Random Acts of Continuing Education

2013 Public Library Survey Webinar
Participant Guide

January 21, 27, 30
February 5, 11

south dakota
STATE LIBRARY
Leadership. Innovation. Excellence.

with Shawn Behrends, Jasmine Rockwell & Kathleen Slocum

Objectives

- Teach users how to navigate the Public Library Survey in *LibPAS*
- 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 2013 South Dakota Public Library Annual Survey

Begin the survey at https://sd.countingopinions.com/

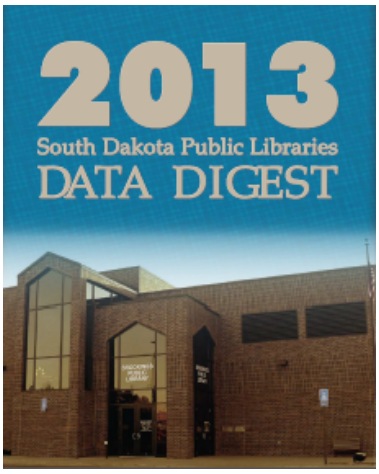
Deadline: March 31, 2014

Three things to print when you log in!

- SDSL Certificate form
- Instructions
- Survey worksheet

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



Survey Structure

The **Print** tab

- In the top green bar
- Print a blank copy of the survey before you start—last year's data will also be displayed
- When finished, print a copy with last year's data and this year's data for your Board

The **Instructions** tab

- In the top green bar
- Lets you view the instructions in a separate tab--or you may view them by section by clicking on the **more** link in the top blue box of every section.

Edit checks – questions the system has

- Will appear in a pop-up window when you leave the field
- To Accept the value entered, please provide/select an explanatory Note, otherwise select Cancel to update the value.

Unanswered questions – You cannot leave any field blank

N/A – enter when you're asked to use actual words

0 (Zero) – when asked for a number

SUMBIT SURVEY Submit/Lock

Moving through the Survey

The survey is divided into sections. You can navigate the survey in three ways:

1. Select the name of the section from the list down the left side of the screen.
2. Use the **Next** and **Previous** buttons to proceed through the form, once section at a time.
3. Select the **Review** button. This displays the entire form on one web page. This is the same as the initial view when you first load a Data Input form.

You can proceed through each field on the Data Input form by selecting the target field using your mouse, or by using the **Tab** and/or **Enter** key to proceed through fields one at a time. *Your responses will automatically be saved when you move to the next field.*

For clarification of any question in the form, select the Question Number of the Data Input field to read a definition of the question.

Helpful Hints for Specific Questions

- 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
  - Includes services extended by **formal** contract (written, signed agreements)

- A17: Estimated population of total service area
  - Estimation, based on fact, of who all you think walks through your doors

- 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?

- Sections D, Income & E, Expenditures
  - Operating – money you get to keep things going
  - Capital – money you get to do big, special projects
  - D17 = E09
    - **If you have unspent funds, tell us where it went & why**

- F03 & F04: Databases
    - Local: includes SDLN for remote and full members, there are **31**; and OverDrive, which counts as **1**
    - State: SDSL pays for these, there are **40**

- F07 & F10: Electronic materials owned
    - Definition has been changed from Titles to *Units* – please refer to the instructions for these questions
    - 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

- G03: Reference Transactions
    - Not directional – "Where are your gardening books?" "How do I start an email account?"

- G04: Total Circulation – Adult
    - Large Print Circuits circulation goes here, NOT in ILL

- G18: Circulation of Electronic Materials
    - This question was formerly Total e-books loaned (circulated)
    - This year, count e-books, *and* downloadable electronic video and audio files
    - For help, contact Julie Erickson – julie.erickson@state.sd.us or (605) 295-1994

- G21– G28: Programming
    - Adults: 19 and older
    - Youth: 12 through 18
    - Children: babies to age 11
    - Any planned library event
        - On-site or off-site
        - Co-sponsored programs
        - Count every program in a series

- G34: Annual Number of Public Access/Internet Uses/sessions
    - Report the total number of half-hour sessions (30 minutes or less)
    - Internet access, word-processing, OPAC, etc.
    - Easy guesstimate: count during a typical two week period & multiply this number by 26
    - CANNOT be exactly the same year after year

- G42-G62: Resource Sharing/InterLibrary Loan
    - Make sure that you break everything down in the categories provided for both items received and items loaned