

Public Libraries Survey Overview

How it Happens:
Step-by-Step

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LYRASIS

We are a contract partner with AIR for:

- Training
- Support

For the Public Libraries Survey



- Lynn Bauer – Primary Survey Manager
- Danielle Battle – Assistant Survey Manager
- Patrick Stark – Researcher

We are here for you!

AIR PLS Help Desk

- PLS@air.org
- 1-866-744-5746



After this presentation, new SDC's will be able to:

- Understand the basics about the survey and uploading data
- Define basic survey terminology
- Identify basic survey processes



- PLS relies on the cooperation of IMLS, AIR, and State Data Coordinators
- Data collection is based on standard items and definitions
- PLS processes ensure that data is collected consistently, then submitted in a standard electronic format
- The PLS Web Portal User's Guide provided by AIR will contain detailed data definitions and filing instructions



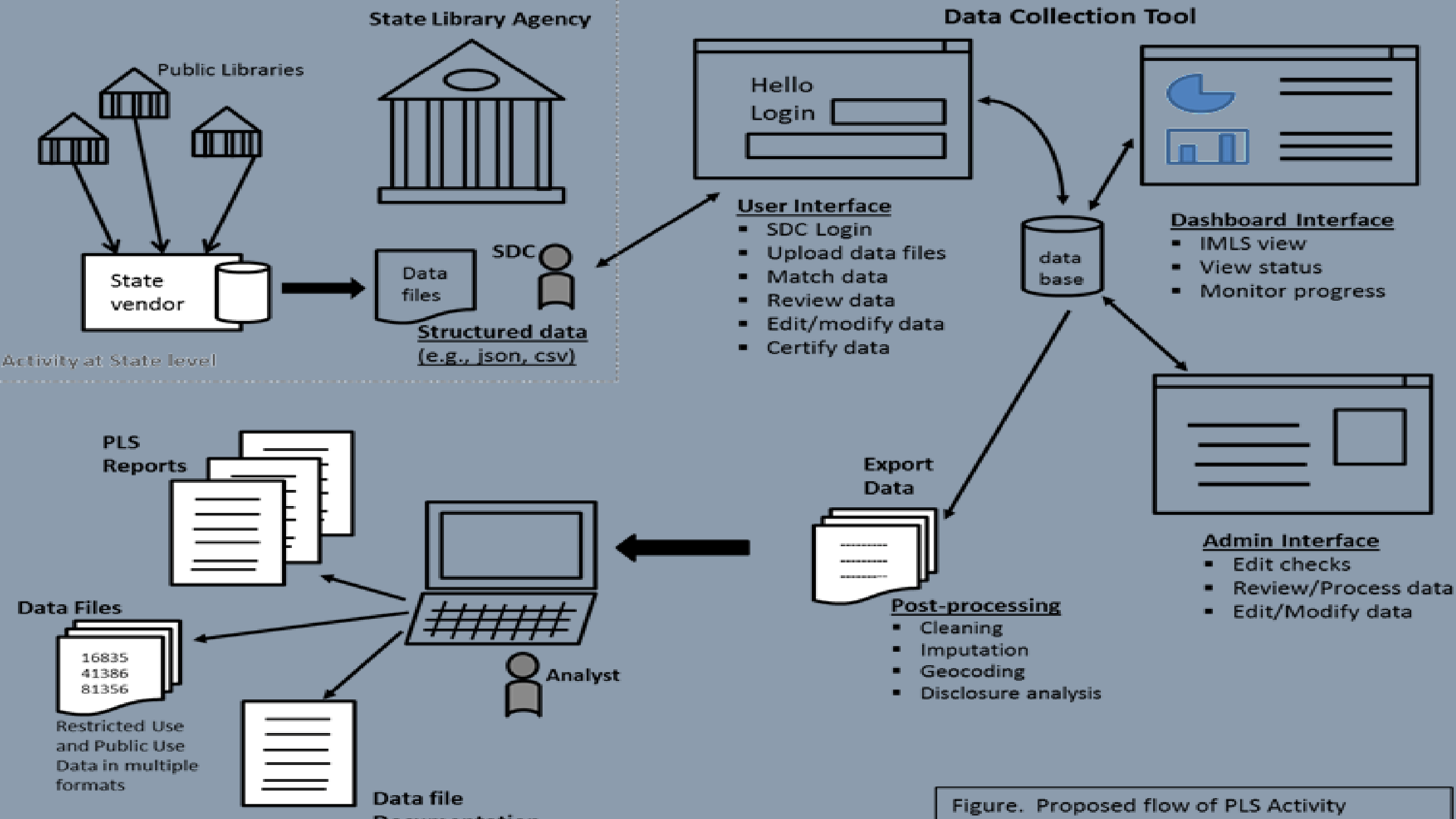
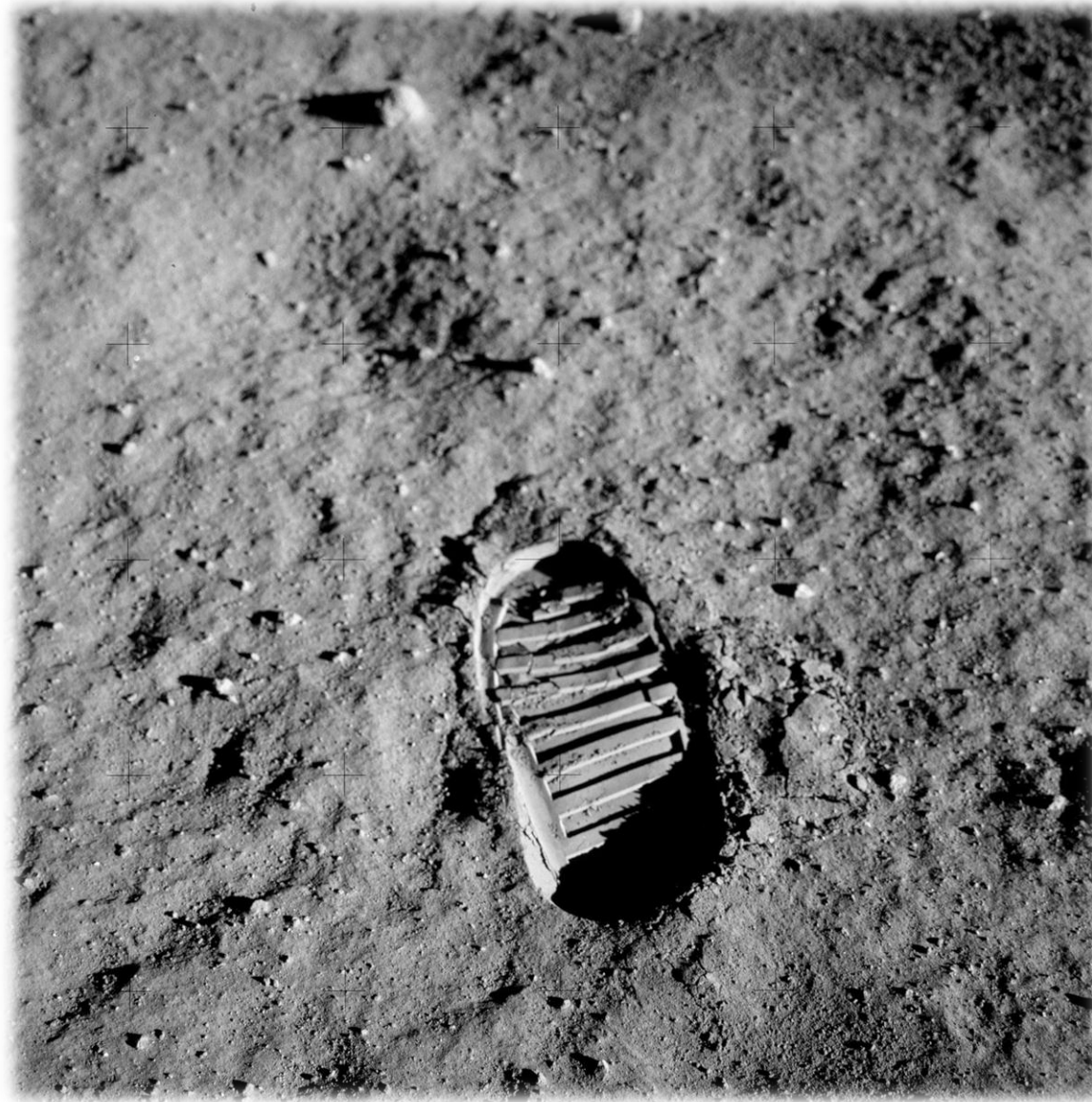


Figure. Proposed flow of PLS Activity



- Enter State Characteristics
 - This step must be completed before advancing to the next steps
- Import Administrative Entity (AE) data
 - Review errors/resolve/import—all errors must be resolved before moving to the next step
- Outlet data (uploaded from last year's file) review
 - If major changes are needed, upload a new file
- Run the Match Report
 - Download report and resolve match errors
- Run the Edit Report
 - Repair critical edits, annotate non-critical edits, upload
- Lock the data
 - Changes are no longer allowed; contact AIR if changes need to be made after data is locked

- To access the PLS Web Portal a username and password are required
- The username will be your e-mail address
- AIR will send an e-mail to you providing a temporary link which will allow you to create a password for your account
- If you have any trouble logging in to the PLS Web portal, please contact us at PLS@air.org or 1-866-744-5740
- Forget your password? Click “Forgot Password” on the login page
- This will send an email to you with a temporary link to reset your password, similar to when you created your password





Public Libraries Survey
Web Portal
Fiscal Year 2015

OMB No. 3137-0074
Expires 12/31/2016

Welcome To The Public Libraries Survey

The Public Libraries Survey (PLS) provides statistics on the status of public libraries in the United States. These statistics include library visits, circulation, size of collections, public services hours, staffing, electronic resources, operating revenue and expenditures and number of service outlets. The Web-based Public Libraries Survey Web Portal (PLS Web Portal) is used to collect this data.

These data collected are useful to researchers, journalists, the public, and policymakers at the federal, state, and local levels. These data are used

Login

[Forgot Password >](#)

State Characteristics

USER OPTIONS

DATA ELEMENT DEFINITIONS: STATE CHAR

State Characteristics

ITEM #	ITEM	CURRENT YEAR	PRIOR YEAR
100	Reporting Period Start Date (MMYYYY)	<input type="text" value="07/2013"/>	07/2012
101	Reporting Period End Date (MMYYYY)	<input type="text" value="06/2014"/>	06/2013
102	State Total Population Estimate	<input type="text" value="544,270"/>	44,379
103	Total Unduplicated Population of Legal Service Areas	<input type="text" value="544,270"/>	44,379

 PRINT PAGE

Reset

SAVE



Administrative Entity

NAME

Albany County Public Library



Section Navigation	
Name/Address	>
Other Identification	>
Population/Outlets/Staff	>
Operating Revenue	>
Capital	>
Operating Expenditures	>
Library Collections	>
Service Measures	>

Name/Address			
ITEM #	ITEM	CURRENT YEAR	PRIOR YEAR
150	FSCS ID	DY0001	DY0001
150a	Structure Status	00	00
151	LIB ID	2	2
152	Name	ALBANY COUNTY PUBLIC	ALBANY COUNTY PUBLIC LIBRARY
152a	Name Status	00 (No Change)	00

Outlet data--

- Minor updates=keyed
- Major updates=import new file

- Identifies central, branches and bookmobiles
- Includes metropolitan status code, square footage, hours open, weeks open

⏪ ⏩ **Administrative Entity** **NAME** ⏪ ⏩

Associated Outlets **NAME**

- Section Navigation**
- Name/Address >
 - Other Identification >
 - Population/Outlets/Staff >
 - Operating Revenue >
 - Capital >
 - Operating Expenditures >
 - Library Collections >
 - Service Measures >
 - Programs/Other Electronic >
 - Associated Outlet(s) >**

Associated Outlet(s)			
ITEM #	ITEM	CURRENT YEAR	PRIOR YEAR
700	FSCS ID	DY0001-008	DY0001-008
700a	Structure Status	00	00
701	LIB ID	<input type="text" value="A1"/>	A1
702	Name	<input type="text" value="ALBANY COUNTY PUBLIC LIBR."/>	ALBANY COUNTY PUBLIC LIBRARY
702a	Name Status	<input type="text" value="00 No Change"/>	00
703	Street Address	<input type="text" value="261 WASHINGTON ST"/>	261 WASHINGTON ST
703a	Address Status	<input type="text" value="00 No Change"/>	00
704	City	<input type="text" value="LARAME"/>	LARAME
705	ZIP Code	<input type="text" value="83414"/>	83414/td>
707	County	<input type="text" value="ALBANY"/>	ALBANY
708	Phone	<input type="text" value="Current Year Value Here"/>	3015559781
709	Outlet Type Code	<input type="text" value="CE Central Library"/>	CE
711	Area in Square Footage	<input type="text" value="17,824"/>	17,824
712	Number of Bookmobiles	<input type="text" value="0"/>	0
713	Public Service Hours Per Year	<input type="text" value="2,184"/>	2,184
714	Number of Weeks Open	<input type="text" value="52"/>	52

- The match report
- After you import/enter data, you must run a successful match report. This step is necessary to record structure changes, (e.g., new or closed libraries), as well as official name and location changes to ensure file integrity. The match report compares your current-year records to the prior-year records on the publicly released data file using the FSCS ID information. After a successful match is run, new ID's are assigned to new libraries.





- Note: All match errors must be resolved before you can proceed to editing the data

You can EITHER:

- 1) correct your data file(s) and re-import the revised data or--
- 2) correct your problems directly in the PLS Web Portal by using View/Key/Update menu or Structure Changes menu. Most problems are correctable in the web portal

The word "Error" is written in a large, blue, monospace-style font. The letters are filled with a white, pixelated pattern of text, including words like "this", "windows", "updates", "problems", "software", "you need", "ur compute", "ntin", "disable", "BIOS", "memory", "use", "afeMod", "to", "E8", "to", "elec".

-
- The Edit Report identifies any further discrepancies in the data submission so far
 - Example: Non response to 100% response required item
 - The Edit Report is complete when critical edits are made/corrected
 - Annotations are submitted to explain anomalies via an annotations report

The Edit Report—sorted by edit number



DY_Edits.xls [Compatibility Mode] - Microsoft Excel

File Home Insert Page Layout Formulas Data Review View Add-Ins JMP Acrobat SAS SA

Clipboard Font Alignment Number Styles Cells Editing

	C	D	E	F	G	H	I	J	K	L
1	25065	The number of ALA-MLS has had a large change from last year. Please check for possible errors or provide an explanation for the change.								
2	Annotations	FSCS ID#	LIB ID#	LIBRARY NAME	CURRENT YEAR	PRIOR YEAR	CY/PY % CHG	NET CHANGE		
3	This is correct.	DY0004	7	LARAMIE COUNTY LIBRARY SYSTEM	1	9.5	-89.47	-8.5		
4	Verified.	DY0008	13	SWEETWATER LIBRARY SYSTEM	1	7.5	-86.67	-6.5		
5	There is a decrease because.....	DY0009	15	NATRONA COUNTY PUBLIC LIBRARY SYSTEM	1	7	-85.71	-8		
6										
7	25165	The number of TOTAL LIBRARIANS has had a large change from last year. Please check for possible errors or provide an explanation for the change.								
8	Annotations	FSCS ID#	LIB ID#	LIBRARY NAME	CURRENT YEAR	PRIOR YEAR	CY/PY % CHG	NET CHANGE		
9		DY0002	3	BEN FRANKLIN LIBRARY SYSTEM	1	6.75	-85.19	-5.75		
10		DY0004	7	LARAMIE COUNTY LIBRARY SYSTEM	1	30.43	-96.71	-29.43		
11		DY0005	9	PARK COUNTY PUBLIC LIBRARY	1	9	-88.89	-8		
12		DY0007	12	SHERIDAN COUNTY LIBRARY	1	11.33	-91.17	-10.33		
13		DY0008	13	SWEETWATER LIBRARY SYSTEM	1	29	-96.55	-28		
14		DY0009	15	NATRONA COUNTY PUBLIC LIBRARY SYSTEM	1	8	-87.5	-7		
15		DY0010	16	BIG HORN COUNTY LIBRARY	1	6.38	-84.33	-5.38		
16		DY0011	17	CARBON COUNTY LIBRARY SYSTEM	1	6	-83.33	-5		
17		DY0012	18	CONVERSE COUNTY LIBRARY SYSTEM	1	7.65	-86.93	-6.65		
18		DY0013	19	CROOK COUNTY LIBRARY	1	8.25	-87.88	-7.25		
19		DY0016	24	JOHNSON COUNTY LIBRARY SYSTEM	1	10.65	-90.61	-9.65		
20		DY0017	25	LINCOLN COUNTY LIBRARY SYSTEM	1	19.15	-94.78	-18.15		
21										
22	25263	OTHER PAID EMPLOYEES current year is greater than 1.5 and prior year value was zero. Please check the current year value for possible error or provide an explanation for the change.								
23	Annotations	FSCS ID#	LIB ID#	LIBRARY NAME	CURRENT YEAR	PRIOR YEAR				
24		DY0013	19	CROOK COUNTY LIBRARY	3	0				
25		DY0018	26	NOBRARA COUNTY LIBRARY	3	0				
26										
27	25265	The number of OTHER PAID EMPLOYEES has had a large change from last year. Please check for possible errors or provide an explanation for the change.								
28	Annotations	FSCS ID#	LIB ID#	LIBRARY NAME	CURRENT YEAR	PRIOR YEAR	CY/PY % CHG	NET CHANGE		
29		DY0002	3	BEN FRANKLIN LIBRARY SYSTEM	3	30.95	-90.31	-27.95		
30		DY0003	5	FREMONT COUNTY LIBRARY SYSTEM	3	23.1	-87.01	-20.1		
31		DY0004	7	LARAMIE COUNTY LIBRARY SYSTEM	3	33.28	-90.99	-30.28		
32		DY0005	9	PARK COUNTY PUBLIC LIBRARY	3	24	-87.5	-21		
33		DY0009	15	NATRONA COUNTY PUBLIC LIBRARY SYSTEM	3	27	-88.89	-24		
34		DY0016	24	JOHNSON COUNTY LIBRARY SYSTEM	3	0.25	1100	2.75		
35		DY0020	30	TETON COUNTY LIBRARY	3	33.2	-90.96	-30.2		
36										
37										
38										
39										

Summary State Characteristics Name Address Other Identification Pop and # of outlets Staffing Revenue Expenditures Capital Collections Services Programs Of

Annotations Space on Edit Report –View sorted by library



DY Edits_byName.xls [Compatibility Mode] - Microsoft Excel

	C	D	E	F	G	H	I	J	K
1	DY0002	3	BEN FRANKLIN LIBRARY SYSTEM						
2	Annotations	EDIT #	Message	Item 1	Item 2	Item 3	Item 4	Item 5	
3		30064	Current year LOCAL GOVERNMENT REVENUE is the same as the prior year value. Please check the current year value for possible error.	[CURRENT YEAR] 74442	[PRIOR YEAR] 74442				
4		30364	Current year OTHER OPERATING REVENUE is the same as the prior year value. Please check the current year value for possible error.	[AUDIO MATERIALS] 8032	[OTHER REVENUE] 8032				
5		30464	Current year TOTAL OPERATING REVENUE is the same as the prior year value. Please check the current year value for possible error.	[CURRENT YEAR] 172500	[PRIOR YEAR] 172500				
6		35064	Current year SALARIES & WAGES EXPENDITURES is the same as the prior year value. Please check the current year value for possible error.	[CURRENT YEAR] 133783	[PRIOR YEAR] 133783				
7		35164	Current year EMPLOYEE BENEFITS EXPENDITURES is the same as the prior year value. Please check the current year value for possible error.	[CURRENT YEAR] 50514	[PRIOR YEAR] 50514				

- Once you are satisfied with your data, select Lock Data from the Tools menu
- After you have locked your PLS submission, you will not be allowed to change any data. If you need to make revisions, please contact AIR at PLS@air.org or 866-744-5746 and AIR will unlock your data submission



- You will have provided accurate (valid, reliable, and timely) data about US Public Libraries
- PLS is the only source of comprehensive national public library data, a voluntary, collaborative effort
- Data is used for:
 - Reporting
 - Planning
 - Decision making



Public Libraries in the United States report

- Includes tables for each data element collected
- Includes state per capita rankings for selected data elements
- Trend analysis for national totals
- The Public Library Data files are posted to the Web
- Request export file of your final data

PUBLIC LIBRARIES IN THE UNITED STATES SURVEY



- **Russell Palmer, LYRASIS**
 - russell.palmer@lyrasis.org

- **Training: LYRASIS**
 - <http://www.lyrasis.org/Pages/Events.aspx>

- **LYRASIS Post Training and Support FAQ's:**
 - Coming Soon!

- **Phone:**
 - 800-999-8558, x4916

