

2010 Maine Public Library Survey

Section 1: Identification #1.1-1.24

Please answer this 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 _____
- 1.2a Municipality _____
- 1.2b County _____
- 1.3 Legal Service Area (Leave blank - to be filled in by the State Data Coordinator) _____
- 1.4 Report Period Starting Date (mm/dd/yy) _____
- 1.5 Report Period Ending Date (mm/dd/yy) _____
- 1.6 Mailing Address _____
- 1.7 Town _____
- 1.8 State _____
- 1.9 Mailing Address Zip Code _____
- 1.10 Zip Extension _____
- 1.11 Location (street) Address _____
- 1.12 Location Town _____
- 1.13 Location Zip _____
- 1.14 Telephone _____
- 1.15 Fax _____
- 1.16 Library Email Address (put N/A if none) _____
- 1.17 Website Address (put N/A if none) _____
- 1.18 ILL Email Address (put N/A if none) _____
- 1.19 ILL Fax Number (put N/A if none) _____

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

- 1.20a Total number of hours library is 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) _____
- 1.22 Total scheduled public service hours library open per YEAR (reported at the OUTLET level) _____
- 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. _____
- 1.24 Is your library a member of one of the three districts that comprise the Maine Regional Library System? _____

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.) _____

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 paid employees (actual # of people, not FTE) _____
- 2.7 Is the library an all-volunteer library? _____

Section 3: Financial Report #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 Appropriation (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) _____
- 3.2c Contract _____

- 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 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 (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 Benefits (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 number of Interlibrary loans (ILL) received from other libraries _____
- 4.12 Total number 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 Received _____
- 5.6 Does the library have a Large Print Book Collection? _____
- 5.7 Number of Electronic Books: (Local and Remote Collection) _____
- 5.8a Number of Audio Materials - Physical Units _____
- 5.8b Number of Audio Materials - Downloadable Titles _____
- 5.9a Number of Video Materials - Physical Units _____
- 5.9b Number of Video Materials - Downloadable Titles _____
- Licensed Databases
- 5.10 Local _____
- 5.11 State (state government or state library) _____
- 5.12 Other cooperative agreements (or consortia) within state or region (NOTE: include MARVEL here) _____
- 5.13 **Total Licensed Databases (5.10 + 5.11 + 5.12)**
NOTE: will automatically total upon save. _____

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.** _____
- 6.5 Lending Period (in weeks) _____

Section 7: Registered Patrons #7.1-7.3

- 7.1 Total Registered Patrons _____
- 7.2 Total Number of Non-resident Patrons _____
- 7.3 Non-resident Fee _____

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? _____
- 8.5 Software used (choose one) _____
- 8.6 Does your library have an internet connection through MSLN? _____
- 8.7 If not, internet service provider used (choose one) _____
- 8.8 Does your library have wireless internet capabilities? _____
- 8.9 - What software does the library have? Please check all that apply:
 - Word Processing (for example: Word, Open Office, Works) _____
 - Spreadsheet (for example: Excel, Open Office, Works) _____
 - Database (for example: Access, Open Office) _____
 - Presentation (for example: PowerPoint, Open Office) _____
 - Publication (for example: Publisher, InDesign) _____
 - PDF Reader (like the Adobe free reader) _____

Section 9: Personnel #9.1-9.4

For the remainder of the survey (Sections 9 - 14) 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 the 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

- 10.1 Trustee Chair/President _____
- 10.2 Email Address _____
- 10.3 Mailing Address _____
- 10.4 Town _____
- 10.5 State _____
- 10.6 Zip _____
- 10.7 Total Number of Trustees _____
- 10.8 Length of Term (in years) _____
- 10.9 Number of Meetings Per Year _____
- 10.10 How are Trustees chosen? _____
- 10.11 Trustees are _____
- 10.12 Is the library a: _____
- 10.13 Does your library have an active Friends group? _____
- 10.14 Friends Chair/President _____
- 10.15 Email Address _____
- 10.16 Mailing Address _____

- 10.17 Town _____
- 10.18 State _____
- 10.19 Zip _____
- 10.20 Does your library have 501 c 3 status? _____

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 Collection Development Policy? _____
- 11.7 Written Internet Safety Policy? _____
- 11.8 Written Acceptable Computer Use Policy? _____
- 11.9 Written Meeting Room Policy? _____
- 11.10 Is the building accessible to handicapped? _____
- 11.11 Is a renovation/addition/new building being planned? _____
- 11.12 Is a renovation/addition/new building currently underway? _____
- 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? _____

Section 12: Employee Benefits #12.1-12.12

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? _____
- 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? _____
- 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.

- 13.1 Position (choose one) _____
- 13.2 Annual Current Salary _____
- 13.3 MLS Degree _____

13.4 Full or Part Time _____

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.

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