### Public Library Annual Report Yearly Totals Worksheet

Please submit figures for your reporting period as indicated on your Public Library Annual Report.

#### Library Financials

##### Revenue

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Municipal Appropriation</td>
<td>$____________</td>
</tr>
<tr>
<td>Other Municipal Income:</td>
<td></td>
</tr>
<tr>
<td>Town</td>
<td>$____________</td>
</tr>
<tr>
<td>Town</td>
<td>$____________</td>
</tr>
<tr>
<td>Federal Government Revenue</td>
<td>$____________</td>
</tr>
<tr>
<td>Other Operating Revenue (non-resident fees, dividends from endowments, gifts, books sales, fines, etc)</td>
<td>$____________</td>
</tr>
<tr>
<td>Percentage of Operating Revenue from Fundraising</td>
<td>___________</td>
</tr>
</tbody>
</table>

##### Expenditures

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries</td>
<td>$____________</td>
</tr>
<tr>
<td>(Report salaries and wages before deductions. Include salaries paid directly by the municipality.)</td>
<td></td>
</tr>
<tr>
<td>Employee Benefits</td>
<td>$____________</td>
</tr>
<tr>
<td>(Only librarians who are volunteer or paid a stipend should report &quot;0&quot;. Benefits include Social Security, Medicare, retirement, workers compensation, insurance, etc.)</td>
<td></td>
</tr>
<tr>
<td>Print Materials Expenditures</td>
<td>$____________</td>
</tr>
<tr>
<td>(Books, current serial subscriptions, government docs, and any other print acquisitions.)</td>
<td></td>
</tr>
<tr>
<td>Electronic Materials Expenditures</td>
<td>$____________</td>
</tr>
<tr>
<td>(E-books, audio and video downloadables, e-serials, databases, etc. Include membership fee for Maine InfoNet Download Library.)</td>
<td></td>
</tr>
</tbody>
</table>
Other Materials Expenditures
$_____________________
(Include audio and video physical units, DVD, etc.)

Other Operating Expenditures
$_____________________
(This includes all expenditures other than those reported for staff and collection expenditures. Include supplies, repair or replacement of furnishings, computer hardware and software, costs of operating and maintaining physical facilities, etc.)

Capital

Local Government Capital Revenue
$_____________________

State Government Capital Revenue
$_____________________

Federal Government Capital Revenue
$_____________________

Capital Expenditures
$_____________________

Employee Salaries

<table>
<thead>
<tr>
<th>Position:</th>
<th>Hours Worked Per Week</th>
<th>Hourly Rage</th>
<th>MLS Degree</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

Library Services

Programs

Number of Children’s Programs
________________________

Children’s Program Attendance
________________________

Number of Y/A Programs
________________________

Y/A Program Attendance
________________________

Number of Adult Programs
________________________

Adult Program Attendance
________________________

Library Visits

Total Number of Library Visits
________________________
**Reference Transactions**

Total Number of Reference Transactions

**Interlibrary Loans**

Total number of interlibrary loans (ILL) **received from** other libraries

Total number of interlibrary loans (ILL) **provided to** other libraries

**Meeting Rooms**

Total Number of Meeting Room Uses

**Library Collection**

Number of Children’s/YA Print Materials

Number of Adult Print Materials

Number of Audio Materials – Physical Units

Number of Video Materials – Physical Units

Number of Current Print Serial Subscriptions

**Circulation**

**Children’s/YA**

Print Materials and Audio/Video Physical Units

Electronic Materials: E-Books, Downloadable Audio/Video

**Adult**

Print Materials and Audio/Video Physical Units eBooks

Electronic Materials: E-Books, Downloadable Audio/Video

**Registered Users**

Total Number of Registered Users

Total Number of Registered Non-resident Users
**Electronic Technology**

Total Number of Uses (sessions) of Public Internet Computers

Total Number of Wireless Sessions