

## I. COLLECTION

**I13 Serial Subscriptions – national State Data Coordinators and State Librarians voted to no longer ask for this data/ IMLS deleted**

### **J15 Number of Weeks Branch was Closed Due to COVID-19**

This is the number of weeks during the year that due to the Coronavirus (COVID-19) pandemic, an outlet building was physically closed and the public could not enter, when it otherwise would have been open.

NOTE: Round to the nearest whole number. If building did not close to the public due to the pandemic, enter zero.

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, Wi-Fi, or “curbside” services outside the building.

### **J16 Number of Weeks Branch Had Limited Occupancy Due to COVID-19**

This is the number of weeks during the year that an outlet implemented limited public occupancy practices for in-person services at the library building in response to the Coronavirus (COVID-19) pandemic.

NOTE: Round to the nearest whole number. If building did not have a limited occupancy or similar practice due to the pandemic, enter zero.

Limited public occupancy practices can include reduced hours open, limits on the number of public members inside the physical building, appointment only on-site library use, visitor time limits, closed stacks or meeting rooms, etc.

### L2 Total Reference Transactions Week

**L2b Annual Reference Transactions Please provide the total number of reference transactions for the fiscal year July 1-June 30. If you only counted reference questions for a typical week, please multiply your answer by the number of weeks open.** This used to be an autocalc of L2 Reference Transactions Week times 52 weeks. The library could put in a total number rather than the autocalc. SDC and State Librarians voted to add L2c estimate versus actual count question below so took out auto calc.

**L2c Regarding the number of Annual Reference Transactions you entered in L2b, is this an annual count or an annual estimate based on a typical week or weeks? Choose one**

### L13 Annual Library Visits

**L13a Regarding the number of annual library visits you entered, is this an: annual count or an annual estimate based on a typical week or weeks. Choose One** SDC and State Librarians voted to add estimate versus actual count question to annual library visits.

## N. PROGRAMS

Live virtual programming/attendance falls under the program definition. However to better define the difference between in-person and live virtual, we have created new fields for live virtual programs and live virtual program attendance (count of unique or peak live views.)

N3 Total Children's Programs July 1 –June 30 Report the number of programs for ALL children's programs July 1, 2019 – June 30, 2020. Each time an event is held counts as a program. If you have a Summer program and it is held every Tues and Thurs for 4 weeks that would be 8 programs. From the state aid rule User Services [405:25–1–3(2)] All libraries shall at a minimum offer programming for youth under 18 years of age. Please do NOT count take and make or other kits here. Due to COVID-19 we realize many Summer Reading Programs were not held. You will be explaining this on your Summer Reading Program evaluation from ODL's Youth Consultant, Adrienne Butler.

N3a Live Virtual Children's Programs July 1-June 30 If the program is intended for children up to age 11, count it as a children's virtual program.

N4a Live Virtual Children's Program Attendance July 1 - June 30 This is a count of unique or peak live views . If the program is intended for children count everyone who views as children program attendance.

N5a Live Virtual Adult Programs If the program is intended for adults, count it as an adult virtual program.

N6a Live Virtual Adult Program Attendance This is a count of unique or peak live views. If the program is intended for adults, count everyone who views as adult program attendance.

N9a Live Virtual Teen Programs If the program is intended for teens, count it as a teen virtual program.

N10a Live Virtual Total Teen Program Attendance This is a count of unique or peak live views. If the program is intended for teens, count everyone who views as teen program attendance.

N14 Total recordings of Children program content A recording of program content is a video or audio recording of content that meets the definition of a program except that it is not streamed live.

N14a Total recordings of Teen program content A recording of program content is a video or audio recording of content that meets the definition of a program except that it is not streamed live.

N14b Total recordings of Adult program content A recording of program content is a video or audio recording of content that meets the definition of a program except that it is not streamed live.

N15 Total views of Children recorded program content Count total views of recorded program content for the reporting period July 1 – June 30. NOTE: For events made available via Facebook, report 1 minute views. For other platforms, report unique views.

N15a Total views of Teen recorded program content Count total views of recorded program content for the reporting period July 1-June 30. NOTE: For events made available via Facebook, report 1 minute views. For other platforms, report unique views.

N15b Total views of Adult recorded program content Count total views of recorded program content for the reporting period July 1-June 30. NOTE: For events made available via Facebook, report 1 minute views. For other platforms, report unique views.

**N16 Total on-demand views of Children live virtual programs** For live-streamed events made available for later viewing, count total on-demand views for the reporting period July 1-June 30. Do not include views of the live broadcast (these will be reported under program attendance N4a.) NOTE: For events made available via Facebook, report 1 minute views. For other platforms, report unique views.

**N16a Total on-demand views of Teen live virtual programs** For live-streamed events made available for later viewing, count total on-demand views for the reporting period July 1-June 30. Do not include views of the live broadcast (these will be reported under program attendance N10a.) NOTE: For events made available via Facebook, report 1 minute views. For other platforms, report unique views.

**N16b Total on-demand views of Adult live virtual programs** For live-streamed events made available for later viewing, count total on-demand views for the reporting period July 1-June 30. Do not include views of the live broadcast (these will be reported under program attendance N6a.) NOTE: For events made available via Facebook, report 1 minute views. For other platforms, report unique views.

### **COVID-19 Section**

**1 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 or No**

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, Wi-Fi, or "curbside" services outside the building.

**2 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 or No** Services to the public can include activities such as

- answering calls, emails, or texts with answers to information requests from the public;
- hosting virtual programming or recorded content;
- offering "curbside," delivery (mail or drop-off), or drive-thru circulation of physical materials;
- managing IT services to ensure external Wi-Fi access; and
- providing other types of online and electronic services, regardless of the location of library staff when they provided services (i.e., working from home or in the building that was closed to the public).

**3 Did the library add or increase access to electronic collection materials due to the Coronavirus (COVID-19) pandemic? Yes or No**

Adding or increasing materials can include

- increasing the concurrent or monthly borrowing limits for electronic materials,
- increasing the number of electronic materials and holdings, or
- otherwise augmenting the public's ability to use electronic materials.

These materials can include those the library did not pay for itself, such as those provided through the state library administrative agency, library consortium, or vendor at no cost in response to the pandemic. Types of electronic materials include e-books, audio and video downloadables, e-serials (including journals), government documents, databases (including locally mounted, full text or not),

electronic files, reference tools, scores, maps, or pictures in electronic or digital format, including materials digitized by the library.

**4 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 or No**

Online library cards provide users access to electronic collection materials and databases without having to be physically present at a library outlet to register for the card.

**5 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 or No**

Online library cards provide users access to electronic collection materials and databases without having to be physically present at a library outlet to register for the card.

**6 Did the library provide reference service via the Internet or telephone when the building was physically closed to the public during the Coronavirus (COVID-19) pandemic? Yes or No**

Refer to the definition of Reference Transactions section L2. Include references service provided via email, chat, and text.

**7 Did the library provide 'outside' service for circulation of physical materials at one or more outlets during the Coronavirus (COVID-19) pandemic? Yes or 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.

**8 Did the library provide live, virtual programs via the Internet during the Coronavirus (COVID-19) pandemic? Yes or No**

Live, virtual programs (see definition of Programs in section N) 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.

**9 Did the library create and provide recordings of program content via the Internet during the Coronavirus (COVID-19) pandemic? Yes or No**

Recorded content includes 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.

**10 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 or No**

Includes "parking lot access," bookmobiles or other mobile facilities with WiFi capabilities.

**11 Did the library intentionally provide Wi-Fi Internet access to users outside the building at one or more outlets during the Coronavirus (COVID-19) pandemic? Yes or No**

Includes "parking lot access," bookmobiles or other mobile facilities with WiFi capabilities.

**12 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 or No**

**Includes “parking lot access,” bookmobiles or other mobile facilities with Wi-Fi capabilities. Increasing access could mean removing restrictions on sign-in authorizations, expanding router reach, leaving Wi-Fi service on 24 hours, installing or moving access points to promote or improve external access, etc.**

**13 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 or No**

**Include reassignments to other government agencies (e.g., to process 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.**

**14 Describe the library's response to the COVID-19 pandemic / This is a large text box input field like state aid comments**

**15 What day did your library physically close to the public? Numeric such as 3/18 for March 18<sup>th</sup>. 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, Wi-Fi, or “curbside” services outside the building.**

**16 What day did you open back to the public physically with limited occupancy? Numeric such as 5/15 for May 15<sup>th</sup>. The public in limited numbers, either by appointment or door count, could enter the building.**

**17 What were your hours the day you opened physically back up to the public?**

**Report just like regular hours Sun - Sat ex: Mon 9:00 am - 4:00 pm/ Tues 9:00 am - 4:00 pm / Sat Closed - Closed. This is the same hour format that is in the regular hours section**

**18 As of July 1, 2020 are you back to regular hours physically open to the public? Yes or No Regular hours are defined as the hours you had previous to March 2020. If any hours have changed such as closing at 5pm rather than 6pm, no Saturdays, etc., please report No.**