

# Hillsboro Public 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	HILLSBORO PUBLIC LIBRARY	<i>HILLSBORO PUBLIC LIBRARY</i>
A02 Library District	SE=Southeast	<i>SE=Southeast</i>
Street Address		
A03 Street Address	100 W COMMERCIAL	<i>100 W COMMERCIAL</i>
A04 City	HILLSBORO	<i>HILLSBORO</i>
A05 Zip	52630	<i>52630</i>
Mailing Address		
A06 Mailing Address	PO BOX 117	<i>PO BOX 117</i>
A07 City	HILLSBORO	<i>HILLSBORO</i>
A08 Zip	52630	<i>52630</i>
Other Contact Information		
A09 County	HENRY	<i>HENRY</i>
A10 Phone	(319) 253-4000	<i>(319) 253-4000</i>
A11 City population	180	<i>180</i>
A12 Library Size Code	A	<i>A</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	vacant	<i>Vacant</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	0	<i>0</i>
B02 Total number of all paid librarian hours worked per week	.0	<i>.0</i>
B03 <b>Paid librarians FTE</b>	0.00	<i>0.00</i>
B04 Total number of all other paid staff	2	<i>2</i>
B05 Total number of all other paid staff hours worked per week	9.00	<i>9.00</i>
B06 <b>All other paid staff FTE</b>	0.23	<i>0.23</i>
B07 <b>Total number of paid staff (NEW)</b>	2	

B08	<b>Total paid staff FTE</b>	0.23	0.23
<i>Levels of Education</i>			
B09	How many of the paid librarians from line B01 have an ALA accredited masters of library science degree	0	0
B10	Total number of hours worked per week by librarians from line B09 with an ALA accredited masters of library science degree	.0	.0
B11	<b>Total FTE librarians with ALA accredited masters of library science degree</b>	0.00	0.00
B12	Starting date of current director in director's position.		<i>none</i>
<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	\$8.50	\$8.50
B14	Hourly salary of assistant director	\$7.50	\$7.50
B15	Hourly average salary of department heads		
B16	Hourly salary of the children's librarian		
B17	Hourly average salary of library clerks		
B18	Hourly average salary of shelvers or pages		
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?

No

YES - check the box and answer questions C01 - C06.

NO - Skip to section D.

*Capital Income*

C01	Capital funds from local government (city, county)		0
C02	Capital funds from state sources		0
C03	Capital funds from federal sources		0
C04	Capital funds from private sources		0
C05	<b>Total capital income</b>	\$0	\$0

*Capital Expenditures*

C06	Total capital expenditures		0
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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 &ndash; 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)	\$300	\$600
D02	City income received from special levies	\$0	\$0
D03	County income received from all counties	\$6,630	\$6,630
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	<b>Total local government operating income received</b>	\$6,930	\$7,230

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.	\$0	\$0
D08	Other income received from the State of Iowa	\$0	\$0
D09	<b>Total state government operating income received</b>	\$0	\$0
D10	Total federal government income received	\$0	\$0
<b><i>Non-Governmental Operating Income</i></b>			
D11	Total non-governmental grants received	\$2,500	\$0
D12	Endowments and gifts received (only report if money was spent in FY18)	\$300	\$100
D13	Fines and/or fees received	\$25	\$0
D14	Other income received		\$0
D15	<b>Total non-governmental operating income received</b>	\$2,825	\$100
<b><i>Total Operating Income</i></b>			
D16	<b>Total operating income received</b>	\$9,755	\$7,330
<b>OPERATING EXPENDITURES</b>			

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)	\$1,934	\$2,200
D18	Total employee benefits expenditures (health insurance, Social Security tax, retirement, etc.)	\$0	\$117
D19	<b>Total staff expenditures</b>	\$1,934	\$2,317
D20	Print physical collection expenditures	\$192	\$260
D21	Audio physical collection expenditures -- All physical formats, including tape, CDs, etc. Do not report downloadable expenditures on this line.	\$0	\$0
D22	Video physical collection expenditures -- All physical formats, including tape, Blu-Ray, DVD, etc. Do not report downloadable expenditures on this line.	\$140	\$125
D23	Other physical collection expenditures for any materials not listed above (puzzles, art prints, puppets, cake pans, etc.)	\$0	\$0
D24	<b>Total physical non-print collection expenditures (NEW)</b>	\$140	
D25	<b>Total physical collection expenditures</b>	\$332	\$385

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.		\$0
D28	<b>Total e-book collection expenditures</b>	\$0	\$0
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.		\$0
D31	<b>Total downloadable audio collection expenditures</b>	\$0	\$0
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
D34	<b>Total downloadable video collection expenditures</b>	\$0	\$0
D35	Gale, Credo, and Transparent Languages expenditures. Prefilled and locked by the State Library.	\$36	\$0
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.		\$0
D37	<b>Total Electronic Information collection expenditures (NEW)</b>	\$36	
D38	<b>Total downloadable and Electronic Information collection expenditures</b>	\$36	\$0
D39	<b>Total collection expenditures</b>	\$368	\$385
D40	All other operating expenditures (phone, lights, heating, cooling, Internet access, insurance, etc.)		\$3,359
D41	<b>Total of all operating expenditures</b>	\$2,302	\$6,061

## 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	6,653	6,740
E02	Printed books (# of volumes), added during year	47	25
E03	Printed books (# of volumes), withdrawn during year	15	112
E04	<b>Printed books (# of volumes), held at end of year</b>	6,685	6,653
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.		0
E07	<b>Total e-books held at end of year</b>	0	0
E08	<b>Total books (print and e-books), held at end of year.</b>	6,685	6,653

E09	Audio materials (# of physical volumes), held at start of year	57	57
E10	Audio materials (# of physical volumes), added during year	2	0
E11	Audio materials (# of physical volumes), withdrawn during year		0
E12	<b>Audio materials (# of physical volumes), held at end of year</b>	59	57
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.		0
E15	<b>Total downloadable audio materials, held at end of year</b>	0	0
E16	<b>Total audio materials (physical and downloadable), held at end of year.</b>	59	57
E17	Video materials (# of physical volumes), held at start of year	955	977
E18	Video materials (# of physical volumes), added during year	22	12
E19	Video materials (# of physical volumes), withdrawn during year	15	34
E20	<b>Video materials (# of physical volumes), held at end of year</b>	962	955
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
E23	<b>Total Downloadable video materials, held at end of year</b>	0	0
E24	<b>Total video materials (physical and downloadable), held at end of year</b>	962	955
E25	Other library materials (# of physical volumes), held at start of year	0	0
E26	Other library materials (# of physical volumes), added during year	0	0
E27	Other library materials (# of physical volumes), withdrawn during year	0	0
E28	<b>Other library materials (# of physical volumes), held at end of year</b>	0	0
E29	<b>Total physical volumes, held at start of year</b>	7,665	7,774
E30	<b>Total physical volumes, added during year</b>	71	37
E31	<b>Total physical volumes, withdrawn during year</b>	30	146
E32	<b>Total physical volumes, held at end of year</b>	7,706	7,665
E33	<b>Total downloadable materials, held at end of year</b>	0	0
E34	<b>Total physical and downloadable volumes, held at end of year</b>	7,706	7,665
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.	0	0
E36	Current electronic serial/periodical SUBSCRIPTIONS (count number of titles including duplicates. Include Zinio titles, but not EBSCOhost.), held at end of year.	0	0

#### *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.	0	0
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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	43	0
E39	<b>Total licensed databases</b>	43	0

## 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	982	991
F02	Young adult books	465	480
F03	Children's books	575	690
F04	Video recordings (physical formats)	1,432	1,553
F05	Audio recordings (physical formats)	6	10
F06	Serials (physical formats)	0	0
F07	All other physical items (CD-ROM based products, puzzles, art prints, pamphlets, cake pans, puppets, etc.)	0	0
F08	<b>Total PHYSICAL circulation by material type</b>	3,460	3,724

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	587	599
F10	Total physical circulation of all materials cataloged as "children's"	643	691

### *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		0
F13	<b>Total use of e-books</b>	0	0
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
F16	<b>Total use of downloadable video recordings</b>	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.		0
F19	<b>Total use of downloadable audio recordings</b>	0	0
F20	Electronic serials - Include Zinio or similar.		0
F21	<b>Total use of downloadable materials</b>	0	0

### *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.	18	0
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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.		0
F24	<b>Total successful retrieval of Electronic Information.</b>	18	0
<i>Circulation and Use Totals</i>			
F25	<b>Total Circulation of physical and downloadable materials (This is the same as Total circulation by material type on previous year's surveys)</b>	3,460	3,724
F26	<b>Total Electronic materials use (Total downloadable use plus Total successful retrieval of Electronic Information)</b>	18	0
F27	<b>Total Collection use (Total circulation of physical and downloadable items plus successful retrieval of Electronic Information)</b>	3,478	3,724

#### *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)	0	
F29	ILL Received from other libraries using all other ILL services. Do not report SILO ILL on this line. (NEW)		
F30	<b>Total Interlibrary Loan received from other libraries</b>	0	0
F31	ILL Provided to other libraries using the SILO ILL service. Prefilled and locked by the State Library. (NEW)	0	
F32	ILL Provided to other libraries using all other ILL services. Do not report SILO ILL on this line. (NEW)		
F33	<b>Total Interlibrary Loan provided to other libraries</b>	0	0
F34	Current total number of registered users	126	147

## **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	3	3
G02	Total number of people attending library programs for children	70	21
G03	Total number of library programs for young adults	3	2
G04	Total number of people attending library programs for young adults	70	7
G05	Total number of library programs for adults, families, etc.	3	1
G06	Total number of people attending library programs for adults, families, etc.	70	6
G07	<b>Total number of library programs</b>	9	6
G08	<b>Total number of people attending library programs</b>	210	34



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)	35	7
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)	15	3
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)	20	4
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
<b>Other Services</b>			
G13	Door count annually	1,543	1,918
G14	Total number of reference transactions annually	31	31
G15	Number of Internet computers for public use	5	4
G16	Number of uses of public Internet computers <u>ANNUALLY</u>	622	870
	(You may count a typical week and multiply by 52)		
G17	Number of wireless sessions annually	0	0

## **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.	468	468
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.	52	52
H03	Square footage of main library. Prefilled and locked by the State Library.	1,200	1,200