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
Indicator 1. Visitation per Capita	17
Indicator 2. Circulation per Capita	20
Indicator 3. Program Attendance per Capita	
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Indicator 7. Operating Expenditure per Capita	33
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Indicator 8. Collection Materials per Capita	38
Indicator 9. Programs per Capita	
Indicator 10. Public Access Computers per Capita	
Section 4. Public Library Staffing	46
Indicator 11. Staffing per Capita	
Indicator 12. Librarians per Capita	50
Indicator 13. Percent of Librarians with ALA-Accredited MLS	

Find key information from the FY 2014 <u>Public Libraries Survey</u> (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 <u>data catalog</u> or <u>access the data files and APIs</u> 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



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



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



Welcome to the Alaska Public Library Report System

Deadline for submitting your data: September 1, 2017

Please login here to enter data.

Login

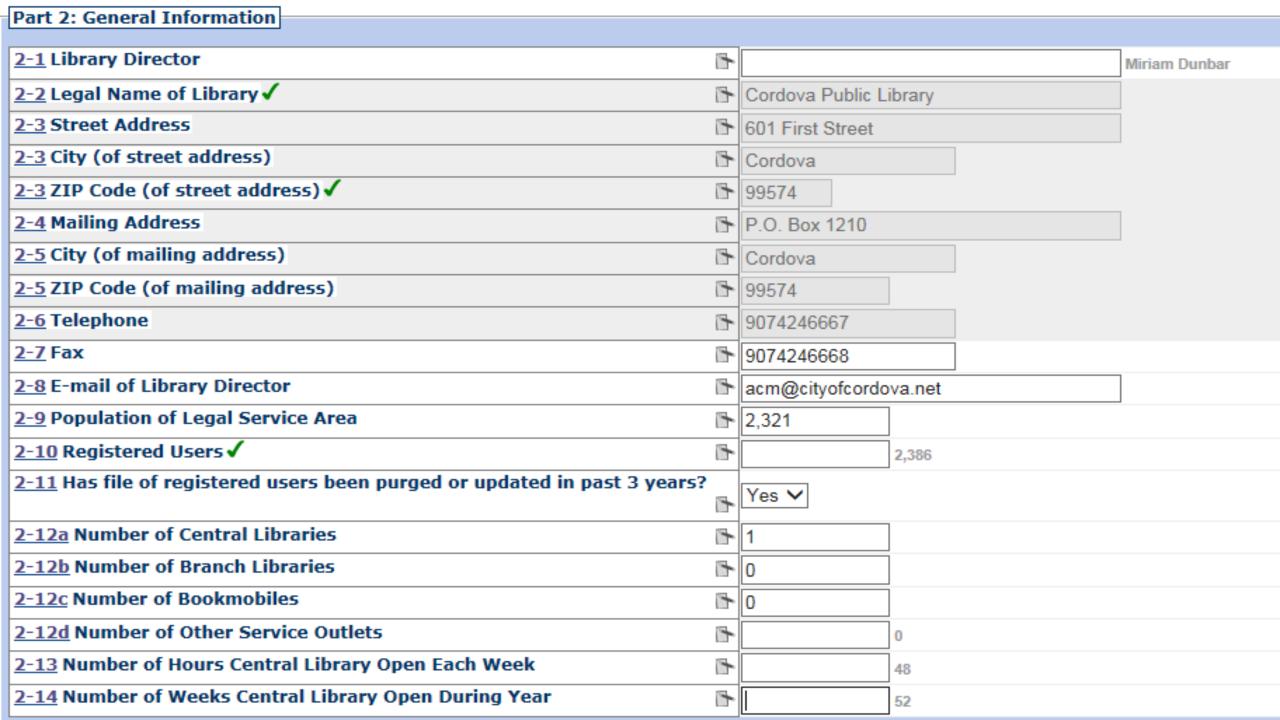
Username:
Password:

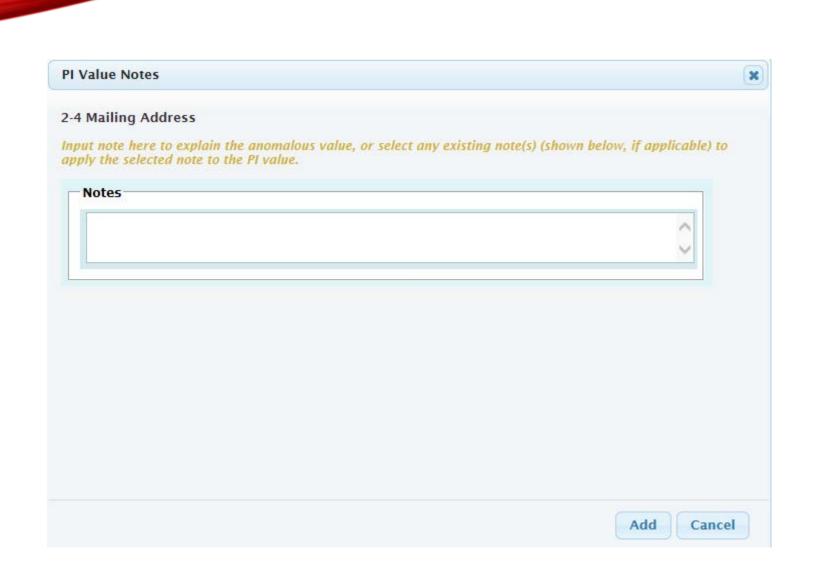
Password reminder

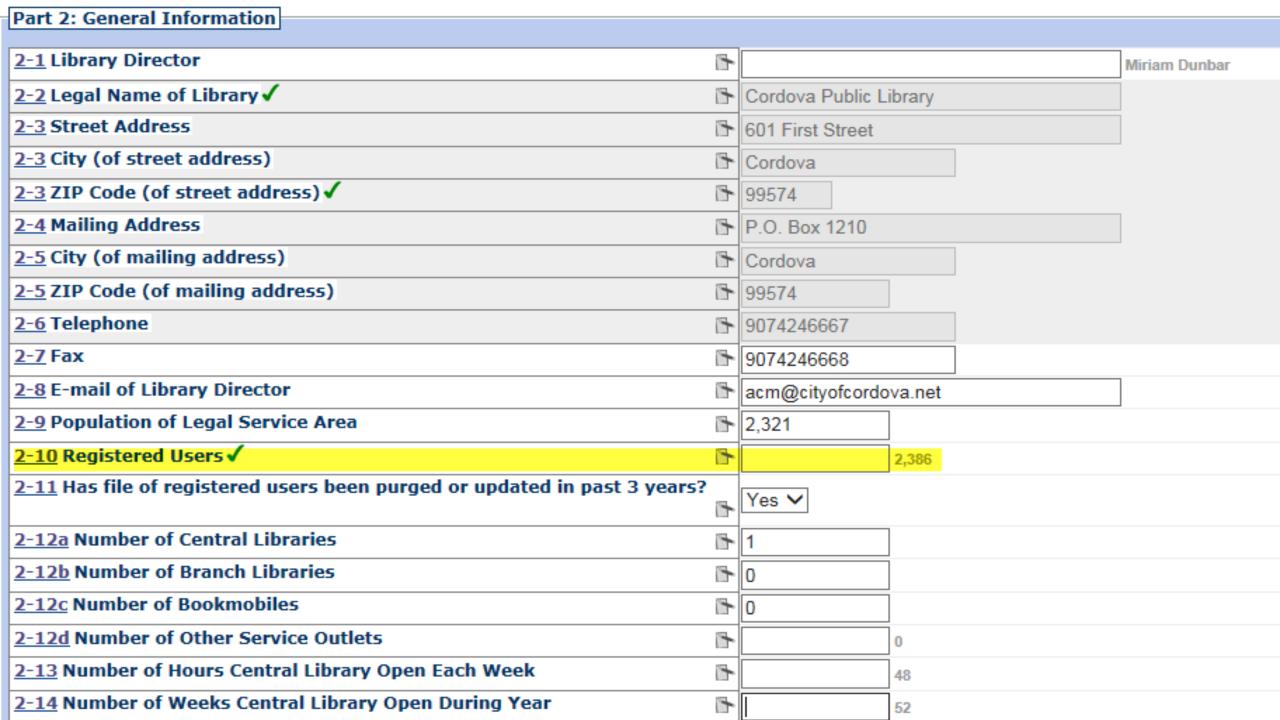
Login

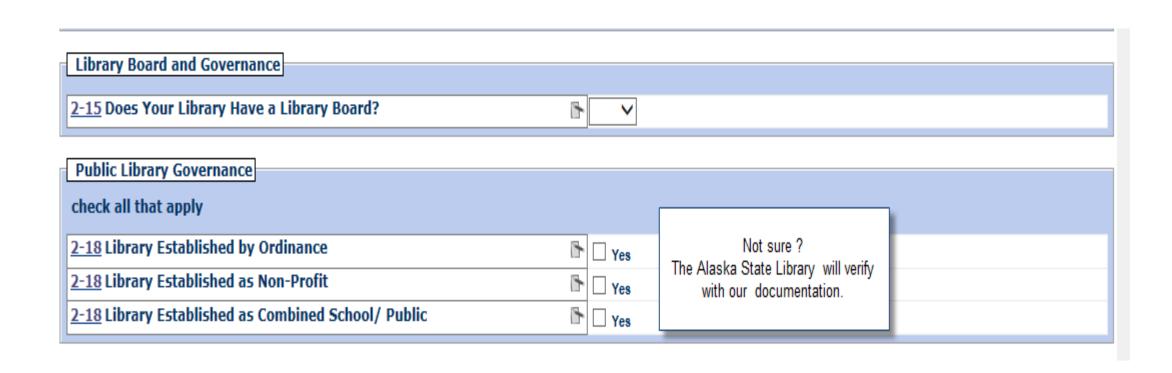
Questions? Contact Julie Niederhauser at julie.niederhauser@alaska.gov

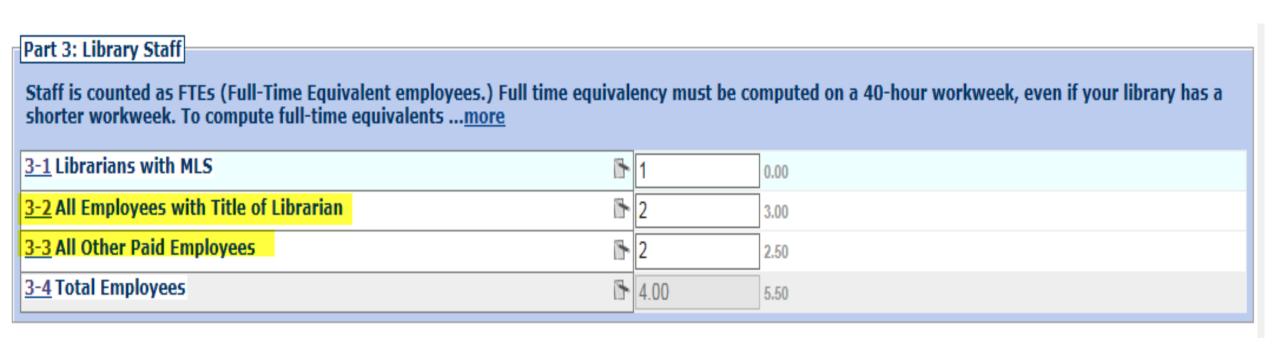
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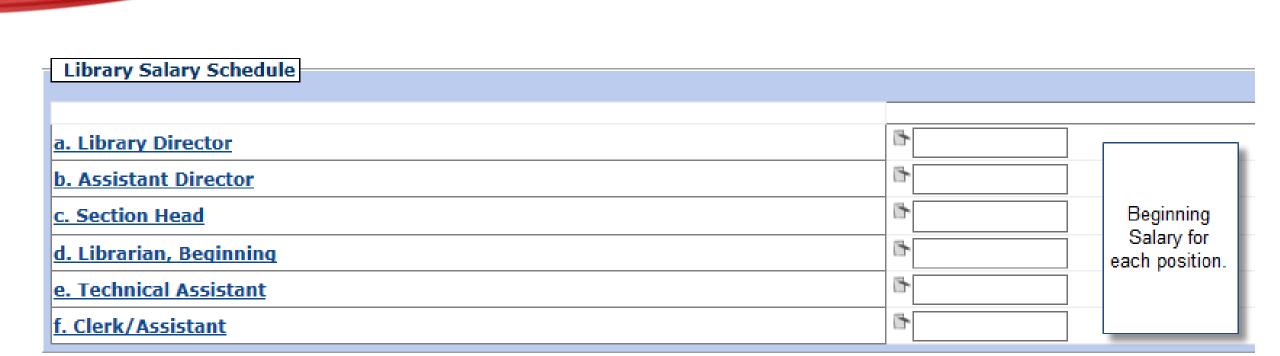




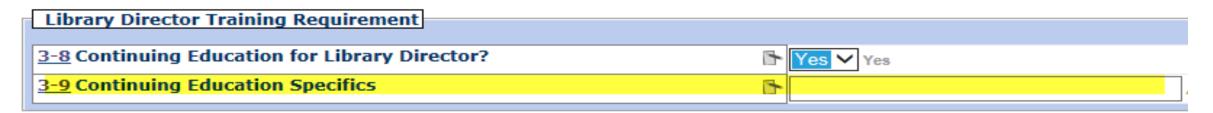




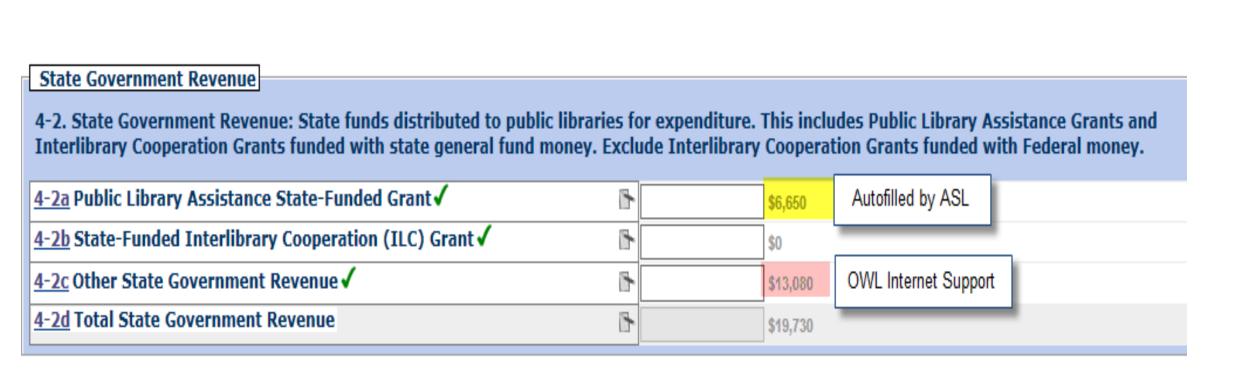
All Employees with Title of Librarian + All Other Paid Employees = Total Employees

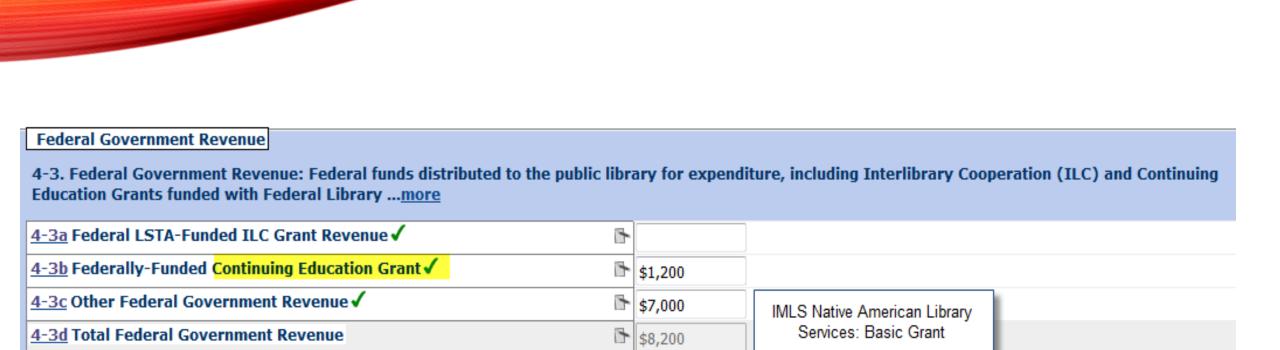






AkLA Conference 2017, Completed ALA online course on Leadership June 2017.





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 cost of internet
Total Eligible Pre-Discount	\$27,408.00
Recurring Charges	
Total Eligible Pre-Discount One-	+ \$0.00
Time Charges	
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 ✓	\$0
4-4b Other Revenue ✓	\$0
4-4c Total All Other Revenue	\$31,390
4-5 Total Operating Revenue	\$97,468
4-6 E-Rate Cash or Subsidy ✓	\$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

	W	<u> ithdrawn</u>		<u>Added</u>		<u>Held</u>
7-1 Books in Print Volumes	B	96	1	142	₽1	10,650
7-2 E-Books Volumes	1	0	1	0	₽~	13,177
7-3 Physical Audio Materials Volumes	1	31	1	0	₽~	108
7-4 Downloadable Audio Materials Volumes	B	0	II-	0	₽~	10,424
7-5 Physical Video Volumes	I	76	1	17	₽~	286
7-6 Downloadable Video Volumes	lb	0	11	0	⊪ ✓	0
7-7 Current Print Serial Subscriptions	il-	0	B	1	⊪ ✓	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

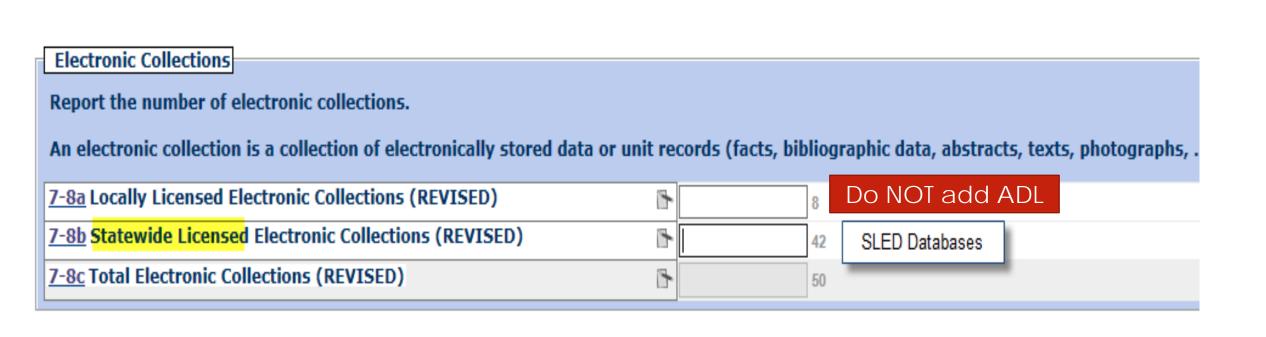
The following chart will have information for these questions:

- 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.





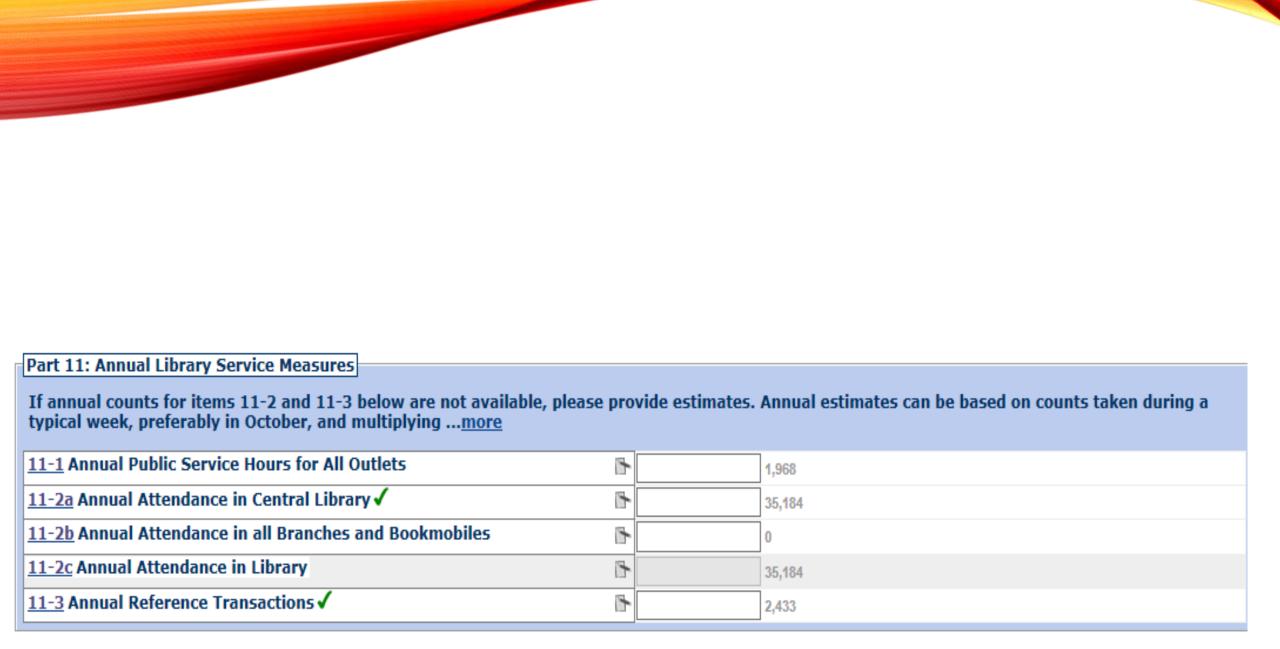
Part 9: Circulation of Library Materials

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

	Juvenile	2	<u>Adult</u>		<u>Total</u>	
9-1 Book Circulation	₽~	102	▶ ✓	25	1	127
9-2 E-Book Circulation	₽~	0	₽~	0	lb	0
9-3 Periodical Circulation	₽~	32	▶ ✓	2	D T	34
9-4 Audio Circulation	₽~	0	▶ ✓	0	lb	0
9-5 Audio Downloads	₽~	0	₽~	0	13-	0
9-6 Video Circulation	₽~	2	₽1	7	13	9
9-7 Video Downloads	₽~	0	₽1	0	B	0
9-8 Other Library Materials Circulation	₽~	5	₽~	0	lb	5
9-9 Circulation of Interlibrary Loans	₽~	0	₽~	0	13-	0
9-10 Total Circulation	₽~	141	₽~	34	B	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	Numbe	r of People of All Ages at Children's Programs		
a. Story Hour	B	47	₽1	524		
b. Summer Reading Programs for Children	B	2	⊪ ✓	60		
c. Class Visits for Children	B-	0	⊪ ✓	0		
d. Film Showings for Children	I	0	⊪ ✓	0		
e. Holiday and Cultural Programs for Children	I	2	⊪ ✓	26		
f. Other Programs for Children	B	19	⊪ ✓	80		
g. Videoconference Programs for Children (Include OWL)	I	7	₽~	101		
h. Total	B	77	13	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.						
			naren a	re defined as persons age 11 and ander		
	Number	of Library Programs for Children		r of People of All Ages at Children's Programs		
a. Story Hour	Number 	of Library Programs for Children				
a. Story Hour b. Summer Reading Programs for Children		of Library Programs for Children 1	Numbe			
	B	of Library Programs for Children 1 1 35	Numbe □ ✓			
b. Summer Reading Programs for Children	b b	1	Numbe □ ✓ □ ✓ □ ✓ □ ✓			
b. Summer Reading Programs for Children c. Class Visits for Children d. Film Showings for Children e. Holiday and Cultural Programs for Children	b b c	1 1 35	Numbe □ ✓ □ ✓ □ ✓ □ ✓ □ ✓	r of People of All Ages at Children's Programs 1 1 0		
b. Summer Reading Programs for Children c. Class Visits for Children d. Film Showings for Children e. Holiday and Cultural Programs for Children f. Other Programs for Children	b b c	1 1 35 20	Numbe b c b c c c c c c c c c c	r of People of All Ages at Children's Programs 1 1 0		
b. Summer Reading Programs for Children c. Class Visits for Children d. Film Showings for Children e. Holiday and Cultural Programs for Children	b b c	1 1 35 20	Numbe □ ✓ □ ✓ □ ✓ □ ✓ □ ✓	r of People of All Ages at Children's Programs 1 1 0		



WHAT IS A REFERENCE TRANSACTION?

Reference transaction 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.