

Iowa City Public Library

2014 Iowa Public Library General Information Survey

Section A - General Information

Due October 31, 2014

Review the contact information below. Users cannot change data marked in gray. To change any of this data, answer **Yes** to number A15 below. Iowa Library Services will verify and change the data.

A01	Library Name	IOWA CITY PUBLIC LIBRARY
A02	Library Director/Administrator Name	Susan Craig
A03	Library District	SE=Southeast
Street Address		
A04	Street Address	123 S LINN ST
A05	City	IOWA CITY
A06	Zip	52240
Mailing Address		
A07	Mailing Address	123 S LINN ST
A08	City	IOWA CITY
A09	Zip	52240
Other Contact Information		
A10	County	JOHNSON
A11	Phone	(319) 356-5200
A12	Library Web Address	WWW.ICPL.ORG
A13	Fax	(319) 356-5494
A14	Director Email Address	susan-craig@icpl.org
A15	Has the data in any of the grayed out questions above changed in the past year? (Yes or No) If you answer "Yes," enter the correction in a note. Staff from Iowa Library Services may contact you to verify the information.	No

Section B - Paid Staff

Include unfilled positions if a search is currently underway. Include all employees paid by the library. Report all positions as of June 30, 2014.

B01	Total number of paid librarians	15
B02	Total number of all paid librarian hours worked per week	600.00
B03	Paid librarians FTE	15.00
B04	Total number of all other paid staff	61
B05	Total number of all other paid staff hours worked per week	2576.00
B06	All other paid staff FTE	64.40
B07	Total paid employees FTE	79.40

Levels of Education

B08	How many of the paid librarians from LINE B01 have an ALA accredited masters of library science degree	15
B09	Total number of hours worked per week by librarians from LINE B08 with an ALA accredited masters of library science degree	600.00
B10	Total FTE librarians with ALA accredited masters of library science degree	15.00

Section C - Capital Income and Expenditures*Show all sources of funds for FY14*

If your library does not receive income from a source, enter a 0 (zero). If the data is not available, enter N/A.

REPORT ALL INCOME AND EXPENDITURES IN WHOLE DOLLARS ONLY. ROUND TO THE NEAREST DOLLAR.

In this section, report all revenue for major capital expenditures, by source of revenue. 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
- Computer hardware and software used to support library operations, to link to networks, or to run information products
- New vehicles
- Other major one-time projects

In this section, DO NOT include revenue for:

- Replacement and repair of existing furnishings and equipment
- 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).

Capital Income

C01	Capital funds from local government (city, county)	\$100,000
C02	Capital funds from state sources	\$0
C03	Capital funds from federal sources	\$0
C04	Capital funds from private sources	\$188,059
C05	Total capital revenue	\$288,059

Capital Expenditures

C06	Total capital expenditures	\$288,059
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Section D - Operating Income and Expenditures*Show all sources of funds for FY14.*

If your library does not receive income from a source, enter a 0 (zero). If the data is not available, enter N/A.

DO NOT INCLUDE E-RATE DISCOUNTS AS INCOME OR EXPENDITURES.

REPORT ALL INCOME AND EXPENDITURES IN WHOLE DOLLARS ONLY. ROUND TO THE NEAREST DOLLAR.

Operating Income

Operating income covers the current and recurrent costs necessary to support the provision of library services. Report revenue used for operating expenditures by source. Include federal, state, local, or other grants, and report total operating income.

DO NOT INCLUDE:

- Revenue for major capital expenditures as reported in Section C
- Contributions to endowments
- Revenue 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 or donations

TOTAL GO

D01	City income received (exclude income from special levies)	\$4,014,684
D02	City income received from special levies	\$795,295
D03	Do you receive funding from more than one county? (Yes or No) If you answered "NO" you can skip to line D06. If you answered "Yes", report county name and income for each county that you receive funding on LINES D04 and D05. Report the income from your own county on line D06.	No
D04	County name (Do not report your own county here)	
D05	County income (Do not report your own county income here)	
D06	County income from your own county	\$380,518
D07	County income received from all counties	\$380,518
D08	Income received from contracting cities other than your own	\$46,515
D09	Other governmental income received	\$0
D10	Total local government operating income received	\$5,237,012
D11	State income received from Iowa Library Services (Enrich Iowa - Direct State Aid, Open Access, ILL Reimbursement)	\$90,067
D12	Other income received from the state of Iowa	\$0
D13	Total state government operating income received	\$90,067
D14	Total federal government income received	\$0
<i>Total Non-Governmental Operating Income</i>		
D15	Total non-governmental grants received	\$2,500
D16	Endowments and gifts received	\$253,993
D17	Fines and/or fees received	\$195,240
D18	Other income received	\$225,522
D19	Total non-governmental operating income received	\$677,255
<i>Total Operating Income</i>		
D20	Total operating income received	\$6,004,334
Operating Expenditures		

In this section, report all expenditures including grants and cooperative arrangements.

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

DO NOT INCLUDE E-RATE DISCOUNTS AS EXPENDITURES.

To ensure accurate reporting, consult your business officer or city clerk regarding this section. Report only money expended during FY14 (July 1, 2013 - June 30, 2014), regardless of when the money may have been received.

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
- Estimated costs
- Capital expenditures as reported in Section C

D21	Total salaries and wages expenditures (before deductions)	\$3,139,523
D22	Total employee benefits expenditures (health insurance, Social Security tax, retirement, etc.)	\$929,911
D23	Total staff expenditures	\$4,069,434
D24	Print materials expenditures	\$314,080
D25	E-Book expenditures (Report WILBOR/NEIBORS E-Book expenditures on this line) (NEW)	\$66,225
D26	Audio physical materials expenditures -- All physical formats, including Tape, CDs, etc. Report downloadable audio expenditures on line D27 (NEW)	\$60,103
D27	Audio downloadable materials expenditures -- (Report WILBOR/NEIBORS downloadable audio on this line) (NEW)	\$34,727
D28	Video physical materials expenditures -- All physical formats, including Tape, Blu-Ray, DVD, etc. Report downloadable expenditures on line D29 (NEW)	\$70,127
D29	Video downloadable materials expenditures (NEW)	\$0
D30	Electronic materials expenditures (EBSCOhost, FirstSearch, etc. Do not report WILBOR/NEIBORS on this line) (NEW)	\$106,283
D31	Other collection expenditures for any materials not listed above (puzzles, art prints, puppets, etc.)	\$24,739
D32	Total collection expenditures	\$676,284
D33	All other operating expenditures (phone, heat, lights, cooling, internet access, equipment, insurance, etc.)	\$1,261,369
D34	Total of all operating expenditures	\$6,007,087

Section E - Library Collection

NUMBER HELD AT START OF YEAR - The number of physical volumes owned by the library at the start of the fiscal year (July 1, 2013).

NUMBER ADDED DURING FISCAL YEAR - The number of physical volumes added to the collection during the fiscal year whether through purchase or donation.

WITHDRAWN DURING FISCAL YEAR - The number of physical volumes weeded, lost, or removed for any other reason during the fiscal year.

NUMBER HELD AT END OF YEAR - The number of physical volumes owned by the library at the end of the fiscal year (June 30, 2014).

E01	Printed books (# of volumes), held at start of year	193,622
E02	Printed books (# of volumes), added during year	21,767
E03	Printed books (# of volumes), withdrawn during year	26,201
E04	Printed books (# of volumes), held at end of year	189,188
E05	Electronic books (e-books), held at end of year (report all e-books here including WILBOR/NEIBORS)	7,112
E06	Total books (print and electronic), held at end of year.	196,300
E07	Audio materials (# of physical volumes), held at start of year	24,794
E08	Audio materials (# of physical volumes), added during year	3,223
E09	Audio materials (# of physical volumes), withdrawn during year	2,850
E10	Audio materials (# of physical volumes), held at end of year	25,167
E11	Downloadable audio materials, held at end of year (report all downloadable audio ITEMS here including WILBOR/NEIBORS. Do not report Freegal downloads here).	4,760
E12	Total audio materials (physical and downloadable), held at end of year.	29,927
E13	Video materials (# of physical volumes), held at start of year	21,012
E14	Video materials (# of physical volumes), added during year	4,690
E15	Video materials (# of physical volumes), withdrawn during year	3,549
E16	Video materials (# of physical volumes), held at end of year	22,153
E17	Downloadable video materials, held at end of year (report all downloadable video ITEMS here).	346
E18	Total video materials (physical and downloadable), held at end of year	22,499
E19	Other library materials (# of physical volumes), held at start of year	1,745
E20	Other library materials (# of physical volumes), added during year	385
E21	Other library materials (# of physical volumes), withdrawn during year	277
E22	Other library materials (# of physical volumes), held at end of year	1,853
E23	Total physical volumes, held at start of year	241,173

E24	Total physical volumes, added during year	30,065
E25	Total physical volumes, withdrawn during year	32,877
E26	Total physical volumes, held at end of year	238,361
E27	Total downloadable materials, held at end of year	12,218
E28	Total physical and downloadable volumes, held at end of year	250,579

Items reported on LINES E29 to E32 will not be added to LINE E28.

E29	Current print serial/periodical subscriptions (count number of titles including duplicates), held at end of year. DO NOT report the number of issues on this line.	234
E30	Current electronic serial/periodical subscriptions (count number of titles including duplicates. Include Zinio titles, but not EbscoHost.), held at end of year.	141
E31	Total number of physical volumes from section E cataloged as children's, held at end of year.	69,156
E32	Total number of physical volumes from section E cataloged as young adult, held at end of year.	5,960

Section F - Circulation

Circulation Transactions

Circulation by material type: Questions F01 to F11 reflect circulation based on the type of item circulated. The totals on lines F12 and F18 should be equal, but they are not required to be equal to submit the survey. The number listed on line F12 is considered to be your official circulation count.

F01	Adult books	441,267
F02	Young adult books	23,396
F03	Children's books	334,066
F04	EBooks	43,256
F05	Video recordings (Physical formats)	320,274
F06	Downloadable video recordings	7
F07	Audio recordings (Physical formats)	124,713
F08	Downloadable audio recordings - Include WILBOR/NEIBORS use, do not include Freegal or similar.	17,119
F09	Periodicals	11,343
F10	Electronic periodicals - Include Zinio or similar use.	10,981
F11	All other Items (CD-ROM based products, puzzles, art prints, pamphlets, cake pans, puppets, etc.)	11,947
F12	Total circulation by material type	1,338,369

Circulation by borrower type: Questions F13 to F18 reflect circulation based on borrower type. The totals on lines F12 and F18 should be equal, but they are not required to be equal to submit the survey.

F13	Circulation to your own city	1,083,307
F14	Circulation to contracting cities	22,542
F15	Circulation to the rural population of your own county	105,400
F16	Open Access circulation (This should match the total amount reported to Iowa Library Services on the Open Access Report form)	195,624
F17	Circulation to all other borrower types (Include circulation for downloadable audio, video or e-Books)	1,270
F18	Total circulation by borrower type	1,408,143

Circulation to children and young adults: Questions F19 and F20 reflect total circulation to children and

young adults, including books and circulation of all other material types. These counts are part of the total as reported on line F12.

F19	Total circulation of all materials cataloged as "children's"	438,901
F20	Total circulation of all materials cataloged as "young adult"	35,941
F21	In-library materials use annually	N/A

Interlibrary Loan

F22	Received from other libraries	2,622
F23	Provided to other libraries	2,006

Registration

F24	Current total number of registered users	65,499
F25	Total number of registered users added for FY14	7,131

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.

G01	Total number of library programs for children	768
G02	Total number of people attending library programs for children	39,583
G03	Total number of library programs for young adults	314
G04	Total number of people attending library programs for young adults	5,413
G05	Total number of library programs for adults	254
G06	Total number of people attending library programs for adults	11,608
G07	Total number of library programs	1,336
G08	Total number of people attending library programs	56,604
G09	Number of children REGISTERED for the 2014 Summer Library Program (DO NOT COUNT NUMBER OF PROGRAM ATTENDEES)	3,160
G10	Number of young adults REGISTERED for the 2014 Summer Library Program (DO NOT COUNT NUMBER OF PROGRAM ATTENDEES)	404

G11 For what age groups did your library provide a Summer Library Program for Summer of 2014? 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.	None	No

Other Services

G12	Meeting room use annually	1,508
G13	Door count annually	710,595

G14	Total number of reference transactions annually - HAVE MADE A MAJOR REVISION TO THIS DEFINITION. PLEASE REFER TO THE INSTRUCTIONS TO REVIEW.	76,415
G15	Total number of hours open <u>ANNUALLY</u> at the main library only	3,484
G16	Total number of weeks open <u>ANNUALLY</u> at the main library only (round to the nearest whole number of weeks)	52
Branch hours - Please answer questions G17 to G19 for each branch or bookmobile. If your library doesn't have a branch or bookmobile, you can skip to question H01.		
G17	Branch or bookmobile name	
G18	Total number of hours open <u>ANNUALLY</u> at the branch or bookmobile	
G19	Total number of weeks open <u>ANNUALLY</u> at the branch or bookmobile	
G20	Total number of hours open annually at the main library and all branches. (Click the SAVE button to calculate the total.)	3,484
G21	Total number of weeks open annually at the main library and all branches	52

Section H - Additional Information

H01	Number of volunteers	318
H02	Total number of hours worked annually by volunteers	8,909
H03	Name of Main Library and any Branches (Include information for your main library building and all branches as separate entries. If your library doesn't have any branches, enter the information once for the Main Library.)	Iowa City Public Library
H04	Are the Library/Branch facilities handicapped accessible? (Yes or No)	Yes
H05	How many square feet of space in your library/branch?	81,276
H06	How many total square feet of space in your library? (Click the "SAVE" button to calculate the total.)	81,276
H07	Did your library have a referendum passed within the past year? (Yes or No)	No
H08	Type of referendum if Yes (if No enter N/A)	N/A
The information entered on LINES H09 to H11 refers to other cities in Iowa that contract financially with your library for service. Do not record your city or any non-municipal government agencies such as counties or townships. Lines H09 and H10 are repeatable to allow for multiple entries.		
H09	Contracting city name (DO NOT report your own city here)	Hills
H10	Population of contracting city	703
H09	Contracting city name (DO NOT report your own city here)	University Heights
H10	Population of contracting city	1,051
H09	Contracting city name (DO NOT report your own city here)	Lone Tree
H10	Population of contracting city	1,300
H11	Total population of the cities your library serves by contract. (Click the SAVE button to calculate the total.)	3,054

Salary Information

H12	Hourly salary of the director	\$65.28
H13	Hourly salary of assistant director	N/A
H14	Hourly salary of the children's librarian	\$31.33

Section I - Electronic Resources

Licensed Databases

I01	Number of licensed databases funded locally or by other non-state funded cooperative agreements (or consortia) within the state or region. Count Freegal as one database on this line.	28
I02	Number of licensed databases funded by the state government or Iowa Library Services (Count Ebscohost as 13, FirstSearch as 1, and Learning Express as 3)	18
I03	Total licensed databases	46

Other Technology Questions

I04	Number of Internet computers for public use	64
I05	Number of uses of public Internet computers <u>ANNUALLY</u> (You may count a typical week and multiply by 52)	96,155
I06	Number of computer or Internet-related classes taught by library staff	51
I07	Number of people attending computer or Internet-related classes taught by library staff	127
I08	Number of wireless sessions annually (NEW)	N/A

Section J - Administrative Questions

Number of Service Outlets

J01	Central library facility (Not less than 1)	1
J02	Branches	0
J03	Bookmobiles	0
J04	Other service outlets	0

Population (Prefilled and Locked by Iowa Library Services)

J05	City population	67,862
J06	Library Size Code	H

This is the end of the survey. Make sure you click the red "Save" button below. Once you have saved your work, you are ready to review your edit checks. Please click on the "Status" tab at the top of the page to begin reviewing your edits.