PUBLIC LIBRARY SURVEY 2016

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Hosted by Infopeople

August 30, 2016

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

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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.

Find Your Library   Explore PLS Data   Report Your PLS Data

"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

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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

- Find past data =

californialibrarystatistics.com

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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

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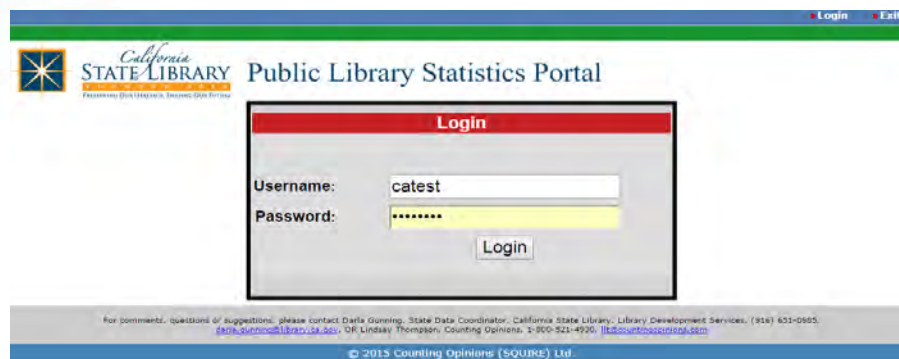
Login / Access

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

System Requirements

     Operating Systems: Mac and Windows supported

     All major browsers are OK; newest versions recommended

Navigating through LibPAS

Navigating the Survey Form

"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.

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.

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.

Completing the Survey

Printing Survey

Print Form

Template Screen Cancel

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

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

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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!

Locked 🔒

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.

Form California Library Statistics ▼ **Period** 2015-16 ▼ [Verify] [Submit/Lock]
Library A. K. SMILEY PUBLIC LIBRARY ▼

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 ...more

Directory Update #1-45

Lock Failed   ✕

(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!

[Cancel]

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Thank You!

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