

2011 Iowa Public Library General Information Survey

Section A - General Information

Review the contact information below. Users cannot change data marked in grey. To change any of this data, answer **Yes** to number A17 below. The State Library will verify and change the data.

A01 Library name _____

A02 Library director/administrator name _____

A03 Library Service Area _____

Street Address

A04 Street address _____

A05 City _____

A06 Zip _____

A07 Zip plus 4 _____

Mailing Address

A08 Mailing address _____

A09 City _____

A10 Zip _____

A11 Zip plus 4 _____

Other Contact Information

A12 County _____

A13 Phone _____

A14 Library web address _____

A15 Fax _____

A16 Director email address _____

A17 Has the data in any of the grayed out questions above changed in the past year? (Yes or No) If you answer "Yes," staff from the State Library will contact you to verify the information.

Multiple Choice:

- Yes
- No

Section B – Paid Staff

Include unfilled positions if a search is currently underway. Include all employees paid by the library. Report all positions as of June 30, 2011.

- B01 Total number of paid librarians _____
- B02 Total number of all paid librarian hours worked per week _____
- B03 **Paid librarians FTE** _____
- B04 Total number of all other paid staff _____
- B05 Total number of all other paid staff hours worked per week _____
- B06 **All other paid staff FTE** _____
- B07 **Total paid employees FTE** _____

Levels of Education

- B08 How many of the paid librarians from LINE B01 have an ALA accredited masters of library science degree _____
- B09 Total number of hours worked per week by librarians from LINE B08 with an ALA accredited masters of library science degree _____
- B10 **Total FTE librarians with ALA accredited masters of library science degree** _____
- B11 Education level achieved by director

Multiple Choice (choose one):

- Did not graduate from High School**
- High School graduate (or equivalent)**
- Some College**
- Two-Year College Degree**
- Bachelors Degree**
- Other Masters Degree**
- Masters of Library Science Degree**
- Doctorate Degree**

Section C – Capital Income and Expenditures

Show all sources of funds for FY11

If your library does not receive income from an item enter a 0 (zero). If the data is not available, enter N/A.

REPORT ALL INCOME AND EXPENDITURES AS WHOLE DOLLARS ONLY. ROUND TO THE NEAREST DOLLAR.

In this section, report all revenue for major capital expenditures, by source of revenue. 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
- ❖ Computer hardware and software used to support library operations, to link to networks, or to run information products
- ❖ New vehicles
- ❖ Other major one-time projects

In this section, **DO NO** include revenue for

- ❖ Replacement and repair of existing furnishings and equipment
- ❖ 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).

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 revenue** _____

Capital Expenditures

- C06 Total capital expenditures _____

Section D – Operating Income and Expenditures

Show all sources of funds for FY11.

If your library does not receive income from an item enter a 0 (zero). If the data is not available, enter N/A.

DO NOT INCLUDE E-RATE DISCOUNTS AS INCOME.

REPORT ALL INCOME AND EXPENDITURES AS WHOLE DOLLARS ONLY. ROUND TO THE NEAREST DOLLAR.

Operating Income

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

DO NOT INCLUDE

- ❖ Revenue for capital expenditures as reported in Section C
- ❖ Contributions to endowments
- ❖ Revenue 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 or donations

Total Governmental Operating Income

D01 City income received (exclude income from special levies)	_____
D02 City income received from special levies	_____
D03 Do you receive funding from more than one county? (Yes or No)	Multiple Choice: <input type="checkbox"/> Yes <input type="checkbox"/> No
D04 County income received from all counties	_____
D05 Income received from contracting cities other than your own	_____
D06 Other governmental income received	_____
D07 Total local government operating income received	_____
D08 State income received from the State Library of Iowa	_____
D09 Other income received from the state of Iowa	_____
D10 Total state government operating income received	_____

D11 Total federal government income received _____

Total Non-Governmental Operating Income

D12 Total non-governmental grants received _____

D13 Endowments and gifts received _____

D14 Fines and/or fees received _____

D15 Other income received _____

D16 **Total non-governmental operating income received** _____

Total Operating Income

D17 **Total operating income received** _____

Operating Expenditures

In this section, report all expenditures including grants and cooperative arrangements.

If your library does not receive funding for an item, enter a 0 (zero). If data for an item is not available, enter N/A.

DO NOT INCLUDE E-RATE DISCOUNTS AS EXPENDITURES.

To ensure accurate reporting, consult your business officer or city clerk regarding this section. Report only money expended during the 2011 fiscal year, regardless of when the money may have been received.

REPORT ALL EXPENDITURES AS WHOLE DOLLARS ONLY. ROUND FRACTIONS TO THE NEAREST WHOLE DOLLAR.

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.

Do not report

- ❖ The value of free items as expenditures
- ❖ Estimated costs
- ❖ Capital expenditures as reported in Section C

D18 Total salaries and wages expenditures (before deductions) _____

D19 Total employee benefits expenditures (health insurance, Social Security tax, retirement, etc.) _____

- D20 **Total staff expenditures** _____
- D21 Print materials expenditures _____
- D22 Electronic materials expenditures (EBSCOhost, FirstSearch, etc.) _____
- D23 Audio materials expenditures -- All formats, including
downloadable (Report WILBOR and NEIBORS) _____
- D24 Video materials expenditures -- All formats, including
downloadable _____
- D25 Other collection expenditures for any materials not listed above
(puzzles, art prints, puppets, etc.) _____
- D26 **Total audio, video, and other collection expenditures** _____
- D27 **Total collection expenditures** _____
- D28 All other operating expenditures (phone, heat, lights, cooling,
internet access, equipment, insurance, etc.) _____
- D29 **Total of all operating expenditures** _____

Section E - Library Collection

NUMBER HELD AT START OF YEAR - The number of physical volumes owned by the library at the start of the fiscal year (July 1, 2010).

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

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

- E01 Printed books and serials (# of volumes), held at start of year _____
- E02 Printed books and serials (# of volumes), added during year _____
- E03 Printed books and serials (# of volumes), withdrawn during
year _____
- E04 **Printed books and serials (# of volumes), held at end of year** _____
- E05 Electronic books (e-books), held at end of year (report all e-
books here including WILBOR/NEIBORS - must be cataloged in
OPAC or physical catalog) _____
- E06 **Total books and serials (print and electronic), held at end of
year.** _____
- E07 Audio materials (# of physical volumes), held at start of year _____
- E08 Audio materials (# of physical volumes), added during year _____
- E09 Audio materials (# of physical volumes), withdrawn during year _____
- E10 **Audio materials (# of physical volumes), held at end of year** _____

- E11 Downloadable audio materials, held at end of year (report all downloadable audio items here including WILBOR/NEIBORS – must be cataloged in OPAC or physical catalog) _____
- E12 **Total audio materials (physical and downloadable), held at end of year.** _____
- E13 Video materials (# of physical volumes), held at start of year _____
- E14 Video materials (# of physical volumes), added during year _____
- E15 Video materials (# of physical volumes), withdrawn during year _____
- E16 **Video materials (number of physical volumes), held at end of year** _____
- E17 Downloadable video materials, held at end of year (report all downloadable video items here including WILBOR/NEIBORS - must be cataloged in OPAC or physical catalog) _____
- E18 **Total video materials (physical and downloadable), held at end of year** _____
- E19 Other library materials (# of physical volumes), held at start of year _____
- E20 Other library materials (# of physical volumes), added during year _____
- E21 Other library materials (# of physical volumes), withdrawn during year _____
- E22 **Other library materials (# of physical volumes), held at end of year** _____
- E23 **Total physical volumes, held at start of year** _____
- E24 **Total physical volumes, added during year** _____
- E25 **Total physical volumes, withdrawn during year** _____
- E26 **Total physical volumes, held at end of year** _____
- E27 **Total downloadable materials, held at end of year** _____
- E28 **Total physical and downloadable volumes, held at end of year** _____

Items reported on LINES E29 to E31 will not be added to LINE E28.

- E29 Current print serial/periodical subscriptions (include periodicals and newspapers in any format, number of titles including duplicates), held at end of year _____

- E30 Total number of physical volumes from section E cataloged as children's, held at end of year. _____
- E31 Total number of physical volumes from section E cataloged as young adult, held at end of year. _____

Section F – Circulation

Circulation Transactions

Circulation by material type: Questions F01 to F09 reflect circulation based on the type of item circulated. The totals on lines F09 and F15 must be equal.

- F01 Adult books _____
- F02 Young adult books _____
- F03 Children's books _____
- F04 Video recordings _____
- F05 Audio recordings _____
- F06 Periodicals _____
- F07 Virtual circulation (downloadable audio, video, or eBooks) _____
- F08 All other items (CD-ROM based products, puzzles, art prints, pamphlets, cake pans, puppets, etc.) _____
- F09 **Total circulation by material type** _____

Circulation by borrower type: Questions F10 to F15 reflect circulation based on borrower type. The totals on lines F09 and F15 must be equal.

- F10 Circulation to your own city _____
- F11 Circulation to contracting cities _____
- F12 Circulation to the rural population of your own county _____
- F13 Open Access circulation _____
- F14 Circulation to all other borrower types (Include circulation for downloadable audio, video, or eBooks) _____
- F15 **Total circulation by borrower type** _____

Circulation to children and young adults: Questions F16 and F17 reflect total circulation to children and young adults. These counts are part of the total as reported on line F09.

- F16 Total circulation of all materials cataloged as "children's" _____
- F17 Total circulation of all materials cataloged as "young adult" _____

F18 In-library materials use annually

Interlibrary Loan

F19 Received from other libraries

F20 Provided to other libraries

Registration

F21 Current total number of registered borrowers

F22 Total number of registered borrowers added for FY11

Section G – Program Attendance and Other Services

Program Attendance

When reporting 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.

G01 Total number of library programs for children

G02 Total number of people attending library programs for children

G03 Total number of library programs for young adults

G04 Total number of people attending library programs for young adults

G05 Total number of library programs for adults

G06 Total number of people attending library programs for adults

G07 **Total number of library programs**

G08 **Total number of people attending library programs**

G09 Number of children REGISTERED for the 2011 Summer Library Program
(DO NOT COUNT NUMBER OF PROGRAM ATTENDEES)

G10 Number of young adults REGISTERED for the 2011 Summer Library
Program (DO NOT COUNT NUMBER OF PROGRAM ATTENDEES)

- G11 For what age groups did your library provide a Summer Library Program for Summer of 2011? Mark all that apply.
- Early Literacy (0-5 years old)
 - Children (6-10 years old)
 - Teens (11-18 years old)
 - Adults (19+ years old)
 - None

Other Services

- G12 Meeting room use annually _____
- G13 Door count annually _____
- G14 Total number of reference transactions annually _____
- G15 Total number of hours open annually at the main library only _____
- G16 Total number of weeks open annually at the main library only (round to the nearest whole number of weeks) _____

Branch hours – Please answer questions G17 to G19 for each branch or bookmobile. If your library doesn’t have a branch or bookmobile, you can skip to question H01.

- G17 Branch or bookmobile name _____
- G18 Total number of hours open annually at the branch or bookmobile _____
- G19 Total number of weeks open annually at the branch or bookmobile _____
- G20 **Total number of hours open annually at the main library and all branches** _____
- G21 **Total number of weeks open annually at the main library and all branches** _____

Section H - Additional Information

- H01 Number of volunteers _____
- H02 Total number of hours worked annually by volunteers _____
- H03 Name of Library/Branch (Include information for your main library building and all branches as a separate entry) _____
- H04 Are the Library/Branch facilities handicapped accessible? (Yes or No) **Multiple Choice:**
 Yes
 No

H05 How many square feet of space in your library/branch? _____

H06 **How many total square feet of space in your library? (Click the SAVE button to calculate the total.)** _____

H07 Did your library have a referendum passed within the past year? (Yes or No) **Multiple Choice:**
 Yes
 No

H08 Type of referendum if Yes (if No enter N/A) **Multiple Choice:**
 Special Library Levy
 Cultural Levy
 Bond Issue
 Library Ordinance
 Other
 N/A

The information entered on LINES H09 to H11 refers to other cities in Iowa that contract financially with your library for service. Do not record your city or any non-municipal government agencies such as counties or townships. Lines H09 and H10 are repeatable to allow for multiple entries.

H09 Contracting city name (No not report your own city here) _____

H10 Population of contracting city _____

H11 **Total population of the cities your library serves by contract. (Click the SAVE button to calculate the total.)** _____

Salary Information

H12 Hourly salary of the director _____

H13 Hourly salary of assistant director _____

H14 Hourly salary of the children's librarian _____

Section I – Electronic Resources

Licensed Databases

I01 Number of licensed databases funded locally _____

I02 Number of licensed databases funded by the state government or the State Library (Count Ebscohost as 13 and FirstSearch as 12) _____

I03 Number of licensed databases funded through other cooperative arrangements (or consortia) within the state or region _____

I04 **Total licensed databases** _____

Other Technology Questions

- I05 Number of Internet computers for public use _____
- I06 Number of uses of public Internet computers annually
(You may count a typical week and multiply by 52) _____
- I07 Number of computer or Internet-related classes taught by library staff _____
- I08 Number of people attending computer or Internet-related classes taught
by library staff _____

Section J – Administrative Questions

Number of Service Outlets

- J01 Central library facility (Not less than 1) _____
- J02 Branches _____
- J03 Bookmobiles _____
- J04 Other service outlets _____

Population (Prefilled and Locked by State Library)

- J05 City population _____
- J06 FSCS service population _____