

Suggested Work Plan
2018 Annual Survey of Public Libraries (ASPL)

- Ministry's Recommended Target Date: **March 15, 2019.**
- ASPL Deadline: **May 31, 2019.**
- Libraries that do not file the ASPL are ineligible to receive provincial funding.

Date	Priority	Tasks	Supporting Documents	Tips	Support Contact
January 18-February 6	Confirm Go-Secure portal login.	Create or test login credentials.	Quick-Start Guide to Registration and Signing-in to Go-Secure. Go-Secure https://www.iam.security.gov.on.ca/ .	Use your business email to register. Screenshot error messages you are receiving and email the image to the support contact.	Go-Secure Support: DDSB.ITSupport@ontario.ca *Cite LibStats in subject line. Ministry: Rod Sawyer rod.sawyer@ontario.ca Adam Haviaras adam.haviaras@ontario.ca
	Prepare library data and statistics.	Print blank Annual Survey to take manual notes. Contact JASI/ILS team to obtain collection reports. Contact internal finance department to request last year's stats. Review programming calendar, including attendance statistics. Review typical week data.	Blank Annual Survey.	Save copies of your reports (listed in tasks) in a file titled " ASPL 2018 " on your computer. The reports can serve as a reminder for next year.	OLS - North (André or Rashed). <i>See contact info below.</i> JASI: jasisupport@olsn.ca SOLS e-Resource: bharding@sols.org
	Complete Section A	Transfer written notes into the Go-Secure portal, and hit save .	Hardcopy Annual Survey. Go-Secure Portal.	Note staffing and contact info changes in comment box. A1.14 = No. of active cardholders.	OLS - North (André or Rashed). <i>See contact info below.</i>
February 7 10 am - 11 am	Webinar "Reviewing the ASPL"	Register in LearnHQ.	LearnHQ	Test LearnHQ link before the session.	OLS - North (André or Rashed).
February 13 2 pm - 3 pm		Attend Webinar on Feb. 7 from 10 am - 11 am. Bring questions.	Hardcopy Annual Survey.	Bring questions. Have your hard copy survey with you.	<i>See contact info below.</i>
February 8-22	Complete Section B	Section B: Financial Information Use data from your finance department. Call Support Staff to clarify answers if needed.	Hardcopy Annual Survey. ASPL Definitions ASPL Visual Guide	Round all amounts to the nearest dollar. B2.0 - B4.10: Leave blank if financial data is unavailable.	OLS - North (André or Rashed). <i>See contact info below.</i>
		Complete Section C	Section C: Library System Holdings JASI Libraries - request reports from JASI staff. Non-JASI - contact OLS - N staff for suggestions.	SOLS eResource Vendors. Non-SOLS e-Resource vendors (contact individually). Hardcopy Annual Survey. ASPL Visual Guide.	Use data from the "Prepare library data and statistics" task.
February 25-March 15	Complete Section D	Section D: Library System Staffing	Hardcopy Annual Survey. ASPL Definitions	D1.0: Libraries that recognize fewer than 35 hours as a full-time equivalent position can enter that number. F2.3: If a program matches two or more program categories, select the one you believe the program matches Option: Use annual statistics (ex. library workstation usage, reader advisory transactions, circulation of library materials, etc.), and divide by 50. JASI libraries: select 'Integrated Library Systems' from drop-down menu in H1.1.1 and enter 'JASI' in 'Name of consortia' field	OLS - North (André or Rashed). <i>See contact info below.</i>
	Complete Section E	Section E: Library System Facilities	ASPL Visual Guide		
	Complete Section F	Section F: Library System Activities			
	Complete Section G	Section G: Typical Week Data			
	Complete Section H	Section H: Partnerships and Initiatives			

March 15 - MINISTRY'S RECOMMENDED TARGET DATE

March 15	Sign Off (Submit survey)	Complete the annual survey by selecting the SIGN OFF and CONFIRM SIGN OFF buttons.	Go-Secure Portal.	Multiple warnings are normal. Contact OLS - N staff if you are unsure about the multiple pop-ups.	OLS - North (André or Rashed). <i>See contact info below.</i>
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May 31 - DEADLINE

General Tips

- The survey does not need to be completed sequentially.
- Make sure to click SAVE once you are done working on a section.
- You do not need to use Audited Financial Statements to complete Section B. Use the best available financial data you have.
- OLS - North staff are available for virtual walkthroughs Monday - Friday, 8:30 am - 4:30 pm.

2017 ASPL Results: http://www.mtc.gov.on.ca/en/libraries/statistics_2017.shtml

Ontario Library Service - North Staff

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