

Orange City Public Library 2021 Iowa Public Library General Information Survey

CURRENT YEAR	<i>PREVIOUS YEAR</i>
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Section A - General Information

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

Due October 31, 2021

Questions relating to COVID-19 are located in sections G, H, and I.

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	ORANGE CITY PUBLIC LIBRARY	<i>ORANGE CITY PUBLIC LIBRARY</i>
A02	Library District	NW=Northwest	<i>NW=Northwest</i>
A03	Street Address	112 ALBANY AVE SE	<i>112 ALBANY AVE SE</i>
A04	City	ORANGE CITY	<i>ORANGE CITY</i>
A05	Zip	51041	<i>51041</i>
Mailing Address			
A06	Mailing Address	112 ALBANY AVE SE	<i>112 ALBANY AVE SE</i>
A07	City	ORANGE CITY	<i>ORANGE CITY</i>
A08	Zip	51041	<i>51041</i>
Other Contact Information			
A09	County	SIOUX	<i>SIOUX</i>
A10	Phone	(712) 707-4302	<i>(712) 707-4302</i>
A11	City population (2010 decennial population, do not report estimates)	6,004	<i>6,004</i>

A12	Library Size Code	E	E
A13	Has any information in questions A1 to A12 changed in the past year?		
	YES, answer YES on the pulldown menu and enter a correction in a note.No		No
	NO - answer NO on the pulldown menu and continue with question A14.		
A14	Library Director/Administrator Name	Lisa Johnson	<i>Lisa Johnson</i>

Section B - Paid Staff and Salary Information

Include all paid staff on the library's payroll. Include unfilled positions if a search is currently underway. 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	9	9
B02	Total number of all paid librarian hours worked per week	252.00	164.00
B03	Paid librarians FTE	6.30	4.10
B04	Total number of all other paid staff	1	1
B05	Total number of all other paid staff hours worked per week	20.00	20.00
B06	All other paid staff FTE	0.50	0.50
B07	Total number of paid staff	10	10
B08	Total paid staff FTE	6.80	4.60

Levels of Education

B09	How many of the paid librarians from line B01 have an ALA accredited masters of library science degree?	1	1
B10	Total number of hours worked per week by librarians from line B09 with an ALA accredited masters of library science degree	40.00	40.00
B11	Total FTE librarians with ALA accredited masters of library science degree	1.00	1.00
B12	Starting date of current director in		

director's position.
Salary Information

08/12/2019 08/12/2019

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	\$29.64	\$28.84
B14	Hourly salary of assistant director		
B15	Hourly average salary of department heads		
B16	Hourly salary of the children's librarians	\$16.52	\$14.54
B17	Hourly average salary of library clerks	\$11.91	\$11.67
B18	Hourly average salary of shelvers or pages		
B19	Hourly average salary of janitorial or building maintenance employees	\$11.17	\$11.33

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 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 FY21?

NO - Skip to section D.	Yes	Yes
YES - check the box and click the SAVE button to display questions C01 - C06.		

Capital Income

C01	Capital funds from local government (city, county)	\$25,000	\$16,000
C02	Capital funds from state sources		\$0
C03	Capital funds from federal sources		\$0
C04	Capital funds from private sources		\$0
C05	Total capital income	\$25,000	\$16,000

Capital Expenditures

C06 Total capital expenditures \$22,508 \$25,314

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)	\$448,350	\$427,000
D02	City income received from special levies		\$0
D03	County income received from all counties	\$39,142	\$38,743
D04	Income received from contracting cities in Iowa. Do not report income from your own city on this line.	\$1,200	\$1,200
D05	Other governmental income received		\$0

D06	Total local government operating income received	\$488,692	\$466,943
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.	\$7,381	\$7,134
D08	Other income received from the State of Iowa		\$0
D09	Total state government operating income received	\$7,381	\$7,134
D10	Total federal government income received		\$0
<i>Non-Governmental Operating Income</i>			
D11	Total non-governmental grants received		\$0
D12	Endowments and gifts received (only report if money was spent in FY21)	\$1,000	\$1,000
D13	Fines and/or fees received	\$1,261	\$3,889
D14	Other income received	\$8,866	\$6,580
D15	Total non-governmental operating income received	\$11,127	\$11,469
<i>Total Operating Income</i>			
D16	Total operating income received	\$507,200	\$485,546

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)	\$222,580	\$205,229
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.	\$61,432	\$63,460
D19	Total staff expenditures	\$284,012	\$268,689
D20	Print physical collection expenditures	\$41,008	\$40,280
D21	Audio physical collection expenditures -- All physical formats, including tape, CDs, etc. Do not report downloadable expenditures on this line.	\$3,869	\$636
D22	Video physical collection expenditures -- All physical formats, including tape, Blu-Ray, DVD, etc. Do not report downloadable expenditures on this line.	\$5,334	\$6,052
D23	Other physical collection expenditures for any materials not listed above (puzzles, art prints, puppets, cake pans, etc.)	\$1,939	\$60
D24	Total physical non-print collection expenditures	\$11,142	\$6,748
D25	Total physical collection expenditures	\$52,150	\$47,028
D26	Bridges e-book collection expenditures. Report Bridges e-book expenditures only. Prefilled and	\$677	\$588

	locked by the State Library.		
D27	All other e-book collection expenditures. Report Advantage e-book expenditures on this line.	\$2,053	\$4,388
D28	Total e-book collection expenditures	\$2,730	\$4,976
D29	Bridges downloadable audio collection expenditures. Report Bridges expenditures only. Prefilled and locked by the State Library.	\$677	\$588
D30	All other downloadable audio collection expenditures. Report Advantage downloadable audio expenditures on this line.	\$5,476	\$5,295
D31	Total downloadable audio collection expenditures	\$6,153	\$5,883
D32	Bridges downloadable video collection expenditures. Report Bridges expenditures only. Prefilled and locked by the State Library.	\$14	\$24
D33	All other downloadable video collection expenditures. Report Advantage downloadable video expenditures on this line.	\$171	\$158
D34	Total downloadable video collection expenditures	\$185	\$182
D35	Gale, Credo, Transparent Languages, and Bridges Magazine expenditures. Prefilled and locked by the State Library.	\$399	\$385
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.	\$7,409	\$8,185
D37	Total Electronic Information collection expenditures	\$7,808	\$8,570
D38	Total downloadable and Electronic Information collection expenditures	\$16,876	\$19,611
D39	Total collection expenditures	\$69,026	\$66,639
D40	All other operating expenditures (phone, lights, heating, cooling,	\$80,707	\$106,119

D41	Internet access, insurance, etc.) Total of all operating expenditures	\$433,745	\$441,447
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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	51,121	52,761
E02	Printed books (# of items), added during year	3,021	3,064
E03	Printed books (# of items), withdrawn during year	3,545	4,704
E04	Printed books (# of items), held at end of year	50,597	51,121
E05	Bridges e-books, held at end of year. Prefilled and locked by the State Library.	57,638	59781
E06	All other e-books held at end of year. Do not report Bridges or Freegal downloads here. Include Advantage titles here.	466	3,270
E07	Total e-books held at end of year	58,104	63,051
E08	Total books (print and e-books), held at end of year.	108,701	114,172
E09	Audio materials (# of physical items), held at start of year	2,749	3,311
E10	Audio materials (# of physical items), added during year	112	28
E11	Audio materials (# of physical items), withdrawn during year	252	590
E12	Audio materials (# of physical items), held at end of year	2,609	2,749

E13	Bridges downloadable audio materials, held at end of year. Prefilled and locked by State Library.	31,079	27368
E14	All other downloadable audio materials, held at end of year. Do not report Bridges or Freegal downloads here. Include Advantage titles here.	1,276	14,268
E15	Total downloadable audio materials, held at end of year	32,355	41,636
E16	Total audio materials (physical and downloadable), held at end of year.	34,964	44,385
E17	Video materials (# of physical items), held at start of year	6,981	6,839
E18	Video materials (# of physical items), added during year	267	308
E19	Video materials (# of physical items), withdrawn during year	198	166
E20	Video materials (# of physical items), held at end of year	7,050	6,981
E21	Bridges downloadable video materials, held at end of year. Prefilled and locked by the State Library	35	50
E22	All other downloadable video materials, held at end of year. Do not report Bridges or Freegal downloads here. Include Advantage titles here.		6
E23	Total Downloadable video materials, held at end of year	35	56
E24	Total video materials (physical and downloadable), held at end of year	7,085	7,037
E25	Other library materials (# of physical items), held at start of year	198	216
E26	Other library materials (# of physical items), added during year	66	7
E27	Other library materials (# of physical items), withdrawn during year	35	25
E28	Other library materials (# of physical items), held at end of year	229	198
E29	Total physical items, held at start of year	61,049	63,127

E30	Total physical items, added during year	3,466	3,407
E31	Total physical items, withdrawn during year	4,030	5,485
E32	Total physical items, held at end of year	60,485	61,049
E33	Total downloadable items, held at end of year	90,494	104,743
E34	Total physical and downloadable items, held at end of year	150,979	165,792

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/eleresanssurv>

E35	Number of licensed databases funded locally or by other non-state funded cooperative agreements (or consortia) within the state or region.	3	3
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.	45	45
E37	Total licensed databases	48	48

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	23,087	26,894
F02	Young adult books	2,802	4,052

F03	Children's books	38,445	53,004
F04	Video recordings (physical formats)	10,467	18,956
F05	Audio recordings (physical formats)	3,002	4,163
F06	Serials (physical formats)	591	476
F07	All other physical items (CD-ROM based products, puzzles, art prints, pamphlets, cake pans, puppets, etc.)	350	860
F08	Total PHYSICAL circulation by material type	78,744	108,405

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:	8,591	10,697
F10	Total physical circulation of all materials cataloged as "children's"	38,849	53,445

Use of Downloadable Material

F11	Bridges e-books, including use of Advantage titles. Prefilled and locked by the State Library.	7,848	7704
F12	All other e-books	301	669
F13	Total use of e-books	8,149	8,373
F14	Bridges downloadable video recordings, including use of Advantage titles. Prefilled and locked by the State Library.	31	6
F15	All other downloadable video recordings - do not include Freegal or similar.	58	357
F16	Total use of downloadable video recordings	89	363
F17	Bridges downloadable audio recordings, including use of Advantage titles. Prefilled and locked by the State Library.	5,621	5549
F18	All other downloadable audio recordings - do not include Freegal or similar.	887	198
F19	Total use of downloadable audio recordings	6,508	5,747
F20	Bridges electronic serials - including		

	use of Advantage titles. Prefilled and locked by the State Library.	622	398
F21	All other electronic serials - Include RB Digital or similar.		0
F22	Total use of electronic serials	622	398
F23	Total use of downloadable materials	15,368	14,881

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.	773	525
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.	9,834	7,300
F26	Total successful retrieval of Electronic Information.	10,607	7,825

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).	94,112	123,286
F28	Total Electronic materials use (Total downloadable use plus Total successful retrieval of Electronic Information)	25,975	22,706
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).	104,719	131,111

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

F31	using the SILO ILL service. Prefilled and locked by the State Library. ILL Received from other libraries	550	539
	using all other ILL services. Do not report SILO ILL on this line.	5	11
F32	Total Interlibrary Loan received from other libraries	555	550
F33	ILL Provided to other libraries using the SILO ILL service. Prefilled and locked by the State Library.	442	381
F34	ILL Provided to other libraries using all other ILL services. Do not report SILO ILL on this line.	1	0
F35	Total Interlibrary Loan provided to other libraries	443	381
F36	Current total number of registered users as of June 30, 2021	5,959	5,703

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	47	174
G02	Total number of live virtual library programs for children	32	24
G03	Total number of library programs for children	79	198
G04	Total number of people attending in-person library programs for children	2,022	4,031
G05	Total number of people attending live virtual programs for children	360	280
G06	Total number of people attending library programs for children	2,382	4,311
G07	Total number of in-person library programs for young adults	19	47
G08	Total number of live virtual programs for young adults	1	0
G09	Total number of library programs for young adults	20	47
G10	Total number of people attending in-person library programs for young adults	136	489
G11	Total number of people attending live virtual programs for young adults	10	0
G12	Total number of people attending library programs for young adults	146	489
G13	Total number of in-person library programs for adults, families, etc.	207	102
G14	Total number of live virtual programs for adults, families, etc.	4	3
G15	Total number of library programs for adults, families, etc.	211	105
G16	Total number of people attending in-person library programs for adults, families, etc.	2,677	1,433
G17	Total number of people attending live virtual programs for adults, families, etc.	87	5
G18	Total number of people attending library programs for adults, families, etc.	2,764	1,438
G19	Total number of library programs	310	350
G20	Total number of people attending		

	library programs	5,292	6,238
G21	Total number of recordings of program content for children	16	13
G22	Total number of recordings of program content for young adults	1	0
G23	Total number of recordings of program content for adults, families, etc.	18	3
G24	Total number of recordings of program content	35	16
G25	Total number of views of program content recordings for children	325	564
G26	Total number of views of program content recordings for young adults	0	0
G27	Total number of views of program content recordings for adults, families, etc.	46	91
G28	Total number of views of program content recordings	371	655

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	41,930	70,439
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:	CT - Annual Count	<i>Annual Count</i>
G31	Total number of reference transactions annually	3,647	4,287
G32	Is number of annual reference transactions based on annual count (i.e. year-long tally marks) or an annual estimate based on a typical week or weeks? Choose one of the options below:	CT - Annual Count	<i>Annual Count</i>
G33	Number of Internet computers for public use	14	12
G34	Number of uses of public Internet computers <u>ANNUALLY</u>	2,944	10,257

(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? (NEW) Choose one of the options listed below:	CT - Annual Count	
G36	Number of wireless sessions annually - for libraries subscribing to the statewide WhoFi service. Prefilled and locked by the State Library.	8,953	7,214
G37	Number of wireless sessions annually - for libraries without the statewide WhoFi service.		
G38	Total number of wireless sessions annually	8,953	7,214
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)	CT - Annual Count	
	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.	0	0
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 .	9,819	10,962
G42	Total website visits annually	9,819	10,962

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:	2,600	3,224
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):	52	52
H03	Square footage of main library. Prefilled and locked by the State Library.	16,330	16,330
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.	0	6
H05	Total number of weeks the main library had limited occupancy during FY21 (July 1, 2020 to June 30, 2021) due to COVID-19.	0	0

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.)	2,600	3,224
H13	Total number of weeks open annually at the main library and all branches (Click the SAVE button to calculate the total.)	52	52
H14	Total square footage of main and all branch libraries (Click the "SAVE" button to calculate the total.)	16,330	16,330

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.

- | | | | |
|-----|--|-----|-----|
| 101 | <p>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)</p> <ul style="list-style-type: none"> • 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. | No | Yes |
| 102 | <p>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)</p> <ul style="list-style-type: none"> • 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. | No | Yes |
| 103 | <p>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)</p> | Yes | Yes |
| 104 | <p>Did the library provide reference service via the Internet or telephone during the Coronavirus (COVID-19) pandemic? (YES/NO)</p> | Yes | Yes |
| 105 | <p>Did the library provide 'outside'</p> | | |

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.

I06 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 Yes

I07 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) No No

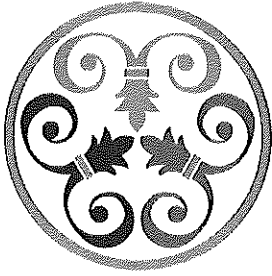
I08 Did library staff work for other government agencies or nonprofit organizations instead of, or in addition to, their normal duties during the Coronavirus (COVID-19) pandemic? (YES/NO)

- 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.

No No

109 Does the library check out WIFI hotspots for use outside the library? No No
(YES/NO)

All libraries submitting an annual survey must also submit a Signature Page to certify accuracy. This document is also included in the Print Application Form. Click [here](#) to print off the form, sign it, and return it to Toni Blair as listed on the document.



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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. 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) *Lisa Johnson* Printed Name LISA JOHNSON

Signed (Board President) *Kay Joiner* Printed Name Kay Joiner

Library *Orange City Public Library* Date *10-8-2021*

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