

Annual Public Libraries in the United States Survey



Nebraska
Library Commission

Institute of Museum and Library Services (IMLS)

- Independent agency of the U.S. federal government
- Primary source of federal support for 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
- 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, and IMLS compare public libraries tool
- 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, and other advocacy tools on local, state, and national levels

Data Collection Tools (Bibliostat™ in Nebraska)

BIBLIOSTAT COLLECT
simplifying survey administration



- Online data collection tool
- Requires username and password (same one used for accreditation applications and NLC supplemental survey)
- Some questions are federally required questions, some are unique to Nebraska
- Supported browsers are IE (6.0 or higher), Firefox (1.5 or higher), or a MAC
- For newer versions (10 or higher) of IE, compatibility view must be turned on

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://collect.btol.com>
- After login, 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


Bibliostat™ Collect - Navigation

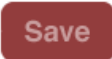
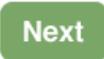
Baker & Taylor's Bibliostat Collect Logout
Agnes Robinson Waterloo Public Library Need Assistance?

Home Survey Status Printing Submit Survey Frequent Questions Instructions















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
 - Part 3
- 5.0 - Library Services
- 6.0 - Library Technology
- 7.0 - Staffing
- 8.0 - Narrative Section
- 9.0 - Certification


2014 Nebraska Public Library Survey Clone for Training **1.0 - General Data** Click to turn on last year's answers 

  Always click on Save before going to the next page

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























1.1 <u>Legal Name of Library</u>	Agnes Robinson Waterlo	 
1.2 <u>Street Address</u>	23704 Cedar Drive	 
<u>1.3 Mailing Address</u>	-3	 
1.4 <u>City</u>	Waterloo	 
1.5 <u>5-digit Zip code</u>	68069	 
1.6 <u>County</u>	Douglas	 
1.7 <u>Library Telephone Number (enter as 402-123</u>		 

Some questions are pre-filled 

Some questions are underlined – clicking on them provides more information about the question 

Bibliostat™ Collect - Navigation

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

2.10 FSCS ID	NE0241		
2.11 LIB ID	268C		
2.12 Name	AGNES ROBINSON WA		
2.13 Street Address	23704 Cedar Drive		
2.14 City	WATERLOO		
2.15 5-digit Zip Code	68069		
2.16 County of the Outlet	Douglas		
2.17 Phone	402-779-4171		
2.18 Outlet Type Code	CE		
2.19 Metropolitan Status Code	NC		
<u>2.20</u> Library Building(s) square footage	5000		
2.21 Number of Bookmobiles in the Bookmobile Outlet			

Bibliostat™ Collect - Navigation

- Flagging a question:

Clicking on the flag will notify you when you try to submit the survey



[3.3](#) City or Village Revenue  

Status



You can also see flagged questions in the Status menu

For more information on the features on this page please see [Frequent Questions](#).

Edit Checks

Unanswered Questions

Flagged Questions

Submit Survey

Agnes Robinson Waterloo Public Library

Flagged Questions



SHOW
LAST YEAR'S
ANSWERS

3.0 - Library Finance


Revenue (Income)

Local Government Operating Revenue: This includes all local government funds, designated by the community, district, or region and available for expenditure by the public library. If the city, township, or county, pays some of the library expenses directly (e.g., salaries, utilities, insurance, grounds maintenance, etc.) *on behalf* of the library, these amounts should also be reported here. Do not include the value of any contributed or in-kind services or the value of any gifts and donations, library fines, fees, or grants.

[3.3](#) City or Village Revenue  

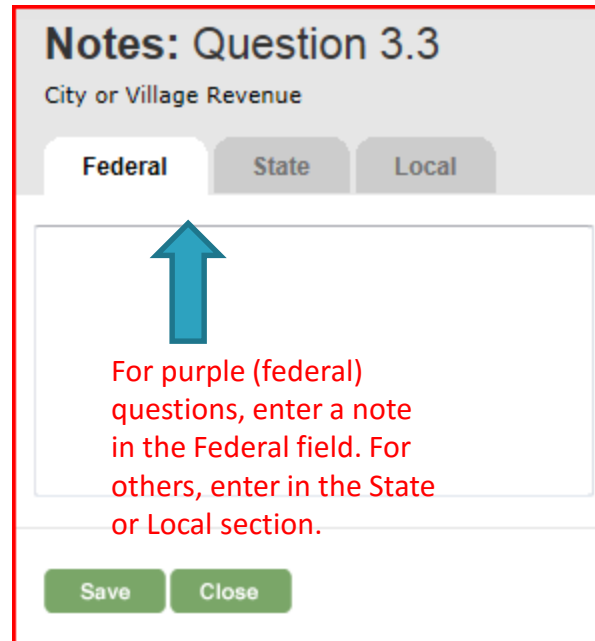
Bibliostat™ Collect - Navigation

- Adding a note (click on the note to get pop-up box):



3.3 City or Village Revenue

A red rectangular box highlights the header area of the question. On the right side of this box, there is a small icon of a document with a red flag, which is the note icon. A large blue arrow points downwards from above the note icon towards the pop-up box below.



Notes: Question 3.3
City or Village Revenue

Federal State Local

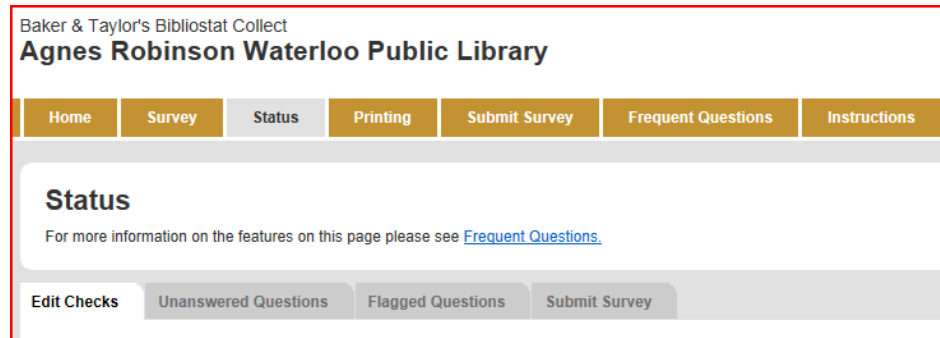
For purple (federal) questions, enter a note in the Federal field. For others, enter in the State or Local section.

Save Close

A red rectangular box highlights the entire pop-up window. A large blue arrow points upwards from the text area towards the 'Federal' tab.

Bibliostat – Edit Checks

- The Status bar contains folders for Edit Checks, Unanswered Questions, and Flagged Questions



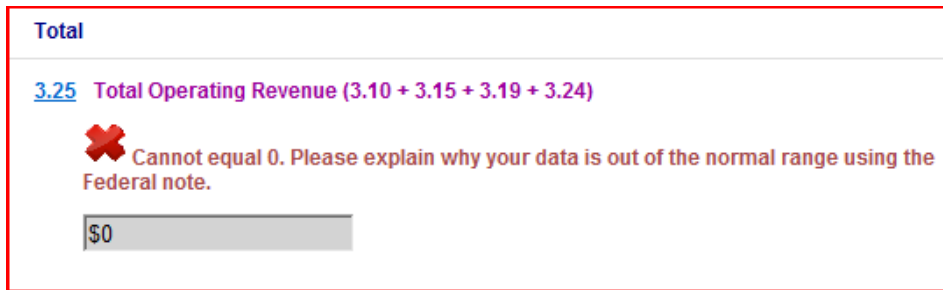
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Home Survey Status Printing Submit Survey Frequent Questions Instructions

Status
For more information on the features on this page please see [Frequent Questions](#).


Edit Checks Unanswered Questions Flagged Questions Submit Survey

- For questions with red X's, 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:



Total


[3.25](#) Total Operating Revenue (3.10 + 3.15 + 3.19 + 3.24)

 Cannot equal 0. Please explain why your data is out of the normal range using the Federal note.

Bibliostat – Edit Checks

- Once an edit check note has been entered, the red check becomes green:

3.26 Local Government Capital Revenue

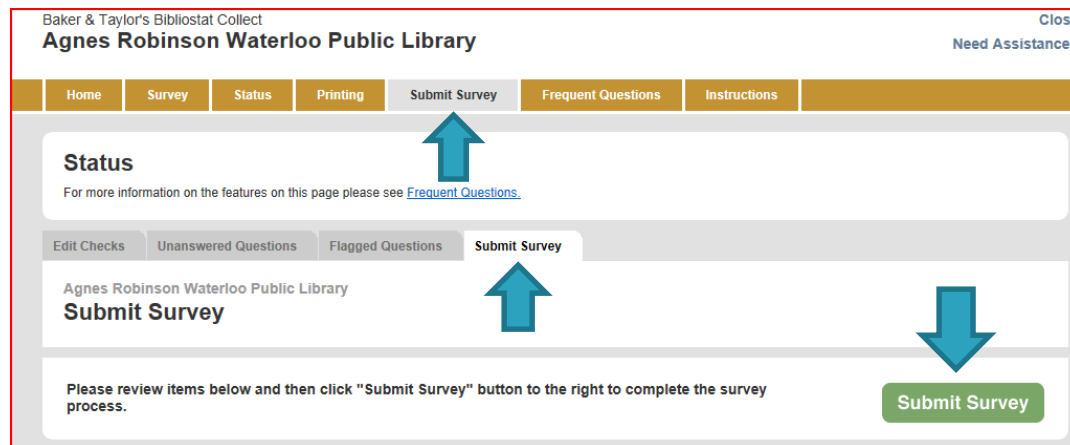
 Local Government Capital Revenue has had a large change from last year. Please check for possible error or provide an explanation for the change using the Federal Note. (Annotated Federal)

\$2,708

- Unanswered questions and flagged questions should be looked at **before** submitting survey
- Being specific in explaining edit check notes = less time spent for follow-up

Bibliostat – Submitting Survey

- Surveys can be submitted from the gold navigation bar at the top, or under the Status folder



- Edit checks and unanswered questions must be resolved before survey can be submitted
- Once submitted, your survey will be locked and no further changes can be made without contacting the survey administrator

Bibliostat – Follow-Up

- Once survey is submitted, survey administrator/state data coordinator is notified via e-mail
- 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
- After the close of the survey (in the spring), the data is submitted to IMLS and additional follow-up questions might be asked at that 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

- 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, and updates the IMLS compare public libraries tool