

2009 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.

- 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 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 FY09

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: (a) site acquisition; (b) new buildings; (c) additions to or renovation of library buildings; (d) furnishings, equipment, and initial collections for new buildings, additions, or renovations; (e) computer hardware and software used to support library operations, to link to networks, or to run information products; (f) new vehicles; and (g) other one-time major projects.

In this section, DO NOT include revenue for: (a) replacement and repair of existing furnishings and equipment; (b) regular purchase of library materials; (c) investments for capital appreciation; (d) income passed through to another agency; (e) or 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 FY09.

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.

Operating Income

Report revenue used for operating expenditures by source. Include federal, state, local, or other grants. DO NOT include revenue for major capital expenditures as reported in Section C, contributions to endowments, revenue passed through to another agency or funds unspent in the previous fiscal year (e.g., carryover).

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:**
 Yes
 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 2009 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. Do not report estimated costs as expenditures. Do not report capital expenditures under this category.

- D18 Total Salaries and Wages Expenditures (before deductions) _____
- D19 Total Employee Benefits Expenditures (Insurance, Social Security, retirement, etc.) _____
- D20 **Total Staff Expenditures** _____
- D21 Print Materials Expenditures _____
- D22 Electronic Materials Expenditures _____
- D23 Other Materials Expenditures _____
- D24 **Total Collection Expenditures** _____
- D25 All Other Operating Expenditures (Phone, heat, lights, cooling, Internet access, equipment, insurance, etc.) _____
- D26 **Total of All 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, 2008).

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

WITHDRAWN DURING FISCAL YEAR - The number of volumes weeded or lost during the fiscal year.

E01	Books and Serials (# of volumes), Held at Start of Year	_____
E02	Books and Serials (# of volumes), Added During Year	_____
E03	Books and Serials (# of volumes), Withdrawn During Year	_____
E04	Books and Serials (Number of volumes), Held at End of Year	_____
E05	Current Serial/Periodical Subscriptions (Include periodicals and newspapers in any format, number of titles including duplicates), Held at Start of Year (NOTE: This amount is not totaled into LINE E27)	_____
E06	Current Serial/Periodical Subscriptions (Include periodicals and newspapers in any format, number of titles including duplicates), Added During Year (NOTE: This amount is not totaled into LINE E28)	_____
E07	Current Serial/Periodical Subscriptions (Include periodicals and newspapers in any format, number of titles including duplicates), Withdrawn During Year (NOTE: This amount is not totaled into LINE E29)	_____
E08	Current Serial/Periodical Subscriptions (Include periodicals and newspapers in any format, number of titles including duplicates), Held at End of Year (NOTE: This amount is not totaled into LINE E30)	_____
E09	Audio Materials (# of volumes), Held at Start of Year	_____
E10	Audio Materials (# of volumes), Added During Year	_____
E11	Audio Materials (# of volumes), Withdrawn During Year	_____
E12	Downloadable audio materials, Available at End of Year (Report WILBOR/NEIBORS here – must be cataloged in OPAC)	_____
E13	Audio Materials (Number of volumes), Held at End of Year	_____
E14	Electronic books (e-books), Held at Start of Year	_____
E15	Electronic books (e-books), Added During Year	_____
E16	Electronic books (e-books), Withdrawn During Year	_____
E17	Electronic books (e-books), Held at End of Year	_____

- E18 Video Materials (# of volumes), Held at Start of Year _____
- E19 Video Materials (# of volumes), Added During Year _____
- E20 Video Materials (# of volumes), Withdrawn During Year _____
- E21 Downloadable video materials, Available at End of Year (Must be cataloged in OPAC) _____
- E22 **Video Materials (Number of volumes), Held at End of Year** _____
- E23 Other Library Materials (# of volumes), Held at Start of Year _____
- E24 Other Library Materials (# of volumes), Added During Year _____
- E25 Other Library Materials (# of volumes), Withdrawn During Year _____
- E26 **Other Library Materials (# of volumes), Held at End of Year** _____
- E27 **Total Materials, Held at Start of Year** _____
- E28 **Total Materials, Added During Year** _____
- E29 **Total Materials, Withdrawn During Year** _____
- E30 **Total Materials, Held at End of Year** _____
- E31 Total materials (#of volumes) cataloged as children's, Held at End of Year. _____

Section F – Circulation

Circulation Transactions

- F01 Adult Books _____
- F02 Children’s Books _____
- F03 Video Recordings _____
- F04 Audio Recordings _____
- F05 Periodicals _____
- F06 Virtual Circulation (downloadable audio and/or video) _____
- F07 All Other Items (CD-ROM based products, puzzles, art prints, pamphlets, cake pans, puppets, etc.) _____
- F08 **Total Circulation** _____
- F09 Circulation to Your Own City _____
- F10 Circulation to Contracting Cities _____

- F11 Circulation to the Rural Population of Your Own County _____
- F12 Total Circulation of All Materials Cataloged as "Children's" (not greater than LINE F08 or less than LINE F02) _____
- F13 In-Library Materials Use Annually _____

Interlibrary Loan

- F14 Received from other libraries _____
- F15 Provided to other libraries _____

Registration

- F16 Current Total Number of Registered Borrowers _____

Section G – Program Attendance and Other Services

Program Attendance

- 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 2009 Summer Library Program (DO NOT COUNT NUMBER OF PROGRAM ATTENDEES) _____

Other Services

- G10 Meeting Room Use Annually _____
- G11 Door Count Annually _____
- G12 Total Number of Reference Transactions Annually _____

- G13 Total Number of Hours Open Each Week at the Main Library only (Not more than 90) _____
- G14 Total Number of Hours Open Annually at the Main Library and all Branches _____

Section H - Additional Information

- H01 Does your library have a Friends group? (Yes or No) **Multiple Choice:**
 Yes
 No
- H02 Has your library set up a fund within your Community Foundation? (Yes or No) **Multiple Choice:**
 Yes
 No
- H03 Name of Library/Branch (Include information for your main library building and any branches) _____
- 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?** _____
- 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
- H09 Contracting City Name (Excluding Your Own City) _____
- H10 Population of Contracting City _____
- H11 **Total population of the cities your library serves by contract.** _____

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 current electronic serial subscriptions

I06 Number of Internet computers for public use

I07 What type of Internet access does your library have?

Multiple Choice:

- Dial-Up
- High-Speed (DSL, Cable, etc.)
- None

I08 If you answered “High-Speed” to question I07, please indicate the DOWNLOAD speed in megabits per second (Mbps) of your high-speed Internet connection.

Multiple Choice:

- Less than 768 Kbps
- 768Kbps to 1.5 Mbps
- 1.5 Mbps
- 1.51 to 3 Mbps
- 3.01 to 5 Mbps
- Greater than 5 Mbps

I09 Number of users of public Internet computers annually.
(You may count a typical week and multiply by 52)

I10 Number of Computer or Internet-related classes taught by library staff.

I11 Number of people attending Computer or Internet-related classes taught by library staff.

I12 Does your library have an Online Public Access Catalog (OPAC)?

Multiple Choice

- Yes
- No

I13 If your library has an OPAC, please enter the current vendor of your system. Please enter N/A if you answered no to LINE I12, or if you don't

know your vendor.

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	_____

Codes (Prefilled and locked by State Library)

Review the following codes for accuracy. If any changes need to be made, notify Scott Dermont at the State Library of Iowa. scott.dermont@lib.state.ia.us

J07	Interlibrary Relationship Code	_____
J08	Legal Basis Code	_____
J09	Administrative Structure Code	_____
J10	FSCS Public Library Definition	_____
J11	Geographic Code	_____
J12	Locator Code	_____