

Florida Department of State

**Division of Library and Information Services**

**Annual Statistical Report Form for
Multitype Library Cooperatives**

**October 1, 2015 through September 30, 2016**

### File by December 1, 2016

# *Please return to the Division of Library and Information Services, Attn: Katrice Stewart, R. A. Gray Building, 500 South Bronough Street, Mail Station #9D, Tallahassee, FL 32399-0250*

### Identification p

|  |
| --- |
| Library Cooperative Name  |
| Address |
| City | County | Zip + 4 |
| Web Address (if applicable) |
| Phone | Fax |
| Executive Director’s Name |  |
| Executive Director’s Email Address |  |

### Part I – General

|  |  |  |
| --- | --- | --- |
| **Institutions and Areas Served** | **Item No.** | **Answer** |
| **Member Institutions Served:** |  |  |
|  Public | **1** |  |
|  Academic | **2** |  |
|  Special | **3** |  |
|  School | **4** |  |
| **Total Number Of Members (Items 1+2+3+4)** | **5** |  |
| **Counties Served** | **6** |  |
| **Non-Member Institutions Served:** |  |  |
|  Public | **7** |  |
|  Academic | **8** |  |
|  Special | **9** |  |
|  School | **10** |  |
| **Total Number of Non-Member Institutions Served:** | **11** |  |
| **Number of Staff Employed by the MLC (FTE)** | **12** |  |
| **Annual Salary of Executive Director** | **13** |  |

### Part II – Financial

|  |  |  |
| --- | --- | --- |
| **Total Operating Revenue (By Source)** | **Item No.** | **Answer** |
| **Membership Fees** | **14** |  |
| **State Government Appropriations/Grants** | **15** |  |
| **Federal Government Appropriations/Grants** | **16** |  |
| **Other Sources (e.g., E-Rate Discounts,** **Endowments/Private Grants, Fees for Products/Services,** **Contracts and Interest)** | **17** |  |
| **Total Operating Income (Items 14+15+16+17)** | **18** |  |

|  |  |  |
| --- | --- | --- |
| **Total Operating Expenses** | **Item No.** | **Answer** |
| **Staff Expenditures:** |  |  |
|  **Salaries and Wages** | **19** |  |
|  **Employee Benefits** | **20** |  |
|  **Total Staff Expenditures (Items 19+20)** | **21** |  |
| **Procurement of Products and Services** | **22** |  |
| **Administrative Support (e.g., Rent or Phone)** | **23** |  |
| **Other Operating Expenditures (e.g., Restricted Expenditures). Do not Include Capital Expenditures.** | **24** |  |
| **Total Operating Expenditures (Items 21+22+23+24)** | **25** |  |

### Part III – Continuing Education and Training

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Item No.** | **Sessions** | **Attendees** | **Registrants** | **Attendance Rate** |
| **Online Training** | **26** |  |  |  |  |
| **Face-to-Face Training** | **27** |  |  |  |  |
| **Total** | **28** |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Item No.** | **Registrants** | **Topics Viewed** | **Times Viewed** |
| **Self-Paced****Learning** | **29** |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Item No.** | **MLC****Recording Views** | **FLW****Recording****Views** | **Items Circulated** | **Scholarships (Number of)** | **Scholarships****(Cost)** |
| **Other Training** | **30** |  |  |  |  |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Item No.** | **Interest Group Sessions** | **Interest Group Sessions Attendees** | **Board and Committee Meetings**  | **Board and Committee Meetings Attendees** | **Membership Meetings** | **Membership Meetings Attendees** |
| **Other**  | **31** |  |  |  |  |  |  |



Florida Department of State

## Division of Library and Information Services

## Annual Statistical Report Form

## for Multitype Library Cooperatives

## October 1, 2015 through September 30, 2016

**File by December 1, 2016**

INSTRUCTIONS and DEFINITIONS

Common definitions are important to ensure comparability of data from different libraries and states. For the most part, the definitions in this document are taken from those developed for use in the Federal State Cooperative System for Public Library Data and the Library Cooperative Survey. Report statistics in total without regard to the source of funding.

### Part I. General

**Membership.** Report the number of administrative unit members for each type of institution listed.

| **Item No.** | **Definition/Instruction** |
| --- | --- |
|  | **Member Institutions Served:** |
| 1 | **Public Libraries.**1 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:* An organized collection of printed or other library materials, or a combination thereof;
* Paid staff;
* An established schedule in which services of the staff are available to the public;
* The facilities necessary to support such a collection, staff and schedule; and
* Is supported in whole or in part with public funds.

  |
| 2 | **Academic Libraries.[[1]](#footnote-1)** An academic library is the library associated with a degree-granting institution of higher education. Academic libraries are identified by the post-secondary institution of which they are a part and provide all of the following:* An organized collection of printed or other materials or a combination thereof;
* A staff trained to provide and interpret such materials as required to meet the informational, cultural, recreational or educational needs of the clientele; and
* An established schedule in which services of the staff are available to clientele; and
* The physical facilities necessary to support such a collection, staff and schedule.
 |
| 3 | **Special Libraries.[[2]](#footnote-2)** Information resource centers are located at corporations, private businesses, government agencies, museums, colleges, hospitals, associations and other organizations with specialized information needs. Special librarians collect, monitor, organize, analyze, evaluate, package and disseminate resource material for their parent or client organizations. |
| 4 | **School Libraries[[3]](#footnote-3) (School Districts/Private Schools/State Schools (K-12)).** Administrative units having an organized collection of printed, audiovisual, and/or computer resources.* Is administered as a unit,
* Is located in a designated place, or places, and
* Makes resources and services available to students, teachers and administrators.

It is the definition, not the name, that is important: it could be called a library, media center, resource center, information center, instructional materials center, learning resource center or some other name. |
| 5 | **Total Number of Members.** Add Items 1, 2, 3, and 4. |
| 6 | **Counties Served.** The number of counties with libraries that participated in services or activities provided during the grant cycle.  |
|  | **Non-Member Institutions:** |
| 7 | **Public Libraries**.5 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:* An organized collection of printed or other library materials, or a combination thereof;
* Paid staff;
* An established schedule in which services of the staff are available to the public;
* The facilities necessary to support such a collection, staff and schedule; and
* Is supported in whole or in part with public funds.
 |
| 8 | **Academic Libraries.[[4]](#footnote-4)** An academic library is the library associated with a degree-granting institution of higher education. Academic libraries are identified by the post-secondary institution of which they are a part and provide all of the following:* An organized collection of printed or other materials or a combination thereof;
* A staff trained to provide and interpret such materials as required to meet the informational, cultural, recreational or educational needs of the clientele; and
* An established schedule in which services of the staff are available to clientele; and
1. The physical facilities necessary to support such a collection, staff and schedule.
 |
| 9 | **Special Libraries.[[5]](#footnote-5)** Information resource centers are located at corporations, private businesses, government agencies, museums, colleges, hospitals, associations and other organizations with specialized information needs. Special librarians collect, monitor, organize, analyze, evaluate, package and disseminate resource material for their parent or client organizations. |
| 10 | **School Libraries[[6]](#footnote-6) (School Districts/Private Schools/State schools (K-12).** Administrative units having an organized collection of printed, audiovisual, and/or computer resources, which* Is administered as a unit;
* Is located in a designated place or places; and
* Makes resources and services available to students, teachers and administrators.

It is the definition, not the name, that is important: it could be called a library, media center, resource center, information center, instructional materials center, learning resource center or some other name. |
| 11 | **Total Number of Non-Member Institutions Served.** |
| 12 | **Number of Staff Employed by the MLC (FTE).** Report item twelve in FTEs (full time equivalents). To ensure comparable data, 40 hours per week has been set as the measure of full time employees. To compute full time equivalents of employees in any category, take the number of hours worked per week by all employees in that category, and divide it by 40. *For example, if you had three regularly scheduled part time employees who worked a total of 60 hours a week, FTE = 60/40 = 1.5 FTE staff*.  |
| 13 | **Annual Salary of Executive Director.** |

### Part II. Financial

In this section, report actual income received between October 1 and September 30 used for ongoing, day to day operations as defined below. Include federal, state and other grants other than those for major capital expenditures.

**DO NOT** include:

* Income for major capital expenditures, including funds earmarked for both fixed and other major capital outlay.
* Contributions to endowments.
* Funds unspent in the previous year (e.g., carryover).

Report amounts in whole dollars, rounding up or down as necessary. As a general rule, amounts of 49¢ or less are rounded down and amounts of 50¢ or more are rounded up.

Report revenue used for operating expenditures of your organization. (**DO NOT** include revenue for major capital expenditures, contributions to endowments, revenue passed through to another agency or funds unspent in the previous fiscal year.) Report expenditures in whole dollars, rounding up to the next dollar.

| **Item No.** | **Total Operating Revenue (By Source)** |
| --- | --- |
| 14 | **Membership Fees** |
| 15 | **State Government Appropriations/Grants** |
| 16 | **Federal Government Appropriations/Grants** |
| 17 | **Other Sources (e.g., E-Rate Discounts, Endowments/Private Grants, Fees for products/services, contracts or interest)** |
| 18 | **Total Operating Income (Items 14+15+16+17)** |

Report current and recurrent costs necessary to support operations and the provision of services.

| **Item No.** | **Total Operating Expenses** |
| --- | --- |
|  | **Staff Expenditures:** |
| 19 | **Salaries and Wages** |
| 20 | **Employee Benefits** |
| 21 | **Total Staff Expenditures (Items 19+20)** |
| 22 | **Procurement of Products and Services** |
| 23 | **Administrative Support (e.g., Rent or Phone)** |
| 24 | **Other Operating Expenditures (e.g., Restricted Expenditures).** **Do not Include Capital Expenditures.** |
|  | **Total Operating Expenditures (Items 21+22+23+24)** |

### Part III. Continuing Education and Training

In this section, record total Continuing Education and Training statistics for all activities, regardless of the source of funding.

| **Item No.** | **Definition/Instruction** |
| --- | --- |
| 26 | **Online Training*** **Sessions**. For multi-day events, record each day as one session.
* **Attendees**. Record the number of people who actually attended; in this context, synonymous with participants.
* **Registrants**. Record the number of people who registered/intended to take this course.
* **Attendance Rate**. Calculate percentage (attendees / registrants).
 |
| 27 | **Face-to-Face Training*** **Sessions**. For multi-day events, record each day as one session. Include Outreach here.
* **Attendees**. Record the number of people who actually attended; in this context, synonymous with participants.
* **Registrants**. Record the number of people who registered/intended to take this course.
* **Attendance Rate**. Calculate percentage (attendees / registrants).
 |
| 28 | **Total**. Calculate column totals (26 + 27). |

| **Item No.** | **Definition/Instruction** |
| --- | --- |
| 29 | **Self-Paced Learning**For this item, please record statistics for self-paced courses only (e.g. Skillsoft). Do not include recordings. * **Registrants**. Record the number of people who registered to take this course.
* **Topics Viewed**. List the topics of courses for which registrants registered.
* **Times Viewed**. Record the number of times a recording was viewed.
 |
| 30 | **Other Training*** **MLC Recording Views**. Record the number of times a recording that was originally presented by your specific MLC was viewed. Examples include archived webinars, podcasts, etc. This number is likely system generated. If more than one person views a recording at one time (e.g., two people watch a recording together), this still counts as one viewing.
* **FLW Recording Views.** Record the number of times an attendee from your MLC service area registered for a webinar presented by FLW (Florida Library Webinars). An MLC must actively promote the FLW webinar to count the recording views.
* **Items Circulated**. Record the number of items checked out or renewed, regardless of source of funding for purchase. Examples of items circulated include books, DVDs or books on CD.
* **Scholarships (Number of)**. Record the number of scholarships awarded.
* **Scholarships (Cost of)**. Record the total cost of the scholarships awarded.
 |
| 31 | **Other** * **Interest Group Sessions**. Record the number of sessions, whether face-to-face or online. For multi-day events, record each day as one session.
* **Interest Group Sessions Attendees**. Record the number of people who actually attended; in this context, synonymous with participants.
* **Board and Committee Meetings**. Record the number of sessions for board and committee meetings. For multi-day events, record each day as one session.
* **Board and Committee Meetings Attendees**. Record the number of people who actually attended; in this context, synonymous with participants.
* **Membership Meetings**. Record the number of sessions for membership meetings or conferences. For multi-day events, record each day as one session.
* **Membership Meetings Attendees**. Record the number of people who actually attended; in this context, synonymous with participants.
 |

1. Definition developed from the *National Center for Education Statistics*, July 2007, [nces.ed.gov/surveys/libraries/academic.asp](http://nces.ed.gov/surveys/libraries/academic.asp). [↑](#footnote-ref-1)
2. *International Encyclopedia of Information and Library Science*, 2nd ed., London: Routledge, 2003. [↑](#footnote-ref-2)
3. *Characteristics of Schools, Districts, Teachers, Principals, and School Libraries in the United States: 2003-2004 Schools and Staffing Survey*: Appendix D: Glossary of Terms, School Library Media Center, [nces.ed.gov/pubsearch/pubsinfo.asp?pubid=2006313](http://nces.ed.gov/pubsearch/pubsinfo.asp?pubid=2006313). [↑](#footnote-ref-3)
4. Definition developed from the *National Center for Education Statistics*, July 2007, [nces.ed.gov/surveys/libraries/academic.asp](http://nces.ed.gov/surveys/libraries/academic.asp). [↑](#footnote-ref-4)
5. *International Encyclopedia of Information and Library Science* , 2nd ed., London: Routledge, 2003. [↑](#footnote-ref-5)
6. *Characteristics of Schools, Districts, Teachers, Principals, and School Libraries in the United States: 2003-2004 Schools and Staffing Survey*, Appendix D: Glossary of Terms, School Library Media Center, [nces.ed.gov/pubsearch/pubsinfo.asp?pubid=2006313](http://nces.ed.gov/pubsearch/pubsinfo.asp?pubid=2006313). [↑](#footnote-ref-6)