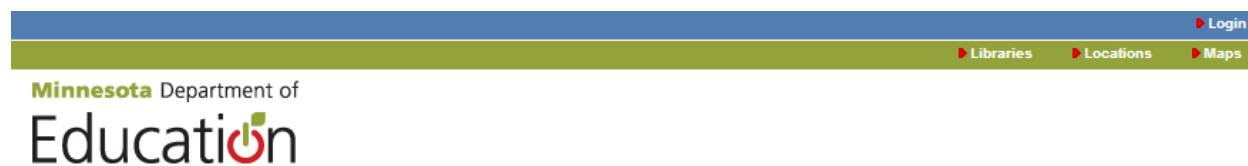


Completing your annual report Using LibPas Online

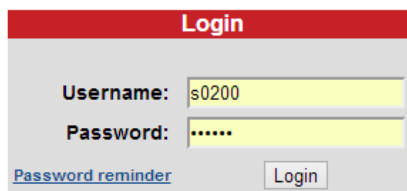
The library will receive a letter or an email from the state library services of Minnesota via the vendor announcing when the form is ready to use, and the message will include the link to access the site, <http://mn.countingopinions.com>, as well as the *username* and *password* to be used. Bookmark the site so that you can return to it in the future. If you misplace the username and password, you can click on "Password reminder," enter the email address for your account, and your login and password will be sent to you.

Once on the landing page login by entering your Username and Password.



Welcome

State Library Services, a division within the Minnesota Department of Education, collects public library and school library media center statistical data. The statistical database is available for generating reports to assess and improve quality of library services.

The image shows a login form with a red header containing the word 'Login'. Below the header are two input fields: 'Username:' with the text 's0200' and 'Password:' with masked characters '.....'. To the left of the password field is a blue link labeled 'Password reminder'. To the right of the password field is a button labeled 'Login'.

The general public may also access library data and reports. Please contact Bruce Pomerantz, state library data coordinator at 651-582-8890 or bruce.pomerantz@state.mn.us, to obtain an access code. The state library data coordinator will also provide requested data.

To obtain definitions and worksheets of the reports, please go to the [State Library Services statistics webpage](#) at the Minnesota Department of Education website.

Bruce Pomerantz
bruce.pomerantz@state.mn.us

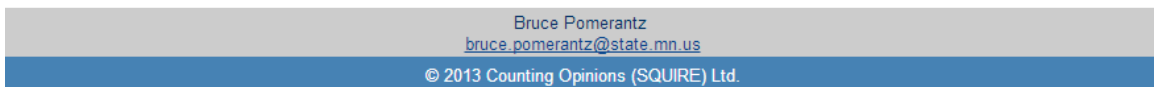
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After login, you will be taken to the Minnesota “Member” screen, which provides links to the Data Input screen, and provides updated or timely information on completing the annual report. After reviewing the Portal screen, select “Enter” after which you may need to use the Collection pull-down menu on the Data Input screen to select the input form.



Welcome ALBERT LEA PUBLIC LIBRARY

Enter



Navigating the Form

After logging in you will be presented with a screen similar to the one below showing the statistical data collection for your library for the reporting period. Before entering data, review the two screen shots below to familiarize yourself with navigation features:

Data Input Review Save Reset Previous Next

Collection Public Library Survey - Single Outlet Period 2012 Verify Submit/Lock

Library Location

G01) Library Name Albert Lea Public Library

G03) Street Address 211 E Clark St

G04) Location is a change from previous year: No

G05) City Albert Lea

G09) ZIP 56007

« Hide

Help Logout Prompts Print

"Print" generates a PDF document that can be saved or printed. Be sure the period is set correctly.

The "Review" button lists all questions and responses in one, long, single-page display.

Use this navigation sidebar to navigate to specific sections of the report.

When you have completed your report select Submit/Lock to submit it to the state. The "Verify" button may help you identify error before submitting your survey.

To minimize the sidebar and view more of the form in your window, select "Hide". To restore the sidebar, select the ">>" chevron that appears in its place.

The new forms site has features to navigate and complete the form. Data is stored as entered, and permanently retained when you click "save."

The Navigation Sidebar allows you to go to and work on individual sections. You do not have to complete the sections chronologically. Nor do you need to complete individual sections before moving on to other sections. Note that there are empty “check boxes” to the left of most field names. These are entirely for your use and do not affect the completion of the forms. You can use them to keep track of questions you want to return to, or questions you have completed, or you can ignore them entirely.

Select the Print link to print or save a PDF copy of your data. The Prompts link directs you to a summary screen of all of the questions including definitions.

Collection	Public Library Survey - Single Outlet	Period	2012	Verify	Submit/Lock
Library	ALBERT LEA PUBLIC LIBRARY				
Location	PUBLI				
<input type="checkbox"/>	P01) Population of the Legal Service Area ✓				31,255
Registered Users					
A registered user is a library user who has applied for and received an identification number or card from the public library that has established a borrowing library ... more					
<input type="checkbox"/>	P02) Registered Users				16,974 <input type="checkbox"/> n.c.
<input type="checkbox"/>	P03) Registered Users				n.c. <input type="checkbox"/> n.c.
<input type="checkbox"/>	P04) Total Registered Users				16,974
<input type="checkbox"/>	P05) Last year Registered User Records Were Purged				2011 <input type="checkbox"/> n.c.
Counts					
<input type="checkbox"/>	P06) Visits ✓				210,780 <input type="checkbox"/> n.c.
<input type="checkbox"/>	P07) Actual Tally/Sample			Sample	
<input type="checkbox"/>	P08) Reference Transactions			1	<input type="checkbox"/> n.c.
<input type="checkbox"/>	P09) Actual Tally/Sample			Actual	

This screen shot shows features of the data entry screen for statistical data, as well as explanations of the icons and data entry points.

Edit check
✕

Current Value: **100,099**
 Previous period value: **6,089**

EDIT CHECK FAILED:
 Registered Borrowers has increased by more than 30% please provide an explanation or correct your entry.

To Accept this value, please provide/select an explanatory Note, otherwise select Cancel to update the value.

Notes

This is an example of an edit check, please either enter a note to explain the data and click Add or click Cancel to adjust the value. You will either have to provide a note or fix the data in order for the value to be accepted.

Accept
Cancel

This screen demonstrates an edit-check exception. The edit check is to prevent inadvertent changes in typically fixed information. Please provide justification for the change.

Data Input

Navigating the Data Input Form

Most Collection Forms are divided into sections. Typically, there are three ways to navigate through the Data Input form.

- Select the name of the section from the list down the left side of the screen. You can “hide” that list by clicking on the “Hide” link. To restore the section navigation box, click the >> chevron symbol.
- Use the Next and Previous buttons to proceed through the form, once section at a time.
- Select the Review button. This displays the entire form on one web page. This is the same as the initial view when you first load a Data Input form.

You can proceed through each field on the Data Input form by selecting the target field using your mouse, or by using the Tab and/or Enter key to proceed through fields one at a time. To see details for any item in the form, select the Name of the Data Input field to reveal more information.

Entering Data

The Data Input forms support many features for ensuring the quality and integrity of the data. Not all entries incorporate these features so you may or may not encounter the following:


- Edit Checks - that typically check to ensure that entered values are within an acceptable range, otherwise the user will be prompted to provide a detailed explanation.
- Field length limits - ensuring values contain at least the minimum and no more than the maximum number of characters specified
- Select lists - a limited set of valid values, presented in a pull-down selection for the user’s choice

- Pre-filled values - Data Input fields may already contain data, especially when data for previous Periods is available and the data often does not change from period-to-period
- Previous Period values - typically displayed to the right of the data input field

Adding Notes to Definitions

By selecting the Name of any item, you can view more information about the data input field, including a complete definition for the value and other details. Users can enter Notes that are used to assist with understanding or localizing the definitions provided. For example, these Notes might explain where the values are locally sourced, who can provide the data or anything else that would assist users involved in approving data sets or entering data in subsequent periods. You can record as many Notes as required. Each Note is date and times stamped for ease of reference.

Adding Annotations to Explain Data

Using the Annotations icon (), explanations can be added for Data values, and are required when your response invokes an Edit Check (the value is outside an acceptable range, or information that typically doesn't change, such as library address, is altered). Explanatory Annotations are designed to help people 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.

Locking Data

Users should use the Lock button to signify when the Data Input process is complete. If a change is required, only the state can Unlock the data to make changes or enable the submitting Location to modify its data. If you need your form unlocked, contact the state library.