

# 2012 Maryland Public Library Survey

## Identification #1.1-#1.23

1.1	Name of library system	_____
1.2	Address	_____
1.3	City	_____
1.4	County	_____
1.5	Zip code	_____
1.6	4 digit zip code extension	_____
1.7	Is the above address the same as your mailing address? If no, please make the necessary changes below.	_____
1.8	Mailing: Address	_____
1.9	Mailing: City	_____
1.10	Mailing: Zip	_____
1.11	Mailing: 4 digit zip code extension	_____
1.12	Phone number	_____
1.13	World Wide Web address for the public library administrative entity	_____
1.14	Name of the person completing the form (plus phone number)	_____
1.15	Email address of the director	_____
1.16	Fax number of the director	_____
1.17	Population Legal Service Area	_____
1.18	Interlibrary Relationship Code	_____
1.19	Legal Basis Code	_____
1.20	Administrative Structure Code	_____
1.21	FSCS Public Library Definition	_____
1.22	Geographic Code	_____
1.23	Legal Service Area Boundary Change	_____

## Service Outlets #2.1-#2.11

2.1	Separate headquarters facility	_____
2.2	Central/main library facility	_____
2.3	Branches	_____
2.4	Bookmobiles	_____
<b>Other mobile units (kind and number):</b>		
2.5a	Other mobile unit type	_____
2.5b	Number of other Mobile units	_____
2.6	Other	_____
2.7	<b>Total outlets (#2.2+#2.3+#2.4+#2.5b+#2.6)</b>	_____
2.8	Outlet name (Central or main library, branches, bookmobiles)	_____
2.9	Square footage/this outlet	_____
2.10	Annual public service hours in FY 2012/ this outlet	_____
2.11	Number of weeks open in FY 2012/this outlet	_____

## Personnel #3.1-#3.13

3.1	ALA-MLS (FTE)	
3.2	Library associates (FTE)	
3.3	<b>Total Librarians (#3.1+#3.2)</b>	
<b>Other paid staff</b>		
3.4	Other professional staff (FTE)	
3.5	Clerical & other staff	
3.6	Circulation Staff	
3.7	Pages	
3.8	Maintenance	
3.9	Security	
3.10	Hourly/substitute positions	
3.10a	<b>PMSH Total (#3.7+#3.8+#3.9+#3.10 )</b>	
3.11	<b>Total other paid staff (#3.6+#3.7+#3.8+#3.9+#3.10)</b>	
3.12	<b>Total all other paid staff (#3.4+#3.5+#3.11)</b>	
3.13	<b>Total paid employees (#3.3+#3.12)</b>	

### **Income For Current Operations #4.1-#4.14**

4.1	Local appropriations	
4.2a	State Aid	
4.2b	State contribution to retirement	
4.2c	<b>Total (#4.2a+#4.2b)</b>	

#### **Federal Government**

Federal LSTA grants administered by DLDS

4.3a	Federal LSTA grant #	
4.3b	Amount of Grant	
4.4	<b>Total of LSTA grants (#4.3b)</b>	

#### **Other Federal Government**

4.5a	Other federal government grant title	
4.5b	Amount of other federal grant	
4.6	<b>Total of other federal government grants (#4.5b)</b>	
4.7	<b>Total of all Federal Government Grants (#4.4+#4.6)</b>	

#### **Special Funds (other income)**

4.8	Annual income from endowments & gifts.	
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#### **Other Grants**

4.9a	Other grant	
4.9b	Amount of grant	
4.10	<b>Total of other grants (#4.9b)</b>	

#### **Other Income**

4.11a	Other income	
4.11b	Amount	
4.12	<b>Total of other income (#4.11b)</b>	

4.13	Total special funds income (#4.8+#4.10+#4.12)	
4.14	Total operating income (#4.1+#4.2c+#4.7+#4.13)	

Operating Expenditures #5.1-#5.9

5.1	Salaries and wages	
Employee Benefits		
5.2	Employee benefits for Insurance	
5.3	Employee benefits for Social Security	
5.4	Employee benefits for Retirement	
5.5	Total benefits (#5.2+#5.3+#5.4)	
5.6	Total salaries and benefits (#5.1+#5.5)	

Collection Expenditures

5.7a	Print materials expenditures	
5.7b	Electronic materials expenditures	
5.7c	Other materials expenditures	
5.7d	Total Collection Expenditures (#5.7a+#5.7b+#5.7c)	
5.8	Other operating expenditures	
5.9	Total Operating Expenditures (#5.6+#5.7d+#5.8)	

Capital Revenue & Expenditures #6.1-#6.2

6.1	Local Government Capital Revenue	
6.1a	State Government Capital Revenue	
6.1b	Federal Government Capital Revenue	
6.1c	Other Capital Revenue	
6.1d	Total Capital revenue (#6.1+#6.1a+#6.1b+#6.1c)	
6.2	Capital expenditure	

Library Collections #7.1-#7.13

Print materials

7.1	Cataloged books at the end of the fiscal year	
7.2	Uncataloged books	
7.3	Total book volumes (#7.1+#7.2)	

Audio/Video materials

7.4	Audio - physical units	
7.5	Audio - downloads	
7.6	Total Audio (#7.4+#7.5)	
7.7	Videos - physical units	
7.8	Videos - downloads	
7.9	Total Video (#7.7+#7.8)	

Subscriptions

7.10	Subscriptions	
Electronic materials		

- |       |   |       |
|-------|---|-------|
| 7.11  | Electronic e-books purchased through the consortium | <hr/> |
| 7.11a | E-books purchased by your library system            | <hr/> |
| 7.11b | <b>Total E-books (#7.11+#7.11a)</b>                 | <hr/> |

#### **Licensed Databases**

- |       |  |       |
|-------|--|-------|
| 7.12a | Local  | <hr/> |
| 7.12b | State (state government or State Library)                          | <hr/> |
| 7.12c | Other cooperative agreements (or consortia) within state or region | <hr/> |
| 7.12d | <b>Total Number of Licensed Databases (#7.12a+#7.12b+#7.12c)</b>   | <hr/> |
| 7.13  | <b>Total Holdings (#7.3+#7.6+#7.9+#7.10+#7.11b+#7.12d)</b>         | <hr/> |

### **Public Service Hours #8.1-#8.12**

#### **Public Service Hours Per Year**

- |     |                                   |       |
|-----|-----------------------------------|-------|
| 8.1 | Total annual public service hours | <hr/> |
| 8.2 | Total weekly service hours        | <hr/> |
| 8.3 | Total number of outlets           | <hr/> |
| 8.4 | Hours per outlet                  | <hr/> |
| 8.5 | Total registered borrowers.       | <hr/> |
| 8.6 | Library visits                    | <hr/> |

#### **Library Programs**

- |      |  |       |
|------|--|-------|
| 8.7  | Number of Library Programs (Non-Children's)      | <hr/> |
| 8.7a | Number of Children's Programs                    | <hr/> |
| 8.7b | Number of Young Adult Programs                   | <hr/> |
| 8.7c | <b>Total Library Programs (#8.7+#8.7a+#8.7b)</b> | <hr/> |

#### **Program Attendance**

- |      |  |       |
|------|--|-------|
| 8.8  | Adult program attendance                                 | <hr/> |
| 8.8a | Young adult program attendance                           | <hr/> |
| 8.8b | Children's program attendance                            | <hr/> |
| 8.8c | Preschool program attendance                             | <hr/> |
| 8.8d | <b>Total children's program attendance (#8.8b+#8.8c)</b> | <hr/> |
| 8.9  | <b>Total program attendance (#8.8+#8.8a+#8.8d)</b>       | <hr/> |

#### **Reference and Informational Transactions**

- |      |   |       |
|------|---|-------|
| 8.10 | Children's reference and informational transactions                           | <hr/> |
| 8.11 | All other reference and informational transactions                            | <hr/> |
| 8.12 | <b>Total number of reference and informational transactions (#8.10+#8.11)</b> | <hr/> |

### **Circulations #9.1-#9.13**

#### **Children's Materials By Type**

- |     |   |       |
|-----|---|-------|
| 9.1 | Children's circulation in audio materials | <hr/> |
| 9.2 | Children's circulation in books           | <hr/> |
| 9.3 | Children's circulation in periodicals     | <hr/> |
| 9.4 | Children's circulation in video materials | <hr/> |
| 9.5 | Children's circulation in other formats   | <hr/> |

9.6 **Total children's circulation (#9.1+#9.2+#9.3+#9.4+#9.5)**

**Adult's Materials By Type**

9.7 Adult's circulation in audio materials

9.8 Adult's circulation in books

9.9 Adult's circulation in periodicals

9.10 Adult's circulation in video materials

9.11 Adult's circulation in other formats

9.12 **Total adult's circulation (#9.7+#9.8+#9.9+#9.10+#9.11)**

9.13 **Total circulation (#9.6+#9.12)**

**Interlibrary Loans #10.1-#10.2**

10.1 The number of interlibrary loan items lent.

10.2 The number of interlibrary loan items borrowed.

**Electronic Technologies #11.1-#11.15**

**Access and Use**

11.1 What is the Internet provider for your library?

11.2 Is the internet used by?

11.3 Users of public Internet computers

11.4 Number of Internet terminals used by general public

**Number of Computers**

11.5 Number of computers with graphical Internet access

11.6 Number of computers with text based Internet access

11.7 Number of computers without Internet access

11.8 Number of computers designated as "dumb" terminals

11.9 **Total number of computers (#11.5+#11.6+#11.7+#11.8)**

**Instructions**

Staff information technology instruction

11.10 Number of staff instructed

11.10a Number of hours of staff instructions

**User information technology instruction**

11.10b Number of users instructed

11.10c Number of hours of instruction

**Electronic Access Statistics**

11.11 Sessions

11.12 Searches

11.13 Page views

11.14 Number of wireless users per year

11.15 How is wireless data collected

**Thank you for completing the FY 2012 Maryland Public Library Annual Statistical Report Form**