

# STATE LIBRARY OF IOWA FY09 PUBLIC LIBRARY GENERAL INFORMATION SURVEY INSTRUCTIONS

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(July 1, 2008-June 30, 2009)

## 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 the State Library. Please review the data. If anything has changed, please answer Yes on LINE A17. The State Library 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.

**LINE A03: LIBRARY SERVICE AREA:** The Library Service Area to which the library belongs.

**LINE A04: STREET ADDRESS:** The complete street address of the administrative entity or outlet.

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

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

**LINE A07: ZIP PLUS 4:** The four-digit postal zip code extension for the street address of the central library.

**LINE A08: MAILING ADDRESS:** The mailing address of the central library. Note: This can be a post office box or general delivery.

**LINE A09: CITY:** The city or town for the mailing address of the central library.

**LINE A10: ZIP:** The standard five-digit postal zip code for the mailing address of the central library

**LINE A11: ZIP PLUS 4:** The four-digit postal zip code extension for the mailing address of the central library.

**LINE A12: COUNTY:** The county in which the central library is located.

**LINE A13: PHONE:** The telephone number of the central library, including area code.

**LINE A14: LIBRARY WEB ADDRESS:** The Web address of the central library.

**LINE A15: FAX:** The fax number of the director of the administrative entity.

**LINE A16: DIRECTOR E-MAIL:** The e-mail address of the director of the central library.

**LINE A17: 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 A15 have changed in the past year. Answer “NO” if everything is still correct. Any changes will be verified and input by the State Library.

## Section B – Paid Staff

**LINE B01: TOTAL NUMBER OF PAID LIBRARIANS:** Count the number of 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, 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 the last day of the fiscal year.

**LINE B02: TOTAL NUMBER OF ALL PAID LIBRARIAN HOURS WORKED:** Count the number of hours worked by paid librarians as defined above.

**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 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 the last day of the fiscal year.

**LINE B05: TOTAL NUMBER OF ALL OTHER PAID STAFF HOURS WORKED:** Count the total number of hours worked by all other staff.

**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 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, or selection.

**LINE B09: TOTAL NUMBER OF HOURS WORKED BY LIBRARIANS WITH MASTERS OF LIBRARY SCIENCE DEGREE:** Count the total number of hours worked by paid staff members possessing an ALA accredited Masters of Library Science degree.

**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.

## 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.

**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.

**Exclude 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).

**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, except for state and/or federal money distributed by the local government.

**LINE C02: CAPITAL FUNDS FROM STATE SOURCES:** Report all governmental funds distributed by the State Library or other state government agencies for purpose of major capital expenditures, except for federal money distributed by the state.

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

**LINE C04: CAPITAL FUNDS FROM PRIVATE SOURCES:** Report private (non-governmental funds), including grants received by the library for the purpose of major capital expenditures.

**LINE C05: TOTAL CAPITAL REVENUE (LINES C01 TO C04):** Automatically sums LINES C01 to C04 to calculate Total Capital Revenue.

**LINE C06: TOTAL CAPITAL EXPENDITURES:** Include funds for the acquisition of or additions to fixed assets such as building sites, new buildings and building additions, new equipment (including major computer installations), initial book stock, furnishings for new or expanded buildings, and new vehicles. This excludes replacement and repair of existing furnishings and equipment, regular purchase of library materials, and investments for capital appreciation.

## 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 funding or expenditures.

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

### 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).

Do not include the value of any contributed or in-kind services or the value of any gifts and donations, library fines, fees, or grants. 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 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.

**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.

**LINE D04: COUNTY INCOME RECEIVED FROM ALL COUNTIES:** Report all funds designated by the county or counties 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.

**LINE D05: INCOME RECEIVED FROM CONTRACTING CITIES OTHER THAN YOUR OWN:** Include all funds from contracts for service with other cities, not including your own.

**LINE D06: OTHER GOVERNMENTAL INCOME RECEIVED:** All funding, for services rendered, from local governmental sources other than those listed in lines D01 to D05.

**LINE D07: TOTAL LOCAL GOVERNMENT OPERATING INCOME RECEIVED (D01 + D02, D04 TO D06):** Automatically sums lines D01, D02, D04, D05, and D06 to give Total Local Government Operating Income.

**LINE D08: STATE FUNDING RECEIVED FROM THE STATE LIBRARY OF IOWA:** Include payments received for Open Access, ILL Reimbursement, and Direct State Aid.

**LINE D09: OTHER INCOME RECEIVED FROM THE STATE OF IOWA:** Include any state funds other than state funding administered by the State Library of Iowa.

**LINE D10: TOTAL STATE GOVERNMENT OPERATING INCOME RECEIVED (D08 + D09):** Automatically sums LINES D08 and D09 to determine Total State Government Operating Income.

**LINE D11: TOTAL FEDERAL GOVERNMENT INCOME RECEIVED:** Report all revenue from Federal sources.

**LINE D12: 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.

**LINE D13: ENDOWMENTS AND GIFTS RECEIVED:** Report all gifts and donations of money from all sources, other than grants (LINE D12). 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 D14: FINES AND/OR FEES RECEIVED:** Report all income from overdue fines, non-resident fees, photocopy fees, equipment rental, etc.

**LINE D15: OTHER INCOME RECEIVED:** Report other non-governmental income not already reported in LINES D12-D14.

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

**LINE D16: TOTAL NON-GOVERNMENTAL OPERATING INCOME RECEIVED (D12 TO D15):** Automatically sums together LINES D12, D13, D14, and D15 to determine Total Non-Governmental Operating Income.

**LINE D17: TOTAL OPERATING INCOME RECEIVED (D07, D10, D11, and D16):** Automatically sums together LINES D07, D10, D11, and D16 to determine Total Operating Income Received.

## Operating Expenditures

Please include all expenditures including grants and cooperative arrangements.

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

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.

**PLEASE 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.

**LINE D18: 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 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.

**LINE D19: TOTAL EMPLOYEE BENEFITS EXPENDITURES (INSURANCE, SOCIAL SECURITY, 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, 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 D20: TOTAL STAFF EXPENDITURES (D18+D19):** Automatically sums LINES D18 and D19 to determine the Total Staff Expenditures.

**LINE D21: PRINT MATERIALS EXPENDITURES:** This includes all operating expenditures from the library budget 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 D22: ELECTRONIC MATERIALS EXPENDITURES:** Report all operating expenditures for electronic (digital) materials. Types of electronic materials include e-books, e-serials (including journals), government documents, databases (including locally mounted, full text or not), electronic files, reference tools, scores, maps, or pictures in electronic or digital format, including materials digitized by the library. 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 access to 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. Include expenditures for EbscoHost and FirstSearch subscriptions.

Note: Expenditures for computer software used to support library operations or to link to external networks, including the Internet, are reported under LINE D25: All Other Operating Expenditures.

**LINE D23: OTHER MATERIALS EXPENDITURES:** Report all operating expenditures for other materials, such as microform, audio, video, DVD, puzzles, art prints, pamphlets, cake pans, puppets, and materials in new formats.

**LINE D24: TOTAL COLLECTION EXPENDITURES (D21 TO D23):** Automatically sums LINES D21, D22, and D23 to determine Total Collection Expenditures.

**LINE D25: ALL OTHER OPERATING EXPENDITURES (PHONE, HEAT, LIGHTS, COOLING, INTERNET ACCESS, EQUIPMENT, INSURANCE, ETC.):** This includes all expenditures other than those reported on LINES D20 and D24. Include expenses such as binding, supplies, repair or replacement of existing furnishings and equipment; and costs of computer hardware and software used to support library operations or to link to external networks,

including the Internet. Include the cost of utilities such as phone, heat, lights, cooling, Internet access, and insurance. Report contracts for services, such as costs of operating and maintaining physical facilities, and fees paid to a consultant, auditor, architect, attorney, etc. Include payments for services repeated on a daily, weekly, monthly, or seasonal basis. Include minor repairs (e.g. broken windows).

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

**LINE D26: TOTAL OF ALL OPERATING EXPENDITURES (TOTAL OF D20, D24, AND D25):** Automatically sums LINES D20, D24, and D25 to determine Total Operating Expenditures.

## Section E - Library Collection

**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, 2008).**

**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.**

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

**LINE E01: BOOKS AND SERIALS (# 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.

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.

Serials are publications issued in successive parts, usually at regular intervals that are intended to be continued indefinitely. 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. Except for the current volume, count unbound serials as a volume when the library has at least half of the issues in a publisher's volume. Report the number of physical units, including duplicates. For smaller libraries, if volume data are not available, count the number of titles. Serials packaged together as a unit (e.g., a 2-volume serial monograph) and checked out as a unit are counted as one physical unit.

**For Example:** The library subscribes to National Geographic Magazine, which is a monthly publication. The library's policy is to keep magazines for the current year and 4 years previous. The current year's issues of the magazine are considered one volume. The previous years are considered volumes as long as you own more than half the issues in

that year. Therefore, if you owned all the issues for the previous 4 years, you would count this as four volumes giving you a total of five.

Do not count the number of issues in this count. In the above example you could count 5 volumes, not 60 issues.

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

**LINE E02: BOOKS AND SERIALS (# 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 and **cataloged**, whether purchased, leased, licensed, or donated as gifts. **Do not include uncataloged paperbacks in this count.**

**Example:** If the library currently subscribes to 10 magazines and 5 newspapers, you would count this as 15 adds for the fiscal year. Do not count the number of issues added, only the number of volumes.

**LINE E03: BOOKS AND SERIALS (# 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 and **cataloged**, whether purchased, leased, licensed, or donated as gifts. **Do not include uncataloged paperbacks in this count.**

**Example:** The Library's policy is to keep magazines for three years. When the Library discards the fourth year of a magazine's subscription count that as a withdrawal. Therefore, if the library has 10 subscriptions and withdraws the old issues for each subscriptions count that as 10 withdrawals. Do not count the number of issues withdrawn, only the number of volumes.

**LINE E04: BOOKS AND SERIALS (NUMBER OF VOLUMES), HELD AT END OF YEAR (E01, E02 MINUS E03):** Automatically calculates the number of Books and Serial volumes held by the library at the end of the fiscal year.

**LINE E05: CURRENT SERIAL/PERIODICAL SUBSCRIPTIONS (INCLUDE MAGAZINES AND NEWSPAPERS IN ANY FORMAT, NUMBER OF TITLES INCLUDING DUPLICATES), HELD AT START OF YEAR:** Report the number of current print serial subscriptions, including duplicates, for all outlets held at the beginning 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 E05.

**LINE E06: CURRENT SERIAL/PERIODICAL SUBSCRIPTIONS (INCLUDE MAGAZINES AND NEWSPAPERS IN ANY FORMAT, NUMBER OF TITLES INCLUDING DUPLICATES), ADDED DURING YEAR:** Report the number of serial subscriptions, including duplicates that were added during 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 fiscal year. They keep their magazines for 5 years. During the course of the year, they add 2 new subscriptions for a total of 17 magazines. This would count as 2 for LINE E06.

**LINE E07: CURRENT SERIAL/PERIODICAL SUBSCRIPTIONS (INCLUDE MAGAZINES AND NEWSPAPERS IN ANY FORMAT, NUMBER OF TITLES INCLUDING DUPLICATES), WITHDRAWN DURING YEAR:** Report the number of serial subscriptions, including duplicates that were withdrawn during 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 fiscal year. They keep their magazines for 5 years. During the course of the year, they withdraw 2 new subscriptions for a total of 13 magazines. This would count as 2 for LINE E06.

**LINE E08: CURRENT SERIAL/PERIODICAL SUBSCRIPTIONS (INCLUDE PERIODICALS AND NEWSPAPERS IN ANY FORMAT, NUMBER OF TITLES INCLUDING DUPLICATES), HELD AT END OF YEAR (E05,E06 MINUS E07):** Automatically calculates the number of Serial/Periodical Subscriptions held by the library at the end of the fiscal year.

**LINE E09: AUDIO MATERIALS (# OF 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 and **cataloged**, whether purchased, leased, licensed, or donated as gifts.

These are materials on which sounds (only) are stored (recorded) and that can be reproduced (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. 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 E10: AUDIO MATERIALS (# OF 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 and **cataloged**, whether purchased, leased, licensed, or donated as gifts.

**LINE E11: AUDIO MATERIALS (# OF 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 and **cataloged**, whether purchased, leased, licensed, or donated as gifts.

**LINE E12: DOWNLOADABLE AUDIO MATERIALS, AVAILABLE AT END OF YEAR (REPORT WILBOR/NEIBOR HERE – MUST BE CATALOGED IN OPAC TO BE INCLUDED HERE):** Record the number of downloadable audio materials held at the end of the year. If the library is a member of the WILBOR or NEIBOR consortiums, report the number of titles held here. Report only items the library has selected as part of the collection and made accessible through the library's Online Public Access Catalog (OPAC).

**LINE E13: AUDIO MATERIALS (NUMBER OF VOLUMES), HELD AT END OF YEAR (E09, E10, E12 MINUS E11):**

Automatically calculates total number of audio volumes held at the end of the year.

**LINE E14: ELECTRONIC BOOKS (E-BOOKS), HELD AT START OF YEAR:** Record the number of e-books held at the start of the fiscal year. 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 (monograph). 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.

Note: Under this category report only items the library has selected as part of the collection and made accessible through the library's Online Public Access Catalog (OPAC).

**LINE E15: ELECTRONIC BOOKS (E-BOOKS), ADDED DURING THE YEAR:** Record the number of e-books added during the fiscal year.

**LINE E16: ELECTRONIC BOOKS (E-BOOKS), WITHDRAWN DURING THE YEAR:** Record the number of e-books withdrawn during the fiscal year.

**LINE E17: ELECTRONIC BOOKS (E-BOOKS), HELD AT END OF YEAR (E14, E15 MINUS E16):** Automatically calculates the number of E-books held at the end of the year.

**LINE E18: VIDEO MATERIALS (# OF 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.

These are materials on which moving pictures are recorded, with or without sound. Electronic playback reproduces pictures, with or without sound, using a television receiver or monitor. Video formats may include tape, DVD, CD-ROM and other video recordings. 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 E19: VIDEO MATERIALS (# OF 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 and **cataloged**, whether purchased, leased, licensed, or donated as gifts.

**LINE E20: VIDEO MATERIALS (# OF 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 and **cataloged**, whether purchased, leased, licensed, or donated as gifts.

**LINE E21: DOWNLOADABLE VIDEO MATERIALS, AVAILABLE AT END OF YEAR (REPORT WILBOR/NEIBOR HERE – MUST BE CATALOGED IN OPAC):** Record the number of downloadable video materials held at the end of the year. If the library is a member of the WILBOR or NEIBOR consortiums, report the number of video titles held here. Report only items the library has selected as part of the collection and made accessible through the library's Online Public Access Catalog (OPAC).

**LINE E22: Video Materials (Number of volumes), Held at End of Year (E18, E19, E21 minus E20):**  
Automatically calculates number of video volumes held at the end of the fiscal year.

**LINE E23: OTHER LIBRARY MATERIALS (# OF VOLUMES), HELD AT START OF YEAR:** Include all materials not already reported, such as CD-ROM based information products (for example, electronic encyclopedias on CD-ROM), puzzles, art prints, pamphlets, cake pans, games, puppets, etc. Report all items the library acquired as part of the collection and **cataloged**, 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 E24: OTHER LIBRARY MATERIALS (# OF VOLUMES), ADDED DURING THE YEAR:** Report the number of items added during the fiscal year.

**LINE E25: OTHER LIBRARY MATERIALS (# OF VOLUMES), HELD AT START OF 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 E26: OTHER LIBRARY MATERIALS (# OF VOLUMES), HELD AT END OF YEAR (E23, E24 MINUS E25):**  
Automatically calculates the number of other library materials held at the end of the fiscal year.

**LINE E27: TOTAL MATERIALS, HELD AT START OF YEAR (E01, E09, E14, E18, E23):** Automatically calculates total number of volumes held at the start of the fiscal year.

**LINE E28: TOTAL MATERIALS, ADDED DURING YEAR (E02, E10, E15, E19, E24)** Automatically calculates total number of materials added during the fiscal year.

**LINE E29: TOTAL MATERIALS, WITHDRAWN DURING YEAR (E03, E11, E16, E20, E25):** Automatically calculates total number of materials withdrawn during the fiscal year.

**LINE E30: TOTAL MATERIALS, HELD AT END OF YEAR (E27, E28 MINUS E29):** Automatically calculates total number of materials held at the end of the fiscal year.

**LINE E31: TOTAL MATERIALS (#OF VOLUMES) CATALOGED AS CHILDREN'S, HELD AT END OF YEAR:**  
Include all items counted in Section E which are cataloged as children's. (If available)

## 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.

**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 12 and over regardless of the age of the person who checks out the book. Include items designated as "Young Adult" in this category.

**LINE F02: 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 F03: 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 F04: AUDIO RECORDINGS:** Count the total annual circulation of audio recordings for use outside the library, including renewals. These are materials on which sounds only are recorded and that can be played back mechanically. Include records, audiocassettes, audio cartridges, audio discs (including audio-CD-ROMs), audio-reels, talking books, or other physical formats. Do not report web-based or downloaded files on this line.

**LINE F05: 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 F06: VIRTUAL CIRCULATION (DOWNLOADABLE AUDIO AND/OR VIDEO):** Count the total annual circulation of downloadable audio and/or video recordings. Use this line to report usage from the WILBOR or NEIBOR consortia. Downloadable audio and video do NOT need to be cataloged in the library's OPAC to be counted in this line.

**LINE F07: 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 F08: TOTAL CIRCULATION (F01-F07):** Automatically sums LINES F01 to F07 to calculate total circulation.

**LINE F09: CIRCULATION TO YOUR OWN CITY:** Report the total annual circulation of all types of materials to those who actually live within the city limits of the city your library was established by ordinance to serve. Include renewals.

**LINE F10: 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 F11: 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. Also include those who have a valid card from another city but who actually live in the unincorporated area of the county.

**LINE F12: 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 than the number reported in LINE F08 or less than that reported in LINE F02.

**LINE F13: 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 F14: 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 the State Library or the Library Service Areas, including A/V.

**LINE F15: 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 the State Library or the Library Service Areas, including A/V.

### Registration

**LINE F16: CURRENT TOTAL NUMBER OF REGISTERED BORROWERS:** Report the number of people holding valid library cards as of June 30, 2008. A registered borrower 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 and gain access to other library resources. **Note: Files should have been purged within the past three (3) years.**

## 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 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. 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.

**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.

**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.

**LINE G07: TOTAL NUMBER OF LIBRARY PROGRAMS (G01, G03, AND 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, AND 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 2009 SUMMER LIBRARY PROGRAM (DO NOT COUNT NUMBER OF ATTENDEES):** Count the total number of children REGISTERED for the 2009 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 count 25 here regardless of how often those same children attended programs during the summer. The total count of attendees for these programs should be reported in LINE G02.

**Other Services**

**LINE G10: 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 G11: DOOR COUNT ANNUALLY :** Report the total number of persons entering the library annually for any reason including: to attend programs or 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; and 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 G12: 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 G13: TOTAL NUMBER OF HOURS OPEN EACH WEEK AT THE MAIN LIBRARY ONLY. (NOT MORE THAN 90):**

Report the total number of hours open in a typical week for the main library only. Do not count branches or other outlets for this count.

**LINE G14: TOTAL NUMBER OF HOURS OPEN ANNUALLY AT THE MAIN LIBRARY AND ALL BRANCHES:**

Report the total number annual public service hours for the main library and all branches and bookmobiles. For each bookmobile, count only the hours during which the bookmobile is open to the public. Minor variations in scheduled public service hours need not be included, however, extensive hours closed to the public due to natural disasters or other events should be excluded even if the staff is scheduled to work.

If the library has no branches or bookmobiles, has the same hours year-round, and was not closed other than the regularly scheduled days and times, multiply the value given in LINE G13 times 52 to determine the value for LINE G14. Do not do this if the library has different hours during the summer month, rather count the total number of hours open.

## Section H - Additional Information

**LINE H01: DOES YOUR LIBRARY HAVE A FRIENDS GROUP? (YES OR NO):** Answer YES if your library has a "Friends of the Library" group.

**LINE H02: HAS YOUR LIBRARY SET UP A FUND WITHIN YOUR COMMUNITY FOUNDATION? (YES OR NO):** Answer YES if your library has set up a fund within your local Community Foundation. Iowa Community Foundations are tax-exempt charitable organizations created by and for Iowa communities to give people a way to give financially to their communities.

**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. 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. 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.

**Lines H09 and H10 are repeatable to allow for multiple entries.**

**LINE H09: CONTRACTING CITY NAME (EXCLUDING YOUR OWN CITY):** List each city with which your library contracts for service. If there is more than one city, click on "Add Group" to enter the city name and population.

**LINE H10: POPULATION OF CONTRACTING CITY:** List the population of each city with which your library contracts for service. If there is more than one city, click on "Add Group" to enter the city name and population.

**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 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, 2009.

**LINE H13: HOURLY SALARY OF ASSISTANT DIRECTOR:** Report the hourly salary as of June 30, 2009. Only report this number if the library employs an assistant director.

**LINE H14: HOURLY SALARY OF THE CHILDREN'S LIBRARIAN:** Report the hourly salary as of June 30, 2009. 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.

## Section I – Electronic Resources

### Licensed Databases

**LINE I01: NUMBER OF LICENSED DATABASES FUNDED LOCALLY:** 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. 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.

**LINE I02: NUMBER OF LICENSED DATABASES FUNDED BY THE STATE GOVERNMENT OR THE STATE LIBRARY (COUNT EBSCOHOST AS 13 AND FIRSTSEARCH AS 12):** LINE I02 has been pre-filled and locked by the State Library. As of June 30, 2009, 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](mailto:scott.dermont@lib.state.ia.us)

**LINE I03: NUMBER OF LICENSED DATABASES FUNDED THROUGH OTHER COOPERATIVE ARRANGEMENTS (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 formal agreement within the state or region. Count EBSCOhost and FirstSearch under line I02.

**LINE I04: TOTAL LICENSED DATABASES (I01, I02, and I03):** Automatically sums LINES I01 to I03 to determine the total number of licensed databases held by the library.

#### Other Technology Questions

**LINE I05: NUMBER OF CURRENT ELECTRONIC SERIAL SUBSCRIPTIONS:** Report the number of electronic serial subscriptions (e-serials, e-journals), including duplicates, for all outlets. Examples include periodicals (magazines), newspapers, annuals, some government documents, some reference tools, and numbered monographic series distributed in the following ways: a) via the Internet (e.g., HTML, PDF, JPEG, or compressed file formats such as zipped files), b) on CD-ROM or other portable digital carrier, c) on databases (including locally mounted databases), and d) on diskettes or magnetic tapes. Electronic serial subscriptions include serials held locally or remote resources that the library has authorization to access, including those available through statewide or consortia agreements. Do not include subscriptions to indexing and abstracting databases that include full-text serial content (e.g., EBSCO Host, ProQuest, and OCLC FirstSearch).

**LINE I06: 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 I07: WHAT TYPE OF INTERNET ACCESS DOES YOUR LIBRARY HAVE?** Select the type of Internet access at your library from the choices listed. The options are dial-up (using a modem connected to a phone line), high speed (DSL, cable, T-1, frame-relay, etc.), or none.

**LINE 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:** Report the DOWNLOAD speed that you are receiving from your Internet provider. This is the speed of the connection that you pay for and is known as the subscription rate. This information is often indicated on your bill as the committed rate or can be discovered by calling your provider. If your service is free, or you don't get a bill, you may need to contact your provider for this information.

**LINE I09: NUMBER OF USERS OF PUBLIC INTERNET COMPUTERS ANNUALLY (YOU MAY COUNT A TYPICAL WEEK AND MULTIPLY BY 52):** Report the total annual number of individuals that have used internet computers in the library. If the computer is used for multiple purposes (Internet access, word-processing, OPAC, etc.) and internet users 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 customer that uses 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 customers. For confidentiality purposes, it is recommended that, after recording the needed statistics, logs be discarded each day.

**LINE I10: 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 I11: 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.

**LINE I12: DOES YOUR LIBRARY HAVE AN ONLINE PUBLIC ACCESS CATALOG (OPAC)?** Enter yes if your library has any kind of Online Public Access Catalog. Do not count systems that are staff use only.

**LINE 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.** If you entered yes to LINE I12 enter the name of the vendor of your OPAC. Examples of vendor names are SirsiDynix, Follett, or Book System. Do not include the name of your system. Examples of system names are Horizon, Unicorn, Destiny, or Circ Plus. Enter N/A if you answered no to LINE I12 or if you do not know the name of your vendor.

## 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. 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** (Prefilled and Locked by State Library)

**LINE J05: CITY POPULATION:** The population of the city which the library was established to serve, from the 2000 Census or a more recent special census.

**LINE J06: FSCS SERVICE POPULATION:** Service population based on the city population, the population of contracting cities, and the rural service population. Rural service population is based on the percentage of county funding received by the library.

**Codes** (Prefilled and locked by State Library)

Please review the following codes for accuracy. If any changes need to be made, please notify Scott Dermont at the State Library of Iowa. [scott.dermont@lib.state.ia.us](mailto:scott.dermont@lib.state.ia.us)

**LINE J07: INTERLIBRARY RELATIONSHIP CODE:** Select one of the following: HQ - Headquarters of a System, Federation, or Cooperative Service. (Include any system, federation, or cooperative service member acting in this role.), ME - Member of a System, Federation, or Cooperative Service, but not the headquarters, NO - Not a member of a System, Federation, or Cooperative Service.

**LINE J08: LEGAL BASIS CODE:** The legal basis is the type of local government structure within which the entity functions. It reflects the state or local law which authorizes the library. Select one of the following: CI - Municipal Government (city, town or village), CO - County/Parish, CC - City/County, MJ - Multi-jurisdictional, NL - Native American Tribal Government, NP - Non-profit Association or Agency, SC - School District, SD - Special Library District (authority, board, commission), OT - Other.

**LINE J09: ADMINISTRATIVE STRUCTURE CODE:** This code identifies an autonomous library entity that has its own governance and funding. Select one of the following: MA - Administrative Entity with Multiple Direct Service Outlets where Administrative Offices are Separate, MO - Administrative Entity with Multiple Direct Service Outlets where Administrative Offices are Not Separate, SO - Administrative Entity with a Single Direct Service Outlet.

**LINE J10: FSCS PUBLIC LIBRARY DEFINITION:** Answer Yes or No to the following question: Does this public library meet all the criteria of the PLSC public library definition? A public library is an entity that is established under state enabling laws or regulations to serve a community, district, or region, and that provides at least the following.

1. An organized collection of printed or other library materials, or a combination thereof
2. Paid staff
3. An established schedule in which services of the staff are available to the public
4. The facilities necessary to support such a collection, staff, and schedule
5. Supported in whole or in part with public funds

Note: If the library meets all of the requirements of this definition, respond with a yes. If the library does not meet one or more of the requirements, respond with a no.

**LINE J11: GEOGRAPHIC CODE:** Choose one code that either exactly or most nearly describes the geographic area for which the public library has been established to offer services and from which (or on behalf of which) the library derives income and any areas served under contract for which the library is the primary service provider. CI1 -

City (exactly), CI2 - City (most nearly), CO1 - County (exactly), CO2 - County (most nearly), MA1 - Metropolitan Area (exactly), MA2 - Metropolitan Area (most nearly), MC1 - Multi-County (exactly), MC2 - Multi-County (most nearly), SD1 - School District (exactly), SD2 - School District (most nearly), OTH Other

**LINE J12:**        **STATE LIBRARY CODE:** Unique identifier code assigned by the State Library of Iowa.

**LINE J13:**        **LOCATOR CODE:**        Unique identifier code for participants in the Iowa Locator program.