**Annual Report Workshop**

**FAQs/Audience Questions**

 **(November 6th and November 19th)**

**Report availability-**

* The report will be available Mid-December through February 1, 2014 (due date per IAC 590-6-1-4 Rule 6).

**Accessing the Survey-**

* User name and password will be **emailed** to the director’s email address (if we don’t have your current address on file, now is the time to notify us!)
* Your user name/password are the same as last year.
* Access the annual report at: <http://collect.btol.com>
* User names and passwords are not case-sensitive.
* If you misplace your user name or password, you can get it by contacting the LDO (*or* emailing Bibliostat).

**Navigating through the survey-**

* Suggested Browser- Internet Explorer 6.0 or higher, Firefox 1.5 or higher, or any other compatible browser (e.g. Chrome). Report will not work properly in Internet Explorer 10, but you can resolve this by turning on [Compatibility View](http://collect.btol.com/Instructions/IE10.pdf).
* To submit your completed survey, go to the “Submit Survey” tab. You can also click the “Submit Survey” button under the “Status” tab.
* You will not be able to submit your survey if any questions are unanswered or any edit checks remain unclarified.
* Federal Notes vs. Local Notes – Any responses in the Federal note field will be viewable by Census staff when data is submitted to IMLS/Census next summer. Use the local note field as a “note to self” option (e.g. “Door count determined using typical week count based on week of April 21st”).

**Part 1 –**

* Square footage - please email LDO@library.in.gov with any changes to Central/branch square footage in past year.
* Branches- Much of last year’s info will pre-fill.
	+ If any branches have moved, opened, or closed in the past year, or have changed in square footage, please be sure to notify us.

**Part 3 – Libraries & Political Subdivisions**

* Assessed Valuation – if 2014 information is already available to you, specify 2014 as the source year for data [03-004]

**Part 5 – Expenditure Data**

* Collection Development as % of Operating Expenditures
	+ 7.5% will be calculated using **operating fund collection expenditures** divided by the **total operating fund expenditures**.
	+ For enhanced or exceptional ratings (15% or 20%), expenditures from **any** fund (e.g. computers purchased w/ LIRF) may be included.
* Debt service- report from any fund

**Part 7 – Employment Data**

* Total Librarians with ALA-MLS – Number of librarians (or positions, if vacant), with title or function as librarian requiring a Masters degree.
	+ Upon further review, this is position-dependent. If an MLS-credentialed person is working as page, janitor, other non-librarian position, they would **not** be counted here.
* Temporary help – Would not include if not position not active for majority of the year.

**Part 8 - Library Service and Technology**

* Programming (including “Passive programming”) – [This handout](http://www.in.gov/library/files/2013_Annual_Report_What_is_a_program.pdf) answers some of the most frequently asked questions, but if any questions remain about what counts as a program, please contact us.
* Interlibrary Loans – Report actual ILLs only (using OCLC, Indiana Share), NOT Evergreen transits. (These do not need to be reported anywhere because Evergreen admin provides these directly to us.) Do not report intersystem loans.
* Annual visits – This is your door count. Can use typical week to estimate.
* # of Wireless internet uses per year – this figure should be available from your IT staff or internet provider.
* What if we are in the process of changing bookkeeping systems or ILS? You may report both and explain in space provided (or use local or federal note if needed)
* YA Circulation – if you library has historically rolled YA circs in with Children’s circulation, please continue to do so.

**Part 9 – Circulation and Holdings**

* See [this handout](http://www.in.gov/library/files/2013_Annual_Report_WhatGoesWhere.pdf) for guidance where to report items (e.g. “Where does Overdrive go?”)
* Zinio- How to count is still “up in the air” on a national level. Do you select the individual titles? Go ahead and count as collection/circs. Do you simply subscribe to all titles or a pre-determined collection? Count as a database.
* Don’t include eReaders for staff use/instruction that are not available for public use/circulation as part of the collection

**Part 11- Salaries**

* Paid days off per year – may vary based on years of service. Base your responses on what is available to a new hire, not someone who has been with the library for several years.
	+ You may also report time off as hours instead of days (please specify in response when doing so)
* Part time employee- This is locally defined and not based on the federal definition (e.g. at some libraries, 25 hours a week is “full time” and those employees may be eligible for benefits)
* Paid days off per year: Other Days- Please indicate if your library gives employees time off for any days not listed (e.g. Birthdays, Jury Duty, etc)

**Part 13 – Compliance with Standards**

* What if one branch/location is not ADA compliant? Would report as **not** compliant, but explain in further detail in part 14 (especially if corrective actions are being made)
* Talking Books and Braille services – Do not need to have ALL formats listed available at library (e.g. large print books, Braille books, audio books **and** enhanced media). OK if library defers to [ISL TBBL](http://www.in.gov/library/tbbl.htm) for services, as long as staff is familiar with services available and knows how and when to extend these services to patrons when needed.

**Part 15 – Supplemental questions**

* Outreach events – Outreach programs that don’t exactly meet the definition of a library program may count here.
	+ e.g. A float in a parade, or lecturing on behalf of your library at an out of state event may count.
* Personal interactions – number of interactions or impressions with individuals (e.g. 500 people stopped at our booth, 250 people viewed parade)