

PUBLIC LIBRARY SURVEY 2016

Lisa Dale, California State Library
Lindsay Thompson, Counting Opinions

**Hosted by
Infopeople**

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Agenda

- National Public Libraries Survey
- California's Survey
- New Data Elements & Policy
- Available Resources
- LibPAS Data Input Training
- Submitting Survey & Edit Checks
- Answers to Your FAQs



The National Public Libraries Survey

Conducted annually since 1988, the Public Libraries Survey (PLS) is your definitive source on the state of public libraries in the United States.



“Current, accurate, and ongoing collection of library data is an essential foundation for quality library services in the United States” --

IMLS



<https://www.imls.gov/research-evaluation/data-collection/public-libraries-survey>

How is This Data Used?

IMLS
Researchers
Journalists
Local Practitioners
Policy Makers
The Public



California's Survey

- Includes state and IMLS questions
- 15/16 Survey open **Sept 1 - Oct 7**
- Instructions & Passwords emailed to director by Sept 1



What We Count/The Categories

- Directory Update
- Population
- Outlets
- Library Staff
- Income
- Expenditures
- Collections
- Library Service
- Salary Survey
- Electronic Services
- Referenda
- Mobile Libraries
- Outlets

Directory Update

- Library Administrative information
- Some “CSL Only” elements

NEW: System Membership



Population

- Population obtained from CA Dept of Finance

UPDATE: Children Borrowers definition



Income/Expenditures

- Revenue, State Funds
 - California Library Literacy Services
 - Broadband
- Expenditures – Actuals spent

Collections

Electronic Books
Audio
Video



v
s

Electronic
Collections



Library Service, Annual

- Technology Assistance
- Programs



New: Physical Item Circ

Successful Retrieval of Electronic Info
Electronic Content Use (Total field)
Total Collection Use (Total field)



Mobile Libraries

- Truck or van with circulating collection
- Regularly scheduled hours
- Paid staff



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New Policy

Any library that doesn't complete the survey beginning with the fiscal year starting July 1 will not be awarded additional LSTA grants.



Resources

- 15/16 Survey Updates
- Counting Electronic Items Handout
- Past Infopeople Webinars:

[Public Library Statistics: Collecting, Finding, Using](#)

[Making it Count: California Library Statistics Online](#)

californialibrarystatistics.com

- Find past data =



LibPAS Data Input Training

- Logging in – who to contact for help
- Navigating the survey tool LibPAS – functionality, layout, and structure
- Completing the survey - required information, repeating fields, and notes
- Printing and saving your survey
- Submitting the survey and dealing with edit checks



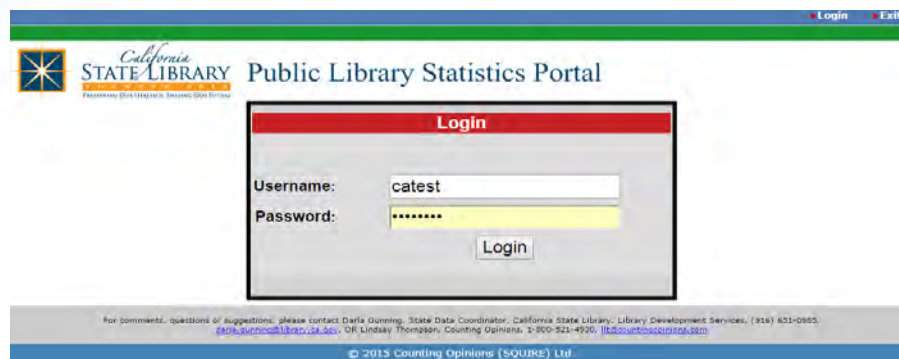
Login / Access

Web Address: <http://ca.countingopinions.com/>

System Requirements

Operating Systems: Mac and Windows supported

All major browsers are OK; newest versions recommended



The screenshot shows the login interface for the California State Library Public Library Statistics Portal. The page header includes the California State Library logo and the text "Public Library Statistics Portal". A "Login" button is visible in the top right corner. The main content area features a "Login" form with two input fields: "Username:" containing the text "catest" and "Password:" containing a masked password "*****". A "Login" button is positioned below the password field. At the bottom of the page, there is a footer with contact information for Darla Garinger, State Data Coordinator, and Lindsay Thompson, Counting Opinions, along with the copyright notice "© 2015 Counting Opinions (SQUIRE) Ltd."



Navigating through LibPAS

[Data Input](#) [Home](#) [Logout](#)
[Libraries](#) [Locations](#) [Maps](#)



Welcome A. K. SMILEY PUBLIC LIBRARY

Enter

Deadline: December 4, 2015

Annual Public Library Survey resources

[Worksheet](#) [Excel Version](#)

[Instructions](#)

[Recorded Webinar](#)

Questions? Comments? Survey fires to put out?! Contact:

Monica Rivas, CLSA Program Coordinator, 916-653-5471, monica.rivas@library.ca.gov

OR Lindsay Thompson, Counting Opinions, 1-800-521-4930, ltt@countingopinions.com

For comments, questions or suggestions, please contact Darla Gunning, State Data Coordinator, California State Library, Library Development Services, (916) 651-0985, darla.gunning@library.ca.gov,
OR Lindsay Thompson, Counting Opinions, 1-800-521-4930, ltt@countingopinions.com

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Navigating the Survey Form

The screenshot shows a web-based survey form for the California Library Statistics Cooperative. The interface includes a top navigation bar with links for Home, Menu, Help, Logout, Definitions, and Print. Below this is a 'Data Input' section with buttons for Review, Save, Previous, and Next. A sidebar on the left lists various survey categories such as 'Public Library', 'Directory Update', and 'Income - for Operational Expenses'. The main content area displays the 'Public Library Survey' for 'A. K. SMILEY PUBLIC LIBRARY' for the period '2014-15'. It includes a 'Verify' button and a 'Submit/Lock' button. A 'Hide' button is located at the bottom of the sidebar. Callout boxes provide instructions: 'Print' generates a PDF document; the 'Review' button lists all questions and responses in a single-page display; the navigation sidebar allows users to navigate to specific sections; the 'Hide' button minimizes the sidebar; and the 'Submit/Lock' button is used to submit the report to the state, with a 'Verify' button for optional data checks.

"Print" generates a PDF document that can be saved or printed.

The "Review" button lists all questions and responses in one, long, single-page display.

Use this navigation sidebar to navigate to specific sections of the report.

To minimize the sidebar and view more of the form in your window, select "Hide". To restore the sidebar select the ">>" chevron that appears in its place.

When you have completed your report select Submit/Lock to submit it to the state. The "Verify" button is optional and may help you identify any missing data or triggered edit checks before submitting your survey.

Completing the Survey

The screenshot shows a survey data entry interface for 'California Library Statistics' for the period '2014-15' at 'A. K. SMILEY PUBLIC LIBRARY'. The interface includes a navigation sidebar on the left, a table of survey items, and a 'Verify' button. Three callout boxes provide instructions:

- Callout 1:** 'Select the chevron to restore the navigation sidebar' with an arrow pointing to the chevron icon in the sidebar.
- Callout 2:** 'Use the notepad icons to add notes to the data. Notes can be used to provide context to anomalous data.' with an arrow pointing to a notepad icon in the data entry row.
- Callout 3:** 'Click in the box to apply an exception value.' with an arrow pointing to the 'Unavailable' checkbox in the data entry row.
- Callout 4:** 'Some questions require the use of a pull-down menu to select a response.' with an arrow pointing to a pull-down menu in the data entry row.

Collection	California Library Statistics	Period	2014-15	Verify	Submit/Lock
Library	A. K. SMILEY PUBLIC LIBRARY				
Electronic Services #856-863					
California Teleconnect Fund administered by the California Public Utilities					
<input type="checkbox"/> 856. Library Utiliz				<input type="checkbox"/> No	
<input type="checkbox"/> 857. Library Utiliz				<input type="checkbox"/> No	
<input type="checkbox"/> 858. CIPA Compli				<input type="checkbox"/> No	
Public Access Computer					
Public Access Computer					
<input type="checkbox"/> 859. Annual Uses			41,706	<input type="checkbox"/> Unavailable	
<input type="checkbox"/> 860. Virtual Visits				<input type="checkbox"/> Unavailable	
<input type="checkbox"/> 861. Wireless Ser				<input type="checkbox"/> Unavailable	
<input type="checkbox"/> 862. RFID				<input type="checkbox"/> Yes	
<input type="checkbox"/> 863. # of Interne			24		

Review Save Previo

Printing Survey

Directory Update #1-45

THE FIELDS (IN GREEN) BELOW ARE FOR CSL USE ONLY

1	LIBRARY_IDa	M815
2	FSCS_ID	CA0165
3	Short_Name	Redlands
4	Name	A. K. SMILEY PUBLIC LIBRARY
Director (If position is not filled, enter "VACANT" in 6 and leave 7 & 8 blank)		
5	Courtesy Title (Ms., Mr., Dr.)	Mr.
6	First Name	Don
7	Middle Name or Initial (only if used)	
8	Last Name	McCue
9	Title	Director
10	Street Address	125 W. VINE ST.
11	City	REDLANDS
12	Zip	92373
13	Zip4	4728
14	Mailing Address	125 W. VINE ST.
15	Mail City	REDLANDS
16	Mail Zip	92373
		4728

Print Form

Template

Screen

Cancel

Public Library Survey

The report incorporates data elements requested by the Public Library Statistics Cooperative coordinated by the Institute of Museum and Library Services.

In financial sections, report whole dollars only, omit cents.

Enter "0" if the entry is zero. If an item does not apply or the figure is unknown, enter "N/A", do not repeat last year's figure if the figure for this year is unknown.

If an exact figure is not available but the amount is known to be greater than zero, please enter an estimate of the amount.

The due date for completion of this year's annual report is December 4, 2018.

Directory Update #1-45

Your Directory information, as it currently exists in our files, is provided. Please review this data and make updates or corrections. Please notify CSL for major address changes only.

1. Library ID	M815
2. FSCS ID	CA0165
3. Short Name	Redlands
4. Library Name	A. K. SMILEY PUBLIC LIBRARY

Director's Contact Information

Director (If position is not filled, enter "VACANT" in 6 and leave 7 & 8 blank)

5. Courtesy Title	Mr.
6. Director First Name	Don
7. Director Middle Name	E.
8. Director Last Name	McCue
9. Director Title	Director

page 1 / 20

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Submitting Survey

If, after selecting the “Submit/Lock” button the buttons disappear and are replaced by the Locked image below, then your survey has been submitted successfully!



If, after selecting the “Submit/Lock” button you see a pop-up that reads “Lock Failed” and provides a list of required fields or edits that require an explanation, you’re not quite done. Please address the fields and try again.

The screenshot shows the top portion of a web form. At the top, there are two dropdown menus: "Form" set to "California Library Statistics" and "Period" set to "2015-16". To the right of these are two buttons: "Verify" and "Submit/Lock". Below the "Form" dropdown is another dropdown for "Library" set to "A. K. SMILEY PUBLIC LIBRARY". The main heading is "Public Library Survey". Below this is a paragraph: "The report incorporates data elements requested by the Public Library Statistics Cooperative coordinated by the Institute of Museum and Library Services." There is a link "...more" and a section heading "Directory Update #1-45". A red arrow points to the "Submit/Lock" button.

The "Lock Failed" dialog box is open, listing the following error messages:

- (202.) Population of Children Ages Under 5: no valid value for REQUIRED indicator!
- (203.) Population of Children Ages 5-14: no valid value for REQUIRED indicator!
- (204.) Registered Users as of June 30: no valid value for REQUIRED indicator!
- (205.) Children Borrowers Age 0-14: no valid value for REQUIRED indicator!
- (206.) # of Central Libraries: no valid value for REQUIRED indicator!
- (207.) # of Branch Libraries: no valid value for REQUIRED indicator!
- (208.) # of Stations: no valid value for REQUIRED indicator!
- (210.) # of Bookmobiles: no valid value for REQUIRED indicator!
- (251.) Total count of persons employed - full and part time: no valid value for REQUIRED indicator!
- (252.) ALA Librarians (FTE) who have accredited ALA Masters: no valid value for REQUIRED indicator!
- (253.) FTE Total Librarians (ALA or other): no valid value for REQUIRED indicator!
- (254.) FTE Special Professionals: no valid value for REQUIRED indicator!
- (255.) FTE Librarian Technical Assistants: no valid value for REQUIRED indicator!
- (256.) FTE Other: no valid value for REQUIRED indicator!

A blue arrow points from the text "Please address the fields and try again." to the "Lock Failed" dialog box. A "Cancel" button is visible at the bottom right of the dialog.



Thank You!

Lisa Dale

lisa.dale@library.ca.gov

916-653-7743

Lindsay Thompson

llt@countingopinions.com

800-521-4930



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