**2010 Maine Public Library Survey**

**Section 1: Identification #1.1-1.24**

Please answer the entire survey only as it relates to the library listed in question 1.1. Please read the full definitions carefully before you start. Click on the number next to the data element to see the full definition.

1.1 Library **\*Prefill**

1.2a Municipality **\*Prefill**

1.2b County **\*Prefill**

1.3 Legal Service Area (Leave blank – to be filled in by the State Data Coordinator) **\*Lock this field**

1.4 Report Period Starting Date **(mm/dd/yy)** **\*Do Not Prefill**

1.5 Report Period Ending Date **(mm/dd/yy/)** **\*Do Not Prefill**

**\***Is it possible to force the date to appear this format ex. 01/01/10 for **1.4** and **1.5**?

1.6 Mailing Address **\*Prefill**

1.7 Town **\*Prefill**

1.8 State **\*Prefill**

1.9 Mailing **A**ddress **Z**ip **C**ode **\*Prefill**

1.10 Zip **E**xtension **\*Prefill**

1.11 Location (street) Address **\*Prefill**

1.12 Location Town **\*Prefill**

1.13 Location Zip **\*Prefill**

1.14 Telephone **\*Prefill**

1.15 Fax **\*Prefill**

1.16 Library Email Address **(put N/A if none) \*Prefill**

1.17 Website **Address** **(put N/A if none)** **\*Prefill**

1.18 ILL **E**mail **A**ddress **(put N/A if none) \*Prefill**

1.19 ILL Fax **N**umber **(put N/A if none) \*Prefill**

**Please answer reporting year (FY10) for 1.20-1.24.**

1.20**a** Total number of hours library open per WEEK: **Summer**

**1.20b Total number of hours library open per WEEK: Winter**

**1.21 Total number of WEEKS library open per year (reported at the OUTLET level) \*(FSCS #714)**

**1.22 Total scheduled public service hours library open per YEAR (reported at the OUTLET level) \*(FSCS #713)**

**1.23 Total scheduled public service hours for ALL service outlets per YEAR (i.e., central library, branches, and bookmobiles) Note: This number will be the same as 1.22 for all libraries except South Portland and Portland. \*(FSCS #500)**

1.24Is your library a member of one of the three districts that comprise the Maine Regional Library System?

**\*Delete the word “Member” from the three choices on the drop down menu for 1.24**

**Section 2: Facility/Staffing #2.1-2.7**

2.1 Estimated space in existing building in square feet **(Do not put N/A. See instructions or call your town office or city hall for assistance.) \*Prefill**

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

2.3 Total paid persons holding the title of librarian (please include 2.2)

2.4 Total all other paid staff (do NOT include 2.2 and 2.3)

2.5 Total paid employees (2.3 + 2.4) NOTE: will automatically total upon save.

2.6 Total number of ALL **p**aid **e**mployees (actual # of people, not FTE)

2.7 Is the library an all-volunteer library? **\*Prefill**

**\*Is it possible to add an edit check to 2.7 that reads: “If 2.5 is greater than zero then 2.7 cannot be Yes.”…or something to that effect?**

**Section 3: Financial Reporting #3.1-3.22**

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.

**Operating Revenue (Please round amounts to nearest dollar**.**)**

3.1 Municipal **A**ppropriation (local)

**Names of towns other than your legal municipality from which you receive MUNICIPAL income or from which you have a contract with naming your library as the primary service provider for said town. You MUST list each town and the income separately by clicking on the “Add Town” button below 3.2c.**

3.2a Town **(use N/A if none)**

3.2b Income **(use N/A if none) \*Will the auto total (3.3) work if they put N/A instead of 0 here?**

3.2c Contract **\*drop down menu with choices: Yes, No, N/A**

**\*This section to remain same as last year with button to add/remove additional towns.**

3.3 Total Local Revenue (3.1 + 3.2b) Note: will automatically total upon save.

3.4 State Government Revenue

3.5 Federal Government Revenue

(If you receive a reimbursement check for E-rate discounts on your telephone bill, report that 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 (non-resident fees, dividends from endowments, gifts, book sales etc.)

3.7 Total Operating Revenue **(3.3 + 3.4 + 3.5 + 3.6)** Note: will automatically total upon save.

**Operating Expenditures (Please round amounts to nearest dollar.)**

3.8 Salaries (exclude benefits)

3.9 Employee **B**enefits (Include social security, medicare, retirement, workers compensation, etc.)

3.10 Total Staff Expenditures (3.8 + 3.9) Note: will automatically total upon save.

3.11 Print Materials Expenditures

3.12 Electronic Materials Expenditures

3.13 Other Materials Expenditures (DVD, audio, microfilm, etc.)

3.14 Total Collection Expenditures (3.11 + 3.12 + 3.13) Note: will automatically total upon save.

3.15 Other Operating Expenditures (supplies, computer equipment, photocopiers, etc.)

3.16 Total Operating Expenditures (3.10 + 3.14 + 3.15) Note: will automatically total upon save.

**Capital Revenue**

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 (3.17 + 3.18 + 3.19 + 3.20) Note: will automatically total upon save.

**Capital Expenditures**

3.22 Capital Expenditures

**Section 4: Services #4.1-4.12 Note: The figures for 4.5 and 4.6 do not include adult programs and attendance. IMLS only wants the total for children’s and young adult programs and attendance.**

4.1 Number of children’s programs per year

4.2 Children’s program attendance per year

4.3 Number of young adult programs per year

4.4 Young adult program attendance per year

4.**5** Total programs per year **(4.1 + 4.3)** Note: will automatically total upon save.

4.**6** Total attendance per year **(4.2 + 4.4)** Note: will automatically total upon save.

4.**7** Number of adult programs per year

4.**8** Adult program attendance per year

4.9 Total number of patron visits per year

4.10 Total number of reference transactions per year

4.11 Total **n**umber of interlibrary loans (ILL) received from other libraries

4.12 Total **n**umber of interlibrary loans (ILL) provided to other libraries

**Section 5: Collection #5.1-5.13**

5.1 Number of Adult Books/Serial Volumes

5.2 Number of Children’s Books/Serial Volumes

5.3 Number of Young Adult Books/Serial Volumes

5.4 Total Number of Adult, Young Adult & Children’s Books/Serial Volumes at end of year (5.1 + 5.2 + 5.3) Note: will automatically total upon save.

**5.5** Number of CURRENT Print Serial Subscriptions **R**eceived **(new FSCS # 460)**

**\*DELETED FSCS #459 Current Electronic Serial Subscriptions from survey**

**5.6** Does the library have a large print book collection? **\*Yes/No drop down menu here. \*Prefill**

**5.7** Total Number of Electronic Books (Local **and Remote** Collection) **(FSCS #451)**

**5.8a Number of Audio Materials – Physical Units (new FSCS #452)**

**5.8b Number of Audio Materials – Downloadable Titles (FSCS #453)**

**Note: If you are a member of the Maine InfoNet Downloadable Audio Library please add 1650 to your count.**

**5.9a** **Number of Video Materials – Physical Units (new FSCS #454)**

**5.9b Number of Video Materials – Downloadable Titles (FSCS #455)**

**Licensed Databases**

**5.10** Local **(new FSCS #456)**

**5.11** State (state government or state library) **\*Prefill with 0 (new FSCS #457)**

**5.12** Other cooperative agreements (or consortia) within state or region (Note: include MARVEL here) **\*Prefill with 68 (new FSCS #458)**

**5.13** Total Licensed Databases **(5.10 + 5.11 + 5.12)** Note: will automatically total upon save. **(new FSCS #459)**

**Section 6: Circulation #6.1-6.5**

6.1 Total Children’s Circulation

**6.2 Total Young Adult Circulation**

**6.3 Total Adult Circulation**

**6.4** Total Circulation **(6.1 + 6.2 + 6.3)** Note: will automatically total upon save. **(FSCS #550) \*Make auto total**

**6.5** Lending Period (in weeks) **\*Prefill**

**Section 7: Registered Patrons #7.1-7.3**

7.1 Total **R**egistered **P**atrons

7.2 Total **N**umber of **N**on-resident **P**atrons

7.3 Non-resident **F**ee **\*Prefill**

**Section 8: Electronic Technology #8.1-8.9**

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)

8.4 Does the library have an automated circulation system? **\*same drop down menu as last year**

8.5 Software used (choose one) **\*similar drop down menu as last year EXCEPT remove Follett, Library World Gold, Microsoft and keep all others.**

8.6 Does your library have an internet connection through MSLN? **\*same drop down menu as last year**

8.7 **If not, internet service provider used (choose one)**

**\*insert drop down menu with following options: N/A, Aroostook Internet, Comcast, FairPoint, GWI, Megalink, MetroCast, Midcoast Internet Solutions, Mid-Maine Communications, Oxford Networks, Time Warner/Road Runner, Tidewater, Unitel, Other**

8.8 Does your library have wireless internet capabilities? **\*same drop down menu as last year**

8.9 What software does the library have? Please check all that apply:

**\*same drop down as last year except remove “MS” from all lines of drop down menu and change last menu option “Adobe Reader” to “PDF Reader (like the Adobe free reader)**

**Section 9: Personnel #9.1-9.4**

For the remainder of the survey (Sections 9-1**4**) please report the MOST CURRENT information you have. Example: For question 9.1 Library Director you would put the person who is the current Library Director on the date you are filling out this report even if the Library Director for the reporting year was different.

9.1 Library Director (first name)

9.2 Library Director (last name)

9.3 Director’s Home Phone (optional)

9.4 Director’s Email

**Section 10: Trustees and Friends #10.1-10.20** \*all drop downs in this section remain the same

10.1 Trustee Chair/President

10.2 Email Address

10.3 Mailing Address

10.4 Town

10.5 State **\*Prefill with ME**

10.6 Zip

10.7 Total Number of Trustees **\*Prefill**

10.8 Length of Term (in years) **\*Prefill**

10.9 Number of **M**eetings **P**er **Y**ear **\*Prefill**

10.10 How are Trustees chosen**? \*Prefill**

10.11 Trustees are **\*Prefill**

10.12 Is **the** library a: **\*Prefill**

10.13 Does your library have an active Friends group? **\*Prefill**

10.14 Friends Chair/President

10.15 Email Address

10.16 Mailing Address

10.17 Town

10.18 State **\*Prefill with ME**

10.19 Zip

10.20 Does your library have 501c3 status? **\*Prefill**

**Section 11: Policy/Construction/Access #11.1-11.17**

**Does the library have a:**

11.1 Written Mission Statement?

11.2 Written Long Range Plan?

11.3 Written Disaster Policy?

11.4 Written Personnel Policy?

11.5 Written Job Description(s)?

11.6 Written **C**ollection **D**evelopment **P**olicy?

11.7 Written Internet **S**afety **P**olicy?

11.8 Written **A**cceptable **C**omputer **U**se **P**olicy?

**11.9 Written Meeting Room Policy? \*add Yes/No drop down menu**

**11.10** Is **the** building accessible to handicapped?

**11.11 Is a renovation/addition/new building being planned? \*Yes/No drop down menu**

**11.12 Is a renovation/addition/new building currently underway? \*Yes/No drop down menu**

**11.13** Year of planned or current renovation/addition**/new building?**

**11.14** Do one or more staff members subscribe to MELIBS?

**11.15** Does the library director subscribe to MEINFO?

**11.16** Does your library participate in the van delivery service for Interlibrary Loan?

**11.17 Does your library have a meeting room available for public use? \*Yes/No drop down menu**

**Section 12: Employee Benefits #12.1-12.12** \*all drop downs in this section remain the same

**Director:**

12.1 Length of paid vacation (in days)

12.2 Length of paid sick leave (in days)

12.3 Other paid benefits: Health Insurance?

**12.4 Other paid benefits: Dental Insurance? \*same drop down menu as 12.3**

**12.5** Other paid benefits: Retirement?

**12.6** Other paid benefits: Life Insurance?

**Other Paid Staff:**

12.7 Paid vacation?

12.8 Paid sick leave?

12.9 Other paid benefits: Health Insurance?

**12.10 Other paid benefits: Dental Insurance? \*same drop down menu as 12.9**

**12.11** Other paid benefits: Retirement?

**12.12** Other paid benefits: Life Insurance?

**Section 13: Employee Salaries #13.1-13.4**

If you are a one-person library, put your information only under Director. **If you are an all volunteer library put “0” for Annual/Current Salary and Rate per Hour.**

**\*\*\*This section (13.1-13.4) we would like to have similar to 3.2a-3.2c with the option after 13.4 to “Remove Position” and “Add Position”**

**13.1 Position (choose one)**

**\*insert drop down menu with following options: Library Director, Assistant Director, Cataloger, Children’s Librarian, Young Adult Librarian, Circulation, Interlibrary Loan, Library Assistant/Clerk, Reference Librarian, Technology Coordinator, Other**

**13.2 Annual Current Salary**

**13.3** MLS Degree **\*insert drop down menu with following options: Yes/No/N/A**

**13.4** Full or Part Time **\*insert drop down menu with following options: Full-Time/Part-Time/N/A**

**Section 14: Contact Information #14.1-14.4**

**It is important to include an email address AND phone number in case we have questions concerning your report. Email will be used first.**

**14.1 First and last name of person completing the report**

**14.2** Title

**14.3** Email

**14.4** Phone

**Section 15: Complete and Submit**

Complete your survey by going to the STATUS tab. Look at and clear any Edit Checks and Unanswered Questions. Then, click the SUBMIT SURVEY tab (last tab under Status). You may need to scroll down and over to the right to see the Submit Survey button.

You will get a message saying that your survey has been successfully submitted. Your survey will now be locked. If you need to make changes to the data entered, you will need to contact Jenny Melvin at [jennym@bpl.lib.me.us](mailto:jennym@bpl.lib.me.us).

Be sure to print a copy of your report and annotations.

**\*The wording in the above section should appear in red.**