**2012 Maine Public Library Survey**

**Please read the full definitions carefully before you start.** **Click on the number next to the data element to see the full definition.**

**Section 1: Identification #1.1-1.25**

Please answer the entire survey only as it relates to the library listed in question 1.1.

1.1 Library **\*Prefill**

1.2 Municipality **\*Prefill**

1.3 County **\*Prefill**

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

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

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

1.7 Mailing Address **\*Prefill**

1.8 Town **\*Prefill**

1.9 State **\*Prefill**

1.10 Mailing Address Zip Code **\*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 Does your library use social media like Facebook, Twitter, Pinterest, etc. Drop down yes/no.**

**Please answer reporting year (FY12) for 1.19-1.25.**

1.19 Total number of WEEKS the library is open per year **\*Prefill**

1.20 Library Hours: Winter (specific hours for each day - Mon: 9-12, 4-6, Tue: 10-6, Sat: 9-12)

1.21 Total number of hours the library is open per WEEK: Winter

1.22 Library Hours: Summer (specific hours for each day - Mon: 9-12, 4-6, Tue: 10-6, Sat: 9-12)

1.23 Total number of hours the library is open per WEEK: Summer

1.24 Total public service hours per YEAR **\*Prefill**

1.25 Total public service hours for ALL service outlets per YEAR (i.e., central library, branches, and bookmobiles) **Note: This number will be the same as 1.24 for all libraries except South Portland and Portland. \*Prefill**

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

2.1 Estimated space in existing building in square feet **\*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 paid employees (actual # of people, not FTE)

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

**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 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 **\*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.)**

**Personnel**

3.8 Salaries (exclude benefits)

3.9 Employee Benefits (ONLY Librarians who are volunteer or paid a stipend should report “0” benefits. Benefits include Social Security, Medicare, retirement, workers compensation, etc.)

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

**Collection**

3.11 Print Materials Expenditures

3.12 Electronic Materials Expenditures (e-books, audio and video downloadables, e-serials, databases, etc)

3.13 Other Materials Expenditures (audio and video physical units, DVD, microform, etc)

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

**Other**

3.15 Other Operating Expenditures (This includes all expenditures other than those reported for Staff Expenditures and Collection Expenditures)

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**

**Programs**

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 (4.1 + 4.3 + 4.5) Note: will automatically total upon save.

4.**8** Total attendance per year (4.2 + 4.4 + 4.6) Note: will automatically total upon save.

4.9 Total number of library visits per year

**Reference Transactions**

4.10 Total number of reference transactions per year

**Interlibrary Loans**

4.11 Total number of interlibrary loans (ILL) received from other libraries

4.12 Total number of interlibrary loans (ILL) provided to other libraries
 **Do not add this figure to your circulation.**

**Section 5: Collection #5.1-5.12**

5.1 Number of Children’s Print Books

5.2 Number of Adult Print Books

5.3 Total Number of Print Books at end of reporting year (5.1 + 5.2) Note: will automatically total upon save.

5.4 Total Number of Electronic Books (Report the number of units for Local and Remote Collection)

 **Note: If you are a member of the Maine Infonet Download Library please add 5,388 units to your count.**

 **DO NOT include public domain/uncopyrighted e-books that have unlimited access (e.g. Project Gutenberg).**

5.5 Number of Audio Materials – Physical Units

5.6 Number of Audio Materials – Downloadable Titles

 **Note: If you are a member of the Maine InfoNet Download Library please add 2,241 titles to your count.**

 **DO NOT include public domain/uncopyrighted audio books that have unlimited access (e.g. LibriVox).**

5.7 Number of Video Materials – Physical Units

5.8 Number of Video Materials – Downloadable Titles

5.9Number of CURRENT Print Serial Subscriptions Received

**Licensed Databases**

5.10 Local/Other Cooperative Agreements (or consortia) within state or region (IMPORTANT: The number of MARVEL databases has been prefilled for you. If your library purchases additional databases add to the prefilled number. **\*Prefill with 63**

5.11 State (state government or state library) **\*Prefill with 0**

5.12 Total Licensed Databases (5.10 + 5.11) Note: will automatically total upon save.

**Section 6: Circulation #6.1-6.10**

**If you need help accessing and/or calculating your eBook and Audiobook download figures, the link below will take you to a step-by-step informational video.**

<http://bitly.com/bundles/arevitt/5>

**Children’s Circulation:**

6.1 Print Materials

6.2 eBooks

6.3 Audiobooks

6.4 Total Children’s Circulation (6.1 + 6.2 + 6.3)Note: will automatically total upon save.

**Adult Circulation:**

6.5 Print Materials

6.6 eBooks

6.7 Audiobooks

6.8 Total Adult Circulation (6.5 + 6.6 + 6.7)Note: will automatically total upon save.

6.9 Total Circulation (6.4 + 6.8) Note: will automatically total upon save.

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

**Section 7: Registered Users**

7.1 Total Number of Registered Users

**Section 8: Electronic Technology #8.1-8.7**

8.1 How many computers does the library have?

8.2 Number of Internet Computers Used by General Public

8.3 Number of Uses (Sessions) of Public Internet Computers Per Year

8.4 Does the library have an automated circulation system?  **Change to Yes/No drop down menu**

8.5 Software used (choose one) **\*same drop down menu as last year. \*prefill**

8.6 Does your library have an internet connection through MSLN/Networkmaine? **\*same drop down menu \*prefill**

8.7 Does your library have wireless internet capabilities? **\*same drop down menu \*prefill**

**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 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 #10.1-10.8** \*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 The library is a: **Do not prefill this year. Change drop down menu to read Municipal Department and Private/Nonprofit.**

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

**Section 11: Access/Construction/ #11.1-11.**7

11.1 Is the building handicapped accessible? **\*Prefill**

11.2 Is a renovation/addition/new building currently underway? **\*same drop down menu**

11.3 Is a renovation/addition/new building being planned? **\*same drop down menu**

11.4Year of planned renovation/addition/new building?

11.5 Does the Director subscribe to MELIBS and/or MEINFO? **\*same drop down menu**

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

11.7 Does your library have a meeting room available for public use? **\*same drop down menu \*Prefill**

**Section 12: Employee Benefits #12.1-12.1**2\*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? \*Prefill

12.4Other paid benefits: Dental Insurance? \*Prefill

12.5 Other paid benefits: Retirement? \*Prefill

12.6 Other paid benefits: Life Insurance? \*Prefill

**Other Paid Staff:**

12.7 Paid vacation? \*Prefill

12.8 Paid sick leave? \*Prefill

12.9 Other paid benefits: Health Insurance? \*Prefill

12.10 Other paid benefits: Dental Insurance? \*Prefill

12.11 Other paid benefits: Retirement? \*Prefill

12.12 Other paid benefits: Life Insurance? \*Prefill

**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 Hourly Rate. Only one response per position is necessary. For example: if you have three Library Assistant’s only list the highest paid position.

13.1 Position (choose one) \*\*\*See changes to drop down menu on page below. \*\*\*

**13.2 Hours Worked per Week**

**13.3 Hourly Rate**

13.4MLS Degree **\*drop down menu with Yes/No.**

 **\*\*\*This section (13.1-13.4) same option after 13.4 to “Remove Position” and “Add Position”**

**Section 14: Contact Information #14.1-14.5**

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 Work** Phone

14.5 Home 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.

13.1 Position (choose one): Drop down menu choices

Library Director

Assistant Director

Children’s Librarian

Young Adult Librarian

Reference Librarian: Department Head

Reference Librarian

Circulation: Department Head

Circulation

Cataloger: Department Head

Cataloger

Library Assistant/Clerk

Interlibrary Loan

Technology Coordinator

Business Manager

 Maintenance