



# STATE LIBRARY OF IOWA

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## 2021 IOWA PUBLIC LIBRARY GENERAL INFORMATION SURVEY

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(Reporting period July 1, 2020 to June 30, 2021 – unless otherwise specified)

**Due October 31, 2021**

**NOTE: This form is an aid for data gathering only. Survey data should be submitted using the online form. Questions relating to COVID-19 are located in sections G, H, and I.**

### Section A - General Information

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 \_\_\_\_\_

A02 Library District \_\_\_\_\_

A03 Street address \_\_\_\_\_

A04 City \_\_\_\_\_

A05 Zip \_\_\_\_\_

#### **Mailing Address**

A06 Mailing address \_\_\_\_\_

A07 City \_\_\_\_\_

A08 Zip \_\_\_\_\_

#### **Other Contact Information**

A09 County \_\_\_\_\_

A10 Phone \_\_\_\_\_

A11 City population (2010 decennial population, do not report estimates) \_\_\_\_\_

A12 Library Size Code \_\_\_\_\_

A13 Has any information in questions A1 to A12 changed in the past year?

- YES – Check YES and enter the correction in a note. Staff from The State Library will verify and update the information.
- NO – Check NO and continue with question A14.

A14 Library director/administrator name \_\_\_\_\_

## Section B – Paid Staff and Salary Information

Include unfilled positions if a search is currently underway. Include all paid staff on the library’s payroll. Do not report workers paid by other agencies such as Green Thumb employees or work study students. Do not report workers hired through a cleaning or landscape business. Report all positions as of June 30, 2021.

B01 Total number of paid librarians \_\_\_\_\_

B02 Total number of all-paid librarian hours worked per week \_\_\_\_\_

B03 **Paid librarians FTE** \_\_\_\_\_

B04 Total number of all other paid staff \_\_\_\_\_

B05 Total number of all other paid staff hours worked per week \_\_\_\_\_

B06 **All other paid staff FTE** \_\_\_\_\_

B07 **Total number of paid staff** \_\_\_\_\_

B08 **Total paid staff FTE** \_\_\_\_\_

### *Levels of Education*

B09 How many of the paid librarians from line B01 have an ALA accredited masters of library science degree? \_\_\_\_\_

B10 Total number of hours worked per week by librarians from line B09 with an ALA accredited masters of library science degree \_\_\_\_\_

B11 **Total FTE librarians with ALA accredited masters of library science degree** \_\_\_\_\_

B12 Starting date of current director in director’s position. \_\_\_\_\_

### *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. Do not report workers paid by other agencies such as Green Thumb employees or work study students. Do not report workers hired through a cleaning or landscape business. Only report janitorial/building maintenance staff if they are an employee of the library. Report hourly salary amounts as of June 30, 2021.

- B13 Hourly salary of the director \_\_\_\_\_
- B14 Hourly salary of assistant director \_\_\_\_\_
- B15 Hourly average salary of department heads \_\_\_\_\_
- B16 Hourly average salary of children’s librarians \_\_\_\_\_
- B17 Hourly average salary of library clerks \_\_\_\_\_
- B18 Hourly average salary of shelvers or pages \_\_\_\_\_
- B19 Hourly average salary of janitorial or building maintenance employees \_\_\_\_\_

## 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 FY21 report them in this section. Otherwise, skip to section D.

### For Capital Income and Expenditures

- ❖ Show all sources of capital funds for FY21 (July 1, 2020 – June 30, 2021)
- ❖ If your library does not receive capital income from a source, enter a 0 (zero)
- ❖ If your library receives capital income from a source, but the amount is unknown, enter N/A
- ❖ Report all capital 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 capital 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 CAPITAL 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 FY21?**

- YES – Answer questions C01 - C06.**
- NO – Skip to Section D.**

**CAPITAL INCOME**

- C01 Capital funds from local government (city, county) \_\_\_\_\_
- C02 Capital funds from state sources \_\_\_\_\_
- C03 Capital funds from federal sources \_\_\_\_\_
- C04 Capital funds from private sources \_\_\_\_\_
- C05 **Total capital income** \_\_\_\_\_

**CAPITAL EXPENDITURES**

- C06 Total 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, and non-governmental income.

**REPORT ALL SOURCES OF FUNDS FOR FY21 (JULY 1, 2020 – JUNE 30, 2021).**

- ❖ If your library does not receive operating income from a source enter a 0 (zero)
- ❖ If your library receives operating 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

***Total Governmental Operating Income***

- D01 City income received from the city’s general fund (exclude income from special levies) \_\_\_\_\_
- D02 City income received from special levies \_\_\_\_\_
- D03 County income received from all counties \_\_\_\_\_
- D04 Income received from contracting cities in Iowa. Do not report income from your own city on this line. \_\_\_\_\_
- D05 Other governmental income received \_\_\_\_\_
- D06 **Total local government operating income received** \_\_\_\_\_
- 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. \_\_\_\_\_
- D08 Other income received from the State of Iowa \_\_\_\_\_
- D09 **Total state government operating income received** \_\_\_\_\_
- D10 Total federal government income received \_\_\_\_\_

***Non-Governmental Operating Income***

- D11 Total non-governmental grants received \_\_\_\_\_
- D12 Endowments and gifts received (only report if money was spent in FY21) \_\_\_\_\_
- D13 Fines and/or fees received \_\_\_\_\_
- D14 Other income received \_\_\_\_\_
- D15 **Total non-governmental operating income received** \_\_\_\_\_

***Total Operating Income***

- D16 **Total operating income received** \_\_\_\_\_

# 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 operating funds for an item, enter a 0 (zero)
- ❖ If your library expends operating 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 FY21 (July 1, 2020 – June 30, 2021), 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)	_____
D18	Total employee benefits expenditures (health insurance, Social Security tax, retirement, etc.) This amount cannot be \$0. If you are unsure of benefits amount, report N/A.	_____
D19	<b>Total staff expenditures</b>	_____
D20	Print physical collection expenditures	_____
D21	Audio physical collection expenditures -- All physical formats, including tape, CDs, etc. Do not report downloadable expenditures on this line.	_____
D22	Video physical collection expenditures -- All physical formats, including tape, Blu-Ray, DVD, etc. Do not report downloadable expenditures on this line.	_____
D23	Other physical collection expenditures for any materials not listed above (puzzles, art prints, puppets, cake pans, etc.)	_____
D24	<b>Total physical non-print collection expenditures</b>	_____
D25	<b>Total physical collection expenditures</b>	_____
D26	Bridges e-book collection expenditures. Report Bridges e-book expenditures only. Prefilled and locked by the State Library.	_____

- D27 All other e-book collection expenditures. Report Advantage e-book expenditures on this line. \_\_\_\_\_
- D28 **Total e-book collection expenditures** \_\_\_\_\_
- D29 Bridges downloadable audio collection expenditures. Report Bridges expenditures only. Prefilled and locked by the State Library. \_\_\_\_\_
- D30 All other downloadable audio collection expenditures. Report Advantage downloadable audio expenditures on this line. \_\_\_\_\_
- D31 **Total downloadable audio collection expenditures** \_\_\_\_\_
- D32 Bridges downloadable video collection expenditures. Report Bridges expenditures only. Prefilled and locked by the State Library. \_\_\_\_\_
- D33 All other downloadable video collection expenditures. Report Advantage downloadable expenditures on this line. \_\_\_\_\_
- D34 **Total downloadable video collection expenditures** \_\_\_\_\_
- D35 Gale, Credo, Transparent Languages, and Bridges Magazine expenditures. Prefilled and locked by the State Library. \_\_\_\_\_
- D36 All other Electronic Information collection expenditures. Do not report expenditures for products subsidized or managed by the State Library such as Gale, Credo, Transparent Languages, or Bridges. \_\_\_\_\_
- D37 **Total Electronic Information collection expenditures** \_\_\_\_\_
- D38 **Total downloadable and Electronic Information collection expenditures** \_\_\_\_\_
- D39 **Total collection expenditures** \_\_\_\_\_
- D40 All other operating expenditures (phone, lights, heating, cooling, Internet access, insurance, etc.) \_\_\_\_\_
- D41 **Total of all operating expenditures** \_\_\_\_\_

## Section E - Library Collection

- **NUMBER HELD AT START OF YEAR** - The number of items owned by the library at the start of the fiscal year (July 1, 2020).
- **NUMBER ADDED DURING FISCAL YEAR** - The number of items added to the collection during the fiscal year whether through purchase or donation.
- **WITHDRAWN DURING FISCAL YEAR** - The number of items weeded, lost, or removed for any other reason during the fiscal year.
- **NUMBER HELD AT END OF YEAR** – The number of items owned by the library at the end of the fiscal year (June 30, 2021).

E01	Printed books (# of items), held at start of year	_____
E02	Printed books (# of items), added during year	_____
E03	Printed books (# of items), withdrawn during year	_____
E04	<b>Printed books (# of items), held at end of year</b>	_____
E05	Bridges e-books, held at end of year. Prefilled and locked by State Library.	_____
E06	All other e-books held at end of year. Do not report Bridges or Freegal downloads here. Include Advantage titles here.	_____
E07	<b>Total e-books held at end of year</b>	_____
E08	<b>Total books (print and e-books), held at end of year.</b>	_____
E09	Audio materials (# of physical items), held at start of year	_____
E10	Audio materials (# of physical items), added during year	_____
E11	Audio materials (# of physical items), withdrawn during year	_____
E12	<b>Audio materials (# of physical items), held at end of year</b>	_____
E13	Bridges downloadable audio materials, held at end of year. Prefilled and locked by State Library.	_____
E14	All other downloadable audio materials, held at end of year. Do not report Bridges or Freegal downloads here. Include Advantage titles here.	_____
E15	<b>Total downloadable audio materials, held at end of year</b>	_____
E16	<b>Total audio materials (physical and downloadable), held at end of year.</b>	_____
E17	Video materials (# of physical items), held at start of year	_____
E18	Video materials (# of physical items), added during year	_____
E19	Video materials (# of physical items), withdrawn during year	_____
E20	<b>Video materials (# of physical items), held at end of year</b>	_____
E21	Bridges downloadable video materials, held at end of year. Prefilled and locked by the State Library.	_____
E22	All other downloadable video materials, held at end of year. Do not report Bridges or Freegal downloads here. Include Advantage titles here.	_____



E23	<b>Total Downloadable video materials, held at end of year</b>	_____
E24	<b>Total video materials (physical and downloadable), held at end of year</b>	_____
E25	Other library materials (#of physical items), held at start of year	_____
E26	Other library materials (#of physical items), added during year	_____
E27	Other library materials (#of physical items), withdrawn during year	_____
E28	<b>Other library materials (# of physical items), held at end of year</b>	_____
E29	<b>Total physical items, held at start of year</b>	_____
E30	<b>Total physical items, added during year</b>	_____
E31	<b>Total physical items, withdrawn during year</b>	_____
E32	<b>Total physical items, held at end of year</b>	_____
E33	<b>Total downloadable items, held at end of year</b>	_____
E34	<b>Total physical and downloadable items, held at end of year</b>	_____

**Licensed Databases**

Refer to the State Library of Iowa’s website to determine how databases and other electronic resources are counted. <https://www.statelibraryofiowa.gov/index.php/libraries/search/survey/elecresfy21>

E35	Number of licensed databases funded locally or by other non-state funded cooperative agreements (or consortia) within the state or region.	_____
E36	Number of licensed databases funded by the state government or The State Library of Iowa. Count Gale as 41, Credo Reference as 1, Chilton Library as 1, Transparent Languages as 1, and Brainfuse as 1. Maximum amount for this line is 45. Prefilled and locked by the State Library.	_____
E37	<b>Total licensed databases</b>	_____

## Section F – Circulation

Report circulation for FY21 (July 1, 2020 to June 30, 2021). 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 as circulation. DO NOT count in-house use or computer use as circulation. COVID-19 note: make sure to report items checked out through curb-side service as circulation.

### *Circulation Transactions of Physical Items*

- F01 Adult books \_\_\_\_\_
- F02 Young adult books \_\_\_\_\_
- F03 Children's books \_\_\_\_\_
- F04 Video recordings (physical formats) \_\_\_\_\_
- F05 Audio recordings (physical formats) \_\_\_\_\_
- F06 Serials (physical formats) \_\_\_\_\_
- F07 All other physical items (CD-ROM based products, puzzles, art prints, pamphlets, cake pans, puppets, wi-fi hotspots, tools, video games, etc.) \_\_\_\_\_
- F08 **Total PHYSICAL circulation by material type** \_\_\_\_\_

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 of physical items to the rural population of your own county \_\_\_\_\_
- F10 Total physical circulation of all materials cataloged as "children's" \_\_\_\_\_

### *Use of Downloadable Material*

- F11 Bridges e-books, including use of Advantage titles. Prefilled and locked by the State Library. \_\_\_\_\_
- F12 All other e-books \_\_\_\_\_
- F13 **Total use of e-books** \_\_\_\_\_
- F14 Bridges downloadable video recordings, including use of Advantage titles. Prefilled and locked by the State Library \_\_\_\_\_
- F15 All other downloadable video recordings – do not include Freegal or similar. \_\_\_\_\_

F16 **Total use of downloadable video recordings** \_\_\_\_\_

F17 Bridges downloadable audio recordings, including use of Advantage titles. Prefilled and locked by the State Library. \_\_\_\_\_

F18 All other downloadable audio recordings -- do not include Freegal or similar. \_\_\_\_\_

**F19 Total use of downloadable audio recordings** \_\_\_\_\_

F20 Bridges electronic serials –including use of Advantage titles. Prefilled and locked by the State Library. \_\_\_\_\_

F21 All other electronic serials –Include RB Digital or similar. \_\_\_\_\_

F22 **Total use of electronic serials** \_\_\_\_\_

F23 **Total use of downloadable materials** \_\_\_\_\_

***Successful Retrieval of Electronic Information (Database Use)***

F24 Successful retrieval of Electronic Information from Gale, Credo, Transparent Languages and Brainfuse. This used to be called Licensed database use. Prefilled and locked by the State Library. \_\_\_\_\_

F25 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. \_\_\_\_\_

F26 **Total successful retrieval of Electronic Information.** \_\_\_\_\_

***Circulation and Use Totals***

F27 **Total Circulation of physical and downloadable materials (This is the same as Total circulation by material type on previous year's surveys)** \_\_\_\_\_

F28 **Total Electronic materials use (Total downloadable use plus Total successful retrieval of Electronic Information)** \_\_\_\_\_

F29 **Total Collection use (Total circulation of physical and downloadable items plus successful retrieval of Electronic Information. This is not the total of F27 + F28)** \_\_\_\_\_

***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 F30 to F35. Examples of other ILL services are OCLC or print forms.

F30 ILL Received from other libraries using the SILO ILL service. Prefilled and locked by the State Library. \_\_\_\_\_

- F31 ILL Received from other libraries using all other ILL services. Do not report SILO ILL on this line. \_\_\_\_\_
- F32 **Total Interlibrary Loan received from other libraries** \_\_\_\_\_
- F33 ILL Provided to other libraries using the SILO ILL service. Prefilled and locked by the State Library. \_\_\_\_\_
- F34 ILL Provided to other libraries using all other ILL services. Do not report SILO ILL on this line. \_\_\_\_\_
- F35 **Total Interlibrary Loan provided to other libraries** \_\_\_\_\_
- F36 Current total number of registered users as of June 30, 2021 \_\_\_\_\_

## 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.**
- **Live, virtual programs are conducted via a Web conferencing or webinar platform during which a library staff member (or other party sponsored by the library) is presenting to or interacting with an audience in real-time. These are considered programs for survey purposes and should be added into programming counts as indicated below.**
- **Recordings of program content include video or audio recordings created by a library staff person (or other party sponsored by the library) and posted to a video or audio hosting platform for the audience to view or list to on-demand. Do not include promotional or marketing content. Recordings of program content are counted separately as indicated below.**
- **Programs designed for adults, families, cross generational, all-ages, etc. should be reported on lines G13 TO G18**

- G01 Total number of in-person library programs for children \_\_\_\_\_
- G02 Total number of live virtual library programs for children \_\_\_\_\_
- G03 **Total number of library programs for children** \_\_\_\_\_
- G04 Total number of people attending in-person library programs for children \_\_\_\_\_
- G05 Total number of people attending live virtual programs for children \_\_\_\_\_

- G06 Total number of people attending library programs for children** \_\_\_\_\_
- G07 Total number of in-person library programs for young adults \_\_\_\_\_
- G08 Total number of live virtual programs for young adults \_\_\_\_\_
- G09 Total number of library programs for young adults** \_\_\_\_\_
- G10 Total number of people attending in-person library programs for young adults \_\_\_\_\_
- G11 Total number of people attending live virtual programs for young adults \_\_\_\_\_
- G12 Total number of people attending library programs for young adults** \_\_\_\_\_
- G13 Total number of in-person library programs for adults, families, etc. \_\_\_\_\_
- G14 Total number of live virtual programs for adults, families, etc. \_\_\_\_\_
- G15 Total number of library programs for adults, families, etc.** \_\_\_\_\_
- G16 Total number of people attending in-person library programs for adults, families, etc. \_\_\_\_\_
- G17 Total number of people attending live virtual programs for adults, families, etc. \_\_\_\_\_
- G18 Total number of people attending library programs for adults, families, etc.** \_\_\_\_\_
- G19 Total number of library programs** \_\_\_\_\_
- G20 Total number of people attending library programs** \_\_\_\_\_
- G21 Total number of program content recordings for children \_\_\_\_\_
- G22 Total number of program content recordings for young adults \_\_\_\_\_
- G23 Total number of program content recordings for adults, families, etc. \_\_\_\_\_
- G24 Total number of program content recordings** \_\_\_\_\_
- G25 Total number of views of program content recordings for children \_\_\_\_\_
- G26 Total number of views of program content recordings for young adults \_\_\_\_\_
- G27 Total number of views of program content recordings for adults, families, etc. \_\_\_\_\_

G28 **Total number of views of program content recordings** \_\_\_\_\_

**Other Services**

G29 Door count annually –do not count curbside delivery or other services provided while the library is physically closed to the public as door count \_\_\_\_\_

G30 Is annual door count based on an annual count (i.e. with a door counter) or an annual estimate based on a typical week or weeks? Choose one of the options listed below. If unsure, leave blank and skip to G31.

- Annual Count
- Annual Estimate based on typical week(s)

G31 Total number of reference transactions annually \_\_\_\_\_

G32 Is number of annual reference transactions based on an annual count (i.e. year-long tally marks) or an annual estimate based on a typical week or weeks? Choose one of the options listed below –if unsure, leave blank and skip to G33:

- Annual Count
- Annual Estimate based on typical week(s)

G33 Number of Internet computers for public use \_\_\_\_\_

G34 Number of uses of public Internet computers ANNUALLY (You may count a typical week and multiply by 52) \_\_\_\_\_

G35 Is the number of uses of public Internet computers based on an annual count (i.e. year-long tally marks) or an annual estimate based on a typical week or weeks? Choose one of the options listed below. If unsure, leave blank and skip to G36:

- Annual Count
- Annual Estimate based on typical week(s)

G36 Number of wireless sessions annually –for libraries subscribing to the statewide WhoFi service. Prefilled and locked by the State Library. \_\_\_\_\_

G37 Number of wireless sessions annually –for libraries without the statewide WhoFi service. \_\_\_\_\_

**G38 Total number of wireless sessions annually** \_\_\_\_\_

G39 Is number of wireless sessions based on an annual count (i.e. year-long tally marks) or an annual estimate based on a typical week or weeks? Choose one of the options listed below. Libraries that use WhoFi only should report as an annual count. If unsure, leave blank and skip to G40: **(NEW)**

- Annual Count
- Annual Estimate based on typical week(s)

G40 Website visits for libraries with a PLOW website annually. Prefilled and locked by the State Library. \_\_\_\_\_

G41 Website visits for all other libraries annually. Libraries unable to collect a count of their website visits should report **N/A**. Libraries without websites should report **-3**. \_\_\_\_\_

**G42 Total website visits annually** \_\_\_\_\_

## Section H – Library Buildings – Hours and Square Footage

**Make sure to consider closures due to COVID-19 when calculating number of hours and weeks open. For example, if your library is normally open for 52 weeks, but was closed for 20 weeks due to COVID-19, report 32 on line H02.”**

- H01 Total number of hours open to the public during FY21 (July 1, 2020 to June 30, 2021) at the main library only. \_\_\_\_\_
- H02 Total number of weeks open to the public during FY21 (July 1, 2020 to June 30, 2021) at the main library only (round to the nearest whole number of weeks) \_\_\_\_\_
- H03 Square footage of the main library only. Prefilled and locked by the State Library \_\_\_\_\_
- H04 Total number of weeks the main library was closed to the public during FY21 (July 1, 2020 to June 30, 2021) due to COVID-19 \_\_\_\_\_
- H05 Total number of weeks the main library had limited occupancy during FY21 (July 1, 2020 to June 30, 2021) due to COVID-19 \_\_\_\_\_

## Section H Part 2 – Branches and Bookmobiles

Enter information for each branch or bookmobile on separate lines. Click the “Add Group” button to report multiple branches or bookmobiles. Do not include information for your main library in this section – that is already covered by questions H01-H05.

**Make sure to consider closures due to COVID-19 when calculating the answers for H07 and H08. For example, if your branch or bookmobile is normally open for 40 weeks, but was closed for 10 weeks due to COVID-19, report 30 on line H08.**

**If the Branch or Bookmobile name, address, or phone number has changed since last year, contact Scott Dermont at [scott.dermont@iowa.gov](mailto:scott.dermont@iowa.gov) for corrections.**

**NOTE: Libraries without branches should skip questions H06 to H11 and leave them blank.**

- H06 Branch or bookmobile name. \_\_\_\_\_
- H07 Total number of hours open to the public during FY21 (July 1, 2020 to June 30, 2021) at the branch or bookmobile \_\_\_\_\_
- H08 Total number of weeks open to the public during FY21 (July 1, 2020 to June 30, 2021) at the branch or bookmobile \_\_\_\_\_
- H09 Square footage of branch library (do not report bookmobile square footage – you may leave it blank or report an N/A) \_\_\_\_\_
- H10 Total number of weeks the branch was closed to the public during FY21 (July 1, 2020 to June 30, 2021) due to COVID-19 \_\_\_\_\_
- H11 Total number of weeks the branch had limited occupancy during FY21 (July 1, 2020 to June 30, 2021) due to COVID-19 \_\_\_\_\_

## Section H Totals

- H12 **Total number of hours open annually at the main library and all branches.** \_\_\_\_\_  
(Click the SAVE button to calculate the total.)
- H13 **Total number of weeks open annually at the main library and all branches.** \_\_\_\_\_  
(Click the SAVE button to calculate the total.)
- H14 **Total square footage of main and all branch libraries (Click the SAVE button to calculate the total.)** \_\_\_\_\_

## Section I – COVID 19 related questions

The following questions were added in the FY20 survey in order to assess the impact of the COVID-19 pandemic on library services. The impact extended into FY21, so we will continue with most of these questions this year. Answer Yes or No to the following questions if you know for sure that you provided the listed service or not. If you aren't sure, leave the question blank.

- I01 Were any of the library's outlets physically closed to the public for any period of time due to the Coronavirus (COVID-19) pandemic? (YES/NO)
- Hours open clarification: An outlet is considered physically closed when the public cannot access any library buildings or bookmobiles, regardless of staff access. A building can be physically closed but still offer virtual or "curbside" services outside the building.
- Yes  
 No
- I02 Did library staff continue to provide services to the public during any portion of the period when the building was physically closed to the public due to the Coronavirus (COVID-19) pandemic? (YES/NO)
- Services to the public can include providing reference service, hosting virtual programming or recorded content, curbside delivery, etc. Staff can be located or home or in a closed library while providing these services.
- Yes  
 No
- I03 Did the library allow users to complete registration for library cards online without having to come to the library DURING the Coronavirus (COVID-19) pandemic? (YES/NO)
- Yes  
 No
- I04 Did the library provide reference service via the Internet or telephone during the Coronavirus (COVID-19) pandemic? (YES/NO)
- Yes  
 No
- I05 Did the library provide 'outside' service for circulation of physical materials at one or more outlets during the Coronavirus (COVID-19) pandemic?" (YES/NO)
- Includes any contactless or minimal contact provision of circulation items. Similar terms could include curbside, vestibule, or porch pickups, delivery (mail or drop-off), drive-thru, etc. NOTE: Circulation of these items should be reported as circulation in the appropriate category in section F.
- Yes  
 No



- 106 Did the library intentionally provide access to Wi-Fi Internet access to users outside the building at one or more outlets DURING the Coronavirus (COVID-19) pandemic? (YES/NO)
- Yes
  - No
- 107 Did the library increase access to WI-FI Internet access to users outside the building at one or more outlets during the Coronavirus (COVID-19) pandemic? (YES/NO)
- Yes
  - No
- 108 Did library staff work for other government agencies or nonprofit organizations instead of, or in addition to, their normal duties during the Coronavirus (COVID-19) pandemic? (YES/NO)
- NOTE: Include reassignments to other government agencies (e.g., to provide unemployment claims), as well as other activities such as the use of library staff to distribute school lunches and other materials. Volunteering during work hours would count, but volunteering off hours would not.
  - Yes
  - No
- 109 Does the library check out WIFI hotspots for use outside the library? (YES/NO)
- Yes
  - No



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## ANNUAL SURVEY SIGNATURE PAGE FY21

The library director and board president must sign this form in order to complete the annual survey reporting process. Scan and submit the completed document to Toni Blair at [toni.blair@iowa.gov](mailto:toni.blair@iowa.gov). NOTE: Please do not fax or mail this form as it may be lost.

I certify that the 2021 Iowa Public Library General Information Survey is correct to the best of my knowledge.

Signed (Director) \_\_\_\_\_ Printed Name \_\_\_\_\_

Signed (Board President) \_\_\_\_\_ Printed Name \_\_\_\_\_

Library \_\_\_\_\_ Date \_\_\_\_\_