

2015 Minnesota Public Library Annual Report Instructions

When to complete the report

You may submit your report online any time between February 1, and April 1, 2016.

LibPAS website

Enter your library data on the Data Input page of [LibPAS](#) (Library Performance Assessment Solution) powered by Counting Opinions at <https://mn.countingopinions.com/>. Please contact State Library Services if you need your library's user name and password.

Guide to data elements

Please review the *2015 Guide to Data Elements* (available on the LibPAS [documentation page](#)) to familiarize yourself with the data elements and definitions. Please contact State Library Services if you would like to review the definitions or get examples.

Where to enter data

You will enter data in library outlet (m) fields. The field for outlet-level data appears below the field for library administrative entity-level data. When the data entered into an outlet field is saved, it will be inserted automatically into the library administrative entity field.

Data element and definition changes

There are data element and definition changes for 2015.

Removed data elements include:

- Board of Trustee contact and term information
- Foundation President contact information
- Friends President contact information

Revised data elements include:

- Electronic Materials definition (Items must have a loan period and require a library card or user authentication to download. Titles may be linked in a catalog but are not required to be in a catalog.)
- Electronic Collections, formerly databases, definition (Electronic collections do not have a circulation period, and search results may be retained by the patron.)
Downloadable media may be either electronic material or electronic collection depending upon whether or not they have a loan period and require authentication to use. See *Electronic Materials versus Electronic Collections* (available on the LibPAS [documentation page](#)) for further definition details and examples.
- Daily Hours (Report number of hours rather than open and close times.)
- Assistive Technology (Low vision keyboard added to equipment options.)

Newly required data element includes:

- Wireless Sessions (Optional last year; required federal data element beginning 2015.)

Added data elements include:

- Summer Reading Program for Youth (Is program offered, and, if so, program's intended age groups.)
- Library Board of Trustees (Does library have a board, and, if so, is it a governing or advisory board and are members elected or appointed.)

Annual Report Worksheet

You may use the *2015 Annual Report Worksheet* (available on the LibPAS [documentation page](#)) to collect and organize your data before entering it online.

Other guides

The [documentation page](#), available from the LibPAS welcome screen, has other resources such as a recording of the annual report webinar, explanations for electronic materials versus electronic collections, and details on operating revenue line items.

Library administrative entity versus library outlet

A library administrative entity is the headquarters of a library. A library outlet is a library location such as a branch, central library or bookmobile. A single-building library is both a library administrative entity and a library outlet.

Entering and saving data

You may enter some data and return to enter more as many times as needed to complete your report. Data is automatically saved as you enter it.

Data totals

LibPAS calculates most totals based on the other data you enter. Please Save, refresh your browser, and confirm the totals are correct. Contact State Library Services if the total is incorrect and save/refresh doesn't fix it.

Not counted versus none

If there are units or activity but no data is available for any data element, please enter “-1” (not counted) or check the “n.c.” (not counted) box. If there is no quantity or activity for a data element, enter “0” (zero) for none.

Pre-filled data

Some data fields are pre-filled. Pre-filled fields are identified on the worksheet. In most cases, the pre-filled data is from the 2014 report and you can update the information as needed. Some fields with pre-filled data are locked. Please contact State Library Services if any locked fields need to be updated.

Edit checks

A green checkmark (✓) identifies data elements which have edit checks associated with them. You will receive an edit check when the number you enter is much higher or much lower than

expected. If you receive an edit check, please double-check the number you entered. If the number you entered is correct, left-click on the paper sheet icon () near the green checkmark. A pop-up window will appear. In the *Notes* field, explain the reason for the variation. Select *Confirm* or *Verified* after you complete your response. Please note that all edit checks need to be resolved prior to submitting your annual report.

Notes

Please use an *Annotation* to respond to edit checks. *Annotations* appear at the bottom of your report. Use a *local note* () to describe how your library tracks data from year to year.

Save

Use *Save* as you enter data to identify edit checks. When you *Save*, data from the outlet (m) fields will move or roll up to the administrative entity fields. If you do not use *Save* and try to *Submit/Lock*, unresolved edit checks will appear.

Verify

Use *Verify* to find edit checks that need a response. You can use *Verify* as you complete each section or when you have entered data in all sections. *Verify* will calculate edit checks for data elements that roll up from the outlet to the administrative entity level.

Submit/Lock

Select *Submit/Lock* when your annual report is complete and ready for review by State Library Services. *Submit/Lock* identifies any edit checks you may have missed and will ask for a response. Please contact State Library Services to open a locked report.

Report approval

Please send a signed *2015 Public Library Annual Report Approval Form* (available on the LibPAS [documentation page](#)) to State Library Services when data entry is complete. Libraries may email a PDF attachment or fax the signed 2015 Annual Report Approval Form. Original signatures are not required. When the report has been reviewed and accepted, we will notify you and your board.

Who to Contact for Help

For Minnesota report questions, you can reach Joe Manion, State Data Coordinator, at 651-582-8640 or joe.manion@state.mn.us.

For LibPAS technical support, you can reach Counting Opinions support staff between 8 a.m. and 7 p.m., Monday through Friday at 1-800-521-4930 or lt@countingopinions.com and 1-866-850-8366 or rpatrick@countingopinions.com.



Minnesota's public library annual report is made possible, in part, by funding from the Minnesota Department of Education through a Library Services and Technology Act (LSTA) grant from the Institute of Museum and Library Services.