

**Commonwealth of Massachusetts  
Board of Library Commissioners**  
98 North Washington Street Suite 401 Boston, Massachusetts 02114

**FY2006  
STATE AID TO PUBLIC LIBRARIES  
ANNUAL REPORT INFORMATION SURVEY (ARIS) of 2005 Data**

**Annual Report Statement:**

The Board of Library Commissioners has determined that the information requested on this survey is necessary to:

- a) "set up, and to evaluate, minimum standards of free public library service under M.G.L. c. 78, s. 19B and municipal support standards under M.G.L. c. 78, s. 19A:"
- b) "determine adherence to existing minimum standards of free public library service under M.G.L. c. 78 s. 19B and existing municipal support requirements under M.G.L. c. 78, s. 19A in order to be able to certify public libraries for aid under M.G.L. c. 78, s. 19A." [605 CMR 4.01 (7)]

If you need assistance completing this survey, please contact James Lonergan, State Aid Specialist (james.lonergan@state.ma.us). This form must be completed as part of your application for FY2006 State Aid to Public Libraries.

**A.**

Municipality:	<b>BELLINGHAM</b>		
Library:	<b>BELLINGHAM PUBLIC LIBRARY</b>		
Street Address:	<b>100 Blackstone Street, Bellingham, MA 02019-1665</b>		
Mailing Address:	<b>same</b>		
Telephone #:	<b>508-966-1660</b>	Director's Phone/Ext:	<b>508-966-1666</b> Fax: <b>508-966-3189</b>
Home Page URL:	<a href="http://www.bellinghamlibrary.org">www.bellinghamlibrary.org</a> (New January 2005)		
Please complete the following:			
Person Completing Survey: <b>Charlotte Rabbitt</b>			
Title: <b>Director</b>		Phone #: <b>508-966-1666</b>	
Email Address: <b>crabbitt@bellinghamma.org</b>			
Best Days/Times to Reach: <b>9:00 a.m. – 7:00 p.m.</b>			
Ψ Library Director's Signature:		Date: <b>September 2, 2005</b>	
Library Director's Email Address: <b>crabbitt@bellinghamma.org</b>			
Ψ Trustee Chair's Signature:		Date: <b>September 2, 2005</b>	
Trustee Chair's Name: <b>Kathleen Bartlett</b>			

**B. SALARIES - STAFFING as of 7/1/2005**

POSITIONS (Report filled and temporarily vacant.)	HOURLY RANGE		NUMBER OF POSITIONS	TOTAL HOURS PER WEEK	NUMBER OF VACANCIES
	minimum \$00.00	maximum \$00.00			
Library director	<b>\$28.46/hr</b>		1	35	0
Assistant director					
Senior librarians					
Branch librarians					
Staff librarians-adult ref. services	<b>\$23.02/hr</b>		1	35	0
Staff librarians-children's	<b>\$24.11/hr</b>		1	35	0
	<b>\$10.00/hr</b>		.5	19	0
Staff librarians-circulation services					
Staff librarians-technical services					
Staff librarians-YA services					
Staff librarians: Other: (see definition)					
Library associates/ Senior library techs	<b>\$16.29/hr</b>		3	90	0
Library technicians					
Pages					
Administrative assistant					
Clerical staff	<b>\$8.00/hr</b>	<b>\$9.18/hr</b>	5	49.71	0
Other: (see definition)					
Custodian	<b>\$16.29/hr</b>		1	30	0
<b>TOTALS</b>			13	293	0

**C.**

Reported for 07/01/2004			As of 07/01/2005
1.	3	Number of staff working 35 hours or more per week (exclude vacancies)	3
2.	8	Number of staff working fewer than 35 hours per week (exclude vacancies)	10
3.	55,166	The <b>ACTUAL ANNUAL SALARY</b> for the Library Director is:	<b>\$52,000</b>

**D. EDUCATION LEVELS as of 7/1/2005**

Please enter number of staff	HIGHEST EDUCATION LEVEL ATTAINED							
	MLS/DLS	Other Graduate Degree	Bachelor's Library Science	Bachelor's Other	2 or more years of college	Fewer than 2 years of college	High school diploma	H. School Students/ Other
Library director	1							
Assistant director								
Senior librarians								
Branch librarians								
Staff librarians-adult ref. services	1							
Staff librarians-children's	1					1		
Staff librarians-circulation services								
Staff librarians-technical services								
Staff librarians-YA services								
Staff librarians: Other: (see definition)								
Library associates/ Senior library techs				1			2	
Library Technicians								
Pages								
Administrative assistant								
Clerical staff				3		2		
Other: (specify) (exclude Custodian)							1	
<b>TOTALS</b>	<b>3</b>			<b>4</b>		<b>3</b>	<b>3</b>	
<b>Reported for FY2004</b>  105	<b>TOTAL MLS HOURS PER WEEK</b> Report the total number of hours worked in a normal week by library personnel having an MLS (exclude hours for the shaded position titles.) (e.g. 2 full-time staff with MLS x 35 hours = 70 MLS hours)						<b>105</b>	

## HOLDINGS INFORMATION as of 6/30/2005

### E.

Reported for FY2004		Materials	ADULT & YA	CHILDREN	TOTAL
1.	45381	Books	32856	15467	48323
2.	0	Volumes of print periodicals, newspapers and other print serials	nc	nc	nc
3.	1394	Audio (Compact discs (not CD-ROMs), cassettes and LP's)	1275	266	1541
4.	2164	Video cassettes/discs/DVD	1633	810	2443
5.	0	E-books	nc	nc	nc
6.	82	Materials in electronic format (include CD-ROMs, exclude e-books)	75	18	93
7.	0	Materials in microforms (fiche, rolls, etc.)	0	0	0
8.	97	Miscellaneous (e.g. kits, framed art prints, puppets, slide sets, films, filmstrips)	6	75	81
A/YA: 33,504 C: 15,614 Tot.: 49,118		<b>Section E TOTALS</b>	35845	16636	52,481

### F.

Reported for FY2004		Number of Print and Non-Print Subscriptions (see instructions)	TOTAL
1.	82	Print serial subscriptions	91
2.	0	Microform subscriptions	0
3.	3	Subscriptions to electronic serials	3
4.	11	Other subscriptions	11
<b>Section F TOTAL</b>			

### G.

Databases		As of 6/30/2005
1.	Number of database licenses (including locally mounted or remote, full-text or not) for which temporary or permanent access rights have been acquired. Do not include regional or statewide database licenses. (e.g. Ethnic Newswatch, Novelist)	0

**CIRCULATION INFORMATION for FY2005 (7/1/04 - 6/30/05)**

**H.**

Reported for FY2004		Total Circulation	ADULT & YA	CHILDREN	TOTAL
1.	63103	Books	31283	28090	59373
2.	1949	Print periodicals, newspapers and other print serials	1479	216	1695
3.	4383	Audio (compact discs, cassettes, LP's)	3583	1267	4850
4.	18944	Video cassettes/discs/DVD's	9335	10332	19667
5.	0	E-books	0	0	0
6.	466	Materials in electronic format (include CD-ROMs, exclude e-books)	343	0	343
7.	0	Materials in microforms	0	0	0
8.	594	Miscellaneous	0	0	0
A/YA: 48739 C: 40700 Tot: 89439		<b>Section G TOTALS</b>	46023	39905	85928

**I.**

Total Reported for FY2004		Interlibrary Loans	Library Materials	Faxes & Photocopies	Total
1.	4487	Interlibrary loans <b>RECEIVED FROM</b> other libraries	4279		4279
2.	7250	Interlibrary loans <b>PROVIDED TO</b> other libraries	7715		7715

**J.**

Interlibrary loans in Section G	ADULT/ YA	CHILDREN	TOTAL
How many, if any, of the interlibrary loans (library materials) <b>PROVIDED TO</b> other libraries <b>REPORTED IN LINE H2</b> are also reported in Section G?	0	0	0

**K.** Please see the enclosed Nonresident Circulation Form for Section K.  
**This will follow in a separate mailing.**

## SERVICES INFORMATION

**L.**

Reported for FY2004		Service	During FY2005 (7/1/04 - 6/30/05)
1.	2790	Total hours the MAIN library was open	<b>2808</b>
2.	NA	Total hours the BRANCHES were open	<b>NA</b>
3.	NA	Total hours the BOOKMOBILE was open	<b>NA</b>
4.	43	Total number of Saturdays open	<b>40</b>
5.	323	Total hours the library was open on Saturdays	<b>302</b>
6.	0	Total number of Sundays open	<b>0</b>
7.	0	Total hours the library was open on Sundays	<b>0</b>
8.	585	Total hours the library was open after 5 p.m.	<b>594</b>
9.	0	Attendance in library	<b>74970*</b> <small>*based on a 10 week sample</small>
10.	1937	Number of reference transactions	<b>1992</b>
11.	Four week sample	How did you count your reference transactions? (Please check one. Use "Other" for combined methods.)	<input type="checkbox"/> Four week sample
12.	135	Number of children's programs held	<b>118</b>
13.	3600	Total attendance at all children's programs	<b>3000</b>
14.	35	Number of adult and YA programs held	<b>40</b>
15.	600	Total attendance at all adult and YA programs	<b>634</b>
16.	3	Total number of persons volunteering	<b>3</b>
17.	175	Estimated number of hours volunteered	<b>175</b>

**M.**

Reported as of 6/30/04		Service	As of 6/30/05
1.	7604	Number of registered borrowers	<b>7573</b>
2.	7604	How many residents of your municipality were registered to use your library?	<b>7573</b>
3.	0	Number of branch libraries	<b>0</b>
4.	0	Number of library's bookmobiles in service	<b>0</b>

**N.**

<p><b>Service Conditions During FY2005</b></p> <p>Please tell us if there is a reason any of the figures reported on this form vary drastically from last year.</p> <hr/> <hr/>
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**O.**

<b>Reported as of 06/30/2004</b>		<b>Internet and Electronic Services</b>	<b>As of 6/30/2005</b>
1.	13	Number of computer terminals available for <b>public use</b> in the library and its branches	<b>15</b>
2.	6	How many of the terminals reported in 1. provide access to the Internet?	<b>8</b>
3.	NA	How many "hits" were recorded on the library's website during FY2005?	<b>858,662 year*</b>
4.	YES	Did the library hold formal training sessions in the use of the internet for library users?	<b>Yes</b>
5.	125	Number of users of Internet and electronic resources in the library during FY2005 during a typical week	<b>150</b>
6.	Yes	Did the library have an acceptable use policy for Internet access?	<b>Yes</b>
7.	No	Did the library use technological measures (e.g., filtering software) to block access to certain web content ?	<b>No</b>

\*Web hits based upon reports from web host from March through June 2005. An average per month for four months multiplied by (12) months.

## Services to Children During FY2005

**P.**

Reported for FY2004	Staff Providing Services to Children (14 and under) (Librarians = these positions: Director, Assistant Director, Senior Librarians, Branch Librarians, and All Staff Librarians)	Average hours per week during FY2005
1. 60.0	<b>All Library Staff:</b> Average hours all library staff provided reference, programming or circulation services to children each week.	78
2. 35.0	<b>All Librarians holding an MLS degree:</b> Average hours all librarians holding an MLS degree provided reference, programming or circulation services to children each week	45

**Q.**

Children's and Young Adult Services and Facilities	During FY2005
1. Did your library host a summer reading program?	<b>Yes</b>
2. Did your library have a homework center?	<b>No</b>
3. How many children (14 and under) participated in the library's <b>calendar year 2005</b> summer reading program?	<b>Did not count</b>
4. Number of public use computers in the children's room or area	<b>3</b>
5. Number of public use computers with Internet access in the children's room or area	<b>2</b>

### Main Library Facility as of 06/30/2005

**R.**

Please make any necessary corrections and answer question 8.	
1. There are <b>17000</b> gross square feet	
2. The original building was built in <b>1989</b>	
3. It was most recently renovated in <b>NA</b>	
4. It has <b>45</b> dedicated parking spaces	
5. The seating capacity of the library (excluding meeting rooms) is <b>75</b>	
6. There are <b>3</b> meeting rooms	
7. The seating capacity of the largest meeting room is <b>100</b>	
8. Does the largest meeting room have a high speed Internet connection? (e.g. DSL, T1, cable modem)	<b>No</b>
9. The total number of quiet (individual or group) study rooms is <b>3</b> .	

**S.**

Reported FY03	Main Library Facility	During FY2005
1. 195	Number of times meeting rooms were used for all purposes. (Exclude staff meetings.)	275

**For further information contact James Lonergan (james.lonergan@state.ma.us )  
Please return your FY2006 ARIS form, Attn: Uechi Ng  
Postmarked no later than September 2, 2005**

## FY2006 ARIS ADDITIONAL INFORMATION SURVEY

Information requested on the Additional Information Survey (AIS) is not annual report information. Therefore, your responses are not required in order to retain eligibility for the State Aid for Public Libraries program. However, we find your responses valuable.

<b>A. Services for Young Adults</b>		<b>During FY2005</b>
1.	How does your library define "young adults?"	Ages: <b>10 to 15 years</b>
2.	Did your library maintain a distinct young adults' collection of books and materials?	<b>Yes</b>
3.	Which of the following did your library do to serve young adults as a distinct user group?	
a.	Maintain budget lines for young adults' materials	<b>Yes</b>
b.	Collect statistics on young adults' circulation	<b>Yes</b>
c.	Collect statistics on young adults' programming	<b>Yes</b>
d.	Train library staff who deal with the public serving young adults	<b>Yes</b>
4.	Did your library provide the following services, resources or programs to young adults?	
a.	Public use computers in young adult room or area	<b>Yes</b>
b.	Young adult advisory board	<b>No</b>
c.	Reading lists/bibliographies/pathfinders	<b>No</b>
d.	Presentations/workshops on topics of interest to teenagers	<b>Yes</b>
e.	Young adult book/film discussion groups	<b>No</b>
f.	Homework assistance (hotlines/centers/tutors)	<b>No</b>
g.	Other (please specify) _____	
5.	Did your library engage in the following cooperative activities with local schools (public, private or home) specifically for young adults?	
a.	Collaboration with teachers regarding school assignments	<b>No</b>
b.	Class visits from schools	<b>Yes</b>
c.	Visits from public librarians to schools	<b>No</b>
6.	What were the average hours all library staff provided reference, programming or circulation services to young adults each week?	<b>20</b>
7.	What were the average hours all librarians holding an MLS degree provided reference, programming or circulation services to young adults each week?	<b>10</b>

**(OVER)**

**B. Website**

1. Was the library's website compliant with accessibility guidelines as of 06/30/2005? (e.g., Bobby Approved, Section 508)

**No**

**C. Planning**

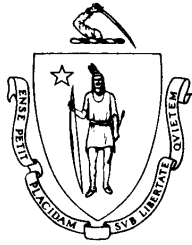
**As of 6/30/2005**

1. Did the library have a disaster preparedness/emergency plan in place or under development?

**No**

2. Did the library have a preservation plan in place or under development?

**No**



**COMMONWEALTH OF MASSACHUSETTS  
BOARD OF LIBRARY COMMISSIONERS  
98 North Washington Street Boston, Massachusetts 02114**

**FY2006 NONRESIDENT CIRCULATION FORM**

**K.**

Reported for FY2004		Nonresident Circulation Transactions Report 0 if no activity	TOTAL for FY2005
1.	19,052	Total number of ON-SITE LOANS to residents of municipalities CERTIFIED for FY2004 state aid (M.G.L. c.78, s.19B(7) and CMR 4.02(2))	22,521
2.	0	Total number of ON-SITE LOANS to residents of municipalities NOT CERTIFIED for FY2004 state aid	116
3.	497	Total number of ON-SITE LOANS to residents of other states	23
19,549		<b>TOTAL</b>	22,660

Definition:

**Nonresident** - A Massachusetts resident who is not a resident of the reporting municipality. Nonresident status is defined by the local municipality but cannot be more restrictive than the U.S. Bureau of the Census definition of resident in effect at the beginning of the reporting period (605 C.M.R. 4.02 (2).)

Instructions: **Section K - NONRESIDENT CIRCULATION TRANSACTIONS**

Answer ALL questions, selecting one of the following for each question:

1. the number of circulations, or
2. a zero, when no circulations were made, or
3. NC for "not counted", or
4. NA for "not applicable".

Count the number of items loaned, not the number of borrowers.

Exclude interlibrary loans or any other loans that do not go directly over the circulation desk to the patron.

**1 Total Number of ON-SITE LOANS To Residents of Municipalities CERTIFIED for FY2005 State Aid to Public Libraries.**

Number of direct on-site, circulation transactions, including renewals, to patrons who are not from your municipality but are residents of a certified municipality. This means the borrower's municipality is certified for State Aid to Public Libraries at the time of the circulation, or the transaction occurred within three months of the municipality's loss of its certification. The data to be reported here is the "total number of eligible nonresident loans," as required by State Aid to Public Libraries regulation, 605 CMR 4.02.

**2 Total Number of ON-SITE LOANS To Residents of Municipalities NOT CERTIFIED for State Aid.** This is the number of direct on-site circulation transactions, including renewals, to patrons who are residents of Massachusetts communities that are not certified for State Aid to Public Libraries at the time of the transaction.

**3 Total Number of ON-SITE LOANS To Residents of Other States-** Number of direct on-site circulation transactions, including renewals, to patrons who do not live in Massachusetts.