



PUBLIC LIBRARY SURVEY

PART I: ADMINISTRATIVE ENTITY INFORMATION

- 1. Report Start Period _____
- 2. Report End Period _____
- 3. FSCS _____
- 4. Current Legal Name of Main Library _____
- 5. Legal Name of Main Library at Reporting Year End _____
- 6. Street Address _____
- 7. City _____
- 8. Zip _____
- 9. Mailing Address _____
- 10. Mailing City _____
- 11. Mailing ZIP Code _____
- 12. County _____
- 13. Township _____
- 14. Cooperative _____
- 15. Phone Number _____
- 16. TDD Number _____
- 17. Director's Name _____
- 18. Email Address of Library Director _____
- 19. Fax _____
- 20. Web Address _____
- 21. Has Friends Group? _____
- 22. Library Class _____
- 23. Administrative Structure Code _____
- 24. ReEstablishDate _____
- 25. ReEstablishStatute _____
- 26. Local Governance _____
- 27. Type _____

Public Library Definition

- Library has 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 facilities necessary to support collection, staff, and schedule _____
- Library is supported in whole or part with public funds _____
- Geographic Code _____
- Was there a legal service area boundary change during the reporting period? _____

Library Fines

- Is your library currently collecting overdue fines on non-print materials. (E.G. DVDs, Audiobooks, Library of things materials) _____
- As of the end of the reporting period, does the library charge overdue fines on print materials? _____



PART III: OPEN HOURS AND SQUARE FOOTAGE SUMMARY

- 1. Number of Central Libraries _____
- 2. Unduplicated Average Hours per Week, Central(s) _____
- 3. Annual Scheduled Public Service Hours, Central(s) _____
- 4. Actual Annual Public Service Hours, Central(s) _____
- 5. Central Library(ies) Weeks Open _____
- 6. Number of Branch Libraries _____
- 7. Unduplicated Average Hours per Week, Branch(es) _____
- 8. Annual Scheduled Public Service Hours, Branch(es) _____
- 9. Actual Annual Public Service Hours, Branch(es) _____
- 10. Branch(es) Weeks Open _____
- 11. Number of Bookmobiles _____
- 12. Annual Scheduled Public Service Hours, Bookmobile(s) _____
- 13. Actual Annual Public Service Hours, Bookmobile(s) _____
- 14. Bookmobile(s) Weeks Open _____
- 15. Total Number of Outlets _____
- 16. Total Unduplicated Average Hours per Week _____
- 17. Total Annual Scheduled Public Service Hours _____
- 18. Total Annual Public Service Hours _____
- 19. Total Outlet Weeks Open _____
- 20. Central Library(ies) Square Feet _____
- 21. Branch(es) Square Feet _____
- 22. Total Square Feet _____

	District #	Name
MI Representative		
MI Senate		
US Representative		



PART IV: PAID STAFF

- 1. Number of ALA-MLS Librarians _____
- 2. Total Hours per Week worked by ALA-MLS Librarians _____
- 3. ALA-MLS FTE (40 Hours/wk) _____
- 4. Number of Other Librarians _____
- 5. Total Hours per Week worked by Other Librarians _____
- 6. Other Librarians FTE (40 Hours/wk) _____
- 7. Number of Total Librarians _____
- 8. Total Hours per Week worked by Total Librarians _____
- 9. Total Librarians FTE (40 Hours/wk) _____
- 10. Number of All Other Paid Staff _____
- 11. Total Hours per Week worked by All Other Paid Staff _____
- 12. All Other Paid Staff FTE (40 Hours/wk) _____
- 13. Number of Total Paid Employees _____
- 14. Total Hours per Week worked by Total Paid Employees _____
- 15. Total Paid Employees FTE (40 Hours/wk) _____



PART VI: CAPITAL INCOME

- 1. Federal Capital Income _____
- 2. State Capital Income _____
- 3. Local Capital Income _____
- 4. Private Capital Income _____
- 5. Total Capital Income _____
- 6. Total Population Served _____

PART VII: OPERATING EXPENDITURES

A. Staff Expenditures

- 1. Salaries and Wages _____
- 2. Employee Benefits _____
- 3. Total Staff Expenditures _____

B. Collection Expenditures

- 4. Print Materials _____
- 5. Other Materials _____
- 6. Electronic Materials _____
- 7. Total Collection Expenditures _____

C. Other Operating Expenditures

- 8. Other Operating Expenditures _____

Total Operating Expenditures

- 9. Total Operating Expenditures _____

PART VIII: CAPITAL OUTLAY

- 1. Capital Expenditures for Electronic Access _____
- 2. Furnishings and Equipment Expenditures _____
- 3. Building Expenditures _____
- 4. Other Capital Expenditures _____
- 5. Total Capital Expenditures _____

PART IX: LIBRARY COLLECTION

- 1. Number of Print Materials _____
- 2. Audio (Physical Units) _____
- 3. Audio (Downloadable Units) _____
- 4. Video (Physical Units) _____
- 5. Video (Downloadable Units) _____
- 6. Subscriptions (Non-electronic) _____
- 7. Electronic Books (E-Books) _____
- 8. Other Circulating Physical Items _____
- 9. Total Collection (Physical / Electronic Units) _____

Databases

- 9. Local Databases
- 10. State Databases
- 11. Other Databases
- 12. Total Databases
- 13. Local/other cooperative agreements Licensed Databases



PART X: LIBRARY SERVICES

A. Library Visits

- 1. Library Visits
2. Virtual Visits to the Library's Website

B. Summer Reading Participation

- 1. Do you offer a structured summer education and enrichment program for children
2. How many children signed up for this program
3. How many children completed this program
4. Do you offer a structured summer education and enrichment program for teens
5. How many teens signed up for this program
6. How many teens completed this program
7. Unstructured Summer Reading Program # of children participating
8. Unstructured Summer Reading Program # of teens participating
9. Total Participation

C. Program Attendance

- 1. Number of Synchronous (Live: In Person or Virtual) Summer Reading Events For Children Ages 0-5
2. Attendance at Synchronous (Live: In Person or Virtual) Summer Reading Events For Children Ages 0-5
3. Number of Synchronous (Live: In Person or Virtual) Summer Reading Events For Children Ages 6-11
4. Attendance at Synchronous (Live: In Person or Virtual) Summer Reading Events For Children Ages 6-11
5. Number of Synchronous (Live: In Person or Virtual) Summer Reading Events For Teens Ages 12-18
6. Attendance at Synchronous (Live: In Person or Virtual) Summer Reading Events For Teens Ages 12-18
7. Number of Synchronous (Live: In Person or Virtual) Program Sessions For Children Ages 0-5
8. Attendance at Synchronous (Live: In Person or Virtual) Programs For Children Ages 0-5
9. Do any of your programs focus on early literacy for ages 0-5?
10. How many of the Children's Programs reported in #1 & #7 were focused on Early Literacy?
11. Report Total Early Literacy Program Attendance for the programs reported in #10.
12. Number of Synchronous (Live: In Person or Virtual) Program Sessions For Children Ages 6-11
13. Attendance at Synchronous (Live: In Person or Virtual) Programs For Children Ages 6-11
14. Teen Programs (LIVE: IN PERSON OR VIRTUAL) Ages 12-18
15. Teen Program Attendance (LIVE: IN PERSON OR VIRTUAL) Ages 12-18
16. Adult Programs (Live: In Person or Virtual)
17. Adult Program Attendance (Live: In Person or Virtual)
18. General Programs (Live: In Person or Virtual)
19. General Program Attendance (Live: In Person or Virtual)
20. Number of Synchronous In-Person Onsite Program Sessions
21. Attendance at Synchronous In-Person Onsite Programs
22. Number of Synchronous In-Person Offsite Program Sessions
23. Attendance at Synchronous In-Person Offsite Programs
24. Number of Synchronous Virtual Program Sessions
25. Attendance at Synchronous Virtual Program Sessions
26. The number of Library Created Virtual Recorded On Demand Content
27. Total Views of Recorded Library Created Virtual On Demand Content (within 30 days of release date)



PART X: LIBRARY SERVICES

C. Totals

- 1. Total Number of Synchronous Program Sessions For Children Ages 0-5 _____
- 2. Attendance at Synchronous Programs For Children Ages 0-5 _____
- 3. Total Number of Synchronous Program Sessions For Children Ages 6-11 _____
- 4. Attendance at Synchronous Programs For Children Ages 6-11 _____
- 5. Total Children's Programs _____
- 6. Total Children's Program Attendance _____
- 7. Total Teen Programs _____
- 8. Total Teen Program Attendance _____
- 9. Total Number of Synchronous Program Sessions _____
- 10. Total Attendance at Synchronous (LIVE: Virtual or In Person) Programs _____

CI. D. Circulation Transactions

- 1. Circulation of Children's Materials _____
- 2. Circulation of Non-Children's Materials _____
- 3. Circulation of Electronic Materials _____
- 4. Electronic Collection (DBASE)Use _____
- 5. Circulation of Internet Devices _____
- 6. Circulation of Other Physical Items _____
- 7. Total Physical Circulation _____
- 8. Total Collection Use _____
- 9. Total Electronic Content Use _____

E. Reference Transactions _____

F. Interlibrary Loans

- 1. Number of items loaned to other libraries _____
- 2. Number of items borrowed from other libraries _____
- 3. Does your Library participate in MeLCAT? _____
- 4. Does your Library offer these enhanced services
 AV Borrowing _____ Visiting Patron _____



PART XII: NONRESIDENT FEES INFORMATION

- 1. Non-Resident Fee _____
- 2. NR Fee Annual or One Time _____
- 3. Fee schedule or non-resident rate _____
- 4. Full Library Service for Contracted Municipalities _____

PART XIII: TECHNOLOGY

- 1. Total number of computers that the library provides for use by staff only _____
- 2. Total number of computers that the library provides for public use _____
- 3. Is your library circulation system automated? _____
- 4. Circulation System Vendor Name _____
- 5. Total income budgeted for the library's ILS _____
- 6. Is your card catalog automated? _____
- 7. Card Catalog Vendor Name _____
- 8. Patron Initiated ILL _____
- 9. Do you offer a Remote Catalog? _____
- 10. Do you provide Self Checkout? _____
- 11. Is your Circulation System Shared? _____
- 12. Do you provide Wireless Internet Access to Patrons? _____



MLS STAFF

PART XIV: SALARY AND BENEFIT INFORMATION

1. MLS Director Avg. Hrs/Wk _____
2. MLS Director Min Salary _____
3. MLS Director Max. Salary _____
4. MLS Director Min. Hourly Wage _____
5. MLS Director Max. Hourly Wage _____
6. MLS Assist. DIR. Avg. Hrs/WK _____
7. MLS Assist. DIR. Min. Salary _____
8. MLS Assist. DIR. Max. Salary _____
9. MLS Assist. DIR. Min. Hr Wage _____
10. MLS Assist. DIR. Max. Hr Wage _____
11. MLS Dept/Branch Head Avg Hrs/Wk _____
12. MLS Dept/Branch Head Min. Salary _____
13. MLS Dept/Branch Head Max. Salary _____
14. MLS Dept/Branch Head Min. Hr Wage _____
15. MLS Dept/Branch Head Max. Hr Wage _____
16. MLS Senior Level Lib. Avg. Hrs/Wk _____
17. MLS Senior Level Lib. Min. Salary _____
18. MLS Senior Level Lib. Max. Salary _____
19. MLS Senior Level Lib. Min. Hr Wage _____
20. MLS Senior Level Lib. Max. Hr Wage _____
21. MLS Mid Level Lib. Avg. Hrs/Wk _____
22. MLS Mid Level Lib. Min. Salary _____
23. MLS Mid Level Lib. Max. Salary _____
24. MLS Mid Level Lib. Min. Hr Wage _____
25. MLS Mid Level Lib. Max. Hr Wage _____
26. MLS Entry Lv. Lib. Avg. Hrs/Wk _____
27. MLS Entry Lv. Lib. Min. Salary _____
28. MLS Entry Lv. Lib Max. Salary _____
29. MLS Entry Lv. Lib Min. Hourly Wage _____
30. MLS Entry Lv. LibMax. Hourly Wage _____



PART XIV: SALARY AND BENEFIT INFORMATION

Non-MLS STAFF

1. Non-MLS Director Avg. Hrs/Wk _____
2. Non-MLS Director Min Salary _____
3. Non-MLS Director Max. Salary _____
4. Non-MLS Director Min. Hourly Wage _____
5. Non-MLS Director Max. Hourly Wage _____
6. Non-MLS Assist. DIR. Avg. Hrs/WK _____
7. Non-MLS Assist. DIR. Min. Salary _____
8. Non-MLS Assist. DIR. Max. Salary _____
9. Non-MLS Assist. DIR. Min. Hr Wage _____
10. Non-MLS Assist. DIR. Max. Hr Wage _____
11. Non-MLS Dept/Branch Head Avg Hrs/Wk _____
12. Non-MLS Dept/Branch Head Min. Salary _____
13. Non-MLS Dept/Branch Head Max. Salary _____
14. Non-MLS Dept/Branch Head Min. Hr Wage _____
15. Non-MLS Dept/Branch Head Max. Hr Wage _____
16. Non-MLS Senior Level Lib. Avg. Hrs/Wk _____
17. Non-MLS Senior Level Lib. Min. Salary _____
18. Non-MLS Senior Level Lib. Max. Salary _____
19. Non-MLS Senior Level Lib. Min. Hr Wage _____
20. Non-MLS Senior Level Lib. Max. Hr Wage _____
21. Non-MLS Mid Level Lib. Avg. Hrs/Wk _____
22. Non-MLS Mid Level Lib. Min. Salary _____
23. Non-MLS Mid Level Lib. Max. Salary _____
24. Non-MLS Mid Level Lib. Min. Hr Wage _____
25. Non-MLS Mid Level Lib. Max. Hr Wage _____
26. Non-MLS Entry Lv. Lib. Avg. Hrs/Wk _____
27. Non-MLS Entry Lv. Lib. Min. Salary _____
28. Non-MLS Entry Lv. Lib Max. Salary _____
29. Non-MLS Entry Lv. Lib Min. Hourly Wage _____
30. Non-MLS Entry Lv. LibMax. Hourly Wage _____



SUPPORT STAFF

PART XIV: SALARY AND BENEFIT INFORMATION

- 1. Comp/Tech Specialist Avg. Hrs/Wk _____
- 2. Comp/Tech Specialist Min. Salary _____
- 3. Comp/Tech Specialist Max. Salary _____
- 4. Comp/Tech Specialist Min. Hourly Wage _____
- 5. Comp/Tech Specialist Max. Hourly Wage _____
- 6. Library Clerk Avg. Hrs/WK _____
- 7. Library Clerk Min. Salary _____
- 8. Library Clerk Max. Salary _____
- 9. Library Clerk Min. Hr Wage _____
- 10. Library Clerk Max. Hr Wage _____
- 11. Library Page Avg Hrs/Wk _____
- 12. Library Page Min. Salary _____
- 13. Library Page Max. Salary _____
- 14. Library Page Min. Hr Wage _____
- 15. Library Page Max. Hr Wage _____



PART XIV: SALARY AND BENEFIT INFORMATION

Benefits

Director Benefits

- 1. Health Insurance _____
 - 2. Dental Insurance _____
 - 3. Life Insurance _____
 - 4. Pension _____
 - 5. Vision Insurance _____
 - 6. Paid Sick Leave _____
 - 7. Paid Vacation _____
 - 8. Paid Holidays _____
 - 9. Deferred Compensation _____
 - 10. Disability _____
 - 11. Paid Personal Days _____
 - 12. Longevity _____
 - 13. Other _____
- Benefits _____

Full Time Benefits

- 1. Health Insurance _____
 - 2. Dental Insurance _____
 - 3. Life Insurance _____
 - 4. Pension _____
 - 5. Vision Insurance _____
 - 6. Paid Sick Leave _____
 - 7. Paid Vacation _____
 - 8. Paid Holidays _____
 - 9. Deferred Compensation _____
 - 10. Disability _____
 - 11. Paid Personal Days _____
 - 12. Longevity _____
 - 13. Other _____
- Benefits _____

Part Time Benefits

- 1. Health Insurance _____
 - 2. Dental Insurance _____
 - 3. Life Insurance _____
 - 4. Pension _____
 - 5. Vision Insurance _____
 - 6. Paid Sick Leave _____
 - 7. Paid Vacation _____
 - 8. Paid Holidays _____
 - 9. Deferred Compensation _____
 - 10. Disability _____
 - 11. Paid Personal Days _____
 - 12. Longevity _____
 - 13. Other _____
- Benefits _____



PART XV: CURRENT MILLAGE INFORMATION

- 1. Millage Rate _____
- 2. Millage Authorization Date _____
- 3. Millage Rate Levied _____
- 4. Millage Expiration Date _____
- 5. Millage Voted in Perpetuity _____
- 6. Millage is for Operating, Debt, or Both? _____
- 7. Millage Rate (2) _____
- 8. Millage Authorization Date (2) _____
- 9. Millage Rate Levied (2) _____
- 10. Millage Expiration Date (2) _____
- 11. Millage Voted in Perpetuity (2) _____
- 12. Millage is for Operating, Debt, or Both? (2) _____
- 13. Millage Rate (3) _____
- 14. Millage Authorization Date (3) _____
- 15. Millage Rate Levied (3) _____
- 16. Millage Expiration Date (3) _____
- 17. Millage Voted in Perpetuity (3) _____
- 18. Millage is for Operating, Debt, or Both? (3) _____

PART XVI: TRUSTEES REPORT

Trustee Title	Trustee Name	Trustee Email	Trustee Voting Member?	Trustee Address 1	Trustee Address 2	Trustee City	Trustee State	Trustee Zip Code	Trustee Phone	Trustee Term Expires	Trustee Verified Info

Select the option which describes how your library Board members are designated

The Library Trustees are: _____



PART XVII: CERTIFICATION OF INFORMATION

- 1. Authorized Official Name _____
- 2. Authorized Official Title _____
- 3. Authorized Official Phone Number _____
- 4. Authorized Official Email _____
- 5. Authorized Official Submit Date _____
- 6. Contact Person Name _____
- 7. Contact Person Title _____
- 8. Contact Person Phone Number _____
- 9. Contact Person Email _____
- 10. Contact Person Submit Date _____
- 11. Director Name _____
- 12. Director Phone Number _____
- 13. Director Email _____
- 14. Director Submit Date _____

I certify that the information provided on this application truly represents the library's activities and that the financial information can be verified by audit.

I certify that state aid funds were used for expenses that are consistent with at LEAST ONE of the purposes AND ONE of the priorities of the Library Services & Technology Act (20 USC Chapter 72 Subchapter II).

Notes: