Section A - General Information
(Reporting period July 1, 2018 to June 30, 2019 - unless otherwise specified)

Due October 31, 2019

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 - Continue with question A14.

A14 Library Director/Administrator Name
Elsworth Carman

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
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
90

B05 Total number of all other paid staff hours worked per week
2018.00

B06 All other paid staff FTE
50.45

B07 Total number of paid staff
105

B08 Total paid staff FTE
65.45

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 $56.25  
B14 Hourly salary of assistant director N/A  
B15 Hourly average salary of department heads $46.94  
B16 Hourly salary of the children's librarians $31.93  
B17 Hourly average salary of library clerks $24.85  
B18 Hourly average salary of shelvers or pages $14.55  
B19 Hourly average salary of janitorial or building maintenance employees $22.05

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 - check the box and 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 $0

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) $4,336,117
D02 City income received from special levies $976,555
D03 County income received from all counties $469,430
D04 Income received from contracting cities in Iowa. Do not report income from your own city on this line. $69,430
D05 Other governmental income received $3,566
D06 Total local government operating income received $5,855,098
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. $69,584
D08 Other income received from the State of Iowa $0
D09 Total state government operating income received $69,584
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 FY19)  $279,275
D13  Fines and/or fees received  $150,199
D14  Other income received  $48,066
D15  Total non-governmental operating income received  $477,540

Total Operating Income

D16  Total operating income received  $6,402,222

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)  $3,702,505
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.  $1,133,955
D19  Total staff expenditures  $4,836,460
D20  Print physical collection expenditures  $336,692
D21  Audio physical collection expenditures -- All physical formats, including tape, CDs, etc. Do not report downloadable expenditures on this line.  $27,562
D22  Video physical collection expenditures -- All physical formats, including tape, Blu-Ray, DVD, etc. Do not report downloadable expenditures on this line.  $63,229
D23  Other physical collection expenditures for any materials not listed above (puzzles, art prints, puppets, cake pans, etc.)  $22,813
D24  Total physical non-print collection expenditures  $113,604
D25  Total physical collection expenditures  $450,296
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.  $170,423
D28  Total e-book collection expenditures  $170,423
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. $73,147
D31 Total downloadable audio collection expenditures $73,147
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. $18,143
D34 Total downloadable video collection expenditures $18,143
D35 Gale, Credo, Transparent Languages, and Bridges Magazine expenditures. Prefilled and locked by the State Library. $4,097
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. $74,854
D37 Total Electronic Information collection expenditures $78,951
D38 Total downloadable and Electronic Information collection expenditures $340,664
D39 Total collection expenditures $790,960
D40 All other operating expenditures (phone, lights, heating, cooling, Internet access, insurance, etc.) $728,902
D41 Total of all operating expenditures $6,356,322

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 183,023
E02 Printed books (# of volumes), added during year 23,264
E03 Printed books (# of volumes), withdrawn during year 28,578
E04 Printed books (# of volumes), held at end of year 177,709
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. 22,754
E07 Total e-books held at end of year 22,754
E08 Total books (print and e-books), held at end of year 200,463
E09 Audio materials (# of physical volumes), held at start of year 22,809
E10 Audio materials (# of physical volumes), added during year 1,392
E11 Audio materials (# of physical volumes), withdrawn during year 3,338
E12 Audio materials (# of physical volumes), held at end of year 20,863
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. 9,740
E15 Total downloadable audio materials, held at end of year 9,740
E16 Total audio materials (physical and downloadable), held at end of year. 30,603
| E17 | Video materials (# of physical volumes), held at start of year | 25,006 |
| E18 | Video materials (# of physical volumes), added during year | 4,360 |
| E19 | Video materials (# of physical volumes), withdrawn during year | 5,126 |
| E20 | Video materials (# of physical volumes), held at end of year | 24,240 |
| 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. | 627 |
| E23 | Total downloadable video materials, held at end of year | 627 |
| E24 | Total video materials (physical and downloadable), held at end of year | 24,867 |
| E25 | Other library materials (# of physical volumes), held at start of year | 1,856 |
| E26 | Other library materials (# of physical volumes), added during year | 300 |
| E27 | Other library materials (# of physical volumes), withdrawn during year | 339 |
| E28 | Other library materials (# of physical volumes), held at end of year | 1,817 |
| E29 | Total physical volumes, held at start of year | 232,694 |
| E30 | Total physical volumes, added during year | 29,316 |
| E31 | Total physical volumes, withdrawn during year | 37,381 |
| E32 | Total physical volumes, held at end of year | 224,629 |
| E33 | Total downloadable materials, held at end of year | 33,121 |
| E34 | Total physical and downloadable volumes, held at end of year | 257,750 |
| E35 | Current print serial/periodical SUBSCRIPTIONS (count number of titles including duplicates), held at end of year. | 217 |
| E36 | Current electronic serial/periodical SUBSCRIPTIONS from the Bridges consortia, held at end of year. Prefilled and locked by the State Library, (NEW) | 0 |
| 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. | 132 |
| E38 | Total current electronic serial/periodical SUBSCRIPTIONS, held at end of year. (NEW) | 132 |

**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](http://www.statelibraryofiowa.org/ld/a-b/statistics/eleresannsurv)

| E39 | Number of licensed databases funded locally or by other non-state funded cooperative agreements (or consortia) within the state or region. | 42 |
| 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 | 45 |
| E41 | Total licensed databases | 87 |

**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 | 342,339 |
| F02 | Young adult books | 21,354 |
| F03 | Children's books | 318,894 |
F04 Video recordings (physical formats) 307,915
F05 Audio recordings (physical formats) 75,333
F06 Serials (physical formats) 6,737
F07 All other physical items (CD-ROM based products, puzzles, art prints, pamphlets, cake pans, puppets, etc.) 17,292
F08 Total PHYSICAL circulation by material type 1,089,864

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 83,165
F10 Total physical circulation of all materials cataloged as "children's" 394,737

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 84,192
F13 Total use of e-books 84,192
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. 56,750
F16 Total use of downloadable video recordings 56,750
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. 70,567
F19 Total use of downloadable audio recordings 70,567
F20 Bridges electronic serials - including use of Advantage titles. Prefilled and locked by the State Library. (NEW) 0
F21 All other electronic serials - Include RB Digital or similar. (NEW) 33,493
F22 Total use of electronic serials 33,493
F23 Total use of downloadable materials 245,002

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. 1,487
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. 292,977
F26 Total successful retrieval of Electronic Information. 294,464

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). 1,334,866
F28 Total Electronic materials use (Total downloadable use plus Total successful retrieval of Electronic Information) 539,466
F29 Total Collection use (Total circulation of physical and downloadable items plus successful retrieval of Electronic Information). 1,629,330

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. 2,505
F31 ILL Received from other libraries using all other ILL services. Do not report SILO ILL on this line. 1,155
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

<table>
<thead>
<tr>
<th>Line</th>
<th>Description</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>G01</td>
<td>Total number of library programs for children</td>
<td>1,055</td>
</tr>
<tr>
<td>G02</td>
<td>Total number of people attending library programs for children</td>
<td>45,503</td>
</tr>
<tr>
<td>G03</td>
<td>Total number of library programs for young adults</td>
<td>372</td>
</tr>
<tr>
<td>G04</td>
<td>Total number of people attending library programs for young adults</td>
<td>5,671</td>
</tr>
<tr>
<td>G05</td>
<td>Total number of library programs for adults, families, etc.</td>
<td>324</td>
</tr>
<tr>
<td>G06</td>
<td>Total number of people attending library programs for adults, families, etc.</td>
<td>10,110</td>
</tr>
<tr>
<td>G07</td>
<td>Total number of library programs</td>
<td>1,751</td>
</tr>
<tr>
<td>G08</td>
<td>Total number of people attending library programs</td>
<td>61,284</td>
</tr>
</tbody>
</table>

Other Services

<table>
<thead>
<tr>
<th>Line</th>
<th>Description</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>G09</td>
<td>Door count annually</td>
<td>692,561</td>
</tr>
<tr>
<td>G10</td>
<td>Total number of reference transactions annually</td>
<td>43,735</td>
</tr>
<tr>
<td>G11</td>
<td>Number of Internet computers for public use</td>
<td>54</td>
</tr>
<tr>
<td>G12</td>
<td>Number of uses of public Internet computers ANNUALLY</td>
<td>68,613</td>
</tr>
<tr>
<td>G13</td>
<td>Number of wireless sessions annually</td>
<td>1,146,005</td>
</tr>
<tr>
<td>G14</td>
<td>Website visits for PLOW website annually. Prefilled and locked by the State Library. (NEW)</td>
<td>0</td>
</tr>
<tr>
<td>G15</td>
<td>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)</td>
<td>832,570</td>
</tr>
<tr>
<td>G16</td>
<td>Total website visits annually (NEW)</td>
<td>832,570</td>
</tr>
</tbody>
</table>

Section H - Library Buildings - Hours and Square Footage

<table>
<thead>
<tr>
<th>Line</th>
<th>Description</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>H01</td>
<td>Total number of hours open ANNUALLY at the main library only. Prefilled by the State Library.</td>
<td>3,409</td>
</tr>
<tr>
<td>H02</td>
<td>Total number of weeks open ANNUALLY at the main library only (round to the nearest whole number of weeks). Prefilled by the State Library.</td>
<td>52</td>
</tr>
<tr>
<td>H03</td>
<td>Square footage of main library. Prefilled and locked by the State Library.</td>
<td>81,276</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Question</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>H04</td>
<td>Branch or bookmobile name.</td>
</tr>
<tr>
<td>H05</td>
<td>Total number of hours open (\text{ANNUALLY}) at the branch or bookmobile</td>
</tr>
<tr>
<td>H06</td>
<td>Total number of weeks open (\text{ANNUALLY}) at the branch or bookmobile</td>
</tr>
<tr>
<td>H07</td>
<td>Square footage of branch library (do not report bookmobile square footage - you may leave it blank or report an N/A)</td>
</tr>
</tbody>
</table>

**Section H Totals**

<table>
<thead>
<tr>
<th>Question</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>H08</td>
<td>Total number of hours open annually at the main library and all branches. (Click the SAVE button to calculate the total.)</td>
</tr>
<tr>
<td>H09</td>
<td>Total number of weeks open annually at the main library and all branches (Click the SAVE button to calculate the total.)</td>
</tr>
<tr>
<td>H10</td>
<td>Total square footage of main and all branch libraries (Click the &quot;SAVE&quot; button to calculate the total.)</td>
</tr>
</tbody>
</table>

All libraries submitting an annual survey must also submit a Signature Page to certify accuracy. This document is also included in the Print Application Form. Click here to print off the form, sign it, and return it to Toni Blair as listed on the document.