FY23 Maine Public Library Annual Report
Deadline: April 1, 2024 at 5:00 pm

Section 1: Identification
Report the <u>most current</u> 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/Website

1.17	Library Phone	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 Open per Week - Winter	
1.23	Library Summer Hours	
1.24	Total Hours Open per Week - Summer	

Library Director

1.25	First Name	
1.26	Last Name	
1.27	Email Address	
1.28	Report the total number of years you have held the current position of Library Director.	
1.28a	Report the total number of years you have held the position of Library Director at any public library.	

Library Region

1.29	Library Region	Prefilled/Locked

Use the 2023 reporting year data for Sections 2 – 8

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 the library have an endowment?	Prefilled/Not Locked
3.9	Did the library engage in active fundraising to supplement the operating revenue?	Prefilled/Not Locked
3.10	What percentage of the operating revenue was derived 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 (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.

Include
• **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.** • **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.** • **Live-streamed virtual (synchronous) programs that are sponsored or co-sponsored by the library.** • **Programs with attendance of zero or one if they were intended for a group.**

Exclude
• **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.** • **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.** • **Recorded (asynchronous) presentations of program content; these should be counted in Total Number of Asynchronous Program Presentations (data element 4.8 rpp)** • **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.** • **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.** • **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.**

It is important to note that the totals in 4.0/4.0a and 4.11/4.11a should be the same. This section takes all programs offered during the reporting year and breaks them down by target age, in-person, virtual, off-site, and onsite programs.

4.0 and 4.0a Synchronous (Live) Programs by Target Age

	Number of Synchronous (Live) Programs Targeted at Children Ages 0-5	
	Attendance at Synchronous (Live) Programs Targeted at Children Ages 0-5	
	Number of Synchronous (Live) Programs Targeted at Children Ages 6-11	
	Attendance at Synchronous (Live) Programs Targeted at Children Ages 6-11	
	Number of Synchronous (Live) Programs Targeted at Young Adults Ages 12-18	
	Attendance at Synchronous (Live) Programs Targeted at Young Adults Ages 12-18	
	Number of Synchronous (Live) Programs Targeted at Adults Age 19 or Older	
	Attendance at Synchronous (Live) Programs Targeted at Adults Age 19 or Older	
	Number of Synchronous (Live) General Interest Programs (All Ages)	
	Attendance at Synchronous (Live) General Interest Programs (All Ages)	
	Total Synchronous (Live) Programs	Auto-Calculating
	Total Attendance at Synchronous (Live) Programs	Auto-Calculating

4.11 and 4.11a Synchronous (Live) Programs Totals

	Total Number of Synchronous (Live) In-Person Onsite Programs	
	Total Synchronous (Live) In-Person Onsite Program Attendance	
	Total Number of Synchronous (Live) In-Person Offsite Programs	
	Total Synchronous (Live) In-Person Offsite Program Attendance	
	Total Number of Synchronous (Live) Virtual Programs	
	Total Synchronous (Live) Virtual Program Attendance	
	Total Synchronous Programs (same number as the total above)	Auto-Calculating
	Total Attendance at Synchronous Programs (same number as the total above)	Auto-Calculating

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 within 30 Days	

Summer Reading Program

4.13a	Did the library hold a Summer Reading Program this year?	Yes or No
4.13b	Number of Participants: Children (0-5)	
4.13c	Number of Participants: Children (6-11)	
4.13d	Number of Participants: Teens (12-18)	
4.13e	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	
4.17	Interlibrary Loans Provided To	

Meeting Rooms

4.18	Does the library have a private meeting room available for public use?	Prefilled/Not Locked
4.19	Number of uses by outside groups or organizations of library rooms or spaces for non-library events	

Take & Make Kits

4.20	Total Number of Take & Make Kits Handed Out	

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 cloudLibrary Number **provided by State Data Coordinator**	

5.5	Audio-Physical Units	
5.6	Audio-Downloadable Units: **Members of the Download Library add cloudLibrary Numbers **provided by State Data Coordinator**	
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 **Note: the number of databases in Digital Maine Library has been prefilled.**	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/YA 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, Wi-Fi hotspots, tools, sports equipment, cake pans, sewing machines, etc.)	

Electronic Information

6.7	Successful Retrieval of Electronic Information	

Circulation Totals

6.8	Physical Item Circulation	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 Materials	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

Section 7: Registered Users

Registered Users

7.1	Number of Registered Users (Resident and Non-resident)	
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

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	Does the library have an integrated library management system (ILS)?	Prefilled/Not Locked
8.5	ILS Software	Prefilled/Not Locked
8.6	Does the library have an internet connection through MSLN/Networkmaine?	Prefilled/Not Locked
8.7	Website Visits	

Report the most current information for Sections 9 – 12

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?	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
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	
	Voluntary Public Library Certification	

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.

	By selecting this box, I certify the information is correct to the best of my knowledge.	
	Date	
	Name of person completing the report	
	Title	
	Phone Number	
	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 left of 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