

Random Acts of Continuing Education

South Dakota 2009 Public Library Survey
Participant Guide

February 5, 2010



south dakota
STATE LIBRARY
Leadership. Innovation. Excellence.

With Daria Bossman and Jasmine Rockwell

WELCOME

Welcome and congratulations for selecting this professional development opportunity! By the end of this class, you will have learned tips on how to provide the most accurate information about your library for the 2009 Public Library Survey.

Be sure to print this guide as it will assist you in today's workshop and be a helpful tool in the future. Remember that your participation in today's workshop is a key factor in how much you learn.

Again, thank you choosing this webinar and we hope you will continue to learn with us in the future!

Sincerely,

Daria Bossman
Assistant State Librarian
South Dakota State Library

Today's Objectives

- Learn to navigate the new Public Library Survey in *Collect*
- Gather 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



The Word for today: _____

New Collect _____, New _____, New format, New numbering, New _____ (a few...), New passwords (same logins)

New timeframe for submission– March 31, 2010

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

What Happens to the data?

We turn it in to the Federal Government (IMLS) – used this merged data to directly lobby Congress for funding for states.



It also increases our _____ which converts into better and more local support.

How do I get the data?

IMLS' "Compare Public Libraries." <http://harvester.census.gov/imls/compare/index.asp>

"Search For Public Libraries"

<http://harvester.census.gov/imls/search/index.asp>



Getting Started with the new Collect

Minimum Requirements

- PC Computer running Windows 95
- Pentium with 200 Megahertz
- 32 MB RAM
- Dial-up Internet connection with 28.8 modem
- Internet Explorer 6.0 or higher or FireFox 1.5 or higher
- Adobe Acrobat Reader 6.0 or higher
- 800 x 600 resolution with 256 colors (8-bit)



New address: <http://collect.btol.com/>

- Enter user name & password

Main Page:

TOP LEFT: _____

Structure: Alpha numeric – A01, A02

Survey Navigation: _____. You may click on any of these at any time and go directly to that section.

Tabs: top gold bar

- Instructions tab: _____! It has been updated and rewritten & will be of great help.
 - Sections A & B have been _____. Check these lines for accuracy.
 - Do fill in both the _____ address and the _____ address of your library.

- _____ tab:

We suggest you click on this tab and print out a survey WITHOUT Data or only with last year's data. This will help you as you gather your statistics.

- Status tab:

- The dreaded _____ checks!

Edit checks are questions the system has for you. It does not mean your data is _____. They just want you to double check it. To remove an edit check you will need to provide some explanation. Select State and type in your explanation.

- Flagged questions: Flagged questions are questions you flagged to return to.

- **SUBMIT SURVEY**: When you are completely done!

In the Survey

At the bottom of the first page will be:

Save

Next

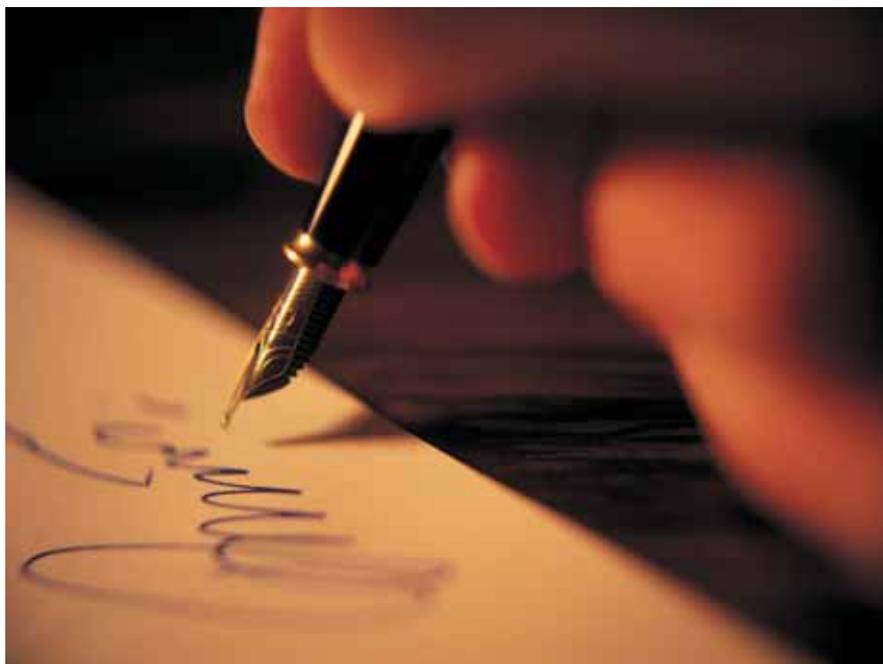
Joined by [Back](#) on the second page and on.

BE SURE and SAVE your work after you complete each page.

- In several places we have _____ SUMS. Please check the system's math! If it is not adding up correctly, please let us know immediately!!!
- Flags: can be made for any question you would like to come back to.
- Notes: Even minor changes in data may require an explanation.
- Section J: Special Services
 - Click on _____ & a large box will open up in which you can type all your activities and events held over the past year.
 - Type in the _____ name and the _____ name

***NOTE: This is not the signature! Click [HERE](#) to print your Form to sign and mail in!**

***NOTE: Your Public Library Survey will not be official until we have this signed form!**



Helpful Hints

When can I enter...

- **Zero (0)** – Enter 0 if the appropriate entry for an item is zero or _____.
 - “We have no users of public internet computers (because we don’t provide internet access).”
- **N/A** = Enter N/A if an item _____ to your library or if you do not collect these statistics and you cannot provide an estimate
 - “We don’t count reference transactions.”
 - “We don’t count heads at our children’s programs.”

How do I answer...

- Total Population Chartered or Contracted to Serve most Recent
 - Population of the primary governmental unit(s) that financially supports the library’s services



- Estimated population of total service area
 - For example, a city library that serves the _____ area would enter that number here
- Legal Basis Code
 - In this data element you are asked to assign a code to your library based on the type of local _____ structure within which the library functions. It will reflect the state law that authorized the founding of your library. It does not reflect all of the _____ sources that apply to your library.
- Geographic Code
 - Choose ONE code that either exactly or _____ describes the geographic area for which the public library has been established to offer services and from which the library derives _____, plus any areas served under contract for which the library is the primary service provider.



Helpful Hints

How do I answer...

- Library Hours
 - For you to provide your _____ hours (open at x and close at y)
 - To calculate the total _____ hours of your library system (purpose of excluding any time closed for lunch)
- Personnel
 - Head Librarian (only one person)
 - Other Librarians
 - Staff, Not Librarians (IT Tech, Janitors, Archivist, student pages/shelvers, etc.)
 - Volunteers (not paid)
 - Volunteers (paid by another agency. Example: Green Thumb, etc.)
- Personnel continued
 - Total hours worked per _____ - total hours worked by all employees in that category.
 - Total F.T.E. employed by library
 - FTE stands for _____ - _____ equivalent. To calculate the FTE for your library take the total number of hours worked by all employees and divide that number by 40.
 - Volunteers and hours worked per week - use an _____ number of contributed hours per week for all volunteers (not individual totals).
 - Number of staff paid from other sources



Helpful Hints

How do I answer...



- Income (Operating)
 - Miscellaneous Funds for Operating Expenses
 - Fines, Gifts & Endowments, Trust Funds, Sale of Library Cards - If your library does not maintain a _____ set of books, ask your city finance officer or county treasurer to complete the income and expenditures section of the survey.
 - Other - Operating Income that has not been accounted for above should be reported here. Include a _____ explaining the source of this income.
 - Capital Income – local government, state government, federal government, & other
 - Include all funds received for:
 - Site acquisition
 - New _____
 - _____ to or renovation of library buildings
 - Furnishings, equipment, and _____ collections for new buildings, building additions, or building renovations
 - Library _____ systems
 - New _____
 - Other one-time major projects



Helpful Hints

How do I answer...

- Expenditures
 - Salaries and Wages for Library Staff
 - Includes Maintenance, Custodial, and Security staff if paid from the library budget
 - Include salaries and wages before _____, but exclude "employee benefits"
 - Total Employee Benefits (including Group Insurance)
 - If these benefits are not paid from the _____ budget mark N/A.



- Library Materials
 - Books and Periodicals – books, magazines, and newspapers
 - _____ Materials – include e-books, e-serials (including journals), government documents, databases (including locally mounted, full text or not), electronic files, reference tools, scores, maps, or pictures in electronic or digital format
 - Other Materials – microforms, _____, video, DVD, and materials in new formats
 - Other Operating Expenditures – such as binding, supplies, repair or replacement of existing furnishings and equipment, rental of quarters, bookmobile operating expense.
 - Capital Expenditures – Land, _____, Remodeling, Computer Hardware, Audio-Visual Equipment, Other Library Equipment, _____, Debt Payment, Other Capital Expenditures
- Databases vs. Electronic _____ Subscriptions
 - Electronic Serial Subscriptions - not the databases that you have _____ to through the South Dakota State Library or through the South Dakota Library Network.
 - Databases – Local, State (that the State Library subscribes to for you), Other Cooperative Agreements (SDLN)



Helpful Hints

How do I answer...



- Reference transactions - Total reference transactions per _____ week.
 - A reference transaction is an information contact which involves the _____, use, recommendations, interpretation, or instruction using one or more information sources by a member of the _____ staff. The term includes information and referral service.
- Counting Adult, Youth and Children's Programs
 - Adults are those _____ 18 years of age
 - _____ are those 12 years of age up to 18 years of age
 - Children are those under _____

Questions?

- **State Library – 605-773-3131**
- Daria Bossman - 773-3167
- Jasmine Rockwell- 773-5066
- Kathleen Slocum - 773-8438
- Brenda Hemmelman - 773-5075
- Stacia McGourty - 773-6391
- **Our Toll free number -1-800-423-6665**

