

2023-2024 Nebraska Public Libraries Survey

Survey Submission Deadline: February 14th, 2025

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	Regional Library System	
1.9	Local Population (2023 Official Census Estimate)	
1.10	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 (if contributes funds for the library)	
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	NLC Youth Grant	
3.14	Other State Government Revenue	
3.15	Total State Government Revenue (3.11 + 3.12 + 3.13 + 3.14):	

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.

3.16	Federal Library Improvement Grant	
3.17	Other Federal grant source – Enter the description of where funds came from	
3.18	Other Federal grant amount – enter the dollar amount of the grant	
	Remove Group Add Group	
3.19	Total Federal Government Revenue (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 + 3.15 + 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	
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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 Physical 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)	
3.55b	Electronic access (ISP fees)	
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. 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):	

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.

4.5	Number of audio physical units held at end of previous fiscal year	
4.6	Number of audio physical units added during year (+)	
4.7	Number of audio physical units withdrawn during year (-)	
4.8	Audio physical units held at end of current year (4.5 + 4.6 - 4.7):	

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.

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4.11	Number of video physical units withdrawn during year (-)	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

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.

4.13	Number of print serials subscriptions held at end of previous fiscal year	
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4.14	Number of print serials subscriptions added during year (+)	
4.15	Number of print serials subscriptions withdrawn during year (-)	
4.16	Print Serial Subscriptions held at end of current year (4.13 + 4.14 - 4.15):	

Other Materials: These are materials in a fixed, physical format available for use outside the library. These can include a variety of item types, such as wi-fi hotspots, sewing machines, laptops, cake pans, tools, etc.

4.17	Description of Other Materials	
4.18	Number of other materials held at end of previous fiscal year	
4.19	Number of other materials added during year (+)	
4.20	Number of other materials withdrawn during year (-)	
4.21	Other Materials held at end of current year (4.18 + 4.19 - 4.20):	

Total Collection:

4.22	Total physical materials held at end of previous fiscal year (4.1 + 4.5 + 4.9 + 4.18)	
4.23	Total physical materials added during year (4.2 + 4.6 + 4.10 + 4.19)	
4.24	Total physical materials withdrawn during year (4.3 + 4.7 + 4.11+ 4.20)	
4.25	Total physical materials held at end of current year (4.4 + 4.8 + 4.12 + 4.21)	

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

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

E-Materials: For the following questions, answer Yes or No to the questions about whether the library offers electronic material formats, and if so, whether they are acquired directly by the library, via consortium, and/or provided by the state library administrative agency (Nebraska Library Commission). Mark all that apply.

E-Books: E-books are the digital equivalent of printed books that may be accessed online from an electronic device. E-books also include E-comics. Do not report resources available for free and in the public domain.

4.28	Did the library provide access to eBooks purchased solely by the library? <i>NOTE: Enter No if your library only provides access to eBooks via the OverDrive consortium.</i>	
4.29	Did the library provide access to eBooks purchased via a consortium, cooperative, or other similar group at the local, regional, or state level? <i>NOTE: If you are a member of the Nebraska OverDrive or another consortium, enter Yes.</i>	
4.30	Did the library provide access to eBooks provided by the Nebraska Library Commission or another state agency at no or minimal cost to the library? <i>NOTE: This question is prefilled with No.</i>	

E-Serials: E-serials are periodic digital publications equivalent to printed newspapers, magazines, and similar media that are viewed as entire issues rather than single articles returned from a research inquiry. Do not report resources available for free and in the public domain.

4.31	Did the library provide access to e-Serials purchased solely by the library?	
4.32	Did the library provide access to e-serials purchased via a consortium, cooperative, or other similar group at the local, regional, or state level?	
4.33	Did the library provide access to e-serials provided by the Nebraska Library Commission or another state agency at no or minimal cost to the library? NOTE: This question is prefilled with Yes for libraries that are members of the Nebraska OverDrive consortium.	

Electronic Audio: E-audio are digital files of sound only (e.g. Audiobooks, music) that may be accessed online from an electronic device. Do not report resources available for free and in the public domain.

4.34	Did the library provide access to e-audio purchased solely by the library? NOTE: Enter No if your library only provides access to e-audio via the OverDrive consortium.	
4.35	Did the library provide access to e-audio purchased via a consortium, cooperative, or other similar group at the local, regional, or state level? NOTE: If you are a member of the Nebraska OverDrive or another consortium, enter Yes.	
4.36	Did the library provide access to e-audio provided by the Nebraska Library Commission or another state agency at no or minimal cost to the library? NOTE: This question is prefilled with No.	

Electronic Video: E-videos are digital files of moving visual images with or without sound (e.g. movies, television shows) that may be accessed online from an electronic device. Do not report resources available for free and in the public domain.

4.37	Did the library provide access to e-video purchased solely by the library?	
4.38	Did the library provide access to e-video purchased via a consortium, cooperative, or other similar group at the local, regional, or state level?	
4.39	Did the library provide access to e-video provided by the Nebraska Library Commission or another state agency at no or minimal cost to the library? NOTE: This question is prefilled with No.	

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?	
Physical Item Circulation:		
5.8	Circulation of Adult books, audio physical units, and video physical units (exclude downloadable and "other" materials)	
5.9	Circulation of Children's books, audio physical units, and video physical units (exclude downloadable and "other" materials)	

5.10	Total Annual Circulation of Other Physical Items	
5.11	Total Physical Item Circulation (5.8 + 5.9 + 5.10)	
E-Material Circulation: – NOTE: These prefilled numbers are for <i>OverDrive circulations only</i> . If you have another vendor, you will need to add those circulations to the prefilled number.		
5.12	Circulation of Adult eBooks	
5.13	Circulation of Children’s eBooks	
5.14	Total eBook Circulation (5.12 + 5.13)	
5.15	Circulation of Adult E-Serials	
5.16	Circulation of Children’s E-Serials	
5.17	Total E-Serial Circulation (5.15 + 5.16)	
5.18	Circulation of Adult Audiobooks (E-Audio)	
5.19	Circulation of Children’s Audiobooks (E-Audio)	
5.20	Total E-Audio Circulation (5.18 + 5.19)	
5.21	Circulation of Adult E-Video	
5.22	Circulation of Children’s E-Video	
5.23	Total E-Video Circulation (5.21 + 5.22)	
5.24	Total Electronic Circulation (5.14 + 5.17 + 5.20 + 5.23)	
5.25	Total Adult Circulation (5.8 + 5.12 + 5.15 + 5.18 + 5.21)	
5.26	Total Children’s Circulation (5.9 + 5.13 + 5.16 + 5.19 + 5.22)	
5.27	Total Circulation (5.10 + 5.25 + 5.26)	
Research Databases: Research databases are organized collections of electronic data or records (e.g. facts, abstracts, articles, bibliographic data, texts, photographs) that can be searched to retrieve information. Do not consider resources available for free when answering the following questions.		
5.28	Did the library provide access to research databases purchased solely by the library?	
5.29	Did the library provide access to research databases purchased via a consortium, cooperative, or similar group at the local, regional, or state level?	
5.30	Did the library provide access to research databases purchased by the state library (NLC) or another entity at no or minimal cost to the library? NOTE: This is prefilled with Yes, for NebraskaAccess.	Yes
Online Learning Platforms: Online learning platforms primarily provide instruction, tools, and resources to enhance education, lifelong learning, and skill building. Platforms may offer homework assistance, language learning, test preparation, professional development, resume assistance, hobby instruction, etc. Do not consider resources for free when answering these questions.		
5.31	Did the library provide access to online learning platforms purchased solely by the library?	
5.32	Did the library provide access to online learning platforms purchased via a consortium, cooperative, or other similar group at the local, regional, or state level?	
5.33	Did the library provide access to online learning platforms purchased by the state library (NLC) or	No

	another entity at no or minimal cost to the library? NOTE: This is prefilled with No.	
5.34	Total library materials loaned to other libraries	
5.35	Total library materials borrowed from other libraries	
5.36	Number of NebrasKard registrations issued in this fiscal year	
5.37	If your library is an OverDrive Advantage member, do you share titles through the Advantage Plus option?	
5.38	If yes, Report the number of uses of those Advantage Plus titles by patrons of other libraries during the reporting period (your fiscal year).	
Programs (Do not include recordings of programs, only live or virtual events)		
5.39	Number of Programs (live, virtual, onsite, and offsite) Targeted to Age 0-5	
5.40	Number of Programs (live, virtual, onsite, and offsite) Targeted to Age 6-11	
5.41	Number of Children's Programs (5.39 + 5.40)	
5.42	Number of Programs (live, virtual, onsite, and offsite) Targeted to Age 12-18	
5.43	Number of Programs (live, virtual, onsite, and offsite) Targeted to Age 19+	
5.44	Number of General Interest Programs (live, virtual, onsite, and offsite)	
5.45	Total Programs by age category (5.39 + 5.40 + 5.42 + 5.43 + 5.44)	
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).		
5.46	Of the Total Programs, how many were held onsite?	
5.47	Of the Total Programs, how many were held offsite?	
5.48	Of the Total Programs, how many were live, virtual programs?	
5.49	Total Programs by where held (5.46 + 5.47 + 5.48)	
Program Attendance (Do not include views of program recordings, only live attendance)		
5.50	Program Attendance at Programs Targeted to Age 0-5	
5.51	Program Attendance at Programs Targeted to Age 6-11	
5.52	Total Program Attendance, Age 0-11	
5.53	Program Attendance at Programs Targeted to Age 12-18	
5.54	Program Attendance at Programs Targeted to Age 19+	
5.55	Program Attendance at Programs Targeted to General Interest	
5.56	Total Program Attendance by age category (5.50 + 5.51 + 5.53 + 5.54 + 5.55)	
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).		

5.57	Of the Total Program Attendance, how many <i>onsite</i> attendees were there?	
5.58	Of the Total Program Attendance, how many <i>offsite</i> attendees were there?	
5.59	Of the Total Program Attendance, how many <i>virtual</i> attendees were there?	
5.60	Total Program Attendance by where attended (5.57 + 5.58 + 5.59)	
Recorded Program Presentations		
5.61	Number of Recorded Program Presentations Offered	
5.62	Number of Views of Recorded Program Presentations Within 30 Days After the Presentation Was Posted	
5.63	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		
5.64	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		
5.65	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		
5.66	Enter the number of adult/general interest self-directed activities for which the primary audience is adult or not specific to one age group.	
<p>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.</p>		
5.67	Did the library have a summer reading program for children?	
5.68	If yes, how many children participated in the program?	
5.69	Did the library have a summer reading program for young adults?	
5.70	If yes, how many young adults participated in the program?	
5.71	Did the library have a summer reading program for adults?	

5.72	If yes, how many adults participated in the program?	
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Overdue Fines:

5.73	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:	
5.74	If you charge fines by material type, please indicate all the items below that you charge overdue fines for:	
5.75	If you charge fines by borrower category, please indicate all the groups that you charge for:	

Meeting Room Use:

5.76	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.	
5.77	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.	
5.78	If yes, does the library charge a fee for the use of the room(s)?	

“Outside” Circulation:

5.79	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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Automatic Renewals

5.80	Did your library offer automatic renewal for any physical materials during the reporting period? NOTE: Patrons do not have to take any action for automatic renewals. The Integrated Library System (ILS) rules determine how/when automatic renewals occur.	
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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?	
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.

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.

6.8	Number of Wireless Internet sessions/logins provided by the library annually. NOTE: If you do not collect these data with hardware logs, network scanning, or other software, enter NA.	
6.9	Regarding the number of Wireless Internet sessions/logins, is this an annual count or an annual estimate based on a typical week or weeks?	
6.10	Maximum download speed of main Internet Connection	
6.11	Do your public access computers 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 (each day), 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, each day. 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	<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) 	

	<ul style="list-style-type: none"> • 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 	
6.17	<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 	
6.18	<p>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)</p> <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) 	

	<ul style="list-style-type: none"> • Online Privacy (e.g. who tracks data online, data brokers, reading privacy policies, changing privacy settings) 	
6.19	Does your library have a hotspot lending program where hotspots can be borrowed from the library?	
6.20	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	