

**2007 Indiana Public Library  
annual report workshop**

Edythe Huffman  
Indiana State Library  
Dec. 11 and 13, 2007

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**Bibliostat Collect**  
<http://collect.informata.com>

- Tool bar
  - Home
    - Takes you to choice of surveys
  - Survey
    - Also takes you to choice of surveys
  - Status and printing
    - Must choose survey first
    - [View all unanswered questions](#)
    - [View all required unanswered questions](#)
    - [View all flagged questions](#)
    - [View all edit checks for review](#)

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**Bibliostat Collect (2)**

- [Printable Reports](#)
- [Survey Reports](#)
- [Annotation Reports](#)
- Help
  - Technical questions – Bibliostat Collect, 866-785-9935
  - Survey or definitions – Survey administrator at your state library – Edie Huffman, 800-451-6028, 317-232-3681, ehuffman@library.in.gov
- Logout
- Submit survey**

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## Bibliostat Collect 3

- Navigation
  - Documentation
    - **First line of help**
      - Edie Huffman, Indiana State Library, 800-451-6028, 317-232-3681, ehuffman@library.in.gov
    - **Additional help**
      - For any additional information or technical questions about Bibliostat Collect, contact Product Support at 1-866-785-9935.
  - Instructions
    - **PLEASE READ!!!**
  - Parts 1-14

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## Bibliostat Collect

- Pop-up blockers –
  - Instructions from Bibliostat Collect
  - Instructions from your computer's help screens
  - Help from your IT department
- Same process as for 2006 annual report
  - Login and password and URL will be mailed to you
- Use F11 if you do not see full screen
- Some fields pre-filled
- May copy and paste, with keyboard commands
  - Ctrl and c = copy
  - Ctrl and v = paste

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## General information and Part 1

- General information
  - Click "update" to save; can leave program at any time
  - Click "next" or "back" to move; no saving
  - Grayed-out box means answer is automatically calculated
  - Half of questions are mandated by FSCS
  - Scroll down entire page so that you don't miss any questions
- Part 1 General
  - P There are only Congressional districts in Indiana
  - Answers from previous year's report on left side
  - Definition for underlined questions easily accessible

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## Parts 1 and 2

- Part 1 General
  - Branches and bookmobiles
  - # and total annual hours automatically saved
  - Use average if not open 52 weeks a year
  - "Add group" to add new outlet
  - "Remove group" to delete closed outlet
- Part 2
  - **\*\*NEW\*\*** 11c "Total Number of Nonresident Cards Issued" (free, reduced price, full price) Statute allows for free or reduced cards to public school students if school district is in library district but home is not
  - Non-resident fee \$25 or actual operating expenditure per capita, whichever is greater

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## Part 3 Libraries and political subdivisions

- 17b,c (d & e) "AV and tax rate" **Use most recent**
- 20a "Political Subdivision 1 Name"
- 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)
- 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)
  - Issue of served vs. unserved
- 20e "Population 2000 Census" (Units served by contract in 20d Only)

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## Part 4 Library operating fund income Part 5 (Operating) expenditures

- Part 4
  - If you enter an amount in 28f "Contractual Revenue Received for Service", make sure you have the relevant information in 21-27 a,d,e (wherever it goes)
  - No state distribution
- Part 5
  - "IN" vs "FSCS"

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## Part 6 Capital revenue Part 7 Employment data

- Part 6
  - Any type of income received which you intend for use in capital projects
- Part 7
  - FTE automatically calculated
  - Librarian
    - 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)
  - 44 "Full time"

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## Part 8 Library services and technology

- Reference questions, visits to library, users of public Internet computers, in-house circulation
  - exact count or typical week count (PSU)
- The more measures for which you can supply a reasonable count, the more reliable measures you can supply for any data gathering you do for your board and public.

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## Part 8 Changes

- Age of young adults and children
  - Added 46.1/47.1 and 46.a1 and 47.a1 "outreach programs and attendance"
    - #s to be included in "total programs" and "total attendance"
- DATA PROBLEM 1:  
Supplying the # of library programs but not the attendance or vice versa
- DATA PROBLEM 2:  
# of programs or attendance of one age group or general being greater than total

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**Part 9 Circulation and holdings**  
**Part 10 Library board**

- Part 9
  - Added 57c "In-house circulation" and definition
  - Definition of 58b "Bound serials"
  - 58.1 "Print materials FSCS" is total of books and bound serials
- Part 10
  - Added questions 59h-l/73h-l:
    - Home address (not asked 2006)
    - Telephone (new)
    - Email address (new)
    - Date initially appointed (new)

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**Part 11 Salary section**

- Report all positions for which you have a salary schedule
- Report dollars and cents, hourly salary
- Report the salary fixed for the next year. Most other data elements are for the reporting year.
- New –
  - 103 c/d "Health Savings Account"
  - 108 c/d "Reimbursement for continuing education"

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**Part 12 PLAC**  
**Part 13 Statement of compliance with Standards**

- Part 12
  - No library can/should report PLAC loans to its own taxed patrons – it's not possible!
  - Make sure # of PLAC loans by library adds up to total PLAC loans
  - Report only PLAC loans, no reciprocal borrow loans, no loans to nonresident borrowers unless using PLAC card
- Part 13 Standards
  - 118a "Laws" (public in library's name IC 36-12-2-2)
  - 120 "Trustee bylaws" – do you know where they are? Minute book is best place
  - 126a "full-time"
  - 129 "support continuing education"
  - 132 "hours of service" – choose response that most closely describes your hours

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### Part 13 Statement of compliance with standards & Part 14 Statement of intent to comply with standards

- Part 13
  - 133d "Interlibrary loan free of charge"
  - 135d "Audiovisual services" – materials count!
  - "no" response with no explanation in part 14 will trigger a phone call!!!
- Part 14
  - Only necessary if you answer "no" to any question in Part 13 – Statement of compliance with standards

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### Data problems

- Data you report to ISL is what is reported to FSCS, unless there is some question about it, either after I review it or Census Bureau does.
- Once I post data, this is data that is viewed by other librarians, legislators, citizens looking for information. If it is not accurate or incomplete, there can be problems.

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### Data problems 3

- As stated previously, the more data measures you can supply, the more rationale you have for justifying services. The more accurate and complete your data, the more accurately your story can be told.

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