Minnesota Department of
Education

Sampling for Minnesota Public Library Annual Report

Public Services Information

Several data elements in this section can be collected by an actual count or estimated through sampling. These include Library Visits, Reference Transactions, Public Internet Sessions and Wireless Sessions. You may want to annotate your reply in 2015 to track which method your library uses.

As you prepare for the 2016 report, please consider using one of these sampling methods.

- Estimate by counting visits during a typical week in April or October and multiplying the count by 52.

- Estimate by counting visits during one week in April and another in October; add these numbers and multiply by 26.

- Estimate by counting visits quarterly during one week in February, May, July and November; add these numbers and multiply by 13.

A typical week is a time that is neither unusually busy nor unusually slow. Avoid holiday weeks, vacation periods for key staff, or days when unusual events are taking place in the community or the library. Choose a week in which the library is open its regular hours. Include seven consecutive calendar days, from Sunday through Saturday (or whenever the library is usually open).

Internet Speed at Public Computers

Please provide your library Internet computers' typical and optimum download and upload speeds using [Ookla's Speedtest](#). Test typical speeds on a day and time when the library has an average amount of use. Test optimum speeds, when the library is closed to the public.

Use "-1" or "n.c." for indicators not counted

We understand that some data is not always counted. If you do not sample or count units or activity for a performance indicator, enter "**-1**". Enter "**n.c**." (not counted) when given the choice. "**-1**" and "**n.c**." mean there are units or activity in the data element category, but the library has not kept any records or counts. For example, you offer public computer access, but did not count the number of sessions. "**0**" (zero) means there are no units or activity for the performance indicator. For example, you would only put 0 for wireless sessions, if your library did not offer WiFi. It's important to make the distinction. The "**-1**" allows us to impute the data rather than exclude it. This allows a more accurate measurement of state-wide activity.

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