



# FY21 Maine Public Library Annual Report

## Deadline: April 1, 2022

### Section 1: Identification

Report the most current information (as of the date you are filling this out) 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/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/Social Media

|       |                 |                      |
|-------|-----------------|----------------------|
| 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 |
| 1.20a | Facebook Page   | 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  |  |
| 1.28  | Report in years, how long you have held the position of Director at this library |  |
| 1.28a | Report in years, how long have you served as Director at any public library      |  |

### Library Region

|      |                |                  |
|------|----------------|------------------|
| 1.29 | Library Region | Prefilled/Locked |
|------|----------------|------------------|

### COVID-19 Questions

FY21 Update: Please note some of the COVID-19 questions from the FY20 Report have been removed and original data element numbers have been retained to ensure accurate historical comparisons.

|      |  |           |
|------|--|-----------|
| 1.30 | Were any of the library's outlets physically closed to the public for any period of time during the FY21 reporting period due to the Coronavirus (COVID-19) pandemic?                                    | Yes or No |
| 1.31 | Did library staff continue to provide services to the public during any portion of the period for FY21 when the building was physically closed to the public due to the Coronavirus (COVID-19) pandemic? | Yes or No |
| 1.34 | In the current reporting year, 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 | In the current reporting year, 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 |
| 1.40 | 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 |
| 1.47 | Total Number of Take & Make Kits Handed Out  |           |

**Use the 2021 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 |
|-----|-------------------------------------|----------------------|

### 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 |  |

## 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      |                  |
| 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

### Synchronous (Live) Programs

Synchronous programs are live library sponsored programs that are held in-person onsite, in-person offsite, or virtually. A synchronous program is any planned event which introduces the group attending to library services or which provides information to participants.

Program sessions may cover the use of the library, library services, or library tours. Program sessions may also provide cultural, recreational, or educational information. Examples of these types of program sessions include, but are not limited to, film showings, lectures, story hours, literacy programs, citizenship classes, and book discussions.

### In-person 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 | Virtual Total Programs                 | Auto-Calculating |
| 4.8va | Virtual Total Program Attendance       | Auto-Calculating |

### Asynchronous Program Presentations

Asynchronous programs are offered for viewing as a recorded or on-demand program.

### Asynchronous (Recorded/On-Demand) Programs

|        |   |  |
|--------|---|--|
| 4.8rpp | Total Number of Asynchronous (Recorded/On-Demand) Program Presentations |  |
| 4.8rpv | Total Views of Asynchronous (Recorded/On-Demand) Program Presentations  |  |

## Summer Reading Program

This section is NOT REQUIRED for the FY21 reporting period however, you are encouraged to report if this is data you currently collect at the local level. For all others, report N/A.

|      |  |                  |
|------|--|------------------|
| 4.9  | Did the library hold a Summer Reading Program this year? | Yes or No        |
| 4.10 | Number of Participants: Children (0-11)                  |                  |
| 4.11 | Number of Participants: Teens (12-18)                    |                  |
| 4.12 | Number of Participants: Adults (19+)                     |                  |
| 4.13 | Total Summer Reading Program Participants                | Auto-Calculating |

## Library Visits

|       |                                 |                              |
|-------|---------------------------------|------------------------------|
| 4.14  | Library Visits                  |                              |
| 4.14a | Library Visits Reporting Method | Annual Count/Annual Estimate |
| 4.14b | Total Number of Curbside Visits |                              |

## Reference Transactions

|       |   |                              |
|-------|---|------------------------------|
| 4.15  | Reference Transactions                  |                              |
| 4.15a | Reference Transactions Reporting Method | Annual Count/Annual Estimate |

## Interlibrary Loans

|      |  |  |
|------|--|--|
| 4.16 | Interlibrary Loans Received From ( <b>add to circulation</b> ) |  |
| 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: <b>Members of the Download Library add 14,399</b>        |                  |
| 5.5 | Audio-Physical Units   |                  |
| 5.6 | Audio-Downloadable Units: <b>Members of the Download Library add 8,663</b> |                  |
| 5.7 | Video-Physical Units   |                  |

|      |  |                  |
|------|--|------------------|
| 5.8  | Video-Downloadable Units   |                  |
| 5.9  | Other Circulating Physical Items (hotspots, tools, sports equipment, cake pans, sewing machines, etc.) |                  |
| 5.10 | Total Collections  | Auto-Calculating |
| 5.11 | Total Physical Items in Collection   | Auto-Calculating |

### Electronic Collections/Licensed Databases

|      |   |                  |
|------|---|------------------|
| 5.12 | Local/Other Cooperative Agreements (Collections that do not have a circulation period)<br><b>Note: the number of databases in Digital Maine Library has been prefilled.</b> | Prefilled        |
| 5.13 | State Electronic Collections  | Prefilled        |
| 5.14 | 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 |

### Other Physical Items Circulation

|      |   |  |
|------|---|--|
| 6.6a | Circulation of Other Physical Items (hotspots, tools, sports equipment, cake pans, sewing machines, etc.) |  |
|------|---|--|

### Electronic Information

|     |  |  |
|-----|--|--|
| 6.7 | Successful Retrieval of Electronic Information |  |
|-----|--|--|

### Circulation Totals

|      |                                  |                                  |
|------|----------------------------------|----------------------------------|
| 6.8  | Circulation of Physical Material | Auto Calculating<br>6.1+6.6a+6.4 |
| 6.9  | Use of Electronic Material       | Auto Calculating<br>6.2+6.5      |
| 6.10 | Electronic Content Use           | Auto-Calculating<br>6.7+6.9      |
| 6.11 | Total Circulation of Material    | Auto-Calculating                 |

|      |                      |                                 |
|------|----------------------|---------------------------------|
|      |                      | 6.8+6.9                         |
| 6.12 | Total Collection Use | Auto-Calculating<br>6.7+6.8+6.9 |

### Pass Uses

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

### Lending Period

|      |                           |                      |
|------|---------------------------|----------------------|
| 6.14 | Lending Period – In Weeks | Prefilled/Not Locked |
|------|---------------------------|----------------------|

## Section 7: Registered Users

### Registered Users

|     |  |                      |
|-----|--|----------------------|
| 7.1 | Number of Registered Users (Resident and Non-resident)<br><b>**Files should have been purged within the last 3 years</b> |                      |
| 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 |                              |
| 8.2a | Public Internet Computer Uses Reporting Method                  | Annual Count/Annual Estimate |
| 8.3  | Number of Wireless Sessions per Year                            |                              |
| 8.3a | Wireless Sessions Reporting Method                              | Annual Count/Annual 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 |
| 9.5 | Does the Library Board have defined term limits?  | Yes/No/Unknown       |
| 9.6 | If the library is a municipal department, does the Library Board have a Memorandum of Understanding (MOU) between the Board and Municipality? | Yes/No/Unknown/NA    |

## 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 |

## 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 | Paid Health Insurance               | Prefilled/Not Locked |
| 11.4 | Paid Dental Insurance               | Prefilled/Not Locked |
| 11.5 | Employer Sponsored Retirement Plan  | Prefilled/Not Locked |
| 11.6 | Paid 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  | Paid Health Insurance              | Prefilled/Not Locked |
| 11.10 | Paid Dental Insurance              | Prefilled/Not Locked |
| 11.11 | Employer Sponsored Retirement Plan | Prefilled/Not Locked |
| 11.12 | Paid 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            |

## 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 basic 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 |
| 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 the above 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 | Alternate 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

## Need Help?

Contact your State Data Coordinator at [jenny.j.melvin@maine.gov](mailto:jenny.j.melvin@maine.gov)