

## 2009 Maine Public Library Survey

### Section 1: Identification #1.1-1. 23

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

1.2 Municipality

1.3 Legal Service Area

1.4 Report Period Starting Date (mo/day/yr)

1.5 Report Period Ending Date (mo/day/yr)

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

1.17 Website

1.18 ILL email address:

1.19 ILL fax number:

1.20 Total number of hours library is open per WEEK:

1.21 Total number of hours library is open per YEAR:

1.22 Library Hours (specific hours for each day - Mon: 9-12, 4-6):

1.23 Summer Hours (if different: Please use 'same' if the hours don't change):

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

2.1 Estimated space in existing building in square feet:

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

2.6 Total number of ALL paid employees (actual # of people, not FTE)

2.7 Is the library an all-volunteer library? (Yes/No)

## 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)

3.2 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. **If you do not have a formal agreement with another town, do not include that town.**

a. Town _____	Income _____	Contract (Yes/No) _____
b. Town _____	Income _____	Contract (Yes/No) _____
c. Town _____	Income _____	Contract (Yes/No) _____
d. Town _____	Income _____	Contract (Yes/No) _____
e. Town _____	Income _____	Contract (Yes/No) _____
g. Town _____	Income _____	Contract (Yes/No) _____

3.3 Total local revenue (3.1 + 3.2)

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 - 3.6)

NOTE: will automatically total upon update.

### **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 (Auto Total 3.8 + 3.9)

3.11 Print materials expenditures

3.12 Electronic materials expenditures

3.13 Other materials expenditures (DVD, audio, microfilm, etc.)

3.14 Total collection expenditures (Auto Total 3.11 + 3.12 + 3.13)

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 update.

### **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

### **Capital Expenditures**

### 3.22 Capital expenditures

#### **Section 4: Services #4.1-4.12**

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 Number of adult programs per year:

4.6 Adult program attendance per year:

4.7 Total programs per year: (Auto Total 4.1 + 4.3 + 4.5)

4.8 Total attendance per year: (Auto Total 4.2 + 4.4 + 4.6)

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 #5.1-5.16**

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: (Auto Total 5.1 + 5.2 + 5.3)

5.5 Number of electronic books: (local collection):

5.6 Are you a member of Maine InfoNet Downloadable Audio Library? (If yes, this will be filled for you) (If "Yes" = autofill with 1262)

5.7 Total number of electronic books: (Auto Total 5.5 + 5.6)

5.8 Number of CURRENT print serial subscriptions received:

5.9 Number of CURRENT electronic serial subscriptions received:

5.10 Number of audio materials:

5.11 Number of video materials:

### **Licensed Databases**

5.12 Local

5.13 State (state government or state library)

5.14 Other cooperative agreements (or consortia) within state or region (NOTE: include MARVEL here):

5.15 Total licensed databases (5.12 + 5.13 + 5.14)

NOTE: will automatically total upon update.

5.16 Does the library have a large print book collection?

### **Section 6: Circulation #6.1-6.3**

6.1 Total children's circulation

6.2 Total circulation:

6.3 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 Automation software used (please specify): (Pull-down menu)

8.6 Does your library have an internet connection through MSLN?

8.7 If not, name of other internet service provider. Please respond n/a if provider is MSLN.

8.8 Does your library have wireless internet capabilities? (Yes/No)

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

Word Processing (for example: MS Word, Open Office, MS Works)

Spreadsheet (for example: MS Excel, Open Office, MS Works)

Database (for example: MS Access, Open Office)

Presentation (for example: MS PowerPoint, Open Office)

Publication (for example: MS Publisher, InDesign)

Adobe Reader

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

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 + 4

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 (appointed/elected/other/none)

10.11 Trustees are (policy/advisory/both/none)

10.12 Is library a: (pull down menu)

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 +4

10.20 Does your library have 501 c 3 status?

**Section 11: Policy/Construction/Access #11.1-11.15**

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 Is building accessible to handicapped?

11.10. Are there plans for a new building?

11.11 Is renovation/addition planned or currently underway?

11.12 Year of planned or current renovation/addition?

11.13 Do one or more staff members subscribe to MELIBS?

11.14 Does the library director subscribe to MEINFO? (Yes/No)

11.15 Does your library participate in the van delivery service for Interlibrary Loan? (Yes/No)

**Section 12: Employee Benefits #12.1-12.10**

**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: Retirement?

12.5 Other paid benefits: Life Insurance?

**Other Paid Staff:**

12.6 Length of paid vacation (in days):

12.7 Length of paid sick leave (in days):

12.8 Other paid benefits: Health Insurance?

12.9 Other paid benefits: Retirement?

12.10 Other paid benefits: Life Insurance?

**Section 13: Employee Salaries #13.1-13.45**

If you are a one-person library, put your information only under Director.

**Library Director**

13.1 Annual current

13.2 Rate per hour

13.3 MLS degree (Yes/No)

13.4 Full or part time

**Assistant Director**

13.5 Annual current

13.6 Rate per hour

13.7 MLS degree (Yes/No)

13.8 Full or part time

**Cataloger**

13.9 Annual current

13.10 Rate per hour

13.11 MLS degree (Yes/No)



13.12 Full or part time

**Children's Librarian**

13.13 Annual current

13.14 Rate per hour

13.15 MLS degree (Yes/No)

13.16 Full or part time

**Circulation**

13.17 Annual current

13.18 Rate per hour

13.19 MLS degree (Yes/No)

13.20 Full or part time

**Interlibrary Loan**

13.21 Annual current

13.22 Rate per hour

13.23 MLS degree (Yes/No)

13.24 Full or part time

**Library Assistant/ Clerk**

13.25 Annual current

13.26 Rate per hour

13.27 MLS degree (Yes/No)

13.28 Full or part time

**Reference Librarian**

13.29 Annual current

13.30 Rate per hour

13.31 MLS degree (Yes/No)

13.32 Full or part time

**Technology Coordinator**

13.33 Annual current

13.34 Rate per hour

13.35 Full or part time

**Young Adult Librarian**

13.36 Annual current

13.37 Rate per hour

13.38 MLS degree (Yes/No)

13.39 Full or part time

**Other**

13.40 Annual current

13.41 Rate per hour

13.42 Full or part time

**Other**

13.43 Annual current

13.44 Rate per hour

13.45 Full or part time

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

14.1 Name of person completing report:

14.2 Title:

14.3 Email:

14.4 Phone

## **Section 15: Complete and Submit**

Now, complete your survey by going to the Status and Printing Menu. Look at and clear any Edit Checks and Unanswered Questions. Be sure to print a copy of your report and annotations before submitting your survey. Then, click the Submit button. You should get a message saying that your survey has been successfully transmitted. Your survey will then be locked and you will have to contact Jenny Melvin if you need to make any changes.