

BELLINGHAM

COMMONWEALTH OF MASSACHUSETTS
BOARD OF LIBRARY COMMISSIONERS
98 North Washington Street, Suite 401 Boston, Massachusetts 02114-1933
(617) 725-1860 (800) 952-7403 Fax (617) 725-0140

FY2007 STATE AID TO PUBLIC LIBRARIES
ANNUAL REPORT INFORMATION SURVEY (ARIS) of 2006 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 FY2007 State Aid to Public Libraries.

A.

Form containing survey data for Bellingham, Massachusetts. Fields include: Municipality: BELLINGHAM, MASSACHUSETTS; Library: BELLINGHAM PUBLIC LIBRARY; Street Address: 100 Blackstone Street, Bellingham, MA 02019; Telephone #: 508-966-1660; Director's Phone/Ext: same; Fax: 508-966-3189; Person Completing Survey: Charlotte Rabbitt; Title: Director; Phone #: 508-966-1666; Email Address: crabbitt@bellinghamma.org or mzlibrary@aol.com; Best Days/Times to Reach: Daily 9:30 - 8:00 p.m.; Date: August 26, 2006; Trustee Chair's Name: Michael Carr.

Postmark no later than September 1, 2006
Return to the above address, attn. Uechi Ng

B. SALARIES - STAFFING as of 7/1/2006

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	\$29.43	\$29.43	1	35	0
Assistant director	\$24.11	\$24.11	1	35	0
Senior librarians					
Branch librarians					
Staff librarians-adult ref. services	\$23.68	\$23.68	1	22	0
Staff librarians-children's	\$10.50	\$10.50	1	19	0
Staff librarians-circulation services	\$13.23	\$17.28	2	60	0
Staff librarians-technical services	\$13.23	\$17.28	1	30	0
Staff librarians-YA services	\$17.50	\$18.50	1	19	0
Staff librarians: Other: (see definition)					
Library associates/ Senior library techs					
Library technicians	\$8.00	\$9.50	5	55	0
Pages					
Administrative assistant					
Clerical staff					
Other: (see definition)					
Custodian	\$17.28	\$17.28	1	30	0
TOTALS			14	308	0

C.

	Reported for 07/01/2005		As of 07/01/2006
1.	3	Number of staff working 35 hours or more per week (exclude vacancies)	2
2.	10	Number of staff working fewer than 35 hours per week (exclude vacancies)	12
3.	52,000	The ACTUAL ANNUAL SALARY for the Library Director is:	53,600

D. EDUCATION LEVELS as of 7/1/2006

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	1							
Senior librarians								
Branch librarians								
Staff librarians-adult ref. services	1							
Staff librarians-children's						1		
Staff librarians-circulation services				1		1		
Staff librarians-technical services				1				
Staff librarians-YA services	1							
Staff librarians: Other: (see definition)								
Library associates/ Senior library techs								
Library Technicians				4	1			
Pages								
Administrative assistant								
Clerical staff								
Other: (specify) (exclude Custodian)								
TOTALS	4			6	1	2		
Reported for FY2005 105	TOTAL MLS HOURS PER WEEK 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)						111 MLS hours	

HOLDINGS INFORMATION as of 6/30/2006

E.

Reported for FY2005		Materials	ADULT & YA	CHILDREN	TOTAL
1.	48,323	Books	31,848	14,838	46,686
2.	0	Volumes of print periodicals, newspapers and other print serials	2,739	222	2,961
3.	1,541	Audio (Compact discs (not CD-ROMs), cassettes and LP's)	1,837	261	2,098
4.	2,443	Video cassettes/discs/DVD	1,884	790	2,674
5.	0	E-books	0	0	0
6.	93	Materials in electronic format (include CD-ROMs, exclude e-books)	85	2	87
7.	0	Materials in microforms (fiche, rolls, etc.)	0	0	0
8.	81	Miscellaneous (e.g. kits, framed art prints, puppets, slide sets, films, filmstrips)	8	54	62
A/YA: 35,845 C: 16,636 Tot.: 52,481		Section E TOTALS	38,401	16,167	54,568

F.

Reported for FY2005		Number of Print and Non-Print Subscriptions (see instructions)	TOTAL
1.	91	Print serial subscriptions	93
2.	0	Microform subscriptions	0
3.	3	Subscriptions to electronic serials (Please do not report the same products here as in G1.)	3
4.	11	Other subscriptions	11
105		Section F TOTAL	107

G.

Databases	As of 6/30/2006
1. Number of database licenses (including locally mounted or remote, full-text or not) for which temporary or permanent access rights have been acquired (e.g. Ethnic Newswatch, Novelist) Do not include regional or statewide database licenses.	0

CIRCULATION INFORMATION for FY2006 (7/1/2005 - 6/30/2006)

H.

Reported for FY2005		Total Circulation	ADULT & YA	CHILDREN	TOTAL
1.	59373	Books	39431	31250	70681
2.	1695	Print periodicals, newspapers and other print serials	1880	168	2048
3.	4850	Audio (compact discs, cassettes, LP's)	5678	1722	7400
4.	19667	Video cassettes/discs/DVD's	12876	11807	24683
5.	0	E-books	0	0	0
6.	343	Materials in electronic format (include CD-ROMs, exclude e-books)	331	0	331
7.	0	Materials in microforms	0	0	0
8.	0	Miscellaneous	0	0	0
A/YA: 46023 C: 39905 Tot: 85928		Section H TOTALS	60196	44947	105143

I.

Total Reported for FY2005		Interlibrary Loans	Library Materials	Faxes & Photocopies	Total
1.	4279	Interlibrary loans RECEIVED FROM other libraries	7011	0	7011
2.	7715	Interlibrary loans PROVIDED TO other libraries	11002	0	11002

J.

Interlibrary loans in Section H	ADULT/ YA	CHILDREN	TOTAL
How many, if any, of the interlibrary loans (library materials) PROVIDED TO other libraries REPORTED IN LINE I2 are also reported in Section H?	9002	1730	10732

K. Please see the enclosed Nonresident Circulation Form for Section K.

SERVICES INFORMATION

L.

Reported for FY2005		Service	During FY2006 (7/1/2005 - 6/30/2006)
1.	2808	Total hours the MAIN library was open	2780
2.	NA	Total hours the BRANCHES were open	NA
3.	NA	Total hours the BOOKMOBILE was open	NA
4.	40	Total number of Saturdays open	40
5.	302	Total hours the library was open on Saturdays	300
6.	0	Total number of Sundays open	1
7.	0	Total hours the library was open on Sundays	9
8.	594	Total hours the library was open after 5 p.m.	594
9.	74970	Attendance in library	91576
10.	1992	Number of reference transactions	1109
11.		How did you count your reference transactions? (Please check one. Use "Other" for combined methods.)	<input type="checkbox"/> Actual count <input type="checkbox"/> Four week sample <input type="checkbox"/> One week sample <input checked="" type="checkbox"/> Other <input type="checkbox"/> Did not count
12.	118	Number of children's programs held	125
13.	3000	Total attendance at all children's programs	2054
14.	40	Number of adult and YA programs held	138
15.	634	Total attendance at all adult and YA programs	1997
16.	3	Total number of persons volunteering	8
17.	175	Estimated number of hours volunteered	400

M.

Reported as of 6/30/2005		Service	As of 6/30/2006
1.	7573	Number of registered borrowers	8034
2.	7573	How many residents of your municipality were registered to use your library?	7750
3.	0	Number of branch libraries	0
4.	0	Number of library's bookmobiles in service	0

N.

Service Conditions During FY2006

Please tell us if there is a reason any of the figures reported on this form vary substantially from last year.

Statistics were kept for the calendar year for the first time with actual counts of attendance and number of programs for adult, young adult and children's. A young adult librarian was hired in July 2005 which accounts for the number of programs and attendees. A commitment to adult services contributed to a significant increase in programs and attendance. A people-counter was installed in May 2005 and counts of library visitors is accurate for the first time. Reference transactions were also logged and counted on a daily basis. Circulation has increased with library attendance along with changes in collection development which has included purchases of music CDs, audiobooks on CD and DVDs. An aggressive policy of purchasing materials both attractive to patrons in the library and in the network has contributed to the circulation increase.

O.

Reported as of 06/30/2005		Internet and Electronic Services	As of 6/30/2006
1.	15	Number of computer terminals available for public use in the library (including children's area) and its branches	15
2.	8	How many of the terminals reported in 1. provide access to the Internet?	8
3.	858,662	How many "hits" were recorded on the library's website during FY2006?	1,037,186
4.	Yes	Did the library hold formal training sessions in the use of the internet for library users?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
5.	150	Number of users of public Internet computers in the library during FY2006 during a typical week	167
6.	Yes	Did the library have an acceptable use policy for Internet access?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
7.	No	Did the library use technological measures (e.g., filtering software) to block access to certain web content ?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Services to Children During FY2006

P.

Reported for FY2005	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 FY2006
1. 78.0	All Library Staff: Average hours all library staff provided reference, programming or circulation services to children each week.	97.0
2. 45.0	All Librarians holding an MLS degree: Average hours all librarians holding an MLS degree provided reference, programming or circulation services to children each week	64.0

Q.

Children's and Young Adult Services and Facilities	During FY2006
1. Did your library host a summer reading program?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
2. Did your library have a homework center?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
3. How many children (14 and under) participated in the library's calendar year 2006 summer reading program?	200
4. Number of public use computers in the children's room or area	4
5. Number of public use computers with Internet access in the children's room or area	2

Main Library Facility as of 06/30/2006

R.

Please make any necessary corrections and answer question 8.	
1.	There are 17,000 gross square feet
2.	The original building was built in 1989
3.	It was most recently renovated in 0
4.	It has 45 dedicated parking spaces
5.	The seating capacity of the library (excluding meeting rooms) is 75
6.	There are 3 meeting rooms
7.	The seating capacity of the largest meeting room is 100
8.	Does the largest meeting room have a high speed Internet connection? (e.g. DSL, T1, cable modem) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
9.	The total number of quiet (individual or group) study rooms is 3

S.

Reported FY2005	Main Library Facility	During FY2006
1. 275	Number of times meeting rooms were used for all purposes. (Exclude staff meetings.)	356

For further information contact James Lonergan (james.lonergan@state.ma.us)

Please return your FY2007 ARIS form, Attn: Uechi Ng

Postmarked no later than September 1, 2006

FY2007 ARIS ADDITIONAL INFORMATION SURVEY

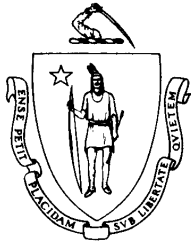
Information requested on the Additional Information Survey (AIS) is not annual report information. Therefore, your responses are not required in order to retain eligibility for the State Aid for Public Libraries program. However, we find your responses valuable.

A. Internet Connectivity and Access		As of 6/30/06
1.	Please indicate the type(s) of connection(s) of the main library facility's public access Internet terminals:	<input type="checkbox"/> Dial-up <input type="checkbox"/> Satellite <input type="checkbox"/> DSL <input type="checkbox"/> Cable Modem <input checked="" type="checkbox"/> T1 (including fractional T1's)
2.	Please indicate the maximum (download) speed of the public access Internet service connection in the main library facility (if you don't know, please contact someone who might know, e.g. network administrator):	<input type="checkbox"/> Less than 56 Kbps (kilobits/second) <input type="checkbox"/> 56 Kbps - 128 Kbps <input type="checkbox"/> 129 Kbps - 256 Kbps <input type="checkbox"/> 257 Kbps - 384 Kbps <input type="checkbox"/> 385 Kbps - 768 Kbps <input type="checkbox"/> 769 Kbps - 1.5 Mbps (megabits/second) <input checked="" type="checkbox"/> Greater than 1.5 Mbps
3.	Was wireless Internet access available for public use within the library?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No, but there are plans to make it available within the next fiscal year <input type="checkbox"/> No

B. Patron Records		
1.	Has the file of registered borrowers been purged by either the library or network since 6/30/03?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

C. Outreach Services		During FY2006
1.	Did the library routinely deliver library materials by the following means (excluding bookmobiles) to organizations and/or individuals who may not have been able to come to the library during FY2006?	
	- van owned or leased by the library and operated by staff or volunteers	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	- volunteers and/or staff using private vehicles	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	- an individual or service contracting with the library	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	- other _____	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

**Return with ARIS form, Attn: Uechi Ng
Postmarked no later than September 1, 2006**



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FY2007 NONRESIDENT CIRCULATION FORM

K.

Reported for FY2005		Nonresident Circulation Transactions Report 0 if no activity	TOTAL for FY2006
1.	22,521	Total number of ON-SITE LOANS to residents of municipalities CERTIFIED for FY2006 state aid (M.G.L. c.78, s.19B(7) and CMR 4.02(2))	24806
2.	116	Total number of ON-SITE LOANS to residents of municipalities NOT CERTIFIED for FY2006 state aid	43
3.	23	Total number of ON-SITE LOANS to residents of other states	205
22,660		TOTAL	25054

If the number reported in K1 has increased or decreased by 25% or more since FY2005, please indicate why

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 FY2006 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.

RETURN with FY2007 ARIS form to the above address, Attn. Uechi Ng
Postmarked no later than SEPTEMBER 1, 2006