NEVADA INSTRUCTIONS AND DATA ELEMENT DEFINITIONS - 2018

SURVEY DATES #0.1-0.2

0.1 REPORT PERIOD START DATE:

0.2 REPORT PERIOD END DATE:

IDENTIFICATION #1.1-1.15

1.1 LIB ID:

1.2 LIBRARY NAME: The legal name of the reporting library. Do not use acronyms. Do not abbreviate the name unless it exceeds 60 characters in length.

1.3 STREET ADDRESS: The physical street address of the reporting library.

1.4 MAILING ADDRESS: The mailing address of the reporting library.

1.5 CITY:

1.6 ZIP CODE (MAILING ADDRESS):

1.8 TELEPHONE NUMBER: Enter the 10-digit telephone number without spaces or punctuation.

Answer questions 1.10-1.13 only if someone other than the Director is completing the survey.

1.10 PERSON COMPLETING SURVEY: The name of the person to contact with questions on the report.

1.11 EMAIL ADDRESS OF PERSON COMPLETING SURVEY:

1.12 TELEPHONE NUMBER OF PERSON COMPLETING SURVEY:

1.13 EXTENSION NUMBER: Extension number, if any, of person completing survey.

1.14 DIRECTOR’S NAME:

1.15 DIRECTOR’S EMAIL ADDRESS:

GENERAL INFORMATION #2.1-2.7

Report figures as of the last day of your fiscal year, June 30, 2018. Review and/or update branch profiles in Section 15-Outlet Data.

2.1 POPULATION OF LEGAL SERVICE AREA: The number of people in the geographic area for which a public library has been established to offer services and from which (or on
behalf of which) the library derives income. THIS FIGURE WILL BE PROVIDED BY NSLAPR, from the State Demographer.

2.2 NUMBER OF REGISTERED USERS: A registered user is a library user who has applied for and received an identification number or card from the public library that has established conditions under which the user may borrow library materials or gain access to other library resources.

2.3 DATE OF LAST PATRON RECORD PURGE: Files should have been purged within the past three (3) years.

2.4 NUMBER OF CENTRAL LIBRARIES: Enter the number of Central Libraries, either "1" or "0." A Central Library is the single unit library or the unit where the principal collections are kept and handled, also called a Main Library. Some library systems may not have a Central Library. Where there are several co-equal outlets and no principal collection, report all as branches. Service units that are NOT OPEN TO THE PUBLIC are NOT to be reported as public service outlets.

2.5 NUMBER OF BRANCH LIBRARIES: Branch libraries are auxiliary units which have ALL of the following: (1) separate quarters, (2) an organized collection of library materials, (3) permanent paid staff, and (4) regularly scheduled hours for being open to the public.

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

2.7 NUMBER OF OTHER OUTLETS: Other outlets might include deposit collections in locations such as nursing homes, state honor camps, county jails and senior centers or other service outlets not meeting all the criteria to be considered a branch.

PAID STAFF (FULL-TIME EQUIVALENT) #3.1-3.6

Report all paid positions as of June 30, 2018. Include unfilled but budgeted positions. Report all responses as Full-Time Equivalents (FTE). Calculate FTE based on 40 hours per week. To compute full-time equivalents (FTE) of employees in any category, divide the number of hours worked per week by all employees in that category by 40.

Examples: 60 hours per week of part-time work by employees in a staff category divided by the 40-hour measure equals 1.50 FTE (60/40=1.50 FTE). If a schedule varies widely, use total annual hours worked divided by 2080 to calculate FTE.

Report only staff paid from the library budget. Do not report volunteers, other non-paid staff, staff paid by other agencies, or temporary personnel. Do report plant operations, security, or maintenance staff if paid from the library budget.

LIBRARIANS: Persons reported under this category do paid work that usually requires professional training and skill in the theoretical or scientific aspect of library work, or both, as distinct from its mechanical or clerical aspect.
3.1 Librarians with master’s degrees from programs accredited by ALA.
3.2 Certified librarians: staff who have completed the State of Nevada certification program.
3.3 Other employees holding the title of librarian.
3.5 Other paid staff (FTE): All other paid staff including library assistants, library clerks, library pages, operations, security, maintenance, and any other paid staff not reported elsewhere.

VOLUNTEER SERVICES TO THE LIBRARY #3.7-3.8

3.7 Report the total number of individuals who volunteered their services to the library during the year, even if they only worked a brief period of time. Exclude volunteers for other organizations’ projects. Exclude Board members performing work for the Board.

3.8 Report the combined number of hours that all volunteers worked during the year.

LIBRARY COLLECTION #4.1-4.11

Report holdings as of June 30, 2018. Under this category report only the items the library has acquired as part of the collection, whether purchased, leased, licensed, or donated as gifts.

It does not cover all materials (i.e., microforms, loose sheet music, maps, and pictures) for which expenditures are reported under Print Materials Expenditures, Electronic Materials Expenditures, and Other Material Expenditures (data elements #353, #354, and #355). Under this category report only items the library has acquired as part of the collection and catalogued, whether purchased, lease, licensed, or donated as gifts that have been purchased, leased or licensed by the library, a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available without monetary exchange. Do not include items that are permanently retained by the patron; count only items that have a set circulation period where it is available for their use. Count electronic materials at the administrative entity level; do not duplicate numbers at each branch.

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

4.2 ELECTRONIC BOOKS (E-Books): E-books are digital documents (including those digitized by the library), licensed or not, where searchable text is prevalent, and which can be seen in analogy to a printed book (monograph). E-books are 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 electronic units, including duplicates, at the administrative entity level; do not duplicate unit count for each branch. E-books packaged together as a unit (e.g., multiple titles on a single e-book reader) and checked out as a unit are counted as one unit.

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

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

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

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

4.3 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.

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

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

NOTE: For purposes of this survey, units are defined as “units of acquisition or purchase”. The “unit” is determined by considering whether the item is restricted to a finite number of simultaneous users or an unlimited number of simultaneous users.
Finite simultaneous use: units of acquisition or purchase is based on the number of simultaneous usages acquired (equivalent to purchasing multiple copies of a single title). For example, if a library acquires a title with rights to a single user at a time, then that item is counted as 1 “unit”; if the library acquires rights to a single title for 10 simultaneous users, then that item is counted as 10 “units.” For smaller libraries, if volume data are not available, the number of titles may be counted.

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

4.5 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 DVDs for one movie) and checked out as a unit are counted as one physical unit.

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

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

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

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

Unlimited simultaneous use: units of acquisition or purchase is based on the number of titles acquired. For example, if a library acquires a collection of 100 books with unlimited simultaneous users, then that collection would be counted as 100 “units.”
**LICENSED DATABASES:** Report the number of licensed databases (including locally mounted or remote, full-text or not) for which temporary or permanent access rights have been acquired through payment by the library (directly or through a cooperative agreement within the state or region), or acquired by formal agreement with the State Library. A database 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 manipulation of the data.

Note: The data or records are usually collected with a particular intent and relate to a defined topic. A database may be issued on CD-ROM, diskette, or other direct access method, or as a computer file accessed via dial-up methods or via the Internet. Each database is counted individually even if access to several databases is supported through the same vendor interface.

**4.7 VIA LOCAL/OTHER COOPERATIVE AGREEMENTS:**

**4.8 VIA STATE (STATE GOVERNMENT OR STATE LIBRARY):** The number of databases received by formal agreement with the State Library has been prefilled.

**4.9 TOTAL NUMBER OF DATABASES (4.7 + 4.8):** Report the number of electronic collections.

An electronic collection is a collection of electronically stored data or unit records (facts, bibliographic data, abstracts, texts, photographs, music, video, etc.) 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 State Library. 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 in the library.

Note: The data or records are usually collected with a particular intent and relate to a defined topic.

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

- Local/Other cooperative agreements
- State (state government or state library)Total Electronic Collections.

This is the sum of Local/Other cooperative agreements, and State electronic collections (4.7 + 4.8).

**4.10 OTHER LIBRARY MATERIALS:** Include all materials not already reported. This includes all microfilm, microfiche and other microforms, and scores, maps, and pictures.

**4.11 CURRENT PRINT SERIAL SUBSCRIPTIONS:** Report the number of current print serial subscriptions received, including duplicates, for all outlets. Examples of serials are periodicals
SERVICES #5.1-5.22

5.1 NUMBER OF PUBLIC SERVICE HOURS PER YEAR: This value is the sum of the public service hours of all of the outlets. (Automatically calculated)

For questions 5.2-5.3, report actual yearly values if available or obtain a count for a typical week and multiply by the number of weeks per year the library was open. A typical week is a time that is neither unusually busy nor unusually slow. Avoid holiday times, vacation periods for key staff, days when unusual events are taking place in the community, or in the library. Choose a week in which the library is open during its regular hours. Include seven consecutive calendar days, from Sunday through Saturday, or whenever the library is usually open.

5.2 TOTAL REFERENCE TRANSACTIONS: Reference Transactions are information consultations in which library staff recommend, interpret, evaluate, and/or use information resources to help others to meet particular information needs. A reference transaction includes information and referral service as well as unscheduled individual instruction and assistance in using information sources (including web sites and computer-assisted instruction). Count Readers Advisory questions as reference transactions. Information sources include (a) printed and non-printed material; (b) machine-readable databases (including computer-assisted instruction); (c) the library's own catalogs and other holdings records; (d) other libraries and institutions through communication or referral; and (e) persons both inside and outside the library. When a staff member uses information gained from previous use of information sources to answer a question, the transaction is reported as a reference transaction even if the source is not consulted again. If a contact includes both reference and directional services, it should be reported as one reference transaction. Duration should not be an element in determining whether a transaction is a reference transaction.

NOTE: It is essential that libraries do not include directional transactions in the report of reference transactions. Directional transactions include giving instruction for locating staff, library users, or physical features within the library. Examples of directional transactions include, “Where is the reference librarian? Where is Susan Smith? Where is the rest room? Where are the 600s? Can you help me make a photocopy?”

If an annual count of reference transactions is unavailable, count reference transactions during a typical week or weeks, and multiply the count to represent an annual estimate. [If the sample is done four times a year, multiply totals by 13, if done twice a year multiply by 26, if done only annually, multiply by 52.] 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.

5.3 TOTAL LIBRARY VISITS: Report the total number of persons entering the library for whatever purpose during the reporting year. If an annual count is unavailable, count visits during a typical week or weeks, and multiply the count to represent an annual estimate. A "typical week" is a time that is neither unusually busy or unusually slow. Avoid holiday times, vacation...
practical 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.

5.4-5.22 LIBRARY PROGRAMS: A program is any planned event which introduces the group attending to any of the broad range of library services or activities or which directly provides information to participants. Programs may cover use of the library, library services, or library tours. Programs may also provide cultural, recreational, or educational information. Examples include film showings, lectures, story hours, literacy classes, and book discussions. Include Summer Reading programs held during the reporting period (July 1, 2017-June 30, 2018).

Count all programs, whether held on- or off-site, that are sponsored or co-sponsored by the library. Do not include programs sponsored by other groups that use library facilities. If programs are offered as a series, count each program in the series. For example, a story hour offered once a week for 8 weeks should be counted as 8 programs. Exclude library activities 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.

5.4 NUMBER OF CHILDREN'S PROGRAMS: Report number of programs for which the primary audience is children (ages 11 and under). Include Summer Reading programs held during the reporting period (July 1, 2017-June 30, 2018).

5.5 NUMBER OF YA PROGRAMS: Report number of programs for which the primary audience is young adults (ages 12 through 18). Include Summer Reading programs held during the reporting period (July 1, 2017-June 30, 2018).

5.6 NUMBER OF ADULT PROGRAMS: Report number of programs for which the primary audience is adults (age 19 and above). Include Summer Reading programs held during the reporting period (July 1, 2017-June 30, 2018).

TOTAL PROGRAM ATTENDANCE: Total count of the audience at all library programs during the reporting period. Do not count attendance at activities delivered on a one-to-one basis. Include attendance at Summer Reading programs held during the reporting period (July 1, 2017-June 30, 2018).

5.8 CHILDREN’S PROGRAM ATTENDANCE: The count of the audience at all programs for which the primary audience is children 11 years and under. Include all audience members (including adults) who attend programs intended primarily for children. Do not count attendance at activities delivered on a one-to-one basis. Include attendance at Summer Reading programs held during the reporting period (July 1, 2017-June 30, 2018).

5.9 YA PROGRAM ATTENDANCE: The count of the audience at all programs for which the primary audience is young adults (12 to 18 years, including 18 year olds.) Include all audience members (including adults) who attend programs intended primarily for young adults. Do not count attendance at activities delivered on a one-to-one basis. Include attendance at Summer Reading programs held during the reporting period (July 1, 2017-June 30, 2018).

5.10 ADULT PROGRAM ATTENDANCE: The count of the audience at all programs for which the primary audience is adults (19 years and over). Include all audience members (including children and young adults) who attend programs intended primarily for adults. Do not
count attendance at activities delivered on a one-to-one basis. Include attendance at Summer Reading programs held during the reporting period (July 1, 2017-June 30, 2018).

5.12-5.23 These questions are for State Library use only and will not be reported to IMLS. They are intended to help collect information about library programs focused on specific strategic initiatives.

ACCESS SERVICES #6.1-6.13

6.1 PHYSICAL ITEM CIRCULATION: The total annual circulation of all physical library materials of all types, including renewals.

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

6.2 CIRCULATION OF CHILDREN’S MATERIALS: Report the total annual circulation of all children’s materials in all formats to all users, including renewals.

6.3 USE OF ELECTRONIC MATERIALS: (CHANGE) Electronic Materials are materials that are distributed digitally online and can be accessed via a computer, the Internet, or a portable device such as an e-book reader. Types of electronic materials include e-books and downloadable electronic video and audio files. Electronic materials packaged together as a unit and checked out as a unit are counted as one use. Include circulation only for items that require a user authentication, and have a limited period of use.

NOTE: Do not include databases.

6.4 LOAN PERIOD OF GENERAL COLLECTION: Report the library’s most commonly applied circulation period for the majority of its collection. Report loan period in number of days.

6.5 TOTAL CIRCULATION OF MATERIALS: (CHANGE) Report the total annual circulation of all library materials, including renewals. A circulation transaction involves lending an item from the library’s collection for use outside the library. Transferring materials between branches under the same administration is not considered a circulation transaction. Do not count the checking in of materials.

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

Include use both inside and outside the library. Do not include use of the OPAC or website. [based on NISO Standard Z39.7 (2013) #7.7, p. 43]

6.6a SUCCESSFUL RETRIEVALS FROM STATEWIDE DATABASES: Retrievals from state databases will be provided by NSLAPR
6.6b SUCCESSFUL RETRIEVALS FROM LOCAL OR LOCAL CONSORTIAL DATABASES: Enter the number of successful retrievals from local or local consortial databases.

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

Include use both inside and outside the library. Do not include use of the OPAC or website. [based on NISO Standard Z39.7 (2013) #7.7, p. 43]

6.6c TOTAL RETRIEVAL OF ELECTRONIC INFORMATION (6.6a + 6.6b)

6.7 ELECTRONIC CONTENT USE (TOTAL OF 6.3 AND 6.6c)

6.8 TOTAL COLLECTION USE (TOTAL OF 6.1, 6.3 AND 6.6c)

INTERLIBRARY LOANS

NOTE: DO NOT COUNT LOANS TO AND FROM LIBRARIES THAT ARE UNDER THE SAME LIBRARY ADMINISTRATION

An interlibrary loan is an item of library material, or a copy of the material, which is made available by one library to another upon request. It includes both lending and borrowing, both in state and out of state.

6.9 INTERLIBRARY LOANS PROVIDED TO OTHER LIBRARIES:

6.10 RECIPROCAL BORROWING—CHECKED OUT DIRECTLY TO OTHER PATRONS:
Items that the reporting library has checked out directly to a borrower outside your agency’s service area. (Reciprocal borrowing) This does not include pre-arranged inter-library loans to walk-in borrowers who are from outside your service area.

6.11 INTERLIBRARY LOANS RECEIVED FROM OTHER LIBRARIES:

6.12 BOOKMOBILE CIRCULATION:

6.13 BOOKMOBILE CUSTOMER VISITS:

ELECTRONIC SERVICES #7.1-7.3

7.1 NUMBER OF INTERNET COMPUTERS USED BY GENERAL PUBLIC: Report the number of the library’s Internet computers (personal computers and laptops), whether purchased, leased, or donated, used by the general public in the library.

7.2 NUMBER OF USES (SESSIONS) OF PUBLIC INTERNET COMPUTERS PER YEAR: Report the number of uses (sessions) for Internet computers in the library during the reporting
year. If the computer is used for multiple purposes (Internet access, word-processing, OPAC, etc.) and Internet uses (sessions) cannot be isolated, report all usage.

A typical week or other reliable estimate may be used to determine the annual number. 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 the library. Choose a week in which the library is open during its regular hours. Include seven consecutive calendar days, from Sunday through Saturday (or whenever the library is usually open).

The number of uses (sessions) may be counted manually, using registration logs. Count each use (session) for public Internet computers, regardless of the amount of time spent on the computer. Sign-up forms or Web-log tracking software also may provide a reliable count of uses (sessions).

7.3 NUMBER OF WIRELESS SESSIONS PER YEAR: Report the number of wireless sessions provided by the library wireless service annually.

The information would come from wireless service providers and/or software. Include use of both public owned and library owned wireless devices. Only report this data if you have been collecting it. If you do not have the data for FY18, report N/A. If you do not provide wireless access for the public, report 0.

7.4 WEBSITE VISITS PER YEAR: Visits represent the annual number of sessions initiated by all users from inside or outside the library to the library website. The library website consists of all webpages under the library’s domain. A website “visit” or “session” occurs when a user connects to the library’s website for any length of time or purpose, regardless of the number of pages or elements viewed. Usage of library social media accounts (e.g., Facebook, Twitter, etc.) should not be reported here.

This is a trial collection year to allow libraries adequate time to begin collecting the new data element. Report N/A if you are unable to report or do not have a website. The data for this year will be collected but will not be published.

OPERATING REVENUE #8.1-8.17

Report revenue used for operating expenditures by source. Operating expenditures are the current and recurrent costs necessary for the provision of library service, such as personnel, library materials, binding, supplies, repair or replacement of existing furnishings and equipment, and costs incurred in the operation and maintenance of the physical facility. Local accounting practice shall determine whether a particular expense is operating or capital, regardless of the examples.

Enter amounts in whole dollars only. Do not include revenue for major capital expenditures, contributions to endowments, or revenue passed through to another agency. Do not include carryover funds. Report only revenue actually received and spent during the reporting year. Do not report revenue budgeted but never received, nor revenue received and not spent.

8.1 LOCAL GOVERNMENT REVENUE: Report all local government funds designated by the community, district, or region, and available for expenditure by the public library. Do not include
here the value of any contributed or in-kind services and the value of any gifts and donations, fines or fees.

8.2 OTHER LOCAL REVENUE: If the library has received other local funds used for operating expenditures, list the sources or type of funds including the granting agency or program name in 8.2b. Include, for example, monetary gifts and donations, interest, or non-governmental grants.

STATE REVENUE

These are funds distributed to public libraries by state government for expenditure by the public libraries, except for federal monies distributed by the state.

8.4 STATE COLLECTION DEVELOPMENT FUNDS: Prefilled by NSLAPR

8.5 CONSOLIDATED TAX DISTRIBUTION:

8.6 STATE BOOKMOBILE GRANT: Prefilled by NSLAPR

8.7 OTHER STATE REVENUE: If the library has received other state funds used for operating expenditures, list the sources or type of funds including the granting agency or program name in 8.7b.

FEDERAL REVENUE

This includes all federal government funds distributed to public libraries for expenditure by the public libraries, including federal money distributed by the state.

8.9 LSTA (LIBRARY SERVICES AND TECHNOLOGY ACT) FUNDS: All funds from the Library Services and Technology Act distributed to public libraries for expenditure by eligible libraries.

8.10 PAYMENT IN LIEU OF TAXES:

8.11 OTHER FEDERAL REVENUE: If the library has received other federal funds used for operating expenditures, list the sources or type of funds including the granting agency or program name in 8.11b.

8.15 OTHER REVENUE: Report other revenue used for operating expenditures not included in the local, state, or federal categories above. List the sources in 8.15b.

CAPITAL REVENUE AND EXPENDITURES #9.1-9.11

Include funds received and used for major capital expenditures such as site acquisition; new buildings, additions to buildings or renovation of library buildings; furnishings, equipment and initial collections for new buildings, additions, or renovations; library automation systems; new vehicles; or other major one-time projects. Exclude funds used for replacement and repair of existing furnishings and equipment; regular purchase of library materials; payments for regular operating costs such as utilities or insurance; income passed through to another agency; or
funds unspent in the previous fiscal year (e.g. carryover.) Local accounting practice shall determine whether a particular expense is operating or capital, regardless of the examples.

9.1 LOCAL GOVERNMENT CAPITAL REVENUE:

9.2 STATE CAPITAL REVENUE:

9.3 FEDERAL CAPITAL REVENUE:

9.4 DEBT SERVICE: The payments of principal and interest by a borrower to a lender are commonly used in reference to mortgage loans and long-term government or industrial bonds. The payments may be monthly, quarterly, semiannually or annually. A specific “loan” could either be Capital or Operating, depending on what the funds are used for. The Library’s local accounting practices should determine whether a specific item is an operating expense or a capital expense. This figure is NOT included in the Total Capital Revenue or Total Expenditures.

The money needed to pay the principal and interest on a loan, usually stated as an amount per year.

The amount that must be paid annually for the use of borrowed money, including interest, required payments of principal, and contributions to sinking funds.

Cash required in a given period, usually one year, for payments of interest and current maturities of PRINCIPAL on outstanding debt. Debt service in mortgage loans includes interest and principal; in corporate bond issues, the annual interest plus annual SINKING FUND payments; in government bonds, the annual payments into the debt service fund.

9.5 OTHER CAPITAL REVENUE:

9.7 LOCAL CAPITAL EXPENDITURES:

9.8 STATE AND FEDERAL CAPITAL EXPENDITURES:

9.9 OTHER CAPITAL EXPENDITURES:

9.10 DEBT SERVICE: The payments of principal and interest by a borrower to a lender are commonly used in reference to mortgage loans and long-term government or industrial bonds. The payments may be monthly, quarterly, semiannually or annually. A specific “loan” could either be Capital or Operating, depending on what the funds are used for. The Library’s local accounting practices should determine whether a specific item is an operating expense or a capital expense. This figure is NOT included in the Total Capital Revenue or Total Expenditures.

The money needed to pay the principal and interest on a loan, usually stated as an amount per year.

The amount that must be paid annually for the use of borrowed money, including interest, required payments of principal, and contributions to sinking funds.

Cash required in a given period, usually one year, for payments of interest and current maturities of PRINCIPAL on outstanding debt. Debt service in mortgage loans includes interest
and principal; in corporate bond issues, the annual interest plus annual SINKING FUND payments; in government bonds, the annual payments into the debt service fund.

OPERATING EXPENDITURES #10.1-13.5

Operating expenditures are the current and recurrent costs necessary to support the provision of 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 may be included if the information is available to the reporting agency. Only such funds that are supported by expenditure documents (such as invoices, contracts, payroll records, etc.) at the point of disbursement should be included. Do not report the value of free items as expenditures. Do not report estimated costs as expenditures. Do not report capital expenditures under this category.

STAFF EXPENDITURES: #10.1-10.12

Include all expenditures for all library personnel.

STAFF SALARIES AND WAGES: This amount should be the salaries and wages for all library staff. Include salaries and wages before deductions, but exclude employee benefits.

10.1 FROM LOCAL FUNDS:

10.2 FROM STATE AND FEDERAL FUNDS:

10.3 FROM OTHER FUNDS:

EMPLOYEE BENEFITS: The benefits outside of salary and wages paid and accruing to an employee, regardless of whether the benefits or equivalent cash options are available to all employees. Include amounts spent by the library for direct, paid employee benefits including Social Security, retirement, medical insurance, life insurance, guaranteed disability income protection, unemployment compensation, workmen’s compensation, tuition, and housing benefits. If no benefits are paid from library budget, report "0".

10.5 FROM LOCAL FUNDS:

10.6 FROM STATE AND FEDERAL FUNDS:

10.7 FROM OTHER FUNDS:

COLLECTION EXPENDITURES: #11.0-11.26

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

11.0 STATE COLLECTION DEVELOPMENT FUNDS EXPENDED IN FY2018
All unspent State Collection Development funds must revert back to the State.

PRINT MATERIALS: Material consisting primarily of words and usually produced by making an impression with ink on paper. Included in this category are materials that do not require magnification: books, bound periodicals, government documents, Braille material, ephemeral print material, and the like.

11.1 FROM LOCAL FUNDS:

11.2 FROM STATE AND FEDERAL FUNDS:

11.3 FROM OTHER FUNDS:

SERIAL SUBSCRIPTIONS: A publication issued in successive parts, usually at regular intervals, and as a rule, intended to be continued indefinitely. Serials include periodicals (magazines), newspapers, annuals (annual reports, yearbooks, etc.), memoirs, proceedings, and transactions of societies. Include all physical formats.

11.5 FROM LOCAL FUNDS:

11.6 FROM STATE AND FEDERAL FUNDS:

11.7 FROM OTHER FUNDS:

ELECTRONIC FORMAT MATERIALS: Materials that are designed to be processed by a computer, such as e-books, e-sericals, government documents, databases (including locally mounted, full text or not), electronic files, reference tools, scores, maps, or pictures in electronic or digital format, including materials digitized by the library. Electronic materials can be distributed on magnetic tape, diskettes, computer software, CD-ROMs, magnetic tapes and magnetic disks. Include expenditures for database licenses.

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

11.10 FROM LOCAL FUNDS:

11.11 FROM STATE AND FEDERAL FUNDS:

11.12 FROM OTHER FUNDS:

AUDIOVISUAL MATERIALS: Library materials that are displayed by visual projection or magnification or through sound reproduction, or both, including graphic material, audio material, motion pictures, and video material, DVDs; also the special visual materials such as cartographic and three-dimensional material.

11.14 FROM LOCAL FUNDS:

11.15 FROM STATE AND FEDERAL FUNDS:
FROM OTHER FUNDS:

OTHER MATERIALS: Include all expenditures for materials NOT reported in the above 4 items.

FROM LOCAL FUNDS:

FROM STATE AND FEDERAL FUNDS:

FROM OTHER FUNDS:

TOTAL EXPENDITURES ON COLLECTION: Total of expenses for collection items. If a library is not able to provide details requested in these items but can provide a total figure, it should be reported here with the detail left blank.

NOTE: Debt Service will NOT be included in calculating percentage of Operating Expenditures expended on Collection Development for Minimum Standards.

FROM LOCAL FUNDS:

FROM STATE AND FEDERAL FUNDS:

FROM OTHER FUNDS:

OTHER OPERATING EXPENDITURES: #12.1-12.24

Include all operating expenditures other than those reported in previous sections.

PRESERVATION: Activities associated with maintaining and archiving materials for use either in their original form or in some other usable way, including but not limited to binding and rebinding, materials conversion, de-acidification, lamination, and restoration. Do not include salaries.

FROM LOCAL FUNDS:

FROM STATE AND FEDERAL FUNDS:

FROM OTHER FUNDS:

PLANT OPERATION, SECURITY, AND MAINTENANCE: Activities concerned with keeping the physical plant open, safe, and ready for use. Include cleaning, disinfecting, heating, lighting, communications, power, moving furniture, handling stores, caring for grounds, and other such housekeeping activities as are repeated somewhat regularly on a daily, weekly, monthly, or seasonal basis. Include minor repairs (e.g. broken windows). Include contractual costs of plant operation, security, and maintenance if paid from the library budget, but do NOT include salaries and benefits of paid library staff.

FROM LOCAL FUNDS:
12.6 FROM STATE AND FEDERAL FUNDS:

12.7 FROM OTHER FUNDS:

FURNITURE AND EQUIPMENT: Include expenditures for all furniture and equipment purchased during your fiscal year, if they are not considered capital expenditures. Do not include computer equipment.

12.9 FROM LOCAL FUNDS:

12.10 FROM STATE AND FEDERAL FUNDS:

12.11 FROM OTHER FUNDS:

COMPUTER EQUIPMENT: Include expenditures for computer equipment, if they are not considered capital expenditures.

12.13 FROM LOCAL FUNDS:

12.14 FROM STATE AND FEDERAL FUNDS:

12.15 FROM OTHER FUNDS:

OTHER OPERATING EXPENDITURES: Include all general operating expenditures other than those detailed above.

NOTE: Debt Service will NOT be included in calculating percentage of operating expenditures for Collection Development for Minimum Standards.

12.17 FROM LOCAL FUNDS:

12.18 FROM STATE AND FEDERAL FUNDS:

12.19 FROM OTHER FUNDS:

FOR STATE LIBRARY USE ONLY #14.1-#14.7

OUTLET DATA #15.1-15.15

15.1 LIB ID:

15.2 FSCS ID: Prefilled by NSAPLR.

15.3 OUTLET NAME: Legal name of the outlet. Do not use acronyms. Do not abbreviate the name unless it exceeds 60 characters in length.

15.4 STREET ADDRESS:

15.5 CITY:
15.6 COUNTY OF THE OUTLET:

15.7 ZIP CODE:

15.8 TELEPHONE NUMBER: Enter the 10-digit number without spaces or punctuation.

15.9 OUTLET TYPE CODE:

15.10 NUMBER OF BOOKMOBILES: Complete only in the bookmobile outlet record.

15.11 SQUARE FOOTAGE: Provide the area, in square feet, of each public library outlet (central library or branch) separately. This is the area on all floors enclosed by the outer walls of the library outlet. Include all areas occupied by the library outlet, including those areas off-limits to the public. Include any areas shared with another agency or agencies if the outlet has use of that area. PREFILLED BY NSLAPR. Please note if there is any change to the square footage since the last survey. If there is, put a note under State note.

15.12 NUMBER OF PUBLIC SERVICE HOURS PER YEAR: Report hours for this location only. Include hours the outlet is open for public service. For bookmobiles, count only the hours during which the bookmobile is open to the public. Exclude hours that the location was closed for holidays and any extensive hours that the library was closed to the public due to natural disasters or other events even if the staff was scheduled to work. Minor variations in public service hours need not be included.

15.13 NUMBER OF WEEKS LIBRARY IS OPEN PER YEAR: This is the number of weeks during the year that an outlet was 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 services hours. Extensive weeks closed to the public due to natural disasters or other events should be excluded from the count. 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.

15.14 TYPE OF INTERNET CONNECTION (AT THIS OUTLET): NEW Refer to your Internet service provider for this information.

15.15 INTERNET CONNECTION SPEED (AT THIS OUTLET): NEW Refer to your Internet service provider for this information.

SUMMER READING PROGRAM #16.1-16.19

Report figures from June, July and August 2018

NUMBER OF SUMMER READING PROGRAM PARTICIPANTS BY AGE GROUP WHO STARTED THE PROGRAM:

16.1 INFANT TO 5 YEARS:

16.2 6 YEARS TO 11 YEARS:

16.3 12 YEARS THROUGH 18 YEARS:
16.4 19 YEARS AND OVER:

PARTICIPANTS BY AGE WHO COMPLETED THE PROGRAMS:

16.6 INFANT TO 5 YEARS:

16.7 6 YEARS TO 11 YEARS:

16.8 12 YEARS THROUGH 18 YEARS:

16.9 19 YEARS AND OVER:

SUMMER READING PROGRAMS--LIBRARY PROGRAMS: Report all programs in the age group for which the program was intended. Do not count one program in multiple categories even if it includes activities for all ages. If you have a program intended for all ages, report it under family programs; do not also report it under each age group. For example, if you had a weekly program for all ages for 6 weeks, report it as 6 family programs. Do not report it as 6 toddler/preschooler, 6 school age, 6 YA and 6 adult for a total of 24 programs.

16.11 NUMBER OF FAMILY PROGRAMS:

16.12 NUMBER OF PROGRAMS FOR TODDLERS/PRESCHOOLERS:

16.13 NUMBER OF PROGRAMS FOR SCHOOL AGED:

16.14 NUMBER OF PROGRAMS FOR YOUNG ADULTS:

16.17 CIRCULATION OF CHILDREN'S MATERIALS DURING SUMMER READING PROGRAM: Include the specific number of materials checked out during the Summer Reading Program time span.

FUNDS SUPPORTING SUMMER READING PROGRAM

16.18 LOCAL LIBRARY SRP BUDGET:

16.19 LSTA FUNDS USED FOR SUMMER READING PROGRAM: NEW Include any LSTA grant monies which were used for Summer Reading Program. Do not include funds which were spent for collections.

16.20 CONTRIBUTIONS/DONATIONS:

16.21 IN-KIND: