INSTITUTE of Museum and Library SERVICES

Public Libraries Survey

Fiscal Year 2024

Data File Documentation and User's Guide

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June 2026

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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) 2024 survey is the 35th in the series. The American Institutes for Research (AIR) served as the data collection agent for the FY 2024 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 areas of American Samoa, Guam, the Northern Mariana Islands, Puerto Rico, and the U.S. Virgin Islands.[1] The reporting unit in each state or territory for the survey is the **administrative entity (AE)**, defined as an agency 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. An AE can have a single outlet or multiple outlets. 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 2024 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 **Appendix E**, 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 E**, items 150-653). 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 E**, items 700-714). These data were reported in the outlet record.

The PLS AE data are available in two versions: a public-use data file and a restricted-use data file, while the outlet data are only available in a public-use data file.[2] 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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[1] Puerto Rico and American Samoa did not complete the PLS in FY 2024 and all records were adjusted to STATSTRU 25 (survey non-respondent) to reflect this.

[2] As of the FY 2021 PLS, Public Library State Summary/State Characteristics data files are no longer published as separate public-use or restricted-use data files. IMLS determined that these summary statistics were potentially misleading due to the inclusion of AE records that did not meet the FSCS definition of a public library (see footnote 6). The PLS Benchmarking Tables can be used to create similar analyses of the State Summary/State Characteristics. The PLS Benchmarking Tables can be found here: https://www.imls.gov/pls-benchmarking-tables.

Two public-use data files were generated from the FY 2024 PLS. These data files are provided in SPSS (.sav), SAS (.sas7bdat), and comma-delimited (.csv) formats. Two restricted-use[3] data files were also generated and follow the same general structure as the public-use data files.

1. Public Library System Data File (file name: **PLS_FY24_AE_pud24i**). This file, also known as the AE file, includes a total of 9,249 records. The file includes data for 9,200 active public libraries in the 50 states and the District of Columbia, 44 public libraries in the outlying areas of American Samoa, Guam, the Northern Mariana Islands, Puerto Rico, and the U.S. Virgin Islands, and 5 records for AEs that were reported as temporarily closed for FY 2024 (STATSTRU, Structure Change Code, '23'). The temporarily closed AE records are not included in the analyses used to produce either the appendix tables of this document or the PLS Benchmarking Tables;[4] data elements for the temporarily closed AE records are set to a value of -3 with flag U_24. Each library system's data consists of one record. **Appendix A** contains the record layout.
2. Public Library Outlet Data File (file name: **PLS_FY24_Outlet_pud24i**). This file includes a total of 17,615 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 17,415 active outlets in the 50 states and the District of Columbia, 124 active outlets in the outlying areas, and 76 records for outlets that were reported as temporarily closed for FY 2024 (STATSTRU, Structure Change Code '23'). The temporarily closed outlet records are not included in the appendix tables of this document or the PLS Benchmarking Tables. Data for the temporarily closed outlet records are set to a value of -3, with flag U_24. The data for each outlet consists of one record. **Appendix B** contains the record layout. No data are suppressed.

[3] If you would like to request a copy of the restricted-use data file, please utilize the contact form available at https://www.imls.gov/research-evaluation/additional-resources/connect-with-imls.

[4] PLS Benchmarking Tables can be found here: https://www.imls.gov/pls-benchmarking-tables.

II. User's Guide

A. Survey Methodology

Survey Universe

The PLS is a census survey. Unlike sample surveys, which collect data from a portion of the population, census surveys collect data from the entire population. In FY 2024, state library administrative agencies reported 9,249 public libraries (9,205 public libraries in the 50 states and the District of Columbia and 44 public libraries in the outlying areas of American Samoa, Guam, the Northern Mariana Islands, Puerto Rico, and the U.S. Virgin Islands) on the PLS. However, 5 library records were reported as temporarily closed (STATSTRU 23). As a result, they are not considered part of the survey frame, thus reducing the total survey frame to 9,244 public libraries.[5]

It should also be noted that Puerto Rico and American Samoa did not complete the FY 2024 PLS. As a result, all libraries for Puerto Rico and American Samoa are marked with a STATSTRU 25 (survey non-respondent).

Of the remaining 9,244 libraries on the survey frame, 207 public libraries reported they did not meet all the criteria in the Federal-State Cooperative System (FSCS) Public Library Definition.[6] These libraries were reported by states because they meet certain reporting requirements at the state level. Coverage and other forms of non-sampling errors are discussed in the "Non-Sampling Errors" section below.

Survey Response

Unit Response

A total of 8,931 of the 9,244 public libraries in the PLS universe responded to the FY 2024 PLS, for a **unit response rate of 96.6 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:

1. total paid employees,
2. total operating revenue,
3. total operating expenditures,
4. print materials, and
5. total circulation.[7]

All response rates are calculated using the American Association for Public Opinion Research (AAPOR)

[5] For a complete list of universe changes between FY 2023 and FY 2024 not on the data file, see **Appendix C**.

[6] 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.

[7] 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.

Response Rate 1.[8] For library unit response rates by geographic area, see **Table 1.**

Total Response

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

Table 1. Library Unit Response Rates, by State/Territory: FY 2024

State/Territory	Respondents	Total units	Unit response rate
Alabama	221	221	100.0
Alaska	62	68	91.2
American Samoa	0	1	0.0
Arizona	69	89	77.5
Arkansas	49	59	83.1
California	220*	221*	99.5
Colorado	111	112	99.1
Connecticut	172	189	91.0
Delaware	21	21	100.0
District of Columbia	1	1	100.0
Florida	71	79	89.9
Georgia	60	60	100.0
Guam	1	1	100.0
Hawaii	1	1	100.0
Idaho	105	105	100.0
Illinois	621	623	99.7
Indiana	236	236	100.0
Iowa	515	544	94.7
Kansas	318	323	98.5
Kentucky	120	120	100.0
Louisiana	67	68	98.5
Maine	255	256	99.6
Maryland	26	26	100.0
Massachusetts	364	367	99.2
Michigan	390	396	98.5
Minnesota	138	140	98.6
Mississippi	53	53	100.0
Missouri	151	152	99.3

[8] AAPOR Response Rate 1 (RR1), "or the minimum response rate, is the number of complete interviews divided by the number of interviews (complete plus partial) plus the number of non-interviews (refusal and break-off plus non-contacts plus others) plus all cases of unknown eligibility (unknown if housing unit, plus unknown, other)." (The American Association for Public Opinion Research. 2025 Standard Definitions for Establishment Surveys: Final Dispositions of Case Codes. 1st edition. AAPOR.)

State/Territory	Respondents	Total units	Unit response rate
Montana	83	84	98.8
Nebraska	226	244	92.6
Nevada	21	21	100.0
New Hampshire	209	222	94.1
New Jersey	264	295	89.5
New Mexico	100	101	99.0
New York	757	759	99.7
North Carolina	84	84	100.0
North Dakota	74	78	94.9
Northern Marianas	1	1	100.0
Ohio	251	251	100.0
Oklahoma	117	122	95.9
Oregon	134	136	98.5
Pennsylvania	440	443	99.3
Puerto Rico	0	40	0.0
Rhode Island	48	48	100.0
South Carolina	41	42	97.6
South Dakota	105	106	99.1
Tennessee	184	185	99.5
Texas	516	544	94.9
U.S. Virgin Islands	1	1	100.0
Utah	60	69	87.0
Vermont	145	183	79.2
Virginia	93	93	100.0
Washington	59	60	98.3
West Virginia	96	96	100.0
Wisconsin	381	381	100.0
Wyoming	23	23	100.0
Total	**8,931**	**9,244**	**96.6**

* 35 county law libraries are included in the "Respondents" and "Total units" count for California. See additional details about the law libraries in the "Data Files and Reported Numbers of Public Libraries" section below.

NOTE: The 5 libraries temporarily closed in FY 2024 are excluded from the counts in this table.

SOURCE: IMLS, Public Libraries Survey, FY 2024.

Data Files and Reported Numbers of Public Libraries

PLS data files and Benchmarking Tables on imls.gov report different numbers of public libraries. Public libraries in outlying areas and libraries that do not meet the FSCS library definitions are treated differently between the data files and tables published outside of this documentation. For example:

1. Libraries that do not meet FSCS public library definition (C_FSCS = N) are included on the data files but excluded from figures and tables using aggregate data, and national totals reported in

other publications (e.g., Benchmarking Tables, Search & Compare).

2. Responding public libraries in outlying areas are, whenever possible, included in both the data files and publication tables; however, national totals in published tables outside of this documentation include only the 50 states and the District of Columbia.

Since FY 2018, California has reported 35 county law libraries as AEs. California indicated that these libraries did not meet the FSCS public library definition, so they are excluded from publication tables and national totals outside of this documentation. (See section "Population Variables" below for an additional caveat for these records.)

Caveats for Using These Data

Imputation

Publicly released PLS 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 public library. The practice of excluding these libraries from national statistics started with the FY 2010 report.

State Comparisons

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 areas of American Samoa, Guam, the Northern Mariana Islands, Puerto Rico, and the U.S. Virgin Islands, are included in this report. Special care should be used when comparing the data for any of these jurisdictions (which are made up of one AE) to states. The same 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 AE: the Hawaii State Public Library System.

Reporting Period

The FY 2024 PLS requested data for state Fiscal Year 2024; however, the reporting period for states varies. **Table 2** shows the reporting period for each state and the four outlying areas. 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 2024

July 2023 through June 2024	October 2023 through September 2024	January 2024 through December 2024	Other[1]
Arizona	Alabama	Arkansas	Alaska[2]
California	District of Columbia	Colorado	Illinois[3]
Connecticut	Florida	Indiana	Maine[4]

July 2023 through June 2024	October 2023 through September 2024	January 2024 through December 2024	Other[1]
Delaware	Idaho	Kansas	Michigan[5]
Georgia	Mississippi	Louisiana	Missouri[6]
Hawaii	American Samoa	Minnesota	Nebraska[4]
Iowa	Guam	New Jersey	New Hampshire[4]
Kentucky	Northern Mariana Islands	North Dakota	New York[7]
Maryland	U.S. Virgin Islands	Ohio	Texas[7]
Massachusetts		Pennsylvania	Utah[4]
Montana		South Dakota	Vermont[8]
Nevada		Washington	
New Mexico		Wisconsin	
North Carolina			
Oklahoma			
Oregon			
Puerto Rico			
Rhode Island			
South Carolina			
Tennessee			
Virginia			
West Virginia			
Wyoming			

[1] The reporting period varies among localities for the states in this column; however, each public library provided data for a 12-month period.
[2] January 2023 to June 2024.
[3] December 2022 to June 2024.
[4] July 2023 to December 2024.
[5] December 2022 to September 2024.
[6] January 2023 to October 2024.
[7] April 2023 to December 2024.

SOURCE: IMLS, Public Libraries Survey, FY 2024.

Population Variables

The PLS data files include three 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 administrative 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. Unduplicated Population of Legal Service Area for each public library (**POPU_UND** in the Public Library System Data File). This value is derived for each public library by taking the state's total unduplicated population and allocating (prorating) it to each library based on the library's share of the state's total Legal Service Area population. When these prorated values are summed across all libraries in a state, they match the total unduplicated population reported by that state. This population field is added to the data file after data collection..

3. 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 2024 Population Estimates Program for the county where the public library system or outlet is located. (For the outlying areas, 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. As a result, 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. 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. States with overlapping service areas in FY 2024 are listed in **Table 3**.

Table 3. States with Public Libraries with Overlapping Service Areas: FY 2024

Arizona	Maine	Vermont
Colorado	Massachusetts	
Connecticut	Minnesota	
Florida	Mississippi	
Indiana	New Hampshire	
Iowa	New Jersey	
Kentucky	New York	

SOURCE: IMLS, Public Libraries Survey, FY 2024.

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 (AE)* 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.

California continued to report 35 county law libraries in FY 2024 (first reported in FY 2018), but because they did not intend to include these county law libraries in analysis at the state or national level (by indicating C_FSCS = N), the LSA population values for these 35 law libraries were set to -9, with the imputation flag F_POPLSA set to L_24. Because these law libraries 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 POPU_LSA for libraries that do not respond to the state's annual survey; in FY 2024, 28 AEs in Texas did not have a reported value for POPU_LSA because of this practice. However, POPU_LSA is necessary to determine strata for imputation. As a result, population numbers for these Texas nonrespondents use the 2020 Decennial Census counts for the city, county, or other appropriate geographic area to determine the value of POPU_LSA for these libraries. Note, there is no imputation flag associated with this modification.

Confidentiality

The E-Government Act of 2002 covers the protection of the confidentiality and privacy of individually identifiable information collected by IMLS. To view the Privacy Impact Assessment for the Public Libraries Survey, please visit https://imls.gov/privacy.

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).[9] 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 Public Library System 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 Outlet Data File.

Restricted-Use Public Library System Data and Public-Use Public Library Outlet Data

No data are suppressed for confidentiality in the restricted-use versions of the Public Library System Data File or public-use 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 Public Library System Data should contact IMLS to obtain them.

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[9] The Institute of Museum and Library Services, *Guidelines for Ensuring and Maximizing the Quality, Objectivity, Utility, and Integrity of Information Disseminated by the Institute of Museum and Library* (2002). https://www.imls.gov/about-us/policy-notices/guidelines-information-dissemination.

Data Collection

States reported data via the PLS Web Portal, developed by AIR, the data collection agent for the FY 2024 PLS. While the PLS Web Portal was opened to the states on January 8, 2025, states were placed into one of three reporting groups based on their fiscal cycles described in **Table 2**.[10] The edit follow-up for all three groups was completed by November 2025. 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 11/30/2027.

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 administrative 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 errors occur 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 respondents' interpretation of complex concepts. There are no formal studies that estimate bias and variance due to measurement errors for PLS. Some measurement errors 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 errors also may not be readily detectable; for example, library visits may be inaccurate due to insufficient counting technology or unrepresentative typical week counts.

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

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 typically subject to higher item nonresponse bias.

Processing errors exist in edit check and imputation processes and depend on the quality of prior years' data. Processing errors are considered to occur at a low/moderate rate for the PLS administrative data collection because very few reported data values require change during data processing.

[10] The survey due dates for reporting Groups 1, 2, and 3, were originally April 11, July 18, and August 8, 2025, respectively.

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 2024 PLS, four types of edit checks were performed:

1. *Relational edit checks.* This is a series of data consistency checks 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 Print Material Expenditures is between 58.0 percent and 164.0 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.

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_24 (data reported and edited for logical consistency). For example, if total paid staff was reported as greater than zero, but staff salaries were 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

State data submissions are reviewed every year to ensure alignment with the FSCS Definition (C_FSCS) and edit those that do not align. In FY 2024, no reported C_FSCS values were edited. In the past, C_FSCS values have been set to 'N' because the entity did not meet the FSCS definition of a public library due to the following reasons:

- Prior year C_FSCS = N
- Prior year TOTSTAFF = 0 or -1 before imputation
- Current year TOTSTAFF = 0 or -1 before imputation

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 2024 PLS. Imputations were performed in two stages using 10 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 areas. See **Appendix F** 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 2024 PLS).

A total of 46 data items in the FY 2024 PLS —43 AE variables and three outlet variables—were imputed.[11] Three AE variables — **ELMATCIR**, **TOTCIR**, and **WIFISESS** — were not imputed in FY24 because their underlying source variables changed.

The imputation sources for FY 2024 include the unimputed, unsuppressed FYs 2020, 2021, 2022 and 2023 AE and outlet data.[12] Each imputed variable in the PLS dataset is accompanied by an imputation flag, which denotes the method of imputation performed for each observation. Imputation flag variables are named using the following convention: F_*, where * is the variable name or abbreviated variable name if it exceeds six characters. For example, the imputation flag variable for MASTER is F_MASTER.

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 F** for detailed information about the imputation flags and the "Imputation Stages and Methods" section below for detailed information about each imputation method.

[11] See **Table 6** for additional details.

[12] 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.

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	IK23, IK22, IK21, IK20	Method 1	IG23, IG22, IG21, IG20
	Method 6	IP23, IP22, IP21, IP20	Method 2	IQ24
			Method 3	IJ24
			Method 5	ID24
			Method 7	IM24
Stage 2	Method 9	IT24	n	
	Method 10	IB24		
	Method 11	IY24		

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 2024.

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).[13]

[13] Cochran, W. 1977. Sampling Techniques, 3rd edition. John Wiley & Sons, Inc.

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 seven methods.[14] 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 2024 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 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-

[14] Prior to FY 2020, Method 8 was used in Stage 1 to impute HRS_OPEN on the AE file based on the HOURS values of the associated outlet records. Beginning in FY 2020, HRS_OPEN was no longer directly reported; the submission tool now aggregates the HOURS value(s) of the associated outlet record(s).

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.

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, LOANFM (Inter-Library Loans Received From) was assigned to method 1 (prior-year value multiplied by cell mean growth rate). If prior-year data are not available, then observations are 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) would be 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 2024. **Table 6** shows the imputation methods and sequences for imputed variables only[15] (abbreviated variable descriptions were used to conserve space). Please see **Appendices A** and **B** for the full variable descriptions.

Table 6. Imputation Methods and Sequences, by Variable

Variable name	Abbreviated variable description	Imputation sequence
POPU_LSA[16]	POPULATION OF LSA	Special Procedure
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

[15] The following variables were not imputed in FY 2024 but have an imputation flag to maintain consistency with data in previous years: TOTPRO, YAPRO, TOTATTEN, YAATTEN, ELMATCIR, TOTCIR, WIFISESS.

[16] In FY 2024, 28 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 28 AEs is imputed with 2020 Decennial Census values for the appropriate jurisdiction.

Variable name	Abbreviated variable description	Imputation sequence
TOTSTAFF	TOTAL PAID EMPLOYEES	Method 9
LOCGVT	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
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, Method 10
AUDIO_PH	AUDIO - PHYSICAL UNITS	Method 6, Method 2, Method 3, Method 10
VIDEO_PH	VIDEO - PHYSICAL UNITS	Method 1, Method 2, Method 3, Method 10
TOTPHYS	TOTAL PHYSICAL ITEMS IN COLLECTION	Method 4, Method 5, Method 2, Method 9, Method 11
OTHPHYS	OTHER CIRCULATING PHYSICAL ITEMS	Method 4, Method 5, Method 7, Method 10, Method 11
HRS_OPEN[17]	PUBLIC SERV HRS/YR	Special Procedure
VISITS	LIBRARY VISITS	Method 1, Method 2, Method 3

[17] HRS_OPEN in the imputed AE file are adjusted to the sum of the imputed HOURS of any associated outlets.

Variable name	Abbreviated variable description	Imputation sequence
REFERENC	REFERENCE TRANS	Method 1, Method 2, Method 3
REGBOR	REGISTERED USERS	Method 1, Method 2, Method 3
PHYSCIR	PHYSICAL ITEM CIRCULATION	Method 1, Method 4, Method 6, Method 2, Method 10, Method 11
OTHPHCIR	CIRCULATION OF OTHER PHYSICAL ITEMS	Method 6, Method 7, Method 11
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
GPTERMS	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
SQ_FEET	SQUARE FEET	Method 6
HOURS	PUBLIC SERVICE HOURS/YEAR	Method 6
WKS_OPEN	NUMBER OF WEEKS OPEN/YEAR	Method 6

Highly Correlated Variables

Due to the correlated nature of the PLS data, missing items in several variables were imputed using one or more 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
ELMATEXP	Method 4	STAFFEXP
PHYSCIR	Method 4	VISITS
GPTERMS	Method 4	VISITS
OTHPHYS	Method 4	BKVOL
TOTPHYS	Method 4	BKVOL
PRMATEXP	Method 5	TOTEXPCO
PITUSR	Method 5	GPTERMS
LOANFM	Method 5	LOANTO
OTHPHYS	Method 5	BKVOL
TOTPHYS	Method 5	BKVOL

Data Elements Changes

Each year, the PLS data elements are revisited. Under the guidance of the IMLS Library Statistics Working Group and with state agreement, 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 data tables or research until after the new data are collected systematically (meaning, without additional significant modifications to the definition) 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 are electronically released but not imputed or included in data tables or research.
- Year 3: New or revised data elements reported in the annual data submission and electronically released but not imputed or included in data tables or research.
- Year 4: New or revised data elements reported in the annual data submission, electronically released, imputed if appropriate, and included in data tables and research.

Table 8 shows the items that have been added or changed in the last three fiscal years and describes how these variables were processed for FY 2024.

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 2024 Processing
FY 2024	AUTORENEW (505) EBOOK_AE (525) EBOOK_CO (526) EBOOK_SL (527) ESERIAL_AE (528) ESERIAL_CO (529) ESERIAL_SL (530) EAUDIO_AE (531) EAUDIO_CO (532) EAUDIO_SL (533) EVIDEO_AE (534) EVIDEO_CO (535) EVIDEO_SL (536) RESDB_AE (537) RESDB_CO (538) RESDB_SL (539) OLP_AE (540) OLP_CO (541) OLP_SL (542) EBOOK_CIR (545) ESERIAL_CIR (546) EAUDIO_CIR (547) EVIDEO_CIR (548) KIDPHYSCIR (549)	ELMATEXP (354) OTHMATEX (355) REFERENC (502) TOTCIR (550) ELMATCIR (552) TOTPRES (620) TOTVIEWS (630)	FY 2024	FY 2025	FY 2026	FY 2027	Eleven data elements were removed; EBOOK (451), AUDIO_DL (453), VIDEO_DL (455), EC_LO_OT (456), EC_ST (457), ELECCOLL (458),KIDCIRCL (551), ELINFO (554), ELCONT (555), TOTCOLL (556), WEBVISIT (653).
FY 2023	None	None	NA	NA	NA	NA	
FY 2022	ODFINE (504)	GEOCODE (204) TOTVIEWS (630)	FY 2022	FY 2023	FY 2024	FY 2025	

FY of Data Collection	Elements Added*	Elements Changed*	Year 1	Year 2	Year 3	Year 4	FY 2024 Processing
FY 2021	TOTPHYS (461) OTHPHYS (462) OTHPHCIR (561) K0_5PRO (601) K6_11PRO (602) ADULTPRO (604) GENPRO (605) ONPRO (606) OFFPRO (607) VIRPRO (608) K0_5ATTEN (611) K6_11ATTEN (612) ADULTATTEN (614) GENATTEN (615) ONATTEN (616) OFFATTEN (617) VIRATTEN (618) TOTPRES (620) TOTVIEWS (630) PITUSRRPT (651a) WIFISRPT (652a)	TOTPRO (600) KIDPRO (601a) YAPRO (603) TOTATTEN (610) KIDATTEN (611a) YAATTEN (613) GPTERMS (650) WIFISESS (652)	FY 2021	FY 2022	FY 2023	FY 2024	TOTPHYS (461), OTHPHYS (462), and OTHPHCIR (561) met the requirements for imputation in FY 2023.

* All added or changed variables will be electronically released but not imputed unless otherwise specified in the FY 2024 Processing column. Imputation relies heavily on 2-3 years of stable prior year data.

NA – Not Applicable, no variables added or changed.

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 FIPSST and FIPSCO were retained.
- FY 2014: Geocode 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, as well as LOCALE_MOD were added for libraries and outlets. LOCALE was renamed to LOCALE_ADD to differentiate between it and LOCALE_MOD. See additional information in the "Locale Codes" section below.
- FY 2019: The Rural Education Achievement Program (REAP) locale code was removed as this framework is no longer being maintained.[18]
- FY 2022: With the revision of the GEOCODE data element (#204), three new variables were added to the AE file: LSAGEOID (the GEOID for the Census that best aligns with the AE's legal service area), LSAGEORATIO (the ratio of POPU_LSA to the 2020 decennial population of the geography indicated by LSAGEOID), and LSAGEOTYPE (based on reported GEOCODE, this indicates the type of geography the LSAGEOID represents). About 87% of AE records have values for these three variables. Also, on both the AE and Outlet files, the variables CENTRACT and CENBLOCK were modified with state and county FIPS codes appended so they are full GEOIDs for joining to Census data products; and the INCITSST, INCITSCO, and GNISPLAC codes were removed because they are largely duplicative of the GEOIDS that have been added or modified.

As part of the post-processing of the FY 2024 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 based on the physical address information and GEOCODE value reported for each record; see the record layouts for missing values declarations. The following supplemental geographic information is provided with the release of the FY 2024 PLS data:

- ZIP Code +4
- Longitude (WGS84/EPSG:4326)

[18] https://nces.ed.gov/programs/edge/docs/EDGE_NCES_LOCALE.pdf.

- Latitude (WGS84/EPSG:4326)
- Legal Service Area's GEOID [AE file only]
- Legal Service Area's ratio of reported population (POPU_LSA) to 2020 decennial population of LSAGEOID [AE file only]
- Legal Service Area's Census geography type of LSAGEOID [AE file only]
- County population
- NCES locale code
- Census tract GEOID for physical address of AE or Outlet
- Census block GEOID for physical address of AE or Outlet
- Congressional district (118th Congress)
- Core-based statistical area
- Metropolitan/micropolitan area flag
- Geocoding accuracy and precision level (e.g., Street Address)

County population data for U.S. libraries was assigned using the Census Bureau's 2024 Population Estimates Program (2024 PEP, PEPANNRES).[19] County population data for outlying areas was assigned using the 2020 Decennial Census.[20] Locale codes were assigned using the 2024 NCES locale framework; see "Locale Codes" for additional information.

Geocoding information was processed in batch by AIR using the Esri World Geocoder from the ArcGIS Online World Geocoding Service.

The Esri World Geocoder reports geocoding precision within three variables:

1. GEOSTATUS: A match status variable that indicates if the address was matched to a location.
   - E – Matched. The address is matched to exactly one location.
   - T – Tied. The address has more than one candidate with the same best match score but at different locations.
   - U – Unmatched. The address is not matched.

2. GEOSCORE: A match score for the address where GEOSTATUS = E or T. This variable ranges between 0 and 100, with 100 indicating that the candidate address is a perfect match.

3. GEOMTYPE: A geocoded address type that indicates the type of location to which the address matches. Values closer to the top of the following list are more precise than subsequent values:
   - Subaddress — A street address based on point locations that represent house and building subaddress locations. Typically, this is the most spatially accurate match level. The subaddress elements of unit type and unit identifier (e.g., suite, floor, apartment) help to distinguish one subaddress within or between structures from another when several occur within the same feature or PointAddress location.
   - PointAddress — A street address based on point locations that represent house and building locations.
   - StreetAddress — A street address that differs from PointAddress because the address number is interpolated from the range of address numbers for a given street segment.

[19] https://www.census.gov/programs-surveys/popest/data/data-sets.2024.html
[20] https://www.census.gov/data/tables/2023/dec/2020-census-dhc.html

- StreetInt — A street address consisting of a street intersection along with city and optional state and postal code information.
- StreetAddressExt — An estimated street address match that is returned when the input address number exceeds the address number range for the matched street segment.
- DistanceMarker — A street address that represents the linear distance along a street from a designated origin location.
- StreetName — Similar to a street address but without the address number.
- Locality — A place name representing a populated place such as a city or neighborhood.
- PostalLoc — A combination of ZIP code and city name.
- Postal — ZIP code.
- POI — Points of interest, for example, administrative placenames, businesses, landmarks, and geographic features.
- Manual — Address manually matched to latitude/longitude

Tables 9 and **10** show the geocoding precision levels, corresponding descriptions, and numbers and percentages of each level in the AE and outlet files, for each variable GEOSTATUS and GEOSCORE.

Table 9. GEOSTATUS Levels and Distribution

GEOSTATUS	Description	Number and Percentage of AEs	Number and Percentage of Outlets
E	Matched. The address is matched to exactly one location.	9,173 (99.2%)	17,419 (98.9%)
T	Tied. The address has more than one candidate with the same best match score but at different locations.	76 (0.8%)	196 (1.1%)
U	Unmatched. The address is not matched.	0 (0.0%)	0 (0.0%)

SOURCE: IMLS, Public Libraries Survey, FY 2024.

Table 10. GEOSCORE Distribution

GEOSCORE	Number and Percentage of AEs	Number and Percentage of Outlets
100.00	475 (5.1%)	15,056 (85.5%)
95.00 – 99.99	8,665 (93.7%)	2,410 (13.7%)
90.00 – 94.99	46 (0.5%)	60 (0.3%)
85.00 – 89.99	32 (0.3%)	29 (0.2%)

GEOSCORE	Number and Percentage of AEs	Number and Percentage of Outlets
Less than 84.99	31 (0.3%)	60 (0.3%)

NOTE: Detail may not sum to totals due to rounding.
SOURCE: IMLS, Public Libraries Survey, FY 2024.

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 2024 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 GEOSCORE value less than 90 (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.

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, then -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 suppressed to protect confidentiality or for analytic purposes. 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 ='23' then num = .C; /*recode 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 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 ='23' then num = .C; /*recode 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” (e.g., IG, IQ, IJ, IK, IP, etc.), 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 2024 (PLS_FY24_AE_pud24i)

Note: See **Appendix F** for definitions of flag variables (F_*).

Variable name	Field length	Data type	Survey item	Description
				Data Source: Public Libraries Survey, Fiscal Year 2024 **Number of records = 9,249 (one record per observation)** **Number of fields per record = 190**
				IDENTIFICATION
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)
				STREET ADDRESS
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
				MAILING ADDRESS
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–Temporarily closed administrative entity
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 FY98, 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 PL1–Place (e.g., incorporated city or village, census-designated), entirety PL2–Place (e.g., incorporated city or village, census-designated), overlap MP1–Multi-Place, entirety MP2–Multi-Place, overlap CD1–Minor Civil Division [MCD] (e.g., town, township), entirety CD2–Minor Civil Division [MCD] (e.g., town, township), overlap MD1–Multi-MCD, entirety MD2–Multi-MCD, overlap CO1–County or Equivalent, entirety CO2–County or Equivalent, overlap CO3–County or Equivalent, remainder excluding AEs of contained geographies MC1–Multi-County, entirety MC2–Multi-County, overlap MC3–Multi-County, remainder excluding AEs of contained geographies SU1–School District - Unified, entirety SU2–School District - Unified, overlap SE1–School District - Elementary, entirety SE2–School District - Elementary, overlap SS1–School District - Secondary, entirety SS2–School District - Secondary, overlap 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., 07/01/2023) -3–Temporarily closed administrative entity
ENDDATE	10	A	207	Reporting period ending date, in mm/dd/yyyy format (e.g., 06/30/2024) -3–Temporarily closed administrative entity

Variable name	Field length	Data type	Survey item	Description
				POPULATION
POPU_LSA	09	N	208	Population of the Legal Service Area -1–Missing -3–Temporarily closed administrative entity -9–Data suppressed for analytic purposes
F_POPLSA	04	A	†	POPU_LSA imputation flag.
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. -1–Missing -3–Temporarily closed administrative entity -9–Data suppressed for analytic purposes
				SERVICE OUTLETS
CENTLIB	03	N	209	Number of central libraries -3–Temporarily closed administrative entity
F_CENLIB	04	A	†	CENTLIB imputation flag.
BRANLIB	03	N	210	Number of branch libraries -3–Temporarily closed administrative entity
F_BRLIB	04	A	†	BRANLIB imputation flag.
BKMOB	03	N	211	Number of bookmobiles -3–Temporarily closed administrative entity
F_BKMOB	04	A	†	BKMOB imputation flag.
				FULL-TIME EQUIVALENT (FTE) PAID STAFF
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. -1–Missing -3–Temporarily closed administrative entity
F_MASTER	04	A	†	MASTER imputation flag.

Variable name	Field length	Data type	Survey item	Description
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. -1–Missing -3–Temporarily closed administrative entity
F_LIBRAR	04	A	†	LIBRARIA imputation flag.
OTHPAID	09	N	252	All other paid FTE employees. This field consists of six integers and two decimals, with an explicit decimal point. -1–Missing -3–Temporarily closed administrative entity
F_OTHSTF	04	A	†	OTHPAID imputation flag.
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. -1–Missing -3–Temporarily closed administrative entity
F_TOTSTF	04	A	†	TOTSTAFF imputation flag.
				OPERATING REVENUE
LOCGVT	09	N	300	Operating revenue from local government -1–Missing -3–Temporarily closed administrative entity
F_LOCGVT	04	A	†	LOCGVT imputation flag.
STGVT	09	N	301	Operating revenue from state government -1–Missing -3–Temporarily closed administrative entity
F_STGVT	04	A	†	STGVT imputation flag.
FEDGVT	09	N	302	Operating revenue from federal government -1–Missing -3–Temporarily closed administrative entity
F_FEDGVT	04	A	†	FEDGVT imputation flag.

Variable name	Field length	Data type	Survey item	Description
OTHINCM	09	N	303	Other operating revenue (i.e., operating revenue not included in LOCGVT, STGVT, and FEDGVT) -1–Missing -3–Temporarily closed administrative entity
F_OTHINC	04	A	†	OTHINCM imputation flag.
TOTINCM	10	N	304	Total operating revenue (i.e., sum of LOCGVT, STGVT, FEDGVT, and OTHINCM) -1–Missing -3–Temporarily closed administrative entity
F_TOTINC	04	A	†	TOTINCM imputation flag.
				OPERATING EXPENDITURES
				Staff Expenditures
SALARIES	09	N	350	Salaries and wages for all library staff -1–Missing -3–Temporarily closed administrative entity -9–Data suppressed to protect confidentiality
F_SALX	04	A	†	SALARIES imputation flag.
BENEFIT	09	N	351	Employee benefits for all library staff -1–Missing -3–Temporarily closed administrative entity -9–Data suppressed to protect confidentiality
F_BENX	04	A	†	BENEFIT imputation flag.
STAFFEXP	09	N	352	Total staff expenditures (i.e., sum of SALARIES and BENEFIT) -1–Missing -3–Temporarily closed administrative entity -9–Data suppressed to protect confidentiality
F_TOSTFX	04	A	†	STAFFEXP imputation flag.
				Collection Expenditures
PRMATEXP	09	N	353	Operating expenditures for print materials (including books, current serial subscriptions, government documents, and any other print acquisitions) -1–Missing -3–Temporarily closed administrative entity

Variable name	Field length	Data type	Survey item	Description
F_PRMATX	04	A	†	PRMATEXP imputation flag.
ELMATEXP	09	N	354	Operating expenditures for electronic (digital) content (e-books, e-serials, e-audio, e-video, research databases, online learning platforms, reference tools, scores, maps, and pictures in electronic or digital format) -1–Missing -3–Temporarily closed administrative entity
F_ELMATX	04	A	†	ELMATEXP imputation flag.
OTHMATEX	09	N	355	Operating expenditures for all other physical library materials (microform, audio, video, DVD, circulating portable electronic devices, and new formats) -1–Missing -3–Temporarily closed administrative entity
F_OTMATX	04	A	†	OTHMATEX imputation flag.
TOTEXPCO	09	N	356	Total expenditures on library collection (i.e., sum of PRMATEXP, ELMATEXP, and OTHMATEX) -1–Missing -3–Temporarily closed administrative entity
F_TOCOLX	04	A	†	TOTEXPCO imputation flag.
				Other operating expenditures
OTHOPEXP	09	N	357	Other operating expenditures (i.e., operating expenditures not included in STAFFEXP and TOTEXPCO) -1–Missing -3–Temporarily closed administrative entity -9–Data suppressed to protect confidentiality
F_OTHOPX	04	A	†	OTHOPEXP imputation flag.
TOTOPEXP	10	N	358	Total operating expenditures (i.e., sum of STAFFEXP, TOTEXPCO, and OTHOPEXP) -1–Missing -3–Temporarily closed administrative entity
F_TOTOPX	04	A	†	TOTOPEXP imputation flag.

Variable name	Field length	Data type	Survey item	Description
				CAPITAL REVENUE
LCAP_REV	09	N	400	Local government capital revenue -1–Missing -3–Temporarily closed administrative entity
F_LCAPRV	04	A	†	LCAP_REV imputation flag.
SCAP_REV	09	N	401	State government capital revenue -1–Missing -3–Temporarily closed administrative entity
F_SCAPRV	04	A	†	SCAP_REV imputation flag.
FCAP_REV	09	N	402	Federal government capital revenue -1–Missing -3–Temporarily closed administrative entity
F_FCAPRV	04	A	†	FCAP_REV imputation flag.
OCAP_REV	09	N	403	Other capital revenue (i.e., capital revenue not included in LCAP_REV, SCAP_REV, and OCAP_REV) -1–Missing -3–Temporarily closed administrative entity
F_OCAPRV	04	A	†	OCAP_REV imputation flag.
CAP_REV	09	N	404	Total capital revenue (i.e., sum of LCAP_REV, SCAP_REV, FCAP_REV, and OCAP_REV) -1–Missing -3–Temporarily closed administrative entity
F_TCAPRV	04	A	†	CAP_REV imputation flag.
				CAPITAL EXPENDITURES
CAPITAL	09	N	405	Total capital expenditures -1–Missing -3–Temporarily closed administrative entity
F_TCAPX	04	A	†	CAPITAL imputation flag.

Variable name	Field length	Data type	Survey item	Description
				LIBRARY COLLECTION
BKVOL	09	N	450	Print materials (including books and government documents) -1–Missing -3–Temporarily closed administrative entity
F_BKVOL	04	A	†	BKVOL imputation flag.
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) -1–Missing -3–Temporarily closed administrative entity
F_AUD_PH	04	A	†	AUDIO_PH imputation flag.
VIDEO_PH	09	N	454	Video - physical units (including video tapes, DVDs, video CD-ROMs, etc.) -1–Missing -3–Temporarily closed administrative entity
F_VID_PH	04	A	†	VIDEO_PH imputation flag.
TOTPHYS	09	N	461	Total physical items in collection -1–Missing -3–Temporarily closed administrative entity
F_TOTPHY	04	A	†	TOTPHYS imputation flag.
OTHPHYS	09	N	462	Other circulating physical items -1–Missing -3–Temporarily closed administrative entity
F_OTHPHY	04	A	†	OTHPHYS imputation flag.
				PUBLIC SERVICE HOURS
HRS_OPEN	09	N	500	Total annual public service hours for all service outlets -1–Missing -3–Temporarily closed administrative entity
F_HRS_OP	04	A	†	HRS_OPEN imputation flag.

Variable name	Field length	Data type	Survey item	Description
				LIBRARY SERVICES
VISITS	09	N	501	Total annual library visits -1–Missing -3–Temporarily closed administrative entity
F_VISITS	04	A	†	VISITS imputation flag.
VISITRPT	04	A	501a	Library visits reporting method CT–Annual Count ES–Annual Estimate Based on Typical Week(s) M–Missing
REFERENC	09	N	502	Total annual reference transactions -1–Missing -3–Temporarily closed administrative entity
F_REFER	04	A	†	REFERENC imputation flag.
REFERRPT	04	A	502a	Reference transactions reporting method CT–Annual Count ES–Annual Estimate Based on Typical Week(s) M–Missing
REGBOR	09	N	503	Registered Users -1–Missing -3–Temporarily closed administrative entity
F_REGBOR	04	A	†	REGBOR imputation flag.
ODFINE	01	A	504	Current overdue file policy M–Missing Y–Yes N–No
AUTORENEW	01	A	505	Automatic renewal for physical materials M–Missing Y–Yes N–No

Variable name	Field length	Data type	Survey item	Description
				ELECTRONIC BOOKS
EBOOK_AE	01	A	525	Access to e-books purchased by administrative agency M–Missing Y–Yes N–No
EBOOK_CO	01	A	526	Access to e-books purchased via a consortium, cooperative, or other similar group at local, regional, or state level M–Missing Y–Yes N–No
EBOOK_SL	01	A	527	Access to e-books provided by state library agency or other state agency at low or no cost M–Missing Y–Yes N–No
				ELECTRONIC SERIALS
ESERIAL_AE	01	A	528	Access to e-serials purchased by administrative agency M–Missing Y–Yes N–No
ESERIAL_CO	01	A	529	Access to e-serials purchased via a consortium, cooperative, or other similar group at local, regional, or state level M–Missing Y–Yes N–No
ESERIAL_SL	01	A	530	Access to e-serials provided by state library agency or other state agency at low or no cost M–Missing Y–Yes N–No
				ELECTRONIC AUDIO
EAUDIO_AE	01	A	531	Access to e-audios purchased by administrative agency M–Missing Y–Yes N–No

Variable name	Field length	Data type	Survey item	Description
EAUDIO_CO	01	A	532	Access to e-audios purchased via a consortium, cooperative, or other similar group at local, regional, or state level M–Missing Y–Yes N–No
EAUDIO_SL	01	A	533	Access to e-audios provided by state library agency or other state agency at low or no cost M–Missing Y–Yes N–No
				ELECTRONIC VIDEO
EVIDEO_AE	01	A	534	Access to e-videos purchased by administrative agency M–Missing Y–Yes N–No
EVIDEO_CO	01	A	535	Access to e-videos purchased via a consortium, cooperative, or other similar group at local, regional, or state level M–Missing Y–Yes N–No
EVIDEO_SL	01	A	536	Access to e-videos provided by state library agency or other state agency at low or no cost M–Missing Y–Yes N–No
				RESEARCH DATABASES
RESDB_AE	01	A	537	Access to research databases purchased by administrative agency M–Missing Y–Yes N–No
RESDB_CO	01	A	538	Access to research databases purchased via a consortium, cooperative, or other similar group at local, regional, or state level M–Missing Y–Yes N–No

Variable name	Field length	Data type	Survey item	Description
RESDB_SL	01	A	539	Access to research databases provided by state library agency or other state agency at low or no cost M–Missing Y–Yes N–No
				ONLINE LEARNING PLATFORMS
OLP_AE	01	A	540	Access to online learning platforms purchased by administrative agency M–Missing Y–Yes N–No
OLP_CO	01	A	541	Access to online learning platforms purchased via a consortium, cooperative, or other similar group at local, regional, or state level M–Missing Y–Yes N–No
OLP_SL	01	A	542	Access to online learning platforms provided by state library agency or other state agency at low or no cost M–Missing Y–Yes N–No
				CIRCULATION
EBOOK_CIR	09	N	545	The total circulation of e-books during the reporting period -1–Missing -3–Temporarily closed administrative entity
ESERIAL_CIR	09	N	546	The total circulation of e-serials during the reporting period -1–Missing -3–Temporarily closed administrative entity
EAUDIO_CIR	09	N	547	The total circulation of e-audios during the reporting period -1–Missing -3–Temporarily closed administrative entity
EVIDEO_CIR	09	N	548	The total circulation of e-videos during the reporting period -1–Missing -3–Temporarily closed administrative entity

Variable name	Field length	Data type	Survey item	Description
KIDPHYSCIR	09	N	549	The total circulation of all children's materials in all physical formats, including renewals -1–Missing -3–Temporarily closed administrative entity
TOTCIR	09	N	550	Total annual circulation transactions -1–Missing -3–Temporarily closed administrative entity
F_TOTCIR	04	A	†	TOTCIR imputation flag.
ELMATCIR	09	N	552	Total annual circulation of all electronic materials -1–Missing -3–Temporarily closed administrative entity
F_EMTCIR	04	A	†	ELMATCIR imputation flag.
PHYSCIR	09	N	553	Total annual circulation of all physical library materials of all types, including renewals -1–Missing -3–Temporarily closed administrative entity
F_PHYSCR	04	A	†	PHYSCIR imputation flag.
OTHPHCIR	09	N	561	Circulation of other physical items -1–Missing -3–Temporarily closed administrative entity
F_OTHPCR	04	A	†	OTHPHCIR imputation flag.
				INTER-LIBRARY LOANS
LOANTO	09	N	575	Total annual loans provided to other libraries -1–Missing -3–Temporarily closed administrative entity
F_LOANTO	04	A	†	LOANTO imputation flag.
LOANFM	09	N	576	Total annual loans received from other libraries -1–Missing -3–Temporarily closed administrative entity
F_LOANFM	04	A	†	LOANFM imputation flag.

Variable name	Field length	Data type	Survey item	Description
				LIBRARY PROGRAMS
TOTPRO	895	N	600	Total number of synchronous program sessions -1–Missing -3–Temporarily closed administrative entity
F_TOTPRO	04	A	†	TOTPRO imputation flag.
K0_5PRO	09	N	601	Number of synchronous program sessions targeted at children ages 0-5 -1–Missing -3–Temporarily closed administrative entity
K6_11PRO	09	N	602	Number of synchronous program sessions targeted at children ages 6-11 -1–Missing -3–Temporarily closed administrative entity
YAPRO	09	N	603	Number of synchronous program sessions targeted at young adults ages 12-18 -1–Missing -3–Temporarily closed administrative entity
F_YAPRO	04	A	†	YAPRO imputation flag.
ADULTPRO	09	N	604	Number of synchronous program sessions targeted at adults age 19 or older -1–Missing -3–Temporarily closed administrative entity
GENPRO	09	N	605	Number of synchronous general interest program sessions -1–Missing -3–Temporarily closed administrative entity
ONPRO	09	N	606	Number of synchronous in-person onsite program sessions -1–Missing -3–Temporarily closed administrative entity
OFFPRO	09	N	607	Number of synchronous in-person offsite program sessions -1–Missing -3–Temporarily closed administrative entity

Variable name	Field length	Data type	Survey item	Description
VIRPRO	09	N	608	Number of synchronous virtual program sessions -1–Missing -3–Temporarily closed administrative entity
TOTATTEN	09	N	610	Total attendance at synchronous programs -1–Missing -3–Temporarily closed administrative entity
F_TOTATT	04	A	†	TOTATTEN imputation flag.
K0_5ATTEN	09	N	611	Attendance of synchronous program sessions targeted at children ages 0- 5 -1–Missing -3–Temporarily closed administrative entity
K6_11ATTEN	09	N	612	Attendance of synchronous program sessions targeted at children ages 6- 11 -1–Missing -3–Temporarily closed administrative entity
YAATTEN	09	N	613	Total audience at all young adult programs -1–Missing -3–Temporarily closed administrative entity
F_YAATT	04	A	†	YAATTEN imputation flag.
ADULTATTEN	09	N	614	Attendance at synchronous program sessions targeted at adults age 19 or older -1–Missing -3–Temporarily closed administrative entity
GENATTEN	09	N	615	Attendance at synchronous general interest program sessions -1–Missing -3–Temporarily closed administrative entity
ONATTEN	09	N	616	Synchronous in-person onsite program attendance -1–Missing -3–Temporarily closed administrative entity
OFFATTEN	09	N	617	Synchronous in-person offsite program attendance -1–Missing -3–Temporarily closed administrative entity

Variable name	Field length	Data type	Survey item	Description
VIRATTEN	09	N	618	Synchronous virtual program attendance -1–Missing -3–Temporarily closed administrative entity
TOTPRES	09	N	620	Total number of asynchronous program presentations -1–Missing -3–Temporarily closed administrative entity
TOTVIEWS	09	N	630	Total views of asynchronous program presentations with 30 days -1–Missing -3–Temporarily closed administrative entity
				OTHER ELECTRONIC INFORMATION
GPTERMS	06	N	650	Internet computers used by general public -1–Missing -3–Temporarily closed administrative entity
F_GPTERM	04	A	†	GPTERMS imputation flag.
PITUSR	09	N	651	Uses of public Internet computers per year -1–Missing -3–Temporarily closed administrative entity
F_PITUSR	04	A	†	PITUSR imputation flag.
PITUSRRPT	02	A	651a	Reporting method for number of uses of public internet computers per year CT–Annual Count ES–Annual Estimate Based on Typical Week(s) M–Missing
WIFISESS	10	N	652	Total annual wireless sessions provided by the library wireless service -1–Missing -3–Temporarily closed administrative entity
F_WIFISS	04	A	†	WIFISESS imputation flag.
WIFISRPT	02	A	652a	Reporting method for wireless sessions CT–Annual Count ES–Annual Estimate Based on Typical Week(s) M–Missing

Variable name	Field length	Data type	Survey item	Description
				ADDITIONAL INFORMATION
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)
RSTATUS	01	A	†	Derived. Reporting status 1–Respondent, with no imputed data 2–Respondent, with both reported and imputed data 3–Nonrespondent, not imputed 4–Nonrespondent, with imputed data 5–Nonrespondent, law library, not imputed
STATSTRU	02	A	150A	Structure Change Code 00–No change from last year 01–Existing administrative entity or outlet absorbs another administrative entity or outlet 02–Newly created administrative entity or outlet 04–Move outlet to a newly created administrative entity 05–Merge two or more administrative entities or outlets to form a new administrative entity or outlet 08–Restored a closed administrative entity or outlet record 09–Restored an incorrectly deleted administrative entity or outlet 10–Delete an incorrect record 11–Outlet moved to a different previously existing administrative entity 13–Add an existing administrative entity or outlet not previously reported 22–Future administrative entity FSCS ID Request 23–Temporary closure 24–Restore/Undo Was a 23 (Reopen a temporary closure) 25–Survey nonrespondent

Variable name	Field length	Data type	Survey item	Description
				(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.)
STATNAME	02	A	152A	Name Change Code 00–No change from last year 06–Official name change 14–Minor name change
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.
LSAGEOID	10	A	†	GEOID for Census Geography Aligned with Legal Service Area M–Missing
LSAGEORATIO	06	N	†	Ratio of POPU_LSA to Population of Aligned Geography -1–Missing -3–Temporarily closed administrative entity

Variable name	Field length	Data type	Survey item	Description
LSAGEOTYPE	30	A	†	Type of Census Geography Aligned with Legal Service Area (based on GEOCODE): COUNTY COUNTY SUBDIVISION MULTI-COUNTY MULTI-COUNTY SUBDIVISION MULTI-PLACE OTHER PLACE SCHOOL DISTRICT (ELEMENTARY) SCHOOL DISTRICT (SECONDARY) SCHOOL DISTRICT (UNIFIED) M–Missing
CNTYPOP	08	N	†	County Population -1–Missing
LOCALE_ADD	02	A	†	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. 11–City, Large: Territory inside an urbanized area and inside a principal city with 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–Suburb, Large: Territory outside a principal city and inside an urbanized area with population of 250,000 or more. 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. 23–Suburb, 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.

Variable name	Field length	Data type	Survey item	Description
				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 is also more than 10 miles from an urban cluster.
LOCALE_MOD	02	A	†	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). 11–City, Large: Territory inside an urbanized area and inside a principal city with 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–Suburb, Large: Territory outside a principal city and inside an urbanized area with population of 250,000 or more. 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. 23–Suburb, 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 is also more than 10 miles from an urban cluster.

Variable name	Field length	Data type	Survey item	Description
CENTRACT	11	A	†	Census Tract code (GEOID). 11 character - 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.
CENBLOCK	15	A	†	Census Block code (GEOID). 15 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).
CDCODE	04	A	†	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.
CBSA	05	N	†	Core based statistical area. Core based statistical areas (CBSAs) and Principal cities of Metropolitan and Micropolitan Statistical Areas (MSAs)[1] -4–Not applicable
MICROF	01	A	†	Metropolitan and Micropolitan Statistical Area flag 0–Metropolitan area 1–Micropolitan area N–Not applicable
GEOSTATUS	01	A	†	Geocoding Match Status of Address. E–Matched. The address is matched to exactly one location. T–Tied. The address has more than one candidate with the same best match score but at different locations. U–Unmatched. The address is not matched.
GEOSCORE	03	N	†	Geocoding Match Score. A number from 0–100 indicating the accuracy of the address match. A score of 100 represents a perfect match, while lower scores represent decreasing match accuracy.

Variable name	Field length	Data type	Survey item	Description
GEOMTYPE	22	A	†	Type of location that matched the geocoded address. DISTANCEMARKER—A street address that represents the linear distance along a street, typically in kilometers or miles, from a designated origin location. LOCALITY—A place name representing a populated place such as a city or neighborhood. MANUAL—Address manually matched to latitude/longitude. POI–Points of interest, for example, administrative placenames, businesses, landmarks, and geographic features. POI—Points of interest, for example, administrative placenames, businesses, landmarks, and geographic features. POINTADDRESS—A street address based on point locations that represent house and building locations. POSTAL—Postal (ZIP) code. Reference data is postal code points. POSTALLOC—A combination of postal (ZIP) code and city name. STREETADDRESS—A street address that differs from PointAddress because the address number is interpolated from the range of address numbers for a given street segment. STREETADDRESSEXT—An interpolated street address match that is returned when the input address number exceeds the address number range for the matched street segment. STREETINT—A street address consisting of a street intersection along with city and optional state and postal code information. STREETNAME—Similar to a street address but without the address number. SUBADDRESS—A street address based on point locations that represent house and building subaddress locations. Typically, this is the most spatially accurate match.

N Numeric field.
A Alpha character field.
† Not applicable.
[1] www.census.gov/programs-surveys/metro-micro.html

Appendix B: Record Layout for Public Library Outlet Data File, FY 2024 (PLS_FY24_Outlet_pud24i)

Note: See **Appendix F** for definitions of flag variables (F_*).

Variable name	Field length	Data type	Survey item	Description
				Data Source: Public Libraries Survey, Fiscal Year 2024 **Number of records = 17,615 (one record per observation)** **Number of fields per record = 37**
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
				STREET ADDRESS
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–Temporarily closed outlet -4–Not applicable

Variable name	Field length	Data type	Survey item	Description
				SERVICE INFORMATION
C_OUT_TY	02	A	709	Outlet type CE–Central Library BR–Branch Library BS–Bookmobile(s) BM–Books-by-Mail Only
SQ_FEET	08	N	711	Area in square feet of the public library outlet (central library or branch) -1–Missing -3–Temporarily closed outlet -4–Not applicable
F_SQ_FT	04	A	†	SQ_FEET imputation flag.
L_NUM_BM	02	N	712	Number of bookmobiles in the bookmobile outlet record (i.e., record with C_OUT_TY = BS) -3–Temporarily closed outlet
HOURS	04	N	713	Public Service Hours Per Year (actual hours) -1–Missing -3–Temporarily closed outlet
F_HOURS	04	A	†	HOURS imputation flag.
WKS_OPEN	02	N	714	Number of Weeks an outlet is open to the public (actual weeks) -1–Missing -3–Temporarily closed outlet
F_WKSOPN	04	A	†	WKS_OPEN imputation flag.
				ADDITIONAL INFORMATION
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	700A	Structure Change Code 00–No change from last year 01–Existing administrative entity or outlet absorbs another administrative entity or outlet 02–Newly created administrative entity or outlet 04–Move outlet to a newly created administrative entity 05–Merge two or more administrative entities or outlets to form a new administrative entity or outlet 08–Restored a closed administrative entity or outlet record 09–Restored an incorrectly deleted administrative entity or outlet 11–Outlet moved to a different previously existing administrative entity 13–Add an existing administrative entity or outlet not previously reported 22–Future administrative entity FSCS ID Request 23–Temporary closure 24–Restore/Undo Was a 23 (Reopen a temporary closure) 25–Survey nonrespondent (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).
STATNAME	02	A	702A	Name Change Code 00–No change from last year 06–Official name change 14–Minor name change
STATADDR	02	A	703A	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 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.
LATITUDE	10	N	†	Latitude of the outlet street address. Formatted 00.0000000 This field consists of two integers and seven decimal places, with an explicit decimal point.
CNTYPOP	08	N	†	County Population

Variable name	Field length	Data type	Survey item	Description
LOCALE	02	A	†	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. 11–City, Large: Territory inside an urbanized area and inside a principal city with 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–Suburb, Large: Territory outside a principal city and inside an urbanized area with population of 250,000 or more. 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. 23–Suburb, 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 is also more than 10 miles from an urban cluster. M–Missing
CENTRACT	11	A	†	Census Tract code. 11 character - 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.
CENBLOCK	15	A	†	Census Block code. 15 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).

Variable name	Field length	Data type	Survey item	Description
CDCODE	04	A	†	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.
CBSA	05	N	†	Core based statistical area. Core based statistical areas (CBSAs) and Principal cities of Metropolitan and Micropolitan Statistical Areas (MSAs)[1] -4–Not applicable
MICROF	01	A	†	Metropolitan and Micropolitan Statistical Area flag 0–Metropolitan area 1–Micropolitan area N–Not applicable
GEOSTATUS	01	A	†	Geocoding Match Status of Address. E–Matched. The address is matched to exactly one location. T–Tied. The address has more than one candidate with the same best match score but at different locations. U–Unmatched. The address is not matched.
GEOSCORE	03	N	†	Geocoding Match Score. A number from 0–100 indicating the accuracy of the address match. A score of 100 represents a perfect match, while lower scores represent decreasing match accuracy.
GEOMTYPE	22	A	†	Type of location that matched the geocoded address. DISTANCEMARKER—A street address that represents the linear distance along a street, typically in kilometers or miles, from a designated origin location. LOCALITY—A place name representing a populated place such as a city or neighborhood. MANUAL–Address manually matched to latitude/longitude. POI—Points of interest, for example, administrative placenames, businesses, landmarks, and geographic features. POINTADDRESS—A street address based on point locations that represent house and building locations. POSTAL—Postal (ZIP) code. Reference data is postal code points. POSTALLOC—A combination of postal (ZIP) code and city name. STREETADDRESS—A street address that differs from PointAddress because the address number is interpolated from the range of address numbers for a given street segment. STREETADDRESSEXT—An interpolated street address match that is returned when the input address number exceeds the address number range for the matched street segment. STREETINT—A street address consisting of a street intersection along with city and optional state and postal code information. STREETNAME—Similar to a street address but without the address number.

Variable name	Field length	Data type	Survey item	Description
				SUBADDRESS—A street address based on point locations that represent house and building subaddress locations. Typically, this is the most spatially accurate match.

N Numeric field.
A Alpha character field.
† Not applicable.
[1] www.census.gov/programs-surveys/metro-micro.html

Appendix C: FY 2024 PLS Frame Changes Not Shown in Data Files

This appendix is meant to show the differences between the FY 2024 and FY 2023 data frames. Libraries listed below are either no longer a part of the data frame (closed) or had a structural change that means they became a part of another library or system. If the FSCS_SEQ field is blank, this means the library was an AE record. If the FSCS_SEQ field contains a number, this means the library was an outlet record. See **Appendix A** and **B** for explanations of the STATSTRU numbers shown below.

STABR	FSCSKEY	FSCS_SEQ	STATSTRU	LIBNAME	Description
AK	AK0003		03	ANDERSON COMMUNITY LIBRARY	Permanently Closed
AK	AK0003	002	03	ANDERSON COMMUNITY LIBRARY	Permanently Closed
AK	AK0037		03	KASILOF PUBLIC LIBRARY	Permanently Closed
AK	AK0037	002	03	KASILOF PUBLIC LIBRARY	Permanently Closed
AL	AL0080		03	BALDWIN COUNTY LIBRARY COOPERATIVE	Permanently Closed
AL	AL0080	002	03	BALDWIN COUNTY LIBRARY COOPERATIVE	Permanently Closed
AL	AL0080	004	03	BALDWIN COUNTY LIBRARY COOPERATIVE - BOOKMOBILE	Permanently Closed
AL	AL0102		03	MIDFIELD PUBLIC LIBRARY	Permanently Closed
AL	AL0102	002	03	MIDFIELD PUBLIC LIBRARY	Permanently Closed
AL	AL0118	003	03	ATTALLA - ETOWAH COUNTY PUBLIC LIBRARY BOOKMOBILE	Permanently Closed
AL	AL0199	010	03	CULLMAN COUNTY PUBLIC - BOOKMOBILE	Permanently Closed
AL	AL0242		03	FORT DEPOSIT PUBLIC LIBRARY	Permanently Closed
AL	AL0242	001	03	FORT DEPOSIT PUBLIC LIBRARY	Permanently Closed
AL	AL0244		03	CLAY PUBLIC LIBRARY	Permanently Closed
AL	AL0244	001	03	CLAY PUBLIC LIBRARY	Permanently Closed
AL	AL0252		03	MAGNOLIA SPRINGS PUBLIC LIBRARY	Permanently Closed
AL	AL0252	001	03	MAGNOLIA SPRINGS PUBLIC LIBRARY	Permanently Closed
AR	AR0030	003	03	CONWAY COUNTY LIBRARY BOOKMOBILE	Permanently Closed
AR	AR0062	001	10	OUACHITA MOUNTAINS REGIONAL LIBRARY	Removed, determined out of scope by state
CA	CA0009	003	03	APPLEGATE LIBRARY	Permanently Closed
CA	CA0009	009	03	PENRYN LIBRARY	Permanently Closed
CA	CA0051	033	03	BOOKMOBILE III	Permanently Closed
CA	CA0051	034	03	BOOKMOBILE II	Permanently Closed
CA	CA0068	021	03	WINTON BRANCH LIBRARY	Permanently Closed

STABR	FSCSKEY	FSCS_SEQ	STATSTRU	LIBNAME	Description
CA	CA0102	005	03	RICHMOND BOOKMOBILE	Permanently Closed
CA	CA0102	008	03	RICHMOND BOOKMOBILE	Permanently Closed
CA	CA0112	035	03	NORTH MOBILE LIBRARY	Permanently Closed
CA	CA0112	039	03	EAST MOBILE LIBRARY	Permanently Closed
CA	CA0154	005	03	TRANSIT DEPOT	Permanently Closed
CA	CA0248	002	03	NORTH COUNTY BRANCH	Permanently Closed
CO	CO0085	005	10	MONTROSE RLD - PARADOX BRANCH	Removed, determined out of scope by state
CO	CO0145	018	03	KEENESBURG PUBLIC LIBRARY	Permanently Closed
FL	FL0008	002	03	WEST FLORIDA PUBLIC LIBRARY BOOKMOBILE	Permanently Closed
FL	FL0008	013	03	WEST FLORIDA GENEALOGY LIBRARY	Permanently Closed
FL	FL0008	016	03	EBONWOOD COMMUNITY CENTER	Permanently Closed
FL	FL0035	045	03	NORMA & JOSEPH ROBINSON @ SULPHUR SPRINGS	Permanently Closed
FL	FL0149	011	03	NEW RIVER PUBLIC LIBRARY COOPERATIVE BOOKMOBILE	Permanently Closed
FL	FL0149	012	03	BRADFORD COUNTY PUBLIC LIBRARY BOOKMOBILE	Permanently Closed
GA	GA0004	009	03	IDEAL PUBLIC LIBRARY	Permanently Closed
GA	GA0016	003	03	BOOKMOBILE	Permanently Closed
GA	GA0037	004	03	NEWBORN LIBRARY SERVICE OUTLET	Permanently Closed
IL	IL0188	003	10	FOSSIL RIDGE PUBLIC LIBRARY DISTRICT BOOKMOBILE	Removed, determined out of scope by state
IN	IN0196	005	03	ATLANTA BRANCH	Permanently Closed
KS	KS0134	003	03	ANTIOCH LIBRARY	Permanently Closed
KY	KY0023	003	03	CLAY COUNTY PUBLIC LIBRARY	Permanently Closed
KY	KY0033	003	03	FLOYD COUNTY LIBRARY	Permanently Closed
KY	KY0051	006	03	HOPKINS COUNTY-MADISONVILLE PUBLIC LIBRARY	Permanently Closed
KY	KY0109	004	03	WARREN COUNTY PUBLIC LIBRARY	Permanently Closed
LA	LA0012	009	03	LOWRY BRANCH LIBRARY	Permanently Closed
LA	LA0012	010	03	CAMERON PARISH LIBRARY BOOKMOBILE #2	Permanently Closed
LA	LA0026	005	03	DUNBAR	Permanently Closed
LA	LA0047	004	03	GOLDEN MEADOW BRANCH	Permanently Closed
LA	LA0056	004	03	SICILY ISLAND BRANCH	Permanently Closed
MA	MA0336	003	03	HAYDENVILLE PUBLIC LIBRARY	Permanently Closed
MD	MD0014	014	03	MOBILE SERVICES	Permanently Closed
MN	MN0040		03	SOUTH SAINT PAUL PUBLIC LIBRARY	Permanently Closed

STABR	FSCSKEY	FSCS_SEQ	STATSTRU	LIBNAME	Description
MN	MN0040	003	03	SOUTH SAINT PAUL PUBLIC LIBRARY	Permanently Closed
MS	MS0021	008	03	CHARLES W. TISDALE LIBRARY	Permanently Closed
MS	MS0045	005	03	TUTWILER PUBLIC LIBRARY	Permanently Closed
MT	MT0030	008	03	HIGHWOOD SCHOOL COMMUNITY LIBRARY	Permanently Closed
MT	MT0043	004	03	FLATHEAD COUNTY LIBRARY MARION	Permanently Closed
ND	ND0098		03	MARGARET FRAASE PUBLIC LIBRARY	Permanently Closed
ND	ND0098	001	03	MARGARET FRAASE PUBLIC LIBRARY	Permanently Closed
NH	NH0080	003	11	MERIDEN LIBRARY	Moved from NH0081 to NH0080
NH	NH0081		01	MERIDEN LIBRARY	Adopted by NH0080
NJ	NJ0122	010	03	ROSEVILLE BRANCH	Permanently Closed
NM	NM0020	003	03	WOOLWORTH COMMUNITY LIBRARY ANNEX	Permanently Closed
NY	NY0004	006	03	BEDFORD	Permanently Closed
NY	NY0004	007	03	BOROUGH PARK	Permanently Closed
NY	NY0004	014	03	CARROLL GARDENS	Permanently Closed
NY	NY0004	015	03	CLARENDON	Permanently Closed
NY	NY0004	037	03	LEONARD	Permanently Closed
NY	NY0004	039	03	MAPLETON	Permanently Closed
NY	NY0004	051	03	RYDER	Permanently Closed
NY	NY0178	003	03	MCDONOUGH BRANCH LIBRARY	Permanently Closed
NY	NY0190	004	03	SIDNEY CENTER BRANCH LIBRARY	Permanently Closed
NY	NY0486	003	10	JORDAN BRAMLEY LIBRARY BOOKMOBILE	Removed, determined out of scope by state
NY	NY0514	004	03	BARNARD CROSSING BRANCH	Permanently Closed
NY	NY0562	008	03	BAY TERRACE	Permanently Closed
NY	NY0778	010	03	CITY ISLAND BRANCH	Permanently Closed
NY	NY0778	015	03	DONGAN HILLS BRANCH	Permanently Closed
NY	NY0778	023	03	FRANCIS MARTIN BRANCH	Permanently Closed
NY	NY0778	036	03	JEFFERSON MARKET BRANCH	Permanently Closed
NY	NY0778	048	03	NEW AMSTERDAM BRANCH	Permanently Closed
NY	NY0778	052	03	125TH STREET BRANCH	Permanently Closed
NY	NY0778	057	03	RIVERDALE BRANCH	Permanently Closed
NY	NY0778	068	03	THROG'S NECK BRANCH	Permanently Closed
NY	NY0778	093	03	MORRIS PARK BRANCH	Permanently Closed

STABR	FSCSKEY	FSCS_SEQ	STATSTRU	LIBNAME	Description
NY	NY0778	100	03	BOOKMOBILE B1	Permanently Closed
NY	NY0778	101	03	BOOKMOBILE B2	Permanently Closed
NY	NY0778	103	03	BOOKMOBILE B3	Permanently Closed
OK	OK8010		10	CACHE COMMUNITY LIBRARY	Removed, determined out of scope by state
OK	OK8010	003	10	CACHE COMMUNITY LIBRARY	Removed, determined out of scope by state
PA	PA0168	002	10	CLEARFIELD COUNTY PUBLIC LIBRARY	Removed, determined out of scope by state
PA	PA0188	009	10	YORK COUNTY LIBRARY SYSTEM - ADMIN UNIT	Removed, determined out of scope by state
PA	PA0227	229	10	COLUMBIA COUNTY TRAVELING LIBRARY AUTHORITY	Removed, determined out of scope by state
PA	PA0447	002	10	CHELTENHAM TOWNSHIP LIBRARY SYSTEM	Removed, determined out of scope by state
PA	PA0448	009	10	LOWER MERION LIBRARY SYSTEM	Removed, determined out of scope by state
PA	PA9037	006	10	FRANKLIN COUNTY LIBRARY SYSTEM	Removed, determined out of scope by state
RI	RI0053	011	03	PROVIDENCE COMMUNITY LIBRARY BOOKMOBILE	Permanently Closed
SD	SD0115	003	03	NORTHWEST REGIONAL LIBRARY-BOOKMOBILE	Permanently Closed
TN	TN0080	003	03	BIG SANDY BRANCH LIBRARY	Permanently Closed
TX	TX0099	012	03	HPL EXPRESS FRANK	Permanently Closed
TX	TX0111	024	10	AUSTIN PUBLIC LIBRARY BOOKMOBILE	Removed, determined out of scope by state
TX	TX0263	034	10	KAMPMANN LIBRARY PORTAL	Removed, determined out of scope by state
TX	TX0302	003	10	TEMPLE PUBLIC LIBRARY BOOKMOBILE	Removed, determined out of scope by state
TX	TX0353		03	HIGGINS PUBLIC LIBRARY	Permanently Closed
TX	TX0353	002	03	HIGGINS PUBLIC LIBRARY	Permanently Closed
TX	TX0577		03	CLINT ISD PUBLIC LIBRARY	Permanently Closed
TX	TX0577	002	03	CLINT ISD PUBLIC LIBRARY	Permanently Closed
TX	TX0709		03	TRI-COMMUNITY LIBRARY	Permanently Closed
TX	TX0709	001	03	TRI-COMMUNITY LIBRARY	Permanently Closed
UT	UT0032		03	MILLARD COUNTY BOOKMOBILE LIBRARY	Permanently Closed
UT	UT0032	003	03	MILLARD COUNTY BOOKMOBILE LIBRARY	Permanently Closed
VA	VA0022		01	CUMBERLAND COUNTY PUBLIC LIBRARY	Adopted by VA0091
VA	VA0091	007	11	CUMBERLAND COUNTY PUBLIC LIBRARY	Moved from VA0022 to VA0091
VT	VT0010		03	MCINDOES ACADEMY LIBRARY	Permanently Closed
VT	VT0010	002	03	MCINDOES ACADEMY LIBRARY	Permanently Closed
WA	WA0057	017	03	BIRCH BAY VOGT COMMUNITY LIBRARY	Permanently Closed
WA	WA0063	007	03	LAKEWOOD LIBRARY	Permanently Closed

STABR	FSCSKEY	FSCS_SEQ	STATSTRU	LIBNAME	Description
WA	WA0063	024	03	ADMINISTRATIVE CENTER & LIBRARY	Permanently Closed
WA	WA0066	012	03	THE BOOKEND	Permanently Closed
WA	WA0070	023	03	SOUTHEAST LIBRARY	Permanently Closed
WI	WI0113	003	03	GERMANTOWN BOOKMOBILE	Permanently Closed
WI	WI0159	003	03	SOUTH COMMUNITY BRANCH	Permanently Closed

Appendix D: ANSI State Codes

ANSI 2-Letter State Code	State	ANSI 2-Digit State Code[1]
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

[1] 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.

ANSI 2-Letter State Code	State	ANSI 2-Digit State Code[1]
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:

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

[1] 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: FY 2024 Public Libraries Survey Data Element Definitions

State Characteristics Data Element Definitions

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

#	Data Element Name (Variable Name)	Data Element Definition
100	Reporting Period Starting Date (STARTDAT)	This is the earliest date (month and year) for a 12-month period that applies to the state's data being submitted to IMLS. 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.
101	Reporting Period Ending Date (ENDDATE)	This is the latest date (month and year) for a 12-month period that applies to the state's data being submitted to IMLS. 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.
102	State Total Population Estimate (POPU_ST)	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.
103	Total Unduplicated Population of Legal Service Areas (POPU_UND)	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. 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 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 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. 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.

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.

#	Data Element Name (Variable Name)	Data Element Definition
150	FSCS ID (Automatic Display) (FSCSKEY)	This is the identification code assigned by PLS Web Portal to the administrative entity.
150a	Structure Status (STATSTRU)	This is the Structure Change Code to record actions such as adding, deleting, or merging.
151	LIB ID (LIBID)	This is the state-assigned identification code for the administrative entity.
152	Name (LIBNAME)	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.
152a	Name Status (STATNAME)	This is the Name Change Code to identify whether the change is an official name change.
Street Address		
153	Street Address (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 (STATADDR)	This is the Address Change Code to identify whether the address change is an actual location change.
154	City (of street address) (CITY)	This is the city or town in which the administrative entity is located.
155	ZIP Code (of street address) (ZIP)	This is the standard five-digit postal zip code for the street address of the administrative entity.
Mailing Address		
157	Mailing Address (ADDRES_M)	This is the mailing address of the administrative entity.
158	City (of mailing address) (CITY_M)	This is the city or town of the mailing address for the administrative entity.
159	ZIP Code (of mailing address) (ZIP_M)	This is the standard five-digit postal ZIP code for the mailing address of the administrative entity.

#	Data Element Name (Variable Name)	Data Element Definition
161	County of the Entity (CNTY)	This is the county in which the headquarters of the administrative entity is physically located.
162	Phone (PHONE)	This is the telephone number of the administrative entity, including area code. Note: Report telephone number without spacing or punctuation. If the Administrative Entity has no phone, enter -3 (for Not Applicable).
200	Interlibrary Relationship Code (C_RELATN)	Select one of the following: 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. Note: Agencies that serve other libraries rather than the public should not be reported to FSCS. 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. NO—Not a Member of a Federation or Cooperative.

#	Data Element Name (Variable Name)	Data Element Definition
201	Legal Basis Code (C_LEGBAS)	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. Select one of the following: CC—City/County. A multi-jurisdictional entity that is operated jointly by a county and a city. 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. CO—County/Parish. An organized local government authorized in a state's constitution and statutes and established to provide general government. 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). 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. Note: Please put city/county combinations under 'CC,' rather than under Multi-jurisdictional. NL—Native American Tribal Government. An organized local government authorized and established to provide general government to residents of a Native American reservation. Note: Include native Alaskan villages in this category. NP—Nonprofit 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. 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. OT—Other.

#	Data Element Name (Variable Name)	Data Element Definition
202	Administrative Structure Code (C_ADMIN)	This code identifies an autonomous library entity (administrative entity) that has its own governance and funding. 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. Select one of the following: 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. 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. 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.
203	FSCS Public Library Definition (C_FSCS)	Answer <Y>es or <N>o to the following question: “Does this public library meet all the criteria of the FSCS public library definition?” 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. Note: If the library meets all the requirements of this definition, respond with a <Y>es. If the library does not meet one or more of the requirements, respond with a <N>o.

#	Data Element Name (Variable Name)	Data Element Definition
204	Geographic Code (GEOCODE)	Choose one of the following types of geography (defined by the U.S. Census Bureau) that best describes the legal service area (LSA) 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. The Geographic Code should represent the basis for the Population of Legal Service Area (data element #208), including areas served under contract, and as such should be determined by the state library agency. Each geography type has at least two subtypes: "entirety" and "overlap." If the LSA is not coterminous with one of the geography types, select the "overlap" option for the geography type that most overlaps the LSA. For "County or Equivalent" and "Multi-County" geographies, a third subtype, "remainder excluding AEs of contained geographies," exists specifically for AEs that serve the areas of counties outside of municipalities with separate AEs. Note: For further clarification, see the definition of terms published by the U.S. Census Bureau: https://www.census.gov/programs-surveys/geography/about/glossary.html PL1–Place (e.g., incorporated city or village, census-designated), entirety PL2–Place (e.g., incorporated city or village, census-designated), overlap MP1–Multi-Place, entirety MP2–Multi-Place, overlap CD1–Minor Civil Division [MCD] (e.g., town, township), entirety CD2–Minor Civil Division [MCD] (e.g., town, township), overlap MD1–Multi-MCD, entirety MD2–Multi-MCD, overlap CO1–County or Equivalent, entirety CO2–County or Equivalent, overlap CO3–County or Equivalent, remainder excluding AEs of contained geographies MC1–Multi-County, entirety MC2–Multi-County, overlap MC3–Multi-County, remainder excluding AEs of contained geographies SU1–School District - Unified, entirety SU2–School District - Unified, overlap SE1–School District - Elementary, entirety SE2–School District - Elementary, overlap SS1–School District - Secondary, entirety SS2–School District - Secondary, overlap OTH–Other

#	Data Element Name (Variable Name)	Data Element Definition
205	Legal Service Area Boundary Change (LSABOUND)	Answer <Y>es or <N>o to the following question: "Did the administrative entity's legal service area boundaries change since last year?" 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).
206	Reporting Period Start Date (STARTDAT)	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. Note: Reporting period means data for the fiscal year that ended in the previous calendar year.
207	Reporting Period Ending Date (ENDDATE)	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. Note: Reporting period means data for the fiscal year that ended in the previous calendar year.
208	Population of Legal Service Area (POPU_LSA)	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. 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.
209	Number of Central Libraries (CENTLIB)	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." 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.

#	Data Element Name (Variable Name)	Data Element Definition
210	Number of Branch Libraries (BRANLIB)	A branch library is an auxiliary unit of an administrative entity which has at least all the following: 1. Separate quarters; 2. An organized collection of library materials; 3. Paid staff; and 4. Regularly scheduled hours for being open to the public.
211	Number of Bookmobiles (BKMOB)	A bookmobile is a traveling branch library. It consists of at least all the following: 1. A truck or van that carries an organized collection of library materials; 2. Paid staff; and 3. Regularly scheduled hours (bookmobile stops) for being open to the public. Note: Count the number of vehicles in use, not the number of stops the vehicle makes.

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 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.

#	Data Element Name (Variable Name)	Data Element Definition
250	ALA-MLS Librarians (MASTER)	Librarians with master's degrees from programs of library and information studies accredited by the American Library Association.
251	Total Librarians (LIBRARIA)	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 (OTHPAID)	This includes all other FTE employees paid from the reporting unit budget, including plant operations, security, and maintenance staff.
253		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.)

#	Data Element Name (Variable Name)	Data Element Definition
300	Local Government Revenue (LOCGVT)	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. 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. 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.)
301	State Government Revenue (STGVT)	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. 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).
302	Federal Government Revenue (FEDGVT)	This includes all federal government funds distributed to public libraries for expenditure by the public libraries, including federal money distributed by the state.
303	Other Operating Revenue (OTHINCM)	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 nonmonetary gifts and donations.
304	Total Operating Revenue (TOTINCM)	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

#	Data Element Name (Variable Name)	Data Element Definition
350	Salaries & Wages Expenditures (SALARIES)	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 (BENEFIT)	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 (STAFFEXP)	This is the sum of Salaries & Wages Expenditures and Employee Benefits Expenditures (data elements #350 and #351).

Collection Expenditures

#	Data Element Name (Variable Name)	Data Element Definition
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 (PRMATEXP)	Report all operating expenditures for the following print materials: books, current serial subscriptions, government documents, and any other print acquisitions.

#	Data Element Name (Variable Name)	Data Element Definition
354	Electronic Content Expenditures (ELMATEXP)	Report all operating expenditures for electronic (digital) content. Include expenditures for electronic content for which the library has acquired permanent or temporary access rights. Include fees paid to platforms that provide licensed content. Electronic content can be accessed online from an electronic device. Types of electronic content include electronic materials (e-books, e-serials, e-audio, e-video), research databases, online learning platforms, reference tools, scores, maps, and pictures in electronic or digital format. 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 Physical Materials Expenditures (OTHMATEX)	Report all operating expenditures for other materials, such as microform, audio and video physical units, DVD, circulating portable electronic devices, and materials in new formats.
356	Total Collection Expenditures (TOTEXPCO)	This is the sum of Print Materials Expenditures, Electronic Content Expenditures, and Other Physical Materials Expenditures (data elements #353, #354, and #355).
357	Other Operating Expenditures (OTHOPEXP)	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 (TOTOPEXP)	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, nonprint, 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:

#	Data Element Name (Variable Name)	Data Element Definition
400	Local Government Capital Revenue (LCAP_REV)	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.
401	State Government Capital Revenue (SCAP_REV)	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 (FCAP_REV)	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 (OCAP_REV)	Report private (nongovernmental funds), including grants received by the library for the purpose of major capital expenditures.
404	Total Capital Revenue (CAP_REV)	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

#	Data Element Name (Variable Name)	Data Element Definition
405	Total Capital Expenditures (CAPITAL)	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.

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 Materials Expenditures (data elements #353, #354, and #355). Under this category 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.

#	Data Element Name (Variable Name)	Data Element Definition
450	Print Materials (BKVOL)	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 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.
452	Audio – physical units (AUDIO_PH)	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. 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.
454	Video – physical units (VIDEO_PH)	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. 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.

#	Data Element Name (Variable Name)	Data Element Definition
461	Total Physical Items in Collection (TOTPHYS)	All circulating physical items in the collection. These are materials in a fixed, physical format available for use outside the library. This includes Print Materials (data element 450), Audio – physical units (data element 452), Video – physical units (data element 454), and Other Circulating Physical Items (data element 462). Report the number of units, including duplicates. Items packaged together as a unit (such as a set of cookie cutters) and checked out as a unit are counted as one physical unit.
462	Other Circulating Physical Items (OTHPHYS)	Report a single figure that includes the following: all circulating physical items other than print books (data element 450), physical audio units (data element 452), physical video units (data element 454), and serials. These are materials in a fixed, physical format available for use outside the library. These can include a variety of item types, such as wi-fi hotspots, sewing machines, cake pans, tools, etc. Report the number of units, including duplicates. Items packaged together as a unit (such as a set of cookie cutters) and checked out as a unit are counted as one physical unit.

SERVICES

#	Data Element Name (Variable Name)	Data Element Definition
500	*Public Service Hours (HRS_OPEN)*	*The sum of the reported value(s) for Public Service Hours Per Year (actual hours) (data element #713) for all outlets associated with the AE.* *This variable is automatically summed within the Web Portal. It is not included in the AE import file, nor is it an editable field in the Web Portal*
501	Library Visits (VISITS)	This is the total number of persons entering the library for whatever purpose during the year. 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 Sunday through Saturday (or whenever the library is usually open).
501a	Library Visits Reporting Method (VISITRPT)	Regarding the number of Library Visits (data element #501) entered, is this an annual count or an annual estimate based on a typical week or weeks? Select one of the following: CT—Annual Count ES—Annual Estimate Based on Typical Week(s)

#	Data Element Name (Variable Name)	Data Element Definition
502	Reference Transactions (REFERENC)	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. Reference transactions do not include formal instruction or exchanges that provide assistance with locations, schedules, equipment, supplies, or policy statements. NOTES: (1) A reference transaction includes information and referral service, unscheduled individual instruction and assistance in using information sources (including websites and computer-assisted instruction). (2) Count Readers Advisory questions as reference transactions. (3) Information sources include (a) printed and nonprinted 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. (4) 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. (5) If a contact includes both reference and directional services, it should be reported as one reference transaction. (6) Duration should not be an element in determining whether a transaction is a reference transaction. (7) Do not include transactions that include only a directional service, such as 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?" <u>Annual Count vs. Annual Estimate</u> 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. 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. Example: If there are four weeks sampled, multiply the totals for those four weeks by 13 to get an estimate for the full year. If the sample is done twice a year (one week at each time, two weeks total) multiply the count by 26 to get the estimated annual count.

#	Data Element Name (Variable Name)	Data Element Definition
502a	Reference Transactions Reporting Method (REFERRPT)	Regarding the number of Reference Transactions (data element #502) entered, is this an annual count or an annual estimate based on a typical week or weeks? Select one of the following: CT—Annual Count ES—Annual Estimate Based on Typical Week(s)
503	Number of Registered Users (REGBOR)	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. Note: Files should have been purged within the past three (3) years.
504	Overdue Fine Policy (ODFINE)	Answer <Y>es or <N>o to the following question: *As of the end of the reporting period, does the library charge overdue fines to any users when they fail to return physical print materials by the date due?* NOTE: Overdue fines are monetary penalties that typically increase according to the number of days the materials are overdue. Overdue fines are not replacement costs for lost or damaged materials.
505	Automatic Renewal of Physical Materials (AUTORENEW)	Answer <Y>es or <N>o to the following question: *"Did your library offer automatic renewal for any physical materials during the reporting period?"* If unknown, report <M>issing. NOTE: Patrons do not have to take any action for automatic renewals. The Integrated Library System (ILS) rules determine how/when automatic renewals occur.

Electronic Books

E-books are the digital equivalent of printed books that may be accessed online from an electronic device. E-books also include e-comics. Do not consider resources available for free in the public domain when answering the following questions.

#	Data Element Name (Variable Name)	Data Element Definition
525	E-Books via AE (EBOOK_AE)	Answer <Y>es or <N>o to the following question: *"Did the administrative entity provide access to e-books purchased solely by the administrative entity?"* If unknown, report <M>issing.
526	E-Books via Collective (EBOOK_CO)	Answer <Y>es or <N>o to the following question: *"Did the administrative entity provide access to e-books purchased via a consortium, cooperative, or other similar group at the local, regional, or state level?* If unknown, report <M>issing.
527	E-Books via State (EBOOK_SL)	Answer <Y>es or <N>o to the following question: *"Did the administrative entity provide access to e-books provided by the state library agency or another state agency at no or minimal cost to the administrative entity?"* If unknown, report <M>issing.

Electronic Serials

E-serials are periodic digital publications equivalent to printed newspapers, magazines, and similar media that are viewed as entire issues rather than as single articles returned from a research query. Do not consider resources available for free in the public domain when answering the following questions.

#	Data Element Name (Variable Name)	Data Element Definition
528	E-Serials via AE (ESERIAL_AE)	Answer <Y>es or <N>o to the following question: *"Did the administrative entity provide access to e-serials purchased solely by the administrative entity?"* If unknown, report <M>issing.
529	E-Serials via Collective (ESERIAL_CO)	Answer <Y>es or <N>o to the following question: *"Did the administrative entity provide access to e-serials purchased via a consortium, cooperative, or other similar group at the local, regional, or state level?* If unknown, report <M>issing.
530	E-Serials via State (ESERIAL_SL)	Answer <Y>es or <N>o to the following question: *"Did the administrative entity provide access to e-serials provided by the state library agency or another state agency at no or minimal cost to the administrative entity?"* If unknown, report <M>issing.

Electronic Audio

E-audio are digital files of sound only (e.g., audiobooks, music) that may be accessed online from an electronic device. Do not consider resources available for free in the public domain when answering the following questions.

#	Data Element Name (Variable Name)	Data Element Definition
531	E-Audio via AE (EAUDIO_AE)	Answer <Y>es or <N>o to the following question: *"Did the administrative entity provide access to e-audio purchased solely by the administrative entity?"* If unknown, report <M>issing.
532	E-Audio via Collective (EAUDIO_CO)	Answer <Y>es or <N>o to the following question: *"Did the administrative entity provide access to e-audio purchased via a consortium, cooperative, or other similar group at the local, regional, or state level?* If unknown, report <M>issing.
533	E-Audio via State (EAUDIO_SL)	Answer <Y>es or <N>o to the following question: *"Did the administrative entity provide access to e-*audio provided *by the state library agency or another state agency at no or minimal cost to the administrative entity?"* If unknown, report <M>issing.

Electronic Video

E-videos are digital files of moving visual images with or without sound (e.g., movies, television shows) that may be accessed online from an electronic device. Do not consider resources available for free in the public domain when answering the following questions.

#	Data Element Name (Variable Name)	Data Element Definition
534	E-Video via AE (EVIDEO_AE)	Answer <Y>es or <N>o to the following question: *"Did the administrative entity provide access to e-videos purchased solely by the administrative entity?"* If unknown, report <M>issing.
535	E-Video via Collective (EVIDEO_CO)	Answer <Y>es or <N>o to the following question: *"Did the administrative entity provide access to e-videos purchased via a consortium, cooperative, or other similar group at the local, regional, or state level?* If unknown, report <M>issing.
536	E-Video via State (EVIDEO_SL)	Answer <Y>es or <N>o to the following question: *"Did the administrative entity provide access to e-*videos *provided by the state library agency or another state agency at no or minimal cost to the administrative entity?"* If unknown, report <M>issing.

Research Databases

Research databases are organized collections of electronic data or records (e.g., facts, abstracts, articles, bibliographic data, texts, photographs) that can be searched to retrieve information. Do not consider resources available for free when answering the following questions.

#	Data Element Name (Variable Name)	Data Element Definition
537	Research Databases via AE (RESDB_AE)	Answer <Y>es or <N>o to the following question: *"Did the administrative entity provide access to research databases purchased solely by the administrative entity?"* If unknown, report <M>issing.
538	Research Databases via Collective (RESDB_CO)	Answer <Y>es or <N>o to the following question: *"Did the administrative entity provide access to research databases purchased via a consortium, cooperative, or other similar group at the local, regional, or state level?* If unknown, report <M>issing.
539	Research Databases via State (RESDB_SL)	Answer <Y>es or <N>o to the following question: *"Did the administrative entity provide access to research databases provided by the state library agency or another state agency at no or minimal cost to the administrative entity?"* If unknown, report <M>issing.

Online Learning Platforms

Online learning platforms primarily provide instruction, tools, and resources to enhance education, lifelong learning, and skill building. Platforms may offer homework assistance, language learning, test preparation, professional development, resume assistance, hobby instruction, etc. Do not consider resources available for free when answering the following questions.

#	Data Element Name (Variable Name)	Data Element Definition
540	Online Learning Platforms via AE (OLP_AE)	Answer <Y>es or <N>o to the following question: *"Did the administrative entity provide access to online learning platforms purchased solely by the administrative entity?"* If unknown, report <M>issing.
541	Online Learning Platforms via Collective (OLP_CO)	Answer <Y>es or <N>o to the following question: *"Did the administrative entity provide access to online learning platforms purchased via a consortium, cooperative, or other similar group at the local, regional, or state level?* If unknown, report <M>issing.
542	Online Learning Platforms via State (OLP_SL)	Answer <Y>es or <N>o to the following question: *"Did the administrative entity provide access to online learning platforms provided by the state library agency or another state agency at no or minimal cost to the administrative entity?"* If unknown, report <M>issing.

CIRCULATION

#	Data Element Name (Variable Name)	Data Element Definition
545	E-book Circulation (EBOOK_CIR)	The total circulation of e-books during the reporting period. E-books are the digital equivalent of printed books that may be accessed online from an electronic device. E-books also include e-comics. If unknown, report <-1>.
546	E-serial Circulation (ESERIAL_CIR)	The total circulation of e-serials during the reporting period. E-serials are periodic digital publications equivalent to printed newspapers, magazines, and similar media that are viewed as entire issues rather than as single articles returned from a research query. If unknown, report <-1>.
547	E-audio Circulation (EAUDIO_CIR)	The total circulation of e-audio during the reporting period. E-audio are digital files of sound only (e.g., audiobooks, music) that may be accessed online from an electronic device. If unknown, report <-1>
548	E-video Circulation (EVIDEO_CIR)	The total circulation of e-videos during the reporting period. E-videos are digital files of moving visual images (e.g., movies, television shows) with or without sound that may be accessed online from an electronic device. If unknown, report <-1>.
549	(KIDPHYSCIR)	The total annual circulation of all children's materials in all physical formats to all users, including renewals. Include circulation of other physical items for children (e.g., kits, games, technology). If possible, do not include materials for teens/young adults. If unknown, report <-1>.
550	*Total Circulation of Materials (TOTCIR)*	*This is the sum of Use of Electronic Material and Physical Item Circulation (data elements #552 and #553).* *This variable is automatically summed within the Web Portal. It is not included in the AE import file, nor is it an editable field in the Web Portal.*
552	*Use of Electronic Material (ELMATCIR)*	*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 user*

#	Data Element Name (Variable Name)	Data Element Definition
		authentication and have a limited period of use. *This variable is automatically summed within the Web Portal. It is not included in the AE import file, nor is it an editable field in the Web Portal.*
553	Physical Item Circulation (PHYSCIR)	The total annual circulation of all physical library materials of all types, including renewals. 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.
561	Circulation of Other Physical Items (OTHPHCIR)	Circulation of all physical items other than print books (data element 450), physical audio units (data element 452), physical video units (data element 454), and serials, including renewals. These are materials in a fixed, physical format available for use outside the library. These can include a variety of item types, such as wi-fi hotspots, sewing machines, cake pans, tools, telescopes, board games, video games, etc.

INTER-LIBRARY LOANS

#	Data Element Name (Variable Name)	Data Element Definition
575	Provided To (LOANTO)	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.
576	Received From (LOANFM)	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

Synchronous Program Sessions

A synchronous (live) program session is any planned event which introduces the group attending to library services or which provides information to participants.

Program sessions may cover use of the library, library services, or library tours. Program sessions may also provide cultural, recreational, or educational information. Examples of these types of program sessions include, but are not limited to, film showings, lectures, story hours, literacy programs, citizenship classes, and book discussions.

Include	Exclude
All program sessions that are sponsored or co-sponsored by the library. For a program session to be sponsored or co-sponsored by the library, the library must contribute financial resources or staff time toward the program session. For a program session that is part of a larger community event (such as a farmer's market or festival), it is not necessary for the library to also sponsor or organize the larger event.	Program sessions sponsored by other groups that use library facilities. For example, do not include a homeschooling group hosting a speaker in a meeting room without facilitation from library staff.
Both on-site and off-site program sessions. For example, include a storytime at a farmer's market or a presentation to a school group about library resources conducted at a school.	Offsite outreach efforts that do not otherwise meet the definition of a program session. For example, do not include having a library card signup booth at a farmer's market.
Live-streamed virtual (synchronous) program sessions that are sponsored or co-sponsored by the library.	Recorded (asynchronous) presentations of program content; these should be counted in Total Number of Asynchronous Program Presentations (data element 620). Programming that is shared on the library's website or social media that is not sponsored or co-sponsored by the library. For example, do not include sharing a video from an author's website of him or her reading a book.
Program sessions with attendance of zero or one if they were intended for a group.	Activities 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.
	Passive or self-directed activities that do not occur at a scheduled time. For example, do not include leaving an art project or puzzle on a table for participants to complete.

#	Data Element Name (Variable Name)	Data Element Definition
600	Total Number of Synchronous Program Sessions (TOTPRO)	This is a total count of the number of synchronous (live) program sessions during the reporting period. See the Synchronous Program Sessions definition for more detail about what counts as a program session. • If programs are offered as a series, count each program session in the series. For example, a film series offered once a week for eight weeks should be counted as eight program sessions. • Include in-person onsite, in-person offsite, and virtual synchronous program sessions. • Each program session should only be counted once, regardless of the number of formats in which it is presented. For example, a program session that has both in-person and virtual attendance options should be counted as a single program session. This is the sum of: • Number of Synchronous Program Sessions Targeted at Children Ages 0-5 (data element 601), • Number of Synchronous Program Sessions Targeted at Children Ages 6-11 (data element 602), • Number of Synchronous Program Sessions Targeted at Young Adults Ages 12-18 (data element 603), • Number of Synchronous Program Sessions Targeted at Adults Ages 19 or Older (data element 604), and • Number of Synchronous General Interest Program Sessions (data element 605). Separately, it is also the sum of: • Number of Synchronous In-Person Onsite Program Sessions (data element 606), • Number of Synchronous In-Person Offsite Program Sessions (data element 607), and • Number of Synchronous Live-Virtual Program Sessions (data element 608).
601	Number of Synchronous Program Sessions Targeted at Children Ages 0-5 (K0_5PRO)	A program session targeted at children ages 0-5 is any planned event for which the primary audience is infants, toddlers, or preschool-age children. Examples of these types of program sessions include, but are not limited to, story hours, every child ready to read programs, musical or sing-along events, and puppet shows. Include program sessions aimed at children ages 0-5 even if adult caregivers also attend. Each program session should only be counted in one age category based on its primary target audience. This figure is a subset of the Total Number of Synchronous Program Sessions (data element 600). See Synchronous Program Session definition for more information about counting program sessions.

#	Data Element Name (Variable Name)	Data Element Definition
602	Number of Synchronous Program Sessions Targeted at Children Ages 6-11 (K6_11PRO)	A program session targeted at children ages 6-11 is any planned event for which the primary audience is elementary-school-age children. Examples of these types of program sessions include, but are not limited to, story hours, science events, crafting classes, and summer reading events. Include program sessions aimed at children ages 6-11 even if adult caregivers also attend with the children. Each program session should only be counted in one age category based on its primary target audience. This figure is a subset of the Total Number of Synchronous Program Sessions (data element 600). See Synchronous Program Session definition for more information about counting program sessions.
603	Number of Synchronous Program Sessions Targeted at Young Adults Ages 12-18 (YAPRO)	A young adult program session is any planned event for which the primary audience is young adults ages 12 to 18 years. Examples of these types of program sessions include, but are not limited to, book clubs, college prep programs, teen tech or gaming clubs, and summer reading events. Each program session should only be counted in one age category based on its primary target audience. This figure is a subset of the Total Number of Synchronous Program Sessions (data element 600). See Synchronous Program Session definition for more information about counting program sessions. Note: The Young Adult Library Services Association (YALSA) defines young adults as age 12 through 18.
604	Number of Synchronous Program Sessions Targeted at Adults Ages 19 or Older (ADULTPRO)	An adult program session is any planned event for which the primary audience is adults ages 19 or older. Examples of these types of program sessions include, but are not limited to, book discussions, citizenship classes, and lectures. Each program session should only be counted in one age category based on its primary target audience. This figure is a subset of the Total Number of Synchronous Program Sessions (data element 600). See Synchronous Program Session definition for more information about counting program sessions.

#	Data Element Name (Variable Name)	Data Element Definition
605	Number of Synchronous General Interest Program Sessions (GENPRO)	A general interest program session is any planned event that is appropriate for any age group or multiple age groups. Include all-age, all-library, family, and intergenerational program sessions. Examples of these types of program sessions include, but are not limited to, family game nights, holiday events, storytelling programs, or chess clubs. Include all programs here that do not fit into the other age category elements. Each program session should only be counted in one age category based on its primary target audience; do not include program sessions here that have already been counted in earlier age category elements. Avoid including program sessions that are targeted at more than one non-adult age category (and are not targeted at adults); these should be counted in the child or young adult age category that best represents the target audience. This figure is a subset of the Total Number of Synchronous Program Sessions (data element 600). See Synchronous Program Session definition for more information about counting program sessions.
606	Number of Synchronous In-Person Onsite Program Sessions (ONPRO)	An in-person onsite program session is any planned event that includes an in-person attendance option and takes place at library facilities. Examples include, but are not limited to, a job skills class in the library or a nature program on the library grounds. Regardless of the number of formats in which a program session is offered, each program session should only be counted once and in one format category. Include in- person program sessions that also have a virtual attendance option and count them as a single program session. This figure is a subset of the Total Number of Synchronous Program Sessions (data element 600). See Synchronous Program Session definition for more information about counting program sessions.
607	Number of Synchronous In-Person Offsite Program Sessions (OFFPRO)	An in-person offsite program session is any planned event that includes an in-person attendance option and takes place somewhere other than the library or the library grounds. Examples include, but are not limited to, facilitating a book club at a local nursing home, hosting a storytime at a local farmer's market, or visiting a school to present about library services. Regardless of the number of formats in which a program session is offered, each program session should only be counted once and in one format category. Include in-person program sessions that also have a virtual attendance option and count them as a single program session. This figure is a subset of the Total Number of Program Sessions (data element 600). See Synchronous Program Session definition for more information about counting program sessions.

#	Data Element Name (Variable Name)	Data Element Definition
608	Number of Synchronous Virtual Program Sessions (VIRPRO)	A synchronous (live) virtual program session is any planned event that is streamed virtually and can be viewed live as it progresses (i.e., live-streaming). Regardless of the number of formats in which a program session is offered, each program session should only be counted once and in one format category. Include virtual program sessions that are also recorded. Include program sessions hosted on Facebook Premiere that are facilitated by a staff member. Count virtual program sessions at the administrative entity level; do not duplicate numbers at each branch. Exclude program sessions that also have an in-person component; these should be counted under Number Synchronous In-Person Onsite Program Sessions or Number of Synchronous In-Person Offsite Program Sessions (data elements 606 or 607). This figure is a subset of the Total Number of Synchronous Program Sessions (data element 600). See Synchronous Program Session definition for more information about counting program sessions.

Synchronous Program Attendance

#	Data Element Name (Variable Name)	Data Element Definition
610	Total Attendance at Synchronous Programs (TOTATTEN)	This is a total count of the audience at all program sessions during the reporting period. See the Synchronous Program Sessions definition for more detail about what counts as a program session. • Include all attendees regardless of age (e.g., count all adult attendees of children's programs in children's program attendance). • For program sessions with both in-person and virtual attendance, combine attendee counts across formats or platforms. This is the sum of: • Attendance at Synchronous Programs Targeted at Children Ages 0-5 (data element 611), • Attendance at Synchronous Programs Targeted at Children Ages 6-11 (data element 612), • Attendance at Synchronous Programs Targeted at Young Adults Ages 12-18 (data element 613), • Attendance at Synchronous Programs Targeted at Adults Age 19 or Older (data element 614), and • Attendance at Synchronous General Interest Programs (data element 615). Separately, it is also the sum of: • Synchronous In-Person Onsite Program Attendance (data element 616), • Synchronous In-Person Offsite Program Attendance (data element 617), and • Synchronous Virtual Program Attendance (data element 618).
611	Attendance at Synchronous Programs Targeted at Children Ages 0-5 (K0_5ATTEN)	The count of the audience at all program sessions for which the primary audience is children ages 0 to 5 years. Please count all attendees of these program sessions regardless of age. This figure is a subset of the Total Attendance at Synchronous Programs (data element 610). See Total Attendance at Synchronous Programs for more information about counting program session attendance.
612	Attendance at Synchronous Programs Targeted at Children Ages 6-11 (K6_11ATTEN)	The count of the audience at all program sessions for which the primary audience is children ages 6 to 11 years. Please count all attendees of these program sessions regardless of age. This figure is a subset of the Total Attendance at Synchronous Programs (data element 610). See Total Attendance at Synchronous Programs for more information about counting program session attendance.

#	Data Element Name (Variable Name)	Data Element Definition
613	Attendance at Synchronous Programs Targeted at Young Adults Ages 12-18 (YAATTEN)	The count of the audience at all program sessions for which the primary audience is young adults ages 12 to 18 years. Please count all attendees of these program sessions regardless of age. This figure is a subset of the Total Attendance at Synchronous Programs (data element 610). See Total Attendance at Synchronous Programs for more information about counting program session attendance.
614	Attendance at Synchronous Programs Targeted at Adults Ages 19 or Older (ADULTATTEN)	The count of the audience at all program sessions for which the primary audience is adults ages 19 or older. Please count all attendees of these program sessions regardless of age. This figure is a subset of the Total Attendance at Synchronous Programs (data element 610). See Total Attendance at Synchronous Programs for more information about counting program session attendance.
615	Attendance at Synchronous General Interest Programs (GENATTEN)	The count of the audience at program sessions that are appropriate for any age group or multiple age groups. Please count all attendees of these program sessions regardless of age. This figure is a subset of the Total Attendance at Synchronous Programs (data element 610). See Total Attendance at Synchronous Programs for more information about counting program session attendance.
616	Synchronous In-Person Onsite Program Attendance (ONATTEN)	The count of in-person attendance at program sessions that take place at library facilities. Regardless of the number of formats in which a program session is offered, each attendee should only be counted once. Each attendee should be counted in the format category in which they attended the program session. For in-person onsite programs that also have a virtual component, exclude virtual attendance; this should be counted under Synchronous Virtual Program Attendance (data element 618). This figure is a subset of the Total Attendance at Synchronous Programs (data element 610). See Total Attendance at Synchronous Programs for more information about counting program session attendance.
617	Synchronous In-Person Offsite Program Attendance (OFFATTEN)	The count of in-person attendance at program sessions that take place somewhere other than the library. Regardless of the number of formats in which a program session is offered, each attendee should only be counted once. Each attendee should be counted in the format category in which they attended the program session. For in-person offsite programs that also have a virtual component, exclude virtual attendance; this should be counted under Synchronous Virtual Program Attendance (data element 618). This figure is a subset of the Total Attendance at Synchronous Programs (data element 610). See Total Attendance at Synchronous Programs for more information about counting program session attendance.

#	Data Element Name (Variable Name)	Data Element Definition
618	Synchronous Virtual Program Attendance (VIRATTEN)	The count of live attendance at virtual program sessions. Regardless of the number of formats in which a program session is offered, each attendee or view should only be counted once. Each attendee should be counted in the format category in which they attended or viewed the program session. Count each participant device connected to a virtual program as a single attendee. For program sessions hosted on Facebook Live, YouTube Live, or similar platforms, count peak concurrent viewers. For those hosted on videoconferencing platforms, count the maximum number of non-staff participants during the session. For virtual program sessions that are also recorded for later, on-demand, asynchronous viewing, exclude views that occur after the session has ended; these should be counted under Total Views of Asynchronous Program Presentations (data element 630). For program sessions that also have an in-person component, exclude in-person attendance; this should be counted under Synchronous In-Person Onsite Program Attendance or Synchronous In-Person Offsite Program Attendance (data elements 616 or 617). This figure is a subset of the Total Attendance at Synchronous Programs (data element 610). See Total Attendance at Synchronous Programs for more information about counting program session attendance.

Asynchronous Program Sessions and Views

#	Data Element Name (Variable Name)	Data Element Definition
620	Total Number of Asynchronous Program Presentations (TOTPRES)	Asynchronous program presentations are recorded videos or audio of program content that are posted online for downloading or on-demand viewing (rather than livestreaming). Only include program presentations posted during the reporting period. Include live program sessions that are recorded and posted online. Count each unique video or audio recording only once regardless of the number of platforms on which it is posted. Do not duplicate numbers at each branch; count only at the administrative entity level.
630	Total Views of Asynchronous Program Presentations within 30 Days (TOTVIEWS)	Report the count of views or plays of asynchronous program presentations for a period of thirty (30) days after the presentation was posted, even if that period extends beyond the survey reporting period (or fiscal year). For program presentations made available via Facebook, count unique 1-minute views of each video. For other platforms, count unique views or plays of each video or audio recording.

OTHER ELECTRONIC INFORMATION

#	Data Element Name (Variable Name)	Data Element Definition
650	Number of Internet Computers Used by General Public (GPTERMS)	Report the number of the library's Internet computers [personal computers (PCs), laptops, and tablets], whether purchased, leased, or donated, used by the general public in the library. Do not include computers that connect to the Internet for a dedicated purpose (e.g., to access an OPAC or specific database, or to train the public) or purposes.
651	Number of Uses (Sessions) of Public Internet Computers Per Year (PITUSR)	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 WiFi access using nonlibrary 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.
651a	Reporting Method for Number of Uses of Public Internet Computers Per Year (PITUSRRPT)	Regarding the Number of Uses (Sessions) of Public Internet Computers per Year (data element 651) entered, is this an annual count or an annual estimate based on a typical week or weeks? Select one of the following: CT—Annual Count ES—Annual Estimate Based on Typical Week(s)
652	Wireless Sessions (WIFISESS)	Report the number of wireless sessions provided by the library wireless service annually. Count one session for each time a device connects to the library's wireless network, regardless of the duration of connection. If possible, only count sessions for patron devices and exclude library devices such as routers, access points, printers, and public access computers; otherwise, if patron devices cannot be isolated, report sessions for all devices. NOTE: If an annual count of wireless sessions is unavailable, count wireless sessions during a typical week or weeks using methods like hardware logging or network scanning, and multiply the count to represent an annual estimate. (Do not conduct visual surveys of devices in use as a method to establish a count of a typical week.) 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.

#	Data Element Name (Variable Name)	Data Element Definition
652a	Reporting Method for Wireless Sessions (WIFISRPT)	Regarding the number of Wireless Sessions (data element 652) entered, is this an annual count or an annual estimate based on a typical week or weeks of hardware logging or network scanning? Select one of the following: CT—Annual Count ES—Annual Estimate Based on Typical Week(s)

Outlet Data Element Definitions

#	Data Element Name (Variable Name)	Data Element Definition
700	FSCS ID and SEQ (Automatic Display) (FSCSKEY and FSCS_SEQ)	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 (STATSTRU)	This is the Structure Change Code to record actions such as adding, deleting, or merging.
701	LIB ID (Optional) (LIBID)	This is the state-assigned identification code for the outlet.
702	Name (LIBNAME)	This is the legal name of the outlet. 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.
702a	Name Status (STATNAME)	This is the Name Change Code to identify whether the change is an official name change.
703	Street Address (ADDRESS)	This is the complete street address of the outlet. 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.
703a	Address Status (STATADDR)	This is the Address Change Code to identify whether the address change is an actual location change.
704	City (CITY)	This is the city or town in which the outlet is located.
705	ZIP Code (ZIP)	This is the standard five-digit postal ZIP code for the street address of the outlet.
707	County of the Outlet (CNTY)	This is the county in which the outlet is physically located.
708	Phone (PHONE)	This is the telephone number of the outlet, including area code. Note: Report telephone number without spacing or punctuation. If the outlet has no phone, enter "–3" (for Not Applicable).

#	Data Element Name (Variable Name)	Data Element Definition
709	Outlet Type Code (C_OUT_TY)	An outlet is a unit of an administrative entity that provides direct public library service. Select one of the following: 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. BR—Branch Library. A branch library is an auxiliary unit of an administrative entity which has at least all the following: • Separate quarters; • An organized collection of library materials; • Paid staff; and • Regularly scheduled hours for being open to the public. BS—Bookmobile(s). A bookmobile is a traveling branch library. It consists of at least all the following: • A truck or van that carries an organized collection of library materials; • A paid staff; and • Regularly scheduled hours (bookmobile stops) for being open to the public. Note: A separate outlet record may be created for each bookmobile. You may wish to create separate outlet records for individual bookmobiles if they have different addresses. Alternatively, a bookmobile outlet record may include more than one bookmobile. 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.” 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 coequal outlets and no principal collection, report all such outlets as branches, not central libraries.

#	Data Element Name (Variable Name)	Data Element Definition
711	Square Footage of Outlet (SQ_FEET)	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.
712	Number of Bookmobiles in the Bookmobile Outlet Record (L_NUM_BM)	The number of bookmobiles in the bookmobile outlet record. 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 the following: • A truck or van that carries an organized collection of library materials; • A paid staff; and • Regularly scheduled hours (bookmobile stops) for being open to the public. Count vehicles in use, not the number of stops the vehicle makes.
713	Public Service Hours Per Year (actual hours) (HOURS)	This is the number of annual public service hours for outlets (reported individually by central, branch, bookmobile and Books-by-Mail Only) Note: Include the actual 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 the public due to natural disasters or other events should be excluded from the count.

#	Data Element Name (Variable Name)	Data Element Definition
714	Number of Weeks an Outlet is Open (actual weeks) (WKS_OPEN)	This is the number of weeks during the year that an outlet was open to the public. Note: 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. Do not 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.

Appendix F: Imputation Flags and Definitions

Flag Value	Flag Description
Public Library System Data File	
R_24	The data were reported and not imputed
E_24	The data were reported and edited for logical consistency
IG23, IG22, IG21, IG20	Prior year data multiplied by cell mean growth rate, using the most current reported data from (2023, 2022, 2021, or 2020)
IQ24	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)
IJ24	Unadjusted cell mean
IK23, IK22, IK21, IK20	Prior year ratio to another item, using the most current reported data from (2023, 2022, 2021, or 2020)
ID24	Cell median ratio to another item
IP23, IP22, IP21, IP20	Data carried forward, using the most current reported data that are available from (2023, 2022, 2021, or 2020)
IM24	Unadjusted cell median
IT24	Value obtained by relationship of total to detail items
IB24	Raking of detail items to match totals
IS24	Special imputation procedures
IY24	Consistency check derived value
U_24	Not imputed (i.e., outlying area or temporarily closed)
H_24	Data were suppressed (to protect confidentiality of respondents)
L_24	Data were suppressed for analytic purposes (only for F_POPLSA)
Public Library Outlet Data File	
R_24	The data were reported and not imputed
IP23, IP22, IP21, IP20	Data carried forward, using the most current reported data that are available from (2023, 2022, 2021, or 2020)
M_24	Not imputed - insufficient prior year data
N_24	Not imputed (i.e., item not applicable)
U_24	Not imputed (i.e., outlying area or temporarily closed)

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

Appendix G: Frequencies of Selected Categorical Variables in the Public Library Administrative Entity Data File (PLS_FY24_AE_pud24i)

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

INTERLIBRARY RELATIONSHIP

C_RELATN	Frequency	Percent	Cumulative Frequency	Cumulative Percent
HQ–Headquarters of a federation or cooperative	106	1.1	106	1.1
ME–Member of a federation or cooperative	6,851	74.1	6,957	75.3
NO–Not a member of a federation or cooperative	2,287	24.7	9,244	100.0
Total	9,244	100.0		

LEGAL BASIS

C_LEGBAS	Frequency	Percent	Cumulative Frequency	Cumulative Percent
CC–City/County	102	1.1	102	1.1
CI–Municipal Government (city, town, or village)	4,889	52.9	4,991	54.0
CO–County/Parish	922	10.0	5,913	64.0
LD–Library District	1,412	15.3	7,325	79.2
MJ–Multi-jurisdictional	288	3.1	7,613	82.4
NL–Native American Tribal Government	56	0.6	7,669	83.0
NP–Non-profit Association or Agency	1,305	14.1	8,974	97.1
OT–Other	91	1.0	9,065	98.1
SD–School District	179	1.9	9,244	100.0
Total	9,244	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	153	1.7	153	1.7
MO–Administrative entity with multiple direct service outlets where administrative offices are not separate	1,636	17.7	1,789	19.4
SO–Single-outlet administrative entity	7,455	80.6	9,244	100.0
Total	9,244	100.0		

FSCS PUBLIC LIBRARY

C_FSCS	Frequency	Percent	Cumulative Frequency	Cumulative Percent
N–No	207	2.2	207	2.2
Y–Yes	9,037	97.8	9,244	100.0
Total	9,244	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
CD1–Minor Civil Division [MCD] (e.g., town, township), entirety	1,835	19.9	1,835	19.9
CD2–Minor Civil Division [MCD] (e.g., town, township), overlap	234	2.5	2,069	22.4
CO1–County or Equivalent, entirety	1,161	12.6	3,230	34.9
CO2–County or Equivalent, overlap	268	2.9	3,498	37.8
CO3–County or Equivalent, remainder excluding AEs of contained geographies	160	1.7	3,658	39.6
MC1–Multi-County, entirety	123	1.3	3,781	40.9
MC2–Multi-County, overlap	40	0.4	3,821	41.3
MC3–Multi-County, remainder excluding AEs of contained geographies	12	0.1	3,833	41.5
MD1–Multi-MCD, entirety	117	1.3	3,950	42.7
MD2–Multi-MCD, overlap	162	1.8	4,112	44.5
MP1–Multi-Place, entirety	107	1.2	4,219	45.6
MP2–Multi-Place, overlap	57	0.6	4,276	46.3
OTH–Other	540	5.8	4,816	52.1
PL1–Place (e.g., incorporated city or village, census designated), entirety	2,486	26.9	7,302	79.0
PL2–Place (e.g., incorporated city or village, census designated), overlap	1,214	13.1	8,516	92.1
SE1–School District - Elementary, entirety	1	#	8,517	92.1
SS1–School District - Secondary, entirety	1	#	8,518	92.1
SS2–School District - Secondary, overlap	0	0.0	8,518	92.1
SU1–School District - Unified, entirety	638	6.9	9,156	99.0
SU2–School District - Unified, overlap	88	1.0	9,244	100.0
Total	9,244	100.0		

Rounds to zero.

LSA BOUNDARY CHANGE FROM PRIOR YEAR

LSABOUND	Frequency	Percent	Cumulative Frequency	Cumulative Percent
N–No	9,176	99.3	9,176	99.3
Y–Yes	68	0.7	9,244	100.0
Total	9,244	100.0		

LIBRARY VISITS REPORTING METHOD

VISITRPT	Frequency	Percent	Cumulative Frequency	Cumulative Percent
CT–Annual Count	6,425	69.5	6,425	69.5
ES–Annual Estimate Based on Typical Week(s)	2,520	27.3	8,945	96.8
M–Missing	299	3.2	9,244	100.0
Total	9,244	100.0		

REFERENCE TRANSACTIONS REPORTING METHOD

REFERRPT	Frequency	Percent	Cumulative Frequency	Cumulative Percent
CT–Annual Count	4,011	43.4	4,011	43.4
ES–Annual Estimate Based on Typical Week(s)	4,781	51.7	8,792	95.1
M–Missing	452	4.9	9,244	100.0
Total	9,244	100.0		

CURRENT OVERDUE FINE POLICY

ODFINE	Frequency	Percent	Cumulative Frequency	Cumulative Percent
M–Missing	299	3.2	299	3.2
N–No	5,805	62.8	6,104	66.0
Y–Yes	3,140	34.0	9,244	100.0
Total	9,244	100.0		

PUBLIC INTERNET COMPUTER REPORTING METHOD

PITUSRRPT	Frequency	Percent	Cumulative Frequency	Cumulative Percent
CT–Annual Count	6,747	73.0	6,747	73.0
ES–Annual Estimate Based on Typical Week(s)	2,135	23.1	8,882	96.1
M–Missing	362	3.9	9,244	100.0
Total	9,244	100.0		

WIRELESS SESSIONS REPORTING METHOD

WIFISRPT	Frequency	Percent	Cumulative Frequency	Cumulative Percent
CT–Annual Count	5,400	58.4	5,400	58.4
ES–Annual Estimate Based on Typical Week(s)	2,829	30.6	8,229	89.0
M–Missing	1,015	11.0	9,244	100.0
Total	9,244	100.0		

BEA REGION CODE

OBEREG	Frequency	Percent	Cumulative Frequency	Cumulative Percent
01–New England (CT ME MA NH RI VT)	1,265	13.7	1,265	13.7
02–Mid East (DE DC MD NJ NY PA)	1,545	16.7	2,810	30.4
03–Great Lakes (IL IN MI OH WI)	1,887	20.4	4,697	50.8
04–Plains (IA KS MN MO NE ND SD)	1,587	17.2	6,284	68.0
05–Southeast (AL AR FL GA KY LA MS NC SC TN VA WV)	1,160	12.5	7,444	80.5
06–Southwest (AZ NM OK TX)	856	9.3	8,300	89.8
07–Rocky Mountains (CO ID MT UT WY)	393	4.3	8,693	94.0
08–Far West (AK CA HI NV OR WA)	507	5.5	9,200	99.5
09–Outlying Areas (AS GU MP PR VI)	44	0.5	9,244	100.0
Total	9,244	100.0		

RESPONDENT STATUS

RSTATUS	Frequency	Percent	Cumulative Frequency	Cumulative Percent
1–Respondent, with no imputed data	7,592	82.1	7,592	82.1
2–Respondent, with both reported and imputed data	1,304	14.1	8,896	96.2
3–Nonrespondent, with no imputed data	45	0.5	8,941	96.7
4–Nonrespondent, with imputed data	268	2.9	9,209	99.6
5–Nonrespondent, law library, not imputed	35	0.4	9,244	100.0
Total	9,244	100.0		

STRUCTURE CHANGE CODE

STATSTRU	Frequency	Percent	Cumulative Frequency	Cumulative Percent
00–No change from last year	8,898	96.2	8,898	96.2
01–Existing administrative entity or outlet absorbs another administrative entity or outlet	2	#	8,900	96.2
02–Newly created administrative entity or outlet	9	0.1	8,909	96.3
04–Move outlet to a newly created administrative entity	0	0.0	8,909	96.3
05–Merge two or more administrative entities or outlets to form a new administrative entity or outlet	0	0.0	8,909	96.3
08–Restored a closed administrative entity or outlet record	0	0.0	8,909	96.3
09–Restore a deletion	3	#	8,912	96.4
10–Delete an incorrect record	0	0.0	8,912	96.4
11–Outlet moved to a different previously existing administrative entity	0	0.0	8,912	96.4
13–Add an existing administrative entity or outlet not previously reported	2	#	8,914	96.4
22–Future administrative entity FSCS ID Request	0	0.0	8,914	96.4
23–Temporary closure	5	0.1	8,919	96.4
24–Restore a temporary closure	0	0.0	8,919	96.4
25–Survey nonrespondent	330	3.6	9,249	100.0
Total	9,249	100.0		

Rounds to zero.

NAME CHANGE CODE

STATNAME	Frequency	Percent	Cumulative Frequency	Cumulative Percent
00–No change from last year	8,976	97.1	8,976	97.1
06–Official name change	50	0.5	9,026	97.6
14–Minor name change	218	2.4	9,244	100.0
Total	9,244	100.0		

ADDRESS CHANGE CODE

STATADDR	Frequency	Percent	Cumulative Frequency	Cumulative Percent
00–No change from last year	8,884	96.1	8,884	96.1
07–Moved to a new location	52	0.6	8,936	96.7
15–Minor address change	308	3.3	9,244	100.0
Total	9,244	100.0		

TYPE OF CENSUS GEOGRAPHY

LSAGEOTYPE	Frequency	Percent	Cumulative Frequency	Cumulative Percent
COUNTY	1,589	17.2	1,589	17.2
COUNTY SUBDIVISION	2,069	22.4	3,658	39.6
MULTI-COUNTY	175	1.9	3,833	41.5
MULTI-COUNTY SUBDIVISION	279	3.0	4,112	44.5
MULTI-PLACE	164	1.8	4,276	46.3
OTHER	540	5.8	4,816	52.1
PLACE	3,700	40.0	8,516	92.1
SCHOOL DISTRICT (ELEMENTARY)	1	#	8,517	92.1
SCHOOL DISTRICT (SECONDARY)	1	#	8,518	92.1
SCHOOL DISTRICT (UNIFIED)	726	7.9	9,244	100.0
Total	9,244	100.0		

Rounds to zero.

LOCALE CODE (Based on AE Address)

LOCALE_ADD	Frequency	Percent	Cumulative Frequency	Cumulative Percent
11–City, Large	107	1.2	107	1.2
12–City, Mid-size	148	1.6	255	2.8
13–City, Small	370	4.0	625	6.8
21–Suburb, Large	1,779	19.2	2,404	26.0
22–Suburb, Mid-size	190	2.1	2,594	28.1
23–Suburb, Small	180	1.9	2,774	30.0
31–Town, Fringe	431	4.7	3,205	34.7
32–Town, Distant	843	9.1	4,048	43.8
33–Town, Remote	501	5.4	4,549	49.2
41–Rural, Fringe	555	6.0	5,104	55.2
42–Rural, Distant	2,189	23.7	7,293	78.9
43–Rural, Remote	1,951	21.1	9,244	100.0
Total	9,244	100.0		

LOCALE CODE (Based on Mode of Outlets in AE)

LOCALE_MOD	Frequency	Percent	Cumulative Frequency	Cumulative Percent
11–City, Large	103	1.1	103	1.1
12–City, Mid-size	139	1.5	242	2.6
13–City, Small	327	3.5	569	6.2
21–Suburb, Large	1,814	19.6	2,383	25.8
22–Suburb, Mid-size	197	2.1	2,580	27.9
23–Suburb, Small	175	1.9	2,755	29.8
31–Town, Fringe	418	4.5	3,173	34.3
32–Town, Distant	799	8.6	3,972	43.0
33–Town, Remote	478	5.2	4,450	48.1
41–Rural, Fringe	546	5.9	4,996	54.0
42–Rural, Distant	2,269	24.5	7,265	78.6
43–Rural, Remote	1,979	21.4	9,244	100.0
Total	9,244	100.0		

METROPOLITAN/MICROPOLITAN AREA FLAG

MICROF	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0–Metropolitan area	4,929	53.3	4,929	53.3
1–Micropolitan area	1,780	19.3	6,709	72.6
N–Not applicable	2,535	27.4	9,244	100.0
Total	9,244	100.0		

GEOCODING MATCH STATUS

GEOSTATUS	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E–Matched	9,168	99.2	9,168	99.2
T–Tied	76	0.8	9,244	100.0
U–Unmatched	0	0.0	9,244	100.0
Total	9,244	100.0		

GEOCODING MATCH TYPE

GEOMTYPE	Frequency	Percent	Cumulative Frequency	Cumulative Percent
DISTANCEMARKER–A street address that represents the linear distance along a street from a designated origin location	1	#	1	#
LOCALITY–A place name representing a populated place such as a city or neighborhood	4	#	5	0.1
MANUAL– Address manually matched to latitude/longitude	0	0.0	5	0.1
POI–Points of interest such as businesses, landmarks, and geographic features	3	#	8	0.1
POINTADDRESS–A street address based on point locations that represent house and building locations	8,486	91.8	8,494	91.9
POSTAL–Postal (ZIP) code	29	0.3	8,523	92.2
POSTALLOC–A combination of postal (ZIP) code and city name.	4	#	8,527	92.2
STREETADDRESS–An address number that is interpolated from the range of street segment address numbers	543	5.9	9,070	98.1
STREETADDRESSEXT–An interpolated street address match when address number exceeds street segment number range	14	0.2	9,084	98.3
STREETINT–A street address consisting of a street intersection along with city and optional state and postal code information	21	0.2	9,105	98.5
STREETNAME–Similar to a street address but without the address number	60	0.6	9,165	99.1
SUBADDRESS–A street address based on house and building point subaddress locations	79	0.9	9,244	100.0
Total	9,244	100.0		

Rounds to zero.

AUTOMATIC RENEWAL OF PHYSICAL MATERIAL

AUTORENEW	Frequency	Percent	Cumulative Frequency	Cumulative Percent
M–Missing	1,618	17.5	1,618	17.5
N–No	3,889	42.1	5,507	59.6
Y–Yes	3,737	40.4	9,244	100.0
Total	9,244	100.0		

E-BOOKS VIA AE

EBOOK_AE	Frequency	Percent	Cumulative Frequency	Cumulative Percent
M–Missing	1,571	17.0	1,571	17.0
N–No	3,952	42.8	5,523	59.7
Y–Yes	3,721	40.3	9,244	100.0
Total	9,244	100.0		

E-BOOKS VIA COLLECTIVE

EBOOK_CO	Frequency	Percent	Cumulative Frequency	Cumulative Percent
M–Missing	1,554	16.8	1,554	16.8
N–No	1,380	14.9	2,934	31.7
Y–Yes	6,310	68.3	9,244	100.0
Total	9,244	100.0		

E-BOOKS VIA STATE

EBOOK_SL	Frequency	Percent	Cumulative Frequency	Cumulative Percent
M–Missing	1,263	13.7	1,263	13.7
N–No	3,605	39.0	4,868	52.7
Y–Yes	4,376	47.3	9,244	100.0
Total	9,244	100.0		

E-SERIALS VIA AE

ESERIAL_AE	Frequency	Percent	Cumulative Frequency	Cumulative Percent
M–Missing	1,571	17.0	1,571	17.0
N–No	5,647	61.1	7,218	78.1
Y–Yes	2,026	21.9	9,244	100.0
Total	9,244	100.0		

E- SERIALS VIA COLLECTIVE

ESERIAL_CO	Frequency	Percent	Cumulative Frequency	Cumulative Percent
M–Missing	1,569	17.0	1,569	17.0
N–No	3,473	37.6	5,042	54.5
Y–Yes	4,202	45.5	9,244	100.0
Total	9,244	100.0		

E- SERIALS VIA STATE

ESERIAL_SL	Frequency	Percent	Cumulative Frequency	Cumulative Percent
M–Missing	1,254	13.6	1,254	13.6
N–No	6,049	65.4	7,303	79.0
Y–Yes	1,941	21.0	9,244	100.0
Total	9,244	100.0		

E-AUDIO VIA AE

EAUDIO_AE	Frequency	Percent	Cumulative Frequency	Cumulative Percent
M–Missing	1,571	17.0	1,571	17.0
N–No	4,052	43.8	5,623	60.8
Y–Yes	3,621	39.2	9,244	100.0
Total	9,244	100.0		

E- AUDIO VIA COLLECTIVE

EAUDIO_CO	Frequency	Percent	Cumulative Frequency	Cumulative Percent
M–Missing	1,557	16.8	1,557	16.8
N–No	1,551	16.8	3,108	33.6
Y–Yes	6,136	66.4	9,244	100.0
Total	9,244	100.0		

E- AUDIO VIA STATE

EAUDIO_SL	Frequency	Percent	Cumulative Frequency	Cumulative Percent
M–Missing	1,263	13.7	1,263	13.7
N–No	5,597	60.5	6,860	74.2
Y–Yes	2,384	25.8	9,244	100.0
Total	9,244	100.0		

E-VIDEO VIA AE

EVIDEO_AE	Frequency	Percent	Cumulative Frequency	Cumulative Percent
M–Missing	1,571	17.0	1,571	17.0
N–No	4,922	53.2	6,493	70.2
Y–Yes	2,751	29.8	9,244	100.0
Total	9,244	100.0		

E- VIDEO VIA COLLECTIVE

EVIDEO_CO	Frequency	Percent	Cumulative Frequency	Cumulative Percent
M–Missing	1,563	16.9	1,563	16.9
N–No	5,773	62.5	7,336	79.4
Y–Yes	1,908	20.6	9,244	100.0
Total	9,244	100.0		

E- VIDEO VIA STATE

EVIDEO_SL	Frequency	Percent	Cumulative Frequency	Cumulative Percent
M–Missing	1,238	13.4	1,238	13.4
N–No	7,383	79.9	8,621	93.3
Y–Yes	623	6.7	9,244	100.0
Total	9,244	100.0		

RESEARCH DATABASES VIA AE

RESDB_AE	Frequency	Percent	Cumulative Frequency	Cumulative Percent
M–Missing	1,567	17.0	1,567	17.0
N–No	4,494	48.6	6,061	65.6
Y–Yes	3,183	34.4	9,244	100.0
Total	9,244	100.0		

RESEARCH DATABASES VIA COLLECTIVE

RESDB_CO	Frequency	Percent	Cumulative Frequency	Cumulative Percent
M–Missing	1,570	17.0	1,570	17.0
N–No	4,140	44.8	5,710	61.8
Y–Yes	3,534	38.2	9,244	100.0
Total	9,244	100.0		

RESEARCH DATABASES VIA STATE

RESDB_SL	Frequency	Percent	Cumulative Frequency	Cumulative Percent
M–Missing	1,308	14.1	1,308	14.1
N–No	1,083	11.7	2,391	25.9
Y–Yes	6,853	74.1	9,244	100.0
Total	9,244	100.0		

ONLINE LEARNING PLATFORMS VIA AE

OLP_AE	Frequency	Percent	Cumulative Frequency	Cumulative Percent
M–Missing	1,570	17.0	1,570	17.0
N–No	5,052	54.7	6,622	71.6
Y–Yes	2,622	28.4	9,244	100.0
Total	9,244	100.0		

ONLINE LEARNING PLATFORMS VIA COLLECTIVE

OLP_CO	Frequency	Percent	Cumulative Frequency	Cumulative Percent
M–Missing	1,578	17.1	1,578	17.1
N–No	4,676	50.6	6,254	67.7
Y–Yes	2,990	32.3	9,244	100.0
Total	9,244	100.0		

ONLINE LEARNING PLATFORMS VIA STATE

OLP_SL	Frequency	Percent	Cumulative Frequency	Cumulative Percent
M–Missing	1,230	13.3	1,230	13.3
N–No	3,036	32.8	4,266	46.1
Y–Yes	4,978	53.9	9,244	100.0
Total	9,244	100.0		

Appendix H: Distributions of Continuous Variables in the Public Library Administrative Entity Data File (PLS_FY24_AE_pud24i)

All distributions exclude temporarily closed libraries and are rounded.

Variable	Label	N	Mean	Median	Minimum	Maximum
POPU_LSA	POPULATION OF LSA	9,209	37,256.5	7,479.0	30.0	6,165,129.0
POPU_UND	UNDUPLICATED POP OF LSA	9,209	36,410.9	7,289.0	28.0	6,165,129.0
CENTLIB	# OF CENTRAL LIBRARIES	9,244	1.0	1.0	0.0	1.0
BRANLIB	# OF BRANCH LIBRARIES	9,244	0.8	0.0	0.0	85.0
BKMOB	# OF BOOKMOBILES	9,244	0.1	0.0	0.0	12.0
MASTER	ALA-MLS STAFF	9,179	3.8	0.8	0.0	474.3
LIBRARIA	TOTAL LIBRARIANS	9,179	5.8	2.0	0.0	541.6
OTHPAID	ALL OTHER PAID STAFF	9,179	10.3	1.8	0.0	1,695.0
TOTSTAFF	TOTAL PAID EMPLOYEES	9,179	16.1	4.0	0.0	2,169.3
LOCGVT	LOCAL GOVERNMENT REVENUE	9,180	1,663,118.8	246,285.5	0.0	241,852,012.0
STGVT	STATE GOVERNMENT REVENUE	9,180	131,141.4	6,004.5	0.0	48,559,359.0
FEDGVT	FEDERAL GOVERNMENT REVENUE	9,180	9,629.3	0.0	0.0	14,712,192.0
OTHINCM	OTHER OPERATING REVENUE	9,180	142,169.7	18,093.0	0.0	153,931,953.0
TOTINCM	TOTAL OPERATING REVENUE	9,180	1,946,059.2	322,456.0	0.0	391,844,963.0
SALARIES	SALARIES & WAGES EXP	6,147	1,250,755.6	346,775.0	0.0	175,899,260.0
BENEFIT	EMPLOYEE BENEFITS	6,147	477,140.9	95,041.0	0.0	81,300,843.0
STAFFEXP	TOTAL STAFF EXP	6,147	1,727,896.5	447,373.0	0.0	257,200,103.0
PRMATEXP	PRINT MATERIALS EXP	9,180	80,763.9	18,367.0	0.0	15,555,667.0
ELMATEXP	ELECTRONIC CONTENT EXP	9,180	78,837.5	3,700.0	0.0	15,743,688.0
OTHMATEX	OTHER PHYSICAL MATERIALS EXP	9,179	16,858.3	2,203.0	0.0	2,643,808.0
TOTEXPCO	TOTAL COLLECTION EXP	9,179	176,445.7	26,567.0	0.0	27,152,075.0
OTHOPEXP	OTHER OPERATING EXP	6,147	607,716.7	137,473.0	0.0	82,465,434.0
TOTOPEXP	TOTAL OPERATING EXP	9,178	1,761,385.2	296,812.0	0.0	366,817,612.0
LCAP_REV	LOCAL GOVT CAPITAL REVENUE	9,179	97,844.2	0.0	0.0	37,038,117.0

Variable	Label	N	Mean	Median	Minimum	Maximum
SCAP_REV	STATE GOVT CAPITAL REVENUE	9,179	33,185.5	0.0	0.0	36,000,000.0
FCAP_REV	FEDERAL GOVT CAPITAL REVENUE	9,179	11,338.2	0.0	0.0	37,338,810.0
OCAP_REV	OTHER CAPITAL REVENUE	9,179	33,460.7	0.0	0.0	14,132,792.0
CAP_REV	TOTAL CAPITAL REVENUE	9,179	175,828.6	0.0	0.0	74,376,927.0
CAPITAL	TOTAL CAPITAL EXPENDITURES	9,178	229,177.6	0.0	0.0	130,871,855.0
BKVOL	PRINT MATERIALS	9,177	69,636.9	26,434.0	0.0	25,319,115.0
AUDIO_PH	AUDIO - PHYSICAL UNITS	9,177	3,406.3	857.0	0.0	800,427.0
VIDEO_PH	VIDEO - PHYSICAL UNITS	9,177	6,702.4	2,459.0	0.0	488,122.0
TOTPHYS	TOTAL PHYSICAL ITEMS IN COLLECTION	9,177	80,664.5	30,340.0	10.0	27,377,787.0
OTHPHYS	OTHER CIRCULATING PHYSICAL ITEMS	9,177	919.0	90.0	0.0	806,047.0
HRS_OPEN	PUBLIC SERV HRS/YR	9,030	3,954.9	2,309.0	0.0	210,774.0
VISITS	LIBRARY VISITS	9,175	94,744.1	21,574.0	0.0	12,325,494.0
REFERENC	REFERENCE TRANS	9,175	15,850.0	2,045.0	0.0	4,399,560.0
REGBOR	REGISTERED USERS	9,179	16,920.7	3,067.0	0.0	3,205,992.0
EBOOK_CIR	E-BOOK CIRCULATION	7,609	41,538.4	3,691.0	0.0	7,068,132.0
ESERIAL_CIR	E-SERIAL CIRCULATION	6,828	7,394.3	247.0	0.0	2,583,820.0
EAUDIO_CIR	E-AUDIO CIRCULATION	7,316	33,450.7	3,462.0	0.0	7,278,515.0
EVIDEO_CIR	E-VIDEO CIRCULATION	7,088	2,921.1	0.0	0.0	981,222.0
KIDPHYSCIR	CIRCULATION OF CHILDREN'S PHYSICAL MATERIAL	8,075	77,964.2	11,327.0	0.0	8,092,365.0
TOTCIR	TOTAL CIRCULATION	6,458	264,086.2	40,635.5	0.0	25,569,226.0
ELMATCIR	CIRCULATION OF ELECTRONIC MATERIALS	6,468	85,781.3	8,398.5	0.0	17,911,689.0
PHYSCIR	PHYSICAL ITEM CIRCULATION	9,178	154,874.1	25,371.0	0.0	12,740,499.0
OTHPHCIR	CIRCULATION OF OTHER PHYSICAL ITEMS	9,178	3,844.0	235.0	0.0	2,462,447.0
LOANTO	INTER-LIBRARY LOANS OUT	9,177	7,257.7	968.0	0.0	613,819.0
LOANFM	INTER-LIBRARY LOANS RECEIVED	9,177	7,708.5	904.0	0.0	1,027,809.0
TOTPRO	TOTAL LIBRARY PROGRAMS	8,890	572.0	232.0	0.0	90,400.0
K0_5PRO	# OF SYNCHRONOUS PROGRAMS FOR KIDS 0-5	8,867	160.7	63.0	0.0	16,250.0

Variable	Label	N	Mean	Median	Minimum	Maximum
K6_11PRO	# OF SYNCHRONOUS PROGRAMS FOR KIDS 6-11	8,868	115.6	44.0	0.0	18,100.0
YAPRO	TOTAL YOUNG ADULT PROGRAMS	8,869	57.5	13.0	0.0	13,250.0
ADULTPRO	# OF SYNCHRONOUS PROGRAMS FOR ADULTS 19+	8,870	186.8	59.0	0.0	42,800.0
GENPRO	# OF SYNCHRONOUS GENERAL INTEREST PROGRAMS	8,870	53.0	10.0	0.0	8,295.0
ONPRO	# OF SYNCHRONOUS IN-PERSON ONSITE PROGRAMS	8,771	492.0	205.0	0.0	69,300.0
OFFPRO	# OF SYNCHRONOUS IN-PERSON OFFSITE PROGRAMS	8,756	61.2	8.0	0.0	13,000.0
VIRPRO	# OF SYNCHRONOUS VIRTUAL PROGRAMS	8,916	17.1	0.0	0.0	8,100.0
TOTATTEN	TOTAL PROGRAM ATTENDANCE	8,843	11,910.2	3,628.0	0.0	1,386,900.0
K0_5ATTEN	ATTENDANCE AT SYNCHRONOUS PROGRAMS FOR KIDS 0-5	8,859	3,859.5	913.0	0.0	362,600.0
K6_11ATTEN	ATTENDANCE AT SYNCHRONOUS PROGRAMS FOR KIDS 6-11	8,854	2,880.6	778.0	0.0	299,350.0
YAATTEN	YOUNG ADULT PROGRAM ATTENDANCE	8,863	727.8	95.0	0.0	127,850.0
ADULTATTEN	ATTENDANCE AT SYNCHRONOUS PROGRAMS FOR ADULTS 19+	8,849	2,382.3	559.0	0.0	597,100.0
GENATTEN	ATTENDANCE AT SYNCHRONOUS GENERAL INTEREST PROGRAMS	8,846	2,119.0	387.5	0.0	356,190.0
ONATTEN	SYNCHRONOUS IN-PERSON ONSITE PROGRAM ATTENDANCE	8,733	9,192.3	2,861.0	0.0	910,200.0
OFFATTEN	SYNCHRONOUS IN-PERSON OFFSITE PROGRAM ATTENDANCE	8,732	2,364.3	299.0	0.0	325,200.0
VIRATTEN	SYNCHRONOUS VIRTUAL PROGRAM ATTENDANCE	8,910	341.0	0.0	0.0	151,500.0
TOTPRES	TOTAL ASYNCHRONOUS PROGRAM PRESENTATIONS	8,707	8.8	0.0	0.0	2,896.0
TOTVIEWS	TOTAL VIEWS OF ASYNCHRONOUS PROGRAM PRESENTATIONS WITHIN 30 DAYS	8,666	1,614.0	0.0	0.0	3,929,983.0
GPTERMS	INTERNET COMPUTERS USED BY GEN PUBLIC	9,198	28.3	9.0	0.0	4,927.0
PITUSR	PUBLIC INTERNET COMPUTER USES PER YEAR	9,174	10,993.6	1,902.5	0.0	2,102,606.0
WIFISESS	WIRELESS SESSIONS	7,506	55,744.3	4,761.5	0.0	12,961,924.0

Variable	Label	N	Mean	Median	Minimum	Maximum
LSAGEORATIO	RATIO OF POPU_LSA TO POPULATION OF ALIGNED GEOGRAPHY	7,974	1.2	1.0	0.0	188.0
CNTYPOP	COUNTY POPULATION	9,240	351,309.4	66,294.5	215.0	9,757,179.0
GEOSCORE	MATCH SCORE	9,244	98.4	98.5	77.1	100.0

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 coded with -9 (suppressed data) are excluded from the distributions; SALARIES, BENEFITS, STAFFEXP, and OTHOPEXP are suppressed for 3,097 records. In some states with several small libraries, the characteristics of the suppressed and unsuppressed files could be very different.

Appendix I: Frequencies and Distributions of Selected Variables in the Public Library Outlet Data File (PLS_FY24_Outlet_pud24i)

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

OUTLET TYPE

C_OUT_TY	Frequency	Percent	Cumulative Frequency	Cumulative Percent
BM–Books-by-Mail Only	2	#	2	#
BR–Branch Library	7,766	44.3	7,768	44.3
BS–Bookmobile(s)	714	4.1	8,482	48.4
CE–Central Library	9,057	51.6	17,539	100.0
Total	17,539	100.00		

Rounds to zero.

STRUCTURE CHANGE CODE

STATSTRU	Frequency	Percent	Cumulative Frequency	Cumulative Percent
00–No change from last year	17,106	97.1	17,106	97.1
01–Existing administrative entity or outlet absorbs another administrative entity or outlet	0	0.0	17,106	97.1
02–Newly created administrative entity or outlet	92	0.5	17,198	97.6
04–Move outlet to a newly created administrative entity	0	0.0	17,198	97.6
05–Merge two or more administrative entities or outlets to form a new administrative entity or outlet	0	0.0	17,198	97.6
08–Restore a closure	10	0.1	17,208	97.7
09–Restore a deletion	4	#	17,212	97.7
11–Outlet moved to a different previously existing administrative entity	2	#	17,214	97.7
13–Add and existing administrative entity or outlet not previously reported	9	0.1	17,223	97.8
22-Future administrative entity FSCS ID Request	0	0.0	17,223	97.8
23–Temporary closure	76	0.4	17,299	98.2
24–Restore a temporary closure	3	0.0	17,302	98.2
25–Survey nonrespondent	313	1.8	17,615	100.0
Total	17,615	100.0		

Rounds to zero.

NAME CHANGE CODE

STATNAME	Frequency	Percent	Cumulative Frequency	Cumulative Percent
00–No change from last year	16,741	95.5	16,741	95.5
06–Official name change	67	0.4	16,808	95.8
14–Minor name change	731	4.2	17,539	100.0
Total	17,539	100.0		

ADDRESS CHANGE CODE

STATADDR	Frequency	Percent	Cumulative Frequency	Cumulative Percent
00–No change from last year	16,647	94.9	16,647	94.9
07–Moved to a new location	100	0.6	16,747	95.5
15–Minor address change	792	4.5	17,539	100.0
Total	17,539	100.0		

LOCALE CODE

LOCALE	Frequency	Percent	Cumulative Frequency	Cumulative Percent
11–City, Large	1,609	9.2	1,609	9.2
12–City, Mid-size	727	4.1	2,336	13.3
13–City, Small	811	4.6	3,147	17.9
21–Suburb, Large	3,587	20.5	6,734	38.4
22–Suburb, Mid-size	451	2.6	7,185	41.0
23–Suburb, Small	308	1.8	7,493	42.7
31–Town, Fringe	716	4.1	8,209	46.8
32–Town, Distant	1,234	7.0	9,443	53.8
33–Town, Remote	667	3.8	10,110	57.6
41–Rural, Fringe	1,012	5.8	11,122	63.4
42–Rural, Distant	3,630	20.7	14,752	84.1
43–Rural, Remote	2,787	15.9	17,539	100.0
Total	17,539	100.0		

BEA REGION CODE

OBEREG	Frequency	Percent	Cumulative Frequency	Cumulative Percent
01–New England (CT ME MA NH RI VT)	1,455	8.3	1,455	8.3
02–Mid East (DE DC MD NJ NY PA)	2,418	13.8	3,873	22.1
03–Great Lakes (IL IN MI OH WI)	3,160	18.0	7,033	40.1
04–Plains (IA KS MN MO NE ND SD)	2,210	12.6	9,243	52.7
05–Southeast (AL AR FL GA KY LA MS NC SC TN VA WV)	3,881	22.1	13,124	74.8
06–Southwest (AZ NM OK TX)	1,473	8.4	14,597	83.2
07–Rocky Mountains (CO ID MT UT WY)	787	4.5	15,384	87.7
08–Far West (AK CA HI NV OR WA)	2,031	11.6	17,415	99.3
09–Outlying Areas (AS GU MP PR VI)	124	0.7	17,539	100.0
Total	17,539	100.0		

METROPOLITAN/MICROPOLITAN AREA FLAG

MICROF	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0–Metropolitan area	11,298	64.4	11,298	64.4
1–Micropolitan area	2,661	15.2	13,959	79.6
N–Not applicable	3,580	20.4	17,539	100.0
Total	17,539	100.0		

GEOCODING MATCH STATUS

GEOSTATUS	Frequency	Percent	Cumulative Frequency	Cumulative Percent
E–Matched	17,344	98.9	17,344	98.9
T–Tied	195	1.1	17,539	100.0
U–Unmatched	0	0.0	17,539	100.0
Total	17,539	100.0		

GEOCODING MATCH TYPE

GEOMTYPE	Frequency	Percent	Cumulative Frequency	Cumulative Percent
DISTANCEMARKER–A street address that represents the linear distance along a street from a designated origin location	14	0.1	14	0.1
LOCALITY– A place name representing a populated place such as a city or neighborhood	20	0.1	34	0.2
MANUAL– Address manually matched to latitude/longitude	1,077	6.1	1,111	6.3
POI– Points of interest such as businesses, landmarks, and geographic features	7	#	1,118	6.4
POINTADDRESS– A street address based on point locations that represent house and building locations	15,137	86.3	16,255	92.7
POSTAL– Postal (ZIP) code	27	0.2	16,282	92.8
POSTALLOC—A combination of postal (ZIP) code and city name.	2	#	16,284	92.8
STREETADDRESS– An address number that is interpolated from the range of street segment address numbers	1,014	5.8	17,298	98.6
STREETADDRESSEXT– An interpolated street address match when address number exceeds street segment number range	29	0.2	17,327	98.8
STREETINT– A street address consisting of a street intersection along with city and optional state and postal code information	9	0.1	17,336	98.8
STREETNAME– Similar to a street address but without the address number	67	0.4	17,403	99.2
SUBADDRESS– A street address based on house and building point subaddress locations	136	0.8	17,539	100.0
Total	17,539	100.0		

Rounds to zero.

Distributions of Continuous Variables

Variable	Label	N	Mean	Median	Minimum	Maximum
SQ_FEET	SQUARE FOOTAGE OF OUTLET	16,671	13,009.1	6,998.0	64.0	970,000.0
L_NUM_BM	NUMBER OF BOOKMOBILES IN BOOKMOBILE SERV	17,539	#	0.0	0.0	12.0
HOURS	PUBLIC SERVICE HOURS PER YEAR	17,239	2,117.4	2,210.0	0.0	8,760.0
WKS_OPEN	NUMBER OF WEEKS AN OUTLET IS OPEN	17,260	50.7	52.0	0.0	53.0
CNTYPOP	COUNTY POPULATION	17,539	626,948.2	128,726.0	215.0	9,757,179.0
GEOSCORE	MATCH SCORE	17,539	99.7	100.0	75.0	100.0

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

INSTITUTE of Museum and Library SERVICES

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