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



- 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 of 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

# Bibliostat™ Collect - Navigation

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

# Bibliostat™ Collect - Navigation

**2.29 Legal Service Area Boundary Change**

N

FLAG  NOTE

**2.30 Number of Central Libraries**

1

FLAG  NOTE

**2.31 Public Service Hours Per Year (sum of all outlets - 2.22 )**

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
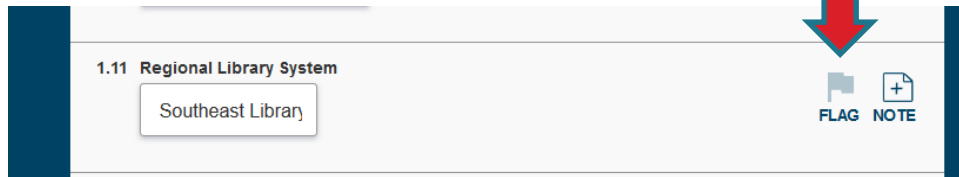


You can also see your flagged questions in the status menu
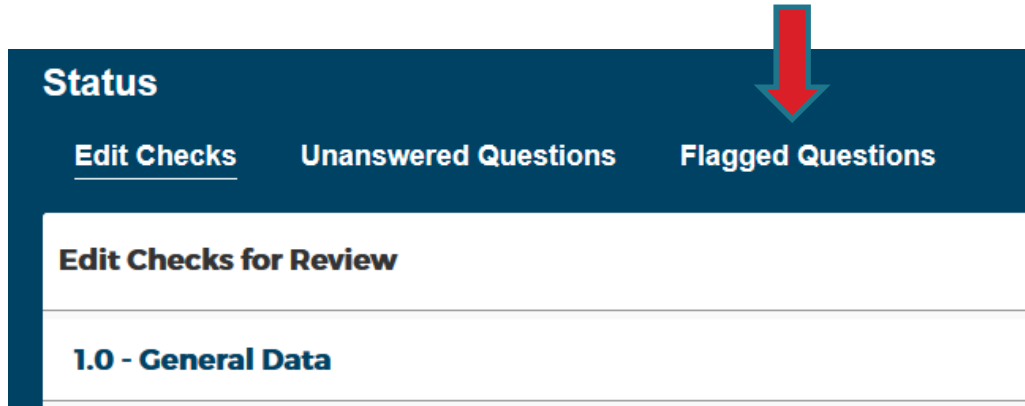
# Bibliostat™ Collect - Navigation

- 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.
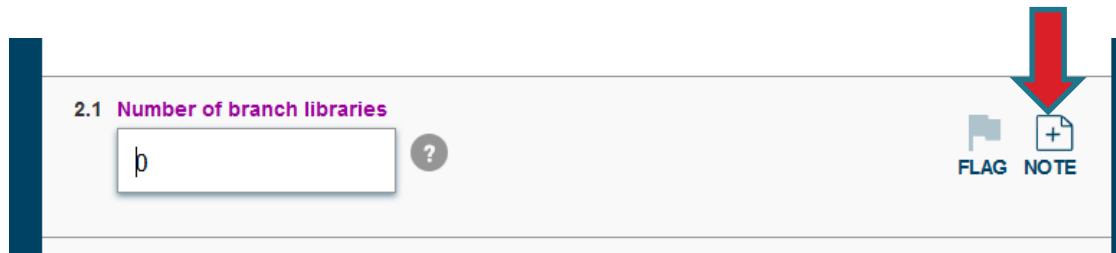


- You then have the option to enter a federal, state, or local note, and to view what you might have entered the previous year. NOTE: You can copy and paste your note from the previous year.
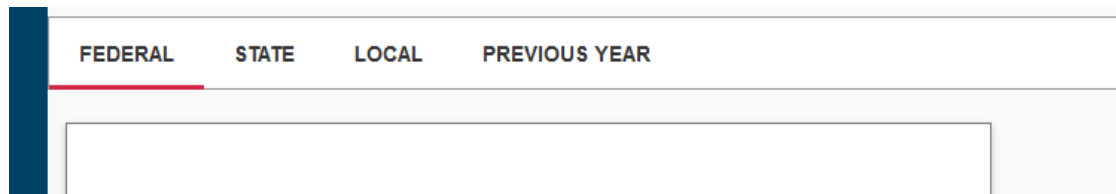
# Bibliostat – Edit Checks

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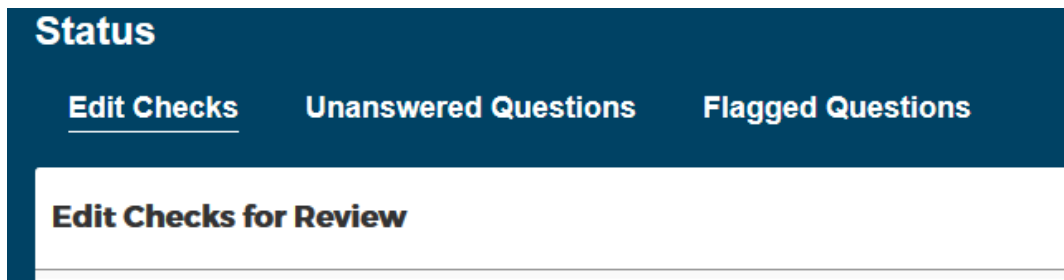
# Bibliostat – Edit Checks

- 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:

# 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)

$950 (?)

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**



Edit Checks    **Unanswered Questions**    Flagged Questions

🖨    **SUBMIT**    **SAVE**

**Unanswered Questions**    [View Required 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.
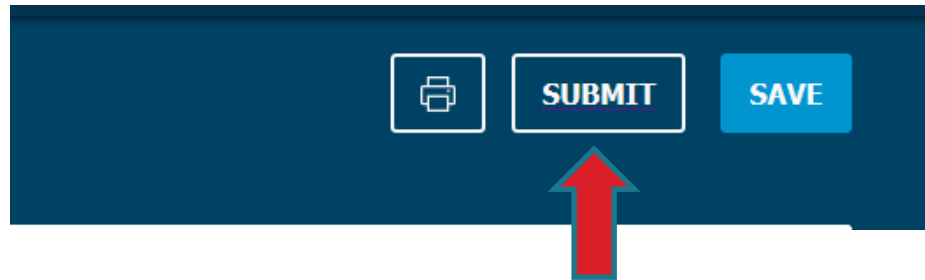
3.26    **Local Government Capital Revenue**

[            ]

**LAST YEAR'S ANSWER:**    $0

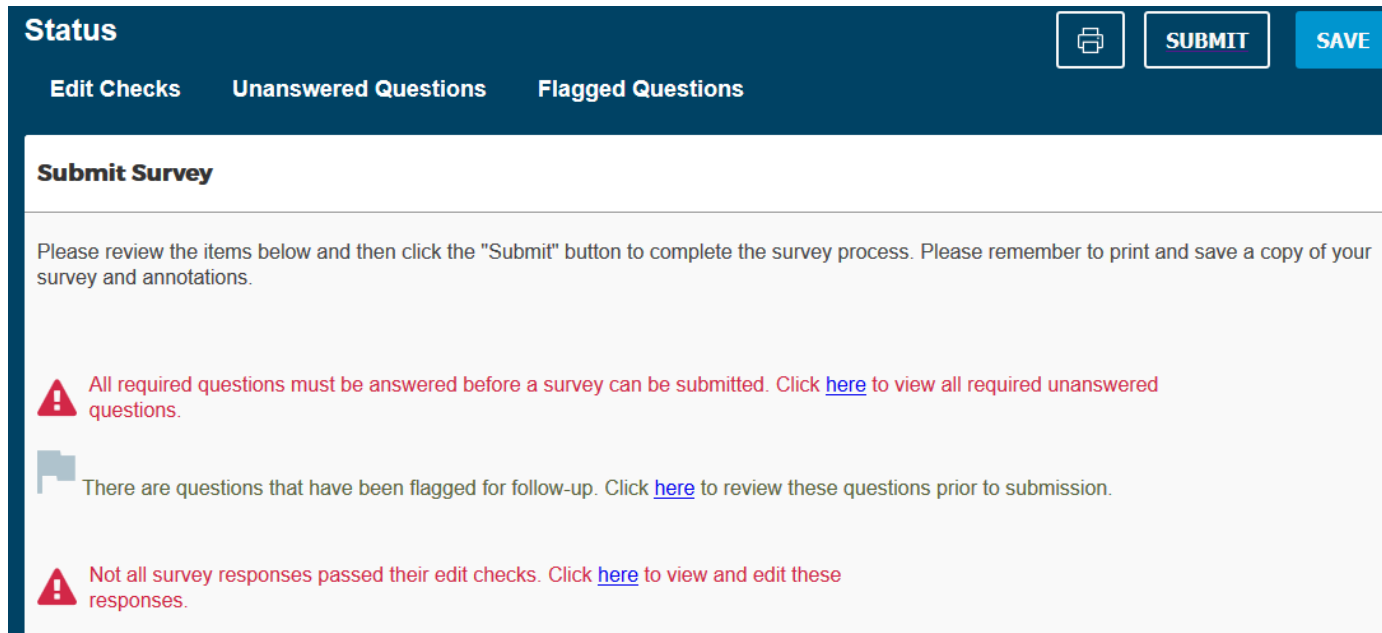🚩 **FLAG**    ⊞ **NOTE**

# 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:



- 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

    402-471-3216

    sam.shaw@nebraska.gov