

Completing the Texas Public Library Annual Report Using LibPAS Online 2015

The library director will receive an email from the State Library (TSLAC) announcing when the form is open and ready to use. The message will include the link to access the site, <https://tx.countingopinions.com/>, as well as the *username* and *password* to be used. Bookmark the site to return to it in the future. If the *username* and *password* is lost or misplaced, click on "Password reminder," enter the email address for the library's account, and log-in information will be sent. Alternatively, contact the staff at TSLAC, who are happy to provide this information.

Once on the landing page, log in by entering the *username* and *password*.

The screenshot shows the login page for the Texas State Library and Archives Commission LibPAS Portal. At the top, there is a navigation bar with "TSLAC" on the left and "Login", "Libraries", "Locations", and "Maps" on the right. The main header features the TSLAC logo (a stylized building with a star) and the text "TEXAS STATE LIBRARY AND ARCHIVES COMMISSION". Below the header, a welcome message reads "Welcome to the Texas State Library and Archives Commission LibPAS Portal". A central login form is titled "Please login here to enter data." and contains fields for "Username:" and "Password:", a "Login" button, and a "Password reminder" link. At the bottom, contact information for the Texas State Library and Archives Commission is provided, including the address (1201 Brazos Street, PO Box 12927, Austin, Texas 78711-2927), email (ld_services@tsl.texas.gov), phone numbers (512/463-5465 or 800/252-9386), and fax (512/936-2306). The footer includes the copyright notice "© 2014 Counting Opinions (SQUIRE) Ltd."

After logging in, you will be presented with a welcome screen, similar to the one below.

The screenshot shows the home screen for Wildwood Civic Library after logging in. The navigation bar at the top includes "Welcome" on the left and "Reports", "Data Input", "Home", "Logout", "Libraries", "Locations", and "Maps" on the right. The main header features the TSLAC logo and the text "TEXAS STATE LIBRARY AND ARCHIVES COMMISSION". Below the header, a welcome message reads "Welcome WILDWOOD CIVIC LIBRARY". A central "Enter" button is followed by a "Forms" section with links to "Blank Annual Report Worksheet" and "Application form for Accreditation in State Library System". A "Tools" section includes links to "MOE Calculator" and "Weekly Total Tool". A "Tips" section includes links to "Reporting Downloadables" and "How to use the Online Form". At the bottom, contact information for the Texas State Library and Archives Commission is provided, including the address (1201 Brazos Street, PO Box 12927, Austin, Texas 78711-2927), email (ld_services@tsl.texas.gov), phone numbers (512/463-5465 or 800/252-9386), and fax (512/936-2306). The footer includes the copyright notice "© 2014 Counting Opinions (SQUIRE) Ltd."

After clicking on “Enter,” there is a screen showing the statistical data collection for your library for the reporting period. Before entering data, review the screen shots to familiarize yourself with navigation features.

Navigating the Data Input Form

The Annual Report form is divided into sections. There are three ways to navigate through the Data Input form:

1. Select the name of the local 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  at the top left side.
2. Use the “Next” and “Previous” buttons to proceed through the form, one section at a time.
3. Select the “Review” button. This displays the entire form on one web page. You can proceed through each field on the report by selecting the target field using your mouse, or by using the Tab and/or Enter key on your keyboard to proceed through the fields one at a time. To see details for any question in the form, select the Question Number to reveal more information.

The “Review” button lists all question and responses in one long single-page display.

“Print” generates a PDF document that can be saved or printed. Be sure the period is set to 2014.

The “Verify” button will run additional edit checks that are conducted upon submission of the report. It may help to identify any errors before locking.

Do not click “Submit/Lock” until all of your data has been entered, checked and is ready for submission. Only TSLAC staff can unlock the report.

Use this navigation sidebar to go to specific sections of the report. To minimize the sidebar and view more of the form in your window, click “Hide”. To restore the sidebar, click the chevron, “»” that appears in its place.

Texas Public Libraries Annual Report
WILDWOOD CIVIC LIBRARY
 Period: 2014
 Buttons: Review, Save, Previous, Next, Verify, Submit/Lock
 Sidebar: Texas Annual Report, Section 1: General Information, Section 2: Outlets, Section 3: Expenditures, Section 4: Local Financial Effort, Section 5: Library Revenue by Source, Section 6: Library Collection, Section 7: Local Library Service, Section 8: Library Staffing and Salary, Section 9: Resource Sharing, Section 10: Internet and Electronic, Section 11: Library Hours, Next Steps, « Hide
 Main Form: Section 1: General Information
 This section requests information for contacting the library, information you understand that this becomes public information.
 1.1 Library Name ✓
 1.2 County ✓
 1.3 The local fiscal year covered by this report began ✓ 01/01/2014
 1.4 The local fiscal year covered by this report ended ✓ 12/31/2014
 5 Mailing Address ✓ PO Box 774
 6 Mailing City ✓ Village Mills
 7 Mailing ZIP Code 77663
 8 Mailing ZIP+4 Extension ✓ N/A
 9 Street Address 94 Cypress Bend Dr
 10 Street City Wildwood
 11 Street ZIP Code 77663
 12 Street ZIP+4 Extension N/A
 13 Phone (409) 834-6279
 14 Telefax
 1.15 Does the library have a published telephone number? ✓ Yes No

Data is stored as entered, and permanently retained when you click, “Save”. The Navigation Sidebar allows you to go to work on individual sections. You do not have to complete the sections in order, nor do you need to complete individual sections before moving on to other sections.

Section 2: Outlets
 This section requests information on public service outlets. Report figures as of the last day of the reporting period. If the library is not open for business before the end of your reporting period, report 0.

2.1 Number of Branch Libraries ✓	0
2.2 Number of Bookmobiles ✓	0
2.3 Renovations, Expansion, New Construction	<input type="radio"/> Yes <input type="radio"/> No
2.4 Square Footage of the Main Library ✓	800

Section 3: Expenditures
 Determine whether a particular expense is classified as operating or capital expense.

Callout 1: Select the numbered field links to see detailed definitions. Questions with green checkmarks represent edit checks. These have been added to prevent unacceptable entries or errors in data entry.

Callout 2: Use the notepad icons to add notes to the data. Notes can be used to explain inconsistent or atypical data, as well as to satisfy edit check questions.

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 – typically check to ensure that entered values are within an acceptable range. Otherwise, you will be prompted to provide a detailed explanation of the value.
- Field length limits – ensure values contain at least the minimum and no more than the maximum number of characters specified.
- Pre-filled values – data input fields may already contain data, especially when data for previous Periods is available and the data does not change from period to period.
- Previous Period values – typically displayed to the right of the data input field, in grey type.

Edit check

Current Value: \$0
 Previous period value: \$2,500

EDIT CHECK:
 Prior year is greater than 0 and current year is 0. Please check the current year value for possible error or provide an explanation.

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

Notes

Callout: This is an example of an edit check. You will either have to provide a note of explanation or correct the data in order for the value to be accepted. Either enter a note to explain the data, and click "Accept," or click "Cancel" to adjust the value.

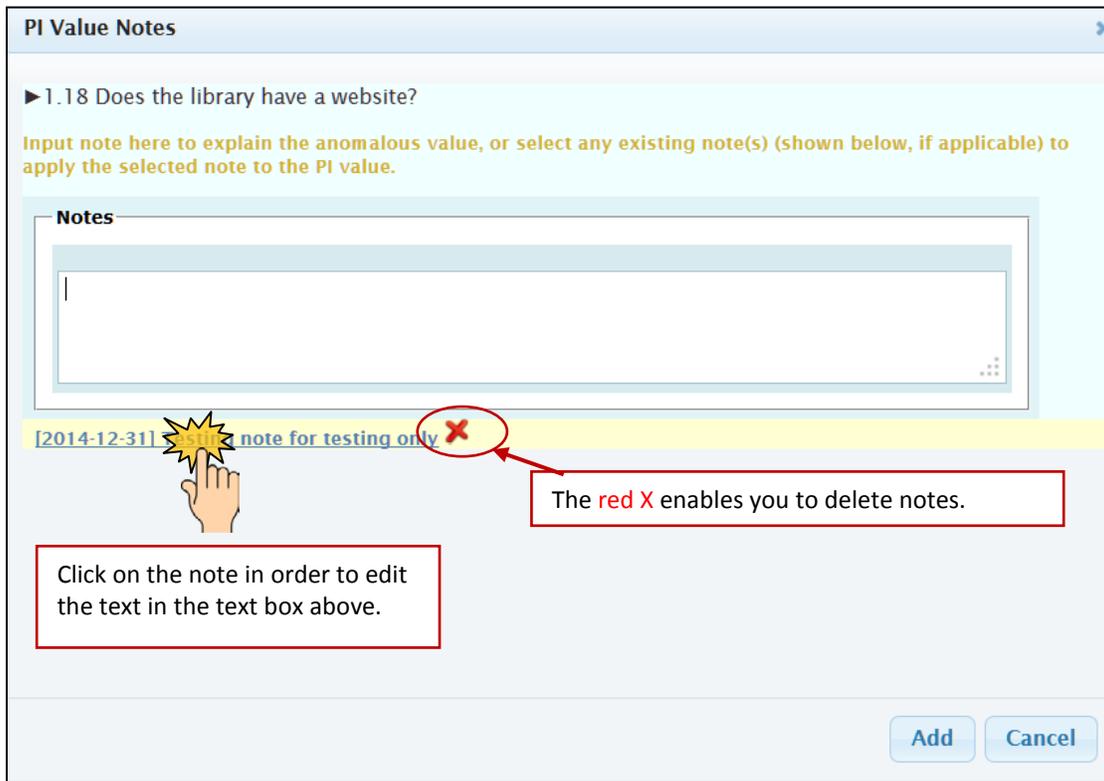
Buttons: Accept, Cancel

Adding Notes to Definitions

By selecting the Number of any item, you can view more information about the data input field, including a complete definition for the value and other details. While there is an option to add notes here, it is not recommended, as those explanation may not be seen during the form review, download and evaluation. Any explanations should be placed in the Annotations field.

Adding Annotations to Explain Data

Using the Annotations icon , explanations can be added for data values. These are required when your response invokes an Edit Check. Explanatory annotations are designed to help someone else understand and interpret the data and should be used whenever the data is inconsistent or not typical. For instance, when the data represent a significant change from the values previously reported, there are generally 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.



PI Value Notes

► 1.18 Does the library have a website?

Input note here to explain the anomalous value, or select any existing note(s) (shown below, if applicable) to apply the selected note to the PI value.

Notes

[2014-12-31] note for testing only 

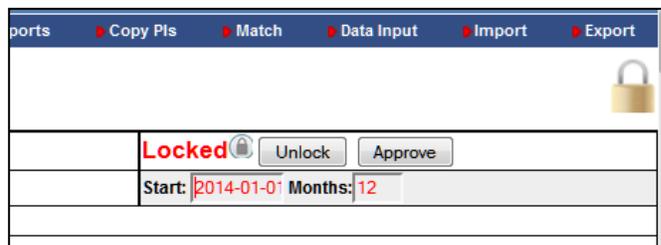
Click on the note in order to edit the text in the text box above.

The red X enables you to delete notes.

Add Cancel

Locking Data

Only use the Lock button to signify when the data input process is complete. If a change is required, only TSLAC staff can unlock the data to make changes or corrections. The form can be unlocked any time between January 1st and April 30th. After that point in time, changes must be made by TSLAC staff only, and uploaded to the form later. No changes to data will be made after July 31st.



ports Copy PIs Match Data Input Import Export

Locked  Unlock Approve

Start: 2014-01-01 Months: 12