

Public Libraries Survey & Statistical Report of North Carolina Public Libraries

Report Instructions & Definitions Fiscal Year 2026

Data collected from this questionnaire is reported to the Institute of Museum and Library Services as part of the national Public Libraries Survey.

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Overview

The statistics collected on this survey are used to compile the Annual Statistical Tables of North Carolina Public Libraries. Selected data are also reported to the Public Library Statistics Cooperative (PLSC) to be used in the creation of a composite report on public libraries in the United States by the Institute of Museum and Library Services. Definitions ensure comparability of data from different libraries and different states.

Survey items that are highlighted gray in the survey software are pre-filled by the State Library or auto-calculated by the survey software. Depending on the type of data, some pre-filled items are locked and can only be changed by contacting the survey administrator. Items noted in red are new modifications and a response is not required, though it is encouraged to report if possible.

Unless otherwise indicated, report data for the year beginning July 1, 2025 and ending June 30, 2026.

Survey Contact

For more information or questions, contact the survey administrator: Amanda Johnson, Amanda.johnson@dncr.nc.gov

Timeline

July 15, 2026: The survey opens in LibPAS. Each survey contact will receive an email with login credentials.

September 15, 2026: The survey must be locked (submitted) in LibPAS by end of day. Submissions are reviewed on a rolling basis and approved once all any edits or modifications are complete.

September – November 2026: Continued review the State Library.

December 2026: Draft data tables are released on the Library of NC's website and data is available in the reporting module of LibPAS.

January-April 2027: Data is submitted to IMLS. Libraries may again be asked to provide further information or verify submissions.

May/June 2027: Final certified data is released.

Training Resources

All data is to be reported through LibPAS. An overview of how to input data into LibPAS is available on the home page after logging in.

Additional training materials and resource documents are provided on the homepage of LibPAS as well as linked in this document.

Accessing and Using Public Library Data

State Data Products

The Library of NC makes available several resources to facilitate accessing and using the annual report data. Resources available include:

Data Tables: The State Library publishes on its [website](#) 14 data tables annually that display selected data from the annual report. The tables download in Microsoft Excel and feature sortable and filterable columns. A raw .csv export of the data is also available.

Interactive Dashboards: Interactive Tableau dashboards with statewide, individual and year over year comparison data is available on the Library of North Carolina website.

Infographics: The Library of North Carolina has created an [Infographics](#) and [template](#) library that features statewide infographics and downloadable templates.

NC public library staff also have access to current and prior year of data in the LibPAS Reporting module. Several types of reports are available including trend and comparison reports. The report module also includes access to downloadable template pamphlets and infographics. All downloads open in Microsoft Excel or Word and are fully customizable.

Federal Data Products

The Institute of Museum and Library Services (IMLS) aggregates and disseminates data from the Annual Public Libraries Survey. The Office of Research at IMLS makes available several tools to encourage use of the PLS data in their [PLS Data Catalog](#) including:

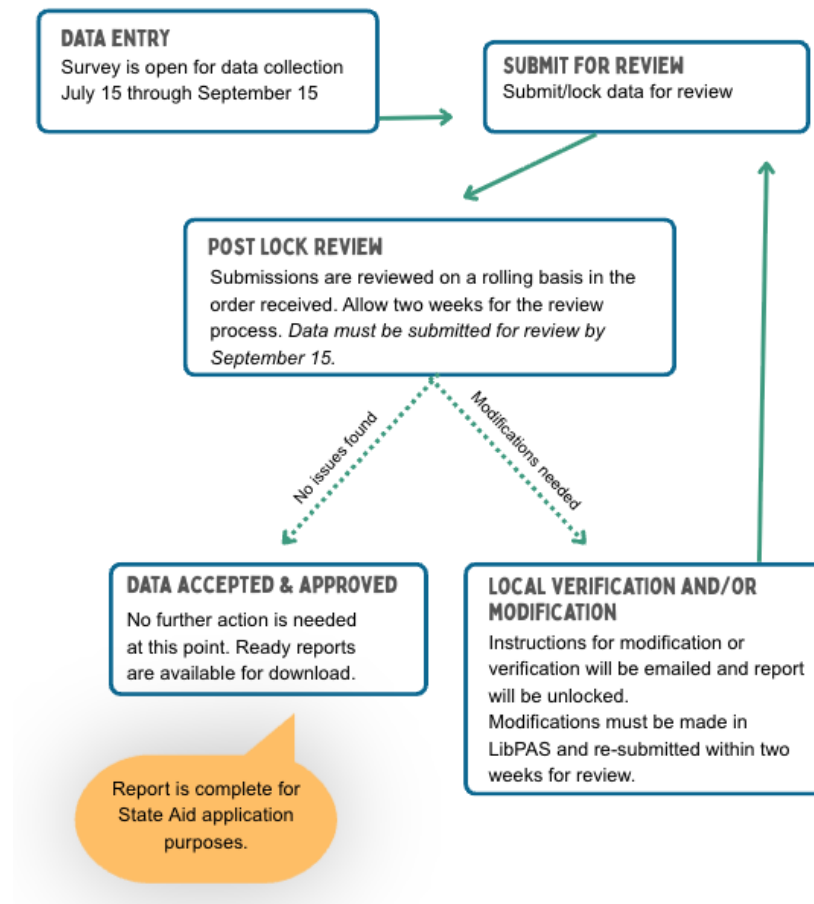
- Raw data files
- Supplementary tables with key ratios and percentages
- State profiles
- Research briefs
- Annual reports

IMLS also makes available the [Library Search and Compare](#) tool which allows libraries to find similar libraries for benchmarking.

FY26 Modifications Summary

New submission process

Submissions will now be reviewed on a rolling and basis. All modifications and corrections must be made before data is re-submitted and re-reviewed. The survey is not considered complete until the submission is approved.



New and modified data elements

Please note all modified or new data elements are option in their initial year.

D.15 Other non-print, circulating physical items (modified): modified to include only circulating materials.

F.18. Social Services consultations: Designate if service is offered.

F.19 Homework help consultations: Designate if service is offered.

F.34 Number of reservations (NEW FY26): Count the total number of reservations made in advance or at the time of use during the reporting period. Count both free and paid reservations, and reservations during and outside regular library hours. Do not count times when members of the public used the space without a reservation. Do not count the number of attendees. Exclude reservations for library programs and events. If a room was reserved for a multi-day event, count each day as a separate reservation. For example, if a group reserved the meeting room on Friday and Saturday, count this as two reservations.

G.30 Self-directed activities (new): Self-directed activities, also called passive or self-guided activities, are planned activities available for a defined time period and designed for individual participation and engagement. Self-directed activities require staff resources to plan, design or prepare, and monitor (including restocking and or re-organizing) or distribute. Activities may take place on or off-site. Examples of self-directed activities include story walks, take-and-make activity kits, and online reading challenges.

G.31-35: Self-directed activities offered by intent (new): mirrors existing programs offered by intent questions.

Summer Learning G.39-G.50c (new): addition of adult category for all questions.

Removed data elements

Selected sections of the survey that collect categorical or point-in-time data that does not frequently change or has small changes year to year is being moved to rotational sections: Staff salaries including roles and responsibilities, Facilities including condition and spaces, and Community services including outreach and partnerships. These rotational sections will allow for more in-depth and meaningful data collection while managing reporting burden.

Salaries for positions, other than director, have been removed will be moving to a 3-year data collection cycle. This data will be collected next in FY27.

Facility condition and improvement need questions have been removed will be moving to a 3-year data collection cycle. This data will be collected next in FY28.

Survey Sections and Data Elements

Local data coordinator: Name of person completing the survey form.

Title: Title of the person completing the form.

Phone number: Phone number for the person completing the form

Email address: Email address for the person completing the form.

Section A: Organizational Overview

Part I: General Information

These data elements are reported to PLSC and are used to identify characteristics of the library system for comparative analysis. These values are prefilled and locked as they do not usually change from year to year. If changes are needed, contact Amanda Johnson, Amanda.johnson@dncr.nc.gov.

Legal Name: The legal name of the administrative entity or library system.

Note: Do not use acronyms. Do not abbreviate the name unless it exceeds the field length of 60 characters. Avoid abbreviations at the beginning of the name and do not punctuate abbreviations.

Library type: Based on the bounds of the legal population served: municipal, county, or regional library.

Population of the legal service area: *This is prefilled by the State Library.* The number of people in the geographic area for which a public library has been established to offer services and from which (or on behalf of which) the library derives revenue, plus any areas served under contract for which the library is the primary service provider.

Federal note: The determination of this population figure shall be the responsibility of the state library agency. This population figure should be based on the most recent state population figures for jurisdictions in your state available from the State Data Center. The State Data Coordinator should obtain these figures annually from the State Data Center or other state sources.

NC note: During survey collection, the pre-filled number reflects the prior year's certified population from the NC Office of Budget and Management. The population is updated by State Library staff prior to federal submission once the current year's data is released.

Economic Tier: The most recent [Economic Tier](#) designated by the NC Department of Commerce. Regional Libraries have been assigned a tier based on where most of their service population lives.

Library director: Name of the library director at the time of reporting.

Email Address: Director's email address.

Phone Number: The telephone number of the administrative entity, including area code.
Note: Report telephone number without spacing or punctuation.

Web URL: The Web address of the administrative entity starting with http://

Organizational Notes: Use this optional field to provide any information that may give insight into data reported for this fiscal year. Include details such as significant changes in funding, staffing, or location status(es) that may provide context for higher or lower numbers throughout the survey. Also consider noting any important policy changes, partnerships, etc. This is also a space to note significant outcomes or share stories of impact.

Part II: Administrative Addresses

A.1- 5 Street Address: The complete street address of the administrative entity. If your street address has changed since last year, please contact Amanda Johnson.
Note: Do not report a post office box or general delivery.

A.6 - 9 Mailing Address: Administrative entity's mailing address. For regional libraries, report the regional headquarters address. If your mailing address has changed since last year, please contact Amanda Johnson, Amanda.johnson@dncr.nc.gov

Part III: Federal PLSC Codes

A.10 PLSC ID: *This is prefilled by the State Library.* This is the identification code assigned by PLSC. Outlets are assigned the same ID as the administrative entity to which they belong, with a unique suffix added to distinguish each outlet.

A.11 Lib ID: *This is prefilled by the State Library.* This is the state-assigned identification code for the administrative entity or outlet.

A.12 Interlibrary relationship code: *This is prefilled by the State Library.* Select one of the following:

HQ = Headquarters of a System, Federation, or Cooperative Service;

ME = Member of a System, Federation, or Cooperative Service, but not the headquarters;

NO = Not a Member of a System, Federation, or Cooperative Service.

NC note: North Carolina libraries are all "NO".

A.13 Legal basis code: *This is prefilled by the State Library.* The legal basis is the type of local government structure within which the entity functions. It reflects the state or local law which authorizes the library.

CI = Municipal Government (city, town or village);

CO = County;

CC = City/County;

MJ = Multi-jurisdictional;

NL = Native American Tribal Government;

NP = Non-profit Association or Agency;

SC = School District;

SD = Special Library District (authority, board, commission);

OT = Other.

Note: Put city/county combinations under 'CC', rather than under Multi-jurisdictional.

A.14 Administrative structure code: *This is prefilled by the State Library.* This code identifies an autonomous library entity that has its own governance and funding.

MA = Administrative entity with multiple direct service outlets where administrative offices are separate;

MO = Administrative entity with multiple direct service outlets where administrative offices are not separate;

SO = Administrative entity with a single direct service outlet.

A.15 FSCS public library definition: *This is prefilled by the State Library.* Answer yes or no to the following question: Does this public library meet all the criteria of the FSCS (Federal State Cooperative System) public library definition? A public library is an entity that is established under state enabling laws or regulations to serve a community, district, or region, and that provides at least the following:

1. An organized collection of printed or other library materials, or a combination thereof;

2. Paid staff;

3. An established schedule in which services of the staff are available to the public;

4. The facilities necessary to support such a collection, staff, and schedule; and

5. Is supported in whole or in part with public funds.

A.16 Geographic code: *This is prefilled by the State Library.* The Geographic Code should represent the basis for the Population of Legal Service Area (data element #208), including areas served under contract, and as such should be determined by the state library agency. Each geography type has at least two subtypes: "entirety" and "overlap."

If the LSA is not coterminous with one of the geography types, select the “overlap” option for the geography type that most overlaps the LSA. For “County or Equivalent” and “Multi-County” geographies, a third subtype, “remainder excluding AEs of contained geographies,” exists specifically for AEs that serve the areas of counties outside of municipalities with separate AEs.

PL1 = Place (e.g., incorporated city or village, census designated), entirety

PL2 = Place (e.g., incorporated city or village, census designated), overlap

MP1 = Multi-Place, entirety

MP2 = Multi-Place, overlap

CD1 = Minor Civil Division [MCD] (e.g., town, township), entirety

CD2 = Minor Civil Division [MCD] (e.g., town, township), overlap

MD1 = Multi-MCD, entirety

MD2 = Multi-MCD, overlap

CO1 = County or Equivalent, entirety

CO2 = County or Equivalent, overlap

CO3 = County or Equivalent, remainder excluding AEs of contained geographies

MC1 = Multi-County, entirety

MC2 = Multi-County, overlap

MC3 = Multi-County, remainder excluding AEs of contained geographies

SU1 = School District - Unified, entirety

SU2 = School District - Unified, overlap

SE1 = School District - Elementary, entirety

SE2 = School District - Elementary, overlap

SS1 = School District - Secondary, entirety

SS2 = School District - Secondary, overlap

OTH = Other

A.17 Legal service area boundary change: *This is prefilled by the State Library.* Answer yes or no to the following question: Did the administrative entity’s legal service area boundaries change since last year?

Note: Changes are likely to result, for example, when a municipality annexes land or when an administrative entity contracts to provide public library service for some additional geographic area other than the geographic area for which it was established (e.g., a municipal library contracts to serve county residents).

Section B. Personnel

Report figures as of the last day of the fiscal year (June 30). Include all positions funded in the library’s budget whether those positions are filled or not. To ensure comparable data, 40 hours per week has been set as the measure of full-time employment (FTE).

Part I: Personnel Counts

How to categorize staff: Count only positions requiring a master’s degree from library and information sciences programs as librarians. DO NOT include individuals employed in

positions that do not require a master's degree in the librarian count. Non-librarian positions should be reported as All Other Staff.

Calculating the number of positions: To compute full-time equivalents of employees in any category, take the number of hours worked per week by all employees in that category and divide it by 40.

Example: The library has two ALA-MLS employees working 38 hours per week. Formula: $2 \times 38/40 = 1.9$ FTEs

Budgeted full-time equivalent positions

B.1 FTE Librarians with MLS accredited by ALA: Paid librarians with a master's degree from programs of library and information studies accredited by ALA.

Note: Graduates whose library schools received accreditation within five years after their graduation should be included in this count ("grandfathered in").

B.2 FTE Librarians with MLS not accredited by ALA: Paid librarians with a master's degree from programs of library and information studies not accredited by ALA but having North Carolina Public Librarian Certification.

B.3 Total Librarians: *Calculated field.*

B.4 FTE all Other Paid Staff: Report all other employees paid from the reporting unit budget including plant operations, security, and maintenance staff.

B.5 Total Paid FTE Employees: *Calculated field.*

Part II: Volunteers

B.6 Volunteer hours: Report the number of hours worked by library volunteers this year.

Part III: Salaries

B.7 Director's Salary: Salary as of June 30 of the fiscal year in question.

B.8 Director position salary range: The minimum salary and maximum salary of this position as of June 30 of the fiscal year in question

B.9 Year of director's appointment: Calendar year in which the library director was employed in that position. Ex. "2014."

Section C: Finance

Part I: Operating Revenue

Report revenue received from government sources, grant and gifts and used for current and recurrent expenses for operating the library including wages and benefits, collections, technology, and facility maintenance.

Include all revenue that supports the library regardless of if the budgetary line is assigned to library. For example, funds allocated to the local IT department to purchase library computers should be reported as local income as the income supports library operations.

If a grant award spans reporting periods, include only revenue received within the fiscal year.

Exclude: Do not include revenue for capital expenditures, contributions to endowments, income passed through to another agency (e.g. fines), or any carryover funds.

Local government revenue

C.1 Municipal revenue: Include all tax and non-tax receipts designated by municipalities and available for expenditure by the public library. Include all revenue that supports the library regardless of if the budgetary line is assigned to library. For example, funds allocated to the local IT department to purchase library computers should be reported as local income as the income supports library operations.

Do not include the value of any contributed or in-kind services or the value of any gifts and donations, fines, or fees. Do not include state, federal, and other funds passed through local government for libraries. Report these funds with state or federal government revenue or other, as appropriate.

C.2 County revenue: Include all tax and non-tax receipts designated by counties and available for expenditure by the public library. Include all revenue that supports the library regardless of if the budgetary line is assigned to library. For example, funds allocated to the local IT department to purchase library computers should be reported as local income as the income supports library operations.

Do not include the value of any contributed or in-kind services or the value of any gifts and donations, fines, or fees. Do not include state, federal, and other funds passed through local government for libraries. Report these funds with state or federal government revenue or other, as appropriate.

C.3 Total local revenue: *Calculated field.*

State government revenue

C.4 Aid to public libraries grant revenue: This field is pre-filled by the State Library and represents the total amount received in State Aid from the Aid to Public Libraries Fund.

Note: The pre-fill value represents that amount distributed during the reporting period. Depending on timing, some funds allocated in the fiscal year may be reported in the prior or future fiscal year.

C.5 Other state revenue: Includes all other funds distributed by State government except for federal money distributed by the State and income from the Aid to Public Libraries Fund.

C.6 Total State government revenue: *Calculated field*

Federal government revenue

C.7 LSTA grant revenue: This field is pre-filled by the State Library. If you believe there is an error, please contact Amanda Johnson.

Note: A grant award may be split between fiscal years depending on when reimbursement is processed.

C.8 Other federal revenue: Enter federal grants distributed directly to the public library, such as National Endowment for the Humanities (NEH) grants, Higher Education Act (HEA) grants, etc.

C.9: Total federal revenue: *Calculated field*

All other operating revenue

C.10 All other operating revenue: All operating income not previously reported. Include only those items that were added to the library's operating budget. Include, for example:

- grants from non-governmental organizations
- monetary gifts and donations
- interest
- library fines, and fees for library services

Do not include the value of any contributed or in-kind services or the value of any non-monetary gifts and donations.

Total operating revenue

C.11 Total operating revenue: *Calculated field.*

Part II: Operating Expenditures

Operating expenditures are the current and recurrent costs necessary to support the provision of library services. Report actual expenditures, not budgeted amounts. 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 to the extent possible. Only funds that are supported by expenditure documents (such as invoices, contracts, payroll records, etc.) at the point of disbursement should be included.

Exclude:

- 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

Personnel expenditures

When reporting personnel expenditures include all staff including plant operations, security, and maintenance staff.

C.12 Salary and wage expenditures: The salary and wages for all library staff. Include salaries and wages before deductions but exclude employee benefits.

C.13 Employee benefits expenditures: Benefits outside of salary and wages paid and accruing to employees, 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
- Insurance
- Guaranteed disability income protection
- Unemployment compensation
- Workmen's compensation
- Tuition
- Housing benefits

C.14 Total personnel expenditures: *Calculated field.*

Collection expenditures

C.15 Print materials expenditures: Report all operating expenditures for the following print materials: books, serial back files, current serial subscriptions, government documents, and any other print acquisitions.

C.16 Electronic materials expenditures: Report all operating expenditures for electronic (digital) content. Include expenditures for electronic content for which the library has acquired permanent or temporary access rights. Include fees paid to platforms that provide licensed content. Electronic content can be accessed online from an electronic

device. Types of electronic content include electronic materials (e-books, e-serials, e-audio, e-video), research databases, online learning platforms, reference tools, scores, maps, and pictures in electronic or digital format. *Note: Expenditures for computer software used to support library operations or to link to external networks, including the Internet, are reported under Technology Expenditures (data element E.8.).*

C.17 Other physical material expenditures: Report all operating expenditures for other materials, such as microform, audio and video physical units, DVD, circulating portable electronic devices, and materials in new formats.

C.18 Total collection expenditures: *Calculated field.*

Other operating expenditures

C.19 Technology expenditures: Include expenditures for computer hardware and software used to support library operations or to link to external networks, including the Internet. Include contracted services such as printer/copier maintenance.

C.20 Facilities related expenditures: Include costs of operating and maintaining physical facilities including repair or replacement of existing furnishings.

C.21 All other expenditures: Include all expenditures not previously covered in previous questions. Include expenses such as binding, supplies, programming materials, etc. Report contracts for services, such as, and fees paid to a consultant, auditor, architect, attorney, etc.

Total operating expenditures

C.22 Total operating expenditures: *Calculated field.*

C.23 Operating expenditures per capita: *Calculated field.*

Part III: Capital revenue and expenditures

What types of income and expenditures to include:

Report all revenue to be used for major capital expenditures including those spent on behalf of the library by another governmental agency. Examples include funds received for:

- site acquisition and new buildings
- additions to or renovation of library buildings
- furnishings, equipment, and initial book stock for new buildings, building additions, or building renovations
- library automation systems
- new vehicles
- other one-time major projects

Exclude revenue to be used for:

- regular or ongoing replacement and repair of existing furnishings and equipment including computers
- regular purchase of library materials
- investments for capital appreciation
- contributions to endowments, income passed through to another agency (e.g., fines), or funds unspent in the previous fiscal year (e.g., carryover)

Any funds that there were designated for capital expenses and are re-allocated to pay for operating costs, should be reported as operating income/expenditures.

C.24 Local government capital revenue: Report all governmental funds designated by the community, district, or region and available to the library for the purpose of major capital expenditures, except for state and/or federal money distributed by the local government.

C.25 State capital revenue: Report all funds distributed by state government for expenditure by the library for the purpose of major capital expenditures, except for federal money distributed by the state.

C.26 Federal capital revenue: Report federal governmental funds, including federal funds distributed by the state or locality, and grants and aid received by the library for the purpose of major capital expenditures.

C.27 Other capital revenue: Report private (non-governmental) funds, including grants received by the library for the purpose of major capital expenditures

C.28 Total capital revenue: *Calculated field.*

C.29 Total capital expenditures: Report the capital expenditures made during the reporting period.

Section D: Collection Holdings

This section of the survey collects data on selected types of materials. It does not cover all materials (i.e., microform, loose sheet music, maps, and pictures) for which expenditures are reported under Print Materials Expenditures, Electronic Materials Expenditures, and Other Material Expenditures.

Under this category 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 unless specified.

Exclude:

- 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.

Part I: Physical Holdings

Floating collections can be reported by either the material's physical location as of June 30 or its home location if one is designated. All materials must be reported in a consistent manner for all locations within a library system.

Note: This section is pre-filled for NC Cardinal members.

Physical Books

Books are non-serial printed publications (including bound music scores and maps) that are bound in hard or soft covers, or in loose-leaf format. Include non-serial government documents. Report the number of physical units, including duplicates, in each category requested in these questions.

D.1-3 Fiction by age and location: cataloged holdings reported by age and location.

D.4-6 Non-fiction by age and location: cataloged holdings reported by age and location.

D.7-9 Totals by age and location: This is auto-calculated.

D.10 Total books by location: This is auto-calculated.

Other Physical Materials

D.11 Other print materials: Use this field only if necessary. Report the number of physical units for all other print materials. DO NOT track toys, puzzles, games, computer games,

or other non-print materials here. These items can be tracked in Other Non-Print, Circulating Items.

D.12 Current print serial subscriptions: Current serial subscriptions are arrangements by which, in return for a sum paid in advance, serials are provided for a specified number of issues. Examples of serials are periodicals (magazines), newspapers, annuals, some government documents, some reference tools, and numbered monographic series. Count subscriptions purchased from the library's budget and those donated to the library as gifts. Count titles, including duplicates, do not count individual issues. Include the total number of subscriptions for all outlets. For example, if the library has four subscriptions to Time, then count four.

Report only the number of current print serial subscriptions, including duplicates, for all outlets.

D.13 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.

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.

Exclude: Do not include downloadable electronic audio files.

D.14 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.

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.

Do not include downloadable electronic video files.

D.15 Other non-print, circulating physical materials (MODIFIED FY26): Use this field only if necessary. 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, cake pans, tools, etc.

Report the number of units, including duplicates. Items packaged together as a unit (such as a set of cookie cutters) and checked out as a unit are counted as one physical unit. **Modified to include only circulating items.**

System Totals

D.16 Total book volumes: *Calculated field.*

D.17 Total physical audio units: *Calculated field.*

D.18 Total physical video units: *Calculated field.*

D.19 Total Physical items in collection: *Calculated field.*

Part II: Electronic holdings

Databases

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.

Other characteristics:

- Items retrieved from 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.
- An electronic collection may be funded by the library, or provided through cooperative agreement with other libraries, or through the State Library.

Exclude: Do not include electronic collections that are freely linked to on the web. Report the number of electronic collections acquired through curation, payment or formal agreement, by source of access.

D.20 NC LIVE databases: The number of NC LIVE databases will be pre-filled by State Library staff and should not be included elsewhere.

D.21 Local databases: Report the number of databases acquired by the library directly or through a regional or state-wide cooperative agreement. Do not count NC LIVE databases here. Do not count something as a database here if you will report the items inside the database as individual units somewhere else: for example, don't count Zinio as a database if you are able to instead count subscriptions individually in E-periodical subscriptions.

D.22 Total licensed database: *Calculated field.*

eBooks, eAudio, eVideo, and eSerials

Electronic (digital) materials can be accessed online from an electronic device. Types of electronic materials include e-books, e-serials, e-audio, and e-video. Only count items that require user authentication and have a limited period of use.

Include only units that have been purchased, leased or donated. Count electronic materials at the administrative entity level; do not duplicate numbers at each branch.

Purchase on-demand items: For collections, where items are purchased as they are requested by users, only report the number of items acquired for patrons, not the entirety of the collection.

Consortia Materials: All data is pre-filled for NC Live and NC Kids. e-INC, and NCDL is pre-filled with content that is shared consortium-wide: Advantage Plus and consortium-owned content. The Executive Team is unable to report collection counts for unshared material.

- If your library does not have an Advantage account or you share all Advantage content, no further steps are necessary.
- If your library has unshared Advantage content, you will need to report the number of unshared copies available to your patrons as local content.
- Libby Extras (Craftsy, Indieflix, Quello Concerts, Great Courses, Universal Class, etc.) - If your library makes any Libby Extras available to patrons, you will need to report those independently in the appropriate PLS database/collection spot. Most “extras” are categorized as database usage, not materials circulation.

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.”

Exclude: Report the number of units, not titles. 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.

Format definitions:

eBooks: eBooks are the digital equivalent of printed books that may be accessed online from an electronic device. E-books also include e-comics.

E-audio: E-audio are digital files of sound only (e.g., audiobooks, music) that may be accessed online from an electronic device.

E-video: E-videos are digital files of moving visual images (e.g., movies, television shows) with or without sound that may be accessed online from an electronic device.

E-serials: E-serials are periodic digital publications equivalent to printed newspapers, magazines, and similar media that are viewed as entire issues rather than as single articles returned from a research query.

D.23-26 NC Live materials by format: These fields are pre-filled for you with data provided by NC Live.

D.27-30 NC Kids materials by format: These fields are pre-filled for you with data provided by NC Kids.

D.31-34 e-iNC materials by format: These fields are pre-filled for you with everything that is shared consortium-wide: Advantage Plus and consortium-owned content. The Executive Team is unable to report collection counts for unshared material.

- If your library does not have an Advantage account or you share all Advantage content, no further steps are necessary.
- If your library has unshared Advantage content, you will need to report the number of unshared copies available to your patrons as local materials.

D.35-38 NCDL materials by format: These fields are pre-filled for you with everything that is shared consortium-wide: Advantage Plus and consortium-owned content. The Executive Team is unable to report collection counts for unshared material.

- If your library does not have an Advantage account or you share all Advantage content, no further steps are necessary.
- If your library has unshared Advantage content, you will need to report the number of unshared copies available to your patrons as local materials.

D.39-42 Local materials by format: Report all content that is not part of the NCLIVE, e-iNC, or NCDL consortia shared collections.

D.43-46: Totals by format: *Calculated fields.*

Access and purchasing of electronic content

D.47 Does the library system utilize the Overdrive platform independent of NC Live resources? Yes/No. This value is used to de-duplicate Homegrown collection content.

Due to the integration of NC Live's Homegrown collection into local Overdrive collections, Homegrown titles and usage are reported in both NC Live and local library vendor reports. Please report e-material data using vendor reports as usual. After submission, SLNC staff will work with NC Live to adjust collection and usage counts to prevent duplication. Libraries will be notified via email once this adjustment made and provided details on any adjustment made for their library.

eBooks

D.48 Did the library system provide access to e-books purchased solely by the library system? Yes/No. If this value is yes, local eBook holdings and usage needs to be reported in the appropriate areas on the survey.

D.49 Did the library system provide access to e-e-books purchased via a consortium, cooperative, or other similar group at the local, regional, or state level? Yes/No. Respond yes if you belong to any consortia that is not state funded such as e-INC, NCDL or materials purchased through NCPLDA product deals.

D.50 Did the library system provide access to e-books provided by the state library agency or another state agency at no or minimal cost to the library system? Response should be yes due to NC Live and NC Kids access.

eAudio

D.51 Did the library system provide access to e-audio purchased solely by the library system? Yes/No. If this value is yes, local eAudio holdings and usage needs to be reported in the appropriate areas on the survey.

D.52 Did the library system provide access to e-audio purchased via a consortium, cooperative, or other similar group at the local, regional, or state level? Yes/No. Respond yes if you belong to any consortia that is not state funded such as e-INC, NCDL or materials purchased through NCPLDA product deals.

D.53 Did the library system provide access to e-audio provided by the state library agency or another state agency at no or minimal cost to the library system? Response should be yes due to NC Live and NC Kids access.

eVideo

D.54 Did the library system provide access to e-videos purchased solely by the library system? Yes/No. If this value is yes, local eVideo holdings and usage needs to be reported in the appropriate areas on the survey.

D.55 Did the library system provide access to e-videos purchased via a consortium, cooperative, or other similar group at the local, regional, or state level? Yes/No.

Respond yes if you belong to any consortia that is not state funded such as e-INC, NCDL or materials purchased through NCPLDA product deals.

D.56 Did the library system provide access to e-video provided by the state library agency or another state agency at no or minimal cost to the library system?

Response should be yes due to NC Live access.

ePeriodicals

D.57 Did the library system provide access to ePeriodicals purchased solely by the library system? Yes/No. If this value is yes, local ePeriodical holdings and usage needs to be reported in the appropriate areas on the survey.

D.58 Did the library system provide access to ePeriodicals purchased via a consortium, cooperative, or other similar group at the local, regional, or state level? Yes/No. Respond yes if you belong to any consortia that is not state funded such as e-INC, NCDL or materials purchased through NCPLDA product deals.

D.59 Did the library system provide access to e-periodicals provided by the state library agency or another state agency at no or minimal cost to the library system? Response should be yes due to NC Live access.

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.

D.60 Did the library system provide access to Research Databases purchased solely by the library system? Yes/No.

D.61 Did the library system provide access to Research Databases purchased via a consortium, cooperative, or other similar group at the local, regional, or state level? Yes/No. Respond yes if you belong to any consortia that is not state funded such as e-INC, NCDL or materials purchased through NCPLDA product deals.

D.62 Did the library system provide access to Research Databases provided by the state library agency or another state agency at no or minimal cost to the library system? Response should be yes due to NC Live access.

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 available for free when answering the following questions.

D.63 Did the library system provide access to Online Learning Platforms purchased solely by the library system? Yes/No.

D.64 Did the library system provide access to Online Learning Platforms purchased via a consortium, cooperative, or other similar group at the local, regional, or state level? Yes/No. Respond yes if you belong to any consortia that is not state funded such as e-INC, NCDL or materials purchased through NCPLDA product deals.

D.65 Did the library system provide access to Online Learning Platforms provided by the state library agency or another state agency at no or minimal cost to the library system? Response should be yes due to NC Live access.

Section E: Collection usage

Count annual circulation of all library materials, including renewals and auto-renewals. Interlibrary loans checked out to users should be included.

For questions related to young adult books, if you do not identify young adult books separately in cataloging, leave this blank, select "ILS cannot provide this data," and report circulation numbers in the category in which young adult books are cataloged.

Exclude:

Do not count intra-library loans (i.e. materials borrowed between branches) or items checked out to another library.

Part I: Physical materials usage

Book usage by age

E.1-3 Fiction book usage by age and location: Report fiction circulation by age and location including all renewals.

E.4-6 Non-fiction book usage by age and location: Report fiction circulation by age and location including all renewals.

E.7-10 Total book usage by age and location: *Calculated fields.*

Other print collection usage

E.11 Print Serial usage by location: Report the circulation of print periodicals. Do not include in-house use.

E.12 Other print materials by location: Use this field only if necessary. Report the circulation for all other print materials. DO NOT track toys, puzzles, games, computer games, or other non-print materials here. These items can be tracked in Other non-print materials.

E.13 Total print circulation: *Calculated field.*

Other physical collection usage

E.14 Analog Audio usage by location: Report all circulation by location.

E.15 Analog video usage by location: Report all circulation by location.

E.16 Other, non-print, physical circulation by location: Circulation of all physical items other than print books, physical audio units, physical video units, and serials, including

renewals. 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, cake pans, tools, telescopes, board games, video games, etc.

Technology lending

Technology lending is a subset of Other Physical Material Usage and items lent for external use should be included in Other non-print material usage (do not include in-house usage). Technology lending is a service by which libraries lend technology (laptops, tablets, Playaways, cameras, MP3 players, etc.) to patrons for either in-house or out of library use.

E.17 Technology equipment usage by location: Report circulation -- including in-house circulation -- of technology lent by the library to patrons (not to staff). For example: ereaders, tablets, laptops, iPods. Include renewals if possible. Do not count circulation of non-technology items (such as gardening tools) here. Do not count headphones or cable lending. Do not count usage of stationary desktop public access computers in this statistic (this number should instead be reported in Usage of Public Internet Computers).

E.18 Method of data collection: Choose count or sample.

E.19 Does the location lend laptops or tablets? Choose Yes, in-house and outside use/Yes, in-house use only/No.

E.20 Does the location lend Wi-Fi hotspots? Choose yes/no.

Total system physical collection usage

E.21 Total book circulation: *Calculated field.*

E.22 Total print circulation: *Calculated field.*

E.23 Total usage of other physical items: *Calculated field.*

E.24 Total physical item circulation: *Calculated field.*

E.25 Total use of physical children's materials: The total annual circulation of all children's materials in all physical formats to all users, including renewals. Include circulation of other physical items for children (e.g., kits, games, technology). If possible, do not include materials for teens/young adults.

Part II: Electronic collection usage

Consortia notes: The prefilled circulation count reflects *all* consortia circulation. For NCDL and e-INC this includes Advantage (unshared Advantage content), Advantage Plus (shared Advantage content), and consortium-owned content. Please do not modify prefilled data.

eBooks, eAudio, eVideo, and eSerials

E.26-29 NC Live usage by format: *This is prefilled for you with data supplied by NC Live.*

E.30-33 NC Kids (+level up) usage by format: *This is prefilled for you with data supplied by NC Kids.*

E.34-37 e-iNC usage by format: *The prefilled circulation count reflects all NCDL circulation: Advantage (unshared Advantage content), Advantage Plus (shared Advantage content), and consortium-owned content. You do not need to do anything else.*

E.38-41 NCDL usage by format: *The prefilled circulation count reflects all NCDL circulation: Advantage (unshared Advantage content), Advantage Plus (shared Advantage content), and consortium-owned content. You do not need to do anything else.*

E.42-45 Local usage by format: *Non-consortia material use only. Do not report any content from the Overdrive platform if you participate in e-iNC or NCDL.*

E.46-49 Totals by format: *Calculated fields.*

E.50 Total electronic, non-database use: *Calculated field.*

Database usage

E.51 NC Live database usage: *This is prefilled for you with data supplied by NC Live.*

E.52 Local database usage: *Report usage from locally purchased databases.*

E.53 Total database usage: *Calculated field.*

Part III: Collection usage totals

E.54 Total collection use: *Calculated field.*

E.55 Total collection use per capita: *Calculated field.*

E.56 Cost per use: *Calculated field.*

E.57 Percent use is physical: *Calculated field.*

E.58 Percent use is digital: *Calculated field.*

E.59 Total use of AV materials: *Calculated field.*

Part IV: Lending policies

- E. 60 Auto-renewals:** Answer <Y>es or <N>o to the following question: 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.

- E. 61 Fine policy:** As of the end of the reporting period, does the library charge overdue fines to any users when they fail to return physical print materials by the date due?

Yes/No

- E.62 Adult fines:** As of the end of the reporting period, does the library charge overdue fines to adult users when they fail to return physical print materials by the date due?

Yes/No

- E.63 YA fines:** As of the end of the reporting period, does the library charge overdue fines to YA users when they fail to return physical print materials by the date due? Yes/No

- E.64 Juvenile fines:** As of the end of the reporting period, does the library charge overdue fines to juvenile users when they fail to return physical print materials by the date due?

Yes/No

- E.65 A/V fines:** As of the end of the reporting period, does the library charge overdue fines on A/V materials users when they fail to return physical print materials by the date due?

Yes/No

Section F: Registered users and user services

Part I: 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. Include only users that have requested a card directly from the library.

If you cannot distinguish between adults and juveniles in your catalog, count all registered users in the Adults field and enter "N/A" in the Juveniles fields.

Note: Reported data must be based off files from which inactive users have been purged within the past three (3) years.

Standard registered users

F.1 Adults: Number of adults age 18+ in the community served who have registered as borrowers. This should be based on ILS data that has purged within the past 3 years.

F.2 Juveniles: Number of juveniles (0-17) in the community served who have registered as borrowers. This should be based on ILS data that has purged inactive users within the past 3 years.

F.3 Total registered users: *Calculated field.*

F.4 Percent of legal service population that is a registered user: *Calculated field.*

k-12 student access programs

F.5 k-12 student card programs: Does your library offer student cards to one or more k-12 schools/districts in your service area? Choose: Yes, authentication by student ID/Yes, other authentication/No

F.6 Number of K-12 student cards: Report the number of student library cards as of June 30. Include cards that are automatically generated based on school enrollment and opt-in programs. Only report student cards if your library offers a special student card that is different than a traditional library card. Check the box only if a student card is offered but the number of users is not known.

F.7 Total cardholders with k-12 cards: *Calculated field*

F.8 Percent of total cardholders are k-12 student cards: *Calculated field*

Part II: Visits

Report the total number of persons entering the library for whatever purpose during the year. Include persons attending activities, meetings, and those persons requiring no staff services.

Note: If an annual count of persons entering library is unavailable, determine an annual estimate by sampling visitation quarterly (Jul., Oct., Jan., Apr.), by tracking visitation during a typical week, multiplying by 13 to determine the quarter's visits and adding the the 4 quarters together for an annual total. 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 its regular hours. Include seven consecutive calendar days, from Sunday through Saturday (or whenever the library is usually open).

Example:

Q1: $451 \times 13 = 5,863$

Q2: $684 \times 13 = 8,892$

Q3: $578 \times 13 = 7,514$

Q4: $632 \times 13 = 8,216$

Annual total: $5,863 + 8,892 + 7,514 + 8,216 = 30,485$

F.9 Library visits by location: Report the total number of persons entering the library for whatever purpose during the year. Include persons attending activities, meetings, and those persons requiring no staff services.

F.10 Method of data collection: Report the method of data collection for visits, select one of the following in the drop-down menu: Annual Count or Annual Estimate Based on Typical Week(s)

F.11 Visits per open hour: *Calculated field.*

Total physical and virtual visits

F.12 Total Library System visits: *Calculated field.*

F.13 Website visits: Count the number of visits, also called "sessions," to the library's website. DO NOT REPORT the number of page hits or page views. A "visit" or "session" represents a person coming to your site regardless of how many pages they view while there. If you are unable to count the number of visits or sessions to your website, select "Not able to track."

Part III: User Assistance

Reference Services

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.

Include: Readers Advisory, information and referral service, scheduled and unscheduled individual instruction and assistance in using information sources (including websites and computer-assisted instruction).

Exclude: Formal instruction or exchanges that provide assistance with library locations, schedules, equipment, supplies, or policy statements.

F.14 Reference transactions: Count of transactions.

F.15 Method of data collection: Report the method of data collection, select one of the following in the drop-down menu: Annual Count or Annual Estimate Based on Typical Week(s)

Consultation services by location

Denote if the location offers scheduled or walk-up consultations in the following areas. Consultations are one-on-one sessions that involve extensive assistance in a particular area. Consultations are typically not conducted at a main public service desk like a reference transaction.

F.16 Job/career: Does this location offer one-on-one consultations with library staff for job/career assistance? Yes/No

F.17 Technology: Does this location offer one-on-one consultations with library staff for technology assistance? Yes/No

F.18 Social services (NEW FY26): Does this location offer one-on-one consultations for social services assistance? Yes, with a social work/ Yes, with a library staff member/ No

F.19 Homework help (NEW FY26): Does this location offer one-on-one consultations with library staff for homework assistance? Yes/No

Interlibrary loan & material acquisition

Library materials, or copies of the materials, provided by one library to another upon request. The libraries involved in interlibrary loans are not under the same library administration; do not count "branch to branch" loans as interlibrary loans. You should count NC CARDINAL transactions.

F.20 Interlibrary loan to other libraries: The annual count of library materials, or copies of materials, provided by another library upon request. The libraries involved in interlibrary loans are not under the same library administration; do not count "branch to branch" loans as interlibrary loans. This data element is reported to PLSC.

F.21 Interlibrary loan from other libraries: The annual count of library materials, or copies of materials, received by your library from another upon request. The libraries

involved in interlibrary loans are not under the same library administration; do not count "branch to branch" loans as interlibrary loans. This data element is reported to PLSC.

Part IV: Technology services

Technology and broadband access by location

F.22 Computers available to the public by location: Report the number of the library's Internet computers (PCs and laptops), whether purchased, leased or donated, used by the general public in the library.

F.23 Computer usage by location: Report the total number of uses (sessions) of the library's Internet computers in the library during the last year. If the computer is used for multiple purposes (Internet access, word-processing, OPAC, etc.) and Internet uses (sessions) cannot be isolated, report all usage. A typical week or other reliable estimate may be used to determine the annual number. Sign-up forms or Web-log tracking software also may provide a reliable count of uses (sessions). This data element is reported to PLSC.

Note: 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. A use (session) on the library's public internet computer(s) three times a year would count as three uses (sessions). Software such can also be used to track the number of uses (sessions) at each public internet computer. If the data element is collected as a weekly figure, multiply that figure by 52 to annualize it.

Reminder: This count includes only the library's Internet computers. Do not include Wi-Fi access using non-library computers.

F.24 Method of data collection: Regarding the Number of Uses (Sessions) of Public Internet Computers per Year entered, is this an annual count or an annual estimate based on a typical week or weeks?

System Totals

F.25 Total number of public computers available: *Calculated field.*

F.26 Total Library System Computer usage: *Calculated field.*

Broadband and Wi-Fi Access

Follow these steps at each library location from a public computer before the library is open to the public.

1. From a public computer in the library, open a web browser and go to <http://speedtest.net>

2. Wait a few seconds for the site to load then click on the link to Begin Test. Don't click "Start now"; that does something else.
3. The test will begin and will take approximately 20 seconds to complete
4. It will return both a download and an upload speed to you.

Use these numbers to respond to questions survey questions about Download and Upload speed.

F.27 Broadband Upload speed: Report actual speed using method above.

F.28 Broadband download Speed: Report actual speed using method above.

F.29 Wireless internet provided: Choose Yes/No.

Wi-Fi Sessions

F.30 Wi-Fi sessions: Report the number of wireless sessions provided by the library wireless service annually. 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.

F.31 Reporting Method for Wi-Fi sessions: Regarding the number of Wireless Sessions entered, is this an annual count or an annual estimate based on a typical week or weeks of hardware logging or network scanning?

Part V: Meeting Spaces

Reservable spaces and reservations by location

A reservable meeting space is a room or area designated by your library for the purpose of holding meetings that members of the public can reserve in advance or at the time of use. Examples of meeting spaces include meeting rooms, study rooms/pods, alcoves, auditoriums, and conference rooms. Count the number of meeting spaces that members of the public can reserve in advance or at the time of use. Count reservable meeting spaces available for public use, even if they are also used for nonpublic events (e.g., library staff meetings).

F.32 Number of small group reservable spaces available to the public: Provide the number of reservable spaces that are available for small groups of 9 or fewer. Spaces may be reserved on a first come first serve basis or pre-arranged. Provide the number

of reservable meeting spaces that can hold a capacity of 10 or more people and are available for public use. Spaces may be reserved on a first come first serve basis or pre-arranged.

F.33 Number of large group reservable spaces available to the public: Provide the number of reservable spaces that are available for small groups of 10 or more. Spaces may be reserved on a first come first serve basis or pre-arranged. Provide the number of reservable meeting spaces that can hold a capacity of 9 or fewer people and are available for public use. Spaces may be reserved on a first come first serve basis or pre-arranged.

F.34 Number of reservations (NEW FY26): Count the total number of reservations made in advance or at the time of use during the reporting period. Count both free and paid reservations, and reservations during and outside regular library hours. Do not count times when members of the public used the space without a reservation. Do not count the number of attendees. Exclude reservations for library programs and events. If a room was reserved for a multi-day event, count each day as a separate reservation. For example, if a group reserved the meeting room on Friday and Saturday, count this as two reservations.

Total spaces and reservations

F.35 Total Number of meeting spaces available to the public: *Calculated field*

F.36 Total Number of reservations: *Calculated field*

Part VI: Partnerships

Designate which type of partnership you have with each of the listed types of organizations.

Communicative: Library and partners communicate information about each other's programs, services, and/or resources by distributing promotional materials, giving referrals, setting up displays, making presentations, etc.

Cooperative: Library and partners provide mutual assistance in working toward a common goal by sponsoring activities, donating incentives, recruiting volunteers, etc.

Collaborative: Library and partners work together by sharing staff, resources, and/or costs.

F.37 k-12 schools: Designate the type of relationship. Provide notes on any specific organizations if desired.

F.38 Higher education organizations: Designate the type of relationship. Provide notes on any specific organizations if desired.

- F.39 Local employment office:** Designate the type of relationship. Provide notes on any specific organizations if desired.
- F.40 Local health and human services department:** Designate the type of relationship. Provide notes on any specific organizations if desired.
- F.41 Local parks and recreation department:** Designate the type of relationship. Provide notes on any specific organizations if desired.
- F.42 Other local governmental department(s):** Designate the type of relationship. Provide notes on any specific organizations if desired.
- F.43 Economic development organization(s) (e.g. chamber of commerce):** Designate the type of relationship. Provide notes on any specific organizations if desired.
- F.44 Local private-sector business(s):** Designate the type of relationship. Provide notes on any specific organizations if desired.
- F.45 Local health organization(s):** Designate the type of relationship. Provide notes on any specific organizations if desired.
- F.46 Local health organization(s):** Designate the type of relationship. Provide notes on any specific organizations if desired.
- F.47 Local faith organization(s):** Designate the type of relationship. Provide notes on any specific organizations if desired.
- F.48 Local agricultural or environmental organization(s):** Designate the type of relationship. Provide notes on any specific organizations if desired.
- F.49 Other local organization(s) focused on youth:** Designate the type of relationship. Provide notes on any specific organizations if desired.
- F.50 Other local organization(s) focused on adults:** Designate the type of relationship. Provide notes on any specific organizations if desired.

Section G: Programs & self-directed activities

Part I: 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 also provide cultural, recreational, or educational information, often designed to meet a specific social need. They are sponsored or co-sponsored by the library.” To be considered a program, an event must have the following characteristics:

- A specific date and time
- Led by library staff or person invited by the library to present information
- Intended for group participation

Exclude:

Do not include events where interaction is one-on-one or ad-hoc such as booths at festivals, school nights, farmers markets, etc. even if the festival is sponsored or hosted by the library.*

*If the library presents a story time or other group activity as part of a festival, that specific event and its attendees should be counted as a program. Do not report attendance that is equal to the festival attendance.

Categorize programs according to the intended audience. Include all attendees regardless of age.

Early childhood programs, target audience age 0-5

G.1-4a Programs offered by location: Report the number of programs offered onsite, offsite, or in a live, virtual format for children aged 0-5.

G.1-4b Program attendance by location: Report the number of attendees at onsite, offsite, or in a live, virtual format for children aged 0-5.

G.1-4c Attendance per program by location: *Calculated fields.*

School-aged children programs, target audience age 6-11

G.5-8a Programs offered by location: Report the number of programs offered onsite, offsite, or in a live, virtual format for children aged 6-11.

G.5-8b Program attendance by location: Report the number of attendees at onsite, offsite, or in a live, virtual format for children aged 6-11.

G.5-8c Attendance per program by location: *Calculated fields.*

Young adult programs, target audience age 12-18

G.9-12a Programs offered by location: Report the number of programs offered onsite, offsite, or in a live, virtual format for youth aged 12-18.

G.9-12b Program attendance by location: Report the number of attendees at onsite, offsite, or in a live, virtual format for youth aged 12-18.

G.9-12c Attendance per program by location: *Calculated fields.*

Adult programs, target audience age 19+

G.13-16a Programs offered by location: Report the number of programs offered onsite, offsite, or in a live, virtual format for adults 19+.

G.13-16b Program attendance by location: Report the number of attendees at onsite, offsite, or in a live, virtual format for adults 19+.

G.13-16c Attendance per program by location: *Calculated fields.*

General or multi-generational programs

G.17-20a Programs offered by location: Report the number of programs offered onsite, offsite, or in a live, virtual format for a general audience. Each program session should only be counted in one age category based on its primary target audience; do not include program sessions here that have already been counted in earlier age category elements. Avoid including program sessions that are targeted at more than one non-adult age category (and are not targeted at adults); these should be counted in the child or young adult age category that best represents the target audience.

G.17-20b Program attendance by location: Report the number of attendees at onsite, offsite, or in a live, virtual format for a general audience. Programs should appeal to adults without children, families, caregivers and children.

G.17-20c Attendance per program by location: for a general audience.

Program Totals (all ages)

G.21-24a Total programs by format: *Calculated fields.*

G.21-24b Total attendance by format: *Calculated fields.*

G.21-24c Total attendance per program by format: *Calculated fields.*

Programs offered by intent and location

Select the types of programming that are offered on a regular basis (at least quarterly) by location.

G.25 Career support: select yes/no

G.26 Digital literacy/Technology: select yes/no

G.27 Early literacy: select yes/no

G.28 Adult literacy: select yes/no

G.29 STEAM: select yes/no

Part II: Self-directed Activities

NEW FY26 Self-directed activities, also called passive or self-guided activities, are planned activities available for a defined time period and designed for individual participation and engagement. Self-directed activities require staff resources to plan, design or prepare, and monitor (including restocking and or re-organizing) or distribute. Activities may take place on or off-site. Examples of self-directed activities include story walks, take-and-make activity kits, and online reading challenges.

Exclude: Do not include activities that are reported elsewhere in the survey such as homework help, circulating kits or materials. Do not report activities that were designed as part of a program or available to a limited group, or at a non-public event such as items passed out at a school visit. If the events meet the program definition, it should be reported in that area. Do not include unstructured activities such as coloring sheets, puzzles, or toys laid out in public spaces for passive engagement.

How to count common activities:

Story walks: Report each new story as 1 activity

Scavenger hunts: Each scavenger hunt is counted as 1. Example: the library releases a new scavenger hunt on the first Monday of the month. Report 12 scavenger hunts.

G.30 Number of Self-directed activities offered (NEW FY26): Report the total number of self-directed activities offered across all locations.

Self-directed activities by intent

Select the types of self-directed activities that are offered on a regular basis (at least quarterly) by location.

G.31 Career support (NEW FY26): select yes/no

G.32 Digital literacy/Technology (NEW FY26): select yes/no

G.33 Early literacy (NEW FY26): select yes/no

G.34 Adult literacy (NEW FY26): select yes/no

G.35 STEAM (NEW FY26): select yes/no

Part III: Recorded content

Recorded content includes recorded only programs and recordings of live programs that are made available for on-demand viewing following the live event.

G.36 Total Number of Asynchronous Program Presentations: An asynchronous program presentation is any recording of program content that cannot be viewed live as it unfolds (i.e., on-demand streaming). Only include program presentations posted during the reporting period. Regardless of the number of platforms on which a presentation is posted, count each unique presentation only once. Include program sessions hosted on Facebook Premiere that are not facilitated by a staff member. Count asynchronous program presentations at the administrative entity level; do not duplicate numbers at each branch. Include recordings of synchronous program sessions that were available for asynchronous viewing after the session ended.

G.37 Total Views of Asynchronous Program Presentations within 30 Days: The count of views of asynchronous program presentations for a period of thirty (30) days after the presentation was posted, even if that period extends beyond the survey reporting period (or fiscal year). For program presentations made available via Facebook, count unique 1-minute views of each video. For those made available via other platforms, count unique views of each video

G.38 Views per recorded program: Calculated field.

Part IV: Summer Learning Program

Report summer learning programs and activities for the most recent summer.

G.39 Select the literacy-based program used for summer learning. If multiple programs are used, select the primary one utilized. Add a note with additional detail if “Other” is selected.

G.40 What are the primary method(s) used to track summer reading participation?
Choose: Manual tracking, ReadSquared, Beanstack or Other. May select multiple options.

G.41 Summer Learning Program summary: Provide any notable aspects for the current summer learning program. Include such things as significant programs, outcomes, and partnerships. Text limit is 300 characters.

G.42 Juvenile SLP book circulation: Report book circulation in any format between 6/1-8/30 of the current fiscal year.

G.43 YA SLP book circulation: Report book circulation in any format between 6/1-8/30 of the current fiscal year.

G.44 Adult SLP book circulation: Report book circulation in any format between 6/1-8/30 of the current fiscal year.

G.45 Total Books Circulated during Summer Learning: Calculated field.

Summer Learning Participation

G.46-50a Registrants by age group: Report the number of people who registered to participate in reading challenges or other SLP activities. Do not report SLP program attendees as registrants unless they also registered or completed activities.

Note: If registration is not part of the SLP program, report the number of people who "completed" SLP activities. Completion is determined by the library but can include turning in reading logs or completing designated SLP self-directed activities.

G.46-50b Programs offered by target age group: Report programs offered by age group during 6/1-8/30 of the current fiscal year.

G.46-50c Program attendance by age group: Report program attendees during 6/1-8/30 of the current fiscal year. Report all attendees in the age group of the target audience regardless of actual age.

G.46-50d Minutes read by age group: Report minutes read by age group during 6/1-8/30 of the current fiscal year.

Section H: Facilities & bookmobiles

Part I: Service outlets

H.1 Number of central libraries: This is one type of single outlet library (SO) or the library, which is the operational center of a multiple-outlet library (MO or MA). Usually all processing is centralized here and the principal collections are housed here. Synonymous with the main library. *Note: Administrative centers are not counted as central libraries, i.e., offices that are separate from the direct service outlets and do not provide direct library services, but may provide staff, materials, and services to other libraries. Count these as branches.*

H.2 Number of branch libraries: An auxiliary unit which has all of the following:

- separate quarters;
- an organized collection of library materials;
- paid staff; and
- regularly scheduled hours for being open to the public.

Note: County libraries of a regional system are listed here. Report all branches including those housed in the same building as the regional library.

H.3 Number of bookmobiles: A mobile branch (i.e., bookmobile) must meet the following criteria:

- a vehicle that carries an organized collection of library materials
- a paid staff that provides library services
- a regular, publicly advertised schedule of stops where at least some stops are open to the public.

Note: Count the number of vehicles in use, not the number of stops the vehicle makes.

H.4 Total FSCS public service outlets: *Calculated field.*

H.5 Number other mobile units: Other vehicles or vans used for library programming (e.g., service to daycare centers, senior centers, etc.) that do not meet the definition of "bookmobile" above. Do not include vehicles that are used solely to as couriers or staff transportation.

H.6 Number of kiosks: Report the total number of kiosk locations. Kiosks are unstaffed, off-site locations where patrons can access physical or electronic library items.

Note: Do not include free little libraries. Include only locations where items are checked-in and out.

Part II: General Information

H.7 Name of branch: *Pre-filled and locked.* Review the name for accuracy.

H.8 Outlet type code: *Pre-filled and locked.*

H.9 Building square footage: *Pre-filled and locked.* Contact Amanda Johnson if updates need to be made. The square footage should be the actual square footage from architectural drawings, tax documents or other legal documents. Bookmobile square footage should be reported as -3.

H.10 Phone number: Phone number of location.

H.11 Fax number: Fax number of location.

Part III: Addresses and Contact

H.12-16 Physical Street Address: *Pre-filled and locked.* The complete street address of the location entity. If your street address has changed since last year, please contact Amanda Johnson, Amanda.johnson@dncr.nc.gov.

Note: Do not report a post office box or general delivery.

H.17-20 Mailing Address: *Pre-filled and locked.* Location's mailing address. If your mailing address has changed since last year, please contact Amanda Johnson, Amanda.johnson@dncr.nc.gov.

Part IV: Hours and Staffing

H.21 Hours of operation: Enter the library's regular weekly schedule here. You may also include summer or other special hours. Examples: M-F: 8: 00 a. m. -5: 00 p. m. or T-Th: 2-8 pm; F: noon-5 pm; Sat: 9 am-noon; Sun: 2-5 pm (Labor Day -Memorial Day).

H.22 Public service hours per year: This is the number of annual public service hours for outlets (reported individually by central, branch, bookmobile and Books by Mail Only). For each bookmobile, count only the hours during which the bookmobile is open to the public. For administrative entities that offer ONLY books by mail service, count the hours that the outlet is staffed for service. 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.

H.23 Number of weeks open: This is the number of weeks during the year that an outlet was open to the public. For each bookmobile, count only the weeks during which the bookmobile is open to the public. For administrative entities that offer ONLY books by mail service, count the weeks that the outlet is staffed for service. 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.

H.24 Unexpected closures: Select Yes/No. If yes, provide a brief note on the nature of closure and number of weeks.

H.25 Total Public Service Hours: This is the sum of annual public service hours for all outlets.

H.26 Branch head: The name of the person responsible for on-site management of the branch. The person who fills this role may not have the title "branch head" or "librarian." Report the name of the person who oversees staff and facilities at the branch, regardless of his or her job title.

H.27 Email Address: Email address of branch head.

H.28 FTE Staff: Total full-time equivalents of staff assigned to this outlet. Include all positions assigned to the outlet, whether those positions are filled or not.

H.29 Staff computers: Report the number computers (PCs and laptops) used by staff only. If both the public and staff use a computer, count it as a public computer.

Part V: Codes

H.30 State Assigned ID: State-assigned identification code for the branch.

Note: This field is completed by State Library and should not be edited.

H.31 Metropolitan status code: Select one of the following:

CC = Within the city limits of the central city of a Metropolitan Area;

NC = Metropolitan Area, but not within central city limits;

NO = Not in a Metropolitan Area; UK = Unknown.

Note: This field is completed by State Library and should not be edited. The State Data Center's map of NC Metropolitan Areas is available at http://www.osbm.state.nc.us/ncosbm/facts_and_figures/census/maps/mesa.html.

For bookmobiles, report the code which best describes their primary service area.

H.32 Unique ID: Code suffix added to distinguish each branch.

Note: This field is completed by State Library and should not be edited.

H.33 WebPLUS Identification number: Identification code assigned to the administrative entity, with a unique suffix added to distinguish each branch.

Note: This field is completed by State Library and should not be edited.