Stanwood Public Library
2017 Iowa Public Library General Information Survey

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	Michelle Gravert
A02	Library Name	STANWOOD PUBLIC LIBRARY
A03	Library District	SE=Southeast
	Street Address	
A04	Street Address	202 E BROADWAY
A05	City	STANWOOD
A06	Zip	52337
	Mailing Address	
A07	Mailing Address	PO BOX 234
A08	City	STANWOOD
A09	Zip	52337
	Other Contact Information	
A10	County	CEDAR
A11	Phone	(563) 942-3531

A12   Has the information in questions A2 to A11 changed in FY17?

No - Skip to section B.   No
YES - Check the box and enter the correction in a note. The State Library will
verify and update the information.

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	3
B02	Total number of all paid librarian hours worked per week	33.00
B03	Paid librarians FTE	0.83
B04	Total number of all other paid staff	0
B05	Total number of all other paid staff hours worked per week	.0
B06	All other paid staff FTE	0.00

| B07 | Total paid employees FTE | 0.83 |

Levels of Education

B08	How many of the paid librarians from LINE B01 have an ALA accredited masters of library science degree	0
B09	Total number of hours worked per week by librarians from LINE B08 with an ALA accredited masters of library science degree	.0
B10	Total FTE librarians with ALA accredited masters of library science degree	0.00
B11	Education level achieved by director	Bachelors Degree
B12	Starting date of current director in director's position.	01/01/2015

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 |

NO - Skip to section D.
YES - check the box and answer questions C01 - C06.

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 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)	$20,954
D02	City income received from special levies	$0
D03	County income from <u>YOUR OWN</u> county	$7,429
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 (<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.)	$7,429
D08	Income received from contracting cities other than your own	$0
D09	Other governmental income received	$0
D10	Total local government operating income received	$28,383
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.	$1,176
D12	Other income received from the state of Iowa	$0

D13	Total state government operating income received	$1,176
D14	Total federal government income received	$0

Total Non-Governmental Operating Income

D15	Total non-governmental grants received	$0
D16	Endowments and gifts received (only report if money was spent in FY17)	$0
D17	Fines and/or fees received	$111
D18	Other income received	$67
D19	Total non-governmental operating income received	$178

Total Operating Income

D20	Total operating income received	$29,737

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)	$17,213
D22	Total employee benefits expenditures (health insurance, Social Security tax, retirement, etc.)	$2,870
D23	Total staff expenditures	$20,083
D24	Print physical materials expenditures	$2,163
D25	Audio physical materials expenditures -- All physical formats, including tape, CDs, etc. Do not report downloadable expenditures on this line.	$0
D26	Video physical materials expenditures -- All physical formats, including tape, Blu-Ray, DVD, etc. Do not report downloadable expenditures on this line.	$413
D27	Other physical materials expenditures for any materials not listed above (puzzles, art prints, puppets, cake pans, etc.)	$0
D28	Total physical materials expenditures	$2,576
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.	$0
D31	Total e-book expenditures	$0
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.	$0
D34	Total downloadable audio expenditures	$0
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.	$59
D39	All other electronic materials expenditures. Do not report Bridges or EBSCOHOST expenditures on this line.	$0
D40	Total electronic materials expenditures	$59
D41	Total collection expenditures	$2,635
D42	All other operating expenditures (phone, heat, lights, cooling, internet access, equipment upgrades, insurance, etc.)	$7,017
D43	Total of all operating expenditures	$29,735

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	6,572
E02	Printed books (# of volumes), added during year	297
E03	Printed books (# of volumes), withdrawn during year	169
E04	Printed books (# of volumes), held at end of year	6,700
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).	0
E07	Total e-books held at end of year	0
E08	Total books (print and e-books), held at end of year.	6,700
E09	Audio materials (# of physical volumes), held at start of year	293
E10	Audio materials (# of physical volumes), added during year	0
E11	Audio materials (# of physical volumes), withdrawn during year	197
E12	Audio materials (# of physical volumes), held at end of year	96
E13	Bridges downloadable audio materials, held at end of year. Prefilled and	0

locked by State Library. (NEW)

E14	All other downloadable audio materials, held at end of year. Do not report Bridges or Freegal downloads here,	0
E15	Total downloadable audio materials, held at end of year	0
E16	Total audio materials (physical and downloadable), held at end of year.	96
E17	Video materials (# of physical volumes), held at start of year	903
E18	Video materials (# of physical volumes), added during year	250
E19	Video materials (# of physical volumes), withdrawn during year	82
E20	Video materials (# of physical volumes), held at end of year	1,071
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.	0
E23	Total Downloadable video materials, held at end of year	0
E24	Total video materials (physical and downloadable), held at end of year	1,071
E25	Other library materials (# of physical volumes), held at start of year	223
E26	Other library materials (# of physical volumes), added during year	0
E27	Other library materials (# of physical volumes), withdrawn during year	13
E28	Other library materials (# of physical volumes), held at end of year	210
E29	Total physical volumes, held at start of year	7,991
E30	Total physical volumes, added during year	547
E31	Total physical volumes, withdrawn during year	461
E32	Total physical volumes, held at end of year	8,077
E33	Total downloadable materials, held at end of year	0
E34	Total physical and downloadable volumes, held at end of year	8,077

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.	43
E36	Current electronic serial/periodical subscriptions (count number of titles including duplicates. Include Zinio titles, but not EBSCOhost.), held at end of year.	0

Section F - Circulation

Circulation Transactions of Physical Items

F01	Adult books	897
F02	Young adult books	416
F03	Children's books	489
F04	Video recordings (physical formats)	1,166
F05	Audio recordings (physical formats)	0
F06	Serials (physical formats)	102
F07	All other physical items (CD-ROM based products, puzzles, art prints, pamphlets, cake pans, puppets, etc.)	3
F08	Total PHYSICAL circulation by material type	3,073

Use of Downloadable Material

F09	Bridges e-books. Prefilled and locked by State Library.	0
F10	All other e-books	0
F11	Total use of e-books	0
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.	0
F14	Total use of downloadable video recordings	0
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.	0
F17	Total use of downloadable audio recordings	0
F18	Electronic serials - Include Zinio or similar.	0
F19	Total use of downloadable materials	0

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.	1
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.	0
F22	Total successful retrieval of Electronic Information.	1

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)	3,073
F24	Total Electronic materials use (Total downloadable use plus Total successful retrieval of Electronic Information)	1
F25	Total Collection use (Total circulation of physical and downloadable items plus successful retrieval of Electronic Information)	3,074

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	1,930
F27	Circulation to contracting cities	526
F28	Circulation to the rural population of your own county	367

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"	489
F30	Total physical circulation of all materials cataloged as "young adult"	416
F31	In-library materials use annually	237

Interlibrary Loan

F32	Received from other libraries	22
F33	Provided to other libraries	59

Registration

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	12
G02	Total number of people attending library programs for children	190
G03	Total number of library programs for young adults	1
G04	Total number of people attending library programs for young adults	5
G05	Total number of library programs for adults	1
G06	Total number of people attending library programs for adults	55
G07	Total number of library programs	14
G08	Total number of people attending library programs	250

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)   15

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)   5

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)   0

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)	No
e.	None	No

Other Services

G13	Meeting room use annually	21
G14	Door count annually	6,942
G15	Total number of reference transactions annually	519
G16	Total number of hours open <u>ANNUALLY</u> at the main library only. Prefilled by the State Library.	1,196
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.

No

G18	Branch or bookmobile name	
G19	Total number of hours open <u>ANNUALLY</u> at the branch or bookmobile	
G20	Total number of weeks open <u>ANNUALLY</u> 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.)	1,196
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	11
H02	Total number of hours worked annually by volunteers	80
H03	Square footage of main library. Prefilled and locked by the State Library.	2,000
	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.)	2,000
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	$11.48
H09	Hourly salary of assistant director	$0.00
H10	Hourly average salary of department heads	$0.00
H11	Hourly salary of the children's librarian	$0.00
H12	Hourly average salary of library clerks	$7.48
H13	Hourly average salary of shelvers or pages	$0.00

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. | 0 |
| 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	17

Other Technology Questions

I04	Number of Internet computers for public use	6
I05	Number of uses of public Internet computers <u>ANNUALLY</u> (You may count a typical week and multiply by 52)	2,273
I06	Number of computer or Internet-related classes taught by library staff	0
I07	Number of people attending computer or Internet-related classes taught by library staff	0
I08	Number of wireless sessions annually	N/A

Section J - Administrative Questions

Number of Service Outlets

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

Population (Prefilled and Locked by the State Library of Iowa)

J05	City population	684
J06	Library Size Code	B

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.