Agenda

• National Public Libraries Survey
• California’s Survey
• New Data Elements & Policy
• Available Resources
• LibPAS Data Input Training
• Submitting Survey & Edit Checks
• Answers to Your FAQs
The National Public Libraries Survey

Conducted annually since 1988, the Public Libraries Survey (PLS) is your definitive source on the state of public libraries in the United States.

“Current, accurate, and ongoing collection of library data is an essential foundation for quality library services in the United States” -- IMLS

How is This Data Used?

IMLS
Researchers
Journalists
Local Practitioners
Policy Makers
The Public
California’s Survey

- Includes state and IMLS questions
- 15/16 Survey open Sept 1 - Oct 7
- Instructions & Passwords emailed to director by Sept 1
What We Count/The Categories

- Directory Update
- Population
- Outlets
- Library Staff
- Income
- Expenditures
- Collections

- Library Service
- Salary Survey
- Electronic Services
- Referenda
- Mobile Libraries
- Outlets
Directory Update

- Library Administrative information
- Some “CSL Only” elements

**NEW:** System Membership
Population

- Population obtained from CA Dept of Finance

*UPDATE:* Children Borrowers definition
Income/Expenditures

- Revenue, State Funds
  - California Library Literacy Services
  - Broadband
- Expenditures – Actuals spent
Library Service, Annual

- Technology Assistance
- Programs

**New:** Physical Item Circ
Successful Retrieval of Electronic Info
Electronic Content Use (Total field)
Total Collection Use (Total field)
Mobile Libraries

- Truck or van with circulating collection
- Regularly scheduled hours
- Paid staff
New Policy

Any library that doesn’t complete the survey beginning with the fiscal year starting July 1 will not be awarded additional LSTA grants.
Resources

- 15/16 Survey Updates
- Counting Electronic Items Handout
- Past Infopeople Webinars:
  - *Public Library Statistics: Collecting, Finding, Using*
  - *Making it Count: California Library Statistics Online*
- Find past data = californialibrarystatistics.com
LibPAS Data Input Training

• Logging in – who to contact for help
• Navigating the survey tool LibPAS – functionality, layout, and structure
• Completing the survey - required information, repeating fields, and notes
• Printing and saving your survey
• Submitting the survey and dealing with edit checks
Login / Access

Web Address:  http://ca.countingopinions.com/

System Requirements

Operating Systems:  Mac and Windows supported
All major browsers are OK; newest versions recommended
Navigating the Survey Form

- "Print" generates a PDF document that can be saved or printed.
- The "Review" button lists all questions and responses in one, long, single-page display.
- Use this navigation sidebar to navigate to specific sections of the report.
- When you have completed your report select Submit/Lock to submit it to the state. The "Verify" button is optional and may help you identify any missing data or triggered edit checks before submitting your survey.
- To minimize the sidebar and view more of the form in your window, select "Hide". To restore the sidebar select the ">>" chevron that appears in its place.
Completing the Survey

Select the chevron to restore the navigation sidebar.

Use the notepad icons to add notes to the data. Notes can be used to provide context to anomalous data.

Click in the box to apply an exception value.

Some questions require the use of a pull-down menu to select a response.
Printing Survey

Directory Update #1-45

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>LIBRARY_Bldg</td>
<td>CAKE65</td>
</tr>
<tr>
<td>Sign_ID</td>
<td>Railroads</td>
</tr>
<tr>
<td>Short_Name</td>
<td>A. K. SMILEY PUBLIC LIBRARY</td>
</tr>
<tr>
<td>Name</td>
<td>Dir.</td>
</tr>
<tr>
<td>First_Name</td>
<td>M.</td>
</tr>
<tr>
<td>Middle_Name</td>
<td>Dr.</td>
</tr>
<tr>
<td>Last_Name</td>
<td></td>
</tr>
<tr>
<td>Title</td>
<td>Director</td>
</tr>
<tr>
<td>Street_Address</td>
<td>155 W. VINE ST.</td>
</tr>
<tr>
<td>City</td>
<td>BEVERLY</td>
</tr>
<tr>
<td>Zip</td>
<td>90272</td>
</tr>
<tr>
<td>Mailing_Address</td>
<td>125 W. VINE ST.</td>
</tr>
<tr>
<td>Mail_City</td>
<td>BEVERLY</td>
</tr>
<tr>
<td>Mail_Zip</td>
<td>90272</td>
</tr>
</tbody>
</table>

Public Library Survey

The report incorporates data elements requested by the Public Library Statistics Cooperative conducted by the Institute of Museum and Library Services. In response to requests, report values (primarily only, and when

Public Library Survey

The report incorporates data elements requested by the Public Library Statistics Cooperative conducted by the Institute of Museum and Library Services. In response to requests, report values (primarily only, and when

Public Library Survey

The report incorporates data elements requested by the Public Library Statistics Cooperative conducted by the Institute of Museum and Library Services. In response to requests, report values (primarily only, and when

### Directory update at a glance

- Library Name: A. K. SMILEY PUBLIC LIBRARY
- Address: 155 W. VINE ST., BEVERLY, CA 90272
- Zip: 90272
- City: BEVERLY
- State: CA
- Phone: 310-788-5000
- Fax: 310-788-5027
- Website: www.smileylibrary.org
- E-mail: library@smileylibrary.org
- Director: M. Dr.
- Assistant:
- Librarian: L. Lib.
- Clerk: C. Clerk
- Librarian: L. Lib.
- Librarian: L. Lib.
- Librarian: L. Lib.
- Librarian: L. Lib.
Submitting Survey

If, after selecting the “Submit/Lock” button the buttons disappear and are replaced by the Locked image below, then your survey has been submitted successfully!

Locked

If, after selecting the “Submit/Lock” button you see a pop-up that reads “Lock Failed” and provides a list of required fields or edits that require an explanation, you’re not quite done. Please address the fields and try again.
Thank You!

Lisa Dale
lisa.dale@library.ca.gov
916-653-7743

Lindsay Thompson
llt@countingopinions.com
800-521-4930

This webinar was supported in whole or in part by the U.S. Institute of Museum and Library Services under the provisions of the Library Services and Technology Act, administered in California by the State Librarian.