

## 2008 Iowa Public Library General Information Survey

### Part 1 - General Information #1-5

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.

1	City	_____
2	County	_____
3	Library Service Area (Use two-character abbreviation)	_____
4	Actual Name of Library	_____
5	Library Director/Administrator	_____

### Part 2 - Staff #6-18

INCLUDE UNFILLED POSITIONS IF A SEARCH IS CURRENTLY UNDERWAY. INCLUDE ALL EMPLOYEES PAID BY THE LIBRARY.

#### Positions by Number and FTE

6	Paid Librarians	_____
7	Paid Librarians FTE	_____
8	All Other Paid Staff	_____
9	All Other Paid Staff FTE	_____
10	Total Paid Employees FTE (7+9) (NOTE: Select the Update button to calculate this question.)	_____

#### Levels of Education

11	Masters of Library Science (Total FTE)	_____
12	2 or 4 year college degree (exclude #11) (Total FTE)	_____
13	High School Graduate (exclude #11 and 12) (Total FTE)	_____

#### Volunteers

14	Number of Volunteers	_____
15	Annual Total Number of Hours Worked by Volunteers	_____

#### Education and Certification

16	Education Level Achieved by Director	_____
17	Is the library director certified by the State Library?	_____
18	Number of other staff members certified?	_____

### Part 3 - Library Income #19-59

Show all sources of funds for 2007-08.

REPORT ALL INCOME AS WHOLE DOLLARS ONLY; OMIT CENTS. If your library does not receive income from an item or if the information is not available, enter NA. Enter each source of income on only one line, e.g. if fines and/or fees are included in Line 24, enter "0" in Line 50.

- 19 Balance carried forward from previous year \_\_\_\_\_
- 20 Capital Revenue from Local Government (city, county) \_\_\_\_\_
- 21 Capital Revenue from State Sources \_\_\_\_\_
- 22 Capital Revenue from Other Sources \_\_\_\_\_
- 23 Total Capital Revenue (Lines #20-22) \_\_\_\_\_

*For each line, enter the amount of income received and the amount actually expended (operating income, see explanation for line #55-59).*

**Total Governmental Income**

- 24 City Income, Amount Received (exclude income from special levies) \_\_\_\_\_
- 25 City Income, Amount Actually expended as operating income (exclude income from special levies) \_\_\_\_\_
- 26 City Income from special levies, Amount received \_\_\_\_\_
- 27 City Income from special levies, Amount actually expended \_\_\_\_\_
- 28 County Income, Enter Name of County \_\_\_\_\_
- 29 County Income, Enter Amount (\$), Received \_\_\_\_\_
- 30 County Income, Enter Amount (\$), Actually expended as operating income \_\_\_\_\_
- 31 County Income, Enter Name of Other County \_\_\_\_\_
- 32 Other County Income, Enter Amount (\$) Received \_\_\_\_\_
- 33 Other County Income, Enter Amount (\$), Actually expended as operating income \_\_\_\_\_
- 34 Federal Government Income, Received \_\_\_\_\_
- 35 Federal Government Income, Actually expended as operating income \_\_\_\_\_
- 36 State Funding Administered by the State Library, Received \_\_\_\_\_
- 37 State Funding Administered by the State Library, Actually expended as operating income \_\_\_\_\_
- 38 Other State of Iowa Income, Received \_\_\_\_\_
- 39 Other State of Iowa Income, Actually expended as operating income \_\_\_\_\_
- 40 Income from Contracting Cities Other Than Your Own, Received \_\_\_\_\_
- 41 Income from Contracting Cities Other Than Your Own, Actually expended as operating income \_\_\_\_\_
- 42 Other Governmental Income, Received \_\_\_\_\_
- 43 Other Governmental Income, Actually expended as operating income \_\_\_\_\_

**Total Non-Governmental Income**

- 44 List Grants Individually, by Title \_\_\_\_\_
- 45 List Grants Individually, by Amount \_\_\_\_\_
- 46 Other Grants (Total of Line #45 entries), Received \_\_\_\_\_

47	Other Grants (Total), Actually expended as operating income	_____
48	Endowments and Gifts, Received	_____
49	Endowments and Gifts, Actually expended as operating income	_____
50	Fines and/or Fees, Received	_____
51	Fines and/or Fees, Actually expended as operating income	_____
52	Other, Received	_____
53	Other, Actually expended as operating income	_____
54	Balance in Savings or Trust Accounts (As of June 2008)	_____

**Operating Income**

**NOTE: To calculate the following five questions, select the Update button at the end of this page.**

55	Local Government Operating Income (#25, 27, 30, 33, 41, 43) spent for operating costs (NOTE: Select the Update button to calculate this question.)	_____
56	State Government Operating Income (#37, 39) spent for operating costs (NOTE: Select the Update button to calculate this question.)	_____
57	Federal Government Operating Income (#35) spent for operating costs (NOTE: Select the Update button to calculate this question.)	_____
58	Non-Governmental Operating Income (#47, 49, 51, 53) spent for operating costs (NOTE: Select the Update button to calculate this question.)	_____
59	Total Operating Income (#55-59) spent for operating costs (NOTE: Select the Update button to calculate this question.)	_____

**Part 4 - Expenditures #60-80**

All expenditures including grants and cooperative arrangements. If your library does not receive funding for an item, or if an item is not available or not applicable, enter NA. Round all number to the nearest whole dollar.

To ensure accurate reporting, consult your business officer or city clerk regarding this section. Report only such monies expended during the 2008 fiscal year, regardless of when the monies may have been received from Federal, State, local or other sources.

**Standard Operating Expenditures**

60	Salaries and Wages Paid by Library (before deductions)	_____
61	Employee Benefits Paid by Library (Insurance, Social Security, retirement, etc.)	_____
62	Library Salaries and Wages Paid by City/County (before deductions)	_____
63	Library Employee Benefits Paid by City/County	_____
64	Total Staff Expenditures (#60-63) (NOTE: Select the Update	_____

button to calculate this question.)

- 65 Print Materials (excluding serial subscriptions and microforms but including paperbacks) \_\_\_\_\_
  - 66 Serial subscriptions (All formats including microfiche or microfilm) \_\_\_\_\_
  - 67 Microforms (except serial subscriptions) \_\_\_\_\_
  - 68 Video Recordings (All formats) \_\_\_\_\_
  - 69 Audio Recordings (All formats) \_\_\_\_\_
  - 70 Electronic Materials \_\_\_\_\_
  - 71 Computer Software \_\_\_\_\_
  - 72a **Other Materials** \_\_\_\_\_
  - 72b **Virtual Materials (downloadable audio and/or video)** \_\_\_\_\_
  - 73 **Total Collection Expenditures (#65-72b)** (NOTE: Select the Update button to calculate this question.) \_\_\_\_\_
  - 74 Plant Operation Paid by Library (Phone, heat, lights, cooling) \_\_\_\_\_
  - 75 Value of Plant Operation Paid by City/County \_\_\_\_\_
  - 76 Equipment \_\_\_\_\_
  - 77 All Other Operating Expenditures \_\_\_\_\_
  - 78 **Total Other Operating Expenditures (#74-77)** (NOTE: Select the Update button to calculate this question.) \_\_\_\_\_
  - 79 **Total of All Operating Expenditures (Total of #64, 73, and 78)** (NOTE: Select the Update button to calculate this question.) \_\_\_\_\_
- Capital Outlay**
- 80 Capital Outlay for Sites, Buildings, Remodeling of Old Buildings \_\_\_\_\_

## Part 5 - Library Collection #81-112

**A NUMBER HELD AT START OF YEAR** - The number of volumes and/or the number of titles owned by the library at the start of the fiscal year (July 1, 2007).

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

**C WITHDRAWN DURING FISCAL YEAR** - The number of volumes and/or titles "weeded" or lost during the fiscal year.

- 81 Books and Serials (Number of volumes), Held at Start of Year \_\_\_\_\_
- 82 Books and Serials (Number of volumes), Added During Year \_\_\_\_\_
- 83 Books and Serials (Number of volumes), Withdrawn During Year \_\_\_\_\_
- 84 **Books and Serials (Number of volumes), Held at End of Year (#81, #82 minus #83)** (NOTE: Select the Update button to calculate this question.) \_\_\_\_\_
- 85 Current Serial/Periodical Subscriptions (Include periodicals and newspapers in any format, number of titles), Held at Start of Year \_\_\_\_\_
- 86 Current Serial/Periodical Subscriptions (Include periodicals \_\_\_\_\_

and newspapers in any format, number of titles), Added During Year

87 Current Serial/Periodical Subscriptions (Include periodicals and newspapers in any format, number of titles), Withdrawn During Year

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88 Current Serial/Periodical Subscriptions (Include periodicals and newspapers in any format, number of titles), Held at End of Year (#85, #86 minus #87) (NOTE: Select the Update button to calculate this question.)

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89 Audio Materials (Number of volumes), Held at Start of Year

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90 Audio Materials (Number of volumes), Added During Year

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91 Audio Materials (Number of volumes), Withdrawn During Year

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92 Audio Materials (Number of volumes), Held at End of Year (#89, #90 minus #91) (NOTE: Select the Update button to calculate this question.)

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93 Electronic books (e-books), Held at Start of Year

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94 Electronic books (e-books), Added During Year

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95 Electronic books (e-books), Withdrawn During Year

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96 Electronic books (e-books), Held at End of Year (#93, #94 minus #95) (NOTE: Select the Update button to calculate this question.)

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97 Video Materials (Number of volumes), Held at Start of Year

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98 Video Materials (Number of volumes), Added During Year

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99 Video Materials (Number of volumes), Withdrawn During Year

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100 Video Materials (Number of volumes), Held at End of Year (#97, #98 minus #99) (NOTE: Select the Update button to calculate this question.)

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101 Computer Application Software (Number of volumes), Held at Start of Year

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102 Computer Application Software (Number of volumes), Added During Year

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103 Computer Application Software (Number of volumes), Withdrawn During Year

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104 Computer Application Software (Number of volumes), Held at End of Year (#101, #102 minus #103) (NOTE: Select the Update button to calculate this question.)

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105 Other Library Materials (# of volumes), Held at Start of Year

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106 Other Library Materials (# of volumes), Added During Year

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107 Other Library Materials (# of volumes), Withdrawn During Year

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108 Other Library Materials (# of volumes), Held at End of Year (#105, #106 minus #107) (NOTE: Select the Update button to calculate this question.)

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- 109 Total Materials, Held at Start of Year (#81, #85, #89, #93, #97, #101, #105) (NOTE: Select the Update button to calculate this question.) 

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- 110 Total Materials, Added During Year (#82, #86, #90, #94, #98, #102, #106) (NOTE: Select the Update button to calculate this question.) 

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- 111 Total Materials, Withdrawn During Year (#83, #87, #91, #95, #99, #103, #107) (NOTE: Select the Update button to calculate this question.) 

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- 112 Total Materials, Held at End of Year (#109, #110 minus #111) (NOTE: Select the Update button to calculate this question.) 

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## Part 6 - Library Transactions #113-134

### Circulation Transactions

- 113 Adult Books 

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- 114 Children's Books 

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- 115 Video Recordings 

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- 116 Audio Recordings 

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- 117 Periodicals 

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- 118a. All Other Items (CD-ROM based information products (for example, electronic encyclopedias on CD-ROM), puzzles, art prints, pamphlets, cake pans, puppets, etc.) 

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- 118b. *In-house circulation* 

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- 118c. *Virtual Circulation (downloadable audio and/or video)* 

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- 119 *Total Circulation (#113-118c)* (NOTE: Select the Update button to calculate this question.) 

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- 120 Circulation to Reciprocal Borrowers 

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- 121 Circulation to Your Own City 

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- 122 Circulation to Contracting Cities 

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- 123 Circulation to the Rural Population of Your Own County 

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- 124 Circulation to the Rural Population of Other Counties 

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- 125 Other Circulation 

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### Interlibrary Loan

- 126 Received from other libraries 

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- 127 Provided to other libraries 

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### Registration

- 128 Registration (As of July 1, 2007) 

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- 129 Number of Registered Borrowers Added 

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- 130 Number of Registered Borrowers Withdrawn 

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- 131 Current Total Registration 

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- 132 Year Registration Files Were Last Weeded 

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**Materials Use/Attendance**

- 133 In-Library Materials Use Annually \_\_\_\_\_
- 134 Library Visits (not less than 1) \_\_\_\_\_

**Part 7 - PLSC Statistics #135-143**

These items are specifically formatted to be reported to the Public Library Statistics Cooperative System (PLSC)

**Number of Service Outlets**

- 135 Central Library Facility (Not less than 1) \_\_\_\_\_
- 136 Branches \_\_\_\_\_
- 137 Bookmobile \_\_\_\_\_
- 138 Other Service Outlets \_\_\_\_\_

**Other FSCS**

- 139 Total Number of Reference Transactions in 2007-08 (Not less than 1) \_\_\_\_\_
- 140 FTE librarians with ALA accredited MLS \_\_\_\_\_
- 141 Total Number of Hours Open Each Week (Main Library) (Not more than 90) \_\_\_\_\_
- 142 Total Number of Hours Open Annually (Duplicated) \_\_\_\_\_
- 143 Total Circulation of All Materials Cataloged as "Children's" (not > #119) \_\_\_\_\_

**Part 8 - Additional Information #144-175**

Information provided is entered into a database at the State Library and will be provided upon request.

- 144 Does your library have a Friends group? \_\_\_\_\_
- 145 Name \_\_\_\_\_
- 146 Phone \_\_\_\_\_
- 147 Address \_\_\_\_\_
- 148 City \_\_\_\_\_
- 149 Zip \_\_\_\_\_
  
- 150 Name of Library/Branch \_\_\_\_\_
- 151 Are the Library/Branch facilities handicapped accessible? \_\_\_\_\_
- 152 How many square feet of space in your library/branch? \_\_\_\_\_
  
- 153 **How many total square feet of space in your library?** \_\_\_\_\_
  
- 154 Did your library have a referendum passed within the past year? (Yes or No) \_\_\_\_\_
- 155 Type of referendum (if yes) \_\_\_\_\_

156	Hourly salary of the director	_____
157	Hourly salary of assistant director	_____
158	Hourly salary of the children's librarian	_____
159	Contracted City Name (Excluding Your Own City)	_____
160	Population of Contracted City	_____
161	Total Population of the Cities your Library Serves by Contract. (#160)	_____
162	Cities Without Libraries That Your Library Serves Without Compensation	_____
163	Population of Cities Without Libraries That Your Library Serves Without Compensation	_____
164	Annual Meeting Room Use	_____
165	Total Number of Library Programs for Children	_____
166	Total Number of People Attending Library Programs for Children	_____
167	Total Number of Library Programs for Young Adults	_____
168	Total Number of People Attending Library Programs for Young Adults	_____
169	Total Number of Library Programs for Adults	_____
170	Total Number of People Attending Library Programs for Adult	_____
171	Total Number of Library Programs (#165+167+169)	_____
172	Total Number of People Attending Library Programs (#166+168+170)	_____
173	Number of total library materials (volumes) cataloged as children's owned by the library (As of June 30, 2008, if available)	_____
174	Number of children participating in the FY2008 Summer Library Program	_____
175	Amount spent for continuing education, Include all expenditures related to training of library staff or trustees.	_____

## Part 9 - Electronic Technology Survey #176-188

### Information on electronic technology in public libraries.

176a	<i>Number of licensed Databases funded locally</i>	_____
176b	<i>Number of licensed Databases funded by the State (state government or the State Library)-Ebsco and FirstSearch here</i>	_____
176c	<i>Number of licensed Databases funded through other cooperative arrangements (or consortia) within the state or region</i>	_____
177	Number of current electronic serial subscriptions	_____
178	Number of library materials in electronic format (excluding e-books)	_____

- 179 Number of Internet computers for staff use only \_\_\_\_\_
- 180 Number of Internet computers for public use \_\_\_\_\_
- 181 Are the Internet computers in the library connected to a LAN? \_\_\_\_\_
- 182 What is the maximum bandwidth/speed of the Internet connection for this library? \_\_\_\_\_
- 183 Other information about the Internet connection (ISP, speed of connection, type of connection, service provider, etc.) \_\_\_\_\_
- 184 Number of users of public Internet computers in a typical week \_\_\_\_\_
- 185 Number of Internet-related classes taught by library staff. \_\_\_\_\_
- 186 Number of people attending Internet-related classes taught by library staff. \_\_\_\_\_
- 187a *Number of "downloadable audio" items available to download as of 6/30/08* \_\_\_\_\_
- 187b *Number of "downloadable video" items available to download as of 6/30/08* \_\_\_\_\_
- 188a *Number of "downloadable audio" items downloaded in 2007-2008* \_\_\_\_\_
- 188b *Number of "downloadable video" items downloaded in 2007-2008* \_\_\_\_\_

**Part 10 - PLSC Admin. Info #187-205**

Street Address

- 189 City \_\_\_\_\_
- 190 Street Address \_\_\_\_\_
- 191 Zip \_\_\_\_\_
- 192 Zip plus 4 \_\_\_\_\_

Mailing Address

- 193 City \_\_\_\_\_
- 194 Address \_\_\_\_\_
- 195 Zip \_\_\_\_\_
- 196 Plus 4 \_\_\_\_\_
- 197 Phone \_\_\_\_\_
- 198 Fax \_\_\_\_\_
- 199 Web address \_\_\_\_\_
- 200 Director e-mail \_\_\_\_\_
- 201 City population \_\_\_\_\_
- 202 FSCS service population \_\_\_\_\_
- 203 Interlibrary Relationship Code \_\_\_\_\_
- 204 Legal Basis Code \_\_\_\_\_
- 205 Administrative Structure code \_\_\_\_\_
- 206 FSCS Public Library Definition \_\_\_\_\_
- 207 Geographic Code \_\_\_\_\_
- 208 State Library Code \_\_\_\_\_
- 209 Locator Code \_\_\_\_\_