

2022-2023 Nebraska Public Libraries Survey
Survey Submission Deadline: February 16th, 2024

1.0 General Data

1.1	Legal Name of Library	
1.2	Street Address	
1.3	Mailing Address	
1.4	City	
1.5	5-digit Zip code	
1.6	County	
1.7	Library Telephone Number (enter as 402-123-4567)	
1.8	Library Fax Number (enter as 308-123-4567)	
1.9	Web Address of Library (URL)	
1.10	Library Director's Email Address	
1.11	Regional Library System	
1.12	Local Population (2022 Official Census Estimate)	
1.13	Population of Legal Service Area	

2.0 Library Facility (Central Library, Branches, and Bookmobiles)

2.1	Number of branch libraries	
2.2	Number of bookmobiles	
2.3	Year current library facility was built	
2.4	Year of latest addition/major renovation	
2.5	Is this facility accessible?	
2.6	Is the library board or foundation board currently working on a building plan or project?	
2.7	Is there currently an active fundraising campaign for a new or renovated library building?	
2.8	Is a new library construction or renovation project currently underway in your community?	
2.9	If a new library construction or renovation project is currently underway in your community, what is the projected completion date?	
The following questions refer to outlet data and most of these fields cannot be altered. Questions 2.10-2.20 and 2.24-2.31 are locked; if you need to make a notation, do so using the State Notepad.		
2.10	FSCS ID	
2.11	LIB ID	
2.12	Name	
2.13	Street Address	
2.14	City	
2.15	5-digit Zip code	
2.16	County of the Outlet	
2.17	Phone	
2.18	Outlet Type Code	
2.19	Metropolitan Status Code	
2.20	Library Building(s) square footage	

2.21	Number of Bookmobiles in the Bookmobile Outlet Record	
2.22	Hours open for public service per year for each outlet, including central units, 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.	
2.23	Number of weeks per year each library outlet is open. For each bookmobile, count only the weeks during which the bookmobile is open 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. Do not calculate based on total number of service hours per year at the outlet level. For example, by dividing total hours by the average hours open per week. Round to the nearest whole number of weeks. If the library was open half or more of its scheduled hours in a given week, round up to the next week. If the library was open less than half of its scheduled hours, round down	
2.24	Legal Basis Code	
2.25	Administrative Structure Code	
2.26	Geographic Code	
2.27	FSCS Public Library Definition	
2.28	Interlibrary Relationship Code	
2.29	Legal Service Area Boundary Change	
2.30	Number of Central Libraries	
Remove Group Add Group (2.10 to 2.30) for each branch or bookmobile		
2.31	Public Service Hours Per Year (sum of all outlets - 2.22)	

3.0 Library Finance

3.1	Start date of Fiscal year	
3.2	End date of Fiscal year	

Revenue (Income)

Local Government Operating Revenue: This includes all local government funds, designated by the community, district, or region and available for expenditure by the public library. **If the city, township, or county, pays some of the library expenses directly (e.g., salaries, utilities, insurance, grounds maintenance, etc.) on behalf of the library, these amounts should also be reported here.** 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.

3.3	City or Village Revenue	
Please list all Townships that <i>contribute funds to your library's operation</i>		
3.4	Township Name <i>(if contributes funds for the library)</i>	
3.5	Township Revenue Amount	
Remove Group Add Group		
Please list all Counties that contribute funds to your library's operation		

3.6	County Name (if contributes funds for the library)	
3.7	County Revenue Amount	
Remove Group		Add Group
3.8	Other Local Government Revenue - Description	
3.9	Other Local Government Revenue - Amount	
Remove Group		Add Group
3.10	Total Local Government Revenue (3.3 + 3.5 + 3.7 + 3.9):	

State Government Revenue: These are all funds distributed to public libraries by Nebraska state government for expenditure by the public libraries. This does not include federal money distributed by the state. This does include funds received as Library State aid.

3.11	Library State Aid	
3.12	NLC Continuing Education/Training Grant	
3.13	Other State Government Revenue	
3.14	Total State Government Revenue (3.11 + 3.12 + 3.13):	

Federal Government Revenue: This includes all federal government funds distributed to public libraries, including federal money distributed by the Library Commission as Library Improvement grants.

3.15	Federal Library Improvement Grant	
3.16	NLC Youth Grant	
3.17	Other Federal grant source – Enter the <i>description</i> of where funds came from	
3.18	Other Federal grant amount – enter the <i>dollar amount</i> of the grant	
Remove Group		Add Group
3.19	Total Federal Government Revenue (3.15 + 3.16 + 3.18):	

Other Revenue: This is all operating revenue other than that reported under local, state, and federal operating revenue. Include, for example, monetary gifts and donations received in the current year, interest, library fines, fees for library services, or grants. Do not include the value of any contributed or in-kind services or the value of any non-monetary gifts and donations.

3.20	Lender Compensation (paid by the Nebraska Library Commission)	
3.21	Regional Library System Grant(s)	
3.22	Other (specify source – where the funds came from)	
3.23	Other Amount	
Remove Group		Add Group
3.24	Total Other Revenue (3.20 + 3.21 + 3.23):	
3.25	Total Operating Revenue (3.10 + 3.14 + 3.19 + 3.24):	

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.

3.26	Local Government Capital Revenue	
3.27	State Government Capital Revenue	
3.28	Federal Government Capital Revenue	
3.29	Other Capital Revenue	
3.30	Total Capital Revenue (3.26 + 3.27 + 3.28 + 3.29)	

Non-resident Fees

3.31	Does the library charge a non-resident fee? (Do not include fees charged for NebrasKard)	
3.32	If yes, who is charged for service?	
	If yes, what is the annual fee?	
3.33	Individual	
3.34	Household	
3.35	Number of non-resident cards issued this year	

Expenditures

Operating Expenditures: Operating Expenditures: Report current and recurrent costs necessary to support 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 should be included. **Please do not report capital expenditures under this category.**

3.36	Salaries and Wages	
3.37	Employee Benefits (<i>including Social Security and FICA</i>)	
3.38	Total Staff Expenditures (3.36 + 3.37):	
Please indicate which of the following benefits listed are provided to the library director		
3.39	Health Insurance	
3.40	Life Insurance	
3.41	Unemployment Compensation	
3.42	Sick Leave	
3.43	Vacation Leave	
3.44	Retirement Plan	
3.45	Family Leave	
3.46	Travel To Meetings, Conferences	
3.47	Professional Memberships (NLA, ALA, Etc.)	
3.48	Continuing Education Workshops	
3.49	Other (Please Specify)	

Collection Expenditures: This includes all operating expenditures from the library budget for materials in print, microform, electronic and other formats considered part of the collection, whether purchased, leased, or licensed. Exclude charges or fees paid for interlibrary loans and expenditures made for document delivery.

3.50	Library Materials in Print Format	
3.51	Library Materials in Electronic Format (such as OverDrive and database/electronic collection expenditures)	
3.52	Other Materials (includes audio and video physical units— Playaways, CDs, and DVDs)	
3.53	Total Collection Expenditures (3.50 + 3.51 + 3.52)	

Other Operating Expenditures

3.54	Computer hardware, accessories, and software	
3.55	Electronic access (include online OPAC/ILS fees here)	
3.56	Continuing Education	
3.57	Miscellaneous (include facility, utilities, office supplies, insurance, contracts for services, and any other operating expenditures)	
3.58	Total Other Operating Expenditures (3.54 + 3.55 + 3.56 + 3.57):	
3.59	Total Operating Expenditures (3.38 + 3.53 + 3.58)	
3.60	Total Capital Expenditures	

4.0 Library Collections

This section of the survey collects data on selected types of materials. It does not cover all materials (e.g., microform, scores, maps, and pictures) for which expenditures are reported under Print Materials Expenditures, Electronic Materials Expenditures, and Other Material Expenditures (data elements #3.50, #3.51, and #3.52). Under this category, report only items the library has acquired as part of the collection, whether purchased, leased, licensed, or donated as gifts.

Books (Print Format): REPORT ONLY BOOKS IN PRINT. DO NOT INCLUDE SERIAL BACK FILES IN PRINT.

4.1	Number of books held at end of previous fiscal year	
4.2	Number of books added during year (+)	
4.3	Number of books withdrawn during year (-)	
4.4	Books held at end of current year (4.1 + 4.2 - 4.3):	

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). Include non-serial government documents. E-books are loaned 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 physical or electronic units, including duplicates, for all outlets. For smaller libraries, if volume data are not available, the number of titles may be counted. E-books packaged together as a unit (e.g., multiple titles on a single ebook reader) and checked out as a unit are counted as one unit. Please **exclude** public domain / uncopyrighted e-books that have unlimited access (e.g., Project Gutenberg).

Report the number of units. Report only items the library has selected as part of the collection.

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"

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".

4.5	Number of E-books held as part of the Nebraska OverDrive Libraries Group (shared collection)	
4.6	Number of E-books held as part of other consortia (shared collection)	
4.7	Number of E-books acquired or purchased directly by the library (e.g. OverDrive Advantage titles)	

4.8	E-Books held at end of current year (4.5 + 4.6 + 4.7):	
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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.

4.9	Number of audio physical units held at end of previous fiscal year	
4.10	Number of audio physical units added during year (+)	
4.11	Number of audio physical units withdrawn during year (-)	
4.12	Audio physical units held at end of current year (4.9 + 4.10 – 4.11):	

Audio – Downloadable Units: These are downloadable electronic files on which sounds (only) are stored (recorded) and that can be reproduced (played back) electronically. Report the number of units. Report only items the library has selected as part of the collection.

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”

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”.

4.13	Number of Audio Downloadable titles held as part of the Nebraska OverDrive Libraries Group (shared collection)	
4.14	Number of Audio Downloadable titles held as part of other consortia (shared collection)	
4.15	Number of Audiobooks acquired or purchased directly by the library (e.g. OverDrive Advantage titles)	
4.16	Audio downloadable titles held at end of current year (4.13 + 4.14 + 4.15):	

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.

4.17	Number of video physical units held at end of previous fiscal year	
4.18	Number of video physical units added during year (+)	
4.19	Number of video physical units withdrawn during year (-)	
4.20	Video physical units held at end of current year (4.17 + 4.18 – 4.19):	

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.

Report the number of units. Report only items the library has selected as part of the collection.

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”

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”.

4.21	Number of video downloadable titles held as part of consortia (shared collection)	
4.22	Number of video downloadable titles acquired or purchased directly by the library	
4.23	Video downloadable titles held at end of current year (4.21 + 4.22):	

Print Serials 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.

4.24	Number of print serials subscriptions held at end of previous fiscal year	
4.25	Number of print serials subscriptions added during year (+)	
4.26	Number of print serials subscriptions withdrawn during year (-)	
4.27	Print Serial Subscriptions held at end of current year (4.24 + 4.25 - 4.26):	

Other Materials: Include here 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.

4.28	Description of Other Materials	
4.29	Number of other materials held at end of previous fiscal year	
4.30	Number of other materials added during year (+)	
4.31	Number of other materials withdrawn during year (-)	
4.32	Other Materials held at end of current year (4.29 + 4.30 - 4.31):	

Total Collection:

4.33	Total materials held at end of previous fiscal year (4.1 + 4.9 + 4.17 + 4.24 + 4.29)	
4.34	Total materials added during year (4.2 + 4.10 + 4.18 + 4.25 + 4.30)	
4.35	Total materials withdrawn during year (4.3 + 4.11 + 4.19 + 4.26 + 4.31)	
4.36	Total materials held at end of current year (4.4 + 4.8 + 4.12 + 4.16 + 4.20 + 4.23 + 4.27 + 4.32)	
4.37	Total Physical Items in the Collection (4.4 + 4.12 + 4.20 + 4.32)	

Other Non-Circulating Items (in-house use):

4.38	Other non-circulating items description (Describe non-circulating items in collection – e.g. headphones, microfilm, etc.)	
4.39	Other non-circulating items use (optional – Report the number of times items were used in-house)	

5.0 Library Services

5.1	Number of registered borrowers	
5.2	Annual Library Visits	
5.3	Regarding the number of library visits entered, is this an annual count or an annual estimate based on a typical week or weeks?	
5.4	Annual Reference Transactions	
5.5	Regarding the number of reference transactions entered, is this an annual count or an annual estimate based on a typical week or weeks?	
5.6	Annual Uses of Public Internet Computers	
5.7	Regarding the number of uses of public internet computers, is this an annual count or an annual estimate based on a typical week or weeks?	
5.8	Circulation of Adult Materials books, audio physical units, and video physical units (exclude downloadable and “other” materials)	
5.9	Circulation of Adult Downloadable Materials (Such as OverDrive ebooks & digital audio or video material) – Prefilled number is for <i>OverDrive circulations only</i> . If you have another vendor, you will need to add those circulations to the prefilled number.	
5.10	Total Annual Circulation of Adult Materials (5.8 + 5.9)	
5.11	Circulation of Children’s Materials books, audio physical units, and video physical units (exclude downloadable and “other” materials)	
5.12	Circulation of Children’s Downloadable Materials (Such as OverDrive ebooks & digital audio or video material) – Prefilled number is for <i>OverDrive circulations only</i> . If you have another vendor, you will need to add those circulations to the prefilled number.	
5.13	Total Annual Circulation of Children’s Materials (5.11 + 5.12)	
5.14	Total Annual Circulation of Other Physical Items	
5.15	Total Physical Item Circulation (5.8 + 5.11 + 5.14)	
5.16	Use of Electronic Materials (5.9 + 5.12)	
5.17	Total Circulation of library materials (5.15 + 5.16)	

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.

5.18	Number of licensed electronic collections/databases funded locally or through other cooperative agreements	
<p>Description and Use of Locally Funded Electronic Collections/Databases: Description and Use of Electronic Collections: We would like to know which electronic collections/databases the library provides (not including <i>NebraskaAccess</i>), and the number of annual uses. This is a two part question: You first add a description of ALL electronic collections in number 5.19 (e.g. Zinio, Freegal, Mango Languages, etc.), and then report the TOTAL number of annual uses for ALL databases in number 5.20. Count each item downloaded or each session as a "use". <i>Do not count searches as uses.</i></p> <p>NOTE: We no longer require you to itemize each database use. List ALL database names in 5.19 (separate by a comma), and the TOTAL number of uses in 5.20.</p>		
5.19	Name or description of each locally funded electronic collection/database	
5.20	Successful retrieval of electronic information (Total annual uses of locally funded electronic collections)	
5.21	Number of licensed electronic collections/databases funded by the Nebraska Library Commission	28
5.22	Total Licensed Databases (5.18+ 5.21)	
5.23	Electronic content use (5.16 + 5.20)	
5.24	Total collection use (5.15 + 5.23)	
5.25	Total library materials loaned to other libraries	
5.26	Total library materials borrowed from other libraries	
5.27	Number of NebrasKard registrations issued in this fiscal year	
5.28	If your library is an OverDrive Advantage member, do you share titles through the Advantage Plus option?	
5.29	If yes, Report the number of uses of those Advantage Plus titles by patrons of other libraries during the reporting period (your fiscal year).	
<p>Programs: A program is any planned event which introduces the group of attending to any of the broad range of library services or activities or which directly provides information to participants.</p> <p>Children's Programs, 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.</p> <p>Children's Programs, 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.</p> <p>Young Adult Programs, 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.</p>		

Adult Programs, Age 19+: 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.

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.

Each program session should only be counted in one category based on its primary target audience.

There are three categories for live programs offered by the library, and various age groups for target audiences.

1. **Live, 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.

Attendance: 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.

2. **Live, 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 farmers' 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.

Attendance: 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.

3. Live, Virtual Programs:

A 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 Live In-Person Onsite Program Sessions or Live In-Person Offsite Program Sessions.

Attendance: 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 Virtual 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.

4. Recorded Program Presentations: A recorded program presentation is any recording of program content that cannot be viewed live as it unfolds (i.e., 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 asynchronous program presentations at the administrative entity level; do not duplicate numbers at each branch. Include recordings of synchronous program sessions that were available for asynchronous viewing after the session ended. Recorded program presentations are NOT counted by age group (only one count for all recorded presentations).

Views: Report the number of views of recorded 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.

Programs (Do not include recordings of programs, only live or virtual events)

5.30	Number of Programs (live, virtual, onsite, and offsite) Targeted to Age 0-5	
5.31	Number of Programs (live, virtual, onsite, and offsite) Targeted to Age 6-11	
5.32	Number of Children’s Programs (5.30 + 5.31)	

5.33	Number of Programs (live, virtual, onsite, and offsite) Targeted to Age 12-18	
5.34	Number of Programs (live, virtual, onsite, and offsite) Targeted to Age 19+	
5.35	Number of General Interest Programs (live, virtual, onsite, and offsite)	
5.36	Total Programs (5.30 + 5.31 + 5.33 + 5.34 + 5.35)	
For the following questions, only <i>report programs once</i> . For hybrid programs (e.g. held both onsite in the library building and broadcast live virtually, report only in the onsite category).		
5.37	Of the Total Programs, how many were held onsite (e.g. in the library or on the library grounds)?	
5.38	Of the Total Programs, how many were held offsite?	
5.39	Of the Total Programs, how many were live, virtual programs?	
5.39b	Total Programs (5.37 + 5.38 + 5.39)	
Program Attendance (Do not include views of program recordings, only live attendance)		
5.40	Program Attendance at Programs Targeted to Age 0-5	
5.41	Program Attendance at Programs Targeted to Age 6-11	
5.42	Total Program Attendance, Age 0-11	
5.43	Program Attendance at Programs Targeted to Age 12-18	
5.44	Program Attendance at Programs Targeted to Age 19+	
5.45	Program Attendance at Programs Targeted to General Interest	
5.46	Total Program Attendance (5.40 + 5.41 + 5.43 + 5.44 + 5.45)	
For the following questions, only <i>report program attendance once</i> . For hybrid programs (e.g. held both onsite in the library building and broadcast live virtually, report only in the onsite category).		
5.47	Of the Total Program Attendance, how many <i>onsite</i> attendees were there?	
5.48	Of the Total Program Attendance, how many <i>offsite</i> attendees were there?	
5.49	Of the Total Program Attendance, how many <i>virtual</i> attendees were there?	
5.49b	Total Program Attendance (5.47 + 5.48 + 5.49)	
Recorded Program Presentations		
5.50	Number of Recorded Program Presentations Offered	
5.51	Number of Views of Recorded Program Presentations Within 30 Days After the Presentation Was Posted	
5.52	Number of Total Views of Recorded Program Presentations Within the Reporting Period (fiscal year)	
<p><u>Self-directed Activities</u> (aka “drop-in activities” or “passive activities”). A Self-directed Activity is a planned, independent activity available for a definite time period which introduces participating individuals to any of the broad range of library services or activities which directly provide information to participants. Activities differ from programs in that activities are unstructured and depend on the participation of the attendee to create the experience, rather than a structured presentation offered by library staff or volunteers to a group at a set time. Examples of passive activities include DIY stations, 1,000 Books Before Kindergarten, Frequent Reader Clubs, and Take and Make kits. This does not include informal services such as homework help. Count all activities, whether held on- or off-site, that are sponsored or co-sponsored by the library. Exclude activities sponsored by other groups that use library facilities.</p>		
Children’s Self-Directed Activities		
5.53	Enter the number of children’s self-directed activities for which the primary audience is children, age 11 and younger. Enter the activity participation for the reporting period (fiscal year).	

Young Adult Self-Directed Activities		
5.54	Enter the number of young adult self-directed activities for which the primary audience is 12 through 18 years old.	
Adult/General Interest Self-Directed Activities		
5.55	Enter the number of adult/general interest self-directed activities for which the primary audience is adult or not specific to one age group.	
Summer Reading Programs: Please include the attendance at summer reading programs in the general program attendance counts above, as well as the summer reading program counts below.		
5.56	Did the library have a summer reading program for children?	
5.57	If yes, how many children participated in the program?	
5.58	Did the library have a summer reading program for young adults?	
5.59	If yes, how many young adults participated in the program?	
5.60	Did the library have a summer reading program for adults?	
5.61	If yes, how many adults participated in the program?	

Overdue Fines:

5.62	Does your library charge overdue fines for overdue library materials? Please choose one of the options. Overdue fines do not include charges for lost or stolen items, but fines for items that are overdue:	
5.63	If you charge fines by material type, please indicate all the items below that you charge overdue fines for:	
5.64	If you charge fines by borrower category, please indicate all the groups that you charge for:	

Meeting Room Use:

5.65	Do you make a meeting room or rooms available for public use? A meeting room is a separate space in a library building set aside for meetings. The library may or may not charge a fee for the use of the room.	
5.66	If yes, please report the number of times the meeting room(s) was/were used by outside groups/individuals for events not sponsored or co-sponsored by the library. Do not include use of the room for library programs or service or other use by library boards or staff. The library may or may not charge a fee for the use of the room.	
5.67	If yes, does the library charge a fee for the use of the room(s)?	

"Outside" Circulation:

5.68	Does your library or any outlet provide "outside" circulation? If so, check all that apply. <ul style="list-style-type: none"> • Drive thru • Curbside pickup • Vestibule/locker pickup • Homebound or other delivery • Other (specify) 	
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6.0 Library Technology

6.1	Name of Automation Software/Integrated Library System (ILS)	
6.2	Public Internet Access Provided?	
6.3	Number of Internet computers used by the public	

6.4	Name of Internet Filtering Software used (if applicable) <i>Please note: we are asking here about software used to block certain web sites from displaying, not anti-virus or anti-spyware programs.</i>	
6.5	Internet Service Provider	
6.6	Type of Primary Internet Connection.	
6.7	Wireless Internet access available for patrons?	
<p>Report the number of wireless sessions provided by the library wireless service annually. <i>If a count is not available by using methods like hardware logging or network scanning, enter NA.</i> 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.</p> <p>NOTE: If an annual count of wireless sessions is unavailable, count wireless sessions during a typical week or weeks <i>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.)</i> 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.</p>		
6.8	Number of Wireless Internet sessions/logins provided by the library annually. <i>NOTE: If you do not collect these data with hardware logs, network scanning, or other software, enter NA.</i>	
6.9	Regarding the number of Wireless Internet sessions/logins, is this an annual <i>count</i> or an annual <i>estimate</i> based on a typical week or weeks?	
6.10	Maximum download speed of main Internet Connection	
6.11	Do your <i>public access computers</i> run or have reboot/restore software installed (examples include Deep Freeze, Clean Slate, Reboot Restore Rx (formerly Drive Vaccine), and Data443 Ransomware Recovery Manager (RRM) (formerly Centurion NetShield)?	
6.12	If yes, what reboot/restore software is installed on those public access computers?	
6.13	Report your actual internet download speed (Mbps) with a wired internet connection in the library (hardwired PC) from this link: https://speed.measurementlab.net/#/	
6.14	Report your actual internet download speed with a mobile or wireless device (e.g. phone, laptop) using the library Wi-Fi, from this link: https://speed.measurementlab.net/#/	
6.15	Does your library have a makerspace?	
<p>Virtual Library Visits: Unique visitors is the number of inferred individual people as determined by IP address (filtered for spiders and robots), within a designated reporting timeframe (<i>each day</i>), with activity consisting of one or more visits to a site. Each individual is counted only once in the unique visitor measure for the reporting period, in this case, <i>each day</i>. The number of annual virtual visits can be calculated by summing the number of unique visitors each day for a one month time period. You may also report an annual figure based on 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).</p> <p>NOTE: If your library has a website hosted by NLC, this number will be prefilled.</p>		

6.16	Total annual number of virtual visitors to library's website (if this number is not available, enter 0)	
6.17	<p>Does your library make available the following technologies for use by patrons? Yes / No</p> <ul style="list-style-type: none"> • 3D printer(s) • 3D scanner(s) • Laser cutter(s) • Vinyl cutter(s) • CNC router(s) • Sewing or embroidery machine(s) • Laptop(s) • Tablet computer(s) (e.g., iPad, Kindle, Nook) • Early learning technology(ies) (e.g., AWE or tablet computers dedicated to pre-K) • Digital media production lab (e.g., creating videos, digital music, editing, etc.) • Recreational gaming console(s) (e.g., Xbox, PlayStation, etc.) • Robotics • Electronics (e.g., LittleBits, SparkFun, Arduino, Makey Makey Kits, etc.) • Augmented or virtual reality equipment/headsets • Code Camp services (e.g. Prenda, CodaKid) • Video game design/development (Unity, GameMaker, BuildBox) • 3d modeling software (e.g. Autodesk Maya, Blender, TinkerCad) • Other 	
6.18	<p>If yes, does your library offer technology training on these topics? (Include training that library partners provide/offer as well as those offered by library staff). Yes – Formal training or programs/ Yes – Informal or one on one training / No</p> <ul style="list-style-type: none"> • 3D printer(s) • 3D scanner(s) • Laser cutter(s) • Vinyl cutter(s) • CNC router(s) • Sewing or embroidery machine(s) • Laptop(s) • Tablet computer(s) (e.g., iPad, Kindle, Nook) • Early learning technology(ies) (e.g., AWE or tablet computers dedicated to pre-K) • Digital media production lab (e.g., creating videos, digital music, editing, etc.) • Recreational gaming console(s) (e.g., Xbox, PlayStation, etc.) • Robotics • Electronics (e.g., LittleBits, SparkFun, Arduino, Makey Makey Kits, etc.) • Augmented or virtual reality equipment/headsets • Code Camp services (e.g. Prenda, CodaKid) • Video game design/development (Unity, GameMaker, BuildBox) • 3d modeling software (e.g. Autodesk Maya, Blender, TinkerCad) • Other 	
6.19	Does your library offer digital literacy training or assistance on the following topics? (include training that library partners provide/offer as well as those offered by library staff)	

	<ul style="list-style-type: none"> • Online Security (e.g. password security, virus protection, phishing, other threats to digital safety) • Online Communication (e.g. email best practices, social media use, creating positive online identity) • Buying Things Online (e.g. secure payment options, finding trusted websites, identity theft support) • Online Etiquette (e.g. cyberbullying, forum and social media behavior, empathy in texting) • Digital Law (e.g. copyright, intellectual freedom, proper vs improper use of online materials) • Digital Health & Wellness (e.g. screen time balance, ergonomic computer stations, communication breakdowns) • Online Privacy (e.g. who tracks data online, data brokers, reading privacy policies, changing privacy settings) 	
6.20	Does your library have a hotspot lending program where hotspots can be borrowed from the library?	
6.21	If yes, how many hotspots does your library currently lend?	

7.0 Staffing

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 equivalents (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. If you work 25 hours each week, your FTE would be $25 \div 40 = .625$.

7.1	Total number of paid librarians	
7.2	Total number of all paid librarian hours worked per week	
7.3	Total paid librarians – FTE ($7.2 \div 40$)	
7.4	How many of the paid librarians from number 7.1 have an ALA accredited MLS degree?	
7.5	Total number of all paid ALA-MLS librarian hours worked per week	
7.6	Total paid ALA-MLS librarians – FTE ($7.5 \div 40$)	
7.7	Total number of all other non-librarian paid staff (not counted in 7.1)	
7.8	Total number of hours worked per week of other non-librarian paid staff	
7.9	All Other Paid Staff in Full-Time Equivalents ($7.8 \div 40$)	
7.10	Total paid employees in Full-Time Equivalents ($7.3 + 7.9$)	
Please provide the following information about the director position for your library:		
7.11	Job Title	
7.12	Hourly Wage	
Volunteer Information		
7.13	Total number of volunteers	
7.14	Estimate the number of total volunteer hours per week	

8.0 Narrative Section

8.1	The Nebraska 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. Thanks! <i>(Please note, there is a 4000 character limit)</i>
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9.0 Certification

I hereby certify that the information in this report is accurate and complete to the best of my knowledge		
9.1	Name of Director or other authorized individual	
9.2	Title	
9.3	Date	