

## INSTRUCTIONS FOR 2013 PUBLIC LIBRARY ANNUAL REPORT - FIRST-TIME FILERS

### DATA SUBMISSION

Data submission begins February 3, 2014.

### DUE DATE

Minnesota Statutes, section 134.13 requires library boards of trustees to submit a public library annual report by April 1 each year.

### GLOSSARY

*Administrative Entity* is the headquarters of a library. A library with multiple outlets has a headquarters that is responsible for all operations. That is the administrative entity. A single-building library is both an outlet and an administrative entity and consequently there are identical questions, one for the outlet and one for the administrative entity. Single-building libraries should enter data in the Outlet section. When you Save data, the software automatically inserts the data in the administrative field.

*Current Year* refers to calendar year 2013. *Previous Year* refers to calendar year 2012.

*Data Element* is the question you are responding to.

*Edit Check* refers to a need to explain a large variation from the previous year. Statisticians have calculated year to year normal variations for the data elements requiring a numerical response. You receive an edit check when the number you enter is either much higher or lower than the calculated normal variation. A green checkmark identifies data elements which have edit checks associated with them. When you activate the Verify function, a red bar appears under the data element which has an edit check. If you receive an edit check, double-check your count. If the number is correct, left click on the paper sheet icon near the green checkmark. A pop-up appears with space marked Notes where you enter an explanation regarding why there is such a large variation. If you do not have a reason (example: Closed for two weeks for remodeling) enter Confirmed or Verified. **Respond to all Edit Checks in order to successfully submit your library's annual report to State Library Services.**

*Outlet* is a generic term that includes branch libraries, central libraries, and bookmobiles. Data collected at the outlet level are identified by an *m* at the end of the data element identification code. Example: P06m, Visits. The Outlet field is always below the Administrative Entity field. See also *Save Function*, entered below.

### DATA ELEMENT DEFINITIONS

In order for your responses to conform with those of other libraries, please read the definitions to understand each data element. Besides the attached electronic file with definitions, the definitions can be obtained at the online submission site by clicking on the numbered data element.

### DATA SUBMISSION SITE AND LOGGING ON

The website for data entry is <https://mn.countingopinions.com>. Your regional system and State Library Services can provide the user name and password for your library. You may also call LibPAS Support to obtain a User Name and Password. (See Technical Support for the contact information.)

### PRE-FILLED DATA

Many data elements do not change frequently, such as the number of computers. The worksheet you receive from State Library Services indicates data elements that have pre-filled responses from the *Previous Year*

entered in the *Current Year*. Most of these pre-filled data fields can be edited. In your first year, please check the accuracy of the pre-filled data.

Pre-filled data that cannot be edited are identified by a grey font. Consult with State Library Services to discuss if the response to the item needs to be changed.

### **ENTERING AND SAVING DATA**

You may enter incomplete data and return later to complete the report. As you enter data, it is automatically saved. The Save Function in the upper left hand side can also be used to manually save data. See *Save Function*.

### **SINGLE-OUTLET LIBRARIES**

A multiple-outlet library has an administrative office and more than one building that provides public services, i.e. multiple outlets. A single-building library serves as an administrative entity and as an outlet. Several data elements have separate but identical outlet and administrative data fields. Enter the data in the outlet field, which is identified with an *m* at the end of the data element identification code. Example: P06m, Visits. The Outlet field is always below the Administrative Entity field. The *Save Function* will automatically upload data from the outlet field to the administrative field.

### **SAVE FUNCTION**

Activate *Save* to automatically move saved data from the *Outlet* level to the *Administrative Entity* field.

### **VERIFY vs. SUBMIT/LOCK FUNCTION**

#### **VERIFY**

Use the *Verify* function to locate data elements that have edit checks that need a response. You may activate *Verify* as you complete specific sections or activate when you have entered all data. A message will appear under each data element that requires a response. Place the cursor on the paper sheet icon, left click, and a space will open where you may enter your response. If you do not know a specific reason for the anomaly (Example: Closed for two weeks for painting), enter *Verify* or *Confirmed* to assure State Library Services that you double-checked for a typographical error.

Use the *Save* function to activate the transfer of data from the *Outlet* level to the *Administrative Entity* level. When this is completed, *Verify* will calculate edit checks for those data elements. If you neglect to use the *Save* function and attempt to *Submit/Lock*, edit checks lacking a response will appear.

#### **SUBMIT/LOCK**

Use the *Submit/Lock* function when the annual report is ready to be reviewed by State Library Services. The *Submit* function identifies any overlooked edit checks and prevents submission until a response is entered.

State Library Services automatically receives a notification when a report is submitted.

Contact State Library Services to unlock a report that needs revision – Phone: 651-582-8632; [maryann.vancura@state.mn.us](mailto:maryann.vancura@state.mn.us).

### **TECHNICAL SUPPORT**

Contact Counting Opinions first for technical support. Counting Opinions provides support for LibPAS for technical difficulties and instruction. The primary support staff operates between 8 a.m. and 7 p.m. Central Time, Monday - Friday. Call 1-800-521-4930 or email [llt@countingopinions.com](mailto:llt@countingopinions.com). Backup contact is 1-866-850-8366 or [rpatrick@countingopinions.com](mailto:rpatrick@countingopinions.com).

### **DATA ELEMENT INTERPRETATION**

Contact Mary Ann Van Cura, State Library Services, with questions regarding the INTERPRETATION of data element definitions or for suggestions on how to respond to edit checks. Phone: 651-582-8632 or email [maryann.vancura@state.mn.us](mailto:maryann.vancura@state.mn.us).

## **0 (ZERO) VERSUS NOT COLLECTED VERSUS NOT APPLICABLE**

There is a difference among zero, data not collected, and data not applicable when the data element is countable. For example, the report asks for the number of bookmobiles. If your library does not operate a bookmobile, then the answer is zero (0), not "Not Applicable." You know exactly how many bookmobiles you operate: none. For a data element that can be counted but your library did not count, (example: number of children's programs) check the square marked n.c. for "Not Collected." Entering "Not Applicable" or N.A. where you would enter a number triggers an edit check.

## **OFFICE HOURS**

An Office does not provide direct public library services. Do not enter any hours for an outlet labeled "Office," which is for miscellaneous numbers. (Not all libraries require this.) Entering Office hours inaccurately increases the weekly and annual hours the public library offers public services.

## **TRUSTEES, FOUNDATIONS, AND FRIENDS**

This information may be used to contact these individuals on behalf of their organizations following the completion of this survey. Please enter accurate contact information for individuals associated with these groups for calendar year 2014.

Trustee data is pre-filled. For each new trustee, place a cursor in the last trustee row and press the enter key to obtain a blank form. To delete a trustee name, click on the red **X** at the end of the appropriate row.

## **BOARD PRESIDENT'S HONORIFIC**

Board presidents receive the official letter stating that State Library Services has accepted the report. If you think your board president's name might not easily indicate gender, please email which honorific to use after submitting the report.

## **LEARNING THE REPORT HAS BEEN ACCEPTED**

LibPAS automatically acknowledges submission, but not acceptance of the data. State Library Services will send a letter accepting the submission to the board president with a copy emailed to the library director.

## **MOST COMMON MISTAKE AMONG ALL DIRECTORS:** *Inaccurate board term expiration date.*

Board members are appointed to serve January through December, with rare exceptions. The year 2013 has been deleted from the term expiration field for all trustees whose terms ended in December 2013. The expiration year for new or reappointed board members is 2016, not 2017. Many libraries mistakenly add three to the calendar year (this year, 2014) and consequently attempt to enter 2017.

## **MOST COMMON MISTAKE FOR NEW DIRECTORS:** *Failure to provide indirect revenue and matching indirect expenditures.*

Some libraries have bills paid for on their behalf, termed indirect expenditures. (Read the Financial Data definitions to understand the difference between indirect and in-kind revenue.) Indirect payments must be included in any of three expenditure categories: Staff, Materials, or Other. Such payments must also be accounted for as revenue and entered on a separate line item in the Revenue section. When entering Indirect Revenue, an edit check occurs reminding you to include the Indirect Revenue amount in either the Staff, Materials or Other categories. A response of "Yes" or "Confirmed" are required as an edit check to indicate that the Indirect Revenue and their expenditures balance. The most common error is reporting Indirect Revenue and not responding "Yes" to the edit check "Did you include this amount in Staff, Materials or Other Expenditures?" Explaining what the indirect payments funded does not provide assurance that the funds are accounted for as expenditures.

## **REVENUE SOURCE CODING**

The document titled *2013 Annual Report Operating Revenue Line Items* provides tables indicating where different revenue streams should be entered. The first table indicates the location by expenditure line. The second table indicates the location by revenue category.

## **ONLINE RESOURCES**

It is important to account for evolving online resources that libraries provide the public. An accompanying Excel file indicates how to distinguish among and correctly count databases, circulating electronic materials, and licensed online academic support.

## **TRUSTEES SUBMISSION AUTHORIZATION**

By law, this is a report of the library's Board of Trustees. The governing board needs to vote to submit the report to State Library Services. A form must be signed by the governing board president stating that the trustees have approved submitting the report. Fax or email the signed form as a PDF file.

The 2014 board president will receive a letter indicating acceptance of the report with a copy emailed to the library director and regional system administrator. The form letter indicates either that the report has been accepted pending receipt of the trustee submission authorization or has been fully accepted because the trustee submission has been received.

Do not send a printed report. State Library Services prints a copy from the LibPAS application.

## **ACCESS TO ONLINE LIBRARY DATABASE**

Minnesota public library data from 2002 through the *Current Year* as it is filed is available online to library staff from the LibPAS Report function database. All 2013 data is unofficial until State Library Services indicates that on the State Library Services library statistics webpage, usually in late July or early August.

## **ACCESS TO INDIVIDUAL LIBRARY REPORTS**

Individual accepted reports are available at the State Library Services library statistics web page.



*The Institute of Museum and Library Services, a Federal agency that fosters innovation, leadership and a lifetime of learning, in conjunction with State Library Services, a division of the Minnesota Department of Education, which administers federal Library Services and Technology Act grants, supports the public library statistics annual report by funding the Counting Opinions LibPAS license.*