

DATE: June 22, 2005

TO: Iowa Public Library Directors

FROM: Mary Wegner, State Librarian
Sandy Dixon, Program Director for Library Development
Gerry Rowland, State Library Consultant

RE: Tier Status for Direct State aid; 2005 Annual Survey - due October 30, 2005

Once again, it is annual survey time. By completing the annual survey, you are helping to make public library statistics available for comparing library performance, justifying budget requests and many other uses at the local, state, and national levels. Your efforts are important, and they are appreciated.

This mailing contains the following:

- ! Survey Introduction, including Login and Password for Web Collect
- ! The Library Board Membership form
- ! Tier Status report for Direct State Aid

The survey contains most of the same questions as last year's survey. Changes to the form are described in the Introduction, and are printed in *italics*. The survey is due October 30, 2005. Any library that has Internet access should file the survey electronically. Electronic filing will provide immediate notification of any areas of concern and will significantly reduce the time needed to process and prepare the data file.

The online survey will be available on July 15, 2005 at www.silo.lib.ia.us/for-ia-libraries/statistics/annual-survey1.html.

Please note the following instructions:

- ! Enter a value for each question on the survey.
- ! Items which are not applicable or not available may be marked as NA. Use NA with care, because the NA response authorizes FSCS (the national statistics project) to assign a value for your library. Estimates are acceptable and are preferable to a NA response.
- ! Respond to edit messages in Web Collect using the Federal note. You must respond to all edit messages in order to submit your survey.
- ! Libraries that do not have Internet or that have difficulty accessing the survey should submit a print copy to the State Library using the form that is available on the State Library website. Please contact the State Library if you need a copy of the form mailed to you.
- ! A copy of the Library Board Membership Form should be sent to the State Library and the LSA.

Detailed instructions for the survey questions and the online survey are included as part of Web Collect and are also on the State Library website.

Thank you for your assistance in gathering Iowa library statistics. If you have questions or concerns about the annual survey, please contact Gerry Rowland 515-281-7573 or 800-248-4483/Fax: 515-281-6191/E-mail: gerry.rowland@lib.state.ia.us