



# Texas Public Library Annual Report 2012

Demonstration of Texas LibPAS Website  
Presented by Stacey Malek, Program Coordinator

January 17, 2013

# What we'll cover today

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- ▶ Introduction
- ▶ Things to remember
- ▶ Demonstration of the Texas LibPAS website
- ▶ Changes to report questions
- ▶ Important dates
- ▶ What you need to do to fully submit the annual report
- ▶ Questions
- ▶ Contact information



# Poll questions

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- ▶ Did you complete the annual report for your library last year?

# Poll questions

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- ▶ If yes, did you
  - A. Find it easy to complete
  - B. Find it somewhat difficult to complete
  - C. Want to throw your computer out the window



# Demo of Texas LibPAS

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- ▶ <https://tx.countingopinions.com/>
- ▶ Username and password – went out via email Jan. 2



★ Texas State Library and Archives Commission ★

**Welcome to the Texas State Library and Archives Commission LibPAS Portal**

Please login here to enter data.

**Login**

Username:

Password:

[Password reminder](#)

# Things to Remember

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- ▶ The more detailed notes you provide us, the less likely you are to get questions from us later on! Green check marks = edit check.
- ▶ Make sure you move off of the cell you are working in, or save the page, to update the data, as well as the subtotals and totals.
- ▶ There is a one-hour timeout in LibPAS. If you get timed out, a screen different from landing page will popup. Go back to <http://tx.countingopinions.com> and log in.

# Things to Remember

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- ▶ Don't forget:
- ▶ TLA Annual conference is April 24 through April 27
  - ▶ If you are going to conference, make sure you get the AR done before you go!

# Changes to the Report for 2012

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## ▶ Keep in mind

- ▶ Some libraries are not collecting the data - we know that – that's ok
  - ▶ Report what you can
  - ▶ Annotate where you need to
  - ▶ Begin collecting, if at all possible
    - If not possible, contact us





# Changes to the Report for 2012

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## ▶ Changes to questions



- ▶ Added Contact person email (Section 1)

- ▶ Loan Star Libraries (LSL) references removed and revenue questions removed

- ▶ Audio and video downloadables now include both cataloged and uncataloged items (Section 6)

# Changes to the Report for 2012

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- ▶ Changes to questions – Continued
  - ▶ Clarified language on e-books to report number of units (Section 6)
    - ▶ Do not report Project Gutenberg
  - ▶ Added Circulation questions – separating physical and digital (Section 7)
  - ▶ Added Adult Programs and Attendees (Section 7)

# Changes to the Report for 2012

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- ▶ Changes to questions – Continued
  - ▶ Changed Registered Borrowers to Registered Users (Section 7)
  - ▶ Added number of Wi-Fi sessions (Section 10)
  - ▶ Added number of website visits (Section 10)

# Website



★ Texas State Library and Archives Commission ★

Welcome to the Texas State Library and Archives Commission LibPAS Portal

Please login here to enter data.

**Login**

Username:

Password:

[Password reminder](#)

- ▶ Website for data collection is:
  - ▶ <http://tx.countingopinions.com>
- ▶ You will need:
  - ▶ Username
  - ▶ Password
- ▶ Your library's data for the local fiscal year 2012

# Important Dates

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- ▶ March 31 – We recommend you submit the report by this date
- ▶ April 30 – Final due date for annual report and Accreditation application submission
- ▶ July 31 – Last day to submit changes to the annual report

# What do I need to do to submit?

- ▶ Enter library data
  - ▶ Click on “VERIFY” to complete edit checks
  - ▶ Click on “LOCK” to lock the Annual Report form in LibPas

The screenshot shows the LibPas interface for the Texas Public Libraries Annual Report. At the top, there is a navigation bar with links for Home, Menu, Help, and Logout. Below this is a green bar with links for Reports, Manage Collections, Definitions, Print, Locations, and Accounts. The main content area has a 'Data Input' section with buttons for Review, Save, Reset, Previous, and Next. Below this, there are buttons for Review and Save. The form title is 'Texas Public Libraries Annual Report' with a 'Period' dropdown set to '2012'. The library name is 'Austin - Texas State Library'. A red box highlights the 'Verify' and 'Submit/Lock' buttons. A blue box contains the following text: 'Texas Annual Report. This report is due at the Texas State Library and Archives Commission by April 30, 2013. All data applies to your library's 2012 fiscal year. We strongly urge libraries to report no later than March ...more'.

# What do I need to do to submit?

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- ▶ Send us the Accreditation in State Library System Application
  - ▶ Library Director signs
  - ▶ Mayor, City Manager, Library District Chair, County Judge, Superintendent (if non-profit, not applicable, board chair will sign)
  - ▶ Library Board Chair
  - ▶ Email (preferred method), Fax, or Mail application to us.

# Poll questions

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- ▶ Have you started the online report yet?





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# Questions?



# Contact Us

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- ▶ Stacey Malek – [smalek@tsl.state.tx.us](mailto:smalek@tsl.state.tx.us)
- ▶ Valicia Greenwood – [vgreenwood@tsl.state.tx.us](mailto:vgreenwood@tsl.state.tx.us)
- ▶ Call us at 800-252-9386
- ▶ Fax us at 512-936-2306
- ▶ If choose to mail application,  
send to PO Box 12927, Austin, TX 78711-2927
- ▶ Annual Report webpage is  
<https://www.tsl.state.tx.us/ld/pubs/arsma/index.html>

