Agency. An entity privately controlled but meeting the statutory definition of a public library in a given state; includes association libraries and libraries with 501(c) designation.</p> <p>SD—School District. An organized local entity providing public elementary, secondary, and/or higher education which, under state law, has sufficient administrative and fiscal autonomy to qualify as a separate government. Excludes "dependent public school systems" of county, municipal, township, or state governments.</p> <p>OT—Other.</p>
202	Administrative Structure Code	<p>This code identifies an autonomous library entity (administrative entity) that has its own governance and funding.</p> <p>An administrative entity is the agency that is legally established under local or state law to provide public library service to the population of a local jurisdiction. The administrative entity may have a single outlet, or it may have more than one outlet.</p> <p>Select one of the following:</p> <p>MA—Administrative Entity with Multiple Direct Service Outlets where Administrative Offices are separate. An administrative entity that serves the public directly with two or more service outlets, including some combination of one central library, branch(es), bookmobile(s), and/or books-by-mail only. The administrative offices are separate from the direct service outlets and do not provide direct library services.</p> <p>MO—Administrative Entity with Multiple Direct Service Outlets where Administrative Offices are Not Separate. An administrative entity that serves the public directly with two or more service outlets, including some combination of one central library, branch(es), bookmobile(s), and/or books-by-mail only.</p> <p>SO—Administrative Entity with a Single Direct Service Outlet. An administrative entity that serves the public directly with one central library, books-by-mail only, or one bookmobile.</p>
203	FSCS Public Library Definition	<p>Answer &lt;Y&gt;es or &lt;N&gt;o to the following question: <i>“Does this public library meet all the criteria of the FSCS public library definition?”</i></p> <p>A public library is an entity that is established under state enabling laws or regulations to serve a community, district, or region, and that provides at least the following:</p> <ol style="list-style-type: none"> <li>1. An organized collection of printed or other library materials, or a combination thereof;</li> <li>2. Paid staff;</li> </ol>



#	<u>Data Element Name</u>	<u>Data Element Definition</u>
		<ol style="list-style-type: none"> <li>3. An established schedule in which services of the staff are available to the public;</li> <li>4. The facilities necessary to support such a collection, staff, and schedule; and</li> <li>5. Is supported in whole or in part with public funds.</li> </ol> <p>Note: If the library meets all of the requirements of this definition, respond with a &lt;Y&gt;es. If the library does not meet one or more of the requirements, respond with a &lt;N&gt;o.</p>
204	Geographic Code	<p>Choose from among the following types of readily available Census geography, one code that either exactly or most nearly describes the geographic area for which the public library has been established to offer services and from which (or on behalf of which) the library derives revenue, plus any areas served under contract for which the library is the primary service provider.</p> <p>Note: The Population of Legal Service Area (data element #208) should be reflected in the geographic code selected. For further clarification of municipal government, county/parish, and school district, refer to definitions under Legal Basis Code (data element #201). For further clarification of metropolitan area, see Metropolitan Status Code “NC—Metropolitan Area, but Not Within Central City Limits” (data element #710—Outlet Data Element Definitions).</p> <p>           C11—Municipal Government (city, town or village) (exactly)            C12—Municipal Government (city, town or village) (most nearly)            CO1—County/Parish (exactly)            CO2—County/Parish (most nearly)            MA1—Metropolitan Area (exactly)            MA2—Metropolitan Area (most nearly)            MC1—Multi-County (exactly)            MC2—Multi-County (most nearly)            SD1—School District (exactly)            SD2—School District (most nearly)            OTH—Other         </p>
205	Legal Service Area Boundary Change	<p>Answer &lt;Y&gt;es or &lt;N&gt;o to the following question: “<i>Did the administrative entity’s legal service area boundaries change since last year?</i>”</p> <p>Note: Changes are likely to result, for example, when a municipality annexes land, when one municipality in a county becomes either an independent city or its own county necessitating its exclusion from the first county’s geography, or when an administrative entity contracts to provide public library service for some additional geographic area other than the geographic area for which it was established (e.g., a municipal library contracts to serve county residents).</p>
206	Reporting Period Starting Date	<p>This is the starting date (month, day, and year) for a 12-month period that applies to the administrative entity’s data being submitted to IMLS.</p> <p>Note: Reporting period means data for the fiscal year that ended in the previous calendar year.</p>

#	<u>Data Element Name</u>	<u>Data Element Definition</u>
207	Reporting Period Ending Date	<p>This is the ending date (month, day, and year) for a 12-month period that applies to the administrative entity's data being submitted to IMLS.</p> <p>Note: Reporting period means data for the fiscal year that ended in the previous calendar year.</p>
208	Population of the Legal Service Area	<p>The number of people in the geographic area for which a public library has been established to offer services and from which (or on behalf of which) the library derives revenue, plus any areas served under contract for which the library is the primary service provider.</p> <p>Note: The determination of this population figure shall be the responsibility of the state library agency. This population figure should be based on the most recent state population figures for jurisdictions in your state available from the State Data Center. The State Data Coordinator should obtain these figures annually from the State Data Center or other state sources.</p>
209	Number of Central Libraries	<p>This is one type of single outlet library (SO) or the library, which is the operational center of a multiple-outlet library (MO or MA). Usually all processing is centralized here and the principal collections are housed here. Synonymous with main library.</p> <p>Note: Each administrative entity may report either no central library or one central library. No administrative entity may report more than one central library. In the administrative entity file, this simply means reporting "0" or "1" for central library. Where two or more libraries are considered "centrals" for state or local purposes, one central library and one or more branch libraries should be reported to FSCS. If you wish to identify a central library in the outlet file, identify the library with the largest collection as the central library for FSCS purposes, and report all others as branches. Where there are several co-equal outlets and no principal collection, report all such outlets as branches, not central libraries.</p>
210	Number of Branch Libraries	<p>A branch library is an auxiliary unit of an administrative entity which has at least all of the following:</p> <ol style="list-style-type: none"> <li>1. Separate quarters;</li> <li>2. An organized collection of library materials;</li> <li>3. Paid staff; and</li> <li>4. Regularly scheduled hours for being open to the public.</li> </ol>
211	Number of Bookmobiles	<p>A bookmobile is a traveling branch library. It consists of at least all of the following:</p> <ol style="list-style-type: none"> <li>1. A truck or van that carries an organized collection of library materials;</li> <li>2. Paid staff; and</li> <li>3. Regularly scheduled hours (bookmobile stops) for being open to the public.</li> </ol> <p>Note: Count the number of vehicles in use, not the number of stops the vehicle makes.</p>

**PAID STAFF (FULL-TIME EQUIVALENT)**

Report figures as of the last day of the fiscal year. Include all positions funded in the library's budget whether those positions are filled or not. To ensure comparable data, 40 hours per week has been set as the measure of full-time

#	<u>Data Element Name</u>	<u>Data Element Definition</u>
		employment (FTE). For example, 60 hours per week of part-time work by employees in a staff category divided by the 40-hour measure equals 1.50 FTEs.
250	ALA-MLS	Librarians with master's degrees from programs of library and information studies accredited by the American Library Association.
251	Total 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. This data element also includes ALA-MLS (data element #250).
252	All Other Paid Staff	This includes all other FTE employees paid from the reporting unit budget, including plant operations, security, and maintenance staff.
253	Total Paid Employees	This is the sum of Total Librarians and All Other Paid Staff (data elements #251 and #252).

## OPERATING REVENUE

Report revenue used for operating expenditures as defined below. Include federal, state, local, or other grants. DO NOT include revenue for major capital expenditures, contributions to endowments, revenue passed through to another agency (e.g., fines), or funds unspent in the previous fiscal year (e.g., carryover). (Funds transferred from one public library to another public library should be reported by only one of the public libraries. The State Data Coordinator shall determine which library will report these funds.)

300	Local Government Revenue	<p>This includes all local government funds designated by the community, district, or region and available for expenditure by the public library. Do not include the value of any contributed or in-kind services or the value of any gifts and donations, library fines, fees, or grants.</p> <p>Do not include state, federal, and other funds passed through local government for library use. Report these funds with state government revenue or federal government revenue, as appropriate.</p> <p>Note: Significant funding provided by other local government agencies with the authority to levy taxes "on behalf of" the library should be included if the information is available to the reporting agency and if such funds are supported by documentation (such as certified budgets, payroll records, etc.)</p>
301	State Government Revenue	<p>These are all funds distributed to public libraries by state government for expenditure by the public libraries, except for federal money distributed by the state. This includes funds from such sources as penal fines, license fees, and mineral rights.</p> <p>Note: If operating revenue from consolidated taxes is the result of state legislation, the revenue should be reported under state revenue (even though the revenue may be from multiple sources).</p>
302	Federal Government Revenue	This includes all federal government funds distributed to public libraries for expenditure by the public libraries, including federal money distributed by the state.

#	<u>Data Element Name</u>	<u>Data Element Definition</u>
303	Other Operating Revenue	This is all operating revenue other than that reported under local, state, and federal (data elements #300, #301, and #302). Include, for example, monetary gifts and donations received in the current year, interest, library fines, fees for library services, or grants. Do not include the value of any contributed or in-kind services or the value of any non-monetary gifts and donations.
304	Total Operating Revenue	This is the sum of Local Government Revenue, State Government Revenue, Federal Government Revenue, and Other Operating Revenue (data elements #300 through #303).

## 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.

### Staff Expenditures

350	Salaries & Wages Expenditures	This includes salaries and wages for all library staff (including plant operations, security, and maintenance staff) for the fiscal year. Include salaries and wages before deductions but exclude employee benefits.
351	Employee Benefits Expenditures	These are the benefits outside of salaries and wages paid and accruing to employees (including plant operations, security, and maintenance staff), regardless of whether the benefits or equivalent cash options are available to all employees. Include amounts 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.
352	Total Staff Expenditures	This is the sum of Salaries & Wages Expenditures and Employee Benefits Expenditures (data elements #350 and #351).

### 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.

353	Print Materials Expenditures	Report all operating expenditures for the following print materials: books, current serial subscriptions, government documents, and any other print acquisitions.
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#	<u>Data Element Name</u>	<u>Data Element Definition</u>
354	Electronic Materials Expenditures	Report all operating expenditures for electronic (digital) materials. Types of electronic materials include e-books, audio and video downloadables, e-serials (including journals), government documents, databases (including locally mounted, full text or not), electronic files, reference tools, scores, maps, or pictures in electronic or digital format, including materials digitized by the library. Electronic materials can be distributed on magnetic tape, diskettes, computer software, CD-ROM, or other portable digital carrier, and can be accessed via a computer, via access to the Internet, or by using an e-book reader. Include expenditures for materials held locally and for remote materials for which permanent or temporary access rights have been acquired. Include expenditures for database licenses. [Note: Based on ISO 2789 definition.]  Note: Expenditures for computer software used to support library operations or to link to external networks, including the Internet, are reported under Other Operating Expenditures (data element #357).
355	Other Materials Expenditures	Report all operating expenditures for other materials, such as microform, audio and video physical units, DVD, and materials in new formats.
356	Total Collection Expenditures	This is the sum of Print Materials Expenditures, Electronic Materials Expenditures, and Other Materials Expenditures (data elements #353, #354, and #355).
357	Other Operating Expenditures	This includes all expenditures other than those reported for Total Staff Expenditures (data element #352) and Total Collection Expenditures (data element #356).  Note: Include expenses such as binding, supplies, repair or replacement of existing furnishings and equipment; and costs of computer hardware and software used to support library operations or to link to external networks, including the Internet. Report contracts for services, such as costs of operating and maintaining physical facilities, and fees paid to a consultant, auditor, architect, attorney, etc.
358	Total Operating Expenditures	This is the sum of Total Staff Expenditures, Total Collection Expenditures, and Other Operating Expenditures (data elements #352, #356, and #357).

## 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. Exclude revenue to be used for replacement and repair of existing furnishings and equipment, regular purchase of library materials, and investments for capital appreciation. Exclude income passed through to another agency (e.g., fines), or funds unspent in the previous fiscal year (e.g., carryover). Funds transferred from one public library to another public library should be reported by only one of the public libraries. Report federal, state, local, and other revenue to be used for major capital expenditures in the following categories:

400	Local Government Capital Revenue	Report all governmental funds designated by the community, district, or region and available to the public library for the purpose of major capital expenditures, except for state and/or federal money distributed by the local government.
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#	<u>Data Element Name</u>	<u>Data Element Definition</u>
401	State Government Capital Revenue	Report all funds distributed to public libraries by state government for expenditure by the public libraries for the purpose of major capital expenditures, except for federal money distributed by the state.
402	Federal Government Capital Revenue	Report federal governmental funds, including federal funds distributed by the state or locality, and grants and aid received by the library for the purpose of major capital expenditures.
403	Other Capital Revenue	Report private (non-governmental funds), including grants received by the library for the purpose of major capital expenditures.
404	Total Capital Revenue	This is the sum of Local Government Capital Revenue, State Government Capital Revenue, Federal Government Capital Revenue, and Other Capital Revenue (data elements #400 through #403).  Note: The amounts reported for Total Capital Revenue and Total Capital Expenditures are not expected to be equal.

#### **CAPITAL EXPENDITURES**

405	Total Capital Expenditures	Report major capital expenditures (the acquisition of or additions to fixed assets). Examples include expenditures for (a) site acquisitions; (b) new buildings; (c) additions to or renovation of library buildings; (d) furnishings, equipment, and initial book stock for new buildings, building additions, or building renovations; (e) library automation systems; (f) new vehicles; and (g) other one-time major projects. Include federal, state, local, or other revenue used for major capital expenditures. Only funds that are supported by expenditure documents (e.g., invoices, contracts, payroll records, etc.) at the point of disbursement should be included. Estimated costs are not included. Exclude expenditures for replacement and repair of existing furnishings and equipment, regular purchase of library materials, and investments for capital appreciation. Exclude contributions to endowments, or revenue passed through to another agency (e.g., fines). Funds transferred from one public library to another public library should be reported by only one of the public libraries.
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#### **LIBRARY COLLECTION**

This section of the survey (450-460) collects data on selected types of materials.

It does not cover all materials (i.e., microforms, loose sheet music, maps, and pictures) for which expenditures are reported under Print Materials Expenditures, Electronic Materials Expenditures, and Other Material Expenditures (data elements #353, #354, and #355). Under this category report only items the library has acquired as part of the collection and catalogued, whether purchased, lease, licensed, or donated as gifts that have been purchased, leased or licensed by the library, a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available without monetary exchange. Do not include items that are permanently retained by the patron; count only items that have a set circulation period where it is available for their use. Count electronic materials at the administrative entity level; do not duplicate numbers at each branch.

450	Print Materials	Report a single figure that includes the following:  Books in print. Books are non-serial printed publications (including music scores or other bound forms of printed music, and maps) that are bound in hard or soft
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#	<u>Data Element Name</u>	<u>Data Element Definition</u>
451	Electronic Books (E-Books) *	<p data-bbox="548 224 1484 392">covers, or in loose-leaf format. Do not include unbound sheet music. Include non-serial government documents. Report the number of physical units, including duplicates. For smaller libraries, if volume data are not available, count the number of titles. Books packaged together as a unit (e.g., a 2-volume set) and checked out as a unit are counted as one physical unit.</p> <p data-bbox="548 428 1484 695">E-books are digital documents (including those digitized by the library), licensed or not, where searchable text is prevalent, and which can be seen in analogy to a printed book (monograph). E-books are loaned to users on portable devices (e-book readers) or by transmitting the contents to the user's personal computer for a limited time. Include e-books held locally and remote e-books for which permanent or temporary access rights have been acquired. Report the number of electronic units, including duplicates, at the administrative entity level; do not duplicate unit count for each branch. E-books packaged together as a unit (e.g., multiple titles on a single e-book reader) and checked out as a unit are counted as one unit.</p> <p data-bbox="548 730 1484 968">Report the number of units. Report only items that have been purchased, leased or licensed by the library, a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available without monetary exchange. Do not include items that are permanently retained by the patron; count only items that have a set circulation period where it is available for their use. Count electronic materials at the administrative entity level; do not duplicate numbers at each branch.</p> <p data-bbox="548 1003 1484 1129">Note: For purposes of this survey, units are defined as "units of acquisition or purchase". The "unit" is determined by considering whether the item is restricted to a finite number of simultaneous users or an unlimited number of simultaneous users.</p> <p data-bbox="548 1171 1484 1339">Finite simultaneous use: units of acquisition or purchase is based on the number of simultaneous usages acquired (equivalent to purchasing multiple copies of a single title). For example, if a library acquires a title with rights to a single user at a time, then that item is counted as 1 "unit"; if the library acquires rights to a single title for 10 simultaneous users, then that item is counted as 10 "units".</p> <p data-bbox="548 1381 1484 1507">Unlimited simultaneous use: units of acquisition or purchase is based on the number of titles acquired. For example, if a library acquires a collection of 100 books with unlimited simultaneous users, then that collection would be counted as 100 "units".</p>
452	Audio – physical units	<p data-bbox="548 1549 1484 1745">These are materials circulated in a fixed, physical format on which sounds (only) are stored (recorded) and that can be reproduced (played back) mechanically, electronically, or both. Include records, audiocassettes, audio cartridges, audio discs (including audio-CD-ROMs), audio-reels, talking books, and other sound recordings stored in a fixed, physical format. Do not include downloadable electronic audio files.</p> <p data-bbox="548 1787 1484 1881">Report the number of units, including duplicates. Items packaged together as a unit (e.g. two audiocassettes for one recorded book) and checked out as a unit are counted as one physical unit.</p>

#	<u>Data Element Name</u>	<u>Data Element Definition</u>
453	Audio – downloadable units *	<p>These are downloadable electronic files on which sounds (only) are stored (recorded) and that can be reproduced (played back) electronically. Audio – Downloadable Units may be loaned to users on portable devices or by transmitting the contents to the user’s personal computer for a limited time. Include Audio – Downloadable Units held locally and remote Audio – Downloadable Units for which permanent or temporary access rights have been acquired. Report the number of units. Report only items that have been purchased, leased or licensed by the library, a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available without monetary exchange. Do not include items that are permanently retained by the patron; count only items that have a set circulation period where it is available for their use. Count electronic materials at the administrative entity level; do not duplicate numbers at each branch. NOTE: For purposes of this survey, units are defined as “units of acquisition or purchase”. The “unit” is determined by considering whether the item is restricted to a finite number of simultaneous users or an unlimited number of simultaneous users. Finite simultaneous use: units of acquisition or purchase is based on the number of simultaneous usages acquired (equivalent to purchasing multiple copies of a single title). For example, if a library acquires a title with rights to a single user at a time, then that item is counted as 1 “unit”; if the library acquires rights to a single title for 10 simultaneous users, then that item is counted as 10 “units. For smaller libraries, if volume data are not available, the number of titles may be counted. Unlimited simultaneous use: units of acquisition or purchase is based on the number of titles acquired. For example, if a library acquires a collection of 100 books with unlimited simultaneous users, then that collection would be counted as 100 “units”.</p> <p>Finite simultaneous use: units of acquisition or purchase is based on the number of simultaneous usages acquired (equivalent to purchasing multiple copies of a single title). For example, if a library acquires a title with rights to a single user at a time, then that item is counted as 1 “unit”; if the library acquires rights to a single title for 10 simultaneous users, then that item is counted as 10 “units”.</p> <p>Unlimited simultaneous use: units of acquisition or purchase is based on the number of titles acquired. For example, if a library acquires a collection of 100 books with unlimited simultaneous users, then that collection would be counted as 100 “units”.</p>
454	Video – physical units	<p>These are materials circulated in a fixed, physical format on which moving pictures are recorded, with or without sound. Electronic playback reproduces pictures, with or without sound, using a television receiver or computer monitor. Video formats may include tape, DVD and CD-ROM. Do not include downloadable electronic video files.</p>



#	<u>Data Element Name</u>	<u>Data Element Definition</u>
455	Video – downloadable units *	Report the number of units, including duplicates. Items packaged together as a unit (e.g. two DVDs for one movie) and checked out as a unit are counted as one physical unit.

These are downloadable electronic files on which moving pictures are recorded, with or without sound. Electronic playback reproduces pictures, with or without sound, using a television receiver, computer monitor or video-enabled mobile device. Video – Downloadable Units may be loaned to users on portable devices or by transmitting the contents to the user’s personal computer for a limited time. Include Video – Downloadable Units held locally and remote Video – Downloadable Units for which permanent or temporary access rights have been acquired.

Report the number of units. Report only items that have been purchased, leased or licensed by the library, a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available without monetary exchange. Do not include items that are permanently retained by the patron; count only items that have a set circulation period where it is available for their use. Count electronic materials at the administrative entity level; do not duplicate numbers at each branch.

NOTE: For purposes of this survey, units are defined as “units of acquisition or purchase”. The “unit” is determined by considering whether the item is restricted to a finite number of simultaneous users or an unlimited number of simultaneous users.

Finite simultaneous use: units of acquisition or purchase is based on the number of simultaneous usages acquired (equivalent to purchasing multiple copies of a single title). For example, if a library acquires a title with rights to a single user at a time, then that item is counted as 1 “unit”; if the library acquires rights to a single title for 10 simultaneous users, then that item is counted as 10 “units.” For smaller libraries, if volume data are not available, the number of titles may be counted.

Unlimited simultaneous use: units of acquisition or purchase is based on the number of titles acquired. For example, if a library acquires a collection of 100 books with unlimited simultaneous users, then that collection would be counted as 100 “units”.

#	<u>Data Element Name</u>	<u>Data Element Definition</u>
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**Electronic Collections \***

Report the number of electronic collections.

An electronic collection is a collection of electronically stored data or unit records (facts, bibliographic data, abstracts, texts, photographs, music, video, etc.) with a common user interface and software for the retrieval and use of the data. An electronic collection may be organized, curated and electronically shared by the library, or rights may be provided by a third party vendor. An electronic collection may be funded by the library, or provided through cooperative agreement with other libraries, or through the State Library. Do not include electronic collections that are provided by third parties and freely linked to on the web.

**Electronic Collections do not have a circulation period**, and may be retained by the patron. Remote access to the collection may or may not require authentication. Unit records may or may not be included in the library’s catalog; the library may or may not select individual titles. Include electronic collections that are available online or are locally hosted in the library.

Note: The data or records are usually collected with a particular intent and relate to a defined topic.

Report the number of electronic collections acquired through curation, payment or formal agreement, by source of access:

456	Local/Other Electronic Collections	
457	State Electronic Collections	
458	Total Electronic Collections	This is the sum of Local/Other cooperative agreements, and State, licensed databases (data elements #456 and #457).

**Current Print Serial Subscriptions**

Current serial subscriptions are arrangements by which, in return for a sum paid in advance, serials are provided for a specified number of issues. Include current serial subscriptions in print.

460	Current Print Serial Subscriptions	Report the number of current print serial subscriptions, including duplicates, for all outlets. Examples of serials are periodicals (magazines), newspapers, annuals, some government documents, some reference tools, and numbered monographic series.
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**SERVICES**

500	Public Service Hours Per Year	<p>This is the sum of annual public service hours for outlets.</p> <p>Note: Include the hours open for public service for Centrals (data element #209), Branches (data element #210), Bookmobiles (data element #211), and Books-by-Mail Only. 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 events should be excluded even if the staff is scheduled to work.</p>
501	Library Visits	This is the total number of persons entering the library for whatever purpose during the year.

#	<u>Data Element Name</u>	<u>Data Element Definition</u>
502	Reference Transactions	<p>Note: If an actual count of visits is unavailable, determine an annual estimate by counting visits during a typical week in October and multiplying the count by 52. A “typical week” is a time that is neither unusually busy nor unusually slow. Avoid holiday times, vacation periods for key staff, or days when unusual events are taking place in the community or the library. Choose a week in which the library is open its regular hours. Include seven consecutive calendar days, from Sun-day through Saturday (or whenever the library is usually open).</p> <p>Reference Transactions are information consultations in which library staff recommend, interpret, evaluate, and/or use information resources to help others to meet particular information needs. A reference transaction includes information and referral service as well as unscheduled individual instruction and assistance in using information sources (including web sites and computer-assisted instruction). Count Readers Advisory questions as reference transactions. Information sources include (a) printed and non-printed material; (b) machine-readable databases (including computer-assisted instruction); (c) the library's own catalogs and other holdings records; (d) other libraries and institutions through communication or referral; and (e) persons both inside and outside the library.</p> <p>When a staff member uses information gained from previous use of information sources to answer a question, the transaction is reported as a reference transaction even if the source is not consulted again. If a contact includes both reference and directional services, it should be reported as one reference transaction. Duration should not be an element in determining whether a transaction is a reference transaction.</p> <p>NOTE: It is essential that libraries do not include directional transactions in the report of reference transactions. Directional transactions include giving instruction for locating staff, library users, or physical features within the library. Examples of directional transactions include, “Where is the reference librarian? Where is Susan Smith? Where is the rest room? Where are the 600s? Can you help me make a photocopy?”</p> <p>If an annual count of reference transactions is unavailable, count reference transactions during a typical week or weeks, and multiply the count to represent an annual estimate. [If the sample is done four times a year, multiply totals by 13, if done twice a year multiply by 26, if done only annually, multiply by 52.] A "typical week" is a time that is neither unusually busy nor unusually slow. Avoid holiday times, vacation periods for key staff, or days when unusual events are taking place in the community or in the library. Choose a week in which the library is open its regular hours.</p>
503	Number of Registered Users	<p>A registered user is a library user who has applied for and received an identification number or card from the public library that has established conditions under which the user may borrow library materials or gain access to other library resources.</p> <p>Note: Files should have been purged within the past three (3) years.</p>

#	<u>Data Element Name</u>	<u>Data Element Definition</u>
550	Total Circulation of Materials (The total of 553 and 552)	This is the sum of Use of Electronic Material and Physical Item Circulation (data elements #552 and #553).
551	Circulation of Children's Materials	The total annual circulation of all children's materials in all formats to all users, including renewals.
552	Use of Electronic Material	Electronic Materials are materials that are distributed digitally online and can be accessed via a computer, the Internet, or a portable device such as an e-book reader. Types of electronic materials include e-books and downloadable electronic video and audio files. Electronic materials packaged together as a unit and checked out as a unit are counted as one use. Include circulation only for items that require a user authentication, and have a limited period of use.
553	Physical Item Circulation	The total annual circulation of all physical library materials of all types, including renewals.
554	Successful Retrieval of Electronic Information	<p>Note: Count all physical materials in all formats that are charged out for use outside the library. Interlibrary loan transactions included are only items borrowed for users. Do not include items checked out to another library.</p> <p>The number of full-content units or descriptive records examined, downloaded, or otherwise supplied to user, from online library resources that require user authentication but do not have a circulation period. Examining documents is defined as having the full text of a digital document or electronic resource downloaded or fully displayed. Some electronic services do not require downloading as simply viewing documents is normally sufficient for user needs.</p> <p>Include use both inside and outside the library. Do not include use of the OPAC or website. [based on NISO Standard Z39.7 (2013) #7.7, p. 43]</p>
555	Electronic Content Use (Total of 552 and 554)	The total annual count of the circulation of electronic materials and the successful retrieval of electronic information (Data elements #552 and #554).
556	Total Collection Use (Total of 553, 552, and 554)	The total annual count of physical item circulation, circulation of electronic material and successful retrieval of electronic information (Data elements #552, #553, and #554).

#### **INTER-LIBRARY LOANS**

575	Provided To	<p>These are library materials, or copies of the materials, provided by one autonomous library to another upon request. The libraries involved in interlibrary loans are not under the same library administration. "Library administration" means Administrative Entity (not anything broader). Do not include items loaned between outlets within the same library administrative entity. These data are reported as annual figures. The total annual circulation of all physical library materials of all types, including renewals.</p> <p>Note: Count all physical materials in all formats that are charged out for use outside the library. Interlibrary loan transactions included are only items borrowed for users. Do not include items checked out to another library.</p>
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#	<u>Data Element Name</u>	<u>Data Element Definition</u>
576	Received From	These are library materials, or copies of the materials, received by one autonomous library from another upon request. The libraries involved in interlibrary loans are not under the same library administration. "Library administration" means Administrative Entity (not anything broader). Do not include items loaned between outlets within the same library administrative entity. These data are reported as annual figures.

**LIBRARY PROGRAMS**

600	Total Number of Library Programs	<p>A program is any planned event which introduces the group attending to any of the broad range of library services or activities or which directly provides information to participants. Programs may cover use of the library, library services, or library tours. Programs may also provide cultural, recreational, or educational information, often designed to meet a specific social need. Examples of these types of programs include film showings, lectures, story hours, literacy, English as a second language, citizenship classes, and book discussions.</p> <p>Count all programs, whether held on- or off-site, that are sponsored or co-sponsored by the library. Exclude programs sponsored by other groups that use library facilities.</p> <p>If programs are offered as a series, count each program in the series. For example, a film series offered once a week for eight weeks should be counted as eight programs.</p> <p>Note: Exclude library activities delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, resume writing assistance, homework assistance, and mentoring activities.</p>
601	Number of Children's Programs	<p>A children's program is any planned event for which the primary audience is children and which introduces the group of children attending to any of the broad range of library services or activities for children or which directly provides information to participants. Children's programs may cover use of the library, library services, or library tours. Children's programs may also provide cultural, recreational, or educational information, often designed to meet a specific social need. Examples of these types of programs include story hours and summer reading events.</p> <p>Count all children's programs, whether held on- or off-site, that are sponsored or co-sponsored by the library. Do not include children's programs sponsored by other groups that use library facilities. If children's programs are offered as a series, count each program in the series. For example, a story hour offered once a week, 48 weeks a year, should be counted as 48 programs. Exclude library activities for children delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, homework assistance, and mentoring activities. This figure is a subset of the Total Number of Library Programs (data element #600).</p> <p>Note: The National Center for Education Statistics (NCES): Children and Young Adults Defined (<i>Services and Resources for Children and Young Adults in Public</i></p>

#	<u>Data Element Name</u>	<u>Data Element Definition</u>
602	Number of Young Adult Programs	<p data-bbox="548 226 1479 289"><i>Libraries</i> [August 1995, NCES 95357]) defines children as persons age 11 years and under.</p> <p data-bbox="548 327 1479 600">A young adult program is any planned event for which the primary audience is young adult and which introduces the group of young adults attending to any of the broad range of library services or activities for young adults or which directly provides information to participants. Young adult programs may cover use of the library, library services, or library tours. Young adult programs may also provide cultural, recreational, or educational information, often designed to meet a specific social need. Examples of these types of programs include book clubs and summer reading events.</p> <p data-bbox="548 638 1479 905">Count all young adult programs, whether held on- or off-site, that are sponsored or co-sponsored by the library. Do not include young adult programs sponsored by other groups that use library facilities. If young adult programs are offered as a series, count each program in the series. For example, a book club offered every two weeks, 24 weeks a year, should be counted as 24 programs. Exclude library activities for young adults delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, homework assistance, and mentoring activities. This figure is a subset of the Total Number of Library Programs (data element #600).</p>
		<p data-bbox="548 936 1479 999">Note: Young Adult age is defined as 12 through 18 years and includes 18-year olds. Click on the following link to view information:</p> <ul data-bbox="597 1024 1479 1083" style="list-style-type: none"> <li data-bbox="597 1024 1479 1083">• The <a href="#">Young Adult Services Association</a> (YASLA) defines young adults as age 12 through 18.</li> </ul>
603	Total Attendance at Library Programs	This is a total count of the audience at all library programs during the reporting period. (See Total Number of Library Programs, data element #600, for the definition of a library program.)
604	Children’s Program Attendance	<p data-bbox="548 1283 1479 1388">The count of the audience at all programs for which the primary audience is children 11 years and under. Include adults who attend programs intended primarily for children.</p> <p data-bbox="548 1419 1479 1566">Note: Do not count attendance at library activities for children that are delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, homework assistance, and mentoring activities. (See Number of Children’s Programs, data element #601, for the definition of a children’s library program.)</p>
605	Young Adult Program Attendance	<p data-bbox="548 1598 1479 1703">The count of the audience at all programs for which the primary audience is young adults 12 to 18 years and includes 18-year olds. Include adults* who attend programs intended primarily for young adults.</p> <p data-bbox="548 1734 1479 1829">Note: Do not count attendance at library activities for young adults that are delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, homework assistance, and mentoring activities.</p>
		*Please count all patrons that attend the young adult programs regardless of age.

#	<u>Data Element Name</u>	<u>Data Element Definition</u>
		(See Number of Young Adult Programs, data element #602, for the definition of a young adult library program.)

**OTHER ELECTRONIC INFORMATION**

650	Number of Internet Computers Used by General Public	Report the number of the library’s Internet computers [personal computers (PCs) and laptops], whether purchased, leased, or donated, used by the general public in the library.
651	Number of Uses (Sessions) of Public Internet Computers Per Year	Report the total number of uses (sessions) of the library’s Internet computers in the library during the last year. If the computer is used for multiple purposes (Internet access, word-processing, OPAC, etc.) and Internet uses (sessions) cannot be isolated, report all usage. A typical week or other reliable estimate may be used to determine the annual number. Sign-up forms or Web-log tracking software also may provide a reliable count of uses (sessions).  Note: This count includes only the library’s Internet computers. Do not include Wi-Fi access using non-library computers. The number of uses (sessions) may be counted manually, using registration logs. Count each use (session) for public internet computers, regardless of the amount of time spent on the computer. A use (session) on the library’s public internet computer(s) three times a year would count as three uses (sessions). Software such as “Historian” can also be used to track the number of uses (sessions) at each public internet computer. If the data element is collected as a weekly figure, multiply that figure by 52 to annualize it.
652	Wireless Sessions	Report the number of wireless sessions provided by the library wireless service annually.
653	Website Visits*	Visits represent the annual number of sessions initiated by all users from inside or outside the library to the library website. The library website consists of all webpages under the library’s domain. A website “visit” or “session” occurs when a user connects to the library’s website for any length of time or purpose, regardless of the number of pages or elements viewed. Usage of library social media accounts (e.g., Facebook, Twitter, etc.) should not be reported here.

\* Revised or new data element name and/or definition

**Outlet Data Element Definitions**

#	<u>Data Element Name</u>	<u>Data Element Definition</u>
700	FSCS ID and SEQ (Automatic Display)	This is the identification code assigned by PLS Web Portal. Outlets are assigned the same FSCS ID as the administrative entity to which they belong, with a unique three-digit suffix added to distinguish each outlet.
700a	Structure Status	This is the Structure Change Code to record actions such as adding, deleting, or merging.
701	LIB ID (Optional)	This is the state-assigned identification code for the outlet.

#	<u>Data Element Name</u>	<u>Data Element Definition</u>
702	Name	<p>This is the legal name of the outlet.</p> <p>Note: Provide the legal name of the outlet. Do not use acronyms. Do not abbreviate the name unless it exceeds the PLS Web Portal field length of 60 characters. Avoid abbreviations at the beginning of the name and do not punctuate abbreviations. (See Standard Abbreviations for PLS Web Portal in Appendix G.)</p>
702a	Name Status	This is the Name Change Code to identify whether the change is an official name change.
703	Street Address	<p>This is the complete street address of the outlet.</p> <p>Note: Do not report a post office box or general delivery. For a bookmobile that operates from an administrative entity, branch, or central library, report the address of the administrative entity, branch or central library from which it operates. For a bookmobile that is itself the administrative entity, report the address where the bookmobile is parked at night.</p>
703a	Address Status	This is the Address Change Code to identify whether the address change is an actual location change.
704	City	This is the city or town in which the outlet is located.
705	ZIP Code	This is the standard five-digit postal ZIP code for the street address of the outlet.
707	County of the Outlet	This is the county in which the outlet is physically located.
708	Phone	<p>This is the telephone number of the outlet, including area code.</p> <p>Note: Report telephone number without spacing or punctuation. If the outlet has no phone, enter “-3” (for Not Applicable).</p>
709	Outlet Type Code	<p>An outlet is a unit of an administrative entity that provides direct public library service.</p> <p>Select one of the following:</p> <p>BM—Books-by-Mail Only. A direct mail order service which provides books and other library materials. Books-by-mail typically serves rural residents, the disabled, the homebound, and others without access to another type of public library outlet. Requests for materials are usually received by mail and by telephone only. Only books-by-mail services that are housed separately from any other type of direct public service outlet (that is, central library, branches, or bookmobiles) should be coded here.</p> <p>BR—Branch Library. A branch library is an auxiliary unit of an administrative entity which has at least all of the following:</p> <ol style="list-style-type: none"> <li>1. Separate quarters;</li> <li>2. An organized collection of library materials;</li> <li>3. Paid staff; and</li> <li>4. Regularly scheduled hours for being open to the public.</li> </ol>



#	<u>Data Element Name</u>	<u>Data Element Definition</u>
		<p>BS—Bookmobile(s). A bookmobile is a traveling branch library. It consists of at least all of the following:</p> <ol style="list-style-type: none"> <li>1. A truck or van that carries an organized collection of library materials;</li> <li>2. A paid staff; and</li> <li>3. Regularly scheduled hours (bookmobile stops) for being open to the public.</li> </ol> <p>Note: A separate outlet record may be created for each bookmobile. You may wish to create separate outlet records for individual bookmobiles if (1) they have different addresses and/or (2) they have different Metropolitan Status Codes (see outlet data element #710). Alternatively, a bookmobile outlet record may include more than one bookmobile.</p> <p>CE—Central Library. This is one type of single outlet library (SO) or the library which is the operational center of a multiple-outlet library (MO or MA). Usually all processing is centralized here and the principal collections are housed here. Synonymous with main library.</p> <p>Note: Each administrative entity may report either no central library or one central library. No administrative entity may report more than one central library. If you wish to identify a central library in the outlet file, identify the library with the largest collection as the central library for FSCS purposes, and report all others as branches. Where there are several co-equal outlets and no principal collection, report all such outlets as branches, not central libraries.</p>
711	Square Footage of Outlet	<p>Provide the area, in square feet, of the public library outlet (central library or branch). Report the total area in square feet for each library outlet (central library or branch) separately. This is the area on all floors enclosed by the outer walls of the library outlet. Include all areas occupied by the library outlet, including those areas off-limits to the public. Include any areas shared with another agency or agencies if the outlet has use of that area.</p>
712	Number of Bookmobiles in the Bookmobile Outlet Record	<p>The number of bookmobiles in the bookmobile outlet record.</p> <p>Note: A bookmobile outlet record may include one or more bookmobiles. Complete this data element only if the outlet record is of the type BS—Bookmobile(s) (see outlet data element #709). A bookmobile is a traveling branch library. It consists of at least all of the following:</p> <ol style="list-style-type: none"> <li>1. A truck or van that carries an organized collection of library materials;</li> <li>2. A paid staff; and</li> <li>3. Regularly scheduled hours (bookmobile stops) for being open to the public. Count vehicles in use, not the number of stops the vehicle makes.</li> </ol>
713	Public Service Hours Per Year (actual hours)	<p>This is the number of annual public service hours for outlets (reported individually by central, branch, bookmobile and Books-by-Mail Only)</p> <p>Note: Include the <b>actual</b> hours open for public service for centrals (data element #209), branches (data element #210), and bookmobiles (data element #211), and Books-by-Mail Only. 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 public service hours need not be included. Extensive hours closed to</p>

#	<u>Data Element Name</u>	<u>Data Element Definition</u>
714	Number of Weeks a Library is Open (actual weeks)	<p data-bbox="548 226 1438 285">the public due to natural disasters or other events should be excluded from the count.</p> <p data-bbox="548 352 1466 380">This is the number of weeks during the year that an outlet was open to the public.</p> <p data-bbox="548 422 1487 863"><b>Note:</b> Include the number of weeks open for public service for Centrals (data element #209), Branches (data element #210), Bookmobiles (data element #211), and Books-by-Mail Only. For each bookmobile, count only the weeks during which the bookmobile is open to the public. For administrative entities that offer ONLY books-by-mail service, count the weeks that the outlet is staffed for service. The count should be based on the number of weeks that a library outlet was open for half or more of its scheduled service hours. Extensive weeks closed to the public due to natural disasters or other events should be excluded from the count. <b>Do not</b> calculate based on total number of service hours per year at the outlet level. For example, by dividing total hours by the average hours open per week. Round to the nearest whole number of weeks. If the library was open half or more of its scheduled hours in a given week, round up to the next week. If the library was open less than half of its scheduled hours, round down.</p>

## Appendix G: Imputation Flags and Definitions

Flag Value	Flag Description
<b>Public Library System Data File</b>	
R_18	The data were reported and not imputed
E_18	The data were reported and edited for logical consistency
IG17, IG16, IG15, IG14	Prior year data multiplied by cell mean growth rate, using the most current reported data from (2017, 2016, 2015, or 2014)
IQ18	Adjusted cell mean (the ratio of population of legal service area to the cell mean population of legal service area was used to adjust the imputed value)
IJ18	Unadjusted cell mean
IK17, IK16, IK15, IK14	Prior year ratio to another item, using the most current reported data from (2017, 2016, 2015, or 2014)
ID18	Cell median ratio to another item
IP17, IP16, IP15, IP14	Data carried forward, using the most current reported data that are available from (2017, 2016, 2015, or 2014)
IM18	Unadjusted cell median
IT18	Value obtained by relationship of total to detail items
IB18	Raking of detail items to match totals
IS18	Special imputation procedures
IY18	Consistency check derived value
U_18	Not imputed (i.e., outlying territory or closed/temp closed)
H_18	Data were suppressed (to protect confidentiality of respondents)
L_18	Data were suppressed for analytic purposes
<b>Public Library State Summary/State Characteristics Data File</b>	
R_18	All detail comprising total is reported data
IF18	Some detail comprising total is imputed data
IA18	All detail comprising total is imputed data
U_18	Outlying territory – no imputation done
H_18	Total is suppressed

Flag Value	Flag Description
<b>Public Library Outlet Data File</b>	
R_18	The data were reported and not imputed
IP17, IP16, IP15, IP14	Data carried forward, using the most current reported data that are available from (2017, 2016, 2015, or 2014)
M_18	Not imputed - insufficient prior year data
N_18	Not imputed (i.e., item not applicable)
U_18	Not imputed (i.e., outlying territory or closed/temp closed)

Note: See the “Imputation” section for more details on the imputation methodology.

## Appendix H: Item Response Rate and Total Quantity Response Rate by Item by State

Appendix H displays items with response rates (either item or total quantity) less than 95.0 percent at the state level, items where all respondents in a state reported a value of 0 (no respondents), and items where all respondents in a state reported a value of 0 and all nonrespondents were imputed as 0. At the national level, all but two items (i.e., ELINFO and WIFISESS) had an item response rate of 90.0 percent or higher, while most items have a national response rate of 95.0 or higher.

**Item Response Rate (IRR)**—The ratio of the number of eligible units responding to an item to the number of responding units eligible to have responded to the item:

$$IRR = \frac{\text{Number of reported values}}{\text{Number of libraries}}$$

**Total Quantity Response Rate (TQRR)**—The ratio of total quantity of data from responding units to the total estimated quantity for all units eligible for tabulation (includes imputed data):

$$TQRR = \frac{\text{Sum of reported values}}{\text{Sum of reported and imputed values}}$$

The TQRR measures the percentage of the total quantity of a given variable that was reported by respondents, as opposed to being imputed during data processing.

Response rates reported in Appendix H are rounded values.

The U.S. Virgin Islands enumerated their outlets but were not able to complete the FY 2018 survey. Therefore, they are considered part of the universe for FY 2018, but not a survey respondent. The lists included below omit VI.

\* Item response rate less than 70.0 percent, does not meet the OMB statistical standard.

\*\* Total quantity response rate less than 70.0 percent, does not meet the OMB statistical standard.

† All respondents in state reported value of 0 and all nonrespondents were imputed as 0.

‡ All respondents in state reported value of 0 (no nonrespondents).

§ Item not imputed. Total quantity response rate is 100.0 percent.

N/A Not applicable

**VARIABLE=CENTLIB  
DESCRIPTION=# OF CENTRAL LIBRARIES**

STATE	ITEM RESPONSE RATE	TOTAL QUANTITY RESPONSE RATE
DC	100.0	‡

**VARIABLE=BKMOB  
DESCRIPTION=# OF BOOKMOBILES**

STATE	ITEM RESPONSE RATE	TOTAL QUANTITY RESPONSE RATE
AS	100.0	‡
DC	100.0	‡
GU	100.0	‡
NH	100.0	‡

**VARIABLE=MASTER  
DESCRIPTION=ALA-MLS STAFF**

STATE	ITEM RESPONSE RATE	TOTAL QUANTITY RESPONSE RATE
AK	92.6	98.5
AZ	87.6	99.8
CT	93.2	95.1
FL	88.9	99.5
GU	100.0	‡
MA	93.0	99.7
NE	94.7	99.9
NJ	87.5	99.3
OH	88.0	99.9
VT	83.7	98.1

\* Item response rate less than 70.0 percent, does not meet the OMB statistical standard.

\*\* Total quantity response rate less than 70.0 percent, does not meet the OMB statistical standard.

† All respondents in state reported value of 0 and all nonrespondents were imputed as 0.

‡ All respondents in state reported value of 0 (no nonrespondents).

§ Item not imputed. Total quantity response rate is 100.0 percent.

N/A Not applicable

**VARIABLE=LIBRARIA  
DESCRIPTION=TOTAL LIBRARIANS**

STATE	ITEM RESPONSE RATE	TOTAL QUANTITY RESPONSE RATE
AK	92.6	97.7
AZ	86.5	98.6
CT	93.2	95.1
FL	88.9	98.8
GU	100.0	‡
NE	94.7	99.2
NJ	89.8	98.2
VT	83.7	93.7

**VARIABLE=OTHPAID  
DESCRIPTION=ALL OTHER PAID STAFF**

STATE	ITEM RESPONSE RATE	TOTAL QUANTITY RESPONSE RATE
AK	92.6	95.4
AZ	86.5	98.8
CA	95.9	94.5
CT	93.2	95.3
FL	88.9	99.7
NE	94.7	§
NJ	89.8	98.7
VT	83.7	96.0

\* Item response rate less than 70.0 percent, does not meet the OMB statistical standard.

\*\* Total quantity response rate less than 70.0 percent, does not meet the OMB statistical standard.

† All respondents in state reported value of 0 and all nonrespondents were imputed as 0.

‡ All respondents in state reported value of 0 (no nonrespondents).

§ Item not imputed. Total quantity response rate is 100.0 percent.

N/A Not applicable

**VARIABLE=TOTSTAFF  
DESCRIPTION=TOTAL PAID EMPLOYEES**

STATE	ITEM RESPONSE RATE	TOTAL QUANTITY RESPONSE RATE
AK	92.6	96.3
AZ	87.6	98.8
CA	95.9	94.7
CT	93.2	95.2
FL	88.9	99.4
NE	94.7	99.6
NJ	89.8	98.6
VT	83.7	94.6

**VARIABLE=LOGVGT  
DESCRIPTION=LOCAL GOVERNMENT REVENUE**

STATE	ITEM RESPONSE RATE	TOTAL QUANTITY RESPONSE RATE
AK	92.6	96.8
AS	100.0	‡
AZ	83.1	99.0
CA	95.9	95.0
CT	93.2	95.5
FL	88.9	99.6
HI	100.0	‡
NJ	89.8	99.1
UT	81.1	98.5
VT	83.7	95.3

\* Item response rate less than 70.0 percent, does not meet the OMB statistical standard.

\*\* Total quantity response rate less than 70.0 percent, does not meet the OMB statistical standard.

† All respondents in state reported value of 0 and all nonrespondents were imputed as 0.

‡ All respondents in state reported value of 0 (no nonrespondents).

§ Item not imputed. Total quantity response rate is 100.0 percent.

N/A Not applicable



**VARIABLE=STGVT**  
**DESCRIPTION=STATE GOVERNMENT REVENUE**

STATE	ITEM RESPONSE RATE	TOTAL QUANTITY RESPONSE RATE
AK	93.8	94.5
AZ	84.3	96.7
CT	93.2	88.5
DC	100.0	‡
FL	87.7	99.6
GU	100.0	‡
MP	100.0	‡
NH	94.7	96.3
NJ	89.8	98.2
UT	81.1	41.5**
VT	100.0	‡

**VARIABLE=FEDGVT**  
**DESCRIPTION=FEDERAL GOVERNMENT REVENUE**

STATE	ITEM RESPONSE RATE	TOTAL QUANTITY RESPONSE RATE
AK	93.8	§
AZ	83.1	§
CT	93.2	§
FL	87.7	§
GU	100.0	‡
NH	94.7	§
NJ	89.8	§
UT	81.1	§
VT	83.7	§
WY	95.7	†

\* Item response rate less than 70.0 percent, does not meet the OMB statistical standard.

\*\* Total quantity response rate less than 70.0 percent, does not meet the OMB statistical standard.

† All respondents in state reported value of 0 and all nonrespondents were imputed as 0.

‡ All respondents in state reported value of 0 (no nonrespondents).

§ Item not imputed. Total quantity response rate is 100.0 percent.

N/A Not applicable

**VARIABLE=OTHINCM**  
**DESCRIPTION=OTHER OPERATING REVENUE**

STATE	ITEM RESPONSE RATE	TOTAL QUANTITY RESPONSE RATE
AK	93.8	99.8
AZ	80.9	99.6
CT	93.2	98.6
FL	88.9	99.6
MP	100.0	‡
NJ	89.8	96.4
UT	81.1	99.1
VT	83.2	95.6

**VARIABLE=TOTINCM**  
**DESCRIPTION=TOTAL OPERATING REVENUE**

STATE	ITEM RESPONSE RATE	TOTAL QUANTITY RESPONSE RATE
AK	92.6	96.9
AZ	80.9	98.9
CT	93.2	95.9
FL	88.9	99.6
NH	94.7	99.3
NJ	89.8	99.0
UT	81.1	97.8
VT	83.2	95.3

\* Item response rate less than 70.0 percent, does not meet the OMB statistical standard.  
 \*\* Total quantity response rate less than 70.0 percent, does not meet the OMB statistical standard.  
 † All respondents in state reported value of 0 and all nonrespondents were imputed as 0.  
 ‡ All respondents in state reported value of 0 (no nonrespondents).  
 § Item not imputed. Total quantity response rate is 100.0 percent.  
 N/A Not applicable

**VARIABLE=SALARIES**  
**DESCRIPTION=SALARIES & WAGES EXP**

STATE	ITEM RESPONSE RATE	TOTAL QUANTITY RESPONSE RATE
AK	92.6	97.2
AZ	83.1	98.5
CA	95.9	94.7
CT	93.2	95.4
FL	88.9	99.4
NE	94.7	99.8
NH	81.3	95.5
NJ	89.8	99.0
UT	81.1	97.3
VT	75.5	92.0

**VARIABLE=BENEFIT**  
**DESCRIPTION=EMPLOYEE BENEFITS**

STATE	ITEM RESPONSE RATE	TOTAL QUANTITY RESPONSE RATE
AK	92.6	97.2
AZ	83.1	99.0
CT	68.2*	79.7
FL	88.9	99.6
IA	93.8	99.5
MP	100.0	‡
NE	94.7	99.9
NH	80.9	97.7
NJ	89.8	99.3
UT	79.7	94.8
VT	75.0	94.4

\* Item response rate less than 70.0 percent, does not meet the OMB statistical standard.

\*\* Total quantity response rate less than 70.0 percent, does not meet the OMB statistical standard.

† All respondents in state reported value of 0 and all nonrespondents were imputed as 0.

‡ All respondents in state reported value of 0 (no nonrespondents).

§ Item not imputed. Total quantity response rate is 100.0 percent.

N/A Not applicable

**VARIABLE=STAFFEXP  
DESCRIPTION=TOTAL STAFF EXP**

STATE	ITEM RESPONSE RATE	TOTAL QUANTITY RESPONSE RATE
AK	92.6	97.2
AZ	83.1	98.6
CA	95.9	94.8
CT	68.2*	77.8
FL	88.9	99.5
IA	93.8	99.4
NE	94.7	99.8
NJ	89.8	99.1
UT	79.7	96.5
VT	82.6	95.2

**VARIABLE=PRMATEXP  
DESCRIPTION=OP EXP FOR PRINT MAT**

STATE	ITEM RESPONSE RATE	TOTAL QUANTITY RESPONSE RATE
AK	92.6	96.4
AZ	84.3	99.1
CA	95.9	94.7
CT	93.2	93.0
FL	88.9	99.5
MN	94.9	95.1
NE	94.7	99.5
NJ	89.8	97.6
UT	79.7	93.9
VT	59.8*	68.6**
WA	93.3	97.7

\* Item response rate less than 70.0 percent, does not meet the OMB statistical standard.

\*\* Total quantity response rate less than 70.0 percent, does not meet the OMB statistical standard.

† All respondents in state reported value of 0 and all nonrespondents were imputed as 0.

‡ All respondents in state reported value of 0 (no nonrespondents).

§ Item not imputed. Total quantity response rate is 100.0 percent.

N/A Not applicable

**VARIABLE=ELMATEXP**  
**DESCRIPTION=OP EXP FOR ELECTRONIC MAT**

STATE	ITEM RESPONSE RATE	TOTAL QUANTITY RESPONSE RATE
AK	92.6	98.9
AZ	83.1	99.8
CA	95.9	94.1
CT	93.2	95.1
FL	87.7	99.8
NE	94.7	§
NJ	89.8	99.2
UT	79.7	99.1
VT	61.4*	76.1

**VARIABLE=OTHMATEX**  
**DESCRIPTION=OP EXP FOR OTHER MAT**

STATE	ITEM RESPONSE RATE	TOTAL QUANTITY RESPONSE RATE
AK	92.6	99.0
AZ	84.3	99.2
CA	95.9	94.1
CT	93.2	94.5
FL	87.7	99.4
GU	100.0	‡
NE	94.7	99.8
NH	94.7	98.9
NJ	89.8	98.8
UT	79.7	97.3
VT	59.8*	64.8**
WA	93.3	96.0

\* Item response rate less than 70.0 percent, does not meet the OMB statistical standard.

\*\* Total quantity response rate less than 70.0 percent, does not meet the OMB statistical standard.

† All respondents in state reported value of 0 and all nonrespondents were imputed as 0.

‡ All respondents in state reported value of 0 (no nonrespondents).

§ Item not imputed. Total quantity response rate is 100.0 percent.

N/A Not applicable

**VARIABLE=TOTEXPCO**  
**DESCRIPTION=TOTAL COLLECTION EXP**

STATE	ITEM RESPONSE RATE	TOTAL QUANTITY RESPONSE RATE
AK	92.6	97.3
AZ	84.3	99.3
CA	95.9	94.4
CT	93.2	93.8
FL	88.9	99.6
MN	97.1	94.6
NE	94.7	99.7
NH	94.7	98.0
NJ	89.8	98.1
UT	79.7	95.9
VT	83.7	92.6

**VARIABLE=OTHOPEXP**  
**DESCRIPTION=OTHER OPERATING EXP**

STATE	ITEM RESPONSE RATE	TOTAL QUANTITY RESPONSE RATE
AK	92.6	97.8
AZ	82.0	99.5
CT	93.2	95.6
FL	87.7	99.7
IA	94.9	98.5
NE	94.7	99.7
NJ	89.8	98.7
UT	81.1	97.9
VT	83.2	93.3

\* Item response rate less than 70.0 percent, does not meet the OMB statistical standard.

\*\* Total quantity response rate less than 70.0 percent, does not meet the OMB statistical standard.

† All respondents in state reported value of 0 and all nonrespondents were imputed as 0.

‡ All respondents in state reported value of 0 (no nonrespondents).

§ Item not imputed. Total quantity response rate is 100.0 percent.

N/A Not applicable

**VARIABLE=TOTOPEXP**  
**DESCRIPTION=TOTAL OPERATING EXP**

STATE	ITEM RESPONSE RATE	TOTAL QUANTITY RESPONSE RATE
AK	92.6	97.4
AZ	82.0	98.9
CA	95.9	94.9
CT	68.2*	78.7
FL	87.7	99.5
IA	93.4	98.4
NE	94.7	99.8
NH	94.7	99.1
NJ	89.8	98.9
UT	78.4	96.3
VT	82.6	94.5

**VARIABLE=LCAP\_REV**  
**DESCRIPTION=LOCAL GOVT CAPITAL REVENUE**

STATE	ITEM RESPONSE RATE	TOTAL QUANTITY RESPONSE RATE
AK	92.6	§
AS	100.0	‡
AZ	85.4	§
CT	93.2	§
FL	88.9	99.7
GU	100.0	‡
HI	100.0	‡
MA	67.2*	97.0
MP	100.0	‡
NE	94.7	§
NJ	89.8	§
UT	81.1	§
VT	83.2	§
WI	26.5*	82.4

\* Item response rate less than 70.0 percent, does not meet the OMB statistical standard.

\*\* Total quantity response rate less than 70.0 percent, does not meet the OMB statistical standard.

† All respondents in state reported value of 0 and all nonrespondents were imputed as 0.

‡ All respondents in state reported value of 0 (no nonrespondents).

§ Item not imputed. Total quantity response rate is 100.0 percent.

N/A Not applicable

**VARIABLE=SCAP\_REV**  
**DESCRIPTION=STATE GOVT CAPITAL REVENUE**

STATE	ITEM RESPONSE RATE	TOTAL QUANTITY RESPONSE RATE
AK	92.6	§
AL	100.0	‡
AS	100.0	‡
AZ	85.4	§
CT	93.2	§
DC	100.0	‡
FL	88.9	§
GU	100.0	‡
KS	100.0	‡
MA	61.8*	§
MO	99.3	†
MP	100.0	‡
MS	100.0	‡
MT	100.0	‡
NE	94.7	§
NJ	89.8	§
NV	100.0	‡
SD	100.0	‡
TX	96.3	†
UT	81.1	§
VA	98.9	†
VT	83.2	§
WA	100.0	‡
WI	12.9*	§
WY	95.7	†

\* Item response rate less than 70.0 percent, does not meet the OMB statistical standard.

\*\* Total quantity response rate less than 70.0 percent, does not meet the OMB statistical standard.

† All respondents in state reported value of 0 and all nonrespondents were imputed as 0.

‡ All respondents in state reported value of 0 (no nonrespondents).

§ Item not imputed. Total quantity response rate is 100.0 percent.

N/A Not applicable



VARIABLE=FCAP\_REV  
DESCRIPTION=FEDERAL GOVT CAPITAL REVENUE

STATE	ITEM RESPONSE RATE	TOTAL QUANTITY RESPONSE RATE
AK	92.6	†
AS	100.0	‡
AZ	85.4	§
CT	93.2	§
DC	100.0	‡
DE	100.0	‡
FL	88.9	†
HI	100.0	‡
KS	100.0	‡
LA	100.0	‡
MA	54.5*	0.0**
MD	100.0	‡
MP	100.0	‡
MS	100.0	‡
MT	100.0	‡
NE	94.7	†
NJ	89.8	†
NV	100.0	‡
PA	100.0	‡
RI	100.0	‡
UT	81.1	§
VA	98.9	†
VT	83.2	†
WA	100.0	‡
WI	16.0*	§
WY	95.7	†

\* Item response rate less than 70.0 percent, does not meet the OMB statistical standard.

\*\* Total quantity response rate less than 70.0 percent, does not meet the OMB statistical standard.

† All respondents in state reported value of 0 and all nonrespondents were imputed as 0.

‡ All respondents in state reported value of 0 (no nonrespondents).

§ Item not imputed. Total quantity response rate is 100.0 percent.

N/A Not applicable

VARIABLE=OCAP\_REV  
DESCRIPTION=OTHER CAPITAL REVENUE

STATE	ITEM RESPONSE RATE	TOTAL QUANTITY RESPONSE RATE
AK	92.6	§
AS	100.0	‡
AZ	85.4	§
CT	93.2	§
DC	100.0	‡
FL	88.9	§
GU	100.0	‡
HI	100.0	‡
MA	67.2*	§
MP	100.0	‡
MS	100.0	‡
NE	94.7	§
NJ	89.8	§
SC	100.0	‡
UT	81.1	§
VT	83.2	§
WI	23.4*	§
WY	95.7	†

\* Item response rate less than 70.0 percent, does not meet the OMB statistical standard.

\*\* Total quantity response rate less than 70.0 percent, does not meet the OMB statistical standard.

† All respondents in state reported value of 0 and all nonrespondents were imputed as 0.

‡ All respondents in state reported value of 0 (no nonrespondents).

§ Item not imputed. Total quantity response rate is 100.0 percent.

N/A Not applicable

VARIABLE=CAP\_REV  
DESCRIPTION=TOTAL CAPITAL REVENUE

STATE	ITEM RESPONSE RATE	TOTAL QUANTITY RESPONSE RATE
AK	92.6	§
AS	100.0	‡
AZ	85.4	§
CT	93.2	§
FL	88.9	99.8
IL	95.5	94.5
MA	52.3*	56.2**
MP	100.0	‡
NE	94.7	§
NJ	89.8	§
UT	81.1	§
VT	83.2	§
WI	11.5*	0.4**

\* Item response rate less than 70.0 percent, does not meet the OMB statistical standard.

\*\* Total quantity response rate less than 70.0 percent, does not meet the OMB statistical standard.

† All respondents in state reported value of 0 and all nonrespondents were imputed as 0.

‡ All respondents in state reported value of 0 (no nonrespondents).

§ Item not imputed. Total quantity response rate is 100.0 percent.

N/A Not applicable

**VARIABLE=CAPITAL**  
**DESCRIPTION=TOTAL CAPITAL EXPENDITURES**

STATE	ITEM RESPONSE RATE	TOTAL QUANTITY RESPONSE RATE
AK	92.6	73.5
AS	100.0	‡
AZ	83.1	98.4
CT	93.2	88.3
FL	88.9	99.0
GU	100.0	‡
IN	93.2	97.0
MA	75.1	85.4
MP	100.0	‡
NE	94.7	99.9
NJ	89.8	93.0
OH	92.4	97.8
PA	93.8	88.5
UT	81.1	96.3
VT	82.6	97.3
WI	45.7*	63.8**

\* Item response rate less than 70.0 percent, does not meet the OMB statistical standard.

\*\* Total quantity response rate less than 70.0 percent, does not meet the OMB statistical standard.

† All respondents in state reported value of 0 and all nonrespondents were imputed as 0.

‡ All respondents in state reported value of 0 (no nonrespondents).

§ Item not imputed. Total quantity response rate is 100.0 percent.

N/A Not applicable

**VARIABLE=BKVOL**  
**DESCRIPTION=PRINT MATERIALS**

STATE	ITEM RESPONSE RATE	TOTAL QUANTITY RESPONSE RATE
AK	92.6	94.5
AZ	87.6	98.3
CA	95.4	94.2
CT	93.2	94.2
FL	88.9	98.7
NJ	89.8	97.2
UT	93.2	97.7
VT	81.0	89.3

**VARIABLE=EBOOK**  
**DESCRIPTION=ELECTRONIC BOOKS**

STATE	ITEM RESPONSE RATE	TOTAL QUANTITY RESPONSE RATE
AK	92.6	98.3
AZ	76.4	99.9
CT	0.0*	0.0**
FL	87.7	96.2
GU	100.0	‡
MI	96.2	90.0
NJ	89.8	95.1
PA	93.1	99.8
VT	81.0	97.2
WV	94.8	96.1

\* Item response rate less than 70.0 percent, does not meet the OMB statistical standard.

\*\* Total quantity response rate less than 70.0 percent, does not meet the OMB statistical standard.

† All respondents in state reported value of 0 and all nonrespondents were imputed as 0.

‡ All respondents in state reported value of 0 (no nonrespondents).

§ Item not imputed. Total quantity response rate is 100.0 percent.

N/A Not applicable

**VARIABLE=AUDIO\_PH**  
**DESCRIPTION=AUDIO - PHYSICAL UNITS**

STATE	ITEM RESPONSE RATE	TOTAL QUANTITY RESPONSE RATE
AK	74.1	96.0
AZ	86.5	99.4
CA	95.9	94.7
CT	93.2	95.1
FL	88.9	99.4
NJ	89.5	97.9
UT	93.2	98.5
VT	80.4	94.0

**VARIABLE=AUDIO\_DL**  
**DESCRIPTION=AUDIO - DOWNLOADABLE UNITS**

STATE	ITEM RESPONSE RATE	TOTAL QUANTITY RESPONSE RATE
AK	92.6	98.3
AS	100.0	‡
AZ	84.3	99.7
CT	0.0*	0.0**
FL	87.7	99.9
GU	100.0	‡
MI	95.5	83.3
MP	100.0	‡
NJ	86.4	89.7
PA	88.7	98.6
VT	81.0	92.2

\* Item response rate less than 70.0 percent, does not meet the OMB statistical standard.

\*\* Total quantity response rate less than 70.0 percent, does not meet the OMB statistical standard.

† All respondents in state reported value of 0 and all nonrespondents were imputed as 0.

‡ All respondents in state reported value of 0 (no nonrespondents).

§ Item not imputed. Total quantity response rate is 100.0 percent.

N/A Not applicable

VARIABLE=VIDEO\_PH  
DESCRIPTION=VIDEO - PHYSICAL UNITS

STATE	ITEM RESPONSE RATE	TOTAL QUANTITY RESPONSE RATE
AK	87.7	97.3
AZ	87.6	99.2
CA	95.9	94.8
CT	93.2	95.3
FL	87.7	99.3
NJ	89.8	96.9
UT	93.2	97.5
VT	80.4	89.7

\* Item response rate less than 70.0 percent, does not meet the OMB statistical standard.

\*\* Total quantity response rate less than 70.0 percent, does not meet the OMB statistical standard.

† All respondents in state reported value of 0 and all nonrespondents were imputed as 0.

‡ All respondents in state reported value of 0 (no nonrespondents).

§ Item not imputed. Total quantity response rate is 100.0 percent.

N/A Not applicable

**VARIABLE=VIDEO\_DL**  
**DESCRIPTION=VIDEO - DOWNLOADABLE UNITS**

STATE	ITEM RESPONSE RATE	TOTAL QUANTITY RESPONSE RATE
AK	92.6	§
AS	100.0	‡
AZ	80.9	88.5
CA	95.0	94.6
CT	0.0**	0.0**
FL	87.7	98.8
GA	93.7	99.9
GU	100.0	‡
HI	100.0	‡
KS	90.8	96.0
MA	93.0	§
MI	93.2	92.0
MP	100.0	‡
NJ	79.0	92.9
PA	30.6*	71.8

**VARIABLE=VIDEO\_DL**  
**DESCRIPTION=VIDEO - DOWNLOADABLE UNITS**

STATE	ITEM RESPONSE RATE	TOTAL QUANTITY RESPONSE RATE
TN	96.8	86.0
VT	82.1	94.9
WY	91.3	§

\* Item response rate less than 70.0 percent, does not meet the OMB statistical standard.

\*\* Total quantity response rate less than 70.0 percent, does not meet the OMB statistical standard.

† All respondents in state reported value of 0 and all nonrespondents were imputed as 0.

‡ All respondents in state reported value of 0 (no nonrespondents).

§ Item not imputed. Total quantity response rate is 100.0 percent.

N/A Not applicable



**VARIABLE=EC\_LO\_OT**  
**DESCRIPTION=LOCAL/OTHER ELECTRONIC COLLECTIONS**

STATE	ITEM RESPONSE RATE	TOTAL QUANTITY RESPONSE RATE
AS	100.0	‡
AZ	75.3	91.8
CA	95.0	94.8
CT	93.2	85.3
FL	87.7	97.1
HI	100.0	‡
MA	86.4	78.0
MP	100.0	‡
NJ	89.2	89.6
VT	83.2	10.0**
WY	95.7	92.6

**VARIABLE=EC\_ST**  
**DESCRIPTION=STATE ELECTRONIC COLLECTIONS**

STATE	ITEM RESPONSE RATE	TOTAL QUANTITY RESPONSE RATE
CA	100.0	‡
CT	93.2	93.4
DC	100.0	‡
GU	100.0	‡
ME	100.0	‡
MI	99.5	0.0**
MP	100.0	‡
MT	100.0	‡

\* Item response rate less than 70.0 percent, does not meet the OMB statistical standard.

\*\* Total quantity response rate less than 70.0 percent, does not meet the OMB statistical standard.

† All respondents in state reported value of 0 and all nonrespondents were imputed as 0.

‡ All respondents in state reported value of 0 (no nonrespondents).

§ Item not imputed. Total quantity response rate is 100.0 percent.

N/A Not applicable

**VARIABLE=ELECCOLL**  
**DESCRIPTION=TOTAL ELECTRONIC COLLECTIONS**

STATE	ITEM RESPONSE RATE	TOTAL QUANTITY RESPONSE RATE
AZ	75.3	78.2
CA	95.0	93.8
CT	93.2	91.3
FL	88.9	90.4
MA	86.4	85.9
MI	97.5	88.9
MP	100.0	‡
NJ	89.2	90.6
UT	98.6	93.6
VT	83.2	85.8

**VARIABLE=SUBSCRIP**  
**DESCRIPTION=CURRENT PRINT SERIAL SUBSCRIPTIONS**

STATE	ITEM RESPONSE RATE	TOTAL QUANTITY RESPONSE RATE
AK	90.1	96.7
AZ	86.5	99.8
CA	95.0	90.4
CT	93.2	93.9
FL	87.7	99.1
NJ	89.8	98.7
UT	94.6	98.8
VT	82.6	90.5

\* Item response rate less than 70.0 percent, does not meet the OMB statistical standard.

\*\* Total quantity response rate less than 70.0 percent, does not meet the OMB statistical standard.

† All respondents in state reported value of 0 and all nonrespondents were imputed as 0.

‡ All respondents in state reported value of 0 (no nonrespondents).

§ Item not imputed. Total quantity response rate is 100.0 percent.

N/A Not applicable

**VARIABLE=HRS\_OPEN**  
**DESCRIPTION=PUBLIC SERV HRS/YR**

STATE	ITEM RESPONSE RATE	TOTAL QUANTITY RESPONSE RATE
AK	92.6	95.0
AZ	87.6	95.4
CT	93.2	95.8
FL	88.9	98.6
NJ	89.8	94.9
UT	94.6	97.3
VT	83.7	87.8

**VARIABLE=VISITS**  
**DESCRIPTION=LIBRARY VISITS**

STATE	ITEM RESPONSE RATE	TOTAL QUANTITY RESPONSE RATE
AK	90.1	93.2
AZ	83.1	99.4
CA	91.3	90.8
CT	91.1	92.9
FL	86.4	98.8
IA	94.9	99.4
MA	90.0	91.8
NE	94.3	99.8
NH	89.3	89.6
NJ	89.8	97.8
UT	77.0	93.7
VT	77.7	90.9
WA	91.7	99.7
WI	86.9	92.5

\* Item response rate less than 70.0 percent, does not meet the OMB statistical standard.

\*\* Total quantity response rate less than 70.0 percent, does not meet the OMB statistical standard.

† All respondents in state reported value of 0 and all nonrespondents were imputed as 0.

‡ All respondents in state reported value of 0 (no nonrespondents).

§ Item not imputed. Total quantity response rate is 100.0 percent.

N/A Not applicable

**VARIABLE=REFERENC  
DESCRIPTION=REFERENCE TRANS**

STATE	ITEM RESPONSE RATE	TOTAL QUANTITY RESPONSE RATE
AK	82.7	97.4
AZ	85.4	99.3
CA	89.0	88.0
CO	90.3	96.1
CT	84.9	92.0
DC	0.0*	0.0**
DE	76.2	93.4
FL	79.0	95.3
GA	96.8	84.3
IA	91.2	95.2
ID	92.3	96.2
IL	94.7	98.4
MA	87.0	94.5
ME	83.6	76.4
MI	94.2	96.6
MN	91.2	93.2
NE	93.5	99.6
NH	78.7	84.5
NJ	89.8	98.1
OR	91.9	97.5
UT	74.3	93.5
VA	92.5	95.8
VT	60.9*	68.5**
WA	66.7*	76.7
WI	68.8*	83.3
WY	95.7	88.1

\* Item response rate less than 70.0 percent, does not meet the OMB statistical standard.

\*\* Total quantity response rate less than 70.0 percent, does not meet the OMB statistical standard.

† All respondents in state reported value of 0 and all nonrespondents were imputed as 0.

‡ All respondents in state reported value of 0 (no nonrespondents).

§ Item not imputed. Total quantity response rate is 100.0 percent.

N/A Not applicable

**VARIABLE=REGBOR**  
**DESCRIPTION=REGISTERED USERS**

STATE	ITEM RESPONSE RATE	TOTAL QUANTITY RESPONSE RATE
AK	92.6	97.2
AZ	87.6	99.4
CT	92.7	93.9
FL	88.9	99.5
IA	94.7	99.4
NE	94.7	99.8
NJ	89.8	98.8
OR	93.3	87.8
UT	94.6	99.0
VT	82.1	92.3

**VARIABLE=TOTCIR**  
**DESCRIPTION=TOTAL CIRCULATION**

STATE	ITEM RESPONSE RATE	TOTAL QUANTITY RESPONSE RATE
AK	92.6	98.0
AZ	84.3	99.9
CA	95.4	93.2
CT	93.2	93.1
FL	88.9	99.6
NE	93.9	99.8
NJ	89.8	98.8
VT	81.0	94.3

\* Item response rate less than 70.0 percent, does not meet the OMB statistical standard.

\*\* Total quantity response rate less than 70.0 percent, does not meet the OMB statistical standard.

† All respondents in state reported value of 0 and all nonrespondents were imputed as 0.

‡ All respondents in state reported value of 0 (no nonrespondents).

§ Item not imputed. Total quantity response rate is 100.0 percent.

N/A Not applicable

**VARIABLE=KIDCIRCL**  
**DESCRIPTION=CIRCULATION OF KIDS MATERIALS**

STATE	ITEM RESPONSE RATE	TOTAL QUANTITY RESPONSE RATE
AK	88.9	76.9
AZ	87.6	§
CA	95.4	94.7
CT	93.2	92.9
FL	85.2	95.0
IA	94.9	99.5
ID	99.0	93.0
NE	93.9	99.8
NH	91.1	93.6
NJ	89.8	99.0
VA	97.8	94.7
VT	79.3	94.3
WA	80.0	92.2
WV	97.9	84.1

**VARIABLE=ELMATCIR**  
**DESCRIPTION=CIRCULATION OF ELECTRONIC MATERIALS**

STATE	ITEM RESPONSE RATE	TOTAL QUANTITY RESPONSE RATE
AK	88.9	99.0
AZ	84.3	99.9
CA	92.2	91.6
CT	93.2	92.3
FL	87.7	99.8
GU	100.0	‡
NE	93.9	99.9
NJ	87.8	97.6
VT	82.1	97.4

\* Item response rate less than 70.0 percent, does not meet the OMB statistical standard.

\*\* Total quantity response rate less than 70.0 percent, does not meet the OMB statistical standard.

† All respondents in state reported value of 0 and all nonrespondents were imputed as 0.

‡ All respondents in state reported value of 0 (no nonrespondents).

§ Item not imputed. Total quantity response rate is 100.0 percent.

N/A Not applicable

**VARIABLE=PHYSICIR**  
**DESCRIPTION=PHYSICAL ITEM CIRCULATION**

STATE	ITEM RESPONSE RATE	TOTAL QUANTITY RESPONSE RATE
AK	92.6	97.8
AZ	86.5	§
CA	95.4	93.4
CT	93.2	93.2
FL	84.0	98.7
NE	93.9	99.8
NJ	89.5	98.4
VT	81.5	94.1

\* Item response rate less than 70.0 percent, does not meet the OMB statistical standard.

\*\* Total quantity response rate less than 70.0 percent, does not meet the OMB statistical standard.

† All respondents in state reported value of 0 and all nonrespondents were imputed as 0.

‡ All respondents in state reported value of 0 (no nonrespondents).

§ Item not imputed. Total quantity response rate is 100.0 percent.

N/A Not applicable

VARIABLE=ELINFO  
DESCRIPTION=SUCCESSFUL RETRIEVAL OF ELECTRONIC INFORMATION

STATE	ITEM RESPONSE RATE	TOTAL QUANTITY RESPONSE RATE
AK	92.6	98.8
AL	94.2	§
CA	71.1	93.0
CO	92.0	§
CT	39.1*	59.2**
FL	63.0*	99.9
GU	0.0*	N/A
IL	75.3	92.7
IN	89.0	99.9
KS	93.8	§
ME	8.6*	98.1
MN	52.2*	§
MP	100.0	‡
NE	93.9	§
NJ	36.6*	99.1
NM	88.5	§
TN	69.4*	§
UT	23.0*	98.9
VA	79.6	§
VT	82.1	99.6
WA	78.3	97.3
WI	61.9*	82.0
WV	88.7	§

\* Item response rate less than 70.0 percent, does not meet the OMB statistical standard.

\*\* Total quantity response rate less than 70.0 percent, does not meet the OMB statistical standard.

† All respondents in state reported value of 0 and all nonrespondents were imputed as 0.

‡ All respondents in state reported value of 0 (no nonrespondents).

§ Item not imputed. Total quantity response rate is 100.0 percent.

N/A Not applicable



VARIABLE=ELCONT  
DESCRIPTION=ELECTRONIC CONTENT USE

STATE	ITEM RESPONSE RATE	TOTAL QUANTITY RESPONSE RATE
AK	92.6	98.9
AZ	84.3	99.9
CA	92.2	92.5
CT	39.1*	58.0**
FL	87.7	99.9
GU	100.0	‡
IL	76.1	87.9
KS	93.8	99.2
ME	75.0	99.5
NE	93.9	§
NJ	35.6*	73.5
UT	23.0*	87.2
VT	82.1	98.3
WA	78.3	94.7
WI	61.7*	80.0

\* Item response rate less than 70.0 percent, does not meet the OMB statistical standard.

\*\* Total quantity response rate less than 70.0 percent, does not meet the OMB statistical standard.

† All respondents in state reported value of 0 and all nonrespondents were imputed as 0.

‡ All respondents in state reported value of 0 (no nonrespondents).

§ Item not imputed. Total quantity response rate is 100.0 percent.

N/A Not applicable

VARIABLE=TOTCOLL  
DESCRIPTION=TOTAL COLLECTION USE

STATE	ITEM RESPONSE RATE	TOTAL QUANTITY RESPONSE RATE
AK	92.6	98.1
AZ	84.3	§
CA	92.2	92.8
CT	39.1*	59.7**
FL	82.7	99.0
GU	100.0	‡
IL	76.1	81.1
KS	93.5	98.8
NE	93.9	99.8
NJ	35.9*	51.8**
UT	23.0*	82.0
VT	81.5	94.5
WA	78.3	92.3
WI	61.7*	78.0

\* Item response rate less than 70.0 percent, does not meet the OMB statistical standard.

\*\* Total quantity response rate less than 70.0 percent, does not meet the OMB statistical standard.

† All respondents in state reported value of 0 and all nonrespondents were imputed as 0.

‡ All respondents in state reported value of 0 (no nonrespondents).

§ Item not imputed. Total quantity response rate is 100.0 percent.

N/A Not applicable

**VARIABLE=LOANTO**  
**DESCRIPTION= INTER-LIBRARY LOANS OUT**

STATE	ITEM RESPONSE RATE	TOTAL QUANTITY RESPONSE RATE
AK	92.6	60.9**
AS	100.0	‡
AZ	83.1	81.5
CT	93.2	78.9
FL	79.0	76.1
MP	100.0	‡
NH	92.9	86.7
NJ	89.8	92.0
VT	81.5	76.3
WA	91.7	97.3

**VARIABLE=LOANFM**  
**DESCRIPTION= INTER-LIBRARY LOANS RECEIVED**

STATE	ITEM RESPONSE RATE	TOTAL QUANTITY RESPONSE RATE
AK	92.6	98.6
AS	100.0	‡
AZ	83.1	99.4
CA	95.0	95.2
CT	93.2	84.5
FL	79.0	88.0
GU	100.0	‡
ID	98.1	92.4
MP	100.0	‡
NH	92.4	90.8
NJ	89.8	93.3
VT	81.5	88.5

\* Item response rate less than 70.0 percent, does not meet the OMB statistical standard.

\*\* Total quantity response rate less than 70.0 percent, does not meet the OMB statistical standard.

‡ All respondents in state reported value of 0 and all nonrespondents were imputed as 0.

‡ All respondents in state reported value of 0 (no nonrespondents).

§ Item not imputed. Total quantity response rate is 100.0 percent.

N/A Not applicable

**VARIABLE=TOTPRO**  
**DESCRIPTION=TOTAL LIBRARY PROGRAMS**

STATE	ITEM RESPONSE RATE	TOTAL QUANTITY RESPONSE RATE
AK	92.6	95.5
AZ	86.5	98.6
CA	95.4	94.9
CT	93.2	94.8
FL	88.9	99.3
NE	94.7	99.3
NJ	89.8	97.6
UT	79.7	89.8
VT	81.5	91.1

**VARIABLE=KIDPRO**  
**DESCRIPTION=TOTAL KIDS PROGRAMS**

STATE	ITEM RESPONSE RATE	TOTAL QUANTITY RESPONSE RATE
AK	92.6	95.9
AZ	86.5	99.0
CA	95.4	95.0
CT	93.2	94.4
FL	88.9	99.2
NE	94.7	99.5
NJ	89.8	97.7
UT	81.1	97.4
VT	75.5	86.5
WA	88.3	79.2

\* Item response rate less than 70.0 percent, does not meet the OMB statistical standard.

\*\* Total quantity response rate less than 70.0 percent, does not meet the OMB statistical standard.

† All respondents in state reported value of 0 and all nonrespondents were imputed as 0.

‡ All respondents in state reported value of 0 (no nonrespondents).

§ Item not imputed. Total quantity response rate is 100.0 percent.

N/A Not applicable

**VARIABLE=YAPRO**  
**DESCRIPTION=TOTAL YOUNG ADULT PROGRAMS**

STATE	ITEM RESPONSE RATE	TOTAL QUANTITY RESPONSE RATE
AK	93.8	95.4
AS	100.0	‡
AZ	84.3	99.8
CT	93.2	94.9
NE	94.7	99.5
NH	91.6	97.1
NJ	91.5	§
UT	81.1	99.4
VT	75.5	88.7
WA	85.0	92.0

**VARIABLE=TOTATTEN**  
**DESCRIPTION=TOTAL PROGRAM ATTENDANCE**

STATE	ITEM RESPONSE RATE	TOTAL QUANTITY RESPONSE RATE
AK	92.6	96.4
AZ	85.4	97.6
CA	95.0	92.4
CT	93.2	95.5
FL	87.7	98.8
NE	94.7	99.7
NJ	89.8	98.2
UT	79.7	67.5**
VT	77.7	87.4

\* Item response rate less than 70.0 percent, does not meet the OMB statistical standard.

\*\* Total quantity response rate less than 70.0 percent, does not meet the OMB statistical standard.

† All respondents in state reported value of 0 and all nonrespondents were imputed as 0.

‡ All respondents in state reported value of 0 (no nonrespondents).

§ Item not imputed. Total quantity response rate is 100.0 percent.

N/A Not applicable

**VARIABLE=KIDATTEN**  
**DESCRIPTION=KIDS PROGRAM ATTENDANCE**

STATE	ITEM RESPONSE RATE	TOTAL QUANTITY RESPONSE RATE
AK	92.6	96.4
AZ	84.3	98.4
CA	95.4	95.0
CT	93.2	95.3
FL	87.7	98.7
NE	94.7	99.8
NJ	89.8	98.3
UT	79.7	95.4
VT	67.4*	81.0
WA	88.3	87.3

**VARIABLE=YAATTEN**  
**DESCRIPTION=YOUNG ADULT PROGRAM ATTENDANCE**

STATE	ITEM RESPONSE RATE	TOTAL QUANTITY RESPONSE RATE
AK	93.8	97.6
AS	100.0	‡
AZ	84.3	99.8
CT	93.2	94.9
NE	94.7	99.7
NH	89.3	87.7
NJ	91.5	§
UT	81.1	99.7
VT	70.1	82.1
WA	85.0	65.1**

\* Item response rate less than 70.0 percent, does not meet the OMB statistical standard.

\*\* Total quantity response rate less than 70.0 percent, does not meet the OMB statistical standard.

† All respondents in state reported value of 0 and all nonrespondents were imputed as 0.

‡ All respondents in state reported value of 0 (no nonrespondents).

§ Item not imputed. Total quantity response rate is 100.0 percent.

N/A Not applicable

**VARIABLE=GPTERMS**  
**DESCRIPTION=INTERNET COMPUTERS USED BY GEN PUBLIC**

STATE	ITEM RESPONSE RATE	TOTAL QUANTITY RESPONSE RATE
AK	92.6	93.0
AZ	86.5	74.6
CT	93.2	95.4
FL	88.9	99.3
NE	94.7	98.7
NJ	89.8	97.0
VT	82.6	90.2

**VARIABLE=PITUSR**  
**DESCRIPTION=PUBLIC INTERNET COMPUTER USES PER YEAR**

STATE	ITEM RESPONSE RATE	TOTAL QUANTITY RESPONSE RATE
AK	86.4	95.6
AZ	85.4	98.7
CA	92.7	94.2
CT	87.0	93.0
FL	86.4	98.8
ME	94.5	96.1
NE	94.3	99.7
NH	82.7	85.4
NJ	89.8	97.9
TX	95.9	95.0
UT	79.7	98.1
VT	80.4	93.5
WA	91.7	97.0
WY	95.7	90.9

\* Item response rate less than 70.0 percent, does not meet the OMB statistical standard.

\*\* Total quantity response rate less than 70.0 percent, does not meet the OMB statistical standard.

† All respondents in state reported value of 0 and all nonrespondents were imputed as 0.

‡ All respondents in state reported value of 0 (no nonrespondents).

§ Item not imputed. Total quantity response rate is 100.0 percent.

N/A Not applicable

**VARIABLE=WIFISESS**  
**DESCRIPTION=WIRELESS SESSIONS**

STATE	ITEM RESPONSE RATE	TOTAL QUANTITY RESPONSE RATE
AK	92.6	98.3
AL	82.1	62.8**
AZ	82.0	§
CA	56.0*	70.1
CO	83.2	93.4
CT	22.4*	51.8**
FL	69.1*	82.3
GA	87.3	88.1
IA	66.4*	92.3
ID	90.4	97.4
IL	63.6*	91.7
IN	90.7	90.3
KS	56.6*	83.0
MA	66.1*	92.9
ME	28.9*	64.7**
MI	93.0	97.5
MN	75.7	97.7
MS	96.2	90.1
NC	70.4	82.6
NE	94.3	99.9
NH	51.1*	54.9**
NJ	76.3	89.5
NM	67.7*	15.3**
NV	72.7	99.2
OR	74.8	31.2**
RI	95.8	84.0
SD	89.1	92.6
TN	89.8	85.0

\* Item response rate less than 70.0 percent, does not meet the OMB statistical standard.

\*\* Total quantity response rate less than 70.0 percent, does not meet the OMB statistical standard.

† All respondents in state reported value of 0 and all nonrespondents were imputed as 0.

‡ All respondents in state reported value of 0 (no nonrespondents).

§ Item not imputed. Total quantity response rate is 100.0 percent.

N/A Not applicable



**VARIABLE=WIFISESS**  
**DESCRIPTION=WIRELESS SESSIONS**

STATE	ITEM RESPONSE RATE	TOTAL QUANTITY RESPONSE RATE
UT	54.1*	47.4**
VA	75.3	96.5
VT	78.8	97.0
WA	50.0*	95.4
WI	76.6	91.3
WY	69.6*	78.9

\* Item response rate less than 70.0 percent, does not meet the OMB statistical standard.

\*\* Total quantity response rate less than 70.0 percent, does not meet the OMB statistical standard.

† All respondents in state reported value of 0 and all nonrespondents were imputed as 0.

‡ All respondents in state reported value of 0 (no nonrespondents).

§ Item not imputed. Total quantity response rate is 100.0 percent.

N/A Not applicable

**VARIABLE=WEBVISIT**  
**DESCRIPTION=WEBSITE VISITS**

STATE	ITEM RESPONSE RATE	TOTAL QUANTITY RESPONSE RATE
AK	29.6*	§
AL	74.6	§
AS	0.0*	N/A
AZ	0.0*	N/A
CA	72.0	§
CO	83.2	§
CT	39.1*	§
DE	42.9*	§
FL	75.3	§
GA	82.5	§
IA	0.0*	N/A
ID	0.0*	N/A
IL	0.0*	N/A
IN	85.6	§
KS	0.0*	N/A
KY	93.3	§
LA	94.0	§
MA	0.0*	N/A
ME	0.0*	N/A
MI	90.7	§
MN	39.0*	§
MO	94.0	§
MS	90.6	§
MT	40.2*	§
NC	82.7	§
ND	84.8	§
NE	92.7	§
NH	38.2*	§

\* Item response rate less than 70.0 percent, does not meet the OMB statistical standard.

\*\* Total quantity response rate less than 70.0 percent, does not meet the OMB statistical standard.

† All respondents in state reported value of 0 and all nonrespondents were imputed as 0.

‡ All respondents in state reported value of 0 (no nonrespondents).

§ Item not imputed. Total quantity response rate is 100.0 percent.

N/A Not applicable

STATE	ITEM RESPONSE RATE	TOTAL QUANTITY RESPONSE RATE
NJ	0.0*	N/A
NM	50.0*	§
NV	68.2*	§
OH	0.0*	N/A
OR	65.2*	§
PA	0.0*	N/A
RI	0.0*	N/A
SC	40.5*	§
SD	23.6*	§
TN	26.3*	§
UT	32.4*	§
VA	94.6	§
VT	73.4	§
WA	70.0	§
WI	72.2	§
WV	75.3	§
WY	0.0*	N/A

**VARIABLE=SQ\_FEET  
DESCRIPTION=SQUARE FOOTAGE OF OUTLET**

STATE	ITEM RESPONSE RATE	TOTAL QUANTITY RESPONSE RATE
AK	94.8	97.1
CT	94.7	99.9
NJ	74.0	82.9
VT	88.4	99.1

\* Item response rate less than 70.0 percent, does not meet the OMB statistical standard.

\*\* Total quantity response rate less than 70.0 percent, does not meet the OMB statistical standard.

† All respondents in state reported value of 0 and all nonrespondents were imputed as 0.

‡ All respondents in state reported value of 0 (no nonrespondents).

§ Item not imputed. Total quantity response rate is 100.0 percent.

N/A Not applicable

**VARIABLE=L\_NUM\_BM**  
**DESCRIPTION=NUMBER OF BOOKMOBILES IN BOOKMOBILE SERV**

STATE	ITEM RESPONSE RATE	TOTAL QUANTITY RESPONSE RATE
AS	100.0	‡
DC	100.0	‡
GU	100.0	‡
NH	100.0	‡

**VARIABLE=HOURS**  
**DESCRIPTION=PUBLIC SERVICE HOURS PER YEAR**

STATE	ITEM RESPONSE RATE	TOTAL QUANTITY RESPONSE RATE
AK	89.7	§
CT	94.7	§
FL	90.2	§
NJ	63.6*	§
VT	83.2	§

**VARIABLE=WKS\_OPEN**  
**DESCRIPTION=NUMBER OF WEEKS A LIBRARY IS OPEN**

STATE	ITEM RESPONSE RATE	TOTAL QUANTITY RESPONSE RATE
AK	94.8	§
CT	94.7	§
NJ	72.4	§
VT	83.2	§

\* Item response rate less than 70.0 percent, does not meet the OMB statistical standard.

\*\* Total quantity response rate less than 70.0 percent, does not meet the OMB statistical standard.

† All respondents in state reported value of 0 and all nonrespondents were imputed as 0.

‡ All respondents in state reported value of 0 (no nonrespondents).

§ Item not imputed. Total quantity response rate is 100.0 percent.

N/A Not applicable

## Appendix I: Frequencies of Selected Categorical Variables in Public Library System Data File (pls\_ae\_pud18i)

All frequencies, except for Structure Change Code (STATSTRU), exclude closed and temporarily closed libraries. All percentages are rounded.

### INTERLIBRARY RELATIONSHIP

C_RELATN	Frequency	Percent	Cumulative Frequency	Cumulative Percent
HQ–Headquarters of a federation or cooperative	117	1.3	117	1.3
ME–Member of a federation or cooperative	6,854	74.1	6,971	75.4
NO–Not a member of a federation or cooperative	2,278	24.6	9,249	100.0
Total	9,249	100.0		

### LEGAL BASIS

C_LEGBAS	Frequency	Percent	Cumulative Frequency	Cumulative Percent
CC–City/County	91	1.0	91	1.0
CI–Municipal Government (city, town, or village)	4,857	52.5	4,948	53.5
CO–County/Parish	937	10.1	5,885	63.6
LD–Library District	1,406	15.2	7,291	78.8
MJ–Multi-jurisdictional	299	3.2	7,590	82.1
NL–Native American Tribal Government	53	0.6	7,643	82.6
NP–Non-profit Association or Agency	1,339	14.5	8,982	97.1
OT–Other	91	1.0	9,073	98.1
SD–School District	176	1.9	9,249	100.0
Total	9,249	100.0		

**ADMINISTRATIVE STRUCTURE**

C_ADMIN	Frequency	Percent	Cumulative Frequency	Cumulative Percent
MA-Administrative entity with multiple direct service outlets where administrative offices are separate	133	1.4	133	1.4
MO-Administrative entity with multiple direct service outlets where administrative offices are not separate	1,601	17.3	1,734	18.8
SO-Single-outlet administrative entity	7,515	81.3	9,249	100.0
Total	9,249	100.0		

**FSCS PUBLIC LIBRARY**

C_FSCS	Frequency	Percent	Cumulative Frequency	Cumulative Percent
N-No	187	2.0	187	2.0
Y-Yes	9,062	98.0	9,249	100.0
Total	9,249	100.0		

Note: Libraries that do not meet the FSCS definition are excluded from published tables.

**GEOGRAPHIC CODE**

GEOCODE	Frequency	Percent	Cumulative Frequency	Cumulative Percent
CI1–Municipal Government (city, town, or village) (exactly)	3,277	35.4	3,277	35.4
CI2–Municipal Government (city, town, or village) (most nearly)	1,476	16.0	4,753	51.4
CO1–County/Parish (exactly)	1,162	12.6	5,915	64.0
CO2–County/Parish (most nearly)	513	5.6	6,428	69.5
MA1–Metropolitan Area (exactly)	10	0.1	6,438	69.6
MA2–Metropolitan Area (most nearly)	8	0.1	6,446	69.7
MC1–Multi-County (exactly)	126	1.4	6,572	71.1
MC2–Multi-County (most nearly)	41	0.4	6,613	71.5
OTH–Other	2,155	23.3	8,768	94.8
SD1–School District (exactly)	421	4.6	9,189	99.4
SD2–School District (most nearly)	60	0.7	9,249	100.0
Total	9,249	100.0		

**LSA BOUNDARY CHANGE FROM PRIOR YEAR**

LSABOUND	Frequency	Percent	Cumulative Frequency	Cumulative Percent
N–No	9,140	98.8	9,140	98.8
Y–Yes	109	1.2	9,249	100.0
Total	9,249	100.0		

**BEA REGION CODE**

OBEREG	Frequency	Percent	Cumulative Frequency	Cumulative Percent
01–New England (CT ME MA NH RI VT)	1,274	13.8	1,274	13.8
02–Mid East (DE DC MD NJ NY PA)	1,548	16.7	2,822	30.5
03–Great Lakes (IL IN MI OH WI)	1,889	20.4	4,711	50.9
04–Plains (IA KS MN MO NE ND SD)	1,590	17.2	6,301	68.1
05–Southeast (AL AR FL GA KY LA MS NC SC TN VA WV)	1,167	12.6	7,468	80.7
06–Southwest (AZ NM OK TX)	864	9.3	8,332	90.1
07–Rocky Mountains (CO ID MT UT WY)	396	4.3	8,728	94.4
08–Far West (AK CA HI NV OR WA)	517	5.6	9,245	100.0
09–Outlying Areas (AS GU MP PR VI)	4	#	9,249	100.0
Total	9,249	100.0		

# Rounds to zero.

**RESPONDENT STATUS**

RSTATUS	Frequency	Percent	Cumulative Frequency	Cumulative Percent
1–Respondent, with no imputed data	5,516	59.6	5,516	59.6
2–Respondent, with both reported and imputed data	3,531	38.2	9,047	97.8
4–Nonrespondent, with imputed data	202	2.2	9,249	100.00
Total	9,249	100.0		



**STRUCTURE CHANGE CODE**

STATSTRU	Frequency	Percent	Cumulative Frequency	Cumulative Percent
00–No change from last year	9,233	99.7	9,233	99.7
01–Existing administrative entity or outlet absorbs another administrative entity or outlet	5	0.1	9,238	99.8
02–Newly created administrative entity or outlet	3	#	9,241	99.8
03–Closed	10	0.1	9,251	99.9
04–Move outlet to a newly created administrative entity	3	#	9,254	99.9
08–Restored a closed administrative entity or outlet record	3	#	9,257	100.0
09–Restored an incorrectly deleted administrative entity or outlet	1	#	9,258	100.0
13–Add an Existing Administrative Entity Not Previously Reported	1	#	9,259	100.0
23–Temporary closure	2	#	9,261	100.0
Total	9,261	100.0		

# Rounds to zero.

Note: Closed and temporarily closed libraries are excluded from the published tables.

**NAME CHANGE CODE**

STATNAME	Frequency	Percent	Cumulative Frequency	Cumulative Percent
00–No change from last year	9,177	99.2	9,177	99.2
06–Official name change	47	0.5	9,224	99.7
14–Minor name change	25	0.3	9,249	100.0
Total	9,249	100.0		

**ADDRESS CHANGE CODE**

STATADDR	Frequency	Percent	Cumulative Frequency	Cumulative Percent
00–No change from last year	9,109	98.5	9,109	98.5
07–Moved to a new location	48	0.5	9,157	99.0
15–Minor address change	92	1.0	9,249	100.0
Total	9,249	100.0		

**LOCALE CODE (Based on AE Address)**

LOCALE	Frequency	Percent	Cumulative Frequency	Cumulative Percent
11–City, Large	101	1.1	101	1.1
12–City, Mid-size	138	1.5	239	2.6
13–City, Small	369	4.0	608	6.6
21–Suburb, Large	1,841	19.9	2,449	26.5
22–Suburb, Mid-size	239	2.6	2,688	29.1
23–Suburb, Small	198	2.1	2,886	31.2
31–Town, Fringe	514	5.6	3,400	36.8
32–Town, Distant	1,154	12.5	4,554	49.2
33–Town, Remote	710	7.7	5,264	56.9
41–Rural, Fringe	529	5.7	5,793	62.6
42–Rural, Distant	1,894	20.5	7,687	83.1
43–Rural, Remote	1,562	16.9	9,249	100.0
Total	9,249	100.0		

LOCALE CODE (Based on Mode for AE outlets)

LOCALE	Frequency	Percent	Cumulative Frequency	Cumulative Percent
11–City, Large	92	1.0	92	1.0
12–City, Mid-size	128	1.4	220	2.4
13–City, Small	297	3.2	517	5.6
21–Suburb, Large	1,895	20.5	2,412	26.1
22–Suburb, Mid-size	264	2.9	2,676	28.9
23–Suburb, Small	198	2.1	2,874	31.1
31–Town, Fringe	499	5.4	3,373	36.5
32–Town, Distant	1,066	11.5	4,439	48.0
33–Town, Remote	649	7.0	5,088	55.0
41–Rural, Fringe	506	5.5	5,594	60.5
42–Rural, Distant	2,051	22.2	7,645	82.7
43–Rural, Remote	1,604	17.3	9,249	100.0
Total	9,249	100.0		

**REAP LOCALE CODE (Based on AE address)**

REAP LOCALE	Frequency	Percent	Cumulative Frequency	Cumulative Percent
01–Large City	90	1.0	90	1.0
02–Mid-size city	530	5.7	620	6.7
03–Urban Fringe of a Large City	1,740	18.8	2,360	25.5
04–Urban Fringe of a Mid-size City	1,267	13.7	3,627	39.2
05–Large town	81	0.9	3,708	40.1
06–Small town	1,455	15.7	5,163	55.8
07–Rural, Outside Metropolitan Area	2,863	31.0	8,026	86.8
08–Rural, Inside Metropolitan Area	1,223	13.2	9,249	100.0
Total	9,249	100.0		

**REAP LOCALE CODE (Based on mode for AE outlets)**

REAP LOCALE	Frequency	Percent	Cumulative Frequency	Cumulative Percent
01–Large City	81	0.9	81	0.9
02–Mid-size city	421	4.6	502	5.4
03–Urban Fringe of a Large City	1,764	19.1	2,266	24.5
04–Urban Fringe of a Mid-size City	1,311	14.2	3,577	38.7
05–Large town	65	0.7	3,642	39.4
06–Small town	1,301	14.1	4,943	53.4
07–Rural, Outside Metropolitan Area	3,035	32.8	7,978	86.3
08–Rural, Inside Metropolitan Area	1,271	13.7	9,249	100.0
Total	9,249	100.0		

## Appendix J: Distributions of Continuous Variables in Public Library System Data File (pls\_ae\_pud18i)

All distributions exclude closed and temporarily closed libraries and are rounded.

Variable	Label	N	Mean	Median	Minimum	Maximum
POPU_LSA	POPULATION OF LSA	9,249	35,092.1	7,287.0	9.0	4,294,460.0
POPU_UND	UNDUPLICATED POP OF LSA	9,249	34,166.4	7,034.0	9.0	4,054,400.0
CENTLIB	# OF CENTRAL LIBRARIES	9,249	1.0	1.0	0.0	1.0
BRANLIB	# OF BRANCH LIBRARIES	9,249	0.8	0.0	0.0	92.0
BKMOB	# OF BOOKMOBILES	9,249	0.1	0.0	0.0	16.0
MASTER	ALA-MLS STAFF	9,248	3.7	0.6	0.0	470.5
LIBRARIA	TOTAL LIBRARIANS	9,248	5.5	1.8	0.0	558.3
OTHPAID	ALL OTHER PAID STAFF	9,248	10.0	1.8	0.0	1,579.9
TOTSTAFF	TOTAL PAID EMPLOYEES	9,248	15.5	3.9	0.0	2,050.4
LOGVGT	LOCAL GOVERNMENT REVENUE	9,248	1,287,821.6	191,609.0	0.0	179,030,903.0
STGVT	STATE GOVERNMENT REVENUE	9,248	101,173.4	4,500.0	0.0	39,841,765.0
FEDGVT	FEDERAL GOVERNMENT REVENUE	9,248	4,957.3	0.0	0.0	5,758,208.0
OTHINCM	OTHER OPERATING REVENUE	9,248	106,085.9	16,400.5	0.0	121,456,248.0
TOTINCM	TOTAL OPERATING REVENUE	9,248	1,500,038.3	250,607.5	0.0	322,891,631.0
SALARIES	SALARIES & WAGES EXP	6,041	1,022,850.0	282,980.0	0.0	140,799,312.0
BENEFIT	EMPLOYEE BENEFITS	6,041	388,271.1	79,333.0	0.0	67,945,425.0
STAFFEXP	TOTAL STAFF EXP	6,041	1,411,121.1	365,897.0	0.0	208,744,737.0
PRMATEXP	OP EXP FOR PRINT MAT	9,248	81,608.9	17,566.0	0.0	14,249,563.0
ELMATEXP	OP EXP FOR ELECTRONIC MAT	9,248	45,320.4	1,901.5	0.0	11,037,449.0

Variable	Label	N	Mean	Median	Minimum	Maximum
OTHMATEX	OP EXP FOR OTHER MAT	9,248	26,266.4	3,659.5	0.0	3,016,943.0
TOTEXPCO	TOTAL COLLECTION EXP	9,248	153,195.8	24,933.0	0.0	28,142,326.0
OTHOPEXP	OTHER OPERATING EXP	6,041	473,161.4	116,605.0	0.0	63,316,652.0
TOTOPEXP	TOTAL OPERATING EXP	9,248	1,401,452.3	235,774.5	0.0	300,203,715.0
LCAP_REV	LOCAL GOVT CAPITAL REVENUE	9,248	84,861.6	0.0	0.0	82,350,000.0
SCAP_REV	STATE GOVT CAPITAL REVENUE	9,248	9,180.4	0.0	0.0	7,165,000.0
FCAP_REV	FEDERAL GOVT CAPITAL REVENUE	9,248	1,083.5	0.0	0.0	4,400,000.0
OCAP_REV	OTHER CAPITAL REVENUE	9,248	24,695.6	0.0	0.0	36,773,089.0
CAP_REV	TOTAL CAPITAL REVENUE	9,248	119,821.1	0.0	0.0	82,350,000.0
CAPITAL	TOTAL CAPITAL EXPENDITURES	9,248	138,579.4	0.0	0.0	64,468,700.0
BKVOL	PRINT MATERIALS	9,248	76,970.9	27,754.0	0.0	22,701,364.0
EBOOK	ELECTRONIC BOOKS	9,248	60,207.3	28,056.5	0.0	5,192,359.0
AUDIO_PH	AUDIO - PHYSICAL UNITS	9,248	4,636.1	1,107.0	0.0	877,849.0
AUDIO_DL	AUDIO - DOWNLOADABLE UNITS	9,248	52,018.5	8,518.0	0.0	109,471,691.0
VIDEO_PH	VIDEO - PHYSICAL UNITS	9,248	7,391.6	2,365.0	0.0	778,890.0
VIDEO_DL	VIDEO - DOWNLOADABLE UNITS	9,248	2,479.6	33.0	0.0	1,000,821.0
EC_LO_OT	LOCAL/OTHER ELECTRONIC COLLECTIONS	9,248	11.9	3.0	0.0	17,707.0
EC_ST	STATE ELECTRONIC COLLECTIONS	9,248	36.0	36.0	0.0	112.0
ELECCOLL	TOTAL ELECTRONIC COLLECTIONS	9,248	47.8	47.0	0.0	17,707.0
SUBSCRIP	CURRENT PRINT SERIAL SUBSCRIPTIONS	9,248	175.1	43.0	0.0	96,373.0
HRS_OPEN	PUBLIC SERV HRS/YR	9,248	4,060.4	2,376.0	0.0	235,716.0
VISITS	LIBRARY VISITS	9,248	139,743.6	30,938.5	0.0	16,686,945.0
REFERENC	REFERENCE TRANS	9,248	24,749.5	2,952.0	0.0	8,661,037.0
REGBOR	REGISTERED USERS	9,248	18,816.8	3,523.0	0.0	2,415,867.0

Variable	Label	N	Mean	Median	Minimum	Maximum
TOTCIR	TOTAL CIRCULATION	9,248	235,539.7	36,859.0	0.0	22,780,062.0
KIDCIRCL	CIRCULATION OF KIDS MATERIALS	9,248	82,853.8	11,640.5	0.0	8,695,604.0
ELMATCIR	CIRCULATION OF ELECTRONIC MATERIALS	9,248	32,040.4	2,920.5	0.0	7,929,025.0
PHYSCIR	PHYSICAL ITEM CIRCULATION	9,248	203,499.2	33,464.5	0.0	17,186,597.0
ELINFO	SUCCESSFUL RETRIEVAL OF ELECTRONIC INFORMATION	9,247	72,297.5	164.0	0.0	33,039,516.0
ELCONT	ELECTRONIC CONTENT USE	9,248	104,330.1	3,835.5	0.0	33,823,416.0
TOTCOLL	TOTAL COLLECTION USE	9,247	307,858.4	38,914.0	0.0	38,847,844.0
LOANTO	INTER-LIBRARY LOANS OUT	9,248	6,947.0	591.0	0.0	786,429.0
LOANFM	INTER-LIBRARY LOANS RECEIVED	9,248	6,989.9	680.0	0.0	1,026,632.0
TOTPRO	TOTAL LIBRARY PROGRAMS	9,248	618.5	214.5	0.0	109,337.0
KIDPRO	TOTAL KIDS PROGRAMS	9,248	334.0	117.0	0.0	49,113.0
YAPRO	TOTAL YOUNG ADULT PROGRAMS	9,248	61.7	10.0	0.0	14,365.0
TOTATTEN	TOTAL PROGRAM ATTENDANCE	9,248	13,293.5	3,272.0	0.0	2,013,393.0
KIDATTEN	KIDS PROGRAM ATTENDANCE	9,248	8,765.1	2,098.5	0.0	1,146,442.0
YAATTEN	YOUNG ADULT PROGRAM ATTENDANCE	9,248	907.3	86.0	0.0	191,258.0
GPTERMS	INTERNET COMPUTERS USED BY GEN PUBLIC	9,248	32.9	10.0	0.0	5,011.0
PITUSR	PUBLIC INTERNET COMPUTER USES PER YEAR	9,248	26,187.6	4,857.5	0.0	7,343,506.0
WIFISESS	WIRELESS SESSIONS	9,248	47,679.5	3,394.5	0.0	52,222,749.0

Note: These are distributional characteristics of the file after all imputations and suppressions have been applied. Fields coded with -1 (nonresponse, not imputed) and fields with coded with -9 (suppressed data) are excluded from the distributions; SALARIES, BENEFITS, STAFFEXP, and OTHOPEXP are suppressed for 3,207 records. In some states with several small libraries, the characteristics of the suppressed and unsuppressed files could be very different.

## Appendix K: Frequencies of Selected Categorical Variable and Distributions of Continuous Variables in State Summary/State Characteristics Data File (pls\_state\_pud18i)

All percentages and distributions are rounded.

OBEREG	BEA REGION CODE		Cumulative	Cumulative
	Frequency	Percent	Frequency	Percent
01–New England (CT ME MA NH RI VT)	6	10.9	6	10.9
02–Mid East (DE DC MD NJ NY PA)	6	10.9	12	21.8
03–Great Lakes (IL IN MI OH WI)	5	9.1	17	30.9
04–Plains (IA KS MN MO NE ND SD)	7	12.7	24	43.6
05–Southeast (AL AR FL GA KY LA MS NC SC TN VA WV)	12	21.8	36	65.5
06–Southwest (AZ NM OK TX)	4	7.3	40	72.7
07–Rocky Mountains (CO ID MT UT WY)	5	9.1	45	81.8
08–Far West (AK CA HI NV OR WA)	6	10.9	51	92.7
09–Outlying Areas (AS GU MP PR VI)	4	7.3	55	100.0
Total	55	100.0		



## Distributions of Continuous Variables

Variable	Label	N	Mean	Median	Minimum	Maximum
POPU_LSA	POPULATION OF LSA	55	5,901,227.1	3,799,025.0	51,994.0	39,792,954.0
POPU_UND	TOTAL UNDUPLICATED POP OF LSA	55	5,745,555.7	3,588,184.0	51,994.0	39,792,954.0
POPU_ST	STATE TOTAL POP ESTIMATE	55	5,907,996.4	3,943,079.0	51,994.0	39,809,693.0
CENTLIB	# OF CENTRAL LIBRARIES	55	165.0	97.0	0.0	755.0
BRANLIB	# OF BRANCH LIBRARIES	55	140.4	84.0	1.0	971.0
BKMOB	# OF BOOKMOBILES	55	12.1	8.0	0.0	73.0
MASTER	ALA-MLS STAFF	54	631.6	311.4	0.0	3,635.9
LIBRARIA	TOTAL LIBRARIANS	54	938.2	629.5	0.0	4,509.5
OTHPAID	ALL OTHER PAID STAFF	54	1,720.2	1,018.2	8.0	9,116.5
TOTSTAFF	TOTAL PAID EMPLOYEES	54	2,658.4	1,860.0	10.0	12,820.8
LOGVGT	LOCAL GOVERNMENT REVENUE	54	220,551,370.3	128,574,654.0	0.0	1,635,440,276.0
STGVT	STATE GOVERNMENT REVENUE	54	17,326,881.0	3,887,928.0	0.0	393,612,199.0
FEDGVT	FEDERAL GOVERNMENT REVENUE	54	848,991.4	378,422.5	0.0	8,788,100.0
OTHINCM	OTHER OPERATING REVENUE	54	18,168,197.4	8,028,373.0	0.0	194,559,485.0
TOTINCM	TOTAL OPERATING REVENUE	54	256,895,440.1	141,168,802.5	415,041.0	1,773,797,760.0
SALARIES	SALARIES & WAGES EXP	54	116,125,825.3	66,380,972.0	213,215.0	706,840,028.0
BENEFIT	EMPLOYEE BENEFITS	54	43,817,246.4	23,216,621.0	0.0	367,829,409.0
STAFFEXP	TOTAL STAFF EXP	54	159,943,071.7	89,059,529.5	234,124.0	1,074,669,437.0
PRMATEXP	OP EXP FOR PRINT MAT	54	13,976,285.4	9,370,480.5	4,999.0	86,143,696.0
ELMATEXP	OP EXP FOR ELECTRONIC MAT	54	7,761,539.2	4,050,369.5	5,000.0	52,257,414.0
OTHMATEX	OP EXP FOR OTHER MAT	54	4,498,370.9	2,888,920.0	0.0	30,066,620.0
TOTEXPCO	TOTAL COLLECTION EXP	54	26,236,195.6	16,658,323.5	15,617.0	160,543,374.0
OTHOPEXP	OTHER OPERATING EXP	54	53,832,408.3	26,813,333.5	30,980.0	452,783,949.0

Variable	Label	N	Mean	Median	Minimum	Maximum
TOTOPEXP	TOTAL OPERATING EXP	54	240,011,675.6	133,573,793.0	325,485.0	1,687,996,760.0
LCAP_REV	LOCAL GOVT CAPITAL REVENUE	54	14,533,332.9	6,759,667.0	0.0	95,586,519.0
SCAP_REV	STATE GOVT CAPITAL REVENUE	54	1,572,231.9	81,588.5	0.0	25,770,154.0
FCAP_REV	FEDERAL GOVT CAPITAL REVENUE	54	185,563.6	18,590.0	0.0	4,448,822.0
OCAP_REV	OTHER CAPITAL REVENUE	54	4,229,348.6	1,435,122.5	0.0	87,098,387.0
CAP_REV	TOTAL CAPITAL REVENUE	54	20,520,477.0	9,646,107.5	0.0	133,170,372.0
CAPITAL	TOTAL CAPITAL EXPENDITURES	54	23,733,005.4	13,070,585.5	0.0	135,867,261.0
BKVOL	PRINT MATERIALS	54	13,181,972.3	8,727,725.5	43,843.0	65,596,015.0
EBOOK	ELECTRONIC BOOKS	54	10,311,053.1	4,714,468.5	0.0	98,929,578.0
AUDIO_PH	AUDIO - PHYSICAL UNITS	54	793,983.5	496,849.0	280.0	3,471,779.0
AUDIO_DL	AUDIO - DOWNLOADABLE UNITS	54	8,908,643.9	1,987,053.0	0.0	153,293,470.0
VIDEO_PH	VIDEO - PHYSICAL UNITS	54	1,265,877.8	820,111.0	365.0	5,677,672.0
VIDEO_DL	VIDEO - DOWNLOADABLE UNITS	54	424,658.1	112,987.0	0.0	5,536,747.0
EC_LO_OT	LOCAL/OTHER ELECTRONIC COLLECTIONS	54	2,039.3	552.0	0.0	19,777.0
EC_ST	STATE ELECTRONIC COLLECTIONS	54	6,161.1	3,937.0	0.0	34,871.0
ELECCOLL	TOTAL ELECTRONIC COLLECTIONS	54	8,185.4	4,730.0	0.0	37,082.0
SUBSCRIP	CURRENT PRINT SERIAL SUBSCRIPTIONS	54	29,984.3	14,144.5	17.0	352,302.0
HRS_OPEN	PUBLIC SERV HRS/YR	54	695,387.7	512,165.0	2,530.0	2,492,313.0
VISITS	LIBRARY VISITS	54	23,932,383.3	15,792,981.0	48,828.0	160,320,583.0
REFERENC	REFERENCE TRANS	54	4,238,588.5	2,491,204.0	454.0	26,053,498.0
REGBOR	REGISTERED USERS	54	3,222,559.2	2,074,767.5	14,879.0	24,076,014.0
TOTCIR	TOTAL CIRCULATION	54	40,338,347.0	25,193,038.5	11,808.0	226,798,712.0
KIDCIRCL	CIRCULATION OF KIDS MATERIALS	54	14,189,476.1	9,063,374.0	6,306.0	91,189,805.0
ELMATCIR	CIRCULATION OF ELECTRONIC MATERIALS	54	5,487,219.7	3,314,547.5	0.0	29,334,207.0

Variable	Label	N	Mean	Median	Minimum	Maximum
PHYS CIR	PHYSICAL ITEM CIRCULATION	54	34,851,127.3	22,092,161.5	11,694.0	197,464,505.0
ELINFO	SUCCESSFUL RETRIEVAL OF ELECTRONIC INFORMATION	53	12,613,870.5	3,527,477.0	0.0	322,890,343.0
ELCONT	ELECTRONIC CONTENT USE	54	17,867,500.0	8,732,393.0	0.0	323,671,777.0
TOTCOLL	TOTAL COLLECTION USE	53	53,712,581.3	31,688,139.0	43,561.0	328,766,648.0
LOANTO	INTER-LIBRARY LOANS OUT	54	1,189,744.3	270,944.0	0.0	9,986,377.0
LOANFM	INTER-LIBRARY LOANS RECEIVED	54	1,197,084.6	275,069.0	0.0	9,894,407.0
TOTPRO	TOTAL LIBRARY PROGRAMS	54	105,921.2	70,999.5	25.0	664,224.0
KIDPRO	TOTAL KIDS PROGRAMS	54	57,195.9	41,458.5	14.0	279,607.0
YAPRO	TOTAL YOUNG ADULT PROGRAMS	54	10,570.6	7,257.0	0.0	71,854.0
TOTATTEN	TOTAL PROGRAM ATTENDANCE	54	2,276,643.5	1,653,836.0	3,759.0	11,580,024.0
KIDATTEN	KIDS PROGRAM ATTENDANCE	54	1,501,102.4	1,083,540.5	3,759.0	8,229,400.0
YAATTEN	YOUNG ADULT PROGRAM ATTENDANCE	54	155,382.6	128,843.0	0.0	921,869.0
GPTERMS	INTERNET COMPUTERS USED BY GEN PUBLIC	54	5,642.0	4,430.5	20.0	24,856.0
PITUSR	PUBLIC INTERNET COMPUTER USES PER YEAR	54	4,484,865.1	3,011,233.5	6,132.0	28,328,380.0
WIFISESS	WIRELESS SESSIONS	54	8,165,561.6	3,685,077.5	1,832.0	64,772,434.0

Note: These are distributional characteristics of the file after all imputations have been applied. Fields coded with -1 (nonresponse for the entire state, not imputed) are excluded from the distributions.

## Appendix L: Frequencies and Distributions of Selected Variables in Public Library Outlet Data File (pls\_outlet\_pud18i)

All frequencies and distributions, except for Status Structure Code (STATSTRU), exclude closed and temporarily closed outlets. All percentages are rounded.

C_OUT_TY	OUTLET TYPE		Cumulative Frequency	Cumulative Percent
	Frequency	Percent		
BR-Branch Library	7,724	44.4	7,724.0	44.4
BS-Bookmobile(s)	609	3.5	8,333.0	47.9
CE-Central Library	9,077	52.1	17,410.0	100.0
MO-Books-by-Mail Only	1	#	17,411.0	100.0
Total	17,411	100.0		

# Rounds to zero.

**STRUCTURE CHANGE CODE**

STATSTRU	Frequency	Percent	Cumulative Frequency	Cumulative Percent
00–No change from last year	17,324	99.1	17,324.0	99.1
01–Existing administrative entity or outlet absorbs another administrative entity or outlet	1	#	17,325.0	99.1
02–Newly created administrative entity or outlet	51	0.3	17,376.0	99.4
03–Closed	56	0.3	17,432.0	99.7
04–Move outlet to a newly created administrative entity	3	#	17,435.0	99.8
08–Restored a closed administrative entity or outlet record	12	0.1	17,447.0	99.8
09–Restored an incorrectly deleted administrative entity or outlet	1	#	17,448.0	99.8
11–Outlet moved to a different previously existing administrative entity	6	#	17,454.0	99.9
13–Add an existing administrative entity or outlet not previously reported	10	0.1	17,464.0	99.9
23–Temporary closure	11	0.1	17,475.0	100.0
24–Restore/Undo was a 23 (Reopen a temporary closure)	3	#	17,478.0	100.0
Total	17,478	100.0		

# Rounds to zero.

Note: Closed and temporarily closed libraries are excluded from the published tables.

**NAME CHANGE CODE**

STATNAME	Frequency	Percent	Cumulative Frequency	Cumulative Percent
00–No change from last year	17,267	99.2	17,267.0	99.2
06–Official name change	71	0.4	17,338.0	99.6
14–Minor name change	73	0.4	17,411.0	100.0
Total	17,411	100.0		

**ADDRESS CHANGE CODE**

STATADDR	Frequency	Percent	Cumulative Frequency	Cumulative Percent
00–No change from last year	17,190	98.7	17,190.0	98.7
07–Moved to a new location	110	0.6	17,300.0	99.4
15–Minor address change	111	0.6	17,411.0	100.0
Total	17,411	100.0		

**LOCALE CODE**

LOCALE	Frequency	Percent	Cumulative Frequency	Cumulative Percent
11–City, Large	1,601	9.2	1,601.0	9.2
12–City, Mid-size	697	4.0	2,298.0	13.2
13–City, Small	760	4.4	3,058.0	17.6
21–Suburb, Large	3,614	20.8	6,672.0	38.3
22–Suburb, Mid-size	539	3.1	7,211.0	41.4
23–Suburb, Small	357	2.1	7,568.0	43.5
31–Town, Fringe	847	4.9	8,415.0	48.3
32–Town, Distant	1,699	9.8	10,114.0	58.1
33–Town, Remote	961	5.5	11,075.0	63.6
41–Rural, Fringe	951	5.5	12,026.0	69.1
42–Rural, Distant	3,157	18.1	15,183.0	87.2
43–Rural, Remote	2,228	12.8	17,411.0	100.0
Total	17,411	100.0		

**REAP LOCALE CODE**

REAP LOCALE	Frequency	Percent	Cumulative Frequency	Cumulative Percent
01–Large City	1,520	8.7	1,520.0	8.7
02–Mid-size city	1,535	8.8	3,055.0	17.6
03–Urban Fringe of a Large City	3,457	19.9	6,512.0	37.4
04–Urban Fringe of a Mid-size City	2,292	13.2	8,804.0	50.6
05–Large town	106	0.6	8,910.0	51.2
06–Small town	1,997	11.5	10,907.0	62.7
07–Rural, Outside Metropolitan Area	4,262	24.5	15,169.0	87.1
08–Rural, Inside Metropolitan Area	2,242	12.9	17,411.0	100.0
Total	17,411	100.0		

**BEA REGION CODE**

OBEREG	Frequency	Percent	Cumulative Frequency	Cumulative Percent
01–New England (CT ME MA NH RI VT)	1,467	8.4	1,467	8.4
02–Mid East (DE DC MD NJ NY PA)	2,446	14.1	3,913	22.5
03–Great Lakes (IL IN MI OH WI)	3,131	18.0	7,044	40.5
04–Plains (IA KS MN MO NE ND SD)	2,217	12.7	9,261	53.2
05–Southeast (AL AR FL GA KY LA MS NC SC TN VA WV)	3,847	22.1	13,108	75.3
06–Southwest (AZ NM OK TX)	1,466	8.4	14,574	83.7
07–Rocky Mountains (CO ID MT UT WY)	776	4.5	15,350	88.2
08–Far West (AK CA HI NV OR WA)	2,045	11.8	17,395	99.9
09–Outlying Areas (AS GU MP PR VI)	16	0.1	17,411	100.0
Total	17,411	100.0		

### Distributions of Continuous Variables

Variable	Label	N	Mean	Median	Minimum	Maximum
SQ_FEET	SQUARE FOOTAGE OF OUTLET	16,677	12,606.5	6,525.0	0.0	970,000.0
L_NUM_BM	NUMBER OF BOOKMOBILES IN BOOKMOBILE SERV	17,407	#	0.0	0.0	16.0
HOURS	PUBLIC SERVICE HOURS PER YEAR	16,980	2,170.1	2,278.0	0.0	5,526.0
WKS_OPEN	NUMBER OF WEEKS AN OUTLET IS OPEN	17,094	51.4	52.0	0.0	52.0

# Rounds to zero.

Note: Fields coded with -1 (nonresponse, not imputed) or -4 (not applicable) were excluded from the distributions. Missing data for SQ\_FEET were imputed where prior year data was available.



