



# Texas Public Library Annual Report 2011

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

# What we'll cover today

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- ▶ Changes in website and staff
- ▶ Changes to report questions
- ▶ Things to remember
- ▶ Important dates
- ▶ Demonstration of the new Texas LibPas website
- ▶ What you need to do to fully submit the annual report
- ▶ Questions
- ▶ Contact information



# Poll questions

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- ▶ 1. Have you completed the public library annual report before?
- ▶ 2. Have you started the online report yet?



# Welcome! We have some changes...

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- ▶ **New Data Collection Vendor**
  - ▶ Counting Opinions
    - ▶ Texas LibPas
  
- ▶ **New Staff at TSLAC**
  - ▶ Valicia Greenwood – Library Statistics Specialist



# Changes to the Report for 2011

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## ▶ Changes to questions

- ▶ Question 6.1 and 6.2 no longer include Serials. They are only for Books-In-Print
- ▶ Questions in Section 8 for Staffing are now Hours per Week and not FTEs
- ▶ Blank worksheet is now included in the Survey Instructions



# Website

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- ▶ Website for inputting data is:
  - ▶ <http://tx.countingopinions.com>
- ▶ You will need:
  - ▶ Log in
  - ▶ Password
- ▶ Your library's data for the local fiscal year 2011



# 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!
- ▶ Make sure you move off of the cell you are working in, or save the page, to update the subtotals and totals.
- ▶ There is a one-hour timeout on the system. When you are timed out, it will bring up a different looking screen. Go back to <http://tx.countingopinions.com> and log in.



# Important Dates

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- ▶ March 31 – We recommend you submit the report by this date.
- ▶ April 30 – Due data for both annual report submission and receipt of application
- ▶ July 31 – Last day to submit changes to the annual report





# What do I need to do to submit?

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- ▶ **Enter library data**

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

- ▶ **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.



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Questions?

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# 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
- ▶ Our webpage is <https://www.tsl.state.tx.us/ld/pubs/pls/index.html>

