

INSTRUCTIONS FOR 2013 PUBLIC LIBRARY ANNUAL REPORT – PREVIOUS FILERS

DATA SUBMISSION

Data submission begins February 3, 2014 and ends April 1, 2014.

DELETED DATA ELEMENTS

- Building Capable of Public Video Streaming
- Interactive Television Rooms
- Multiple Outlet Library Branch Trustees
- Philanthropic Revenue Sources
- Stations as a stand-alone data element. (See Revised and Clarified Definitions)
- Total Minnesota Certified Staff

REVISED AND CLARIFIED DEFINITIONS

PROGRAMS AND ATTENDANCE (Public Services Information, P16-P23)

Passive Programs: Count as a program activity organized by library staff that is completed by individuals on a self-paced schedule. Such activities are often referred to as passive programs. Example: A summer reading program where participants receive recognition for reading a certain number of minutes per week.

Passive Program Attendance: Count individuals who register or participate in a passive program. Example: Two people register to commit to reading two hours a week. One checks in each week; the other checked in just once. The count is two.

WEEKLY AND ANNUAL HOURS (Public Service Hours and Weeks)

For libraries that have an outlet labeled *Office*, do not respond to data elements in this section. Entering *Office* hours incorrectly increases public service hours. An *Office*, by definition, does not provide direct public library services.

SUPPLEMENTARY RESOURCES (FACILITIES-F4)

This was re-named from Supplementary Sites because of the virtual nature of student assistance.

- Include book stations
- Include licensed online student assistance such as *Homework Rescue* and *Homework Helper*

DATA ENTRY PROTOCOL CHANGE

SINGLE-OUTLET LIBRARIES

Data entry has changed for single-outlet libraries so that it takes just one query to retrieve outlet level data from the database instead of two queries: one for single-outlets and one for multiple outlet libraries. A single-building library is an administrative entity and an outlet. For the 2013 survey, many data elements have identical outlet and administrative fields, instead of just an administrative field. 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. Activating *Save* will automatically upload outlet data into the administrative field.

PROTOCOLS

SAVE AND THEN VERIFY

Activate *Save* to enter data from the Outlet to the Administrative Entity field. If *Save* is not activated, *Verify* will not calculate edit checks for data elements that require *Save* to transfer data from the Outlet to the Administrative Entity. If you neglect to save, anomalies and required edit checks will appear when you attempt to Submit/Lock.

ACCESSIBILITY EQUIPMENT INVENTORY

If you do not have the identified equipment, leave all fields blank. Any entry such as N.A. or 0 creates sorting issues when the responses are converted to an inventory spreadsheet that is distributed to agencies whose clients are people with disabilities.

ONLINE RESOURCES

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

INDICATING THE REPORT HAS BEEN SUBMITTED

LibPAS automatically notifies State Library Services when your report is successfully submitted. Libraries no longer need to email that the report has been submitted.

TRUSTEE SUBMISSION AUTHORIZATION

Libraries may email a PDF attachment or fax the trustee submission form with the signatures of the governing board president and library director. Original signatures are no longer required.

REMINDERS

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 weekdays. Call 1-800-521-4930 or email lt@countingopinions.com. Backup to the main support is 1-866-850-8366 or rpatrick@countingopinions.com.

BOARD PRESIDENT'S HONORIFIC

Board presidents receive the official letter which states 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.

BOARD TRUSTEES' TERMS OF OFFICE

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 end in December 2013. The expiration year for new or reappointed board members is 2016, not 2017. Entering 2017 will result in a rejection.



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 LSTA grants, supports the public library statistics annual report by funding Counting Opinions LibPAS license.