

2011 Indiana Public Library annual report workshop

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Bibliostat Collect General

- Pop-up blockers –
 - Instructions from Bibliostat Collect
 - Instructions from your computer's help screens
 - Help from your IT department
 - Click “save” to save; can leave program at any time and return to finish
 - Click “next” or “back” to move
- Same process as for 2010 annual report
 - Login, password and URL will be mailed to you; URL and print report will be posted to ISL website
 - Use F11 if you do not see full screen
- May copy and paste, with keyboard commands
 - Ctrl and c = copy
 - Ctrl and v = paste

Home Page (1)

- Tool bar
 - Home
 - Survey
 - Takes you to choice of surveys
 - Status
 - Must choose 2011 survey first
 - Edit checks
 - Unanswered questions
 - YOU MUST ANSWER ALL QUESTIONS!
 - Flagged questions
 - Submit survey
- Printing
 - Printable survey reports
 - Both 2011 and multiple years
 - Separate sections
 - Printable annotation reports
- Frequently asked questions
- Instructions
 - PLEASE read carefully, as there have been extensive revisions
 - Posted to ISL website

Home Page (2)

- Need assistance
 - For help with technical questions about Bibliostat Collect, contact Product Support at: 1-866-785-9935
 - For questions about the annual report survey or about definitions, please contact Edie Huffman, 800-451-6028, 317-232-3681, ehuffman@library.in.gov
- Logout
 - Allows you to return to finish entering data
- Navigation
 - Parts 1-15
 - Part 13 is the current standards
 - Part 15 is the Supplement

General information and Part 1

- **General information**

- Half of questions are mandated by PLSC
- Scroll down entire page so that you don't miss any questions
- Click on underlined question # for definition
- Questions related to standards denoted by @ sign.
- Grayed-out box means answer is automatically calculated

- Report most current information for

- Library contact information and hours
- Board of Trustees
- Salaries

- **Part 1 General**

- <http://www.in.gov/library/pldirectory.htm>
- There are 9 Congressional districts in Indiana
- Answers from previous year's report above question (can use key commands to copy and paste)
- Daily schedule for central library pre-filled with 2010 data – PLEASE REVIEW and make changes, if NEEDED



Parts 1- General and 2 - Registrations

• **Part 1 General**

- Contact information is pre-filled with 2010 data. PLEASE review and make changes, IF NEEDED
- Branch and bookmobile information pre-filled with 2010 data. PLEASE REVIEW and make changes, IF NEEDED
- Most pre-filled information is also locked, so you will have to contact me to make changes. This is important, as we update the directory and other information from the annual report

- Wireless hub - branch
- Repeating groups
 - “Add group” to add new outlet
 - “Remove group” to delete closed outlet

Part 2

- No place to report family cards
- Slightly revised Non-Resident cards question, to accurately capture information
- List current individual non-resident fee
- Drop box with choices for weeding timetable

Part 3 Libraries and political subdivisions (1)

<http://www.in.gov/library/4300.htm> (2010 statistics)

- 17a, 18a, 20a-c are prefilled with 2010 data. PLEASE REVIEW and contact me to make changes, IF NEEDED
- 2011 AV and tax rate requested (from 1782/Fund Report Pay 2011)
- County 2 18a is only required of libraries crossing county lines and the 4 county contractals
- 20a “Political Subdivision 1 Name”
 - Use official name of town/city, township or county
- 20b “Type of Political Unit” (Taxed Units 1 (city/town), 2 (more than 1/2 of county), 3 (total county), 4 (township merged), 9 (township validated), 11 (endowed), 12 (county contractual) Only)
- 20c “Population 2000 Census” (Units in 20b Only)
- This population is considered “served” because they are taxed
- “Add group” for new unit added by expansion

Part 3 Libraries and political subdivisions (2)

- 20d “Type of Political Unit” (Contracting Units 5 (Township, partial, served by contract), 6 (Township served by contract), 7 (Township taxed to pay contract), 8 (Township, partial, taxed to pay contract), 10 (Town served by contract) Only)
 - This population is not “served” because they are not taxed.
- 20e “Population 2000 Census” (Units served by contract in 20d Only)
- “Add group” for new contract
- Contracts are by nature impermanent
- Map to view areas under contract (map of served and unserved areas):
 - <http://www.in.gov/library/3313.htm>

Part 4 Library operating fund income

- **Part 4 – Operating fund only**
 - **General** – List all sources of income where requested
 - **Local**
 - If you enter an amount in 28f “Contractual Revenue Received for Service”, make sure you have the relevant information in 21 a,d,e, unless the money is from another library for services
 - **Report CAGIT and COIT only** if library is in 2 counties and gets both types of tax
 - 28g “LOIT”, if applicable
 - **State**
 - State Technology Grant only if not deposited in State Technology Fund
 - Add LVET and CVET together
 - **Federal**
 - **LSTA** –either operating or non-operating – do NOT report as both
 - **Other**
 - Private and public foundation grants
 - PLAC

Part 5 Operating (and other) expenditures

- **Lots of changes!**

- “IN” vs “PLSC”
- 35a: Professional Services
- *NEW* 35aa: Public access electronic database licensing/purchase/lease expenditures
 - This will be added automatically into the materials collection expenditures total for standards computation
- 36d1 Public access Computers, electronic reading and electronic media devices
 - This will be added automatically into the materials collection expenditures total for standards computation

- Collection expenditures also computed for non-operating expenditures
- *NEW* 36-CD IN Operating Expenditure Fund collection Development –Basic collection development standard
- 37a Operating expenditures per capita
 - Automatically computed
 - Available immediately

Part 6 Capital revenue

Part 7 Employment data

- Part 6

- Any type of income received for use in capital projects
- May be the same as 2010, may be “o”

- Part 7

- FTE automatically calculated
- Librarian
- Full time
- DATA PROBLEM: # of ALA-MLS cannot be greater than # of librarians (which is total of ALA-MLS and others with title and duties of librarian)

Part 8 Library services and technology (1): Library Programs

- ILLs
 - Evergreen transfers are NOT ILLs and are reported in published statistics
- Program counts and attendance counts
 - Children's program totals (in-library and outreach) are automatically calculated.
 - Grand total is automatically calculated.
 - 6 week SRP for children at each fixed location (central and branch) required for standards.
- New standards call for young adult services to encompass youth ages 12-18.
<http://www.ala.org/ala/mgrps/divs/yalsa/aboutyalsab/aboutyalsa.cfm>
- DATA PROBLEM:
 - Supplying the # of library programs (proposed standard) but not the attendance or vice versa.

Part 8 Library services and technology (2):

Other services and technology

- Reference questions, visits to library, users of public Internet computers, in-house circulation
 - exact count or typical week count (PSU)
 - Typical week: exact count for 7 consecutive open days (or one full open week, * by 52)
- Database and Internet usage measures in annual report are subject to revision
- Wireless hub
- The more measures for which you can supply an accurate and reasonable count, the more meaningful the story you tell to bolster data gathering you do for your board and for the public.
- 55 a and b prefilled with 2010 data – PLEASE REVIEW and change, IF NECESSARY

Part 9 Circulation and selected holdings

Part 10 Library board

- **Part 9**

- 57a and 57b are materials only – equipment circulation is reported
- “MATERIALS” PHYSICAL OBJECTS, NOT EQUIPMENT
- “In-house” circulation; PLEASE review definition
- DO NOT REPORT COMPUTER CIRCULATION/USAGE IN TOTAL MATERIALS CIRCULATION

- *NEW* 57fi. Number of Electronic Book Reading Devices Owned by the Library – This is the number of Kindles, Book Nooks, and other physical ereaders owned by the library, whether they circulate among patrons or remain at the library.
- Deleted question about bound serials
- **Part 10** (All information important: home address, appointing authority, email address, date appointment ends)
 - Information pre-filled from 2010; PLEASE review and make changes, IF NEEDED.
 - Accurate, updated information is ESSENTIAL.
 - Appointment irregularities (expired appointments, incorrect appointments, vacancies) will be reviewed by ISL and the library will be contacted



Part 11 Salary section

- Salary for director is annual salary
- Report dollars and cents, hourly salary for all other staff
- Report the salary determined for 2012. Most other data elements are for the reporting year.
- Report all positions for which you have a salary schedule
- Report highest certification level for position or what would be advertised to fill a position
- Librarian refers to how your library classifies position, not to degree or certification level.
- Use a repeating group for *OTHER* only if you can not find a good fit for your position.

Part 12 PLAC

Part 13 Statement of Compliance with Standards

• Part 12

- Repeating groups – Be SURE you enter right library and # of loans
- No library should report PLAC loans to its own taxed patrons – it's not possible!
- Make sure # of PLAC loans by each library adds up to total PLAC loans
- Report only PLAC loans, no reciprocal borrower loans, no loans to nonresident borrowers unless using PLAC card

• Part 13 Standards

- 120 “Trustee bylaws” –Minute book is best place for storage
- 126a “full-time” – all the hours the library is open, if fewer than 35
- 133 “ILL free of charge” – no fee except for postage or photocopying
- 135d “audiovisual services” – audiovisual materials, programs/story hours using audiovisual materials, staff having expertise in audiovisuals

Part 13 Statement of Compliance with Standards (2)

- Part 13
 - “no” response with no explanation in part 14 will trigger a phone call!!!
- Part 13B
 - Much more detail about policies
 - Children’s services (0-11), YA (12-18), adult 18+
 - Many questions can be cross-checked with data from report

Part 14 Statement of intent to comply with standards

- Part 14
 - Only necessary if you answer “no” to any question in Part 13 – Statement of compliance with standards
 - A “no” in Part 13 with no explanation in this part will trigger a phone call.



Part 15 - Supplement

- *NEW* (136). Rotating or shared collections
 - Does your library system (libraries with branches and/or bookmobiles) use rotating or shared collections?
- *NEW* (137). Outreach
- *NEW* 138. Proctoring
- *NEW* (139). E-government Services



Data problems

- Incorrect data is sometimes found upon my review but not always. Once I post data, this is data that is viewed by other librarians, legislators, citizens looking for information.
- Data which is 25% different than previous year triggers review.



Data problems 2

- The more data measures you can supply, the more rationale you have for justifying services and expenditures. The more accurate and complete your data, the more compellingly and convincingly your story can be told.
- Again, if you have any questions about the survey, please contact Edie Huffman at 1-800-451-6028, 317-232-3681 or ehuffman@library.in.gov