



FY20 Maine Public Library Annual Report Deadline: April 1, 2021

Section 1: Identification

Report the most current information for 1.1-1.29

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	
1.10	Report Period Ending Date	

Street Address

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

Mailing Address

1.14	Mailing Address	Prefilled/Locked-Contact SDC
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	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
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COVID-19 Questions

1.30	Were any of the library's outlets physically closed to the public for any period of time due to the Coronavirus (COVID-19) pandemic?	Yes or No
1.31	Did any staff continue to provide services to the public during any portion of the period when the building was physically closed to the public due to the Coronavirus (COVID-19) pandemic?	Yes or No
1.32	Did the library add or increase access to electronic collection materials due to the Coronavirus (COVID-19) pandemic?	Yes or No
1.33	Did the library allow users to complete registration for library cards online without having to come to the library <u>before</u> the Coronavirus (COVID-19) pandemic?	Yes or No
1.34	Did the library allow users to complete registration for library cards online without having to come to the library <u>during</u> the Coronavirus (COVID-19) pandemic?	Yes or No
1.35	Did the library provide reference service via the Internet or telephone when the building was physically closed to the public during the Coronavirus (COVID-19) pandemic?	Yes or No
1.36	Did the library provide 'outside' service for circulation of physical materials at one or more outlets during the Coronavirus (COVID-19) pandemic?	Yes or No
1.37	Did the library provide live, virtual programs via the Internet during the Coronavirus (COVID-19) pandemic?	Yes or No

1.38	Did the library create and provide recordings of program content via the Internet during the Coronavirus (COVID-19) pandemic?	Yes or No
1.39	Did the library provide Wi-Fi Internet access to users outside the building at one or more outlets <u>before</u> the Coronavirus (COVID-19) pandemic?	Yes or No
1.40	Did the library <u>intentionally</u> provide Wi-Fi Internet access to users outside the building at one or more outlets during the Coronavirus (COVID-19) pandemic?	Yes or No
1.41	Did the library increase access to Wi-Fi Internet access to users outside the building at one or more outlets during the Coronavirus (COVID-19) pandemic?	Yes or No
1.42	Did library staff work for other government agencies or nonprofit organizations instead of, or in addition to, their normal duties during the Coronavirus (COVID-19) pandemic?	Yes or No
1.43	Number of Weeks an Outlet Closed (to the public) Due to COVID-19	
1.44	Number of Weeks an Outlet Had Limited Occupancy Due to COVID-19	
1.45	Did the library purchase mobile Wi-Fi hotspots to loan out during the Coronavirus (COVID-19) pandemic?	Yes or No
1.46	How many mobile Wi-Fi hotspots did the library purchase to loan out during the Coronavirus (COVID-19) pandemic?	
1.47	Total Number of Take & Make Kits Handed Out	

Use the 2020 reporting year when providing information and data for 2.1 – 8.7

Section 2: Hours/Facility/Staff

Hours

2.1	Total Weeks Open per Year	Prefilled/Not Locked
2.3	Public Service Hours per Year	Prefilled/Not Locked

Facility

2.4	Square Footage in Existing Building	Prefilled/Not Locked
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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	
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Other Municipal Revenue

3.2a	Other Municipality Name	
3.2b	Other Municipality Appropriation	

Operating Revenue

3.3	Total Local Government Revenue	Auto-Calculating
3.4	State Government Revenue	
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	
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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	
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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

Virtual Programs

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

Recorded Program Views

4.8rp	Total Views of Recorded Programs	
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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?	Prefilled/Not Locked
4.12	Do you have a mobile Makerspace station?	Prefilled/Not Locked
4.13	Are you offering specific STEM programming?	Yes or No

Library Visits

4.14	Library Visits	
4.14a	Library Visits Reporting Method	Annual Count or Estimate
4.14b	Total Number of Curbside Visits	

Reference Transactions

4.15	Reference Transactions	
4.15a	Reference Transactions Reporting Method	Annual Count or Estimate

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	

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 number provided by MSL here	
5.5	Audio-Physical Units	
5.6	Audio-Downloadable Units: Members of the Download Library add number provided by MSL here	
5.7	Video-Physical Units	
5.8	Video-Downloadable Units	
5.10	Total Collections	Auto-Calculating

Electronic Collections/Licensed Databases

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

Section 6: Circulation

Children/YA Circulation

6.1	Children's/YA Circulation: Physical Materials	
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	
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	
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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.)	
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Lending Period

6.14	Lending Period – In Weeks	Prefilled/Not Locked
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Section 7: Registered Users/Fees

Registered Users

7.1	Number of Registered Users (Resident and Non-resident) **Files should have been purged within the last 3 years	
7.2	Number of Registered Non-Resident Users	
7.3	How much do you charge for a non-resident card?	Prefilled/Not Locked
7.4	Do you charge overdue fees?	Yes or No

Section 8: Electronic Technology

Public Computers/Internet Access

8.1	Number of Internet Computers Used by General Public	Prefilled/Not Locked
8.2	Number of Uses (sessions) of Public Internet Computers per Year	
8.3	Number of Wireless Sessions per Year	
8.3a	Wireless Sessions Reporting Method	Annual Count or Estimate
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
8.7	Website Visits	

Report the most current information for 9.1 – 13.33

Section 9: Library Board

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	Prefilled/Not Locked
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
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Section 11: Employee Benefits Offered

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

	Position	
	Hours Worked per Week	
	Hourly Rate	
	MLS Degree	Yes or No
	Other Degree	Associates/Bachelors/Masters/Doctorate/NA
	Voluntary Public Library Certification	Basic/Intermediate/Advanced/NA
	Academy for Small/Rural Public Library Directors Certificate	Yes or No

Section 13: Maine Public Library Standards

The Maine Public Library Standards- Basic Requirements has been added to the Public Library Annual Report. This section consists of a series of 33 questions associated with the “Required” elements of the updated Maine Public Library Standards. These required standards support and underscore the Maine State Library Commission’s definition of a public library.

In order to effectively assist public libraries in Maine by offering state and federal resources, it is important that the most basic attributes that serve as the foundation of a fully-functional Public Library be defined. These attributes help to ensure that ‘public library services’ are consistent throughout the state and for all communities in Maine who have and support their own Public Library. These attributes also underscore the importance of sustainability for such an organization.

The Maine Library Commission will provide a certificate to your library indicating that you have met the required definition of a public library. This certificate can be presented to your governing body as a formal indication that your library is a public library.

Governance

For town/municipal libraries, meeting certain standards will naturally be adapted to reflect the services provided under the umbrella of the town/municipal governing body (i.e. A "library board" might instead be a library advisory council, "library budget" and "financial audit" might be encompassed under the town's financial audit, all insurances are provided via the town/municipality, etc.)

13.1	Is a non-profit organization with a governing board with written by-laws which outline the board's purpose, set the frequency of meetings, define the number of board members, specify procedures for the appointment of committees, specify operational procedures and address conflict of interest issues OR is a town department that operates under the policies, procedures and oversight of the town's governing body	Y/N
13.2	Has a written mission statement and service objectives	Y/N
13.3	The governing body hires/appoints/reviews the library director/librarian and delegates to the library director the full professional responsibility for administering and managing the library, its policies, personnel and finances, as well as the selection of materials	Y/N
13.4	Receives municipal support in whole or in part and does not charge members of their legal service area for membership	Y/N
13.5	The library's financial record keeping is reviewed by the governing body and the director at least annually and complies with adequate internal controls using industry standard accounting measures	Y/N
13.6	Creates and adheres to basic library policies including but not limited to Collection Development, Internet Safety and an acceptable use policy that addresses access by minors	Y/N
13.7	Provides a written annual report to the community that includes statistics and financial records	Y/N

Staff & Facility

13.8	Has a fixed location with the facilities necessary to support a collection, staff and schedule	Y/N
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13.9	Complies with building, fire, safety, sanitation and other applicable federal, state and local codes and legal requirements with at least one well maintained public restroom on site	Y/N
13.10	Has an established and published schedule in which services of the staff are available to the public year-round of no less than 12 hours per week	Y/N
13.11	Has an exterior sign which clearly identifies the building as a library	Y/N
13.12	Has telephone service and the telephone number is published	Y/N
13.13	The library, no matter how small, has a permanent, paid library director who is responsible for the administration of library services. To meet this requirement, the library director may receive a stipend from the sponsoring entity	Y/N
13.14	The library director plans, organizes, manages and directs a program of library services that serves all people in the community	Y/N
13.15	The library director is responsible for completing and submitting an Annual Report to the Maine State Library in a format acceptable to the Maine State Library	Y/N
13.16	Has a staff member who subscribes, reads and responds, when necessary, to MEINFO or MELIBS listserv	Y/N
13.17	The library director supports staff attendance at continuing education	Y/N
13.18	The library has at least one public access computer connected to the Internet and available for public use during all the hours the library is open. This computer is connected to a good quality printer. Public 24/7 WIFI is provided.	Y/N

Collection & Programming

13.19	Has an organized collection of printed or other library materials, or a combination thereof	Y/N
13.20	Weeds collection	Y/N
13.21	The library adheres to nationally accepted professional standards for collection maintenance and maintains a stable collection development budget	Y/N

13.22	The library provides an up to date catalog searchable by patrons that adheres to international and recognized professional standards for classification and subject organization	Y/N
13.23	The library maintains communications with community leaders, interest groups, agencies, etc. and regularly informs them of library activities	Y/N
13.24	Offers regularly scheduled public programming such as story times, book clubs, etc.	Y/N
13.25	The library has an up-to-date web presence	Y/N

Ethics

13.26	The library adheres to state and federal labor laws	Y/N
13.27	The library has circulation practices and policies that protect patron confidentiality that are guided by the ALA Bill of Rights and the Maine state statute relating to patron privacy	Y/N
13.28	The library respects fair use and copyright laws	Y/N
13.29	The library does not advance private interests at the expense of the library	Y/N
13.30	Library staff distinguishes between personal convictions and professional duties and does not allow personal beliefs to interfere with fair representation of the aims of their institutions	Y/N
13.31	The library has written policies to handle challenged materials, programs, and patron code of conduct	Y/N
13.32	The library posts its policies publicly	Y/N
13.33	The library meets all the Required-Maine Public Library Standards and has therefor met the definition of a public library	Y/N

Section 14: Contact Information

It is important to include an email address AND phone number in case we have questions concerning your report. This information will not be shared or made public in any way.

14.1	Respondent's Name	
14.2	Respondent's Title	
14.3	Email Address	
14.4	Work Phone	
14.5	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
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