Monroe Public Library
2019 Iowa Public Library General Information Survey

Section A - General Information

(Reporting period July 1, 2018 to June 30, 2019 - unless otherwise specified)

Due October 31, 2019

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

A01	Library Name	MONROE PUBLIC LIBRARY
A02	Library District	CE=Central
	Street Address	
A03	Street Address	416 S BUCHANAN ST
A04	City	MONROE
A05	Zip	50170
	Mailing Address	
A06	Mailing Address	PO BOX 780
A07	City	MONROE
A08	Zip	50170
	Other Contact Information	
A09	County	JASPER
A10	Phone	(641) 259-3065
A11	City population	1,830
A12	Library Size Code	C
A13	Has any information in questions A1 to A12 changed in the past year?	
	YES - Check the box and enter the correction in a note. Staff from The State Library will verify and update the information.	No
	NO - Continue with question A14.	
A14	Library Director/Administrator Name	Brenda Tripp -Lanser

Section B - Paid Staff and Salary Information

Include unfilled positions if a search is currently underway. Include all paid staff on the library's payroll. Do not report staff paid by other agencies such as Green Thumb employees or work study students. Do not report workers hired through a cleaning or landcape business. Report all positions as of June 30, 2019.

B01	Total number of paid librarians	2
B02	Total number of all paid librarian hours worked per week	57.00
B03	Paid librarians FTE	1.43
B04	Total number of all other paid staff	0
B05	Total number of all other paid staff hours worked per week	.0
B06	All other paid staff FTE	0.00
B07	Total number of paid staff	2
B08	Total paid staff FTE	1.43

Levels of Education

B09	How many of the paid librarians from line B01 have an ALA accredited masters of library science degree	1
B10	Total number of hours worked per week by librarians from line B09 with an ALA accredited masters of library science degree	25.00
B11	Total FTE librarians with ALA accredited masters of library science degree	0.63
B12	Starting date of current director in director's position.	09/01/2014

Salary Information

Report the hourly salary for the positions listed below if employed by your library. Do not report one staff member more than once even if they perform multiple jobs. Refer to the instructions for more detailed information on each position. Do not report assistant director or department heads unless that role is part of their official job description. Only report janitorial/building maintenance staff if they are an employee of the library. Report hourly salary amounts as of June 30, 2019.

B13	Hourly salary of the director	$14.94
B14	Hourly salary of assistant director	$10.00
B15	Hourly average salary of department heads	$0.00
B16	Hourly salary of the children's librarians	$0.00
B17	Hourly average salary of library clerks	$0.00
B18	Hourly average salary of shelvers or pages	$0.00
B19	Hourly average salary of janitorial or building maintenance employees	$0.00

Section C - Capital Income and Expenditures

Capital income is intended to pay for large one-time library purchases. This section should not reflect any income or expenditure used for the regular operations of the library. If your library had any major one-time capital expenditures during FY19 report them in this section. Otherwise, skip to section D.

For Capital Income and Expenditures

Show all sources of funds for FY19 (July 1, 2018 - June 30, 2019).

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

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

Report all 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 FY19?

YES - check the box and answer questions C01 - C06.
NO - Skip to section D.

No

Capital Income

C01	Capital funds from local government (city, county)	
C02	Capital funds from state sources	
C03	Capital funds from federal sources	
C04	Capital funds from private sources	
C05	Total capital income	$0

Capital Expenditures

C06	Total capital expenditures	

Section D - Operating Income and Expenditures

OPERATING INCOME

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

REPORT ALL SOURCES OF FUNDS FOR FY19 (JULY 1, 2018 - JUNE 30, 2019).

- If your library does not receive income from a source enter a 0 (zero)
- If your library receives 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 or expenditures

Total Governmental Operating Income

D01	City income received from the city's general fund (exclude income from special levies)	$52,813
D02	City income received from special levies	$18,998
D03	County income received from all counties	$17,003
D04	Income received from contracting cities in Iowa. Do not report income from your own city on this line.	$0
D05	Other governmental income received	$530
D06	Total local government operating income received	$89,344
D07	State income received from the State Library of Iowa (Enrich Iowa - Direct State Aid, Open Access, ILL Reimbursement) Prefilled and locked by the State Library.	$2,200
D08	Other income received from the State of Iowa	$0
D09	Total state government operating income received	$2,200

D10	Total federal government income received	$0

Non-Governmental Operating Income

D11	Total non-governmental grants received	$0
D12	Endowments and gifts received (only report if money was spent in FY19)	$0
D13	Fines and/or fees received	$196
D14	Other income received	
D15	Total non-governmental operating income received	$196

Total Operating Income

D16	Total operating income received	$91,740

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 funds for an item, enter a 0 (zero)
- If your library expends 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 FY19 (July 1, 2018 - June 30, 2019), regardless of when the money may have been received
- Report al 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)	$39,674
D18	Total employee benefits expenditures (health insurance, Social Security tax, retirement, etc.) This amount cannot be $0. If you are unsure of benefits amount, report N/A.	$18,998
D19	Total staff expenditures	$58,672
D20	Print physical collection expenditures	$15,780
D21	Audio physical collection expenditures -- All physical formats, including tape, CDs, etc. Do not report downloadable expenditures on this line.	$0
D22	Video physical collection expenditures -- All physical formats, including tape, Blu-Ray, DVD, etc. Do not report downloadable expenditures on this line.	$0
D23	Other physical collection expenditures for any materials not listed above (puzzles, art prints, puppets, cake pans, etc.)	$0
D24	Total physical non-print collection expenditures	$0
D25	Total physical collection expenditures	$15,780
D26	Bridges e-book collection expenditures. Report Bridges e-book expenditures only. Prefilled and locked by the State Library.	$264
D27	All other e-book collection expenditures. Report Advantage e-book expenditures on this line.	$0
D28	Total e-book collection expenditures	$264

D29	Bridges downloadable audio collection expenditures. Report Bridges expenditures only. Prefilled and locked by the State Library.	$264
D30	All other downloadable audio collection expenditures. Report Advantage downloadable audio expenditures on this line.	$0
D31	Total downloadable audio collection expenditures	$264
D32	Bridges downloadable video collection expenditures. Report Bridges expenditures only. Prefilled and locked by the State Library.	$11
D33	All other downloadable video collection expenditures. Report Advantage downloadable video expenditures on this line.	$0
D34	Total downloadable video collection expenditures	$11
D35	Gale, Credo, Transparent Languages, and Bridges Magazine expenditures. Prefilled and locked by the State Library.	$135
D36	All other Electronic Information collection expenditures. Do not report expenditures for products subsidized or managed by the State Library such as Gale, Credo, Transparent Languages, or Bridges.	$0
D37	Total Electronic Information collection expenditures	$135
D38	Total downloadable and Electronic Information collection expenditures	$674
D39	Total collection expenditures	$16,454
D40	All other operating expenditures (phone, lights, heating, cooling, Internet access, insurance, etc.)	$15,087
D41	Total of all operating expenditures	$90,213

Section E - Library Collection

NUMBER HELD AT START OF YEAR - The number of volumes owned by the library at the start of the fiscal year (July 1, 2018).

NUMBER ADDED DURING FISCAL YEAR - The number of volumes added to the collection during the fiscal year whether through purchase or donation.

WITHDRAWN DURING FISCAL YEAR - The number of volumes weeded, lost, or removed for any other reason during the fiscal year.

NUMBER HELD AT END OF YEAR - The number of volumes owned by the library at the end of the fiscal year (June 30, 2019).

E01	Printed books (# of volumes), held at start of year	18,243
E02	Printed books (# of volumes), added during year	1,509
E03	Printed books (# of volumes), withdrawn during year	3,215
E04	Printed books (# of volumes), held at end of year	16,537
E05	Bridges e-books, held at end of year. Prefilled and locked by the State Library.	49,444
E06	All other e-books held at end of year. Do not report Bridges or Freegal downloads here. Include Advantage titles here.	0
E07	Total e-books held at end of year	49,444
E08	Total books (print and e-books), held at end of year.	65,981
E09	Audio materials (# of physical volumes), held at start of year	275
E10	Audio materials (# of physical volumes), added during year	78
E11	Audio materials (# of physical volumes), withdrawn during year	0
E12	Audio materials (# of physical volumes), held at end of year	353
E13	Bridges downloadable audio materials, held at end of year. Prefilled and locked by State Library.	22,519
E14	All other downloadable audio materials, held at end of year. Do not report Bridges or Freegal downloads here. Include Advantage titles here.	0
		22,519

E15	Total downloadable audio materials, held at end of year	
E16	Total audio materials (physical and downloadable), held at end of year.	22,872
E17	Video materials (# of physical volumes), held at start of year	311
E18	Video materials (# of physical volumes), added during year	86
E19	Video materials (# of physical volumes), withdrawn during year	0
E20	Video materials (# of physical volumes), held at end of year	397
E21	Bridges downloadable video materials, held at end of year. Prefilled and locked by the State Library	50
E22	All other downloadable video materials, held at end of year. Do not report Bridges or Freegal downloads here. Include Advantage titles here.	0
E23	Total Downloadable video materials, held at end of year	50
E24	Total video materials (physical and downloadable), held at end of year	447
E25	Other library materials (# of physical volumes), held at start of year	37
E26	Other library materials (# of physical volumes), added during year	78
E27	Other library materials (# of physical volumes), withdrawn during year	0
E28	Other library materials (# of physical volumes), held at end of year	115
E29	Total physical volumes, held at start of year	18,866
E30	Total physical volumes, added during year	1,751
E31	Total physical volumes, withdrawn during year	3,215
E32	Total physical volumes, held at end of year	17,402
E33	Total downloadable materials, held at end of year	72,013
E34	Total physical and downloadable volumes, held at end of year	89,415

LINES E35 and E38 - report number of periodical SUBSCRIPTIONS. Do not report number of issues.

E35	Current print serial/periodical SUBSCRIPTIONS (count number of titles including duplicates), held at end of year.	53
E36	Current electronic serial/periodical SUBSCRIPTIONS from the Bridges consortia, held at end of year. Prefilled and locked by the State Library, (NEW)	75
E37	Current electronic serial/periodical SUBSCRIPTIONS (count number of titles including duplicates. Include RB Digital or similar titles, but not Gale), held at end of year.	0
E38	Total current electronic serial/periodical SUBSCRIPTIONS, held at end of year. (NEW)	75

Licensed Databases

Refer to the State Library of Iowa's website to determine how databases and other electronic resources are counted. http://www.statelibraryofiowa.org/ld/a-b/statistics/eleresannsurv

E39	Number of licensed databases funded locally or by other non-state funded cooperative agreements (or consortia) within the state or region.	0
E40	Number of licensed databases funded by the state government or The State Library of Iowa. Count Gale as 41, Credo Reference as 1, Chilton Library as 1, Transparent Languages as 1, and Brainfuse as 1. Maximum amount for this line is 45. Prefilled and locked	45
E41	Total licensed databases	45

Section F - Circulation

Report circulation for FY19 (July 1, 2018 to June 30, 2019). 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	5,543

F02	Young adult books	640
F03	Children's books	7,445
F04	Video recordings (physical formats)	757
F05	Audio recordings (physical formats)	56
F06	Serials (physical formats)	266
F07	All other physical items (CD-ROM based products, puzzles, art prints, pamphlets, cake pans, puppets, etc.)	0
F08	Total PHYSICAL circulation by material type	14,707

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 to the rural population of your own county	1,579
F10	Total physical circulation of all materials cataloged as "children's"	8,612

Use of Downloadable Material

F11	Bridges e-books, including use of Advantage titles. Prefilled and locked by the State Library.	693
F12	All other e-books	0
F13	Total use of e-books	693
F14	Bridges downloadable video recordings, including use of Advantage titles. Prefilled and locked by the State Library.	01
F15	All other downloadable video recordings - do not include Freegal or similar.	0
F16	Total use of downloadable video recordings	1
F17	Bridges downloadable audio recordings, including use of Advantage titles. Prefilled and locked by the State Library.	404
F18	All other downloadable audio recordings - do not include Freegal or similar.	0
F19	Total use of downloadable audio recordings	404
F20	Bridges electronic serials - including use of Advantage titles. Prefilled and locked by the State Library. (NEW)	12
F21	All other electonic serials - Include RB Digital or similar. (NEW)	0
F22	Total use of electronic serials	12
F23	Total use of downloadable materials	1,110

Successful Retrieval of Electronic Information (Database Use)

F24	Successful retrieval of Electronic Information from Gale, Credo, Transparent Languages and Brainfuse. This used to be called Licensed database use. Prefilled and locked by the State Library.	24
F25	Successful retrieval of all other Electronic Information funded locally or by other non-state funded cooperative agreements. Do not count users, sessions, website hits, or online catalog use. This used to be called Licensed database use.	0
F26	Total successful retrieval of Electronic Information.	24

Circulation and Use Totals

F27	Total Circulation of physical and downloadable materials (This is the same as Total circulation by material type on previous year's surveys).	15,817
F28	Total Electronic materials use (Total downloadable use plus Total successful retrieval of Electronic Information)	1,134
F29	Total Collection use (Total circulation of physical and downloadable items plus successful retrieval of Electronic Information).	15,841

Interlibrary Loan

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

F30	ILL Received from other libraries using the SILO ILL service. Prefilled and locked by the State Library.	13

F31	ILL Received from other libraries using all other ILL services. Do not report SILO ILL on this line.	0
F32	Total Interlibrary Loan received from other libraries	13
F33	ILL Provided to other libraries using the SILO ILL service. Prefilled and locked by the State Library.	15
F34	ILL Provided to other libraries using all other ILL services. Do not report SILO ILL on this line.	0
F35	Total Interlibrary Loan provided to other libraries	15
F36	Current total number of registered users	1,136

Section G - Program Attendance and Other Services

Program 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.

Programs designed for adults, families, cross generational, all-ages, etc. should be reported on lines G05 and G06

G01	Total number of library programs for children	62
G02	Total number of people attending library programs for children	1,734
G03	Total number of library programs for young adults	17
G04	Total number of people attending library programs for young adults	66
G05	Total number of library programs for adults, families, etc.	32
G06	Total number of people attending library programs for adults, families, etc.	202
G07	Total number of library programs	111
G08	Total number of people attending library programs	2,002

Other Services

G09	Door count annually	14,204
G10	Total number of reference transactions annually	293
G11	Number of Internet computers for public use	4
G12	Number of uses of public Internet computers ANNUALLY (You may count a typical week and multiply by 52)	869
G13	Number of wireless sessions annually	0
G14	Website visits for PLOW website annually. Prefilled and locked by the State Library. (NEW)	1,049
G15	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.** (NEW)	N/A
G16	Total website visits annually (NEW)	1,049

Section H - Library Buildings - Hours and Square Footage

H01	Total number of hours open ANNUALLY at the main library only. Prefilled by the State Library.	1,872
H02	Total number of weeks open ANNUALLY at the main library only (round to the nearest whole number of weeks). Prefilled by the State Library.	52
H03	Square footage of main library. Prefilled and locked by the State Library.	3,465

Section H Totals

H08   Total number of hours open annually at the main library and all branches. (Click the SAVE button to calculate the total.)   1,872

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

H10   Total square footage of main and all branch libraries (Click the "SAVE" button to calculate the total.)   3,465

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