FY 2012/2013 PUBLIC LIBRARY
ANNUAL REPORT/STATE AID APPLICATION

This report must be submitted on or before February 1, 2013 to be eligible to receive state aid. Refer questions regarding this form to Joseph Hamlin at (517) 373-3828 or hamlinj2@michigan.gov

Information should include the Main Library and all Branches.

Report Year: Most recent fiscal year completed prior to October 1, 2012, even if that means reporting less than 12 months of data. The reason for reporting less than 12 months of data could be due to a change in legal status, change in fiscal year, etc. If your reporting year has changed, provide documentation authoring the change, such as board minutes.

PART I: ADMINISTRATIVE ENTITY INFORMATION

Current Legal Name of Main Library: Provide the legal name of the main library that is current at the time of filing the annual report.

Legal Name of Main Library at Reporting Year End:

Street Address: The complete street address of the actual physical location of the main library. DO NOT report a post office box or general delivery.

City: The city or town in which the main library is located.

Zip: Include the five-digit postal zip code for the street address of the main library.

Mailing Address (PO Box): The complete mailing address of the main library. DO NOT complete if this address is the same as the street address.

City: The city or town for the mailing address.

Zip: Include the five-digit postal zip code for the mailing address of the main library.

County: The County in which the main library is located.

Township: The Township in which the main library is located.

Library Cooperative: Provide the name of the library cooperative if the library is a member at the time of filing the Annual Report. If the library is not a member at the time of filing, indicate "none".

Phone Number: Area code and telephone number of the main library.

TDD Number: Area code and telephone number to be used with a Telephone Device for the Deaf (TDD).

Director's Name: The name of the current official director of the main library. If the director position is vacant at the time of filing this report, provide the name and title for the acting or interim director and label as such.

Email Address of Library Director: The email address to be used to contact the library director.

Fax Number: Area code and telephone number for the fax machine used for administrative purposes.

Web Address: If your library has a home page accessible over the Internet, please include the web address. (e.g. http://www.library.lib.mi.us/library.html)

Library Organization Type: Check the "type name" (City, County, District, School District, Township, or Village) reflecting the library's organizational structure according to establishment statutes at the end of your reporting year.

MichiCard Member: Indicate whether the library currently participates in the MichiCard program by checking the appropriate box.

If reorganized during this reporting year, provide reestablishment date and statute:

Administrative Structure: Check the box that best identifies your library's administrative structure according to the following federal definitions:

Administrative Entity with Multiple Direct Service Outlets where Administrative Offices are Separate: An administrative entity that serves the public directly with two or more service outlets, including some combination of central library(ies), branch(es), bookmobile(s), and/or books-by-mail only. The administrative offices are separate from the direct service outlets and do not provide direct library services.

Administrative Entity with Multiple Direct Service Outlets where Administrative Offices are NOT Separate: An administrative entity that serves the public directly with two or more service outlets, including some combination of central library(ies), branch(es), bookmobile(s), and/or books-by-mail only.

Administrative Entity with a Single Direct Service Outlet: An administrative entity that serves the public directly with one central library, books-by-mail only, or one bookmobile.

Public Library Definition: A public library is an entity that is established under state enabling laws or regulations to serve a community, district, or region, and that meets one or more of the listed criteria. Check all that apply based on the federal definition of a public library.

Library has an organized collection of printed or other library materials
Library has paid staff.
Library has an established schedule in which services of the staff are available to the public.
Library has facilities necessary to support collection, staff and schedule.
Library is supported in while or in part with public funds.

Geographic Code:

During the reporting period, was there a legal service boundary change? Yes or No

PART II: OUTLET INFORMATION

(Do not include service outlets that are not administered by the library system.)

Outlet Name:

Street Address: The complete street address of the actual physical location of the outlet. DO NOT report a post office box or general delivery.

City: The city or town in which the outlet is located.

Zip: Include the five-digit postal zip code for the street address of the outlet.

County: The County in which the outlet is located.

Township: The Township in which the outlet is located.

Head of Library: The name of the current official head of the outlet. If the position is vacant at the time of filing this report, provide the name and title for the acting or interim head and label as such.

Email Address for Head of Library: The email address to be used to contact the head of library outlet.

Web Address: If your outlet has a home page accessible over the Internet, please include the web address. (e.g. http://www.library.lib.mi.us/library.html)

Phone Number: Area code and telephone number of the outlet.

Fax Number: Area code and telephone number for the fax machine used for administrative purposes.

TDD Number: Area code and telephone number to be used with a Telephone Device for the Deaf (TDD).

Square Footage of the Public Library Outlet: Provide the area, in square feet, of the public library outlet. Report the total area in square feet for each library outlet separately. This is the area on all floors enclosed by the outer walls of the library outlet. Include all areas occupied by the library outlet, including those areas off-limits to the public. Include any areas shared with another agency or agencies if the outlet has use of that area.

Actual Public Service Hours Per Year for the Outlet:

Actual Number of Weeks Outlet is Open:

PART III: OPEN HOURS AND SQUARE FOOTAGE SUMMARY

The information provided here is used to verify, for State Aid purposes, that the library (or the main library and its branches) met the minimum scheduled hours open per week requirement for its class size during the reporting year.

Central Library(ies): One type of single outlet library or the library that is the operational center of a multiple-outlet library and is synonymous with a main library. Usually all processing is centralized here and the principal collections are housed here. Each administrative entity may report either no central library or one central library. No administrative entity may report more than one central library.

Branch(es): Auxiliary unit of an administrative entity that has at least all of the following: 1) separate quarters; 2) an organized collection of library materials; 3) paid staff; and 4) regularly scheduled hours for being open to the public.

Bookmobile(s): Traveling branch library consisting of at least all of the following: 1) a truck or van that carries an organized collection of library materials; 2) paid staff; and 3) regularly scheduled hours (bookmobile stops) for being open to the public. Report the number of vehicles in use, not the number of stops the vehicle makes.

Number Operated During Reporting Year: If none of the outlet type were operated during the reporting year, enter "0" (zero).

State Aid Unduplicated Scheduled Average Hours Per Week: Unduplicated branch hours are hours when one or more branches are open when the main library is not. Do not count duplicate branch hours. For example:

Main library: Open 9 AM - 4 PM, Mon - Fri = 35 unduplicated hours/week
North Branch: Open Noon - 8 PM, Tues and Thurs = 8 unduplicated hours/week
Open 10 AM - 4 PM Fri = no unduplicated hours
South Branch: Open 10 AM - 2 PM Sat = 4 unduplicated hours
Open 10 AM - 6 PM Tues - Fri = 2 hours Fri + 2 hours Wed unduplicated
Total unduplicated branch hours for the system is 16
Total unduplicated hours for State Aid is 51 per week

Note: You must include a schedule showing main library and branch library hours for the reporting year if using unduplicated hours to qualify for state aid. If a public library has more than one branch, and if the hours for the main library building and each established branch library are different, the unduplicated hours may be added together to satisfy the minimum open hours requirement to qualify for state aid. The minimum open hours requirement must be maintained for not less than 9 months of the 12 month operating period. If a reduced hours schedule is implemented, the library must be open not less than 10 hours per week.

Total Annual Public Service Hours for the Reporting Year: Using scheduled hours as a guide, subtract known closed days or weeks, both scheduled and unscheduled, to derive a realistic annual total hours open figure for your library during the reporting year.

Total Square Footage: Report the total square footage of the facility used for library purposes.

PART IV: PAID STAFF

Report figures as of the last day of the reporting year. Include all employees paid with library funds to do library work or to maintain the library building for the main library, all branches, bookmobiles and other service outlets. All employees whether or not they are certified by the Library of Michigan are included. This chart should not include volunteers, since these figures may be used to determine average staff expenditures. To ensure comparable data, 40 hours per week has been set as the measure of full-time employment. The Full Time Equivalent (FTE) staff is automatically figured by adding the total number of hours worked by all employees in each category, then dividing the total staff hours by 40 and rounded to two decimal places.

ALA-MLS Librarians: Librarians with master's degrees from programs of library and information studies accredited by the American Library Association.

Other Librarians: Persons with the title of librarian who do paid work that usually requires professional training and skill in the theoretical or scientific aspects of library work, or both, as distinct from its mechanical or clerical aspect who do not have an ALA-MLS.

Total Librarians: The sum of "ALA-MLS Librarians" and "Other Librarians."

All Other Paid Staff: Include all other library employees paid from the reporting unit budget, including plant operations, security, and maintenance staff.

Total Paid Employees: The sum of "Total Librarians" and "All Other Paid Staff".

PART V: OPERATING INCOME (Use whole numbers only)

Report income used for operating expenditures as defined below. DO NOT include capital income, contributions to endowments, income passed through to another agency, or funds unspent in the previous fiscal year. This section provides detail of local, state and federal income for your library's reporting year. Include federal, state or other grants, except for grants for capital expenditures. It is important to keep accurate financial records for each reporting year and to be able to track local, state and federal funds separately. Although there must be a realistic relationship between total operating income and total operating expenditures, the figures will probably not balance exactly. It is important to report accurately, since the library must be able to verify any financial information with audited figures. For purposes of this report, **Income** is defined as actual cash or a documented monetary transfer to the library fund. Do not include in-kind services, pledges and grants not received.

Total Local Operating Income is used to meet the 3/10 mill match requirement for State Aid. If your library's total service area does not meet this state aid standard, revenues from the total legal service area and the individual contracted municipalities will be reviewed. For this reason, the Operating Income report form provides a line for each municipality served by your library. When completing the form:
- If your legal service area is comprised of more than one municipality (for example, a whole county, a school district of two or more municipalities), the legal area income can be reported with the first service area data.
- If you cannot break down miscellaneous "other local government income" by municipality, report it all in the first Legal Service Area listed.
- Only local income needs to be broken down by municipality.

Legal Service Area: Name of the municipality or other designated jurisdiction served under statute during the reporting year. Example: school district, name of county (if whole county).

Local Penal Fine Revenues: Report Penal Fine revenues received during the reporting year. If you do not know the amount received for each individual service area, calculate it by determining the total population your library serves in the county and dividing the penal fines received from that county by the population served to determine the per capita rate. Multiply the per capita rate by the population of each service area to determine penal fines received from each service area. If your library has service areas in two or more counties, you must determine each rate separately.
Income from Voted Millage: Enter only revenues received during the reporting year from a **dedicated** library millage that was approved by a vote of the people. If the millage is for a multi-municipality legal service area (whole county or district structure), include millage information in the first Legal Service Area listed.
Appropriated Tax Income: This revenue is received by the library directly from the municipal, county, district or school governing body. This revenue is not the result of a dedicated voted library millage.
Other Local Government Income: Report miscellaneous income received from local government sources. (Do not include user fees.) If the library received revenue from a Single Business Tax levied on local business, include the amount in this field.
Total Local Government Income: The "Total Local Government Income" figure is determined by adding "Local Penal Fine Revenues", "Income from Voted Millage", "Appropriated Tax Income", and "Other Local Government Income". This should include all tax and non-tax receipts designated by the community, district or region and available for expenditures by the public library. This should not include the value of any contributed or in-kind services or the value of any gifts and donations, fines, or fees paid by individuals.
Other Local Operating Income: Report miscellaneous income from local non-government sources. This category includes user fines and fees, collections from coin-operated equipment, income from used book sales, fund-raisers, library Friends events, etc. Non-capital cash contributions are included in this category. Include, for example, monetary gifts and donations received in the current year, interest, library fines, and fees for library services. Do not include the value of any contributed or in-kind services or the value of any non-monetary gifts and donations. If it is impossible for you to break down the miscellaneous income by individual municipality, report the "Other Local Operating Income" in the first Legal Service Area listed.

Contracted Municipality: Name of the municipality or other designated jurisdiction with which the library has a library service contract approved by the Library of Michigan

Local Penal Fine Revenues: Report Penal Fine revenues received during the reporting year. If you do not know the amount received for each reported contracted municipality area, calculate it by determining the local total population served by your library in the county as a result of service contracts and dividing the penal fines received from that county by the population served to determine the per capita rate. Multiply the per capita rate by the population of each contracted municipality to determine penal fines received for each municipality. Penal fines distribution rates are different for each county. If your library has service contracts in more than one county, you must determine each rate separately.

Income from Voted Millage: Enter only revenues received during the reporting year from a **dedicated** library millage that was approved by a vote of the people. If the millage is for a multi-municipality contract service area (whole county or district structure), complete millage information in the first Contracted Municipality listed.

Appropriated Tax Income: This revenue is received by the library directly from the municipal, county, district or school governing body. This revenue is not the result of a dedicated library millage and does not include contract fee income.

Contract Fee Income: Revenue received from the contracted municipalities as stated in the library service contract. Do not include penal fine income.

Total Local Government Income: Add "Local Penal Fine Revenues", "Income from Voted Millage", "Appropriated Tax Income", and "Contract Fee Income". This includes all tax and non-tax receipts designated by the community, district or region and available for expenditures by the public library. Do not include the value of any contributed or in-kind services or the value of any gifts and donations, fines, or fees paid by individuals.

Other Local Operating Income: Report miscellaneous income from local non-government sources. This category includes user fines and fees, collections from coin-operated equipment, income from used book sales, fund-raisers, library Friends events, etc. Non-capital cash contributions are included in this category. Include, for example, monetary gifts and donations received in the reporting year, interest, library fines, and fees for library services. Do not include the value of any contributed or in-kind services or the value of any non-monetary gifts and donations.

Operating Income Summary:

Total Local Government Income: Sum of (Legal Service Area) "Total Local Government Income" and (Contracted Municipality) "Total Local Government Income".

Total Other Local Operating Income: Sum of (Legal Service Area) "Other Local Operating Income" and (Contracted Municipality) "Other Local Operating Income".

Total Local Operating Income: Sum of (Legal Service Area) "Total Local Government Income", (Contracted Municipality) "Total Local Government Income", (Legal Service Area) "Other Local Operating Income" and (Contracted Municipality) "Other Local Operating Income". **This figure is used to assess the library's financial eligibility for State Aid.**

State Government Operating Income: Report all funds received by your library from the State government for operating expenditures, except for federal money distributed by the State. **Include all State Aid payments received** by your library during the reporting year.

Federal Government Operating Income: Report all federal government funds received by your library for operating expenditures, including federal money distributed by the State. Report grant funds received for non-capital expenditures from LSTA. Do not include funds you received and passed through to another public library.

Total Operating Income: Sum of "Total Local Government Income", "Other Local Operating Income", "State Government Operating Income", and "Federal Government Operating Income".

PART VI: CAPITAL INCOME (Use whole numbers only)

Federal Capital Income: Report federal governmental funds (including grants) received by your library for the purpose of capital expenditures. Examples include funds received for construction, expansion and renovation of existing library facilities and funds received for the purchase of equipment, furniture, technology systems, and other onetime, extraordinary projects.
State Capital Income: Report state governmental funds (including grants) received by your library for the purpose of capital expenditures. Examples include funds received for construction, expansion and renovation of existing library facilities and funds received for the purchase of equipment, furniture, technology systems, and other onetime, extraordinary projects.
Local Capital Income: Report local governmental funds (including bond income and grants for capital expenditures) received by your library for the purpose of capital expenditures. Examples include funds received for construction, expansion and renovation of existing library facilities and funds received for the purchase of equipment, furniture, technology systems, and other onetime, extraordinary projects. These funds may be used to meet the 3/10 mill local support financial requirement for State Aid.
Private Capital Income: Report private (non-governmental sources) funds received by your library for the purpose of capital expenditures. Examples include funds received for construction, expansion and renovation of existing library facilities and funds received for the purchase of equipment, furniture, technology systems, and other onetime, extraordinary projects. These funds may be used to meet the 3/10 mill local support financial requirement for State Aid.
Total Capital Income: Sum of "Federal Capital Income", "State Capital Income" and "Local Capital Income", "Private Capital Income".

Total Population Served: Sum of "Legal Service Area Population Served" and "Contracted Municipality Population Served."

PART VII: OPERATING EXPENDITURES **(Use whole numbers only)**

Operating expenditures are the current and recurrent costs necessary to support the provision of library services. List only expenditures paid from library operating budgets.

Staff Expenditures:
Salaries and Wages: Include salaries and wages for all library staff (including plant operations, security, and maintenance staff) for the fiscal year. Include salaries and wages before deductions but exclude employee benefits.
Employee Benefits: The benefits outside of salaries and wages paid and accruing to employees (including plant operations, security, and maintenance staff), regardless of whether the benefits or equivalent cash options are available to all employees. **Include amounts for direct, paid employee benefits including, but not limited to, Social Security, retirement, medical insurance, life insurance, guaranteed disability income protection, unemployment compensation, workmen's compensation, tuition, and housing benefits.** Benefits must not equal zero.
Total Staff Expenditures: Sum of "Salaries and Wages" and "Employee Benefits".

Collection Expenditures: Include all expenditures for materials purchased or leased for use by the public.
Print Materials: Include expenses for any print or microform materials that are part of the library collection (include subscription expenditures).
Other Materials: Include expenses for any non-print collection materials, including film, video, sound recordings, etc.
Electronic Materials: Include expenses for any for materials in electronic format.
Report operating expenditures for electronic physical units considered part of the collection, whether purchased or leased, such as CD-ROMs, magnetic tapes, and magnetic disks that are designed to be processed by a computer or similar machine. Examples are U.S. Census data tapes, locally mounted databases, serials, and reference tools. Include operating expenditures for equipment when the cost is inseparably bundled into the price of the information service product. Exclude operating expenditures for library system software and microcomputer software used only by the library staff.

Total Collection Expenditures: Sum of "Print Materials", "Other Materials"and "Electronic Materials".

Other Operating Expenditures: Include all expenditures other than those for staff and collection. Include expenses such as supplies and costs incurred in the operation and maintenance of physical facilities. DO NOT report items included as capital expenditures in Part VIII.

Total Operating Expenditures: Sum of "Total Staff Expenditures", "Total Collection Expenditures", and "Other Operating Expenditures".

PART VIII: CAPITAL OUTLAY **(Use whole numbers only)**

Include expenditures paid from your library capital budget for the acquisition of or additions to fixed assets such as building sites, new buildings, and building additions, equipment, initial book stock, furnishings for new or expanded buildings, or vehicles, and other onetime, extraordinary projects. This excludes repair of existing furnishings and equipment, regular purchase of library materials, and investments for capital appreciation.

Capital Expenditures for Electronic Access: Report capital expenditures associated with access to electronic materials and services. Include computer hardware and software used to support library operations, whether purchased or leased, mainframe or microcomputer. DO NOT report items included as operating expenditures in Part VII.

Furnishings and Equipment Expenditures: Report major expenditures for all furniture and equipment other than for electronic access. Examples include shelving, patron tables and chairs, photocopiers, etc. DO NOT report items included as operating expenditures in Part VII.

Building Expenditures: Report expenditures for the acquisition of or additions to building sites, new building additions and library facilities. DO NOT report items included as operating expenditures in Part VII.

Other Capital Expenditures: Report expenditures for capital items other than for electronic access, furnishings and equipment or building.

Total Capital Expenditures: Sum of "Capital Expenditures for Electronic Access", "Furnishings and Equipment Expenditures", "Building Expenditures", and "Other Capital Expenditures".

PART IX: LIBRARY COLLECTIONS

For each category, report the number of physical units (items) owned at the end of the reporting year. If exact amount is unknown, enter an estimate. Items which are packaged together as a unit, e.g. two compact disks, two films, or two videocassettes, and which are generally checked out as a unit, should be counted as one physical unit.

Print Materials: Books are non-periodical printed publications bound in hard or soft covers, or in loose-leaf format. Serials are publications issued in successive parts, usually at regular intervals, and as a rule, intended to be continued indefinitely. Serials include periodicals (magazines), newspapers, annuals (reports, yearbooks, etc.), memoirs, proceedings, and transactions of societies. Include microform, books, and serials in this category. Except for the current volume, count unbound serials as a volume when the library has at least half of the issues in a publisher's volume.

Audio: Materials on which sounds (only) are stored (recorded) and that can be reproduced (played back) mechanically or electronically, or both. Included are records, audiocassettes, audio cartridges, audio disks, audio reels, talking books, and other sound recordings.

Audio Downloadable Units: These are downloadable electronic files on which sounds (only) are stored (recorded) and that can be reproduced (played back) electronically. Report the number of titles. Report only items the library has selected as part of the collection

Video: Materials on which pictures are recorded, with or without sound. Electronic playback reproduces pictures, with or without sound, using a television receiver or monitor.

Video Downloadable Units: These are downloadable electronic files on which moving pictures are recorded, with or without sound. Electronic playback reproduces pictures, with or without sound, using a television receiver, computer monitor or video-enabled mobile device.
Report the number of titles. Report only items the library has selected as part of the collection.

Subscriptions (nonelectronic format): Refers to the arrangements by which, in return for a sum paid in advance, periodicals, newspapers, or other serials are provided for a specified number of issues. These are print and microfilm subscriptions only; not electronic or digital subscriptions. Count subscriptions purchased from the library's budget and those donated to the library as gifts. Count titles, including duplicates, not individual issues.

Electronic Books (E-books): E-books are digital documents (including those digitized by the library), licensed or not, where searchable text is prevalent, and which can be seen in analogy to a printed book (monograph). Include non-serial government documents. E-books are loaned to users on portable devices (e-book readers) or by tranmitting the contents to the user's personal computer. Include e-books held locally and remote e-books for which permanent or temporary access rights have been aquired. Report the number of physical or electronic units, including duplicates, for all outlets. For smaller libraries, if volume data are not available, the number of titles may be counted. E-books packaged together as a unit (e.g., multiple titles on a single e-book reader) and checked out as a unit are counted as one unit. Report the number of units. Report only items the library has selected as part of the collection (exclude public domain/uncopyrighted e-books that have unlimited access).

Number of Licensed Databases:
Report the number of **licensed** databases (including locally mounted or remote, full-text or not) for which temporary or permanent access rights have **been acquired through payment by the library**. A database is a collection of electronically stored data or unit records (facts, bibliographic data, abstracts, texts) with a common user interface and software for the retrieval and manipulation of the data. Note: The data or records are usually collected with a particular intent and relate to a defined topic. A database may be issued on CD-ROM, diskette, or other direct access method, or as a computer file accessed via dial-up methods or via the Internet. Subscriptions to individual electronic serial titles are reported under **Current Electronic Serial Subscriptions.** Each database is counted individually even if access to several databases is supported through the same vendor interface.
DO NOT COUNT MeL RESOURCES. No formal agreements or charges are associated with MeL databases provided by Library of Michigan to public libraries.

Total Collections Physical Units: Sum of "Print Materials", "Audio", "Video", "Subscriptions", and "E-books".

PART X: LIBRARY SERVICES

If exact amount is unknown, enter an estimate. If an actual count of the data element is unavailable, determine as annual estimate by an actual count during a typical week in October and multiplying the count by 52. A

"typical week" is a time that is neither unusually busy or unusually slow. Avoid holiday times, vacation periods for key staff, or days when unusual events are taking place in the community or the library. Choose a week in which the library is open its regular hours. Include seven consecutive calendar days, from Sunday through Saturday (or whenever the library is usually open). This technique can be used to estimate library visits, circulation transactions, reference transactions, interlibrary loans and number of users of electronic resources.

Library Visits: The total number of persons entering the library for whatever purpose during the year.

Summer Reading Sign-Ups Children: The total number of children signing up to participate in the libraries Summer Reading programming.

Summer Reading Sign-Ups Teens: The total number of teens signing up to participate in the libraries Summer Reading programming.

Total Summer Reading Sign-Ups:

Program Attendance:

Summer Reading Events Children: The count of the audience at all Summer Reading events intended primarily for persons 14 years old or younger. Include all persons who attend, whether adults or children.

Summer Reading Events Teens: The count of the audience at all Summer Reading events intended primarily for young adult persons (approximately 15 – 18 years old). Include all persons who attend, whether adults or children.

Children's Program: The count of the audience at all programs intended primarily for persons 14 years old or younger. Include all persons who attend, whether adults or children.

Young Adult Program: The count of the audience at all programs intended primarily for young adult persons (approximately 15 – 18 years old). Include all persons who attend, whether adults or children.

Adult Program: The count of the audience at all programs intended primarily for persons 19 years old or older. Include all persons who attend, whether adults or children.

General Program: The count of the audience at all programs not included in the above categories. Include all persons who attend, whether adults or children.

Total Programs: Sum of "Children's Program", "Young Adult Program", "Adult Program" and "General Program".

Circulation Transactions:
Circulation of Children's Materials: The total annual circulation of all children's materials in all formats to all users, including renewals.

Circulation of non-Children's Materials: The total annual circulation of all non-children's materials in all formats to all users, including renewals.

Total Circulation: The total annual circulation of all library materials of all types, including renewals. Count all materials in all formats that are charged out for use outside the library. Interlibrary loan transactions included are only items borrowed that are then circulated to users. Do not include items checked out to another library.

Reference Transactions: A reference transaction is an information contact which involves the knowledge, use, recommendations, interpretation, or instruction in the use of one or more information sources by a member of the library staff. It includes information and referral services. Information sources include printed and non-printed materials, machine-readable databases, catalogs and other holdings records, and through communication or referral, other libraries and institutions and people inside and outside the library. The request may come in person, by phone, by fax, by mail or by email from an adult, a young adult, or a child. Do not count directional transactions or questions of rules or policies.

Interlibrary Loans: Report materials exchanged between your library and other libraries. Transactions between branches of the same library organization should not be counted here.

Number of Items Loaned to Other Libraries: These are library materials, or copies of the materials, provided by one library to another upon request. The libraries involved in interlibrary loans are not under the same library administration. These data are reported as annual figures.

Number of Items Borrowed from Other Libraries: These are library materials, or copies of the materials, received by one library from another upon request. The libraries involved in the interlibrary loans are not under the same library administration. These data are reported as annual figures.

Internet Terminals:

Number of computer terminals (PC, dumb terminal, etc.) used by staff only in the library that are used to connect to the Internet (text only, graphical, etc.).

Number of computer terminals (PC, dumb terminal, etc.) used by the general public in the library that are used to connect to the Internet (text only, graphical, etc.).

Connection speed of Internet terminals (56K, 128K, 256K, 384K, 512K, 768K, 1.5Mb (T-1)).

Connection type of Internet terminals (Dial-up, ISDN, DSL, Cable Modem, Dedicated Connection).

Users of public Internet computers (per year). Report the total number of individuals that have used Internet computers in the library during the last year. If the computer is used for multiple purposes (Internet access, word-processing, OPAC, etc.) and Internet users cannot be isolated, report all usage. A typical week or other reliable estimate may be used to determine the annual number. Sign-up forms or Web-log tracking software also may provide a reliable count of users.

Users of Wireless Logins Per Year: Report the total number of individuals that have used the library's wirless services during the last year. A typical week or other reliable estimate may be used to determine the annual number. Sign-up forms or Web-log tracking software also may provide a reliable count of users.

Number of Active Registered Borrowers: Report the total number of individuals holding valid library cards registered with the library as of the reporting date. For purposes of consistency, the Library of Michigan recommends using a 3 year registration period. This can be obtained by multiplying the total number of new patrons registered during the last fiscal year by 3 to get your estimated total number of library registrations.
A registered borrower is a library user who has applied for and received an identification number or card from the public library that has established conditions under which the user may borrow library materials and gain access to other library resources.
Note: Files should have been purged within the past three (3) years.

PART XI: CERTIFICATION OF PUBLIC LIBRARY PERSONNEL

This section verifies that appropriate numbers and levels of staff worked at the library **during the reporting year to meet the minimum standards for State Aid.** Only staff that are **CERTIFIED** by the Library of

Michigan and worked during the **REPORTING YEAR** need to be listed on this page. If a new **CERTIFIED** staff member was hired during the reporting year please provide a hire date. If a certified staff member (including the director) left during the reporting year please provide a departure date. For example, if the directorship changed during the reporting year, list the previous director with his or her departure date and also the current director with his or her date of hire.

Director Certification Information:

Director's Name:

Title:

Director's SSN (Last 4 Digits Only):

Director's Avg Hrs Worked/Week:

Director's Certification Level (I,II,III or IV):

Director's Hire Date:

Employee Certification Information:

Title:

Employee Name: List the name for each employee as it appears on their Certificate received from the Library of Michigan

Last 4 Digits of Social Security Number:

Average Hours Worked Per Week:

Certification Level: Provide the certification level **received** from the Library of Michigan.

Hire Date: Provide the date hired, if new during the reporting year.

Departure Date: Provide the departure date, if employee left during the reporting year.

Level	Certificate	Eligibility Qualifications
I.	Librarian's Permanent Professional Certificate	MLS with 4 or more years' professional experience
II.	Librarian's Professional Certificate	ALA accredited Master of Library Science degree
III.	Limited Professional Certificate	Bachelor's degree in any subject
IV.	Paraprofessional Certificate	High School Diploma or its equivalent

Note: All certificates require completion of Beginning Workshop **except** Level I which requires documentation showing 4 years or more of experience.

PART XII: NONRESIDENT FEES INFORMATION

Do you charge a nonresident fee to any person living outside of your service area?
If yes, fee is:

Annual
One-Time

Fee schedule or nonresident rate (e.g. $35/family; $35/individual):

Does the library have an active Friends' Group?

PART XIII: TECHNOLOGY

Total number of computers that the library provides for use by staff only. (Include computers used for all purposes including OPAC, word processing, Internet, etc.)

Total number of computers that the library provides for public use. (Include computers used for all purposes including OPAC, word processing, Internet, etc.)

Is your library circulation system automated?
Vendor system/name:

Is your library card catalog automated?
Vendor system/name:

Is your library's circulation system a shared system, either with other libraries, or through a Cooperative?

Does your automated system allow for patron initiated interlibrary loan?

Is remote access to your library catalog available?

Does your library offer self-checkout?

Does your library offer wireless Internet access to patrons?

PART XIV: SALARY AND BENEFIT INFORMATION

Using the library's current pay scale for each position, indicate the average hours worked per week, and the minimum and maximum salary range for one year for the classifications listed for the main library. Report salary information for filled and vacant positions. Position titles may not reflect exact titles used at your library. Use the closest match.

Director Benefit Information: (Check each of the following benefits if your library pays any portion or all of that benefit for your Director/Head Librarian only. If a selection does not apply, leave it blank.)

Health Insurance
Dental Insurance
Life Insurance
Pension
Vision Insurance
Paid Sick Leave
Paid Vacation
Paid Holidays
Deferred Compensation
Disability

Paid Personal Days
Longevity

PART XV: CURRENT MILLAGE INFORMATION

Millage Rate Authorized: Enter the rate approved by the voters in your service area. This is the maximum that the library may levy.

Millage Authorization Date: Enter the month and year when the voters in your service area approved the millage.

Millage Rate Levied: Enter the rate levied for library services. This is the rate that actually was used in determining property taxes.

Millage Expiration Date: Enter the month and year when the millage will expire. If the millage was voted "in perpetuity," leave date blank and indicate this by checking the box in the "Millage Voted in Perpetuity" field.

Millage is for: (a) operating (b) debt (c) both

PART XVI: TRUSTEES REPORT

List the names of Trustees who are serving at the time this report is filed. Be sure to complete the "Term Expires" column. **Do not list Trustees whose terms have expired at the time of filing this report.** Library Staff Members may not be voting members of the Board of Trustees. School District Libraries organized under Public Act 451, 1976, must report both their legal School Board and their Library Advisory Board.

If a Board position is vacant at the time of filing, make an entry for the vacant position to verify that your Board will have the appropriate number of Trustees.

Trustee Name: List the legal name for each current Board of Trustees member, beginning with officers. Enter "vacant" for vacancies then contact the Library of Michigan when the positions are filled. Include School Board and Advisory Board if applicable.

Voting Member: Indicate if trustee is a voting member of your Board.

Mailing Address: Provide a current mailing address for each Board member. Include street number and street name, city and the standard five-digit postal zip code with the four-digit postal zip code extension.

Phone Number: Provide the phone number at which each individual can be reached during the day.

Term Expires: List the month and year the term for each Board member will expire. If an individual serves on the Board as a function of his municipal office, write "ex officio" in this space.

Check the box that describes how your library Board members are designated. Only one box should be checked.

Appointed
Elected
Municipal Governing Body

PART XVII: CERTIFICATION OF INFORMATION

The person signing the form must be an authorized official of the library who can be held accountable for the information on the form. The library director, board president or other authorized official must sign in order for

the application to be processed. In the event of a State Aid audit, the authorized official will be contacted. If a person other than the authorized official should be contacted for questions, enter his or her name in the space for "contact person." **Signatures are required to be eligible for State Aid. Signatures must be original signature – signature stamps will not be accepted. Certification of Information form must be sent to the Library of Michigan, and postmarked by February 4, 2012.**