

Random Acts of Continuing Education

2011 Public Library Survey webinar
Participant Guide

February 7 & March 8, 2012



south dakota
STATE LIBRARY
Leadership. Innovation. Excellence.

With Daria Bossman and Jasmine Rockwell

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 2011 South Dakota Public Library Annual Survey

- <http://collect.btol.com>
- **Deadline March 31, 2011**

Where do your statistics end up?

- Federal Level – Institute for Museum and Library Services

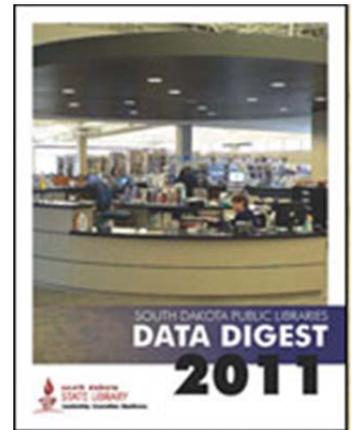
<http://harvester.census.gov/imls/compare/index.asp>

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



- State Level – the annual Public Libraries Data Digest

<http://library.sd.gov/LIB/DEV/statistics.aspx>



<http://collect.btol.com>

3 Things to Print Right Away:

- **the certificate form**
- **the instructions** – your public library survey Bible
- **a copy of the survey**

Survey Structure

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 of why the information changed from last year

- Questions turn green when the system accepts your explanation
- Flagged questions – things you wanted to review before submitting the survey
- Unanswered questions – You cannot leave anything line blank
 - N/A – enter when you’re asked to use actual words
 - 0 (Zero) – when asked for a number

- **SUMBIT SURVEY**



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



- Save your work at the end of every page

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?
- Section B: Library Hours
 - Open & Close times
 - Total hours open to the public each week
 - Outlet Information: **cannot put N/A**

- 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

- 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 38
 - Other: includes SDLN for remote and full members; there are 18
 - OverDrive is Other & is counted as 1 database

- 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

- G26 – G31: 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

- G39: 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.