

2018-2019 ANNUAL REPORT
MEEHAN MEMORIAL LANSING PUBLIC LIBRARY
515 MAIN STREET, LANSING, IOWA 52151
By Director, Derva Burke

References from 2019 Iowa Public Library General Information Survey

Paid Staff and Salary Information:

Three paid Employees with a total of 50 hours worked per week.
Starting date of current director was 11/1/107.
Hourly salary of Director \$13.55 and average salary of librarians \$9.50

Capital Income and Expenditures

This library did not receive any income for any one-time library purchase for FY19.

Operating Income and Expenditures

Income from City \$20,460, County \$17,695, State income(Direct State Aid, Open Access, ILL Reimbursement \$1,610. Gifts \$575, Fines and fees \$200, Other \$682. For a total income of \$41,224.

Expenditures:

Salaries and wages \$25,003
Employee Benefits 5,118
Collection Expenditures 3,968
All other Operating Expenditures \$14,407
TOTAL OPERATING EXPENDITURES \$48,496

<u>LIBRARY COLLECTION</u>	<u>#held at start of yr</u>	<u># added</u>	<u># Withdrawn</u>	<u>#held at end of yr</u>
Printed Books	7929	400	555	7774
Bridges ebooks	49444			49444
Audio Materials	319	34	14	339
Bridges audi	22519			22519
Video	524	26	49	501
Bridges downloadable video	50			50
Other Library Materials	82	5	15	72
Total physical volumes	8854	465	633	8686
Total downloadable materials				72013
Total held at end of year				80699
Subscriptions				30
Electronic serials/period Bridges				75
Number licenses locally funded				0
Number of licenses state funded				45

NOTE REGARDING SECTIONS F G AND H:

THE FIRST AMOUNT LISTED IS THE TOTAL FOR FY19 THE SECOND NUMBER IS FOR FY18.

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	2,318	2,662
F02	Young adult books	455	510
F03	Children's books	142	179
F04	Video recordings (physical formats)	169	165
F05	Audio recordings (physical formats)	133	158
F06	Serials (physical formats)	119	325
F07	All other physical items (CD-ROM based products, puzzles, art prints, pamphlets, cake pans, puppets, etc.)	3	20
F08	Total PHYSICAL circulation by material type	3,339	4,019

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	1,552	1,813
F10	Total physical circulation of all materials cataloged as "children's"	142	179

Use of Downloadable Material

F11	Bridges e-books, including use of Advantage titles. Prefilled and locked by the State Library.	603	651
F12	All other e-books	0	0
F13	Total use of e-books	603	651
F14	Bridges downloadable video recordings, including use of Advantage titles. Prefilled and locked by the State Library.	02	1

F15	All other downloadable video recordings - do not include Freegal or similar.	0	0
F16	Total use of downloadable video recordings	2	1
F17	Bridges downloadable audio recordings, including use of Advantage titles. Prefilled and locked by the State Library.	645	538
F18	All other downloadable audio recordings - do not include Freegal or similar.	0	0
F19	Total use of downloadable audio recordings	645	538
F20	Bridges electronic serials - including use of Advantage titles. Prefilled and locked by the State Library. (NEW)	14	
F21	All other electronic serials - Include RB Digital or similar. (NEW)	0	
F22	Total use of electronic serials	14	0
F23	Total use of downloadable materials	1,264	1,190

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.	0	0
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	0
F26	Total successful retrieval of Electronic Information.	0	0

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).	4,603	5,209
F28	Total Electronic materials use (Total downloadable use plus Total successful retrieval of Electronic Information)	1,264	1,190
F29	Total Collection use (Total circulation of physical and downloadable items plus successful retrieval of Electronic Information).	4,603	5,209

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.	87	58
F31	ILL Received from other libraries using all other ILL services. Do not report SILO ILL on this line.	0	0
F32	Total Interlibrary Loan received from other libraries	87	58
F33	ILL Provided to other libraries using the SILO ILL service. Prefilled and locked by the State Library.	109	116
F34	ILL Provided to other libraries using all other ILL services. Do not report SILO ILL on this line.	0	0
F35	Total Interlibrary Loan provided to other libraries	109	116
F36	Current total number of registered users	1,239	1,174

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	18	11
G02	Total number of people attending library programs for children	246	252
G03	Total number of library programs for young adults	4	3
G04	Total number of people attending library programs for young adults	43	183
G05	Total number of library programs for adults, families, etc.	228	205
G06	Total number of people attending library programs for adults, families, etc.	2,285	1,734
G07	Total number of library programs	250	219
G08	Total number of people attending library programs	2,574	2,169
Other Services			
G09	Door count annually	6,415	5,355
G10	Total number of reference transactions annually	210	180
G11	Number of Internet computers for public use	7	7
G12	Number of uses of public Internet computers <u>ANNUALLY</u>	1,506	1,348
	(You may count a typical week and multiply by 52)		
G13	Number of wireless sessions annually	N/A	N/A
G14	Website visits for PLOW website annually. Prefilled and locked by the State Library. (NEW)	568	
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)	568	

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.	1,560	1,560
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	52
H03	Square footage of main library. Prefilled and locked by the State Library.	3,364	3,364

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.)	1,560	1,560
H09	Total number of weeks open annually at the main library and all branches (Click the SAVE button to calculate the total.)	52	52