

Monroe Public Library

2022 Iowa Public Library General Information Survey

Section A - General Information

(Reporting period July 1, 2021 to June 30, 2022 - unless otherwise specified)

Due October 31, 2022

Questions relating to COVID-19 are located in sections G, H, and I.

Review the contact information below. Users cannot directly change data for questions A01 to A12. If any information has changed, answer Yes to number A13 and enter a note for the corresponding question. The State Library will verify and update the data. For Section A, report the most current information available.

| | | |
|-----|------------------|--------------------------|
| A01 | Library Name | MONROE PUBLIC LIBRARY |
| A02 | Library District | CE=Central |
| A03 | Street Address | 416 S BUCHANAN ST |
| A04 | City | MONROE |
| A05 | Zip | 50170 |

Mailing Address

| | | |
|-----|-----------------|------------|
| A06 | Mailing Address | PO BOX 780 |
| A07 | City | MONROE |
| A08 | Zip | 50170 |

Other Contact Information

| | | |
|-----|--------|--------|
| A09 | County | JASPER |
|-----|--------|--------|

A10 Phone (641) 259-3065

A11 City population (2020 decennial population, do not report estimates) 1,967

A12 Library Size Code C

A13 Has any information in questions A1 to A12 changed in the past year? No

YES, answer YES on the pulldown menu and enter a correction in a note.

NO - answer NO on the pulldown menu and continue with question A14.

A14 Library Director/Administrator Name Brenda Tripp Lanser

Section B - Paid Staff and Salary Information

Include all paid staff on the library's payroll. Include unfilled positions if a search is currently underway. Do not report workers paid by other agencies such as Green Thumb employees or work study students. Do not report workers hired through a cleaning or landscape business. Report all positions as of June 30, 2022.

B01 Total number of paid librarians 1

B02 Total number of all paid librarian hours worked per week 32.00

B03 Paid librarians FTE 0.80

B04 Total number of all other paid staff 3

B05 Total number of all other paid staff hours worked per week 13.00

B06 All other paid staff FTE 0.33

B07 Total number of paid staff 4

| | | |
|-----|----------------------|------|
| B08 | Total paid staff FTE | 1.13 |
|-----|----------------------|------|

Levels of Education

| | | |
|-----|---|---|
| B09 | How many of the paid librarians from line B01 have an ALA accredited masters of library science degree? | 0 |
|-----|---|---|

| | | |
|-----|--|----|
| B10 | Total number of hours worked per week by librarians from line B09 with an ALA accredited masters of library science degree | .0 |
|-----|--|----|

| | | |
|-----|--|------|
| B11 | Total FTE librarians with ALA accredited masters of library science degree | 0.00 |
|-----|--|------|

| | | |
|-----|---|------------|
| B12 | Starting date of current director in director's position (mm/dd/yyyy) | 09/01/2014 |
|-----|---|------------|

Salary Information

Report the hourly salary for the positions listed below if employed by your library. Do not report one staff member more than once even if they perform multiple jobs. Refer to the instructions for more detailed information on each position. Do not report assistant director or department heads unless that role is part of their official job description. Do not report workers paid by other agencies such as Green Thumb employees or work study students. Do not report workers hired through a cleaning or landscape business. Only report janitorial/building maintenance staff if they are an employee of the library. Report hourly salary amounts as of June 30, 2022.

| | | |
|-----|-------------------------------|---------|
| B13 | Hourly salary of the director | \$16.97 |
|-----|-------------------------------|---------|

| | | |
|-----|-------------------------------------|---------|
| B14 | Hourly salary of assistant director | \$13.00 |
|-----|-------------------------------------|---------|

| | | |
|-----|---|--------|
| B15 | Hourly average salary of department heads | \$0.00 |
|-----|---|--------|

| | | |
|-----|--|--------|
| B16 | Hourly salary of the children's librarians | \$0.00 |
|-----|--|--------|

| | | |
|-----|---|--------|
| B17 | Hourly average salary of library clerks | \$9.50 |
|-----|---|--------|

B18 Hourly average salary of shelvers or \$9.00
pages

B19 Hourly average salary of janitorial or \$0.00
building maintenance employees

Section C - Capital Income and Expenditures

Capital income is intended to pay for large one-time library purchases. This section should not reflect any income or expenditure used for the regular operations of the library. If your library had any major one-time capital expenditures during FY22 report them in this section. Otherwise, skip to section D.

For Capital Income and Expenditures

Show all sources of capital funds for FY22 (July 1, 2021 - June 30, 2022).

If your library does not receive capital income from a source, enter a 0 (zero).

If your library receives capital income from a source, but the amount is unknown, enter N/A.

Report all capital income and expenditures in whole dollars only. Round to the nearest dollar.

For Capital Income

Report all income for major capital expenditures, by source of income. Include funds received for:

- Site acquisition
- New buildings, additions to buildings, or renovation of library buildings
- Furnishings, equipment, and initial collections for new buildings, additions, or renovations
- Major building updates or repairs including roof, painting, carpeting, furnace, central air, etc.
- New computer hardware and software used to support library operations, link to networks, or run information products
- Replacement and repair of existing furnishings and equipment
- New vehicles
- Other major one-time projects

DO NOT REPORT INCOME FOR:

- Regular purchase of library materials - Report in section D
- Payments for regular operating costs such as utilities, insurance, etc. - Report in section D
- Investments for capital appreciation
- Income passed through to another agency
- Funds unspent in the previous fiscal year (e.g., carryover).

Did your library have any major one-time capital projects in FY22? Yes

YES - check the box and click the SAVE button to display questions C01 - C06.
NO - Skip to section D.

Capital Income

C01 Capital funds from local government
(city, county)

C02 Capital funds from state sources

C03 Capital funds from federal sources

C04 Capital funds from private sources

C05 Total capital income \$0

Capital Expenditures

C06 Total capital expenditures

Section D - Operating Income and Expenditures

OPERATING INCOME

Operating income covers the current and recurrent costs necessary to support the provision of library services. Report income used for operating expenditures by source. Include federal, state, local, and non-governmental income.

REPORT ALL SOURCES OF FUNDS FOR FY22 (JULY 1, 2021 - JUNE 30, 2022).

- If your library does not receive operating income from a source enter a 0 (zero)
- If your library receives operating income from a source, but the amount is unknown, enter N/A
- Report all income in whole dollars only. Round to the nearest dollar

DO NOT REPORT

- Income for capital expenditures as reported in Section C
- Contributions to endowments
- Income passed through to another agency
- Funds unspent in the previous fiscal year – carryover
- The value of any contributed or in-kind services
- The value of any non-monetary gifts and donations
- E-Rate discounts as income

Total Governmental Operating Income

D01 City income received from the city's general fund (exclude income from special levies) \$63,590

D02 City income received from special levies \$18,574

D03 County income received from all counties \$13,716

| | | |
|---|---|----------|
| D04 | Income received from contracting cities in Iowa. Do not report income from your own city on this line. | \$0 |
| D05 | Other governmental income received | \$0 |
| D06 | Total local government operating income received | \$95,880 |
| D07 | State income received from the State Library of Iowa (Enrich Iowa - Direct State Aid, Open Access, ILL Reimbursement) Prefilled and locked by the State Library. | \$2,124 |
| D08 | Other income received from the State of Iowa | \$0 |
| D09 | Total state government operating income received | \$2,124 |
| D10 | Total federal government income received | \$0 |
| <i>Non-Governmental Operating Income</i> | | |
| D11 | Total non-governmental grants received | \$0 |
| D12 | Endowments and gifts received (only report if money was spent in FY22) | \$0 |
| D13 | Fines and/or fees received | \$0 |
| D14 | Other income received | \$018 |
| D15 | Total non-governmental operating income received | \$18 |

Total Operating Income

D16 Total operating income received \$98,022

OPERATING EXPENDITURES

Operating expenditures are the current and recurrent costs necessary to support the provision of library services. Significant costs, especially benefits and salaries, that are paid by other taxing agencies (government agencies with the authority to levy taxes) "on behalf of" the library may be included if the information is available. Only such funds that are supported by expenditure documents (such as invoices, contracts, payroll records, etc.) at the point of disbursement should be included.

REPORT ALL EXPENDITURES INCLUDING GRANTS AND COOPERATIVE ARRANGEMENTS.

- If your library does not expend operating funds for an item, enter a 0 (zero)
- If your library expends operating funds for an item, but the amount is unknown, enter N/A
- To ensure accurate reporting, consult your business officer or city clerk regarding this section
- Report only money expended during FY22 (July 1, 2021 - June 30, 2022), regardless of when the money may have been received
- Report all expenditures as whole dollars only. Round fractions to the nearest whole dollar

DO NOT REPORT

- The value of free items
- Estimated Costs
- Capital expenditures as reported in Section C
- E-Rate discounts as expenditures

D17 Total salaries and wages expenditures \$37,852
(before deductions)

D18 Total employee benefits expenditures \$18,574
(health insurance, Social Security tax, retirement, etc.) This amount cannot be \$0. If you are unsure of benefits amount, or this is a volunteer-run library, report N/A.

D19 Total staff expenditures \$56,426

D20 Print physical collection expenditures \$15,122

| | | |
|-----|--|----------|
| D21 | Audio physical collection expenditures -- All physical formats, including tape, CDs, etc. Do not report downloadable expenditures on this line. | \$0 |
| D22 | Video physical collection expenditures -- All physical formats, including tape, Blu-Ray, DVD, etc. Do not report downloadable expenditures on this line. | \$0 |
| D23 | Other physical collection expenditures for any materials not listed above (puzzles, art prints, puppets, cake pans, etc.) | \$0 |
| D24 | Total physical non-print collection expenditures | \$0 |
| D25 | Total physical collection expenditures | \$15,122 |
| D26 | Bridges e-book collection expenditures. Report Bridges e-book expenditures only. Prefilled and locked by the State Library. | 308 |
| D27 | All other e-book collection expenditures. Report Advantage e-book expenditures on this line. | \$0 |
| D28 | Total e-book collection expenditures | \$308 |
| D29 | Bridges downloadable audio collection expenditures. Report Bridges expenditures only. Prefilled and locked by the State Library. | 308 |
| D30 | All other downloadable audio collection expenditures. Report Advantage downloadable audio expenditures on this line. | \$0 |
| D31 | Total downloadable audio collection expenditures | \$308 |

| | | |
|-----|--|----------|
| D32 | Bridges downloadable video collection expenditures. Report Bridges expenditures only. Prefilled and locked by the State Library. | 13 |
| D33 | All other downloadable video collection expenditures. Report Advantage downloadable video expenditures on this line. | \$0 |
| D34 | Total downloadable video collection expenditures | \$13 |
| D35 | Bridges Magazine expenditures. Prefilled and locked by the State Library. | \$0 |
| D36 | All other Electronic Information collection expenditures. This includes databases, Freegal, Hoopla, etc. Do not report expenditures for products subsidized or managed by the State Library such as Bridges. | \$0 |
| D37 | Total Electronic Information collection expenditures | \$0 |
| D38 | Total downloadable and Electronic Information collection expenditures | \$629 |
| D39 | Total collection expenditures | \$15,751 |
| D40 | All other operating expenditures (phone, lights, heating, cooling, Internet access, insurance, etc.) | \$9,918 |
| D41 | Total of all operating expenditures | \$82,095 |

Section E - Library Collection

NUMBER HELD AT START OF YEAR - The number of items owned by the library at the start of the fiscal year (July 1, 2021).

NUMBER ADDED DURING FISCAL YEAR - The number of items added to the collection during the fiscal year (July 1, 2021 - June 30, 2022) whether through purchase or donation.

NUMBER WITHDRAWN DURING FISCAL YEAR - The number of items withdrawn from the collection during the fiscal year (July 1, 2021 - June 30, 2022) whether through weeding, loss, or other cause.

NUMBER HELD AT END OF YEAR - The number of items owned by the library at the end of the fiscal year (June 30, 2022).

E01 Printed books (# of items), held at start of year 18,328

E02 Printed books (# of items), added during year 1,113

E03 Printed books (# of items), withdrawn during year 675

E04 Printed books (# of items), held at end of year 18,766

E05 Bridges e-books, held at end of year. Prefilled and locked by the State Library. 97,973

E06 All other e-books held at end of year. Include Advantage titles here. Do not report downloads from Bridges, Freegal, Freading, Hoopla, etc. here. 0

E07 Total e-books held at end of year 97,973

E08 Total books (print and e-books), held at end of year. 116,739

E09 Audio materials (# of physical items), held at start of year 263

E10 Audio materials (# of physical items), 12
added during year

E11 Audio materials (# of physical items), 149
withdrawn during year

E12 Audio materials (# of physical items), 126
held at end of year

Federal: we have had less interest due to the higher activity of our libby app

E13 Bridges downloadable audio 39,766
materials, held at end of year. Prefilled and
locked by State Library.

E14 All other downloadable audio 0
materials, held at end of year. Include
Advantage titles here. Do not report downloads
from Bridges, Freegal, Hoopla, etc. here.

E15 Total downloadable audio materials, 39,766
held at end of year

E16 Total audio materials (physical and 39,892
downloadable), held at end of year.

E17 Video materials (# of physical items), 491
held at start of year

E18 Video materials (# of physical items), 253
added during year

E19 Video materials (# of physical items), 109
withdrawn during year

E20 Video materials (# of physical items), 635
held at end of year

| | | |
|-----|---|--------|
| E21 | Bridges downloadable video materials, held at end of year. Prefilled and locked by the State Library | 683 |
| E22 | All other downloadable video materials, held at end of year. Include Advantage titles here. Do not report downloads from Bridges, Freegal, Hoopla, etc. here. | 0 |
| E23 | Total Downloadable video materials, held at end of year | 683 |
| E24 | Total video materials (physical and downloadable), held at end of year | 1,318 |
| E25 | Other library materials (# of physical items), held at start of year | 103 |
| E26 | Other library materials (# of physical items), added during year | 24 |
| E27 | Other library materials (# of physical items), withdrawn during year | 34 |
| E28 | Other library materials (# of physical items), held at end of year | 93 |
| E29 | Total physical items, held at start of year | 19,185 |
| E30 | Total physical items, added during year | 1,402 |
| E31 | Total physical items, withdrawn during year | 967 |
| E32 | Total physical items, held at end of year | 19,620 |

E33 Total downloadable items, held at end of year 138,422

E34 Total physical and downloadable items, held at end of year 158,042

Licensed Databases

Refer to the State Library of Iowa's website to determine how databases and other electronic resources are counted.

<https://www.statelibraryofiowa.gov/index.php/libraries/search/survey/cntelecres>

E35 Number of licensed databases funded locally or by other non-state funded cooperative agreements (or consortia) within the state or region. Include subscription downloadable services such as Freegal, Freeding, Hoopla, etc. here. 0

E36 Number of licensed databases funded by the state government or The State Library of Iowa. Count Brainfuse as 2. Maximum amount for this line is 2. Prefilled and locked by the State Library. 2

E37 Total licensed databases 2

Section F - Circulation and Use Counts

Circulation

Report circulation for FY22 (July 1, 2021 to June 30, 2022). Circulation should only be counted for items checked out of the library's collection for use outside of the library, including renewals. DO NOT count automatic renewals as circulation. DO NOT count in-house use or computer use as circulation. *COVID-19 Note: make sure to report items checked out through curbside service as circulation.*

Circulation Transactions of Physical Items

F01 Adult books 3,692

F02 Young adult books 258

| | | |
|-----|---|-------|
| F03 | Children's books | 2,838 |
| F04 | Video recordings (physical formats) | 138 |
| F05 | Audio recordings (physical formats) | 41 |
| F06 | Serials (physical formats) | 145 |
| F07 | All other physical items (CD-ROM based products, puzzles, art prints, pamphlets, cake pans, puppets, WiFi Hotspots, tools, video games, etc.) | 61 |
| F08 | Total PHYSICAL circulation by material type | 7,173 |

Lines F09 and F10 should be reported as individual counts. They do not need to add up to a total. These counts are part of the physical total as reported on line F08. Do not count electronic use for lines F09 or F10.

| | | |
|-----|---|-------|
| F09 | Circulation of physical items to the rural population of your own county: | 1,213 |
| F10 | Total physical circulation of all materials cataloged as "children's" | 2,838 |

Use of Downloadable Material

| | | |
|-----|---|-----|
| F11 | Bridges e-books, including use of Advantage titles. Prefilled and locked by the State Library. | 607 |
| F12 | All other e-books - do not count downloads from services such as Freegal, Freeding, Hoopla, etc. on this line. Report that use on line F25. | 0 |
| F13 | Total use of e-books | 607 |

| | | |
|-----|---|-------|
| F14 | Bridges downloadable video recordings, including use of Advantage titles. Prefilled and locked by the State Library. | 1 |
| F15 | All other downloadable video recordings - do not count downloads from services such as Freegal, Freading, Hoopla, etc. on this line. Report that use on line F25. | 0 |
| F16 | Total use of downloadable video recordings | 1 |
| F17 | Bridges downloadable audio recordings, including use of Advantage titles. Prefilled and locked by the State Library. | 1,045 |
| F18 | All other downloadable audio recordings - do not count downloads from services such as Freegal, Freading, Hoopla, etc. on this line. Report that use on line F25. | 0 |
| F19 | Total use of downloadable audio recordings | 1,045 |
| F20 | Bridges electronic serials - including use of Advantage titles. Prefilled and locked by the State Library. | 29 |
| F21 | All other electronic serials - Include RB Digital or similar. | 0 |
| F22 | Total use of electronic serials | 29 |
| F23 | Total use of downloadable materials | 1,682 |

Successful Retrieval of Electronic Information (Database Use)

| | | |
|-----|---|---|
| F24 | Successful retrieval of Electronic Information from Brainfuse. This used to be called Licensed database use. Prefilled and locked by the State Library. | 0 |
|-----|---|---|

F25 Successful retrieval of all other Electronic Information funded locally or by other non-state funded cooperative agreements. Do not count users, sessions, website hits, or online catalog use. This used to be called Licensed database use. Include downloads from services such as Freegal, Freading, Hoopla, etc. on this line. 0

F26 Total successful retrieval of Electronic Information. 0

Circulation and Use Totals

F27 Total Circulation of physical and downloadable materials (This is the same as Total circulation by material type on previous year's surveys). 8,855

F28 Total Electronic materials use (Total downloadable use plus Total successful retrieval of Electronic Information) 1,682

F29 Total Collection use (Total circulation of physical and downloadable items plus successful retrieval of Electronic Information. This is not the total of F27 + F28). 8,855

ILL and Other Use Counts

Interlibrary Loan

The State Library will automatically fill in data from the SILO ILL service. If your library only uses SILO for ILL, you can skip F30 to F35. Examples of other ILL services are OCLC or print forms.

F30 ILL Received from other libraries using the SILO ILL service. Prefilled and locked by the State Library. 2

F31 ILL Received from other libraries 0
using all other ILL services. Do not report
SILO ILL on this line.

F32 Total Interlibrary Loan received from 2
other libraries

F33 ILL Provided to other libraries using 1
the SILO ILL service. Prefilled and locked by
the State Library.

F34 ILL Provided to other libraries using 0
all other ILL services. Do not report SILO ILL
on this line.

F35 Total Interlibrary Loan provided to 1
other libraries

Federal: For a part of the year we did not loan out library loan books with the exception of multiple copy loans. I as the director have not been as successful in learning the interlibrary loan process.

Other Use Counts

F36 Current total number of registered 1,331
users as of June 30, 2022

F37 Door count annually - do not count 9,319
curbside delivery or other services provided
while the library is physically closed to the
public as door count

F38 Is annual door count based on an CT - Annual Count
annual count (i.e. with a door counter) or an
annual estimate based on a typical week or
weeks? Choose one of the options listed below.
If unsure, leave blank and skip to F39.

F39 Total number of reference transactions 142
annually

F40 Is number of annual reference transactions based on annual count (i.e. year-long tally marks) or an annual estimate based on a typical week or weeks? Choose one of the options below - if unsure, leave blank and skip to F41. CT - Annual Count

F41 Number of Internet computers for public use 4

F42 Number of uses of public Internet computers ANNUALLY 186

(You may count a typical week and multiply by 52)

F43 Is the number of uses of public Internet computers based on an annual count (i.e., year-long tally marks) or an annual estimate based on a typical week or weeks? Choose one of the options listed below. If unsure, leave blank and skip to F44. CT - Annual Count

F44 Number of wireless sessions annually - for libraries subscribing to the statewide WhoFi service. Prefilled and locked by the State Library. 1,983

F45 Number of wireless sessions annually - for libraries without the statewide WhoFi service. 0

F46 Total number of wireless sessions annually 1,983

F47 Is number of wireless sessions based on an annual count (i.e. year-long tally marks) or an annual estimate based on a typical week or weeks? Choose one of the options listed below. Libraries that use WhoFi only should report as an annual count. If unsure, leave blank and skip to F48. CT - Annual Count

F48 Website visits for libraries with a PLOW website annually. Prefilled and locked by the State Library. 1,338

F49 Website visits for all other libraries annually. Libraries unable to collect a count of their website visits should report N/A. Libraries without websites should report -3. N/A

F50 Total website visits annually 1,338

Section G - Programs and Content Recordings

Intro and Children 0-5

LIBRARY PROGRAMS

Live Program Sessions

A live program session is any planned event which introduces the group attending to library services or which provides information to participants.

Program sessions may cover use of the library, library services, or library tours. Program sessions may also provide cultural, recreational, or educational information. Examples of these types of program sessions include, but are not limited to, film showings, lectures, story hours, literacy programs, citizenship classes, and book discussions.

INCLUDE

- All program sessions that are sponsored or co-sponsored by the library. For a program session to be sponsored or co-sponsored by the library, the library must contribute financial resources or staff time toward the program session. For a program session that is part of a larger community event (such as a farmer's market or festival), it is not necessary for the library to also sponsor or organize the larger event.
- Both on-site and off-site program sessions. For example, include a storytime at a farmer's market or a presentation to a school group about library resources conducted at a school.
- Live-streamed virtual (synchronous) program sessions that are sponsored or co-sponsored by the library.
- Program sessions with attendance of zero or one if they were intended for a group.

EXCLUDE

- Program sessions sponsored by other groups that use library facilities. For example, do not include a homeschooling group hosting a speaker in a meeting room without facilitation from library staff.
- Offsite outreach efforts that do not otherwise meet the definition of a program session. For example, do not include having a library card signup booth at a farmer's market.
- Activities delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, homework assistance, mentoring activities, etc.
- Passive or self-directed activities that do not occur at a scheduled time. For example, do not report "make and take" bags or coloring pages as a program. Report these self-directed activities on questions G115 to G123
- Recorded presentations of program content. Report these on questions G109 to G114.
- Programming that is shared on the library's website or social media that is not sponsored or co-sponsored by the library. For example, do not include sharing a video from an author's website of him or her reading a book.

Tips for reporting programs and attendance.

- When reporting the number of programs count the total number of events. A story time held once a week for a year is counted as 52, not as one.

- When reporting attendees count total number of attendees regardless of the age. A children's program attended by 10 children and 10 adults is counted as 20, not as 10.
- Live, virtual programs are conducted via a Web conferencing or webinar platform during which a library staff member (or other party sponsored by the library) is presenting to or interacting with an audience in real-time. These are considered programs for survey purposes and should be added into programming counts as indicated below.
- Recordings of program content include video or audio recordings created by a library staff person (or other party sponsored by the library) and posted to a video or audio hosting platform for the audience to view or list to on-demand. Do not include promotional or marketing content. Recordings of program content are counted separately from live programs as indicated below.
- If a program is hybrid (i.e., in-person and virtual) then report it as in-person. Do not double count.
- WhoFi/Non-WhoFi - we prefill and lock data from WhoFi for libraries that use that service. If you did not use the WhoFi service fill out the non-WhoFi questions. The total number of WhoFi and non-WhoFi programs will equal the total number of programs offered in each category.

Children Ages 0-5

- G01 Total number of live, in-person, onsite 0
library programs for children ages 0-5 from
WhoFi. Prefilled and locked by the State
Library
- G02 Total number of live, in-person, onsite 37
library programs for children ages 0-5 non-
WhoFi
- G03 Total number of live, in-person, onsite 37
library programs for children ages 0-5
- G04 Total number of people attending live, 0
in-person, onsite library programs for children
ages 0-5 from WhoFi. Prefilled and locked by
the State Library
- G05 Total number of people attending live, 422
in-person, onsite library programs for children
ages 0-5 non-WhoFi
- G06 Total number of people attending live, 422
in-person, onsite library programs for children
ages 0-5

G07 Total number of live, in-person, offsite 0
library programs for children ages 0-5 from
WhoFi. Prefilled and locked by the State
Library.

G08 Total number of live, in-person, offsite 5
library programs for children ages 0-5 non-
WhoFI

G09 Total number of live, in-person, offsite 5
library programs for children ages 0-5

G10 Total number of people attending live, 0
in-person, offsite library programs for children
ages 0-5 from WhoFi. Prefilled and locked by
the State Library.

G11 Total number of people attending live, 200
in-person, offsite library programs for children
ages 0-5 non-WhoFi

G12 Total number of people attending live, 200
in-person, offsite library programs for children
ages 0-5

G13 Total number of live, virtual library 0
programs for children ages 0-5 from WhoFi.
Prefilled and locked by the State Library.

G14 Total number of live, virtual library 0
programs for children ages 0-5 non-WhoFi

G15 Total number of live, virtual library 0
programs for children ages 0-5

G16 Total number of people attending live, 0
virtual library programs for children ages 0-5
from WhoFi. Prefilled and locked by the State
Library.

G17 Total number of people attending live, 0
virtual library programs for children ages 0-5
non-WhoFi

G18 Total number of people attending live, 0
virtual library program for children ages 0-5

G19 Total number of library programs for 42
children ages 0-5

G20 Total number of people attending 622
library programs for children ages 0-5

Children 6-11

Children Ages 6-11

G21 Total number of live, in-person, onsite 0
library programs for children ages 6-11 from
WhoFi. Prefilled and locked by the State
Library.

G22 Total number of live, in-person, onsite 6
library programs for children ages 6-11 non-
WhoFi

G23 Total number of live, in person, onsite 6
library programs for children ages 6-11

G24 Total number of people attending live, 0
in-person, onsite library programs for children
ages 6-11 from WhoFi. Prefilled and locked by
the State Library.

G25 Total number of people attending live, 21
in-person, onsite library programs for children
ages 6-11 non-WhoFi

G26 Total number of people attending live, 21
in-person, onsite library programs for children
ages 6-11

G27 Total number of live, in-person, offsite 0
library programs for children ages 6-11 from
WhoFi. Prefilled and locked by the State
Library.

G28 Total number of live, in-person, offsite 0
library programs for children ages 6-11 non-
WhoFi

G29 Total number of live, in-person, offsite 0
library programs for children ages 6-11

G30 Total number of people attending live, 0
in-person, offsite library programs for children
ages 6-11 from WhoFi. Prefilled and locked by
the State Library.

G31 Total number of people attending live, 0
in-person, offsite library programs for children
ages 6-11 non-WhoFi

G32 Total number of people attending live, 0
in-person, offsite library programs for children
ages 6-11

G33 Total number of live, virtual library programs for children ages 6-11 from WhoFi. Prefilled and locked by the State Library. 0

G34 Total number of live, virtual library programs for children ages 6-11 non-WhoFi 0

G35 Total number of live, virtual library programs for children ages 6-11 0

G36 Total number of people attending live, virtual library programs for children ages 6-11 from WhoFi. Prefilled and locked by the State Library. 0

G37 Total number of people attending live, virtual library programs for children ages 6-11 non-WhoFi 0

G38 Total number of people attending live, virtual library programs for children ages 6-11 0

G39 Total number of library programs for children ages 6-11 6

G40 Total number of people attending library program for children ages 6-11 21

Young Adults

Young Adults Ages 12-18

G41 Total number of live, in-person, onsite library programs for young adults from WhoFi. Prefilled and locked by the State Library. 0

G42 Total number of live, in-person, onsite 0
library programs for young adults non-WhoFi

G43 Total number of live, in person, onsite 0
library program for young adults

G44 Total number of people attending live, 0
in-person, onsite library programs for young
adults from WhoFi. Prefilled and locked by the
State Library.

G45 Total number of people attending live, 0
in-person, onsite library programs for young
adults non-WhoFi

G46 Total number of people attending live, 0
in-person, onsite library programs for young
adults

G47 Total number of live, in-person, offsite 0
library programs for young adults prefilled
from WhoFi. Prefilled and locked by the State
Library.

G48 Total number of live, in-person, offsite 2
library programs for young adults non-Who-fi

G49 Total number of live, in-person, offsite 2
library programs for young adults

G50 Total number of people attending live, 0
in-person, offsite library programs for young
adults from WhoFi. Prefilled and locked by the
State Library.

G51 Total number of people attending live, 13
in-person, offsite library programs for young
adults non-WhoFi

G52 Total number of people attending live, 13
in-person, offsite library programs for young
adults

G53 Total number of live, virtual library 0
programs for young adults from WhoFi.
Prefilled and locked by the State Library.

G54 Total number of live, virtual library 0
programs for young adults non-WhoFi

G55 Total number of live, virtual library 0
programs for young adults

G56 Total number of people attending live, 0
virtual library programs for young adults from
WhoFi. Prefilled and locked by the State
Library.

G57 Total number of people attending live, 0
virtual library programs for young adults non-
WhoFi

G58 Total number of people attending live, 0
virtual library program for young adults

G59 Total number of library programs for 2
young adults

G60 Total number of people attending 13
library program for young adults

Adult

Adults Aged 19 or Older

G61 Total number of live, in-person, onsite 0
library programs for adults prefilled from
WhoFi. Prefilled and locked by the State
Library.

G62 Total number of live, in-person, onsite 16
library programs for adults non-WhoFi

G63 Total number of live, in person, onsite 16
library program for adults

G64 Total number of people attending live, 0
in-person, onsite library programs for adults
prefilled from WhoFi. Prefilled and locked by
the State Library.

G65 Total number of people attending live, 78
in-person, onsite library programs for adults
non-WhoFi

G66 Total number of people attending live, 78
in-person, onsite library programs for adults

G67 Total number of live, in-person, offsite 0
library programs for adults prefilled from
WhoFi. Prefilled and locked by the State
Library.

G68 Total number of live, in-person, offsite 0
library programs for adults non-WhoFI

G69 Total number of live, in-person, offsite 0
library programs for adults

G70 Total number of people attending live, 0
in-person, offsite library programs for adults
prefilled from WhoFi. Prefilled and locked by
the State Library.

G71 Total number of people attending live, 0
in-person, offsite library programs for adults
non-WhoFi

G72 Total number of people attending live, 0
in-person, offsite library programs for adults

G73 Total number of live, virtual library 0
programs for adults prefilled from WhoFi.
Prefilled and locked by the State Library.

G74 Total number of live, virtual library 0
programs for adults non-WhoFi

G75 Total number of live, virtual library 0
programs for adults

G76 Total number of people attending live, 0
virtual library programs for adults prefilled
from WhoFi. Prefilled and locked by the State
Library.

G77 Total number of people attending live, 0
virtual library programs for adults non-WhoFi

G78 Total number of people attending live, 0
virtual library program for adults

G79 Total number of library programs for 16
adults

G80 Total number of people attending 78
library program for adults

General Interest

General Interest - For All Ages

G81 Total number of live, in-person, onsite, 0
general interest library programs from WhoFi.
Prefilled and locked by the State Library.

G82 Total number of live, in-person, onsite 4
general interest library programs non-WhoFi

G83 Total number of live, in person, onsite 4
general interest library programs

G84 Total number of people attending live, 0
in-person, onsite general interest library
programs prefilled from WhoFi. Prefilled and
locked by the State Library.

G85 Total number of people attending live, 23
in-person, onsite general interest library
programs non-WhoFi

G86 Total number of people attending live, 23
in-person, onsite general interest library
programs

G87 Total number of live, in-person, offsite 0
general interest library programs prefilled from
WhoFi. Prefilled and locked by the State
Library.

G88 Total number of live, in-person, offsite 0
general interest library programs non-WhoFI

G89 Total number of live, in-person, offsite 0
general interest library programs

G90 Total number of people attending live, 0
in-person, offsite general interest library
programs prefilled from WhoFi. Prefilled and
locked by the State Library.

| | | |
|------|--|----|
| G91 | Total number of people attending live, in-person, offsite general interest library programs non-WhoFi | 0 |
| G92 | Total number of people attending live, in-person, offsite general interest library programs | 0 |
| G93 | Total number of live, virtual, general interest library programs prefilled from WhoFi. Prefilled and locked by the State Library. | 0 |
| G94 | Total number of live, virtual, general interest library programs non-WhoFi | 0 |
| G95 | Total number of live, virtual, general interest, library programs | 0 |
| G96 | Total number of people attending live, virtual, general interest programs prefilled from WhoFi. Prefilled and locked by the State Library. | 0 |
| G97 | Total number of people attending live, virtual, general interest programs non-WhoFi | 0 |
| G98 | Total number of people attending live, general interest, virtual library programs | 0 |
| G99 | Total number of live general interest library programs | 4 |
| G100 | Total number of people attending live general interest library programs | 23 |
| G101 | Total number of live, in-person, onsite library programs | 63 |
| G102 | Total number of live, in-person, offsite library programs | 7 |

G103 Total number of live, virtual library programs 0

G104 Total number of people attending live, in-person, onsite library programs 544

G105 Total number of people attending live, in-person, offsite library programs 213

G106 Total number of people attending live, virtual library programs 0

G107 Total number of live library programs 70

G108 Total number of people attending live library programs 757

Content Recordings and Patron Directed Activities

Program Content Recordings

A program content recording is any recording of program content that cannot be viewed live as it unfolds (i.e., on-demand streaming). Only include program presentations posted during the reporting period. Regardless of the number of platforms on which a presentation is posted, count each unique presentation only once. Include program sessions hosted on Facebook Premiere that are not facilitated by a staff member.

The count of views of asynchronous program presentations for a period of THIRTY (30) days after the presentation was posted, even if that period extends beyond the survey reporting period (or fiscal year). For program presentations made available via Facebook, count unique 1-minute views of each video. For those made available via other platforms, count unique views of each video. For recorded program presentations that are recordings of live, virtual program sessions, exclude live attendance; live attendance should have already been counted on lines G18, G29, G55, G78, or G95.

G109 Total number of program content recordings from WhoFi. Prefilled and locked by the State Library 0

G110 Total number of program content recordings non-WhoFi 0

G111 Total number of program content recordings 0

G112 Total number of views of program content recordings from WhoFi. Prefilled and locked by the State Library 0

G113 Total number of views of program content recordings non-WhoFi 0

G114 Total number of views of program content recordings 0

Patron-Directed Activities

Below is a list of activities that are patron directed and sometimes known as passive, self-directed, or indirect programming. All answers are prefilled with 0. If you do not provide a listed service you can leave it as a 0. If you provide a service but are unsure of how many times it was used, answer with an estimate, or N/A. Otherwise provide the number of times each service is used ANNUALLY. Do not count the number of items created, only count the number of times a service is used. Do not include anything provided as a part of a library sponsored, in-person, program. These counts should be accounted for in the programming counts listed above. For example, do not count coloring sheets used as part of a live, in-person, program as an indirect activity.

G115 Total number of make and take kits provided 75

G116 Total number of coloring sheets provided 114

G117 Total number of scavenger hunt participants 31

G118 Total number of trivia contest participants 0

G119 Total use of library's maker space service 13

G120 Total use of STEAM/STEM services 17

G121 Total number of story-walk participants 35

G122 Total number of reading log participants 42

G123 List any other patron-directed activities, list one activity per box. To add more than one activity, click the "Add Activity" button.

Name of activity only, do not include a marble maze use count.

Section H - Library Buildings - Hours and Square Footage

Make sure to consider closures due to COVID-19 when calculating number of hours and weeks open. For example, if your library is normally open for 52 weeks, but was closed for 20 weeks and open for 32 weeks, due to COVID-19, report 32 on line H02.

H01 Total number of hours open to the public during FY22 (July 1, 2021 to June 30, 2022) at the main library only. Report actual number of hours open rather than scheduled hours open. 1,636

H02 Total number of weeks open to the public during FY22 (July 1, 2021 to June 30, 2022) at the main library only (round to the nearest whole number of weeks). Report actual weeks open rather than scheduled weeks open. 52

H03 Square footage of main library. Prefilled and locked by the State Library. 3,465

H04 Total number of weeks the main library was closed to the public during FY22 (July 1, 2021 to June 30, 2022) due to COVID-19. 0

H05 Total number of weeks the main library had limited occupancy during FY22 (July 1, 2021 to June 30, 2022) due to COVID-19. 0

Section H Totals

H12 Total number of hours open annually at the main library and all branches. (Click the SAVE button to calculate the total.) 1,636

H13 Total number of weeks open annually at the main library and all branches (Click the SAVE button to calculate the total.) 52

H14 Total square footage of main and all branch libraries (Click the "SAVE" button to calculate the total.) 3,465

Section I - COVID 19 related questions

The following questions were added in the FY20 survey to assess the impact of the COVID-19 pandemic on library services. The impact extended into FY22, so we will continue with most of these questions this year. Answer Yes or No to the following questions if you know for sure that you provided the listed service or not. If you aren't sure, leave the question blank.

I01 Were any of the library's outlets physically closed to the public for any period of time due to the Coronavirus (COVID-19) pandemic? (YES/NO) No

- Hours open clarification: An outlet is considered physically closed when the public cannot access any library buildings or bookmobiles, regardless of staff access. A building can be physically closed but still offer virtual or "curbside" services outside the building.

I07 Did the library increase access to WI- Yes
FI Internet access to users outside the building
at one or more outlets during the Coronavirus
(COVID-19) pandemic? (YES/NO)

I08 Did library staff work for other No
government agencies or nonprofit
organizations instead of, or in addition to, their
normal duties during the Coronavirus (COVID-
19) pandemic? (YES/NO)

- NOTE: Include reassignments to other government agencies (e.g., to provide unemployment claims), as well as other activities such as the use of library staff to distribute school lunches and other materials. Volunteering during work hours would count, but volunteering off hours would not.

I09 Does the library check out WIFI No
hotspots for use outside the library? (YES/NO)

I10 As of June 30, 2022, does the library No
charge overdue fines to any users when they
fail to return physical print materials by the
date due? (YES/NO) NEW

All libraries submitting an annual survey must also submit a Signature Page to certify accuracy. This document is also included in the Print Application Form. Click [here](#) to print off the form, sign it, and return it to Toni Blair as listed on the document.