James Kennedy Public Library
2016 Iowa Public Library General Information Survey

	CURRENT YEAR	PREVIOUS YEAR

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.

		CURRENT YEAR	PREVIOUS YEAR
A01	Library Name	JAMES KENNEDY PUBLIC LIBRARY	*JAMES KENNEDY PUBLIC LIBRARY*
A02	Library Director/Administrator Name	Shirley Vonderhaar	*Shirley Vonderhaar*
A03	Library District	NE=Northeast	*NE=Northeast*
Street Address			
A04	Street Address	320 1ST AVE E	*320 1ST AVE E*
A05	City	DYERSVILLE	*DYERSVILLE*
A06	Zip	52040	*52040*
Mailing Address			
A07	Mailing Address	320 1ST AVE E	*320 1ST AVE E*
A08	City	DYERSVILLE	*DYERSVILLE*
A09	Zip	52040	*52040*
Other Contact Information			
A10	County	DUBUQUE	*DUBUQUE*
A11	Phone	(563) 875-8912	*(563) 875-8912*
A12	Library Web Address	http://WWW.DYERSVILLE.LIB.IA.US	*http://WWW.DYERSVILLE.LIB.IA.US*
A13	Fax	(563) 875-6162	*(563) 875-6162*
A14	Director Email Address	svonderhaar@dyersville.lib.ia.us	*svonderhaar@dyersville.lib.ia.us*
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 from The State Library may contact you to verify the information.	No	*No*

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.

		CURRENT YEAR	PREVIOUS YEAR
B01	Total number of paid librarians	5	*5*
B02	Total number of all paid librarian hours worked per week	138.00	*138.00*
B03	Paid librarians FTE	3.45	*3.45*

B04	Total number of all other paid staff	6	6
B05	Total number of all other paid staff hours worked per week	119.00	*115.00*
B06	All other paid staff FTE	2.98	*2.88*
B07	Total paid employees FTE	6.43	*6.33*

Levels of Education

B08	How many of the paid librarians from LINE B01 have an ALA accredited masters of library science degree	3	*2*
B09	Total number of hours worked per week by librarians from LINE B08 with an ALA accredited masters of library science degree	100.00	*80.00*
B10	Total FTE librarians with ALA accredited masters of library science degree	2.50	*2.00*
B11	Education level achieved by director	Masters of Library Science Degree	*Masters of Library Science Degree*
B12	Starting date of current director in director's position.	9/1/1987	*9/1/1987*

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.   No

C01	Capital funds from local government (city, county)	$0	*$3,199*
C02	Capital funds from state sources	$0	*$0*
C03	Capital funds from federal sources	$0	*$0*
C04	Capital funds from private sources	$0	*$0*
C05	Total capital revenue	$0	*$3,199*
Capital Expenditures			
C06	Total capital expenditures	$0	*$3,199*

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)	$351,322	*$336,632*
D02	City income received from special levies	$0	*$0*
D03	County income from <u>YOUR OWN</u> county	$0	*$0*
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.)	$0	*$0*
D08	Income received from contracting cities other than your own	$5,845	*$5,840*
D09	Other governmental income received	$0	*$0*
D10	Total local government operating income received	$357,167	*$342,472*
D11	State income received from the State Library of Iowa (Enrich Iowa - Direct State Aid, Open Access, ILL Reimbursement)	$15,233	*$15,947.22*
D12	Other income received from the state of Iowa	$0	*$0*
D13	Total state government operating income received	$15,233	*$15,947*
D14	Total federal government income received	$0	*$0*

Total Non-Governmental Operating Income

D15	Total non-governmental grants received	$5,000	*$0*
D16	Endowments and gifts received	$8,133	*$4,312*
D17	Fines and/or fees received	$5,072	*$5,346*

D18	Other income received	$11,538	$9,012
D19	Total non-governmental operating income received	$29,743	$18,670

Total Operating Income

D20	Total operating income received	$402,143	$377,089

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)	$195,731	$193,072
D22	Total employee benefits expenditures (health insurance, Social Security tax, retirement, etc.)	$44,651	$43,254
D23	Total staff expenditures	$240,382	$236,326
D24	Print physical materials expenditures	$39,256	$41,623
D25	Audio physical materials expenditures -- All physical formats, including Tape, CDs, etc.	$4,049	$4,117
D26	Video physical materials expenditures -- All physical formats, including Tape, Blu-Ray, DVD, etc.	$7,346	$7,863
D27	Other physical materials expenditures for any materials not listed above (puzzles, art prints, puppets, etc.)	$5,429	$986
D28	Total physical materials expenditures (NEW)	$56,080	

Line	Description		
D29	Bridges e-book expenditures. Report Bridges e-book expenditures only. The line is prefilled and locked by the State Library. (NEW)	$300	
D30	All other e-book expenditures. Report Advantage e-book expenditures on this line. (NEW)	$2,372	
D31	Total e-book expenditures	$2,672	*$2,142*
D32	Bridges downloadable audio materials expenditures. Report Bridges expenditures only. This line is prefilled and locked by the State Library. (NEW)	$300	
D33	All other downloadable audio expenditures. Report Advantage downloadable audio expenditures on this line. (NEW)	$1,550	
D34	Total downloadable audio expenditures	$1,850	*$2,833*
D35	Downloadable video materials expenditures	$0	*$0*
D36	Ebscohost expenditures. This line is prefilled and locked by the State Library. (NEW)	$228	
D37	All other electronic materials expenditures. Do not report Bridges or EBSCOHOST expenditures on this line. (NEW)	$14,740	
D38	Total electronic materials expenditures (NEW)	$19,490	
D39	Total collection expenditures	$75,570	*$66,279*
D40	All other operating expenditures (phone, heat, lights, cooling, internet access, equipment, insurance, etc.)	$88,966	*$70,440*
D41	Total of all operating expenditures	$404,918	*$373,045*

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.	Yes	
D42	Grant name (NEW)	1000 Books Before Kindergarten : Dubuque Racing Association	
D43	Grant amount received (NEW)	$4,000	
D42	Grant name (NEW)	Launchpads for Literacy : Theisen's Community Grant	
D43	Grant amount received (NEW)	$1,000	

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	58,543	58,960
E02	Printed books (# of volumes), added during year	3,486	3,589
E03	Printed books (# of volumes), withdrawn during year	4,665	4,006
E04	Printed books (# of volumes), held at end of year	57,364	58,543
E05	Bridges e-books, held at end of year. Prefilled and locked by the State Library. (NEW)	20,112	
E06	All other e-books held at end of year (do not include Bridges here) (NEW)	674	
E07	Total e-books held at end of year	20,786	11,049
E08	Total books (print and e-books), held at end of year.	78,150	69,592
E09	Audio materials (# of physical volumes), held at start of year	2,585	2,461

E10	Audio materials (# of physical volumes), added during year	154	204
E11	Audio materials (# of physical volumes), withdrawn during year	397	80
E12	Audio materials (# of physical volumes), held at end of year	2,342	2,585
E13	Bridges downloadable audio materials, held at end of year. Prefilled and locked by State Library. (NEW)	9,899	
E14	All other downloadable audio materials, held at end of year. Do not report Bridges or Freegal downloads here, (NEW)	6,441	
E15	Total downloadable audio materials, held at end of year	16,340	9,849
E16	Total audio materials (physical and downloadable), held at end of year.	18,682	12,434
E17	Video materials (# of physical volumes), held at start of year	5,754	5,595
E18	Video materials (# of physical volumes), added during year	575	625
E19	Video materials (# of physical volumes), withdrawn during year	679	466
E20	Video materials (# of physical volumes), held at end of year	5,650	5,754
E21	Downloadable video materials, held at end of year (report all downloadable video ITEMS here).	0	0
E22	Total video materials (physical and downloadable), held at end of year	5,650	5,754
E23	Other library materials (# of physical volumes), held at start of year	640	601
E24	Other library materials (# of physical volumes), added during year	129	74

E25	Other library materials (# of physical volumes), withdrawn during year	42	*35*
E26	Other library materials (# of physical volumes), held at end of year	727	*640*
E27	Total physical volumes, held at start of year	67,522	*67,617*
E28	Total physical volumes, added during year	4,344	*4,492*
E29	Total physical volumes, withdrawn during year	5,783	*4,587*
E30	Total physical volumes, held at end of year	66,083	*67,522*
E31	Total downloadable materials, held at end of year	37,126	*20,898*
E32	Total physical and downloadable volumes, held at end of year	103,209	*88,420*

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.	21,339	*22,605*
E34	Total number of physical volumes from LINE E30 cataloged as young adult, held at end of year.	5,704	*5,954*

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.	171	*190*
E36	Current electronic serial/periodical subscriptions (count number of titles including duplicates. Include Zinio titles, but not EbscoHost.), held at end of year.	131	*126*

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	44,105	*43,186*
F02	Young adult books	7,077	*7,425*
F03	Children's books	38,461	*33,717*

Code	Description		
F04	Video recordings (physical formats)	40,609	*38,467*
F05	Audio recordings (physical formats)	4,996	*5,403*
F06	Serials (physical formats)	4,171	*5,289*
F07	All other physical items (CD-ROM based products, puzzles, art prints, pamphlets, cake pans, puppets, etc.)	6,196	*4,681*
F08	Total PHYSICAL circulation by material type (NEW)	145,615	

Use of Downloadable Material

Code	Description		
F09	Bridges e-books. Prefilled and locked by State Library. (NEW)	1,952	
F10	All other e-books (NEW)	10	
F11	Total use of e-books	1,962	*1,406*
F12	Downloadable video recordings	2	*0*
F13	Bridges downloadable audio recordings. Prefilled and locked by State Library. (NEW)	601	
F14	All other downloadable audio recordings - do not include Freegal or similar. (NEW)	367	
F15	Total use of downloadable audio recordings	968	*791*
F16	Electronic serials - Include Zinio or similar.	97	*186*
F17	Total use of downloadable materials (NEW)	3,029	

Successful Retrieval of Electronic Information (Database Use)

Code	Description		
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)	102	*148*
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.	1,768	*4,914*

F20	Total successful retrieval of Electronic Information.	1,863	5,062

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)	148,644	140,551
F22	Total Electronic materials use (Total downloadable use plus Total successful retrieval of Electronic Information) (NEW)	4,892	
F23	Total Collection use (Total circulation of physical and downloadable items plus successful retrieval of Electronic Information) (NEW)	150,507	

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	88,912	85,361
F25	Circulation to contracting cities	947	846
F26	Circulation to the rural population of your own county	0	0

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"	54,329	48,556
F28	Total physical circulation of all materials cataloged as "young adult"	10,874	11,114
F29	In-library materials use annually	30,290	22,464

Interlibrary Loan

F30	Received from other libraries	589	587
F31	Provided to other libraries	403	540

Registration

F32	Current total number of registered users	4,870	4,881
F33	Total number of registered users added for FY16	329	400

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	264	*256*
G02	Total number of people attending library programs for children	6,731	*5,445*
G03	Total number of library programs for young adults	47	*41*
G04	Total number of people attending library programs for young adults	364	*232*
G05	Total number of library programs for adults	328	*322*
G06	Total number of people attending library programs for adults	4,516	*5,869*
G07	Total number of library programs	639	*619*
G08	Total number of people attending library programs	11,611	*11,546*
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)	370	*331*
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)	48	*56*
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)	115	*78*

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	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.	None	No	No

Other Services

G13	Meeting room use annually	1,332	*943*
G14	Door count annually	81,791	*77,012*
G15	Total number of reference transactions annually	3,926	*2,288*
G16	Total number of hours open ANNUALLY at the main library only	3,134	*3,142*
G17	Total number of weeks open ANNUALLY at the main library only (round to the nearest whole number of weeks)	52	*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.)	3,134	*3,142*
G22	Total number of weeks open annually at the main library and all branches (Click the SAVE button to calculate the total.)	52	*52*

Section H - Additional Information

H01	Number of volunteers	155	*165*

H02	Total number of hours worked annually by volunteers	4,460	*4,478*
H03	Square footage of main library	11,660	
	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		*JAMES KENNEDY PUBLIC LIBRARY*
H05	Square footage of branch library		*11,660*
H06	How many total square feet of space in your library? (Click the "SAVE" button to calculate the total.)	11,660	*11,660*
H07	Did your library have a referendum passed within the past year?	None	*N/A*

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	$28.59	*$28.30*
H09	Hourly salary of assistant director	$17.79	*$17.55*
H10	Hourly average salary of department heads (NEW)	$14.62	*$13.92*
H11	Hourly salary of the children's librarian	$16.69	*$16.52*
H12	Hourly average salary of library clerks (NEW)	$8.53	*$8.03*
H13	Hourly average salary of shelvers or pages (NEW)	$8.53	*$8.03*

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.	10	*9*
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	*17*
I03	Total licensed databases	27	*26*

Other Technology Questions

I04	Number of Internet computers for public use	13	*15*
I05	Number of uses of public Internet computers <u>ANNUALLY</u> (You may count a typical week and multiply by 52)	5,048	*4,813*
I06	Number of computer or Internet-related classes taught by library staff	15	*15*
I07	Number of people attending computer or Internet-related classes taught by library staff	33	*45*
I08	Number of wireless sessions annually (NEW)	2,649	*N/A*

Section J - Administrative Questions

Number of Service Outlets

J01	Central library facility (Not less than 1)	1	*1*
J02	Branches	0	*0*
J03	Bookmobiles	0	*0*
J04	Other service outlets	2	*2*

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

J05	City population	4,058	*4,058*
J06	Library Size Code	D	*D*

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.