

# Lehigh Public Library

## FY24 Iowa Public Library General Information Survey

CURRENT YEAR

PREVIOUS  
YEAR

### Section A - General Information

(Reporting period July 1, 2023 to June 30, 2024 - unless otherwise specified)

Due October 31, 2024

Review the contact information below. Users cannot directly change data for questions A01 to A10. If any information has changed, answer **Yes** to number A11 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	LEHIGH PUBLIC LIBRARY	LEHIGH PUBLIC LIBRARY
A02	Library District	CE=Central	CE=Central
A03	Street Address	241 ELM ST	241 ELM ST
A04	City	LEHIGH	LEHIGH
A05	Zip	50557	50557
Mailing Address			
A06	Mailing Address	PO BOX 138	PO BOX 138
A07	City	LEHIGH	LEHIGH
A08	Zip	50557	50557
Other Contact Information			
A09	County	WEBSTER	WEBSTER
A10	Phone	(515) 359-2967	(515) 359-2967
A11	Has any information in questions A1 to A10 changed in the past year? 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.	No	No
A12	City population (2020 decennial population)	395	395
A13	Library Size Code	A	A
A14	Library Director/Administrator Name	Erin Murray	Erin Murray

## 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, 2024.

B01	Total number of paid librarians	1	1
B02	Total number of all paid librarian hours worked per week	32.00	32.00
B03	<b>Paid librarians FTE</b>	0.80	0.80
B04	Total number of all other paid staff	0	0
B05	Total number of all other paid staff hours worked per week	0.00	.0
B06	<b>All other paid staff FTE</b>	0.00	0.00
B07	<b>Total number of paid staff</b>	1	1
B08	<b>Total paid staff FTE</b>	0.80	0.80

### *Levels of Education*

B09	How many of the paid librarians from line B01 have an ALA accredited masters of library science degree?	0	0
B10	Total number of hours worked per week by librarians from line B09 with an ALA accredited masters of library science degree	0.00	.0
B11	<b>Total FTE librarians with ALA accredited masters of library science degree</b>	0.00	0.00
B12	Starting date of current director in director's position (mm/dd/yyyy)	04/23/2021	03/23/2021

### *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, 2024.

B13	Hourly salary of the director	\$16.00	\$14.00
B14	Hourly salary of assistant director		\$0.00

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	\$0.00
B18	Hourly average salary of shelvers or pages	\$0.00
B19	Hourly average salary of janitorial or building maintenance employees	\$0.00

### 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 FY24 report them in this section. Otherwise, skip to section D.

*For Capital Income and Expenditures*

*Show all sources of capital funds for FY24 (July 1, 2023 - June 30, 2024).*

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 FY24

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

Yes

Yes

*Capital Income*

C01	Capital funds from local government (city, county)	\$2,315	\$0
C02	Capital funds from state sources		\$100
C03	Capital funds from federal sources		\$0
C04	Capital funds from private sources		\$8,474
C05	<b>Total capital income</b>	\$2,315	\$8,574

*Capital Expenditures*

C06	Total capital expenditures	\$2,315	\$13,397
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**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 FY24 (JULY 1, 2023 - JUNE 30, 2024).

- 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)	\$14,000	\$14,000
D02	City income received from special levies	\$0	\$0
D03	County income received from all counties	\$24,181	\$23,653
D04	Income received from contracting cities in Iowa. Do not report income from your own city on this line.	\$0	\$0

D05	Other governmental income received	\$0	\$0
D06	<b>Total local government operating income received</b>	\$38,181	\$37,653
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.	1,444	\$1,551
D08	Other income received from the State of Iowa	\$0	\$0
D09	<b>Total state government operating income received</b>	\$1,444	\$1,551
D10	Total federal government income received	\$0	\$0
<b><i>Non-Governmental Operating Income</i></b>			
D11	Total non-governmental grants received	\$0	\$6,515
D12	Endowments and gifts received (only report if money was spent in FY24)	\$0	\$0
D13	Fines and/or fees received	\$1,241	\$243
D14	Other income received	\$1,511	\$3,008
D15	<b>Total non-governmental operating income received</b>	\$2,752	\$9,766
<b><i>Total Operating Income</i></b>			
D16	<b>Total operating income received</b>	\$42,377	\$48,970

## 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 FY24 (July 1, 2023 - June 30, 2024), 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 (before deductions)	\$20,665	\$19,773
D18	Total employee benefits expenditures (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.	N/A	N/A
D19	Total staff expenditures	\$20,665	\$19,773
D20	Print physical collection expenditures	\$8,514	\$7,298
D21	Audio physical collection expenditures -- All physical formats, including tape, CDs, etc. Do not report downloadable expenditures on this line.	\$645	\$813

D22	Video physical collection expenditures -- All physical formats, including tape, Blu-Ray, DVD, etc. Do not report downloadable expenditures on this line.	\$2,377	\$1,346
D23	Other physical collection expenditures for any materials not listed above (puzzles, art prints, puppets, cake pans, etc.)	\$0	\$0
D24	<b>Total physical non-print collection expenditures</b>	\$3,022	\$2,159
D25	<b>Total physical collection expenditures</b>	\$11,536	\$9,457
D26	Bridges e-book collection expenditures. Report Bridges e-book expenditures only. Prefilled and locked by the State Library.	\$192	\$191
D27	All other e-book collection expenditures. Report Advantage e-book expenditures on this line.	\$0	\$0
D28	<b>Total e-book collection expenditures</b>	\$192	\$191
D29	Bridges downloadable audio collection expenditures. Report Bridges expenditures only. Prefilled and locked by the State Library.	\$192	\$191
D30	All other downloadable audio collection expenditures. Report Advantage downloadable audio expenditures on this line.	\$0	\$0

D31	Total downloadable audio collection expenditures	\$192	\$191
D32	Total downloadable video collection expenditures. Report Advantage downloadable expenditures on this line.	\$0	\$0
D33	Total 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	\$0
D34	Total downloadable and Electronic Information collection expenditures	\$384	\$382
D35	Total collection expenditures	\$11,920	\$9,839
D36	All other operating expenditures (phone, lights, heating, cooling, Internet access, insurance, etc.)	\$8,941	\$2,604
D37	Total of all operating expenditures	\$41,526	\$32,216

### 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, 2023). To assist with determining this number, we have prefilled lines E01, E09, E17, and E23 based on end of year numbers from last year as reported on lines E04, E12, E20, and E26. Note that these values are not locked, so you can change them if needed.

NUMBER ADDED DURING FISCAL YEAR - The number of items added to the collection during the fiscal year (July 1, 2023 - June 30, 2024) whether through purchase or donation.

NUMBER WITHDRAWN DURING FISCAL YEAR - The number of items withdrawn from the collection during the fiscal year (July 1, 2023 - June 30, 2024) 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, 2024).

E01	Printed books (# of items), held at start of year	4,607	4,391
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E02	Printed books (# of items), added during year	362	689
E03	Printed books (# of items), withdrawn during year	3	697
E04	Printed books (# of items), held at end of year	4,966	4,383
E05	Bridges e-books, held at end of year. Prefilled and locked by the State Library.	102,625	101,997
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	0
E07	Total e-books held at end of year	102,625	101,997
E08	Total books (print and e-books), held at end of year.	107,591	106,380
E09	Audio materials (# of physical items), held at start of year	187	236
E10	Audio materials (# of physical items), added during year	26	37
E11	Audio materials (# of physical items), withdrawn during year	1	90
E12	Audio materials (# of physical items), held at end of year	212	183
E13	Bridges downloadable audio materials, held at end of year. Prefilled and locked by State Library.	49,379	45,606
E14	All other downloadable audio materials, held at end of year. Include Advantage titles here. Do not report downloads from Bridges, Freegal, Hoopla, etc. here.	0	0

E15	Total downloadable audio materials, held at end of year	49,379	45,606
E16	Total audio materials (physical and downloadable), held at end of year.	49,591	45,789
E17	Video materials (# of physical items), held at start of year	390	355
E18	Video materials (# of physical items), added during year	112	94
E19	Video materials (# of physical items), withdrawn during year	140	91
E20	Video materials (# of physical items), held at end of year	362	358
E21	Total downloadable video materials, held at end of year. Include Advantage titles here. Do not report downloads from Bridges, Freegal, Hoopla, etc. here.	0	0
E22	Total video materials (physical and downloadable), held at end of year	362	358
E23	Other library materials (# of physical items), held at start of year	40	33
E24	Other library materials (# of physical items), added during year	8	4
E25	Other library materials (# of physical items), withdrawn during year	1	0
E26	Other library materials (# of physical items), held at end of year	47	37
E27	Total physical items, held at start of year	5,224	5,015
E28	Total physical items, added during year	508	824
E29	Total physical items, withdrawn during year	145	878
E30	Total physical items, held at end of year	5,587	4,961

E31	Total downloadable items, held at end of year	152,004	147,603
E32	Total physical and downloadable items, held at end of year	157,591	152,564

#### 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/cntelecrec>

E33	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, Freading, Hoopla, etc. here.	0	0
E34	Number of licensed databases funded by the state government or The State Library of Iowa. Count Brainfuse 2 as 2. Maximum amount for this line is 2. Prefilled and locked by the State Library.	2	2
E35	Total licensed databases	2	2

#### Section F - Circulation and Use Counts

Report circulation for FY24 (July 1, 2023 to June 30, 2024). 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.

##### Circulation Transactions of Physical Items

F01	Adult books	422	572
F02	Young adult books	5	31
F03	Children's books	73	179
F04	Video recordings (physical formats)	215	193
F05	Audio recordings (physical formats)	25	16
F06	Serials (physical formats)	133	172

F07	All other physical items (CD-ROM based products, puzzles, art prints, pamphlets, cake pans, puppets, WiFi Hotspots, tools, video games, etc.)	13	22
F08	<b>Total PHYSICAL circulation by material type</b>	886	1,185

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:	115	184
F10	Total physical circulation of all materials cataloged as "children's"	73	183

*Use of Downloadable Material*

F11	Bridges e-books, including use of Advantage titles. Prefilled and locked by the State Library.	380	1,136
F12	All other e-books - do not count downloads from services such as Freegal, Freading, Hoopla, etc. on this line. Report that use on line F23.	0	0
F13	<b>Total use of e-books</b>	380	1,136
F14	Total downloadable video recordings - do not count downloads from services such as Freegal, Freading, Hoopla, etc. on this line. Report that use on line F23.	0	0
F15	Bridges downloadable audio recordings, including use of Advantage titles. Prefilled and locked by the State Library.	60	175

F16	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 F23.	0	0
F17	<b>Total use of downloadable audio recordings</b>	60	175
F18	Bridges electronic serials - including use of Advantage titles. Prefilled and locked by the State Library.	11	18
F19	All other electronic serials - Include RB Digital or similar	0	0
F20	<b>Total use of electronic serials</b>	11	18
F21	<b>Total use of downloadable materials</b>	451	1,329

*Successful Retrieval of Electronic Information (Database Use)*

F22	Successful retrieval of Electronic Information from Brainfuse. This used to be called Licensed database use. Prefilled and locked by the State Library.	2	15
F23	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	0
F24	<b>Total successful retrieval of Electronic Information.</b>	2	15

*Circulation and Use Totals*

F25	Total Circulation of physical and downloadable materials (This is the same as Total circulation by material type on previous year's surveys).	1,337	2,514
F26	Total Electronic materials use (Total downloadable use plus Total successful retrieval of Electronic Information)	453	1,344
F27	Total Collection use (Total circulation of physical and downloadable items plus successful retrieval of Electronic Information. This is not the total of F25 + F26).	1,339	2,529

*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 F28 to F33. Examples of other ILL services are OCLC or print forms.

F28	ILL Received from other libraries using the SILO ILL service. Prefilled and locked by the State Library.	34	50
F29	ILL Received from other libraries using all other ILL services. Do not report SILO ILL on this line.	0	0
F30	Total Interlibrary Loan received from other libraries	34	50
F31	ILL Provided to other libraries using the SILO ILL service. Prefilled and locked by the State Library.	29	36
F32	ILL Provided to other libraries using all other ILL services. Do not report SILO ILL on this line.	3	0

F33	Total Interlibrary Loan provided to other libraries	32	36
Other Use Counts			
F34	Current total number of registered users as of June 30, 2024	118	113
F35	Door count annually	3,461	3,787
F36	Is annual door count based on an 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 F37.	CT - Annual Count	CT - Annual Count
F37	Total number of reference transactions annually	97	200
F38	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 F39.	CT - Annual Count	ES - Annual Estimate Based on Typical Week(s)
F39	Number of Internet computers for public use	7	2
F40	Number of uses of public Internet computers <u>ANNUALLY</u> (You may count a typical week and multiply by 52)	85	200

F41	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 F42.	CT - Annual Count	<i>ES - Annual Estimate Based on Typical Week(s)</i>
F42	Total number of wireless sessions annually	783	944
F43	Is the 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 F44.	CT - Annual Count	<i>CT - Annual Count</i>
F44	Website visits for libraries with a PLOW website annually. Prefilled and locked by the State Library.	59	0
F45	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	N/A
F46	Total website visits annually	59	0
F47	Does the library check out WIFI hotspots for use outside the library? (YES/NO)	No	No



F48 As of June 30, 2024,  
does the library charge  
overdue fines to any  
users when they fail to No  
return physical print  
materials by the date  
due? (YES/NO)

*No*

**Section G - Programs and Content Recordings**

## 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 G51 to G59
- Recorded presentations of program content. Report these on questions G49 to G50.
- 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.

G01	Total number of live, in-person, onsite library programs for children ages 0-5	0	0
G02	Total number of people attending live, in-person, onsite library programs for children ages 0-5	0	0
G03	Total number of live, in-person, offsite library programs for children ages 0-5	0	0
G04	Total number of people attending live, in-person, offsite library programs for children ages 0-5	0	0
G05	Total number of live, virtual library programs for children ages 0-5	0	0
G06	Total number of people attending live, virtual library program for children ages 0-5	0	0
G07	Total number of library programs for children ages 0-5	0	0
G08	Total number of people attending library programs for children ages 0-5	0	0
<i>Children Ages 6-11</i>			
G09	Total number of live, in person, onsite library programs for children ages 6-11	5	36
G10	Total number of people attending live, in-person, onsite library programs for children ages 6-11	29	291
G11	Total number of live, in-person, offsite library programs for children ages 6-11	0	3

G12	Total number of people attending live, in-person, offsite library programs for children ages 6-11	0	46
G13	Total number of live, virtual library programs for children ages 6-11	0	0
G14	Total number of people attending live, virtual library programs for children ages 6-11	0	0
G15	Total number of library programs for children ages 6-11	5	39
G16	Total number of people attending library program for children ages 6-11	29	337
<i>Young Adults Ages 12-18</i>			
G17	Total number of live, in person, onsite library program for young adults	0	0
G18	Total number of people attending live, in-person, onsite library programs for young adults	0	0
G19	Total number of live, in-person, offsite library programs for young adults	0	0
G20	Total number of people attending live, in-person, offsite library programs for young adults	0	0
G21	Total number of live, virtual library programs for young adults	0	0
G22	Total number of people attending live, virtual library program for young adults	0	0

G23	Total number of library programs for young adults	0	0
G24	Total number of people attending library program for young adults	0	0
<i>Adults Aged 19 or Older</i>			
G25	Total number of live, in person, onsite library program for adults	1	14
G26	Total number of people attending live, in-person, onsite library programs for adults	9	205
G27	Total number of live, in-person, offsite library programs for adults	3	0
G28	Total number of people attending live, in-person, offsite library programs for adults	30	0
G29	Total number of live, virtual library programs for adults	0	0
G30	Total number of people attending live, virtual library program for adults	0	0
G31	Total number of library programs for adults	4	14
G32	Total number of people attending library program for adults	39	205
<i>General Interest - For All Ages</i>			
G33	Total number of live, in person, onsite general interest library programs	62	24

G34	Total number of people attending live, in-person, onsite general interest library programs	317	139
G35	Total number of live, in-person, offsite general interest library programs	7	6
G36	Total number of people attending live, in-person, offsite general interest library programs	22	98
G37	Total number of live, virtual, general interest, library programs	0	0
G38	Total number of people attending live, general interest, virtual library programs	0	0
G39	Total number of live general interest library programs	69	30
G40	Total number of people attending live general interest library programs	339	237
G41	Total number of live, in-person, onsite library programs	68	74
G42	Total number of live, in-person, offsite library programs	10	9
G43	Total number of live, virtual library programs	0	0
G44	Total number of people attending live, in-person, onsite library programs	355	635
G45	Total number of people attending live, in-person, offsite library programs	52	144
G46	Total number of people attending live, virtual library programs	0	0

G47	Total number of live library programs	78	83
G48	Total number of people attending live library programs	407	779

#### 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 G06, G14, G22, G30, or G38.

G49	Total number of program content recordings	0	0
G50	Total number of views of program content recordings	0	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.

G51	Total number of make and take kits provided		0
G52	Total number of coloring sheets provided	100	0
G53	Total number of scavenger hunt participants		0
G54	Total number of trivia contest participants		0
G55	Total use of library's maker space service	5	0
G56	Total use of STEAM/STEM services		0
G57	Total number of story-walk participants		0
G58	Total number of reading log participants	0	0

G59 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 use  
count.

N/A

## Section H - Library Buildings - Hours and Square F

Make sure to consider closures for all reasons 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 in FY24, report 32 on line H02.

H01	Total number of hours open to the public during FY24 (July 1, 2023 to June 30, 2024) at the main library only. Report actual number of hours open rather than scheduled hours open.	1,313	1,400
H02	Total number of weeks open to the public during FY24 (July 1, 2023 to June 30, 2024) at the main library only (round to the nearest whole number of weeks). Report actual weeks open rather than scheduled weeks open.	52	50
H03	Square footage of main library. Prefilled and locked by the State Library.	870	870

## Section H Totals

H08	Total number of hours open annually at the main library and all branches. (Click the SAVE button to calculate the total.)	1,313	1,400
H09	Total number of weeks open annually at the main library and all branches (Click the SAVE button to calculate the total.)	52	50
H10	Total square footage of main and all branch libraries (Click the "SAVE" button to calculate the total.)	870	870



## Signature Page

IMPORTANT - PLEASE READ: 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. Follow the link below to electronically sign the form. Please do not fax or mail copies of this form to us.

[Signature Page](#)

## Section J - Administrative Questions - Hidden

### *Number of Service Outlets*

J01	Central library facility (Not less than 1)	1	<i>1</i>
J02	Branches	0	<i>0</i>
J03	Bookmobiles	0	<i>0</i>
Codes (Prefilled and hidden by Iowa Library Services)			
J04	FSCS service population	489	<i>489</i>
J05	Interlibrary Relationship Code	ME	<i>ME</i>
J06	Legal Basis Code	CI	<i>CI</i>
J07	Administrative Structure Code	SO	<i>SO</i>
J08	FSCS Public Library Definition	Y	<i>Y</i>
J09	Geographic Code	PL2	<i>PL2</i>
J10	Locator Code	NBPB943	<i>NBPB943</i>