



STATE LIBRARY OF IOWA

INFORMATION • CONSULTATION • DESTINATION
WWW.STATELIBRARYOFIOWA.ORG

2019 IOWA PUBLIC LIBRARY GENERAL INFORMATION SURVEY

(Reporting period July 1, 2018 to June 30, 2019 – unless otherwise specified)

Due October 31, 2019

Section A - General Information

Review the contact information below. Users cannot directly change data for questions A01 to A12. If any information has changed, answer **Yes** to number A13 and enter a note for the corresponding question. The State Library will verify and update the data. For Section A, report the most current information available.

A01 Library name _____

A02 Library District _____

A03 Street address _____

A04 City _____

A05 Zip _____

Mailing Address

A06 Mailing address _____

A07 City _____

A08 Zip _____

Other Contact Information

A09 County _____

A10 Phone _____

A11 City population _____

A12 Library Size Code _____

A13 Has any information in questions A1 to A12 changed in the past year?

- YES – Check the box and enter the correction in a note. Staff from The State Library will verify and update the information.
- NO – Continue with question A14.

A14 Library director/administrator name _____

Section B – Paid Staff and Salary Information

Include unfilled positions if a search is currently underway. Include all paid staff on the library’s payroll. Do not report staff paid by other agencies such as Green Thumb employees or work study students. Do not report workers hired through a cleaning or landscape business. Report all positions as of June 30, 2019.

B01 Total number of paid librarians _____

B02 Total number of all-paid librarian hours worked per week _____

B03 **Paid librarians FTE** _____

B04 Total number of all other paid staff _____

B05 Total number of all other paid staff hours worked per week _____

B06 **All other paid staff FTE** _____

B07 **Total number of paid staff** _____

B08 **Total paid staff FTE** _____

Levels of Education

B09 How many of the paid librarians from line B01 have an ALA accredited masters of library science degree _____

B10 Total number of hours worked per week by librarians from line B09 with an ALA accredited masters of library science degree _____

B11 **Total FTE librarians with ALA accredited masters of library science degree** _____

B12 Starting date of current director in director’s position. _____

Salary Information

Report the hourly salary for the positions listed below if employed by your library. Do not report one staff member more than once even if they perform multiple jobs. Refer to the instructions for more detailed information on each position. Do not report assistant director or department heads unless that role is part of their official job description. Only report janitorial/building maintenance staff if they are an employee of the library. Report hourly salary amounts as of June 30, 2019.

B13	Hourly salary of the director	_____
B14	Hourly salary of assistant director	_____
B15	Hourly average salary of department heads	_____
B16	Hourly average salary of children’s librarians	_____
B17	Hourly average salary of library clerks	_____
B18	Hourly average salary of shelvers or pages	_____
B19	Hourly average salary of janitorial or building maintenance employees	_____

Section C – Capital Income and Expenditures

Capital income is intended to pay for large one-time library purchases. This section should not reflect any income or expenditure used for the regular operations of the library. If your library had any major one-time capital expenditures during FY19 report them in this section. Otherwise, skip to section D.

For Capital Income and Expenditures

- ❖ Show all sources of funds for FY19 (July 1, 2018 – June 30, 2019)
- ❖ If your library does not receive income from a source, enter a 0 (zero)
- ❖ If your library receives income from a source, but the amount is unknown, enter N/A
- ❖ Report all income and expenditures in whole dollars only. Round to the nearest dollar

For Capital Income

Report all income for major capital expenditures, by source of income. Include funds received for

- ❖ Site acquisition
- ❖ New buildings, additions to buildings, or renovation of library buildings
- ❖ Furnishings, equipment, and initial collections for new buildings, additions, or renovations
- ❖ Major building updates or repairs including roof, painting, carpeting, furnace, central air, etc.
- ❖ New computer hardware and software used to support library operations, link to networks, or run information products
- ❖ Replacement and repair of existing furnishings and equipment
- ❖ New vehicles
- ❖ Other major one-time projects

DO NOT REPORT INCOME FOR

- ❖ Regular purchase of library materials – Report in section D
- ❖ Payments for regular operating costs such as utilities, insurance, etc. – Report in section D
- ❖ Investments for capital appreciation
- ❖ Income passed through to another agency
- ❖ Funds unspent in the previous fiscal year (e.g., carryover)

Did your library have any major one time capital projects in FY19?

- YES – Answer questions C01 - C06.**
- NO – Skip to Section D.**

CAPITAL INCOME

- C01 Capital funds from local government (city, county) _____
- C02 Capital funds from state sources _____
- C03 Capital funds from federal sources _____
- C04 Capital funds from private sources _____
- C05 **Total capital income** _____

CAPITAL EXPENDITURES

- C06 Total capital expenditures _____

Section D – Operating Income and Expenditures

OPERATING INCOME

Operating income covers the current and recurrent costs necessary to support the provision of library services. Report income used for operating expenditures by source. Include federal, state, local, or non-governmental income.

REPORT ALL SOURCES OF FUNDS FOR FY19 (JULY 1, 2018 – JUNE 30, 2019).

- ❖ If your library does not receive income from a source enter a 0 (zero)
- ❖ If your library receives income from a source, but the amount is unknown, enter N/A
- ❖ Report all income in whole dollars only. Round to the nearest dollar

DO NOT REPORT

- ❖ Income for capital expenditures as reported in Section C
- ❖ Contributions to endowments
- ❖ Income passed through to another agency
- ❖ Funds unspent in the previous fiscal year – carryover
- ❖ The value of any contributed or in-kind services
- ❖ The value of any non-monetary gifts and donations
- ❖ E-Rate discounts as income or expenditures

Total Governmental Operating Income

D01 City income received from the city’s general fund (exclude income from special levies) _____

D02 City income received from special levies _____

D03 County income received from all counties _____

D04 Income received from contracting cities in Iowa. Do not report income from your own city on this line. _____

D05 Other governmental income received _____

D06 **Total local government operating income received** _____

D07 State income received from the State Library of Iowa (Enrich Iowa --Direct State Aid, Open Access, ILL Reimbursement) Prefilled and locked by the State Library. _____

D08 Other income received from the State of Iowa _____

D09 **Total state government operating income received** _____

D10 Total federal government income received _____

Non-Governmental Operating Income

D11 Total non-governmental grants received _____

D12 Endowments and gifts received (only report if money was spent in FY19) _____

D13 Fines and/or fees received _____

D14 Other income received _____

D15 **Total non-governmental operating income received** _____

Total Operating Income

D16 **Total operating income received** _____

Operating Expenditures

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.

REPORT ALL EXPENDITURES INCLUDING GRANTS AND COOPERATIVE ARRANGEMENTS.

- ❖ If your library does not expend funds for an item, enter a 0 (zero)
- ❖ If your library expends funds for an item, but the amount is unknown, enter N/A
- ❖ To ensure accurate reporting, consult your business officer or city clerk regarding this section
- ❖ Report only money expended during FY19 (July 1, 2018 – June 30, 2019), regardless of when the money may have been received
- ❖ Report all expenditures as whole dollars only. Round fractions to the nearest whole dollar

DO NOT REPORT

- ❖ The value of free items
- ❖ Estimated costs
- ❖ Capital expenditures as reported in Section C
- ❖ E-Rate discounts as expenditures

- D17 Total salaries and wages expenditures (before deductions) _____
- D18 Total employee benefits expenditures (health insurance, Social Security tax, retirement, etc.) This amount cannot be \$0. If you are unsure of benefits amount, report N/A. _____
- D19 **Total staff expenditures** _____
- D20 Print physical collection expenditures _____
- D21 Audio physical collection expenditures -- All physical formats, including tape, CDs, etc. Do not report downloadable expenditures on this line. _____
- D22 Video physical collection expenditures -- All physical formats, including tape, Blu-Ray, DVD, etc. Do not report downloadable expenditures on this line. _____
- D23 Other physical collection expenditures for any materials not listed above (puzzles, art prints, puppets, cake pans, etc.) _____

- D24 **Total physical non-print collection expenditures**

- D25 **Total physical collection expenditures**

- D26 Bridges e-book collection expenditures. Report Bridges e-book expenditures only. Prefilled and locked by the State Library.

- D27 All other e-book collection expenditures. Report Advantage e-book expenditures on this line.

- D28 **Total e-book collection expenditures**

- D29 Bridges downloadable audio collection expenditures. Report Bridges expenditures only. Prefilled and locked by the State Library.

- D30 All other downloadable audio collection expenditures. Report Advantage downloadable audio expenditures on this line.

- D31 **Total downloadable audio collection expenditures**

- D32 Bridges downloadable video collection expenditures. Report Bridges expenditures only. Prefilled and locked by the State Library.

- D33 All other downloadable video collection expenditures. Report Advantage downloadable expenditures on this line.

- D34 **Total downloadable video collection expenditures**

- D35 Gale, Credo, Transparent Languages, and Bridges Magazine expenditures. Prefilled and locked by the State Library.

- D36 All other Electronic Information collection expenditures. Do not report expenditures for products subsidized or managed by the State Library such as Gale, Credo, Transparent Languages, or Bridges.

- D37 **Total Electronic Information collection expenditures**

- D38 **Total downloadable and Electronic Information collection expenditures**

- D39 **Total collection expenditures**

- D40 All other operating expenditures (phone, lights, heating, cooling, Internet access, insurance, etc.)

- D41 **Total of all operating expenditures**

Section E - Library Collection

- **NUMBER HELD AT START OF YEAR** - The number of volumes owned by the library at the start of the fiscal year (July 1, 2018).
- **NUMBER ADDED DURING FISCAL YEAR** - The number of volumes added to the collection during the fiscal year whether through purchase or donation.
- **WITHDRAWN DURING FISCAL YEAR** - The number of volumes weeded, lost, or removed for any other reason during the fiscal year.
- **NUMBER HELD AT END OF YEAR** – The number of volumes owned by the library at the end of the fiscal year (June 30, 2019).

E01	Printed books (# of volumes), held at start of year	_____
E02	Printed books (# of volumes), added during year	_____
E03	Printed books (# of volumes), withdrawn during year	_____
E04	Printed books (# of volumes), held at end of year	_____
E05	Bridges e-books, held at end of year. Prefilled and locked by State Library.	_____
E06	All other e-books held at end of year. Do not report Bridges or Freegal downloads here. Include Advantage titles here.	_____
E07	Total e-books held at end of year	_____
E08	Total books (print and e-books), held at end of year.	_____
E09	Audio materials (# of physical volumes), held at start of year	_____
E10	Audio materials (# of physical volumes), added during year	_____
E11	Audio materials (# of physical volumes), withdrawn during year	_____
E12	Audio materials (# of physical volumes), held at end of year	_____
E13	Bridges downloadable audio materials, held at end of year. Prefilled and locked by State Library.	_____
E14	All other downloadable audio materials, held at end of year. Do not report Bridges or Freegal downloads here. Include Advantage titles here.	_____
E15	Total downloadable audio materials, held at end of year	_____
E16	Total audio materials (physical and downloadable), held at end of year.	_____

E17	Video materials (# of physical volumes), held at start of year	_____
E18	Video materials (# of physical volumes), added during year	_____
E19	Video materials (# of physical volumes), withdrawn during year	_____
E20	Video materials (# of physical volumes), held at end of year	_____
E21	Bridges downloadable video materials, held at end of year. Prefilled and locked by the State Library.	_____
E22	All other downloadable video materials, held at end of year. Do not report Bridges or Freegal downloads here. Include Advantage titles here.	_____
E23	Total Downloadable video materials, held at end of year	_____
E24	Total video materials (physical and downloadable), held at end of year	_____
E25	Other library materials (# of physical volumes), held at start of year	_____
E26	Other library materials (# of physical volumes), added during year	_____
E27	Other library materials (# of physical volumes), withdrawn during year	_____
E28	Other library materials (# of physical volumes), held at end of year	_____
E29	Total physical volumes, held at start of year	_____
E30	Total physical volumes, added during year	_____
E31	Total physical volumes, withdrawn during year	_____
E32	Total physical volumes, held at end of year	_____
E33	Total downloadable volumes, held at end of year	_____
E34	Total physical and downloadable volumes, held at end of year	_____

LINES E35 to E38 – report number of periodical SUBSCRIPTIONS. Do not report number of issues.

E35	Current print serial/periodical SUBSCRIPTIONS (count number of titles including duplicates), held at end of year.	_____
E36	Current electronic serial/periodical SUBSCRIPTIONS from the Bridges consortia, held at end of year. Prefilled and locked by the State Library. (NEW)	_____

E37 Current electronic serial/periodical SUBSCRIPTIONS (count number of titles including duplicates. Include RB Digital or similar titles, but not Gale), held at end of year

E38 **Total current electronic serial/periodical SUBSCRIPTIONS, held at end of year. (NEW)**

Licensed Databases

Refer to the State Library of Iowa's website to determine how databases and other electronic resources are counted. <http://www.statelibraryofiowa.org/ld/a-b/statistics/eleresanssurv>

E39 Number of licensed databases funded locally or by other non-state funded cooperative agreements (or consortia) within the state or region.

E40 Number of licensed databases funded by the state government or The State Library of Iowa. Count Gale as 41, Credo Reference as 1, Chilton Library as 1, Transparent Languages as 1, and Brainfuse as 1. Maximum amount for this line is 45. Prefilled and locked by the State Library.

E41 **Total licensed databases**

Section F – Circulation

Report circulation for FY19 (July 1, 2018 to June 30, 2019). Circulation should only be counted for items checked out of the library's collection for use outside of the library, including renewals. DO NOT count automatic renewals as circulation. DO NOT count in-house use or computer use as circulation.

Circulation Transactions of Physical Items

F01 Adult books

F02 Young adult books

F03 Children's books

F04 Video recordings (physical formats)

F05 Audio recordings (physical formats)

F06 Serials (physical formats)

F07 All other physical items (CD-ROM based products, puzzles, art prints, pamphlets, cake pans, puppets, etc.)

F08 **Total PHYSICAL circulation by material type**

Lines F09 and F10 should be reported as individual counts. They do not need to add up to a total. These counts are part of the physical total as reported on line F08. Do not count electronic use for lines F09 or F10.

F09 Circulation to the rural population of your own county _____

F10 Total physical circulation of all materials cataloged as "children's" _____

Use of Downloadable Material

F11 Bridges e-books, including use of Advantage titles. Prefilled and locked by the State Library. _____

F12 All other e-books _____

F13 Total use of e-books _____

F14 Bridges downloadable video recordings, including use of Advantage titles. Prefilled and locked by the State Library _____

F15 All other downloadable video recordings – do not include Freegal or similar. _____

F16 Total use of downloadable video recordings _____

F17 Bridges downloadable audio recordings, including use of Advantage titles. Prefilled and locked by the State Library. _____

F18 All other downloadable audio recordings -- do not include Freegal or similar. _____

F19 Total use of downloadable audio recordings _____

F20 Bridges electronic serials – including use of Advantage titles. Prefilled and locked by the State Library. **(NEW)** _____

F21 All other electronic serials – Include RB Digital or similar. **(NEW)** _____

F22 Total use of electronic serials _____

F23 Total use of downloadable materials _____

Successful Retrieval of Electronic Information (Database Use)

F24 Successful retrieval of Electronic Information from Gale, Credo, Transparent Languages and Brainfuse. This used to be called Licensed database use. Prefilled and locked by the State Library. _____

F25 Successful retrieval of all other Electronic Information funded locally or by other non-state funded cooperative agreements. Do not count users, sessions, website hits, or online catalog use. This used to be called Licensed database use. _____

F26 **Total successful retrieval of Electronic Information.** _____

Circulation and Use Totals

F27 **Total Circulation of physical and downloadable materials (This is the same as Total circulation by material type on previous year's surveys)** _____

F28 **Total Electronic materials use (Total downloadable use plus Total successful retrieval of Electronic Information)** _____

F29 **Total Collection use (Total circulation of physical and downloadable items plus successful retrieval of Electronic Information)** _____

Interlibrary Loan

The State Library will automatically fill in data from the SILO ILL service. If your library only uses SILO for ILL, you can skip F30 to F35. Examples of other ILL services are OCLC or print forms.

F30 ILL Received from other libraries using the SILO ILL service. Prefilled and locked by the State Library. _____

F31 ILL Received from other libraries using all other ILL services. Do not report SILO ILL on this line. _____

F32 **Total Interlibrary Loan received from other libraries** _____

F33 ILL Provided to other libraries using the SILO ILL service. Prefilled and locked by the State Library. _____

F34 ILL Provided to other libraries using all other ILL services. Do not report SILO ILL on this line. _____

F35 **Total Interlibrary Loan provided to other libraries** _____

F36 Current total number of registered users _____

Section G – Program Attendance and Other Services

Program Attendance

- **When reporting the number of programs count the total number of events. A story time held once a week for a year is counted as 52, not as one.**
- **When reporting attendees count total number of attendees regardless of the age. A children’s program attended by 10 children and 10 adults is counted as 20, not as 10.**
- **Programs designed for adults, families, cross generational, all-ages, etc. should be reported on lines G05 and G06**

G01	Total number of library programs for children	_____
G02	Total number of people attending library programs for children	_____
G03	Total number of library programs for young adults	_____
G04	Total number of people attending library programs for young adults	_____
G05	Total number of library programs for adults, families, etc.	_____
G06	Total number of people attending library programs for adults, families, etc.	_____
G07	Total number of library programs	_____
G08	Total number of people attending library programs	_____

Other Services

G09	Door count annually	_____
G10	Total number of reference transactions annually	_____
G11	Number of Internet computers for public use	_____
G12	Number of uses of public Internet computers <u>ANNUALLY</u> (You may count a typical week and multiply by 52)	_____
G13	Number of wireless sessions annually	_____
G14	Website visits for PLOW website annually. Prefilled and locked by the State Library. (NEW)	_____
G15	Website visits for all other libraries annually. Libraries unable to collect a count of their website visits should report N/A . Libraries without websites should report -3. (NEW)	_____
G16	Total website visits annually (NEW)	_____

Section H – Library Buildings – Hours and Square Footage

- H01 Total number of hours open ANNUALLY at the main library only. _____
Prefilled by State Library
- H02 Total number of weeks open ANNUALLY at the main library only _____
(round to the nearest whole number of weeks) Prefilled by State
Library
- H03 Square footage of the main library only. Prefilled and locked by the _____
State Library

Section H Part 2 – Branches and Bookmobiles

Enter information for each branch or bookmobile on separate lines. Click the “Add Group” button to report multiple branches or bookmobiles. Do not include information for your main library in this section – that is already covered by questions H01-H03.

NOTE: Libraries without branches should skip questions H04 to H07 and leave them blank.

- H04 Branch or bookmobile name. _____
- H05 Total number of hours open ANNUALLY at the branch or bookmobile _____
- H06 Total number of weeks open ANNUALLY at the branch or bookmobile _____
- H07 Square footage of branch library (do not report bookmobile square _____
footage – you may leave it blank or report an N/A)

Section H Totals

- H08 **Total number of hours open annually at the main library and all _____
branches. (Click the SAVE button to calculate the total.)**
- H09 **Total number of weeks open annually at the main library and all _____
branches. (Click the SAVE button to calculate the total.)**
- H10 **Total square footage of main and all branch libraries (Click the SAVE _____
button to calculate the total.)**



This publication is supported by the Institute of Museum and Library Services under the provisions of the Library Services and Technology Act as administered by the State Library of Iowa.



STATE LIBRARY OF IOWA

INFORMATION • CONSULTATION • DESTINATION
WWW.STATELIBRARYOFIOWA.ORG

ANNUAL SURVEY SIGNATURE PAGE FY19

The library director and board president must sign this form in order to complete the annual survey reporting process. Scan and submit the completed document to Toni Blair at toni.blair@iowa.gov, or fax to 515-281-6191, or mail to State Library of Iowa, 1112 E. Grand Ave., Des Moines, Iowa 50319.

I certify that the 2019 Iowa Public Library General Information Survey for FY19 is correct to the best of my knowledge.

Signed (Director) _____ Printed Name _____

Signed (Board President) _____ Printed Name _____

Library _____ Date _____