

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) (<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. 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 January 30 to April 1, 2020.

LibPAS Website

Enter your library data on the Data Input page of [LibPAS](https://mn.countingopinions.com) (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.

Make sure to review the *2019 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 *2019 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.

Data Element and Definition Changes

There are no new, modified, or deleted data elements for 2019.

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 2019.

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

Entering Data

The majority of the data elements require that you type a number or text into the input box. There are field-length limits to check that your entry contains the minimum and maximum number of characters specified.

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) or Unavailable. If a field was empty last year, you will likely get an edit check (see below). If the value is outside an acceptable range, or information that typically doesn't change is altered, like the library's address, 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.

On some fields, you will see the previous year's values displayed to the right. You can use previous year data to gauge whether the current year data is within normal range. Normal range is typically within five percent lower or higher compared to the previous year.

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 the library's previous year 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 any locked fields need to be updated.

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

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.

Entering Notes

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. There's also a Notes field. Each note you enter will be date and time stamped

and viewable from year to year. Use the notes field to describe how your library tracks data from year to year or other information useful to a filer.

To add a local note...

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

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

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 a library administrative entity and a library outlet.

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 square footage. Data elements with a capital letter followed by a number (e.g., **P06 Visits**) are for data at the *administrative entity* 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 at 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.

Not Counted 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 n.c. (not counted) or Unavailable box. If the boxes are not provided, enter "-1", which will be interpreted as "not counted." Enter "0" (zero) *only* for data elements where the value is truly zero. The distinction between not counted and zero allows statistical imputation (replacing missing data with substituted values).

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 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. To create a note, 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. Click **Confirm** or **Verified** after you complete your note.

Notes on edit checks should be complete and specific (i.e., more detail than "correct"). Of course, in some cases, you may not have an explanation for wide variations in data, but please provide as much context as

possible. For example, did staff changes affect the number of programs developed? Was the library closed during a portion of the year? Such notes are helpful for those responsible for approving or vetting the data submitted, or for those who might later discount the results without a plausible explanation.

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

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. Clicking **Verify** will calculate edit checks for data elements that roll up from the outlet to the administrative entity level.

Save

Use **Save** as you enter data to identify any edit checks. When you click **Save**, data from the outlet (m) data elements will roll up to the administrative entity elements. If you try to **Submit\Lock** without clicking **Save** first, unresolved edit checks will appear.

Submit/Lock

Click **Submit/Lock** when your annual report is complete and ready for review by State Library Services. 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

For data element questions, you can reach 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.



Minnesota's public library annual report is made possible, in part, by funding from the Minnesota Department of Education through a Library Services and Technology Act (LSTA) grant from the Institute of Museum and Library Services.