

Completing the Texas Public Libraries Annual Report Using Texas LibPAS

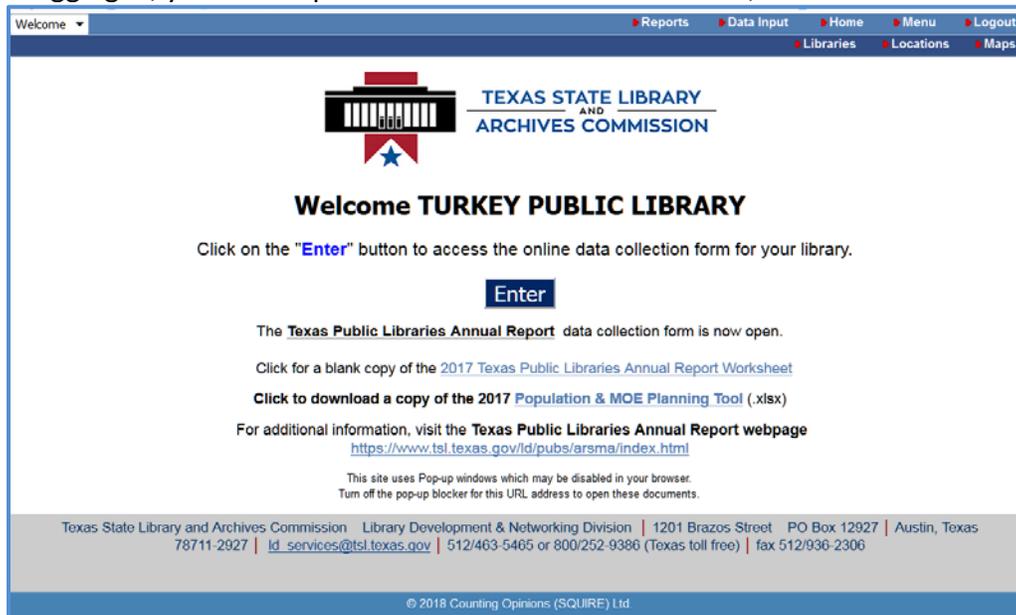
The library director will receive an email from the Texas State Library (TSLAC) announcing when the form is open and ready to use. The message will include the link to access the site, <https://tx.countingopinions.com/>, as well as the *username* and *password* to be used. Bookmark the site to return 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. The page features the TSLAC logo and the text "Welcome to the Texas State Library and Archives Commission LibPAS Portal". Below this is a login form with fields for "Username:" and "Password:", a "Login" button, and a "Password reminder" link. The footer contains contact information for the Texas State Library and Archives Commission, including the address, phone numbers, and email address.

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



The screenshot shows the welcome screen for Turkey Public Library. The page features the TSLAC logo and the text "Welcome TURKEY PUBLIC LIBRARY". Below this is a button labeled "Enter" and a message stating "The Texas Public Libraries Annual Report data collection form is now open." There are also links for downloading a blank copy of the 2017 Texas Public Libraries Annual Report Worksheet and a 2017 Population & MOE Planning Tool (.xlsx). The footer contains contact information for the Texas State Library and Archives Commission, including the address, phone numbers, and email address.

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.

The screenshot displays the 'Texas Public Libraries Annual Report' interface for 'TURKEY PUBLIC LIBRARY' for the year 2017. At the top right, there are 'Verify' and 'Submit/Lock' buttons. The main content area is a vertical list of sections, each with a dropdown arrow: TEXAS PUBLIC LIBRARY ANNUAL REPORT, SECTION 1: LIBRARY INFORMATION - CENTRAL/ADMINISTRATIVE LIBRARY, 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 SALARIES, SECTION 9: RESOURCE SHARING, SECTION 10: INTERNET AND ELECTRONIC SERVICES, SECTION 11: LIBRARY HOURS, SECTION 12: OUTLET GENERAL INFORMATION, and NEXT STEPS. On the left side, there is a sidebar with a 'Review' button, a 'Save' button, a scrollable list of section names, and 'Previous' and 'Next' buttons. A '<< Hide' link is also present in the sidebar area.

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 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.

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.

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

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

Use this 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.

Use the drop-down arrow to the far right to access each section.

SECTION 1: LIBRARY INFORMATION - CENTRAL/ADMINISTRATIVE LIBRARY

SECTION 2: OUTLETS

Section 2: Outlets

This section requests information on public service outlets. Report figures as of the last day of the fiscal year. If there is a new branch, but it was not open for business before the end of the ...[more](#)

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

SECTION 3: EXPENDITURES

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. Any explanations should be placed in the Annotations field, referred to as the Note box.
- 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

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

Accept Cancel

Adding Annotations to Explain Data

Using the Annotations icon , explanations can be added for data values. These are required when your response pops up an Edit Check. Explanatory annotations, or notes, 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 for those that might later reject or discount the results without a plausible explanation.

Locking the Data

Click Verify, at the top of the form, to make certain there are no errors, omissions, or discrepancies needing explanation. You will not be able to lock the report until this step been done.

If there is any information missing, or if there is an edit check that has not be address, you will receive a message indicated that a value is required before the form will lock.

Look through each Section until a red bar is located.

SECTION 4: LOCAL FINANCIAL EFFORT

Section 4: Local Financial Effort

REPORT ACTUAL EXPENDITURES, NOT BUDGETED OR ESTIMATED AMOUNTS.

This section contains questions which will help determine whether the library meets the minimum accreditation criteria. Local ...[more](#)

▶ 4.1 Local Expenditures on Collections ✓	\$2,300	\$0
▶ 4.2 Total Local Library Operating Expenditures ✓		\$0
Required Required: a value is required!		
▶ 4.3 Local Government Operating Expenditures ✓	\$15,000	\$0

Once the Verified! Notification appears, you will be able to lock the report.

Texas Public Libraries Annual Report Period: 2017

TURKEY PUBLIC LIBRARY

Verified!

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 	<input type="button" value="Unlock"/>	<input type="button" value="Approve"/>
Start: 2014-01-01	Months: 12	

The lock icon is your assurance that your report is submitted. In actuality, any information which has been saved can be viewed by TSLAC staff.

Printing the Report

The report may be printed at any point in the process. Printing it prior to locking will cause a watermark of the word, "DRAFT" to appear. Once the report is locked, this watermark will no longer be present. Clicking on the word Print at the top right-hand corner of the form will open a dialog box. Select "Template" to view your report with the complete instructions. Select "Screen" to print a copy of the online screen form. Either option will allow you to save or print the report at your location.

