FY2020 Rhode Island Public Library Annual Survey:
Library Data Report Instructions
Introduction
The Rhode Island Public Library Annual Survey provides a general description of each Rhode Island public library and the services it provides to users. The data collected through the survey are in turn sent on to the Institute of Museum and Library Sciences (IMLS) to meet federal requirements. The survey is the primary source for statistical data about Rhode Island public libraries.

The Minimum Standards and Regulations for Rhode Island Public Libraries (220-RICR-60-15-02) stipulate that each library must complete the survey in order to be eligible for state aid. In addition to collecting data, the survey also serves as the library’s application for State Aid to Libraries, known as grant-in-aid (GIA). The Rhode Island LibPAS portal includes forms to apply for GIA and to certify GIA appropriation and expenditure from the previous fiscal year.

Below is an overview of how to complete the survey. All support materials are available on the OLIS website and through the Rhode Island LibPAS Portal.

OLIS and Counting Opinions Contacts
Please direct any inquiries about the Public Library Annual Survey or related documents to Kelly Metzger at kelly.metzger@olis.ri.gov or 401-574-9305.

Direct questions about technical aspects of data entry or use of LibPAS, including login, performance, or any other computer troubles that might arise, to Counting Opinions Support at 877-454-2728 or email: support@countingopinions.com.

Reporting Periods
Answer the FY2020 Annual Survey using data for the 12-month period of July 1, 2019 to June 30, 2020.

Due Date
The FY2020 Public Library Annual Survey opens July 15, 2020. All data must be entered into the LibPAS portal and all GIA forms must be completed and submitted no later than 4:00 pm on September 15, 2020.

The report is not considered complete until OLIS receives the signed grant-in-aid documents and all survey data has been submitted and locked online. To submit the online survey, click the “Submit/Lock” button in the upper right-hand corner to complete and lock data for the year.

Using the LibPAS Portal to Complete the Public Library Annual Survey
LibPAS is the online survey tool through which your library’s data is collected. The Rhode Island LibPAS Portal is available at https://ri.countingopinions.com/.

Passwords and Logins
Every Rhode Island public library director has a username and a password to access their library’s Public Library Annual Survey. The director may share the library’s username and password with staff to facilitate completion of the survey. However, the director is ultimately responsible for the content and submission of the Public Library Annual Survey. Only one person at a time should work online, otherwise users may overwrite each other’s entries.
If you have lost or forgotten your login information, contact Kelly Metzger at kelly.metzger@olis.ri.gov or 401-574-9305.

New directors and those whose passwords have been in any way compromised are advised to request a new password to ensure the integrity of the Annual Survey data. To obtain a new password, contact Counting Opinions Support at 877-454-2728 or email: support@countingopinions.com.

New for 2020
Each library has an additional account to enable a member of library staff to enter data about the library’s Summer Reading Program. The SRP account only allows access to a module about the Summer Reading Program. Username and password for the SRP account will be sent to library directors.

Navigating the Survey
There are two ways to navigate the survey. Click on the links to view a demonstration.

- Click on the bar for the desired section, and it will expand to display all questions in that section. Click on the bar again to close the section.
- Use the Navigation Menu box on the left side of the page. Within the box, click on the section you wish to see. You can hide the menu, if you prefer.

Do not use the “back” button on your browser. There is no need to save each page or entry, as data saves automatically.

The “Review” button will give you the option to look at the entire survey on one (long) page. You may want to use this option to check your entries before clicking “Submit/Lock.”

FY2019 data is displayed to the right of the data entry field for reference only. You must enter the 2020 data. If you leave a field blank, the 2019 data displayed to the right of a field is NOT saved for the 2020 report year.

Based on data you have entered, the system may require you to provide an explanatory note. The note should explain the data and confirm that the data being entered is correct. Click on the icon and enter your note. You may add an explanation or comment for an entry even if you are not prompted to do so. This is particularly helpful when reporting grant funds from multiple sources in Section 9: Income and Expenditures.

Entering Data
Go to https://ri.countingopinions.com/. Enter your username and password. Click on Login. Once logged in, click on “Data Input” on the top yellow menu bar to begin entering FY2020 data.

Please check the following:

1. Collection: selected “1. RI Public Library Annual Survey.”
2. Library: displays your library name.
Prefilled and Calculated Fields

Some of your library data has been prefilled. Most prefilled fields are locked; users are unable to click in those fields. Some fields are calculated based on data entered for other questions. Calculated fields appear grey or purple. If you see errors or have any questions about prefilled data in a locked field, contact Kelly Metzger at kelly.metzger@olis.ri.gov.

Valid Entries

Answer all questions that are not prefilled or calculated; do not leave any questions blank. Either report an actual number or report an estimate if the exact data is not available. When reporting an estimate, include a note explaining the estimate.

Please use only one of the following valid entries:

- Any positive number for numeric data elements – enter the appropriate numeric data.
- N/A – indicates “We don’t know the answer, don’t collect the data, or can’t get the data right now.”
- 0 – Zero means, “We have none of this item” for numeric data (e.g., Collection form: Videos – Answer “0” because the library does not maintain a video collection).
- (000) 000-0000 – means “There is no phone.”
- 00 – indicates “The survey does not collect Square Footage of Bookmobiles.”
- no friends – means “There is no friends group, no friends chair name or no friends address.”
- nofriends@0.0 – means “There is no friends chair email address.”
- no trustee chair – means “There is no trustee chair name. There is no trustee chair address.”
- notrustee@0.0 – means “There is no trustee email address.”

Note: Upon selecting “Unavailable” or N/A on certain questions, the number “-1” may appear. This is for federal reporting purposes and indicates a negative response.

Question Definitions

Definitions for all questions can be accessed through the survey portal in the following ways:

- A short definition will pop up when the cursor hovers over the question’s hyperlinked number.
• The full definition can be accessed by clicking on the hyperlinked question number or name.
  o A pop-up window will appear with the definition. Click on the “X” or the word “Cancel” to exit the pop-up window and return to data input screen.

Definitions can also be opened in a separate browser tab.
  o From the data input screen, click on “Definitions” in the blue menu bar. This will open a new tab or window in the browser containing questions and definitions for the entire survey, as well as all instructions provided for each section.

**Locking Data for Submission**
The button marked “Submit/Lock” locks data and alerts OLIS that you have submitted your survey. You will not be able to lock your data if you have unanswered questions or questions that are flagged for editing. Once you are sure your data is complete, click “Submit/Lock.” Data cannot be changed after this step. If you have locked your data and need to correct any entries, email Kelly Metzger at kelly.metzger@olis.ri.gov.
Annual Survey Sections
The survey is broken out into the follow sections:

- **Section 1: General System Information**
  - General information about the library system as a whole
- **Section 2: Outlet Information**
  - Information about each physical location of the library system. Please note that even if your library system has only one location, this section must be completed.
- **Section 3: Library Staff and Salaries**
  - Breakdown of the positions within the library system
- **Section 4: Library Collection**
  - Information about the physical and electronic holdings of the library system
- **Section 5: Collection Use**
  - Information about the use of the collection
- **Section 6: Services**
  - Visits, reference and programming
- **NEW! Section 7: Summer Reading Program**
  - Information about the library’s Summer Reading Program.
- **Section 8: Technology**
  - Public computers, computer use, Wi-Fi sessions, and website visits
- **Section 9: Income & Expenditures**
  - Library revenue sources and expenditures
- **NEW! Section 10: COVID-19 Response**
  - Questions about how library responded to coronavirus health crisis.

Survey Changes

New Sections
The FY2020 Public Library Annual Survey features two new sections.

**Section 7: Summer Reading Program**
In the past, Summer Reading Program statistics have been collected by the Youth Services Coordinator at OLIS. In an effort to streamline data collection and provide more a central location for library data, the Summer Reading Program (SRP) data collection has been incorporated into the Public Library Annual Survey.

There are questions about a SRP for children, teens, and adults, as well as several questions about all ages programming. A majority of the questions about SRP are the same as in previous years. One notable difference for 2020 is the addition of questions about virtual programming. All SRP data is reported for the period of June 1 - August 31, 2020. Programming data for SRP should be tracked separately from regular library programming, which is reported for the fiscal year.

Entering data for the SRP can be accomplished in two ways.

1. The director enters data through the RI Public Library Annual Survey collection on LibPAS.
2. The director’s designee uses a separate account to access LibPAS. That account only has access
to a SRP module. Data entered through the module will appear in the RI Public Library Annual
Survey collection.

Account information for the Summer Reading Program-only accounts will be emailed to directors, as
well as to the staff member at each library designated as the Beanstack contact.

Section 10: COVID-19 Response
In order to understand how the COVID-19 pandemic has impacted libraries, IMLS and OLIS added 21
questions to address building closures, access, library services, staffing, collections, and spending. Only
four questions require quantitative input; the remaining questions are answered by selecting Yes/No.

Revised Sections
Section 4: Library Collection
The only change in this section was the removal of data element Current Print Serial Subscriptions.

Section 6: Services
The definition and notes for 6.2 Reference Transactions have been revised for clarity. Questions about
reporting methods for 6.1 Library Visits and 6.2 Reference Transactions were added. To answer these
questions, you will select either Annual Count or Annual Estimate Based on Typical Week(s).

Two sets of questions were added about virtual programs and virtual program attendance. When
reporting on virtual programs, use the same audiences as for physical programs. Guidance on how to
track attendance for virtual programs is provided on RI LibPAS Portal, OLIS website, and the PLAS
LibGuide.

Section 9: Income and Expenditures
Data element Non-Government Grant Revenue was divided. The two new questions allow libraries to
report operating revenue and capital revenue from non-government sources separately.

Twelve additional questions were added to break down two data elements, Electronic Materials
Expenditures and Other Operating Expenditures. Three of the twelve questions report portions of the
OSL Membership fee; these fields are prefilled.

The breakdowns enable libraries to more precisely report the wide range of expenditures in these
categories. This, in turn, will allow OLIS to run more accurate analyses about collections and operating
expenditures.

If the library received a LSTA grant or CARES grant funds, report those funds in #9.3 Federal Government
Revenue. If the library received a legislative grant, report those funds in #9.2 State Government
Revenue. Add a note to explain the source of the funds.

Further Assistance
OLIS understands that completing the Annual Survey requires gathering a considerable amount of data
for your library and consulting with a number of individuals both inside and outside the library.
Your attention to the details of the Public Library Annual Survey is greatly appreciated, as are any comments or suggestions. Please direct those and any questions at any time throughout the survey process to Kelly Metzger at kelly.metzger@olis.ri.gov.

OLIS also appreciates the support provided to public libraries and to OLIS by Ocean State Libraries during this process.