



PUBLIC LIBRARIANS' CHAT

Preparing for the Public Library Report

July 13, 2017

PUBLIC LIBRARY REPORT

By the end of this webinar you will know

- What the Public Library Report is and why we collect this data;
- Who is responsible for completing the report and when it is due;
- Where to go to obtain resources useful for completing the report and the process for submitting the report online



ALASKA ADMINISTRATIVE CODE: LIBRARY-RELATED REGULATION

Article 2: Library Assistance Grants

4 AAC 57.064. Public library assistance grants: Eligibility

7. maintain an accurate accounting of the library's budget and expenditure of money ; and
8. Annually submit to the division, on or before September 1, a complete public library annual report and public library assistance grant report on forms provided by the state library

ALASKA PUBLIC LIBRARY STATISTICS FY1987 TO DATE

Spreadsheets: Alaska Annual Data, FY1987 – Date

These annual spreadsheets (XSL) and Comma Separated Values (CSV) files include data for every question asked on the annual report form sent to every Alaska public library. The annual report form asks questions that are sent to every public library in the country as part of the national public library statistics program described above; the form also asks questions that are collected on a statewide basis alone. These spreadsheets are arranged in alphabetical order by the name of the community.

- [FY2015 \(xlsx\)](#) | [FY2015 \(csv\)](#)
- [FY2014 \(xlsx\)](#) | [FY2014 \(csv\)](#)
- [FY2013 \(xls\)](#) | [FY2013 \(csv\)](#)
- [FY2012 \(xls\)](#) | [FY2012 \(csv\)](#)
- [FY2011 \(xls\)](#) | [FY2011 \(csv\)](#)
- [FY2010 \(xls\)](#) | [FY2010 \(csv\)](#)
- [FY2009 \(xls\)](#) | [FY2009 \(csv\)](#)
- [FY2008 \(xls\)](#) | [FY2008 \(csv\)](#)
- [FY2007 \(xls\)](#) | [FY2007 \(csv\)](#)
- [FY2006 \(xls\)](#) | [FY2006 \(csv\)](#)
- [FY2005 \(xls\)](#) | [FY2005 \(csv\)](#)
- [FY2004 \(xls\)](#) | [FY2004 \(csv\)](#)
- [FY2003 \(xls\)](#) | [FY2003 \(csv\)](#)
- [FY2002 \(xls\)](#) | [FY2002 \(csv\)](#)
- [FY2001 \(xls\)](#) | [FY2001 \(csv\)](#)
- [FY2000 \(xls\)](#) | [FY2000 \(csv\)](#)
- [FY1999 \(xls\)](#) | [FY1999 \(csv\)](#)
- [FY1998 \(xls\)](#) | [FY1998 \(csv\)](#)
- [FY1997 \(xls\)](#) | [FY1997 \(csv\)](#)
- [FY1996 \(xls\)](#) | [FY1996 \(csv\)](#)
- [FY1995 \(xls\)](#) | [FY1995 \(csv\)](#)
- [FY1994 \(xls\)](#) | [FY1994 \(csv\)](#)
- [FY1993 \(xls\)](#) | [FY1993 \(csv\)](#)
- [FY1992 \(xls\)](#) | [FY1992 \(csv\)](#)
- [FY1991 \(xls\)](#) | [FY1991 \(csv\)](#)
- [FY1990 \(xls\)](#) | [FY1990 \(csv\)](#)
- [FY1998 \(xls\)](#) | [FY1989 \(csv\)](#)
- [FY1988 \(xls\)](#) | [FY1988 \(csv\)](#)
- [FY1987 \(xls\)](#) | [FY1987 \(csv\)](#)



PUBLIC LIBRARIES SURVEY

Public Libraries Survey (PLS)

Conducted annually since 1988, PLS is your definitive source on the state of public libraries in the United States. Explore the PLS data to find key information on over 9,000 public library systems and 17,000 public library outlets nationwide.

Part Two: Public Library Indicators

Section 1. Use of Public Library Services	15
<i>Indicator 1. Visitation per Capita</i>	17
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<i>Indicator 8. Collection Materials per Capita</i>	38
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<i>Indicator 12. Librarians per Capita</i>	50
<i>Indicator 13. Percent of Librarians with ALA-Accredited MLS.</i>	52

Find key information from the FY 2014 [Public Libraries Survey](#) (PLS) on more than 9,000 public library systems and over 17,000 public library outlets.

The U.S. Census Bureau no longer offers the search and compare tools for PLS data.



Explore Library Systems

Dig into FY 2014 data on public library systems (referred to as administrative entities in PLS). Use these data to explore system-level organizational characteristics, staff, income and expenditures, sizes of collections, and library services offered to the public.



Explore Library Outlets

Dig into FY 2014 data on main libraries, branches, and bookmobiles (referred to as outlets in PLS). Use these outlet-level data to find organizational characteristics such as public service hours and weeks open per year.



Look Up FSCS IDs

Look up your library to find its Federal-State Cooperative System (FSCS) ID and other information useful for programs such as E-Rate for Libraries.



Explore State Profiles

Pull up a state's summary profile to find state-level totals on key variables such as population, numbers of libraries and librarians, revenue and expenditure, and collection sizes.




Looking for More Detail?

[Explore the data](#) on public libraries through our online [data catalog](#) or [access the data files and APIs](#) to conduct your own research.



1. Know what you NEED to track
2. Identify who in your organization may have the data you need
3. Develop procedures for collecting data

- 
4. Collect statistics monthly
 5. Record any changes in data collection methods or periods of collection
 6. Share the responsibility of gathering monthly statistics
 7. Set an **early deadline** for meeting Public Library Report due date



only
One Day
left !

ALASKA PUBLIC LIBRARY REPORT SYSTEM PORTAL

For Librarians

Developing strong, vibrant libraries in Alaska!

Library Development provides leadership, assistance and expertise to Alaska's libraries, in support of a cooperative network of strong and vibrant libraries that serve Alaskans' educational and cultural needs. *(Revised November 2013)*

About the State Library

- [Contact information, mission statement, hours, and more](#)
- [Library Development Staff: Find the specialist you need to consult!](#)
- [Governor's Advisory Council on Libraries](#)

For Alaska Librarians

- [800# and Interlibrary Loan and Reference Backup Service](#)
- [Alaska Libraries Reciprocal Borrowing Program](#)
- [Alaska Library Law](#)
- [Alaska Library Network](#)
- [Alaska Native Libraries, Archives, and Museums Summit \(ANLAMS\)](#)
- [Alaska Public Library Report System](#)
- [Alaska School Library Handbook](#)
- [Alaska Statewide Summer Reading Program](#)
- [Cataloging & Interlibrary Loan](#)

Events Calendar

« May 2017 »						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
Upcoming Events:						
Emerging Tech Trends in Libraries-Part 7						
Tue, May 23, 2017 11:00am						
Measures that Matter: A View into the Current Public Library Data Landscape						
Tue, May 23, 2017 11:00am						
Top STEM Ideas to Keep Your Students Engaged at the End of the School Year						
Tue, May 23, 2017 2:00pm						

<http://library.alaska.gov/dev/libdev.html>

Alaska Public Library Report System

The Alaska State Library is streamlining the process of collecting Alaska Public Library Reports. Public libraries will input their library statistics into the Alaska Public Library Report System.

Please note: The Alaska State Library is NO longer accepting paper reports.

- Form: [Worksheet \[DOCX\]](#)
- Form: [Certification of the Alaska Public Library Report](#)
- Instructions: [Completing your annual report using LibPas Online](#)

ALASKA PUBLIC LIBRARY
REPORT PORTAL

Page last updated 06/09/2017

Division of Libraries, Archives & Museums
Department of Education & Early Development

Popular Resources

- [Library Catalog](#)
- [Alaska Historical Collections](#)
- [Historical Collections Guides](#)
- [Alaska's Digital Archives](#)
- [SLED Databases](#)
- [eResources](#)
- [Journal Finder](#)
- [Alaska State Publications](#)
- [Library Grants](#)
- [Online With Libraries \(OWL\)](#)



<http://library.alaska.gov/dev/plreport.html>

Home ▾



ALASKA STATE LIBRARY, ARCHIVES & MUSEUM
FATHER ANDREW P. KASHEVAROFF BUILDING

Welcome to the Alaska Public Library Report System

Deadline for submitting your data: September 1, 2017

Please login here to enter data.

Login

Username:

Password:





















[Password reminder](#)

Login

Questions? Contact Julie Niederhauser at julie.niederhauser@alaska.gov

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Part 2: General Information

2-1 Library Director		<input type="text"/>	Miriam Dunbar
2-2 Legal Name of Library ✓		<input type="text" value="Cordova Public Library"/>	
2-3 Street Address		<input type="text" value="601 First Street"/>	
2-3 City (of street address)		<input type="text" value="Cordova"/>	
2-3 ZIP Code (of street address) ✓		<input type="text" value="99574"/>	
2-4 Mailing Address		<input type="text" value="P.O. Box 1210"/>	
2-5 City (of mailing address)		<input type="text" value="Cordova"/>	
2-5 ZIP Code (of mailing address)		<input type="text" value="99574"/>	
2-6 Telephone		<input type="text" value="9074246667"/>	
2-7 Fax		<input type="text" value="9074246668"/>	
2-8 E-mail of Library Director		<input type="text" value="acm@cityofcordova.net"/>	
2-9 Population of Legal Service Area		<input type="text" value="2,321"/>	
2-10 Registered Users ✓		<input type="text"/>	2,386
2-11 Has file of registered users been purged or updated in past 3 years?		<input type="text" value="Yes"/> ▼	
2-12a Number of Central Libraries		<input type="text" value="1"/>	
2-12b Number of Branch Libraries		<input type="text" value="0"/>	
2-12c Number of Bookmobiles		<input type="text" value="0"/>	
2-12d Number of Other Service Outlets		<input type="text"/>	0
2-13 Number of Hours Central Library Open Each Week		<input type="text"/>	48
2-14 Number of Weeks Central Library Open During Year		<input type="text"/>	52

PI Value Notes



2-4 Mailing Address





















Input note here to explain the anomalous value, or select any existing note(s) (shown below, if applicable) to apply the selected note to the PI value.

Notes

Add

Cancel

Part 2: General Information

<u>2-1</u> Library Director		<input type="text"/>	Miriam Dunbar
<u>2-2</u> Legal Name of Library ✓		<input type="text" value="Cordova Public Library"/>	
<u>2-3</u> Street Address		<input type="text" value="601 First Street"/>	
<u>2-3</u> City (of street address)		<input type="text" value="Cordova"/>	
<u>2-3</u> ZIP Code (of street address) ✓		<input type="text" value="99574"/>	
<u>2-4</u> Mailing Address		<input type="text" value="P.O. Box 1210"/>	
<u>2-5</u> City (of mailing address)		<input type="text" value="Cordova"/>	
<u>2-5</u> ZIP Code (of mailing address)		<input type="text" value="99574"/>	
<u>2-6</u> Telephone		<input type="text" value="9074246667"/>	
<u>2-7</u> Fax		<input type="text" value="9074246668"/>	
<u>2-8</u> E-mail of Library Director		<input type="text" value="acm@cityofcordova.net"/>	
<u>2-9</u> Population of Legal Service Area		<input type="text" value="2,321"/>	
<u>2-10</u> Registered Users ✓		<input type="text" value="2,386"/>	2,386
<u>2-11</u> Has file of registered users been purged or updated in past 3 years?		<input type="text" value="Yes"/>	
<u>2-12a</u> Number of Central Libraries		<input type="text" value="1"/>	
<u>2-12b</u> Number of Branch Libraries		<input type="text" value="0"/>	
<u>2-12c</u> Number of Bookmobiles		<input type="text" value="0"/>	
<u>2-12d</u> Number of Other Service Outlets		<input type="text" value="0"/>	0
<u>2-13</u> Number of Hours Central Library Open Each Week		<input type="text" value="48"/>	48
<u>2-14</u> Number of Weeks Central Library Open During Year		<input type="text" value="52"/>	52

Library Board and Governance

2-15 Does Your Library Have a Library Board?



Public Library Governance

check all that apply

2-18 Library Established by Ordinance



☐ Yes

2-18 Library Established as Non-Profit



☐ Yes

2-18 Library Established as Combined School/ Public




☐ Yes

Not sure ?
The Alaska State Library will verify
with our documentation.

Part 3: Library Staff

Staff is counted as FTEs (Full-Time Equivalent employees.) Full time equivalency must be computed on a 40-hour workweek, even if your library has a shorter workweek. To compute full-time equivalents ...[more](#)

<u>3-1</u> Librarians with MLS		1	0.00
<u>3-2</u> All Employees with Title of Librarian		2	3.00
<u>3-3</u> All Other Paid Employees		2	2.50
<u>3-4</u> Total Employees		4.00	5.50

All Employees with Title of Librarian + All Other Paid Employees = Total Employees

Library Salary Schedule

a. Library Director

b. Assistant Director

c. Section Head

d. Librarian, Beginning

e. Technical Assistant

f. Clerk/Assistant

Beginning
Salary for
each position.

Library Director Training Requirement

3-8 Continuing Education for Library Director?

 **No** ▼ Yes

Library Director Training Requirement

3-8 Continuing Education for Library Director?

 **Yes** ▼ Yes

3-9 Continuing Education Specifics

AkLA Conference 2017,
Completed ALA online course on
Leadership June 2017.

State Government Revenue

4-2. State Government Revenue: State funds distributed to public libraries for expenditure. This includes Public Library Assistance Grants and Interlibrary Cooperation Grants funded with state general fund money. Exclude Interlibrary Cooperation Grants funded with Federal money.

4-2a Public Library Assistance State-Funded Grant ✓



\$6,650

Autofilled by ASL

4-2b State-Funded Interlibrary Cooperation (ILC) Grant ✓



\$0

4-2c Other State Government Revenue ✓



\$13,080

OWL Internet Support

4-2d Total State Government Revenue



\$19,730

Federal Government Revenue

4-3. Federal Government Revenue: Federal funds distributed to the public library for expenditure, including Interlibrary Cooperation (ILC) and Continuing Education Grants funded with Federal Library ...[more](#)

4-3a Federal LSTA-Funded ILC Grant Revenue ✓



4-3b Federally-Funded Continuing Education Grant ✓



4-3c Other Federal Government Revenue ✓



4-3d Total Federal Government Revenue



IMLS Native American Library
Services: Basic Grant

REPORTING E-RATE

- E-Rate Application Form 471

OMB 3060-0806
FCC Form 471

Approval by OMB
November 2015



Description of Services Ordered and Certification Form 471

FCC Form 471

- E-Rate Application Form 471

FRN Calculation for FRN #1799041685

Monthly Charges	
Total Monthly Recurring Charges	\$2,284.00
Total Monthly Ineligible Charges	- \$0.00
Total Monthly Eligible Charges	= \$2,284.00
Total Number of Months of Service	x 12
Total Eligible Pre-Discount Recurring Charges	= \$27,408.00






One-Time Charges	
Total One-Time Charges	\$0.00
Total Ineligible One-Time Charges	- \$0.00
Total Eligible Pre-Discount One-Time Charges	= \$0.00

Total Requested Amount	
Total Eligible Pre-Discount Recurring Charges	Total cost of internet \$27,408.00
Total Eligible Pre-Discount One-Time Charges	+ \$0.00
Total Pre-Discount Charges	= \$27,408.00
Discount Rate	80%
Funding Commitment Request	= \$21,926.40

Total amount E-Rate will pay =
Funding Commitment Request





























All Other Operating Revenue

4-4. All Other Operating Revenue: All other revenue not reported in 4-1 through 4-3. This includes E-Rate cash or subsidy, library fines, monetary gifts and donations, interest, fees for library ...[more](#)

4-4a Other Revenue ✓		<input type="text" value=""/>	\$0
4-4b Other Revenue ✓		<input type="text" value=""/>	\$0
4-4c Total All Other Revenue		<input type="text" value="\$31,390"/>	\$31,390
4-5 Total Operating Revenue		<input type="text" value="\$97,468"/>	\$97,468
4-6 E-Rate Cash or Subsidy ✓		<input type="text" value="\$31,390"/>	\$31,390

Part 7: Collections (Library Materials)

Use this section to report the number and types of library materials owned by the library and made available to patrons for their use. This section collects data on selected types of materials. It [...more](#)

	<u>Withdrawn</u>	<u>Added</u>	<u>Held</u>
7-1 Books in Print Volumes	 <input type="text" value="96"/>	 <input type="text" value="142"/>	  <input type="text" value="10,650"/>
7-2 E-Books Volumes	 <input type="text" value="0"/>	 <input type="text" value="0"/>	  <input type="text" value="13,177"/>
7-3 Physical Audio Materials Volumes	 <input type="text" value="31"/>	 <input type="text" value="0"/>	  <input type="text" value="108"/>
7-4 Downloadable Audio Materials Volumes	 <input type="text" value="0"/>	 <input type="text" value="0"/>	  <input type="text" value="10,424"/>
7-5 Physical Video Volumes	 <input type="text" value="76"/>	 <input type="text" value="17"/>	  <input type="text" value="286"/>
7-6 Downloadable Video Volumes	 <input type="text" value="0"/>	 <input type="text" value="0"/>	  <input type="text" value="0"/>
7-7 Current Print Serial Subscriptions	 <input type="text" value="0"/>	 <input type="text" value="1"/>	  <input type="text" value="33"/>

FY17 ADL Shared Collection Statistics (for reports)

Posted on: 2017-07-12 by [admin](#)

Here are the numbers you will need to complete your FY17 online public library report. The question number is included to make this as easy as possible.

Shared Collection

- A. E-Books Withdrawn (question 7-2): 694
- B. E-Books Added (question 7-2): 3242
- C. E-Books Held (question 7-2): 19581
- D. Downloadable Audio Materials Withdrawn (question 7-3): 1
- E. Downloadable Audio Materials Added (question 7-3): 957
- F. Downloadable Audio Materials Held (question 7-3): 11,060

Library Specific Statistics

The following chart will have information for these questions:

- G. Electronic Digital Materials (5-2g)
- H. Services (5-3e)
- I. E-Book Circulation Juvenile (9-2)
- J. E-Book Circulation Adult (9-2)
- K. Audio Downloads Juvenile (9-5)
- L. Audio Downloads Adult (9-5)
- M. Total Circulation of Electronic Materials (9-12)

<https://www.aklib.net/fy17-adl-shared-collection-statistics-for-reports/>

CHART IS IN PROCESS!

NOTE: ADL is NOT considered an *electronic collection* for question 7-8a (because there are loan periods). Do not add it in here.

Electronic Collections

Report the number of electronic collections.

An electronic collection is a collection of electronically stored data or unit records (facts, bibliographic data, abstracts, texts, photographs, .

7-8a Locally Licensed Electronic Collections (REVISED)



8

Do NOT add ADL

7-8b Statewide Licensed Electronic Collections (REVISED)



42

SLED Databases

7-8c Total Electronic Collections (REVISED)



50

Part 9: Circulation of Library Materials

Do NOT count in-house use of library materials under any category of circulation.

Use this section to report the total numbers and types of library materials checked out to patrons for the entire ...[more](#)

	<u>Juvenile</u>		<u>Adult</u>		<u>Total</u>	
9-1 Book Circulation	 	<input type="text" value="102"/>	 	<input type="text" value="25"/>		<input type="text" value="127"/>
9-2 E-Book Circulation	 	<input type="text" value="0"/>	 	<input type="text" value="0"/>		<input type="text" value="0"/>
9-3 Periodical Circulation	 	<input type="text" value="32"/>	 	<input type="text" value="2"/>		<input type="text" value="34"/>
9-4 Audio Circulation	 	<input type="text" value="0"/>	 	<input type="text" value="0"/>		<input type="text" value="0"/>
9-5 Audio Downloads	 	<input type="text" value="0"/>	 	<input type="text" value="0"/>		<input type="text" value="0"/>
9-6 Video Circulation	 	<input type="text" value="2"/>	 	<input type="text" value="7"/>		<input type="text" value="9"/>
9-7 Video Downloads	 	<input type="text" value="0"/>	 	<input type="text" value="0"/>		<input type="text" value="0"/>
9-8 Other Library Materials Circulation	 	<input type="text" value="5"/>	 	<input type="text" value="0"/>		<input type="text" value="5"/>
9-9 Circulation of Interlibrary Loans	 	<input type="text" value="0"/>	 	<input type="text" value="0"/>		<input type="text" value="0"/>
9-10 Total Circulation	 	<input type="text" value="141"/>	 	<input type="text" value="34"/>		<input type="text" value="175"/>

Children's Programs

Children's Programs: Report the number of times children's programs were held and the total attendance at all programs for which the primary audience is children. Please count all patrons that attend children's programs regardless of age. Children are defined as persons age 11 and under.

	Number of Library Programs for Children		Number of People of All Ages at Children's Programs	
a. Story Hour	<input type="text"/>	47	<input checked="" type="checkbox"/> <input type="text"/>	524
b. Summer Reading Programs for Children	<input type="text"/>	2	<input checked="" type="checkbox"/> <input type="text"/>	60
c. Class Visits for Children	<input type="text"/>	0	<input checked="" type="checkbox"/> <input type="text"/>	0
d. Film Showings for Children	<input type="text"/>	0	<input checked="" type="checkbox"/> <input type="text"/>	0
e. Holiday and Cultural Programs for Children	<input type="text"/>	2	<input checked="" type="checkbox"/> <input type="text"/>	26
f. Other Programs for Children	<input type="text"/>	19	<input checked="" type="checkbox"/> <input type="text"/>	80
g. Videoconference Programs for Children (Include OWL)	<input type="text"/>	7	<input checked="" type="checkbox"/> <input type="text"/>	101
h. Total	<input type="text"/>	77	<input type="text"/>	791

Children's Programs





Children's Programs: Report the number of times children's programs were held and the total attendance at all programs for which the primary audience is children. Please count all patrons that attend children's programs regardless of age. Children are defined as persons age 11 and under.

	Number of Library Programs for Children		Number of People of All Ages at Children's Programs	
a. Story Hour	<input type="text"/>	1	<input checked="" type="checkbox"/> <input type="text"/>	1
b. Summer Reading Programs for Children	<input type="text"/>	1	<input checked="" type="checkbox"/> <input type="text"/>	1
c. Class Visits for Children	<input type="text"/>	35	<input checked="" type="checkbox"/> <input type="text"/>	0
d. Film Showings for Children	<input type="text"/>	20	<input checked="" type="checkbox"/> <input type="text"/>	20
e. Holiday and Cultural Programs for Children	<input type="text"/>	0	<input checked="" type="checkbox"/> <input type="text"/>	0
f. Other Programs for Children	<input type="text"/>	0	<input checked="" type="checkbox"/> <input type="text"/>	0
g. Videoconference Programs for Children (Include OWL)	<input type="text"/>	0	<input checked="" type="checkbox"/> <input type="text"/>	0
h. Total	<input type="text"/>	57	<input type="text"/>	22



Part 11: Annual Library Service Measures

If annual counts for items 11-2 and 11-3 below are not available, please provide estimates. Annual estimates can be based on counts taken during a typical week, preferably in October, and multiplying ...[more](#)

11-1 Annual Public Service Hours for All Outlets		<input type="text"/>	1,968
11-2a Annual Attendance in Central Library ✓		<input type="text"/>	35,184
11-2b Annual Attendance in all Branches and Bookmobiles		<input type="text"/>	0
11-2c Annual Attendance in Library		<input type="text"/>	35,184
11-3 Annual Reference Transactions ✓		<input type="text"/>	2,433



WHAT IS A REFERENCE TRANSACTION?

Reference transactions are information consultations in which library staff recommend, interpret, evaluate, and/or use information resources to help others meet particular information needs.



Hopefully, this webinar has alleviated any fear or trepidation you may have had regarding completing the Public Library Report.