mn DEPARTMENT OF EDUCATION

Minnesota Public Library Annual Report, Instructions

Steps for Completing the Report

1. Complete the annual report for your library online at LibPAS (htttps://mn.countingopinions.com).
2. Verify your report and make any corrections or notes for errors the system identifies.
3. Print a draft copy to present to the library board for approval.
4. Print the approval form and ask the library's board president or chair and the library director to sign it. Be sure to add your library's name to the form.
5. Submit and lock your annual report in LibPAS.
6. Mail, email, or fax the signed approval form to State Library Services.

When to Complete the Report

You may submit your report online any time from February 1 to April 1, 2021.

LibPAS Website

Enter your library data on the Data Input page of LibPAS (Library Performance Assessment Solution) at https://mn.countingopinions.com. Please contact State Library Services if you need your library's username or password.

Guides for Completing the Report

State Library Services has developed several guides to help you complete the report. These are collected on the documentation page, which you can reach from the LibPAS login screen, or by clicking **Home** once you are logged in. From the documentation page, just click on the title to view any of the guides.

Each question on the report is called a *data element*. Make sure to review the *2020 Guide to Data Elements* to familiarize yourself with the data elements and definitions. Please contact State Library Services if you need further explanation or examples.

The *2020 Annual Report Worksheet* is provided as a help for you to collect and organize your data before entering it online. The worksheet can be printed out and filled out by hand or used digitally; either way, you will still need to manually enter your data into LibPAS.

Navigating the Report

Login with your library's username and password. Then click **Enter**. You will enter your library's data on the Data Input page. Make sure the **Period** is set to 2020.

The survey is divided into sections, viewable from the left sidebar. You don't have to complete the sections in any particular order. Select the chevron (>>) to open the navigation sidebar, or select **Hide** to close it and allow more room for data input.

Use the left sidebar to skip from section to section. Use the section titles to display a particular section, or click the blue section heading to collapse or expand each section. Click **Open All** to expand all sections. Use the **Previous** or **Next** buttons to go to sections before or after the currently displayed one.

Library Administrative Entity versus Library Outlet

As you complete the report, you will need to distinguish between two levels: data for **library administrative entities** and data for **library outlets**. A library *administrative entity* is the headquarters of a library. A library *outlet* is a library location such as a central library, branch, or bookmobile. A single-building library is both an administrative entity and an outlet.

Some data elements, like revenues and expenditures, are reported only at the administrative entity level, and some, like a building's square footage, are reported only at the outlet level. Data elements for outlet-level information are indicated by an "**m**" in the name (as in **P06m Visits**).

If you are filing this report for a single-location library, enter data as if your library is both an administrative entity and an outlet. Where possible, enter data at the outlet level; it will automatically sum to the administrative entity level. If the particular data element is asked only at the administrative entity level (e.g., **P32 Website Visits**), enter your library's data as if it is an administrative entity.

Entering Data

The majority of the data elements require that you type a number or text into the field. There are field-length limits to check that your entry contains the correct number of characters. On some fields, you will see the previous year's values displayed to the right.

If you enter a value that is outside an acceptable range, an error message called an *edit check* will appear (see below on how to handle edit checks).

LibPAS saves data automatically as you enter it. You may also use the **Save** button. You may return as many times as needed to complete your report.

Not Known versus Zero

If you are missing data for a data element, either because your library doesn't count the unit or activity, or because it is unavailable for some other reason, please check the *not known* box. Enter "0" (zero) *only* for data elements where the value is truly zero.

Here's an example of the difference between *not known* and zero: if your library didn't offer any in-person programs for young adults, no one attended those programs, so you would enter zero in the **P26m) In-Person Attendance: Young Adult** field. However, if your library did offer programs for young adults, but you didn't count how many people attended, check the *not known* box. Note that when you check the box, it will fill in *-1*. This is normal. When your data is reported at the federal level, statisticians can use a method called imputation to replace missing data (coded as -1) with substituted values.

Prefilled, Calculated, and Locked

For data that isn't expected to change from year to year, like names and addresses, the field is *prefilled* with data from your previous year's report. Update the information if it is inaccurate. Some fields with pre-filled data are *locked*. You cannot edit locked data. Contact State Library Services if you see that any locked fields need to be updated.

LibPAS automatically *calculates* totals based on other data you enter. To update the totals, click **Recalculate**. Contact State Library Services if the total is incorrect and clicking **Recalculate**, **Save**, or **Refresh** does not fix it.

Entering Indicator Notes

You may want to leave notes for yourself or others in your library about how your library tracks data from year to year. In LibPAS, if you click on the alpha numeric prefix for any data field, a pop-up window will open with a definition of the data element and space to write a note. Each note you enter here will be date-stamped and viewable from year to year.

1. Click on the alpha numeric prefix to open the Indicator Note pop-up window.
2. Type your note in the Notes field, for example, "City provides financial data upon request."
3. Select **Add**. Next time you open the Indicator Note, your note will appear in this box.
4. To remove a note, select **Remove**.

To see all the indicator notes for your library, select **Prompts** from the green bar at the top of the screen. This will display all indicator notes for your library in the right-hand column.

Edit Checks

For some data elements, we have set up flags to check if the number you enter is significantly higher or lower than expected. These flags are called *edit checks*. A green checkmark () identifies data elements that have edit checks. Some edit checks pop up as soon as you type your answer; others only appear once you click **Verify** or **Save**. When an edit check pops up, please double-check and correct the number you entered.

If the number you entered *is* correct, you will need to resolve the edit check by entering a note to explain the reason for the variation. Notes for edit checks are different from indicator notes (see above). An edit check note attaches to this year's data and will not be visible when you enter data next year. Edit check notes help explain this year's results to anyone responsible for approving or analyzing the data submitted.

Notes on edit checks should be complete and specific. Of course, in some cases, you may not have an explanation for wide variations in data, but please provide as much context as possible.

1. To create an edit check note, click the paper-sheet icon to the left of the field.
2. In the Notes field, explain the reason for the variation, for example, "Confirmed with our City's Finance Director that we did not receive other capital revenue funds this year."
3. Select Add. The paper-sheet icon will turn yellow, and your note will now appear at the end of your report screen.
4. To remove a note, click the paper-sheet icon and click the red *x* next to the note.

All edit checks must be resolved before submitting your annual report.

Recalculate and Verify

At any time during data entry, and especially when you have finished entering data, click the **Recalculate** button to update all calculated fields.

To find edit checks that need a response, click **Verify** as you complete each section or when you have entered data in all sections.

Submit/Lock

Click **Submit/Lock** when your annual report is complete and ready for review by State Library Services. If you try to **Submit\Lock** without clicking **Save** first, any remaining unresolved edit checks will appear.

If you need to make changes after your report is submitted and locked, please contact State Library Services to unlock and open the report for editing.

Report Approval

Please send a signed Public Library Annual Report Approval Form (available on the LibPAS documentation page) to State Library Services when the library's board president or chair and director have approved the completed annual report. Please type or print the name of your library in the space provided. Libraries may mail, email or fax the approval form to State Library Services. Original signatures are not required. When the report has been reviewed and accepted, we will notify you and your board president.

Who to Contact for Help

If you have data element questions, contact Verena Getahun, State Data Coordinator, at 651-582-8714 or verena.getahun@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 Ryan Patrick, Director, Customer Support, at 1-866-850-8366 or rpatrick@countingopinions.com.