



# FY22 Maine Public Library Annual Report

## Deadline: 5:00 pm April 3, 2023

### 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
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### COVID-19 Questions

FY22 Update: Please note some of the COVID-19 questions from the FY21 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	

**Use the 2022 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	
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

### Synchronous (Live) Programs

Synchronous programs are live library sponsored programs that are held in-person onsite, in-person offsite, or virtually. A synchronous (live) 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.

<b>Include</b>
<ul style="list-style-type: none"> <li>• All programs that are sponsored or co-sponsored by the library. For a program to be sponsored or co-sponsored by the library, the library must contribute financial resources or staff time toward the program. For a program that is part of a larger community event (such as a farmer’s market or festival), it is not necessary for the library to also sponsor or organize the larger event.</li> <li>• Both on-site and off-site programs. For example, include a storytime at a farmer’s market or a presentation to a school group about library resources conducted at a school.</li> <li>• Live-streamed virtual (synchronous) programs that are sponsored or co-sponsored by the library.</li> <li>• Programs with attendance of zero or one if they were intended for a group.</li> </ul>
<b>Exclude</b>
<ul style="list-style-type: none"> <li>• Programs sponsored by other groups that use library facilities. For example, do not include a homeschooling group hosting a speaker in a meeting room without facilitation from library staff.</li> <li>• Offsite outreach efforts that do not otherwise meet the definition of a program. For example, do not include having a library card signup booth at a farmer’s market.</li> <li>• Recorded (asynchronous) presentations of program content; these should be counted in Total Number of Asynchronous Program Presentations (data element 4.8 rpp)</li> <li>• Programming that is shared on the library’s website or social media that is not sponsored or co-sponsored by the library. For example, do not include sharing a video from another author’s website of him or her reading a book.</li> <li>• Activities delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, homework assistance, and mentoring activities.</li> <li>• Passive or self-directed activities that do not occur at a scheduled time. For example, do not include leaving an art project or puzzle on a table for participants to complete.</li> </ul>

### Synchronous (Live) Programs by Target Age

4.0	Number of Synchronous (Live) Programs Targeted at Children Ages 0-5	
4.0a	Attendance at Synchronous (Live) Programs Targeted at Children Ages 0-5	
4.1	Number of Synchronous (Live) Programs Targeted at Children Ages 6-11	
4.2	Attendance at Synchronous (Live) Programs Targeted at Children Ages 6-11	
4.3	Number of Synchronous (Live) Programs Targeted at Young Adults Ages 12-18	
4.4	Attendance at Synchronous (Live) Programs Targeted at Young Adults Ages 12-18	
4.5	Number of Synchronous (Live) Programs Targeted at Adults Age 19 or Older	
4.6	Attendance at Synchronous (Live) Programs Targeted at Adults Age 19 or Older	
4.9	Number of Synchronous (Live) General Interest Programs (All Ages)	
4.10	Attendance at Synchronous (Live) General Interest Programs (All Ages)	

4.7	Total Synchronous (Live) Programs	Auto-Calculating
4.8	Total Attendance at Synchronous (Live) Programs	Auto-Calculating

### Synchronous (Live) Programs Totals

4.11	Total Number of Synchronous (Live) In-Person Onsite Programs	
4.11a	Total Synchronous (Live) In-Person Onsite Program Attendance	
4.12	Total Number of Synchronous (Live) In-Person Offsite Programs	
4.12a	Total Synchronous (Live) In-Person Offsite Program Attendance	
4.7vp	Total Number of Synchronous (Live) Virtual Programs	
4.8va	Total Synchronous (Live) Virtual Program Attendance	

### Asynchronous (Pre-Recorded) Program Presentations

Asynchronous programs are offered for viewing as a pre-recorded or on-demand program. An Asynchronous program presentation is any recording of program content that cannot be viewed live as it unfolds (i.e., on-demand streaming). Only include program presentations posted during the reporting period.

The count of views of asynchronous (pre-recorded) program presentations for a **period of thirty (30) days** after the presentation was posted, even if that period extends beyond the survey reporting period (or fiscal year). For program presentations made available via Facebook, count unique 1-minute views of each video. For those made available via other platforms, count unique views of each video. Do not include Synchronous (Live) Programs or Attendance.

### Asynchronous (Pre-Recorded) Programs

4.8rpp	Total Number of Asynchronous (Pre-Recorded) Program Presentations	
4.8rpv	Total Views of Asynchronous (Pre-Recorded) Program Presentations <b>within 30 Days</b>	

### Summer Reading Program

4.13a	Did the library hold a Summer Reading Program this year?	Yes or No
4.13b	Number of Participants: Children (0-11)	
4.13c	Number of Participants: Teens (12-18)	
4.13d	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	

## Take & Make Kits

4.20	Total Number of Take & Make Kits Handed Out	
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## 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 cloudLibrary Number **provided by State Data Coordinator</b>	
5.5	Audio-Physical Units	
5.6	Audio-Downloadable Units: <b>Members of the Download Library add cloudLibrary Numbers **provided by State Data Coordinator</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) <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 (museum passes, park passes, wifi hotspots, tools, sports equipment, cake pans, sewing machines, etc.)	
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## 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+6.6a+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

## Lending Period

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

### Registered Users

7.1	Number of Registered Users (Resident and Non-resident) <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	Does the library charge overdue fines?	Yes or No
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## 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
10.7	Did the library participate in the USDA Summer Food Service Program?	Yes/No

## 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.

## 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 (either governing board or the town manager/select board) hires the library director/librarian and reviews his or her performance. 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 events	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 the collection regularly	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 and are guided by the ALA Bill of Rights and 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	By selecting this box I certify the information is correct to the best of my knowledge.	Drop down menu
14.2	Date	
14.3	Name of person completing the report	
14.4	Title	
14.5	Phone Number	
14.6	Email Address	

## 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)