

Iowa City Public Library

2016 Iowa Public Library General Information Survey

Section A - General Information

Due December 16, 2016

Review the contact information below. Users cannot change data marked in gray. To change any of this data, answer **Yes** to number A15 below. The State Library will verify and change the data. Report all information as of June 30, 2016.

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 information 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 No from The State Library may contact you to verify the information.	

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, 2016.

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	111
B05	Total number of all other paid staff hours worked per week	2938.00
B06	All other paid staff FTE	73.45
B07	Total paid employees FTE	88.45
<i>Levels of Education</i>		
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
		Masters of Library

B11 Education level achieved by director

Science Degree

B12 Starting date of current director in director's position.

07/01/1994

Section C - Capital Income and Expenditures

Capital income is intended to pay for large one-time library purchases. This section should not reflect any revenue or expense used for the regular operations of the library. If your library had any major on-time capital expenditures during FY16 you may report them in this section. Otherwise, skip to section D.

For Capital Income and Expenditures

Show all sources of funds for FY16 (July 1, 2015 - June 30, 2016).

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

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
- 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
- New vehicles
- Other major one-time projects

In this section, DO NOT include revenue for:

- Replacement and repair of existing furnishings and equipment - Report in section D
- 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

Did your library have any major one time capital projects in FY16? If "NO", Section C will be hidden on the online form and you can skip to section D. If "YES", check the box and answer questions C01 - C06. Yes

C01	Capital funds from local government (city, county)	\$13,903
C02	Capital funds from state sources	\$9,300
C03	Capital funds from federal sources	\$0
C04	Capital funds from private sources	\$0
C05	Total capital revenue	\$23,203

Capital Expenditures

C06	Total capital expenditures	\$23,203
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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 revenue used for operating expenditures by source. Include federal, state, local, or non-governmental income.

REPORT ALL SOURCES OF FUNDS FOR FY16 (JULY 1, 2015 - JUNE 30, 2016).

- 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

- Revenue for 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 and donations
- E-Rate discounts as income or expenditures

Total Governmental Operating Income

D01	City income received (exclude income from special levies)	\$4,059,044
D02	City income received from special levies	\$837,047
D03	County income from <u>YOUR OWN</u> county	\$440,949
D04	Do you receive funding from more than one county? If "NO", you can skip to line D08. If "YES", check the box to report name and income for each county that contributes funding to your library. Report the income from your own county on line D03.	No
D05	County name (<u>DO NOT report your own county here</u>)	
D06	County income (<u>DO NOT report your own county income here</u>)	
D07	County income received from all counties (Click the SAVE button to calculate the total.)	\$440,949
D08	Income received from contracting cities other than your own	\$62,594
D09	Other governmental income received	\$3,600
D10	Total local government operating income received	\$5,403,234
D11	State income received from the State Library of Iowa (Enrich Iowa - Direct State Aid, Open Access, ILL Reimbursement)	\$81,847
D12	Other income received from the state of Iowa	\$0
D13	Total state government operating income received	\$81,847
D14	Total federal government income received	\$0
Total Non-Governmental Operating Income		
D15	Total non-governmental grants received	\$0
D16	Endowments and gifts received	\$367,583
D17	Fines and/or fees received	\$174,909
D18	Other income received	\$83,354
D19	Total non-governmental operating income received	\$625,846

Total Operating Income

D20 **Total operating income received** \$6,110,927

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 FY16 (July 1, 2015 - June 30, 2016), 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

D21	Total salaries and wages expenditures (before deductions)	\$3,361,868
D22	Total employee benefits expenditures (health insurance, Social Security tax, retirement, etc.)	\$990,606
D23	Total staff expenditures	\$4,352,474
D24	Print physical materials expenditures	\$328,293
D25	Audio physical materials expenditures -- All physical formats, including Tape, CDs, etc.	\$50,649
D26	Video physical materials expenditures -- All physical formats, including Tape, Blu-Ray, DVD, etc.	\$63,841
D27	Other physical materials expenditures for any materials not listed above (puzzles, art prints, puppets, etc.)	\$21,823
D28	Total physical materials expenditures (NEW)	\$464,606
D29	Bridges e-book expenditures. Report Bridges e-book expenditures only. The line is prefilled and locked by the State Library. (NEW)	\$0
D30	All other e-book expenditures. Report Advantage e-book expenditures on this line. (NEW)	\$71,666
D31	Total e-book expenditures	\$71,666
D32	Bridges downloadable audio materials expenditures. Report Bridges expenditures only. This line is prefilled and locked by the State Library. (NEW)	\$0
D33	All other downloadable audio expenditures. Report Advantage downloadable audio expenditures on this line. (NEW)	\$56,272
D34	Total downloadable audio expenditures	\$56,272
D35	Downloadable video materials expenditures	\$0
D36	Ebscohost expenditures. This line is prefilled and locked by the State Library. (NEW)	\$3,418
D37	All other electronic materials expenditures. Do not report Bridges or EBSCOHOST expenditures on this line. (NEW)	\$112,591
D38	Total electronic materials expenditures (NEW)	\$243,947
D39	Total collection expenditures	\$708,553

D40 All other operating expenditures (phone, heat, lights, cooling, internet access, equipment, insurance, etc.) \$1,015,395

D41 **Total of all operating expenditures** \$6,076,422

The State Library is gathering information on grants awarded to public libraries. If you reported a grant in sections C and/or D above, indicate the name of the grant and the amount below. Lines D42 and D43 are repeatable for multiple grants. Only report one grant per line.

Did you receive any grants during FY16? If Yes, please check the box to answer D42 and D43. No

D42 Grant name (NEW)

D43 Grant amount received (NEW)

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, 2015).

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, 2016).

E01 Printed books (# of volumes), held at start of year 184,748

E02 Printed books (# of volumes), added during year 23,365

E03 Printed books (# of volumes), withdrawn during year 29,342

E04 **Printed books (# of volumes), held at end of year** 178,771

E05 Bridges e-books, held at end of year. Prefilled and locked by the State Library. (NEW) 0

E06 All other e-books held at end of year (do not include Bridges here) (NEW) 13,884

E07 **Total e-books held at end of year** 13,884

E08 **Total books (print and e-books), held at end of year.** 192,655

E09 Audio materials (# of physical volumes), held at start of year 23,833

E10 Audio materials (# of physical volumes), added during year 2,345

E11 Audio materials (# of physical volumes), withdrawn during year 3,198

E12 **Audio materials (# of physical volumes), held at end of year** 22,980

E13 Bridges downloadable audio materials, held at end of year. Prefilled and locked by State Library. (NEW) 0

E14 All other downloadable audio materials, held at end of year. Do not report Bridges or Freegal downloads here, (NEW) 6,124

E15 **Total downloadable audio materials, held at end of year** 6,124

E16 **Total audio materials (physical and downloadable), held at end of year.** 29,104

E17 Video materials (# of physical volumes), held at start of year 21,668

E18 Video materials (# of physical volumes), added during year 4,391

E19 Video materials (# of physical volumes), withdrawn during year 4,505

E20 **Video materials (# of physical volumes), held at end of year** 21,554

E21 Downloadable video materials, held at end of year (report all downloadable video ITEMS here). 439

E22 **Total video materials (physical and downloadable), held at end of year** 21,993

E23 Other library materials (# of physical volumes), held at start of year 1,813

E24 Other library materials (# of physical volumes), added during year 289

E25	Other library materials (# of physical volumes), withdrawn during year	238
E26	Other library materials (# of physical volumes), held at end of year	1,864
E27	Total physical volumes, held at start of year	232,062
E28	Total physical volumes, added during year	30,390
E29	Total physical volumes, withdrawn during year	37,283
E30	Total physical volumes, held at end of year	225,169
E31	Total downloadable materials, held at end of year	20,447
E32	Total physical and downloadable volumes, held at end of year	245,616

LINES E33 and E34 will not be added to LINE E30.

E33	Total number of physical volumes from LINE E30 cataloged as children's, held at end of year.	64,227
E34	Total number of physical volumes from LINE E30 cataloged as young adult, held at end of year.	8,108

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. <u>DO NOT</u> report the number of issues on this line.	198
E36	Current electronic serial/periodical subscriptions (count number of titles including duplicates. Include Zinio titles, but not EbscoHost.), held at end of year.	209

Section F - Circulation

NOTE: There have been several changes to circulation for this year. Please refer to the instructions for full versions of the new definitions.

Circulation Transactions of Physical Items

F01	Adult books	372,844
F02	Young adult books	23,392
F03	Children's books	331,486
F04	Video recordings (physical formats)	387,620
F05	Audio recordings (physical formats)	110,933
F06	Serials (physical formats)	8,806
F07	All other physical items (CD-ROM based products, puzzles, art prints, pamphlets, cake pans, puppets, etc.)	14,371
F08	Total PHYSICAL circulation by material type (NEW)	1,249,452

Use of Downloadable Material

F09	Bridges e-books. Prefilled and locked by State Library. (NEW)	0
F10	All other e-books (NEW)	61,928
F11	Total use of e-books	61,928
F12	Downloadable video recordings	0
F13	Bridges downloadable audio recordings. Prefilled and locked by State Library. (NEW)	0
F14	All other downloadable audio recordings - do not include Freegal or similar. (NEW)	34,917
F15	Total use of downloadable audio recordings	34,917
F16	Electronic serials - Include Zinio or similar.	11,263
F17	Total use of downloadable materials (NEW)	108,108

Successful Retrieval of Electronic Information (Database Use)

F18	Successful retrieval of Electronic Information from EBSCOhost and Learning Express. This used to be called Licensed database use. Prefilled and locked by State Library. (NEW DEFINITION)	7,753
F19	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.	245,592
F20	Total successful retrieval of Electronic Information.	253,345

Circulation and Use Totals

F21	Total Circulation of physical and downloadable materials (This is the same as Total circulation by material type on previous year's surveys)	1,357,560
F22	Total Electronic materials use (Total downloadable use plus Total successful retrieval of Electronic Information) (NEW)	361,453
F23	Total Collection use (Total circulation of physical and downloadable items plus successful retrieval of Electronic Information) (NEW)	1,610,905

Lines F24 to F26 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 F24 to F26.

F24	Circulation to your own city	1,052,581
F25	Circulation to contracting cities	28,853
F26	Circulation to the rural population of your own county	105,321

Circulation to children and young adults: Questions F27 and F28 reflect total physical circulation to children and young adults including books and all other physical material types. These counts are part of the total as reported on line F08. Do not count electronic use for Lines F27 to F28.

F27	Total physical circulation of all materials cataloged as "children's"	434,240
F28	Total physical circulation of all materials cataloged as "young adult"	23,392
F29	In-library materials use annually	N/A

Interlibrary Loan

F30	Received from other libraries	3,402
F31	Provided to other libraries	1,612

Registration

F32	Current total number of registered users	63,208
F33	Total number of registered users added for FY16	6,923

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	842
G02	Total number of people attending library programs for children	39,882
G03	Total number of library programs for young adults	373
G04	Total number of people attending library programs for young adults	10,225
G05	Total number of library programs for adults	367
G06	Total number of people attending library programs for adults	14,871
G07	Total number of library programs	1,582
G08	Total number of people attending library programs	64,978

G09 Number of children REGISTERED for the 2016 Summer Library Program (DO NOT COUNT NUMBER OF PROGRAM ATTENDEES - That number should be included on line G02) 3,137

G10 Number of young adults REGISTERED for the 2016 Summer Library Program (DO NOT COUNT NUMBER OF PROGRAM ATTENDEES - That number should be included on line G04) 309

G11 Number of adults REGISTERED for the 2016 Summer Library Program (DO NOT COUNT NUMBER OF PROGRAM ATTENDEES - That number should be included on line G06) (NEW) 983

G12 For what age groups did your library provide a Summer Library Program for Summer of 2016? 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

G13 Meeting room use annually 1,556

G14 Door count annually 789,919

G15 Total number of reference transactions annually 45,613

G16 Total number of hours open ANNUALLY at the main library only 3,409

G17 Total number of weeks open ANNUALLY at the main library only (round to the nearest whole number of weeks) 52

Branch Hours

Does your library have any branches? If "NO", questions G18 to G20 will be hidden and you can skip to question H01. If "YES", check the box to answer questions G18 to G20 for each branch or bookmobile. Use the Add Group button to add each branch or bookmobile. No

G18 Branch or bookmobile name

G19 Total number of hours open ANNUALLY at the branch or bookmobile

G20 Total number of weeks open ANNUALLY at the branch or bookmobile

G21 Total number of hours open annually at the main library and all branches. (Click the SAVE button to calculate the total.) 3,409

G22 Total number of weeks open annually at the main library and all branches (Click the SAVE button to calculate the total.) 52

Section H - Additional Information

H01 Number of volunteers 315

H02 Total number of hours worked annually by volunteers 9,609

H03 Square footage of main library 81,276

Does your library have branches? If "NO", questions H04 and H05 will be hidden, and you can skip to question H07. If "YES", check the box and fill out questions H04 and H05 for each branch. No

H04 Name of branch library

H05 Square footage of branch library

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? None

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.

H08	Hourly salary of the director	\$68.19
H09	Hourly salary of assistant director	N/A
H10	Hourly average salary of department heads (NEW)	\$45.96
H11	Hourly salary of the children's librarian	\$30.39
H12	Hourly average salary of library clerks (NEW)	\$22.66
H13	Hourly average salary of shelvers or pages (NEW)	\$9.50

Section I - Electronic Resources

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/eleresannsurv>

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.	37
I02	Number of licensed databases funded by the state government or the State Library of Iowa (Count Ebscohost as 13, FirstSearch as 1, and Learning Express as 3)	17
I03	Total licensed databases	54
<i>Other Technology Questions</i>		
I04	Number of Internet computers for public use	42
I05	Number of uses of public Internet computers <u>ANNUALLY</u> (You may count a typical week and multiply by 52)	91,565
I06	Number of computer or Internet-related classes taught by library staff	48
I07	Number of people attending computer or Internet-related classes taught by library staff	365
I08	Number of wireless sessions annually (NEW)	628,382

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 the State Library of Iowa)

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.