

**2019-2020 Nebraska Public Libraries Survey**  
**Survey Submission Deadline: February 12th, 2021**

**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 (2019 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 2.18-2.21 and 2.24-2.30 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 <b>per year</b> 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. <b>Do not</b> 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	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	
2.27	Administrative Structure Code	
2.28	Geographic Code	
2.29	FSCS Public Library Definition	
2.30	Interlibrary Relationship Code	
2.31	Legal Service Area Boundary Change	
2.32	Number of Central Libraries	
<b>Remove Group                      Add Group (2.10 to 2.32) for each branch or bookmobile</b>		
2.33	Public Service Hours Per Year (sum of all outlets - 2.22)	
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.	
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### 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 <b>Townships</b> 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	
<b>Remove Group                      Add Group</b>		
Please list all <b>Counties</b> that contribute funds to your library's operation		
3.6	County Name (if contributes funds for the library)	
3.7	County Revenue Amount	
<b>Remove Group                      Add Group</b>		
3.8	Other Local Government Revenue - Description	
3.9	Other Local Government Revenue - Amount	
<b>Remove Group                      Add Group</b>		
3.10	<b>Total Local Government Revenue (3.3 + 3.5 + 3.7 + 3.9):</b>	

**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 Youth grant	
3.13	NLC Continuing Education/Training Grant	
3.14	Other State Government Revenue	
3.15	<b>Total State Government Revenue (3.11 + 3.12 + 3.13 + 3.14):</b>	

**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 (include Cares Act Grants here)	
3.18	Other Federal grant amount	
<b>Remove Group                      Add Group</b>		
3.19	<b>Total Federal Government Revenue (3.16 + 3.18):</b>	

**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)	
3.23	Other Amount	
	<b>Remove Group</b>	<b>Add Group</b>
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	
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 <b>library director</b>		
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, CD's, and DVD's)	
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 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 (i.e., 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):	

**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)	
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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)	

**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 <b>count</b> or an annual <b>estimate</b> 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 <b>count</b> or an annual <b>estimate</b> based on a typical week or weeks?	
5.6	Annual Uses of Public Internet Computers	
5.7	Circulation of Adult Materials (excluding downloadable materials)	
5.8	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.	
5.9	Total Annual Circulation of Adult Materials (5.7 + 5.8)	
5.10	Circulation of Children’s Materials (excluding downloadable materials)	
5.11	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.	
5.12	Total Annual Circulation of Children’s Materials (5.10 + 5.11)	
5.13	Total Physical Item Circulation (5.7 + 5.10)	
5.14	Use of Electronic Materials (5.8 + 5.11)	
5.15	Total Circulation of library materials (5.13 + 5.14)	

**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

<p>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.</p> <p>Report the number of electronic collections acquired through curation, payment or formal agreement, by source of access.</p>		
5.16	Number of licensed electronic collections/databases funded locally or through other cooperative agreements	
<p><b>Description and Use of Locally Funded Electronic Collections/Databases: Description and Use of Electronic Collections:</b> We would like to know which electronic collections/databases the library provides (not including <i>NebraskAccess</i>), and the number of annual uses. This is a two part question: You first add a description of ALL electronic collections in number 5.17 (e.g. Zinio, Freegal, Mango Languages, etc.), and then report the TOTAL number of annual uses for ALL databases in number 5.16 5.18. 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 5.17 (separate by a comma), and the TOTAL number of uses in 5.18.</p>		
5.17	Name or description of each locally funded electronic collection/database	
5.18	Successful retrieval of electronic information ( <b>Total</b> annual uses of locally funded electronic collections)	
5.19	Number of licensed electronic collections/databases funded by the Nebraska Library Commission	25
5.20	Total Licensed Databases (5.16+ 5.19)	
5.21	Electronic content use (5.14 + 5.18)	
5.22	Total collection use (5.13 + 5.21)	
5.23	Total library materials loaned to other libraries	
5.24	Total library materials borrowed from other libraries	
5.25	Number of NebraskKard registrations issued in this fiscal year	
<p><b>Children's Programs:</b> A children's program is any planned event for which the primary audience is children and which introduces the group of children attending to any of the broad range of library services or activities for children or which directly provides information to participants. Children's programs may cover use of the library, library services, or library tours. Children's programs may also provide cultural, recreational, or educational information, often designed to meet a specific social need. Examples of these types of programs include story hours and summer reading events.</p> <p>Count all children's programs, whether held on or offsite, that are sponsored or co-sponsored by the library. Do not include children's programs sponsored by other groups that use library facilities. If children's programs are offered as a series, count each program in the series. For example, a story hour offered once a week, 48 weeks a year, should be counted as 48 programs. Exclude library activities for children delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, homework assistance, and mentoring activities.</p> <p>Note: The National Center for Education Statistics (NCES): Children and Young Adults Defined (<i>Services and Resources for Children and Young Adults in Public Libraries</i> [August 1995, NCES 95357]) defines children as persons age 11 years and under.</p>		
5.26	Number of Children's Programs	
5.27	Average attendance at Children's programs	
5.28	TOTAL Children's Program Attendance (5.26 x 5.27):	
<p><b>Early Literacy Programs for Children</b></p>		
5.29	Do any of the children's programs reported above focus on early learning and literacy for children from the ages of birth to 5 (Pre-K)?	
5.30	Number of early learning and literacy Pre-K programs	
5.31	Average attendance at early learning and literacy Pre-K programs	
5.32	TOTAL Early Literacy Program Attendance (5.30 x 5.31)	

**Young Adult Programs:** A young adult program is any planned event for which the primary audience is young adult and which introduces the group of young adults attending to any of the broad range of library services or activities for young adults or which directly provides information to participants. Young adult programs may cover use of the library, library services, or library tours. Young adult programs may also provide cultural, recreational, or educational information, often designed to meet a specific social need. Examples of these types of programs include book clubs and summer reading events.

Count all young adult programs, whether held on- or off-site, that are sponsored or co-sponsored by the library. Do not include young adult programs sponsored by other groups that use library facilities. If young adult programs are offered as a series, count each program in the series. For example, a book club offered every two weeks, 24 weeks a year, should be counted as 24 programs. Exclude library activities for young adults delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, homework assistance, and mentoring activities.

Note: Young Adult age is defined as 12 through 18 years and includes 18 year olds.

5.33	Number of Young Adult Programs	
5.34	Average attendance at Young Adult programs	
5.35	TOTAL Young Adult Program Attendance (5.33 x 5.34):	
<b>Adult Programs</b>		
5.36	Number of Adult Programs	
5.37	Average Attendance at Adult programs	
5.38	TOTAL Adult Program Attendance (5.36 x 5.37):	
5.39	TOTAL Number of Library Programs (5.26 + 5.33 + 5.36)	
5.40	TOTAL Attendance at All Library Programs (5.28 + 5.35 + 5.38):	
<b>Summer Reading Programs:</b> Please include the attendance at summer reading programs in the general program attendance counts above, as well as the summer reading program counts below.		
5.41	Did the library have a summer reading program for children?	
5.42	If yes, how many children participated in the program?	
5.43	Did the library have a summer reading program for young adults?	
5.44	If yes, how many young adults participated in the program?	
5.45	Did the library have a summer reading program for adults?	
5.46	If yes, how many adults participated in the program?	
<b>Public Services During COVID-19:</b> Answer Yes or No to the following questions about library services provided during COVID-19 library closures or modified schedules.		
5.47	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?	
5.48	Did the library add or increase access to electronic collection materials due to the Coronavirus (COVID-19) pandemic?	
5.49	BEFORE the COVID-19 pandemic: Did the library allow users to complete registration for library cards online without having to come to the library?	
5.50	DURING the COVID-19 pandemic: Did the library allow users to complete registration for library cards online without having to come to the library?	

5.51	Did the library provide reference service via the Internet or telephone when the building was physically closed to the public during the Coronavirus (COVID-19) pandemic? (include e-mail, text, and chat)	
5.52	Did the library provide 'outside' service for circulation of physical materials at one or more outlets during the Coronavirus (COVID-19) pandemic?	
5.53	Did the library provide live, virtual programs via the Internet during the Coronavirus (COVID-19) pandemic?	
5.54	Did the library create and provide recordings of program content via the Internet during the Coronavirus (COVID-19) pandemic?	
5.55	BEFORE the COVID-19 pandemic:  Did the library provide Wi-Fi Internet access to users outside the building at one or more outlets?	
5.56	DURING the COVID-19 pandemic:  Did the library intentionally provide Wi-Fi Internet access to users outside the building at one or more outlets?	
5.57	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?	
5.58	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?	

## 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, <b>not</b> 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?	
6.8	Number of Wireless Internet sessions/logins provided by the library annually.	
6.9	Maximum download speed of main Internet Connection	
6.10	Does your library have a makerspace?	

**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).

NOTE: If your library has a website hosted by NLC, this number will be prefilled.

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

6.14	<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"> <li>• <b>Online Security</b> (e.g. password security, virus protection, phishing, other threats to digital safety)</li> <li>• <b>Online Communication</b> (e.g. email best practices, social media use, creating positive online identity)</li> <li>• <b>Buying Things Online</b> (e.g. secure payment options, finding trusted websites, identity theft support)</li> <li>• <b>Online Etiquette</b> (e.g. cyberbullying, forum and social media behavior, empathy in texting)</li> <li>• <b>Digital Law</b> (e.g. copyright, intellectual freedom, proper vs improper use of online materials)</li> <li>• <b>Digital Health &amp; Wellness</b> (e.g. screen time balance, ergonomic computer stations, communication breakdowns)</li> <li>• <b>Online Privacy</b> (e.g. who tracks data online, data brokers, reading privacy policies, changing privacy settings)</li> </ul>	
6.15	Have you applied for E-rate in the past?	
6.16	If you have <b>never</b> applied for E-rate, what are the barriers to or reasons why you have not applied? If you <b>have applied for</b> E-rate in the past, describe positive and negative aspects of the process.	

## 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 Equivalent (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 <b>hours worked per week</b>	
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 <b>hours worked per week</b>	
7.6	Total paid ALA-MLS librarians – FTE ( $7.5 \div 40$ )	
7.7	Total number of all other <b>non-librarian</b> paid staff (not counted in 7.1)	
7.8	Total number of <b>hours worked per week</b> of other <b>non-librarian</b> 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 ( $7.3 + 7.9$ )	
<b>Please provide the following information about the director position for your library:</b>		
7.11	Job Title	
7.12	Hourly Wage	
<b>Volunteer Information</b>		
7.13	Total number of volunteers	

7.14	Estimate the number of total volunteer hours per week	
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## 8.0 Narrative Section

8.1	<p>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></p>
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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	