

December 2010

Dear Librarian:

*April 1, 2011* is the **deadline** for completion and submission of the Annual Report.

Please fill out all sections of the report as accurately and completely as possible.

**Remember:**

- **All questions** on the report must be supplied with an answer or the report will not be accepted.
- It is important to read the **data definitions** below. These definitions will help you in determining what information is being asked for, how to answer accurately, and ensure all libraries are interpreting these questions the same way.
- **Use “N/A”** only if a question is not applicable. “Not applicable” means that you do not collect the data or do not have access to it.
- **Report “0”** when the data is normally counted but there was no activity to report for that data element. For example, adult programs are normally counted but last year there were no adult programs.
- You must supply **notes to any edit checks** you receive before you can submit your report. (See the online instructions for complete details on how to do this.)
- The report is not recognized as being complete until it is **actually submitted**. Click the Status tab (top survey navigation bar) then click the “Submit Survey” tab to locate the submit button.

It is imperative that all public libraries submit an annual report. Information you submit is a valuable tool in accessing the strengths and weaknesses in the library community. Your library's data is also included in the Public Library Survey at the national level. These reports are used to support legislative and/or funding requests at the local, state, and national levels.

We invite your suggestions as to what additional information would be useful to you.

Thank you for your cooperation. Please call me if you need any assistance. I can be reached at 1-800-427-8336 ext. 116 or 947-8336 ext. 116 or by email [jennym@bpl.lib.me.us](mailto:jennym@bpl.lib.me.us)

Sincerely,

Jenny Melvin, State Data Coordinator for the PLSC

**DEADLINE: April 1, 2011**

## **Data Definitions**

### **1.11 Location (Street) Address**

Please give the CORRECT physical address of your library so that we can correctly map it, including an accurate street number. Otherwise your library may end up being located in the ocean or the town transfer station.

### **1.21 Total Number of Weeks the Library is Open (actual weeks; collected and reported out at the outlet level)**

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, branches, bookmobiles, and books-by-mail only. Minor variations in public service hours need not be included. 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.

### **1.22 Total scheduled public service hours library is open per YEAR (reported at the OUTLET level)**

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, branches, bookmobiles, and books-by-mail only. 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.

**1.23 Total scheduled public service hours for ALL service outlets per year.** This is the sum of annual public service hours for outlets.

Note: Include the hours open for public service for centrals, branches, bookmobiles, and books-by-mail only. Minor variations in scheduled public service hours need not be included, however, extensive hours closed to the public due to natural disasters or other events should be excluded even if the staff is scheduled to work.

### **2.1 Estimated Space in Existing Building in Square Feet.**

Provide the area, in square feet, of the public library. This is the area on all floors enclosed by the outer walls of the library. Include all areas occupied by the library, 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.

### **Paid Staff (Full Time Equivalent)**

Paid Staff Full Time Equivalent (please report figures in FTE for questions 2.2-2.5)

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

### **2.2 Total Number of paid librarians with an ALA - MLS**

Librarians with master's degrees from programs of library and information studies credited by the American Library Association.

### **2.3 Total paid persons holding the title of librarian**

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.

#### **2.4 Total All Other Paid Staff**

This includes all other FTE employees paid from the reporting unit budget, including plant operations, security, and maintenance staff.

#### **2.5 Total Paid Employees**

This is the sum of total librarians and all other paid staff.

### **OPERATING REVENUE**

Operating revenue and expenditures are funds and costs necessary to support the provision of library services. Capital revenue and expenditures are not part of the "regular" library budget or day-to-day operating costs to run the library. Be sure to check related definitions in this section for detailed explanations and examples.

#### **3.1 Municipal Appropriation (local)**

This includes all tax and non-tax receipts 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, fines, or fees.

#### **3.3 Total Local Revenue**

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.

#### **3.4 State Government Revenue**

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).

#### **3.5 Federal Government Revenue**

This includes all federal government funds distributed to public libraries for expenditure by the public libraries, including federal money distributed by the state. If you receive a reimbursement check for E-rate discounts on your telephone bill, report the amount here. This would be the amount reported on Form 472 (BEAR). All other E-rate discounts are NOT reported.

#### **3.6 Other Operating Revenue**

This is all operating revenue other than that reported under local, state, and federal. Include, for example, monetary gifts and donations received in the current year, interest, library fines, fees for library services, or grants. Do not include the value of any contributed or in-kind services or the value of any non-monetary gifts and donations.

### **3.7 Total Operating Revenue**

This is the sum of local government revenue, state government revenue, federal government revenue, and other operating revenue.

## **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.

### **3.8 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.

### **3.9 Employee Benefits**

**(NOTE: PLEASE READ and be sure you do not receive ANY benefits including SOCIAL SECURITY OR WORKER'S COMP. before you report "0" benefits.)**

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.

### **3.10 Total Staff Expenditures**

This is the sum of salaries and wages and employee benefits.

### **3.11 Print Materials Expenditures**

Report all operating expenditures for the following print materials: books, serial back files, current serial subscriptions, government documents, and any other print acquisitions.

### **3.12 Electronic Materials Expenditures**

Report all operating expenditures for electronic (digital) materials. Types of electronic materials include e-books, e-serials (including journals), government documents, databases (including locally mounted, full text or not), electronic files, reference tools, scores, maps, or pictures in electronic or digital format, including materials digitized by the library. Electronic materials can be distributed on magnetic tape, diskettes, computer software, CD-ROM, or other portable digital carrier, and can be accessed via a computer, via access to the Internet, or by using an e-book reader. Include expenditures for materials held

locally and for remote materials for which permanent or temporary access rights have been acquired. Include expenditures for database licenses. [Note: Based on ISO 2789 definition.] Note: Expenditures for computer software used to support library operations or to link to external networks, including the Internet, are reported under Other Operating Expenditures.

### **3.13 Other Materials Expenditures**

Report all operating expenditures for other materials, such as microform, audio, video, DVD, and materials in new forms.

### **3.14 Total Collection Expenditures**

This is the sum of all expenditures for print materials, electronic materials, and other materials. Collections include all operating expenditures from the library budget for 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.

### **3.15 Other Operating Expenditures**

This includes all expenditures other than those for staff and collection. 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.

### **3.16 Total Operating Expenditures**

This is the sum of total staff expenditures, total collection expenditures, and other operating expenditures.

## **CAPITAL**

Capital is separate from regular operating revenue and expenditures of the library. These are revenues and/or expenditures not part of the "regular" library budget or day-to-day operating costs to run the library. Report all revenue to be used for major capital expenditures, by source of revenue. Include funds received for (a) site acquisition; (b) new buildings; (c) additions to or renovation of library buildings; (d) furnishings, equipment, and initial collections (print, non-print, and electronic) for new buildings, building additions, or building renovations; (e) computer hardware and software used to support library operations, to link to networks, or to run information products; (f) new vehicles; and (g) other one-time major projects. Exclude revenue to be used for replacement and repair of existing furnishings and equipment, regular purchase of library materials, and investments for capital appreciation. Exclude income passed through to another agency (e.g., fines), or funds unspent in the previous fiscal year (e.g., carryover). Funds transferred from one public library to another public library should be reported by only one of the public libraries.

### **3.17 Local Government Capital Revenue**

Report all governmental funds designated by the community, district, or region and available to the public library for the purpose of major capital expenditures, except for state and/or federal money distributed by the local government.

### **3.18 State Government Capital Revenue**

Report all funds distributed to public libraries by state government for expenditure by the public libraries for the purpose of major capital expenditures, except for federal money distributed by the state.

### **3.19 Federal Government Capital Revenue**

Report federal governmental funds, including federal funds distributed by the state or locality, and grants and aid received by the library for the purpose of major capital expenditures.

### **3.20 Other Capital Revenue**

Report private (non-governmental funds), including grants received by the library for the purpose of major capital expenditures.

### **3.21 Total Capital Revenue**

This is the sum of Local Government Capital Revenue, State Government Capital Revenue, Federal Government Capital Revenue, and Other Capital Revenue. Note: The amounts reported for Total Capital Revenue and Total Capital Expenditures are not expected to be equal.

### **3.22 Capital Expenditures**

Report major capital expenditures (the acquisition of or additions to fixed assets). Examples include expenditures for (a) site acquisitions; (b) new buildings; (c) additions to or renovation of library buildings; (d) furnishings, equipment, and initial book stock for new buildings, building additions, or building renovations; (e) library automation systems; (f) new vehicles; and (g) other onetime 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.

### **4.1 Number of children's programs per year**

**(NOTE: for programs, count the actual number of occurrences the program is held (i.e. 1 program each week would equal 52 programs per year even if it is the same program)**

A children's program is any planned event for which the primary audience is children and which introduces the group of children attending to any of the broad range of library services or activities for children or which directly provides information to participants. Children's programs may cover use of the library, library services, or library tours. Children's programs may also provide cultural, recreational, or educational information, often designed to meet a specific social need. Examples of these types of programs include story hours and summer reading events. Count all children's programs, whether held on- or off-site, that are sponsored or co-sponsored by the library. Do not include children's programs sponsored by other groups that use library facilities. If children's programs are offered as a series, count each program in the series. For example, a story hour offered once a week, 48 weeks a year should be counted as 48 programs. Exclude library activities for children delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, homework assistance, and mentoring activities. **Note: Children's age is defined as 11 years and under. [The National Center for Education Statistics \(NCES\): Children and Young Adults Defined \[Services and Resources for Children and Young Adults in Public Libraries, August 1995, NCES 95357\]](#)**

### **4.2 Children's program attendance per year**

**(NOTE: attendance would be the same as programs – count the total for the entire year even if the same number attend the same program each time.)**

The count of the audience at all programs for which the primary audience is children 11 years and under. Include adults who attend programs intended primarily for children. Note: Do not count attendance at library activities for children that are delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, homework assistance, and mentoring activities.

#### **4.3 Number of young adult programs per year**

A young adult program is any planned event for which the primary audience is young adult and which introduces the group of young adults attending to any of the broad range of library services or activities for young adults or which directly provides information to participants. Young adult programs may cover use of the library, library services, or library tours. Young adult programs may also provide cultural, recreational, or educational information, often designed to meet a specific social need. Examples of these types of programs include book clubs and summer reading events.

Count all young adult programs, whether held on- or off-site, that are sponsored or co-sponsored by the library. Do not include young adult programs sponsored by other groups that use library facilities. If young adult programs are offered as a series, count each program in the series. For example, a book club offered every two weeks, 24 weeks a year should be counted as 24 programs. Exclude library activities for young adults delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, homework assistance, and mentoring activities. This figure is a subset of the Total Number of Library Programs (data element #600).

Note: Young Adult age is defined as 12 through 18 year olds. Click on the following links to view information:

The [Young Adult Library Services Association](#) (YALSA) defines young adults as age 12 through 18 years old.

#### **4.4 Young adult program attendance per year**

The count of the audience at all programs for which the primary audience is young adults 12 through 18 years and includes 18 year olds. Include adults\* who attend programs intended primarily for young adults.

*Note: Do not count attendance at library activities for young adults that are delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, homework assistance, and mentoring activities.*

\*Please count all patrons that attend the young adult program regardless of age.

#### **4.5 Total programs per year**

A program is any planned event which introduces the group attending to any of the broad range of library services or activities or which directly provides information to participants. Programs may cover use of the library, library services, or library tours. Programs may also provide cultural, recreational, or educational information, often designed to meet a specific social need. Examples of these types of programs include film showings; lectures; story hours; literacy, English as a second language, and citizenship classes; and book discussions. Count all programs, whether held on- or off-site, that are sponsored or co-sponsored by the library. Exclude programs sponsored by other groups that use library facilities. If programs are offered as a series, count each program in the series. For example, a film series offered once a week for eight weeks should be counted as eight programs. Note: Exclude library activities delivered on a one-to-one basis,

rather than to a group, such as one-to-one literacy tutoring, services to homebound, resume writing assistance, homework assistance, and mentoring activities.

This figure does not include adult programs. IMLS only wants the total for children's and young adult programs.

#### **4.6 Total attendance per year**

This is a total count of the audience at all library programs during the reporting period. This figure does not include adult program attendance. IMLS only wants the total for children's and young adult program attendance.

#### **4.9 Total Number of Patron Visits Per Year**

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).

#### **4.10 Total Reference Transactions Per Year**

A reference transaction is an information contact, which involves the knowledge, use, recommendations, interpretation, or instruction in the use of one or more information sources by a member of the library staff. It includes information and referral services. Information sources include printed and non-printed materials, machine-readable databases, catalogs and other holdings records, and, through communication or referral, other libraries and institutions and people inside and outside the library. The request may come in person, by phone, by fax, mail, electronic mail, or through live or networked electronic reference service from an adult, a young adult, or a child. Do not count directional transactions or questions of rules or policies. Examples of directional transactions are "Where are the children's books?" and "I'm looking for a book with the call number 811.2G." An example of a question of rules or policies is "Are you open until 9:00 tonight?" Note: If an annual count of reference transactions is unavailable, determine an annual estimate by counting reference transactions during a typical week in October and multiply 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, 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. Include seven consecutive calendar days, from Sunday through Saturday (or whenever the library is usually open).

#### **4.11 Total Number of Interlibrary Loans ( ILL ) received from other libraries**

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. These data are reported as annual figures.

#### **4.12 Total Number of Interlibrary Loans ( ILL ) provided to other libraries**

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. These data are reported as annual figures.

#### **Collection**

This section of the survey collects data on selected types of materials. It does not cover all materials. Under this category report only items the library has acquired as part of the collection and catalogued, whether purchased, leased, licensed, or donated as gifts.

**5.1, 5.2, 5.3 Number of Book/Serial Volumes** (for Maine purposes we break this down into Adult, Young Adult and Children)

Report a single figure that includes BOTH of the following:

**Number of Book Volumes (in print)**

Books are non-serial printed publications (including music and maps) that are bound in hard or soft covers, or in loose-leaf format. 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.

**Number of Serial Volumes (back files in print)**

Serials are publications issued in successive parts, usually at regular intervals, which are intended to be continued indefinitely. Serials include periodicals (magazines); newspapers; annuals (reports, yearbooks, etc.); journals, memoirs, proceedings, and transactions of societies; and numbered monographic series. Government documents and reference tools are often issued as serials. Except for the current volume, count unbound serials as a volume when the library has at least half of the issues in a publisher's volume. Report the number of physical units, including duplicates. For smaller libraries, if volume data are not available, count the number of titles. Serials packaged together as a unit (e.g., a 2-volume serial monograph) and checked out as a unit are counted as one physical unit.

**5.5 Number of Current Print Serial Subscriptions Received**

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

**5.7 Total Number of Electronic Books (Local and Remote Collection)**

E-books are digital documents (including those digitized by the library), licensed or not, where searchable text is prevalent, and which can be seen in analogy to a printed book (monograph). Include non-serial government documents. E-books are loaned to users on portable devices (e-book readers) or by transmitting the contents to the user's personal computer for a limited time. Include e-books held locally and remote e-books for which permanent or temporary access rights have been acquired. Report the number of physical or electronic units, including duplicates, for all outlets. For smaller libraries, if volume data are not available, the number of titles may be counted. E-books packaged together as a unit (e.g. multiple titles on a single e-book reader) and checked out as a unit are counted as one unit.

**5.8a Number of Audio Materials –Physical Units**

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 physical units, including duplicates. Items packaged together as a unit (e.g., two audiocassettes for one recorded book) and checked out as a unit is counted as one physical unit.

#### **5.8b Number of Audio Materials –Downloadable Titles**

These are downloadable electronic files on which sounds (only) are stored (recorded) and that can be reproduced (played back) electronically.

Report the number of titles. Report only items the library has selected as part of the collection and made accessible through the library's Online Public Access Catalog (OPAC) or through a physical library catalog. **NOTE: Maine InfoNet offers libraries the opportunity to provide their patrons access to 1650 downloadable audio books through OverDrive for an annual membership fee. If you are a member you will need to add this number to the total.**

#### **5.9a Number of Video Materials-Physical Units**

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 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 video cassettes for one movie) and checked out as a unit is counted as one physical unit.

#### **5.9b Number of Video Materials – Downloadable Titles**

These are downloadable electronic files on which moving pictures are recorded, with or without sound. Electronic playback reproduces pictures, with or without sound, using a television receiver, computer monitor or video-enabled mobile device.

Report the number of titles. Report only items the library has selected as part of the collection and made accessible through the library's Online Public Access Catalog (OPAC) or through a physical library catalog.

#### **Licensed Databases**

Report the number of databases (including locally mounted or remote, full-text or not) for which temporary or permanent access rights have been acquired through payment by the library, or by formal agreement with the State Library or a cooperative agreement within the state or region. A database is a collection of electronically stored data or unit records (facts, bibliographic data, abstracts, texts) with a common user interface and software for the retrieval and manipulation of the data. Note: The data or records are usually collected with a particular intent and relate to a defined topic. A database may be issued on CD-ROM, diskette, or other direct access method, or as a computer file accessed via dial-up methods or via the Internet. Subscriptions to individual electronic serial titles are reported under Current Electronic Serial Subscriptions. Each database is counted individually even if access to several databases is supported through the same vendor interface. **NOTE: MARVEL is counted under Other Cooperative Agreements and each database is now counted within MARVEL. Currently that number is 68. Any library, which has public access to the Internet, should be counting MARVEL databases.**

#### **6.1 Total Children's Circulation**

The total annual circulation of all children's materials in all formats to all users. It includes renewals. Children are persons age 11 and younger.

#### **6.4 Total Circulation**

The total annual circulation of all library materials of all types, including renewals. Note: Count all 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.**

#### **7.1 Total Registered Patrons**

A registered borrower 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 and gain access to other library resources. Note: Files should have been purged within the past three years.

#### **8.2 Number of Internet Computers Used by General Public**

Report the number of Internet computers (personal computers (PCs) and laptops), whether purchased, leased or donated, used by the general public in the library.

#### **8.3 Number of Users of Internet Computers Per Year**

Report the number of individuals that have used the 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 users 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 users. Note: The number of users may be counted manually, using registration logs. Count each user that uses public Internet computers, regardless of the amount of time spent on the computer. A user who uses the library's public Internet computer(s) three times a year would count as three customers. Software such as "Historian" can also be used to track the number of users at each public computer. If the data element is collected as a weekly figure, multiply that figure by 52 to annualize it.