Completing the Public Library Annual Report Using LibPAS

Getting Started

Go to https://me.countingopinions.com and bookmark this site for future use. This will bring you to the LibPAS login screen. Your username and passwords remain the same. If you misplace the username and password you can click on the password reminder link and enter the email address associated with your report. If you need assistance please contact the State Data Coordinator.

Once your are logged in it will bring you to your library's page with links to the definitions, annual report worksheet, and a short data input video.

Click the enter button to get started.

Entering Data

The data input screen shows the statistical data for your library for the current reporting year.

- Some of the data has been prefilled for you. Check carefully to make sure that any data that is prefilled is correct. Click inside the appropriate box to make changes.

- Use the selection list on the left hand screen or the next and previous buttons to navigate the form.

- Use the tab button to move between fields.

- Click on the underlined data element number for a complete definition.

- Edit checks will appear when the data entered is the same as last year or not within an acceptable range. You will be prompted to provide an explanation. Click cancel to change the data or provide a detailed explanation.

- The previous year value is displayed to the right of the field for most data elements.

- Your data is automatically saved when you tab or move to another field within the report. You can also push the save button at the top and bottom of the screen.

Adding Notes and Annotations

Notes: If you would like to add a note to any item, you can click on the underlined data element number which includes the data definition and a box for notes. You may enter as many notes as you want that can be used to understand how or where you came up with the data.

Annotations: Use the paper icon that appears to the left of the data input field. Provide a detail explanation that explains why the data has had no change or what caused the data to be outside an acceptable range.

Verifying and Submitting/Locking the Data

Verifying the data will show you which data elements have not been filled in or ones that need to be reviewed. Make any changes necessary or provide an explanation as to the variation.

Once all data has been verified, click on the submit/lock button. Contact the State Data Coordinator if you need to make changes to your report once is has been locked.

Do not hesitate to contact the State Data Coordinator or your District Consultant if you need help.

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