

1993

# State Librarian's report of programs and expenditures to the Maine Library Commission for 1993

J Gary Nichols

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## Recommended Citation

Nichols, J Gary, "State Librarian's report of programs and expenditures to the Maine Library Commission for 1993" (1993). *Library Documents*. Paper 79.  
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# **THE MAINE STATE LIBRARY**

**STATE LIBRARIAN'S**

**REPORT OF**

**PROGRAMS AND EXPENDITURES**

**TO THE**

**MAINE LIBRARY COMMISSION**

**FOR**

**1993**



J. Gary Nichols  
State Librarian





**MAINE STATE LIBRARY**  
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**EXHIBIT A**

**MAINE STATE LIBRARY  
PERSONNEL COUNT SUMMARY  
DECEMBER 31, 1992**

The Maine State Library currently has a total of 58 full time positions and 2 half-time positions. These positions are allocated to the following appropriations:

<u>APPROPRIATION # PROGRAM</u>	<u># OF POSITIONS</u>	<u>SOURCE OF FUNDING</u>
010-94Q-0215-39ADMINISTRATION	4	STATE
010-94Q-0216-40REFERENCE & INFORMATION SERVICES	19	STATE
010-94Q-0217-41LIBRARY DEVELOPMENT SERVICES	31	STATE
010-94Q-0217-33LIBRARY DEVELOPMENT SERVICES (FED)	<u>4</u>	FEDERAL
TOTAL FULL TIME POSITIONS	<u>58</u>	
010-94Q-0217-41LIBRARY DEVELOPMENT SERVICES	<u>2</u>	STATE
TOTAL HALF-TIME POSITIONS	<u>2</u>	

THE JOB CLASSES FOR THESE POSITIONS ARE BROKEN DOWN AS FOLLOWS:

<u>RANGE</u>	<u>JOB CLASS</u>	<u># OF POSITIONS</u>
88	State Librarian	1
29	Library Division Directors	2
26	Library Section Supervisor	2
25	Librarian III	4
24	Education Specialist II	2
24	Business Manager II	1
22	Community Services Librarian	1
18	Librarian II	8
17	Accountant II	1
16	Administrative Secretary	1
16	Audio Visual Specialist	1
15	Librarian I	6
15	Clerk IV	3
14	Information Systems Support Tech.	3
13	Clerk Steno III	1
12	Account Clerk II	1
12	Clerk Typist III	5
12	Clerk III	1
8	Clerk Typist II	9
8	Library Assistant	3
6	Laborer II	1
3	Laborer I	<u>1</u>
	TOTAL FULL TIME POSITIONS:	58
18	Librarian II	1
8	Library Assistant	<u>1</u>
	TOTAL HALF-TIME POSITIONS	2

## **EXHIBIT B**

### **MAINE STATE LIBRARY**

#### **EMPLOYEE LISTING BY PROGRAMS**

**DECEMBER 31, 1992**

#### **ADMINISTRATION & FINANCE**

State Librarian	J. Gary Nichols
Library Division Director (L.D.)	Jack Boynton
Library Division Director (R&I)	Ben Keating
Librarian III	Richard Arnold
Business Manager II	Del Pushard
Accountant II	Gail Waddell
Account Clerk II	Joy Rainfrette
Administrative Secretary	Donna Whitaker
Clerk Steno III	Gloria Poulin

#### **BOOKS BY MAIL**

Library Section Supervisor	Benita Davis	25%
Librarian II	Ann Collins	60%
Clerk IV	Ann Berry	40%
Librarian I	Anne Welch	30%
Information Systems Support Tech	Lynn Muffett	5%
Clerk Typist III	Lucy Veilleux	75%
Clerk Typist II	Loretta Smith	95%
Clerk Typist II	Sue Perry	25%
Clerk Typist II	Rita Wormwood	25%
Library Assistant	Rose Mansir	50%

#### **SHIPPING**

Laborer I	Christie Snow	100%
Clerk III	Jim Cram	10%

#### **VIDEO**

Library Section Supervisor	Benita Davis	25%
Clerk IV	Ann Berry	15%
Information Systems Support Tech	Lynn Muffett	15%
Clerk Typist III	Claire Allen	1%
Clerk Typist II	Rita Wormwood	50%
Clerk Typist II	Loretta Smith	5%

# EXHIBIT B Con't

## TALKING BOOKS

Library Section Supervisor	Benita Davis	25%
Librarian II	Ann Collins	20%
Clerk IV	Ann Berry	25%
Information Systems Support Tech	Lynn Muffett	50%
Clerk Typist III	Lucy Veilleux	25%
Clerk Typist III	Claire Allen	29%
Clerk III	Jim Cram	90%
Clerk Typist II	Iris Oakes	100%
Clerk Typist II	Leslie Rucker	100%
Clerk Typist II	Sue Perry	75%
Clerk typist II	Rita Wormwood	25%
Library Assistant	Rose Mansir	50%

## LARGE PRINT

Library Section Supervisor	Benita Davis	25%
Librarian II	Ann Collins	20%
Librarian I	Anne Welch	70%
Information Systems Support Tech	Lynn Muffett	30%
Clerk Typist III	Claire allen	70%
Clerk IV	Anne Berry	20%

## MEDIA/INSTRUCTIONAL T.V. SERVICES

Education Specialist II	Dot Gregory	
Education Specialist II	Edna May Comstock	
Librarian II	Sharon Fairfield	
Audio Visual Specialist	Bill Dowling	
Clerk IV	Cheryl Ramsay	
Clerk Typist III	Linda Pattee	
Clerk Typist III	Felicia Kennedy	
* Education Specialist III	Walter Taranko	

## REGIONAL SERVICES

Librarian III	Shirley Helfrich	
Librarian III	Peg Stewart	
Clerk Typist III	Lynn Lettre	
Clerk Typist II	Elaine Belanger	

\* Position not funded by the Maine State Library

REFERENCE & INFORMATION SERVICES

Community Services Librarian	Louise Hinkley
Librarian II	Catherine Wilson
Librarian II	Elaine Stanley
Librarian II	Emily Herrick
Librarian II	Melanie Mohny ½
Librarian II	Vacant (State)
Librarian II	Vacant (Federal)
Librarian I	Michelle Brann
Information Systems Support Tech	Lynnette Bailey
Clerk Typist II	Anne Cough
Library Assistant	Lil Fish
Library Assistant	Alan Fecteau

COLLECTION SERVICES

Library Section Supervisor	Bonnie Collins
Library Systems Coordinator	Karl Beiser
Librarian III	Karen Berg
Librarian II	Mary Saunders
Librarian I	Ida Joyce Levine
Librarian I	Stephanie Pomerleau
Librarian I	Cheryl Wright
Librarian I	Patti Bouchard
Information Systems Support Tech	Doreen Beaulieu
Clerk Typist II	Iris Woodward
Clerk Typist II	Muriel Lachance
Library Assistant	Dawne McGrath ½
Laborer II	Mike Clark



**EXHIBIT C**

**MAINE STATE LIBRARY**

**WORK PROGRAM  
FOR FISCAL YEAR 93**

ADMINISTRATION - LIBRARY

FY93

Personal Services	179,827
All Other	<u>4,700</u>
TOTAL APPROPRIATION/ALLOCATION:	<u>184,527</u>

SOURCE:

Positions	4
General Fund	184,527

READER & INFORMATION SERVICES - LIBRARY

Personal Services	617,094
All Other	<u>113,675</u>
TOTAL APPROPRIATION/ALLOCATION:	<u>730,769</u>

SOURCE:

Positions	19
General Fund	730,769

LIBRARY DEVELOPMENT SERVICES - LIBRARY

Personal Services	1,050,450
All Other	<u>604,230</u>
TOTAL APPROPRIATION/ALLOCATION:	<u>1,654,680</u>

SOURCE:

Positions	32
General fund	2,569,976
Positions	4
Federal Fund	955,589
Other Special Revenue	<u>47,824</u>
TOTAL BY SOURCE:	3,573,729

SPECIAL ACQUISITION - LIBRARY

All Other	<u>340</u>
TOTAL APPROPRIATION/ALLOCATION:	<u>340</u>

**EXHIBIT D**

**LSCA  
TITLE II  
PUBLIC LIBRARY - CONSTRUCTION  
FY92 GRANTS**

**BLUE HILL (EAST)**

Total project: 1,000  
Grant: 500

This small grant will help provide access to the physically impaired.

**CARIBOU**

Total project: 1,787  
Grant: 893

Access to the physically impaired.

**FORT FAIRFIELD**

Total project: 231,700  
Grant: 115,850

This project was submitted last year, at which time the Historic Preservation review was incomplete. This will provide a major addition to the building and the design receives a "gold star" from the Historic Preservation Commission.

**FRYEBURG**

Total project: 900  
Grant request: 450

Access to the physically impaired.

**MILLINOCKET**

Total project: 172,900  
Grant: 37,731

This project includes an elevator for access to the physically impaired.

FY92 Allocation = 153,972  
FY91 Carryover = 1,452

155,424

**EXHIBIT E**  
**MAINE STATE LIBRARY**  
**AREA REFERENCE AND RESOURCE CENTERS**  
**FUNDING SUMMARY FOR FY 93**

<u>ARRC FUNDING</u>	<u>BANGOR</u>	<u>PORTLAND</u>
REGIONAL SUPPORT (State)	112,550	112,550
INTERLIBRARY LOAN (Fed)	2,500	2,500
NEW ENGLAND LIBRARY INFORMATION NETWORK (Fed)	<u>5,000</u>	<u>5,000</u>
TOTAL	120,050	120,050

<u>OTHER STATE FUNDING</u>	<u>BANGOR</u>	<u>PORTLAND</u>
STATE AID PER CAPITA	7,631	14,802
STATE STIPEND	<u>200</u>	<u>200</u>
TOTAL	7,831	15,002
TOTAL STATE SUPPORT	<u>127,881</u>	<u>135,052</u>



## ***EXHIBIT F***

### ***I. - ADMINISTRATION & FINANCE FOR FY 93***

It is the responsibility of the administrative unit to oversee the operation of the two major divisions (Reference and Information and Library Development). Total operational personnel of the state library consists of 58 full time and 2 half time positions.

Number of Positions	-9-
Personal Services	415,502
All Other	<u>4,700</u>
Total	<u>420,202</u>

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State	420,202
TOTAL	<u>420,202</u>

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### ***II. - MAINECAT FOR FY '93***

MAINECAT is the statewide CD ROM-based library catalog used as a search tool to expedite interlibrary loan and as a tool for building local electronic catalogs. 245 libraries of all types are currently using MaineCat. The system now includes over 3,000,000 volumes (1.25 million unique titles).

Number of Positions	-1-
Personal Services	50,206
All Other	<u>90,675</u>
TOTAL	<u>140,881</u>

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State	140,881
TOTAL	<u>140,881</u>



**III. - BOOKS BY MAIL**  
**FOR FY '93**

The Books-by-Mail program serves adults and juveniles in communities with no library or with limited library service. A toll-free WATS is available for patron use and the postage is prepaid both ways.

Number of Positions (P.T.)	-10-
Personal Services	128,424
All Other	<u>140,000</u>
Total	<u>268,424</u>

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State	128,424
Federal (LSCA Title 1)	140,000
TOTAL	<u>268,424</u>

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**IV. - VIDEO**  
**FOR FY '93**

This service provides videotapes to community groups, nursing homes and other institutions through public libraries. Reference and consultant services are provided for the utilization of video programming.

Number of Positions (P.T.)	-6-
Personal Services	36,465
All Other	<u>22,400</u>
TOTAL	<u>58,865</u>

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State	36,465
Federal (LSCA Title I)	22,400
TOTAL	<u>58,865</u>

## **V. - HANDICAPPED SERVICES**

**FOR FY '93**

Service: TALKING BOOKS

As one of the 56 regional libraries in the Library of Congress National Library Service for the Blind and Physically Handicapped, the Maine State Library provides recorded books, periodicals and players. A reference service relating to all handicaps is also provided. A state library consultant coordinates this statewide service.

Service: LARGE PRINT BOOKS FOR THE ELDERLY

This service includes the circulation of large print books to individuals, nursing homes and public libraries throughout Maine.

Number of Positions (P.T.)	-13-
Personal Services	249,906
All Other	<u>56,700</u>
TOTAL	<u>306,606</u>

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State	223,633
Federal (LSCA Title 1)	82,973
TOTAL	<u>306,606</u>

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## **VI. - MEDIA/INSTRUCTIONAL TV SERVICES**

**FOR FY '93**

This service includes the Information Exchange, School Library Media Consultant Services, Continuing Education, and the Video Tape Library collection of nearly 2,000 educational programs available to schools.

Number of Positions	-7-
Personal Services	260,764
All Other	<u>86,680</u>
TOTAL	<u>347,444</u>

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State	347,444
TOTAL	<u>347,444</u>

**VII. - REFERENCE & INFORMATION SERVICES**  
**FOR FY '93**

This service helps maintain and circulate a non-fiction collection encompassing a wide variety of subject material to meet the needs of individuals and libraries throughout the state. Reference service is provided in person, by telephone, WATS and by mail. Special resources and services include a substantial genealogical collection, the Maine Author collection, newspaper clipping file, a Maine music collection, the Governor Baxter papers, the Avery collection of lumbering photographs, an extensive Maine map collection, and federal and state documents.

Number of Positions	-10½-
Personal Services	364,617
Other Services	<u>83,000</u>
TOTAL	<u>447,617</u>

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State	301,509
Federal (LSCA Title 1)	146,108
TOTAL	<u>447,617</u>

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**VIII. - REGIONAL SERVICES**  
**FOR FY '93**

The Maine Regional Library System encourages libraries to better serve their communities through cooperative efforts among themselves and the Maine State Library. Specific activities include the following: the support of area reference and resource centers which share their resources with over libraries throughout Maine, back-up reference help and direct free access to major resource libraries; and consultant services, including staff training development to library district councils and individual libraries. Through the regional system over 45,000 interlibrary loan items are placed annually, making Maine the leading state in New England and among the top in the nation.

Number of Positions	-4-
Personal Services	143,574
All Other	<u>30,000</u>
TOTAL	<u>173,574</u>

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State	143,574
Federal (LSCA Title I)	30,000
TOTAL	<u>173,574</u>

## **IX. - COLLECTION SERVICES**

### **FOR FY '93**

The Collection Services section helps provide patron and library access to the Maine State Library's expanding collection. This includes the ordering and processing of new items for circulation and the maintenance/preservation of the collection. New items are processed through the OCLC computerized cataloging system which produces catalog cards, spine and book labels and provides access to the holdings of the many libraries using the system. This section also coordinates the Maine Card Services Agency which provides free catalog cards to over 160 public libraries.

Number of Positions	-11½-
Personal Services	379,206
Other Services	<u>85,000</u>
TOTAL	<u>464,206</u>

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State	379,206
Federal (LSCA Title 1)	85,000
TOTAL	<u>464,206</u>

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## **X. - INSTITUTIONS**

### **FOR FY '93**

This is a consultant service for eight state-operated correctional, mental health and special educational institutions. Additional assistance is provided by awarding grants based on, and designed to augment, the institutions' own budgeted library programs.

Institutions: Maine State Prison; Maine Correctional Center; Maine Youth Center; Baxter School for the Deaf; Bangor Mental Health Institute; Augusta Mental Health Institute; and Charleston Correctional Facility.

All Other	<u>19,200</u>
TOTAL	<u>19,200</u>

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State	19,200
TOTAL	<u>19,200</u>

**LIBRARY DEVELOPMENT**

**FOR FY '93**

A major function of the Maine State Library is to help local libraries meet the needs of present and potential library users. Library Development, one of the two divisions, provides leadership in the development and coordination of public libraries, school library media centers, regional library districts and area reference and resource centers to meet the library and information needs of the people of Maine. This project also includes direct state aid to local public libraries, support of the Maine Card Service Agency, MAINE ENTRY, postage, printing, and other general operating functions.

COSLINE (Fed)	2,500
MAINE ENTRY (Fed)	4,025
GENERAL OPERATION (Fed)	36,301
LIBRARY CONSTRUCTION TITLE II	155,424
ILL (Fed)	111,000
PER CAP (State)	215,250
STIPEND (State)	<u>33,000</u>
TOTAL	<u>557,500</u>