

# Jensen Memorial Library

## 2014 Nebraska Public Library Survey

### 1.0 - General Data

Click on underlined question numbers for a pop-up box with the question definition.

1.1	<u>Legal Name of Library</u>	Jensen Memorial Library
1.2	<u>Street Address</u>	443 North Kearney Avenue
1.3	<u>Mailing Address</u>	P.O. Box 264
1.4	<u>City</u>	Minden
1.5	<u>5-digit Zip code</u>	68959
1.6	<u>County</u>	Kearney
1.7	<u>Library Telephone Number</u> (enter as 402-123-4567)	308-832-2648
1.8	Library Fax Number (enter as 308-123-4567)	308-832-1642
1.9	Web Address of Library (URL)	<a href="http://libraries.ne.gov/jensen/">http://libraries.ne.gov/jensen/</a>
1.10	Library Director's E-mail Address	library@mindennebraska.org
1.11	Regional Library System	Republican Valley Library System
1.12	Local Population (2013 Official Census Estimate)	2,986
1.13	<u>Population of Legal Service Area</u>	2,986
1.14	Type of Board	Administrative
1.15	How often does the library board meet?	Monthly
1.16	Length of term (Years)	4 years
1.17	Does the library have an active Friends Group?	No
1.18	Does the library have an active Foundation?	Yes

### 2.0 - Library Facility (Central Library, Branches,

2.1	<u>Number of branch libraries</u>	0
2.2	<u>Number of bookmobiles</u>	0
2.3	Year current library facility was built	1953
2.4	Year of latest addition/major renovation	2011
2.5	Is this facility handicapped-accessible?	Yes
2.6	Is the library board or foundation board currently working on a building plan or project?	No

- 2.7 Is there currently an active fundraising campaign for a new or renovated library building? No
- 2.8 Is a new library construction or renovation project currently underway in your community? No
- 2.9 If a new library construction or renovation project is currently underway in your community, what is the projected completion date?

The following questions refer to outlet data and most of these fields cannot be altered. Questions 2.18-2.21 and 2.24-2.30 are locked; if you need to make a notation, do so using the State Notepad.

- 2.10 FSCS ID NE0145
- 2.11 LIB ID 163C
- 2.12 Name JENSEN MEMORIAL LIBRARY
- 2.13 Street Address 443 North Kearney Avenue
- 2.14 City MINDEN
- 2.15 5-digit Zip Code 68959
- 2.16 County of the Outlet Kearney
- 2.17 Phone 308-832-2648
- 2.18 Outlet Type Code CE
- 2.19 Metropolitan Status Code NO
- 2.20 Library Building(s) square footage 4900
- 2.21 Number of Bookmobiles in the Bookmobile Outlet Record 0
- 2.22 Actual hours open for public service per year for each outlet, including central units, branches, and bookmobiles.  
  
Minor variations in public service hours need not be included. Extensive hours closed to the public due to natural disasters or other events should be excluded from the count. 2,452
- 2.23 Number of actual weeks per year each library outlet is open. 52
- 2.24 Legal Basis Code CI
- 2.25 Administrative Structure Code SO
- 2.26 Geographic Code CI1

2.27	FSCS Public Library Definition	Y
2.28	Interlibrary Relationship Code	ME
2.29	Legal Service Area Boundary Change	N
2.30	Number of Central Libraries	1

### 3.0 - Library Finance

3.1	Start date of Fiscal year	10/1/2013
3.2	End date of Fiscal year	9/30/2014

#### Revenue (Income)

**Local Government Operating Revenue:** This includes all local government funds, designated by the community, district, or region and available for expenditure by the public library. **If the city, township, or county, pays some of the library expenses directly (e.g., salaries, utilities, insurance, grounds maintenance, etc.) on behalf of the library, these amounts should also be reported here.** Do not include the value of any contributed or in-kind services or the value of any gifts and donations, library fines, fees, or grants.

3.3	City or Village Revenue	\$112,266
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Please list all **Townships** that *contribute funds to your library's operation*

3.4	Township Name (if contributes funds for the library)	
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3.5	Township Revenue Amount	
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Please list all **Counties** that *contribute funds to your library's operation*

3.6	County Name (if contributes funds for the library)	Kearney
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3.7	County Revenue Amount	\$4,000
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3.8	Other Local Government Revenue - Description	
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3.9	Other Local Government Revenue - Amount	
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3.10	Total Local Government Revenue (3.3 + 3.5 + 3.7 + 3.9)	\$116,266
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#### State Government Revenue:

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

3.11	Library State Aid	1,097
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3.12	NLC Youth grant	
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3.13	NLC Continuing Education/Training Grant	
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3.14	Other State Government Revenue	
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3.15	Total State Government Revenue (3.11 + 3.12 + 3.13 + 3.14)	\$1,097
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## Federal Government Revenue:

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

- 3.16 Federal Library Improvement Grant
- 3.17 Other Federal grant source
- 3.18 Other Federal grant amount
- 3.19 **Total Federal Government Revenue (3.16 + 3.18)** \$0

## Other Revenue:

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

- 3.20 Lender Compensation (paid by the Nebraska Library Commission)
- 3.21 Regional Library System Grant(s)
- 3.22 Other (specify source)
- 3.23 Other Amount
- 3.24 **Total Other Revenue (3.20 + 3.21 + 3.23)** \$0

## Total

- 3.25 **Total Operating Revenue (3.10 + 3.15 + 3.19 + 3.24)** \$117,363

## Capital Revenue

Report all revenue to be used for major capital expenditures.

**Include** funds received for a) site acquisition; b) new buildings; c) additions to or renovation of library buildings; d) furnishings, equipment, and initial collections (print, non-print, and electronic) for new buildings, building additions, or building renovations; e) computer hardware and software used to support library operations, to link to networks, or to run information products; f) new vehicles; and g) other one-time major projects.

**Exclude** revenue to be used for replacement and repair of existing furnishings and equipment, regular purchase of library materials, and investments for capital appreciation. **Exclude** income passed through to another agency (e.g., foundations), or funds unspent in the previous fiscal year (e.g., carryover). Funds transferred from one public library to another public library should be reported by only one of the public libraries.

- 3.26 **Local Government Capital Revenue** \$0
- 3.27 **State Government Capital Revenue** \$0
- 3.28 **Federal Government Capital Revenue** \$0
- 3.29 **Other Capital Revenue** \$0
- 3.30 **Total Capital Revenue (3.26 + 3.27 + 3.28 + 3.29)** \$0

## Non-resident Fees

3.31 Does the library charge a non-resident fee? (Do not include fees charged for NebrasKard) No

3.32 If yes, who is charged for service?

If yes, what is the annual fee?

3.33 Individual

3.34 Household

3.35 Number of non-resident cards issued this year

## Expenditures

**Operating Expenditures:** Report current and recurrent costs necessary to support library services. Significant costs, especially benefits and salaries that are paid by other taxing agencies (government agencies with the authority to levy taxes) *on behalf* of the library should be included. **Please do not report capital expenditures under this category.**

3.36 **Salaries and Wages** \$53,725

3.37 **Employee Benefits (including Social Security and FICA)** \$9,381

3.38 **Total Staff Expenditures (3.36 + 3.37)** \$63,106

Please Indicate which of the following benefits listed are provided to the **library director**

3.39 Health Insurance Yes

3.40 Life Insurance Yes

3.41 Unemployment Compensation Yes

3.42 Sick Leave Yes

3.43 Vacation Leave Yes

3.44 Retirement Plan Yes

3.45 Family Leave Yes

3.46 Travel To Meetings, Conferences Yes

3.47 Professional Memberships (NLA, ALA, etc.) Yes

3.48 Continuing Education Workshops Yes

3.49 Other (Please Specify) Funeral Leave, Personal Leave

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

3.50 **Library Materials in Print Format** \$5,810

3.51 **Library Materials in Electronic Format** \$0

3.52 **Other Materials** \$1,116

3.53 **Total Collection Expenditures (3.50 + 3.51 + 3.52)** \$6,926

## Other Operating Expenditures

3.54	Facility	\$3,336
3.55	Utilities	\$2,603
3.56	Office supplies	\$3,667
3.57	Postage	\$146
3.58	Telephone	\$856
3.59	Insurance	\$2,396
3.60	Contracts-for-services	\$1,291
3.61	Computer hardware and software	\$423
3.62	Electronic access	\$2,994
3.63	Continuing Education	\$367
3.64	Miscellaneous	\$1,935
3.65	<b>Total Other Operating Expenditures (3.54 + 3.55 + 3.56 + 3.57 + 3.58 + 3.59 + 3.60 + 3.61 + 3.62 + 3.63 + 3.64)</b>	\$20,014
3.66	<b>Total Operating Expenditures (3.38 + 3.53 + 3.65)</b>	\$90,046
3.67	<b>Total Capital Expenditures</b>	\$0

#### 4.0 - Library Collections

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

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

4.1	Number books held at end of previous fiscal year	21,078
4.2	Number added during year (+)	1,311
4.3	Number withdrawn during year (-)	6,078
4.4	<b>Books held at end of current year (4.1 + 4.2 - 4.3)</b>	16,311

**Electronic Books (E-Books):** E-books are digital documents (including those digitized by the library), licensed or not, where searchable text is prevalent, and which can be seen in analogy to a printed book (monograph). Include non-serial government documents. E-books are loaned to users on portable devices (e-book readers) or by transmitting the contents to the user's personal computer for a limited time. Include e-books held locally and remote e-books for which permanent or temporary access rights have been acquired. Report the number of physical or electronic units, including duplicates, for all outlets. For smaller libraries, if volume data are not available, the number of titles may be counted. E-books packaged together as a unit (e.g., multiple titles on a single ebook reader) and checked out as a unit are counted as one unit. Please **exclude** public domain / uncopyrighted e-books that have unlimited access (e.g., Project Gutenberg).

Report the number of units. Report only items the library has selected as part of the collection. With the definition change, this data element now also includes E-books in the library's collection that are not catalogued.

or made accessible through the OPAC.

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

**Finite simultaneous use:** units of acquisition or purchase is based on the number of simultaneous usages acquired (equivalent to purchasing multiple copies of a single title). For example, if a library acquires a title with rights to a single user at a time, then that item is counted as 1 "unit"; if the library acquires rights to a single title for 10 simultaneous users, then that item is counted as 10 "units".

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

4.5 Number E-books held at  
end of previous fiscal year 10,816

4.6 Number added during  
year (+) 5,042

4.7 Number withdrawn during  
year (-)

4.8 **E-Books held at end of  
current year (4.5 + 4.6 -  
4.7)** 15,858

**Audio - Physical units:** These are materials circulated in a fixed, physical format on which sounds (only) are stored (recorded) and that can be reproduced (played back) mechanically, electronically, or both. Include records, audiocassettes, audio cartridges, audio discs (including audio-CD-ROMs), audio-reels, talking books, and other sound recordings stored in a fixed, physical format. Do not include downloadable electronic audio files.

Report the number of units, including duplicates. Items packaged together as a unit (e.g. two audiocassettes for one recorded book) and checked out as a unit are counted as one physical unit.

4.9 Number audio physical  
units held at end of  
previous fiscal year 296

4.10 Number added during  
year (+) 18

4.11 Number withdrawn during  
year (-) 26

4.12 **Audio physical units held  
at end of current year (4.9  
+ 4.10 - 4.11)** 288

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

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

**Finite simultaneous use:** units of acquisition or purchase is based on the number of simultaneous usages acquired (equivalent to purchasing multiple copies of a single title). For example, if a library acquires a title with rights to a single user at a time, then that item is counted as 1 "unit"; if the library acquires rights to a single title for 10 simultaneous users, then that item is counted as 10 "units"

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

would be counted as 100 "units".

4.13 Number audio  
downloadable titles held  
at end of previous fiscal  
year 5,878

4.14 Number added during  
year (+) 1,992

4.15 Number withdrawn during  
year (-) 0

4.16 **Audio downloadable titles  
held at end of current year** 7,870  
(4.13 + 4.14 - 4.15)

**Video - Physical units:** These are materials circulated in a fixed, physical format on which moving pictures are recorded, with or without sound. Electronic playback reproduces pictures, with or without sound, using a television receiver or computer monitor. Video formats may include tape, DVD and CD-ROM. Do not include downloadable electronic video files.

Report the number of units, including duplicates. Items packaged together as a unit (e.g. two audiocassettes for one recorded book) and checked out as a unit are counted as one physical unit.

4.17 Number video physical  
units held at end of  
previous fiscal year 1,358

4.18 Number added during  
year (+) 85

4.19 Number withdrawn during  
year (-) 107

4.20 **Video physical units held  
at end of current year** 1,336  
(4.17 + 4.18 - 4.19)

**Video - Downloadable Units:** These are downloadable electronic files on which moving pictures are recorded, with or without sound. Electronic playback reproduces pictures, with or without sound, using a television receiver, computer monitor or video-enabled mobile device.

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

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

**Finite simultaneous use:** units of acquisition or purchase is based on the number of simultaneous usages acquired (equivalent to purchasing multiple copies of a single title). For example, if a library acquires a title with rights to a single user at a time, then that item is counted as 1 "unit"; if the library acquires rights to a single title for 10 simultaneous users, then that item is counted as 10 "units".

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

4.21 Number video  
downloadable titles held  
at end of previous fiscal  
year 0

4.22 Number added during  
year (+) 0

4.23 Number withdrawn during  
year (-) 0

4.24 Video downloadable titles held at end of current year 0  
(4.21 + 4.22 - 4.23)

**Electronic Databases:** Report the number of databases for which temporary or permanent access rights has been acquired.

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. A database may be issued on CD-ROM, diskette, or other direct access method, or as a computer file accessed via the Internet. Include such services as EBSCO Host, WilsonWeb, FirstSearch, etc.

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. Each licensed database product is counted individually even if access to several licensed database products is supported through the same vendor interface (e.g., ProQuest, OCLC FirstSearch). If the library catalog is available electronically, this constitutes one (1) database.

4.25 Number databases held at end of previous fiscal year 22

4.26 Number added during year (+) 0

4.27 Number withdrawn during year (-) 0

4.28 Databases held at end of current year (4.25 + 4.26 - 4.27) 22

**Print Serials Subscriptions:** Report the number of current print serial subscriptions, including duplicates, for all outlets. Examples of serials are periodicals (magazines), newspapers, annuals, some government documents, some reference tools, and numbered monographic series.

4.29 Number print serial subscriptions held at end of previous fiscal year 43

4.30 Number added during year (+) 0

4.31 Number withdrawn during year (-) 5

4.32 Subscriptions held at end of current year (4.29 + 4.30 - 4.31) 38

**Other Materials:** Include here other materials in the library's collection, not already counted. This could include pamphlets, framed art, sculpture, cake pans, patterns, or any other items the library circulates to the public.

4.33 Description of Other Materials Cake Pans

4.34 Number held at end of previous fiscal year 87

4.35 Number added during year (+) 14

4.36 Number withdrawn during year (-) 36

4.37 Other Materials held at end of current year (4.34 + 4.35 - 4.36) 65

**Total Collection**

4.38	Total Materials held at end of previous fiscal year (4.1 + 4.5 + 4.9 + 4.13 + 4.17 + 4.21 + 4.25 + 4.29 + 4.34)	39,578
4.39	Total Materials added during year (4.2 + 4.6 + 4.10 + 4.14 + 4.18 + 4.22 + 4.26 + 4.30 + 4.35)	8,462
4.40	Total Materials withdrawn during year (4.3 + 4.7 + 4.11 + 4.15 + 4.19 + 4.23 + 4.27 + 4.31 + 4.36)	6,252
4.41	Total Materials held at end of current year (4.4 + 4.8 + 4.12 + 4.16 + 4.20 + 4.24 + 4.28 + 4.32 + 4.37)	41,788

## 5.0 - Library Services

5.1	Number of registered borrowers	2,086
5.2	Annual Library Visits	23,799
5.3	Annual Reference Transactions	2,264
5.4	Annual Uses of Public Internet Computers	3,931
5.5	Circulation of Adult Materials (excluding downloadable materials)	16,272
5.6	Circulation of Adult Downloadable Materials (Such as Overdrive ebooks & digital audio or video material)	468
5.7	Total Annual Circulation of Adult Materials (5.5 + 5.6)	16,740
5.8	Circulation of Children's Materials (excluding downloadable materials)	11,512
5.9	Circulation of Children's Downloadable Materials (Such as Overdrive ebooks & digital audio or video material)	10
5.10	Total Annual Circulation of Children's Materials (5.8 + 5.9)	11,522
5.11	Total Annual Circulation (5.7 + 5.10)	28,262
5.12	Circulation of Electronic Materials (5.6 + 5.9)	478
5.13	Total library materials loaned to other libraries	0

5.14	Total library materials borrowed from other libraries	3
5.15	Number of NebrasKard registrations issued in this fiscal year	0
5.16	Regular hours open per week	51
5.17	Weeks open regular hours	52
5.18	Total regular hours open per year (5.16 x 5.17)	2,652.00
5.19	Hours open per week in summer months (only if different)	
5.20	Weeks open in summer	
5.21	Total annual summer hours open (5.19 x 5.20)	0.00
5.22	Total hours open per year (5.18 + 5.21)	2,652.00

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

Count all children's programs, whether held on- or off-site, that are sponsored or co-sponsored by the library. Do not include children's programs sponsored by other groups that use library facilities. If children's programs are offered as a series, count each program in the series. For example, a story hour offered once a week, 48 weeks a year, should be counted as 48 programs. Exclude library activities for children delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, homework assistance, and mentoring activities.

**Note:** *Output Measures for Public Library Services to Children: A Manual of Standardized Procedures* (ALA, 1992) defines children as persons age 14 and under.

5.23	Number of Children's Programs	182
5.24	Average Attendance at Children's programs	11.65
5.25	TOTAL Children's Program Attendance (5.23 x 5.24)	2,120

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

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

The National Center for Education Statistics (NCES): Children and Young Adults Defined (*Services and Resources for Children and Young Adults in Public Libraries*, August 1995, NCES 95357) and The Young Adult Library Services Association (YALSA) defines young adults as age 12-18.

5.26	Number of Young Adult Programs	10
5.27	Average Attendance at Young Adult programs	7.10
5.28	TOTAL Young Adult Program Attendance (5.26 x 5.27)	71

#### Adult Programs

5.29	Number of Adult Programs	0
5.30	Average Attendance at Adult programs	.0
5.31	TOTAL Adult Program Attendance (5.29 x 5.30)	0
5.32	TOTAL Number of Library Programs ( 5.23 + 5.26 + 5.29)	192
5.33	TOTAL Attendance at All Library Programs (5.25 + 5.28 + 5.31)	2,191

## 6.0 - Library Technology

6.1	Name of Automation Software/Integrated Library System (ILS)	Follett-Destiny
6.2	Number of OPAC computers	1
6.3	URL of OPAC if Web accessible	jensenmemoriallibrary.follettdestiny.com
6.4	Public Internet Access Provided?	Yes
6.5	Number of Internet computers used by the public	6
6.6	Name of Internet Filtering Software used (if applicable) <i>Please note: we are asking here about software used to block certain web sites from displaying, not anti-virus or anti-spyware programs.</i>	OpenDNS
6.7	Internet Service Provider	Charter Communications
6.8	Type of Primary Internet Connection	Area Wireless
6.9	Wireless Internet access available for patrons?	Yes

6.10	Number of Wireless Internet sessions/logins provided by the library annually.	520
6.11	Maximum download speed of main Internet Connection	18.1 Mbps - 24.0 Mbps
6.12	Number of licensed databases funded locally or through other cooperative agreements	2
6.13	Number of licensed databases funded by the Nebraska Library Commission	19
6.14	Total Licensed Databases (6.12 + 6.13)	21

## 7.0 - Staffing

Report figures as of the last day of the fiscal year. Include all positions funded in the library's budget whether those positions are filled or not. **Please note: this is not a measure of individuals, but of *Full-Time Equivalents (FTE)*. To ensure comparable data, 40 hours per week has been set as the measure of full-time employment (FTE). For example, 60 hours per week of part-time work by employees in a staff category divided by the 40-hour measure equals 1.50 FTEs. If you work 25 hours each week, your FTE would be  $25 \div 40 = .625$ .**

7.1	Total ALA-MLS (Librarians with master's degrees from an ALA-sponsored program) in Full-Time Equivalents	0
7.2	Total Librarians (All persons with the title "librarian," including ALA-MLS librarians) in Full-Time Equivalents	1
7.3	All Other Paid Staff in Full-Time Equivalents	2.2
7.4	Total Paid Employees (7.2 + 7.3) in Full-Time Equivalents	3.20

Please provide the following information about the director position for your library:

7.5	Job Title	Library Director
7.6	Hourly Wage	\$16.34

### Volunteer Information

7.7	Total number of volunteers	45
7.8	Estimate the number of total volunteer hours per week	.85

## 8.0 - Narrative Section

The Nebraska Library Commission wants to know how your library is making a difference in your community.

Please describe major successes and challenges from the past year. Include information about significant programs, people, services and events, and information. Thanks! *(Please note, there is a 4000 character limit within the State Note field.)*

8.1

"Jensen Memorial Library has been through many changes and transitions in the past 18 months, including the exit of the previous director, a 5-month stint with a part-time interim director, and the start of a new director in April 2014. In the time between full-time directors, purchasing and programming was sparse as staff was basically just working to keep the operation going at its most basic level. This is reflected in the low amount spent on new materials. It is also reflected in lower program participation numbers than expected. In addition to a new director, two of the five part-time positions had a change. All of these staff changes have been beneficial, as new staff (along with retained staff) are very energetic and willing to participate in changes taking place in the library. This includes several changes in procedure, an overhaul of collection locations within the building, and the implementation of several new or expanded programs. Staff have responded well to all of the changes and are energetic and eager to help patrons adjust also. Patrons, regulars and those who had not been in for some time, have responded positively to the changes also. Many have commented on the pleasant atmosphere and the overall positive attitude of the organization. One project undertaken last year was the replacement of shelving in the adult area and the addition of dedicated magazine and newspaper shelving. With this new shelving and much rearranging, we were able to make a seating and reading area that features comfortable high-back chairs, magazine display shelves, and new adult materials. We were also able to make a new space for displaying new children's books, something that was not before available. As a part of the new shelves project, we did a much needed major weeding of the entire collection. The elimination of hundreds of books that were no longer relevant or in good shape allowed us to move collections more easily and make space for more display areas. There has also been a concerted effort to clean up patron and item records. This included a purge of long overdue, lost, missing, and damaged items on the materials side and the deletion of patron records inactive for 5 or more years. We also contacted patrons with long overdue items and fines in an effort to clean up patron records - a project which proved moderately successful in clearing up fines and/or updating patron contact information. Another project undertaken this past year was the last phase of window replacement. Completed in August, the installation of new double-pane, tinted windows did take longer than originally anticipated, but will be good for our materials and our building, keeping more harmful rays out while still letting lots of sunlight in. The 2014 Summer Reading Program drew in the largest number of people during the year. This included a performance by a Kearney theater group which brought in more than 70 kids and adults. Signups for the Reading portion of the program increased by almost 20% from the previous year. Weekly clubs for school-age children were a hit and even required a breakout into 2 preschool groups because of large numbers. Several of the library's most basic services continue to be in high demand and are greatly appreciated by the public. These include the Fax machine (for which there is no cost), the copy machine, and the public access computers from which prints may be made. The Minden community has been, as always, very supportive of the library and all of the transitions and changes in the library. As we continue to add programs, attain items requested, make visitations to schools, and participate in community activities, our efforts are gradually being reflected through number of visitors, number of checkouts, and visibility of the library in the community - all numbers which we anticipate being much higher next year. The upcoming year has several exciting things happening in the Minden community, and the library is looking forward to being an integral part of that activity. "

## 9.0 - Certification

I hereby certify that the information in this report is accurate and complete to the best of my knowledge.

- 9.1 Name of Director or other authorized individual Janene Hill
- 9.2 Title Library Director
- 9.3 Date 01/22/2015

### Submission of Survey

Once the survey is completed, click the red "Save" button, then click on the "Status" tab and follow these directions:

Step 1. Verify all questions have been answered by clicking the "Unanswered Questions" tab in the Status section. Review and answer the "Required Unanswered Questions" first, then click the down arrow and do the same with "All Unanswered Questions."

Step 2. Review any questions that might have been flagged.

Step 3. Click on the "Edit Checks" tab and correct or add a note for all questions listed. All of the questions must pass their edit checks before a survey can be submitted.

Step 4. Go back to the upper level tabs and select "Printing." Print and save a copy of the survey and annotation reports.

Step 5. Return to the Status section, click on the "Submit Survey" tab, then click on the green "Submit Survey" button.