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2020 Iowa Public Library General Information Survey

(Reporting period July 1, 2019 to June 30, 2020 – unless otherwise specified)

Due October 31, 2020

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   _____

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, 2020.

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. Only report janitorial/building maintenance staff if they are an employee of the library. Report hourly salary amounts as of June 30, 2020.

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 FY20 report them in this section. Otherwise, skip to section D.

For Capital Income and Expenditures

- ❖ Show all sources of capital funds for FY20 (July 1, 2019 – June 30, 2020)
- ❖ 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 FY20?
- ☐ **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 FY20 (JULY 1, 2019 – JUNE 30, 2020).

- ❖ 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 FY20) _____

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 FY20 (July 1, 2019 – June 30, 2020), 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   **Total staff expenditures**   _____

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   **Total physical non-print collection expenditures**   _____

D25   **Total physical collection expenditures**   _____

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 volumes owned by the library at the start of the fiscal year (July 1, 2019).**

- ➢ **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, 2020).**

E01   Printed books (# of volumes), held at start of year   _____

E02   Printed books (# of volumes), added during year   _____

E03   Printed books (# of volumes), withdrawn during year   _____

E04   **Printed books (# of volumes), held at end of year**   _____

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   **Total e-books held at end of year**   _____

E08   **Total books (print and e-books), held at end of year.**   _____

E09   Audio materials (# of physical volumes), held at start of year   _____

E10   Audio materials (# of physical volumes), added during year   _____

E11   Audio materials (# of physical volumes), withdrawn during year   _____

E12   **Audio materials (# of physical volumes), held at end of year**   _____

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   **Total downloadable audio materials, held at end of year**   _____

E16 **Total audio materials (physical and downloadable), held at end of year.** _____

E17 Video materials (# of physical volumes), held at start of year _____

E18 Video materials (# of physical volumes), added during year _____

E19 Video materials (# of physical volumes), withdrawn during year _____

E20 **Video materials (# of physical volumes), held at end of year** _____

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 **Total Downloadable video materials, held at end of year** _____

E24 **Total video materials (physical and downloadable), held at end of year** _____

E25 Other library materials (# of physical volumes), held at start of year _____

E26 Other library materials (# of physical volumes), added during year _____

E27 Other library materials (# of physical volumes), withdrawn during year _____

E28 **Other library materials (# of physical volumes), held at end of year** _____

E29 **Total physical volumes, held at start of year** _____

E30 **Total physical volumes, added during year** _____

E31 **Total physical volumes, withdrawn during year** _____

E32 **Total physical volumes, held at end of year** _____

E33 **Total downloadable volumes, held at end of year** _____

E34 **Total physical and downloadable volumes, held at end of year** _____

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

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 **Total licensed databases**   _____

Section F – Circulation

Report circulation for FY20 (July 1, 2019 to June 30, 2020). 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, 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 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, 2020

_____

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 tor 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 **(NEW)**   _____

G02   Total number of live virtual library programs for children **(NEW - COVID)**   _____

G03 **Total number of library programs for children** _____

G04   Total number of people attending in-person library programs for children **(NEW)** _____

G05   Total number of people attending live virtual programs for children **(NEW-COVID)** _____

G06 **Total number of people attending library programs for children** _____

G07   Total number of in-person library programs for young adults **(NEW)** _____

G08   Total number of live virtual programs for young adults **(NEW-COVID)** _____

G09 **Total number of library programs for young adults** _____

G10   Total number of people attending in-person library programs for young adults **(NEW)** _____

G11   Total number of people attending live virtual programs for young adults **(NEW-COVID)** _____

G12 **Total number of people attending library programs for young adults** _____

G13   Total number of in-person library programs for adults, families, etc. **(NEW)** _____

G14   Total number of live virtual programs for adults, families, etc. **(NEW-COVID)** _____

G15 **Total number of library programs for adults, families, etc.** _____

G16   Total number of people attending in-person library programs for adults, families, etc. **(NEW)** _____

G17   Total number of people attending live virtual programs for adults, families, etc. **(NEW-COVID)** _____

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 **(NEW-COVID)** _____

G22   Total number of program content recordings for young adults **(NEW-COVID)** _____

G23   Total number of program content recordings for adults, families, etc. **(NEW-COVID)** _____

G24 **Total number of program content recordings (NEW-COVID)** _____

G25 Total number of views of program content recordings for children **(NEW-COVID)** _____

G26 Total number of views of program content recordings for young adults **(NEW-COVID)** _____

G27 Total number of views of program content recordings for adults, families, etc. **(NEW-COVID)** _____

G28 **Total number of views of program content recordings (NEW-COVID)** _____

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. **(NEW)** _____
   ☐ Annual Count
   ☐ Annual Estimate based on typical week(s)

G31 Total number of reference transactions annually (Revised definition for FY20) _____

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: **(NEW)** _____
   ☐ 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 <u>ANNUALLY</u> (You may count a typical week and multiply by 52) _____

G35 Number of wireless sessions annually – for libraries subscribing to the statewide WhoFI service. Prefilled and locked by the State Library. **(NEW)** _____

G36 Number of wireless sessions annually – for libraries without the statewide WhoFi service. **(NEW)** _____

G37 Total number of wireless sessions annually _____

G38 Website visits for PLOW website annually. Prefilled and locked by the State Library. _____

G39 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.** _____

G40 Total website visits annually _____

Section H – Library Buildings – Hours and Square Footage

H01   Total number of hours open <u>ANNUALLY</u> at the main library only. Prefilled by State Library   _____

H02   Total number of weeks open <u>ANNUALLY</u> at the main library only (round to the nearest whole number of weeks) Prefilled by State Library   _____

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 due to COVID-19 **(NEW-COVID)**   _____

H05   Total number of weeks the main library had limited occupancy due to COVID-19 **(NEW-COVID)**   _____

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.

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 <u>ANNUALLY</u> at the branch or bookmobile   _____

H08 Total number of weeks open <u>ANNUALLY</u> 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 due to COVID-19 **(NEW-COVID 19)**   _____

H11 Total number of weeks the branch had limited occupancy due to COVID-19 **(NEW-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 have been added to the FY20 survey in order to assess the impact of the COVID-19 pandemic on library services. 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 add or increase access to electronic collection materials due to the Coronavirus (COVID-19) pandemic? (YES/NO)
- ☐   Yes
- ☐   No

I04   Did the library allow users to complete registration for library cards online without having to come to the library BEFORE the Coronavirus (COVID-19) pandemic?" (YES/NO)
- ☐   Yes
- ☐   No

I05   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

I06   Did the library provide reference service via the Internet or telephone during the Coronavirus (COVID-19) pandemic? (YES/NO)
- ☐   Yes
- ☐   No

I07   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

I08   Did the library provide live, virtual programs via the Internet during the Coronavirus (COVID-19) pandemic? (YES/NO)
- NOTE: Live virtual programs are conducted via a web conferencing or webinar platform such as Facebook, YouTube, or Zoom, during which a library staff member (or other party sponsored by the library) is presenting to or interacting with an audience in real-time
  - ☐ Yes
  - ☐ No

I09   Did the library create and provide recordings of program content via the Internet during the Coronavirus (COVID-19) pandemic? (YES/NO)
- NOTE: 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 listen to on-demand. Do not include promotional or marketing content.
  - ☐ Yes
  - ☐ No

I10   Did the library provide Wi-Fi Internet access to users outside the building at one or more outlets BEFORE the Coronavirus (COVID-19) pandemic?" (YES/NO)
- Includes "parking lot access," bookmobiles or other mobile facilities with Wi-Fi capabilities.
  - ☐ Yes
  - ☐ No

I11   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

I12   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

I13   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

I14   Does the library check out WIFI hotspots for use outside the library? (YES/NO)
  - ☐ Yes
  - ☐ No

Annual Survey Signature Page FY20

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. NOTE: Please do not fax or mail this form as it may be lost.

I certify that the 2020 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_____