

**Fort Dodge Public Library  
Board of Trustees  
Meeting Agenda  
Monday, October 23, 2023  
Board Room  
3:30 p.m.**

- I. Call to Order/Determination of Quorum
- II. Agenda Approval
- III. Approval of Minutes
- IV. Comments/Questions from the Public
- V. Bills & Financial Reports
- VI. Communications/Board Education
- VII. Committee Reports
- VIII. Director's Report
- IX. Old Business
- X. New Business
- XI. Adjournment

Next Meeting: Monday, November 27, 2023 3:30 p.m.

# **Fort Dodge Public Library Board of Trustees**

## **Meeting Minutes**

September 26, 2023

### **I. Call to order/Roll Call**

President Kelly Hindman called to order the Zoom meeting of the Fort Dodge Public Library Board of Trustees at 3:32 p.m. on September 26, 2023 at the Fort Dodge Public Library.

The following persons were present: Rita Schmidt (Director), Alexis Powers (staff), Deb Kelleher, Merrily Dixon, and Kelly Hindman.

### **II. Approval of Agenda**

A motion to approve the revised agenda was made by Kelleher, and seconded by Dixon. Motion carried.

### **III. Approval of Minutes**

A motion to approve the August meeting minutes was made by Dixon and seconded by Kelleher. Motion carried.

### **IV. Comments/Questions from the Public**

#### **V. Bills and Financial Reports**

- A. Dixon moved payments in the amount of \$12,084.60 to be approved in the Gift and Memorial Accounts. Kelleher seconded. Motion carried.
- B. Kelleher moved payments in the amount of \$6,368.88 to be approved in the City Funds Accounts. Dixon seconded. Motion carried.

#### **VI. Communications/Board Education**

#### **VII. Committee Reports**

- A. Friends – Booksale is Oct. 30- Nov. 4, Brown Bag Briefings return Thursdays in Oct., possible confusion on wording for the first briefing, the book store is doing well.

#### **VIII. Directors Report**

##### Building

- Schmidt will provide updates on the closed sidewalks when available.

##### Website

- The calendar portion of the website is completed. Training will be in mid-November.

##### Programming

- Children’s Department activity bags, a coloring contest, new Look and Find, and storytimes have returned for fall. The Open House will be October 25<sup>th</sup>.

##### Personnel

- The city is looking at merit-based pay. The library’s job descriptions will need to be reviewed/updated to simplify annual performance reviews.
- Interviews for the part-time position will take place next week.
- The full-time position has opened internally.

##### Misc.

- Emmanuel Al-Hameed has been banned due to his behavior in the library.

**IX. Old Business**

**X. New Business**

**XI. Adjournment**

Kelleher moved a motion to adjourn. Seconded by Dixon. The motion carried. The meeting was adjourned at 3:57 p.m.

**FDPL Memorial Account  
Ending October 31, 2023**

<b>Accounts</b>	<b>Beginning Balance</b>	<b>October Income</b>	<b>October Expense</b>	<b>YTD Expense</b>	<b>Remaining Balance</b>	<b>% Expended</b>
Children's Programming	5,168.28	96.31	681.52	4,479.33	926.90	83%
Adult Programing	370.38		104.90	332.23	38.15	90%
YA Programming	1,481.74			466.37	1,015.37	31%
Magazine/Newspapers	2,981.98			639.80	2,342.18	21%
General Donations & Gifts	3,196.63	750.72	157.59	761.40	3,814.96	17%
Donation Box	3,751.57	76.00		111.99	3,738.08	3%
Vend Print	10,213.82			444.29	10,713.52	4%
Meeting Room	2,789.36			-	2,789.36	0%
Lost & Paid/Processing Fees	1,796.27	266.00	244.81	416.84	2,065.36	17%
Interlibrary Loan	3,956.19			-	3,956.19	0%
Library Cards	331.55	4.00		-	345.55	0%
Administrative Programming	245.16	66.55		-	387.34	0%
Ann Smeltzer Charitable Trust	2,937.09			278.77	2,658.32	9%
Maxine Hillesland Trust	39,153.76	25,615.30	171.73	20,691.27	44,077.79	32%
Shiny Top Adult Programming	44.74		31.94	43.92	0.82	98%
Dolores Schermer Estate	10,492.42			-	10,492.42	0%
	<b>88,910.94</b>	<b>26,874.88</b>	<b>1,392.49</b>	<b>28,666.21</b>	<b>89,362.31</b>	<b>24%</b>
Scharfenberg Monies	701,102.77			-	701,102.77	0%

**Fort Dodge Public Library**  
**Gift Memorial - Checks for Approval**

<u>Check #</u>	<u>Date</u>	<u>Vendor</u>	<u>Vendor#</u>	<u>Line Item</u>	<u>Amount</u>	<u>Line Item</u>
4867	10/12/2023	Midwest Pano reissue for check#4788	130214	6419	\$ 814.32	not included in total--previously deducted
4868	10/17/2023	WellsFargoVisa# 4968,4138,3391,3342 prime, ch prg, adult prg, book	070440	6419	\$ 885.46	\$681.52 Ch Prg (Friends), \$159.00 Hillesland, \$13.00 L&P, \$31.94 Shiny Top
4869	10/23/2023	Ingram gifts/memorials, L&P	056900	6419	\$ 377.91	\$157.59 general gifts \$220.32 L&P
4870	10/23/2023	Amazon Capital Services mugs, dvds, supplies	002348	6419	\$ 129.12	\$104.90 Adult Prg (Friends), \$12.73 Hillesland, \$11.49 L&P
total					\$ 1,392.49	

# Accounts Payable Invoice Report

G/L Date Range 10/01/23 - 10/31/23

Report By Vendor - Invoice

Summary Listing

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
<b>Vendor 747 - ACCESS SYSTEMS</b>									
35070407	copier lease	Edit		10/11/2023	10/24/2023	10/23/2023			288.62
			Vendor 747 - ACCESS SYSTEMS Totals			Invoices	1		\$288.62
<b>Vendor 2348 - AMAZON CAPITAL SERVICES</b>									
1YRD-R6DM-HNKW	misc office supp, dvd	Edit		10/23/2023	10/24/2023	10/23/2023			130.88
			Vendor 2348 - AMAZON CAPITAL SERVICES Totals			Invoices	1		\$130.88
<b>Vendor 8520 - BERGMAN PLUMBING, INC.</b>									
16471	repair faucet in maint office	Edit		10/17/2023	10/24/2023	10/23/2023			123.39
			Vendor 8520 - BERGMAN PLUMBING, INC. Totals			Invoices	1		\$123.39
<b>Vendor 1162 - BLACKSTONE PUBLISHING</b>									
2122077	audio books	Edit		10/05/2023	10/24/2023	10/23/2023			139.98
2122324	audio books	Edit		10/06/2023	10/24/2023	10/23/2023			32.00
2123023	audio books	Edit		10/12/2023	10/24/2023	10/23/2023			105.58
			Vendor 1162 - BLACKSTONE PUBLISHING Totals			Invoices	3		\$277.56
<b>Vendor 16150 - CENTRAL IOWA DISTRIBUTING, INC</b>									
01000055	misc bldg supp	Edit		08/21/2023	10/24/2023	10/23/2023			143.00
01000414	misc bldg supp	Edit		08/30/2023	10/24/2023	10/23/2023			209.50
01000639	misc bldg supp	Edit		09/06/2023	10/24/2023	10/23/2023			387.00
			Vendor 16150 - CENTRAL IOWA DISTRIBUTING, INC Totals			Invoices	3		\$739.50
<b>Vendor 24590 - DEMCO</b>									
7379785	misc office supp	Edit		10/10/2023	10/24/2023	10/23/2023			181.08
			Vendor 24590 - DEMCO Totals			Invoices	1		\$181.08
<b>Vendor 40455 - FRONTIER COMMUNICATIONS</b>									
100723	line charge	Edit		10/07/2023	10/24/2023	10/23/2023			60.62
			Vendor 40455 - FRONTIER COMMUNICATIONS Totals			Invoices	1		\$60.62
<b>Vendor 52495 - IOWA COMMUNICATIONS NETWORK</b>									
681749LIB	internet services	Edit		10/02/2023	10/24/2023	10/23/2023			249.90
			Vendor 52495 - IOWA COMMUNICATIONS NETWORK Totals			Invoices	1		\$249.90
<b>Vendor 72499 - MENARDS INC</b>									
99808	misc bldg supp	Edit		10/18/2023	10/24/2023	10/23/2023			38.89
			Vendor 72499 - MENARDS INC Totals			Invoices	1		\$38.89
<b>Vendor 259 - MICRO MARKETING LLC</b>									
935052	audio books	Edit		10/05/2023	10/24/2023	10/23/2023			45.09
935785	audio books	Edit		10/17/2023	10/24/2023	10/23/2023			31.99
			Vendor 259 - MICRO MARKETING LLC Totals			Invoices	2		\$77.08
<b>Vendor 73975 - MID-AMERICAN ENERGY</b>									
545111394	electricity charges	Edit		10/11/2023	10/24/2023	10/23/2023			3,136.36
			Vendor 73975 - MID-AMERICAN ENERGY Totals			Invoices	1		\$3,136.36
<b>Vendor 88000 - PITNEY BOWES, INC.</b>									
1024094065	postage machine ink	Edit		10/17/2023	10/24/2023	10/23/2023			182.58
			Vendor 88000 - PITNEY BOWES, INC. Totals			Invoices	1		\$182.58
<b>Vendor 94000 - ROSALEZ LOCK &amp; KEY</b>									

# Accounts Payable Invoice Report

G/L Date Range 10/01/23 - 10/31/23

Report By Vendor - Invoice

Summary Listing

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
957477	padlock set and keys	Edit		10/20/2023	10/24/2023	10/23/2023			26.00
			Vendor <b>94000 - ROSALEZ LOCK &amp; KEY</b>	Totals		Invoices	1		\$26.00
Vendor <b>96432 - SECURITY EQUIPMENT, INC</b>									
816811	commercial monitoring	Edit		10/12/2023	10/24/2023	10/23/2023			129.00
			Vendor <b>96432 - SECURITY EQUIPMENT, INC</b>	Totals		Invoices	1		\$129.00
Vendor <b>107395 - UNITYPOINT HEALTH FORT DODGE</b>									
202220	McCoy pre-employment physical	Edit		10/16/2023	10/24/2023	10/23/2023			356.46
			Vendor <b>107395 - UNITYPOINT HEALTH FORT DODGE</b>	Totals		Invoices	1		\$356.46
Vendor <b>2253 - WOODRIVER ENERGY LLC</b>									
362704	#6323	Edit		10/12/2023	10/27/2023	10/23/2023			898.72
			Vendor <b>2253 - WOODRIVER ENERGY LLC</b>	Totals		Invoices	1		\$898.72
			Grand Totals			Invoices	21		\$6,896.64

## **Director's Report – October 2023**

### **Building**

- The city discovered that the water intakes on both ends of the block on the west side of the building are bad. They are fixing the one on the northwest corner this fall since the sidewalk on that side of the building is starting to collapse but they won't be able to do anything about the one on the southwest corner until sometime next year. Fortunately, there haven't been any issues yet with the sidewalk on the south side of the building.

### **Budget**

- The City has loaded the preliminary budget figures for next fiscal year into Tyler Tech so we can start working on our request for FY25. I should have the timeline for budget meetings/council workshops by the end of the month. I know things will be tight for the city over the next 5-6 years due to changes made by the legislature during their last session and David has indicated we need to be prepared to find ways to get by with less. Fortunately, they are not talking about reducing staff but are encouraging us to look for ways to practice lean government. As always, Alexis and I will be conservative when drafting our request.
- The window for filing for FY25 E-Rate funds should open sometime the week of October 23rd. I plan to request pricing for three- and five-year contracts for 1GB service. I anticipate bids from Fort Dodge Fiber, ICN, and Mediacom.

### **Website**

- After our meeting on Wednesday, October 18<sup>th</sup>, we will be handing off the website project to the design/development team at LibraryMarket. They will be using the content Alexis, Erika, Amy, and I spent the last several months creating/gathering to lay out the pages of our new site. We'll get an opportunity to review them and make any changes we need before it's finalized and ready for launch. We are still on track for a mid-December debut.
- Because of the layout needs at the top of the landing page, we were asked to either modify our existing logo or create a new horizontal logo to fit the space. We realized it would be easier to create a new one and since Abbey has a degree in graphic design and design software on her own computer I asked for her help. With input from several staff members she came up with a logo that looks great and shares several common elements with our current one created by Alexis.

### **Programming**

- We will be hosting Jillian Gabrielle's original solo musical "Lucy!" based on the life of Lucille Ball on Monday evening, November 13<sup>th</sup> at 6:00 p.m. Jillian presented her original one-woman musical on Joan Crawford and Bette Davis back in April.

### **Personnel**

- I have hired Taylor McCoy to fill the part-time Library Assistant I position left open when Abbey Dobson was promoted to full-time Library Assistant II after Heather Hansen's departure for a job in Ames. Taylor will start Monday, October 23<sup>rd</sup>. She



has some great customer service experience, is very friendly and outgoing and I think will be a great addition to the team.

- After Amy Presler's departure at the beginning of October, we started advertising for another full-time Library Assistant II. We've gotten a great response, with more than 20 applicants as of Wednesday, October 17<sup>th</sup>. After the position closes on Thursday, October 19<sup>th</sup> I plan to contact several candidates for interviews the following week. My goal is to have the new person hired shortly and ready to start by mid-November.

### **Miscellaneous**

- Around 8:30 p.m. on Monday, September 25<sup>th</sup>, Anthony Linderman stole the scythe from in front of the Library. We have security camera footage of him taking it and have filed a police report. Unfortunately, the scythe has not been found and police suspect it may be somewhere in the old Fair Oaks building. Police believe Mr. Linderman, who is currently homeless, is squatting there. I haven't looked into ordering a new scythe yet in the hopes that the original one will be recovered at some point when the building's owners clear it out.
- Included in this month's board packet is a copy of the completed annual survey we are required to fill out for the State Library.

## Fort Dodge Public Library – September 2023

### **Circulation**

2023: 5,906

2022: 6,242

### **Gate Count**

2023: 4,956

2022: 4,429

### **Internet Computers Use**

Total Number of Logins: 505

Total Time Used: 15 days 1 hour 59 minutes

Average Time Used: 43 minutes

### **Public WiFi Use**

Number of Unique Users: 41

Total Session Count: 186

Total Time Used: 119 hours 9 minutes

Avg. Session Time: 38 minutes

### **Library Programs - Adults**

Number of Programs: 2

Total Participation: 23

### **Library Programs - Teens**

Number of Programs: 0

Total Participation: 0

### **Library Programs - Children**

Number of Programs: 8

Total Participation: 610

### **Adventure Pass Use**

Total Number of Passes Borrowed: 8

Blank Park Zoo: 5; Des Moines Botanical Gardens: 1; Des Moines Children's Museum: 0;

Reiman Gardens: 0; Science Center of Des Moines: 2

### **Hoopla Usage**

New Patrons: 10

Unique Patrons: 105

Circulations: 519

Avg. Circs/Patron: 4.9

Avg. Circ Price: \$2.04

Amount Spent: \$1,195.72

### **ScanEZ Usage**

Total Number of Pages: 1,263

Total Number of Jobs: 297

Scan to Copy: 928 pages (\$83.65)

Scan to Fax: 168 pages (\$42.00)

Scan to Email: 97 pages (no charge)

Scan to USB: 69 pages (no charge)

Scan to Translation: 1 page (no charge)

Total Payments: \$125.65

## Fort Dodge Public Library – August 2023

### **Circulation**

2023: 8,370

2022: 8,071

### **Gate Count**

2023: 6,636

2022: 5,962

### **Internet Computers Use**

Total Number of Logins: 548

Total Time Used: 17 days 2 hours 28 minutes

Average Time Used: 45 minutes

### **Public WiFi Use**

Number of Unique Users: 35

Total Time Used: 26 hours 9 minutes

Total Session Count: 79

Avg. Session Time: 20 minutes

### **Library Programs - Adults**

Number of Programs: 8 (Summer Reading Program ended 8/26/23)

Total Participation: 295

### **Library Programs - Teens**

Number of Programs: 7 (Summer Reading Program ended 8/26/23)

Total Participation: 376

### **Library Programs - Children**

Number of Programs: 9 (Summer Reading Program ended 8/26/23)

Total Participation: 5,191 (includes participants for ongoing programs that ran June – August that were not reported previously)

### **Adventure Pass Use**

Total Number of Passes Borrowed: 14

Blank Park Zoo: 7; Des Moines Botanical Gardens: 0; Des Moines Children's Museum: 1;

Reiman Gardens: 4; Science Center of Des Moines: 2

### **Hoopla Usage**

New Patrons: 11

Avg. Circs/Patron: 5.2

Unique Patrons: 115

Avg. Circ Price: \$2.23

Circulations: 603

Amount Spent: \$1,370.22

### **ScanEZ Usage**

Total Number of Pages: 2,884

Total Number of Jobs: 359

Scan to Email: 376 pages

Scan to USB: 767 pages

Scan to Translation: 1 page

Scan to Fax: 337 pages (\$54.75)

Scan to Copy: 1,403 pages (\$148.85)

Total Payments: \$203.60

## **Summer Reading Program Statistics 2023**

### ***Children's Services Department***

- # of Children Registered for Reading Logs: 1,234 (115 early literacy logs)
- # of Family Literacy Program Participants: 321
- # of People Attending Tuesday Adventures Programs: 2,004
- # of Entries in the Look and Find Game (Twin Anchors): 1,230
- # of Entries in the Early June Summer Estimation Jar Contest: 140
- # of Entries in the Summer Estimation Jar Contest: 1,689
- # of Participants in the Early June Find Four Cones Game: 154
- # of Attendees at Summer Storytimes: 328
- # of Entries in the Summer Art Contest: 268
- # of Entries in the Graphic Novel Challenge: 643
- # of Grab 'n Go Activity Sheets Given Out: 2,250
- # of Entries in the Summer Finale Drawings: 450
- # of LEGOS Added to the Table: 20,400 (3,400 cups with 6 LEGOS each)
- Total # of Participants in Summer Reading Programs: 10,711 (w/o LEGO cups)
- Total # of Participants in Summer Reading Programs: 14,111 (w/ LEGO cups)

### ***Adult Services Department***

- Number of Adults Participating in SRP: 59
- Number of Reading Logs Returned: 359
- Number of Hours Read by Adults: 1,436
- Number of Entries in the Estimation Jar Contest: 168
- Number of Entries in the Lyric or Lit? Contest: 150
- Number of Tiny Art Show Submissions: 7
- Number of In Person Programs/Attendance: 2/13

### ***Teen Services Department***

- Number of Teens Registered for SRP: 66
- Number of Reading Logs Returned: 266
- Number of Hours Read by Teens: 1,064
- Number of Entries in the Lyric or Lit? Contest: 179
- Number of Entries in the One Liners Contest: 144
- Number of Entries in the Estimation Jar Contest: 177
- Number of Tiny Art Show Submissions: 13
- Number of In Person Programs/Attendance: 4/10

## 10/12 Staff Meeting

- Taylor starting Oct 23rd
- FT position closes 10/19.
- Next week final content meeting for website before going to design. Training will take place at some point. Hopefully live by mid-December.
- Appeal form for job compensation changes due this week.
- This will be the final week for dual timesheets
- Gentleman that was bathing in the restroom is no longer welcome at the library. He should have been informed. So be sure to let management know if you see him.
- <sup>FALL</sup> Open House October 25th -
- Children's Korean language books will be under the bandshell - Donated by patron. -  
\*Shelve at the end of Easy books.\*

**Ending October 31, 2023**

**FDPL Foundation Fund**

	<b>YTD Budget</b>	<b>October Expense</b>	<b>YTD Expense</b>	<b>Beginning Balance</b>	<b>Remaining Balance</b>	<b>% Expended</b>
<b>Accounts</b>						
228 Advertising	7,552.77			6,457.77	6,457.77	14%
248 Adult Programming	11,916.51	104.90		11,847.58	11,742.68	1%
___ Young Adult Programming	3,000.00			3,000.00	3,000.00	0%
260 Technology	70,700.63	364.00		57,876.13	57,512.13	19%
268 Audio/Visual Materials	16,122.83			15,275.19	15,275.19	5%
278 Staff Development	5,932.45			5,752.01	5,752.01	3%
301 Building Supplies	7,784.16	42.50		2,526.85	2,484.35	68%
321 Operating Supplies	2,223.32			1,696.32	1,696.32	24%
610 Adult Materials	71,724.70			67,135.76	67,135.76	6%
620 Children Materials	29,572.14			29,572.14	29,572.14	0%
640 Young Adult Materials	19,734.94			18,814.35	18,814.35	5%
Fawkes Monies	31,192.11	378.31		30,476.57	30,098.26	4%
	<b>277,456.56</b>	<b>889.71</b>	<b>-</b>	<b>250,430.67</b>	<b>249,540.96</b>	<b>10%</b>

**FDPL-F Deardorf**

	<b>YTD Budget</b>	<b>October Expense</b>	<b>YTD Expense</b>	<b>Beginning Balance</b>	<b>Remaining Balance</b>	<b>% Expended</b>
<b>Accounts</b>						
___ Technology/Non-Print	12,500.00			12,500.00	12,500.00	0%
510 Adult Materials	20,004.19	3,972.74		13,341.28	9,368.54	53%
520 Children's Materials	10,000.00	201.18		7,838.06	7,636.88	24%
540 Young Adult Materials	5,030.48	1,060.53		4,204.36	3,143.83	38%
568 Adult Audio/Visual Materials	43,576.39	266.54		42,106.32	41,839.78	4%
570 Childrens' Audio/Visual Materials	18,195.34	19.96		7,514.58	7,494.62	59%
Children's Department Enhancement	1,540.07			1,540.07	1,540.07	0%
Public Access Computers	312.12			312.12	312.12	0%
Games Programs Project	30.58			30.58	30.58	0%
FD Writers' Workshop	4,587.96			1,823.30	1,823.30	60%
Public Art Monies	9,489.66			9,489.66	9,489.66	0%
	<b>125,266.79</b>	<b>5,520.95</b>	<b>-</b>	<b>100,700.33</b>	<b>95,179.38</b>	<b>24%</b>

**FDPL-F AXY Fdn Grant**

	<b>YTD Budget</b>	<b>October Expense</b>	<b>YTD Expense</b>	<b>Beginning Balance</b>	<b>Remaining Balance</b>	<b>% Expended</b>
<b>Accounts</b>						
670 AXY Grant	4,657.46		-	4,657.46	4,657.46	0%
	<b>4,657.46</b>		<b>-</b>	<b>4,657.46</b>	<b>4,657.46</b>	<b>0%</b>

GENERAL FUND

	<b>Budget</b>	<b>MTD</b>	<b>YTD</b>	<b>% Received</b>
<b>Revenues</b>	<b>886,697</b>	<b>69,611</b>	<b>135,806</b>	<b>15.32%</b>
<b>GENERAL REVENUES</b>				
(41005) PROPERTY TAX, PUBLIC LIBRARY	521,425	42,558	47,615	9.13%
(43915) WEBSTER CO- LIBRARY	142,000		23,805	16.76%
(44810) LIBRARY CHARGES, FEES	4,000	433	1,980	49.49%
(45020) LIBRARY FINES, FORFEITURES	2,000	104	307	15.37%
(46010) INTEREST - LIBRARY	1,500	533	1,803	120.18%
(49110) LIBRARY EMPL BENEFITS REIMB	215,772	25,982	60,297	27.94%
	<b>Budget</b>	<b>MTD</b>	<b>YTD</b>	<b>% Expended</b>
<b>Expenses</b>	<b>886,697</b>	<b>99,582</b>	<b>232,139</b>	<b>26.18%</b>
<b>PERSONNEL SERVICES</b>				
(6100) ALL PERSONAL SERV	568,125	67,231	143,092	25.19%
(6129) FICA CONTRIB	35,225	4,061	9,258	26.28%
(6130) MEDICARE CONTRIBUTION	8,238	950	2,165	26.28%
(6131) CITY CONTRIB FOR IPERS	53,632	6,107	14,235	26.54%
(6137) GROUP INSURANCE	118,677	14,864	34,638	29.19%
<b>CONTRACTUAL SUPPLIES &amp; SVCS</b>				
(6207) PROFESSIONAL FEES	750	0	0	0.00%
(6249) POSTAGE	3,000	0	0	0.00%
(6251) FREIGHT	150	0	30	20.00%
(6259) MAINTENANCE CONTRACTS	24,000	381	9,629	40.12%
(6264) EQUIPMENT-REPAIR/MAINTENANCE	10,000	137	698	6.98%
(6268) INTERNET SERVICES	3,600	250	500	13.88%
(6271) TELEPHONE SERVICE	800	60	180	22.56%
(6281) GAS/ELECTRICITY COMBINED	48,000	5,285	16,308	33.97%
<b>COMMODITIES</b>				
(6301) BUILDING SUPPLIES	7,500	72	575	7.67%
(6321) OPERATING/VEHICLE SUPPLIES	5,000	183	831	16.63%

Sept

<b>CAPITAL PROJECTS</b>	<b>Budget</b>	<b>MTD</b>	<b>YTD</b>	<b>% Expended/Received</b>
<b>BUILDING FUND</b>				
Revenues				
(46110) GO BOND, LIBRARY CONSTRUCTION		0	0	
Expenses				
(6431) BUILDING RENOVATION	36,693	-	0	0.00%
<b>PUBLIC LIBRARY STATE GRANT</b>				
Revenues				
(43377) STATE GRANT, PUBLIC LIBRARY	3,000	0	0	0.00%
Expenses				
(6480) BOOKS, ADULT	3,000	0	0	0.00%
<b>ENRICH IOWA FUNDS</b>				
Revenues				
(43379) ENRICH IOWA GRANT	6,500	7692	7,692	118.33%
Expenses				
(6480) BOOKS, ADULT	6,500	0	133	2.04%



# Fort Dodge Public Library

## FY23 Iowa Public Library General Information Survey

### Section A - General Information

(Reporting period July 1, 2022 to June 30, 2023 - unless otherwise specified)

Due October 31, 2023

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 FORT DODGE PUBLIC LIBRARY

A02 Library District CE=Central

A03 Street Address 424 CENTRAL AVE

A04 City FORT DODGE

A05 Zip 50501

#### Mailing Address

A06 Mailing Address 424 CENTRAL AVE

A07 City FORT DODGE

A08 Zip 50501

#### Other Contact Information

A09 County WEBSTER

A10 Phone (515) 573-8167

A11 Has any information in questions A1 to A10 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.

A12 City population (2020 decennial population) 24,871

A13 Library Size Code F

A14 Library Director/Administrator Name Rita Schmidt

## 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, 2023.

B01	Total number of paid librarians	3
B02	Total number of all paid librarian hours worked per week	120.00
B03	Paid librarians FTE	3.00
B04	Total number of all other paid staff	10
B05	Total number of all other paid staff hours worked per week	318.00
B06	All other paid staff FTE	7.95
B07	Total number of paid staff	13
B08	Total paid staff FTE	10.95

*Levels of Education*

B09	How many of the paid librarians from line B01 have an ALA accredited masters of library science degree?	2
B10	Total number of hours worked per week by librarians from line B09 with an ALA accredited masters of library science degree	80.00
B11	Total FTE librarians with ALA accredited masters of library science degree	2.00
B12	Starting date of current director in director's position (mm/dd/yyyy)	12/05/2016

*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, 2023.

B13	Hourly salary of the director	\$48.47
B14	Hourly salary of assistant director	N/A
B15	Hourly average salary of department heads	\$31.27
B16	Hourly salary of the children's librarians	\$31.27
B17	Hourly average salary of library clerks	\$21.65
B18	Hourly average salary of shelvers or pages	\$11.68
B19	Hourly average salary of janitorial or building maintenance employees	\$19.67

**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 FY23 report them in this section. Otherwise, skip to section D.

*For Capital Income and Expenditures*

Show all sources of capital funds for FY23 (July 1, 2022 - June 30, 2023).

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 FY23      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      \$0  
(city, county)

C02	Capital funds from state sources	\$0
C03	Capital funds from federal sources	\$0
C04	Capital funds from private sources	\$25,772
C05	Total capital income	\$25,772

***Capital Expenditures***

C06	Total capital expenditures	\$28,545
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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 FY23 (JULY 1, 2022 - JUNE 30, 2023).

- 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)	\$759,957
D02	City income received from special levies	\$0
D03	County income received from all counties	\$139,712

D04 Income received from contracting cities \$834  
in Iowa. Do not report income from your own city  
on this line.

D05 Other governmental income received \$0

D06 Total local government operating income \$900,503  
received

D07 State income received from the State \$10,875  
Library of Iowa (Enrich Iowa - Direct State Aid,  
Open Access, ILL Reimbursement) Prefilled and  
locked by the State Library.

D08 Other income received from the State of \$0  
Iowa

D09 Total state government operating income \$10,875  
received

D10 Total federal government income \$0  
received

***Non-Governmental Operating Income***

D11 Total non-governmental grants received \$50,000

D12 Endowments and gifts received (only \$174,525  
report if money was spent in FY23)

D13 Fines and/or fees received \$8,540

D14 Other income received \$0

D15 Total non-governmental operating \$233,065  
income received

***Total Operating Income***

D16 Total operating income received \$1,144,443

## 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 FY23 (July 1, 2022 - June 30, 2023), 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 \$578,642  
(before deductions)

D18 Total employee benefits expenditures \$224,717  
(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 \$803,359

D20 Print physical collection expenditures \$91,272

D21 Audio physical collection expenditures -- \$8,010  
All physical formats, including tape, CDs, etc. Do not report downloadable expenditures on this line.

D22 Video physical collection expenditures -- \$2,935  
All physical formats, including tape, Blu-Ray, DVD, etc. Do not report downloadable expenditures on this line.

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	\$10,945
D25	Total physical collection expenditures	\$102,217
D26	Bridges e-book collection expenditures. Report Bridges e-book expenditures only. Prefilled and locked by the State Library.	\$2,761
D27	All other e-book collection expenditures. Report Advantage e-book expenditures on this line.	\$0
D28	Total e-book collection expenditures	\$2,761
D29	Bridges downloadable audio collection expenditures. Report Bridges expenditures only. Prefilled and locked by the State Library.	\$2,761
D30	All other downloadable audio collection expenditures. Report Advantage downloadable audio expenditures on this line.	\$0
D31	Total downloadable audio collection expenditures	\$2,761
D32	Total downloadable video collection expenditures. Report Advantage downloadable expenditures on this line.	\$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.	\$35,877
D34	Total downloadable and Electronic Information collection expenditures	\$41,399
D35	Total collection expenditures	\$143,616



D36	All other operating expenditures (phone, lights, heating, cooling, Internet access, insurance, etc.)	\$143,275
D37	Total of all operating expenditures	\$1,090,250

### 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, 2022). 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 E28. 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, 2022 - June 30, 2023) whether through purchase or donation.

NUMBER WITHDRAWN DURING FISCAL YEAR - The number of items withdrawn from the collection during the fiscal year (July 1, 2022 - June 30, 2023) 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, 2023).

E01	Printed books (# of items), held at start of year	78,221
E02	Printed books (# of items), added during year	5,248
E03	Printed books (# of items), withdrawn during year	9,194
E04	Printed books (# of items), held at end of year	74,275
E05	Bridges e-books, held at end of year. Prefilled and locked by the State Library.	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
E07	Total e-books held at end of year	101,997

E08	Total books (print and e-books), held at end of year.	176,272
E09	Audio materials (# of physical items), held at start of year	4,016
E10	Audio materials (# of physical items), added during year	233
E11	Audio materials (# of physical items), withdrawn during year	1,229
E12	Audio materials (# of physical items), held at end of year	3,020
E13	Bridges downloadable audio materials, held at end of year. Prefilled and locked by State Library.	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
E15	Total downloadable audio materials, held at end of year	45,606
E16	Total audio materials (physical and downloadable), held at end of year.	48,626
E17	Video materials (# of physical items), held at start of year	8,308
E18	Video materials (# of physical items), added during year	191
E19	Video materials (# of physical items), withdrawn during year	23
E20	Video materials (# of physical items), held at end of year	8,476

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
E22	Total video materials (physical and downloadable), held at end of year	8,476
E23	Other library materials (# of physical items), held at start of year	72
E24	Other library materials (# of physical items), added during year	0
E25	Other library materials (# of physical items), withdrawn during year	1
E26	Other library materials (# of physical items), held at end of year	71
E27	Total physical items, held at start of year	90,617
E28	Total physical items, added during year	5,672
E29	Total physical items, withdrawn during year	10,447
E30	Total physical items, held at end of year	85,842
E31	Total downloadable items, held at end of year	147,603
E32	Total physical and downloadable items, held at end of year	233,445

#### *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/entelecrec>

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. 15

E34 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

E35 Total licensed databases 17

## Section F - Circulation and Use Counts

### Circulation

Report circulation for FY23 (July 1, 2022 to June 30, 2023). 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	27,854
F02	Young adult books	6,203
F03	Children's books	32,268
F04	Video recordings (physical formats)	10,412
F05	Audio recordings (physical formats)	1,817
F06	Serials (physical formats)	1,802
F07	All other physical items (CD-ROM based products, puzzles, art prints, pamphlets, cake pans, puppets, WiFi Hotspots, tools, video games, etc.)	7

F08 Total PHYSICAL circulation by material type 80,363

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 11,088

F10 Total physical circulation of all materials cataloged as "children's" 34,386

*Use of Downloadable Material*

F11 Bridges e-books, including use of Advantage titles. Prefilled and locked by the State Library. 7,991

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 F21. 0

F13 Total use of e-books 7,991

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 F21. 0

F15 Bridges downloadable audio recordings, including use of Advantage titles. Prefilled and locked by the State Library. 8,874

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

F17 Total use of downloadable audio recordings 8,874

F18 Bridges electronic serials - including use of Advantage titles. Prefilled and locked by the State Library. 1,352

F19 All other electronic serials - Include RB Digital or similar 0

F20 Total use of electronic serials 1,352

F21 Total use of downloadable materials 18,217

*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. 260

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. 10,461

F24 Total successful retrieval of Electronic Information. 10,721

*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). 98,580

F26 Total Electronic materials use (Total downloadable use plus Total successful retrieval of Electronic Information) 28,938

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). 109,301

## 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 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. 1,000

F29 ILL Received from other libraries using all other ILL services. Do not report SILO ILL on this line. 58

F30 Total Interlibrary Loan received from other libraries 1,058

F31 ILL Provided to other libraries using the SILO ILL service. Prefilled and locked by the State Library. 382

F32 ILL Provided to other libraries using all other ILL services. Do not report SILO ILL on this line. 1,004

F33 Total Interlibrary Loan provided to other libraries 1,386

### Other Use Counts

F34 Current total number of registered users as of June 30, 2023 2,999

**State:** Does not include cards for ILL locations (180).

**Local:** Does not include cards for ILL locations (180).

F35 Door count annually 59,933

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

F37 Total number of reference transactions annually 6,523

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. ES - Annual Estimate Based on Typical Week(s)

F39 Number of Internet computers for public use 15

F40 Number of uses of public Internet computers ANNUALLY 6,266

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

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

F42 Number of wireless sessions annually - for libraries subscribing to the statewide WhoFi service. Prefilled and locked by the State Library. 1,004

F43 Number of wireless sessions annually - for libraries without the statewide WhoFi service. 0

F44 Total number of wireless sessions annually 1,004

F45 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 F46. CT - Annual Count

F46 Website visits for libraries with a PLOW website annually. Prefilled and locked by the State Library. 0



F47 Website visits for all other libraries 12,155  
annually. Libraries unable to collect a count of  
their website visits should report N/A. Libraries  
without websites should report -3.

F48 Total website visits annually 12,155

F49 Does the library check out WIFI hotspots No  
for use outside the library? (YES/NO)

F50 As of June 30, 2023, does the library No  
charge overdue fines to any users when they fail  
to return physical print materials by the date due?  
(YES/NO)

## **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 library programs for children ages 0-5 from WhoFi. Prefilled and locked by the State Library	0
G02	Total number of live, in-person, onsite library programs for children ages 0-5 non-WhoFi	52
G03	Total number of live, in-person, onsite library programs for children ages 0-5	52
G04	Total number of people attending live, in-person, onsite library programs for children ages 0-5 from WhoFi. Prefilled and locked by the State Library	0
G05	Total number of people attending live, in-person, onsite library programs for children ages 0-5 non-WhoFi	1,015
G06	Total number of people attending live, in-person, onsite library programs for children ages 0-5	1,015
G07	Total number of live, in-person, offsite library programs for children ages 0-5 from WhoFi. Prefilled and locked by the State Library.	0
G08	Total number of live, in-person, offsite library programs for children ages 0-5 non-WhoFI	0

G09	Total number of live, in-person, offsite library programs for children ages 0-5	0
G10	Total number of people attending live, in-person, offsite library programs for children ages 0-5 from WhoFi. Prefilled and locked by the State Library.	0
G11	Total number of people attending live, in-person, offsite library programs for children ages 0-5 non-WhoFi	0
G12	Total number of people attending live, in-person, offsite library programs for children ages 0-5	0
G13	Total number of live, virtual library programs for children ages 0-5 from WhoFi. Prefilled and locked by the State Library.	0
G14	Total number of live, virtual library programs for children ages 0-5 non-WhoFi	0
G15	Total number of live, virtual library programs for children ages 0-5	0
G16	Total number of people attending live, virtual library programs for children ages 0-5 from WhoFi. Prefilled and locked by the State Library.	0
G17	Total number of people attending live, virtual library programs for children ages 0-5 non-WhoFi	0
G18	Total number of people attending live, virtual library program for children ages 0-5	0
G19	Total number of library programs for children ages 0-5	52

**Federal:** Programming back to normal after COVID

G20 Total number of people attending library 1,015  
programs for children ages 0-5

**Federal: Programming back to normal after COVID**

**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 16  
library programs for children ages 6-11 non-  
WhoFi

G23 Total number of live, in person, onsite 16  
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, 2,632  
in-person, onsite library programs for children  
ages 6-11 non-WhoFi

G26 Total number of people attending live, 2,632  
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 library programs for children ages 6-11	0
G30	Total number of people attending live, in-person, offsite library programs for children ages 6-11 from WhoFi. Prefilled and locked by the State Library.	0
G31	Total number of people attending live, in-person, offsite library programs for children ages 6-11 non-WhoFi	0
G32	Total number of people attending live, in-person, offsite library programs for children ages 6-11	0
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 16

**Federal:** Programming back to normal after COVID

G40 Total number of people attending library program for children ages 6-11 2,632

**Federal:** Programming back to normal after COVID

### 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 library programs for young adults non-WhoFi 16

G43 Total number of live, in person, onsite library program for young adults 16

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

G45 Total number of people attending live, in-person, onsite library programs for young adults non-WhoFi 44

G46 Total number of people attending live, in-person, onsite library programs for young adults 44

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

G48	Total number of live, in-person, offsite library programs for young adults non-Who-fi	1
G49	Total number of live, in-person, offsite library programs for young adults	1
G50	Total number of people attending live, in-person, offsite library programs for young adults from WhoFi. Prefilled and locked by the State Library.	0
G51	Total number of people attending live, in-person, offsite library programs for young adults non-WhoFi	10
G52	Total number of people attending live, in-person, offsite library programs for young adults	10
G53	Total number of live, virtual library programs for young adults from WhoFi. Prefilled and locked by the State Library.	0
G54	Total number of live, virtual library programs for young adults non-WhoFi	0
G55	Total number of live, virtual library programs for young adults	0
G56	Total number of people attending live, virtual library programs for young adults from WhoFi. Prefilled and locked by the State Library.	0
G57	Total number of people attending live, virtual library programs for young adults non-WhoFi	0
G58	Total number of people attending live, virtual library program for young adults	0



G59 Total number of library programs for young adults 17

G60 Total number of people attending library program for young adults 54

**Adult**

*Adults Aged 19 or Older*

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

G62 Total number of live, in-person, onsite library programs for adults non-WhoFi 45

G63 Total number of live, in person, onsite library program for adults 45

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

G65 Total number of people attending live, in-person, onsite library programs for adults non-WhoFi 649

G66 Total number of people attending live, in-person, onsite library programs for adults 649

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

G68 Total number of live, in-person, offsite library programs for adults non-WhoFI 1

G69	Total number of live, in-person, offsite library programs for adults	1
G70	Total number of people attending live, in-person, offsite library programs for adults prefilled from WhoFi. Prefilled and locked by the State Library.	0
G71	Total number of people attending live, in-person, offsite library programs for adults non-WhoFi	17
G72	Total number of people attending live, in-person, offsite library programs for adults	17
G73	Total number of live, virtual library programs for adults prefilled from WhoFi. Prefilled and locked by the State Library.	0
G74	Total number of live, virtual library programs for adults non-WhoFi	0
G75	Total number of live, virtual library programs for adults	0
G76	Total number of people attending live, virtual library programs for adults prefilled from WhoFi. Prefilled and locked by the State Library.	0
G77	Total number of people attending live, virtual library programs for adults non-WhoFi	0
G78	Total number of people attending live, virtual library program for adults	0
G79	Total number of library programs for adults	46
G80	Total number of people attending library program for adults	666

## General Interest

### *General Interest - For All Ages*

G81	Total number of live, in-person, onsite, general interest library programs from WhoFi. Prefilled and locked by the State Library.	0
G82	Total number of live, in-person, onsite general interest library programs non-WhoFi	0
G83	Total number of live, in person, onsite general interest library programs	0
G84	Total number of people attending live, in-person, onsite general interest library programs prefilled from WhoFi. Prefilled and locked by the State Library.	0
G85	Total number of people attending live, in-person, onsite general interest library programs non-WhoFi	0
G86	Total number of people attending live, in-person, onsite general interest library programs	0
G87	Total number of live, in-person, offsite general interest library programs prefilled from WhoFi. Prefilled and locked by the State Library.	0
G88	Total number of live, in-person, offsite general interest library programs non-WhoFI	0
G89	Total number of live, in-person, offsite general interest library programs	0
G90	Total number of people attending live, in-person, offsite general interest library programs prefilled from WhoFi. Prefilled and locked by the State Library.	0

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	0
G100	Total number of people attending live general interest library programs	0
G101	Total number of live, in-person, onsite library programs	129
G102	Total number of live, in-person, offsite library programs	2
<b>Federal:</b> This is correct - we only had 2 offsite programs in FY23		
G103	Total number of live, virtual library programs	0

G104	Total number of people attending live, in-person, onsite library programs	4,340
G105	Total number of people attending live, in-person, offsite library programs	27
G106	Total number of people attending live, virtual library programs	0
G107	Total number of live library programs	131
G108	Total number of people attending live library programs	4,367

**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 9,329

G116 Total number of coloring sheets provided 0

G117 Total number of scavenger hunt participants 3,344

G118 Total number of trivia contest participants 404

G119 Total use of library's maker space service 0

G120 Total use of STEAM/STEM services 4,178

G121 Total number of story-walk participants 0

G122 Total number of reading log participants 1,206

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 use count. Reading Challenges

**Local:** Note: Misc. Reading Challenges throughout the year (Playdate, Legos, August Wrap Up, Library Card Sign Up, etc.) 4019 participants

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

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 FY23, report 32 on line H02.

H01 Total number of hours open to the public 2,530  
during FY23 (July 1, 2022 to June 30, 2023) at the  
main library only. Report actual number of hours  
open rather than scheduled hours open.

H02 Total number of weeks open to the 52  
public during FY23 (July 1, 2022 to June 30,  
2023) at the main library only (round to the  
nearest whole number of weeks). Report actual  
weeks open rather than scheduled weeks open.

H03 Square footage of main library. Prefilled 32,600  
and locked by the State Library.

### Section H Totals

H08 Total number of hours open annually at 2,530  
the main library and all branches. (Click the  
SAVE button to calculate the total.)

H09 Total number of weeks open annually at 52  
the main library and all branches (Click the SAVE  
button to calculate the total.)

H10 Total square footage of main and all 32,600  
branch libraries (Click the "SAVE" button to  
calculate the total.)

### 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](#)

