

North Liberty Community Library 2018 Iowa Public Library General Information Survey

CURRENT YEAR *PREVIOUS YEAR*

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	NORTH LIBERTY COMMUNITY LIBRARY	<i>NORTH LIBERTY COMMUNITY LIBRARY</i>
A02	Library District	SE=Southeast	<i>SE=Southeast</i>
	Street Address		
A03	Street Address	520 W CHERRY ST	<i>520 W CHERRY ST</i>
A04	City	NORTH LIBERTY	<i>NORTH LIBERTY</i>
A05	Zip	52317	<i>52317</i>
	Mailing Address		
A06	Mailing Address	PO BOX 320	<i>PO BOX 320</i>
A07	City	NORTH LIBERTY	<i>NORTH LIBERTY</i>
A08	Zip	52317	<i>52317</i>
	Other Contact Information		
A09	County	JOHNSON	<i>JOHNSON</i>
A10	Phone	(319) 626-5701	<i>(319) 626-5701</i>
A11	City population	18,299	<i>18,299</i>
A12	Library Size Code	F	<i>F</i>
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	Jennie Garner	<i>Jennie Garner</i>

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	10	<i>10</i>
B02	Total number of all paid librarian hours worked per week	385.00	<i>385.00</i>
B03	Paid librarians FTE	9.63	<i>9.63</i>
B04	Total number of all other paid staff	5	<i>5</i>
B05	Total number of all other paid staff hours worked per week	65.00	<i>60.00</i>
B06	All other paid staff FTE	1.63	<i>1.50</i>
B07	Total number of paid staff (NEW)	15	

B08	Total paid staff FTE	11.26	11.13
<i>Levels of Education</i>			
B09	How many of the paid librarians from line B01 have an ALA accredited masters of library science degree	6	6
B10	Total number of hours worked per week by librarians from line B09 with an ALA accredited masters of library science degree	240.00	240.00
B11	Total FTE librarians with ALA accredited masters of library science degree	6.00	6.00
B12	Starting date of current director in director's position.	4/01/2014	4/01/2014
<i>Salary Information</i>			

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	\$41.12	\$38.99
B14	Hourly salary of assistant director	\$31.54	\$29.91
B15	Hourly average salary of department heads	\$23.59	\$24.14
B16	Hourly salary of the children's librarian	\$21.95	\$20.81
B17	Hourly average salary of library clerks	\$11.95	\$11.78
B18	Hourly average salary of shelvers or pages	\$11.70	\$11.09
B19	Hourly average salary of janitorial or building maintenance staff (NEW)		

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)	\$10,200	\$11,000
C02	Capital funds from state sources		0
C03	Capital funds from federal sources		0
C04	Capital funds from private sources		0
C05	Total capital income	\$10,200	\$11,000

Capital Expenditures

C06	Total capital expenditures	\$10,212	\$9,220
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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 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 – 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)	\$1,003,359	\$910,158
D02	City income received from special levies	\$0	\$0
D03	County income received from all counties	\$39,402	\$27,113
D04	Income received from contracting cities in Iowa. Do not report income from your own city on this line.	\$0	\$0
D05	Other governmental income received	\$0	\$0
D06	Total local government operating income received	\$1,042,761	\$937,271

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.	\$10,527	\$8,787
D08	Other income received from the State of Iowa	\$0	\$0
D09	Total state government operating income received	\$10,527	\$8,787
D10	Total federal government income received	\$0	\$0
Non-Governmental Operating Income			
D11	Total non-governmental grants received	\$0	\$1,000
D12	Endowments and gifts received (only report if money was spent in FY18)	\$5,500	\$5,354
D13	Fines and/or fees received	\$0	\$3,981
D14	Other income received	\$734	\$773
D15	Total non-governmental operating income received	\$6,234	\$11,108
Total Operating Income			
D16	Total operating income received	\$1,059,522	\$957,166
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)	\$535,330	\$503,937
D18	Total employee benefits expenditures (health insurance, Social Security tax, retirement, etc.)	\$185,698	\$183,101
D19	Total staff expenditures	\$721,028	\$687,038
D20	Print physical collection expenditures	\$47,289	\$43,289
D21	Audio physical collection expenditures -- All physical formats, including tape, CDs, etc. Do not report downloadable expenditures on this line.	\$1,979	\$2,182
D22	Video physical collection expenditures -- All physical formats, including tape, Blu-Ray, DVD, etc. Do not report downloadable expenditures on this line.	\$9,058	\$9,112
D23	Other physical collection expenditures for any materials not listed above (puzzles, art prints, puppets, cake pans, etc.)	\$717	\$270
D24	Total physical non-print collection expenditures (NEW)	\$11,754	
D25	Total physical collection expenditures	\$59,043	\$54,853

D26	Bridges e-book collection expenditures. Report Bridges e-book expenditures only. Prefilled and locked by the State Library.	\$0	\$0
D27	All other e-book collection expenditures. Report Advantage e-book expenditures on this line.	\$10,343	\$6,762
D28	Total e-book collection expenditures	\$10,343	\$6,762
D29	Bridges downloadable audio collection expenditures. Report Bridges expenditures only. Prefilled and locked by the State Library.	\$0	\$0
D30	All other downloadable audio collection expenditures. Report Advantage downloadable audio expenditures on this line.	\$11,548	\$7,512
D31	Total downloadable audio collection expenditures	\$11,548	\$7,512
D32	Bridges downloadable video collection expenditures. Report Bridges expenditures only. Prefilled and locked by the State Library.	\$0	\$0
D33	All other downloadable video collection expenditures. Report Advantage downloadable video expenditures on this line.	\$0	\$0
D34	Total downloadable video collection expenditures	\$0	\$0
D35	Gale, Credo, and Transparent Languages expenditures. Prefilled and locked by the State Library.	\$827	\$694
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.	\$12,350	\$11,089
D37	Total Electronic Information collection expenditures (NEW)	\$13,177	
D38	Total downloadable and Electronic Information collection expenditures	\$35,068	\$26,057
D39	Total collection expenditures	\$94,111	\$80,910
D40	All other operating expenditures (phone, lights, heating, cooling, Internet access, insurance, etc.)	\$142,108	\$150,283
D41	Total of all operating expenditures	\$957,247	\$918,231

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	36,504	34,354
E02	Printed books (# of volumes), added during year	4,103	2,736
E03	Printed books (# of volumes), withdrawn during year	1,269	586
E04	Printed books (# of volumes), held at end of year	39,338	36,504
E05	Bridges e-books, held at end of year. Prefilled and locked by the State Library.	0	0
E06	All other e-books held at end of year. Do not report Bridges or Freegal downloads here. Include Advantage titles here.	12,253	10,673
E07	Total e-books held at end of year	12,253	10,673
E08	Total books (print and e-books), held at end of year.	51,591	47,177

E09	Audio materials (# of physical volumes), held at start of year	2,288	2,269
E10	Audio materials (# of physical volumes), added during year	68	120
E11	Audio materials (# of physical volumes), withdrawn during year	50	101
E12	Audio materials (# of physical volumes), held at end of year	2,306	2,288
E13	Bridges downloadable audio materials, held at end of year. Prefilled and locked by State Library.	0	0
E14	All other downloadable audio materials, held at end of year. Do not report Bridges or Freegal downloads here. Include Advantage titles here.	7,068	4,971
E15	Total downloadable audio materials, held at end of year	7,068	4,971
E16	Total audio materials (physical and downloadable), held at end of year.	9,374	7,259
E17	Video materials (# of physical volumes), held at start of year	4,937	4,334
E18	Video materials (# of physical volumes), added during year	520	859
E19	Video materials (# of physical volumes), withdrawn during year	160	256
E20	Video materials (# of physical volumes), held at end of year	5,297	4,937
E21	Bridges downloadable video materials, held at end of year. Prefilled and locked by the State Library	0	0
E22	All other downloadable video materials, held at end of year. Do not report Bridges or Freegal downloads here. Include Advantage titles here.	0	0
E23	Total Downloadable video materials, held at end of year	0	0
E24	Total video materials (physical and downloadable), held at end of year	5,297	4,937
E25	Other library materials (# of physical volumes), held at start of year	297	285
E26	Other library materials (# of physical volumes), added during year	10	17
E27	Other library materials (# of physical volumes), withdrawn during year	22	5
E28	Other library materials (# of physical volumes), held at end of year	285	297
E29	Total physical volumes, held at start of year	44,026	41,242
E30	Total physical volumes, added during year	4,701	3,732
E31	Total physical volumes, withdrawn during year	1,501	948
E32	Total physical volumes, held at end of year	47,226	44,026
E33	Total downloadable materials, held at end of year	19,321	15,644
E34	Total physical and downloadable volumes, held at end of year	66,547	59,670
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.	50	50
E36	Current electronic serial/periodical SUBSCRIPTIONS (count number of titles including duplicates. Include Zinio titles, but not EBSCOhost.), held at end of year.	190	175

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>

E37	Number of licensed databases funded locally or by other non-state funded cooperative agreements (or consortia) within the state or region.	8	7
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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	17
E39	Total licensed databases	53	24

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	24,421	24,326
F02	Young adult books	4,219	3,637
F03	Children's books	57,065	55,055
F04	Video recordings (physical formats)	26,572	27,381
F05	Audio recordings (physical formats)	2,925	3,835
F06	Serials (physical formats)	1,430	1,077
F07	All other physical items (CD-ROM based products, puzzles, art prints, pamphlets, cake pans, puppets, etc.)	584	597
F08	Total PHYSICAL circulation by material type	117,216	115,908

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	7,534	6,733
F10	Total physical circulation of all materials cataloged as "children's"	66,230	64,226

Use of Downloadable Material

F11	Bridges e-books, including use of Advantage titles. Prefilled and locked by the State Library.	0	0
F12	All other e-books	14,372	10,509
F13	Total use of e-books	14,372	10,509
F14	Bridges downloadable video recordings, including use of Advantage titles. Prefilled and locked by the State Library.	0	0
F15	All other downloadable video recordings - do not include Freegal or similar.	0	0
F16	Total use of downloadable video recordings	0	0
F17	Bridges downloadable audio recordings, including use of Advantage titles. Prefilled and locked by the State Library.	0	0
F18	All other downloadable audio recordings - do not include Freegal or similar.	11,211	7,852
F19	Total use of downloadable audio recordings	11,211	7,852
F20	Electronic serials - Include Zinio or similar.	459	322
F21	Total use of downloadable materials	26,042	18,683

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.	72	198
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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.	20,036	17,826
F24	Total successful retrieval of Electronic Information.	20,108	18,024
<i>Circulation and Use Totals</i>			
F25	Total Circulation of physical and downloadable materials (This is the same as Total circulation by material type on previous year's surveys)	143,258	134,591
F26	Total Electronic materials use (Total downloadable use plus Total successful retrieval of Electronic Information)	46,150	36,707
F27	Total Collection use (Total circulation of physical and downloadable items plus successful retrieval of Electronic Information)	163,366	152,615

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)	56	
F29	ILL Received from other libraries using all other ILL services. Do not report SILO ILL on this line. (NEW)	0	
F30	Total Interlibrary Loan received from other libraries	56	66
F31	ILL Provided to other libraries using the SILO ILL service. Prefilled and locked by the State Library. (NEW)	288	
F32	ILL Provided to other libraries using all other ILL services. Do not report SILO ILL on this line. (NEW)	0	
F33	Total Interlibrary Loan provided to other libraries	288	435
F34	Current total number of registered users	14,049	14,335

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	648	648
G02	Total number of people attending library programs for children	18,553	16,292
G03	Total number of library programs for young adults	50	63
G04	Total number of people attending library programs for young adults	659	242
G05	Total number of library programs for adults, families, etc.	225	220
G06	Total number of people attending library programs for adults, families, etc.	2,262	1,552
G07	Total number of library programs	923	931
G08	Total number of people attending library programs	21,474	18,086

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)	540	692
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)	54	50
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)	172	208
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	Yes
b.	Children (6-11 years old)	Yes	Yes
c.	Teens (12-18 years old)	Yes	Yes
d.	Adults (19+ years old)	Yes	Yes
e.	No programs offered	No	No
Other Services			
G13	Door count annually	160,619	175,430
G14	Total number of reference transactions annually	22,834	23,292
G15	Number of Internet computers for public use	30	30
G16	Number of uses of public Internet computers <u>ANNUALLY</u>	10,115	9,765
	(You may count a typical week and multiply by 52)		
G17	Number of wireless sessions annually	24,451	26,171

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.	3,240	3,240
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.	51	51
H03	Square footage of main library. Prefilled and locked by the State Library.	17,900	17,900