# 2013 North Dakota Public Library Annual Report

## Identification

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

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

## Outlets/Hours

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

<table>
<thead>
<tr>
<th>Question</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.1</td>
<td>Number of central service outlets</td>
</tr>
<tr>
<td>2.2</td>
<td>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)</td>
</tr>
<tr>
<td>2.2.1</td>
<td>Sunday</td>
</tr>
<tr>
<td>2.2.2</td>
<td>Monday</td>
</tr>
<tr>
<td>2.2.3</td>
<td>Tuesday</td>
</tr>
<tr>
<td>2.2.4</td>
<td>Wednesday</td>
</tr>
<tr>
<td>2.2.5</td>
<td>Thursday</td>
</tr>
<tr>
<td>2.2.6</td>
<td>Friday</td>
</tr>
<tr>
<td>2.2.7</td>
<td>Saturday</td>
</tr>
<tr>
<td>2.3</td>
<td>Number of weeks per year central service outlet is open to the public</td>
</tr>
<tr>
<td>2.4</td>
<td>Number of hours per year central service outlet is open to the public (2.2 x 2.3)</td>
</tr>
</tbody>
</table>
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) __________________________
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 (6.15 + 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