A YEAR IN THE LIFE OF A STATE DATA COORDINATOR (SDC)

Group 1 states with a July – June reporting period: AK, AZ, CA, CT, DE, GA, HI, IA, KY, MA, MD, MT, NC, NM, NV, OK, OR, RI, SC, TN, VA, WV, WY

Group 3 states: NJ and TX are not covered by these guidelines.

- **March**   Submit library data from previous year to Census by early submission date of March 17, 2010 for maximum points towards the Keppel Award

- **March – April**   Vote with state librarian on ballot for new and revised data elements proposed during December PLS annual conference

- **April**   Submit library data from previous year to Census by final deadline of April 14, 2010

- **Date varies by state** Publish public library statistics for your state on paper or electronically

- **Spring**   Consider developing cooperative training projects with nearby states

- **April – May**   Publicize and explain to public library staff any new or revised statistics approved by national vote of SDCs that will be collected for the first time

- **April – June**   Revise annual report form to collect new and existing statistics for PLS, as well as statistics used by your state library

- **May**   Respond to edit follow-up sent by Census concerning questionable data submitted for your state

- **July/early August**   Send annual report forms on paper or in electronic format to every public library

- **September-October**   Submit proposals for new or revised data elements to IMLS for posting on PLS Wiki

- **October** All annual reports should be returned to SDC by now

- **October – November**   Ride herd on stragglers to get the final few reports. Preliminary data checking.

- **December**   Receive WebPLUS User's Guide from Census. Review materials for SDC annual conference and discuss decision items with state librarian as needed.

- **November – March**   Review statistics from each library to identify out of range data and errors and consult with public library staff about their odd responses.

- **December** Attend the SDC annual conference. Review conference notes and changes to data definitions, make changes to your state's annual report form based on discussions of proposed data elements and review of annual report forms from other states, check with your mentor on anything from the conference that needs clarification, and recap conference events and decisions with state librarian.

A YEAR IN THE LIFE OF A STATE DATA COORDINATOR (SDC)

Group 2 states with either an October – September or January – December reporting period: AL, AR, CO, DC, FL, ID, IL, IN, KS, LA, ME, MI, MN, MO, MS, ND, NE, NH, NY, OH, PA, SD, UT, VT, WA, WI, Territories, Puerto Rico, Virgin Islands

Group 3 states: NJ and TX are not covered by these guidelines.

- **January** Send annual report forms on paper or in electronic format to every public library

- **March - April** Vote with state librarian on ballot for new and revised data elements proposed during December PLS annual conference

- **Spring** Consider developing cooperative training projects with nearby states

- **April** All annual reports should be returned to SDC by now

- **April – May** Publicize and explain to public library staff any new or revised statistics approved by national vote of SDCs that will be collected for the first time; Ride herd on stragglers to get the final few reports

- **April - July** Review statistics from each library to identify out of range data and errors and consult with public library staff about their odd responses

- **June** Submit public library data from previous year to Census by early submission date of June 30, 2010, for maximum points towards the Keppel Award

- **July** Submit library data from previous year to Census by final deadline of July 30, 2010

- **Date varies by state** Publish public library statistics for your state on paper or electronically

- **August** Respond to edit follow-up sent by Census concerning questionable data submitted for your state

- **September-October** Submit proposals for new or revised data elements to IMLS for posting on PLS Wiki

- **December** Receive WebPLUS User's Guide from Census. Review materials for SDC annual conference and discuss decision items with state librarian as needed.

- **November - December** Revise annual report form to collect new and existing statistics for PLS, as well as statistics used by your state library

- **December** Attend the SDC annual meeting. Review meeting notes and changes to data definitions, makes changes to your state's annual report form based on discussions of proposed data elements and review of annual report forms from other states, check with your mentor on anything from the conference that needs clarification, and recap conference events and decisions with state librarian

Deadlines for FY2012 PLS Survey

Group 1:	Group 2:	Group 3:
March 27, 2013 Keppel deadline*	July 17, 2013 Keppel deadline	August 14, 2013 Keppel deadline
April 10, 2013 final deadline	July 31, 2013 final deadline	August 21, 2013 final deadline

Updated November 2012
* Provided all criteria is met.