

Minnesota Department of Education

STATE LIBRARY SERVICES

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2014 SAMPLING DATES

The annual report has three data elements that require either a daily count or an approximation to create a yearly total. The data elements are: P06-Library Visits; P08-Reference Transactions and P12-Public Internet Computer Sessions.

A library has the option of counting daily or sampling and extrapolating the sample to a full year's approximation. There are different sampling durations to estimate these counts.

- Determine an annual estimate by counting visits during a typical week in October and multiplying the count by 52. A "typical week" is a time that is neither unusually busy nor unusually slow. Avoid holiday times, 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).
- Estimate by using one week in April and another in October, adding these numbers and multiplying by 26.
- Follow one or more of the four one-week samplings scheduled by Metropolitan Library Service Agency. The multiplier depends on how many weeks are selected. The weeks for this year:
 - February 2 – 8
 - May 4 – 10
 - July 13 – 19
 - November 2 – 8

Additionally, data elements F19m-F22m (outlet level only) require obtaining public library Internet computers' download and upload speeds from the free online speed test site

<http://www.surveymonkey.com/s/RFNMFVK>.

- 1 Answer the four questions that precede the speed test. This information is used by the Governor's Broadband Task Force.
- 2 The fifth question provides a hyperlink to the speed test.
- 3 Record the upload and download speeds for entering it in the appropriate range for the 2013 annual report.