2012 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 A15 below. Iowa Library Services will verify and change the data.

A01 Library name _____

A02 Library director/administrator name _____

A03 Library District _____

Street Address

A04 Street address _____

A05 City _____

A06 Zip _____

Mailing Address

A07 Mailing address _____

A08 City _____

A09 Zip _____

Other Contact Information

A10 County _____

A11 Phone _____

A12 Library web address _____

A13 Fax _____

A14 Director email address _____

A15 Has the data in any of the grayed out questions above changed in the past year? (Yes or No) If you answer "Yes," enter the correction in a note. Staff from Iowa Library Services 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, 2012.

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 FY12

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

REPORT ALL INCOME AND EXPENDITURES IN 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 FY12.

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

DO NOT INCLUDE E-RATE DISCOUNTS AS INCOME OR EXPENDITURES.

REPORT ALL INCOME AND EXPENDITURES IN 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, and report total operating income.

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) If you answered "NO" you can skip to line D06. If you answered "Yes," report county name and income for each county that you receive funding on LINES D04 and D05. Report the income from your own county on line D06.

Multiple Choice:

- ☐ **Yes**
- ☐ **No**

D04 County name (Do not report your own county here) _____

D05 County income (Do not report your own county income here) _____

D06 County income from your own county _____

D07 **County income received from all counties** _____

D08 Income received from contracting cities other than your own _____

D09 Other governmental income received _____

D10 **Total local government operating income received** _____

D11 State income received from Iowa Library Services (Enrich Iowa --Direct State Aid, Open Access, ILL Reimbursement) _____

D12 Other income received from the state of Iowa _____

D13 **Total state government operating income received** _____

D14 Total federal government income received _____

Total Non-Governmental Operating Income

D15 Total non-governmental grants received _____

D16 Endowments and gifts received _____

D17 Fines and/or fees received _____

D18 Other income received _____

D19 **Total non-governmental operating income received** _____

Total Operating Income

D20 **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 2012 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

D21	Total salaries and wages expenditures (before deductions)	_____
D22	Total employee benefits expenditures (health insurance, Social Security tax, retirement, etc.)	_____
D23	**Total staff expenditures**	_____
D24	Print materials expenditures	_____
D25	Electronic materials expenditures (EBSCOhost, FirstSearch, etc.)	_____
D26	Audio materials expenditures -- All formats, including downloadable (Report WILBOR and NEIBORS)	_____
D27	Video materials expenditures -- All formats, including downloadable	_____
D28	Other collection expenditures for any materials not listed above (puzzles, art prints, puppets, etc.)	_____
D29	**Total audio, video, and other collection expenditures**	_____
D30	**Total collection expenditures**	_____
D31	All other operating expenditures (phone, heat, lights, cooling, internet access, equipment, insurance, etc.)	_____
D32	**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, 2011).

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.

NOTE: Serials (magazines, newspapers, etc.) should no longer be included in the count of print volumes. We are still collecting the number of serial subscriptions on line E29.

E01	Printed books (# of volumes), held at start of year	_____
E02	Printed books (# of volumes), added during year	_____
E03	Printed books (# of volumes), withdrawn during year	_____
E04	**Printed books (# 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)	_____
E06	**Total books (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 – report the number of audio TITLES on LINE E32 below)	_____
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 (# 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 – report the number of video TITLES on LINE E33 below)	_____

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 E33 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. _____

E32 Total number of downloadable audio titles held at end of year _____

E33 Total number of downloadable video titles 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 users _____

F22 Total number of registered users added for FY12 _____

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 2012 Summer Library Program (DO NOT COUNT NUMBER OF PROGRAM ATTENDEES) _____

G10 Number of young adults REGISTERED for the 2012 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 2012? 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. (Click the SAVE button to calculate the total.)** _____

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 Main Library and any Branches (Include information for your main library building and all branches as separate entries. If your library doesn't have any branches, enter the information once for the Main Library.) _____

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 or by other non-state funded cooperative agreements (or consortia) within the state or region _____

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

I03 **Total licensed databases** _____

Other Technology Questions

I04 Number of Internet computers for public use _____

I05 Number of uses of public Internet computers annually
(You may count a typical week and multiply by 52) _____

I06 Number of computer or Internet-related classes taught by library staff _____

I07 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 Iowa Library Services)*

J05 City population _____

J06 Library Size Code _____