IOWA LIBRARY SERVICES
FY12 PUBLIC LIBRARY GENERAL INFORMATION SURVEY INSTRUCTIONS

(July 1, 2011-June 30, 2012)

Section A – General Information

Information in this section will be used to identify the library and to ensure that the data reported for the library is listed correctly in the Iowa Public Library Statistics. Questions that are grayed out are pre-filled and locked by Iowa Library Services. Please review the data. If anything has changed, please answer Yes on LINE A15. Staff at Iowa Library Services will verify and change.

LINE A01: LIBRARY NAME: Full name of the library.

LINE A02: LIBRARY DIRECTOR/ADMINISTRATOR NAME: The name of the person hired to be responsible for operating the library. If more than one person is responsible for operating the library, choose one to be the main contact.

LINE A03: LIBRARY DISTRICT: The Iowa Library Services District to which the library belongs.

LINE A04: STREET ADDRESS: The complete street address of the library. If the library has branches, report the address of the central library only.

LINE A05: CITY: The city or town in which the central library is physically located.

LINE A06: ZIP: The standard five-digit postal zip code for the street address of the central library.

LINE A07: MAILING ADDRESS: The mailing address of the central library. Note: This can be a post office box or general delivery.

LINE A08: CITY: The city or town for the mailing address of the central library.

LINE A09: ZIP: The standard five-digit postal zip code for the mailing address of the central library

LINE A10: COUNTY: The county in which the central library is physically located.

LINE A11: PHONE: The telephone number of the central library, including area code.

LINE A12: LIBRARY WEB ADDRESS: The Web address of the central library.

LINE A13: FAX: The fax number of the central library.

LINE A14: DIRECTOR E-MAIL ADDRESS: The e-mail address of the director of the central library.

LINE A15: HAS THE DATA IN ANY OF THE GRAYED OUT QUESTIONS ABOVE CHANGED IN THE PAST YEAR? (YES OR NO): Please only answer this question "YES" if any of the data in LINEs A01, and A03 to A13 have changed in the past year. Answer "NO" if everything is still correct. Any changes will be verified and input by Iowa Library Services.

Section B – Paid Staff

LINE B01: TOTAL NUMBER OF PAID LIBRARIANS: Count the number of paid staff with the title of librarian. Staff members are considered librarians if they do paid work that usually requires professional training and skill in the theoretical and/or scientific aspects of library work, as distinct from its mechanical or clerical aspect. Staff members are considered librarians if they do professional library work such as administration, reference, cataloging, youth services, or selection. Librarians may possess a Masters of Library Science degree, but it is not necessary to be considered a librarian for the purpose of this question. Include unfilled positions if a search is currently underway. Report figures as of June 30, 2012.

LINE B02: TOTAL NUMBER OF ALL PAID LIBRARIAN HOURS WORKED PER WEEK: Count the number of hours worked by paid librarians per week as defined one line B01. If a weekly total is unknown, it is acceptable to take the annual total number of hours worked and divide by 52 to get this number. For example, if a library has two staff who works a total of 4160 hours per year, 80 would be reported for the weekly hours worked. (4160 hours ÷ 52 = 80)

LINE B03: PAID LIBRARIANS FTE (B02÷40): Automatically divides LINE B02 by 40 to determine total FTEs worked.

LINE B04: TOTAL NUMBER OF ALL OTHER PAID STAFF: Count the total number of all other paid staff. This includes all other employees paid from the reporting unit budget, including plant operations, security, maintenance staff, pages, shelvers, etc. Include unfilled positions if a search is currently underway.
Report figures as of June 30, 2012.

LINE B05: TOTAL NUMBER OF ALL OTHER PAID STAFF HOURS WORKED PER WEEK: Count the total number of hours worked per week by all other paid staff as defined on line B04. If a weekly total is unknown, it is acceptable to take the annual total number of hours worked and divide by 52 to get this number. For example, if a library has two staff who works a total of 4160 hours per year, 80 would be reported for the weekly hours worked. (4160 hours ÷ 52 = 80)

LINE B06: ALL OTHER PAID STAFF FTE (B05÷40): Automatically divides LINE B05 by 40 to determine total FTEs worked.

LINE B07: TOTAL PAID EMPLOYEES FTE (B03 + B06): Automatically adds LINE B03 and LINE B06 to determine total FTEs worked.

LINE B08: TOTAL NUMBER OF LIBRARIANS WITH MASTERS OF LIBRARY SCIENCE DEGREE: Count the total number of paid staff members with the title of librarian, and reported on LINE B01, possessing an ALA accredited Masters of Library Science degree. Staff members are considered librarians if they do paid work requiring professional training and skill in the theoretical and/or scientific aspects of library work, as distinct from its mechanical or clerical aspect. Staff members are considered librarians if they do professional library work such as administration, reference, cataloging, youth services, or selection. Report figures as of June 30, 2012.

LINE B09: TOTAL NUMBER OF HOURS WORKED BY LIBRARIANS WITH MASTERS OF LIBRARY SCIENCE DEGREE: Count the total number of hours worked per week by paid librarians possessing an ALA accredited Masters of Library Science degree, as reported on line B08. If a weekly total is unknown, it is acceptable to take the annual total number of hours worked and divide by 52 to get this number. For example, if a library has two staff who work a total of 4160 hours per year, 80 would be reported for the weekly hours worked. (4160 hours ÷ 52 = 80)

LINE B10: TOTAL FTE LIBRARIANS WITH MASTERS OF LIBRARY SCIENCE DEGREE (B09÷40): Automatically divides LINE B09 by 40 to determine total FTEs worked.

LINE B11: EDUCATION LEVEL ACHIEVED BY DIRECTOR: Choose the highest level of education achieved by the library's director/administrator. Report education level achieved as of June 30, 2012.

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 AS WHOLE DOLLARS ONLY. ROUND TO THE NEAREST DOLLAR.

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).

LINE C01: CAPITAL FUNDS FROM LOCAL GOVERNMENT (CITY, COUNTY): Report all governmental funds designated by the community, county, district, or region and available to the public library for the purpose of major capital expenditures. Do not include state and/or federal money distributed by the local government.

LINE C02: CAPITAL FUNDS FROM STATE SOURCES: Report all governmental funds distributed by the Iowa Library Services or other state government agencies for purpose of major capital expenditures. Do not include federal money distributed by the state.

LINE C03: CAPITAL FUNDS FROM FEDERAL SOURCES: Report federal governmental funds, including federal funds distributed by the state, city, county, district, or region, and grants and aid received by the library for the purpose of major capital expenditures.

LINE C04: CAPITAL FUNDS FROM PRIVATE SOURCES: Report private funds (non-governmental), including grants or interest, received by the library for the purpose of major capital expenditures. Report grants for Operating Income on line D15.

LINE C05: TOTAL CAPITAL REVENUE (LINES C01+C02+C03+C04): Automatically sums LINES C01 to C04 to calculate Total Capital Revenue.

LINE C06: TOTAL CAPITAL EXPENDITURES:

Report all expenditures for the acquisition of or additions to fixed assets such as

- 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 one-time major projects

Exclude expenditures for

- Replacement and repair of existing furnishings and equipment
- Regular purchase of library materials – Report in section D
- Regular operating costs such as utilities, insurance, etc. – Report in section D
- Investments for capital appreciation

Section D – Operating Income and Expenditures

Show all sources of funds for FY12.

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 or expenditures.

REPORT ALL INCOME 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.

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 and donations

LINE D01: CITY INCOME RECEIVED (EXCLUDE INCOME FROM SPECIAL LEVIES): Report all funds designated by the city and available for expenditure by the public library. Include salary and wages, employee benefits and plant operations paid by the city on behalf of the library if available. Do not include state, federal, and other funds passed through local government for library use. Report these funds with state government revenue or federal government revenue, as appropriate.

LINE D02: CITY INCOME RECEIVED FROM SPECIAL LEVIES: Special levies include the special library levy, the cultural levy, or any other special levy for operating expenses.

LINE D03: DO YOU RECEIVE FUNDING FROM MORE THAN ONE COUNTY? (YES OR NO): Answer YES if the library receives funding from more than one county. Otherwise, answer 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. LINES D04 and D05 are repeatable in case there are several counties that contribute funds to the library. Report the income from your own county on line D06.

LINE D04: COUNTY NAME (DO NOT REPORT YOUR OWN COUNTY HERE): Report the name of each county (other than your own) that provides revenue to your library. Do not report the name of your own county. LINE D04 is repeatable in case there are multiple counties.

LINE D05: COUNTY INCOME (DO NOT REPORT YOUR OWN COUNTY INCOME HERE): Report the income from each county (other than your own) that provides revenue to your library. Do not report the income from your own county – provide income from your own county on line D06. LINE D05 is repeatable in case there are multiple counties.

LINE D06: COUNTY INCOME FROM YOUR OWN COUNTY: Report all funds designated by your own county and available for expenditure by the public library. Include salary and wages, employee benefits and plant operations paid by the county on behalf of the library if available. Do not include state, federal, and other funds passed through local government for library use. Report these funds with state government revenue or federal government revenue, as appropriate.

LINE D07: COUNTY INCOME RECEIVED FROM ALL COUNTIES: (D05+D06): Automatically sums LINES D05+D06 to give Total County Income Received from All Counties.

LINE D08: INCOME RECEIVED FROM CONTRACTING CITIES IN IOWA OTHER THAN YOUR OWN: Include all funds from contracts for service with other cities in Iowa. Do not include cities from other states. Income from townships should be reported on LINE D09. Income from your city should be reported on lines D01 and D02.

LINE D09: OTHER GOVERNMENTAL INCOME RECEIVED: All funding, for services rendered, from local governmental sources other than those listed in lines D01 to D08.

LINE D10: TOTAL LOCAL GOVERNMENT OPERATING INCOME RECEIVED (D01+DO2+D07+D08+D09): Automatically sums lines D01, D02, D07, D08, and D09 to give Total Local Government Operating Income.

LINE D11: STATE FUNDING RECEIVED FROM IOWA LIBRARY SERVICES: Include payments received for Enrich Iowa – Direct State Aid, Open Access, and ILL Reimbursement. This data will be prefilled by Iowa Library Services. Please verify and contact Scott Dermont if data entered is incorrect.

LINE D12: OTHER INCOME RECEIVED FROM THE STATE OF IOWA: Include any state funds other than state funding administered by Iowa Library Services. Do not include federal funds passed through state government for library use. Report these funds with federal government revenue, as appropriate.

LINE D13: TOTAL STATE GOVERNMENT OPERATING INCOME RECEIVED (D11 + D12): Automatically sums LINES D11 and D12 to determine Total State Government Operating Income.

LINE D14: TOTAL FEDERAL GOVERNMENT INCOME RECEIVED: Report all revenue from Federal sources.

LINE D15: TOTAL NON-GOVERNMENTAL GRANTS RECEIVED: A grant is a sum of money given as financial assistance and intended to foster research or innovative projects. Examples are the Bill and Melinda Gates Foundation, the R. J. Carver Charitable Trust, and community foundations. Report grants received for Capital Revenue on line C04.

LINE D16: ENDOWMENTS AND GIFTS RECEIVED: Report all gifts and donations of money from all sources, other than grants (LINE D15). Include interest on gifts of money.

DO NOT include the value of gifts and donations of books or other library materials and equipment. DO NOT include the value of any contributed service or the value of "in-kind" gifts and donations.

LINE D17: FINES AND/OR FEES RECEIVED: Report all income from overdue fines, non-resident fees, photocopy fees, equipment rental, etc.

LINE D18: OTHER INCOME RECEIVED: Report other non-governmental income not already reported in LINES D15-D17.

DO NOT include the value of any contributed service or the value of "in-kind" gifts and donations.

LINE D19: TOTAL NON-GOVERNMENTAL OPERATING INCOME RECEIVED (D15+D16+D17+ D18): Automatically sums together LINES D15, D16, D17, and D18 to determine Total Non-Governmental Operating Income.

LINE D20: TOTAL OPERATING INCOME RECEIVED (D10+D13+D14+ D19): Automatically sums together LINES D10, D13, D14, and D19 to determine 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 INCLUDE

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

LINE D21: TOTAL SALARIES AND WAGES EXPENDITURES (BEFORE DEDUCTIONS): This includes salaries and wages for all library staff (including plant operations, security, and maintenance staff) for the fiscal year. Include salaries and wages before tax deductions but exclude employee benefits.

Include all salaries and wages paid out of the public library budget and by the city/county on behalf of the library if the information is available.

LINE D22: TOTAL EMPLOYEE BENEFITS EXPENDITURES (HEALTH INSURANCE, SOCIAL SECURITY TAX, RETIREMENT, ETC.): The benefits outside of salaries and wages paid and accruing to employees regardless of whether the benefits or equivalent cash options are available to all employees. Include amounts spent by the reporting unit for direct, paid employee benefits including Social Security tax, retirement, medical insurance, life insurance, guaranteed disability income protection, unemployment compensation, workmen's compensation, tuition, and housing benefits.

Include all benefits paid out of the public library budget and by the city/county on behalf of the library.

LINE D23: TOTAL STAFF EXPENDITURES (D21+D22): Automatically sums LINES D21 and D22 to determine the Total Staff Expenditures.

LINE D24: PRINT MATERIALS EXPENDITURES: Report all operating expenditures used to purchase the following print materials: books; Braille materials; serial back files; current serial subscriptions; government documents and any other print acquisitions. Exclude charges or fees for interlibrary loans and expenditures for document delivery.

LINE D25: ELECTRONIC MATERIALS EXPENDITURES – INCLUDING E-BOOKS: Report all operating expenditures for electronic materials that are considered part of the library's collection. Electronic materials can be distributed on magnetic tape, diskettes, computer software, CD-ROM, or other portable digital carrier, and can be accessed via a computer, via the Internet, or by using an e-book or other portable reader. Include expenditures for materials held locally and for remote materials for which permanent or temporary access rights have been acquired. Include expenditures for database licenses such as EBSCOhost and FirstSearch subscriptions. Report expenditures for the WILBOR or NEIBORS consortia to purchase eBooks on this line.

Types of electronic materials include

- E-books, e-serials, or e-journals
- Government documents
- Databases (including locally mounted, full text or not)
- Reference tools
- Scores, maps, or pictures in electronic or digital format, including materials digitized by the library

DO NOT include expenditures for

- Computer software used to support library operations such as computer operating systems, productivity software, or online catalogs. These expenses should be reported on LINE D31
- Linking to external networks or the Internet. These expenses should be reported on LINE D31
- Audio or video downloadable materials. These expenses should be reported on LINE D26 or D27

LINE D26: AUDIO MATERIALS EXPENDITURES -- ALL FORMATS, INCLUDING DOWNLOADABLE: Report all operating expenditures used to purchase audio materials in any format. Examples include but are not limited to cassette tapes, CDs, audio books, Playaways, MP3 discs or files, or downloadable materials. Report expenditures for the WILBOR or NEIBORS consortia to purchase downloadable audio books on this line.

LINE D27: VIDEO MATERIALS EXPENDITURES -- ALL FORMATS, INCLUDING DOWNLOADABLE: Report all operating expenditures used to purchase video materials in any format. Examples include but are not limited to videocassette tapes, DVD, Blu-Ray, movie licensing fees, or downloadable materials. Report expenditures for the WILBOR or NEIBORS consortia to purchase downloadable video materials on this line.

LINE D28: OTHER COLLECTION EXPENDITURES FOR ANY MATERIALS NOT LISTED ABOVE (PUZZLES, ART PRINTS, PUPPETS, ETC.): Report collection expenditures on all other materials not listed on LINES D24 to D27 such as microfilm, puzzles, art prints, pamphlets, cake pans, puppets, and materials in new formats.

LINE D29: TOTAL AUDIO, VIDEO, AND OTHER COLLECTION MATERIALS EXPENDITURES (D26+D27+D28): Automatically adds LINES D26, D27, and D28 to determine Total Other Materials Expenditures.

LINE D30: TOTAL COLLECTION EXPENDITURES (D24 + D25 + D29): Automatically sums LINES D24, D25, and D29 to determine Total Collection Expenditures.

LINE D31: ALL OTHER OPERATING EXPENDITURES (PHONE, HEAT, LIGHTS, COOLING, INTERNET ACCESS, EQUIPMENT, INSURANCE, ETC.): This includes all expenditures other than those for staff and collections reported on LINES D23 and D30. Include expenses for

- Conferences, mileage, continuing education expenses
- Binding or supplies
- Repair or replacement of existing furnishings and equipment
- Repair or replacement of computer hardware and software used to support library operations
- Networking and Internet access
- Utilities such as phone, heat, lights, cooling, water, garbage collection, and insurance
- Janitorial and cleaning services
- Fees paid to a consultant, auditor, architect, attorney, etc.
- Payments for services repeated on a daily, weekly, monthly, or seasonal basis
- Minor repairs such as broken windows

NOTE: Include any funds paid by the city/county on behalf of the library if the information is available.

LINE D32: TOTAL OF ALL OPERATING EXPENDITURES (TOTAL OF D23+D30+ D31): Automatically sums LINES D23, D30, and D31 to determine Total Operating Expenditures.

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, 2011).

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

NUMBER WITHDRAWN DURING FISCAL YEAR - The number of volumes withdrawn from the collection during the fiscal year whether through weeding, loss, or other cause.

NUMBER HELD AT END OF YEAR – The number of volumes owned by the library at the end of the fiscal year (June 30, 2012).

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.

LINE E01: PRINTED BOOKS (# OF VOLUMES), HELD AT START OF YEAR: Count the number of volumes held at the beginning of the fiscal year. For reporting purposes, a volume is a physical unit of any printed, typewritten, handwritten, mimeographed, or processed work, contained in one binding or portfolio, hardbound or paperbound, which has been cataloged, classified, and/or otherwise made ready for use.

Books are non-serial printed publications (including music and maps) that are bound in hard or soft covers, or in loose-leaf format. Include non-serial government documents. Report the number of physical units, including duplicates. For smaller libraries, if volume data are not available, count the number of titles. Books packaged together as a unit (e.g., a 2-volume set) and checked out as a unit are counted as one physical unit.

Report only items the library has acquired as part of the collection whether purchased, leased, licensed, or donated as gifts. **Do not include uncataloged paperbacks in this count. Do not include the number of serial items in this count.**

LINE E02: PRINTED BOOKS (# OF VOLUMES), ADDED DURING YEAR: Count the number of volumes added during the fiscal year. Report all items the library has acquired as part of the collection whether purchased, leased, licensed, or donated as gifts. **Do not include uncataloged paperbacks in this count. Do not include the number of serial items added in this count.**

LINE E03: PRINTED BOOKS (# OF VOLUMES), WITHDRAWN DURING YEAR: Count the number of volumes withdrawn during the fiscal year for any reason. Include items that were lost or replaced because of condition, or as part of a regular weeding program. Report all items the library acquired as part of the collection, whether purchased, leased, licensed, or donated as gifts. **Do not include uncataloged paperbacks in this count. Do not include the number of serial items withdrawn in this count.**

LINE E04: PRINTED BOOKS (# OF VOLUMES), HELD AT END OF YEAR (E01+E02 MINUS E03): Automatically calculates the number of Printed Books volumes held by the library at the end of the fiscal year.

LINE E05: ELECTRONIC BOOKS (E-BOOKS), HELD AT END OF YEAR (REPORT ALL E-BOOKS HERE INCLUDING WILBOR/NEIBORS): Record the number of e-books held at the end of the fiscal year. If the library is a member of the WILBOR or NEIBORS consortia, report the number of e-book volumes held here.

E-books are digital documents (including those digitized by the library), licensed or not, where searchable text is prevalent, and which can be seen in analogy to a printed book. Include non-serial government documents. E-books are loaned to users on portable devices (e-book readers) or by transmitting the contents to the user's personal computer for a limited time. Include e-books held locally and remote e-books for which permanent or temporary access rights have been acquired. Report the number of physical or electronic units, including duplicates, for all outlets. For smaller libraries, if volume data are not available, the number of titles may be counted. E-books packaged together as a unit (e.g., multiple titles on a single e-book reader) and checked out as a unit are counted as one unit. Report only items the library has selected as part of the collection.

LINE E06: TOTAL BOOKS (PRINT AND ELECTRONIC), HELD AT END OF YEAR: (E04+E05): Automatically calculates the total number of books in both physical and downloadable formats.

LINE E07: AUDIO MATERIALS (# OF PHYSICAL VOLUMES), HELD AT START OF YEAR: Record the number of volumes held at the beginning of the fiscal year. Report all items the library acquired as part of the collection whether purchased, leased, licensed, or donated as gifts.

Audio materials are items on which sounds (only) are recorded. Recordings can be played back mechanically, electronically, or both. Include records, audiocassettes, audio cartridges, audio discs (including audio-CD-ROMs), audio-reels, talking books, and other sound recordings stored in a fixed, physical format. Do not report the number of downloadable audio recordings here.

Report the number of units including duplicates. Items packaged together as a unit (e.g., two audiocassettes for one recorded book) and checked out as a unit are counted as one physical unit.

LINE E08: AUDIO MATERIALS (# OF PHYSICAL VOLUMES), ADDED DURING YEAR: Record the number of volumes added during the fiscal year. Report all items the library acquired as part of the collection whether purchased, leased, licensed, or donated as gifts.

LINE E09: AUDIO MATERIALS (# OF PHYSICAL VOLUMES), WITHDRAWN DURING YEAR: Record the number of volumes withdrawn during the fiscal year for any reason. Include items that were lost or replaced because of condition, or as part of a regular weeding program. Report all items the library acquired as part of the collection whether purchased, leased, licensed, or donated as gifts.

LINE E10: AUDIO MATERIALS (# OF PHYSICAL VOLUMES), HELD AT END OF YEAR (E07+ E08 MINUS E09): Automatically calculates total number of physical audio volumes held at the end of the fiscal year.

LINE E11: DOWNLOADABLE AUDIO MATERIALS, AVAILABLE AT END OF YEAR (REPORT ALL DOWNLOADABLE AUDIO ITEMS HERE INCLUDING WILBOR/NEIBORS): Record the number of downloadable audio materials held at the end of the fiscal year. If the library is a member of the WILBOR or NEIBORS consortia, report the number of items held here. Report only items the library has selected as part of the collection. Report Freegal as a database in Section I – do not report Freegal downloads here.

LINE E12: TOTAL AUDIO MATERIALS (PHYSICAL AND DOWNLOADABLE), HELD AT END OF YEAR (E10+E11): Automatically calculates the total number of audio volumes in both physical and downloadable formats.

LINE E13: VIDEO MATERIALS (# OF PHYSICAL VOLUMES), HELD AT START OF YEAR: Report the number of volumes held at the start of the fiscal year. Report all items the library acquired as part of the collection and **cataloged**, whether purchased, leased, licensed, or donated as gifts.

Video materials are items on which moving pictures are recorded, with or without sound. Recordings may be played back mechanically, electronically, or both. Video formats may include tape, DVD, CD-ROM, and other video recordings stored in a fixed, physical format. Report the number of units including duplicates. Do not report the number of downloadable video recordings here.

Items packaged together as a unit (e.g., two video cassettes for one movie) and checked out as a unit are counted as one physical unit.

LINE E14: VIDEO MATERIALS (# OF PHYSICAL VOLUMES), ADDED DURING THE YEAR: Report the number of volumes added during the fiscal year. Report all items the library acquired as part of the collection whether purchased, leased, licensed, or donated as gifts.

LINE E15: VIDEO MATERIALS (# OF PHYSICAL VOLUMES), WITHDRAWN DURING THE YEAR: Report the number of volumes withdrawn during the fiscal year for any reason. Include items that were lost or replaced because of condition, or as part of a regular weeding program. Report all items the library acquired as part of the collection whether purchased, leased, licensed, or donated as gifts.

LINE E16: VIDEO MATERIALS (NUMBER OF PHYSICAL VOLUMES), HELD AT END OF YEAR (E13+E14 MINUS E15): Automatically calculates number of physical video volumes held at the end of the fiscal year.

LINE E17: DOWNLOADABLE VIDEO MATERIALS, AVAILABLE AT END OF YEAR (REPORT ALL DOWNLOADABLE VIDEO ITEMS HERE INCLUDING WILBOR/NEIBORS): Record the number of downloadable video materials held at the end of the fiscal year. If the library is a member of the WILBOR or NEIBORS consortia, report the number of video items held here. Report only items the library has selected as part of the collection.

LINE E18: TOTAL VIDEO MATERIALS (PHYSICAL AND DOWNLOADABLE), HELD AT END OF YEAR (E16+E17): Automatically calculates the total number of video volumes in both physical and downloadable formats.

LINE E19: OTHER LIBRARY MATERIALS (# OF PHYSICAL VOLUMES), HELD AT START OF YEAR: Include all materials not already reported, such as CD-ROM based information products, puzzles, art prints, pamphlets, cake pans, games, puppets, etc. Report all items the library acquired as part of the collection whether purchased, leased, licensed, or donated as gifts.

Items packaged together as a unit (e.g., multiple parts for a game) and checked out as a unit are counted as one physical unit.

LINE E20: OTHER LIBRARY MATERIALS (# OF PHYSICAL VOLUMES), ADDED DURING THE YEAR: Report the number of items added during the fiscal year.

LINE E21: OTHER LIBRARY MATERIALS (# OF PHYSICAL VOLUMES), WITHDRAWN DURING THE YEAR: Report the number of items withdrawn during the fiscal year for any reason. Include items that were lost or replaced because of condition, or as part of a regular weeding program.

LINE E22: OTHER LIBRARY MATERIALS (# OF PHYSICAL VOLUMES), HELD AT END OF YEAR (E19+E20 MINUS E21): Automatically calculates the number of other library materials held at the end of the fiscal year.

LINE E23: TOTAL PHYSICAL VOLUMES, HELD AT START OF YEAR (E01+E07+E13+E19): Automatically calculates total number of physical volumes held at the start of the fiscal year.

LINE E24: TOTAL PHYSICAL VOLUMES, ADDED DURING YEAR (E02+E08+E14+E20): Automatically calculates total number of physical volumes added during the fiscal year.

LINE E25: TOTAL PHYSICAL VOLUMES, WITHDRAWN DURING YEAR (E03+E09+E15+E21): Automatically calculates total number of physical volumes withdrawn during the fiscal year.

LINE E26: TOTAL PHYSICAL VOLUMES, HELD AT END OF YEAR (E04+E10+E16+E22): Automatically calculates total number of physical volumes held at the end of the fiscal year.

LINE E27: TOTAL DOWNLOADABLE MATERIALS, HELD AT END OF YEAR (E05+E11+E17): Automatically calculates total number of downloadable volumes held at the end of the fiscal year.

LINE E28: TOTAL PHYSICAL AND DOWNLOADABLE VOLUMES, HELD AT END OF YEAR (E26+E27): Automatically calculates total number of physical and downloadable volumes held at the end of the fiscal year.

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

LINE E29: CURRENT PRINT SERIAL/PERIODICAL <u>SUBSCRIPTIONS</u> (INCLUDE PERIODICALS AND NEWSPAPERS IN ANY FORMAT, NUMBER OF TITLES INCLUDING DUPLICATES), HELD AT END OF YEAR: Report the number of current print serial subscriptions, including duplicates, for all outlets held at the end of the fiscal year. Serials include periodicals (magazines); newspapers; annuals (reports, yearbooks, etc.); journals; memoirs; proceedings; and transactions of societies; and numbered monographic series. Government documents and reference tools are often issued as serials. Do not count the number of issues or volumes of back issues. Only count subscription numbers.

Example: The library owns 15 magazine subscriptions at the beginning of the year. They keep their magazines for 5 years. This would still count as 15 for LINE E26.

LINE E30: TOTAL NUMBER OF PHYSICAL VOLUMES FROM SECTION E CATALOGED AS CHILDREN'S HELD AT END OF YEAR. Include all items counted (If available) in Section E that are cataloged as children's. Do not include downloadable items in this count.

LINE E31: TOTAL NUMBER OF PHYSICAL VOLUMES FROM SECTION E CATALOGED AS YOUNG ADULT, HELD AT END OF YEAR. Include all items counted (If available) in Section E that are cataloged as young adult. Do not include downloadable items in this count.

LINE E32: TOTAL NUMBER OF DOWNLOADABLE AUDIO TITLES HELD AT END OF YEAR: Report the number of downloadable audio titles. Do not count duplicate items. Report titles from WILBOR/NEIBORS consortia here.

Example: The library own five copies of a downloadable title. Report this as one title for this line.

LINE E33: TOTAL NUMBER OF DOWNLOADABLE VIDEO TITLES HELD AT END OF YEAR: Report the number of downloadable video titles. Do not count duplicate items. Report titles from WILBOR/NEIBORS consortia here.

Example: The library own five copies of a downloadable title. Report this as one title for this line.

Section F – Circulation

CIRCULATION TRANSACTIONS

Count Interlibrary loan transactions only for items borrowed and checked out to customers. Do not include items checked out to another library. Items that are packaged together as a unit (e.g., 10 audio tapes, 3 video tapes, 4 compact disks) and are generally checked out as a unit should be counted as one physical unit.

Do not use circulation multipliers. For example, if a film is checked out and shown to 30 people, count one circulation, not 30. Do not report "automatic renewals" as circulation.

Circulation by material type: Questions F01 to FY09 below reflect circulation based on the type of item circulated. The totals on lines F09 and F15 must be equal.

LINE F01: ADULT BOOKS: Count the total annual circulation of adult books for use outside the library, including renewals. Adult books are those that are intended for use by persons age 19 and over regardless of the age of the person who checks out the book. Do not include items designated as "Young Adult" in this category.

LINE F02: YOUNG ADULT BOOKS: Count the total annual circulation of young adult books for use outside the library, including renewals. Young adult books are those that are intended for use by persons age 12 to 18 regardless of the age of the person who checks out the book.

LINE F03: CHILDREN'S BOOKS: Count the total annual circulation of children's books for use outside the library, including renewals. Children's books are those that are intended for use by persons age 11 and under regardless of the age of the person who checks out the book. Do not include items designated as "Young Adult" in this category.

LINE F04: VIDEO RECORDINGS: Count the total annual circulation of video recordings for use outside the library including renewals. Video recordings are materials on which moving pictures are recorded, with or without sound. Video formats may include tape, DVD, CD-ROM, or other physical formats. Do not report web-based or downloaded files on this line.

LINE F05: AUDIO RECORDINGS: Count the total annual circulation of audio recordings for use outside the library, including renewals. Audio recordings are materials on which sounds only are recorded and that can be played back mechanically. Include records, audiocassettes, audio cartridges, audio discs, audio-reels, talking books, or other physical formats. Do not report web-based or downloaded files on this line.

LINE F06: SERIALS/PERIODICALS: Count the total annual circulation of serials/periodicals for use outside the library, including renewals. Serials include periodicals (magazines); newspapers; annuals (reports, yearbooks, etc.); journals; memoirs; proceedings and transactions of societies; and numbered monographic series. Government documents and reference tools are often issued as serials.

LINE F07: VIRTUAL CIRCULATION (DOWNLOADABLE AUDIO, VIDEO, AND/OR EBOOK): Count the total annual circulation of downloadable audio, video, or eBooks. Use this line to report use from the WILBOR or NEIBORS consortia. Downloadable audio, video, or eBooks do NOT need to be cataloged in the library's OPAC to be counted on this line. Report Freegal as a database in Section I – do not report Freegal use here.

LINE F08: ALL OTHER ITEMS (CD-ROM BASED PRODUCTS, PUZZLES, ART PRINTS, PAMPHLETS, CAKE PANS, PUPPETS, ETC.): Count the total circulation of everything else not covered in LINES F01 to F06, including renewals. Include the circulation of uncataloged paperbacks or pamphlets.

LINE F09: TOTAL CIRCULATION BY MATERIAL TYPE (F01+F02+F03+F04+F05+F06+F07+F08):
Automatically sums LINES F01 to F08 to calculate total circulation. Lines F09 and F15 must be equal.

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

LINE F10: CIRCULATION TO YOUR OWN CITY: Report the total annual circulation of all types of materials to those who live within the city limits of the city your library was established by ordinance to serve. Include renewals.

LINE F11: CIRCULATION TO CONTRACTING CITIES: Report the total annual circulation of all types of materials to those who live within the city limits of cities that contract with your library for service. Include renewals.

LINE F12: CIRCULATION TO THE RURAL POPULATION OF YOUR OWN COUNTY: Report the total annual circulation of all types of materials to persons who are rural residents of your county. Include those who have a valid card from another city but who actually live in the unincorporated area of the county. Include renewals.

LINE F13: OPEN ACCESS CIRCULATION: Report the total Open Access circulation as reported to Iowa Library Services for FY12.

LINE F14: CIRCULATION TO ALL OTHER BORROWER TYPES (INCLUDE CIRCULATION FOR DOWNLOADABLE AUDIO, VIDEO, OR EBOOKS): Report all other circulation to borrower types not included in LINEs F10 through F13 above. Other borrower types may include residents from non-contracting cities or out-of-state residents.

Also, report the total annual circulation of downloadable audio and/or video recordings. Use this line to report usage from the WILBOR or NEIBORS consortia. Downloadable audio and video do NOT need to be cataloged in the library's OPAC to be counted on this line.

LINE F15: TOTAL CIRCULATION BY BORROWER TYPE (F10+F11+F12+F13+F14): Automatically sums LINES F10 to F14 to calculate total circulation by borrower type. LINES F09 and F15 must be equal.

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.

LINE F16: TOTAL CIRCULATION OF ALL MATERIALS CATALOGED AS "CHILDREN'S": Report the total annual circulation of all children's materials in all formats to all users, including renewals. Children are considered persons age 11 or under. The number of circulations reported in this line should not be greater that the number reported in LINE F09 or less than that reported in LINE F03.

LINE F17: TOTAL CIRCULATION OF ALL MATERIALS CATALOGED AS "YOUNG ADULT": Report the total annual circulation of all young adult materials in all formats to all users, including renewals. Young adults are considered persons age 12 to 18. The number of circulations reported in this line should not be greater that the number reported in LINE F09 or less than that reported in LINE F02.

LINE F18: IN-LIBRARY MATERIALS USE ANNUALLY: Report the total number of materials used in the library, but not checked out. This includes reference books, periodicals and all other library materials used within the library. Only count items that are cataloged as part of the library's collection. Do not include counts of the use of photocopiers, computers, or other equipment. Do not include the count of uncataloged items that would not normally be circulated for use outside the library.

It is acceptable to conduct a sample during a typical week. Multiply by 52 to calculate an annual total. A "typical week" is a time that is neither unusually busy nor unusually slow. Avoid holiday times and vacation times for key staff. Avoid days when unusual events are taking place in the community or in the library. Choose a week in which the library is open its regular hours. Annual totals based on a daily count are also acceptable.

INTERLIBRARY LOAN

LINE F19: RECEIVED FROM OTHER LIBRARIES: Report the number of transactions in which library material, or copies of the material, are received from other libraries upon request. The libraries involved in interlibrary loan are not under the same administration. Include items borrowed from Iowa Library Services, including A/V.

LINE F20: PROVIDED TO OTHER LIBRARIES: Report the number of transactions in which library material, or copies of the material, are provided to other libraries upon request. The libraries involved in interlibrary loan are not under the same administration. Include items provided to Iowa Library Services, including A/V.

REGISTRATION

LINE F21: CURRENT TOTAL NUMBER OF REGISTERED USERS: Report the number of people holding valid library cards as of June 30, 2012. A registered user is a library user who has applied for and received an identification number or card from the public library that has established conditions under which the user may borrow library materials or gain access to other library resources. **Note: Files should have been purged within the past three (3) years.**

LINE F22: TOTAL NUMBER OF REGISTERED BORROWERS ADDED FOR FY12: Report the number of registered users added for the fiscal year.

Section G – Program Attendance and Other Services

PROGRAM ATTENDANCE

PROGRAMS: Count all programs in each category, whether held on- or off-site, that are sponsored or co-sponsored by the library. Do not include programs sponsored by other groups that use library facilities. If programs are offered as a series, count each program in the series. For example, a story hour offered once a week, 48 weeks a year, should be counted as 48 programs. Exclude library activities for patrons delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, homework assistance, and mentoring activities.

PARTICIPANTS: Count the participants of all programs, whether held on- or off-site, that are sponsored or co-sponsored by the library. Do not include participants of programs sponsored by other groups that use library facilities. If programs are offered as a series, count the number of participants in each program of the series. For example, a story hour offered once a week, 48 weeks a year, with 10 attendees each, should be counted as 480 attendees. 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. Exclude library activities for patrons delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, homework assistance, and mentoring activities.

LINE G01: TOTAL NUMBER OF LIBRARY PROGRAMS FOR CHILDREN: Count the total annual number of library programs intended for children aged 11 years and under. A children's program is any planned event for which the primary audience is children and which introduces the group of children attending to any of the broad range of library services or activities for children or which directly provides information to participants. Children's programs may cover use of the library, library services, or library tours. Children's programs may also provide cultural, recreational, or educational information, often designed to meet a specific social need. Examples of these types of programs include story hours and summer reading events.

LINE G02: TOTAL NUMBER OF PEOPLE ATTENDING LIBRARY PROGRAMS FOR CHILDREN: Count the total annual number of attendees of all programs for which the primary audience is children aged 11 years and under. **NOTE: Count all attendees, regardless of age.**

LINE G03: TOTAL NUMBER OF LIBRARY PROGRAMS FOR YOUNG ADULTS: Count the total annual number of library programs intended for young adults 12 to 18 years old. A young adult program is any planned event for which the primary audience is young adult and which introduces the group of young adults attending to any of the broad range of library services or activities for young adults or which directly provides information to participants. Young adult programs may cover use of the library, library services, or library tours. Young adult programs may also provide cultural, recreational, or educational information, often designed to meet a specific social need. Examples of these types of programs include book clubs and summer reading events.

LINE G04: TOTAL NUMBER OF PEOPLE ATTENDING LIBRARY PROGRAMS FOR YOUNG ADULTS: Count the total annual number of attendees of all programs for which the primary audience is young adults aged 12 to 18 years old. **NOTE: Count all attendees, regardless of age.**

LINE G05: TOTAL NUMBER OF LIBRARY PROGRAMS FOR ADULTS: Count the total annual number of library programs intended for adults aged 19 and over. An adult program is any planned event for which the primary audience is adult and which introduces attendees to any of the broad range of library services or activities for adults or which directly provides information to participants. Adult programs may cover use of the library, library services, or library tours. Adult programs may also provide cultural, recreational, or educational information, often designed to meet a specific social need. Examples of these types of programs include book clubs and summer reading events.

LINE G06: TOTAL NUMBER OF PEOPLE ATTENDING LIBRARY PROGRAMS FOR ADULTS: Count the total annual number of attendees of all library programs intended for adults aged 19 and over. **NOTE: Count all attendees, regardless of age.**

LINE G07: TOTAL NUMBER OF LIBRARY PROGRAMS (G01+G03+G05): Automatically sums LINES G01, G03, and G05 to determine the total number of library programs.

LINE G08: TOTAL NUMBER OF PEOPLE ATTENDING LIBRARY PROGRAMS (G02+G04+ G06): Automatically sums LINES G02, G04, and G06 to determine the total number of people attending library programs.

LINE G09: NUMBER OF CHILDREN REGISTERED FOR THE 2012 SUMMER LIBRARY PROGRAM (DO NOT COUNT NUMBER OF ATTENDEES): Count the total number of children REGISTERED for the 2012 Summer Library Programs held at the library. Children are aged 11 and under. This is a count of registrations not attendees. For example if the library has 25 children signed up for the summer reading program, they would report 25 here regardless of how often those same children attended programs during the summer. If your library doesn't require registrations for the summer library program, an estimate of the number of individual participants is acceptable. The total count of attendees for these programs should be included on LINE G02.

LINE G10: NUMBER OF YOUNG ADULTS REGISTERED FOR THE 2012 SUMMER LIBRARY PROGRAM (DO NOT COUNT NUMBER OF ATTENDEES): Count the total number of young adults REGISTERED for the 2012 Summer Library Programs held at the library. Young adults are aged 12 to 18. This is a count of registrations not attendees. For example if the library has 25 young adults signed up for the summer reading program, they would report 25 here regardless of how often those same young adults attended programs during the summer. If your library doesn't require registrations for the summer library program, an estimate of the number of individual participants is acceptable. The total count of attendees for these programs should be included on LINE G04.

LINE G11: WHAT AGE GROUPS DID YOUR LIBRARY PROVIDE A SUMMER LIBRARY PROGRAM FOR SUMMER OF 2012? MARK ALL THAT APPLY. Mark any or all of the groups served by the library's 2012 Summer Library Program.

OTHER SERVICES

LINE G12: MEETING ROOM USE ANNUALLY: Report the annual number of times the library's meeting rooms are used for non-library sponsored programs or meetings.

LINE G13: DOOR COUNT ANNUALLY: Report the total annual number of library visits, for any reason, including:

- To attend programs
- To use meeting rooms
- To use the library's computers
- To use a water fountain or restroom
- To use of the library's collection or to check out items
- For any other visit

If an actual door count is unavailable, it is acceptable to conduct a one-week sample. Determine an annual estimate by counting visits during a typical week and multiplying the count by 52. A "typical week" is a time that is neither unusually busy nor unusually slow. Avoid holidays, vacation periods for key staff, or days when unusual events are taking place in the community or the library. Choose a week in which the library is open its regular hours. Include seven consecutive calendar days, from Sunday through Saturday (or whenever the library is usually open).

LINE G14: TOTAL NUMBER OF REFERENCE TRANSACTIONS ANNUALLY: A reference transaction is an information contact that involves the knowledge, use, recommendation, interpretation, or instruction in the use of one or more information sources by a member of the library staff. Information sources include printed and non-printed materials, Internet, FirstSearch, or EBSCOhost, machine-readable databases, catalogs, and other records. Also, count referrals to other libraries, institutions, and persons both inside and outside the library. The request may come in person, by phone, fax, mail, electronic mail, or through live or networked electronic reference service from an adult, young adult, or child.

Do not count directional transactions or questions of rules or policies. Examples of directional transactions are "Where are the children's books?" and "I'm looking for a book with call number 612.3." An example of a question of rules or policies is "Are you open until 9:00 tonight?"

Note: If an actual count of reference transactions is unavailable, determine an annual estimate by counting reference transactions during a typical week and multiply the count by 52. (i.e., if there were 100 transactions in a week, the total would be 100 x 52 or 5200). A "typical week" is a time that is neither unusually busy nor unusually slow. Avoid holidays, vacation times for key staff, or days when unusual events are taking place in the community or the library. Choose a week in which the library is open its regular hours. Include seven consecutive calendar days, from Sunday through Saturday (or whenever the library is usually open.)

LINE G15: TOTAL NUMBER OF HOURS OPEN ANNUALLY AT THE MAIN LIBRARY ONLY: This is the number of annual public service hours for the main library. Include the actual hours open for public service. Minor variations in public service hours need not be included. Extensive hours closed to the public due to natural disasters or other events should be subtracted from the total number of hours open. **DO NOT** count branches or bookmobiles for this count.

LINE G16: TOTAL NUMBER OF WEEKS OPEN ANNUALLY AT THE MAIN LIBRARY ONLY (ROUND TO THE NEAREST WHOLE NUMBER OF WEEKS): This is the number of weeks during the fiscal year that the main library was open. The count should be based on the number of weeks that the main library was open for half or more of its scheduled service hours. Weeks closed to the public due to natural disasters or other events should be subtracted from the total number of weeks open. For example, if a library is normally open 52 weeks a year, but is closed for 4 weeks due to natural disaster, renovations, etc. report this as 48 weeks for the fiscal year of the event.

DO NOT calculate based on total number of service hours per year --for example, by dividing total hours open by 52. DO NOT count branches or bookmobiles in this count.

Round fractions to the nearest whole number of weeks. If the library was open at least half of its scheduled hours in a given week, round up to the next week. If the library was open less than half of its scheduled hours, round down.

Branch hours and weeks open – answer questions G17 to G19 for each branch or bookmobile. Use the Add Group button to add each branch or bookmobile. If your library doesn't have a branch or bookmobile, you can skip to question H01.

LINE G17 BRANCH OR BOOKMOBILE NAME: Enter the full name of the branch or bookmobile. If there are more than one branch or bookmobile click on the "Add Group" button to add more names.

LINE G18: TOTAL NUMBER OF HOURS OPEN ANNUALLY AT THE BRANCH OR BOOKMOBILE: This is the number of annual public service hours for the branch or bookmobile. Include the actual hours open for public service. Minor variations in public service hours need not be included. Extensive hours closed to the public due to natural disasters or other events should be excluded from the count. If there are more than one branch or bookmobile click on the "Add Group" button to add more names.

LINE G19: TOTAL NUMBER OF WEEKS OPEN ANNUALLY AT THE BRANCH OR BOOKMOBILE (ROUND TO THE NEAREST WHOLE NUMBER OF WEEKS): This is the number of weeks during the year that the branch or bookmobile was open. The count should be based on the number of weeks that branch or bookmobile was open for half or more of its scheduled service hours. Weeks closed to the public due to natural disasters or other events should be excluded from the count.

DO NOT calculate based on total number of service hours per year --for example, by dividing total hours open by 52.

Round fractions to the nearest whole number of weeks. If the branch or bookmobile were open at least half of its scheduled hours in a given week, round up to the next week. If the branch or bookmobile were open less than half of its scheduled hours, round down. If there are more than one branch or bookmobile click on the "Add Group" button to add more names.

LINE G20: TOTAL NUMBER OF HOURS OPEN ANNUALLY AT THE MAIN LIBRARY AND ALL BRANCHES (G15+G18): Automatically sums LINE G15 and LINE G18 from each branch or bookmobile. Click the "SAVE" button to calculate the total.

LINE G21: TOTAL NUMBER OF WEEKS OPEN ANNUALLY AT THE MAIN LIBRARY AND ALL BRANCHES (G16+G19): Automatically sums LINE G16 and LINE G19 from each branch or bookmobile. Click the "SAVE" button to calculate the total.

Section H - Additional Information

LINE H01: NUMBER OF VOLUNTEERS: Report unpaid library workers as of June 30, 2012. Include unpaid library trustees in this count. Do not include Green Thumb employees or employees paid by another agency.

LINE H02: TOTAL NUMBER OF HOURS WORKED ANNUALLY BY VOLUNTEERS: Report the total number of hours worked annually by all unpaid library workers. Include hours worked by unpaid library trustees.

LINES H03 to H05 are repeatable to allow you to enter information about your main library and all branches.

LINE H03: NAME OF LIBRARY/BRANCH (INCLUDE INFORMATION FOR YOUR MAIN LIBRARY BUILDING AND ANY BRANCHES): For the main library and each branch, enter the information requested. If your library has no branches, enter the information once for the main library. Use the Add Group feature to report branch libraries.

LINE H04: ARE THE LIBRARY/BRANCH FACILITIES HANDICAPPED ACCESSIBLE? (YES OR NO): Indicate if the main library and all branches are compliant with ADA requirements of handicapped accessibility. If your library has no branches, enter the information once for the main library. Use the Add Group feature to report branch libraries.

LINE H05: HOW MANY SQUARE FEET OF SPACE IN YOUR LIBRARY/BRANCH? This is the area on all floors enclosed by the outer walls of the library. Include all areas occupied by the library, including those areas shared with other agencies and areas off-limits to the public. If your library has no branches, enter the information once for the main library. Use the Add Group feature to report branch libraries.

LINE H06: HOW MANY TOTAL SQUARE FEET OF SPACE IN YOUR LIBRARY? Sums LINE H05 from each repeatable group to determine total square feet of space in your library including all branches. Click the save button to calculate the total.

LINE H07: DID YOUR LIBRARY HAVE A REFERENDUM PASSED WITHIN THE PAST YEAR? (YES OR NO): Was a referendum approved by the voters of your community (Yes or No)?

LINE H08: TYPE OF REFERENDUM IF YES (IF NO ENTER N/A): If you entered Yes to LINE H07 then indicate what kind of referendum was passed by selecting an option from the pull down menu. The options include Special Library Levy, Cultural Levy, Bond Issue, Library Ordinance, Other. If you selected No in Line H07 then select 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.

LINE H09: CONTRACTING CITY NAME (DO NOT REPORT YOUR OWN CITY HERE): List each city in Iowa that has a financial contract with your library for service. If there is more than one city, click on “Add Group” to enter the city name and population. Do not report your own city or any non-municipal government agencies such as counties or townships. Do not report cities from other states. These cities will be used to create the “contracting cities” list for the Open Access program.

LINE H10: POPULATION OF CONTRACTING CITY: List the population of each city in Iowa that contract with your library for service. If there is more than one city, click on “Add Group” to enter the city name and population. Do not report your own city or any non-municipal government agencies such as counties or townships. Do not report cities from other states.

LINE H11: TOTAL POPULATION OF THE CITIES YOUR LIBRARY SERVES BY CONTRACT. (CLICK THE "SAVE" BUTTON BELOW TO CALCULATE THE TOTAL): Sums LINE H10 from each repeatable group to determine the total population of all cities that your library serves by financial contract. Click the "SAVE" button to calculate the total.

SALARY INFORMATION

LINE H12: HOURLY SALARY OF THE DIRECTOR: Report the hourly salary as of June 30, 2012. Do not report the same staff member more than once. If the director is also the children's librarian, only report the salary on H12.

LINE H13: HOURLY SALARY OF ASSISTANT DIRECTOR: Report the hourly salary as of June 30, 2012. Only report this number if the library employs an assistant director. Do not report the same staff member more than once. If the assistant director is also the children's librarian, only report the salary on H13.

LINE H14: HOURLY SALARY OF THE CHILDREN'S LIBRARIAN: Report the hourly salary as of June 30, 2012. Only report this number if the library employs a children's librarian. In libraries with more than one children's librarian, report the senior staff member. An average is also acceptable. Do not report the same staff member more than once. If the director or assistant director is also the children's librarian, only report the salary on H12 or H13.

Section I – Electronic Resources

LICENSED DATABASES

LINE I01: NUMBER OF LICENSED DATABASES FUNDED LOCALLY OR BY OTHER NON-STATE FUNDED COOPERATIVE AGREEMENTS (OR CONSORTIA) WITHIN THE STATE OR REGION Report the number of licensed databases (including locally mounted or remote, full-text or not) for which access rights have been acquired through:

- Payment by the library using local funds
- Payment by formal agreement within the state or region by other cooperative agreements

A database is a collection of electronically stored data or unit records (facts, bibliographic data, abstracts, texts) with a common user interface and software for the retrieval and manipulation of the data. Note: the data or records are usually collected with a particular intent and relate to a defined topic. A database may be issued on CD-ROM, diskette, or other direct access method, or as a computer file accessed via dial-up methods or via the internet. Each database is counted individually even if access to several databases is supported through the same vendor interface. Count EBSCOhost and FirstSearch under line I02. Count Freegal as a single database here. Do not report Freegal in Sections E or F.

LINE I02: NUMBER OF LICENSED DATABASES FUNDED BY THE STATE GOVERNMENT OR IOWA LIBRARY SERVICES (COUNT EBSCOHOST AS 13 AND FIRSTSEARCH AS 12): LINE I02 has been pre-filled and locked by Iowa Library Services. As of June 30, 2012, the only licensed databases that should be reported on LINE I02 are Ebscohost and FirstSearch. If a library subscribes to both Ebscohost and FirstSearch, the number reported will be 25. Ebscohost only is 13, and FirstSearch only is 12. If the number pre-filled is incorrect, please report any changes to scott.dermont@lib.state.ia.us

LINE I03: TOTAL LICENSED DATABASES (I01+I02): Automatically sums LINES I01 to I02 to determine the total number of licensed databases held by the library.

OTHER TECHNOLOGY QUESTIONS

LINE I04: NUMBER OF INTERNET COMPUTERS FOR PUBLIC USE: Report the number of the library's Internet computers and laptops, whether purchased, leased, or donated, used by the general public in the library. Include computers that are used by both staff and public and by public only.

LINE I05: NUMBER OF USES OF PUBLIC INTERNET COMPUTERS ANNUALLY (YOU MAY COUNT A TYPICAL WEEK AND MULTIPLY BY 52): Report the total annual number of uses of library-owned public Internet computers in the library. If the computer is used for multiple purposes (Internet access, word-processing, OPAC, etc.) and Internet uses cannot be isolated, report all usage. A typical week or other reliable estimate may be used to determine the number. If a week is used to count, multiply by 52 to determine the annual number. Sign-up forms or web-log tracking software also may provide a reliable count of users.

Count each use of the public internet computers, regardless of the amount of time spent on the computer. A customer who uses the library's public internet computers three times in a year would count as three uses. For confidentiality purposes, it is recommended that, after recording the needed statistics, logs be discarded each day. Do not count patron use of the library's wireless Internet access unless library-owned computers are used.

LINE I06: NUMBER OF COMPUTER OR INTERNET-RELATED CLASSES TAUGHT BY LIBRARY STAFF: Report the total number of computer or Internet-related classes taught by library staff. Count classes whether held at the library or at a remote site. A class is defined as training offered by the library at a specific time and place for two or more library customers. It is OK if only one customer ultimately attends; the intent needs to be for more than one customer to attend.

LINE I07: NUMBER OF PEOPLE ATTENDING COMPUTER OR INTERNET-RELATED CLASSES TAUGHT BY LIBRARY STAFF: Report the number of people attending computer or Internet related classes taught by library staff. Count attendance at classes whether held at the library or at a remote site. A class is defined as training offered by the library at a specific time and place for two or more library customers. It is OK if only one customer ultimately attends; the intent needs to be for more than one customer to attend.

Section J – Administrative Questions

NUMBER OF SERVICE OUTLETS

LINE J01: CENTRAL LIBRARY: Enter the number of Central Libraries. A Central Library is the single unit library or the unit where the principal collections are kept and handled. A Central Library is also called a Main Library. Some county, multi-county, and regional library systems may not have a main library. Some systems may have an administrative center that is separate from the principal collections and is not open to the public. Service units that are NOT OPEN TO THE PUBLIC are NOT to be reported as public service outlets. Service must be provided on a regular basis throughout the year.

LINE J02: BRANCHES: Enter the number of branch libraries. A branch library is an auxiliary unit of an Administrative Entity that has at least all of the following: (1) separate quarters, (2) an organized collection of library materials, (3) paid staff, and (4) regularly scheduled hours for opening to the public. Service units that are NOT OPEN TO THE PUBLIC are NOT to be reported as public service outlets. Service must be provided on a regular basis throughout the year.

LINE J03: BOOKMOBILES: These are trucks or vans specially equipped to carry books and other library materials; they serve as traveling branch libraries. Count the number of vehicles in use rather than the number of stops the vehicle makes. Service units that are NOT OPEN TO THE PUBLIC are NOT to be reported as public service outlets. Service must be provided on a regular basis throughout the year.

LINE J04: OTHER SERVICE OUTLETS: Enter the number of other service outlets. Examples are outlets in senior citizen centers, day care centers, jails, or other organizations or institutions with small and frequently changed collections of books and other library materials. Service units that are NOT OPEN TO THE PUBLIC are NOT to be reported as public service outlets. Service must be provided on a regular basis throughout the year.

POPULATION AND SIZE CODE (PREFILLED AND LOCKED BY IOWA LIBRARY SERVICES)

LINE J05: **CITY POPULATION:** The population of the city that the library was established to serve, from the 2010 Census or a more recent special census.

LINE J06: **LIBRARY SIZE CODE:** The library size code of the library as determined by Iowa Library Services.