

2013 North Dakota Public Library Annual Report

Identification

Click on Question # for Detailed Explanation of What Is Being Asked

- 1.1 Library name _____
- 1.2 Library's email address _____
- 1.3 Library's physical street address _____
- 1.4 Library's mailing address (P.O. box) _____
- 1.5 City _____
- 1.6 County _____
- 1.7 Zip code _____
- 1.8 State legislative district(s) library is represented by _____
- 1.9 Population of legal service area _____
- 1.10 Library's phone number _____
- 1.11 If library has web presence, check relevant (box(es) to identify type(s) of social media library currently utilizes.
 - Facebook _____
 - Pinterest _____
 - Twitter _____
 - Website / Blog _____
 - No web presence _____
- 1.12 Does library have a 501(c)(3) foundation status Y/N _____
- 1.13 Current Library Board President's name _____
- 1.14 Library Board President's mailing address _____
- 1.15 City _____
- 1.16 Zipcode _____
- 1.17 Library Board President's phone number _____
- 1.18 Library Board President's email address _____
- 1.19 Report period start date _____
- 1.20 Report period end date _____

Outlets/Hours

Click on Question # for Detailed Explanation of What Is Being Asked

- 2.1 Number of central service outlets _____
- 2.2 Hours of central outlet (2.2.1 + 2.2.2 + 2.2.3 + 2.2.4 + 2.2.5 + 2.2.6 + 2.2.7) _____
 - 2.2.1 Sunday _____
 - 2.2.2 Monday _____
 - 2.2.3 Tuesday _____
 - 2.2.4 Wednesday _____
 - 2.2.5 Thursday _____
 - 2.2.6 Friday _____
 - 2.2.7 Saturday _____
- 2.3 Number of weeks per year central service outlet is open to the public _____
- 2.4 Number of hours per year central service outlet is open to the public (2.2 x 2.3) _____

- 2.5 Number of hours per week central service outlet is open after 5 p.m. (Monday-Friday) _____
- 2.6 Number of hours central service outlet is open over the weekend (Saturday & Sunday) _____
- 2.7 Square footage of central service outlet _____
- 2.8 Number of bookmobiles _____
- 2.9 Number of hours per year bookmobiles are open to the public _____
- 2.10 Number of weeks per year bookmobiles are open to the public _____

Only report branch data if the individual branch(es) are open to the public at a minimum of 16 hours/week. Otherwise, resume completing survey at question 3.1.

- 2.11 Number of branch service outlets open at minimum of 16 hrs/week _____
(Report individual branch library contact info below by adding a group for each branch counted in question 2.11)
- 2.12 Branch library name _____
- 2.13 Branch library street address _____
- 2.14 Branch library city _____
- 2.15 Branch library zipcode _____
- 2.16 County of the branch library _____
- 2.17 Branch library phone number _____
- 2.18 Hours per week branch library is open to the public (minimum of 16 hrs/week) _____
- 2.19 Number of weeks per year branch library is open to the public _____
- 2.20 Number of hours per year branch library is open to the public (2.18 x 2.19) _____
- 2.21 Square footage of branch library _____
- 2.22 Total number of hours per year all outlets are open to the public (2.4 + 2.9 + 2.20) _____

Paid Staff

Click on Question # for Detailed Explanation of What Is Being Asked

(**for part-time staff, divide the total number of hours worked per week by 40 to determine full-time equivalent)

- 3.1 Full-time equivalent (fte) paid librarians _____
- 3.2 Full-time equivalent (fte) other paid staff _____
- 3.3 Total of paid full-time equivalent (fte) staff (3.1 + 3.2) _____
- 3.4 Full-time equivalent (fte) librarians with ALA-MLS degree _____
- 3.5 Annual Salary of Library Director _____

Operating Revenue

Click on Question # for Detailed Explanation of What Is Being Asked

- 4.1 Local government revenue _____
- 4.2 State government revenue _____
- 4.3 Federal government revenue _____
- 4.4 Other operating revenue _____
- 4.5 Total operating revenue (4.1 + 4.2 + 4.3 + 4.4) _____
- 4.6 Capital revenue (local) _____
- 4.7 Capital revenue (state) _____
- 4.8 Capital revenue (federal) _____
- 4.9 Capital revenue (other) _____

4.10 Total capital revenue (4.6 + 4.7 + 4.8 + 4.9)

Operating Expenditures

Click on Question # for Detailed Explanation of What Is Being Asked

5.1 Salaries / wages

5.2 Employee benefits (Include amounts for direct paid benefits such as social security & retirement along with medical, etc.)

5.3 Total staff (5.1 + 5.2)

5.4 Other operating expenditures (Include all equipment costs, computer software and Internet in this category; along with any additional expenses the library incurs other than those reported under collection(s) and salaries.)

NOTE: Collection expenditures are defined as funds spent on the acquisition of materials made available to patrons as part of the library's collection.

5.5 Print material expenditures (for books, serials & other print acquisitions)

5.6 Electronic material expenditures (for ebooks, online resources & other digital acquisitions)

5.7 Other material expenditures (for audio, video, dvd & other acquisitions)

5.8 Total collection expenditures (5.5 + 5.6 + 5.7)

5.9 Total operating expenditures (5.3 + 5.4 + 5.8)

5.10 Capital expenditures

Library Collection

Click on Question # for Detailed Explanation of What Is Being Asked

6.1 Total number of print materials in library's collection

6.2 Total number of print serial subscriptions in library's collection

6.3 Total number of downloadable electronic books (E-books) in library's collection

The figure supplied is that which was obtained from the consortium on 10/1/2013. If you believe this number is not correct, please contact Michele @ 1-800-472-2104.

6.4 Total number of physical audio materials in library's collection

6.5 Total number of downloadable audio materials in library's collection

The figure supplied is that which was obtained from the consortium on 10/1/2013. If you believe this number is not correct, please contact Michele @ 1-800-472-2104.

6.6 Total number of physical video materials in library's collection

6.7 Total number of downloadable video materials in library's collection

The figure supplied is that which was obtained from the consortium on 10/1/2013. If you believe this number is not correct, please contact Michele @ 1-800-472-2104.

6.8 Total number of "other" items in library's collection (this figure should include all items not counted in categories listed above, but still available to patrons)

6.9 Total number of items in library's collection (6.1 + 6.2 + 6.3 + 6.4 + 6.5 + 6.6 + 6.7 + 6.8)

- 6.10 Total number of items weeded from library's collection in 2013 _____
- 6.11 Name of library's catalog software / vendor _____
- Online Library Resources (OLRs) / Licensed Databases _____

Note - OverDrive and catalog software are not to be counted as Online Library Resource(s)

- 6.12 # of OLRs purchased by the library or through cooperative agreement (or consortia) within state or region (count 31 if your library participates in the Statewide/ODIN contract) _____
- 6.13 # of OLRs purchased by the State Library _____
- 6.14 List names of the OLRs counted in questions 6.12 (please list individually by adding a group for each resource). Do **not** need to include individual list of OLRs purchased via statewide consortial contract. _____
- 6.15 Total # of OLRs (6.12 + 6.13) _____

Computers / Connectivity

Click on Question # for Detailed Explanation of What Is Being Asked

- 7.1 Total number of Internet computers available in library for general public use (Include laptops & notebooks) _____
- 7.2 Number of uses (sessions) of public Internet computers per year _____
- 7.3 Number of E reader devices (Nooks, Kindles, iPads, tablets, etc) available for general public use _____
- 7.4 Does your library provide wireless access Y / N _____
- 7.5 Does your library filter its public Internet computers Y / N _____
- 7.6 Name of library's current IT contact person _____
- 7.7 Version(s) of operating system(s) currently installed on staff and general public use computers _____

Check boxes to indicate ALL versions of operating systems installed on library computers (for both staff accessed machines and general public use machines).

- Windows 7 _____
- Windows 2000 _____
- Windows Vista _____
- Windows XP _____
- Mac _____
- Linux/Other _____

Public Service

Click on Question # for Detailed Explanation of What Is Being Asked

- 8.1 Number of visits to library annually (count of persons entering library facility) _____
- 8.2 Number of reference requests per year _____
- 8.3 Number of registered users (patrons who have received library cards) _____
- 8.4 Children's circulation _____
- 8.5 Circulation of electronic materials _____
- 8.6 Total circulation (Include downloadable circ, children's circ and electronic circ) _____
- 8.7 Number of items loaned to other libraries _____
- 8.8 Number of items borrowed from other libraries _____

Events _____

- 8.9 Number of children's (age 0-11) events sponsored/co-sponsored by library _____
- 8.10 Number of children who attended library sponsored events _____
- 8.11 Number of young adult (age 12-18) events sponsored/co-sponsored by library _____
- 8.12 Number of young adults who attended library sponsored events _____
- 8.13 Number of adult (age 19+) events sponsored/co-sponsored by library _____
- 8.14 Number of adults who attended library sponsored events _____
- 8.15 **Total number of all library events (8.8 + 8.10 + 8.12)** _____
- 8.16 **Total attendance at library sponsored events (8.9 + 8.11 + 8.13)** _____
- 8.17 Did library host a summer reading program Y/N _____

Certification

I declare (by electronic signature) in compliance of North Dakota law that the data submitted in this report is true and accurate to the best of my knowledge, information and belief.

- Library Director's Name _____
- Library Director's Email Address _____
- Library Director's Phone _____
- Date _____

For State Use Only

Click on Question # for Detailed Explanation of What Is Being Asked

- 9.1 LIB ID _____
- 9.2 FSCS ID _____
- 9.3 Name _____
- 9.4 Phone _____
- 9.5 Outlet Type Code _____
- 9.6 Metropolitan Status Code _____
- 9.7 Number of Bookmobiles in the Bookmobile Outlet Record _____
- Outlet Data
- 9.8 LIB ID _____
- 9.9 FSCS ID _____
- 9.10 Name _____
- 9.11 Interlibrary Relationship Code _____
- 9.12 Legal Basis Code _____
- 9.13 Administrative Structure Code _____
- 9.14 FSCS Public Library Definition _____
- 9.15 Geographic Code _____
- 9.16 Legal Service area boundary change _____