

Nebraska Library Commission

Instructions for the Public Library Statistical Report

Fiscal Year 2020-2021

Survey Submission Deadline: February 18, 2022

Why you should submit your library's statistics

- Your responses contribute to a national file of public library data that will be available to the library research community, state and federal policy makers, private grant officers, and other interested users.
- Your library's data becomes part of the database now maintained by the Institute of Museum and Library Services (IMLS). Your data is published by the Nebraska Library Commission and by IMLS in its data catalog.
- Your data becomes an advocacy tool. It helps you show how well your library is meeting the needs of your community or where you need to improve.
- Submitting your library statistics through Bibliostat Collect is required to become eligible for public library accreditation, state aid, and the dollars for data grants. Much of the data provided is used to determine accreditation status.
- All public libraries in Nebraska are required to submit statistical data about library services and operations on an annual basis (Nebraska Statute 51-407) and to submit the Nebraska Library Commission's supplemental survey.

This data is collected using Bibliostat Collect <http://collectconnect.baker-taylor.com:8080/login.aspx>. Enter the Login ID and Password assigned to your library in order to log on.

Definitions included in these instructions are derived in part from definitions established by the Public Library Statistics Cooperative (PLSC) to ensure comparability of data nationwide. Please respond to each item on this form in the space provided.

PLSC questions are printed in purple and these are "required" questions. This means that answers to these questions must be provided for the survey to be submitted successfully. In order for a library to be eligible for accreditation and state aid, substantive responses must be provided for all PLSC data elements.

The "FAQ" on the top right contains information about entering phone numbers, use of flags, creating notes, repeating groups, and how to resolve an edit check. Please read through this section so that you understand the functions of this online statistical report. You will also notice that some questions have a question mark button. This means you can click on it for a pop-up screen with a definition or instructions related to that question.

Notes

You may use notes to annotate your answer to any question that requires it. You will need to provide an annotation if the data from your survey generates an "Edit Check." You may also want to provide additional information locally, or to the state note section for questions that aren't federally required (in purple). Click on the "NOTE" icon to the right of the question. If Federal is underlined, then the annotation will go to the federal statistics collection program with which the state library cooperates, and to the state library itself. All of the notes default to the

Federal type of note. If you want to annotate a response to the state or to your own library, you will need to click on the respective type of note. You may also display any Previous Year's Notes. You can click on "PREVIOUS YEAR", and it will display all of the previous year's notes in a list and identify each as to type of note. Some notes don't change from year to year, and you have the option to copy (select, then CTRL-C) from the previous year, and paste (CTRL-P) into your current note section.

How do I use the flag?

Click on the flag to the right of a question and it gets darker. This is a way for you to mark a question to which you want to return. You can view all the flagged questions by selecting "SHOW STATUS" at the top left of the page; then click on "FLAGGED QUESTIONS".

What are repeating groups?

Some sections of the annual report allow you to add as many groups of the same questions as needed. For example, some libraries have three branches, some have one or two, and some do not have any. With the repeating group, you can complete as many groups (branches in this case) as needed. A repeating group may appear in the annual report when you are completing information about branches, trustees, source of income, contracting municipalities, etc. You will notice that the previous year's data will not be displayed, but many of the data entry boxes may be pre-filled for you. You can add another group of questions by clicking Add Group (or Add Branch in the previous example). In order to correctly save each group, you must first add a blank group, fill out the data for that group, and click Save before adding subsequent groups. When you add groups, it is possible that the section will be split into two parts. If you have blank or unwanted groups of questions, you can click Remove Group (or Remove Branch in the previous example) to delete the extra response boxes. However, even if the question does not apply to your library (you do not have any branches), at least one group must be completed with "N/A" in each data entry box.

Unavailable Data

If exact numbers are not available or data has not been collected for an item, provide your best estimate. Since estimates are based on actual usage, they should vary from year to year. Include data for the main library and all branch libraries that were open all or part of the fiscal year. If a question is not applicable to your library (e.g. you don't have a web site), enter N/A or leave it blank. If the question applies to your library, but you don't collect the information requested, please enter 0 or N/A. If the answer for a quantitative question is "none" for the year, please enter a zero.

Review the pre-filled information and make any necessary changes. You have the option of hiding or displaying the answers from last year's survey, by clicking on "SHOW LAST YEAR'S ANSWERS" in the upper right corner of each input page. The previous year's answer will appear below the input box for this year's answer. It is highly recommended that you use this feature in order to spot discrepancies in the data.

Remember, I want to help you complete your survey, so please contact me with any questions you have. Contact Sam Shaw, 402.471.3216, 800.307.2665, sam.shaw@nebraska.gov.

Section 1.0 – General Data (1.1 - 1.18)

Here we ask for the official name of your institution, street address, mailing address (PO Box if you have one), and other information about your library. Please review the information and

make changes where appropriate. Please note that the 4-digit zip code extension is no longer required.

1.12 & 1.13. Local Population & Population of Legal Service Area. These are determined by the Library Commission, based on the official 2020 census estimates and funding data. If you have questions or comments about these, use the Notes section.

For the 2020-2021 Public Libraries Survey, we have used the latest official estimates from the U.S. Census Bureau. As cited below:

Source: Annual Estimates of the Resident Population: April 1, 2010 to July 1, 2020. U.S. Census Bureau, Population Division Release Dates: For the United States, regions, divisions, states, and Puerto Rico Commonwealth, December 2017. For counties and Puerto Rico municipios, March 2021. For Cities and Towns (Incorporated Places and Minor Civil Divisions), May 2021."

Legal Service Area:

"The number of people in the geographic area for which a public library has been established to offer services and from which (or on behalf of which) the library derives revenue, plus any areas served under contract for which the library is the primary service provider." Institute of Museum and Library Services (IMLS) and the U.S. Census Bureau. FY 2020 Public Libraries Survey: PLS Web Portal User's Guide. January, 2021, p. 54.

Section 2.0 – Library Facility (2.1 - 2.30)

This section of the survey collects data about the facility, known as an Outlet by IMLS. Please note that every library building or bookmobile is considered an outlet, including the main library. So, even if your library does not have a bookmobile or branches, it is still considered an outlet.

2.1. Branch libraries are auxiliary units that have all of the following: (a) separate quarters; (b) an organized collection of library materials; (c) paid staff; and (d) regularly scheduled hours for being open to the public. Branches are administered from a central library.

2.2. A bookmobile is a traveling branch library. It consists of at least all of the following: (a) a truck or van that carries an organized collection of library materials; (b) paid staff; and (c) regularly scheduled hours (bookmobile stops) for being open to the public. Count the number of vehicles in use, not the number of stops the vehicle makes.

2.5. Accessibility A facility is accessible if it was constructed in compliance with the accessibility guidelines that were in force at the time of its construction. A facility meets the requirements of the Federal accessibility standards and guidelines and is accessible or it does not meet the requirements and is not accessible.

Questions 2.7 through 2.9 are designed to gather more specific information about library building projects.

Questions 2.10 – 2.11, 2.18 – 2.21, and 2.24 – 2.30 refer to library outlet data compiled and reported to the Federal-State Cooperative System (FSCS) and cannot be edited. If you need to alert the Library Commission of an error or change, put a note in the notes section.

2.18. Outlet Type Code. An outlet is a unit of an administrative entity that provides direct public library service.

BM — Books-by-Mail Only. A direct mail order service which provides books and other library materials.

Only books-by-mail services that are housed separately from any other type of direct public service outlet (that is, central library, branches, or bookmobiles) should be coded here.

BR Branch Library. See above.

BS Bookmobile(s). See above.

CE Central Library. This is one type of single outlet library (SO) or the library which is the operational center of a multiple-outlet library (MO or MA). Usually all processing is centralized here and the principal collections are housed here. Synonymous with main library.

2.19. Metropolitan Status Code.

CC – Central City. The largest central city and, in some cases, up to two additional central cities are included in the title of the Metropolitan Area; there are also central cities that are not included in a Metropolitan Area title. A Metropolitan Area central city does not include any part of that city that extends outside the Metropolitan Area boundary.

NC — Metropolitan Area, but Not Within Central City Limits.

NO — Not in a Metropolitan Area.

2.20. Library Building(s) square footage. This question is read-only, so if you believe the figure listed is incorrect, please add a comment in the State Note.. Provide the area, in square feet, of the public library outlet (central library or branch). Report the total area in square feet for each library outlet (central library or branch) separately. This is the area on all floors enclosed by the outer walls of the library outlet. Include all areas occupied by the library outlet, including those areas off-limits to the public. Include any areas shared with another agency or agencies if the outlet has use of that area.

2.21. Number of Bookmobiles in the Bookmobile Outlet Record. Note: A bookmobile outlet record may include one or more bookmobiles. Complete this data element only if the outlet record is of the type BS—Bookmobile(s). See 2.18 above.

2.22. Hours open for public service per year for each outlet. Instead of just reporting this statistic for central libraries, this element is to be reported for each outlet, including all single outlet libraries, branches, and bookmobiles. Minor variations in public service hours need not be included. Extensive hours closed to the public due to natural disasters or other events should be excluded from the count. For each bookmobile, count only the hours during which the bookmobile is open to the public.

2.23. Number of weeks per year each library outlet is open. For each outlet, count only the weeks during which the outlet is open or available to the public. The count should be based on the number of weeks that a library outlet was open for half or more of its scheduled service hours. Extensive weeks closed to the public due to natural disasters or other events should be excluded from the count.

2.24. 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. The sum of 2.23 and 2.24 should equal or be fewer than 52 weeks.

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.

2.25 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.

Number should not be greater than 2.23.

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.

2.26. Legal Basis Code. The legal basis is the type of local government structure within which the entity functions. It reflects the state or local law, which authorizes the library.

CC — City/County. A multi-jurisdictional entity that is operated jointly by a county and a city.

CI — Municipal Government (city, town or village). A municipal government is an organized local government authorized in a state’s constitution and statutes and established to provide general government for a specific concentration of population in a defined area.

CO — County/Parish. An organized local government authorized in a state’s constitution and statutes and established to provide general government.

MJ — Multi-jurisdictional. An entity operated jointly by two or more units of local government under an intergovernmental agreement which creates a jointly appointed board or similar means of joint governance; to be distinguished from a library which contracts to serve other jurisdictions and from special library districts. Note: Please put city/county combinations under ‘CC’, rather than under Multi-jurisdictional.

SD — School District. An organized local entity providing public elementary, secondary, and/or higher education which, under state law, has sufficient administrative and fiscal autonomy to qualify as a separate government. Excludes "dependent public school systems" of county, municipal, township, or state governments.

OT — Other.

2.27. Administrative Structure Code. This code identifies an autonomous library entity (administrative entity) that has its own governance and funding. An administrative entity is the agency that is legally established under local or state law to provide public library service to the population of a local jurisdiction. The administrative entity may have a single outlet, or it may have more than one outlet.

MA —Administrative Entity with Multiple Direct Service Outlets where Administrative Offices are separate. An administrative entity that serves the public directly with two or more service outlets, including some combination of one central library, branch(es), bookmobile(s), and/or books-by-mail only. The administrative offices are separate from the direct service outlets and do not provide direct library services.

MO —Administrative Entity with Multiple Direct Service Outlets where Administrative Offices are Not Separate. An administrative entity that serves the public directly with two or more service outlets, including some combination of one central library, branch(es), bookmobile(s), and/or books-by-mail only.

SO —Administrative Entity with a Single Direct Service Outlet. An administrative entity that serves the public directly with one central library, books-by-mail only, or one bookmobile.

2.28. Geographic Code. Choose from among the following types of readily available Census geography, one code that either exactly or most nearly describes the geographic area for which the public library has been established to offer services and from which (or on behalf of which) the library derives revenue, plus any areas served under contract for which the library is the primary service provider.

- CI1 —Municipal Government (city, town or village) (exactly)
- CI2 —Municipal Government (city, town or village) (most nearly)
- CO1 —County/Parish (exactly)
- CO2 —County/Parish (most nearly)
- MA1 —Metropolitan Area (exactly)
- MA2 —Metropolitan Area (most nearly)
- MC1 —Multi-County (exactly)
- MC2 —Multi-County (most nearly)
- SD1 —School District (exactly)
- SD2 —School District (most nearly)
- OTH —Other

2.29. FSCS Public Library Definition. Answer <Y>es or <N>o to the following question: “Does this public library meet all the criteria of the FSCS public library definition? ”

A public library is an entity that is established under state enabling laws or regulations to serve a community, district, or region, and that provides at least the following:

1. An organized collection of printed or other library materials, or a combination thereof;
2. Paid staff;
3. An established schedule in which services of the staff are available to the public;
4. The facilities necessary to support such a collection, staff, and schedule; and
5. Is supported in whole or in part with public funds.

Note: If the library meets all of the requirements of this definition, respond with a <Y>es. If the library does not meet one or more of the requirements, respond with a <N>o.

2.30. Interlibrary Relationship Code.

HQ — Headquarters of a Federation or Cooperative. The library or entity that provides the physical space and staff who manage, coordinate, or administer the programs of the federation or cooperative. Note: Agencies that serve other libraries rather than the public should not be reported to FSCS.

ME — Member of a Federation or Cooperative. An autonomous library joined by formal or informal agreement(s) with (a) other autonomous libraries in the same state to perform various services cooperatively, such as resource sharing, communications, etc., and (b) libraries that are part of national, multi-state or statewide library federations or cooperatives. (Do not include OCLC.) Do not include multiple-outlet administrative entities (e.g., libraries with branches and

that have the word "system" in their legal name) if the entity does not have an agreement with another autonomous library.

NO — Not a Member of a Federation or Cooperative.

2.31. Legal Service Area Boundary Change. Answer <Y>es or <N>o to the following question: "Did the administrative entity's legal service area boundaries change since last year?" Note: Changes are likely to result, for example, when a municipality annexes land, when one municipality in a county becomes either an independent city or its own county necessitating its exclusion from the first county's geography, or when an administrative entity contracts to provide public library service for some additional geographic area other than the geographic area for which it was established (e.g., a municipal library contracts to serve county residents).

2.32. Number of Central Libraries. This is one type of single outlet library (SO) or the library, which is the operational center of a multiple-outlet library (MO or MA). Usually all processing is centralized here and the principal collections are housed here. Synonymous with main library. Note: Each administrative entity may report either no central library or one central library. No administrative entity may report more than one central library. In the administrative entity file, this simply means reporting "0" or "1" for central library. Where two or more libraries are considered "centrals" for state or local purposes, one central library and one or more branch libraries should be reported to FSCS. If you wish to identify a central library in the outlet file, identify the library with the largest collection as the central library for FSCS purposes, and report all others as branches. Where there are several co-equal outlets and no principal collection, report all such outlets as branches, not central libraries.

2.34. Were any of the library's outlets physically closed to the public for any period of time due to the Coronavirus (COVID-19) pandemic?

NOTE: 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.

Section 3.0 — Library Finance (3.1 - 3.67)

Report revenue used for operating expenditures as defined below. Include federal, state, local, or other grants. Report all Revenue and expenditures as whole dollars. If the city, township, or county pays some of the library expenses directly these amounts should be reported under the appropriate Operating Revenue and Operating Expenditures categories.

3.1 - 3.2. Fiscal Year: Indicate the start and end date for the fiscal year. Please use this format: MM/DD/YYYY.

Operating Revenue Sources

3.3 - 3.9. Local Government Operating Revenue: Includes all local government funds, designated by the community, district, or region and available for expenditure by the public library. Do not include the value of any contributed or in-kind services or the value of any gifts and donations, library fines, fees, or grants. If the city, township, or county, pays some of the library expenses directly on behalf of the library, these amounts should be included in local government revenue. Do not include here state, federal, and other funds passed through local government for library use. Report these funds with state government revenue or federal government revenue, as appropriate. Note: please be as accurate as possible when entering

this information. Check with your local government officials if you are unclear about the library's budget. These figures are used to determine eligibility for library accreditation and state aid grants.

3.11 - 3.14. State Government Revenue: These are funds distributed to public libraries by State government for expenditure by the public libraries, except for federal money distributed by the State.

3.16 - 3.18. Federal Government Revenue: This includes all federal government funds distributed to public libraries for expenditure by the public libraries, including federal money distributed by the State.

3.20. Lender Compensation: Report here the total funds received from the Nebraska Library Commission for lender compensation for this fiscal year.

3.22. Other (specify source): Report here the source(s) of revenue not reported above. Include, for example, monetary gifts and donations received in the current year, interest, library fines, and fees for library services, including non-resident fees. Include here wages for employees paid by AARP, or work-study. Include funds or special grants from state or federal programs that are distributed through the city or county, e.g., Green Thumb employee(s). Do not include the value of any contributed or in-kind services or the value of any non-monetary gifts and donations. Do not include revenue for major capital expenditures, contributions to endowments, revenue passed through to another agency, or funds unspent in the previous fiscal year.

3.25. Total Operating Revenue: This item calculates revenue from the local, state, and federal government and all other revenue sources.

3.26 – 3.30. Capital Revenue: Report all revenue to be used for major capital expenditures.

Include funds received for a) site acquisition; b) new buildings; c) additions to or renovation of library buildings; d) furnishings, equipment, and initial collections (print, non-print, and electronic) for new buildings, building additions, or building renovations; e) computer hardware and software used to support library operations, to link to networks, or to run information products; f) new vehicles; and g) other one-time major projects.

Exclude revenue to be used for replacement and repair of existing furnishings and equipment, regular purchase of library materials, and investments for capital appreciation. Exclude income passed through to another agency (e.g., foundations), or funds unspent in the previous fiscal year (e.g., carryover). Funds transferred from one public library to another public library should be reported by only one of the public libraries.

Non-resident fees: Indicate whether or not the library charges a non-resident fee for library service. If a non resident-fee is charged, indicate who is charged, what the annual fee is, and how many non-resident cards were issued during this fiscal year.

Expenditures

Operating Expenditures: These are the current and recurrent costs necessary to support the provision of library services. Significant costs, especially benefits and salaries, which are paid on behalf of the library, should be reported. Only such funds that are supported by expenditure

documents (such as invoices, contracts, payroll records, etc.) at the point of disbursement should be included. Do not report the value of free items as expenditures.

Staff Expenditures

3.36. Salaries and Wages: This includes salaries and wages for all library staff (including plant operations, security, and maintenance staff) for the fiscal year. Include salaries and wages before deductions, but exclude employee benefits.

3.37. Employee Benefits: Include the benefits outside of salary and wages paid and accruing to all employees (including plant operations, security, and maintenance staff), regardless of whether the benefits or equivalent cash options are available to all employees. Include amounts for direct paid employee benefits including Social Security, FICA, retirement, medical insurance, life insurance, guaranteed disability Revenue protection, unemployment compensation, workmen's compensation, tuition, and housing benefits.

3.39 – 3.49. Indicate in the check boxes which of the benefits listed are provided for the library director.

Collection Expenditures

Include all expenditures for materials purchased or leased for use by the public.

3.50. Print Materials Expenditures: Report all operating expenditures for the following print materials: books, serial back files, current serial subscriptions, government documents, and any other print acquisitions.

3.51. Electronic Materials Expenditures: Report all operating expenditures for electronic (digital) materials. Types of electronic materials include e-books, 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. Electronic materials can be distributed on magnetic tape, diskettes, computer software, CD-ROM, or other portable digital carrier, and can be accessed via a computer, via access to the Internet, or by using an e-book reader. Include expenditures for materials held locally and for remote electronic materials for which permanent or temporary access rights have been acquired. Include expenditures for database licenses.

Note: Expenditures for computer software used to support library operations or to link to external networks, including the Internet, are reported under 3.61.

3.52. Other Materials Expenditures: Report all operating expenditures for other materials, such as microform, audio and video physical units, DVD, and materials in new forms.

3.58. Other Operating Expenditures: This includes all expenditures other than those for staff and collection. Note: Include expenses such as binding, supplies, repair or replacement of existing furnishings and equipment; and costs of computer hardware and software used to support library operations or to link to external networks, including the Internet. Report contracts for services, such as costs of operating and maintaining physical facilities, and fees paid to a consultant, auditor, architect, attorney, etc.

3.54. Include computer hardware, computer accessories, and software used to support library operations, whether purchased or leased, for staff or public use.

3.55. Electronic access. Include expenditures for services provided by national, regional, and local bibliographic utilities, networks, and consortia. Include all fees and usage costs associated with accessing the internet, and online integrated library systems (library catalogs). Exclude capital expenditures.

3.59. Total Operating Expenditures: This is the sum of total staff expenditures, total collection expenditures, and other operating expenditures.

3.60. Total Capital Expenditures: Report major capital expenditures (the acquisition of or additions to fixed assets). Examples include expenditures for (a) site acquisitions; (b) new buildings; (c) additions to or renovation of library buildings; (d) furnishings, equipment, and initial book stock for new buildings, building additions, or building renovations; (e) library automation systems; (f) new vehicles; and (g) other one-time major projects. Include federal, state, local, or other revenue used for major capital expenditures. Only funds that are supported by expenditure documents (e.g., invoices, contracts, payroll records, etc.) at the point of disbursement should be included. Estimated costs are not included. Exclude expenditures for replacement and repair of existing furnishings and equipment, regular purchase of library materials, and investments for capital appreciation. Exclude contributions to endowments, or revenue passed through to another agency (e.g., fines). Funds transferred from one public library to another public library should be reported by only one of the public libraries.

Section 4.0 — Library Collections (4.1 - 4.41)

This section of the survey collects data on selected types of materials. It does not cover all materials (i.e., microforms, loose sheet music, maps, and pictures) for which expenditures are reported under Print Materials Expenditures, Electronic Materials Expenditures, and Other Material Expenditures. Report only items the library has acquired as part of the collection and catalogued, whether purchased, leased, or donated as gifts.

4.1 – 4.4. Books (Print Materials): Report a single figure that includes the following: Non-serial, printed publications (including music scores or other bound forms of printed music, and maps) that are bound in hard or soft covers, or in loose-leaf format. Do not include unbound sheet music. Include non-serial government documents. Report the number of physical units, including duplicates. For smaller libraries, if volume data is not available, count the number of titles. Books packaged together as a unit (e.g., a 2-volume set) and checked out as a unit are counted as one physical unit.

4.5. – 4.8. Electronic Books (E-Books): E-books are digital documents (including those digitized by the library), licensed or not, where searchable text is prevalent, and which can be seen in analogy to a printed book (monograph). E-books are loaded to users on portable devices (e-book readers) or by transmitting the contents to the user's personal computer for a limited time. Include e-books held locally and remote e-books for which permanent or temporary access rights have been acquired. Report the number of electronic units, including duplicates, at the administrative entity level; do not duplicate unit count for each branch. E-books packaged together as a unit (e.g., multiple titles on a single e-book reader) and checked out as a unit are counted as one unit.

Report the number of units. Report only items that have been purchased, leased or licensed by the library, a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available without monetary exchange. Do not include items that are permanently retained by the patron; count only items that have a set circulation period where it is available for their use. Count electronic materials at the administrative entity level; do not duplicate numbers at each branch.

Note: this data element also includes E-books in the library's collection that are not catalogued or made accessible through the OPAC, so materials that are part of Overdrive collections should be counted.

Note: For purposes of this survey, units are defined as "units of acquisition or purchase". The "unit" is determined by considering whether the item is restricted to a finite number of simultaneous users or an unlimited number of simultaneous users.

Finite simultaneous use: units of acquisition or purchase is based on the number of simultaneous usages acquired (equivalent to purchasing multiple copies of a single title). For example, if a library acquires a title with rights to a single user at a time, then that item is counted as 1 "unit"; if the library acquires rights to a single title for 10 simultaneous users, then that item is counted as 10 "units". For smaller libraries, if volume data is not available, the number of titles may be counted.

Unlimited simultaneous use: units of acquisition or purchase is based on the number of titles acquired. For example, if a library acquires a collection of 100 books with unlimited simultaneous users, then that collection would be counted as 100 "units".

4.9 – 4.12. Audio – Physical Units: These are materials circulated in a fixed, physical format on which sounds (only) are stored (recorded) and that can be reproduced (played back) mechanically, electronically, or both. Include records, audiocassettes, audio cartridges, audio discs (including audio-CD-ROMs), audio-reels, talking books, and other sound recordings stored in a fixed, physical format. Do not include downloadable electronic audio files.

Report the number of units, including duplicates. Items packaged together as a unit (e.g. two audiocassettes for one recorded book) and checked out as a unit are counted as one physical unit.

4.13 – 4.16. Audio – Downloadable Units: These are downloadable electronic files on which sounds (only) are stored (recorded) and that can be reproduced (played back) electronically. Audio – Downloadable Units may be loaned to users on portable devices or by transmitting the contents to the user's personal computer for a limited time. Include Audio – Downloadable Units held locally and remote Audio – Downloadable Units for which permanent or temporary access rights have been acquired.

Report the number of units. Report only items that have been purchased, leased or licensed by the library, a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available without monetary exchange. Do not include items that are permanently retained by the patron; count only items that have a set circulation period where it is available for their use. Count electronic materials at the administrative entity level; do not duplicate numbers at each branch.

Note: this data element also includes downloadable audiobooks in the library's collection that are not catalogued or made accessible through the OPAC, so materials that are part of Overdrive collections should be counted.

Note: For purposes of this survey, units are defined as "units of acquisition or purchase". The "unit" is determined by considering whether the item is restricted to a finite number of simultaneous users or an unlimited number of simultaneous users.

Finite simultaneous use: units of acquisition or purchase is based on the number of simultaneous usages acquired (equivalent to purchasing multiple copies of a single title). For example, if a library acquires a title with rights to a single user at a time, then that item is counted as 1 "unit"; if the library acquires rights to a single title for 10 simultaneous users, then that item is counted as 10 "units". For smaller libraries, if volume data is not available, the number of titles may be counted.

Unlimited simultaneous use: units of acquisition or purchase is based on the number of titles acquired. For example, if a library acquires a collection of 100 books with unlimited simultaneous users, then that collection would be counted as 100 "units".

4.17 – 4.20. Video – Physical Units: These are materials circulated in a fixed, physical format on which moving pictures are recorded, with or without sound. Electronic playback reproduces pictures, with or without sound, using a television receiver or computer monitor. Video formats may include tape, DVD and CD-ROM. Do not include downloadable electronic video files.

Report the number of units, including duplicates. Items packaged together as a unit (e.g. two audiocassettes for one recorded book) and checked out as a unit are counted as one physical unit.

4.21 – 4.23. Video – Downloadable Units: These are downloadable electronic files on which moving pictures are recorded, with or without sound. Electronic playback reproduces pictures, with or without sound, using a television receiver, computer monitor or video-enabled mobile device. Video – Downloadable Units may be loaned to users on portable devices or by transmitting the contents to the user's personal computer for a limited time. Include Video – Downloadable Units held locally and remote Video – Downloadable Units for which permanent or temporary access rights have been acquired.

Report the number of units. Report only items that have been purchased, leased or licensed by the library, a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available without monetary exchange. Do not include items that are permanently retained by the patron; count only items that have a set circulation period where it is available for their use. Count electronic materials at the administrative entity level; do not duplicate numbers at each branch.

Note: For purposes of this survey, units are defined as "units of acquisition or purchase". The "unit" is determined by considering whether the item is restricted to a finite number of simultaneous users or an unlimited number of simultaneous users.

Finite simultaneous use: units of acquisition or purchase is based on the number of simultaneous usages acquired (equivalent to purchasing multiple copies of a single title). For

example, if a library acquires a title with rights to a single user at a time, then that item is counted as 1 "unit"; if the library acquires rights to a single title for 10 simultaneous users, then that item is counted as 10 "units". For smaller libraries, if volume data is not available, the number of titles may be counted.

Unlimited simultaneous use: units of acquisition or purchase is based on the number of titles acquired. For example, if a library acquires a collection of 100 books with unlimited simultaneous users, then that collection would be counted as 100 "units".

Current Print Serial Subscriptions

Current serial subscriptions are arrangements by which, in return for a sum paid in advance, serials are provided for a specified number of issues.

4.24 – 4.27. Current Print Serial Subscriptions: Report the number of current print serial subscriptions, including duplicates, for all outlets. Examples of serials are periodicals (magazines), newspapers, annuals, some government documents, some reference tools, and numbered monographic series.

4.28 – 4.32. Other Materials: Total number of other materials in the library's collection not already counted. This could include pamphlets, framed art, sculpture, cake pans, patterns, or any other items the library circulates to the public. List groups of items, if possible.

Section 5.0 – Library Services (5.1 - 5.39)

5.1. Number of registered users: A registered user is a library user who has applied for and received an identification number or card from the public library that has established conditions under which the user may borrow library materials or gain access to other library resources.

Library Use Statistics: (Library visits, Reference transactions, Users of public Internet computers) For each of these questions, report actual annual totals, if available. If an actual count of visits and reference transactions is not available, report the counts taken during a "typical week" (see definition below). Multiply by 52 weeks for an estimated annual total. A "typical week" is a week that is neither unusually busy nor unusually slow. Avoid holiday times, vacation periods for key staff, or days when unusual events are taking place in the community or the library. Choose a week in which the library is open its regular hours. Include seven consecutive calendar days, from Sunday through Saturday (or whenever the library is usually open).

5.2. Annual library visits: This is the total number of persons entering the library for whatever purpose during the year. If an actual count of visits is unavailable, determine an annual estimate by counting the visits during a typical week.

5.4. Reference Transactions: Reference Transactions are information consultations in which library staff recommend, interpret, evaluate, and/or use information resources to help others to meet particular information needs.

Reference transactions do not include formal instruction or exchanges that provide assistance with locations, schedules, equipment, supplies, or policy statements.

NOTES:

- (1) A reference transaction includes information and referral service, unscheduled individual instruction and assistance in using information sources (including websites and computer-assisted instruction).
- (2) Count Readers Advisory questions as reference transactions.
- (3) Information sources include (a) printed and nonprinted material; (b) machine-readable databases (including computer-assisted instruction); (c) the library's own catalogs and other holdings records; (d) other libraries and institutions through communication or referral; and (e) persons both inside and outside the library.
- (4) When a staff member uses information gained from previous use of information sources to answer a question, the transaction is reported as a reference transaction even if the source is not consulted again.
- (5) If a contact includes both reference and directional services, it should be reported as one reference transaction.
- (6) Duration should not be an element in determining whether a transaction is a reference transaction.
- (7) Do not include transactions that include only a directional service, such as instruction for locating staff, library users, or physical features within the library. Examples of directional transactions include, "Where is the reference librarian? Where is Susan Smith? Where is the rest room? Where are the 600s? Can you help me make a photocopy?"

5.5. Reference Transactions: Annual Count vs. Annual Estimate

If an annual count of reference transactions is unavailable, count reference transactions during a typical week or weeks, and multiply the count to represent an annual estimate.

A "typical week" is a time that is neither unusually busy nor unusually slow. Avoid holiday times, vacation periods for key staff, or days when unusual events are taking place in the community or in the library. Choose a week in which the library is open its regular hours.

Example: If there are four weeks sampled, multiply the totals for those four weeks by 13 to get an estimate for the full year. If the sample is done twice a year (one week at each time, two weeks total) multiply the count by 26 to get the estimated annual count.

5.6. Uses of Public Internet Computers: Report the total number of uses (sessions) of the library's Internet computers in the library during the past year. If the computer is used for multiple purposes (Internet access, word-processing, OPAC, etc.) and Internet uses (sessions) cannot be isolated, report all usage. A typical week or other reliable estimate may be used to determine the annual number. Sign-up forms or Web-log tracking software also may provide a reliable count of users.

5.7. Uses of Public Internet Computers: Annual Count vs. Annual Estimate

If an annual count of uses of public internet computers is unavailable, count uses during a typical week or weeks, and multiply the count to represent an annual estimate.

A "typical week" is a time that is neither unusually busy nor unusually slow. Avoid holiday times, vacation periods for key staff, or days when unusual events are taking place in the community or in the library. Choose a week in which the library is open its regular hours.

Example: If there are four weeks sampled, multiply the totals for those four weeks by 13 to get an estimate for the full year. If the sample is done twice a year (one week at each time, two weeks total) multiply the count by 26 to get the estimated annual count.

5.8. Circulation of Adult Materials (excluding downloadable materials): Report the total annual circulation of all adult materials in all formats to all users, including renewals. Do not include items checked out to another library.

5.9. Circulation of Adult Downloadable Materials: We want to measure use of digital, downloadable material separately from other formats. Please obtain the circulation counts of downloadable items identified as adult and list them here.

5.11. Circulation of Children's Materials (excluding downloadable materials): Report the total annual circulation of all children's materials in all formats to all users, including renewals. Do not include items checked out to another library. Children's materials include all juvenile and young adult materials.

5.12. Circulation of Children's Downloadable Materials: Report the use of digital, downloadable material separately from other formats. Please obtain the circulation counts of downloadable items identified as children's titles and list the total here.

5.14. Circulation of Other Physical Items: Report the circulation of other physical items. Corresponds to the holdings other materials in the library's collection that could include pamphlets, framed art, sculpture, cake pans, patterns, or any other items the library circulates to the public.

5.15 Physical Item Circulation: The total annual circulation of all physical library materials of all types, including renewals.

Note: Count all physical materials in all formats that are charged out for use outside the library. Interlibrary loan transactions included are only items borrowed for users. Do not include items checked out to another library.

5.16. Use of Electronic Materials. Electronic Materials are materials that are distributed digitally and can be accessed via a computer, the Internet, or a portable device such as an e-book reader. Types of electronic materials include e-books and downloadable electronic video and audio files. Electronic Materials packaged together as a unit and checked out as a unit are counted as one use. Include circulation only for items that require a user identification, and have a limited period of use.

Note: Do not include databases.

5.17. Total Circulation of Library Materials: The total annual circulation of all library materials of all types, including renewals.

5.18. Electronic Collections (Databases): Report the number of electronic collections
An electronic collection is a collection of electronically stored data or unit records (facts, bibliographic data, abstracts, texts) with a common user interface and software for the retrieval and use of the data. An electronic collection may be organized, curated and electronically shared by the library, or rights may be provided by a third party vendor. An electronic collection may be funded by the library, or provided through cooperative agreement with other libraries, or through the Nebraska Library Commission. Do not include electronic collections that are provided by third parties and freely linked to on the web.

Electronic Collections do not have a circulation period, and may be retained by the patron. Remote access to the collection may or may not require authentication. Unit records may or may not be included in the library's catalog; the library may or may not select individual titles. Include electronic collections that are available online or are locally hosted by the library.

Report the number of electronic collections acquired through curation, payment or formal agreement, by source of access.

5.20. Successful retrieval of electronic information: The number of full-content units or descriptive records examined, downloaded, or otherwise supplied to user, from online library resources that require user authentication but do not have a circulation period. Examining documents is defined as having the full text of a digital document or electronic resource downloaded or fully displayed. Some electronic services do not require downloading as simply viewing documents is normally sufficient for user needs.

Example: In 5.19, enter the names of the databases, separated by a comma (example: Mango Languages, Chilton's, Learning Express). In 5.20, enter the TOTAL number of uses for all databases listed in 5.19.

Note: If the data for the number of uses (5.20) is unavailable, enter 0 in 5.20.

The number of electronic collections funded by the Nebraska Library Commission for the 2020-2021 fiscal year is already provided and cannot be edited.

5.25. Total Library Materials Loaned to Other Libraries: These are library materials, or copies of the materials, provided by one autonomous library to another upon request. The libraries involved in interlibrary loans are not under the same library administration. These data are reported as annual figures.

5.26. Total Library Materials Borrowed from Other Libraries: These are library materials, or copies of the materials, received by one autonomous library from another upon request. The libraries involved in interlibrary loans are not under the same library administration. These data are reported as annual figures.

5.27. NebrasKard Registrations: Report the total number of NebrasKard registrations issued during this fiscal year.

5.29. The easiest way to find the number for this question is to add up the numbers NLC staff have extracted and reported to you in the quarterly Lender Compensation reports (<http://nlc.nebraska.gov/ILL/lendercomp.aspx>) or the monthly OverDrive circulation reports (<http://nlc.nebraska.gov/overdrive/overdriveinfo.aspx#mr>, third column of circulation numbers).

5.30. Programs Targeted to Age 0-5: A program session targeted at children ages 0-5 is any planned event for which the primary audience is infants, toddlers, or preschool-age children. Examples of these types of program sessions include, but are not limited to, story hours, every child ready to read programs, musical or sing-along events, and puppet shows. Include program sessions aimed at children ages 0-5 even if adult caregivers also attend. Each program session should only be counted in one age category based on its primary target audience.

5.31. Programs Targeted to Age 6-11: A program session targeted at children ages 6-11 is any planned event for which the primary audience is elementary-school-age children. Examples of these types of program sessions include, but are not limited to, story hours, science events, crafting classes, and summer reading events. Include program sessions aimed at children ages 6-11 even if adult caregivers also attend with the children. Each program session should only be counted in one age category based on its primary target audience.

5.33. Programs Targeted to Age 12-18: A young adult program session is any planned event for which the primary audience is young adults ages 12 to 18 years. Examples of these types of program sessions include, but are not limited to, book clubs, college prep programs, teen tech or gaming clubs, and summer reading events. Each program session should only be counted in one age category based on its primary target audience.

5.34. Programs Targeted to Age 19 and Older: An adult program session is any planned event for which the primary audience is adults age 19 or older. Examples of these types of program sessions include, but are not limited to, book discussions, citizenship classes, and lectures. Each program session should only be counted in one age category based on its primary target audience.

5.35. General Interest Programs: A general interest program session is any planned event that is appropriate for any age group or multiple age groups. Include all-age, all-library, family, and intergenerational program sessions. Examples of these types of program sessions include, but are not limited to, family game nights, holiday events, storytelling programs, or chess clubs. Include all programs here that do not fit into the other age category elements. Each program session should only be counted in one age category based on its primary target audience; do not include program sessions here that have already been counted in earlier age category elements. Avoid including program sessions that are targeted at more than one non-adult age category (and are not targeted at adults); these should be counted in the child or young adult age category that best represents the target audience.

5.37. In-Person Onsite Programs: An in-person onsite program session is any planned event that includes an in-person attendance option and takes place at library facilities. Examples include, but are not limited to, a job skills class in the library or a nature program on the library grounds. Regardless of the number of formats in which a program session is offered, each program session should only be counted once and in one format category. Include in-person program sessions that also have a virtual attendance option and count them as a single program session.

5.38. In-Person Offsite Programs: An in-person offsite program session is any planned event that includes an in-person attendance option and takes place somewhere other than the library or the library grounds. Examples include, but are not limited to, facilitating a book club at a local nursing home, hosting a storytime at a local farmer's market, or visiting a school to present about library services. Regardless of the number of formats in which a program session is offered, each program session should only be counted once and in one format category. Include in-person program sessions that also have a virtual attendance option and count them as a single program session.

5.39. Live, Virtual Programs: A synchronous (live) virtual program session is any planned event that is streamed virtually and can be viewed live as it progresses (i.e., live-streaming). Regardless of the number of formats in which a program session is offered, each program session should only be counted once and in one format category. Include virtual program sessions that are also recorded. Include program sessions hosted on Facebook Premiere that are facilitated by a staff member. Count virtual program sessions at the administrative entity level; do not duplicate numbers at each branch. Exclude program sessions that also have an in-person component; these should be counted under in-person onsite program sessions or in-person offsite program sessions.

5.40. Program Attendance at Programs Targeted to Age 0-5: The count of the audience at all program sessions for which the primary audience is children ages 0 to 5 years. Please count all attendees of these program sessions regardless of age.

5.41. Program Attendance at Programs Targeted to Age 6-11: The count of the audience at all program sessions for which the primary audience is children ages 6 to 11 years. Please count all attendees of these program sessions regardless of age.

5.43. Program Attendance at Programs Targeted to Age 12-18: The count of the audience at all program sessions for which the primary audience is young adults ages 12 to 18 years. Please count all attendees of these program sessions regardless of age.

5.44. Program Attendance at Programs Targeted to Age 19 and Over: The count of the audience at all program sessions for which the primary audience is adults age 19 or older. Please count all attendees of these program sessions regardless of age.

5.45. Program Attendance at General Interest Programs: The count of the audience at program sessions that are appropriate for any age group or multiple age groups. Please count all attendees of these program sessions regardless of age.

5.47. Program Attendance at Onsite Programs: The count of in-person attendance at program sessions that take place at library facilities. Regardless of the number of formats in which a program session is offered, each attendee should only be counted once. Each attendee should be counted in the format category in which they attended the program session.

For in-person onsite programs that also have a virtual component, **exclude** virtual attendance; this should be counted under Live Virtual Program Attendance.

5.48. Program Attendance at Offsite Programs: The count of in-person attendance at program sessions that take place somewhere other than the library. Regardless of the number of formats in which a program session is offered, each attendee should only be counted once. Each attendee should be counted in the format category in which they attended the program session.

For in-person offsite programs that also have a virtual component, **exclude** virtual attendance; this should be counted under Live Virtual Program Attendance.

5.49. Program Attendance at Virtual Programs (Live): The count of live attendance at virtual program sessions. Regardless of the number of formats in which a program session is offered, each attendee or view should only be counted once. Each attendee should be counted in the format category in which they attended or viewed the program session. Count each participant device connected to a virtual program as a single attendee. For program sessions hosted on Facebook Live, YouTube Live, or similar platforms, count peak concurrent viewers. For those hosted on videoconferencing platforms, count the maximum number of non-staff participants during the session.

For virtual program sessions that are also recorded for later, on-demand, asynchronous viewing, exclude views that occur after the session has ended; these should be counted under Total Views of Recorded Program Presentations. For program sessions that also have an in-person component, **exclude** in-person attendance; this should be counted under Live In-Person Onsite Program Attendance or Live In-Person Offsite Program Attendance.

5.50. Number of Recorded Program Presentations: A recorded program presentation is any recording of program content that cannot be viewed live as it unfolds (e.g., on-demand

streaming). Only include program presentations posted during the reporting period. Regardless of the number of platforms on which a presentation is posted, count each unique presentation only once. Include program sessions hosted on Facebook Premiere that are not facilitated by a staff member. Count recorded program presentations at the administrative entity level; do not duplicate numbers at each branch. Include recordings of live (synchronous) program sessions that were available for asynchronous (recorded) viewing after the session ended.

5.51. Views of Recorded Programs Within 7 Days After the Presentation Was Posted: The count of views of recorded (asynchronous) program presentations for a period of seven (7) days after the presentation was posted, even if that period extends beyond the survey reporting period (or fiscal year). For program presentations made available via Facebook, count unique 1-minute views of each video. For those made available via other platforms, count unique views of each video.

For program presentations that are recordings of live (synchronous) virtual program sessions, exclude live (synchronous) attendance; these should be counted under Live In-Person Onsite Program Attendance, Live In-Person Offsite Program Attendance, or Live Virtual Program Attendance.

5.52. Views of Recorded Programs Within the Reporting Period (Fiscal Year): The count of views of recorded (asynchronous) program presentations for the reporting period (fiscal year) after the presentation was posted, even if that period extends beyond the survey reporting period (or fiscal year). For program presentations made available via Facebook, count unique 1-minute views of each video. For those made available via other platforms, count unique views of each video.

For program presentations that are recordings of live (synchronous) virtual program sessions, exclude live (synchronous) attendance; these should be counted under Live In-Person Onsite Program Attendance, Live In-Person Offsite Program Attendance, or Live Virtual Program Attendance.

Public Services During COVID-19: Answer Yes or No to the following questions about library services provided during COVID-19 library closures or modified schedules.

5.62. 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?

NOTE: 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 (e.g., working from home or in the building that was closed to the public).

5.65. Did the library provide ‘outside’ service for circulation of physical materials at one or more outlets during the Coronavirus (COVID-19) pandemic?

NOTE: Include 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.

5.67. DURING the COVID-19 pandemic:

Did the library increase access to Wi-Fi Internet access to users outside the building at one or more outlets?

NOTE: 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.

5.68. DURING the COVID-19 pandemic:

Did library staff work for other government agencies or nonprofit organizations instead of, or in addition to, their normal duties?

NOTE: 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.

Section 6.0 — Library Technology (6.1 - 6.10)

6.2. Please indicate whether your library provides Internet access to the public.

6.3. Report the number of the library’s Internet computers [personal computers (PCs) and laptops], whether purchased, leased, or donated, used by the general public in the library.

6.4. If your library uses Internet filtering software, please tell us which product you are using. Filtering software (such as Net Nanny, Cybersitter, WebSense, etc.) is designed to block access to designated Web sites. This is not the same as security software.

6.5. Which company or entity provides your library with Internet access? In some cases this may be the local Educational Service Unit (ESU) or the Internet Service Provider (ISP) your city uses.

6.6. Please select from the dropdown list the type of Internet connection your library uses as its primary source of service.

6.7. Wireless Internet (WiFi): Please indicate whether the library provides wireless Internet access in the building(s) for customer access.

6.8. Wireless Sessions – Annually:

Report the number of wireless sessions provided by the library wireless service annually. ***If a count is not available by using methods like hardware logging or network scanning, enter NA.*** Count one session for each time a device connects to the library’s wireless network,

regardless of the duration of connection. If possible, only count sessions for patron devices and exclude library devices such as routers, access points, printers, and public access computers; otherwise, if patron devices cannot be isolated, report sessions for all devices.

NOTE: If an annual count of wireless sessions is unavailable, count wireless sessions during a typical week or weeks **using methods like hardware logging or network scanning, and multiply the count to represent an annual estimate. (Do not conduct visual surveys of devices in use as a method to establish a count of a typical week.)** A “typical week” is a time that is neither unusually busy nor unusually slow. Avoid holiday times, vacation periods for key staff, or days when unusual events are taking place in the community or in the library. Choose a week in which the library is open its regular hours.

6.9. We would like to know the access rate (speed) of your primary Internet connection. Please choose from one of the drop down options. It may be necessary to make a quick call to your Internet Service Provider to obtain this information, or run a test from www.speedtest.net.

6.11. Makerspace: A makerspace is a place in the library where people can work independently or collaboratively to make things. Makerspaces often focus on electronics, robotics, woodworking, sewing, laser cutting, 3D printing, programming/coding, or other things.

6.12. Total Annual Number of Virtual Library Visits to Library's Website: Visits represent the annual number of sessions initiated by all users from inside or outside the library to the library website. The library website consists of all webpages under the library's domain. A website "visit" or "session" occurs when a user connects to the library's website for any length of time or purpose, regardless of the number of pages or elements viewed. Usage of library social media accounts (e.g., Facebook, Twitter, etc.) should not be reported here.

Section 7.0 – Staffing (7.1 - 7.8)

Report figures as of the last day of the fiscal year. Include all positions funded in the library's budget whether those positions are filled or not. Please note: this is not a measure of individuals, but of Full-Time Equivalents (FTE). To ensure comparable data, 40 hours per week has been set as the measure of full-time employment (FTE). For example, 60 hours per week of part-time work by employees in a staff category divided by the 40-hour measure equals 1.50 FTEs.

7.1. Total Librarians: Persons with the title of librarian who do paid work that usually requires professional training and skill in the theoretical or scientific aspects of library work, or both, as distinct from its mechanical or clerical aspect. This data element also includes ALA-MLS.

7.2. Total number of all paid librarian hours worked per week: Count the number of hours worked by paid librarians per week as defined in 7.1. If a weekly total is unknown, it is acceptable to take the annual total number of hours worked and divide by 52. For example, if a library has two librarians who work a total of 2080 hours per year, 40 would be reported for the weekly hours worked. (2080 hours = 40)

7.3. Total paid librarians (FTE): Automatically divides 7.2 by 40 to calculate FTE.

7.4. ALA-MLS: Librarians with master's degrees from programs of library and information studies accredited by the American Library Association.

7.5. ALA-MLS Librarian hours worked per week: Count the number of hours worked by paid librarians per week as defined in 7.1. If a weekly total is unknown, it is acceptable to take the annual total number of hours worked and divide by 52. For example, if a library has two librarians who work a total of 2080 hours per year, 40 would be reported for the weekly hours worked. (2080 hours = 80)

7.6. Total paid ALA-MLS librarians (FTE): Automatically divides 7.5 by 40 to calculate FTE.

7.7. Total number of all other non-librarian paid staff: This includes all other FTE employees paid from the reporting unit budget, including plant operations, security, and maintenance staff.

7.8. Total number of all other non-librarian paid staff hours worked per week: Count the number of hours worked by other non-librarian paid staff per week as defined in 7.7. If a weekly total is unknown, it is acceptable to take the annual total number of hours worked and divide by 52. For example, if a library has two librarians who work a total of 2080 hours per year, 40 would be reported for the weekly hours worked. (2080 hours = 80)

7.9. Total other paid staff (FTE): Automatically divides 7.8 by 40 to calculate FTE.

7.10. Total paid employees: Automatically calculates 7.3 + 7.9.

7.11 – 7.12. Please provide the job title used and hourly wage information for the director of your library only.

7.13 – 7.14. Volunteers: Indicate the total number of volunteers who donate their time to work in the library. Estimate the total number of hours volunteers work at the library in a typical week.

Section 8.0 – Other Information (8.1)

The Library Commission wants to know how your library is making a difference in your community. Please describe major successes and challenges from the past year. Include information about significant programs, people, services and events, and information about new or improved facilities.

Section 9.0 – Certification (9.1 – 9.3)

Type your name, title, and date.

Submitting the Survey

Once the survey is completed, click the blue button, then click on “Show Status” and follow these directions:

Step 1: Verify all questions have been answered by clicking “Unanswered Questions” in the Status section. Review and answer the “Required Unanswered Questions” first, then click the down arrow and do the same with “All Unanswered Questions.”

Step 2: Review any questions that might have been flagged.

Step 3: Click on “Edit Checks” and correct or add a note for all questions listed. All of the questions must pass their edit checks before a survey can be submitted.

Step 4: Go back to the top of the Status page and click on the printer icon. Print and save a copy of the survey and annotation reports.

Step 5: Return to the Status section, click on the “Submit” button, then click on the blue “Submit Survey” button.