FY18 Maine Public Library Annual Report
Deadline: April 1, 2019

Section 1: Identification
Report the most current information for 1.1-1.28.

Identification

1.1	Library Name	Prefilled/Locked
1.2	Municipality	Prefilled/Locked
1.3	County	Prefilled/Locked
1.4	FSCS ID	Prefilled/Locked
1.5	Number of Central Libraries	Prefilled/Locked
1.6	Number of Branch Libraries	Prefilled/Locked
1.7	Number of Bookmobiles	Prefilled/Locked
1.8	Population of Legal Service Area	Prefilled/Locked
1.9	Report Period Starting Date	Prefilled/Not Locked
1.10	Report Period Ending Date	Prefilled/Not Locked

Street Address

1.11	Street Address	Prefilled/Not Locked
1.12	Town	Prefilled/Not Locked
1.13	Zip Code	Prefilled/Not Locked

Mailing Address

1.14	Mailing Address	Prefilled/Not Locked
1.15	Mailing Town	Prefilled/Not Locked
1.16	Mailing Zip Code	Prefilled/Not Locked

Phone/Email/Website

1.17	Library Phone	Prefilled/Not Locked
1.18	Library Fax	Prefilled/Not Locked

1.19	Library Email (put N/A if none)	Prefilled/Not Locked
1.20	Website Address	Prefilled/Not Locked

Library Hours

1.21	Library Winter Hours	
1.22	Total Hours per Week - Winter	
1.23	Library Summer Hours	
1.24	Total Hours per Week - Summer	

Library Director

1.25	First Name	
1.26	Last Name	
1.27	Email Address	

Library Region

1.28	Library Region	Prefilled/Not Locked

Section 2: Hours/Facility/Staff

Use the 2018 reporting year when providing information and data for 2.1-8.6.

Hours

2.1	Total Weeks Open per Year	Prefilled/Not Locked
2.2	Public Service Hours per Year	Prefilled/Not Locked
2.3	Total Public Service Hours for All Service Outlets Per Year	Prefilled/Not Locked

Facility

2.4	Square Footage in Existing Building	Prefilled/Not Locked

Staff

Report figures in FTE for 2.5-2.8.

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.

2.5	ALA-MLS Librarians	
2.6	Total Librarians (include 2.5 in calculation)	
2.7	All Other Paid Employees	
2.8	Total Paid Employees	Auto-Calculating
2.9	Total Number of All Paid Employees (actual # of people/not FTE)	
2.10	Is the library an all-volunteer library?	Prefilled/Not Locked

Section 3: Financial Reporting

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.

Municipal Revenue

3.1	Municipal Appropriation	

Other Municipal Revenue

3.2a	Other Municipality Name	
3.2b	Other Municipality Appropriation	
3.2c	Contract	Yes or No

Operating Revenue

3.3	Total Local Government Revenue	Auto-Calculating
3.4	State Government Revenue	Prefilled/Not Locked
3.5	Federal Government Revenue	
3.6	Other Operating Revenue: non-resident fees, gifts, dividends from endowments, book sales, grants, etc.	
3.7	Total Operating Revenue	Auto-Calculating
3.8	Does your library have endowment funds?	Prefilled/Not Locked
3.9	Does your library engage in active fundraising to supplement the operating revenue?	Prefilled/Not Locked
3.10	What percentage of your operating revenue came from fundraising during the reporting year?	

Operating Expenditures

Personnel

3.11	Salaries & Wages Expenditures	
3.12	Employee Benefits Expenditures	
3.13	Total Staff Expenditures	Auto-Calculating

Collection

3.14	Print Materials Expenditures	
3.15	Electronic Materials Expenditures	
3.16	Other Materials Expenditures	
3.17	Total Collection Expenditures	Auto-Calculating

Other

3.18	Other Operating Expenditures	
3.19	Total Operating Expenditures	Auto-Calculating

Capital Revenue

3.20	Local Government Capital Revenue	
3.21	State Government Capital Revenue	
3.22	Federal Government Capital Revenue	
3.23	Other Capital Revenue	
3.24	Total Capital Revenue	Auto-Calculating

Capital Expenditures

3.25	Total Capital Expenditures	

Section 4: Library Services

Programs

4.1	Children's Programs	
4.2	Children's Program Attendance	
4.3	Young Adult Programs	
4.4	Young Adult Program Attendance	
4.5	Adult Programs	
4.6	Adult Program Attendance	
4.7	Total Programs	Auto-Calculating
4.8	Total Program Attendance	Auto-Calculating

Summer Reading Program

4.9	Did you purchase the CSLP manual for your summer reading program?	Yes or No
4.10	Did you use the CSLP manual for any part of your summer reading program?	Yes or No

Makerspaces and STEM

4.11	Do you have a dedicated Makerspace?	Yes or No
4.12	Do you have a mobile Makerspace station?	Yes or No
4.13	Are you offering specific STEM programming?	Yes or No

Library Visits

4.14	Library Visits	

Reference Transactions

4.15	Reference Transactions	

Interlibrary Loans

4.16	Interlibrary Loans Received From (**add to circulation**)	
4.17	Interlibrary Loans Provided To	

Meeting Rooms

4.18	Does the library have a meeting room available for public use?	Prefilled/Not Locked
4.19	Number of Meeting Room Uses for Non-Library Events **New FY18 – not required**	

Section 5: Library Collection

Collection

5.1	Number of Children's/YA Print Materials	
5.2	Number of Adult Print Materials	
5.3	Total Print Materials	Auto-Calculating
5.4	Electronic Books: **Members of the Download Library add 11,328**	
5.5	Audio-Physical Units	
5.6	Audio-Downloadable Units: **Members of the Download Library add 5,580**	
5.7	Video-Physical Units	
5.8	Video-Downloadable Units	
5.9	Current Print Serial Subscriptions	
5.10	Total Collections	Auto-Calculating

Electronic Collections/Licensed Databases

5.11	Local/Other Cooperative Agreements: **Note: the number of databases in MARVEL/Digital Maine Library has been prefilled.**	Prefilled
5.12	State Electronic Collections	
5.13	Total Electronic Collections	Auto-Calculating

Section 6: Circulation

Children/YA Circulation

6.1	Children's/YA Circulation: Physical Materials (print, audio and video physical units)	
6.2	Children's/YA Electronic Material Use: E-Books, Downloadable Audio and Video	
6.3	Total Children's Circulation	Auto-Calculating

Adult Circulation

6.4	Adult Circulation: Physical Materials (print, audio and video physical units)	
6.5	Adult Electronic Material Use: E-Books, Downloadable Audio and Video	
6.6	Total Adult Circulation	Auto-Calculating

Electronic Information

6.7	Successful Retrieval of Electronic Information	

Circulation Totals

6.8	Circulation of Physical Material	Auto Calculating 6.1+6.4
6.9	Use of Electronic Material	Auto Calculating 6.2+6.5
6.10	Electronic Content Use	Auto-Calculating 6.7+6.9
6.11	Total Circulation of Material	Auto-Calculating 6.8+6.9
6.12	Total Collection Use	Auto-Calculating 6.7+6.8+6.9

Pass Uses

6.13	Number of Pass Uses (museum, state park, etc.)	

Lending Period/Non-Resident Cards

6.14	Lending Period – In Weeks	Prefilled/Not Locked
6.15	How much do you charge for a non-resident card?	Prefilled/Not Locked

Section 7: Registered Users

Registered Users

7.1	Number of Registered Users: **files should have been purged within the last 3 years**	
7.2	Number of Registered Non-Resident Users **New FY18 – not required**	

Section 8: Electronic Technology

Public Computers/Internet Access

8.1	Number of Internet Computers Used by General Public	
8.2	Number of Uses (sessions) of Public Internet Computers per Year	
8.3	Number of Wireless Sessions per Year	
8.4	Do you have an automated circulation system?	Prefilled/Not Locked
8.5	Automation Software	Prefilled/Not Locked
8.6	Do you have an internet connection through MSLN/Networkmaine?	Prefilled/Not Locked

Section 9: Library Board
Report the most current information for 9.1-12.4.

Board Information

9.1	Trustee Chair	
9.2	Trustee Email	
9.3	What type of board do you have?	Prefilled/Not Locked
9.4	Library is a…	Prefilled/Not Locked

Section 10: Building /Van Delivery

Construction/Building/Van Delivery

10.1	Renovation/addition/new building – currently underway	
10.2	Renovation/addition/new building – being planned	
10.3	Does the Director subscribe to MELIBS/MEINFO	Prefilled/Not Locked
10.4	Email Address Used for MELIBS/MEINFO	
10.5	Does the library participate in Van Delivery?	Prefilled/Not Locked
10.6	Does the library serve as an emergency center?	Prefilled/Not Locked

Section 11: Employee Benefits

Library Director

11.1	Length of Paid Vacation – in days	Prefilled/Not Locked
11.2	Length of Paid Sick Leave – in days	Prefilled/Not Locked
11.3	Health Insurance	Prefilled/Not Locked
11.4	Dental Insurance	Prefilled/Not Locked
11.5	Retirement Plan	Prefilled/Not Locked
11.6	Life Insurance	Prefilled/Not Locked

Other Paid Staff

11.7	Paid Vacation	Prefilled/Not Locked
11.8	Paid Sick Leave	Prefilled/Not Locked
11.9	Health Insurance	Prefilled/Not Locked
11.10	Dental Insurance	Prefilled/Not Locked
11.11	Retirement Plan	Prefilled/Not Locked
11.12	Life Insurance	Prefilled/Not Locked

Section 12: Employee Salaries

12.1	Position	
12.2	Hours Worked per Week	
12.3	Hourly Rate	
12.4	MLS Degree	Yes or No

Section 13: Contact Information
It is important to include an email address AND phone number in case we have questions concerning your report. Personal email addresses and phone numbers will not be shared or made public.

13.1	Respondent's Name	
13.2	Respondent's Title	
13.3	Email Address	
13.4	Work Phone	
13.5	Home Phone	

Submitting the Report
1. Click the 'Verify' button at the top of the form
2. Any red, highlighted areas require an explanation
3. Click on the notepad icon next to the data input box to make an annotation
4. Save the changes and annotations
5. Click the 'Lock/Submit' button

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