



Annual Public Libraries Survey (PLS)

General Information

- Nebraska uses Bibliostat™ to collect data online
- Report covers the library fiscal year. Typically this is October 1 – September 30 or July 1 – June 30.
(current data collection is for the 2017-2018 FY)
- Nebraska's current data collection cycle runs from November 5, 2018 to February 15, 2019)
- Data collection is part of national program by the Institute of Museum and Library Services (IMLS)

Institute of Museum and Library Services (IMLS)

- Independent agency of the U.S. federal government
- Primary source of federal support for the nation's libraries and museums
- Conducts policy research, analysis, and data collection

IMLS

- Collaborates with state library administrative agencies
- Provides consistent, reliable, complete, and accurate library and museum trends (since 1988)
- Reports timely and useful data to Congress, states, policymakers, data users and the public (primary source of data is the annual public library survey)

Public Library Survey Data in Nebraska

- Contributes to national file, the IMLS data catalog
- Used for accreditation process
- Required by Nebraska Statute (§ 51-407)
- Required to receive state aid or dollars for data grants
- Data is useful in strategic planning, library evaluation, grant proposals, and other advocacy tools on local, state, and national levels

Bibliostat™ Collect

BIBLIOSTAT COLLECT
simplifying survey administration



- Online data collection tool
- Requires username and password (***same one used for accreditation applications and NLC supplemental survey***)
- Collect is best viewed in Microsoft Internet Explorer 6.0 or higher and Firefox 1.5 or higher. Chrome is now supported in new version of Collect.

Bibliostat™ Collect

- Bibliostat™ page of data services portion of NLC website:
<http://nlc.nebraska.gov/stats/bibliostatcollect.aspx> (contains printable surveys, instructions, tips, and other self-help guides)
- Direct URL: <http://collectconnect.baker-taylor.com:8080/login.aspx>
- After login, the main page contains links to previous year's surveys, and a link to begin the current survey
- If you don't know your ID and password, contact Sam Shaw, at sam.shaw@nebraska.gov or 402-471-3216, the NLC reference desk, or lost password help at <http://nlc.nebraska.gov/stats/pwID.asp>

Bibliostat™ Collect - Navigation

Ainsworth Public Library Survey List FAQ Instructions

2018 Nebraska Public Library Survey

SHOW STATUS PRINT SUBMIT SAVE

Survey Navigation

- 1.0 - GENERAL DATA
- 2.0 - LIBRARY FACILITY (CENTRAL LIBRARY, BRANCHES,
- 3.0 - LIBRARY FINANCE
 - PART 1
 - PART 2
 - PART 3
 - PART 4
 - PART 5
- 4.0 - LIBRARY COLLECTIONS
 - PART 1
 - PART 2

1.0 - General Data Show or hide last year's answers **HIDE LAST YEAR'S ANSWERS**

Survey Submission Deadline: February 15th, 2019

Click on question marks for a pop-up box with the question definition.

1.1 Legal Name of Library

Some questions are prefilled FLAG NOTE

LAST YEAR'S ANSWER: AINSWORTH PUBLIC LIBRARY

1.2 Street Address

FLAG NOTE

LAST YEAR'S ANSWER: 445 NORTH MAIN STREET











1.3 Mailing Address

For more information, click on the ? button FLAG NOTE







LAST YEAR'S ANSWER: PO BOX 207

Bibliostat™ Collect - Navigation


- Grayed fields are prefilled and cannot be changed
- Federal (required) questions are in purple

1.4 City	<input type="text" value="ASHLAND"/>	 
1.5 5-digit Zip code	<input type="text" value="68003"/>	 
1.6 County	<input type="text" value="SAUNDERS"/>	 
1.7 Library Telephone Number (enter as 402-123-4567)	<input type="text" value="(402) 521-2012"/>	 
1.8 Library Fax Number (enter as 308-123-4567)	<input type="text" value="402-521-2036"/>	 
1.9 Web Address of Library (URL)	<input type="text"/>	

Bibliostat™ Collect - Navigation

2.29 Legal Service Area Boundary Change	<input type="text" value="N"/>	 FLAG	 NOTE
2.30 Number of Central Libraries	<input type="text" value="1"/>	 FLAG	 NOTE
2.31 Public Service Hours Per Year (sum of all outlets - 2.22)	<input type="text" value="2,230"/>	 FLAG	 NOTE

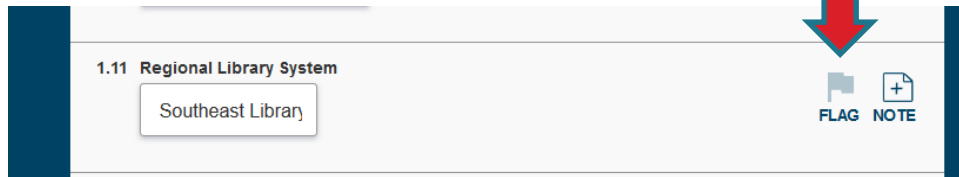
Navigation at the bottom of each page. Clicking on Next saves data you entered.

 [PREV](#) [NEXT](#)

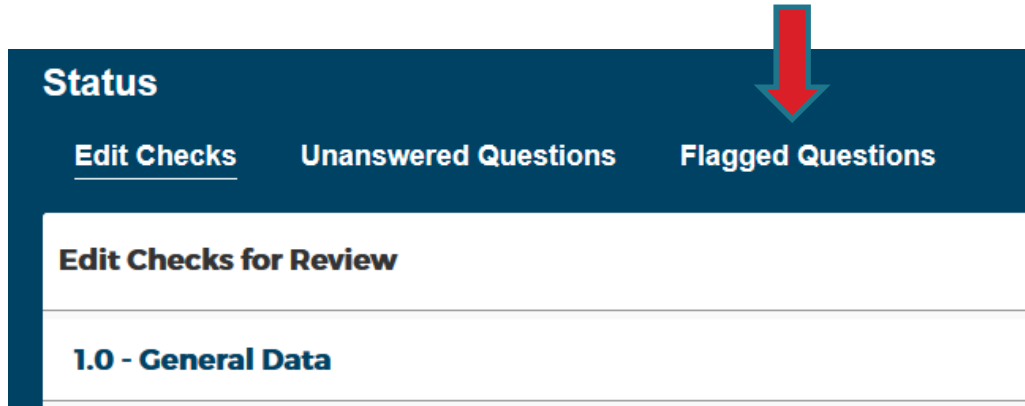
Bibliostat™ Collect - Navigation

- Flagging a question:

Click on the flag to turn on or off.
The system will notify you of the
flagged question when you try and
submit the survey

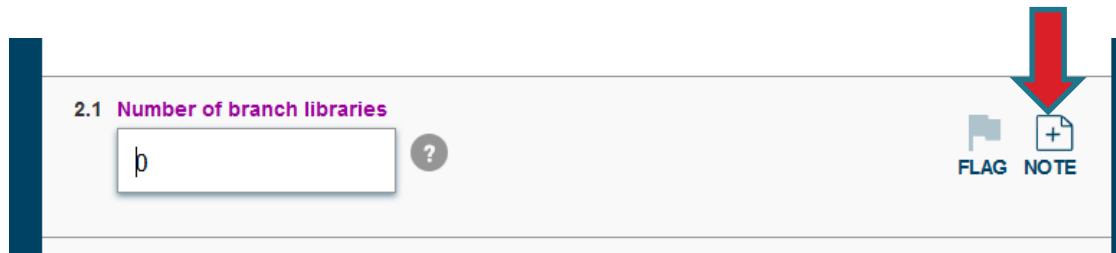


You can also see your flagged questions in the status menu

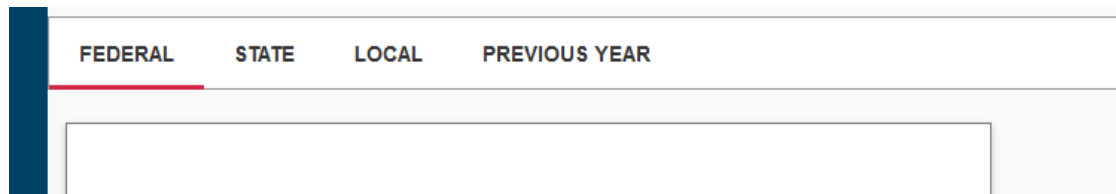


Bibliostat™ Collect - Navigation

- To add a note, click on the note to get pop-up box.
- Notes are often necessary if there is an edit check, or your data is outside of a certain range from year to year.

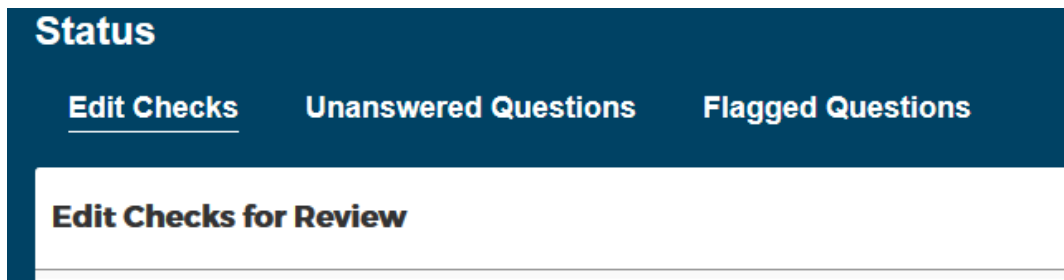


- You then have the option to enter a federal, state, or local note, and to view what you might have entered the previous year. NOTE: You can copy and paste your note from the previous year.



Bibliostat – Edit Checks

- The Status bar in the upper-left hand corner contains folders for Edit Checks, Unanswered Questions, and Flagged Questions:



Bibliostat – Edit Checks

- For questions with red explanations, you will need to enter a note explaining why your data is outside of the range allowed. Here is an example of an edit check:

1.0 - General Data

Survey Submission Deadline: February 16th, 2018

Click on underlined question numbers for a pop-up box with the question definition.

1.17 FSCS Public Library Definition

If library is a FSCS Public Library total staff expenditures should be greater than 0. Please explain why your data is out of the normal range using the Federal note. The FSCS Public Library Definition is Yes but the library does not meet one or more of the requirements.

FEDERAL STATE LOCAL PREVIOUS YEAR

Bibliostat – Edit Checks

- And here's an example of a note explaining the edit check. Once you've saved your note, the edit check turns to green:

Total

3.25 Total Operating Revenue (3.10 + 3.15 + 3.19 + 3.24)

?


Total Operating Revenue has had a large change from last year. Please check for possible errors or provide an explanation for the change using a Federal Note. (Annotated Federal)

FEDERAL STATE LOCAL PREVIOUS YEAR

We received less revenue this year from the city.

- Make sure your note is specific. This will avoid more follow-up questions later on.

Bibliostat – Unanswered Questions

Status  **SUBMIT** **SAVE**

Edit Checks **Unanswered Questions** **Flagged Questions**

Unanswered Questions **SHOW LAST YEAR'S ANSWERS**

3.0 - Library Finance

Capital Revenue



Report all revenue to be used for major capital expenditures.

Include funds received for a) site acquisition; b) new buildings; c) additions to or renovation of library buildings; d) furnishings, equipment, and initial collections (print, non-print, and electronic) for new buildings, building additions, or building renovations; e) computer hardware and software used to support library operations, to link to networks, or to run information products; f) new vehicles; and g) other one-time major projects.

Exclude revenue to be used for replacement and repair of existing furnishings and equipment, regular purchase of library materials, and investments for capital appreciation. **Exclude** income passed through to another agency (e.g., foundations), or funds unspent in the previous fiscal year (e.g., carryover). Funds transferred from one public library to another public library should be reported by only one of the public libraries.

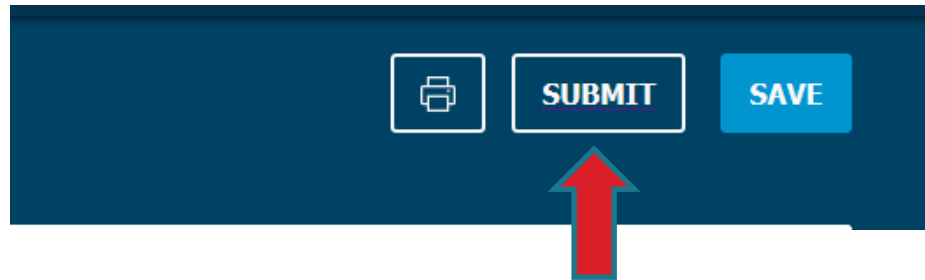
3.26 **Local Government Capital Revenue**

LAST YEAR'S ANSWER: \$0

 **FLAG**  **NOTE**

Bibliostat – Submitting Survey

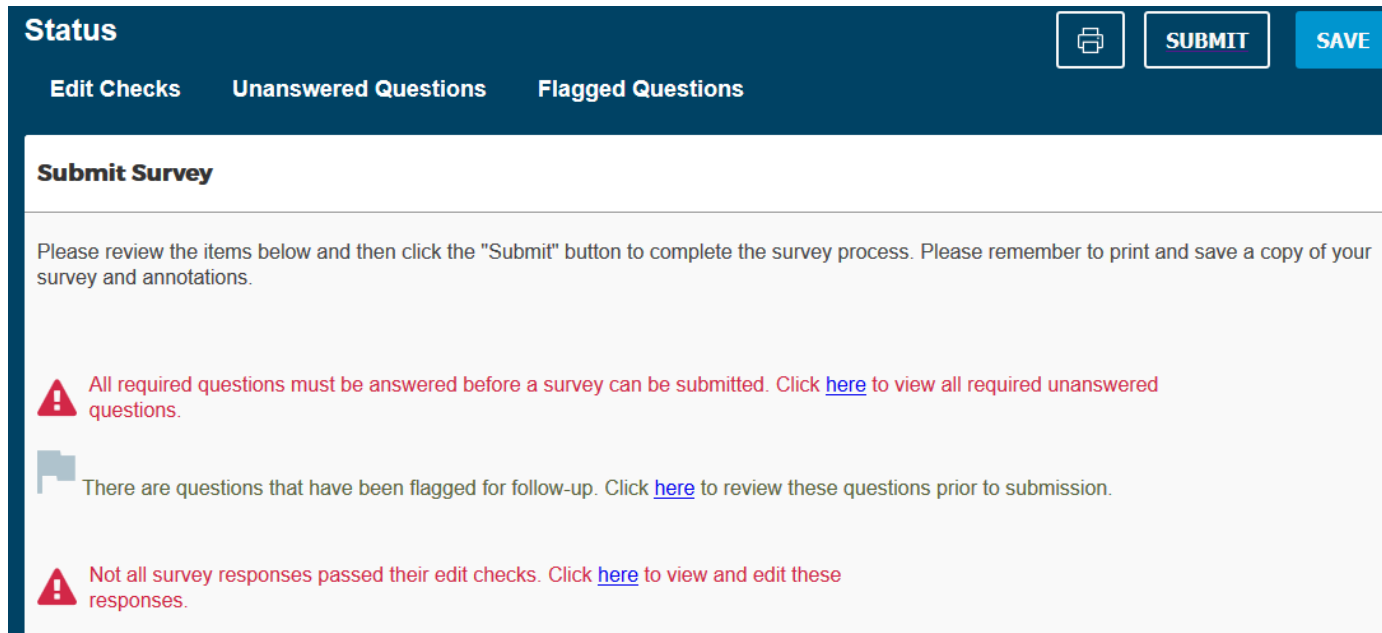
- Surveys can be submitted by clicking on the submit button in the top right hand corner:



- Edit checks and unanswered questions ***must be resolved*** before survey can be submitted.

Bibliostat – Submitting Survey

- If you submit your survey and you have unanswered questions or edit checks, you will get a notification to fix these errors:



The screenshot shows the 'Submit Survey' interface in Bibliostat. At the top, there is a dark blue header with the word 'Status' on the left and three buttons on the right: a print icon, a 'SUBMIT' button, and a 'SAVE' button. Below the header, there are three tabs: 'Edit Checks', 'Unanswered Questions', and 'Flagged Questions'. The main content area is titled 'Submit Survey' and contains the following text: 'Please review the items below and then click the "Submit" button to complete the survey process. Please remember to print and save a copy of your survey and annotations.' Below this text, there are three error notifications, each with a red warning icon and a blue link labeled 'here':
1. 'All required questions must be answered before a survey can be submitted. Click here to view all required unanswered questions.'
2. 'There are questions that have been flagged for follow-up. Click here to review these questions prior to submission.'
3. 'Not all survey responses passed their edit checks. Click here to view and edit these responses.'

- Once your errors are fixed, you can submit your survey

Bibliostat – Follow-Up

- Once survey is submitted, survey administrator/state data coordinator is notified via e-mail
- Your survey is locked; no changes may be made without contacting the survey administrator/state data coordinator
- Surveys are reviewed and any follow-up questions are asked by the survey administrator/state data coordinator (preferred contact method is e-mail)
- Surveys can be printed or saved from Bibliostat™ at any time

NLC Supplemental Survey

- Log-in to the NLC supplemental survey with your Bibliostat™ ID and password
- <http://nlc.nebraska.gov/scripts/libraries/NLCPLSupplementalSurvey/Login.asp>
- The supplemental survey updates web pages, library maps, and other NLC directories
- The Supplemental survey can be completed anytime, but reminders are sent after you submit your public library survey
- Supplemental survey asks for library staff, board, friends groups, hours, and online services (e.g. library website, OPAC URL, facebook pages, twitter, etc.)

Bibliostat – Follow-Up

- Finalized data is posted every spring on the NLC website, at: <http://nlc.nebraska.gov/stats/statlist.aspx>
- Completed data sets are prefilled on accreditation applications and posted to the NLC website
- Data is used to identify library peer groups
- IMLS releases data (a year behind) in the spring

Questions?

- Help is available from the Bibliostat section of the NLC website:
- <http://nlc.nebraska.gov/stats/bibliostatcollect.aspx>
- You may contact the survey administrator/data coordinator at any time:

Sam Shaw

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