

**NORELIUS COMMUNITY LIBRARY  
BOARD OF TRUSTEES ANNUAL MEETING  
January 28<sup>th</sup>, 2025**

**Library Mission Statement:**

***The Norelius Community Library provides a center where residents in our diverse community may obtain information, resources, education, and recreation through a full range of library services.***

**AGENDA**

**Call Meeting to Order-**

**Roll Call –S. Velasquez, S. Kennedy, L. Peterson, J. Hough, B. Bruce,  
K. Segebart, Vacancy, Director Walley**

- I. Additions to the Agenda/Agenda Approval**
- II. Approve Minutes of Previous Meeting-January 23, 2024**
- III. Election of Officers**
- IV. Review of Annual Survey**

**Next Annual Meeting**

**January 27<sup>th</sup>, 2026**

**Respectfully Submitted 1/24/25 mlw**

**NORELIUS COMMUNITY LIBRARY  
BOARD OF TRUSTEES ANNUAL MEETING MINUTES  
January 23<sup>rd</sup>, 2024**

**Meeting Called to Order by President Velaasquez**

**Roll Call –S. Velasquez, M. Phipps, L. Peterson, J. Hough, B. Bruce,  
S. Kennedy, Director Walley**

- I. **Additions to the Agenda/Agenda** Approval moved by Bruce and seconded by Kennedy
- II. **Approve Minutes of Previous Meeting-January 24<sup>th</sup>, 2023** approval moved by Peterson, seconded by Hough
- III. **Election of Officers to take over on July 1** Bruce moves, Pete seconds nomination of Velasquez as President, approved unanimously; Hough moves, Bruce seconds nomination of Phipps as VP, carried unanimously; Hough nominates, Bruce seconds Peterson as Secretary, carried unanimously
- IV. **Review of Annual Survey** data goes to Iowa State Library and the National Library Association. The electronic reporting to State Library was down for a while so there were some discrepancies which were flagged for later consideration.

**Adjournment** motion to adjourn by Hough, seconded by Kennedy, carried unanimousl

**Next Annual Meeting** January 28<sup>th</sup>, 2025



## State Library of Iowa

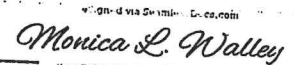
### Annual Survey Signature Page FY24

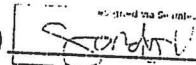
The library director and board president must sign this form to complete the annual survey. To fill out the form:

1. Choose your library's name from the dropdown list.
2. Fill out director's printed name. Date is filled in automatically.
3. Click on the "Signature Here" box on the "Signed (Director)" line.
4. Fill in your full legal name and valid email address. Your signature will automatically fill in using the "Type" option. Click one of the other radial buttons if you wish to use one of the other options.
5. Once you have filled out the signature page, check the "I agree..." box, and then click on the blue "Apply Signature" button.
6. Once the director has signed the form they need to send it to their board president. Click on the orange "Finalize & Submit" button.
7. A box will pop up requiring the board president's full name and valid email address. Fill those out and click the orange "Continue" button. You will receive a Thank You page and an email message as receipts.
8. The board president should receive an email asking them to sign the document. They should click on the "Sign Document" button.
9. The board president should finish filling out the form. Once ready, click the orange "Finalize & Submit" button.
10. The board president will receive a Thank You page and an email message as receipts.

**I certify that the 2024 Iowa Public Library General Information Survey is correct to the best of my knowledge.**

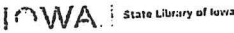
Library Norelius Community Library Date 10-30-2024

Printed Name (Director) MONICA L. WALLEY Signed (Director) 

Printed Name (Board President) Sandy Velasquez Signed (Board President) 

Document Completed: LIB-FY24 Annual Survey Signature Page

From: State Library of Iowa (noreply@seamlessdocs.com)  
To: norlib@frontiernet.net  
Date: Thursday, October 31, 2024 at 08:15 AM CDT



Submission Completed

All signers signed this document. The signature flow for this submission is now complete.

Form name	LIB-FY24 Annual Survey Signature Page
Status	Completed

View the submission and any attachments by following the link below and using this unique access code: It2IUre8o8xZXRmP

View Submission

State Library of Iowa | 1112 E. Grand Avenue Des Moines, IA 50319



LIB-FY24\_Annual\_Survey\_Signature\_Page\_xMSfIYAxSASqKLBr.pdf  
399.6kB

# Norelius Community Library FY24 Iowa Public Library General Information Survey

**CURRENT YEAR**

24

**PREVIOUS YEAR**

23

## 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	NORELIUS COMMUNITY LIBRARY	NORELIUS COMMUNITY LIBRARY
A02	Library District	SW=Southwest	SW=Southwest
A03	Street Address	1403 1ST AVE SOUTH	1403 1ST AVE SOUTH
A04	City	DENISON	DENISON
A05	Zip	51442	51442
Mailing Address			
A06	Mailing Address	1403 1ST AVE S	1403 1ST AVE S
A07	City	DENISON	DENISON
A08	Zip	51442	51442
Other Contact Information			
A09	County	CRAWFORD	CRAWFORD
A10	Phone	(712) 263-9355	(712) 263-9355
A11	Has any information in questions A1 to A10 changed in the past year?	No	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)	8,373	8,373
A13	Library Size Code	E	E
A14	Library Director/Administrator Name	Monica L Walley	Monica L Walley

## 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	10	10
B02	Total number of all paid librarian hours worked per week	221.50	221.50
B03	Paid librarians FTE	5.54	5.54
B04	Total number of all other paid staff	1	1
B05	Total number of all other paid staff hours worked per week	20.00	15.00
B06	All other paid staff FTE	0.50	0.38
B07	Total number of paid staff	11	11
B08	Total paid staff FTE	6.04	5.92

### 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	.0
B11	Total FTE librarians with ALA accredited masters of library science degree	0.00	0.00
B12	Starting date of current director in director's position (mm/dd/yyyy)	02/11/2013	02/11/2013

### *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	\$31.15	\$30.65
B14	Hourly salary of assistant director	\$19.06	\$18.50
B15	Hourly average salary of department heads	\$25.15	\$23.25
B16	Hourly salary of the children's librarians	\$18.54	\$18.00
B17	Hourly average salary of library clerks	\$11.52	\$11.67
B18	Hourly average salary of shelvers or pages	\$8.50	\$9.00
B19	Hourly average salary of janitorial or building maintenance employees	\$11.85	\$11.50

### **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      No

YES - check the box and click the SAVE button to display questions C01 - C06.

NO - Skip to section D.

### *Capital Income*

C01	Capital funds from local government (city, county)	<u>\$14,905</u>	\$0
C02	Capital funds from state sources	\$0	\$0
C03	Capital funds from federal sources	\$0	\$0
C04	Capital funds from private sources	\$0	\$0
C05	Total capital income	\$14,905	\$0

### *Capital Expenditures*

C06	Total capital expenditures	\$14,905	\$0
-----	----------------------------	----------	-----

## **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)	\$355,973	\$340,272
D02	City income received from special levies	\$0	\$0
D03	County income received from all counties	\$38,000	\$38,000
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	Total local government operating income received	\$393,973	\$378,272
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.	4,510	\$4,406
D08	Other income received from the State of Iowa	\$0	\$0

D09	Total state government operating income received	\$4,510	\$4,406
D10	Total federal government income received	\$0	\$0

***Non-Governmental Operating Income***

D11	Total non-governmental grants received	\$0	\$0
D12	Endowments and gifts received (only report if money was spent in FY24)	\$2,165	\$0
D13	Fines and/or fees received	\$10,490	\$10,272
D14	Other income received	\$0	\$0
D15	Total non-governmental operating income received	\$12,655	\$10,272

***Total Operating Income***

D16	Total operating income received	\$411,138	\$392,950
-----	---------------------------------	-----------	-----------

**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)	\$247,673	\$236,172
-----	---	-----------	-----------

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.	\$55,918	\$45,159
D19	Total staff expenditures	\$303,591	\$281,331
D20	Print physical collection expenditures	\$33,000	\$31,500
D21	Audio physical collection expenditures -- All physical formats, including tape, CDs, etc. Do not report downloadable expenditures on this line.	\$642	\$2,500
D22	Video physical collection expenditures -- All physical formats, including tape, Blu-Ray, DVD, etc. Do not report downloadable expenditures on this line.	\$1,858	\$2,434
D23	Other physical collection expenditures for any materials not listed above (puzzles, art prints, puppets, cake pans, etc.)	\$0	\$0
D24	Total physical non-print collection expenditures	\$2,500	\$4,934
D25	Total physical collection expenditures	\$35,500	\$36,434
D26	Bridges e-book collection expenditures. Report Bridges e-book expenditures only. Prefilled and locked by the State Library.	\$1,029	\$1,029
D27	All other e-book collection expenditures. Report Advantage e-book expenditures on this line.	\$0	\$0
D28	Total e-book collection expenditures	\$1,029	\$1,029
D29	Bridges downloadable audio collection expenditures. Report Bridges expenditures only. Prefilled and locked by the State Library.	\$1,029	\$1,029
D30	All other downloadable audio collection expenditures. Report Advantage downloadable audio expenditures on this line.	\$0	\$0

D31	Total downloadable audio collection expenditures	\$1,029	\$1,029
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	\$2,058	\$2,058
D35	Total collection expenditures	\$37,558	\$38,492
D36	All other operating expenditures (phone, lights, heating, cooling, Internet access, insurance, etc.)	\$70,742	\$68,254
D37	Total of all operating expenditures	\$411,891	\$388,077

## 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	38,688	45,866
E02	Printed books (# of items), added during year	2,439	2,325
E03	Printed books (# of items), withdrawn during year	5,663	1,716

E04	Printed books (# of items), held at end of year	35,464	46,475
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, Freeding, 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.	138,089	148,472
E09	Audio materials (# of physical items), held at start of year	1,401	2,875
E10	Audio materials (# of physical items), added during year	31	21
E11	Audio materials (# of physical items), withdrawn during year	45	484
E12	Audio materials (# of physical items), held at end of year	1,387	2,412
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.	50,766	48,018
E17	Video materials (# of physical items), held at start of year	2,769	3,113
E18	Video materials (# of physical items), added during year	147	207
E19	Video materials (# of physical items), withdrawn during year	229	259

E20	Video materials (# of physical items), held at end of year	2,687	3,061
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	2,687	3,061
E23	Other library materials (# of physical items), held at start of year	245	368
E24	Other library materials (# of physical items), added during year	55	41
E25	Other library materials (# of physical items), withdrawn during year	20	0
E26	Other library materials (# of physical items), held at end of year	280	409
E27	Total physical items, held at start of year	43,103	52,222
E28	Total physical items, added during year	2,672	2,594
E29	Total physical items, withdrawn during year	5,957	2,459
E30	Total physical items, held at end of year	39,818	52,357
E31	Total downloadable items, held at end of year	152,004	147,603
E32	Total physical and downloadable items, held at end of year	191,822	199,960

#### *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/cntelecre>

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, Freeding, Hoopla, etc. here.	1	1
-----	---	---	---

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	2
E35	Total licensed databases	3	3

## 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	13,127	11,508
F02	Young adult books	2,142	1,657
F03	Children's books	11,752	11,081
F04	Video recordings (physical formats)	2,953	2,043
F05	Audio recordings (physical formats)	367	262
F06	Serials (physical formats)	580	610
F07	All other physical items (CD-ROM based products, puzzles, art prints, pamphlets, cake pans, puppets, WiFi Hotspots, tools, video games, etc.)	1,348	1,316
F08	Total PHYSICAL circulation by material type	32,269	28,477

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:	6,854	5,847
F10	Total physical circulation of all materials cataloged as "children's"	12,573	12,678

### *Use of Downloadable Material*

F11	Bridges e-books, including use of Advantage titles. Prefilled and locked by the State Library.	1,916	2,355
-----	--	-------	-------

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	Total use of e-books	1,916	2,355
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.	3,490	2,890
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	Total use of downloadable audio recordings	3,490	2,890
F18	Bridges electronic serials - including use of Advantage titles. Prefilled and locked by the State Library.	321	146
F19	All other electronic serials - Include RB Digital or similar	0	0
F20	Total use of electronic serials	321	146
F21	Total use of downloadable materials	5,727	5,391

*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.	103	146
-----	---	-----	-----



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.	1,800	5,245
-----	---	-------	-------

F24	Total successful retrieval of Electronic Information.	1,903	5,391
-----	---	-------	-------

*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).	37,996	33,868
-----	---	--------	--------

F26	Total Electronic materials use (Total downloadable use plus Total successful retrieval of Electronic Information)	7,630	10,782
-----	---	-------	--------

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).	39,899	39,259
-----	--	--------	--------

*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.	698	770
-----	--	-----	-----

F29	ILL Received from other libraries using all other ILL services. Do not report SILO ILL on this line.	0	820
-----	--	---	-----

F30	Total Interlibrary Loan received from other libraries	698	1,590
-----	---	-----	-------

F31	ILL Provided to other libraries using the SILO ILL service. Prefilled and locked by the State Library.	411	295
-----	--	-----	-----

F32	ILL Provided to other libraries using all other ILL services. Do not report SILO ILL on this line.	24	452
-----	--	----	-----

F33	Total Interlibrary Loan provided to other libraries	435	747
-----	---	-----	-----

Other Use Counts

F34	Current total number of registered users as of June 30, 2024	4,799	4,138
-----	--	-------	-------

F35	Door count annually	67,100	61,499
-----	---------------------	--------	--------

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.	ES - Annual Estimate Based on Typical Week(s)	<i>ES - Annual Estimate Based on Typical Week(s)</i>
-----	--	---	--

F37	Total number of reference transactions annually	8,960	7,875
-----	---	-------	-------

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.	ES - Annual Estimate Based on Typical Week(s)	<i>ES - Annual Estimate Based on Typical Week(s)</i>
-----	--	---	--

F39	Number of Internet computers for public use	17	17
-----	---	----	----

F40	Number of uses of public Internet computers <u>ANNUALLY</u>	2,194	2,279
-----	---	-------	-------

(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.	CT - Annual Count	<i>CT - Annual Count</i>
-----	---	-------------------	--------------------------

F42	Total number of wireless sessions annually	6,430	17,911
-----	--	-------	--------

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?	CT - Annual Count	<i>CT - Annual Count</i>
-----	--	-------------------	--------------------------

Choose one of the options listed below.  
Libraries that use WhoFi only should report as an annual count.

F44	Website visits for libraries with a PLOW website annually. Prefilled and locked by the State Library.	7,350	6,243
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	7,350	6,243
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 return physical print materials by the date due? (YES/NO)	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 for 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.

*Children Ages 0-5*

G01	Total number of live, in-person, onsite library programs for children ages 0-5	74	27
G02	Total number of people attending live, in-person, onsite library programs for children ages 0-5	451	321
G03	Total number of live, in-person, offsite library programs for children ages 0-5	85	29
G04	Total number of people attending live, in-person, offsite library programs for children ages 0-5	1,324	378
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	159	56
G08	Total number of people attending library programs for children ages 0-5	1,775	699

*Children Ages 6-11*

G09	Total number of live, in person, onsite library programs for children ages 6-11	37	77
G10	Total number of people attending live, in-person, onsite library programs for children ages 6-11	706	1,285
G11	Total number of live, in-person, offsite library programs for children ages 6-11	2	4
G12	Total number of people attending live, in-person, offsite library programs for children ages 6-11	337	640

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	39	81
G16	Total number of people attending library program for children ages 6-11	1,043	1,925

*Young Adults Ages 12-18*

G17	Total number of live, in person, onsite library program for young adults	33	10
G18	Total number of people attending live, in-person, onsite library programs for young adults	205	56
G19	Total number of live, in-person, offsite library programs for young adults	0	1
G20	Total number of people attending live, in-person, offsite library programs for young adults	0	110
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	33	11
G24	Total number of people attending library program for young adults	205	166

*Adults Aged 19 or Older*

G25	Total number of live, in person, onsite library program for adults	57	88
-----	--	----	----

G26 Total number of people attending live, in-person, onsite library programs for adults

24  
480

24  
1,192

G27 Total number of live, in-person, offsite library programs for adults

10

G28 Total number of people attending live, in-person, offsite library programs for adults

0

G29 Total number of live, virtual library programs for adults

0

G30 Total number of people attending live, virtual library program for adults

0

G31 Total number of library programs for adults

24  
57

G32 Total number of people attending library program for adults

480

23  
98  
1,192

no effort  
on routine basis  
cut to  
one per  
month  
every week  
very taxing  
for employees

### General Interest - For All Ages

G33 Total number of live, in person, onsite general interest library programs

13  
98

G34 Total number of people attending live, in-person, onsite general interest library programs

218  
1,520

G35 Total number of live, in-person, offsite general interest library programs

1  
2

G36 Total number of people attending live, in-person, offsite general interest library programs

194  
45

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

14  
100

G40	Total number of people attending live general interest library programs	412	1,565
G41	Total number of live, in-person, onsite library programs	214	300
G42	Total number of live, in-person, offsite library programs	88	46
G43	Total number of live, virtual library programs	0	0
G44	Total number of people attending live, in-person, onsite library programs	2,060	4,374
G45	Total number of people attending live, in-person, offsite library programs	1,855	1,173
G46	Total number of people attending live, virtual library programs	0	0
G47	Total number of live library programs	302	346
G48	Total number of people attending live library programs	3,915	5,547

#### *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	2,146	123
-----	---	-------	-----

G52	Total number of coloring sheets provided	2,568	715
-----	--	-------	-----

G53	Total number of scavenger hunt participants	5	15
-----	---	---	----

G54	Total number of trivia contest participants	0	0
-----	---	---	---

G55	Total use of library's maker space service	116	2,338
-----	--	-----	-------

G56	Total use of STEAM/STEM services	0	0
-----	----------------------------------	---	---

G57	Total number of story-walk participants	0	0
-----	---	---	---

G58	Total number of reading log participants	39	61
-----	--	----	----

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.

none

*Back To School Story*

### **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.	3,088	3,088
-----	---	-------	-------

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	52
H03	Square footage of main library. Prefilled and locked by the State Library.	14,000	14,000

### 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.)	3,088	3,088
H09	Total number of weeks open annually at the main library and all branches (Click the SAVE button to calculate the total.)	52	52
H10	Total square footage of main and all branch libraries (Click the "SAVE" button to calculate the total.)	14,000	14,000

### 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](#)