

Keokuk 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	KEOKUK PUBLIC LIBRARY
A02 Library District	SE=Southeast
Street Address	
A03 Street Address	210 N 5TH ST
A04 City	KEOKUK
A05 Zip	52632
Mailing Address	
A06 Mailing Address	210 N 5TH ST
A07 City	KEOKUK
A08 Zip	52632
Other Contact Information	
A09 County	LEE
A10 Phone	(319) 524-1483
A11 City population	10,780
A12 Library Size Code	F
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	Emily Rohlfs

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 landscape business. Report all positions as of June 30, 2019.

B01 Total number of paid librarians	4
B02 Total number of all paid librarian hours worked per week	150.00
B03 Paid librarians FTE	3.75
B04 Total number of all other paid staff	6
B05 Total number of all other paid staff hours worked per week	148.50
B06 All other paid staff FTE	3.71
B07 Total number of paid staff	10
B08 Total paid staff FTE	7.46

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	37.50
B11	Total FTE librarians with ALA accredited masters of library science degree	0.94
B12	Starting date of current director in director's position.	06/16/2006

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	\$28.55
B14	Hourly salary of assistant director	N/A
B15	Hourly average salary of department heads	\$17.48
B16	Hourly salary of the children's librarians	\$16.20
B17	Hourly average salary of library clerks	\$12.53
B18	Hourly average salary of shelvers or pages	\$7.25
B19	Hourly average salary of janitorial or building maintenance employees	N/A

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)	\$536,500
D02	City income received from special levies	\$0
D03	County income received from all counties	\$21,207
D04	Income received from contracting cities in Iowa. Do not report income from your own city on this line.	\$0
D05	Other governmental income received	\$0
D06	Total local government operating income received	\$557,707
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.	\$3,999
D08	Other income received from the State of Iowa	\$0
D09	Total state government operating income received	\$3,999

D10	Total federal government income received	\$0
<i>Non-Governmental Operating Income</i>		
D11	Total non-governmental grants received	\$3,000
D12	Endowments and gifts received (only report if money was spent in FY19)	\$1,705
D13	Fines and/or fees received	\$0
D14	Other income received	\$8,125
D15	Total non-governmental operating income received	\$12,830
<i>Total Operating Income</i>		
D16	Total operating income received	\$574,536

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 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)	\$243,694
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.	\$119,386
D19	Total staff expenditures	\$363,080
D20	Print physical collection expenditures	\$34,874
D21	Audio physical collection expenditures -- All physical formats, including tape, CDs, etc. Do not report downloadable expenditures on this line.	\$3,108
D22	Video physical collection expenditures -- All physical formats, including tape, Blu-Ray, DVD, etc. Do not report downloadable expenditures on this line.	\$5,842
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	\$8,950
D25	Total physical collection expenditures	\$43,824
D26	Bridges e-book collection expenditures. Report Bridges e-book expenditures only. Prefilled and locked by the State Library.	\$834
D27	All other e-book collection expenditures. Report Advantage e-book expenditures on this line.	\$3,084
D28	Total e-book collection expenditures	\$3,918
D29	Bridges downloadable audio collection expenditures. Report Bridges expenditures only. Prefilled and locked by the State Library.	\$834

D30	All other downloadable audio collection expenditures. Report Advantage downloadable audio expenditures on this line.	\$1,093
D31	Total downloadable audio collection expenditures	\$1,927
D32	Bridges downloadable video collection expenditures. Report Bridges expenditures only. Prefilled and locked by the State Library.	\$34
D33	All other downloadable video collection expenditures. Report Advantage downloadable video expenditures on this line.	\$0
D34	Total downloadable video collection expenditures	\$34
D35	Gale, Credo, Transparent Languages, and Bridges Magazine expenditures. Prefilled and locked by the State Library.	\$672
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.	\$6,479
D37	Total Electronic Information collection expenditures	\$7,151
D38	Total downloadable and Electronic Information collection expenditures	\$13,030
D39	Total collection expenditures	\$56,854
D40	All other operating expenditures (phone, lights, heating, cooling, Internet access, insurance, etc.)	\$146,450
D41	Total of all operating expenditures	\$566,384

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	32,007
E02	Printed books (# of volumes), added during year	2,447
E03	Printed books (# of volumes), withdrawn during year	4,038
E04	Printed books (# of volumes), held at end of year	30,416
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.	329
E07	Total e-books held at end of year	49,773
E08	Total books (print and e-books), held at end of year.	80,189
E09	Audio materials (# of physical volumes), held at start of year	695
E10	Audio materials (# of physical volumes), added during year	12
E11	Audio materials (# of physical volumes), withdrawn during year	26
E12	Audio materials (# of physical volumes), held at end of year	681
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.	224
E15	Total downloadable audio materials, held at end of year	22,743
E16	Total audio materials (physical and downloadable), held at end of year.	23,424

E17	Video materials (# of physical volumes), held at start of year	3,413
E18	Video materials (# of physical volumes), added during year	520
E19	Video materials (# of physical volumes), withdrawn during year	205
E20	Video materials (# of physical volumes), held at end of year	3,728
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	3,778
E25	Other library materials (# of physical volumes), held at start of year	1,030
E26	Other library materials (# of physical volumes), added during year	11
E27	Other library materials (# of physical volumes), withdrawn during year	5
E28	Other library materials (# of physical volumes), held at end of year	1,036
E29	Total physical volumes, held at start of year	37,145
E30	Total physical volumes, added during year	2,990
E31	Total physical volumes, withdrawn during year	4,274
E32	Total physical volumes, held at end of year	35,861
E33	Total downloadable materials, held at end of year	72,566
E34	Total physical and downloadable volumes, held at end of year	108,427
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.	59
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.	5
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	50

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	23,367
F02	Young adult books	1,969
F03	Children's books	16,268

F04	Video recordings (physical formats)	35,039
F05	Audio recordings (physical formats)	2,738
F06	Serials (physical formats)	989
F07	All other physical items (CD-ROM based products, puzzles, art prints, pamphlets, cake pans, puppets, etc.)	203
F08	Total PHYSICAL circulation by material type	80,573

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	11,072
F10	Total physical circulation of all materials cataloged as "children's"	24,920

Use of Downloadable Material

F11	Bridges e-books, including use of Advantage titles. Prefilled and locked by the State Library.	2,871
F12	All other e-books	0
F13	Total use of e-books	2,871
F14	Bridges downloadable video recordings, including use of Advantage titles. Prefilled and locked by the State Library.	03
F15	All other downloadable video recordings - do not include Freegal or similar.	0
F16	Total use of downloadable video recordings	3
F17	Bridges downloadable audio recordings, including use of Advantage titles. Prefilled and locked by the State Library.	2,339
F18	All other downloadable audio recordings - do not include Freegal or similar.	0
F19	Total use of downloadable audio recordings	2,339
F20	Bridges electronic serials - including use of Advantage titles. Prefilled and locked by the State Library. (NEW)	62
F21	All other electronic serials - Include RB Digital or similar. (NEW)	0
F22	Total use of electronic serials	62
F23	Total use of downloadable materials	5,275

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.	644
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.	4,473
F26	Total successful retrieval of Electronic Information.	5,117

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).	85,848
F28	Total Electronic materials use (Total downloadable use plus Total successful retrieval of Electronic Information)	10,392
F29	Total Collection use (Total circulation of physical and downloadable items plus successful retrieval of Electronic Information).	90,965

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.	291
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	291
F33	ILL Provided to other libraries using the SILO ILL service. Prefilled and locked by the State Library.	174
F34	ILL Provided to other libraries using all other ILL services. Do not report SILO ILL on this line.	106
F35	Total Interlibrary Loan provided to other libraries	280
F36	Current total number of registered users	5,493

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	327
G02	Total number of people attending library programs for children	3,914
G03	Total number of library programs for young adults	24
G04	Total number of people attending library programs for young adults	417
G05	Total number of library programs for adults, families, etc.	92
G06	Total number of people attending library programs for adults, families, etc.	1,657
G07	Total number of library programs	443
G08	Total number of people attending library programs	5,988

Other Services

G09	Door count annually	73,411
G10	Total number of reference transactions annually	19,673
G11	Number of Internet computers for public use	18
G12	Number of uses of public Internet computers <u>ANNUALLY</u>	9,444
	(You may count a typical week and multiply by 52)	
G13	Number of wireless sessions annually	12,531
G14	Website visits for PLOW website annually. Prefilled and locked by the State Library. (NEW)	0
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)	15,388
G16	Total website visits annually (NEW)	15,388

Section H - Library Buildings - Hours and Square Footage

H01	Total number of hours open <u>ANNUALLY</u> at the main library only. Prefilled by the State Library.	2,870
H02	Total number of weeks open <u>ANNUALLY</u> 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.	17,623

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.)	2,870
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.)	17,623

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.