

# Iowa City Public Library

## 2018 Iowa Public Library General Information Survey

### Section A - General Information

Due October 31, 2018

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	IOWA CITY PUBLIC LIBRARY
A02 Library District	SE=Southeast
Street Address	
A03 Street Address	123 S LINN ST
A04 City	IOWA CITY
A05 Zip	52240
Mailing Address	
A06 Mailing Address	123 S LINN ST
A07 City	IOWA CITY
A08 Zip	52240
Other Contact Information	
A09 County	JOHNSON
A10 Phone	(319) 356-5200
A11 City population	67,862
A12 Library Size Code	H
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
NO - Continue with question A14.	
A14 Library Director/Administrator Name	Susan Craig

### Section B - Paid Staff and Salary Information

Include unfilled positions if a search is currently underway. Include all employees paid by the library. Do not report staff paid by other agencies such as Green Thumb employees or work study students. Report all positions as of June 30, 2018.

B01 Total number of paid librarians	15
B02 Total number of all paid librarian hours worked per week	600.00
B03 <b>Paid librarians FTE</b>	15.00
B04 Total number of all other paid staff	97
B05 Total number of all other paid staff hours worked per week	2687.00
B06 <b>All other paid staff FTE</b>	67.18
B07 <b>Total number of paid staff (NEW)</b>	112
B08 <b>Total paid staff FTE</b>	82.18

#### *Levels of Education*

B09 How many of the paid librarians from line B01 have an ALA accredited masters of library science degree	15
--	----

B10	Total number of hours worked per week by librarians from line B09 with an ALA accredited masters of library science degree	600.00
B11	Total FTE librarians with ALA accredited masters of library science degree	15.00
B12	Starting date of current director in director's position.	07/01/1994

*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. Report hourly salary amount as of June 30, 2018.

B13	Hourly salary of the director	\$71.65
B14	Hourly salary of assistant director	N/A
B15	Hourly average salary of department heads	\$47.82
B16	Hourly salary of the children's librarian	\$33.16
B17	Hourly average salary of library clerks	\$21.94
B18	Hourly average salary of shelvers or pages	\$11.60
B19	Hourly average salary of janitorial or building maintenance staff (NEW)	\$21.12

**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 FY18 report them in this section. Otherwise, skip to section D.

*For Capital Income and Expenditures*

Show all sources of funds for FY18 (July 1, 2017 - June 30, 2018).

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 FY18?

Yes

YES - check the box and answer questions C01 - C06.

NO - Skip to section D.

*Capital Income*

C01	Capital funds from local government (city, county)	\$100,000
C02	Capital funds from state sources	
C03	Capital funds from federal sources	
C04	Capital funds from private sources	\$77,122
C05	<b>Total capital income</b>	<b>\$177,122</b>

*Capital Expenditures*

C06	Total capital expenditures	\$177,122
-----	----------------------------	-----------

**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 FY18 (JULY 1, 2017 - JUNE 30, 2018).

- 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 &ndash; 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)	\$4,434,983
D02	City income received from special levies	\$924,257
D03	County income received from all counties	\$489,400
D04	Income received from contracting cities in Iowa. Do not report income from your own city on this line.	\$68,934
D05	Other governmental income received	\$4,300
D06	<b>Total local government operating income received</b>	<b>\$5,921,874</b>
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.	\$73,825
D08	Other income received from the State of Iowa	\$0
D09	<b>Total state government operating income received</b>	<b>\$73,825</b>
D10	Total federal government income received	\$0

*Non-Governmental Operating Income*

D11	Total non-governmental grants received	\$0
D12	Endowments and gifts received (only report if money was spent in FY18)	\$358,243
D13	Fines and/or fees received	\$159,525
D14	Other income received	\$70,742
D15	<b>Total non-governmental operating income received</b>	\$588,510
<b>Total Operating Income</b>		
D16	<b>Total operating income received</b>	\$6,584,209

#### 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 FY18 (July 1, 2017 - June 30, 2018), 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)	\$3,632,156
D18	Total employee benefits expenditures (health insurance, Social Security tax, retirement, etc.)	\$1,115,760
D19	<b>Total staff expenditures</b>	\$4,747,916
D20	Print physical collection expenditures	\$335,926
D21	Audio physical collection expenditures -- All physical formats, including tape, CDs, etc. Do not report downloadable expenditures on this line.	\$33,264
D22	Video physical collection expenditures -- All physical formats, including tape, Blu-Ray, DVD, etc. Do not report downloadable expenditures on this line.	\$66,637
D23	Other physical collection expenditures for any materials not listed above (puzzles, art prints, puppets, cake pans, etc.)	\$21,705
D24	<b>Total physical non-print collection expenditures (NEW)</b>	\$121,606
D25	<b>Total physical collection expenditures</b>	\$457,532
D26	Bridges e-book collection expenditures. Report Bridges e-book expenditures only. Prefilled and locked by the State Library.	\$0
D27	All other e-book collection expenditures. Report Advantage e-book expenditures on this line.	\$72,305
D28	<b>Total e-book collection expenditures</b>	\$72,305
D29	Bridges downloadable audio collection expenditures. Report Bridges expenditures only. Prefilled and locked by the State Library.	\$0
D30	All other downloadable audio collection expenditures. Report Advantage downloadable audio expenditures on this line.	\$65,782
D31	<b>Total downloadable audio collection expenditures</b>	\$65,782

D32	Bridges downloadable video collection expenditures. Report Bridges expenditures only. Prefilled and locked by the State Library.	\$0
D33	All other downloadable video collection expenditures. Report Advantage downloadable video expenditures on this line.	\$1,930
D34	<b>Total downloadable video collection expenditures</b>	\$1,930
D35	Gale, Credo, and Transparent Languages expenditures. Prefilled and locked by the State Library.	\$4,097
D36	All other Electronic Information collection expenditures. Do not report expenditures for products subsidized by the State Library such as Gale, Credo, or Transparent Languages.	\$104,246
D37	<b>Total Electronic Information collection expenditures (NEW)</b>	\$108,343
D38	<b>Total downloadable and Electronic Information collection expenditures</b>	\$248,360
D39	<b>Total collection expenditures</b>	\$705,892
D40	All other operating expenditures (phone, lights, heating, cooling, Internet access, insurance, etc.)	\$1,086,550
D41	<b>Total of all operating expenditures</b>	\$6,540,358

## 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, 2017).

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, 2018).

E01	Printed books (# of volumes), held at start of year	177,789
E02	Printed books (# of volumes), added during year	25,259
E03	Printed books (# of volumes), withdrawn during year	20,025
E04	<b>Printed books (# of volumes), held at end of year</b>	183,023
E05	Bridges e-books, held at end of year. Prefilled and locked by the State Library.	0
E06	All other e-books held at end of year. Do not report Bridges or Freegal downloads here. Include Advantage titles here.	19,713
E07	<b>Total e-books held at end of year</b>	19,713
E08	<b>Total books (print and e-books), held at end of year.</b>	202,736
E09	Audio materials (# of physical volumes), held at start of year	22,437
E10	Audio materials (# of physical volumes), added during year	1,697
E11	Audio materials (# of physical volumes), withdrawn during year	1,325
E12	<b>Audio materials (# of physical volumes), held at end of year</b>	22,809
E13	Bridges downloadable audio materials, held at end of year. Prefilled and locked by State Library.	0
E14	All other downloadable audio materials, held at end of year. Do not report Bridges or Freegal downloads here. Include Advantage titles here.	8,299
E15	<b>Total downloadable audio materials, held at end of year</b>	8,299
E16	<b>Total audio materials (physical and downloadable), held at end of year.</b>	31,108
E17	Video materials (# of physical volumes), held at start of year	22,539
E18	Video materials (# of physical volumes), added during year	5,178
E19	Video materials (# of physical volumes), withdrawn during year	2,711

E20	Video materials (# of physical volumes), held at end of year	25,006
E21	Bridges downloadable video materials, held at end of year. Prefilled and locked by the State Library	0
E22	All other downloadable video materials, held at end of year. Do not report Bridges or Freegal downloads here. Include Advantage titles here.	585
E23	Total Downloadable video materials, held at end of year	585
E24	Total video materials (physical and downloadable), held at end of year	25,591
E25	Other library materials (# of physical volumes), held at start of year	1,745
E26	Other library materials (# of physical volumes), added during year	344
E27	Other library materials (# of physical volumes), withdrawn during year	233
E28	Other library materials (# of physical volumes), held at end of year	1,856
E29	Total physical volumes, held at start of year	224,510
E30	Total physical volumes, added during year	32,478
E31	Total physical volumes, withdrawn during year	24,294
E32	Total physical volumes, held at end of year	232,694
E33	Total downloadable materials, held at end of year	28,597
E34	Total physical and downloadable volumes, held at end of year	261,291
LINES E35 and E36 - 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.	202
E36	Current electronic serial/periodical SUBSCRIPTIONS (count number of titles including duplicates. Include Zinio titles, but not EBSCOhost.), held at end of year.	190

#### *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>

E37	Number of licensed databases funded locally or by other non-state funded cooperative agreements (or consortia) within the state or region.	42
E38	Number of licensed databases funded by the state government or The State Library of Iowa. Count Gale as 41, Credo Reference as 1, Transparent Languages as 1, and Learning Express as 2. Maximum amount for this line is 45. Prefilled and locked by the State L	45
E39	Total licensed databases	87

## **Section F - Circulation**

Report circulation for FY18 (July 1, 2017 to June 30, 2018). 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. DO NOT count in-house use or computer use as circulation

#### *Circulation Transactions of Physical Items*

F01	Adult books	349,724
F02	Young adult books	20,539
F03	Children's books	319,851
F04	Video recordings (physical formats)	329,004
F05	Audio recordings (physical formats)	87,069
F06	Serials (physical formats)	7,196
F07	All other physical items (CD-ROM based products, puzzles, art prints, pamphlets, cake pans, puppets, etc.)	15,828
F08	Total PHYSICAL circulation by material type	1,129,211

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	106,631
F10	Total physical circulation of all materials cataloged as "children's"	401,222

*Use of Downloadable Material*

F11	Bridges e-books, including use of Advantage titles. Prefilled and locked by the State Library.	0
F12	All other e-books	69,590
F13	<b>Total use of e-books</b>	69,590
F14	Bridges downloadable video recordings, including use of Advantage titles. Prefilled and locked by the State Library.	0
F15	All other downloadable video recordings - do not include Freegal or similar.	3,209
F16	<b>Total use of downloadable video recordings</b>	3,209
F17	Bridges downloadable audio recordings, including use of Advantage titles. Prefilled and locked by the State Library.	0
F18	All other downloadable audio recordings - do not include Freegal or similar.	52,800
F19	<b>Total use of downloadable audio recordings</b>	52,800
F20	Electronic serials - Include Zinio or similar.	15,910
F21	<b>Total use of downloadable materials</b>	141,509

*Successful Retrieval of Electronic Information (Database Use)*

F22	Successful retrieval of Electronic Information from Gale, Credo, Transparency Languages and Learning Express. This used to be called Licensed database use. Prefilled and locked by the State Library.	650
F23	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.	223,918
F24	<b>Total successful retrieval of Electronic Information.</b>	224,568

*Circulation and Use Totals*

F25	<b>Total Circulation of physical and downloadable materials (This is the same as Total circulation by material type on previous year's surveys)</b>	1,270,720
F26	<b>Total Electronic materials use (Total downloadable use plus Total successful retrieval of Electronic Information)</b>	366,077
F27	<b>Total Collection use (Total circulation of physical and downloadable items plus successful retrieval of Electronic Information)</b>	1,495,288

*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 F28 to F33. Examples of other ILL services are OCLC or print forms.

F28	ILL Received from other libraries using the SILO ILL service. Prefilled and locked by the State Library. (NEW)	2,465
F29	ILL Received from other libraries using all other ILL services. Do not report SILO ILL on this line. (NEW)	1,205
F30	<b>Total Interlibrary Loan received from other libraries</b>	3,670
F31	ILL Provided to other libraries using the SILO ILL service. Prefilled and locked by the State Library. (NEW)	850
F32	ILL Provided to other libraries using all other ILL services. Do not report SILO ILL on this line. (NEW)	530
F33	<b>Total Interlibrary Loan provided to other libraries</b>	1,380
F34	Current total number of registered users	57,601

**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	1,038
G02	Total number of people attending library programs for children	47,981
G03	Total number of library programs for young adults	407
G04	Total number of people attending library programs for young adults	7,068
G05	Total number of library programs for adults, families, etc.	331
G06	Total number of people attending library programs for adults, families, etc.	14,132
G07	<b>Total number of library programs</b>	1,776
G08	<b>Total number of people attending library programs</b>	69,181
G09	Number of children REGISTERED for the 2018 Summer Library Program (DO NOT COUNT NUMBER OF PROGRAM ATTENDEES - That number should be included on line G02)	3,070
G10	Number of young adults REGISTERED for the 2018 Summer Library Program (DO NOT COUNT NUMBER OF PROGRAM ATTENDEES - That number should be included on line G04)	438
G11	Number of adults REGISTERED for the 2018 Summer Library Program (DO NOT COUNT NUMBER OF PROGRAM ATTENDEES - That number should be included on line G06)	1,015
G12	For what age groups did your library provide a Summer Library Program for Summer of 2018? Mark all that apply.	
a.	Early Literacy (0-5 years old)	Yes
b.	Children (6-11 years old)	Yes
c.	Teens (12-18 years old)	Yes
d.	Adults (19+ years old)	Yes
e.	No programs offered	No

**Other Services**

G13	Door count annually	746,359
G14	Total number of reference transactions annually	44,643
G15	Number of Internet computers for public use	54
G16	Number of uses of public Internet computers <u>ANNUALLY</u>	75,067
	(You may count a typical week and multiply by 52)	
G17	Number of wireless sessions annually	1,266,902

**Section H - Library Buildings - Hours and Square Footage**

H01	Total number of hours open <u>ANNUALLY</u> at the main library only. Prefilled by the State Library.	3,409
H02	Total number of weeks open <u>ANNUALLY</u> at the main library only (round to the nearest whole number of weeks). Prefilled by the State Library.	52
H03	Square footage of main library. Prefilled and locked by the State Library.	81,276

**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.

H04	Branch or bookmobile name.	ICPL Bookmobile
H05	Total number of hours open <u>ANNUALLY</u> at the branch or bookmobile	888
H06	Total number of weeks open <u>ANNUALLY</u> at the branch or bookmobile	48
H07	Square footage of branch library (do not report bookmobile square footage - you may leave it blank or report an N/A)	N/A
H08	Total number of hours open annually at the main library and all branches. (Click the SAVE button to calculate the total.)	4,297
H09	Total number of weeks open annually at the main library and all branches (Click the SAVE button to calculate the total.)	100
H10	Total square footage of main and all branch libraries (Click the "SAVE" button to calculate the total.)	81,276