

Completing the Texas Public Library Annual Report Using LibPAS Online

The library director will receive an email from the state library via the vendor announcing when the form is ready to use, and the message will include the link to access the site, <http://tx.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.

Please login here to enter data.

Login

Username:

Password:

[Password reminder](#)

Library Development & Networking Division, Texas State Library and Archives Commission, 1201 Brazos Street, Austin, Texas 78711.
You may also send e-mail to ld@tsl.state.tx.us or call [512-463-5465](tel:512-463-5465) for more information.

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The secure landing page contains forms and instructions that are applicable to the annual report.

Welcome

[Data Input](#) [Home](#) [Logout](#)
[Profile](#) [Libraries](#) [Locations](#) [Maps](#)

★ Texas State Library and Archives Commission ★

Welcome ABERNATHY PUBLIC LIBRARY

[Survey Instructions \(PDF\)](#) [Worksheet \(PDF\)](#)
[Accreditation Form](#)

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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: Texas Public Libraries Annual Report Period: 2011 Verify Submit/Lock

Print generates a PDF document that can be saved or printed. Be sure the period is set to 2011.

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

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

Do not click "Submit/Lock" until all your data has been entered, checked and is ready for submission. The "Verify" button will run additional edit checks that are conducted upon submission of the report, and may help you to identify any errors before locking.

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.

Section 1: General Information
Library Contact Information
This section requests information for contacting the library, its staff, board, and friends group. [Understand that this becomes public ...more](#)

1.1 Library Name ✓	Abernathy Public Library	1.4 City	Abernathy	1.5 ZIP Code	79311	1.6 ZIP+4 Code	0310
1.11 Phone	(806) 298-4138						
1.12 Is phone listed? ✓	Yes						

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.

Data Input Review Save Reset Previous Next

Collection: Texas Public Libraries Annual Report Period: 2011 Verify Submit/Lock

Click this chevron to restore the navigation window.

You can use the notepad icons to add notes to the data. Notes can be used to explain inconsistent or atypical data.

Select the numbered field links to see detailed definitions. Questions with checkmarks represent edit checks which have been added to prevent unacceptable entries or mistakes in data entry.

Use pull-downs to select from pre-set options.

Click in the box to apply an exception value.

Section 1: General Information
Library Contact Information
This section requests information for contacting the library, its staff, board, and friends group. [Understand that this becomes public ...more](#)

1.1 Library Name ✓	Abernathy Public Library	1.3 Street		1.4 City	Abernathy	1.5 ZIP Code	79311	1.6 ZIP+4 Code	0310
1.2 County ✓	Hale								
1.12 Is phone listed? ✓	Yes	1.13 Telefax	(806) 298-2968						
		1.14 Admin Email	library@cityofabernathy.org						
		1.15 Library Email	library@cityofabernathy.org						
		1.16 Web Address	http://abernathy.lib.tx.us						<input type="checkbox"/> N/A

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: \$0
 Previous period value: \$1,074,955

EDIT CHECK FAILED:
 SALARIES & WAGES EXPENDITURES prior year is greater than zero and current year is zero. Please check the current year value for possible error or provide an explanation for the change.

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 enter a note to explain the data and click "Accept", 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.

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

The Annual Report Form is divided into sections. 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, one section at a time.
- 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 to proceed through fields one at a time. To see details for any question in the form, select the Question Number 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 - 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 - ensure 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 Number 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 time-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 someone else understand and interpret the data and should be used whenever the data is inconsistent or atypical. For instance, when the data represents a significant change from the values previously reported, there are 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.

PI Value Notes ✕

Library Name

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

|

[2012-01-09] Test 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

Locking Data

Users should 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 correction. If you need your form unlocked, contact TSLAC staff.