

2008 Maine Public Library Survey

General Information #1.1-1.4

- 1.1 Municipality
- 1.2 Library
- 1.3 Report Period Starting Date (mo/day/yr)
- 1.4 Report Period Ending Date (mo/day/yr)

Part I. Federal Questions - The first part of the report is data for the last completed fiscal year and most of this information will be forwarded to the federal government and used for the Public Library Statistics Report. Please be as accurate and complete as possible.

Facility/Staffing #2.1-2.10

- 2.1 Total number of hours library is open each year:
- 2.2 Estimated space in existing building in square feet
- 2.3 Names of towns other than your legal municipality from which you receive income or from which you have a contract with naming your library as the primary service provider for said town (these will be added to your Legal Service Area Population)

Paid Staff Full Time Equivalent (please report figures in FTE for questions 2.4-2.7)

- 2.4 Total number of paid librarians with an ALA-MLS
- 2.5 Total paid persons holding the title of librarian (included above)
- 2.6 Total all other paid staff (do not include above)
- 2.7 Total paid employees
- 2.8 Number of volunteers
- 2.9 Total number of volunteer hours per week
- 2.10 Total number of ALL Paid Employees (actual # of people, not FTE)

Financial Report #3.1-3.22

Operating Revenue: (Please round amounts to nearest dollar)

- 3.1 MUNICIPAL appropriation (local)
- 3.2 Municipal appropriation from other towns
- 3.3 **Total Local Revenue (3.1 + 3.2)**
- 3.4 State Government Revenue
- 3.5 Federal Government Revenue
- 3.6 Other Operating Revenue (non-resident fees, dividends from endowments, gifts, book sales, etc.)
- 3.7 **TOTAL OPERATING REVENUE (3.3 - 3.6)**
NOTE: will automatically total upon update.

Operating Expenditures (Please round amounts to nearest dollar.)

- 3.8 SALARIES (exclude benefits)
- 3.9 EMPLOYEE BENEFITS
- 3.10 TOTAL STAFF EXPENDITURES
- 3.11 Print Materials Expenditures

- 3.12 Electronic Materials Expenditures
- 3.13 Other Materials Expenditures
- 3.14 TOTAL COLLECTION EXPENDITURES
- 3.15 Other Operating Expenditures
- 3.16 **TOTAL OPERATING EXPENDITURES (3.10 + 3.14 + 3.15)**
NOTE: will automatically total upon update.

Capital

- 3.17 Local Government Capital Revenue
- 3.18 State Government Capital Revenue
- 3.19 Federal Government Capital Revenue
- 3.20 Other Capital Revenue
- 3.21 **Total Capital Revenue**
- 3.22 Capital Expenditures

Services #4.1-4.10

- 4.1 Number of children's programs per year:
- 4.2 Children's program attendance per year:
- 4.3 Number of adult programs per year:
- 4.4 Adult program attendance per year:
- 4.5 Total programs per year:
- 4.6 Total attendance per year:
- 4.7 Total number of library visits per year:
- 4.8 Total number of reference transactions per year:
- 4.9 Total Number of Interlibrary Loans received from other libraries:
- 4.10 Total Number of Interlibrary Loans provided to other libraries:

Collection #5.1-5.13

- 5.1 Number of Adult Book/Serial Volumes:
- 5.2 Number of Children's Book/Serial Volumes:
- 5.3 Total number of Adult & Children's Book/Serial Volumes at end of year:
- 5.4 Number of Electronic Books:
- 5.5 Number of CURRENT Print Serial Subscriptions received:
- 5.6 Number of CURRENT Electronic Serial Subscriptions received:
- 5.7 Number of Audio Materials:
- 5.8 Number of Video Materials:

Licensed Databases

- 5.9 Local
- 5.10 State (state government or state library)
- 5.11 Other cooperative agreements (or consortia) within state or region (NOTE: include MARVEL here)
- 5.12 **Total Licensed Databases (5.9 + 5.10 + 5.11)**
NOTE: will automatically total upon update.
- 5.13 Does the library have a Large Print Book Collection?

Circulation #6.1-6.3

- 6.1 Total Children's Circulation
- 6.2 Total Circulation:
- 6.3 Lending Period (in weeks):

Registered Patrons #7.1-7.2

- 7.1 Total registered patrons:
- 7.2 Non-resident fee:

Electronic Technology #8.1-8.3

- 8.1 How many computers does the library have?
- 8.2 Number of Internet Computers Used by General Public
- 8.3 Number of Users of Internet Computers Per Year (IN HOUSE ONLY)

Directory Information #9.1-9.16

Part II. State Questions - The second half of the report is mostly for directory information and salary information. Please report the most current information you have for this part of the report.

- 9.1 Mailing Address
- 9.2 Town
- 9.3 State
- 9.4 Zip
- 9.5 Zip extension
- 9.6 Location (street) Address
- 9.7 Location Town
- 9.8 Telephone
- 9.9 Fax
- 9.10 Email Address
- 9.11 Web Site
- 9.12 ILL E-mail address:
- 9.13 ILL Fax number:
- 9.14 Total Number of Hours Library is Open per Week:
- 9.15 Library Hours (specific hours for each day - Mon: 9-12, 4-6):
- 9.16 Summer Hours (if different):

Personnel #10.1-10.8

- 10.1 Library Director (first name)
- 10.2 Library Director (last Name)
- 10.3 Director's Home Phone (optional)
- 10.4 Assistant Director

- 10.5 Reference Librarian
- 10.6 Interlibrary Loan Contact
- 10.7 Children's Librarian
- 10.8 Technology Coordinator

Trustees and Friends #11.1-11.19

- 11.1 Trustee Chair/President:
- 11.2 Address
- 11.3 Town
- 11.4 State
- 11.5 Zip + 4
- 11.6 Total Number of Trustees
- 11.7 Length of Term (in years)
- 11.8 Number of meetings per year
- 11.9 How are Trustees chosen (appointed/elected/other/none)
- 11.10 Trustees are (policy/advisory/both/none)
- 11.11 Is library a:
- 11.12 Does your library have an active Friends group?
- 11.13 Friends Chair/President:
- 11.14 Address
- 11.15 Town
- 11.16 State
- 11.17 Zip +4
- 11.18 Number of current members
- 11.1 Does your library have 501 c 3 status?

Policy/Construction/Access #12.1-12.17

Does the library have a:

- 12.1 Written Mission Statement?
- 12.2 Written Long Range Plan?
- 12.3 Written Disaster Policy?
- 12.4 Written Personnel Policy?
- 12.5 Written Job Description(s)?
- 12.6 Written technology plan?
- 12.7 Written collection development policy?
- 12.8 Is building accessible to handicapped?
- 12.9 Is renovation/addition currently underway?
- 12.10 Is renovation/addition planned?
- 12.11 Year of planned renovation/addition?
- 12.12 Do one or more staff members subscribe to MELIBS?
- 12.13 Does library have an automated system?
- 12.14 Software used (please specify):

- 12.15 Does your library have an internet connection through MSLN?
- 12.16 If not, name of other internet service provider. Please respond n/a if provider is MSLN.
- 12.17 Does your library have wireless internet capabilities? (Yes/No)

Employee Benefits #13.1-13.10

Director:

- 13.1 Length of paid vacation (in days):
- 13.2 Length of paid sick leave (in days):
- 13.3 Other paid benefits: Health Insurance?
- 13.4 Other paid benefits: Retirement?
- 13.5 Other paid benefits: Life Insurance?

Other Staff:

- 13.6 Length of paid vacation (in days):
- 13.7 Length of paid sick leave (in days):
- 13.8 Other paid benefits: Health Insurance?
- 13.9 Other paid benefits: Retirement?
- 13.10 Other paid benefits: Life Insurance?

Employee Salaries #14.1-14.27

Library Director

- 14.1 Annual Current
- 14.2 Rate per Hour
- 14.3 MLS Degree (Yes/No)

Assistant Director

- 14.4 Annual Current
- 14.5 Rate per Hour
- 14.6 MLS Degree (Yes/No)

Cataloger

- 14.7 Annual Current
- 14.8 Rate per Hour
- 14.9 MLS Degree (Yes/No)

Youth Services Librarian

- 14.10 Annual Current
- 14.11 Rate per Hour
- 14.12 MLS Degree (Yes/No)

Young Adult Librarian

- 14.13 Annual Current
- 14.14 Rate per Hour
- 14.15 MLS Degree (Yes/No)

Reference Librarian

- 14.16 Annual Current
- 14.17 Rate per Hour

14.18 MLS Degree (Yes/No)

Circulation Librarian

14.19 Annual Current

14.20 Rate per Hour

14.21 MLS Degree (Yes/No)

14.22 Other

14.23 Annual Current

14.24 Rate per Hour

14.25 Other

14.26 Annual Current

14.27 Rate per Hour

Contact Information #15.1-15.4

15.1 Name of person completing report:

15.2 Title:

15.3 Email:

15.4 Phone