Minnesota Public Library Annual Report, Instructions

Steps for completing the report

1. Complete the annual report for your library online at LibPAS (https://mn.countingopinions.com)
2. Verify your report and make any corrections or edit check annotations for errors the system identifies
3. Print a draft copy to present to the Library Board for approval
4. After the Board approves the draft copy have the library's Board President or Chair and the Library Director sign the Approval Form
5. Submit/Lock your annual report
6. Mail, email or fax the 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, 2018.

LibPAS website

Enter your library data on the Data Input page of LibPAS (Library Performance Assessment Solution). Please contact State Library Services if you need your library's user name or password.

Guides, instructions and forms

The documentation page, available from the LibPAS welcome screen, has a guide to all data elements and guides for specific data elements such as electronic materials versus electronic collections, successful retrieval of information from electronic collections, community engagement, operating revenue line items, and sampling methods.

Please review the *Guide to Data Elements* 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.

You may use the *Annual Report Worksheet* to collect and organize your data before entering it online.

Print the *Approval Form* and submit to State Library Services after your board president or chair and library director have approved the annual report and signed the form.

Data element and definition changes

There are no new data elements for 2017.

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Modified data element:

Outreach Services—adds arts, disability, homeschool, and veterans to types of organizations listed.

Deleted data element:

Capital revenue—Multitype, Multicounty Library System—deletes direct, indirect and total capital revenue.

New pre-filled data elements:

Assistive Technology

Library Board of Trustees

Library Foundation

Library Friends

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 central library, branch, or bookmobile. A single-building library is both a library administrative entity and a library outlet.

Entering data

Login with your library's username and password. Then select *Enter*. You will enter your library's data on the *Data Input* page. Make sure the *Period* is set at 2017.

Use the *navigation sidebar* to jump from section to section. You don't have to complete the survey in any particular order. Select the *Review* button to show the entire survey. Use the *section titles* to display a particular section. Use the *Previous* or *Next* buttons to go to sections before or after the currently displayed one. Select *Hide* to close the sidebar to allow more room for data input. Select the *chevron* (>>) to open the navigation sidebar.

Data fields are where you add data for your library.

There are empty *check boxes* to the left of most data field names. You can use them to keep track of questions you want to return to, questions you have completed, or you can ignore them entirely. They do not affect the completion of the survey.

Each data element has an alpha numerical prefix. Those with a capital letter followed by a number record data at the *administrative entity* level. Those with a capital letter followed by a small "m" and a number record data at the *outlet* level. A single-building library will enter information at both library administrative entity and outlet levels, even though they may be duplicate data.

There are some fields that request information only at the *administrative entity* level, like revenues and expenditures, and some that request information only at the *outlet* level, like a building's size. Information entered at the outlet level will usually 'roll up' into a total for the administrative entity. When this is the case, the data element for the administrative entity data element will be *locked.* You cannot edit locked data. If there is an error, contact State Library Services.

If you click on the alpha numeric prefix for any data field, you get a pop-up *Indicator Note* that includes the indicator's name and definition plus codes used for data analysis. There's also a *Notes field*. Use the notes field to describe how your library tracks data from year to year or other information useful to a filer. Each Note is date and time stamped.

To add a local note…

1. Type your note in the *Notes* field, for example, "City provides financial data upon request."
2. Select *Add* button. Next time you open the *Indictor Note*, your note will appear at the end.

To remove a local note, select the *Remove* button.

The data to the right of the data fields are previous year values. Use previous year data to check for current year data that is out of normal range from the previous year.

The survey tool allows several ways to enter data.

- For most data fields you will type a number into the box. Field length limits ensure values contain at least the minimum and no more than the maximum number of characters specified. If you run out of room check your number.
- For some data fields you select a value from a pull-down list.
- Occasionally you either check a *Yes* box or leave the box unchecked.

For data that isn't expected to change from year to year, like names and addresses, the data field is pre-filled with data from the library's prior year report. Update the information if it is inaccurate. Some fields with pre-filled data are locked. Contact State Library Services if any locked fields need to be updated.

LibPAS automatically calculates most totals based on other data you enter. Please *Save* and refresh your browser (F5 key) to confirm the totals are correct. Contact Sate Library Services if the total is incorrect and save/refresh does not fix it.

Be sure to enter data in each data field. If a data element does not apply to your library check the boxes for n.c. (not counted), *Not counted* or *Unavailable* when given the option. If a field is empty you will likely get an edit check (see below) the following year. If the value is outside an acceptable range, or information that typically doesn't change, like the library's address, is altered you'll also get an edit check.

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. You may also use the *Save* button.

Not counted versus none

If there are units or activity but no data is available for any data element, please check the *n.c.* (not counted), *Not counted* or *Unavailable* box when provided. Enter "-1" (not counted) if the boxes are not provided. If there is no quantity or activity for a data element, enter "0" (zero) for none. The distinction between not counted and none allows statistical imputation (replacing missing data with substituted values).

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 higher or 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. All edit checks need to be resolved prior to submitting your annual report.

Notes should be complete and specific. Explanations such as "Correct" do not give enough detail to justify a statistical variation. Notes help statisticians at the state and federal levels understand and interpret the data and should be used whenever the data is anomalous or abnormal. For instance, when the data represents a significant change from the values previously reported there is typically one or more reasons. Providing explanations is useful to those responsible for approving or vetting the data submitted and also for those that might later reject or discount the results without a plausible explanation.

Save

Use *Save* as you enter data to identify any edit checks. When you *Save*, data from the outlet (m) data elements will move or roll up to the administrative entity elements. If you do not use *Save* and try to *Submit\Lock* your report, 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 the *Submit/Lock* button 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 require a response. 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. 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

For data element 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 Ryan Patrick, Director, Customer Support, at 1-866-850-8366 or rpatrick@countingopinions.com.