Section A - General Information

Due October 31, 2017

Review the contact information below. Users cannot change data marked in gray. To change any data on lines A2 to A11, answer **Yes** to number A12. The State Library will verify and update the data. Report all information as of June 30, 2017.

A01	Library Director/Administrator Name	Susan Craig
A02	Library Name	IOWA CITY PUBLIC LIBRARY
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	Has the information in questions A2 to A11 changed in FY17?	
	No - Skip to section B. YES - Check the box and enter the correction in a note. The State Library will verify and update the information.	Yes

Section B - Paid Staff

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, 2017.

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	97
B05	Total number of all other paid staff hours worked per week	2429.00
B06	All other paid staff FTE	60.73
B07	Total paid employees FTE	75.73

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
		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 income or expenditure used for the regular operations of the library. If your library had any major one-time capital expenditures during FY17 report them in this section. Otherwise, skip to section D.

For Capital Income and Expenditures

Show all sources of funds for FY17 (July 1, 2016 - June 30, 2017).

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
- New vehicles
- Other major one-time projects

DO NOT report income 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 FY17?

NO - Skip to section D. YES - check the box and answer questions C01 - C06.	Yes
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	$126,929
C05 Total capital income	$226,929

Capital Expenditures

C06 Total capital expenditures	0

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 FY17 (JULY 1, 2016 - JUNE 30, 2017).

- 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 (exclude income from special levies)	$4,297,956
D02	City income received from special levies	$891,992
D03	County income from YOUR OWN county	$469,430
D04	Do you receive funding from more than one county?	
	NO - Skip to line D08. 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 (DO NOT report your own county here)	
D06	County income (DO NOT report your own county income here)	
D07	County income received from all counties (Click the SAVE button to calculate the total.)	$469,430
D08	Income received from contracting cities other than your own	$69,435
D09	Other governmental income received	$4,100
D10	Total local government operating income received	$5,732,913
D11	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.	$82,692
D12	Other income received from the state of Iowa	$0
D13	Total state government operating income received	$82,692
D14	Total federal government income received	$0

Total Non-Governmental Operating Income

D15	Total non-governmental grants received	$5,000
D16	Endowments and gifts received (only report if money was spent in FY17)	$438,458
D17	Fines and/or fees received	$172,042
D18	Other income received	$44,978
D19	Total non-governmental operating income received	$660,478

Total Operating Income

D20	Total operating income received	$6,476,083

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 FY17 (July 1, 2016 - June 30, 2017), 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)	$3,525,992
D22	Total employee benefits expenditures (health insurance, Social Security tax, retirement, etc.)	$1,113,471
D23	Total staff expenditures	$4,639,463
D24	Print physical materials expenditures	$368,890
D25	Audio physical materials expenditures -- All physical formats, including tape, CDs, etc. Do not report downloadable expenditures on this line.	$39,823
D26	Video physical materials expenditures -- All physical formats, including tape, Blu-Ray, DVD, etc. Do not report downloadable expenditures on this line.	$73,785
D27	Other physical materials expenditures for any materials not listed above (puzzles, art prints, puppets, cake pans, etc.)	$16,604
D28	Total physical materials expenditures	$499,102
D29	Bridges e-book expenditures. Report Bridges e-book expenditures only. Prefilled and locked by the State Library.	$0
D30	All other e-book expenditures. Report Advantage e-book expenditures on this line.	$76,814
D31	Total e-book expenditures	$76,814
D32	Bridges downloadable audio materials expenditures. Report Bridges expenditures only. Prefilled and locked by the State Library.	$0
D33	All other downloadable audio materials expenditures. Report Advantage downloadable audio expenditures on this line.	$50,160
D34	Total downloadable audio expenditures	$50,160
D35	Bridges downloadable video materials expenditures. Report Bridges expenditures only. Prefilled and locked by the State Library.	$0
D36	All other downloadable video materials expenditures. Report Advantage downloadable video expenditures on this line.	$0
D37	Total downloadable video expenditures	$0
D38	Ebscohost expenditures. Prefilled and locked by the State Library.	$3,418
D39	All other electronic materials expenditures. Do not report Bridges or EBSCOHOST expenditures on this line.	$99,374
D40	Total electronic materials expenditures	$229,766

D41	Total collection expenditures	$728,868
D42	All other operating expenditures (phone, heat, lights, cooling, internet access, equipment upgrades, insurance, etc.)	$1,086,649
D43	Total of all operating expenditures	$6,454,980

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, 2016).

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, 2017).

E01	Printed books (# of volumes), held at start of year	178,771
E02	Printed books (# of volumes), added during year	27,313
E03	Printed books (# of volumes), withdrawn during year	28,295
E04	Printed books (# of volumes), held at end of year	177,789
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 include Bridges here).	16,369
E07	Total e-books held at end of year	16,369
E08	Total books (print and e-books), held at end of year.	194,158
E09	Audio materials (# of physical volumes), held at start of year	22,980
E10	Audio materials (# of physical volumes), added during year	2,203
E11	Audio materials (# of physical volumes), withdrawn during year	2,746
E12	Audio materials (# of physical volumes), held at end of year	22,437
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,	7,178
E15	Total downloadable audio materials, held at end of year	7,178
E16	Total audio materials (physical and downloadable), held at end of year.	29,615
E17	Video materials (# of physical volumes), held at start of year	21,554
E18	Video materials (# of physical volumes), added during year	5,213
E19	Video materials (# of physical volumes), withdrawn during year	4,228
E20	Video materials (# of physical volumes), held at end of year	22,539
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.	495
E23	Total Downloadable video materials, held at end of year	495
E24	Total video materials (physical and downloadable), held at end of year	23,034
E25	Other library materials (# of physical volumes), held at start of year	1,864
E26	Other library materials (# of physical volumes), added during year	203
E27	Other library materials (# of physical volumes), withdrawn during year	322
E28	Other library materials (# of physical volumes), held at end of year	1,745
E29	Total physical volumes, held at start of year	225,169

E30	Total physical volumes, added during year	34,932
E31	Total physical volumes, withdrawn during year	35,591
E32	Total physical volumes, held at end of year	224,510
E33	Total downloadable materials, held at end of year	24,042
E34	Total physical and downloadable volumes, held at end of year	248,552

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. DO NOT report the number of issues on this line. | 221 |
| E36 | Current electronic serial/periodical subscriptions (count number of titles including duplicates. Include Zinio titles, but not EBSCOhost.), held at end of year. | 205 |

Section F - Circulation

Circulation Transactions of Physical Items

F01	Adult books	355,214
F02	Young adult books	22,368
F03	Children's books	325,942
F04	Video recordings (physical formats)	360,023
F05	Audio recordings (physical formats)	100,829
F06	Serials (physical formats)	6,710
F07	All other physical items (CD-ROM based products, puzzles, art prints, pamphlets, cake pans, puppets, etc.)	17,671
F08	Total PHYSICAL circulation by material type	1,188,757

Use of Downloadable Material

F09	Bridges e-books. Prefilled and locked by State Library.	0
F10	All other e-books	63,478
F11	Total use of e-books	63,478
F12	Bridges downloadable video recordings. Prefilled and locked by the State Library.	0
F13	All other downloadable video recordings - do not include Freegal or similar.	3,340
F14	Total use of downloadable video recordings	3,340
F15	Bridges downloadable audio recordings. Prefilled and locked by the State Library.	0
F16	All other downloadable audio recordings - do not include Freegal or similar.	43,253
F17	Total use of downloadable audio recordings	43,253
F18	Electronic serials - Include Zinio or similar.	12,654
F19	Total use of downloadable materials	122,725

Successful Retrieval of Electronic Information (Database Use)

F20	Successful retrieval of Electronic Information from EBSCOhost and Learning Express. This used to be called Licensed database use. Prefilled and locked by the State Library.	6,453
F21	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.	247,457
F22	Total successful retrieval of Electronic Information.	253,910

Circulation and Use Totals

F23	Total Circulation of physical and downloadable materials (This is the same as Total circulation by material type on previous year's surveys)	1,311,482
F24	Total Electronic materials use (Total downloadable use plus Total successful retrieval of Electronic Information)	376,635
F25	Total Collection use (Total circulation of physical and downloadable items plus successful retrieval of Electronic Information)	1,565,392

Lines F26 to F28 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 F26 to F28.

F26	Circulation to your own city	1,004,446
F27	Circulation to contracting cities	29,927
F28	Circulation to the rural population of your own county	103,555

Circulation of children's and young adult materials: Questions F29 and F30 reflect total circulation of all children's and young adult materials in all physical formats to all users, including renewals. These counts are part of the total as reported on line F08. Do not count electronic use for Lines F29 and F30.

F29	Total physical circulation of all materials cataloged as "children's"	423,179
F30	Total physical circulation of all materials cataloged as "young adult"	22,368
F31	In-library materials use annually	N/A

Interlibrary Loan

F32	Received from other libraries	3,310
F33	Provided to other libraries	1,522

Registration

F34	Current total number of registered users	61,117

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	902
G02	Total number of people attending library programs for children	37,618
G03	Total number of library programs for young adults	405
G04	Total number of people attending library programs for young adults	8,034
G05	Total number of library programs for adults	328
G06	Total number of people attending library programs for adults	12,114
G07	Total number of library programs	1,635
G08	Total number of people attending library programs	57,766
G09	Number of children REGISTERED for the 2017 Summer Library Program (DO NOT COUNT NUMBER OF PROGRAM ATTENDEES - That number should be included on line G02)	3,106
G10	Number of young adults REGISTERED for the 2017 Summer Library Program (DO NOT COUNT NUMBER OF PROGRAM ATTENDEES - That number should be included on line G04)	397
G11	Number of adults REGISTERED for the 2017 Summer Library Program (DO NOT COUNT NUMBER OF PROGRAM ATTENDEES - That number should be included on line G06)	1,037

G12 For what age groups did your library provide a Summer Library Program for Summer of 2017? 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	1,497

G14	Door count annually	797,017
G15	Total number of reference transactions annually	42,360
G16	Total number of hours open <u>ANNUALLY</u> at the main library only. Prefilled by the State Library.	3,409
G17	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

Branch Hours

Does your library have any branches or bookmobiles?

NO - Skip to question H01.
YES - Click box and answer questions G18 to G20 for each branch or bookmobile. Use the Add Group button to add each branch or bookmobile.

Yes

G18	Branch or bookmobile name	ICPL Bookmobile
G19	Total number of hours open <u>ANNUALLY</u> at the branch or bookmobile	111
G20	Total number of weeks open <u>ANNUALLY</u> at the branch or bookmobile	4
G21	Total number of hours open annually at the main library and all branches. (Click the SAVE button to calculate the total.)	3,520
G22	Total number of weeks open annually at the main library and all branches (Click the SAVE button to calculate the total.)	56

Section H - Additional Information

H01	Number of volunteers	114
H02	Total number of hours worked annually by volunteers	8,942
H03	Square footage of main library. Prefilled and locked by the State Library.	81,276

Does your library have branches? (DO NOT include bookmobiles when determining square footage)

NO - Skip to question H07.
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	Total square footage of main and all branch libraries (Click the "SAVE" button to calculate the total.)	81,276
H07	Did your library have a referendum passed during FY17?	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. Report hourly salary amount as of June 30, 2017.

H08	Hourly salary of the director	$69.83
H09	Hourly salary of assistant director	N/A
H10	Hourly average salary of department heads	$45.93
H11	Hourly salary of the children's librarian	$32.33
H12	Hourly average salary of library clerks	$22.63
H13	Hourly average salary of shelvers or pages	$10.50

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.	20
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) Prefilled and locked by the State Library.	17
I03	Total licensed databases	37

Other Technology Questions

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)	83,104
I06	Number of computer or Internet-related classes taught by library staff	49
I07	Number of people attending computer or Internet-related classes taught by library staff	372
I08	Number of wireless sessions annually	1,130,391

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.