

# Marshalltown Public Library

## 2011 Iowa Public Library General Information Survey

CURRENT YEAR

*PREVIOUS YEAR*

### Section A - General Information

Review the contact information below. Users cannot change data marked in grey. To change any of this data, answer Yes to nu below. The State Library will verify and change the data.

A01	Library Name	MARSHALLTOWN PUBLIC LIBRARY	<i>MARSHALLTOWN PUBLIC</i>
A02	Library Director/Administrator Name	Glenda Davis-Driggs	<i>Carole B. Winkleblack</i>
A03	Library Service Area	CE=Central	<i>CE=Central</i>
<b>Street Address</b>			
A04	Street Address	105 W BOONE ST	<i>105 W BOONE ST</i>
A05	City	MARSHALLTOWN	<i>MARSHALLTOWN</i>
A06	Zip	50158	<i>50158</i>
A07	Zip plus 4	4911	<i>4911</i>
<b>Mailing Address</b>			
A08	Mailing Address	105 W BOONE ST	<i>105 W BOONE ST</i>
A09	City	MARSHALLTOWN	<i>MARSHALLTOWN</i>
A10	Zip	50158	<i>50158</i>
A11	Zip plus 4	4911	<i>4911</i>
<b>Other Contact Information</b>			
A12	County	MARSHALL	<i>MARSHALL</i>
A13	Phone	(641) 754-5738	<i>(641) 754-5738</i>
A14	Library Web Address	<a href="http://WWW.MARSHALLTOWNLIBRARY.ORG">http://WWW.MARSHALLTOWNLIBRARY.ORG</a>	<i>WWW.MARSHALLTOWNLIE</i>
A15	Fax	(641) 754-5708	<i>(641) 754-5708</i>
A16	Director Email Address	<a href="mailto:gdriggs@ci.marshalltown.ia.us">gdriggs@ci.marshalltown.ia.us</a>	<i>cwinkleb@ci.marshalltown.ic</i>
A17	Has the data in any of the grayed out questions above changed in the past year? (Yes or No) If you answer "Yes," staff from the State Library will contact you to verify the information.	Yes	<i>No</i>

### 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 2011.

B01	Total number of paid librarians	8	<i>6</i>
B02	Total number of all paid librarian hours worked per week	290.00	<i>215.00</i>
B03	<b>Paid librarians FTE</b>	7.25	<i>5.38</i>
B04	Total number of all other paid staff	8	<i>10</i>

B05	Total number of all other paid staff hours worked per week	160.13	236.00
B06	All other paid staff FTE	4.00	5.90
B07	Total paid employees FTE	11.25	11.28
<b>Levels of Education</b>			
B08	How many of the Librarians from LINE B01 have an ALA Accredited Masters of Library Science Degree?	2	2
B09	Total number of hours worked per week by librarians from LINE B08 with an ALA Accredited Masters of Library Science Degree	80.00	80.00
B10	Total FTE librarians with ALA Accredited Masters of Library Science Degree	2.00	2.00
B11	Education level achieved by director	Masters of Library Science Degree	Masters of Library Science D

## Section C - Capital Income and Expenditures

### Show all sources of funds for FY11

If your library does not receive income from an item enter a 0 (zero). If the data is not available, enter N/A.

REPORT ALL INCOME AND EXPENDITURES AS WHOLE DOLLARS ONLY. ROUND TO THE NEAREST DOLLAR.

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
- Computer hardware and software used to support library operations, to link to networks, or to 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
- 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

C01	Capital funds from local government (city, county)	\$14,148	\$0
C02	Capital funds from state sources	\$0	\$0
C03	Capital funds from federal sources	\$0	\$0

C04	Capital funds from private sources	\$4,109	\$439,653
C05	<b>Total capital revenue</b>	\$18,257	\$439,653
<b>Capital Expenditures</b>			
C06	Total capital expenditures	\$18,257	\$475,465

## Section D - Operating Income and Expenditures

Show all sources of funds for FY11.

If your library does not receive income from an item enter a 0 (zero). If the data is not available, enter N/A. Report income and expenditures as whole dollars only. Round to the nearest dollar.

**DO NOT INCLUDE E-RATE DISCOUNTS AS 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 other grants.

**DO NOT INCLUDE:**

- Revenue for major capital expenditures as reported in Section C
- Contributions to endowments
- Revenue passed through to another agency
- Funds unspent in the previous fiscal year &ndash; carryover
- The value of any contributed or in-kind services
- The value of any non-monetary gifts or donations

### TOTAL GOVERNMENTAL OPERATING INCOME

D01	City income received (exclude income from special levies)	\$738,057	\$704,751
D02	City income received from special levies	\$0	\$0
D03	Do you receive funding from more than one county? (Yes or No)	No	No
D04	County income received from all counties	\$36,231	\$35,562
D05	Income received from contracting cities other than your own	\$850	\$725
D06	Other governmental income received	\$0	\$0
D07	<b>Total local government operating income received</b>	\$775,138	\$741,038

D08	State income received from the State Library of Iowa	\$15,895	\$16,304.24
D09	Other income received from the state of Iowa	\$500	\$472
D10	Total state government operating income received	\$16,395	\$16,776
D11	Total federal government income received	\$0	\$0
<b>Total Non-Governmental Operating Income</b>			
D12	Total non-governmental grants received	\$0	\$0
D13	Endowments and gifts received	\$30,700	\$24,685
D14	Fines and/or fees received	\$28,469	\$37,748
D15	Other income received	\$262	\$185
D16	Total non-governmental operating income received	\$59,431	\$62,618
<b>Total Operating Income</b>			
D17	Total operating income received	\$850,964	\$820,432

### Operating Expenditures

In this section, report all expenditures including grants and cooperative arrangements.

If your library does not receive funding for an item, enter a 0 (zero). If data for an item is not available, enter N/A.

**DO NOT INCLUDE E-RATE DISCOUNTS AS EXPENDITURES.**

To ensure accurate reporting, consult your business officer or city clerk regarding this section. Report only money expended during the 2011 fiscal year, regardless of when the money may have been received.

**REPORT ALL EXPENDITURES AS WHOLE DOLLARS ONLY. ROUND FRACTIONS TO THE NEAREST WHOLE DOLLAR.**

Operating expenditures are the current and recurrent costs necessary to support the provision of library services. Significant benefits and salaries, that are paid by other taxing agencies (government agencies with the authority to levy tax on behalf of" the library may be included if the information is available. Only such funds that are supported by expenditure records (such as invoices, contracts, payroll records, etc.) at the point of disbursement should be included.

Do not report

- The value of free items as expenditures
- Estimated costs
- Capital expenditures as reported in Section C.

D18	Total salaries and wages expenditures (before deductions)	\$464,042	\$432,387
D19	Total employee benefits expenditures (health insurance, Social Security tax, retirement, etc.)	\$126,567	\$121,119
D20	<b>Total staff expenditures</b>	\$590,609	\$553,506
D21	Print materials expenditures	\$64,553	\$83,072
D22	Electronic materials expenditures (EBSCOhost, FirstSearch, etc.)	\$9,733	\$6,985
D23	Audio materials expenditures -- All formats, including downloadable (Report WILBOR and NEIBORS)	\$18,595	\$16,520
D24	Video materials expenditures -- All formats, including downloadable	\$12,497	\$10,699
D25	Other collection expenditures for any materials not listed above (puzzles, art prints, puppets, etc.)	\$0	\$350
D26	<b>Total audio, video, and other collection expenditures</b>	\$31,092	\$27,569
D27	<b>Total collection expenditures</b>	\$105,378	\$117,626
D28	All other operating expenditures (phone, heat, lights, cooling, internet access, equipment, insurance, etc.)	\$66,658	\$112,339
D29	<b>Total of all operating expenditures</b>	\$762,645	\$783,471

## **Section E - Library Collection**

**NUMBER HELD AT START OF YEAR - The number of physical volumes owned by the library at the start of th**

year (July 1, 2010).

**NUMBER ADDED DURING FISCAL YEAR - The number of physical volumes added to the collection during the year whether through purchase or donation.**

**WITHDRAWN DURING FISCAL YEAR - The number of physical volumes weeded, lost, or removed for any other reason during the fiscal year.**

E01	Printed books and serials (# of volumes), held at start of year	101,194	81,865
E02	Printed books and serials (# of volumes), added during year	7,228	8,443
E03	Printed books and serials (# of volumes), withdrawn during year	3,686	3,017
E04	Printed books and serials (# of volumes), held at end of year	104,736	87,291
E05	Electronic books (e-books), held at end of year (report all e-books here including WILBOR/NEIBORS - must be cataloged in OPAC or physical catalog)	0	0
E06	Total books and serials (print and electronic), held at end of year.	104,736	87,291
E07	Audio materials (# of physical volumes), held at start of year	5,930	5,228
E08	Audio materials (# of physical volumes), added during year	568	928
E09	Audio materials (# of physical volumes), withdrawn during year	124	226
E10	Audio materials (# of physical volumes), held at end of year	6,374	5,930

E11	Downloadable audio materials, held at end of year (report all downloadable audio items here including WILBOR/NEIBORS - must be cataloged in OPAC or physical catalog)	0	0
E12	Total audio materials (physical and downloadable), held at end of year.	6,374	5,930
E13	Video materials (# of physical volumes), held at start of year	7,500	6,277
E14	Video materials (# of physical volumes), added during year	1,621	1,458
E15	Video materials (# of physical volumes), withdrawn during year	639	235
E16	Video materials (# of physical volumes), held at end of year	8,482	7,500
E17	Downloadable video materials, held at end of year (report all downloadable video items here including WILBOR/NEIBORS - must be cataloged in OPAC or physical catalog)	0	0
E18	Total video materials (physical and downloadable), held at end of year	8,482	7,500
E19	Other library materials (# of physical volumes), held at start of year	473	385
E20	Other library materials (# of physical volumes), added during year	55	133

E21	Other library materials (# of physical volumes), withdrawn during year	201	45
E22	Other library materials (# of physical volumes), held at end of year	327	473
E23	Total physical volumes, held at start of year	115,097	93,755
E24	Total physical volumes, added during year	9,472	10,962
E25	Total physical volumes, withdrawn during year	4,650	3,523
E26	Total physical volumes, held at end of year	119,919	101,194
E27	Total downloadable materials, held at end of year	0	0
E28	Total physical and downloadable volumes, held at end of year	119,919	101,194

Items reported on LINES E29 to E31 will not be added to LINE E28.

E29	Current print serial/periodical <b><u>subscriptions</u></b> (include periodicals and newspapers in any format, number of titles including duplicates), held at end of year	234	240
E30	Total number of physical volumes from section E cataloged as children's, held at end of year.	37,253	35,377
E31	Total number of physical volumes from section E cataloged as young adult, held at end of year.	6,770	6,220

**Section F - Circulation**  
**Circulation Transactions**

Circulation by material type: Questions F01 to F09 reflect circulation based on the type of item circulated. The totals on line F09 and F15 must be equal.

F01	Adult books	98,343	117,336
F02	Young adult books	25,127	26,018
F03	Children's books	90,954	87,800
F04	Video recordings	72,867	66,285
F05	Audio recordings	12,365	15,602
F06	Periodicals	10,486	10,997
F07	Virtual circulation (downloadable audio, video, or eBooks)	2,846	1,095
F08	All other Items (CD-ROM based products, puzzles, art prints, pamphlets, cake pans, puppets, etc.)	2,082	1,973
F09	<b>Total circulation by material type</b>	315,070	327,106

**Circulation by borrower type: Questions F10 to F15 reflect circulation based on borrower type. The totals on lines F15 must be equal.**

F10	Circulation to your own city	242,762	254,568
F11	Circulation to contracting cities	3,391	2,124
F12	Circulation to the rural population of your own county	31,763	37,301
F13	Open Access circulation	34,482	
F14	Circulation to all other borrower types (include circulation of downloadable audio, video or e-books)	2,672	
F15	<b>Total circulation by borrower type</b>	315,070	

**Circulation to children and young adults: Questions F16 and F17 reflect total circulation to children and young adult counts are part of the total as reported on line F09.**

F16	Total circulation of all materials cataloged as "children's"	115,658	111,940
F17	Total circulation of all materials cataloged as "young adult"	28,087	27,122
F18	In-library materials use annually	N/A	N/A

**Interlibrary Loan**

F19	Received from other libraries	666	646
F20	Provided to other libraries	1,044	972
<b>Registration</b>			
F21	Current total number of registered borrowers	36,277	21,971
F22	Total number of registered borrowers added for FY11	3,080	3,033

## Section G - Program Attendance and Other Services

### Program Attendance

When reporting number of programs, count the total number of events. A story time held once a week for a year is counted 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	323	320
G02	Total number of people attending library programs for children	11,041	11,141
G03	Total number of library programs for young adults	79	96
G04	Total number of people attending library programs for young adults	1,539	2,411
G05	Total number of library programs for adults	47	43
G06	Total number of people attending library programs for adults	520	904
G07	Total number of library programs	449	459
G08	Total number of people attending library programs	13,100	14,456
G09	Number of children REGISTERED for the 2011 Summer Library Program (DO NOT COUNT NUMBER OF PROGRAM ATTENDEES)	1,002	1,074

G10	Number of young adults REGISTERED for the 2011 Summer Library Program (DO NOT COUNT NUMBER OF PROGRAM ATTENDEES)	64	120
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G11 For what age groups did your library provide a Summer Library Program for Summer of 2011? Mark all that apply.

- |    |                                |     |
|----|--------------------------------|-----|
| a. | Early Literacy (0-5 years old) | Yes |
| b. | Children (6-10 years old)      | Yes |
| c. | Teens (11-18 years old)        | Yes |
| d. | Adults (19+ years old)         | Yes |
| e. | None                           | No  |

**Other Services**

G12	Meeting room use annually	8,202	7,977
G13	Door count annually	268,275	250,900
G14	Total number of reference transactions annually	10,950	12,376
G15	Total number of hours open annually at the main library only	3,033	3,033
G16	Total number of weeks open annually at the main library only (round to the nearest whole number of weeks)	52	52

Branch hours - Please answer questions G17 to G19 for each branch or bookmobile. If your library doesn't have a branch bookmobile, you can skip to question H01.

G17	Branch or bookmobile name	0	
G18	Total number of hours open annually at the branch or bookmobile	0	
G19	Total number of weeks open annually at the branch or bookmobile	0	
G20	<b>Total number of hours open annually at the main library and all branches</b>	3,033	3,033

G21	Total number of weeks open annually at the main library and all branches	52	52
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## Section H - Additional Information

H01	Number of volunteers	100	84
H02	Total number of hours worked annually by volunteers	4,715	4,163
H03	Name of Library/Branch (Include information for your main library building and all branches as a separate entry)	Marshalltown Public Library	Marshalltown Public Li
H04	Are the Library/Branch facilities handicapped accessible? (Yes or No)	Yes	Yes
H05	How many square feet of space in your library/branch?	35,700	35,700
H06	How many total square feet of space in your library? (Click the "SAVE" button below to calculate the total)	35,700	35,700
H07	Did your library have a referendum passed within the past year? (Yes or No)	No	No
H08	Type of referendum if Yes (if No enter N/A)	N/A	N/A

The information entered on LINES H09 to H11 refers to other cities in Iowa that contract financially with your library for Do not record your city or any non-municipal government agencies such as counties or townships. Lines H09 and H10 ar to allow for multiple entries.

H09	Contracting city name (Do not report your own city here)	Haverhill	Haverhill
H10	Population of contracting city	173	170
H09	Contracting city name (Do not report your own city here)	Ferguson	Ferguson

H10	Population of contracting city	126	126
H09	Contracting city name (Do not report your own city here)	Laurel	
H10	Population of contracting city	239	
H11	Total population of the cities your library serves by contract. (Click the SAVE button to calculate the total.)	538	296

### Salary Information

H12	Hourly salary of the director	\$32.36	\$41.61
H13	Hourly salary of assistant director	\$31.38	\$30.06
H14	Hourly salary of the children's librarian	\$25.63	\$25.18

## Section I - Electronic Resources

### Licensed Databases

I01	Number of licensed databases funded locally	5	6
I02	Number of licensed databases funded by the state government or the State Library (Count Ebscohost as 13 and FirstSearch as 12)	25	25
I03	Number of licensed databases funded through other cooperative arrangements (or consortia) within the state or region	1	0
I04	Total licensed databases	31	31

### Other Technology Questions

I05	Number of Internet computers for public use	30	30
I06	Number of users of public Internet computers annually (You may count a typical week and multiply by 52)	82,612	68,533

I07	Number of computer or Internet-related classes taught by library staff	0	0
I08	Number of people attending computer or Internet-related classes taught by library staff	0	0

## 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	0	0
Population (Prefilled and Locked by State Library)			
J05	City population	27,552	26,009
J06	FSCS service population	33,518	31,849

This is the end of the survey. Make sure you click the red "Save" button below. Once you have saved your work, you are review your edit checks. Please click on the "Status" tab at the top of the page to begin reviewing your edits.