

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

FY2008 STATE AID TO PUBLIC LIBRARIES ANNUAL REPORT INFORMATION SURVEY (ARIS) of 2007 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 FY2008 State Aid to Public Libraries.

A.

Municipality:	Bellingham		
Library:	Bellingham Public Library		
Street Address:	100 Blackstone Street		
Mailing Address:	100 Blackstone Street Bellingham, MA 02019-1665		
Telephone #:	(508) 966-1660	Director's Phone/Ext: (508)966-1666	Fax: (508)966-3189
Home Page URL:	www.bellinghamlibrary.org		
Please complete the following:			
Person Completing Survey: Barbara Selvitella			
Title: Administrative Assistant to the Director			Phone #: (508) 966-1660
Email Address: bselvitella@bellinghamma.org			
Best Days/Times to Reach: T/Th 9:30 am – 2:30 pm			
Library Director's Signature: _____ Charlotte L. Rabbitt			Date: August 22, 2007
Library Director's Email Address: crabbitt@bellinghamma.org			
Trustee Chair's Signature: _____			Date: August 22, 2007
Trustee Chair's Name: Michael B. Carr			

**Postmark no later than September 1, 2007
Return to the above address, attn. Uechi Ng**

B. SALARIES - STAFFING as of 7/1/2007

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	\$30.20	\$30.20	1	35	0
Assistant director					
Senior librarians					
Branch librarians	\$22.55	\$22.55	1	35	0
Staff librarians-adult ref. services	\$24.30	\$24.30	1	22	0
Staff librarians-children's	\$10.82	\$10.82	1	19.5	0
Staff librarians-circulation services	\$17.80	\$17.80	2	60	0
Staff librarians-technical services	\$14.42	\$14.42	1	30	0
Staff librarians-YA services	\$19.06	\$19.06	1	19.5	0
Staff librarians: Other: (see definition)					
Library associates/ Senior library techs	\$8.00	\$9.79	7	65.61	0
Library technicians					
Pages					
Administrative assistant	\$15.00	\$15.00	1	10	0
Clerical staff					
Other: (see definition)					
Custodian	\$17.80	\$17.80	1	30	0
TOTALS			17	326.61	0

C.

Reported for 07/01/2006			As of 07/01/2007
1.	2	Number of staff working 35 hours or more per week (exclude vacancies)	2
2.	12	Number of staff working fewer than 35 hours per week (exclude vacancies)	15
3.	53,600	The ACTUAL ANNUAL SALARY for the Library Director is:	55,167

D. EDUCATION LEVELS as of 7/1/2007

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	1							
Branch librarians								
Staff librarians-adult ref. services	1							
Staff librarians-children's								
Staff librarians-circulation services				1		1		
Staff librarians-technical services				1		1		
Staff librarians-YA services	1							
Staff librarians: Other: (see definition)								
Library associates/ Senior library techs				4	1	1	1	
Library Technicians								
Pages								
Administrative assistant	1							
Clerical staff								
Other: (specify) (exclude Custodian)								
TOTALS	5			6	1	3	1	16
Reported for FY2006 111.0	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)						111.5	

HOLDINGS INFORMATION as of 6/30/2007**E.**

Reported for FY2006	Materials	ADULT & YA	CHILDREN	TOTAL
1. 46,686	Books	34,647	15,138	49,785
2. 2,961	Volumes of print periodicals, newspapers and other print serials	2,593	215	2,808
3. 2,098	Audio (Compact discs (not CD-ROMs), cassettes and LP's)	2,097	352	2,449
4. 2,674	Video cassettes/discs/DVD	2,121	822	2,943
5. 0	E-books (available through OPAC)	796	N/A	796
6. N/A	Downloadable audio (available through OPAC)	760	N/A	760
7. N/A	Downloadable video (available through OPAC)	162	N/A	162
8. 87	Other materials in electronic format (include CD-ROMs)	62	2	64
9. 0	Materials in microforms (fiche, rolls, etc.)	0	0	0
10. 62	Miscellaneous (e.g. kits, framed art prints, puppets, slide sets, films, filmstrips)	49	1	50
A/YA: 38,401 C: 16,167 Tot.: 54,568	Section E TOTALS	43,287	16,530	59,817

F.

Reported for FY2006	Number of Print and Non-Print Subscriptions (see instructions)	TOTAL
1. 93	Print serial subscriptions	96
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	10
107	Section F TOTAL	109

G.

Databases	As of 6/30/2007
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 FY2007 (7/1/2006 – 6/30/2007)

H.

Reported for FY2006	Total Circulation	ADULT & YA	CHILDREN	TOTAL
1. 70,681	Books	41,723	37,148	78,871
2. 2,048	Print periodicals, newspapers and other print serials	1974	184	2158
3. 7,400	Audio (compact discs, cassettes, LP's)	8331	1782	10,113
4. 24,683	Video cassettes/discs/DVD's	15,403	11,391	26,794
5. 0	E-books (available through OPAC)	41	0	41
6. N/A	Downloadable audio (available through OPAC)	259	0	259
7. N/A	Downloadable video (available through OPAC)	11	0	11
8. 303	Other materials in electronic format (include CD-ROMs)	303	0	303
9. 0	Materials in microforms	0	0	0
10. 0	Miscellaneous	356	0	356
A/YA: 60,196 C: 44,947 Tot: 105,143	Section H TOTALS	67,734	50,505	118,906

I.

Total Reported for FY2006	Interlibrary Loans	Library Materials	Non-returnables	Total
1. 7,011	Interlibrary loans RECEIVED FROM other libraries	7649	0	7649
2. 11,002	Interlibrary loans PROVIDED TO other libraries	13,951	0	13,951

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 I.2 are also reported in Section H?	9632	3889	13,521

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

SERVICES INFORMATION

L.

Reported for FY2006		Service	During FY2007 (7/1/2006 - 6/30/2007)
1.	2,780	Total hours the MAIN library was open	2765
2.	0	Total hours the BRANCHES were open	0
3.	0	Total hours the BOOKMOBILE was open	0
4.	40	Total number of Saturdays open	41
5.	300	Total hours the library was open on Saturdays	307.5
6.	1	Total number of Sundays open	0
7.	9	Total hours the library was open on Sundays	0
8.	594	Total hours the library was open after 5 p.m.	594
9.	91,576	Attendance in library	97,483
10.	1,109	Number of reference transactions	1536
		Was this an actual count?	Yes
11.	125	Number of children's programs held	393
12.	2,054	Total attendance at all children's programs	6519
13.	138	Number of adult and YA programs held	121
14.	1,997	Total attendance at all adult and YA programs	1553
15.	8	Total number of persons volunteering	14
16.	400	Estimated number of hours volunteered	600

M.

Reported as of 6/30/2006		Service	As of 6/30/2007
1.	8,034	Number of registered borrowers	8050
2.	7,750	How many residents of your municipality were registered to use your library?	7800
3.	Yes	Has the file of registered borrowers been purged by either the library or network since 6/30/2004?	Yes
4.	0	Number of branch libraries	0
5.	0	Number of library's bookmobiles in service	0

N.

<p>Service Conditions During FY2007</p> <p>Please tell us if there is a reason any of the figures reported on this form vary substantially from last year.</p> <hr/> <hr/>

O.

Reported as of 06/30/2006	Internet and Electronic Services	As of 6/30/2007
1.	8 Number of public use Internet computers available in the library (including children's area) and its branches and bookmobiles	10
2.	Planned for FY2007 Was wireless Internet access available for public use within the main library?	Yes
3.	1,037,186 How many "hits" were recorded on the library's website during FY2007?	1,693,773
4.	No Did the library hold formal training sessions in the use of the internet for library users?	No
5.	167 Number of users of public Internet computers in the library during FY2007 during a typical week	189
6.	Yes Did the library have an acceptable use policy for Internet access?	Yes
7.	No Did the library use technological measures (e.g., filtering software) to block access to certain web content?	No

Services to Children During FY2007

P.

Reported for FY2006	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 FY2007
1. 97.0	All Library Staff: Average hours all library staff provided reference, programming or circulation services to children each week.	140
2. 64.0	All Librarians holding an MLS degree: Average hours all librarians holding an MLS degree provided reference, programming or circulation services to children each week	68.5

Q.

Children's and Young Adult Services and Facilities	During FY2007
1. Did your library host a summer reading program?	Yes
2. Did your library have a homework center?	Yes
3. Number of public use computers with Internet access in the children's room or area	1
4. How many children (14 and under) participated in the library's calendar year 2007 summer reading program?	130

Main Library Facility as of 06/30/2007

R.

Please make any necessary corrections and answer questions 9 and 10.	
1.	There are 17,000 gross square feet
2.	The original building was built in 1989
3.	It was most recently renovated in N/A
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.	The total number of quiet (individual or group) study rooms is 3
9.	Does the largest meeting room have a high speed Internet connection? (e.g. DSL, T1, cable modem) Yes
10.	Is wireless access to the Internet available in the largest meeting room? Yes

S.

Reported FY2006	Main Library Facility	During FY2007
1. 356	Number of times meeting rooms were used for all purposes. (Exclude staff meetings.)	446

For further information contact James Lonergan (james.lonergan@state.ma.us)
Please return your FY2008 ARIS form, Attn: Uechi Ng
Postmarked no later than September 1, 2007

FY2008 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. Salary of Beginning MLS Librarian		
1.	Report the current annual salary that would typically be paid to a beginning librarian with an M.L.S. degree and no professional experience. Please write N/A if not applicable.	\$38,000

B. Use of State Aid to Public Libraries		
1.	How does your library use state aid (check all that apply):	<input type="checkbox"/> Capital Projects <input checked="" type="checkbox"/> Library Materials <input checked="" type="checkbox"/> Staffing <input checked="" type="checkbox"/> Programming <input checked="" type="checkbox"/> Technology <input checked="" type="checkbox"/> Save for future use <input checked="" type="checkbox"/> Other* (please specify) *Library furnishings; professional development; professional contract services _____ _____

C. Use of Public Libraries Funds		
1.	If your municipality received a Public Libraries Fund award, how did your library use the award (check all that apply):	<input type="checkbox"/> Capital Projects <input type="checkbox"/> Library Materials <input type="checkbox"/> Staffing <input type="checkbox"/> Programming <input type="checkbox"/> Technology <input checked="" type="checkbox"/> Save for future use <input type="checkbox"/> Other (please specify) _____ _____

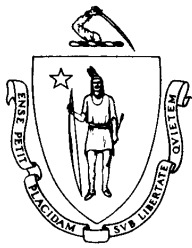
D. Friends of the Library		
1.	Does your library have a Friends of the Library group?	Yes
2.	If yes, how many members are in your Friends group?	46

E. Public Library Trustees	
1. Please indicate the number of trustees on your Board in each of the following categories:	_____ Appointed
	<u> 5 </u> Elected
	_____ Self-Perpetuating
	_____ Ex-Officio
	_____ Other (please specify) _____
_____ <u> 5 </u> Total	

F. Public Library Foundation	
1. Please indicate if your library currently has a foundation that meets the following definition: Public library foundations - Non-governmental, nonprofit organizations [501(c)(3)] with funds and/or programs managed by their own trustees or directors and which are established to maintain or aid a library.	No

G. Governance	
1. Our public library currently is a:	<p>city library The library may have been formed by a city on its own initiative. It is governed as specified in the charter of the municipality or by special acts of the state legislature. Funding is provided through state and local appropriations. (c.78, s.7; c.43B)</p> <p>X town library The library may have been established by resolution of the town governing body. It is governed by a board of trustees who may be elected, appointed, self-perpetuating or ex officio. (c.78, s.7 & s.10; c.43B)</p> <p>corporation/association The library was established as a non-profit library corporation, usually in conjunction with a will, deed or bequest to provide free library services to the public. Governance is set out in the original instrument or articles of incorporation. This library may receive state, local and private funding. In many cases some funding is also derived from the original endowment. (C.78, s.1; c180, ss.1-4)</p>

**Return with ARIS form, Attn: Uechi Ng
Postmarked no later than September 1, 2007**



COMMONWEALTH OF MASSACHUSETTS
BOARD OF LIBRARY COMMISSIONERS

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FY2008 NONRESIDENT CIRCULATION FORM

K.

Table with 3 columns: Reported for FY2006, Nonresident Circulation Transactions (Report 0 if no activity), and TOTAL for FY2007. Rows include data for ON-SITE LOANS to residents of municipalities CERTIFIED, NOT CERTIFIED, and other states, plus a TOTAL row.

If the number reported in K1 has increased or decreased by 25% or more since FY2006, 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 FY2007 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.

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 FY2008 ARIS form to the above address, Attn. Uechi Ng
Postmarked no later than SEPTEMBER 1, 2007