



FY24 Maine Public Library Annual Report

Deadline: April 1, 2025 at 5:00 pm

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/Website

1.17	Library Phone	Prefilled/Not Locked
1.18	Library Email	Prefilled/Not Locked
1.19	Website Address	Prefilled/Not Locked
1.20	Facebook Page	Prefilled/Not Locked

Library Hours

1.21	Library Winter Hours	
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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.	
1.29	Report the total number of years you have held the position of Library Director at any public library.	

Library Region

1.30	Library Region	Prefilled/Locked
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Use FY24 data to complete sections 2 – 8

Section 2: Hours/Facility/Staff

Hours

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

Facility

2.3a	Is the library ADA and handicap accessible?	Yes/No
2.3b	Library Building Square Footage	Prefilled/Not Locked
2.3c	Year Library Was Built	
2.3d	Year of Last Major Renovation or Addition	
2.3e	Is a renovation, addition, or new building project currently underway?	
2.3f	Is a renovation, addition, or new building being planned in the next three years?	
2.4	Is the building owned by the library's governing body?	Yes/No

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	Local Municipal Appropriation	
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Other Municipal Revenue

3.2a	Other Municipality Name	
3.2b	Other Municipality Appropriation	
3.2c	Appropriation Agreement	Contract or Reimbursement

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 Content Expenditures	
3.16	Other Physical 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 Programs and 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.

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.

Program Target Age Group	4.1 Total Number of In-Person Onsite Programs	4.2 Total Number of In-Person Offsite Programs	4.3 Total Number of Virtual Programs	4.4 Total Programs	4.5 In-person Programs Onsite Program Attendance	4.6 In-person Offsite Program Attendance	4.7 Virtual Program Attendance	4.8 Total Attendance
Children Ages 0-5								
Children Ages 6-11								
Young Adults Ages 12-18								
Adults Ages 19 or Older								
General Interest Programs (All Ages)								
Total								

Asynchronous (Pre-Recorded) Program Presentations

Asynchronous program presentations are recorded videos or audio of program content that are posted online for downloading or on-demand viewing (rather than livestreaming). Only include program presentations posted during the reporting period. Include live program sessions that are recorded and posted online. Count each unique video or audio recording only once regardless of the number of platforms on which it is posted. Do not duplicate numbers at each branch; count only at the administrative entity level.

Report the count of views or plays of asynchronous 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 other platforms, count unique views or plays of each video or audio recording.

Asynchronous (Pre-Recorded) Programs

4.9	Total Number of Asynchronous (Pre-Recorded) Program Presentations	
4.10	Total Views of Asynchronous (Pre-Recorded) Program Presentations within 30 Days	

Summer Reading Program

For libraries that report on a July-June fiscal year, report summer reading statistics for the entire summer reading program ending in August even if that is beyond the reporting period.

4.11	Did the library hold a Summer Reading Program this year?	Yes/No
4.11a	Number of Participants: Children (0-5)	
4.11b	Number of Participants: Children (6-11)	
4.11c	Number of Participants: Teens (12-18)	
4.11d	Number of Participants: Adults (19+)	
4.11e	Total Summer Reading Program Participants	Auto-Calculating

Library Visits

4.12	Library Visits	
4.12a	Library Visits Reporting Method	Annual Count/Annual Estimate
4.12b	Total Number of Curbside Visits	

Reference Transactions

4.13	Reference Transactions	
4.13a	Reference Transactions Reporting Method	Annual Count/Annual Estimate

Interlibrary Loans

4.14	Interlibrary Loans Received From	
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4.15	Interlibrary Loans Provided To	
4.16	Does the library participate in Van Delivery?	Prefilled/Not Locked

Meeting Rooms/Spaces

4.17	Does the library have meeting rooms or spaces available for public use (non-library sponsored programs, meetings, and events)?	Prefilled/Not Locked
4.18	Total number of non-library meeting room/ space uses	

Take & Make Kits

4.19	Total Number of Take & Make Kits Handed Out	
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Library Services

Did the library offer the following programs and services during the reporting period?

4.20	Delivery to homebound patrons	
4.21	Bookmobile, bookbike, or other outreach vehicle	
4.22	Book vending machine or lockers	
4.23	Storywalk	
4.24	Passport services	
4.25	Citizenship and naturalization services	
4.26	Voter registration	
4.27	Satellite location for Social Security or CareerCenter	
4.28	Satellite location for Adult Education or Literacy Volunteers	
4.29	Emergency center for warming, cooling, and charging	
4.30	Community Navigator or Social Worker	
4.31	Telehealth services	
4.32	Remote workspace	
4.33	Digital navigator	
4.34	Tech help (drop-in or planned program)	
4.35	Homework help	
4.36	USDA Summer Food Service Program	
4.37	Food/personal hygiene pantry	
4.38	Community garden	
4.39	Seed library	
4.40	Fitness or nutrition classes	
4.41	Tax preparation or financial literacy	

Did the library offer programs and services targeted to the following populations during the reporting period?

4.42	English language learners	
4.43	Immigrants or refugees	
4.44	Incarcerated or formerly incarcerated persons	
4.45	Persons with disabilities	
4.46	Veterans	
4.47	Low-income households	
4.48	Unhoused persons	
4.49	Food insecure persons	

Tell Us More:

4.50	Tell us more about any program or service that you are particularly proud of or any other information that would help us understand what's going on at your library and in your community.	
4.51	Tell us anything that has significantly impacted library services during the reporting year (e.g. natural disaster, building renovation, staff shortages, reduced funding, etc.).	

Section 5: Library Collection

Physical Materials

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	Audio-Physical Units	
5.5	Video-Physical Units	
5.6	Other Circulating Physical Items (hotspots, tools, sports equipment, cake pans, sewing machines, etc.)	
5.7	Total Physical Materials in Collection	Auto-Calculating

Electronic Books

E-books are the digital equivalent of printed books that may be accessed online from an electronic device. E-books also include e-comics. Do not consider resources available for free in the public domain when answering the following questions.

5.8	Did the administrative entity (library) provide access to e-books purchased solely by the administrative entity?	Yes/No
5.9	Did the administrative entity (library) provide access to e-books purchased via a consortium, cooperative, or other similar group at the local, regional, or state level?	Yes/No
5.10	Did the administrative entity (library) provide access to e-books provided by the state library agency or another state agency at no or minimal cost to the administrative entity?	Yes/No

Electronic Serials

E-serials are periodic digital publications equivalent to printed newspapers, magazines, and similar media that are viewed as entire issues rather than as single articles returned from a research query. Do not consider resources available for free in the public domain when answering the following questions.

5.11	Did the administrative entity (library) provide access to e-serials purchased solely by the administrative entity?	Yes/No
5.12	Did the administrative entity (library) provide access to e-serials purchased via a consortium, cooperative, or other similar group at the local, regional, or state level?	Yes/No
5.13	Did the administrative entity (library) provide access to e-serials provided by the state library agency or another state agency at no or minimal cost to the administrative entity?	Prefilled

Electronic Audio

E-audio are digital files of sound only (e.g., audiobooks, music) that may be accessed online from an electronic device. Do not consider resources available for free in the public domain when answering the following questions.

5.14	Did the administrative entity (library) provide access to e-audio purchased solely by the administrative entity?	Yes/No
5.15	Did the administrative entity (library) provide access to e-audio purchased via a consortium, cooperative, or other similar group at the local, regional, or state level?	Yes/No
5.16	Did the administrative entity (library) provide access to e-audio provided by the state library agency or another state agency at no or minimal cost to the administrative entity?	Prefilled

Electronic Video

E-videos are digital files of moving visual images with or without sound (e.g., movies, television shows) that may be accessed online from an electronic device. Do not consider resources available for free in the public domain when answering the following questions.

5.17	Did the administrative entity (library) provide access to e-videos purchased solely by the administrative entity?	Yes/No
5.18	Did the administrative entity (library) provide access to e-videos purchased via a consortium, cooperative, or other similar group at the local, regional, or state level?	Yes/No
5.19	Did the administrative entity (library) provide access to e-videos provided by the state library agency or another state agency at no or minimal cost to the administrative entity?	Prefilled

Research Databases

Research databases are organized collections of electronic data or records (e.g., facts, abstracts, articles, bibliographic data, texts, photographs) that can be searched to retrieve information. Do not consider resources available for free when answering the following questions.

5.20	Did the administrative entity (library) provide access to research databases purchased solely by the administrative entity?	Yes/No
5.21	Did the administrative entity (library) provide access to research databases purchased via a consortium, cooperative, or other similar group at the local, regional, or state level?	Prefilled
5.22	Did the administrative entity (library) provide access to research databases provided by the state library agency or another state agency at no or minimal cost to the administrative entity?	Prefilled

Online Learning Platforms

Online learning platforms primarily provide instruction, tools, and resources to enhance education, lifelong learning, and skill building. Platforms may offer homework assistance, language learning, test preparation, professional development, resume assistance, hobby instruction, etc. Do not consider resources available for free when answering the following questions.

5.23	Did the administrative entity (library) provide access to online learning platforms purchased solely by the administrative entity?	Yes/No
5.24	Did the administrative entity (library) provide access to online learning platforms purchased via a	Prefilled

	consortium, cooperative, or other similar group at the local, regional, or state level?	
5.25	Did the administrative entity (library) provide access to online learning platforms provided by the state library agency or another state agency at no or minimal cost to the administrative entity?	Prefilled

Section 6: Circulation

Physical Material Circulation

The total annual circulation of all physical library materials of all types, including renewals. Note: Count all physical materials in all formats that are charged out for use outside the library. Interlibrary loan transactions included are only items borrowed for users. Do not include items checked out to another library.

6.1	Total Children's/YA Circulation of Physical Materials	
6.2	Total Adult Circulation of Physical Materials	
6.3	Total Circulation of Other Physical Items (museum/park passes, Wi-Fi hotspots, tools, sports equipment, cake pans, sewing machines, etc.)	
6.4	Total Physical Item Circulation	Auto Calculating 6.1+6.2+6.3

E-Material Circulation

Electronic (digital) materials can be accessed online from an electronic device. Types of electronic materials include e-books, e-serials, e-audio, and e-video. Only count items that require user authentication and have a limited period of use. Count all checkouts, including renewals.

6.5	E-book Circulation The total circulation of e-books during the reporting period. E-books are the digital equivalent of printed books that may be accessed online from an electronic device. E-books also include e-comics.	
6.6	E-serial Circulation The total circulation of e-serials during the reporting period. E-serials are periodic digital publications equivalent to printed newspapers, magazines, and similar media that are viewed as entire issues rather than as single articles returned from a research query.	

6.7	E-audio Circulation The total circulation of e-audio during the reporting period. E-audio are digital files of sound only (e.g., audiobooks, music) that may be accessed online from an electronic device.	
6.8	E-video Circulation The total circulation of e-videos during the reporting period. E-videos are digital files of moving visual images (e.g., movies, television shows) with or without sound that may be accessed online from an electronic device.	
6.9	Total E-material Circulation	Auto-Calculating 6.5+6.6+6.7+6.8

Total Circulation of Materials

6.10	Total Circulation of Materials	Auto-Calculating 6.4+6.9
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Lending Period/Renewals

6.11	Lending Period – In Weeks	Prefilled/Not Locked
6.12	Automatic Renewal of Physical Materials: Did your library offer automatic renewal for any physical materials during the reporting period?	Yes/No

Section 7: Registered Users & Fees

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

Report the most current information for Sections 9 – 11

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) or Memorandum of Agreement (MOA) in place?	Prefilled/Not Locked

Section 10: Employee Benefits

Library Director

10.1	Number of Vacation/PTO Days Earned per Year	Prefilled/Not Locked
10.2	Number of Sick Days Earned per Year	Prefilled/Not Locked
10.3	Paid Health Insurance	Prefilled/Not Locked
10.4	Paid Dental Insurance	Prefilled/Not Locked
10.5	Paid Life Insurance	Prefilled/Not Locked
10.6	Employer Sponsored Retirement Plan	Prefilled/Not Locked

Other Paid Staff

10.7	Paid Vacation/PTO	Prefilled/Not Locked
10.8	Paid Sick Leave	Prefilled/Not Locked
10.9	Paid Health Insurance	Prefilled/Not Locked

10.10	Paid Dental Insurance	Prefilled/Not Locked
10.11	Paid Life Insurance	Prefilled/Not Locked
10.12	Employer Sponsored Retirement Plan	Prefilled/Not Locked

Section 11: Employee Salaries

	Position	
	Hours Worked per Week	
	Current Hourly Rate	\$
	MLS Degree	Yes or No
	Other Degree	
	Voluntary Public Library Certification	
	Total number of permanent paid staff who hold this position title	

Submitting the Report

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

Need Help?

Contact your Library Data Specialist at jenny.j.melvin@maine.gov