State Library of Iowa

FY26 Iowa Public Library General Information Survey

(Reporting period July 1, 2025 to June 30, 2026 – unless otherwise specified)

Due October 31, 2026

NOTE: This form is an aid for data gathering only. Survey data should be submitted using the online form.

Section A - General Information

Review the contact information below. Users cannot directly change data for questions A01 to A10. If any information has changed, answer **Yes** to number A11, 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 Has any information in questions A1 to A10 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.

A12 City population (2020 decennial population). Prefilled and locked by the State Library. _____

A13 Library Size Code. Prefilled and locked by the State Library. _____

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, 2026.

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, 2026.

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 FY26 report them in this section. Otherwise, skip to section D.

For Capital Income and Expenditures

- Show all sources of capital funds for FY26 (July 1, 2025 – June 30, 2026)
- 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

1. Site acquisition
2. New buildings, additions to buildings, or renovation of library buildings
3. Furnishings, equipment, and initial collections for new buildings, additions, or renovations
4. Major building updates or repairs including roof, painting, carpeting, furnace, central air, etc.
5. New computer hardware and software used to support library operations, link to networks, or run information products
6. Replacement and repair of existing furnishings and equipment
7. New vehicles
8. 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 FY26?

- ☐ **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 FY26 (JULY 1, 2025 – JUNE 30, 2026).

- 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 FY26) _____

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 FY26 (July 1, 2025 – June 30, 2026), 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, or this is a volunteer-run library, 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 Total downloadable video collection expenditures. Report Advantage downloadable expenditures on this line. _____

D33 Total Electronic Information collection expenditures. This includes databases, Freegal, Hoopla, etc. Do not report expenditures for products subsidized or managed by the State Library such as Bridges. _____

D34 **Total downloadable and Electronic Information collection expenditures** _____

D35 **Total collection expenditures** _____

D36 All other operating expenditures (phone, lights, heating, cooling, Internet access, insurance, etc.) _____

D37 **Total of all operating expenditures** _____

Section E – Library Collections

- **NUMBER HELD AT START OF YEAR - The number of items owned by the library at the start of the fiscal year (July 1, 2025).** To assist with determining this number, we have prefilled lines E01, E09, E17, and E23 based on end of year numbers from last year as reported on lines E04, E12, E20, and E26. Note that these values are not locked, so you can change them if needed.

- **NUMBER ADDED DURING FISCAL YEAR - The number of items added to the collection during the fiscal year (July 1, 2025 – June 30, 2026) whether through purchase or donation.**

- **NUMBER WITHDRAWN DURING FISCAL YEAR - The number of items withdrawn from the collection during the fiscal year (July 1, 2025 – June 30, 2026) whether through weeding, loss, or other cause.**

- **NUMBER HELD AT END OF YEAR – The number of items owned by the library at the end of the fiscal year (June 30, 2026).**

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 **Total Printed books (# of items), held at end of year** _____

E05 Audio materials (# of physical items), held at start of year _____

E06 Audio materials (# of physical items), added during year _____

E07 Audio materials (# of physical items), withdrawn during year _____

E08 **Total Audio materials (# of physical items), held at end of year** _____

E09 Video materials (# of physical items), held at start of year _____

E10 Video materials (# of physical items), added during year _____

E11 Video materials (# of physical items), withdrawn during year _____

E12 **Total Video materials (# of physical items), held at end of year** _____

E14 Other library materials (# of physical items), held at start of year _____

E15 Other library materials (# of physical items), added during year _____

E16 Other library materials (# of physical items), withdrawn during year _____

E17 **Other library materials (# of physical items), held at end of year** _____

E18 **Total physical items, held at start of year** _____

E19 **Total physical items, added during year** _____

E20 **Total physical items, withdrawn during year** _____

E-Books

E-books are the digital equivalent of printed books that may be accessed online from an electronic device. E-books also include e-comics. Do not consider resources available for free in the public domain when answering the following questions. Answer **YES** or **NO**, if unknown, report **MISSING**.

E21 Did the library provide access to e-books purchased solely by the library? _____

E22 Did the library provide access to e-books purchased via a consortium, cooperative, or other similar group at the local, regional, or state level? **(Bridges participation would apply here.)** _____

E23 Did the library provide access to e-books provided by the state library agency or another state agency? _____

Downloadable Serials

Downloadable serials are periodic digital publications equivalent to printed newspapers, magazines, and similar media that are viewed as entire issues rather than as single articles returned from a research query. Do not consider resources available for free in the public domain when answering the following questions. Answer **YES** or **NO**, if unknown, report **MISSING**.

E24 Did the library provide access to downloadable serials purchased solely by the library? _____

E25 Did the library provide access to downloadable serials purchased via a consortium, cooperative, or other similar group at the local, regional, or state level? **(Bridges participation would apply here.)** _____

E26 Did the library provide access to downloadable serials provided by the state library agency or another state agency? _____

Downloadable Audio

Downloadable audio are digital files of sound only (e.g., audiobooks, music) that may be accessed online from an electronic device. Do not consider resources available for free in the public domain when answering the following questions. Answer **YES** or **NO**, if unknown, report **MISSING**.

E27 Did the library provide access to downloadable audio purchased solely by the library _____

E28 Did the library provide access to downloadable audio purchased via a consortium, cooperative, or other similar group at the local, regional, or state level? **(Bridges participation would apply here.)** _____

E29 Did the library provide access to downloadable audio provided by the state library agency or another state agency? _____

Downloadable Video

Downloadable videos are digital files of moving visual images with or without sound (e.g., movies, television shows) that may be accessed online from an electronic device. Do not consider resources available for free in the public domain when answering the following questions. Answer **YES** or **NO**, if unknown, report **MISSING**.

E30 Did the library provide access to downloadable video purchased solely by the library _____

E31 Did the library provide access to downloadable video purchased via a consortium, cooperative, or other similar group at the local, regional, or state level? _____

E32 Did the library provide access to downloadable video provided by the state library agency or another state agency? _____

Research Databases

Research databases are organized collections of electronic data or records (e.g., facts, abstracts, articles, bibliographic data, texts, photographs) that can be searched to retrieve information. Do not consider resources available for free when answering the following questions. Answer **YES** or **NO**, if unknown, report **MISSING**.

E33 Did the library provide access to research databases purchased solely by the library _____

E34 Did the library provide access to research databases purchased via a consortium, cooperative, or other similar group at the local, regional, or state level? _____

E35 Did the library provide access to research databases provided by the state library agency or another state agency? **(Mometrix eLibrary would apply here)** _____

Online Learning Platforms

Online learning platforms primarily provide instruction, tools, and resources to enhance education, lifelong learning, and skill building. Platforms may offer homework assistance, language learning, test preparation, professional development, resume assistance, hobby instruction, etc. Do not consider resources available for free when answering the following questions. Answer **YES** or **NO**, if unknown, report **MISSING**.

E36 Did the library provide access to online learning platforms purchased solely by the library _____

E37 Did the library provide access to online learning platforms purchased via a consortium, cooperative, or other similar group at the local, regional, or state level? _____

E38 Did the library provide access to online learning platforms provided by the state library agency or another state agency? **(Mometrix eLibrary would apply here)** _____

Section F – Circulation and Use Counts

Report circulation for FY26 (July 1, 2025 to June 30, 2026). 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.

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 – **PLEASE** count downloads from services such as Freegal, Freading, Hoopla, etc. on this line. _____

F13 Total use of e-books _____

F14 Total use of downloadable video recordings – **PLEASE** count downloads from services such as Freegal, Freading, Hoopla, etc. on this line. Report that use on line F23. _____

F15 Bridges downloadable audio recordings, including use of Advantage titles. Prefilled and locked by the State Library. _____

F16 All other downloadable audio recordings -- **PLEASE** count downloads from services such as Freegal, Freading, Hoopla, etc. on this line. _____

F17 Total use of downloadable audio recordings _____

F18 Bridges electronic serials -- including use of Advantage Titles. Prefilled and locked by the State Library. _____

F19 All other electronic serials – Include RB Digital or similar. _____

F20 Total use of electronic serials _____

F21 Total use of downloadable materials _____

Circulation and Use Totals

F22 Total Circulation of physical and downloadable materials (This is the same as Total circulation by material type on previous year's surveys) _____

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 F23 to F28. Examples of other ILL services are OCLC or print forms.

F23 ILL Received from other libraries using the SILO ILL service. Prefilled and locked by the State Library. _____

F24 ILL Received from other libraries using all other ILL services. Do not report SILO ILL on this line. _____

F25 Total Interlibrary Loan received from other libraries _____

F26 ILL Provided to other libraries using the SILO ILL service. Prefilled and locked by the State Library. _____

F27 ILL Provided to other libraries using all other ILL services. Do not report SILO ILL on this line. _____

F28 Total Interlibrary Loan provided to other libraries _____

Other Use Counts

F29 Current total number of registered users as of June 30, 2026 _____

F30 Door count annually _____

F31 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. _____

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

F32 Total number of reference transactions annually _____

F33 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. _____

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

F34 Number of Internet computers for public use _____

F35 Number of uses of public Internet computers <u>ANNUALLY</u> _____
(You may count a typical week and multiply by 52)

F36 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. _____

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

F37 Total number of wireless sessions annually _____

F38 Is the 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. _____
□ Annual Count
□ Annual Estimate based on typical week(s)

F39 Website visits for libraries with a PLOW website annually. Prefilled and locked by the State Library. _____

F40 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.** _____

F41 Total website visits annually _____

F42 Did your library offer automatic renewal for any physical materials during the reporting period? NOTE: Patrons do not have to take any action for automatic renewals. The Integrated Library System [ILS] rules determine how/when automatic renewals occur. Answer **YES** or **NO**, if unknown, report **MISSING**. _____

Section G – Programs and Content Recordings

LIBRARY PROGRAMS

Live Program Sessions

A live program session is any planned event which introduces the group attending to library services or which provides information to participants.

Program sessions may cover use of the library, library services, or library tours. Program sessions may also provide cultural, recreational, or educational information. Examples of these types of program sessions include, but are not limited to, film showings, lectures, story hours, literacy programs, citizenship classes, and book discussions.

Include

- All program sessions that are sponsored or co-sponsored by the library. For a program session to be sponsored or co-sponsored by the library, the library must contribute financial resources or staff time toward the program session. For a program session that is part of a larger community event (such as a farmer's market or festival), it is not necessary for the library to also sponsor or organize the larger event.

- Both on-site and off-site program sessions. For example, include a storytime at a farmer's market or a presentation to a school group about library resources conducted at a school.

- Program sessions with attendance of zero or one if they were intended for a group.

Exclude

- Program sessions sponsored by other groups that use library facilities. For example, do not include a homeschooling group hosting a speaker in a meeting room without facilitation from library staff.

- Offsite outreach efforts that do not otherwise meet the definition of a program session. For example, do not include having a library card signup booth at a farmer's market.

- Activities delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, homework assistance, and mentoring activities.

- Passive or self-directed activities that do not occur at a scheduled time. For example, do not report "make and take" bags or coloring pages as a program. Report these self-directed activities on questions G51 to G59.

- Programming that is shared on the library's website or social media that is not sponsored or co-sponsored by the library. For example, do not include sharing a video from an author's website of him or her reading a book.

Tips for reporting programs and 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.

- If a program is hybrid (i.e. in-person and virtual) then report it as in-person.

Children Ages 0-5

G01 Total number of live, in-person, onsite library programs for children ages 0-5 _____

G02 Total number of people attending live, in-person, onsite library programs for children ages 0-5 _____

G03 Total number of live, in-person, offsite library programs for children ages 0-5 _____

G04 Total number of people attending live, in-person, offsite library programs for children ages 0-5 _____

G05 Total number of library programs for children ages 0-5 _____

G06 Total number of people attending library programs for children ages 0-5 _____

Children ages 6-11

G07 Total number of live, in person, onsite library programs for children ages 6-11 _____

G08 Total number of people attending live, in-person, onsite library programs for children ages 6-11 _____

G09 Total number of live, in-person, offsite library programs for children ages 6-11 _____

G10 Total number of people attending live, in-person, offsite library programs for children ages 6-11 _____

G11 Total number of library programs for children ages 6-11 _____

G12 Total number of people attending library program for children ages 6-11 _____

Young Adults Ages 12-18

G13 Total number of live, in person, onsite library programs for young adults _____

G14 Total number of people attending live, in-person, onsite library programs for young adults _____

G15 Total number of live, in-person, offsite library programs for young adults _____

G16 Total number of people attending live, in-person, offsite library programs for young adults _____

G17 Total number of library programs for young adults _____

G18 Total number of people attending library program for young adults _____

Adults Aged 19 or Older

G19 Total number of live, in person, onsite library program for adults _____

G20 Total number of people attending live, in-person, onsite library programs for adults _____

G21 Total number of live, in-person, offsite library programs for adults _____

G22 Total number of people attending live, in-person, offsite library programs for adults _____

G23 Total number of library programs for adults _____

G24 Total number of people attending library program for adults _____

General Interest – For All Ages

G25 Total number of live, in person, onsite general interest library programs _____

G26 Total number of people attending live, in-person, onsite general interest library programs _____

G27 Total number of live, in-person, offsite general interest library programs _____

G28 Total number of people attending live, in-person, offsite general interest library programs _____

G29 Total number of live general interest library programs _____

G30 Total number of people attending live general interest library programs _____

G31 Total number of live, in-person, onsite library programs _____

G32 Total number of live, in-person, offsite library programs _____

G33 Total number of people attending live, in-person, onsite library programs _____

G34 Total number of people attending live, in-person, offsite library programs _____

G35 Total number of live library programs _____

G36 Total number of people attending live library programs _____

Patron-Directed Activities

Below is a list of activities that are patron directed and sometimes known as passive, self-directed, or indirect programming. All answers are prefilled with 0. If you do not provide a listed service you can leave it as a 0. If you provide a service but are unsure of how many times it was used, answer with an estimate, or N/A. Otherwise provide the number of times each service is used ANNUALLY. Do not count the number of items created, only count the number of times a service is used. Do not include anything provided as a part of a library sponsored, in-person, program. These counts should be accounted for in the programming counts listed above. For example, do not count coloring sheets used as part of a live, in-person, program as an indirect activity.

G51 Total number of make and take kits provided _____

G52 Total number of coloring sheets provided _____

G53 Total number of scavenger hunt participants _____

G54 Total number of trivia contest participants _____

G55 Total use of library's maker space service _____

G56 Total use of STEAM/STEM services _____

G57 Total number of story-walk participants _____

G58 Total number of reading log participants _____

G59 List any other patron-directed activities. List name of activity only, do not include a use count. _____

Section H – Library Buildings – Hours, Square Footage, and Meeting Spaces

Make sure to consider closures for all reasons 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 and open for 32 weeks in FY26, report 32 on line H02.

H01 Total number of hours open to the public during FY26 (July 1, 2025 to June 30, 2026) at the main library only. Report actual number of hours open rather than scheduled hours open. _____

H02 Total number of weeks open to the public during FY26 (July 1, 2025 to June 30, 2026) at the main library only (round to the nearest whole _____

number of weeks) Report actual weeks open rather than scheduled weeks open.

H03 Square footage of the main library only. Prefilled and locked by the State Library. _____

Meeting Spaces

A meeting space is a room or area designated by your library for the purpose of holding meetings, whether in-person or virtual. Examples of meeting spaces include meeting rooms, study rooms/pods, alcoves, auditoriums, and conference rooms.
A reservable meeting space is a room or area designated by your library for the purpose of holding meetings that members of the public can reserve in advance or at the time of use. Examples of meeting spaces include meeting rooms, study rooms/pods, alcoves, auditoriums, and conference rooms.

H04 Number of meeting spaces available to the public, at the main library only. _____

H05 Number of reservable meeting spaces available to the public at the main library only. _____

H06 Number of times members of the public reserved meeting spaces at the main library only. _____

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-H03.

Make sure to consider closures for all reasons when calculating the answers for H08 and H09. For example, if your branch or bookmobile is normally open for 40 weeks, but was closed for 10 weeks and open for 30 weeks, report 30 on line H09.

If the Branch or Bookmobile name, address, or phone number has changed since last year, contact Gary Krob at gary.krob@iowa.gov for corrections.

NOTE: Libraries without branches should skip questions H07 to H13 and leave them blank.

H07 Branch or bookmobile name. _____

H08 Total number of hours open to the public during FY26 (July 1, 2025 to June 30, 2026) at the branch or bookmobile. Report actual number of hours open rather than scheduled hours open. _____

H09 Total number of weeks open to the public during FY26 (July 1, 2025 to June 30, 2026) at the branch or bookmobile. Report actual number of weeks open rather than scheduled weeks open. _____

H10 Square footage of branch library (do not report bookmobile square footage) _____

H11 Number of meeting spaces available to the public, at branch. _____

H12 Number of reservable meeting spaces available to the public at branch. _____

H13 Number of times members of the public reserved meeting spaces at branch. _____

Section H Totals

H14 Total number of hours open annually at the main library and all branches. (Click the SAVE button to calculate the total.) _____

H15 Total number of weeks open annually at the main library and all branches. (Click the SAVE button to calculate the total.) _____

H16 Total square footage of main and all branch libraries (Click the SAVE button to calculate the total.) _____

H17 Total number of meeting spaces available to the public at the main and all branch libraries (Click the SAVE button to calculate the total.) _____

H18 Total number of reservable meeting spaces available to the public at the main and all branch libraries (Click the SAVE button to calculate the total.) _____

H19 Total number of times members of the public reserved meeting spaces at the main and all branch libraries (Click the SAVE button to calculate the total.) _____

IMPORTANT – PLEASE READ: 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. Follow the link below to electronically sign the form. Please do not fax or mail copies of this form to us.
https://stateofiowa.seamlessdocs.com/f/FY26AnnualSurveySignaturePage

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