

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 _____
- 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.) _____
- 89 Audio Materials (Number of volumes), Held at Start of Year _____
- 90 Audio Materials (Number of volumes), Added During Year _____
- 91 Audio Materials (Number of volumes), Withdrawn During Year _____
- 92 Audio Materials (Number of volumes), Held at End of Year (#89, #90 minus #91) (NOTE: Select the Update button to calculate this question.) _____
- 93 Electronic books (e-books), Held at Start of Year _____
- 94 Electronic books (e-books), Added During Year _____
- 95 Electronic books (e-books), Withdrawn During Year _____
- 96 Electronic books (e-books), Held at End of Year (#93, #94 minus #95) (NOTE: Select the Update button to calculate this question.) _____
- 97 Video Materials (Number of volumes), Held at Start of Year _____
- 98 Video Materials (Number of volumes), Added During Year _____
- 99 Video Materials (Number of volumes), Withdrawn During Year _____
- 100 Video Materials (Number of volumes), Held at End of Year (#97, #98 minus #99) (NOTE: Select the Update button to calculate this question.) _____
- 101 Computer Application Software (Number of volumes), Held at Start of Year _____
- 102 Computer Application Software (Number of volumes), Added During Year _____
- 103 Computer Application Software (Number of volumes), Withdrawn During Year _____
- 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.) _____
- 105 Other Library Materials (# of volumes), Held at Start of Year _____
- 106 Other Library Materials (# of volumes), Added During Year _____
- 107 Other Library Materials (# of volumes), Withdrawn During Year _____
- 108 Other Library Materials (# of volumes), Held at End of Year (#105, #106 minus #107) (NOTE: Select the Update button to calculate this question.) _____
- 109 Total Materials, Held at Start of Year (#81, #85, #89, #93, #97, #101, #105) (NOTE: Select the Update button to calculate this question.) _____

- 110 Total Materials, Added During Year (#82, #86, #90, #94, #98, #102, #106) (NOTE: Select the Update button to calculate this question.)
- 111 Total Materials, Withdrawn During Year (#83, #87, #91, #95, #99, #103, #107) (NOTE: Select the Update button to calculate this question.)
- 112 Total Materials, Held at End of Year (#109, #110 minus #111) (NOTE: Select the Update button to calculate this question.)

Part 6 - Library Transactions #113-134

Circulation Transactions

- 113 Adult Books
- 114 Children's Books
- 115 Video Recordings
- 116 Audio Recordings
- 117 Periodicals
- 118a. All Other Items (CD-ROM based information products (for example, electronic encyclopedias on CD-ROM), puzzles, art prints, pamphlets, cake pans, puppets, etc.)
- 118b. This question was removed as of 9/12/08.
- 118c. Virtual Circulation (downloadable audio and/or video)
- 119 Total Circulation (#113-118c) (NOTE: Select the Update button to calculate this question.)
- 120 Circulation to Reciprocal Borrowers
- 121 Circulation to Your Own City
- 122 Circulation to Contracting Cities
- 123 Circulation to the Rural Population of Your Own County
- 124 Circulation to the Rural Population of Other Counties
- 125 Other Circulation

Interlibrary Loan

- 126 Received from other libraries
- 127 Provided to other libraries

Registration

- 128 Registration (As of July 1, 2007)
- 129 Number of Registered Borrowers Added
- 130 Number of Registered Borrowers Withdrawn
- 131 Current Total Registration
- 132 Year Registration Files Were Last Weeded

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 Adults** _____
- 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 *Number of licensed Databases funded locally* _____
- 176b *Number of licensed Databases funded by the State (state government or the State Library)-Ebsco and FirstSearch here* _____
- 176c *Number of licensed Databases funded through other cooperative arrangements (or consortia) within the state or region* _____
- 176d ***Total Licensed Databases (#176a-176c) (NOTE: Select the Update button to calculate this question.)*** _____
- 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 _____