



## 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

Municipal Appropriation \$ \_\_\_\_\_

Other Municipal Income:

Town \_\_\_\_\_ \$ \_\_\_\_\_

Town \_\_\_\_\_ \$ \_\_\_\_\_

Federal Government Revenue \$ \_\_\_\_\_

Other Operating Revenue \$ \_\_\_\_\_

(non-resident fees, dividends from endowments, gifts, books sales, fines, etc)

Percentage of Operating Revenue from Fundraising \_\_\_\_\_

#### Expenditures

Salaries \$ \_\_\_\_\_

(Report salaries and wages before deductions. Include salaries paid directly by the municipality.)

Employee Benefits \$ \_\_\_\_\_

(Only librarians who are volunteer or paid a stipend should report "0". Benefits include Social Security, Medicare, retirement, workers compensation, insurance, etc.)

Print Materials Expenditures \$ \_\_\_\_\_

(Books, current serial subscriptions, government docs, and any other print acquisitions.)

Electronic Materials Expenditures \$ \_\_\_\_\_

(E-books, audio and video downloadables, e-serials, databases, etc. Include membership fee for Maine InfoNet Download Library.)

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

Position:	Hours Worked Per Week	Hourly Rate	MLS Degree

## 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

\_\_\_\_\_

