

Random Acts of Continuing Education

2010 Public Library Survey webinar
Participant Guide

March 4, 2011



south dakota
STATE LIBRARY
Leadership. Innovation. Excellence.

With Daria Bossman and Kathleen Slocum

Objectives

- Teach users how to navigate the Public Library Survey in *Collect*
- Provide tips on completing the annual public library survey with fewer edit checks
- Save you time, energy and effort
- Assist you with collating your data accurately
- Provide a forum for you to ask us questions & provide suggestions for how to use your own data effectively in advocating for your library

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The 2010 South Dakota Public Library Annual Survey

Much is the SAME!

- **Same** Collect software last year
- **Same** address/link as last year – <http://collect.btol.com>
- **Same** format as last year---with some improvements
- **Same** passwords (same logins)
- **Same** timeframe for submission–
 - **March 31, 2011**

What is NEW

- **A few New** questions & numbers

Not new:

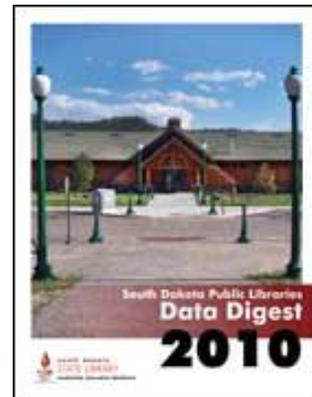
- **Same Old** requirement: State Law,
 - SD14-2-40(6)

Where do your statistics end up?

- Federal Level – Institute for Museum and Library Services
<http://harvester.census.gov/imls/compare/index.asp>
<http://harvester.census.gov/imls/search/index.asp>



- State Level – the annual Public Libraries Data Digest
- <http://library.sd.gov/LIB/DEV/statistics.aspx>



Getting Started

What your computer needs:

- PC Computer running Windows 95 OR a MAC
- Pentium with 200 Megahertz
- 32 MB RAM
- Internet connection with 28.8 modem or higher
- Internet Explorer 6.0 or higher OR Firefox 1.5 or higher
- Adobe Acrobat Reader 6.0 or higher
- 1024 x 768 resolution with 256 colors (8-bit)

<http://collect.btol.com>

PRINT OUT A COPY OF THE INSTRUCTIONS – THIS IS YOUR PUBLIC LIBRARY SURVEY BIBLE!
The Instructions tab is at the top of the page – the far right tab on the gold bar.

Survey Structure

New Stuff

- Save and Next buttons at the top of the page too!
- Certificate form at the top of the very first page – PRINT IT OFF, SIGN IT, & RETURN IT!
 - Add the name of your county in the upper left corner

The Printing tab

- In the top gold bar
- Print a blank copy of the survey before you start
- Print a copy with last year's data and this year's data for your Board

The Status tab

- In the top gold bar
- Edit checks – questions the system has
 - Provide a **brief & simple** explanation in the State note field
 - Questions turn green when the system accepts your explanation
- Flagged questions – things you wanted to review before submitting the survey
- Unanswered questions – hopefully you didn't skip anything!
- **SUMBIT SURVEY**
 - **This is what the button looks like**

A green rectangular button with rounded corners and the text "Submit Survey" in white.

Moving through the Survey

- Survey Navigation – left column
 - You can click directly into any section and fill it out
- Reminder – Save and Next buttons at the top and bottom of every page

A dark red rectangular button with rounded corners and the text "Save" in white.A green rectangular button with rounded corners and the text "Next" in white.

- Save your work at the end of every page
- Flag questions you want to revisit – remove them before submission!
- Explain any changes in a State Note – be brief!

Helpful Hints for Specific Questions

- Zero vs. N/A
 - Enter 0 if the appropriate entry for an item is zero or none.
 - Example: G38 – “Number of laptop computers available for public circulation.” If you don’t have laptops for the public to use, enter “0.”
 - Enter “N/A” if an item does **Not Apply** to your library or if you do not collect these statistics and you cannot provide an estimate.
 - Example: B39 – “Branch Library’s Name.” If you don’t have a branch, enter “N/A” on this line.
- A16: Total Population Chartered or Contracted to Serve most Recent
 - Population of the primary governmental unit(s) that financially supports the library’s services – an EXACT NUMBER.
 - It does not include populations where the entire population is not included. For example, the county pays a portion of the non-resident user fee, a secondary city provides funding for a specified number of users but not the entire city population, etc.

If you do not know the population of your service area (city or county)
CALL the reference desk at the State Library!

- A17: Estimated population of total service area
 - Populations that are served without formal contract or with little or no fiscal support are reported
- A25: Legal Basis Code
 - Will reflect the state law that authorized the founding of your library.
 - It does NOT reflect all of the income sources that apply to your library.
 - Bottom line: who appoints your library board?
- A26: Geographic Code
 - What government units give you money?
- Section B: Library Hours
 - Open & Close times
 - Total hours open to the public each week
- Section C: Personnel
 - Head Librarian
 - Other Librarians – paid staff who do library work
 - Staff, NOT Librarians - IT Tech, Janitors, Archivist, student pages/book shelvees, etc.
 - Volunteers (NOT paid at all)

- Volunteers – paid by another agency; NOT paid by your library
 - Example: Green Thumb, Experience Works, etc.
- FTE: Every 40 hours equals “One” FTE– a full-time equivalent
- Section D: Income
 - Operating – money you get to keep things going
 - Capital – money you get to do big, special projects
- Section E: Expenditures
 - Print – books & periodicals
 - Electronic – e-books, databases license fees, anything your library has digitized, etc.
 - Capital – land, buildings, new computers, debt payment, etc.
- F06 – F08: Databases
 - Local: individual databases that your library pays for directly and is not joint use with any other library
 - State: SDSL pays for these; there are 41
 - Other: includes SDLN for remote and full members; there are 28
- G03: Reference Transactions
 - Not directional – “Where are your gardening books?” “How do I start an email account?”
 - Example of a reference transaction: “I need to find a picture of myself standing in a field in 1967. I think it was in the local paper in August of that year. Can you find that?”
- G26 – G31: Programming
 - Adults: 19 and older
 - Youth: 12 through 18
 - Children: babies to age 11
 - Any planned event
 - On-site or off-site
 - Co-sponsored programs
 - Count every program in a series
 - Example: summer reading runs for 8 weeks with an activity for children on Tuesdays and teens on Thursdays. There was also a kick-off party at the library and a closing pool party. This is a total of 18 programs.